

**CITY OF MARINE CITY**  
**TAX INCREMENT FINANCE AUTHORITY**  
**AGENDA**

***Regular Meeting: Tuesday, February 18, 2014; 4:00PM***

**Marine City Fire Hall: 200 South Parker Street, Marine City, Michigan**

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL:** Chairperson Craig May; Board Members Frederick Babchek, Robert C. Lepley; Jonathan Phelan, Raymond Skwiers; Scott Tisdale, and Robert Weisenbaugh; and, City Manager John Gabor
4. **APPROVE AGENDA (Additions / Deletions)**
5. **APPROVE MINUTES**
  - A. T.I.F.A. Regular Meeting ~ January 21, 2014
6. **COMMUNICATIONS**
7. **PUBLIC COMMENT**     *Residents are welcome to address the TIFA Board. Please state name and address. Limit comments to five (5) minutes.*
8. **UNFINISHED BUSINESS**
  - A. 2014 Summer Flower Program
  - B. Marine City Entryway Signage Update
9. **NEW BUSINESS**
  - A. 2014/2015 Budget
10. **FINANCIAL BUSINESS**
  - A. Invoice Approval
    - Strategic Communication Solutions, Inc. Invoice #1774
11. **ADJOURNMENT**

5-A

**City of Marine City  
Tax Increment Finance Authority  
January 21, 2014**

A regular meeting of T.I.F.A. was held in the Fire Hall, 200 South Parker Street, Marine City, Michigan, on Tuesday, January 21, 2014, and was called to order at 4:00 PM by Chairperson May.

**Present:** Chairperson May; Board Members Babchek, Lepley, Phelan, Skwiers, and Tisdale; City Manager Gabor; City Clerk Baxter.

**Absent:** Board Member Weisenbaugh

**Approve Agenda**

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

**Approve Minutes**

Motion by Board Member Tisdale, seconded by Board Member Phelan, to approve the Minutes of the Regular Tax Increment Finance Authority Meeting held November 19, 2013. All Ayes. Motion Carried.

**Communications**

There were no Communications presented.

**Public Comment**

Rosalie Skwiers, 211 Michigan, Marine City, commented on the agenda item *2014 Summer Flower Program*. Mrs. Skwiers shared she didn't think it was the role of government to provide flowers and said other communities have garden clubs that rely on fundraising to pay for their flowers.

## **Unfinished Business**

### ***Project Update ~ Strategic Communications Solutions, Inc.***

- ***Elect TIFA Board Member to Marine City Resource Development Committee***

City Manager Gabor spoke of updates with Strategic Communications Solutions; Board Members Lepley and Skwiers were selected to sit on the Marine City Resource Development Committee.

## **New Business**

### ***2014 Summer Flower Program***

A quote was provided by Jeanne Frank of MC Arts & Garden Club, from Gardens & Beyond Greenhouses, for the *2014 Summer Flower Program*. Questions were raised on the price comparison from last year's proposal, as well as the placement of the flowers in the baskets. Board Member Skwiers stated that it wasn't TIFA's role to spend the tax payer's money on flowers. Board Member Tisdale questioned if the Flower Program was originally proposed as a temporary fix.

Motion by Board Member Lepley, seconded by Board Member Tisdale, to table the *2014 Summer Flower Program* discussion until more details are provided by the MC Arts & Garden Club. All Ayes. Motion Carried.

## **Financial Business**

### ***Invoice Approval***

Motion by Board Member Phelan, seconded by Chairperson May, to approve McBride-Manley Invoice #7493. All Ayes. Motion Carried.

Motion by Board Member Tisdale, seconded by Board Member Lepley, to approve Strategic Communication Solutions, Inc. Invoice #1773. All Ayes. Motion Carried.

Motion by Board Member Lepley, seconded by Board Member Babchek, to approve Strategic Communication Solutions, Inc. Invoice #1775. Ayes: Chairperson May; Board

Members Babchek, Lepley, Phelan, and, Skwiers. Nays: Board Member Tisdale. Motion Carried.

Motion by Board Member Lepley, seconded by Board Member Tisdale, to approve Marine City Chamber of Commerce Invoice #1516. All Ayes. Motion Carried.

