

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

*Regular Meeting: Tuesday, April 16, 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, 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 19, 2013
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. Electronic Message Sign
9. **NEW BUSINESS**
10. **FINANCIAL BUSINESS**
  - A. Preliminary Financial Statements for February 2013
11. **ADJOURNMENT**

**City of Marine City  
Tax Increment Finance Authority  
March 19, 2013**

A regular meeting of T.I.F.A. was held in the Fire Hall, 200 South Parker Street, Marine City, Michigan, on Tuesday, March 19, 2013, and was called to order at 4:02 PM by Board Member Robert C. Lepley.

The Pledge of Allegiance was led by Board Member Lepley.

**Present:** Board Members Babchek, Lepley, Phelan and Skwiers; City Manager Gabor; and, City Clerk Kade.

**Absent:** Chairperson May; Board Members Tisdale and Weisenbaugh.

**Approve Agenda**

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

**Approve Minutes**

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

**Communications**

There were no Communications presented.

**Public Comment**

No residents addressed the Commission.

## Unfinished Business

### 2013/2014 Budget

Board Member Phelan questioned the beginning fund balance listed on the recap reports for each TIFA, and suggested a motion to remove the monies of restricted funds in order to put the monies back into the fund balance.

City Manager Gabor explained that those monies were placeholders for the streetscape project close-out in TIFA #1 (\$10,000), and for possible land acquisition in TIFA #3 (\$150,000).

Board Member Phelan recommended budgeting monies under capital improvements to repair the sinkhole at the seawall in the park next to the beach.

City Manager Gabor responded that they could move monies from another account if an issue comes up.

Board Member Phelan also referred to the capital expenditure items that they had requested in the budget at the last meeting, to include:

TIFA #2:	\$ 25,000 – <i>Trees and Landscaping</i>
	\$ 75,000 – <i>City Hall</i>
TIFA #3:	\$ 20,000 – <i>Trees and Landscaping</i>
	\$100,000 – <i>City Hall</i>
	\$ 35,000 – <i>Electronic Sign</i>

He questioned the addition of \$35,000 for Shortcut Road Improvements in TIFA #2, and \$65,000 for Repave Local Streets in TIFA #3. Board Member Phelan noted that *trees and landscaping* had been omitted from the TIFA #3 proposed budget.

Motion by Board Member Phelan, seconded by Board Member Babchek, to make the following changes to the TIFA 3 Capital Expenditure Items:

- Change \$65,000 to \$45,000 for Repave Local Streets
- Add \$20,000 for Trees and Landscaping

All Ayes. Motion Carried.

Motion by Board Member Lepley, seconded by Board Member Babchek, to approve the 2013/2014 Budget, as amended. All Ayes. Motion Carried.

## **New Business**

### ***2013 Summer Flower Program***

The MC Arts & Garden Club had submitted two proposals from Gardens & Beyond for plant materials for flower baskets and barrels, as follows:

- Proposal #1                      \$5,517.00
- Proposal #2                      \$4,542.00

The difference between the proposals was for the planting of the plants in the baskets – either all to be planted into the top of the baskets only, or plantings through the sides of the baskets. The pot materials were identical in both proposals. A separate quote was submitted for potting soil, if needed.

Board Member Skwiers cited the four major points of the TIFA Act, and said he did not see that funding flowers met the requirements of the Act. He noted that other communities have garden clubs that provide funding for these types of beautification projects. Board Member Skwiers said the flowers should not be funded by the City.

Board Member Phelan said that although the cause and effect of the beautification concept could not be determined, TIFA could contribute to the funding under the umbrella of marketing.

Board Member Lepley said that he believed the aesthetics encouraged neighborhood upkeep.

Motion by Board Member Babchek, seconded by Board Member Phelan, to approve Proposal #1 in the amount of \$5,517.00 from Gardens & Beyond for Baskets and City Barrels for the 2013 Summer Flower Program, as presented. Ayes: Babchek, Lepley, Phelan. Nays: Skwiers. Motion Carried.

