



CITY OF MARINE CITY

Tax Increment Finance Authority

Meeting Agenda

Marine City Fire Hall, 200 S. Parker Street

Regular Meeting: Tuesday, January 15, 2019; 4:00 PM

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL:** Chairperson Craig May; Board Members Frederick Babchek, Rebecca Bryson, James McDonald, Charles Seigneurie, Scott Tisdale, Robert Weisenbaugh; City Manager Elaine Leven
4. **APPROVE AGENDA**
5. **APPROVE MINUTES**
 - A. T.I.F.A. Regular Meeting – December 11, 2018
6. **COMMUNICATIONS**
7. **PUBLIC COMMENT** *Anyone in attendance is welcome to address the TIFA Board. Please state name and address. Limit comments to five (5) minutes.*
8. **UNFINISHED BUSINESS**
 - A. TIFA Subcommittee
 - 1) Appoint new Subcommittee Member
 - 2) Subcommittee Tasks
 - B. Grants
9. **NEW BUSINESS**
10. **FINANCIAL BUSINESS**
 - A. Preliminary Financial Statements – November, 2018
11. **ADJOURNMENT**

**City of Marine City
Tax Increment Finance Authority
December 11, 2018**

A regular meeting of T.I.F.A. was held in the Fire Hall, 200 South Parker Street, Marine City, Michigan, on Tuesday, December 11, 2018, and was called to order at 4:00 PM by Chairperson May.

After observing a moment of silence, the Pledge of Allegiance was led by Chairperson May.

Present: Chairperson Craig May; Board Members Frederick Babchek, Rebecca Bryson, Robert Lepley, Charles Seigneurie, Scott Tisdale (arrived at 4:16 pm), Robert Weisenbaugh; City Clerk Kristen Baxter

Absent: City Manager Elaine Leven

Approve Agenda

Motion by Board Member Weisenbaugh, seconded by Board Member Bryson, to approve the Agenda. All Ayes. Motion Carried.

Approve Minutes

Motion by Board Member Seigneurie, seconded by Board Member Bryson, to approve the Minutes of the Regular Tax Increment Finance Authority Meeting held November 20, 2018. All Ayes. Motion Carried.

Communications

None.

Public Comment

None.

Unfinished Business

Dissolution of TIFA Update

Board Members discussed the current status of TIFA and inquired if the TIFA plans had been extended another year and if they were in compliance with the State of Michigan.

Motion by Board Member Seigneurie, seconded by Board Member Lepley, to contact and communicate with Treasurer Mary Ellen McDonald to make sure current plans for all three TIFA districts had been extended with the State of Michigan and are active until December 15, 2019. All Ayes. Motion Carried.

TIFA Subcommittee

Following up on an action taken at the November 20, 2018 meeting, City Clerk Baxter advised the Board that they would need to make a formal motion to select Board Members to serve on the TIFA Subcommittee. Selected Board Members would then meet with representatives from the City Commission and Planning Commission in early 2019.

Motion by Chairperson May, seconded by Board Member Weisenbaugh, to select Board Members Bob Weisenbaugh, Bob Lepley, and Frederick Babchek to serve on the TIFA Subcommittee. All Ayes. Motion Carried.

Board Members discussed public comments made at the December 6, 2018 City Commission meeting inquiring why TIFA meetings were held at 4:00 pm when most people were at work and unable to attend the meetings. City Clerk Baxter to contact the Fire Hall to see if an evening spot were available to hold the meetings.

Board Member Weisenbaugh commented on Agenda Item 8-A GrantStation. He stated that the membership cost was only \$159.00 per year and that it would be a valuable grant writing tool to utilize and share with the Police and Fire Departments.

Motion by Board Member Lepley, seconded by Board Member Seigneurie, to subscribe for one year to GrantStation to allow the TIFA Subcommittee access to look for grants and utilize the list provided from past grant writers. All Ayes. Motion Carried.

Motion by Board Member Lepley, seconded by Board Member Babchek, to appoint Board Member Rebecca Bryson as their grant writing liaison. All Ayes. Motion Carried.

New Business

None.

Financial Business

None.

Adjournment

Motion by Chairperson May, seconded by Board Member Bryson, to adjourn at 4:35 pm.
All Ayes. Motion Carried.

