

**CITY OF READING
TAX INCREMENT FINANCING AUTHORITY
REGULAR MEETING MINUTES
January 13, 2014
READING CITY HALL**

Chairman Sanders called the Regular TIFA meeting to order at 7:15 p.m.
Roll Call found Sanders, Gollnick, Newton, Galloway (R), Galloway (B) and Cleveland to be present. Also present were Kimberly Blythe, City Manager/Clerk/Treasurer.
Absent: Cook & Everett

-Newton moved, Cleveland seconded to excuse Tom Everett from the meeting.
Carried (6-0)

Guests: Rhonda Peters and Carleen Sanderson

Approval of Minutes

-Galloway (R) moved and Newton seconded to approve the minutes from the regular meeting December 2, 2013. Carried (6-0)

Payment of Operating Bills- \$5029.93
Treasurer's Report/Financial Statements
Total Cash: \$127,606.29
Total Loans Outstanding: \$446,481.48

-Gollnick moved and Galloway (B) seconded to accept the Treasurer's report as submitted. Carried (6-0)
-Gollnick moved and Galloway (B) seconded to approve payment of bills in the amount of \$5029.93 as presented. Carried (6-0)

Opportunity for the Public to address the Board
No Comments

OLD BUSINESS

Stairway -128/150 S. Main
Nothing new to report

108 Enterprise- Sara Lisznyai, TIFA Attorney drafted a lease between Reading TIFA and Crop Production Services, Inc., for the building located at 108 Enterprise Drive. The Board read through the document and made the following changes:
Page 1, Section 3- It was the consensus of the Board that the Randy Sanders, Chairman negotiate the rent.

Page 1, Section 4- Remove- real property taxes and Lessee to pay Insurance on the premises

Page 1, Section 5- insert- Equal agreed upon amount for rent

Page 2, Section 9- 1st sentence should read: The premises are to be used and occupied by the lessee for storage and sale of agricultural products and services

Page 3, Section 16- remove the very first sentence

Property at 209 & 229 S. Main- Nothing new to report

Façade Program- The Board was presented with the Façade Program document as discussed in December. There was discussion from the Board to add under Eligibility that the applicant must have approval of the plan from the Planning Commission upon making application for the program.

Galloway (B), Newton seconded to approve the Revised Downtown Façade Improvement Program Document with the addition of, Must have Planning Commission Approval in the Eligibility Section. Carried (6-0)

NEW BUSINESS

Gallery 49 Request for Marketing Assistance

Rhonda Peters, Gallery 49 was present to inquire about the possibility of TIFA helping the Gallery cover the cost of a marketing campaign they did in 2013. There was discussion from the Board they would like time to review this request.

Cleveland moved, Newton seconded to approve the 2014 Meeting schedule. Carried (6-0)

-The next Regular Meeting will be on Monday, February 3, 2014 @ 7:15 p.m.

Newton moved to adjourn the meeting.

-Meeting was adjourned @ 8:00 pm

Respectfully submitted,

Kimberly Blythe
City of Reading
City Manager/Clerk/Treasurer

Reading Tax Increment Finance Authority
Re-Scheduled
Regular Meeting
January 13, 2014
7:15 pm

Please Print Your Name

Address

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Proposed
City of Reading
Tax Increment Finance Authority
Re-Scheduled
REGULAR MEETING AGENDA
READING CITY HALL
January 13, 2014
7:15 P.M.

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes- Regular Meeting-December 2, 2013
- IV. Approval of Treasurer's Report December 31, 2013
- V. Payment of Bills- December \$5029.93
- VI. Guest: Rhonda Peters- Gallery 49
- VII. Call to the Public
- VIII. Old Business
 - A. Updates-Stairway at 128/150 S. Main
 - B. 108 Enterprise Drive- Lease
 - C. Property at 209 & 229 S. Main
 - D. Façade Program
- IX. New Business
 - A. Gallery 49 Request for Marketing Assistance
 - B. 2014 Meeting Schedule
 - C. Next Meeting February 3, 2014- 7:15pm
 - D. Other
- X. Adjournment

**READING TIFA
TREASURER'S REPORT
December 31, 2013**

Century Bank & Trust

Cash	
Savings Account	\$123,630.58
Checking Account	50.62
Certificate of Deposit (3 year)-10/09/2013	3,925.09

