

CITY OF MARINE CITY
TAX INCREMENT FINANCE AUTHORITY
AGENDA

Regular Meeting: Tuesday, January 15, 2013; 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, Jonathan Phelan, 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 ~ December 18, 2012
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**
9. **NEW BUSINESS**
 - A. Review Development and Finance Plan
10. **FINANCIAL BUSINESS**
 - A. Preliminary Financial Statements
11. **ADJOURNMENT**

**City of Marine City
Tax Increment Finance Authority
December 18, 2012**

A regular meeting of T.I.F.A. was held in the Fire Hall, 200 South Parker Street, Marine City, Michigan, on Tuesday, December 18, 2012, and was called to order at 4:00 PM by Chairperson Craig May.

The Pledge of Allegiance was led by Chairperson May.

Present: Chairperson May; Board Members Babchek, Phelan and Tisdale; and, City Clerk Kade.

Absent: Board Member Weisenbaugh and City Manager Gabor

Approve Agenda

Motion by Board Member Babchek, seconded by Board Member Phelan, 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 20, 2012, as presented. All Ayes. Motion Carried.

Communications

There were no Communications presented.

Public Comment

There were no residents present to address the Board.

Unfinished Business

Trees

At the October 16th TIFA Meeting, Raymond Meli presented a proposal to the TIFA Board regarding tree replacement in the road right-of-ways. He provided a quote that he had secured from Marine City Nursery Co. for 50 trees at a cost of \$10,000, which included installation.

Chairperson May reviewed the schedule of proposed improvements and amendments in each of the TIFA Plans, and noted that some of the improvements had been completed or expired.

Board Member Phelan recommended that TIFA only consider trees for the TIFA Districts and not outside of the districts. He said it was time to amend the TIFA plans with a broad plan for trees, landscaping and other potential projects.

Board Member Tisdale agreed, and suggested that they make the plans broad enough in order to justify projects.

City Clerk Kade asked that the sub-committee provide their list of proposed projects for inclusion in the January Agenda Packet. She also reported that the Planning Commission was currently working on a six-year plan for capital improvement projects in the City.

Chairperson May commented that he would contact Planning Commission Chairperson David Simpson to see if he could attend a TIFA Meeting in order to provide an update as to the Capital Improvement Program.

It was requested that an up-to-date listing of each Plan be presented.

Board Member Tisdale asked that "Review Development and Finance Plan" be placed on the next Agenda.

New Business

None

Financial Business

Invoice Approval

Motion by Board Member Phelan, seconded by Board Member Babchek, to approve McBride- Manley & Company Invoice #6305 for auditing fees for Fiscal Year July 1, 2011 – June 30, 2012, as follows:

- TIFA #1 \$ 950.00
- TIFA #2 \$1,275.00
- TIFA #3 \$1,835.00

All Ayes. Motion Carried.

Motion by Board Member Tisdale, seconded by Board Member Phelan, to approve the K.C.A. Services Invoice #020 for tree trimming and reshaping in the amount of \$1,950.00 from TIFA #1. All Ayes. Motion Carried.

Adjournment

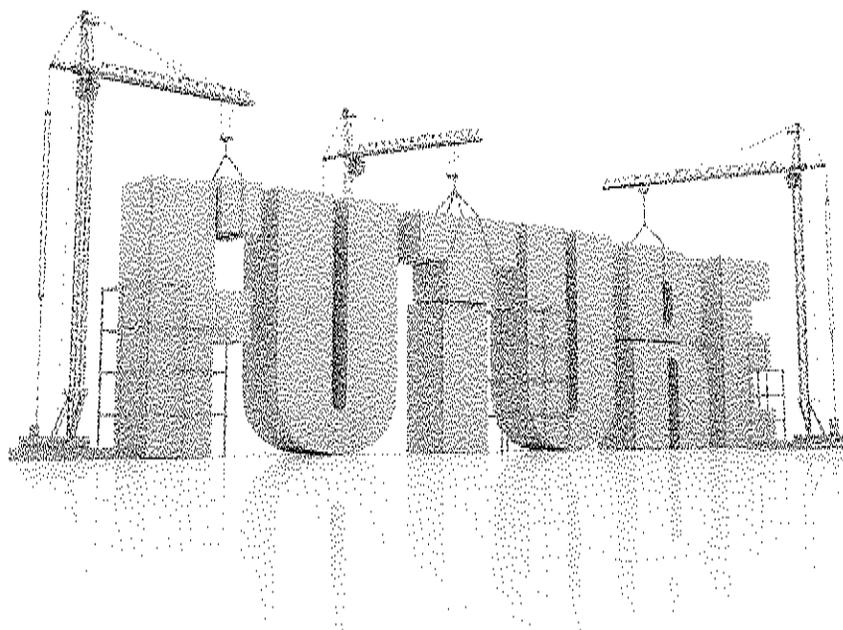
Motion by Board Member Babchek, seconded by Board Member Phelan, to adjourn at 4:40 PM. All Ayes. Motion Carried.

