

MEETING AGENDA
March 19, 2024 at 7:30 am
Tax Increment Finance Authority
City of Hillsdale
97 N Broad Street

I. Consent Agenda - Action

- A. Minutes from Meeting 1/16/2023
- B. Minutes from Dawn Theater Governance Board 1/25/2024 and 2/28/2023
- C. Financial Reports

II. Public Comment

Agenda items only – 3 min.

III. Committee Reports

- A. Program Committee – Cindy Bieszk, Chair
 - 1. General Report
- B. Targeted Development Committee – Chris Bahash, Chair.
 - 1. General Report
- C. Beautification Committee – Margaret Braman, Chair
 - 1. General Report
- D. Dawn Theater Governance Committee – Mary Wolfram, Chair
 - 1. General Report

IV. Old Business

- A. No old business

V. New Business

- A. Dawn Theater – Maintenance

VI. Economic Development Update/Board Round Table

VII. Public Comment

TIFA item – 3 min.

VIII. Adjournment

Next Meeting: Meeting April 16, 2024 at 6:00 pm.



CITY OF HILLSDALE

Tax Increment Finance Authority TIFA Regular Meeting January 16, 2024

Minutes

I. Call to Order at 7:30 am

- A. Members Present: Chair Andrew Gelzer, Cindy Bieszk, Councilman Greg Stuchell, Felicia Finch, Margaret Braman, Tim Dixon, David Hambleton, Mike Clark
- B. Others present: Alan Beeker
- C. Members Absent: John Spiteri, Kevin Conant, Mary Spiteri, Darin Spieth, Chris Bahash

- #### **II. Consent Agenda** – Mike Clark moved to approve the consent agenda as presented, David Hambleton seconded. Motion passed.

- #### **III. Public Comment**
- No public comment.

IV. Committee Reports

- A. Program Committee – Cindy Bieszk, Chair
 - 1. General Report – No report
- B. Targeted Development Committee – Chris Bahash, Chair.
 - 1. General Report – No report
- C. Beautification Committee – Margaret Braman, Chair
 - 1. General Report – working on getting more lights up over N Howell. The committee will look at moving pots around the district in preparation for spring
- D. Dawn Theater Governance Board – Margaret Braman, Liaison
 - 1. General Report – Chair read the January report submitted by Mary Wolfram.

- #### **V. Old Business**
- No old business

VI. New Business

- A. 2024-25 Fiscal Year Budget. Andrew Gelzer moved to accept the proposed budget for the 2024-25 FY. Greg Stuchell seconded. Motion passed unanimously.

VII. Economic Development Roundtable

There are four new businesses scheduled to open in 2024; a baker, a microbrewery, a wood-fired pizza place, and a coffee roasting co.

VIII. Public Comment

No public comment

Adjournment – David Hambleton moved to adjourn, Margaret Braman seconded. Meeting adjourned at 8:29 am.

Next regular meeting on February 20, 2024 at 7:30 am.



CITY OF HILLSDALE

Tax Increment Finance Authority TIFA Dawn Theater Governance Board January 25, 2024 Dawn Theater

Minutes

I. Call to Order at 5:00 pm

- A. Members Present: Chair Mary Wolfram, James Brandon, Andrew Gelzer
- B. Others present: Alan Beeker, Jack McLain, Gianna Green
- C. Members absent: Margaret Braman, Tim Sullivan

Mary motioned and Committee approved the agenda as amended to move **C. organ installation** to discuss first. James supported, motion passed.

II. New Business

A. Dawn Theater Alterations-Organ Installation

- John Orensma called in to answer questions.
- James asked if the funds were available to start the construction
- Funds are not fully raised.
- Discussed the project.
- The louvers will be painted to match the theater's trim.
- Concerns about making certain the console is adequately protected when not in use.
- The tenant asked to be included in the planning as it directly impacts their ability with venue planning.

James moved to allow the Friends of the Dawn to make all of the alterations described in the attached description, Andrew supported. Motion passed unanimously

B. Community Event Application – Artworks of Hillsdale County

- Reviewed the application referring to the defined parameters
 - Repeat of an event held in 2023.
 - Gianna would prefer the event not be on a Saturday
 - James reminded the group that the responsibility was to declare it a community event to determine the eligibility for the community rate. The Governance Board has no authority to approve a date for a CE.
 - Gianna asked who would be the representative from the Friends of the Dawn for this Community Event. Mary volunteered to host/sponsor this.
 - Mary suggested approving it as a community rate event with the caveat that the date be negotiated with Keefer House Hotel LLC.