Total Cash \$127,606.29*

Due to Others

Century Bank & Trust- Trust Department	
TIFA Loan-108 Enterprise (December 31, 2013)	\$446,481.48

Total Due to Others \$446,481.48

Respectfully submitted,
Charles Newton, Treasurer

***Account Activity**

Cash Balance as of 11/30/2013	\$129,682.86
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Expense-Accounts Payable	(153.18)
Loan 108 Enterprise	(3,325.00)

Income- 2013 Property Tax Income	1,291.02
Savings Interest 12/31/13	110.59

Cash Balance as of 12/31/2013	<u>\$127,606.29</u>
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G/L ACCOUNT	CURRE THIS DEC 2	CURRENT YEAR TO DATE DEC 2013
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ASSETS

CASH		
494-000-001-000 CASH/CHECKING	-153.18	50.62
494-000-002-000 SAVINGS	-1,923.39	123630.58
494-000-003-000 CERTIFICATE OF D	.00	3925.09
494-000-004-000 CERTIFICATE OF D	.00	.00
TOTAL CASH	-2,076.57	127606.29
494-000-026-000 TAXES RECEIVBLE-	.00	.00
494-000-035-000 TAXES RECEIVABLE	.00	.00
494-000-061-000 LOAN RECEIVABLE-	.00	.00
494-000-062-000 LOAN RECEIVABLE-	.00	.00
494-000-084-000 DUE FROM OTHER F	.00	.00
494-000-114-000 INVENTORY-BUILD	.00	.00
494-000-115-000 INVENTORY-LAND	.00	.00
TOTAL DUE FROM OTHERS	.00	.00
TOTAL ASSETS	-2,076.57	127606.29

LIABILITIES

494-000-202-000 ACCOUNTS PAYABLE	.00	.00
494-000-214-000 DUE TO OTHER FUN	.00	.00
494-000-339-001 DEFERRED REVENUE	.00	.00
494-000-339-002 DEFERRED REVENUE	.00	.00
TOTAL LIABILITIES	.00	.00
EQUITY		
494-000-390-000 FUND BALANCE	.00	68064.01
CURRENT FUND EQUITY	-2,076.57	59542.28
TOTAL EQUITY	-2,076.57	127606.29
TOTAL LIABI & FUND EQUITY	-2,076.57	127606.29

