



CITY OF MARINE CITY

Tax Increment Finance Authority

Meeting Agenda

Marine City Fire Hall, 200 S. Parker Street

Regular Meeting: Tuesday, July 17, 2018; 4:00 PM

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL:** Chairperson Craig May; Board Members Frederick Babchek, Rebecca Bryson, Robert Lepley, Charles Seigneurie, Scott Tisdale, Robert Weisenbaugh; City Manager Elaine Leven
4. **APPROVE AGENDA**
5. **APPROVE MINUTES**
 - A. T.I.F.A. Regular Meeting – June 19, 2018
6. **COMMUNICATIONS**
 - A. Davis Kirksey Associates, Inc.
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**
9. **NEW BUSINESS**
10. **FINANCIAL BUSINESS**
 - A. Invoice Approval
 - Davis Kirksey Associates, Inc., Invoice #July 15, 2018 (\$2,000.00)
 - Economic Development Alliance of SCC, Invoice #5138 (\$2,124.00)
 - B. Preliminary Financial Statements – May, 2018
11. **ADJOURNMENT**

**City of Marine City
Tax Increment Finance Authority
June 19, 2018**

A regular meeting of T.I.F.A. was held in the Fire Hall, 200 South Parker Street, Marine City, Michigan, on Tuesday, June 19, 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 May; Board Members Babchek, Bryson, Lepley, Seigneurie, Weisenbaugh; City Manager Leven; Deputy Clerk McDonald

Absent: Board Member Tisdale

Motion by Board Member Lepley, seconded by Board Member Seigneurie, to excuse Board Member Tisdale from the meeting. All Ayes. Motion Carried.

Approve Agenda

Motion by Board Member Bryson, seconded by Board Member Babchek, to approve the Agenda, as presented. All Ayes. Motion Carried.

Approve Minutes

Motion by Board Member Lepley, seconded by Board Member Seigneurie, to approve the Minutes of the Regular Tax Increment Finance Authority Meeting held May 15, 2018, as presented. All Ayes. Motion Carried.

Communications

Received:

- Davis-Kirksey Associates, Inc. – May 2018 Report
- TIFA Termination Plan
- Lois Kaufman

Board Member Lepley made comments on the Communications:

Davis-Kirksey Associates, Inc. – May 2018 Report

- Questioned the Household Median Income.
- TIFA was partly responsible for Marine City's growth in the past ten to twelve years.

TIFA Termination Plan

- On Page 3 of the TIFA Termination Plan, the Exterior Commercial Enhancement Grants needed to be corrected to "10 grants of \$1,000 totaling \$10,000.00".
- At the May 15, 2018 TIFA meeting, the Board approved the expenditure of \$23,944.26 from Capital Outlay in TIFA 3 for an electronic sign at the Marine City Library. He was concerned about what was going to happen to this money with regard to the termination plan.

At this time, the Board discussed the TIFA Termination Plan correspondence from City Attorney Davis.

Board Member Lepley requested that Chairperson May contact City Attorney Robert Davis to discuss the approved expenditure for the Marine City Library sign, as stated above.

Board Member Seignurie stated that the TIFA Termination Plan was on the Agenda under Communications for the June 21, 2018 City Commission meeting. He said that he wanted the Library to receive the sign the Board approved.

City Manager Leven said that it appeared the Board needed clarification on what the fixed obligations were and whether new expenditures could be made using budgeted funds from the 2018/2019 budget.

Board Member Lepley questioned if a decision had been made with regard to refunding the TIFA captures.

City Manager Leven responded that Treasurer McDonald needed to research it with the auditors.

Board Member Weisenbaugh said that when he spoke to the State of Michigan he was told that the City Commission could not freeze the TIFA Board's spending.

Motion by Chairperson May, seconded by Board Member Weisenbaugh, to receive and file the Communications. All Ayes. Motion Carried.

Public Comment

No residents addressed the Board.

