



Albion Economic Development Corporation

EDC/TIFA/BRA
BOARD OF DIRECTORS MEETING

Thursday, February 2, 2017, 7:30 a.m.
EDC Boardroom, 309 N. Superior Street, Albion

Mission Statement: *Retain, expand and recruit business and industry to the greater Albion area and strengthen and revitalize the local economy.*

Vision: *Revitalizing the local economy through collaboration, partnership and delivering on the Mission through: Growing and Attracting Businesses & Industry; Building Workforce Capabilities and Alleviating Conditions for Unemployment; and Revitalizing Albion's Core Development Centers.*

AGENDA

- 1) Roll Call
- 2) Action Items:
 - a) Approval of Minutes from December 1, 2016 Board Meeting
 - b) Approval of Minutes from January 12, 2017 EDC Board Planning Work Session
 - c) Financial Report
 - d) Action to Excuse Absent Directors, If applicable (EDC/TIFA/BRA)
- 3) Discussion Items:
 - a) Board Championed Project Planning – Eaton Gateway
 - b) Albion Food Hub Update (Patrick Lopez)
- 4) Board of Directors Discussion & Comments
- 5) President's Reports
- 6) Key Talking Points
- 7) Adjournment

*March 2, 2017 Economic Forecast Event – Bobbitt Visual Arts Building at 7 pm
Next Board Meeting will be Thursday, April 6, 2017 at 7:30 am at the Ludington Center.*

EDC/TIFA/BRA BOARD OF DIRECTORS MEETING MINUTES

December 1, 2016

Members Present:

| | |
|---------------|---------------|
| Ray Campbell | Art Kale |
| Mauri Ditzler | Bernie Konkle |
| Joe Domingo | Herm McCall |
| Ed Haas | |

Ex Officio Non Voting: Amy Robertson

| | | |
|---------|-----------------|----------|
| Others: | Mike Gurnee | Jim Reed |
| | Sheryl Mitchell | |

| | | |
|--------|-----------|------------|
| Staff: | Amy Depez | Neely Kent |
|--------|-----------|------------|

The EDC meeting was called to order by McCall at 7:30 a.m.

1. Ditzler moved to approve August's minutes. With support from Campbell, the minutes of August 4, 2016 were approved unanimously.
2. Kale moved to approve August's Joint Special Council Meeting minutes. With support from Ditzler, the minutes of August 22, 2016 were approved unanimously.
3. Konkle moved to approve September's minutes. With support from Kale, the minutes of September 28, 2016 were approved unanimously.
4. Depez discussed October's Consolidated Statement with the board. Upon a motion by Konkle and with the support of Ditzler, the Board accepted October's Consolidated Statement. Depez stated that future meetings will include updates from Patrick regarding the Food Hub and the Food Hub revenue plan.
5. Depez asked the Board to approve the Resolution to Certify RLF Plan for Year 2017. Upon a motion by Konkle and with the support of Kale, the Board approved the Resolution to Certify RLF Plan for Year 2017 upon a roll call vote, with Allread and Spicer being absent.
6. Depez explained the Memorandum of Cooperative Agreement between the Albion Reinvestment Corporation (ARC) and the Economic Development Corporation of the City of Albion (AEDC). Depez and Ditzler answered the

Board's questions. Upon a motion by Kale and with the support of Domingo, the Board approved allotting McCall the authorization to sign on behalf of the AEDC upon a roll call vote, with Allread and Spicer being absent.

7. Kale presented McCall, Ditzler, Spicer, and Kale for the Chairperson, Vice Chairperson, Treasurer and Secretary positions. Upon a motion by Kale and with support by Konkle, the officers were unanimously elected to their respective positions.
8. Deprez discussed the 2017 Board Meeting Calendar. Upon a motion made by Kale and with the support of Konkle, the 2017 Board Meeting Calendar was approved unanimously.
9. Upon a motion by Konkle and with support from Kale, the Board unanimously excused the absence of Board members Allread and Spicer.
10. Deprez discussed the role of the Proactis Corporation and asked the Board to approve dissolving the Proactis Corporation. She stated that the Proactis Board had already indicated they would either like off the Board or felt there wasn't any further need for the Proactis Corporation. Deprez and Reed answered the Board's questions. Upon a motion by Domingo and with support from Konkle, the Board unanimously approved to dissolve the Proactis Corporation.
11. Deprez explained the AEDC Strategic Direction for 2017-2019. Deprez answered all of the Board's questions. Ditzler moved to approve the AEDC Strategic Direction. With support from Campbell, the AEDC Strategic Direction for 2017-2019 was approved unanimously.
12. Ditzler stated that people are not getting off the exit from I94 to visit Albion. He stated that the signage is not welcoming. Ditzler then stated that the AEDC Board needs to own helping develop the community.
13. Robertson stated that the Greater Albion Chamber of Commerce (GACC) is Albion's "marketing arm". She also stated that the GACC is in the process of developing a marketing brochure for Albion.
14. Domingo stated that it was an honor to be on the AEDC Board, but the Board needs to keep the people informed.
15. Mitchell updated the Board regarding the parking lot owned by CLK Knight. She informed the Board that the parking lot has been fixed and repaved.
16. Mitchell informed the Board of the Comprehensive Plan updates. She then answered the Board's questions.