Respectfully submitted,

Diana S. Kade
City Clerk

9A

Review Development and Finance Plan



Potential TIFA #1 (Water St.) Projects

1. Street Sign
 - a. Install a street sign at the corner of Water and Broadway Streets. May want to upgrade to a more historic looking sign since this is the primary intersection of the historic section of town.
2. Garbage Cans on Water St.
 - a. Replace old mesh garbage cans with new cans that match streetscape.
 - b. Add a couple of the old cans from Water St. at the beach and use the rest to replace the barrels at the King Road park.
 - c. Need to figure out how many we really need. Recommend 1 can per block, alternating sides of the street (i.e. 1 can every 2 blocks on same side of street)
 - d. May be able to reposition existing newer cans (2 too many at Streetscape) so less cans need to be bought.
 - e. Any way we can get them for less than \$900 each? Need to research going rate for municipal garbage cans.
3. Fence at Volleyball Court
 - a. Install plastic fencing along lower section of rail at the river to prevent volleyballs from rolling into the river. Use zip ties to attach fencing.
 - b. Need to measure the height before buying fencing.
 - c. Make sure it doesn't violate any city rules.
 - d. This should be fast and cheap. Check to see if Parks & Rec can handle this on their own. TIFA will cover cost of materials if necessary.
4. No Litter Sign at the Beach
 - a. Add a no littering sign (including cigarette butts) on fence where Water St. dead-ends at beach. Including \$500 fine language if applicable. Also maybe a small sign in park next to beach where the fisherman leave their junk next to the seawall.
 - b. Too many people sit in their cars and throw garbage (particularly cigarette butts) out their windows.
 - c. Notified Diane Lovett of my interest in this since she is working on "No Smoking" signs at the beach. Haven't heard anything since initial exchange.
5. Doggie Bags
 - a. Install couple more doggie bag dispensers throughout TIFA #1 and make sure they have bags.
6. Paint Poles
 - a. Paint skyline wire poles green to match streetscape and improve appearance.
7. Picnic Tables
 - a. Monitor usage of current tables in parks and determine necessity of additional tables.

- b. Walk Water St. to decide where they would look good and how many we need. We should start small and add tables as needed.
 - c. City just added 2 tables to the park next to the beach.
- 8. Partitions at Beach
 - a. Install partitions in the women's bathroom at the beach.
- 9. Information Kiosk
 - a. Install information kiosk near Guy Center and water plant.
 - b. Enclosed tack board for community events, downtown map, curfews, etc.
 - c. Need to determine who would be responsible for regular (monthly) updates.
- 10. Replace Street Lights
 - a. Replace lights on Water Street with lights that match the streetscape.
 - b. Requires more light bases due to smaller lights.
 - c. Make sure to use white LEDs instead of current orange lights.
 - d. Tried to get fixtures that focus light down, not up.
 - e. Major undertaking. In current TIFA development plan.
- 11. Reconstruct Water St. & Pearl St. Intersection
 - a. Re-engineer and reconstruct Water St. and Pearl St. intersection and parking area so rain water flows into sewer instead of into river.
 - b. Storm water flowing into river immediately next to the beach is a hazard (and disgusting) due to the trash and pollutants washing into the water.
- 12. Bury Overhead Wires
 - a. Run east/west electrical and other wires under Water Street.
 - b. Major undertaking. In current TIFA development plan.
- 13. Parking at Beach
 - a. Install diagonal parking along east side of north Water St. and north side of east end of Pearl Street.
 - b. May require making those streets one-way going north and west.
 - c. Appears the streets are technically in TIFA #1 but parks themselves are not.
 - d. Not a big priority. Monitored several times throughout summer of 2012 on busy days and never saw lack of parking within 2 blocks of the beach.
 - e. Not worth a significant dollar investment.