Unfinished Business

None.

New Business

None.

Financial Business

Invoice Approval

Motion by Board Member Bryson, seconded by Board Member Babchek, to approve Davis-Kirksey Associates, Inc., Invoice #6152018 in the amount of (\$2,000.00). All Ayes. Motion Carried.

Board Member Lepley questioned what would happen after October 1, 2018 when the contract with Davis-Kirksey Associates, Inc. expired. He said that he would like the Board to contract with her until December 15, 2018 and requested that Chairperson May contact Ms. Davis-Kirksey and find out the status of any grants.

Preliminary Financial Statements

Motion by Board Member Seigneurie, seconded by Board Member Weisenbaugh, to accept and file Preliminary Financial Statements for April, 2018. All Ayes. Motion Carried.

Adjournment

Motion by Board Member Bryson, seconded by Board Member Seigneurie, to adjourn at 4:23 pm. All Ayes. Motion Carried.

Respectfully submitted,

Elizabeth McDonald
Deputy Clerk

Kristen Baxter
City Clerk

June 2018 Report To Marine City Board of Commissioners**By:****Davis Kirksey Associates, Inc.****Update:****MEMORANDUM**

TO: Elaine Leven, City Manager
City of Marine City

FROM: Anna Pinter, Planner III
GLS Region V

DATE: May 24, 2018

SUBJECT: I-69 Thumb Region Community Website Grant

The I-69 Thumb Region regrets to inform you that your application was not selected for an award. The grant was very competitive with 31 applicants competing for nine (9) \$1,000.00 awards.

Thank you for submitting an application and we wish you luck with your website goals.

If you have questions, please contact me at (810) 257-3010.

Thank you.

NEW - Forwarded to Chief and City Manager to determine if there is a candidate nominee

The COPS Office is pleased to support the Bureau of Justice Assistance's **Public Safety Officer Medal of Valor**. The Public Safety Officer Medal of Valor is the highest national award for valor by a public safety officer. The medal is awarded annually by the President or Vice President to public safety officers who have exhibited exceptional courage, regardless of personal safety, in the attempt to save or protect human life. Nominations will be accepted until July 18, 2018.

Update- Michigan Economic Development Corporation Community Revitalization and Strategic Fund- Working with State Representative Dan Lauwers Office on the proposed development (private/public partnership) on the waterfront property as proposed transient Marina by the City Manager and property owner. The proposed project to provide access and additional parking to the Belle River as well as an universally designed accessible kayak/canoe launch. Greg Teter has been assigned to work on determining a fit within the parameters of the funding program. Originally, this project was reviewed by the MDNRTF but was determined ineligible unless the City had site control completely of the property. This project falls within their purview with a partnership and collaboration between the City and the property owner through the Michigan Department of Economic Development.

Currently the project is under review .

Respectfully Submitted,

Linda Davis-Kirksey

City of Marine City

Memo

To: Elaine Leven, City Manager
From: Mary Ellen McDonald, CPFA/MiCPT
Finance Director/Treasurer
Date: 6/26/18
Re: Invoice Approval

Please include the attached invoice on the agenda of the next TIFA Board Meeting for approval.

Davis Kirksey Associates Invoice ID #July 15, 2018 Prof. Serv.-\$2,000.00

(Retainer Fee-Consulting Services for July 2018)

A/C #246-000.000-801.000 \$666.67 (TIFA #2 Fund)

(BUDGET AMOUNT - \$12,000.00 YTD Expenditures - \$0.00)

A/C #247-000.000-801.000 \$1,333.33 (TIFA #3 Fund)

(BUDGET AMOUNT - \$23,000.00 YTD Expenditures - \$0.00)

**NOTE: TIFA BOARD APPROVED EXTENSION OF CONTRACT FOR ONE YEAR
ENDING IN OCTOBER 2018 AT TIFA BOARD MEETING 10/17/17.**

If you have any questions, please contact me.

