

City of Marine City

Tax Increment Finance Authority

Meeting Date: Tuesday, October 21, 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; 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 ~ September 16, 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
 - B. Strategic Communication Solutions, Inc. ~ Update
9. **New Business**
 - A. Discover the Blue Campaign ~ Request for Financial Support
10. **Financial Business**
 - A. Preliminary Financial Statements ~ September, 2014
11. **Adjournment**

**City of Marine City
Tax Increment Finance Authority
September 16, 2014**

A regular meeting of T.I.F.A. was held in the Fire Hall, 200 South Parker Street, Marine City, Michigan, on Tuesday, September 16, 2014, and was called to order at 4:02 PM by Chairperson May.

Present: Chairperson May; Board Members Babchek, Lepley, Tisdale, Weisenbaugh; City Manager Gabor; City Clerk Baxter

Absent: Board Members Phelan and Skwiers

Motion by Board Member Babchek, seconded by Board Member Tisdale, to excuse Board Member Skwiers from meeting. All Ayes. Motion Carried.

Approve Agenda

Motion by Board Member Tisdale, seconded by Chairperson May, to approve the Agenda, as presented. All Ayes. Motion Carried.

Approve Minutes

Motion by Board Member Babchek, seconded by Board Member Lepley, to approve the Minutes of the Regular Tax Increment Finance Authority Meeting held August 19, 2014. All Ayes. Motion Carried.

Communications

The following Communications were received:

- Letter of Resignation ~ Jonathan Phelan
- Friends of City Hall

Motion by Board Member Weisenbaugh, seconded by Board Member Babchek, to accept Letter of Resignation from Jonathan Phelan and move request from Friends of City Hall to New Business, Item #9-A. All Ayes. Motion Carried.

Public Comment

Rebecca Lepley, Friends of City Hall President, announced upcoming Heritage Days to be held September 20 & 21, 2014. She said event participation has grown this year and encouraged residents to attend and experience local history.

Unfinished Business

Marine City Entryway Signage Update

A quote from Dornbos Signs for 23 signs was presented and briefly discussed. Board Member Tisdale reported that the price of \$2,360.00 was considerably less than the original outsourcing price of \$5,500.00 from My Parking Sign. Board Member Tisdale suggested the discussion be tabled until the Sign Sub-Committee has a chance to meet and discuss it. He said they would, at that time, come to the Board with a written proposal to proceed with the sign purchase.

Motion by Board Member Lepley, seconded by Board Member Tisdale, to table the discussion until a proposal is submitted by the Sign Sub-Committee. All Ayes. Motion Carried.

New Business

Rebecca Lepley, on behalf of Friends of City Hall, requested a grant in the amount of \$2,000.00 to assist with the cost of printing, advertising and promotion for Heritage Days.

Motion by Board Member Babchek, seconded by Board Member Tisdale, to grant \$2,000.00 to Friends of City Hall to be used for Heritage Days. All Ayes. Motion Carried.

Financial Business

Invoice Approval

Motion by Board Member Weisenbaugh, seconded by Board Member Babchek, to approve the following invoices:

- Strategic Communication Solution, Inc. Invoice #1819 in the amount of \$5,000.00 for September, 2014.

- Strategic Communications Solutions, Inc. Invoice #1827 in the amount of \$5,000.000 for October, 2014.
- US Bank Invoice for \$33,910.00.

All Ayes. Motion Carried.

Preliminary Financial Statements

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

Adjournment

Motion by Board Member Weisenbaugh, seconded by Chairperson May, to adjourn at 4:43 pm. All Ayes. Motion Carried.

Respectfully submitted,

Kristen Baxter
City Clerk

	First Name	Last Name	Job Title	Agency	Meeting?	Meeting Action
Federal						
	Matt	Williams	Regional Manager	Senator Debbie Stabenow	Yes	Arranging meeting with U.S. Dept. of Agriculture
	Adrin	Wagner	Regional Representative	U.S. Department of Agriculture	Yes	TBD
State						
	Jessica	Flores	Community Outreach Spec	MSHDA	No	
	Nate	Scramlin	Community Assistance Team	MEDC	Yes	Ongoing
County-wide						
	Dan	Casey	CEO	St. Clair County Economic Development	Yes	Ongoing
Local Foundation						
	Randy	Maiers	CEO/President	Community Foundation of St. Clair	Yes	Facilitated Blue Meets Green mtg. in May
Non-Profit Private Sector						

