

NOTICE

City of Southgate TAX INCREMENT FINANCING AUTHORITY MEETING

Scheduled for Wednesday, March 19, 2025 @ 5:45 P.M.

Southgate City Hall
14400 Dix-Toledo Highway
Southgate, MI 48195

(734) 258-3022

In the Mayor's Office

Agenda

A. Roll Call:

1. Anderson, DiCarlo, Gasso, Guentner, Heggie, Lajeunesse, Moran, Oben, Reyna

B. Minutes:

1. TIFA Board Meeting Minutes, April 15, 2024

C. Persons and/or Petitioners:

D. New Business:

1. CWA Proposal – Amend the Southgate Tax Increment Finance Plan
2. Northline Rd Median Maintenance
3. Proposed 2025-26 TIFA Budget

E. Reports:

F. Old Business:

G. Adjournment:

City of Southgate
Tax Increment Finance Authority Meeting Minutes
April 15, 2024

A Meeting of the Tax Increment Finance Authority was held on April 15, 2024.

Present: Tony DiCarlo, Tom Gasso, Patrick Guentner, Peter Heggie, Tony Lajeunesse, & Walt Oben
Excused: Patricia Anderson, Ron Moran, & Jeremy Reyna
Also Present: Mayor Joseph Kuspa, City Council Liaison Priscilla Ayres-Reiss, City Administrator Dan Marsh, and
City Finance Director Douglas Drysdale

The Meeting was called to order at 5:31 pm by Vice-Chairperson DiCarlo.

Minutes:

1. Meeting Minutes, January 11, 2024

It was moved by Lajeunesse, supported by Oben, to approve the Meeting Minutes of January 11, 2024. Motion carried unanimously.

Persons and/or Petitioners:

None

New Business:

1. 2024-25 Proposed TIFA Budget

Finance Director Drysdale presented the proposed 2024-25 TIFA budget report to the board. Motion by Oben, supported by Heggie, to approve the proposed 2024-25 TIFA budget. Motion carried unanimously.

2. Northline Rd Medians Maintenance Bids

City Administrator Marsh presented the results of bidding the maintenance of the Northline Rd / I-75 medians to the board. A total of seven (7) bids were received. First Class Lawn Care, Inc. of Taylor MI was the low bidder meeting specifications. Motion by Oben, supported by Gasso, to award the bid for Northline Rd medians maintenance to First Class Lawn Care for the 2024 season in the amount of \$14,350.00. Motion carried unanimously.

3. Northline Rd Median Irrigation System Quote

City Administrator Marsh presented a quote from A-1 Lawn Sprinklers Inc. of South Rockwood MI for the repair and reactivation of the irrigation system in the Northline Rd medians. Motion by Lajeunesse, supported by Oben, to approve the quote from A-1 Lawn Sprinklers Inc. in the amount of \$8,400.00 for the restoration of the Northline Rd / I-75 median irrigation system. Motion carried unanimously.

Reports:

None

Old Business:

None

Adjournment:

It was moved by Guentner, supported by Lajeunesse, to adjourn this meeting of the Tax Increment Financing Authority at 5:54 pm. Motion carried unanimously.

Respectfully submitted April 15, 2024
Douglas Drysdale, Finance Director



Carlisle | Wortman
ASSOCIATES, INC.

117 NORTH FIRST STREET SUITE 70 ANN ARBOR, MI 48104 734.662.2200 734.662.1935 FAX

February 19, 2025

Mr. Daniel Marsh
City of Southgate
14400 Dix-Toledo Road
Southgate, Michigan 48195

Via email to dmarsh@southgatemi.gov

Re: Proposal to Amend the Southgate Tax Increment Finance Plan

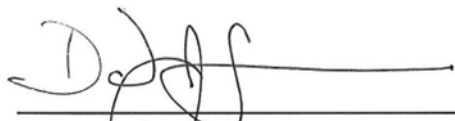
Dear Mr. Marsh,

Carlisle | Wortman Associates, Inc. (CWA) is pleased to submit a proposal to amend the Tax Increment Finance Authority (TIFA) Plan for the City of Southgate. The firm has experience with preparing tax increment finance plans for similar communities. Our history as the City's planning consultant allows insight into how the City functions and familiarity with the ordinances that development operates within.

