

City of Marine City

Tax Increment Finance Authority

Meeting Date: Tuesday, January 20, 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; 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 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**
9. **New Business**
 - A. 2015 Summer Flower Program
 - B. 2015-2016 Budget Worksheets (to be distributed at meeting)
10. **Financial Business**
 - A. Invoice Approval:
 - McBride-Manley & Company, PC ~ Invoice #8622
 - B. Preliminary Financial Statements ~ December, 2014
11. **Adjournment**

**City of Marine City
Tax Increment Finance Authority
December 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, December 16, 2014, and was called to order at 4:00 PM by Chairperson May.

Present: Chairperson May; Board Members Babchek, Lepley; City Clerk Baxter

Absent: Board Members Tisdale and Weisenbaugh; City Manager Gabor

Approve Agenda

The following items were added to Agenda:

Financial Business:

- #10-A Strategic Communications Solutions, Inc. ~ Invoice #1860
- #10-B Preliminary Financial Statements ~ November, 2014

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

Approve Minutes

Motion by Board Member Babchek, seconded by Chairperson May, to approve the Minutes of the Regular Tax Increment Finance Authority Meeting held November 18, 2014. All Ayes. Motion Carried.

Communications

No Communications were received.

Public Comment

No members of the public addressed the Board.

Unfinished Business

Strategic Communication Solutions, Inc. ~ Update

Michael Hilfinger of Strategic Communication Solutions, Inc. announced that the Brownfield Redevelopment Authority had approved a Phase I Environmental Study on South Belle River Road.

Financial Business

Invoice Approval

Motion by Board Member Lepley, seconded by Board Member Babchek, to approve Dornbos Sign, Inc., Invoices: #INV18228, #INV18245, #INV18246. All Ayes. Motion Carried.

Motion by Chairperson May, seconded by Board Member Babchek, to approve Friends of City Hall, Invoice dated 11-21-2014. All Ayes. Motion Carried.

Motion by Chairperson May, seconded by Board Member Lepley, to approve Strategic Communication Solutions, Inc. Invoice #1860. All Ayes. Motion Carried.

Preliminary Financial Statements

Motion by Board Member Lepley, seconded by Chairperson May, to accept the Preliminary Financial Statements for October & November, 2014, and place them on file. All Ayes. Motion Carried.

Adjournment

Motion by Chairperson May, seconded by Board Member Babchek, to adjourn at 4:22 pm. All Ayes. Motion Carried.

Respectfully submitted,

Kristen Baxter
City Clerk

9-A



City Of Marine City
303 S. Water St.
Marine City, MI. 48039

Contact: Bob DeCock 586-405-9231

Jan. 6th. 2015

Quote Only

65 – 24" Flower Baskets @ \$58.00 ea. = \$3,770.00

4 - Bags Of Fertilizer @ \$45.00 ea. = \$180.00

Grand Total = \$3,950.00

50% deposit = -\$1,975.00

Remainder due Net 30 = \$1,975.00

Make Check payable to Gardens & Beyond

Thank You for your Business

*If approved, the Marine City Garden Club will purchase the plant material for the barrels outside of this grower to cut down on expenses at a cost of approximately \$650 like we did last year. jf

Memo

To: TIFA Board Members
 From: Mary Ellen McDonald, CPFA/MiCPT
 Finance Director/Treasurer
 Date 1/7/15
 Re: Invoice Approval

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

McBride-Manley	Invoice #8622	\$4,235.00
(Examination of books and records/Preparation of Audited Financial Statements)		
A/C #250-000.000-801.000		\$985.00 (TIFA #1 Fund)
(BUDGET AMOUNT - \$1,000.00 YTD Expenditures - \$0.00)		
A/C #251-000.000-801.000		\$1,350.00 (TIFA #2 Fund)
(BUDGET AMOUNT - \$1,350.00 YTD Expenditures - \$0.00 Auditing Services Only)		
A/C #252-000.000-801.000		\$1,900.00 (TIFA #3 Fund)
(BUDGET AMOUNT - \$1,940.00 YTD Expenditures - \$0.00 Auditing Services Only)		

If you have any questions, please contact me.

