

AGENDA
CITY OF GROSSE POINTE PARK
SPECIAL MEETING NOTICE:
TAX INCREMENT FINANCE AUTHORITY MEETING
July 28th, 2020 6:30 pm

SPECIAL NOTICE: To continue to minimize the spread of COVID-19, this meeting will be held electronically via the Zoom application. See instructions below for how to join the meeting and guidelines for meeting conduct.

- I. Call to Order
- II. Roll Call
- III. Consent Agenda
 - Approval of March 4th Meeting Minutes
 - Approval of May 11th Meeting Minutes
 - Approval of July 15th Meeting Minutes
 - Approval of COVID-19 Reopening Assistance Program
 - Approval of Solicitation to Bid for Building Demolition of 1410 Lakepointe and 1166 Maryland
- IV. Public Comment Agenda Items
- V. GPP Business Association
- VI. Closed Door Session-Real Estate
- VII. New/Old Business
- VIII. Public Comment Non Agenda Items
- IX. Adjournment

ZOOM MEETING AND TELECONFERENCE INFORMATION

- Go to zoom.us
- Meeting ID: 840 2489 3267
- Password: 623563

Dial In Information

- +1 312 626 6799 US (Chicago)
- +1 646 558 8656 US (New York)
- +1 301 715 8592 US (Germantown)
- +1 346 248 7799 US (Houston)
- +1 669 900 9128 US (San Jose)
- +1 253 215 8782 US (Tacoma)

Meeting ID: 840 2489 3267

Passcode: 623563

Michigan Relay is a communications system that allows hearing persons and deaf, hard of hearing, or speech-impaired persons to communicate by telephone. Users may reach Michigan Relay by dialing 7-1-1 and then connection with Zoom conference number above. There is no additional charge to use this service. Please contact smithl@grossepointepark.org with any other requests for accommodations.

How to Submit Public Comment

There will be two options for how to submit a public comment for this meeting: calling into the meeting or written comment. There will be one public comment at the end of the meeting. Spoken comments will be limited to three minutes. Written comments will be limited to 250 words.

Members of the public wishing to make a comment via phone will need to dial in to the phone number listed on the public notice. All spoken comments through the phone will be limited to three minutes. The provided meeting guidelines outline the process for teleconferencing comments that will be followed during the meeting.

Written comments can be submitted directly to smithl@grossepointepark.org. Written submissions need to be 250 words or less and be submitted by 4:30 pm on Monday, July 27th.

Guidelines for Public Participants

1. All meeting materials and meeting information is available on the City website at www.grossepointepark.org
2. The meeting will start promptly at the time listed on the meeting notice. **Public participants will be permitted to join the meeting five minutes before the meeting is scheduled to start.**
3. When you are ready to join the meeting, please make sure your line is muted to decrease background noise. Public participant lines have to remain muted until the public comment portion of the meeting.
4. If you decide you want to make a public comment at any point during the meeting, we will ask you to virtually utilize the raise hand function on the phone. To raise your hand, press *9 on your phone keypad. You will be added to the queue list. **Please note that all public participants are only allowed one three-minute public comment. Indicating you have a public comment numerous times will not give you additional time to speak.**
5. **When the public comment period begins**, the Director will review the process for public comments. After the process is reviewed, the Director will call on a Staff member to read any public comments that were submitted via written

statement. When those are completed, the Director will call for any spoken public comment. A staff member will call on public participants by the last four digits of their phone number. Public participants will be called in the order they were added to the queue list. Public participants who do not respond within ten seconds of their phone number being called will be skipped and the next person in line will be called on. All public comments shall not exceed three minutes and the meeting host will inform you when your three minutes is up. This method will continue until all public participants have had the opportunity to comment.

6. Once the public comment period is done, the Chair will end the meeting.

Hosts will have the ability to and will remove participants from the meeting if they breach the peace in such a way that disrupts or interferes with the meeting.