CWA assigns David Scurto as principal-in-charge, project manager, and primary contact. It is important to the community to be represented by someone skilled in foreseeing opportunities and understanding the complexities of implementation. Mr. Scurto has been involved with several tax increment finance and development studies. Mr. Brady Heath, as community planner, and Mr. Grayson Moore as the GIS specialist will support this planning effort. The scope of work, proposal fee and City responsibilities follow this cover letter.

Our team has a reputation of service, innovation and reliability that is a known quality in both the Region and the State. We look forward to discussing this in more detail. Upon acceptance of this proposal, a formal agreement will be submitted for approval. If you have any questions, please contact us at (734) 662-2200 or at DScurto@cwaplan.com.

Sincerely,



CARLISLE/WORTMAN ASSOC., INC.
David Scurto, AICP, PCP
Principal

Benjamin R. Carlisle, President John L. Enos, Vice President Douglas J. Lewan, Principal
David Scurto, Principal Sally M. Elmiger, Principal R. Donald Wortman, Principal Craig Strong, Principal
Paul Montagno, Principal Megan Masson-Minock, Principal Laura Kreps, Principal
Richard K. Carlisle, Past President/Senior Principal

S t a f f

The following staff would be assigned to this project:

- David Scurto, AICP, Principal-In-Charge and Project Manager
- Brady Heath, Planner
- Grayson Moore, GIS

W o r k P l a n

CWA's proposal for assistance includes staff participation and preparation of materials for the following:

ORIENTATION, SCHEDULE AND WORK SESSIONS

- The CWA team will evaluate the relevance of Amendments #8 and #9. A tentative project schedule will be determined following these evaluations.
- The CWA team will meet with a TIFA steering committee, as determined by the City of Southgate, to address data and information for the Tax Increment Finance portion of the plan; identification projects and activities; adoption procedures; schedule; and CWA and City responsibilities.
- The CWA team will assemble and organize this information into a briefing report.

Meeting: Steering Committee

PREPARE DOCUMENT #10

- 2.1 CWA will prepare the first draft of Document #10 which includes the Development Plan, Tax Increment Finance Plan, and mapping.
- 2.2 The draft plan will be presented to the steering committee for review, revisions and direction.

Meeting: Steering Committee

FINALIZE AND ADOPT DOCUMENT #10

- 2.1 CWA will finalize the amendment based on direction provided by the steering committee during Task 2.
- 2.2 CWA will assist the City of Southgate prepare public hearing and taxing jurisdiction notification.

Meeting: Steering Committee

F e e

Based on the work program, CWA proposes an hourly not-to-exceed fee of \$15,000 which includes attendance at the three (3) steering committee meetings listed above. This is a "not to exceed" cost, so actual costs may be less, such as limiting meetings and revisions. Mileage,

unlimited email and telephone calls are included in the proposal fee. Additional meetings will be invoiced at the respective hourly rate shown in Exhibit B.

For printing, working memorandums and drafts for the TIFA board, city manager and finance director will be provided. Printing cost for the final plan is not included due to the number of pages, use of color and number of graphics and maps.

S c h e d u l e

The schedule will be determined through agreement of the City of Southgate and CWA.

C i t y R e s p o n s i b i l i t i e s

The City of Southgate is asked to provide the following items.

- Supply relevant reports, plans, and budget sheets.
- Provide an updated Projected Captured Assessed Value and Tax Receipts schedule.
- Supply a base map in GIS format.
- Supply design and cost estimates for the Development Plan projects.
- Schedule meetings, post notices and contact taxing jurisdictions.

