

City of Mt. Pleasant, Michigan



CITY HALL
320 W. Broadway • 48858
(989) 779-5300
(989) 773-4691 fax

PUBLIC SAFETY
804 E. High • 48858
(989) 779-5100
(989) 773-4020 fax

PUBLIC WORKS
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TAX INCREMENT FIANANCE AUTHORITY
November 28, 2022
8:30 AM – City Hall, Conference Room A (Upstairs)

TIFA Members:

R. Blizzard	12/31/25	N. Frost	12/31/21
Vacant	12/31/22	R. Swindlehurst	12/31/22
George Ronan	12/31/22	B. Wieferich	12/31/22
Vacant	12/31/22	M. Sponseller	Staff Liaison

- I. CALL TO ORDER**
- II. ROLL CALL AND INTRODUCTIONS**
- III. CHANGES/ADDITIONS TO AGENDA**
- IV. MINUTES**
 - a. July 2022 Minutes
- V. RECEIPT OF COMMUNICATION**
 - a. November 2021 Downtown Directors Report
 - b. P.A. 57 Informational Update
 - c. IPN Year-End Amended Budget
 - d. CBD Year-End Amended Budget
- VI. PUBLIC COMMENT**

- VII. OLD BUSINESS**
 - a. Façade Improvement Matching Grant – Rendering Fee and Contract
- VIII. NEW BUSINESS**
 - a. None
- IX. OTHER/ADDITIONS TO THE AGENDA**
- ADJOURNMENT**

Website: www.mt-pleasant.org

All interested persons may attend and participate. Persons with disabilities who need assistance to participate may call the human resources office at 779-5314. A 48-hour advance notice is necessary for accommodation. Hearing or speech impaired individuals may contact the city via the Michigan Relay Service by dialing 7-1-1.

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Date: November 17, 2022
To: TIFA Board
From: Michelle Sponseller, Downtown Development Director
Re: November 2022 Downtown Development Director's Report

I. CALL TO ORDER

II. ROLL CALL AND INTRODUCTIONS

III. CHANGES TO THE AGENDA

Unless there are changes to the agenda, no action is necessary.

IV. MINUTES

Review of the July 2022 TIFA meeting minutes.

Requested Motion:

- Motion to accept the minutes as presented.

V. RECEIPT OF COMMUNICATION

A.) DOWNTOWN DIRECTORS REPORT

Downtown Directors report covers description of communication and background information on agenda items.

- No action is required.

V. RECEIPT OF COMMUNICATION

B.) P.A. 57 INFORMATIONAL MEETING

The following is an informational update as required by the State of Michigan Treasury department pertaining to the recodified Tax Increment Finance Authority Act 57 of 2018. Two informational updated must be provided each calendar year however, no action is necessary. Please note that all of this information and more can be found on the TIFA website at:

http://www.mt-pleasant.org/boards_and_commissions/tifa.asp

Requested Motion:

- No action is required.

V. RECEIPT OF COMMUNICATION

C.) 2022 INDUSTRIAL PARK NORTH (IPN) AMENDED BUDGET REVIEW

Review of the IPN 2022 amended budget.

TIFA Requested Motions:

Adopted the IPN 2022 amended budget as presented.

V. RECEIPT OF COMMUNICATION

D.) 2022 CENTRAL BUSINESS DISTRICT (CBD) AMENDED BUDGET REVIEW

Review of the CBD 2022 amended budget.

TIFA Requested Motions:

Adopted the CBD 2022 amended budget as presented.

VI. PUBLIC COMMENT

VII. OLD BUSINESS

A.) FAÇADE IMPROVEMENT MATCHING GRANT – RENDERING FEE AND CONTRACT

The firm we utilize to facilitate the façade renderings, LAP, Inc., for the façade matching grant program has increased the cost of services. Renderings costs were last increased in 2017. New rates are as follows:

- Front Elevations \$1,500 per elevation
- Rear Elevations \$1,000 per elevation
- Side Elevations \$800 per elevation

Requested Motion:

- Motion to accept the increase in fees as presented, direct staff to update the façade matching grant program accordingly and ask chair to sign agreement with LAP, Inc.