Date : 01/02/14 - Thur
Time : 09:22:11

City of Reading
494-REVENUE & EXP
TIFA

Current Per/Yr : DEC/2013

G/L ACCOUNT DESCRIPTION	CURRENT PD	CURRENT YTD	Budget	Amended	B	PERCENT
	THIS YEAR	THIS YEAR	Current YTD	Budget	B	OF BUDGET
	DEC 2013	2013 06 Months	2013 06 Months	2013 06 Months		
REVENUES						
494-000-403-001CURRENT PROP TAX-SUMMER	1291.02	40032.14	44453.27	44453.27	4421.13	90.00
494-000-403-002CURRENT PROP TAX-WINTER	.00	.00	5966.29	5966.29	5966.29	.00
494-000-416-001PERS PROP TAX-SUMMER	.00	.00	.00	.00	.00	.00
494-000-416-002PERS PROP TAX-WINTER	.00	.00	.00	.00	.00	.00
494-000-437-001CURRENT IFT'S-SUMMER	.00	43935.21	45261.17	45261.17	1325.96	97.00
494-000-437-002CURRENT IFT'S-WINTER	.00	.00	6074.72	6074.72	6074.72	.00
494-000-530-000CB&T LOAN	.00	.00	.00	.00	.00	.00
494-000-539-000GRANTS	.00	.00	.00	.00	.00	.00
494-000-664-000INTEREST-INVESTMENTS	110.59	207.78	200.00	200.00	-7.78	104.00
494-000-667-000RENT-FARMING	.00	4320.00	4320.00	4320.00	.00	100.00
494-000-667-002RENT-108 ENTERPRISE DRIVE	.00	.00	.00	.00	.00	.00
494-000-667-003RENT OWED-108 ENTERPRISE	.00	.00	.00	.00	.00	.00
494-000-694-000MISCELLANEOUS	.00	.00	.00	.00	.00	.00
494-000-670-000RENTS OWED	.00	.00	.00	.00	.00	.00
TOTAL REVENUES	1401.61	88495.13	106275.45	106275.45	17780.32	83.00
EXPENDITURES						
494-000-702-001ADMINISTRATOR WAGES	.00	.00	.00	.00	.00	.00
494-000-702-002BOOKKEEPING WAGES	56.00	1124.00	2500.00	2500.00	1376.00	45.00
494-000-715-000TIFA-FICA	.00	.00	.00	.00	.00	.00
494-000-716-000TIFA-HEALTH INSURANCE	.00	.00	.00	.00	.00	.00
494-000-717-000TIFA-ADM WORKERS COMP	.00	.00	.00	.00	.00	.00
494-000-727-000OFFICE SUPPLIES	.00	.00	100.00	100.00	100.00	.00
494-000-728-000POSTAGE	.00	.00	100.00	100.00	100.00	.00
494-000-729-000NOTICES/PUBLISHING	.00	.00	.00	.00	.00	.00
494-000-775-000REPAIR & MAINT SUPPLIES	.00	.00	.00	.00	.00	.00
494-000-801-001CONTRACTED SERVICES-MOWING	.00	855.00	3500.00	3500.00	2645.00	24.00
494-000-801-002CONTRACTED SERVICES-EXCAVATING	.00	.00	.00	.00	.00	.00
494-000-801-003CONTRACTED SERVICES-MAINT	.00	.00	.00	.00	.00	.00
494-000-802-000MEMBERSHIPS & DUES	.00	.00	.00	.00	.00	.00
494-000-803-000CONFERENCES	.00	.00	.00	.00	.00	.00
494-000-808-000AUDIT	.00	1000.00	1200.00	1200.00	200.00	83.00
494-000-809-000ENGINEERING	.00	.00	.00	.00	.00	.00
494-000-815-000BANK SERVICE FEE	.00	.00	45.00	45.00	45.00	.00
494-000-826-000LEGAL FEES	.00	.00	600.00	600.00	600.00	.00
494-000-853-000TELEPHONE	.00	.00	.00	.00	.00	.00
494-000-860-000TRAVELS/MEALS/LODGE	.00	.00	.00	.00	.00	.00
494-000-880-000COMMUNITY PROMOTION	.00	.00	2500.00	2500.00	2500.00	.00
494-000-914-000LIABILITY INSURANCE	.00	751.40	900.00	900.00	148.60	83.00
494-000-920-000UTILITIES	97.18	1156.62	2000.00	2000.00	843.38	58.00
494-000-921-000PROPERTY TAXES	.00	4115.83	10000.00	10000.00	5884.17	41.00
494-000-922-000ROAD CONSTRUCTION	.00	.00	.00	.00	.00	.00
494-000-956-000MISCELLANEOUS	.00	.00	.00	.00	.00	.00
494-000-962-000TIFA-ADM UNEMPLOYMENT	.00	.00	.00	.00	.00	.00

Date : 01/02/14 - Thur
Time : 09:22:11

City of Reading
494-REVENUE & EXP
TIFA

Current Per/Yr : DEC/2013

G/L ACCOUNT DESCRIPTION

CURRENT PD THIS YEAR DEC 2013	CURRENT YTD THIS YEAR 2013 06 Months	Budget Current YTD 2013 06 Months	Amended Budget 2013 06 Months	B B	PERCENT OF BUDGET
494-000-970-000CAPITAL OUTLAY	.00	.00	.00	.00	.00
494-000-971-000LAND PURCHASE	.00	.00	2500.00	2500.00	2500.00 .00
494-000-974-000LAND IMPROVEMENTS	.00	.00	.00	.00	.00 .00
494-000-990-003CBT-108 ENTERPRISE DRIVE	1886.49	11084.77	22436.46	22436.46	11351.69 49.00
494-000-990-004TIFA-FACADE LOAN-PRINCIPAL	.00	.00	.00	.00	.00 .00
494-000-990-005TIFA-PARKING LOT LOAN	.00	.00	.00	.00	.00 .00
494-000-995-003CBT-108 ENTERPRISE INTEREST	1438.51	8865.23	17463.54	17463.54	8598.31 51.00
494-000-995-004TIFA-FACADES LOAN-INTEREST	.00	.00	.00	.00	.00 .00
494-000-995-005TIFA-PARKIN LOT INTEREST	.00	.00	.00	.00	.00 .00
494-000-999-001CONTRIBUTIONS TO GEN FUND	.00	.00	.00	.00	.00 .00
TOTAL EXPENSES	3478.18	28952.85	65845.00	65845.00	36892.15 44.00
CURRENT FUND EQUITY	-2076.57	59542.28	40430.45	40430.45	-19111.83 147.00