### ***Electronic Message Sign***

City Manager Gabor reported that the City had requested sealed bids for a Changeable Electronic Variable Message Sign. The following bids, which had been opened on February 14, 2013, had been received:

<u>Name / Address</u>	<u>Amount of Bid</u>
1. Fairmont Sign Company 3750 E. Outer Drive Detroit, Michigan 48234	\$29,865.00
2. Huron Sign 663 South Mansfield Ypsilanti, Michigan 48197	\$30,020.00
3. MLS Signs, Inc. 25733 D'Hondt Chesterfield, Michigan 48051	\$33,059.00
4. Phillips Sign & Lighting, Inc. 40920 Executive Drive Harrison Township, Michigan 48045	\$32,603.81
5. Postema Signs & Graphics 7475 S. Division Avenue Grand Rapids, Michigan 49548	\$25,875.00 (Optec) \$27,850.00 (Watchfire)
6. Townsend Neon, Inc. 31550 Gossett Rockwood, Michigan 48173	\$27,400.00
7. Universal Sign Systems 5001 Falcon View SE Grand Rapids, Michigan 49512	\$41,520.00

City Manager Gabor said that the electronic sign would be used for City messaging, and would be installed at the Fire Department. He commented that there was enough money set aside for 300 Broadway that was not going to be used, and recommended using those funds and awarding the bid to Postema Signs. City Manager Gabor stated that the Department of Public Works could install the sign.

Board Member Phelan said he had a number of questions and concerns, and suggested tabling the matter until the next meeting when a full board could be present.

Motion by Board Member Phelan, seconded by Board Member Skwiers, to table any action on this item until the next meeting. All Ayes. Motion Carried.

## **Financial Business**

### ***Invoice Approval***

Motion by Board Member Phelan, seconded by Board Member Babchek, to approve the US Bank Invoice for Account #4215\_5 in the amount of \$4,510.00 from TIFA #1 Fund, as presented. All Ayes. Motion Carried.

Motion by Board Member Phelan, seconded by Board Member Babchek, to approve Marine City Chamber of Commerce Invoice #1420 in the amount of \$2,500.00 for the "Discover the Blue Campaign" contribution, as follows:

- \$1,250.00 from TIFA #2 Fund
- \$1,250.00 from TIFA #3 Fund

All Ayes. Motion Carried.

## **Adjournment**

Motion by Board Member Babchek, seconded by Board Member Phelan, to adjourn at 4:52 PM. All Ayes. Motion Carried.

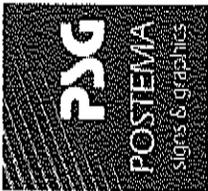
Respectfully submitted,

Diana S. Kade  
City Clerk

8A

# Electronic Message Sign





**STRUCTURE**

- Double sided sign
- Custom fabricated of aluminum
- 6"x6" Aluminum ground poles - direct buried in concrete
- Paint to be Matthews Acrylic Polyurethane

**ELECTRICAL**

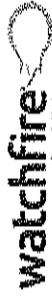
- White LED modules
- 12 volt energy saving system
- Integrated disconnect
- Photocell to be included
- UL listed and labeled