Motion by Board Member Phelan, seconded by Board Member Tisdale, to approve Marine One Construction Invoice #8252116. All Ayes. Motion Carried.

***Preliminary Financial Statements***

Motion by Board Member Phelan, seconded by Chairperson May, to accept the Preliminary Financial Statements for October, November and December, 2013 and place them on file. All Ayes. Motion Carried.

**Adjournment**

Motion by Board Member Babchek, seconded by Chairperson May, to adjourn at 4:31 pm. All Ayes. Motion Carried.

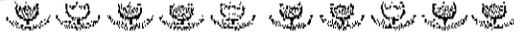
Respectfully submitted,

Kristen Baxter  
City Clerk



**GARDENS & BEYOND  
GREENHOUSES**

3128 King Rd. - China MI  
Store Phone (810) 329-9777  
Store Fax (810) 329-2300  
Email: mail@gardens-beyond.com



BA

City Of Marine City

Contact: Bob DeCock 586-405-9231

Dec 9 2013

303 S. Water St.

Marine City, MI. 48039

Quote Only

- 65 - 24" Flower Baskets @ \$55.00 ea. = \$3575.00
- 260 - 4.5" pots material @ \$2.40 ea. = \$624.00
- 52 - pot center pieces @ \$4.00 ea. = \$208.00
- 4 - Bags Of Fertilizer @ \$45.00 ea. = \$180.00
- 1 - pallet of potting soil to be quoted at A later date.

Grand Total = \$4587.00

50% deposit = -\$2293.50

Remainder due Net 30 = \$2293.50

Make Check payable to Gardens & Beyond

Thank You for your Business

## BUDGET RECAP REPORT

Fund 250: TIFA #1 FUND

2014-2015 FISCAL YEAR

	2012-13 ACTIVITY	2013-14 AMENDED BUDGET	2013-14 ACTIVITY 11/30/2013	2013-14 PROJECTED ACTIVITY	2014-15 REQUESTED BUDGET	2014-15 RECOMMENDED BUDGET	2014-15 APPROVED BUDGET
Revenue:							
Totals for Dept 000.000	73,503	64,185	59,142	64,730	63,430		
<b>Expenditure - Descriptions:</b>							
Totals for Dept 250.000	\$ 52,789	\$ 68,615	\$ 48,749	\$ 92,800	\$ 69,475		
<b>Totals:</b>	<b>\$ 52,789</b>	<b>\$ 68,615</b>	<b>\$ 48,749</b>	<b>\$ 92,800</b>	<b>\$ 69,475</b>	<b>\$ -</b>	<b>\$ -</b>
<b>NET OF REVENUES/APPROPRIATIONS - FUND 250</b>	20,714	(4,430)	10,393	(28,070)	(6,045)	-	-
<b>BEGINNING FUND BALANCE</b>	26,944	47,658	47,658	47,658	19,588		
<b>ENDING FUND BALANCE</b>	47,658	43,228	58,051	19,588	13,543	-	-

9-A

2014-2015 BUDGET REQUEST  
FOR  
TIFA #1 FUND REVENUE

GL NUMBER	DESCRIPTION	12-13 AMENDED BUDGET	12-13 ACTIVITY	13-14 AMENDED BUDGET	13-14 ACTIVITY THRU 11/30/13	13-14 PROJECTED ACTIVITY	14-15 REQUESTED BUDGET	14-15 RECOMMENDED BUDGET	14-15 APPROVED BUDGET
Fund 250 - TIFA 1									
ESTIMATED REVENUES									
Dept 000.000									
250-000.000-402.000	CURRENT PROPERTY TAX	68,025.00	73,466.00	64,150.00	59,123.00	64,700.00	63,400.00		
250-000.000-665.000	INTEREST	50.00	37.00	35.00	19.00	30.00	30.00		
Totals for dept 000.000-		68,075.00	73,503.00	64,185.00	59,142.00	64,730.00	63,430.00		
TOTAL ESTIMATED REVENUES		68,075.00	73,503.00	64,185.00	59,142.00	64,730.00	63,430.00		