Date : 01/02/2014 - Thur
Time : 10:30:29
Batch: All

City of Reading
INVOICE TRANSACTION JOURNAL

Orig	ry#	Invoice#	Vend #	Vendor Name	Inv Date	Check #	Invoice Amt	Description	Batch	S	P
Account #		Account Description	Orig Ln	Amt	Opn Ln	Amt	Dist Amt	Proof Due Date	1099 Reference		

1	12312013	000650 CITY OF READING			12/31/2013		97.18	Sewer/Water Utility-Dec2013	NONE		
494000920000		UTILITIES				57.18		01/06/2014 00 108 Enterprise		R	
494000920000		UTILITIES				10.00		01/06/2014 00 128 S. Main		R	
494000920000		UTILITIES				10.00		01/06/2014 00 209 S. Main		R	
494000920000		UTILITIES				10.00		01/06/2014 00 108 E. Cherry		R	
494000920000		UTILITIES				10.00		01/06/2014 00 229 S. Main		R	
2	552	000650 CITY OF READING			12/01/2013		3512.78	2013 Winter Tax-108 Enterprise	NONE		
494000921000		PROPERTY TAXES				3512.78		01/06/2014 00 108 Enterprise Dr		R	
3	663	000650 CITY OF READING			12/01/2013		1363.97	2013 Winter Tax-108 Enterprise	NONE		
494000921000		PROPERTY TAXES				1363.97		01/06/2014 00 2013 Winter Tax-108 Enterpris		R	
4	12312013	000189 KIMBERLY BLYTHE			12/31/2013		56.00	December 2, 2013 Minutes	NONE		
494000702002		BOOKKEEPING WAGES				56.00		01/06/2014 03 December 2, 2013 Minutes		R	

GRAND TOTALS .00 .00 5029.93 .00

Accounts Payable 5,029.93
Pr: 1 .00
Appropriation Control .00
Other G/L 5,029.93
Total Invoiced 5,029.93
Total Encumbrances .00

CITY OF READING
TIFA
2014 REGULAR MEETING DATES

DATE

TIME

Monday, January 13, 2014	7:15 P.M.
Monday, February 3, 2014	7:15 P.M.
Monday, March 3, 2014	7:15 P.M.
Monday, April 07, 2014	7:15 P.M.
Monday, May 05, 2014	7:15 P.M.
Monday, June 02, 2014	7:15 P.M.
Monday, July 07, 2014	7:15 P.M.
Monday, August 04, 2014	7:15 P.M.
Monday, September 08, 2014	7:15 P.M.
Monday, October 06, 2014	7:15 P.M.
Monday, November 10, 2014	7:15 P.M.
Monday, December 01, 2014	7:15 P.M.

NOTE: ALL MEETINGS WILL BE HELD IN THE READING CITY HALL
COUNCIL CHAMBERS, 113 S. MAIN STREET, READING, MICHIGAN
MICHIGAN AT 7:15 P.M.

MEETING DATES ARE SUBJECT TO CHANGE AND SPECIAL
MEETINGS MAY BE CALLED

"Accommodations will be provided upon request"

Gallery 49 and TIFA proposal:

Gallery 49 is a not-for-profit organization promoting local artists and arts related programs. As a not-for-profit we rely on our artists' rental monies and donations to pay for the cost of having a venue for local artists to show and sell their work. Since donations are not a source we can rely upon we have begun to campaign our Art Lovers Membership. This membership is a way for non-participating artists and art supporters to share in the promotion of arts and culture. While this is a great way to generate revenue it has been slow to gather momentum. Unfortunately, the gallery is having difficulty in paying the ever rising cost of rent and utilities. In the 3 years we have been in our current location our rent has raised from \$550 to \$750. Utilities have continued to skyrocket and our donations have waned. We are caught in a cycle of needing to use money for marketing but can't because it takes all we have to stay current with our bills. In the year 2013 we spent \$1803.33 on marketing campaigns. We are looking to recoup all or part of that expense from TIFA in order to continue our marketing for 2014.

