

City of Marine City

Tax Increment Finance Authority

Meeting Date: Tuesday, August 18, 2015; 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, Rebecca Bryson, Robert Lepley, Charles Seigneurie, Scott Tisdale, and Robert Weisenbaugh; and, Acting City Manager Donald Tillery
4. **Approve Agenda (Additions / Deletions)**
5. **Approve Minutes**
 - A. T.I.F.A. Regular Meeting ~ July 21, 2015
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. Parking Discussion
 - B. Library Request for Assistance ~ Lighting
 - C. Flag Poles
9. **New Business**
 - A. Friends of City Hall Request for Assistance ~ Heritage Days
10. **Financial Business**
 - A. Invoice Approval:
 - Strategic Communication Solutions ~ Invoice #1910
 - Montana Lettering, Inc. ~ Order #1514803
11. **Adjournment**

**City of Marine City
Tax Increment Finance Authority
July 21, 2015**

*Prior to meeting being called to order, Craig May and Frederick Babchek were sworn into office
by City Clerk, Kristen Baxter*

A regular meeting of T.I.F.A. was held in the Fire Hall, 200 South Parker Street, Marine City, Michigan, on Tuesday, July 21, 2015, and was called to order at 4:00 PM by Chairperson May.

Present: Chairperson May; Board Members Babchek, Bryson, Lepley, Seigneurie, and Tisdale; Acting City Manager Tillery; City Clerk Baxter, Deputy Clerk McDonald

Absent: Board Member Weisenbaugh

Approve Agenda

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

Approve Minutes

Motion by Board Member Lepley, seconded by Board Member Bryson, to approve the Minutes of the Regular Tax Increment Finance Authority Meeting held June 16, 2015, as presented. All Ayes. Motion Carried.

Communications

No Communications were received.

Public Comment

Michael Hilfinger, of Strategic Communication Solutions, presented an Optimal LED Proposal where lighting in all city buildings would transition to light emitting diode (LED) fixtures and bulbs. The energy efficient bulbs are guaranteed with a 10-year warranty and have a lifespan of 20-years. At a cost of roughly \$49,000 (with installation included), Mr. Hilfinger approximated payback to be within two years. Energy savings are anticipated to be approximately \$25,000 a year, and \$124,985 over the course of 5-years.

Unfinished Business

Parking Discussion

A preliminary Downtown Parking Proposal was presented to the Board as a point to start discussion on the need for additional downtown parking. Board Member Lepley stated that the proposal provides for 28 additional parking spaces on South Water Street. The proposal also showed that converting South Market Street to a one-way street would double the number of current parking spaces.

Board Member Tisdale inquired if a survey could be completed to see what the city's parking needs would be in the future. Department of Public Works Superintendent, Michael Itrich, informed the Board that Ken Kingsley of Tetra Tech may have completed a recent traffic study. Mr. Itrich said he would contact Tetra Tech and inquire about it.

New Business

Library Request for Assistance

A. Lighting

Lois Kaufman, Marine City Branch Leader, requested assistance from the TIFA Board for additional lighting for a dark corner in the children's area of the library. A proposal was submitted from Conna Electric, in the amount of \$950.00, to install (2) florescent light fixtures and (1) 120- volt outlet. A discussion ensued on whether to have the florescent fixtures installed, or upgrade to LED for energy savings. It was decided that additional bids should be solicited.

Motion by Chairperson May, seconded by Board Member Bryson, to table the lighting bid, pending further proposals. All Ayes. Motion Carried.

B. Parking Lot Maintenance

A bid for crack repair, cleaning, and restriping of the library parking lot was provided in the amount of \$1,488.00.

Motion by Board Member Seigneurie, seconded by Board Member Lepley, to accept the proposed bid for parking lot repair, not to exceed \$1,488.00. All Ayes. Motion Carried.

Financial Business

Invoice Approval

Motion by Board Member Lepley, seconded by Board Member Babchek, to approve Strategic Communication Solutions Invoice #1903. All Ayes. Motion Carried.