2014-2015 BUDGET REQUEST  
FOR  
TIFA #1 EXPENDITURES

GL NUMBER	DESCRIPTION	12-13 AMENDED BUDGET	12-13 ACTIVITY	13-14 AMENDED BUDGET	13-14 ACTIVITY THRU 11/30/13	13-14 PROJECTED ACTIVITY	14-15 REQUESTED BUDGET	14-15 RECOMMENDED BUDGET	14-15 APPROVED BUDGET
Fund 250 - TIFA 1									
APPROPRIATIONS									
Dept 000.000									
250-000.000-740.000	GENERAL SUPPLY	20,000.00	1,589.00	15,000.00		15,000.00	15,000.00		
250-000.000-801.000	PROFESSIONAL SERV.	1,000.00	950.00	1,000.00	979.00	980.00	1,000.00		
250-000.000-801.100	ADMINISTRATIVE SERVICES	10,600.00	10,600.00	10,600.00	10,600.00	10,600.00	10,600.00		
250-000.000-802.000	CONTRACTUAL SERV.	2,500.00	2,350.00	2,500.00		2,500.00	2,500.00		
250-000.000-880.000	COMMUNITY PROMOTION	2,000.00	2,417.00	2,000.00		2,000.00	2,000.00		
250-000.000-901.000	ADVERTISING	1,000.00		1,000.00		1,000.00	1,000.00		
250-000.000-970.000	CAPITAL OUTLAY	3,000.00		3,000.00	7,522.00	27,025.00			
250-000.000-991.000	PRINCIPAL PAYMENT	25,000.00	25,000.00	25,000.00	25,000.00	25,000.00	30,000.00		
250-000.000-995.000	INTEREST EXPENSE	9,625.00	9,608.00	8,240.00	4,510.00	8,420.00	7,100.00		
250-000.000-998.000	AGENT FEES	275.00	275.00	275.00	138.00	275.00	275.00		
Totals for dept 000.000-		75,000.00	52,789.00	68,615.00	48,749.00	92,800.00	69,475.00		
TOTAL APPROPRIATIONS		75,000.00	52,789.00	68,615.00	48,749.00	92,800.00	69,475.00		



### BUDGET RECAP REPORT

Fund 251: TIFA #2 FUND

2014-2015 FISCAL YEAR

	2012-13 ACTIVITY	2013-14 AMENDED BUDGET	2013-14 ACTIVITY THRU 11/30/13	2013-14 PROJECTED ACTIVITY	2014-15 REQUESTED BUDGET	2014-15 RECOMMENDED BUDGET	2014-15 APPROVED BUDGET
<b>Revenue:</b>							
<b>Totals for Dept 000.000</b>	70,394	31,600	31,450	33,625	32,950	-	-
<b>Expenditure - Descriptions:</b>							
<b>Totals for Dept 251.000</b>	\$ 129,863	\$ 156,000	\$ 38,012	\$ 156,000	\$ 56,000	\$ -	\$ -
<b>Totals:</b>	\$ 129,863	\$ 156,000	\$ 38,012	\$ 156,000	\$ 56,000	\$ -	\$ -
<b>NET OF REVENUES/APPROPRIATIONS - FUND 251</b>	(59,469)	(124,400)	(6,562)	(122,375)	(23,050)	-	-
<b>BEGINNING FUND BALANCE</b>	417,801	358,332	358,332	358,332	235,957	-	-
<b>ENDING FUND BALANCE</b>	358,332	233,932	351,770	235,957	212,907	-	-

2014-2015 BUDGET REQUEST  
FOR  
TIFA #2 FUND REVENUE

GL NUMBER	DESCRIPTION	12-13 AMENDED BUDGET	12-13 ACTIVITY	13-14 AMENDED BUDGET	13-14 ACTIVITY THRU 11/30/13	13-14 PROJECTED ACTIVITY	14-15 REQUESTED BUDGET	14-15 RECOMMENDED BUDGET	14-15 APPROVED BUDGET
Fund 251 - TIFA 2									
ESTIMATED REVENUES									
Dept 000.000									
251-000.000-402.000	CURRENT PROPERTY TAX	81,475.00	70,071.00	31,275.00	31,332.00	33,450.00	32,775.00		
251-000.000-665.000	INTEREST	625.00	323.00	325.00	118.00	175.00	175.00		
Totals for dept 000.000-		82,100.00	70,394.00	31,600.00	31,450.00	33,625.00	32,950.00		
TOTAL ESTIMATED REVENUES		82,100.00	70,394.00	31,600.00	31,450.00	33,625.00	32,950.00		