Thank you

INVOICE FOR PROFESSIONAL SERVICES

DAVIS KIRKSEY ASSOCIATES, INC.

Marine City

INVOICE ID: 2018 July 15,

Per Professional Services Agreement between the City of Marine City and Davis Kirksey Associates, Inc., please remit the following flat monthly rate per agreement. Due July 15, 2018

\$2,000.00

Please disburse and remit to:

Davis Kirksey Associates, Inc.

1337 North Acre Drive

Rochester Hills, MI 48306

(248) 608-8141 (Office)



Thanking you in advance for your time and consideration!

Memo

To: Elaine Leven, City Manager
From: Mary Ellen McDonald, CPFA/MiCPT
Finance Director/Treasurer
Date 7/3/18
Re: Invoice Approval

Please include the attached invoice on the agenda of the next TIFA Board Meeting for approval.

Economic Development Alliance of SCC Invoice #5138 \$2,124.00

(Annual Membership Dues July 1, 2018 – June 30, 2019)

A/C #251-000.000-915.000 \$2,124.00 (TIFA #2 Fund)

(BUDGET AMOUNT - \$2,125.00 YTD Expenditures - \$0.00)

If you have any questions, please contact me.

Thank you



Inspiring Innovation. Creating Commerce.

Economic Development Alliance of St. Clair County
100 McMorran Blvd. 4th Floor Executive Suite B
Port Huron, MI 48060
810-982-9511 www.edascc.com

Invoice

Date	Invoice #
7/1/2018	5138

Bill To

City of Marine City
Attn: Elaine Leven
303 S. Water Street
Marine City, MI 48039

Terms**Description****Amount**

Annual Membership Dues - July 1, 2018 - June 30, 2019

2,124.00

For the fiscal year July 1, 2017 - June 30, 2018 based on the formula of \$.50 per capita using the 2010 census of 4,248

0.00

Post Date 7/1/18
(07/01/17 - 06/30/18)

PAID
7/1/2018

City of Marine City

Please remit to above address

Total

\$2,124.00

Wish to use our convenient credit card payment option? Simply log onto www.edascc.com
For Investor Payments: Go to "About Us", click "Invest With Us", then click the "Pay Now" button.
For Event Payments: Go to "Local Business Support", click "Upcoming Events & Seminars", then click "Pay Now" button.
A Pay Pal account is not required to complete your payment transaction.

City of Marine City

Memo

To: Elaine Leven, City Manager
From: Mary Ellen McDonald, CPFA/MiCPT
Finance Director/Treasurer
Date 6/14/18
Re: **PRELIMINARY FINANCIAL STATEMENTS FOR MAY 2018**

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

Thank you

06/14/2018 08:41 AM
User: McDonald
DB: Marine City

BALANCE SHEET FOR CITY OF MARINE CITY
Period Ending 05/31/2018
PRELIMINARY FINANCIAL STATEMENTS-MAY 2018

Page: 1/3

Fund 250 TIFA 1

GL Number	Description	Balance
*** Assets ***		
250-000.000-001.001	CASH	14,824.41
Total Assets		14,824.41
*** Liabilities ***		
Total Liabilities		0.00
*** Fund Balance ***		
250-000.000-353.027	DESIGNATED FUNDS-STREET SCAPE	10,000.00
250-000.000-390.000	Fund Balance	3,760.05
Total Fund Balance		13,760.05
Beginning Fund Balance		13,760.05
Net of Revenues VS Expenditures		1,064.36
Ending Fund Balance		14,824.41
Total Liabilities And Fund Balance		14,824.41