S u p p l e m e n t a r y A s s i g n m e n t s

Supplementary assignments, such as attending additional meetings, performing more in-depth studies, ordinance amendments, etc., will be completed based on the current hourly rates listed in Exhibit B or through a supplemental written cost proposal upon request.

EXHIBIT B RATES & FEES

A. Hourly Rates

Project Team	2024-2025 Rates*	2025-2026 Rates	2026-2027 Rates
Principal (D. Scurto)	\$140/hr	\$160/hr	\$165/hr
Senior Associate	\$135/hr	\$140/hr	\$145/hr
Associate Planner	\$125/hr	\$130/hr	\$135/hr
Community Planner (B. Heath)	\$115/hr	\$120/hr	\$125/hr
Graphics (GIS) Technician	\$100/hr	\$105/hr	\$110/hr
Support Staff	\$85/hr	\$90/hr	\$95/hr

**2024 rates will apply from the effective date of this Agreement through June 30, 2025; subsequent rate adjustments shall occur on July 1st each year to align with Client's fiscal year.*

B. Miscellaneous Fees

Expenses Rate

AutoCAD Operation: \$30/hr

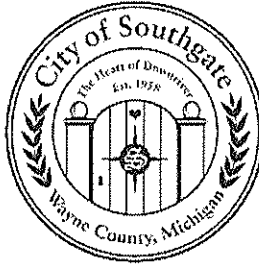
Mileage: 67¢/mi.

Supplies, Prints, Mailing: Actual cost + 20%

JOSEPH G. KUSPA
Mayor

JANICE M. FERENCZ
City Clerk

CHRISTOPHER P. ROLLET
Treasurer



City of Southgate

- CITY COUNCIL -

ZOEY KUSPA
Council President

CHRISTIAN GRAZIANI

KAREN E. GEORGE

PHILLIP J. RAUCH

PRISCILLA AYRES-REISS

ED GAWLIK JR.

VICTORIA ARAJ

Memorandum

To: Honorable City Council Members

From: Dan Marsh, City Administrator

Date: March 17, 2025

Re: 2025 Northline Road Median Maintenance

In April of 2024 the TIFA Board awarded First Class Lawn Care Inc. the bid to provide seasonal maintenance of the medians on Northline within the TIFA District. First Class Lawn Inc. was the lowest qualified bidder of eight bids received in 2024.

Attached is a letter from First Class Lawn Care Inc. stating they will hold their pricing for another season, with the exception of an additional \$5/application of fertilizer (\$20 total difference). The Administration recommends that First Class Lawn Care be approved for Northline Road Median Landscaping Maintenance again for 2025.

If you have any questions please contact me.

First Class Lawn Care Inc.
16679 Jackson St.
Taylor, MI 48180
313-598-8557
firstclasslawn@comcast.net

Attn: Dan Marsh

In regards to the Northline Median landscape contract for 2025. First Class lawn Care Inc. will honor all the same pricing from last year with the exception of the price of the fertilization applications. The new price will be \$150.00 per application (a \$5.00 increase). All other prices stay the same. We greatly appreciate your business.

Thank you,
Sincerely

First Class Lawn Care Inc.
Anthony Martinez

BID PROPOSAL FORM

We offer to furnish the City of Southgate, Southgate, Michigan the item listed below and more fully described in the specifications for **BID # 24 - 0314**

The City of Southgate TIFA Board is accepting Bids for Northline Road Median Landscaping Maintenance. The medians that will be serviced are located on Northline Road between Prechter Blvd and Devoe. The TIFA Board reserves the right in its discretion to make a selection based directly on the proposals submitted. The respondent selected will be chosen based on its apparent ability to best meet the overall objectives of the City. Special consideration will be given to vendors located within the City of Southgate. Questions regarding this Invitation to Bid can be directed to Dan Marsh, City Administrator, dmarsh@southgatemi.gov.