City Projects – Have heard mention of these projects at city level. If they aren't doing them, maybe TIFA should.

- 1. Banners on Streetscape
 - a. Vertical banners on light poles for along streetscape. Brackets are already there.
 - b. City logo only or possible public/private partnerships with standard MC logo/language and business info on banner or hanging below.
- 2. Grills at Beach Parks
 - a. Install a couple charcoal grills in the vacant parks just south or west of the beach.

Potential TIFA #2 (K-Mart) Projects

1. Landscaping

- a. Plant trees and possibly perennials along Short Cut Road and possibly in grassy area in front of VGs.
- b. Possible public/private to install greenery in the parking lot. Perhaps remove some parking area and replace with grass & trees.
- c. Need to find out where the public right of ways are located.
- d. Look into matching the trees used along M-29 from Chartier to courthouse.
- e. McDonalds, Big Boy, & River's Edge look fine.

Potential TIFA #3 (Parker St.) Projects

1. Private Property Clean Up
 - a. Improve the area on the east side of Parker Street between Food Depot and Mobil station. Vacant lot and laundry mat.
 - b. Not sure what our options are. Possible blight infractions or public/private partnership to clean up vacant land.
2. Landscaping
 - a. Add landscaping possibly including trees, planters, burms, etc along Parker St. from police station north to Food Depot.
 - b. Need to find out where the public right of ways are located. Possible public/private partnership if no right of way exists.
3. Sidewalk
 - a. Add a sidewalk connecting bike path at King & Chartier to sidewalk at Parker & Chartier.
 - b. Possibly work with school district to connect this sidewalk to Belle River School.
 - c. Need to research right of way.
 - d. If sidewalk is not possible, designate a bike lane on the right hand side of the street so the bike paths connect.
4. Dog Park
 - a. Add a dog park along the Parker corridor.
 - b. Possibly DPW park or vacant land next to laundry mat. Need to find a location.
5. Repave Side Streets
 - a. Selectively resurface side streets within the district as needed.

FROM MARINE CITY PLANNING COMMISSION

December 10, 2012 Meeting

Capital Improvement Program ~ Discussion

Chairperson Simpson recapped the Planning Commission's role in the planning and prioritizing of capital improvement projects by the City of Marine City; and, the adoption of a Capital Improvement Program no later than the second Monday in April. He presented a list of capital improvement projects and costs listed in the City's current Comprehensive Master Plan, as follows:

▪ Downtown River Walk Construction – Phase 2	\$ 381,090
▪ Downtown River Walk Construction – Phase 3	\$ 367,730
▪ Broadway Park Expansions	\$ 886,240
▪ Nautical Mile Park Expansion	\$ 364,900
▪ Ward Street Bicycle Path Construction	\$ 550,440
▪ Development of Industrial Park	\$ 550,000
▪ Sewer and Water Expansion / Plank Road Expansion	\$???
▪ Water Main Replacement	\$ 150,000
▪ 300 Broadway Restoration	\$2,500,000
▪ Sidewalk Improvement Plan	\$???
▪ Belle River Marine Land Acquisition	\$1,600,000

Chairperson Simpson said that this was a six-year plan.

Commissioner Skwiers commented that the Master Plan needed to support the project on its list in order to move forward with grants.

Chairperson Simpson agreed and said they needed to update the list. He suggested removing the development of an industrial park from the list.

Commissioner Skwiers suggested that a Brownfield Development should be on the list with the possibility of developing the property behind Mariner's Landing Condominiums. She also suggested a fast food restaurant on Ward Street if the land was developed.