Mary moved to approve it as a community event at the new community rate and with the date approved by Keefer House Hotel LLC, Andrew supported. Motion passed unanimously.

C. Dawn Theater Alterations – Keefer House Hotel LLC

- KHH would like to install a new removable safety rail at the front of the stage, additional safety rails in the balcony and steps to improve access from the north stage door at KHH expense. All rails will match the existing theater house railings.
- The intent is to make the stage safe for additional seating or a dance floor when needed.
- Some of the committee have already met with Matt Taylor, Foulke Construction, and Nick Fox, CL RED previously to discuss the improvements.
- KHH will coordinate with Matt Taylor to make sure these alterations are harmonious with the alterations needed for the organ installation.

Andrew moved to allow KHH to make the necessary alterations. James supported. Motion passed.

D. Management Agreement Review – Renewal March 2, 2024

- The community event rate will need to be reviewed. KHH has already stated that it will increase in 2024.
- Mary asked the group to review the Agreement and submit any items that may need discussion.

III. Theater Update

- Upcoming Events – “The Founding” (Irish professional band), March 16.
 - Received a grant to help with expenses.
- Valentines event on Wed., Feb. 14 – partnering with other downtown businesses.
- Organ Capital Campaign – ongoing

IV. Public Comment

Jack McLain wished there were more free events. He also wished the records were kept better. He asked about the organ ownership. He also expressed the need for more kid oriented events at the Dawn.

V. Committee Members’ Comments

- James suggested adding a line Community Event application indicating approval of the Dawn Theater Governance Board or the Chairs of the Board and TIFA.
- Mary encouraged people to contact the Friends of the Dawn to hold child friendly events.
- Andrew asked Gianna if the Life Changing Church was still looking for a permanent space

VI. Adjournment – James moved to adjourn, Andrew seconded. Meeting adjourned at 6:02 pm.



CITY OF HILLSDALE

Tax Increment Finance Authority TIFA **Dawn Theater Governance Board** **February 28, 2024** **Dawn Theater**

Minutes

I. Call to Order at 5:00 pm

- A. Members Present: Chair Mary Wolfram, James Brandon, Margaret Braman, Tim Sullivan
- B. Others present: Alan Beeker, Jack McLain, Gianna Green
- C. Members absent: Andrew Gelzer,

Margaret motioned, James supported and Committee approved the agenda. Tim moved, James supported minutes and Committee approved the minutes from the January meeting.

II. Public Comment

Jack does not understand why the Board dictates the community rate. Does not agree with the Board dictating rental rates to the lease holder.

III. New Business

- A. Community Event Application – The Heritage Association
 - Valentine’s Day for 2025.
 - Ahead of time so can book the murder mystery group.
 - James disagrees that the Board continues to approve event for prime dates.
 - Tim agrees with Jim.
 - Mary read the agreed management agreement 2(b)
 - James does not think that the Board should review applications that are asking for peak dates.
 - Gianna did state that THA came to her for permission prior to submitting the application.
 - Mary is willing to warn her that community events may not be approved if requesting a peak date.
 - Tim suggested adding a response that states “subject to management approval”
 - Gianna is willing to schedule the event on a peak night with the proposed community event rate.

- Tim moved to table for event rate discussion, James supported

Mary moved to approve it as a community event at the new community rate and with the date approved by Keefer House Hotel LLC, James supported. Motion passed unanimously.

B. Management Agreement Rate

- New rate: See attached.

- Mary wanted to look at non-peak costs.
- Gianna commented that the hourly rate did not work effectively.
- Mary would like to reduce the non-peak rate to \$400.
- Gianna is unwilling to barter
- Tim has planned other events and he stated the increased rate is still a deal for the space that is being offered.
- James reminded the Committee that this is a partnership and the intent is to have a viable business.
- Tim asked if there was a reason the rate was not addressed mid-year.
- Gianna indicated that there were so many things in flux to know what to address. She would feel comfortable asking for a discussion in the future.

James moved to approve the new community rate as presented by Keefer House Hotel LLC, Mary supported. Motion passed unanimously.

- Performance standards
 - Mary has seen a considerable improvement in how the management is running the theater and communicating with TIFA.
 - James feels the management company is doing a great job.
 - Gianna showed that the number of events booked in the theater has more than doubled in the last year. Actively pursuing more daily events through the week.