NORTHWEST TAX INCREMENT FINANCE AUTHORITY OF THE
CITY OF GROSSE POINTE PARK
SPECIAL MEETING
July 15th, 2020
6:00pm

CALL TO ORDER

A meeting of the Grosse Pointe Park Northwest Tax Increment Finance Authority (“TIFA”) was called to order by Chair James Odell

ROLL CALL

Present: James Odell, Patrick Mann, James DePuys, Marcia Fairrow, John Hughes, Tom McDonald, Sonny Mio, Curt Ralstrom.

Also Present: Nick Sizeland, Administrative Director and City Manager; Dennis Levasseur, TIFA Attorney; Jake Howlett, City Attorney; and Leah Smith, Assistant to the City Manager

Excused Absences: Randy Cousineau, Adi Kokoshi, and Joe Tompkins.

APPROVAL OF MINUTES

Chairman Odell presented the draft meeting minutes from the May 11th minutes for approval.

AYES: Boardmembers Mann, DePuys, Fairrow, Hughes, McDonald, Mio, and Ralstrom and Chairman Odell.

NAYS:

EXCUSED ABSENCE: Boardmembers Cousineau, Kokoshi, and Tompkins.

City Manager Sizeland presented the draft meeting minutes from the March 4th meeting for approval.

AYES: Boardmembers Mann, DePuys, Fairrow, Hughes, McDonald, Mio, and Ralstrom and Chairman Odell.

NAYS:

EXCUSED ABSENCE: Boardmembers Cousineau, Kokoshi, and Tompkins.

City Manager Sizeland presented the draft special meeting minutes from the March 12th meeting for approval.

Motion by Chairman Odell, support by Boardmember Mio, to approve the March 12th meeting minutes as presented.

AYES: Boardmembers Mann, DePuys, Fairrow, Hughes, McDonald, Mio, and Ralstrom and Chairman Odell.

NAYS:

EXCUSED ABSENCE: Boardmembers Cousineau, Kokoshi, and Tompkins.

STATUS OF PUBLIC WORKS BUILDING

Chairman Odell asked City Manager Sizeland to provide a brief update on the Public Works Building.

City Manager Sizeland stated the drawing being shared on Zoom was the last drawing presented to the Public Works committee in May and has been completed by the architect Stuckey Vitale. The new facility will be located off of Mack Avenue between Maryland and Wayburn. The facility will be between sixteen to seventeen thousand square feet which include an upper mezzanine for additional storage. The main entrance and exit for the facility will be located off of Mack Avenue via three entry doors. There will also be a small door off of Maryland which will be used for light duty vehicles to enter and exit the facility. The City's goal is to make the facility easy entry for employees. The design is close to completion and City Administration anticipates having a Planning Commission meeting in late July or early August for approval of the site plan.

Boardmember Depuys inquired if the City purchased the home behind the site that was for sale.

City Manager Sizeland stated that the City did not acquire that home.

SOCIAL DISTRICT SUPPORT

Chairman Odell asked City Manager Sizeland to provide a brief overview of the Social District top.

City Manager Sizeland stated that at the City Council meeting on July 13th, the Council voted unanimously to pass a resolution creating a new Social District. Creating a Social District allows restaurants and bars to serve to-go drinks in disposable cups that allows residents and patrons to take the drinks with them for consumption in the commons area. The commons area on Charlevoix covers from the end of Beaconsfield by Howlers and Growlers all the way to just past The Charlevoix. The commons area on Kercheval would go from just past the old market area near Alter to right by Red Crown. The City will be submitting the packet to the State for final approval. Once final approval is granted, businesses will need to be apply for a special Social District license from the Michigan Liquor Control Commission to be able to serve the to go to drinks to patrons.