Thank you

McBride - Manley
& COMPANY P.C.



CERTIFIED PUBLIC
ACCOUNTANTS

Certified Public Accountants

1115 S. PARKER STREET

(810) 765-4700

MARINE CITY MI 48039

CITY OF MARINE CITY
303 S WATER STREET
MARINE CITY, MI 48039

Date: 12/30/2014

Invoice: 8622
Client Id: MARIN

Examination of books and records for the year ended
June 30, 2014.

Preparation of audited financial statements for the
year ended June 30, 2014.

By Fund:

General Fund	\$ 15,095
Water & Sewer Fund	8,000
Major Street Fund	515
Local Street Fund	515
TIFA #1	985
TIFA #2	1,350
TIFA #3	1,900
	<u>\$ 28,360</u>

Total Invoice	\$ 28,360.00
Less Preliminary Payment	<u>(10,660.50)</u>
Current Amount Due	<u>\$ 17,699.50</u>

PAYABLE WITHIN 30 DAYS OF RECEIPT. ALL AMOUNTS NOT PAID WITHIN 60 DAYS OF INVOICE DATE WILL BE
SUBJECT TO A FINANCE CHARGE OF 1% PER MONTH.

Memo

To: TIFA Board Members
From: Mary Ellen McDonald, CPFA/MiCPT
Finance Director/Treasurer
Date 1/12/15
Re: **PRELIMINARY FINANCIAL STATEMENTS FOR DECEMBER 2014**

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

Thank you

10-33

Fund 250 TIFA 1

GL Number	Description	Balance
*** Assets ***		
250-000.000-001.001	CASH	35,873.70
Total Assets		35,873.70
*** Liabilities ***		
250-000.000-200.000	ACCOUNTS PAYABLE	985.00
Total Liabilities		985.00
*** Fund Balance ***		
250-000.000-353.027	DESIGNATED FUNDS-STREET SCAPE	10,000.00
250-000.000-390.000	Fund Balance	27,874.65
Total Fund Balance		37,874.65
Beginning Fund Balance		37,874.65
Net of Revenues VS Expenditures		(2,985.95)
Ending Fund Balance		34,888.70
Total Liabilities And Fund Balance		35,873.70

PRELIMINARY
FINANCIAL
STATEMENTS
DECEMBER 2014

PERIOD ENDING 12/31/2014

PRELIMINARY FINANCIAL STATEMENTS-DECEMBER 2014

GL NUMBER	DESCRIPTION	2014-15 ORIGINAL BUDGET	2014-15 AMENDED BUDGET	YTD BALANCE 12/31/2014 NORM (ABNORM)	ACTIVITY FOR MONTH 12/31/2 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	63,400.00	63,400.00	48,380.97	0.00	0.00	15,019.03	76.31
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	48,381.99	0.00	0.00	15,048.01	76.28
TOTAL Revenues		63,430.00	63,430.00	48,381.99	0.00	0.00	15,048.01	76.28
Expenditures								
Dept 000.000								
250-000.000-702.000	WAGES-FULL TIME	0.00	0.00	55.25	55.25	0.00	(55.25)	100.00
250-000.000-703.000	WAGES-PART TIME	0.00	0.00	32.50	32.50	0.00	(32.50)	100.00
250-000.000-715.000	FICA-EMPLOYER	0.00	0.00	6.72	6.72	0.00	(6.72)	100.00
250-000.000-740.000	GENERAL SUPPLY	15,000.00	15,000.00	928.47	0.00	0.00	14,071.53	6.19
250-000.000-801.000	PROFESSIONAL SERV.	1,000.00	1,000.00	985.00	985.00	0.00	15.00	98.50
250-000.000-801.100	ADMINISTRATIVE SERVICES	10,600.00	10,600.00	10,600.00	10,600.00	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	4,000.00	4,000.00	3,200.00	0.00	0.00	800.00	80.00
250-000.000-970.000-FACADE-III	CAPITAL OUTLAY	0.00	0.00	1,500.00	0.00	0.00	(1,500.00)	100.00
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	150.00	0.00	0.00	125.00	54.55
Total Dept 000.000		73,475.00	73,475.00	51,367.94	11,679.47	0.00	22,107.06	69.91
TOTAL Expenditures		73,475.00	73,475.00	51,367.94	11,679.47	0.00	22,107.06	69.91
Fund 250 - TIFA 1:								
TOTAL REVENUES		63,430.00	63,430.00	48,381.99	0.00	0.00	15,048.01	76.28
TOTAL EXPENDITURES		73,475.00	73,475.00	51,367.94	11,679.47	0.00	22,107.06	69.91
NET OF REVENUES & EXPENDITURES		(10,045.00)	(10,045.00)	(2,985.95)	(11,679.47)	0.00	(7,059.05)	29.73