8-B

Memo

To: Mayor & City Commission

From: Mary Ellen McDonald, CPFAMiCPT
Finance Director/Treasurer

Date 10/10/14

Re: **PRELIMINARY FINANCIAL STATEMENTS FOR SEPTEMBER 2014**

Please include the attached Preliminary Financial Statements for September 2014 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	46,875.08
Total Assets		<u>46,875.08</u>
*** Liabilities ***		
Total Liabilities		<u>0.00</u>
*** Fund Balance ***		
250-000.000-353.027	DESIGNATED FUNDS-STREET SCAPE	10,000.00
250-000.000-390.000	Fund Balance	37,658.44
Total Fund Balance		<u>47,658.44</u>
Beginning Fund Balance - 13-14		47,658.44
Net of Revenues VS Expenditures - 13-14		(9,783.79)
*13-14 End FB/14-15 Beg FB		37,874.65
Net of Revenues VS Expenditures - Current Year		9,000.43
Ending Fund Balance		46,875.08
Total Liabilities And Fund Balance		46,875.08

* Year Not Closed

PRELIMINARY
FINANCIAL
STATEMENTS
SEPTEMBER 2014

PERIOD ENDING 09/30/2014

PRELIMINARY FINANCIAL STATEMENTS-SEPTEMBER 2014

GL NUMBER	DESCRIPTION	2014-15 ORIGINAL BUDGET	2014-15 AMENDED BUDGET	YTD BALANCE 09/30/2014 NORM (ABNORM)	ACTIVITY FOR MONTH 09/30/2 INCR (DECR)	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDDT USED
Fund 250 - TIFA 1								
Revenues								
Dept 000.000								
250-000.000-402.000	CURRENT PROPERTY TAX	63,400.00	63,400.00	42,909.41	0.00	0.00	20,490.59	67.68
250-000.000-665.000	INTEREST	30.00	30.00	1.02	0.00	0.00	28.98	3.40
Total Dept 000.000		63,430.00	63,430.00	42,910.43	0.00	0.00	20,519.57	67.65
TOTAL Revenues		63,430.00	63,430.00	42,910.43	0.00	0.00	20,519.57	67.65
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	0.00	0.00	0.00	1,000.00	0.00
250-000.000-801.100	ADMINISTRATIVE SERVICES	10,600.00	10,600.00	0.00	0.00	0.00	10,600.00	0.00
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	4,000.00	4,000.00	0.00	0.00	0.00	4,000.00	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	7,100.00	7,100.00	3,910.00	0.00	0.00	3,190.00	55.07
250-000.000-998.000	AGENT FEES	275.00	275.00	0.00	0.00	0.00	275.00	0.00
Total Dept 000.000		73,475.00	73,475.00	33,910.00	0.00	0.00	39,565.00	46.15
TOTAL Expenditures		73,475.00	73,475.00	33,910.00	0.00	0.00	39,565.00	46.15
Fund 250 - TIFA 1:								
TOTAL REVENUES		63,430.00	63,430.00	42,910.43	0.00	0.00	20,519.57	67.65
TOTAL EXPENDITURES		73,475.00	73,475.00	33,910.00	0.00	0.00	39,565.00	46.15
NET OF REVENUES & EXPENDITURES		(10,045.00)	(10,045.00)	9,000.43	0.00	0.00	(19,045.43)	89.60

PRELIMINARY
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 SEPTEMBER 2014

Fund 251 TIFA 2

GL Number	Description	Balance
*** Assets ***		
251-000.000-001.001	CASH	357,786.14
Total Assets		<u>357,786.14</u>
*** Liabilities ***		
Total Liabilities		<u>0.00</u>
*** Fund Balance ***		
251-000.000-390.000	Fund Balance	358,332.20
Total Fund Balance		<u>358,332.20</u>
Beginning Fund Balance - 13-14		358,332.20
Net of Revenues VS Expenditures - 13-14		(17,872.80)
*13-14 End FB/14-15 Beg FB		340,459.40
Net of Revenues VS Expenditures - Current Year		17,326.74
Ending Fund Balance		357,786.14
Total Liabilities And Fund Balance		<u>357,786.14</u>