Gallery 49 has become a hub for students. We attract kids walking home from school, students who take classes from our instructors and high school art students using the gallery for a source of education. We share more than just art with them. We share the business aspects of running a co-op and working as independent artists. More importantly we share the hope that dreams can come true and artists can become well known starting out in a small community. We let them know that art is ageless. Before they leave they have a complete understanding that they could be a part of Gallery 49, too. Our youngest artist, now age 16 started when he was 13 years old. Our oldest artist is 93 years young. The amazing thing is that we are all friends and have this common bond that connects us. We leave the students with a renewed respect for what and who we are and the knowledge that they can also benefit as artists by using the gallery as a stepping stone into their future.

Another project we are embarking on is jumpstART. This is a county-wide, 6 week program for middle and high school students to work with an artist/instructor. Students would create their own art piece to take home along with a much larger collaborative piece. The collaborative piece would travel to sponsoring businesses and organizations throughout the year and come home to Reading for an exhibition and auction at Gallery 49 during Reading Festival Days. This program would be repeated 4 times during the school year and coincide with marking periods and is designed to teach students, promote supporting businesses and create a revenue stream for the gallery. jumpstART is a huge undertaking for our limited resources but we think it is too valuable not to proceed. This is a program that benefits our community in many ways beyond simple economics. Without the gallery and its artists it's a project that will not happen.

We feel that Gallery 49 is a viable asset for the City of Reading bringing many visitors from outside of Hillsdale County. The latest study on the economic impact that arts and culture brings to a city proves the arts industry is resilient, even in a down economy. Arts and Economic Prosperity IV is the largest and most comprehensive study of its kind ever conducted. It documents the key role played by the nonprofit arts and culture industry in strengthening our nation's economy. Although I could share some pretty hefty figures impacting America I would rather focus on how the arts impact Reading. Gallery 49 holds several events each year; visual art shows, live musical entertainment, educational classes, civic events and community art projects. As we attract visitors from outside Hillsdale County, as well as, outside the US, we need to remind our community that the average amount of money spent by these visitors is about \$40 per person versus approximately \$18 by local visitors. In the year to come it is our desire to partner with the other cultural businesses located here to work as a team to become a destination hot spot. We want to be leaders in generating and sharing the wealth that arts and culture can bring to a community but we need the community's help to accomplish this.

CITY OF READING

TAX INCREMENT FINANCE AUTHORITY

DOWNTOWN FACADE IMPROVEMENT PROGRAM

PURPOSE:

The City of Reading Tax Increment Finance Authority (T.I.F.A.) has determined that a portion of the revenues collected by the T.I.F.A. plan should be used to enhance the building facades found in downtown Reading. The downtown facade improvement program should be made to promote historic preservation recognizing the inherent qualities of the buildings so that a consistent and appropriate character can be retained and reinforced. The program also lists establishment of facade improvement guidelines as a priority.

The appearance of individual buildings, storefronts, signs, alleys, window displays, parking lots and sidewalks establishes the visual character of the downtown and plays a major role in the marketing success of the business district.

The purpose of the facade improvement program is to encourage historically accurate improvements to commercial facades visible from the public right-of-way. The grant money is intended to provide financial incentives for quality facade development.

It is also the intent of the program to strengthen the economic viability of downtown Reading by improving the exterior physical appearance of the buildings. The public perception of the downtown retail district has a great deal of influence on its economic success. By improving its physical appearance the downtown will have a much greater potential for attracting and retaining businesses as well as creating an image of strong economic health and vitality.

ELIGIBILITY:

- Owners of real property within the Reading downtown district
 - Owners of business establishments within the Reading downtown district.
- Tenants will need approval from the property owner

ELIGIBILITY CONDITIONS:

- Property taxes and other city accounts must be current
- Project components must have a useful life of at least 10 years

ELIGIBLE COSTS:

- Exterior improvements only
- Repairs or replacement of windows, doors, walls or other appropriate architectural elements
- Exterior painting (only in conjunction with other major improvements; painting is not to exceed 50% of total project cost)
- Awnings
- Exterior lighting
- Masonry repair or cleaning
- Conversion to retail or entertainment storefront (must be compatible with historic architecture)
- Restoration of vintage elements:
 - Removal of historically unsuitable "modern" facade treatments
 - Removal or replacement of historically unsuitable signs and/or lighting (new signs/lights must be compatible with existing architecture)
 - Repair or restoration of original brick and woodwork
- Architectural fees (up to \$700.00)
- Materials and labor for work performed in association with above-mentioned improvements

Note: All work performed in association with the facade improvement program shall be performed by licensed contractors. Any work that requires the use of scaffolding lifts or other construction equipment in a public area must be effectively barricaded to protect the public from danger.