Respectfully submitted,

Kristen Baxter
City Clerk

- I. Get Mrs. Macdonald Involved to insure all paper work is in order and have been filed to keep our current tifa open. (Prior to 12-15-2018).
- II. Set boundaries for new or expanding tifa along with development plans and or amendments (example tifa1, 2,3 and so on or expand what we have or both) get creative and let the committee go.
- III. Figure out what goals are most important. (Wish list for each district.)

<ol style="list-style-type: none"> A. Roads B. Infrastructure C. Growing business D. Parking E. Parks & Rec F. Façade improvement G. Signage 	<ol style="list-style-type: none"> H Blight I Road maintenance reimbursement J police Equipment K snow removal in the districts L light pole flags, Christmas decor
---	--

These are just a few examples. Also the sooner St. Clair County is involved the better. Dan Casey?

City of Marine City

Memo

To: Elaine Leven, City Manager

From: Mary Ellen McDonald, CPFA/MiCPT

Finance Director/Treasurer

Date 1/2/19

Re: **PRELIMINARY FINANCIAL STATEMENTS FOR NOVEMBER 2018**

Please include the attached **Preliminary Financial Statements for November 2018** on the agenda of the next TIFA Board Meeting. If you have any questions, please contact me.

Thank you

Fund 245 TIFA #1 FUND

GL Number	Description	Balance
*** Assets ***		
245-000.000-001.001	CASH	1,987.19
Total Assets		<u>1,987.19</u>
*** Liabilities ***		
Total Liabilities		<u>0.00</u>
*** Fund Balance ***		
245-000.000-382.000	STREET SCAPE COMMITTED FUNDS	10,000.00
245-000.000-390.000	FUND BALANCE	4,121.91
Total Fund Balance		<u>14,121.91</u>
Beginning Fund Balance		0.00
Net of Revenues VS Expenditures		(12,134.72)
Fund Balance Adjustments		14,121.91
Ending Fund Balance		1,987.19
Total Liabilities And Fund Balance		1,987.19

REVENUE AND EXPENDITURE REPORT FOR CITY OF MARINE CITY

PERIOD ENDING 11/30/2018

PRELIMINARY FINANCIAL STATEMENTS-NOVEMBER 2018

GL NUMBER	DESCRIPTION	2018-19 ORIGINAL BUDGET	2018-19 AMENDED BUDGE	YTD BALANCE 11/30/2018 NORM (ABNORM)	ACTIVITY FOR MONTH 11/30/1 INCR (DECR)	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
Fund 245 - TIFA #1 FUND								
Revenues								
Dept 000.000								
245-000.000-402.000	CURRENT PROPERTY TAX	54,020.00	54,020.00	0.00	0.00	0.00	54,020.00	0.00
245-000.000-665.000	INTEREST	20.00	20.00	0.00	0.00	0.00	20.00	0.00
245-000.000-699.000	INTERFUND TRANSFERS IN	0.00	0.00	24,000.00	0.00	0.00	(24,000.00)	100.00
Total Dept 000.000		54,040.00	54,040.00	24,000.00	0.00	0.00	30,040.00	44.41
TOTAL REVENUES		54,040.00	54,040.00	24,000.00	0.00	0.00	30,040.00	44.41
Expenditures								
Dept 000.000								
245-000.000-752.000	SUPPLIES	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00
245-000.000-801.000	PROFESSIONAL SERVICES	1,000.00	1,000.00	80.00	0.00	0.00	920.00	8.00
245-000.000-803.001	ADMINISTRATIVE SERVICES	10,600.00	10,600.00	0.00	0.00	0.00	10,600.00	0.00
245-000.000-805.000	SERVICE CHARGES	0.00	0.00	(5.28)	0.00	0.00	5.28	100.00
245-000.000-880.000	COMMUNITY PROMOTION	4,380.00	4,380.00	0.00	0.00	0.00	4,380.00	0.00
245-000.000-991.000	PRINCIPAL PAYMENT	35,000.00	35,000.00	35,000.00	0.00	0.00	0.00	100.00
245-000.000-992.000	INTEREST EXPENSE	910.00	910.00	910.00	0.00	0.00	0.00	100.00
245-000.000-993.000	PAYING AGENT FEES	150.00	150.00	150.00	0.00	0.00	0.00	100.00
Total Dept 000.000		54,040.00	54,040.00	36,134.72	0.00	0.00	17,905.28	66.87
TOTAL EXPENDITURES		54,040.00	54,040.00	36,134.72	0.00	0.00	17,905.28	66.87
Fund 245 - TIFA #1 FUND:								
TOTAL REVENUES		54,040.00	54,040.00	24,000.00	0.00	0.00	30,040.00	44.41
TOTAL EXPENDITURES		54,040.00	54,040.00	36,134.72	0.00	0.00	17,905.28	66.87
NET OF REVENUES & EXPENDITURES		0.00	0.00	(12,134.72)	0.00	0.00	12,134.72	100.00