Motion by Board Member Tisdale, seconded by Chairperson May, to approve Infuz, Ltd Invoice #200892. All Ayes. Motion Carried.

Motion by Board Member Babchek, seconded by Board Member Bryson, to approve Economic Development Alliance of St. Clair County Invoice #4131. All Ayes. Motion Carried.

Motion by Board Member Tisdale, seconded by Chairperson May, to approve Marine City Nursery Invoice #1059925. All Ayes. Motion Carried.

Motion by Board Member Tisdale, seconded by Board Member Babchek, to approve Gardens & Beyond Greenhouses Invoice dated June 6, 2015. All Ayes. Motion Carried.

Motion by Board Member Seigneurie, seconded by Board Member Bryson, to approve (2) Bronner's Invoices #050553 & #050554. All Ayes. Motion Carried.

Preliminary Financial Statements

Motion by Board Member Lepley, seconded by Board Member Babchek, to accept the Preliminary Financial Statements for May & June, 2015, and place them on file. All Ayes. Motion Carried.

Adjournment

Motion by Board Member Babchek, seconded by Board Member Tisdale, to adjourn at 4:56 pm. All Ayes. Motion Carried.

Respectfully submitted,

Kristen Baxter
City Clerk

BC



**CITY OF
MARINE CITY**
DEPARTMENT OF PUBLIC WORKS

303 S. Water Street
MARINE CITY, MICHIGAN 48039
(810) 765-9711 • Fax (810) 765-1796

TO: MARINE CITY T.I.F.A. BOARD

FROM: MICHAEL ITRICH
D.P.W. SUPERINTENDENT

DATE: August 11, 2015

SUBJECT: FLAG POLES, LEAF SUCKER

Dear Board Members,

I have been working with Jessie White from the V.F.W. regarding the flag poles. The V.F.W. is going to purchase the 35' flag pole; therefore, we need to only buy 2 poles for the park. We both would like to purchase the poles from *AAROW SIGNS* in Lakeport, MI. Our cost would be \$3,200.00, which includes the installation of all three poles. The flag pole that is there now will be moved to the Police Department.

The leaf sucker I am looking to purchase is the SCAG Giant-Vac, which has an industrial tow behind truck loader. The cost for this would be between \$10,500.00 and \$12,000.00 depending on the accessories that might need to be bought. Possible accessories needed include, extra belts , cones, ect.

Respectfully,

A handwritten signature in cursive script that reads "Michael Itrich".

Michael Itrich
DPW Superintendent

Michael Itrich

From: aarow sign [aarowsign@aol.com]
Sent: Tuesday, August 04, 2015 10:19 AM
To: Michael Itrich
Subject: flagpoles

HI Mike

Clear anodized Aluminum Commercial Flagpoles

2 - 30' above ground 33' overall , 5" base dia , .125 wall thickness, gold ball, revolving truck pulley, rope, snaps, cleat, flash collar, ground sleeve, usa 5x8' USA nylon flag.

Poles rated for wind speeds

30' - unflagged 104mph flagged 85 mph

All poles Installed - you digging the base holes - we are putting in concrete and tipping poles
\$3200.00

****Minimum of 50% due upon order - balance due upon completion ****

You are responsible for contacting miss dig for the location you would like the flagpoles installed

We are not responsible for any underground obstructions

Delivery of flagpole and installation - approximately two weeks from order - weather pending!

