

City of Marine City

Tax Increment Finance Authority

Meeting Agenda: Tuesday, May 20, 2014; 4:00 pm

Marine City Fire Hall, 200 S. Parker Street

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 ~ March 18, 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. Marine City Entryway Signage ~ Update
 - B. Strategic Communications Solutions ~ Update
9. **New Business**
 - A. Historical DVD of City Hall
10. **Financial Business**
 - A. Invoice Approval
 - Strategic Communication Solutions, Inc. #1794 ~ May, 2014
 - US Bank Invoice #3664719
 - B. Preliminary Financial Statements ~ March, 2014
11. **Adjournment**

5A

**City of Marine City
Tax Increment Finance Authority
March 18, 2014**

A regular meeting of T.I.F.A. was held in the Fire Hall, 200 South Parker Street, Marine City, Michigan, on Tuesday, March 18, 2014, and was called to order at 4:00 PM by Board Member Tisdale.

**Present: Board Members Babchek, Lepley, Skwiers, Tisdale and Weisenbaugh;
City Manager Gabor; City Clerk Baxter**

Absent: Chairperson May; Board Member Phelan

Approve Agenda

Agenda was amended as follows:

- Unfinished Business ~ Changed Item #8-B to #8-C; Changed Item #8-C to #8-B
- Unfinished Business ~ Add Item #8-D ~ Discussion on Summer Flower Program
- Financial Business ~ Item #10-A ~ Invoice #1788 from Strategic Communication Solutions, Inc.
- Financial Business ~ Item #10-B ~ Preliminary Financial Statements for February, 2014

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

Approve Minutes

Motion by Board Member Weisenbaugh, seconded by Board Member Skwiers, to approve the Minutes of the Regular Tax Increment Finance Authority Meeting held February 18, 2014. All Ayes. Motion Carried.

Communications

There were no Communications presented.

Public Comment

No members of the community addressed the Board.

Unfinished Business

Marine City Entryway Signage Update

Upon discussion regarding redundancy of sign location, it was decided that the signs were not redundant due to the need to direct visitors into town who are unfamiliar with Marine City. No action taken; tabled until the April 15, 2014 meeting when sample signs and pricing will be presented.

Project Update ~ Strategic Communication Solutions, Inc.

John Kerr of Strategic Communication Solutions, Inc. briefed the TIFA Board and advised of the development of a Resource Development Committee. The committee will act as a sounding board; receiving updates on availability of grants and their respective timeline. Additional resources would be brought in on a monthly basis for added support, such as the MEDC, MDOT, MDNR and MDEQ, added Mr. Kerr.

2014/2015 Budget

The TIFA Board made the following requested budget expenditures for the 2014/2015 Budget:

TIFA #1

General Supply	\$ 15,000 – <i>Flowers, Adopt-a-Park Items, Christmas Decorations</i>
Professional Services	\$ 1,000 – <i>Auditing Services</i>
Community Promotion	\$ 2,000
Advertising	\$ 1,000 – <i>Publication of Notices, if needed</i>
Capital Outlay	\$ 4,000 – <i>Façade Program</i>

TIFA #2

General Supply	\$ 15,000 – <i>Flowers, Adopt-a-Park Items, Christmas Decorations</i>
Professional Services	\$ 10,000 – <i>Auditing Services</i>
Community Promotion	\$ 5,000
Advertising	\$ 1,000 – <i>Publication of Notices, if needed</i>
Capital Outlay	\$ 70,000 <ul style="list-style-type: none">▪ \$ 25,000 – <i>Trees and Landscaping</i>▪ \$ 35,000 – <i>Shortcut Road Improvements</i>▪ \$ 10,000 – <i>New Business Start-up</i>

TIFA #3

General Supply	\$ 20,000 – <i>Flowers, Adopt-a-Park Items, Christmas Decorations</i>
Professional Services	\$ 19,000 – <i>Auditing Services</i>
Community Promotion	\$ 7,500
Advertising	\$ 1,000 – <i>Publication of Notices, if needed</i>
Capital Outlay	\$ 80,000 <ul style="list-style-type: none">▪ \$ 50,000 – <i>300 Broadway</i>▪ \$ 20,000 – <i>Trees and Landscaping</i>▪ \$ 10,000 – <i>New Business Start-up Fee</i>

Motion by Board Member Tisdale, seconded by Board Member Weisenbaugh, to approve the 2014/2015 Budget, as amended. All Ayes. Motion Carried.