**ELECTRONIC LED DISPLAY**

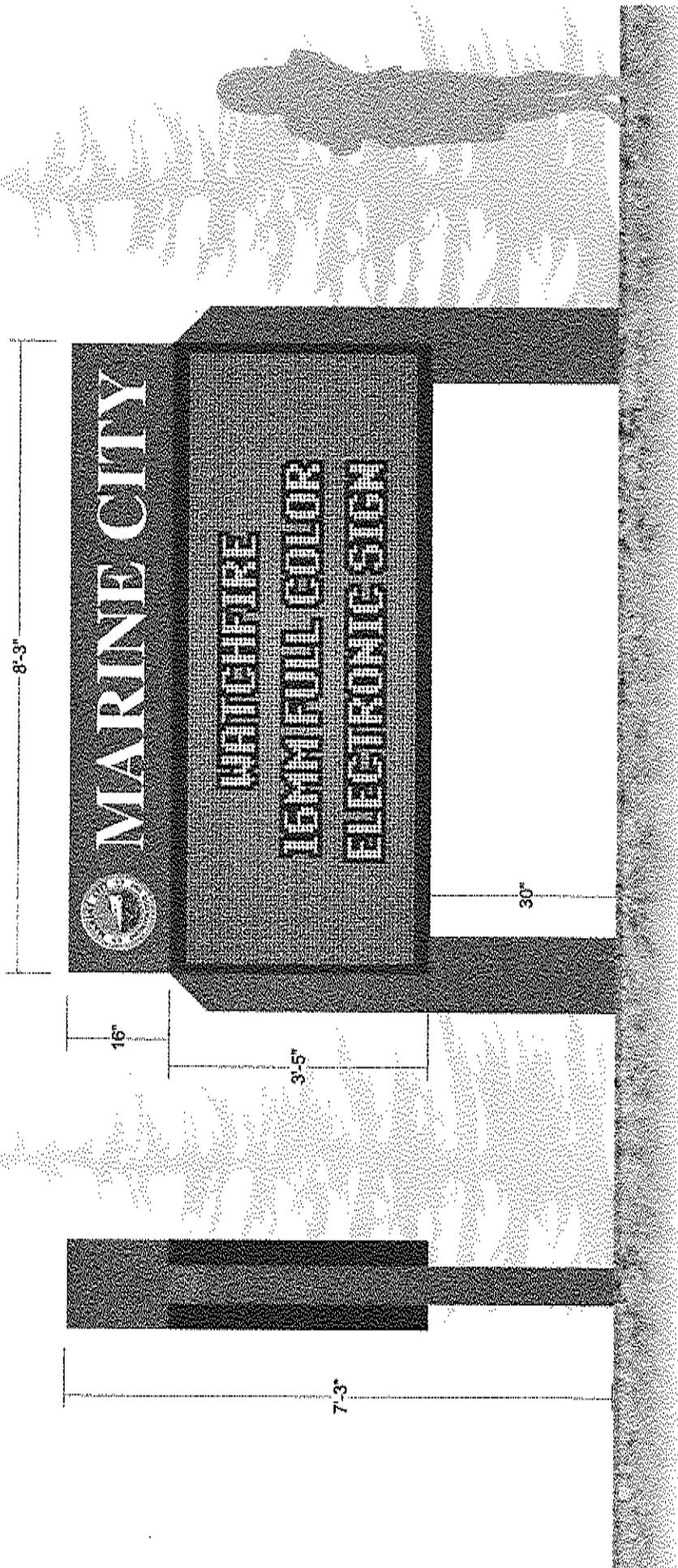
- Watchfire Full Color display
- 54 x 144 Matrix
- 16mm pixel pitch
- 5 year warranty

**FACES**

- CNC routed .100" aluminum
- Lettering to be backed with 1/8" acrylic
- Logo to be Printed vinyl graphics



AUTHORIZED DEALER





**POSTEMA**  
signs & graphics

7475 S. Division Ave, Grand Rapids, MI 49548  
Phone 616-455-0260 Fax 616-455-0277  
www.postema.com

**The Electronic  
Sign Specialists**

**Company: Marine City, Michigan**

303 South Water Street  
Marine City, MI 48039

Contact: Don Tillery

810-765-4040 X20

Project: Electronic Sign

We recycle fluorescent lamps,  
plastics, aluminum, and steel.  
Ask us about energy efficient lighting.



Quotation

Quote Date: 3/8/2013

Quotation valid for 60 days

TERMS:

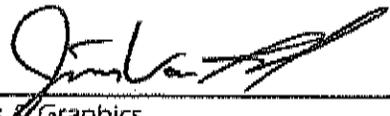
Deposit - 80%, Net Due 15 Days

Description	Amount:
Manufacture one double sided, internally illuminated monument sign with routed aluminum faces backed with acrylic. Posts to be 6" square aluminum. Lighting to be white low voltage LED modules. Includes mounting structure for display attachment.	\$3,975.00
Provide one, double sided, WatchFire - 16mm full color LED Display, 3'-5" x 8'-3" Includes Temperature Sensor and Long Range High Speed Wireless Modem. <i>Electrical - requires 20 amp circuit, 16 amp startup draw</i>	\$27,850.00
Installation	\$1,350.00

**Warranty**

Display pricing includes 5 years parts and 3 years labor warranty.  
Additional 1 year parts and 3 years labor available, add - \$1600

Note: Michigan SALES TAX & PERMIT fees are NOT included in the above pricing.

  
\_\_\_\_\_  
Postema Signs & Graphics Date 3/8/2013

**Total** \$33,175.00

Upon Approval, please sign  
& return to Postema Sign  
with a 80% deposit.



All electrical circuits by others.