VII. NEW BUSINESS

A.) NONE

IX. OTHER/ADDITIONS TO THE AGENDA

X. ADJOURNMENT

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July 25, 2022 MINUTES – TAX INCREMENT FINANCE AUTHORITY (TIFA)

MEMBERS PRESENT

R. Blizzard	P	12/31/2025
Vacant	N/A	12/31/2022
George Ronan	EA	12/31/22
Vacant	N/A	12/31/22

J. Jalszynski	P	12/31/2022
R. Swindlehurst, Chair	P	12/31/2022
B. Wieferich, Vice Chair	P	12/31/2022
M. Sponseller, Staff	P	N/A

A = Absent without notification P = Present EA = Excused Absence N/A = Not Applicable

Guests: Bill Mrdeza

I.) CALL TO ORDER

Call to order at 8:30am

II.) ROLL CALL AND INTRODUCTIONS

Board member roll listed above with attendance.

IV.) CHANGES/ADDITIONS TO AGENDA

Deletion of election of officers until bylaws can be updated.

IV.) MINUTES

Motion to approve the regular March 2022 minutes as presented.

M = Wieferich

S = Jalszynski

Motion approved

V.) RECEIPT OF COMMUNICATION

A.) DOWNTOWN DIRECTORS REPORT

Receipt of July Downtown Development Directors report. No action taken.

V. RECEIPT OF COMMUNICATION

B.) INDUSTRIAL PARK NORTH (IPN) TIFA 2022 AMENDED BUDGET

Motion to accept the 2022 amended IPN budget as presented.

M = Jalszynski

S = Wieferich

Motion approved

V. RECEIPT OF COMMUNICATION

B.) INDUSTRIAL PARK NORTH (IPN) TIFA PROPOSED 2023 BUDGET

Motion to accept the proposed 2023 IPN budget as presented.

M = Blizzard

S = Wieferich

Motion approved

V. RECEIPT OF COMMUNICATION

C.) CENTRAL BUSINESS DISTRICT (CBD) TIFA 2022 AMENDED BUDGET

Motion to accept the 2022 amended CBD budget as presented.

M = Jalszynski

S = Wieferich

Motion approved

V. RECEIPT OF COMMUNICATION

C.) CENTRAL BUSINESS DISTRICT (CBD) TIFA PROPOSED 2023 BUDGET

Motion to accept the proposed 2023 CBD budget as presented.

M = Wieferich

S = Blizzard

Motion approved

VI. PUBLIC COMMENT

No public comment.

VII. OLD BUSINESS

A.) NONE

VIII. NEW BUSINESS

A.) IPN MOWING CONTRACT

Motion to approve the mowing contract with GreenScene Landscaping for \$3,768 for the 2022 season.

M = Blizzard

S = Wieferich

Motion passed.

VIII. NEW BUSINESS

B.) BYLAWS UPDATE

Motion to approve the updated TIFA bylaws as presented.

M = Jalszynski

S = Wieferich

Motion passed.

VIII. NEW BUSINESS

C.) ELECTION OF OFFICERS

Nomination of Swindlehurst (Chair) and Wieferich (Vice Chair).

M = Blizzard

S = Jalszynski

Motion passed.

IX.) OTHER/ADDITIONS TO AGENDA

None.

X.) ADJOURNMENT

Meeting adjourned 8:45am.

City of Mt Pleasant
Industrial Park North
Statement of Estimated Changes in Working Capital
For the year ended December 31, 2022