2014 Summer Flower Program

Board Member Skwiers presented a letter to the Board clarifying that the City of St. Clair does not entirely fund their flower program; that the majority of their funding comes from private donations.

New Business

None.

Financial Business

Invoice Approval

Motion by Board Member Lepley, seconded by Board Member Weisenbaugh, to approve US Bank Invoice in the amount of \$3,910.00. All Ayes. Motion Carried.

Motion by Board Member Tisdale, seconded by Board Member Weisenbaugh, to approve Strategic Communication Solution, Inc. Invoice #1788 in the amount of \$5,000.00. All Ayes. Motion Carried.

Motion by Board Member Weisenbaugh, seconded by Board Member Lepley, to accept the Preliminary Financial Statements for January & February, 2014, and place them on file. All Ayes. Motion Carried.

Adjournment

Motion by Board Member Babchek, seconded by Chairperson Weisenbaugh, to adjourn at 5:32 pm. All Ayes. Motion Carried.

Respectfully submitted,

Kristen Baxter
City Clerk

10-A

Memo

To: TIFA Board Members
 From: Mary Ellen McDonald, CPFA/MiCPT
 Finance Director/Treasurer
 Date 4/11/14
 Re: Invoice Approval

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

Strategic Comm. Solutions, Inc. Invoice #1794 \$5,000.00
(Retainer Fee-Consulting Services for May 2014)

A/C #251-000.000-801.000 \$1,666.67 (TIFA #2 Fund)
(BUDGET AMOUNT - \$3,675.00 YTD Expenditures - \$8,333.35 Misc. Professional Services Only)

A/C #252-000.000-801.000 \$3,333.33 (TIFA #3 Fund)
(BUDGET AMOUNT - \$3,100.00 YTD Expenditures - \$16,666.65 Misc. Professional Services Only)

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.

27780 Novi Road
Suite 200
Novi, MI 48377-3427

RECEIVED
APR 10 2014

Invoice

Date	Invoice #
5/1/2014	1794

City of Marine City

Bill To
City of Marine City Attn: City Manager 303 S. Water Marine City, MI 48039

P.O. No.

Description	Amount
Enclosed is our retainer statement for the period of May, 2014 for consulting services rendered by Strategic Communication Solutions, Inc.	\$5,000.00
Total	\$5,000.00

Memo

To: TIFA Board Members
From: Mary Ellen McDonald, CPFAMiCPT
Finance Director/Treasurer
Date 5/7/14
Re: Invoice Approval

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

US Bank	Invoice #3664719	\$150.00
(Agent Fee-Tax Increment Finance Authority Tax Increment Bonds)		
A/C #250-000.000-998.000		\$137.50 (TIFA #1 Fund)
(BUDGET AMOUNT - \$275.00		YTD Expenditures - \$137.50)

If you have any questions, please contact me.

Thank you



Corporate Trust Services
 EP-MN-WN3L
 60 Livingston Ave.
 St. Paul, MN 55107

RECEIVED
 MAY 06 2014

Invoice Number:
 Account Number:
 Invoice Date:
 Direct Inquiries To:
 Phone:

3664719
 4215_5
 04/25/2014
 LESLEY KOGER
 313-234-4722

CITY OF MARINE CITY City of Marine City
 ATTN ACCOUNTS PAYABLE
 300 W WATER STREET
 MARINE CITY MI 48039

CITY OF MARINE CITY TAX INCREMENT FINANCE AUTHORITY TAX INCREMENT BONDS

The following is a statement of transactions pertaining to your account. For further information, please review the attached.

STATEMENT SUMMARY

PLEASE REMIT BOTTOM COUPON PORTION OF THIS PAGE WITH CHECK PAYMENT OF INVOICE.