REVENUE AND EXPENDITURE REPORT FOR CITY OF MARINE CITY

PERIOD ENDING 05/31/2018

PRELIMINARY FINANCIAL STATEMENTS-MAY 2018

GL NUMBER	DESCRIPTION	2017-18	2017-18	YTD BALANCE	ACTIVITY FOR	ENCUMBERED	UNENCUMBERED	% BDGT
		ORIGINAL	AMENDED BUDGE	05/31/2018	MONTH 05/31/1			
		BUDGET		NORM (ABNORM)	INCR (DECR)	YEAR-TO-DATE	BALANCE	USED
Fund 250 - TIFA 1								
Revenues								
Dept 000.000								
250-000.000-402.000	CURRENT PROPERTY TAX	55,500.00	55,500.00	53,975.89	0.00	0.00	1,524.11	97.25
250-000.000-665.000	INTEREST	10.00	10.00	15.96	0.00	0.00	(5.96)	159.60
Total Dept 000.000		55,510.00	55,510.00	53,991.85	0.00	0.00	1,518.15	97.27
TOTAL REVENUES		55,510.00	55,510.00	53,991.85	0.00	0.00	1,518.15	97.27
Expenditures								
Dept 000.000								
250-000.000-702.000	WAGES-FULL TIME EMPLOYEES	100.00	100.00	0.00	0.00	0.00	100.00	0.00
250-000.000-703.000	WAGES-PART TIME	100.00	100.00	0.00	0.00	0.00	100.00	0.00
250-000.000-715.000	FICA-EMPLOYER	20.00	20.00	0.00	0.00	0.00	20.00	0.00
250-000.000-740.000	GENERAL SUPPLY	2,000.00	2,000.00	699.25	0.00	0.00	1,300.75	34.96
250-000.000-801.000	PROFESSIONAL SERVICES	2,500.00	2,500.00	1,238.31	0.00	0.00	1,261.69	49.53
250-000.000-801.100	ADMINISTRATIVE SERVICES	10,600.00	10,600.00	10,600.00	0.00	0.00	0.00	100.00
250-000.000-802.000	CONTRACTUAL SERVICES	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00	0.00
250-000.000-805.000	SERVICE CHARGES	35.00	35.00	4.93	0.00	0.00	30.07	14.09
250-000.000-880.000	COMMUNITY PROMOTION	6,000.00	6,000.00	7,500.00	0.00	0.00	(1,500.00)	125.00
250-000.000-901.000	ADVERTISING	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00
250-000.000-991.000	PRINCIPAL PAYMENT	30,000.00	30,000.00	30,000.00	0.00	0.00	0.00	100.00
250-000.000-995.000	INTEREST EXPENSE	2,585.00	2,585.00	2,585.00	0.00	0.00	0.00	100.00
250-000.000-998.000	AGENT FEES	300.00	300.00	300.00	0.00	0.00	0.00	100.00
Total Dept 000.000		58,240.00	58,240.00	52,927.49	0.00	0.00	5,312.51	90.88
TOTAL EXPENDITURES		58,240.00	58,240.00	52,927.49	0.00	0.00	5,312.51	90.88
Fund 250 - TIFA 1:								
TOTAL REVENUES		55,510.00	55,510.00	53,991.85	0.00	0.00	1,518.15	97.27
TOTAL EXPENDITURES		58,240.00	58,240.00	52,927.49	0.00	0.00	5,312.51	90.88
NET OF REVENUES & EXPENDITURES		(2,730.00)	(2,730.00)	1,064.36	0.00	0.00	(3,794.36)	38.99

06/14/2018 08:41 AM
User: McDonald
DB: Marine City

BALANCE SHEET FOR CITY OF MARINE CITY
Period Ending 05/31/2018
PRELIMINARY FINANCIAL STATEMENTS-MAY 2018

Page: 2/3

Fund 251 TIFA 2

GL Number	Description	Balance
*** Assets ***		
251-000.000-001.001	CASH	232,849.22
Total Assets		232,849.22
*** Liabilities ***		
Total Liabilities		0.00
*** Fund Balance ***		
251-000.000-390.000	Fund Balance	230,378.47
Total Fund Balance		230,378.47
Beginning Fund Balance		230,378.47
Net of Revenues VS Expenditures		2,470.75
Ending Fund Balance		232,849.22
Total Liabilities And Fund Balance		232,849.22