City Manager Sizeland provided a brief overview of the Operations and Maintenance Plan, including:

- Definition of the Social District
- Explanation of the difference between the Social District and Commons Areas
- Qualified Licensee Definition
- Outlines the City and Business process
- Operations plan
- Maintenance plan including how the district can be dissolved and requirements of permit holds
- Maps of the whole Social District, Kercheval Commons Area, and Charlevoix Commons Area
- Commons Area hours of operation: from 5:00 pm – 10:00 pm Sunday through Thursday, and from 5:00 pm – 11:00 pm Friday and Saturday
- Commons Area will be closed on the following US Holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve, and Christmas

City Manager Sizeland stated that as part of the Social District support, he is going to ask the TIFA Board to approve purchase of to go cups for businesses who decide to participate in the Social District utilizing the marketing and promotions line item.

Boardmember Mio inquired on if there will be any street closures related to the Social District.

City Manager Sizeland stated that a street closure would not occur.

Boardmember Fairrow stated for clarification that per the material presented, a patron could not buy a drink on Kercheval and then walk over to Charlevoix with their drink.

City Manager Sizeland stated that was correct.

Boardmember Ralstrom inquired on how the City plans on handling the restroom situation.

City Manager Sizeland stated that the intent is for patrons to be responsible and respectful and to utilize the businesses restrooms who are located within the Social District.

Boardmember DePuys inquired as to why Mack Avenue was not included in the Social District and what options could be presented for the businesses located on Mack Avenue.

City Manager Sizeland stated that businesses on Mack Avenue could apply for a permit to expand out onto the sidewalk or contiguous parking lots.

City Manager Sizeland requested approval from the Board to direct the City to utilize the marketing and promotions line to purchase social district cups for businesses.

Motion by Chairman Odell, second by Boardmember Depuys, to direct the City to utilize the marketing and promotions line to purchase social distance cups for businesses.

AYES: Boardmembers Mann, DePuys, Fairrow, Hughes, McDonald, Mio, and Ralstrom and Chairman Odell.

NAYS:

EXCUSED ABSENCE: Boardmembers Cousineau, Kokoshi, and Tompkins.

PARKING IMPROVEMENTS: KERCHEVAL AND CHARLEVOIX

Chairman Odell asked City Manager Sizeland to introduce the topic for Board consideration.

City Manager Sizeland stated that the City has received numerous requests from business owners for increased parking on Kercheval and Charlevoix. There are two City properties that have been discussed at prior TIFA meetings for increased parking: one on Kercheval behind Park Grill and one on Charlevoix behind the old Park Market building. City Administration would like approval from the Board to solicit bids for demo of the two properties.

Boardmember Depuys inquired what streets the properties in question are located on.

City Manager Sizeland stated that one is at Lakepointe and Charlevoix and the second property is at Kercheval and Maryland.

AYES: Boardmembers Mann, DePuys, Fairrow, Hughes, McDonald, Mio, and Ralstrom and Chairman Odell.

NAYS:

EXCUSED ABSENCE: Boardmembers Cousineau, Kokoshi, and Tompkins.

COVID-19 BUSINESS SUPPORT

City Manager Sizeland stated that within the current TIFA budget, fifty thousand dollars has been set aside for COVID-19 support for businesses. Administration has developed a COVID-19 Operational Assistance Fund to provide support to all TIFA businesses located on Mack, Charlevoix, and Kercheval. The funding can be utilized on the following items:

- Parklet materials
- Additional tables and chairs for expansion outside
- Umbrellas
- Other expenses as determined by Administration

City Manager Sizeland stated that as part of this program, businesses need to provide a letter of interest summarizing what the business would like to do with the funds and a project budget. Businesses also need to have an expanded outdoor dining permit if applicable to their request. The maximum amount that can be given to each business is \$3,500 with half of the funds for the project being provided at the beginning and the rest when the project is completed with supporting documentation. Businesses are responsible for any additional expenses over \$3,500.

Boardmember Odell stated that if the fifty thousand dollars set aside is not enough funding, the Board can hold another meeting to set aside additional funding for the program.

Boardmember Fairrow inquired on if restaurants who have already expanded outdoors still apply for the funding.

City Manager Sizeland stated that any businesses who are already expanded outside can apply for reimbursement of these expenses.

AYES: Boardmembers Mann, DePuys, Fairrow, Hughes, McDonald, Mio, and Ralstrom and Chairman Odell.