Thank you for the opportunity to bid on this project -

We look froward to hearing from you

Sincerely,
Cheryl Lawrence

AAROW SIGNS, Inc.
Flags N More, Inc.
7077 Lakeshore Rd Ste B
Lakeport, MI 48059
1-810-385-8363 p
1-810-320-9527 f
www.aarowsign.com
aarowsign@aol.com
~~~~~  
[www.flagsnmore.com](http://www.flagsnmore.com)  
[flagsnmore@aol.com](mailto:flagsnmore@aol.com)

9-A

August 4, 2015

**TIFA Financial Request  
City of Marine City  
303 S. Water St.  
Marine City, Michigan 48039**

**“Friends of City Hall”, is a non-profit organization dedicated to the preservation, renovation, and maintenance of our City Hall at 300 Broadway.  
Our Tax exempt number is : 38-384-3080.**

**This year’s Heritage Days is planned for September 19 & 20.  
It is a two day event, and is being well received by the greater community.  
Every cent that is raised can only be used for our stated purpose.**

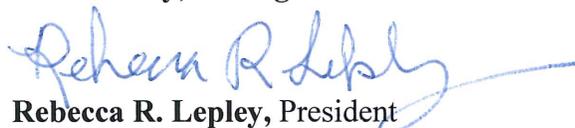
**The cost of the event is, approximately \$6,000.00 . (some participants donate back)  
We anticipate well over 1,500 people if the weather is kind. We are stretching our budget to cover the majority of the cost.**

**We respectfully request a grant in the amount of, \$2,000, to help cover the cost of Printing, Advertising, Promotion and support necessities.**

**All of these expenses also promote the City of Marine City and we believe are in line with the investment of TIFA monies in the ongoing development of our businesses and city services.**

**Sincerely,**

**Friends of City Hall  
P. O. Box 283  
Marine City, Michigan 48039**



**Rebecca R. Lepley, President  
539 N. William St.  
Marine City, Michigan 48039  
810-765-1296**

**RECEIVED  
AUG 06 2015**

**City of Marine City**

10-A

# Memo

To: TIFA Board Members  
From: Mary Ellen McDonald, CPFA/MiCPT  
Finance Director/Treasurer  
Date 7/21/15  
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 #1910</b>                 | <b>\$5,000.00</b>                |
| <b>(Retainer Fee-Consulting Services for August 2015)</b> |                                      |                                  |
| <b>A/C #251-000.000-801.000</b>                           |                                      | <b>\$1,666.67 (TIFA #2 Fund)</b> |
| <b>(BUDGET AMOUNT - \$0.00</b>                            | <b>YTD Expenditures - \$1,666.67</b> | <b>Strategic</b>                 |
| <b>Comm. Solutions, Inc. Only)</b>                        |                                      |                                  |
| <b>A/C #252-000.000-801.000</b>                           |                                      | <b>\$3,333.33 (TIFA #3 Fund)</b> |
| <b>(BUDGET AMOUNT - \$0.00</b>                            | <b>YTD Expenditures - \$3,333.33</b> | <b>Strategic</b>                 |
| <b>Comm. Solutions, Inc. Only)</b>                        |                                      |                                  |

**NOTE: TIFA BOARD APPROVED EXTENSION OF CONTRACT THRU NOVEMBER 30, 2015.**

If you have any questions, please contact me.

Thank you

Strategic Communication Solutions, Inc.

27780 Novi Road  
Suite 200  
Novi, MI 48377-3427

# Invoice

| Date     | Invoice # |
|----------|-----------|
| 8/1/2015 | 1910      |

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

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

| Description                                                                                                                                   | Amount            |
|-----------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| Enclosed is our retainer statement for the period of August, 2015 for consulting services rendered by Strategic Communication Solutions, Inc. | 5,000.00          |
|                                                           |                   |
| <b>Total</b>                                                                                                                                  | <b>\$5,000.00</b> |

# Memo

To: TIFA Board Members  
From: Mary Ellen McDonald, CPFA/MiCPT  
Finance Director/Treasurer  
Date 8/12/15  
Re: Invoice Approval

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

**Montana Lettering, Inc.    Order #1514803            \$544.99**  
**(VISA)**  
**(Replace Lettering on Marine City Police Department Building)**

**A/C #252-000.000-740.000            \$544.99 (TIFA #3 Fund)**  
**(BUDGET AMOUNT - \$20,000.00 YTD Expenditures - \$2,699.99)**

**NOTE: TIFA Board Approved Expenditure at Meeting June 16, 2015)**

If you have any questions, please contact me.

Thank you

# Montana Lettering Inc.

Products ship from various locations including:

Virginia-Minnesota-Iowa-Texas-Nevada & Montana

(/)

**Manufacturer & Distributor since 1999**

🏠 WELCOME!

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👤 ACCOUNT

🔍 SEARCH