REVENUE AND EXPENDITURE REPORT FOR CITY OF MARINE CITY

PERIOD ENDING 05/31/2018

PRELIMINARY FINANCIAL STATEMENTS-MAY 2018

GL NUMBER	DESCRIPTION	2017-18	2017-18	YTD BALANCE	ACTIVITY FOR		ENCUMBERED	UNENCUMBERED	% BDGT
		ORIGINAL	AMENDED BUDGE	05/31/2018	MONTH 05/31/1	(DECR)			
		BUDGET		NORM (ABNORM)	INCR		YEAR-TO-DATE	BALANCE	USED
<hr/>									
Fund 251 - TIFA 2									
Revenues									
Dept 000.000									
251-000.000-402.000	CURRENT PROPERTY TAX	28,100.00	28,100.00	28,705.72		0.00	0.00	(605.72)	102.16
251-000.000-665.000	INTEREST	70.00	70.00	172.70		0.00	0.00	(102.70)	246.71
Total Dept 000.000		28,170.00	28,170.00	28,878.42		0.00	0.00	(708.42)	102.51
TOTAL REVENUES		28,170.00	28,170.00	28,878.42		0.00	0.00	(708.42)	102.51
<hr/>									
Expenditures									
Dept 000.000									
251-000.000-740.000	GENERAL SUPPLY	10,000.00	10,000.00	699.25		0.00	0.00	9,300.75	6.99
251-000.000-801.000	PROFESSIONAL SERVICES	10,000.00	10,000.00	8,936.70		666.67	0.00	1,063.30	89.37
251-000.000-801.100	ADMINISTRATIVE SERVICES	13,250.00	13,250.00	13,075.00		0.00	0.00	175.00	98.68
251-000.000-802.000	CONTRACTUAL SERVICES	400.00	400.00	0.00		0.00	0.00	400.00	0.00
251-000.000-803.000	MEMBERSHIP DUES	2,125.00	2,125.00	2,124.00		0.00	0.00	1.00	99.95
251-000.000-805.000	SERVICE CHARGES	250.00	250.00	72.72		0.00	0.00	177.28	29.09
251-000.000-880.000	COMMUNITY PROMOTION	3,500.00	3,500.00	1,500.00		0.00	0.00	2,000.00	42.86
251-000.000-901.000	ADVERTISING	1,000.00	1,000.00	0.00		0.00	0.00	1,000.00	0.00
251-000.000-970.000	CAPITAL OUTLAY	81,750.00	81,750.00	0.00		0.00	0.00	81,750.00	0.00
Total Dept 000.000		122,275.00	122,275.00	26,407.67		666.67	0.00	95,867.33	21.60
TOTAL EXPENDITURES		122,275.00	122,275.00	26,407.67		666.67	0.00	95,867.33	21.60
<hr/>									
Fund 251 - TIFA 2:									
TOTAL REVENUES		28,170.00	28,170.00	28,878.42		0.00	0.00	(708.42)	102.51
TOTAL EXPENDITURES		122,275.00	122,275.00	26,407.67		666.67	0.00	95,867.33	21.60
NET OF REVENUES & EXPENDITURES		(94,105.00)	(94,105.00)	2,470.75		(666.67)	0.00	(96,575.75)	2.63

06/14/2018 08:41 AM
User: McDonald
DB: Marine City

BALANCE SHEET FOR CITY OF MARINE CITY
Period Ending 05/31/2018
PRELIMINARY FINANCIAL STATEMENTS-MAY 2018

Page: 3/3

Fund 252 TIFA 3

GL Number	Description	Balance
*** Assets ***		
252-000.000-001.001	CASH	593,778.27
Total Assets		593,778.27
*** Liabilities ***		
Total Liabilities		0.00
*** Fund Balance ***		
252-000.000-353.025	DESIGNATED FUNDS-LAND ACQUISITION	152,725.21
252-000.000-390.000	Fund Balance	425,560.07
Total Fund Balance		578,285.28
Beginning Fund Balance		578,285.28
Net of Revenues VS Expenditures		15,492.99
Ending Fund Balance		593,778.27
Total Liabilities And Fund Balance		593,778.27