2014-2015 BUDGET REQUEST  
FOR  
TIFA #2 FUND EXPENDITURES

GL NUMBER	DESCRIPTION	12-13 AMENDED BUDGET	12-13 ACTIVITY	13-14 AMENDED BUDGET	13-14 ACTIVITY THRU 11/30/13	13-14 PROJECTED ACTIVITY	14-15 REQUESTED BUDGET	14-15 RECOMMENDED BUDGET	14-15 APPROVED BUDGET
Fund 251 - TIFA 2									
APPROPRIATIONS									
Dept 000.000									
251-000.000-740.000	GENERAL SUPPLY	23,000.00	1,589.00	15,000.00		15,000.00	15,000.00		
251-000.000-801.000	PROFESSIONAL SERV.	15,000.00	1,275.00	5,000.00	1,313.00	5,000.00	5,000.00		
251-000.000-801.100	ADMINISTRATIVE SERVICES	31,800.00	31,800.00	30,000.00	30,000.00	30,000.00	30,000.00		
251-000.000-880.000	COMMUNITY PROMOTION	7,000.00	3,896.00	5,000.00	1,500.00	5,000.00	5,000.00		
251-000.000-901.000	ADVERTISING	1,000.00		1,000.00		1,000.00	1,000.00		
251-000.000-970.000	CAPITAL OUTLAY	200,000.00		60,000.00	5,199.00	60,000.00			
251-000.000-970.000-PHASE I-CH	CAPITAL OUTLAY		56,303.00	40,000.00		40,000.00			
251-000.000-999.000	CONTRIBUTION TO OTHER FUNDS	35,000.00	35,000.00						
Totals for dept 000.000-		312,800.00	129,863.00	156,000.00	38,012.00	156,000.00	56,000.00		
TOTAL APPROPRIATIONS		312,800.00	129,863.00	156,000.00	38,012.00	156,000.00	56,000.00		



## BUDGET RECAP REPORT

Fund 252: TIFA #3 FUND

2014-2015 FISCAL YEAR

	2012-13 ACTIVITY	2013-14 AMENDED BUDGET	2013-14 ACTIVITY 11/30/2013	2013-14 PROJECTED ACTIVITY	2014-15 REQUESTED BUDGET	2014-15 RECOMMENDED BUDGET	2014-15 APPROVED BUDGET
Revenue:							
Totals for Dept 000.000	192,312	95,950	75,762	82,995	81,300	-	-
<b>Expenditure - Descriptions:</b>							
Totals for Dept 252.000	\$ 295,775	\$ 238,900	\$ 94,377	\$ 238,900	\$ 98,900	\$ -	\$ -
<b>Totals:</b>	<b>\$ 295,775</b>	<b>\$ 238,900</b>	<b>\$ 94,377</b>	<b>\$ 238,900</b>	<b>\$ 98,900</b>	<b>\$ -</b>	<b>\$ -</b>
<b>NET OF REVENUES/APPROPRIATIONS - FUND 252</b>	(103,463)	(142,950)	(18,615)	(155,905)	(17,600)	-	-
<b>BEGINNING FUND BALANCE</b>	865,229	761,765	761,765	761,765	605,860	-	-
<b>ENDING FUND BALANCE</b>	761,766	618,815	743,150	605,860	588,260	-	-

2014-2015 BUDGET REQUEST  
FOR  
TIFA #3 FUND REVENUE

GL NUMBER	DESCRIPTION	12-13 AMENDED BUDGET	12-13 ACTIVITY	13-14 AMENDED BUDGET	13-14 ACTIVITY THRU 11/30/13	13-14 PROJECTED ACTIVITY	14-15 REQUESTED BUDGET	14-15 RECOMMENDED BUDGET	14-15 APPROVED BUDGET
Fund 252 - TIFA 3									
ESTIMATED REVENUES									
Dept 000.000									
252-000.000-402.000	CURRENT PROPERTY TAX	238,950.00	191,617.00	95,300.00	75,511.00	82,645.00	80,975.00		
252-000.000-665.000	INTEREST	1,200.00	695.00	650.00	251.00	350.00	325.00		
Totals for dept 000.000-		240,150.00	192,312.00	95,950.00	75,762.00	82,995.00	81,300.00		
TOTAL ESTIMATED REVENUES		240,150.00	192,312.00	95,950.00	75,762.00	82,995.00	81,300.00		