	<u>2021 Actual</u>	<u>2022 Original Budget</u>	<u>2022 Amended Budget</u>	<u>2022 Amended Budget</u>
Working Capital at January 1,	\$96,118	\$93,998	\$95,129	\$95,129
Working Capital Sources:				
Revenue:				
Investment Earnings	311	300	300	550
Working Capital Uses:				
Expenses				
Operations	<u>1,300</u>	<u>2,420</u>	<u>3,770</u>	<u>3,770</u>
Decrease In Working Capital	<u>(989)</u>	<u>(2,120)</u>	<u>(3,470)</u>	<u>(3,220)</u>
Working Capital at December 31,				
Assigneed for Maintenance	40,000	40,000	40,000	40,000
Assigned for Park Incentives	50,000	50,000	50,000	50,000
Unassigned	5,129	1,878	1,659	1,909
Total Working Capital at December 31	<u><u>\$95,129</u></u>	<u><u>\$91,878</u></u>	<u><u>\$91,659</u></u>	<u><u>\$91,909</u></u>

Plan expires 2027

City of Mt Pleasant
 Central Business District
 Statement of Estimated Changes in Working Capital
 For the year ended December 31, 2022

	<u>2021 Actual</u>	<u>2022 Original Budget</u>	<u>2022 Amended Budget</u>	<u>2022 Final Amended Budget</u>
Working Capital at January 1,	\$664,908	\$107,638	\$207,522	\$207,522
Working Capital Sources:				
Revenue:				
Investment Earnings	2,079	-	-	1,150
Transfer From General Fund	16,260	-	-	-
Other Sources/Adjustments:				
Façade Improvement Loan Payments	1,906	-	-	- Paid Off 2021
Total Working Capital Sources	20,245	-	-	1,150
Working Capital Uses:				
Expenses				
Fascade Improvement Program	-	-	61,222	61,222
Blade Sign Matching Grant	-	-	10,000	10,000
Fire Protection Grants	-	-	50,000	50,000
Marketing	27,136	-	12,867	12,867
Interactive Murials	-	-	42,437	-
Transfer to General Fund*	-	-	-	29,346
Transfer Parking Lots to General Fund	-	-	-	926,646
Depreciation	45,827	32,531	25,727	35,777
Administration	2,800	2,800	2,800	2,800
Total Expenses	75,763	35,331	205,053	1,128,658
Other Uses/Adjustments				
Transfer Parking Lots to General Fund	-	-	-	-
Capital Improvements *	447,695	33,617	28,196	-
Depreciation/Parking Lot Transfer	(45,827)	(32,531)	(25,727)	(962,423)
Total Working Capital Uses	477,631	36,417	207,522	166,235
Increase (Decrease) In Working Capital	(457,386)	(36,417)	(207,522)	(165,085)
Working Capital at December 31,				
Restricted for 2% Allocation - Interactive Murials	42,437	-	-	42,437
Assigned for Fascade Improvement Program	71,222	71,221	-	-
Assigned for Fire Protection Grants	50,000	-	-	-
Assigned for Marketing	12,867	-	-	-
Assigned for Capital Budget Projects	30,996	-	-	-
Unassigned	-	-	-	-
Total Working Capital at December 31	<u>\$207,522</u>	<u>\$71,221</u>	<u>\$0</u>	<u>\$42,437</u>

* - Tifa portion of Lot 3,4 & 5 design

** - Capital Items

2021 - Lot 6 & 8 construction + Cip \$142,680 Lot 8 Amenities & \$45500 cost overruns

Plan Expires 2025

Approved by TIFA Board & City Commission in March

11/17/2022 12:05 PM



September 22, 2022

Michelle Sponseller
Downtown Development Director
City of Mt. Pleasant
320 W. Broadway
Mt. Pleasant, MI 48858

Phone: 989.779.5348
Email: msponseller@mt-pleasant.org

RE: Mt. Pleasant – Downtown Façade Studies-2022

Dear Ms. Sponseller,

Landscape Architects and Planners Inc. (LAP) is pleased to provide a proposal for design services for individual façade studies located in the downtown area of Mt. Pleasant. Since 2009 LAP has worked with the City and the TIFA in creating design ideas and improvements for individual facades. We are grateful for the opportunity to continue to work with you on this rewarding program.

We understand that the City of Mt. Pleasant is looking for individual façade studies to assist property owners in their quest to improve the appearance of their businesses within the downtown area. We also recognize that not all façades are the same in height, length or depth. Therefore, please accept the following proposal as our interest in continuing to assist the TIFA and the City in this effort to improve the downtown district.