NAYS:

EXCUSED ABSENCE: Boardmembers Cousineau, Kokoshi, and Tompkins.

NEW/OLD BUSINESS

City Manager Sizeland asked Assistant to the City Manager Smith to provide a brief update on two grants available for local businesses.

Assistant to the City Manager Smith stated that there are currently two funding programs currently open. The first program is the Michigan Economic Development Corporation (MEDC) Small Business Restart Program which was created utilizing State of Michigan CARES Act funding. Businesses who apply are eligible for up to \$20,000 in funding assistance for reimbursement of loss of revenue, payroll, bills, and reopening expenses. The applications close on August 5th.

Assistant to the City Manager Smith stated that Wayne County has initiated a second round for the Back to Work grant. The maximum grant award possible for applicants is \$10,000 and the eligible expenses are similar to the MEDC program. The second round is currently open and awards are being made on a first come, first serve basis. Both programs do not have a match requirement for applicants.

Boardmember Odell stated that he would like to schedule the next meeting date for the Board for September.

The Board set their next regular meeting date for Tuesday, September 8th at 6pm.

PUBLIC COMMENT

Assistant to the City Manager Smith stated that there was one emailed comment that would not be read because the commenter did not follow the process outlined in the meeting notice.

Two residents made verbal comments.

With no further business, Chairman Odell adjourned the meeting at 6:40 pm.

TAX INCREMENT FINANCE AUTHORITY
MINUTES
March 4, 2020
6:00 p.m.

CALL TO ORDER

A meeting of the Grosse Pointe Park Tax Increment Finance Authority was called to order by Chair James Odell.

ROLL CALL

Present: James Odell, Patrick Mann, James DePuys, Thomas MacDonald, Sonny Mio, Curt Ralstrom

Also: Dale Krajniak, Administrative Director and Nick Sizeland, City Manager

Excused: Randy Cousineau, Adi Kokoshi, Joe Tompkins

MINUTES

Moved by Thomas MacDonald, supported by James Odell, to approve the minutes of the November 26, 2019 meeting.

Ayes: All

Nays: None

AMENDED DEVELOPMENT PLAN

The Amended Development Plan was presented to members of the Board. Administrative Director indicated plan currently allows for public facilities and the borrowing of funds for up to 20 years. He indicated the amendment includes limiting the term of indebtedness to a maximum of 15 years and reflect, as a public facility, the intent to provide for the construction of the Public Works facility which the City Council approved 6-0 at their December 9, 2019 meeting.

Amended Development Plan to reflect the acquisition of the former office building at Mack Avenue and Wayburn for the Department of Public Works. New building will be an enhancement for the district and greatly improve aesthetics upon Mack and create a positive presence and improve foot traffic for the immediate businesses and restaurants. Amendment also to include allocation of future budget(s) on fund debt retirement of issued bonds.

REVIEW AMENDED BY-LAW UPDATES

Moved by Sonny Mio, supported by Thomas MacDonald, to accept and submit amended by-laws to City Council for approval. By-laws include but not limited to covering powers/authority of TIFA members, goals, officers, need for meetings & special meetings. Also noted there would be two informational meetings a year which may be combined with other meeting types as long as proper notice is posted.

Ayes: All

Nays: None

APPROVAL OF NOTICE AND PROCEDURES

Moved by Sonny Mio, supported by Thomas MacDonald to approve and submit to City Council notice and procedures to track Open Meetings Act regarding the conduct of regular, special and informational meetings.

Ayes: All

Nays: None

PUBLIC WORKS ARCHITECTURAL SERVICES PROPOSAL

Moved by James DePuys, supported by Thomas MacDonald to accept the Stucky-Vitale Architects proposal for professional architectural services to include the design, detailed document preparation of architectural and civil engineering services, undertake all necessary building and construction schematics and administrative oversight of the construction phase not to exceed price of \$104,000. This work to include coordination with city building department and presentation to city planning commission. Estimates were received from the following companies: OHM, Stantec, Spicer Group and Stucky-Vitale Architects. Director Dale Krajniak noted each of the firms submitting proposals were very qualified to undertake the required work. Stucky-Vitale Architects offered the most competitive pricing of approximately \$104,000 as the other proposals ranged in excess of \$120,000. The proposal will include the following phases; Phase 1 – Programming & Schematic Design, Phase 2 Construction Document Preparation, Project Competitive Bidding and Building Contractor selection, and Phase 3 – Construction & Administrative Phase.