Discussion ensued regarding determining a Brownfield Development location, sidewalks on King Road, and the expansion of the Nautical Mile Park.

Chairperson Simpson commented that there was very little the City could do because of funding; but, noted that the list was non-binding and just a recommendation to the City Commission.

City Manager Gabor identified some scheduled projects, as well as proposed projects:

- Paving projects – South Belle River Road, North Belle River Road, South Main Street, West Boulevard
- Water Main Replacements – to be an ongoing project
- Buildings & Construction – City Hall, Lighthouse, and Water Works
- Parks
 - . King Road Parks / Equipment
 - . Waterfront Park Expansion
 - . Beach Improvements
 - . Skate Park
 - . Splash Pad
 - . Gazebos – King Road Park & Heritage Square

City Manager Gabor recommended leaving the land acquisition for a marina as a capital improvement project because it does not cost anything to leave it in the plan. He also noted that Marine City had been making steady improvements since 2008.

Chairperson Simpson concluded that their next step would be to create a concise and final list, with pricing. He asked that everyone be ready with their lists at the next scheduled meeting in order to prioritize a six-year snapshot of capital improvement project recommendations.

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City of Marine City

Memo

To: John Gabor, City Manager
From: Mary Ellen McDonald, CPFAMICPT
Finance Director/Treasurer
Date: 12/17/2012
Re: PRELIMINARY FINANCIAL STATEMENTS-NOVEMBER 2012

Please include the attached Preliminary Financial Statements for November 2012 on the agenda of the next TIFA Board Meeting. If you have any questions, please contact me.

Thank you

Fund 250 TIFA 1

Gl. Number	Description	Balance
*** Assets ***		
250-000.000-001.001	CASH	51,976.40
Total Assets		51,976.40
*** Liabilities ***		
250-000.000-200.000	ACCOUNTS PAYABLE	2,900.00
Total Liabilities		2,900.00
*** Fund Balance ***		
250-000.000-353.027	DESIGNATED FUNDS-STREET SCAPE	10,000.00
250-000.000-390.000	Fund Balance	16,944.10
Total Fund Balance		26,944.10
Beginning Fund Balance		26,944.10
Net of Revenues VS Expenditures		22,132.30
Ending Fund Balance		49,076.40
Total Liabilities And Fund Balance		51,976.40

PRELIMINARY FINANCIAL STATEMENTS-NOVEMBER 2012

FUND NUMBER	DESCRIPTION	2012-13		2012-13		ACTIVITY FOR	ENCUMBERED	UNENCUMBERED	% BUDGET USED
		ORIGINAL BUDGET	AMENDED BUDGET	END BALANCE 11/30/2012	INCR (DECR) MONTH 11/30/2				
Fund 250 - ZIFA 1									
Revenues									
Dept 000.000	CURRENT PROPERTY TAX	68,025.00	68,025.00	67,757.36	0.00	0.00	267.64	99.61	
250-000.000-402.000	INTEREST	50.00	50.00	9.94	0.00	0.00	40.06	19.88	
250-000.000-665.000									
Total Dept 000.000		68,075.00	68,075.00	67,767.30	0.00	0.00	307.70	99.55	
TOTAL Revenues		68,075.00	68,075.00	67,767.30	0.00	0.00	307.70	99.55	
Expenditures									
Dept 000.000	GENERAL SUPPLY	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.00	
250-000.000-740.000	PROFESSIONAL SERV.	1,000.00	1,000.00	950.00	0.00	0.00	50.00	95.00	
250-000.000-801.000	ADMINISTRATIVE SERVICES	10,600.00	10,600.00	10,600.00	0.00	0.00	0.00	100.00	
250-000.000-801.100	CONTRACTUAL SERV.	2,500.00	2,500.00	2,350.00	0.00	0.00	150.00	94.00	
250-000.000-802.000	COMMUNITY PROMOTION	2,000.00	2,000.00	1,500.00	0.00	0.00	500.00	75.00	
250-000.000-880.000	ADVERTISING	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00	
250-000.000-901.000	CAPITAL OUTLAY	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00	0.00	
250-000.000-970.000	PRINCIPAL PAYMENT	25,000.00	25,000.00	25,000.00	0.00	0.00	0.00	100.00	
250-000.000-991.000	INTEREST EXPENSE	9,625.00	9,625.00	5,097.50	0.00	0.00	4,527.50	52.96	
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		75,000.00	75,000.00	45,635.00	0.00	0.00	25,365.00	60.85	
TOTAL Expenditures		75,000.00	75,000.00	45,635.00	0.00	0.00	25,365.00	60.85	
Fund 250:									
TOTAL REVENUES		68,075.00	68,075.00	67,767.30	0.00	0.00	307.70	99.55	
TOTAL EXPENDITURES		75,000.00	75,000.00	45,635.00	0.00	0.00	25,365.00	60.85	
NET OF REVENUES & EXPENDITURES		(6,925.00)	(6,925.00)	22,132.30	0.00	0.00	(29,057.30)	(319.60)	