TOTAL AMOUNT DUE \$150.00

All invoices are due upon receipt.

Please detach at perforation and return bottom portion of the statement with your check, payable to U.S. Bank.

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

Invoice Number:	3664719
Account Number:	4215_5
Current Due:	\$150.00
Direct Inquiries To:	LESLEY KOGER
Phone:	313-234-4722

Wire Instructions:
 U.S. Bank
 ABA # 091000022
 Acct # 1-801-5013-5135
 Trust Acct # 4215_5
 Invoice # 3664719
 Attn: Fee Dept St. Paul

Please mail payments to:
 U.S. Bank
 CM-9690
 PO BOX 70870
 St. Paul, MN 55170-9690



Corporate Trust Services
 EP-MN-WN3L
 60 Livingston Ave.
 St. Paul, MN 55107

Invoice Number: 3664719
 Invoice Date: 04/25/2014
 Account Number: 4215_5
 Direct Inquiries To: LESLEY KOGER
 Phone: 313-234-4722

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

Accounts Included 4215_5
 In This Relationship:

CURRENT CHARGES SUMMARIZED FOR ENTIRE RELATIONSHIP

Detail of Current Charges	Volume	Rate	Portion of Year	Total Fees
07110 Paying Agent/Regist/Trsfr Agnt	1.00	300.00	50.00%	\$150.00
Subtotal Administration Fees - In Arrears 10/01/2013 - 03/31/2014				\$150.00
TOTAL AMOUNT DUE				\$150.00

Memo

To: John Gabor, City Manager
From: Mary Ellen McDonald, CPFA/MICPT
Finance Director/Treasurer
Date 4/11/14
Re: PRELIMINARY FINANCIAL STATEMENTS FOR MARCH 2014

Please include the attached Preliminary Financial Statements for March 2014 on the agenda of the next TIFA Board Meeting. If you have any questions, please contact me.

Thank you

10-B

Fund 250 TIFA 1

GL Number	Description	Balance
*** Assets ***		
250-000.000-001.001	CASH	47,610.31
Total Assets		<u>47,610.31</u>
*** Liabilities ***		
250-000.000-214.251	DUE TO TIFA 2	4,822.85
250-000.000-214.252	DUE TO TIFA 3	2,699.45
Total Liabilities		<u>7,522.30</u>
*** Fund Balance ***		
250-000.000-353.027	DESIGNATED FUNDS-STREET SCAP	10,000.00
250-000.000-390.000	Fund Balance	37,658.44
Total Fund Balance		<u>47,658.44</u>
Beginning Fund Balance		47,658.44
Net of Revenues VS Expenditures		(7,570.43)
Ending Fund Balance		40,088.01
Total Liabilities And Fund Balance		47,610.31