Approval \_\_\_\_\_ Date \_\_\_\_\_

#	Bid	Company	Brand	Matrix	LED Pitch	Resolution	View Angle	Colors	Brightness	Comm	Software	Temp	Warr.	On-Site Labor	Max Amps	Lit Static Sign Opt.	Unit Static Sign Opt.	Liability Cert Provided	
1	\$28,865.00	Fairmont Sign Company	Optec	64 X 144	16 mm	9215	140°	16.7 Milli	12,000 NIT	CATS	Included PC Based	Included	5 Years 6th year + \$1700	Yes	Oper 23.09 Boot 51.32	\$2,950.00	1110	Yes	
2	\$30,020.00	Huron Sign Co.	Vantage	64 X 144	16 mm	UNK	160°	281 Trillion	10,000 NIT	CATS	Included PC/Web/Mobile Based	Included	5 Years	Yes	Oper 11.4 Boot 18.8	Not Specified	Not Specified	NO	
e: Vantage is not a brand specified in the RFC. Huron Sign wished to bid their brand. Note: Vantage offers "Dragon Skin" coating to protect against vandalism.																			
3	\$33,059.00	MLS Signs, Inc.	Watchfire	72 X 144	16 mm	UNK	UNK	UNK	UNK	CATS	Included PC Based	Included	5 Years Parts	No	Not Specified	\$1,248.59	818.59	No	
4	\$32,603.81	Phillips Sign & Lighting, Inc.	Watchfire	54 X 144	16 mm	UNK	140°	144 Quadrillion	UNK	RF	Included PC Based	Included	5 Year Parts	Yes 3 Years	Not Specified	\$2,486.83	1008.29	No	
5	\$25,875.00	Postema Signs & Graphics	Optec	UNK	16mm	UNK	UNK	UNK	UNK	RF	Included PC Based	Included	5 Year Parts 6th year P&L + \$1600	Yes 5 Years	Req. 65 Amp circuit Boot 52.32	Not Specified	Not Specified	Yes	
	\$27,850.00	"	Watchfire	UNK	19 mm	UNK	UNK	UNK	UNK	RF	"	"	"	"	Req 20 Amp circuit Boot 16	"	"	"	
6	\$27,400.00	Townsend Sign	Optec	64 X 144	16 mm	UNK	UNK	UNK	UNK	CATS	Included PCBased	Included	5 Years Parts 6 Yr P&L + \$2850	Yes 3 Year	Not Specified	\$1,100.00	860	No	
7	\$35,357.00	Universal Sign Systems	Watchfire	64 X 144	UNK	UNK	UNK	UNK	UNK	CATS	Included PC Based	Included	5 Year Parts +\$500	Yes	Not Specified	Not Specified	Not Specified	No	

# Memo

To: Diana Kade, City Clerk

From: Mary Ellen McDonald, CPFA/MiCPT  
Finance Director/Treasurer

Date 3/15/13

Re: **PRELIMINARY FINANCIAL STATEMENTS FOR FEBRUARY 2013**

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Please include the attached **Preliminary Financial Statements for February 2013** on the agenda for the next City Council Meeting. If you have any questions, please contact me.

Thank you

BALANCE SHEET FOR CITY OF MARINE CITY  
Period Ending 02/28/2013  
PRELIMINARY FINANCIAL STATEMENTS-FEBRUARY 2013

Fund 250 TIFA 1

GL Number	Description	Balance
*** Assets ***		
250-000.000-001.001	CASH	54,797.04
Total Assets		<u>54,797.04</u>
*** 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		<u>26,944.10</u>
Beginning Fund Balance		26,944.10
Net of Revenues VS Expenditures		27,852.94
Ending Fund Balance		54,797.04
Total Liabilities And Fund Balance		54,797.04