Prices in bid are F.O.B. City of Southgate. Bids to be submitted not later than 2:00 p.m., Thursday, March 28, 2024

(time) (day) (date)

ITEM #	QUANTITY	DESCRIPTION	UNIT	PRICE	TOTAL PRICE
1	26 30	Lawn Maintenance (cuts)	30	\$ 90.00	\$ 2,700.00
2	0 1	Spring Clean Up		250.00	250.00
3	1/ 5	Fertilization (applications)		145.00	725.00
4	10 12	Weeding (performed 2x per month)		250.00	3,000.00
5	2	Fall Clean ups (1 in early fall. 1 in late fall)		350.00	700.00
6	1	Mulching		75.00	3,000.00
7	1	Cut Day Lilies in fall		600.00	600.00
8	1	Winter Trash Clean Up			
		Dethatch and seed grass in medians. Vendor should install top soil on any low spots and place seed covered with straw or straw blankets on larger areas.		1,500.00	1,500.00
9	1	Fix and or adjust all metal edging around landscaping beds		60.00 per man hr.	480.00
10	1	Replanting/remove/move Daylilies. Vendor should even out the clumps of daylilies that currently exist.		60.00 per man hr.	600.00
11	1	Plant begonias and alyssum on the outside of the mulch beds on all islands and in the front best around the Southgate Sign.		45.00 per flut (Aprox 40)	1,800.00
12	1			TOTAL	\$ 15,355.00

Acceptance time allowed _____

Anticipated Start Date _____

Reference

Name of Firm: First Class Lawn Care Inc.
Firm's Address: 16679 Jackson St.
City/State/Zip: Taylor, MI 48180
Telephone #: 313-598-8557
E-Mail: firstclasslawn@comcast.net
Authorized Signature: Anthony Martinez
Printed Signature: Anthony Martinez
Title: President

PLEASE NOTE: ALL BIDS SHALL BE SUBMITTED SEALED IN AN ENVELOPE AND CLEARLY
MARKED ON THE OUTSIDE WITH THE WORDS "COMPETITIVE BID # 24 - 0314 "
OPENING

DATE: March 28, 2024 AT 2:00pm

BUDGET REPORT FOR CITY OF SOUTHGATE

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 02/28/25	2024-25 PROJECTED ACTIVITY	2025-26 REQUESTED BUDGET
Fund: 247 TAX INCREMENT FINANCE AUTHORITY						
ESTIMATED REVENUES						
247-000-403-000	CURRENT PROPERTY TAX EXTRA SPECIAL VO	820,441	1,251,320		1,279,745	1,318,137
247-000-664-000	INTEREST ON DEPOSITS	99,258	50,000		45,000	40,500
	TOTAL ESTIMATED REVENUES	919,699	1,301,320		1,324,745	1,358,637
APPROPRIATIONS						
247-219-801-000	PROFESSIONAL FEES	35,970	34,720	6,610	16,950	16,950
247-219-811-000	SERVICE CONTRACTS		3,000	3,222	3,225	3,500
247-219-957-000	OVERHEAD	35,000	35,000		35,000	35,000
247-219-974-000	LAND IMPROVEMNT	3,969	100,000		100,000	50,000
247-966-995-101	TRANSFER TO GENERAL FUND		417,730		419,548	432,134
247-966-995-208	TRANSFER TO PARKS & REC FUND		155,560		155,560	
247-966-995-369	TRANSFER TO BUILDING AUTHORITY	670,160	673,540		673,540	666,900
	TOTAL APPROPRIATIONS	745,099	1,419,550	9,832	1,403,823	1,204,484
NET OF REVENUES/APPROPRIATIONS - FUND 247		174,600	(118,230)	(9,832)	(79,078)	154,153
	BEGINNING FUND BALANCE	1,492,458	1,667,057	1,667,057	1,667,057	1,587,979
	ENDING FUND BALANCE	1,667,058	1,548,827	1,657,225	1,587,979	1,742,132