Fund 251 TIFR 2

EL Number	Description	Balance
*** Assets ***		
251-000.000-001.001	CASH	417,418.87
	Total Assets	<u>417,418.87</u>
*** Liabilities ***		
251-000.000-200.000	ACCOUNTS PAYABLE	1,275.00
	Total Liabilities	<u>1,275.00</u>
*** Fund Balance ***		
251-600.000-390.090	Fund Balance	417,800.78
	Total Fund Balance	<u>417,800.78</u>
	Beginning Fund Balance	417,800.78
	Net of Revenues VS Expenditures	(1,656.91)
	Ending Fund Balance	416,143.87
	Total Liabilities And Fund Balance	417,418.87

PERIOD ENDING 11/30/2012

PRELIMINARY FINANCIAL STATEMENTS-NOVEMBER 2012

DL NUMBER	DESCRIPTION	2012-13		2012-13		ACTIVITY FOR	ENCUMBERED	ONENCUMBERED	% EDGT
		ORIGINAL BUDGET	AMENDED BUDGET	END BALANCE 11/30/2012	MONTH 11/30/2 INCR (DECR)				
Fund 251 - TIFA 2									
Revenues									
Dept 000.000	CURRENT PROPERTY TAX	81,475.00	81,475.00	68,031.66	0.00	0.00	0.00	13,443.34	83.50
251-000.000-402.000	INTEREST	625.00	625.00	115.59	0.00	0.00	0.00	509.41	18.49
Total Dept 000.000		82,100.00	82,100.00	68,147.25	0.00	0.00	0.00	13,952.75	83.01
TOTAL Revenues									
82,100.00		82,100.00	82,100.00	68,147.25	0.00	0.00	0.00	13,952.75	83.01
Expenditures									
Dept 000.000	GENERAL SUPPLY	23,000.00	23,000.00	0.00	0.00	0.00	0.00	23,000.00	0.00
251-000.000-740.000	PROFESSIONAL SERV.	15,000.00	15,000.00	1,275.00	1,275.00	0.00	0.00	13,725.00	8.50
251-000.000-801.000	ADMINISTRATIVE SERVICES	31,800.00	31,800.00	31,800.00	31,800.00	0.00	0.00	0.00	100.00
251-000.000-880.000	COMMUNITY PROMOTION	7,000.00	7,000.00	1,729.16	0.00	0.00	0.00	5,270.84	24.70
251-000.000-901.000	REVERTISING	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
251-000.000-970.000	CAPITAL OUTLAY	200,000.00	200,000.00	0.00	0.00	0.00	0.00	200,000.00	0.00
251-000.000-999.000	CONTRIBUTION TO OTHER FUNDS	35,000.00	35,000.00	35,000.00	35,000.00	0.00	0.00	0.00	100.00
Total Dept 000.000		312,800.00	312,800.00	69,804.16	68,075.00	0.00	0.00	242,995.84	22.32
TOTAL Expenditures									
312,800.00		312,800.00	312,800.00	69,804.16	68,075.00	0.00	0.00	242,995.84	22.32
Fund 251:									
TOTAL REVENUES									
82,100.00		82,100.00	82,100.00	68,147.25	0.00	0.00	0.00	13,952.75	83.01
TOTAL EXPENDITURES									
312,800.00		312,800.00	312,800.00	69,804.16	68,075.00	0.00	0.00	242,995.84	22.32
NET OF REVENUES & EXPENDITURES									
(230,700.00)		(230,700.00)	(230,700.00)	(1,656.91)	(68,075.00)	0.00	0.00	(229,043.09)	0.72