Ayes: All

Nays: None

NEW/OLD BUSINESS

Director Dale Krajniak asked Board to review and gain input for the various commercial areas to begin the development of the budget for future projects for 2021. James DePuys indicated he would review Mack Avenue opportunities and discuss with fellow merchants. Sonny Mio & Thomas MacDonald will review and provide input for Charlevoix. while Joe Tompkins, Randy Cousineau and Adi Kokoshi will focus on Kercheval Ave. Patrick Mann and Curt Ralstrom will focus upon the residential areas.

CLOSED SESSION – REAL ESTATE

Moved by Sonny Mio, supported by Thomas MacDonald to recess to closed door session for the purpose of discussing real estate.

Ayes: All

Nays: None

NEXT MEETING: To be determined, following Master Plan updates as provided by legal counsel.

ADJOURNMENT

Moved by Thomas MacDonald, supported by Sonny Mio to Adjourn.

Ayes: All

Nays: None

NORTHWEST TAX INCREMENT FINANCE AUTHORITY OF THE
CITY OF GROSSE POINTE PARK
SPECIAL MEETING
May 11th, 2020
4:00pm

CALL TO ORDER

A meeting of the Grosse Pointe Park Northwest Tax Increment Finance Authority (“TIFA”) was called to order by Director Dale Krajniak

ROLL CALL

Present: James Odell, Joe Tompkins, Sonny Mio, John Hughes, Adi Kokoshi, Patrick Mann, Randy Cousineau, Thomas MacDonald.

Also Present: Dale Krajniak, Administrative Director; Dennis Levasseur, TIFA Attorney; Nick Sizeland, City Manager; and Leah Smith, Assistant to the City Manager

Excused Absences: James Depuys and Curt Ralstrom.

Before the budget was presented, TIFA Attorney Levasseur presented a brief of summary of why the special meeting was called including a brief summary of the applicable Michigan statutes, namely the Recodified Tax Increment Finance Act.

APPROVAL OF THE TIFA 2020-2021 BUDGET

Director Krajniak presented the proposed 2020-2021 budget for approval and consideration. The total proposed budget is \$1,316,500 allocated between the following line items:

- Legal Services: \$45,000
- Financial/Administrative: \$70,000
- Direct Business Support: \$36,000
- Supplies: \$10,000
- Residential Improvements: \$450,000
- Commercial Improvements: \$305,500 of which \$175,000 is set aside for parking improvements.
- Debt Retirement: \$325,000

Director Krajniak also stated that himself, the TIFA Attorney, and City Administration are currently looking into additional ways to utilize TIFA funds to support businesses impacted by COVID-19.

Board Member Tompkins requested clarification on the \$325,000 within the proposed budget and asked for verification that it was the same amount approved at the previous TIFA meeting. TIFA Attorney Levasseur stated that it was.

Board Member Tompkins inquired if the \$175,000 set aside for parking improvements was the total amount needed to tear down the city owned buildings and pave the parking lots. Director Krajniak stated that in addition to the \$175,000, there is also an additional \$92,000 available for additional parking improvement costs.

Director Krajniak stated that the Board could decide to amend the budget at a later time if necessary.

Board Member Hughes inquired on if there is any expectation that the funds that are recaptured will be

changed or decreased due to loss of revenues from COVID-19. Director Krajniak stated that because of the Hedley amendment and the increases the District has seen in the previous three years, a loss of revenues is not anticipated.

Motion by Board Member Tompkins, seconded by Board Member Hughes, to recommend the budget as presented for approval to the City Council.