INELIGIBLE COSTS:

- Expenses incurred prior to approval of site plan by the committee
- Property acquisition
- Mortgage or land contract financing
- Loan fees
- Site plan or building permit fees
- New construction
- Appraiser, attorney and/or interior decorator fees
- Wages paid to applicant, relatives and/or friends for work associated with the facade improvement (e.g. payments under the table)
- Furnishings, trade fixtures, display cases, counters and/or other items taxed as personal property

- Reusable and/or removable items
- Any portion of expenses for which applicant pays contractor in merchandise and/or in-kind services.

PROJECT PRIORITIES:

Applications containing the following characteristics will have priority in the appropriation of project funds:

- Projects identified on corner lots
- Projects in which the building is owner occupied
- Projects containing a high ratio of private to public dollars
- Projects preserving community institutions (e.g. banks, theaters, etc.)
- Projects designed to remove and/or replace boarded windows
- Projects designed to resolve deteriorated/inappropriate/unsightly conditions that have existed for many years (boarded windows, deteriorated electrical fixtures, etc.)
- Projects that enhance pedestrian movement from the rear to the front of buildings
- Projects designed to restore the historic condition of the building facade or posterior (see eligible costs: Item # 8)
- Projects that will complete the improvement of a block or portion of a block (e.g. replacement of an inappropriate facade that exists on a block containing many appropriate, well-preserved or improved facades)

PROGRAM AMOUNTS:

Maximum Program Amount: \$7,500.00

Minimum Program Amount: \$1,500.00

Maximum Amount Available for Architectural Design: \$700.00

Money allocated on behalf of the facade improvement program will be made on a 75-25% ratio. The applicant must invest at least 25% of the total project cost to receive the remaining 75% from the T.I.F.A. The 75% provided from the T.I.F.A. is not to exceed \$7,500.00. For example, a project totaling \$7,500.00 may receive \$5,625.00 from the T.I.F.A. likewise a project totaling \$12,000.00 may receive the maximum of \$7,500.00 even though it does not equate to 75% (\$9,000.00) of the total project cost.

Note: If more than four of the project priorities are met then the T.I.F.A. reserves the right to adjust the maximum program amount up to \$15,000.00

PROGRAM APPLICATIONS:

- A facade improvement program application can be obtained at the following location:

Reading City Hall
113 South Main Street
517-283-2604

- The application is completed by the property owner(s) or tenant(s) of the building with owner's consent and returned to reading City Hall where it will be reviewed for accuracy and issues of compliance by the T.I.F.A. board.
- The application is reviewed by T.I.F.A. board to verify that it is located in T.I.F.A. downtown district. T.I.F.A. board will provide a preliminary review outlining how well the project meets the program objectives
- If the application meets the program objectives the applicant will be notified that the project has been accepted for consideration
- The applicant must submit a detailed plan illustrating proposed improvements. Also a detailed breakdown of all costs including a project budget illustrating both private and public expenditures.
- A signed estimate from a qualified contractor is required.
- Once a plan is submitted it will be taken before the T.I.F.A. Board for review
- If approved then the project construction may commence
- If a plan is inconsistent with program objectives it will be returned with request for modification

Note: T.I.F.A. board reserves the right to recommend program awards it deems to be in the best interest of the City of Reading and the facade improvement program. T.I.F.A. board reserves the right to nullify program awards that are found to be non-compliant with the conditions of this program. If the applicant is found to be non-compliant they may not reapply to the program for a period of one year following the decision.

POST APPROVAL PROCEDURES:

- Any changes in the scope of work must be approved by T.I.F.A. prior to construction
- All approved changes in work verification shall be attached to the original site plan in the form of an addendum and dated
- T.I.F.A. board members may conduct periodic inspections to ensure compliance with the site plan and adopted eligible activities

- Project should be completed within one year of approval. Only under extenuating circumstances will a single extension time to complete the project can be requested in writing and may be awarded by the T.I.F.A. board
- Upon completion of the project a T.I.F.A. board member(s) will photograph the new facade and submit it at a T.I.F.A. board meeting to ensure that all components of the site plan are met
- After final project inspection T.I.F.A. will reimburse the applicant for the approved funding amount
- This program is subject to availability of funds

Projects will be limited to two projects per a twelve month period. Questions and comments regarding the downtown facade improvement program should be directed to a T.I.F.A. Board Member(s).