

PROPOSED MINUTES OF THE IN-PERSON MEETING OF THE HIGHLAND PARK TAX INCREMENT FINANCE AUTHORITY

Date: June 18, 2024

Time: 5:42 PM

Location: Highland Park

I. Call to Order

- The meeting was called to order at 5:42 PM by the presiding officer.

II. Attendance

- Present: Leslie Robinson, Chris Woodard, Scott Boswell, Ricardo Thomas, Kaci Jackson, Trevor Sarter
- Absent: Gregoire Louis

III. Quorum

- A quorum being present, the TIFA meeting was declared in session.

IV. Approval of Agenda

- Motion to approve the agenda was made by Trevor Sarter, seconded by Ricardo Thomas. The agenda was approved.

V. Approval of Minutes

- Motion to approve the minutes of the previous meeting was made by Trevor Sarter, supported by Scott Boswell. The minutes were approved.

VI. Public Comments

- No public comments were made.

VII. Old Business

TIFA Current Real Estate Holdings:

1. 13918 Woodward Ave, Highland Park, MI 48203
2. 12 Pasadena St, Highland Park
3. 13839 Woodward, Highland Park, MI 48203
4. 25 Victor
5. 30 Gerald Old City Hall

VIII. New Business

A. TIFA Elections:

- Nominations were taken for the following positions:
 - Chairperson
 - Vice Chair
 - Secretary
 - Treasurer
- **Election Results:**
 - Chairperson: Leslie Robinson
 - Vice Chairperson: Kaci Jackson
 - Treasurer: Ricardo Thomas
 - Secretary: Trevor Sarter
- The newly elected officers will assume their roles starting from the July meeting.

B. Offer to Purchase Process:

- Discussion on the process used by the City of Highland Park for property valuation and offer purchase applications.
- Key points included:
 - Development Intake Form
 - Clawback Clause
 - 6-month Site Control with an Option to Purchase
 - 10% Non-Refundable Deposit
 - Timeline and Reversion Clause
 - Review Proposal and Voting Procedures
 - Ensuring no dues to the City/State
 - CED Enforcement
 - Development agreements to be recorded
 - Encouraging development through the Tax Increment Finance Authority
 - Setting policies and procedures for the sale of property
- Proposal to pay for appraisals and use Wayne County Assessor's Opinion of Value.
- Scheduling a workshop meeting to discuss the purchase agreement, process, and wording with the lawyer.
- **Workshop Meeting Scheduled:**
 - Date: July 2
 - Time: 5:30 PM
 - Note: This will be an open meeting; no Zoom provision required.

C. Brownfield Redevelopment Authority:

- Carlton mentioned the need to set a calendar for Brownfield Meetings.
- TIFA to adjourn and reconvene as Brownfield for electing officers and application review.
- Discussed full board training and the publication of meeting minutes.

IX. Adjournment

- Motion to adjourn the meeting was made by Leslie Robinson and supported by Ricardo Thomas.
- Meeting adjourned at 6:52 PM.

Minutes submitted by Trevor Sarter, Secretary of TIFA Highland Park