REVENUE AND EXPENDITURE REPORT FOR CITY OF MARINE CITY

PERIOD ENDING 05/31/2018

PRELIMINARY FINANCIAL STATEMENTS-MAY 2018

GL NUMBER	DESCRIPTION	2017-18	2017-18	YTD BALANCE	ACTIVITY FOR	ENCUMBERED	UNENCUMBERED	% BDGT
		ORIGINAL	AMENDED BUDGE	05/31/2018	MONTH 05/31/1			
		BUDGET		NORM (ABNORM)	INCR (DECR)			
Fund 252 - TIFA 3								
Revenues								
Dept 000.000								
252-000.000-402.000	CURRENT PROPERTY TAX	82,000.00	82,000.00	87,251.84	0.00	0.00	(5,251.84)	106.40
252-000.000-665.000	INTEREST	175.00	175.00	445.17	0.00	0.00	(270.17)	254.38
Total Dept 000.000		82,175.00	82,175.00	87,697.01	0.00	0.00	(5,522.01)	106.72
TOTAL REVENUES		82,175.00	82,175.00	87,697.01	0.00	0.00	(5,522.01)	106.72
Expenditures								
Dept 000.000								
252-000.000-740.000	GENERAL SUPPLY	15,000.00	15,000.00	699.25	0.00	0.00	14,300.75	4.66
252-000.000-801.000	PROFESSIONAL SERVICES	18,000.00	18,000.00	16,819.99	1,333.33	0.00	1,180.01	93.44
252-000.000-801.100	ADMINISTRATIVE SERVICES	49,000.00	49,000.00	49,000.00	0.00	0.00	0.00	100.00
252-000.000-802.000	CONTRACTUAL SERVICES	2,800.00	2,800.00	0.00	0.00	0.00	2,800.00	0.00
252-000.000-805.000	SERVICE CHARGES	575.00	575.00	184.78	0.00	0.00	390.22	32.14
252-000.000-880.000	COMMUNITY PROMOTION	7,500.00	7,500.00	5,500.00	0.00	0.00	2,000.00	73.33
252-000.000-901.000	ADVERTISING	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00
252-000.000-970.000	CAPITAL OUTLAY	81,750.00	81,750.00	0.00	0.00	0.00	81,750.00	0.00
Total Dept 000.000		175,625.00	175,625.00	72,204.02	1,333.33	0.00	103,420.98	41.11
TOTAL EXPENDITURES		175,625.00	175,625.00	72,204.02	1,333.33	0.00	103,420.98	41.11
Fund 252 - TIFA 3:								
TOTAL REVENUES		82,175.00	82,175.00	87,697.01	0.00	0.00	(5,522.01)	106.72
TOTAL EXPENDITURES		175,625.00	175,625.00	72,204.02	1,333.33	0.00	103,420.98	41.11
NET OF REVENUES & EXPENDITURES		(93,450.00)	(93,450.00)	15,492.99	(1,333.33)	0.00	(108,942.99)	16.58
TOTAL REVENUES - ALL FUNDS		165,855.00	165,855.00	170,567.28	0.00	0.00	(4,712.28)	102.84
TOTAL EXPENDITURES - ALL FUNDS		356,140.00	356,140.00	151,539.18	2,000.00	0.00	204,600.82	42.55
NET OF REVENUES & EXPENDITURES		(190,285.00)	(190,285.00)	19,028.10	(2,000.00)	0.00	(209,313.10)	10.00