03/15/2013 02:29 PM  
 User: McDonald  
 DB: Marine City

REVENUE AND EXPENDITURE REPORT FOR CITY OF MARINE CITY

PERIOD ENDING 02/28/2013

PRELIMINARY FINANCIAL STATEMENTS-FEBRUARY 2013

GL NUMBER	DESCRIPTION	2012-13 ORIGINAL BUDGET	2012-13 AMENDED BUDGET	END BALANCE 02/28/2013 NORM (ABNORM)	ACTIVITY FOR MONTH 02/28/2 INCR (DECR)	Y
Fund 250 - TIFA 1						
Revenues						
Dept 000.000						
250-000.000-402.000	CURRENT PROPERTY TAX	68,025.00	68,025.00	73,465.90	0.00	
250-000.000-665.000	INTEREST	50.00	50.00	22.04	3.24	
Total Dept 000.000		68,075.00	68,075.00	73,487.94	3.24	
TOTAL Revenues		68,075.00	68,075.00	73,487.94	3.24	
Expenditures						
Dept 000.000						
250-000.000-740.000	GENERAL SUPPLY	20,000.00	20,000.00	0.00	0.00	
250-000.000-801.000	PROFESSIONAL SERV.	1,000.00	1,000.00	950.00	0.00	
250-000.000-801.100	ADMINISTRATIVE SERVICES	10,600.00	10,600.00	10,600.00	0.00	
250-000.000-802.000	CONTRACTUAL SERV.	2,500.00	2,500.00	2,350.00	0.00	
250-000.000-880.000	COMMUNITY PROMOTION	2,000.00	2,000.00	1,500.00	0.00	
250-000.000-901.000	ADVERTISING	1,000.00	1,000.00	0.00	0.00	
250-000.000-970.000	CAPITAL OUTLAY	3,000.00	3,000.00	0.00	0.00	
250-000.000-991.000	PRINCIPAL PAYMENT	25,000.00	25,000.00	25,000.00	0.00	
250-000.000-995.000	INTEREST EXPENSE	9,625.00	9,625.00	5,097.50	0.00	
250-000.000-998.000	AGENT FEES	275.00	275.00	137.50	0.00	
Total Dept 000.000		75,000.00	75,000.00	45,635.00	0.00	
TOTAL Expenditures		75,000.00	75,000.00	45,635.00	0.00	
Fund 250:						
TOTAL REVENUES		68,075.00	68,075.00	73,487.94	3.24	
TOTAL EXPENDITURES		75,000.00	75,000.00	45,635.00	0.00	
NET OF REVENUES & EXPENDITURES		(6,925.00)	(6,925.00)	27,852.94	3.24	

BALANCE SHEET FOR CITY OF MARINE CITY  
Period Ending 02/28/2013  
PRELIMINARY FINANCIAL STATEMENTS-FEBRUARY 2013

Fund 251 TIFA 2

GL Number	Description	Balance
*** Assets ***		
251-000.000-001.001	CASH	405,172.89
Total Assets		<u>405,172.89</u>
*** Liabilities ***		
251-000.000-200.000	ACCOUNTS PAYABLE	1,250.00
Total Liabilities		<u>1,250.00</u>
*** Fund Balance ***		
251-000.000-390.000	Fund Balance	417,600.78
Total Fund Balance		<u>417,600.78</u>
Beginning Fund Balance		417,600.78
Net of Revenues VS Expenditures		(13,877.89)
Ending Fund Balance		403,922.89
Total Liabilities And Fund Balance		405,172.89

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 DE: Marine City

REVENUE AND EXPENDITURE REPORT FOR CITY OF MARINE CITY

PERIOD ENDING 02/28/2013

PRELIMINARY FINANCIAL STATEMENTS-FEBRUARY 2013

GL NUMBER	DESCRIPTION	2012-13 ORIGINAL BUDGET	2012-13 AMENDED BUDGET	END BALANCE 02/28/2013 NORM (ABNORM)	ACTIVITY FOR MONTH 02/28/2 INCR (DECR)	Y
Fund 251 - TIFA 2						
Revenues						
Dept 000.000						
251-000.000-402.000	CURRENT PROPERTY TAX	81,475.00	81,475.00	70,814.85	0.00	
251-000.000-669.000	INTEREST	625.00	625.00	211.18	24.37	
Total Dept 000.000		82,100.00	82,100.00	71,026.03	24.37	
TOTAL Revenues		82,100.00	82,100.00	71,026.03	24.37	
Expenditures						
Dept 000.000						
251-000.000-740.000	GENERAL SUPPLY	23,000.00	23,000.00	0.00	0.00	
251-000.000-801.000	PROFESSIONAL SERV.	15,000.00	15,000.00	1,275.00	0.00	
251-000.000-801.100	ADMINISTRATIVE SERVICES	31,800.00	31,800.00	31,800.00	0.00	
251-000.000-880.000	COMMUNITY PROMOTION	7,000.00	7,000.00	2,979.16	1,250.00	
251-000.000-901.000	ADVERTISING	1,000.00	1,000.00	0.00	0.00	
251-000.000-970.000	CAPITAL OUTLAY	200,000.00	200,000.00	0.00	0.00	
251-000.000-970.000-PHASE I-C	CAPITAL OUTLAY	0.00	0.00	13,849.76	13,849.76	
251-000.000-999.000	CONTRIBUTION TO OTHER FUNDS	35,000.00	35,000.00	35,000.00	0.00	
Total Dept 000.000		312,800.00	312,800.00	84,903.92	15,099.76	
TOTAL Expenditures		312,800.00	312,800.00	84,903.92	15,099.76	
Fund 251:						
TOTAL REVENUES		82,100.00	82,100.00	71,026.03	24.37	
TOTAL EXPENDITURES		312,800.00	312,800.00	84,903.92	15,099.76	
NET OF REVENUES & EXPENDITURES		(230,700.00)	(230,700.00)	(13,877.89)	(15,075.39)	