LAP REQUIREMENTS:

In the past the City has taken on the responsibility of providing LAP with tasks 1-3 below. LAP is willing to travel to the City of Mt. Pleasant to perform tasks 1–3 described below on a Time and Material Basis if the City does not wish to continue to provide this information. If the City chooses to provide the information to LAP then we will require the following;

1. Photographs: The City will provide a photograph 90 degrees (or straight / head on) to the building. If the building is longer rather than shorter, then a series of overlapping photographs will be required to capture the entire building façade. A pan view would also be helpful if you have that ability. A series of photographs need to be taken for each façade, including:
 - a. One photo that is far enough back to capture adjoining buildings (enough to give us the character and recognize material composition along with, walks, landscape curb lines etc.
 - b. Another needs to be “head on” filling the top and bottom of the view frame so we can get as much detail as possible in the frame.
 - c. A third photo needs to capture any details (relative close ups) within the existing architecture, i.e. brick dental work, intricate moldings, glass or other ornate components and other related insets or setbacks that don’t show head on.

2. Measurements:
 - a. LAP requires at least 2 horizontal and 2 vertical dimensions be included with each façade. More would be helpful of course. These measurements will allow the designer to create a scale to use in proportioning the proposed improvements. Measurements like window dimensions, wall to wall and knee wall heights are examples. Items that are fixed in place and will not change are best. You can show these on the photographs but if you do that, we will need one clean photograph as well, in other words two sets of photos one with dimensions and one without.
 - b. We also need dimensions for any setbacks or inserts such as: inset doorways, protrusions like bay windows or other architectural components that vary from the front building line.
 - c. If there is a property line that is involved we will need to know how far the building is from the property line and/or if it encroaches onto the adjoining property. We usually assume the property line is where the common walls are in row style buildings, but sometimes there is a vacant lot or gap between buildings.

3. Design Intent:
 - a. Written Description: We also require a brief 1-2 paragraph description about the proposed façade intent. What are the City and/or owner thinking in terms of intent, theme, future use etc.? These items will provide the basis for the design. It is important to have the written description so that both the City and the Owner agree on a common understanding before we start working on the façade.
 - b. Examples: If the City and/or owner have any examples, i.e. photographs of similar applications, drawings, catalogs/brochures, sketches that capture the essence or details of the proposed façade improvements, or there is a theme or set of design standards for the downtown. We ask that those be included to help us develop the theme for restoration and/or a new façade design.

Note: All of the above items can be sent to us either in electronic format (preferred) or “hard copy.”

SCOPE OF SERVICES

LAP will provide the following services once the requirements above are provided:

1. Orientation:

LAP will review the data gathered by the City. If there are questions, LAP will call or email the City and discuss these details to get a better idea of the design intent and or clear up any ambiguities. If a field trip is required to clarify anything this will be an additional cost on a T&M basis based upon a 1 hour to and 1 hour return or a 2 drive time at 50% drive time hourly rate Time on the site will be charged at full hourly rates and usually doesn't exceed ½ day.
2. Preliminary Design:
 - a. LAP will provide a preliminary design as a line drawing. This will provide the overall direction and design intent of the proposed improvements.
 - b. LAP will provide (1) concept for each building. If additional concepts are required they will be completed for a fee agreed upon between LAP and the City.

3. Review:
 - a. Submit to the City for review
 - b. Provide a phone conversation, Face time and/or email exchange, if needed to discuss the design

4. Final Design:
 - a. Make revisions based upon the phone conversation, face time and/or written review comments.
 - b. Final Design
 - c. Color Rendering at a suitable size determined by LAP (usually 8 1/2 x 11 or 11 x 17).

5. Product Delivery:
 - a. One original rendering
 - b. One scanned rendering
 - c. A suggested renovation procedure
 - d. Probable costs for renovation

6. Additional Revisions after Delivery
 LAP will make revisions and/or changes to the design on a time and material basis or a negotiated fee.