17. Mitchell stated that there will be a surprise party for Mayor Domingo on December 2 at 6:00pm. She stated that Harry Bonner and the Youth Council are holding the party.
18. McCall stated that the Board appreciated Mayor Domingo's willingness to join the Board. He stated that Domingo has been a voice of the public and the Board has appreciated working with him.
19. Depez informed the Board of the small business activity and partnership with Small Business Development Center (SBDC). She stated that the AEDC and SBDC will offer business counseling and workshops. She informed the Board that she is working on receiving a sponsorship to cover SBDC training fees.
20. Depez stated that the Michigan Economic Development Corporation (MEDC) has a new Business Development Manager, Brenda Stewart. She also thanked the Board for attending the MEDC's presentation on Community Development Incentives to the City Council & Community Boards.
21. Depez stated that 2 local companies, Team 1 Plastics and Caster Concepts, applied for and were awarded the Skilled Trades Training Fund (STTF) award. She then explained what the STTF is. Depez answered all of the Board's questions.
22. Acting as the Albion EDC, TIFA, and BRA Board, the board listened to Depez discuss the Assessment Grant Coalition, which is comprised of the Calhoun County Land Bank Authority (CCLBA), the City of Battle Creek, and the ABRA. She stated that the CCLBA will be the lead Coalition member. She explained that the Coalition is applying for a U.S. EPA Brownfields Assessment Grant to help foster badly needed brownfields redevelopment in the Coalition area, which includes the old Harvard site on Austin Avenue.
23. Depez reminded the board that our next meeting is on February 2nd, at 7:30 a.m.
24. The Board meeting was adjourned by McCall at 8:45 a.m.

AEDC BOARD PLANNING WORK SESSION MINUTES

January 12, 2017

Members Present: Garrett Brown Art Kale
Ray Campbell Bernie Konkle
Mauri Ditzler Herm McCall
Ed Haas Joyce Spicer

Ex Officio Non Voting: Amy Robertson

Others: Maurice Barnes Sheryl Mitchell
Sonya Brown Danielle Nelson
Andrew French Keena Williams
Mike Gurnee

Staff: Amy Deprez Patrick Lopez
Neely Kent

The AEDC Work Session meeting was called to order by McCall at 8:07 a.m.

1. McCall welcomed everyone.
2. Deprez explained the AEDC Strategic Direction and that it was approved during the December AEDC Board meeting. She passed out hardcopies.
3. Deprez informed the work session that the State of Michigan has stated that in the future they will only give funding to Redevelopment Ready Communities (RRC).
4. Brown stated that one of his important points is to build workforce capabilities. He also stated that key partners are important, but we cannot over look the people that have been in Albion through out the years. He said that businesses need to be attracted that are targeted towards people that work in companies like those in the Industrial Park. He stressed that building workforce and remediating sites such as Harvard are very important.
5. Deprez and Kent discussed the EPA grant application that Calhoun County Land Bank (CCLB) applied for. Kent explained that a coalition was formed between Battle Creek, Albion, and the CCLB. CCLB will take lead on the grant. If the grant is approved, Albion should receive funds to complete environmental assessments on the Harvard Site, which will help promote it.