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User: McDonald  
DS: Marine City

BALANCE SHEET FOR CITY OF MARINE CITY  
Period Ending 02/28/2013  
PRELIMINARY FINANCIAL STATEMENTS-FEBRUARY 2013

Page: 7/20

Fund 252 TIFA 3

GL Number	Description	Balance
*** Assets ***		
252-000.000-001.001	CASH	879,214.77
Total Assets		<u>879,214.77</u>
*** Liabilities ***		
252-000.000-200.000	ACCOUNTS PAYABLE	1,250.00
Total Liabilities		<u>1,250.00</u>
*** 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		<u>865,228.78</u>
Beginning Fund Balance		865,228.78
Net of Revenues VS Expenditures		12,735.99
Ending Fund Balance		877,964.77
Total Liabilities And Fund Balance		879,214.77

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 DB: Marine City

REVENUE AND EXPENDITURE REPORT FOR CITY OF MARINE CITY

PERIOD ENDING 02/28/2013

PRELIMINARY FINANCIAL STATEMENTS-FEBRUARY 2013

GL NUMBER	DESCRIPTION	2012-13 ORIGINAL BUDGET	2012-13 AMENDED BUDGET	END BALANCE 02/28/2013 NORM (ABNORM)	ACTIVITY FOR MONTH 02/28/2 INCR (DECR)	Y
Fund 252 - TIFA 3						
Revenues						
Dept 000.000						
252-000.000-402.000	CURRENT PROPERTY TAX	238,950.00	238,950.00	194,107.82	0.00	
252-000.000-665.000	INTEREST	1,200.00	1,200.00	450.97	52.82	
Total Dept 000.000		240,150.00	240,150.00	194,558.79	52.82	
TOTAL Revenues		240,150.00	240,150.00	194,558.79	52.82	
Expenditures						
Dept 000.000						
252-000.000-740.000	GENERAL SUPPLY	27,000.00	27,000.00	0.00	0.00	
252-000.000-801.000	PROFESSIONAL SERV.	25,000.00	25,000.00	1,835.00	0.00	
252-000.000-801.100	ADMINISTRATIVE SERVICES	63,600.00	63,600.00	63,600.00	0.00	
252-000.000-880.000	COMMUNITY PROMOTION	10,000.00	10,000.00	3,688.30	1,250.00	
252-000.000-901.000	ADVERTISING	1,000.00	1,000.00	0.00	0.00	
252-000.000-970.000	CAPITAL OUTLAY	500,000.00	500,000.00	0.00	0.00	
252-000.000-970.000-PHASE I-C	CAPITAL OUTLAY	0.00	0.00	27,699.50	27,699.50	
252-000.000-999.000	CONTRIBUTION TO OTHER FUNDS	85,000.00	85,000.00	85,000.00	0.00	
Total Dept 000.000		711,600.00	711,600.00	181,822.80	28,949.50	
TOTAL Expenditures		711,600.00	711,600.00	181,822.80	28,949.50	
Fund 252:						
TOTAL REVENUES		240,150.00	240,150.00	194,558.79	52.82	
TOTAL EXPENDITURES		711,600.00	711,600.00	181,822.80	28,949.50	
NET OF REVENUES & EXPENDITURES		(471,450.00)	(471,450.00)	12,735.99	(28,896.68)	