Fund 252 TIFA 3

FL Number	Description	Balance
*** Assets ***		
252-000.000-001.001	CASH	904,959.06
Total Assets		904,959.06
*** Liabilities ***		
252-000.000-200.000	ACCOUNTS PAYABLE	1,835.00
Total Liabilities		1,835.00
*** Fund Balance ***		
252-000.000-353.025	DESIGNATED FUNDS-LAND ACQUISITION	152,725.21
252-000.000-390.000	Fund Balance	712,503.57
Total Fund Balance		865,228.78
Beginning Fund Balance		
Net of Revenues VS Expenditures		37,895.28
Ending Fund Balance		903,124.06
Total Liabilities And Fund Balance		904,959.06

PERIOD ENDING 11/30/2012

PRELIMINARY FINANCIAL STATEMENTS-NOVEMBER 2012

SL NUMBER	DESCRIPTION	2012-13		2012-13		ACTIVITY FOR	ENCUMBERED	UNENCUMBERED	BUDGET
		ORIGINAL BUDGET	AMENDED BUDGET	END BALANCE 11/30/2012	INCR (DECR)				
Fund 252 - TIFA 3									
Revenues									
Dept 000.000									
232-000.000-402.000	CURRENT PROPERTY TAX	238,956.00	238,950.00	190,524.95	0.00	0.00	0.00	48,425.05	79.73
252-000.000-665.000	INTEREST	1,208.00	1,200.00	243.63	0.00	0.00	0.00	956.37	20.30
	Total Dept 000.000	240,150.00	240,150.00	190,768.58	0.00	0.00	0.00	49,381.42	79.44
TOTAL Revenues									
	TOTAL Revenues	240,150.00	240,150.00	190,768.58	0.00	0.00	0.00	49,381.42	79.44
Expenditures									
Dept 000.000									
252-000.000-740.000	GENERAL SUPPLY	27,000.00	27,000.00	0.00	0.00	0.00	0.00	27,000.00	0.00
252-000.000-801.000	PROFESSIONAL SERV.	25,000.00	25,000.00	1,835.00	1,835.00	0.00	0.00	23,165.00	7.34
252-000.000-801.100	ADMINISTRATIVE SERVICES	63,600.00	63,600.00	63,600.00	63,600.00	0.00	0.00	0.00	100.00
252-000.000-880.000	COMMUNITY PROMOTION	10,000.00	10,000.00	2,438.30	0.00	0.00	0.00	7,561.70	24.38
252-000.000-901.000	ADVERTISING	1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00
252-000.000-970.000	CAPITAL OUTLAY	500,000.00	500,000.00	0.00	0.00	0.00	0.00	500,000.00	0.00
252-000.000-999.000	CONTRIBUTION TO OTHER FUNDS	85,000.00	85,000.00	85,000.00	85,000.00	0.00	0.00	0.00	100.00
	Total Dept 000.000	711,600.00	711,600.00	152,873.30	150,435.00	0.00	0.00	558,726.70	21.48
TOTAL Expenditures									
	TOTAL Expenditures	711,600.00	711,600.00	152,873.30	150,435.00	0.00	0.00	558,726.70	21.48
Fund 252:									
	TOTAL REVENUES	240,150.00	240,150.00	190,768.58	0.00	0.00	0.00	49,381.42	79.44
	TOTAL EXPENDITURES	711,600.00	711,600.00	152,873.30	150,435.00	0.00	0.00	558,726.70	21.48
	NET OF REVENUES & EXPENDITURES	(471,450.00)	(471,450.00)	37,895.28	(150,435.00)	0.00	0.00	(509,345.28)	(8.04)