PRELIMINARY
FINANCIAL
STATEMENTS
MARCH 2014

PERIOD ENDING 03/31/2014

PRELIMINARY FINANCIAL STATEMENTS-MARCH 2014

GL NUMBER	DESCRIPTION	2013-14 ORIGINAL BUDGET	2013-14 AMENDED BUDGET	YTD BALANCE 03/31/2014 NORM (ABNORM)	ACTIVITY FOR MONTH 03/31/2 INCR (DECR)	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
Fund 250 - TIFA 1								
Revenues								
Dept 000.000								
250-000.000-402.000	CURRENT PROPERTY TAX	64,150.00	64,150.00	64,566.89	(140.41)	0.00	(416.89)	100.65
250-000.000-665.000	INTEREST	35.00	35.00	21.48	0.00	0.00	13.52	61.37
Total Dept 000.000		64,185.00	64,185.00	64,588.37	(140.41)	0.00	(403.37)	100.63
TOTAL Revenues		64,185.00	64,185.00	64,588.37	(140.41)	0.00	(403.37)	100.63
Expenditures								
Dept 000.000								
250-000.000-740.000	GENERAL SUPPLY	15,000.00	15,000.00	0.00	0.00	0.00	15,000.00	0.00
250-000.000-801.000	PROFESSIONAL SERV.	1,000.00	1,000.00	979.00	0.00	0.00	21.00	97.90
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 SERV.	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00	0.00
250-000.000-880.000	COMMUNITY PROMOTION	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00
250-000.000-901.000	ADVERTISING	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00
250-000.000-970.000	CAPITAL OUTLAY	3,000.00	3,000.00	27,022.30	0.00	0.00	(24,022.30)	900.74
250-000.000-991.000	PRINCIPAL PAYMENT	25,000.00	25,000.00	25,000.00	0.00	0.00	0.00	100.00
250-000.000-995.000	INTEREST EXPENSE	8,240.00	8,240.00	8,420.00	3,910.00	0.00	(180.00)	102.18
250-000.000-998.000	AGENT FEES	275.00	275.00	137.50	0.00	0.00	137.50	50.00
Total Dept 000.000		68,615.00	68,615.00	72,158.80	3,910.00	0.00	(3,543.80)	105.16
TOTAL Expenditures		68,615.00	68,615.00	72,158.80	3,910.00	0.00	(3,543.80)	105.16
Fund 250 - TIFA 1:								
TOTAL REVENUES		64,185.00	64,185.00	64,588.37	(140.41)	0.00	(403.37)	100.63
TOTAL EXPENDITURES		68,615.00	68,615.00	72,158.80	3,910.00	0.00	(3,543.80)	105.16
NET OF REVENUES & EXPENDITURES		(4,430.00)	(4,430.00)	(7,570.43)	(4,050.41)	0.00	3,140.43	170.89

Fund 251 TIFA 2

GL Number	Description	Balance
*** Assets ***		
251-000.000-001.001	CASH	340,783.36
251-000.000-084.250	DUE FROM TIFA #1	4,822.85
Total Assets		345,606.21
*** Fund Balance ***		
251-000.000-390.000	Fund Balance	358,332.20
Total Fund Balance		358,332.20
Beginning Fund Balance		358,332.20
Net of Revenues VS Expenditures		(12,725.99)
Ending Fund Balance		345,606.21
Total Liabilities And Fund Balance		345,606.21

PRELIMINARY
FINANCIAL
STATEMENTS
MARCH 2014

PERIOD ENDING 03/31/2014

PRELIMINARY FINANCIAL STATEMENTS-MARCH 2014

SL NUMBER	DESCRIPTION	2013-14 ORIGINAL BUDGET	2013-14 AMENDED BUDGET	YTD BALANCE 03/31/2014 NORM (ABNORM)	ACTIVITY FOR MONTH 03/31/2 INCR (DECR)	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
Fund 251 - TIFA 2								
Revenues								
Dept 000.000								
251-000.000-402.000	CURRENT PROPERTY TAX	31,275.00	31,275.00	33,067.46	(388.77)	0.00	(1,792.46)	105.73
251-000.000-665.000	INTEREST	325.00	325.00	134.75	0.00	0.00	190.25	41.46
Total Dept 000.000		31,600.00	31,600.00	33,202.21	(388.77)	0.00	(1,602.21)	105.07
TOTAL Revenues		31,600.00	31,600.00	33,202.21	(388.77)	0.00	(1,602.21)	105.07
Expenditures								
Dept 000.000								
251-000.000-740.000	GENERAL SUPPLY	15,000.00	15,000.00	0.00	0.00	0.00	15,000.00	0.00
251-000.000-801.000	PROFESSIONAL SERV.	5,000.00	5,000.00	7,979.68	1,666.67	0.00	(2,979.68)	159.59
251-000.000-801.100	ADMINISTRATIVE SERVICES	30,000.00	30,000.00	30,000.00	0.00	0.00	0.00	100.00
251-000.000-880.000	COMMUNITY PROMOTION	5,000.00	5,000.00	2,750.00	0.00	0.00	2,250.00	55.00
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	60,000.00	60,000.00	5,198.52	0.00	0.00	54,801.48	8.66
251-000.000-970.000-PHASE I-C	CAPITAL OUTLAY	40,000.00	40,000.00	0.00	0.00	0.00	40,000.00	0.00
Total Dept 000.000		156,000.00	156,000.00	45,928.20	1,666.67	0.00	110,071.80	29.44
TOTAL Expenditures		156,000.00	156,000.00	45,928.20	1,666.67	0.00	110,071.80	29.44
Fund 251 - TIFA 2:								
TOTAL REVENUES		31,600.00	31,600.00	33,202.21	(388.77)	0.00	(1,602.21)	105.07
TOTAL EXPENDITURES		156,000.00	156,000.00	45,928.20	1,666.67	0.00	110,071.80	29.44
NET OF REVENUES & EXPENDITURES		(124,400.00)	(124,400.00)	(12,725.99)	(2,055.44)	0.00	(111,674.01)	10.23