PRELIMINARY
 FINANCIAL
 STATEMENTS
 DECEMBER 2014

Fund 251 TIFA 2

GL Number	Description	Balance
*** Assets ***		
251-000.000-001.001	CASH	322,360.87
Total Assets		<u>322,360.87</u>
*** Liabilities ***		
251-000.000-200.000	ACCOUNTS PAYABLE	1,350.00
Total Liabilities		<u>1,350.00</u>
*** Fund Balance ***		
251-000.000-390.000	Fund Balance	340,459.40
Total Fund Balance		<u>340,459.40</u>
Beginning Fund Balance		340,459.40
Net of Revenues VS Expenditures		(19,448.53)
Ending Fund Balance		321,010.87
Total Liabilities And Fund Balance		<u>322,360.87</u>

PRELIMINARY
FINANCIAL
STATEMENTS
DECEMBER 2014

PERIOD ENDING 12/31/2014

PRELIMINARY FINANCIAL STATEMENTS-DECEMBER 2014

GL NUMBER	DESCRIPTION	2014-15 ORIGINAL BUDGET	2014-15 AMENDED BUDGET	YTD BALANCE 12/31/2014 NORM (ABNORM)	ACTIVITY FOR MONTH 12/31/2 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	32,775.00	32,775.00	26,415.37	0.00	0.00	6,359.63	80.60
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	26,424.43	0.00	0.00	6,525.57	80.20
TOTAL Revenues		32,950.00	32,950.00	26,424.43	0.00	0.00	6,525.57	80.20
Expenditures								
Dept 000.000								
251-000.000-702.000	WAGES-FULL TIME	0.00	0.00	55.25	55.25	0.00	(55.25)	100.00
251-000.000-703.000	WAGES-PART TIME	0.00	0.00	32.50	32.50	0.00	(32.50)	100.00
251-000.000-715.000	FICA-EMPLOYER	0.00	0.00	6.71	6.71	0.00	(6.71)	100.00
251-000.000-740.000	GENERAL SUPPLY	15,000.00	15,000.00	928.48	0.00	0.00	14,071.52	6.19
251-000.000-801.000	PROFESSIONAL SERV.	10,000.00	10,000.00	11,350.02	3,016.67	0.00	(1,350.02)	113.50
251-000.000-801.100	ADMINISTRATIVE SERVICES	30,000.00	30,000.00	30,000.00	30,000.00	0.00	0.00	100.00
251-000.000-880.000	COMMUNITY PROMOTION	5,000.00	5,000.00	3,500.00	0.00	0.00	1,500.00	70.00
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	45,872.96	33,111.13	0.00	85,127.04	35.02
TOTAL Expenditures		131,000.00	131,000.00	45,872.96	33,111.13	0.00	85,127.04	35.02
Fund 251 - TIFA 2:								
TOTAL REVENUES		32,950.00	32,950.00	26,424.43	0.00	0.00	6,525.57	80.20
TOTAL EXPENDITURES		131,000.00	131,000.00	45,872.96	33,111.13	0.00	85,127.04	35.02
NET OF REVENUES & EXPENDITURES		(98,050.00)	(98,050.00)	(19,448.53)	(33,111.13)	0.00	(78,601.47)	19.84