Note: LAP is not responsible for any underground or overhead utilities, hazardous materials testing, soil investigation, wetland delineation, topographic or boundary information, easements, property boundary disputes and/or any unknown or unforeseen liens or encumbrances. These are not intended to be used for construction but as a design guide to be followed in producing the construction drawings by a licensed architect and/or builder.

COMPENSATION

Fee for services to be performed by LAP are on a lump sum basis as follows:

Task 1-5 (Scope of Services)	
<u>Front Elevations</u>	\$1,500 (per elevation)
<u>Rear Elevations</u>	\$1,000 (per elevation)
<u>Side Elevations</u>	\$ 800 (per elevation)

SCHEDULE

LAP can start work on your project within 10 days of notification and provide preliminary designs approximately within 4-6 weeks from the start date.

ADDITIONAL SERVICES

Construction Drawings

Landscape Architects & Planners, Inc. is available to provide construction documents and specifications in order to bid the project. Drawings shall include: a layout plan, miscellaneous construction details and a final estimate of probable costs. Written specifications shall include: advertisement for bid, bid form, contract, bonding requirement, general conditions, supplementary conditions and technical specifications. LAP will also prepare specifications

Construction Observation

Landscape Architects and Planners, Inc. is available to provide construction observation services. The service usually contains one pre construction meeting; multiple site visits, punch list and final close out. Other services include bulletins, change orders, payment approvals, coordination of testing services and utility coordination.

Sub Consultants and Other Related Services:

Landscape Architects and Planners, Inc. is available to assist the Owner with the arrangements for the gathering of all data as may be required, beyond those indicated within the base scope of services. A 20% coordination fee will be charged for this service. The client’s invoice shall be computed by 1.2 times the bill for services provided by others. Example: the printer charges \$100 for reproducing construction documents. LAP will bill the client \$100 x 1.2 = \$120.

Additional Meetings and/or Site Visits:

Landscape Architects and Planners, Inc. is available to attend additional meetings or site visits at \$500.00 for one meeting (travel and out-of-pockets included).

Additional Services LAP can provide the City:

CONSULTING SERVICES

- Master Plans
- Community Recreation Plans
- Need Assessments
- Conceptual Design
- Feasibility Studies
- Consultation & Evaluations
- Vehicular Traffic Pattern Studies
- Form & Composition Studies
- Grant Writing & Assistance
- Public Presentations
- Zoning Process
- Permit Applications
- Interpretive Planning
- Reclamation Plans
- Form & Composition Studies
- Planting Plans
- Grading Plans
- Layout Plans
- Construction Details
- Interpretive Display Design

IMPLEMENTATION

- Bidding Documents & Process
- Specification Documents
- Construction Management
- Bidding Assistance
- Permits and Applications

PROJECT MANAGEMENT

- Tracking Services
- Construction Observation
- Construction Meetings
- Schedule Monitoring
- Payment Request Processing
- Addenda and Change Orders
- Punch Lists
- As Built Drawings
- Photo and Report Documentation
- Digital Archiving

TRAINING

- Certified National Playground Safety Inspectors

ACCEPTANCE

To authorize this agreement, your signature is required where indicated below. Please sign two original documents and return one to our office and keep one for your files.

LAP shall not be held responsible for review time required by the owner, local agencies, and unknown or unavailable information, or delays beyond our direct control that may significantly alter the progress of your project. It is our understanding that **Ms. Sponseller or her representative** will be our point of contact throughout this project. Any payments, schedules, or changes necessary will be made by her or through her office.

Landscape Architects & Planners is looking forward to working with you on your project.

Sincerely,



Robert E. Ford
President, Landscape Architect

AUTHORIZATION AND NOTICE TO PROCEED

Authorization is granted for Landscape Architects and Planners to begin on the **Mt. Pleasant, Downtown Façade Studies-2022**. This signature page, Exhibit "A" and the terms and conditions in the pages preceding this signature page are the only instruments within this agreement. Any change or alteration must be written, signed and dated by both parties to constitute a change to this agreement. Should you prefer to issue a purchase order please reference this proposal and its contents.

Authorized Signature

Please Print Name and Title

Date: _____

Witness