IV. Old Business

- A. Approved Community Event– The Founding
 - Workshops are being held in the Presbyterian Church
 - Tickets are still on sale
- B. Approved Community Event– Family Fun Spring Fling
 - Sunday, April 14
 - Family friendly
 - Supervised kids events
 - DJ.
- C. Other
 - Two events approved by Mary and Andrew.
 - The Founding
 - Family Fun Spring Fling

V. Theater Update

- Upcoming Events – “The Founding” (Irish professional band), March 16.
 - Received a grant to help with expenses.
- Organ Capital Campaign – ongoing
- Considering bringing in the River Raisin Ragtime Review as a fund raiser for the organ
- Walls were patched and painted. Hillsdale Painting Co.

VI. Public Comment

Jack McLain asked about the bartender fee. Where do you get the application for the workshops, doesn't feel the City should be involved in scheduling events or event rates.

VII. Committee Members' Comments

- Tim has concerns about storm water control on the site.

VIII. Adjournment – James moved to adjourn, Margaret seconded. Meeting adjourned at 6:37 pm.

Community Rate 2024
Effective March 2024-March 2025

Rental:

Dawn Theater Rental Rate (Non-Peak) (Sunday-Thursday): \$450
Dawn Theater Rental Rate (Peak) (Friday/Saturday/Holidays): \$550
Linen Fee: See below for calculation
 White, round dining table: \$8
 Black rectangle table: \$8
 White bistro table: \$8
 White small square service table: \$2
 White cabaret table: \$2

Included in rental fee: Walkthrough consultation pre-event, theater access for the entire day*, tables, chairs, setup, teardown, event staffed by at least 1 manager, simple table linen, cleaning, and trash management during, and after the event.

*Sunday availability starts at 1:30p (subject to change)

Bar Fees (if applicable):

Bartender (1 required for every 75 guests): \$100
Minimum Bar Spend (Only applicable on peak days): \$500

*If minimum bar spend is not reached during the event, the group will be invoiced by management for the remaining sum.

Open Bar: priced separately through management

GL NUMBER	DESCRIPTION	BALANCE		2023-24 AMENDED BUDGET	END BALANCE 02/29/2024
		NORMAL	(ABNORMAL)		
Fund 247 - TAX INCREMENT FINANCE ATH.					
Assets					
Function: Unclassified					
247-000.000-001.000	CHECKING ACCOUNT - COMMON	16,489.61			52,999.18
247-000.000-001.002	CHECKING ACCOUNT - ACCTS PAYAB	1,240.75			0.01
247-000.000-017.700	INVESTMENTS - MICHIGAN CLASS	46,531.85			64,568.53
247-000.000-041.000	PROVISION FOR BAD DEBTS	(265,000.00)			(265,000.00)
247-000.000-082.001	DUE FROM OTHERS - BRIDGE LOANS	265,000.00			265,000.00
247-000.000-130.000	LAND	65,000.00			65,000.00
247-000.000-136.000	PLANT & EQUIPMENT	2,468,124.48			2,468,124.48
247-000.000-137.000	ACCUMULATED DEPRECIATION-EQUI	(401,243.12)			(450,605.12)
247-000.000-159.000	INFRASTRUCTURE	381,672.00			381,672.00
247-000.000-189.000	LEASE RECEIVABLE-LONG-TERM	102,250.00			98,943.00
Total - Function Unclassified		2,680,065.57			2,680,702.08
TOTAL ASSETS		2,680,065.57			2,680,702.08
Liabilities					
Function: Unclassified					
247-000.000-214.582	DUE TO ELECTRIC	120,000.00			80,000.00
247-000.000-250.000	BONDS PAYABLE - CURRENT	40,000.00			40,000.00
247-000.000-251.000	ACCRUED INTEREST	3,843.33			2,950.33
247-000.000-300.000	BONDS PAYABLE - LONG TERM	280,000.00			240,000.00
247-000.000-360.100	DEFERRED INFLOW-LEASES	99,625.00			89,317.00
Total - Function Unclassified		543,468.33			452,267.33
TOTAL LIABILITIES		543,468.33			452,267.33
Fund Equity					
Function: Unclassified					
247-000.000-381.247	RESTRICTED FUND BALANCE-TIFA	1,494,058.00			1,494,058.00
247-000.000-390.000	FUND BALANCE	531,697.86			618,597.79
Total - Function Unclassified		2,025,755.86			2,112,655.79
TOTAL FUND EQUITY		2,025,755.86			2,112,655.79
Revenues					
Function: Unclassified					
247-000.000-402.000	CURRENT TAXES	79,582.37		108,000.00	104,396.28
247-000.000-573.000	LOCAL COMMUNITY STABILIZATION	34,284.51		16,000.00	14,916.97
247-000.000-665.000	INTEREST	935.83		0.00	2,944.67
247-000.000-667.002	RENTS - DAWN THEATER	3,333.36		5,000.00	3,333.33
247-000.000-692.005	OTHER REVENUE - DAWN THEATER	0.00		0.00	2,916.66
Total - Function Unclassified		118,136.07		129,000.00	128,507.91
TOTAL REVENUES		118,136.07		129,000.00	128,507.91
Expenditures					
Function: Unclassified					
247-175.000-702.000-215039	WAGES - FERRIS STREET PARKING	0.00		0.00	385.79
247-175.000-716.000-215039	RETIREMENT - FERRIS STREET PAR	0.00		0.00	14.15
247-175.000-720.000-215039	EMPLOYER'S FICA - FERRIS STREE	0.00		0.00	28.58
247-900.000-801.000	CONTRACTUAL SERVICES	918.00		6,000.00	409.43
247-900.000-801.005	CONTRACTUAL SERVICES - DAWN TH	0.00		80,000.00	0.00
247-900.000-801.247	CONTRACTUAL SERVICES - FACADE	0.00		6,000.00	6,000.00
247-900.000-806.000	LEGAL SERVICES	0.00		1,000.00	0.00
247-900.000-817.000	ECONOMIC DEVELOPMENT GRANT EX	0.00		1,000.00	0.00
247-900.000-818.000	INSURANCE	0.00		1,800.00	0.00
247-900.000-930.000	REPAIRS & MAINTENANCE	846.69		0.00	241.00
247-900.000-964.000	REFUNDS AND REBATES	0.00		0.00	1,300.00
247-900.000-993.000	INTEREST EXPENSE	5,530.00		5,610.00	4,350.00
Total - Function Unclassified		7,294.69		101,410.00	12,728.95
TOTAL EXPENDITURES		7,294.69		101,410.00	12,728.95