Fund 252 TIFA 3

GL Number	Description	Balance
*** Assets ***		
252-000.000-001.001	CASH	733,031.61
252-000.000-084.250	DUE FROM TIFA #1	2,699.45
Total Assets		<u>735,731.06</u>
*** Fund Balance ***		
252-000.000-353.025	DESIGNATED FUNDS-LAND ACQUISITION	152,725.21
252-000.000-390.000	Fund Balance	609,040.36
Total Fund Balance		<u>761,765.57</u>
Beginning Fund Balance		761,765.57
Net of Revenues VS Expenditures		(26,034.51)
Ending Fund Balance		735,731.06
Total Liabilities And Fund Balance		735,731.06

PRELIMINARY
FINANCIAL
STATEMENTS
MARCH 2014

PERIOD ENDING 03/31/2014

PRELIMINARY FINANCIAL STATEMENTS-MARCH 2014

L NUMBER	DESCRIPTION	2013-14	2013-14	YTD BALANCE	ACTIVITY FOR	ENCUMBERED	UNENCUMBERED	% BDTG USED
		ORIGINAL BUDGET	AMENDED BUDGET	03/31/2014 NORM (ABNORM)	MONTH 03/31/2 INCR (DECR)			
Fund 252 - TIFA 3								
Revenues								
Dept 000.000								
252-000.000-402.000	CURRENT PROPERTY TAX	95,300.00	95,300.00	82,639.06	(3.40)	0.00	12,660.94	86.71
252-000.000-665.000	INTEREST	650.00	650.00	286.97	0.00	0.00	363.03	44.15
Total Dept 000.000		95,950.00	95,950.00	82,926.03	(3.40)	0.00	13,023.97	86.43
TOTAL Revenues		95,950.00	95,950.00	82,926.03	(3.40)	0.00	13,023.97	86.43
Expenditures								
Dept 000.000								
252-000.000-740.000	GENERAL SUPPLY	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.00
252-000.000-801.000	PROFESSIONAL SERV.	5,000.00	5,000.00	15,222.32	3,333.33	0.00	(10,222.32)	304.45
252-000.000-801.100	ADMINISTRATIVE SERVICES	65,400.00	65,400.00	65,400.00	0.00	0.00	0.00	100.00
252-000.000-860.000	COMMUNITY PROMOTION	7,500.00	7,500.00	4,250.00	0.00	0.00	3,250.00	56.67
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	100,000.00	100,000.00	24,088.22	0.00	0.00	75,911.78	24.09
252-000.000-970.000-PHASE I-C	CAPITAL OUTLAY	40,000.00	40,000.00	0.00	0.00	0.00	40,000.00	0.00
Total Dept 000.000		238,900.00	238,900.00	108,960.54	3,333.33	0.00	129,939.46	45.61
TOTAL Expenditures		238,900.00	238,900.00	108,960.54	3,333.33	0.00	129,939.46	45.61
Fund 252 - TIFA 3:								
TOTAL REVENUES		95,950.00	95,950.00	82,926.03	(3.40)	0.00	13,023.97	86.43
TOTAL EXPENDITURES		238,900.00	238,900.00	108,960.54	3,333.33	0.00	129,939.46	45.61
NET OF REVENUES & EXPENDITURES		(142,950.00)	(142,950.00)	(26,034.51)	(3,336.73)	0.00	(116,915.49)	18.21