* Year Not Closed

PRELIMINARY

FINANCIAL

STATEMENTS

SEPTEMBER 2014

REVENUE AND EXPENDITURE REPORT FOR CITY OF MARINE CITY

PERIOD ENDING 09/30/2014

PRELIMINARY FINANCIAL STATEMENTS-SEPTEMBER 2014

GL NUMBER	DESCRIPTION	2014-15 ORIGINAL BUDGET	2014-15 AMENDED BUDGET	YTD BALANCE 09/30/2014 NORM (ABNORM)	ACTIVITY FOR MONTH 09/30/2 INCR (DECR)	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BUDGT USED
Fund 251 - TIFA 2								
Revenues								
Dept 000.000								
251-000.000-402.000	CURRENT PROPERTY TAX	32,775.00	32,775.00	22,317.69	0.00	0.00	10,457.31	68.09
251-000.000-665.000	INTEREST	175.00	175.00	9.06	0.00	0.00	165.94	5.18
Total Dept 000.000		32,950.00	32,950.00	22,326.75	0.00	0.00	10,623.25	67.76
TOTAL Revenues		32,950.00	32,950.00	22,326.75	0.00	0.00	10,623.25	67.76
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.	10,000.00	10,000.00	5,000.01	1,666.67	0.00	4,999.99	50.00
251-000.000-801.100	ADMINISTRATIVE SERVICES	30,000.00	30,000.00	0.00	0.00	0.00	30,000.00	0.00
251-000.000-880.000	COMMUNITY PROMOTION	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.00
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	70,000.00	70,000.00	0.00	0.00	0.00	70,000.00	0.00
Total Dept 000.000		131,000.00	131,000.00	5,000.01	1,666.67	0.00	125,999.99	3.82
TOTAL Expenditures		131,000.00	131,000.00	5,000.01	1,666.67	0.00	125,999.99	3.82
Fund 251 - TIFA 2:								
TOTAL REVENUES		32,950.00	32,950.00	22,326.75	0.00	0.00	10,623.25	67.76
TOTAL EXPENDITURES		131,000.00	131,000.00	5,000.01	1,666.67	0.00	125,999.99	3.82
NET OF REVENUES & EXPENDITURES		(98,050.00)	(98,050.00)	17,326.74	(1,666.67)	0.00	(115,376.74)	17.67

PRELIMINARY
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 SEPTEMBER 2014

Fund 252 TIFA 3

GL Number	Description	Balance
*** Assets ***		
252-000.000-001.001	CASH	782,264.40
Total Assets		<u>782,264.40</u>
*** Liabilities ***		
Total Liabilities		<u>0.00</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 - 13-14		761,765.57
Net of Revenues VS Expenditures - 13-14		(36,159.21)
*13-14 End FB/14-15 Beg FB		725,606.36
Net of Revenues VS Expenditures - Current Year		56,658.04
Ending Fund Balance		782,264.40
Total Liabilities And Fund Balance		782,264.40

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PRELIMINARY FINANCIAL STATEMENTS-SEPTEMBER 2014

GL NUMBER	DESCRIPTION	2014-15 ORIGINAL BUDGET	2014-15 AMENDED BUDGET	YTD BALANCE 09/30/2014 NORM (ABNORM)	ACTIVITY FOR MONTH 09/30/2 INCR (DECR)	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDDT USED
Fund 252 - TIFA 3								
Revenues								
Dept 000.000								
252-000.000-402.000	CURRENT PROPERTY TAX	80,975.00	80,975.00	66,638.72	0.00	0.00	14,336.28	82.30
252-000.000-665.000	INTEREST	325.00	325.00	19.31	0.00	0.00	305.69	5.94
Total Dept 000.000		81,300.00	81,300.00	66,658.03	0.00	0.00	14,641.97	81.99
TOTAL Revenues		81,300.00	81,300.00	66,658.03	0.00	0.00	14,641.97	81.99
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.	19,000.00	19,000.00	9,999.99	3,333.33	0.00	9,000.01	52.63
252-000.000-801.100	ADMINISTRATIVE SERVICES	65,400.00	65,400.00	0.00	0.00	0.00	65,400.00	0.00
252-000.000-880.000	COMMUNITY PROMOTION	7,500.00	7,500.00	0.00	0.00	0.00	7,500.00	0.00
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	30,000.00	30,000.00	0.00	0.00	0.00	30,000.00	0.00
252-000.000-970.000-PHASE I-C	CAPITAL OUTLAY	50,000.00	50,000.00	0.00	0.00	0.00	50,000.00	0.00
Total Dept 000.000		192,900.00	192,900.00	9,999.99	3,333.33	0.00	182,900.01	5.18
TOTAL Expenditures		192,900.00	192,900.00	9,999.99	3,333.33	0.00	182,900.01	5.18
Fund 252 - TIFA 3:								
TOTAL REVENUES		81,300.00	81,300.00	66,658.03	0.00	0.00	14,641.97	81.99
TOTAL EXPENDITURES		192,900.00	192,900.00	9,999.99	3,333.33	0.00	182,900.01	5.18
NET OF REVENUES & EXPENDITURES		(111,600.00)	(111,600.00)	56,658.04	(3,333.33)	0.00	(168,258.04)	50.77

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