Fund 246 TIFA #2 FUND

GL Number	Description	Balance
*** Assets ***		
246-000.000-001.001	CASH	218,623.66
Total Assets		218,623.66
*** Liabilities ***		
Total Liabilities		0.00
*** Fund Balance ***		
246-000.000-390.000	FUND BALANCE	231,431.84
Total Fund Balance		231,431.84
Beginning Fund Balance		0.00
Net of Revenues VS Expenditures		(12,808.18)
Fund Balance Adjustments		231,431.84
Ending Fund Balance		218,623.66
Total Liabilities And Fund Balance		218,623.66

PERIOD ENDING 11/30/2018

PRELIMINARY FINANCIAL STATEMENTS-NOVEMBER 2018

GL NUMBER	DESCRIPTION	2018-19	2018-19	YTD BALANCE	ACTIVITY FOR		ENCUMBERED	UNENCUMBERED	% BDGT
		ORIGINAL	AMENDED BUDGE	11/30/2018	MONTH 11/30/1	(INCR) (DECR)			
		BUDGET		NORM (ABNORM)			YEAR-TO-DATE	BALANCE	USED
Fund 246 - TIFA #2 FUND									
Revenues									
Dept 000.000									
246-000.000-402.000	CURRENT PROPERTY TAX	28,710.00	28,710.00	0.00		0.00	0.00	28,710.00	0.00
246-000.000-665.000	INTEREST	200.00	200.00	0.00		0.00	0.00	200.00	0.00
Total Dept 000.000		28,910.00	28,910.00	0.00		0.00	0.00	28,910.00	0.00
TOTAL REVENUES		28,910.00	28,910.00	0.00		0.00	0.00	28,910.00	0.00
Expenditures									
Dept 000.000									
246-000.000-752.000	SUPPLIES	5,000.00	5,000.00	0.00		0.00	0.00	5,000.00	0.00
246-000.000-801.000	PROFESSIONAL SERVICES	12,000.00	12,000.00	2,746.68		0.00	0.00	9,253.32	22.89
246-000.000-802.000	CONTRACTUAL SERVICES	2,000.00	2,000.00	0.00		0.00	0.00	2,000.00	0.00
246-000.000-803.001	ADMINISTRATIVE SERVICES	13,075.00	13,075.00	0.00		0.00	0.00	13,075.00	0.00
246-000.000-805.000	SERVICE CHARGES	0.00	0.00	(62.50)		0.00	0.00	62.50	100.00
246-000.000-880.000	COMMUNITY PROMOTION	20,000.00	20,000.00	0.00		0.00	0.00	20,000.00	0.00
246-000.000-902.000	PUBLISHING	1,000.00	1,000.00	0.00		0.00	0.00	1,000.00	0.00
246-000.000-915.000	MEMBERSHIPS	2,125.00	2,125.00	2,124.00		0.00	0.00	1.00	99.95
246-000.000-974.000	CAPITAL OUTLAY-LAND IMPROVEME	35,000.00	35,000.00	0.00		0.00	0.00	35,000.00	0.00
246-000.000-975.000	CAPITAL OUTLAY-BUILDINGS	12,500.00	12,500.00	0.00		0.00	0.00	12,500.00	0.00
246-000.000-995.001	INTERFUND TRANSFERS OUT	0.00	0.00	8,000.00		0.00	0.00	(8,000.00)	100.00
Total Dept 000.000		102,700.00	102,700.00	12,808.18		0.00	0.00	89,891.82	12.47
TOTAL EXPENDITURES		102,700.00	102,700.00	12,808.18		0.00	0.00	89,891.82	12.47
Fund 246 - TIFA #2 FUND:									
TOTAL REVENUES		28,910.00	28,910.00	0.00		0.00	0.00	28,910.00	0.00
TOTAL EXPENDITURES		102,700.00	102,700.00	12,808.18		0.00	0.00	89,891.82	12.47
NET OF REVENUES & EXPENDITURES		(73,790.00)	(73,790.00)	(12,808.18)		0.00	0.00	(60,981.82)	17.36