6. Deprez stated that free one on one counseling will be offered at the AEDC offices through partnership with Small Business Development Center (SBDC).
7. Robertson explained that the Greater Albion Chamber of Commerce is changing direction. She said that GACC will receive the head on bed tax from the Marriot Hotel. She shared that the GACC wants to do "niche weekends". She also said that GACC will post "niche weekends" and events on the State of Michigan website.
8. Ditzler stated that the management company for the Marriot will be Veridea. He said Veridea will be responsible for filling the hotel and generating sales.
9. Mitchell stated that there is a lack of attractiveness for the entryways into Albion.
10. Barnes stated that there needs to be a better way to get information out to the community. Nelson mentioned that getting involved with the Albion Ministerial Group will help get information out to the community. She said they meet on the 2nd Wednesday of the month at 10:00am.
11. Barnes stated that Austin Avenue needs revitalization since people going to the Industrial Park take Austin Avenue.
12. McCall stated that a meeting should have 4 or 5 key points that everyone should be able to walk away knowing.
13. Ditzler mentioned that we need to clean up the entryways into Albion, now not later.
14. Tracy stated that he has frequent conversations with businesses on Eaton Street. He said some owners are concerned that not all owners are keeping up their properties. He also mentioned that zoning will hopefully be revised in the near future.
15. Nelson updated the work session on the progress of RRC. She stated that the goal is for Albion to be RRC certified in 2 years.
16. McCall inquired about Austin Ave zoning issues. Tracy answered the questions.
17. Spicer discussed the lawn needed to be mowed and kept up better around the I-94/Eaton entryway.
18. Ditzler suggested making a list of what attendees of the work session thought they could complete that would be helpful to the community now. Nelson stated that she will call MDOT regarding mowing I-94 and trimming the pine trees that are covering signage. Haas & Ditzler stated they may be able to help with the old

Burger King property. Konkle mentioned that Decker will be celebrating 90 years in business. Haas said to let him know what he can do. He also mentioned “championing” and what it means to “champion” a project. Lopez stated he would assist in obtaining another grocery store to the area. Kent stated she will be working on the downtown building spreadsheet with Tracy. Mitchell stated the City will work on many projects.