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HOME (INDEX.HTML) > SHOPPING CART

## Order #1514803

*OK ME*

Order #1514803 was placed on 07-23-2015 and is currently Pending Review.

If you have any questions, please feel free to contact us (/contact), our customer service center is working for you 24/7.

Product

Quantity

Total

Order subtotal \$525.00

Shipping and handling \$19.99

Tax \$

Total \$



| Product                                                                                                                                                                                                                                                                                                                                                                                                | Quantity | Total           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-----------------|
| <ul style="list-style-type: none"> <li>• Product: Vacuum Formed Plastic</li> <li>• Characters: MARINE CITY POLICE</li> <li>• Size: 9 Inch</li> <li>• Font: Antique Olive Medium</li> <li>• Color: 2050 Dark Blue</li> <li>• Mounting: Combo All Mount</li> <li>• Stud Length: Factory Set</li> <li>• Standoff: 1/2 Inch</li> <li>• Mortar Gap: N/A</li> <li>• Mounting Pattern: Add Pattern</li> </ul> | 1        | \$300.00        |
| <ul style="list-style-type: none"> <li>• Product: Vacuum Formed Plastic</li> <li>• Characters: POLICE</li> <li>• Size: 9 Inch</li> <li>• Font: Antique Olive Medium</li> <li>• Color: 2050 Dark Blue</li> <li>• Mounting: Combo All Mount</li> <li>• Stud Length: Factory Set</li> <li>• Standoff: 1/2 Inch</li> <li>• Mortar Gap: N/A</li> <li>• Mounting Pattern: Add Pattern</li> </ul>             | 2        | \$112.50        |
| <b>Order subtotal</b>                                                                                                                                                                                                                                                                                                                                                                                  |          | <b>\$525.00</b> |
| <b>Shipping and handling</b>                                                                                                                                                                                                                                                                                                                                                                           |          | <b>\$19.99</b>  |
| <b>Tax</b>                                                                                                                                                                                                                                                                                                                                                                                             |          | <b>\$0.00</b>   |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                           |          | <b>\$544.99</b> |

## Billing address

mike itrach  
city of marine city  
303 s water  
marine city, MI. 48039  
8107659711

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## Order summary

Shipping and additional costs are calculated based on the values you have entered.

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### Pages

[What We Do & Don't Do \(about.html\)](#)  
[Return Policy \(returns-warranty.html\)](#)  
[FAQ \(faq.html\)](#)  
[Legal \(legal.html\)](#)  
[Contact us \(/contact\)](#)

### User section

[Login \(/checkout/account\)](#)  
[Register \(/checkout/account\)](#)

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### Top categories

#### Plastic

[Metal Faced Acrylic \(metal-face-acrylic-letters.php\)](#)  
[Cut Acrylic \(acrylic-letters.php\)](#)  
[Vacuum Formed Plastic \(vacuum-formed-plastic-letters.php\)](#)

#### Metal

[Satin & Painted Aluminum \(painted-aluminum.php\)](#)



[Cast Aluminum \(Cast-Aluminum-Letters.php\)](#)  
[Cut Stainless Steel \(cut-steel-letters.php\)](#)

## Where to find us

Montana Lettering Inc.  
391 Wildrose Road  
Opheim  
Montana  
59250

[Go to contact page \(/contact\)](/contact)

## Articles and Tips

[Installation Video's \(s\\_installation.htm\)](#)  
[Free Samples? \(sample-sign-letters.html\)](#)  
[Embedding Letters in Concrete \(embedding-sign-letters-in-concrete.html\)](#)  
[Anything in Stock? \(why-are-sign-letters-never-in-stock.html\)](#)  
[How much does a letter cost? \(how-much-does-a-letter-cost.html\)](#)  
[Do I really need a Mounting Pattern? \(do-i-really-need-a-mounting-pattern.html\)](#)  
[Why do my letters have different heights? \(why-are-some-letters-taller.html\)](#)

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Payment Accepted: 