PERIOD ENDING 02/29/2024

GL NUMBER	DESCRIPTION	BALANCE		2023-24 AMENDED BUDGET	END BALANCE
		02/28/2023 NORMAL (ABNORMAL)			02/29/2024 NORMAL (ABNORMAL)
Fund 247 - TAX INCREMENT FINANCE ATH.					
Total Fund 247 - TAX INCREMENT FINANCE ATH.					
	TOTAL ASSETS	2,680,065.57			2,680,702.08
	BEG. FUND BALANCE	2,025,755.86			2,112,655.79
	+ NET OF REVENUES & EXPENDITURES	110,841.38	27,590.00		115,778.96
	= ENDING FUND BALANCE	2,136,597.24			2,228,434.75
	+ LIABILITIES	543,468.33			452,267.33
	= TOTAL LIABILITIES AND FUND BALANCE	2,680,065.57			2,680,702.08

REPORT TO TIFA

DAWN THEATER GOVERNANCE BOARD

3.19.2024

The Dawn Theater Governance Board met on 1/25/24 and 2/28/24 to review applications for the use of the Dawn Theater at the Community Event and to conduct the annual review of the Management Agreement with Keefer House Hotel. The result of this review consisted of a positive review of the performance standards by the Management Company over the past year, along with approval of a new Community Event Rate for the remainder of 2024 until March 2, 2025. Please see new rate schedule. The Community Events that have been approved are listed below along with a 2025 Valentine's Day event approved for The Heritage Association.

The Friends of the Dawn Theater continue to program events in the Dawn Theater and are fundraising to re-install the 1925 Wurlitzer Organ which is currently being restored.

Partial Review of Events in the Dawn Theater:

January 13: Second Annual Sauk Auction** – cancelled due to weather
Rescheduled March 15, 2024

January 20: Private Party

January 26: Life Changing Church Dinner Group

January 27: Private Party

February 2: Private Party

February 14: Valentine's Dessert, Drinks, & Dancing

March 2: March Attacks Punk Rock Show

March 7: Hillsdale High School's Athletic Scholars Banquet

March 15: Sauk's Second Annual Auction**

March 16: The Founding Young String Players Workshop & Concert * **

Upcoming Events:

March 23: Full Moon – Classic Rock Concert

March 30 & 31: Easter services from Life Changing Church

April 14: Family Fun Spring Fling **

April 20: Afternoon of the Arts by Artworks **

May 3: Life Right Now – Rock Concert

Ongoing Events:

Pilates every Tuesday & Thursday from 12:15-12:45

Life Changing Church Services every Sunday at 9a and 11a.

*Indicates Friends of the Dawn Events

** Denotes Community Events