2014-2015 BUDGET REQUEST  
FOR  
TIFA #3 FUND EXPENDITURES

GL NUMBER	DESCRIPTION	12-13 AMENDED BUDGET	12-13 ACTIVITY	13-14 AMENDED BUDGET	13-14 ACTIVITY THRU 11/30/13	13-14 PROJECTED ACTIVITY	14-15 REQUESTED BUDGET	14-15 RECOMMENDED BUDGET	14-15 APPROVED BUDGET
Fund 252 - TIFA 3									
APPROPRIATIONS									
Dept 000.000									
252-000.000-740.000	GENERAL SUPPLY	27,000.00	1,589.00	20,000.00		20,000.00	20,000.00		
252-000.000-801.000	PROFESSIONAL SERV.	25,000.00	1,835.00	5,000.00	1,889.00	5,000.00	5,000.00		
252-000.000-801.100	ADMINISTRATIVE SERVICES	63,800.00	63,600.00	65,400.00	65,400.00	65,400.00	65,400.00		
252-000.000-880.000	COMMUNITY PROMOTION	10,000.00	4,605.00	7,500.00	3,000.00	7,500.00	7,500.00		
252-000.000-901.000	ADVERTISING	1,000.00		1,000.00		1,000.00	1,000.00		
252-000.000-970.000	CAPITAL OUTLAY	500,000.00	26,540.00	100,000.00	24,088.00	100,000.00			
252-000.000-970.000-PHASE I-CH	CAPITAL OUTLAY		112,606.00	40,000.00		40,000.00			
252-000.000-999.000	CONTRIBUTION TO OTHER FUNDS	85,000.00	85,000.00			-	-		
Totals for dept 000.000-		711,600.00	295,775.00	238,900.00	94,377.00	238,900.00	98,900.00		
TOTAL APPROPRIATIONS		711,600.00	295,775.00	238,900.00	94,377.00	238,900.00	98,900.00		



# Memo

To: TIFA Board Members  
 From: Mary Ellen McDonald, CPFA/MICPT  
 Finance Director/Treasurer  
 Date 12/11/13  
 Re: Invoice Approval

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

<b>Strategic Comm. Solutions, Inc.</b>	<b>Invoice #1774</b>	<b>\$5,000.00</b>
<b>(Retainer Fee-Consulting Services for January 2014)</b>		
<b>A/C #251-000.000-801.000</b>		<b>\$1,666.67 (TIFA #2 Fund)</b>
<b>(BUDGET AMOUNT - \$3,675.00</b>	<b>YTD Expenditures -</b>	<b>\$1,666.67 Misc.</b>
<b>Professional Services Only)</b>		
<b>A/C #252-000.000-801.000</b>		<b>\$3,333.33 (TIFA #3 Fund)</b>
<b>(BUDGET AMOUNT - \$3,100.00</b>	<b>YTD Expenditures -</b>	<b>\$3,333.33 Misc.</b>
<b>Professional Services Only)</b>		

Expense allocation listed above per City Manager. NOTE: TIFA Board did not designate allocation of expense when approved at TIFA Board Meeting 11/19/13.

If you have any questions, please contact me.

Thank you

Strategic Communication Solutions, Inc.

# Invoice

27780 Novi Road  
Suite 200  
Novi, MI 48377-3427

Date	Invoice #
1/1/2014	1774

<b>Bill To</b>
City of Marine City Attn: City Manager 303 S. Water Marine City, MI 48039

<b>P.O. No.</b>

Description	Amount
Enclosed is our retainer statement for the period of January, 2014 for consulting services rendered by Strategic Communication Solutions, Inc.	5,000.00
251-000.000-801.000	1,666.67
252-000.000-801.000	3,333.33
	<u>5000.00</u>

ENTERED  
JAN 10 2014

CTIFA Board Approved Agreement at  
mdg 11/19/13

*[Signature]*  
12-11-13