AYES: Board Members Tompkins, Mio, Hughes, Kokoshi, Mann, Cousineau, MacDonald and Chair Odell.

NAYS: None

EXCUSED: Board Members Depuys and Ralstrom.

Before public comment, Attorney Levasseur stated that himself, Director Krajniak and City Manager Sizeland were continuing to work together to find additional legal ways the TIFA could continue to support businesses. Attorney Levasseur proposed creation of an ad hoc advisory committee to assist with discussions pertaining to COVID-19 assistance and recover similar to the ad hoc advisory committee created by the Downtown Development Authority.

Chairman Odell agreed and asked for volunteers to sit on the ad hoc advisory committee. The ad hoc advisory committee members include Board Members Tompkins, Kokoshi, and Chairman Odell.

PUBLIC COMMENT

Four members of the public made public comment.

With no further business, Chairman Odell adjourned the meeting.

City of Grosse Pointe Park

15115 EAST JEFFERSON AVENUE □ GROSSE POINTE PARK, MICHIGAN 48230 □
PHONE (313) 822-6200

City of Grosse Pointe Park TIFA COVID-19 Operational Assistance

The City of Grosse Pointe Park TIFA has \$50,000 available for operational assistance to assist businesses impacted by COVID-19. Funding is available for local businesses within the TIFA area which includes the Kercheval Business District, Charlevoix Business District, and Mack Ave. Funding can be utilized on the following items:

- Parklet materials/construction
- Additional tables and chairs for expansion outside (either onto the sidewalk or onto a parklet)
- Umbrellas
- Other expenses as determined (these expenses should be related to reopening and/or expanding outside only)

Local Businesses that are interested in receiving funding must submit a letter of interest to TIFA@grossepointepark.org. The letter of interest needs to describe what the business is requesting assistance for and also needs to include a project budget. **Any local businesses requesting funding for a parklet or expansion outdoors needs to have a current Expanded Outdoor Footprint and/or Outdoor Dining permit from the City.** The permit can be applied for at the same time as the funding.

All applicants who are given funding will need to sign a funding agreement and agree to the terms and conditions outlined by the City. All funded applicants will be given \$3,500 for the project outlined in their application, with half (\$1,750) of the total funds provided by the TIFA at the beginning of the project. The rest of the money will be given once the project is completed and supporting documentation is provided to the City. An applicant will only be reimbursed for the \$3,500 even if their project ends up costing more.

Additional questions can be sent to:

Nick Sizeland, TIFA Director/City Manager, sizelandn@grossepointepark.org; 313-822-6200

Leah Smith, Assistant to the City Manager, smithl@grossepointepark.org; 313-822-1183

City of Grosse Pointe Park

15115 EAST JEFFERSON AVENUE □ GROSEPOINTE PARK, MICHIGAN 48230
PHONE (313) 822-6200

City of Grosse Pointe Park TIFA COVID-19 Operational Assistance Funding Agreement

Business Name:

Contact Name:

Contact Email/Phone Number:

Award Amount:

Payment 1 Amount:

Payment 2 Amount:

By signing this funding agreement, the signer agrees to the following terms

- Funding provided by the TIFA can only be used for the following items:
 - o (Parklet, Tables, Chairs, Umbrellas, Fencing)Any additional items will be the sole responsibility of the business unless the changes are discussed with and approved by the TIFA Director before the purchases are made.
- All receipts/proof of payment and any contracts for services need to be kept and included with request for final payment. Failure to provide this documentation may result in a delay of releasing funds.
- Purchases made before the funding was awarded may be reimbursed if the purchases were included in the project description and sufficient supporting documentation can be provided for such expenses.
- All projects need to be completed and closed out by September 30th, 2020. Requests for additional time will not be granted.
- It is the sole responsibility of the business to make sure they submit all of their outstanding documentation within a reasonable time. The TIFA is not responsible for making sure grantees request reimbursement.

Contact Name Signature _____ Date _____

TIFA Director Signature _____ Date _____