BALANCE SHEET FOR CITY OF MARINE CITY
Period Ending 11/30/2018
PRELIMINARY FINANCIAL STATEMENTS-NOVEMBER 2018

Fund 247 TIFA # 3 FUND

GL Number	Description	Balance
*** Assets ***		
247-000.000-001.001	CASH	570,364.13
Total Assets		570,364.13
*** Liabilities ***		
Total Liabilities		0.00
*** Fund Balance ***		
247-000.000-382.001	LAND ACQUISITION COMMITTED FUNDS	152,725.21
247-000.000-390.000	FUND BALANCE	438,889.18
Total Fund Balance		591,614.39
Beginning Fund Balance		0.00
Net of Revenues VS Expenditures		(21,250.26)
Fund Balance Adjustments		591,614.39
Ending Fund Balance		570,364.13
Total Liabilities And Fund Balance		570,364.13

REVENUE AND EXPENDITURE REPORT FOR CITY OF MARINE CITY

PERIOD ENDING 11/30/2018

PRELIMINARY FINANCIAL STATEMENTS-NOVEMBER 2018

GL NUMBER	DESCRIPTION	2018-19	2018-19	YTD BALANCE	ACTIVITY FOR	ENCUMBERED	UNENCUMBERED	% BDGT
		ORIGINAL BUDGET	2018-19 AMENDED BUDGE	11/30/2018	MONTH 11/30/1			
				NORM (ABNORM)	INCR (DECR)	YEAR-TO-DATE	BALANCE	USED
Fund 247 - TIFA # 3 FUND								
Revenues								
Dept 000.000								
247-000.000-402.000	CURRENT PROPERTY TAX	87,250.00	87,250.00	0.00	0.00	0.00	87,250.00	0.00
247-000.000-665.000	INTEREST	500.00	500.00	0.00	0.00	0.00	500.00	0.00
Total Dept 000.000		87,750.00	87,750.00	0.00	0.00	0.00	87,750.00	0.00
TOTAL REVENUES		87,750.00	87,750.00	0.00	0.00	0.00	87,750.00	0.00
Expenditures								
Dept 000.000								
247-000.000-752.000	SUPPLIES	15,000.00	15,000.00	0.00	0.00	0.00	15,000.00	0.00
247-000.000-801.000	PROFESSIONAL SERVICES	23,000.00	23,000.00	5,413.32	0.00	0.00	17,586.68	23.54
247-000.000-802.000	CONTRACTUAL SERVICES	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.00
247-000.000-803.001	ADMINISTRATIVE SERVICES	49,000.00	49,000.00	0.00	0.00	0.00	49,000.00	0.00
247-000.000-805.000	SERVICE CHARGES	0.00	0.00	(163.06)	0.00	0.00	163.06	100.00
247-000.000-880.000	COMMUNITY PROMOTION	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.00
247-000.000-902.000	PUBLISHING	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00
247-000.000-974.000	CAPITAL OUTLAY-LAND IMPROVEME	35,000.00	35,000.00	0.00	0.00	0.00	35,000.00	0.00
247-000.000-975.000	CAPITAL OUTLAY-BUILDINGS	15,500.00	15,500.00	0.00	0.00	0.00	15,500.00	0.00
247-000.000-995.001	INTERFUND TRANSFERS OUT	0.00	0.00	16,000.00	0.00	0.00	(16,000.00)	100.00
Total Dept 000.000		164,500.00	164,500.00	21,250.26	0.00	0.00	143,249.74	12.92
TOTAL EXPENDITURES		164,500.00	164,500.00	21,250.26	0.00	0.00	143,249.74	12.92
Fund 247 - TIFA # 3 FUND:								
TOTAL REVENUES		87,750.00	87,750.00	0.00	0.00	0.00	87,750.00	0.00
TOTAL EXPENDITURES		164,500.00	164,500.00	21,250.26	0.00	0.00	143,249.74	12.92
NET OF REVENUES & EXPENDITURES		(76,750.00)	(76,750.00)	(21,250.26)	0.00	0.00	(55,499.74)	27.69
TOTAL REVENUES - ALL FUNDS		170,700.00	170,700.00	24,000.00	0.00	0.00	146,700.00	14.06
TOTAL EXPENDITURES - ALL FUNDS		321,240.00	321,240.00	70,193.16	0.00	0.00	251,046.84	21.85
NET OF REVENUES & EXPENDITURES		(150,540.00)	(150,540.00)	(46,193.16)	0.00	0.00	(104,346.84)	30.68