19. French mentioned that the Ludington Center is open and it is a great place for the community to have meetings.

20. The AEDC Work Session meeting was adjourned by McCall at 9:17 a.m.

December 2016 Consolidated Statements

| | TIFA | | EDC | | Incubator | | RLF | | Totals | |
|---------------------------------|----------------|----------------|---------------|---------------|--------------|----------------|--------------|--------------|----------------|----------------|
| | Budget | Year-to-Date | Budget | Year-to-Date | Budget | Year-to-Date | Budget | Year-to-Date | Budget | Year-to-Date |
| Revenues | | | | | | | | | | |
| Property Taxes | \$ 213,000.00 | \$ 199,477.62 | | | | | | | \$ 213,000.00 | \$ 199,477.62 |
| Property Tax Changebacks | | | | | | | | | | |
| Delq. Personal Property Tax | | | | | | | | | | |
| Rental of City Property | | | \$ 77,400.00 | \$ 77,400.00 | | | | | \$ 77,400.00 | \$ 77,400.00 |
| EPA Grant | | | | | | | | | | |
| Federal Grant | | | | | | 10,652.41 | | | | 10,652.41 |
| State Grant | | | | | | | | | | |
| Local Grants | | | | | | | | | | |
| Incubator Rents | | | | | \$ 27,600.00 | \$ 57,131.06 | | | \$ 27,600.00 | \$ 57,131.06 |
| Food Hub Rents | | | | | \$ 30,000.00 | \$ 30,991.90 | | | \$ 30,000.00 | \$ 30,991.90 |
| Farmer's Market Stall Fees | | | | | \$ 6,000.00 | \$ 1,636.00 | | | \$ 6,000.00 | \$ 1,636.00 |
| Farmer's Market Sponsors | | | | | \$ 2,000.00 | \$ 1,140.33 | | | \$ 2,000.00 | \$ 1,140.33 |
| Reimbursements | 850.00 | 348.84 | | 25,893.37 | \$ 250.00 | \$ 250.00 | | | \$ 250.00 | \$ 250.00 |
| Other Revenues | 200.00 | 718.94 | | 768.08 | \$ 10,300.00 | \$ 13,519.20 | | | \$ 11,150.00 | \$ 39,761.41 |
| Interest | 200.00 | 718.94 | | 196.55 | \$ 1,000.00 | \$ 500.00 | | | \$ 1,000.00 | \$ 500.00 |
| Total Revenues | \$ 214,050.00 | \$ 200,545.40 | \$ 77,400.00 | \$ 104,288.00 | \$ 77,350.00 | \$ 116,003.26 | \$ 10,417.00 | \$ 12,005.91 | \$ 379,217.00 | \$ 431,544.49 |
| Trans From TIFA to EDC | \$ (30,135.00) | \$ (43,135.00) | | | | | | | \$ (30,135.00) | \$ (43,135.00) |
| Trans From TIFA to Bus Inc | (15,665.00) | (15,665.00) | | | | | | | (15,665.00) | (15,665.00) |
| Trans From Bus Inc for roof | | | | | | | | | | |
| Total Transfers Out | \$ (45,800.00) | \$ (58,800.00) | | | | | | | \$ (45,800.00) | \$ (58,800.00) |
| Trans To EDC from TIFA | | | \$ 30,135.00 | \$ 43,135.00 | | | | | \$ 30,135.00 | \$ 43,135.00 |
| Trans To Bus Inc from TIFA | | | | | \$ 15,665.00 | \$ 15,665.00 | | | \$ 15,665.00 | \$ 15,665.00 |
| Trans To Rev Loan from Fund Bal | | | | | | | | | | |
| Total Transfers In | \$ 168,250.00 | \$ 141,745.40 | \$ 30,135.00 | \$ 43,135.00 | \$ 15,665.00 | \$ 15,665.00 | \$ - | \$ - | \$ 45,800.00 | \$ 58,800.00 |
| Total Net Revenues | \$ 168,250.00 | \$ 141,745.40 | \$ 107,535.00 | \$ 147,393.00 | \$ 93,045.00 | \$ 131,668.26 | \$ 10,417.00 | \$ 12,005.91 | \$ 379,217.00 | \$ 431,544.49 |
| Expenses | | | | | | | | | | |
| Salaries & Benefits | \$ 99,801.00 | \$ 120,300.19 | \$ 58,104.00 | \$ 71,440.57 | \$ 33,922.00 | \$ 57,712.64 | \$ 4,874.00 | \$ 4,890.93 | \$ 196,701.00 | \$ 254,344.33 |
| Administrative Costs | 1,000.00 | 2,013.89 | 2,350.00 | 2,244.63 | 1,775.00 | 2,664.00 | | | 5,125.00 | 6,922.52 |
| Professional Services | 2,500.00 | 472.50 | 3,500.00 | 13,819.38 | 1,000.00 | 398.80 | | | 7,000.00 | 14,690.68 |
| Contractual Services | 500.00 | 327.48 | 17,000.00 | 31,120.01 | 7,505.00 | 40,236.69 | 35.00 | 35.00 | 25,040.00 | 71,719.18 |
| Utilities | 1,140.00 | 930.64 | 3,450.00 | 2,587.63 | 22,320.00 | 19,555.02 | | | 26,910.00 | 23,083.29 |
| Travel | | | 500.00 | 66.96 | 700.00 | 186.84 | | | 1,200.00 | 253.80 |
| Maintenance | 5,000.00 | 6,634.00 | 11,500.00 | 11,739.66 | 15,600.00 | 18,895.77 | | | 32,100.00 | 37,269.43 |
| Insurance | | | | | 5,000.00 | 4,655.88 | | | 5,000.00 | 4,655.88 |
| Conference Cost | | | 150.00 | | 400.00 | 420.00 | | | 550.00 | 420.00 |
| Admin Fees to City | 5,996.00 | 5,996.04 | 2,500.00 | 2,499.96 | | | | | 8,496.00 | 8,496.00 |
| Rental Charges (Spec Bldg) | | | | | | | | | | |
| Loan Payments MDEQ | 3,042.00 | 3,040.68 | | | | | | | 3,042.00 | 3,040.68 |
| Land | | | | | | | | | | |
| ABA Land Contract | | | 4,070.00 | 4,070.00 | | | | | 4,070.00 | 4,070.00 |
| ABA Land Contract interest | | | 1,411.00 | 1,411.00 | | | | | 1,411.00 | 1,411.00 |
| Roof loan interest | | | | | 1,793.00 | 1,793.00 | | | 1,793.00 | 1,793.00 |
| Economic Development | 5,000.00 | | 2,000.00 | 3,351.09 | 2,900.00 | 490.00 | | | 9,500.00 | 3,801.09 |
| Rent to ABA | 9,380.00 | 9,380.04 | 1,000.00 | 999.96 | 500.00 | 501.04 | | | 10,880.00 | 10,881.04 |
| EPA Grant | | | | | | | | | | |
| Total Expenses | \$ 133,359.00 | \$ 149,095.46 | \$ 107,535.00 | \$ 145,360.85 | \$ 93,015.00 | \$ 147,469.68 | \$ 4,909.00 | \$ 4,925.93 | \$ 338,818.00 | \$ 446,851.92 |
| To Fund Balance | \$ 34,891.00 | \$ (7,350.06) | \$ - | \$ 2,032.15 | \$ - | \$ (15,801.42) | \$ 5,508.00 | \$ 7,079.98 | \$ 40,399.00 | \$ (14,039.35) |

* \$5976.00 is the principal payment for the Business Incubator roof loan *