PRELIMINARY
 FINANCIAL
 STATEMENTS
 DECEMBER 2014

Fund 252 TIFA 3

GL Number	Description	Balance
*** Assets ***		
252-000.000-001.001	CASH	705,426.44
Total Assets		705,426.44
*** Liabilities ***		
252-000.000-200.000	ACCOUNTS PAYABLE	1,900.00
Total Liabilities		1,900.00
*** Fund Balance ***		
252-000.000-353.025	DESIGNATED FUNDS-LAND ACQUISITION	152,725.21
252-000.000-390.000	Fund Balance	572,881.15
Total Fund Balance		725,606.36
Beginning Fund Balance		725,606.36
Net of Revenues VS Expenditures		(22,079.92)
Ending Fund Balance		703,526.44
Total Liabilities And Fund Balance		705,426.44

PRELIMINARY
FINANCIAL
STATEMENTS
DECEMBER 2014

PERIOD ENDING 12/31/2014

PRELIMINARY FINANCIAL STATEMENTS-DECEMBER 2014

GL NUMBER	DESCRIPTION	2014-15 ORIGINAL BUDGET	2014-15 AMENDED BUDGET	YTD BALANCE 12/31/2014 NORM (ABNORM)	ACTIVITY FOR MONTH 12/31/2 INCR (DECR)	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BDGT USED
Fund 252 - TIFA 3								
Revenues								
Dept 000.000								
252-000.000-402.000	CURRENT PROPERTY TAX	80,975.00	80,975.00	69,730.96	0.00	0.00	11,244.04	86.11
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	69,750.27	0.00	0.00	11,549.73	85.79
TOTAL Revenues		81,300.00	81,300.00	69,750.27	0.00	0.00	11,549.73	85.79
Expenditures								
Dept 000.000								
252-000.000-702.000	WAGES-FULL TIME	0.00	0.00	59.50	59.50	0.00	(59.50)	100.00
252-000.000-703.000	WAGES-PART TIME	0.00	0.00	35.00	35.00	0.00	(35.00)	100.00
252-000.000-715.000	FICA-EMPLOYER	0.00	0.00	7.23	7.23	0.00	(7.23)	100.00
252-000.000-740.000	GENERAL SUPPLY	20,000.00	20,000.00	928.48	0.00	0.00	19,071.52	4.64
252-000.000-801.000	PROFESSIONAL SERV.	19,000.00	19,000.00	21,899.98	5,233.33	0.00	(2,899.98)	115.26
252-000.000-801.100	ADMINISTRATIVE SERVICES	65,400.00	65,400.00	65,400.00	65,400.00	0.00	0.00	100.00
252-000.000-880.000	COMMUNITY PROMOTION	7,500.00	7,500.00	3,500.00	0.00	0.00	4,000.00	46.67
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	30,000.00	30,000.00	0.00	0.00	0.00	30,000.00	0.00
252-000.000-970.000-PHASE I-CH	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	91,830.19	70,735.06	0.00	101,069.81	47.61
TOTAL Expenditures		192,900.00	192,900.00	91,830.19	70,735.06	0.00	101,069.81	47.61
Fund 252 - TIFA 3:								
TOTAL REVENUES		81,300.00	81,300.00	69,750.27	0.00	0.00	11,549.73	85.79
TOTAL EXPENDITURES		192,900.00	192,900.00	91,830.19	70,735.06	0.00	101,069.81	47.61
NET OF REVENUES & EXPENDITURES		(111,600.00)	(111,600.00)	(22,079.92)	(70,735.06)	0.00	(89,520.08)	19.78

PRELIMINARY
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 STATEMENTS
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