

# *City of Marine City*

## **Tax Increment Finance Authority**

**Meeting Date: Tuesday, May 19, 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 ~ April 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. 2015 Summer Flower Program
  - B. Small Business Start-up Grant
  - C. Tree Planting Project
9. **New Business**
10. **Financial Business**
  - A. Invoice Approval:
    - US Bank ~ Invoice #3959033
    - Sideline Electric ~
      - Invoice dated 3/5/15
      - Invoice dated 3/5/15
    - Marine City Nursery ~
      - Invoice #1057988
      - Invoice #1057992
11. **Adjournment**

5A

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

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

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

**Absent:** None

**Approve Agenda**

The following additions were made to the Agenda:

- ❖ Unfinished Business ~ Water Street Inn
- ❖ New Business ~ Marine City Sidewalk Inspection Program

Motion by Board Member Seigneurie, seconded by Board Member Lepley, to approve the Agenda, as amended. All Ayes. Motion Carried.

**Approve Minutes**

Motion by Board Member Tisdale, seconded by Board Member Weisenbaugh, to approve the Minutes of the Regular Tax Increment Finance Authority Meeting held March 17, 2015. All Ayes. Motion Carried.

**Communications**

No Communications were received.

## **Public Comment**

No residents addressed the Board.

## **Unfinished Business**

### ***2015 Summer Flower Program***

Motion by Board Member Babchek, seconded by Board Member Seigneurie, to table until DPW Superintendent, Michael Itrich, provides an invoice for mulch at the May 19, 2015, meeting. All Ayes. Motion Carried.

### ***Maritime Days***

The TIFA Board received a request from Melissa Blanchard of the Marine City Maritime Days for assistance with the costs of advertising and printing for this event.

Motion by Board Member Tisdale, seconded by Board Member Seigneurie, to approve providing financial support to Marine City Maritime Days in the amount of \$2,700.00. All Ayes. Motion carried.

### ***Police Department Lighting***

DPW Superintendent, Michael Itrich, provided a quote from Sideline Electric, to replace can lighting with LED lighting, which would improve the visibility of the building.

Motion by Board Member Weisenbaugh, seconded by Board Member Bryson, to accept the bid from Sideline Electric, in the amount of \$1,330.00, for police department lighting. All Ayes. Motion Carried.

The discussion continued with the suggestion of repositioning or relocating the police department sign. The DPW Superintendent to meet with Sideline Electric and the Chief of Police to determine proper location for maximum visibility.

### ***Water Street Inn***

Tom and Kathy Vertin appealed to the TIFA Board for financial support to complete Phase II of the Brownfield Development for 102 Bridge Street, currently known as Terhune's Sales. Mr. & Mrs. Vertin said, prior to purchasing the property for the Water Street Inn and

commencing remedial clean up activities, Phase II must be completed to avoid unexpected contamination and increased costs. The St. Clair County Community Foundation is willing to do a 50% match on the \$20,000 cost. Mr. Vertin said the city's assistance with Phase II would show community involvement.

Motion by Board Member Lepley, seconded by Board Member Babchek, to match the St. Clair County Community Foundation grant, in the amount of \$10,000, for Phase II clean up at 102 Bridge Street. Ayes: Chairperson May, Board Members Babchek, Lepley, Seigneurie, Tisdale, Weisenbaugh. Abstain: Board Member Bryson. Nays: None. Motion Carried.

## **New Business**

### ***Application for Small Business Grant***

A preliminary Business Start-Up Grant Request was presented by Board Member Lepley. Several additions to the document were suggested and the item was tabled until the May 19, 2015 meeting so it could be updated.

### ***Tree Planting Project***

Tabled; no information received.

### ***Sidewalk Inspection Program***

The proposed Sidewalk Inspection Program was discussed with Acting City Manager Tillery appealing to the TIFA Board, on behalf of the City Commission, to use TIFA funds to finance the program. The Sidewalk Inspection Program states that tax payers are responsible for 100% of their sidewalk replacement and the TIFA funds would enable them to spread their payments over a designated period of time, set by the Commission.

Motion by Board Member Weisenbaugh, seconded by Board Member Babchek, to approve \$40,000 from Capital Outlay from TIFA Accounts #2 & #3 to be used for the Sidewalk Inspection Program. All Ayes. Motion Carried.

The Board requested a sidewalk status report be submitted annually.

## **Financial Business**

### ***Invoice Approval***

Motion by Board Member Lepley, seconded by Board Member Bryson, to approve Strategic Communication Solutions, Inc. Invoices #1882 & #1889, in the amount of \$5,000.00 each. All Ayes. Motion Carried.

Motion by Chairperson May, seconded by Board Member Seigneurie, to approve Bronner's Invoice #050313, in the amount of \$1,170.00. All Ayes. Motion Carried.

### ***Preliminary Financial Statements***

Motion by Board Member Weisenbaugh, seconded by Board Member Tisdale, to accept the Preliminary Financial Statements for February & March, 2015, and place them on file. All Ayes. Motion Carried.

### **Adjournment**

Motion by Board Member Bryson, seconded by Board Member Seigneurie, to adjourn at 5:31 pm. All Ayes. Motion Carried.

Respectfully submitted,

Kristen Baxter  
City Clerk

8-B

CITY OF MARINE CITY  
TAX INCREMENT FINANCE AUTHORITY  
BUSINESS START UP GRANT REQUEST

BUSINESS NAME \_\_\_\_\_ DATE \_\_\_\_\_

HISTORY:

Beginning with the 2014 budget, T.I.F.A. set aside \$ 20,000.00 in order to encourage and help business start ups. The goal is to fund up to ten grants of \$ 2,000.00 each in an effort to fill vacant storefronts and encourage new business in appropriate districts in the city, and improve the tax base. Additional benefits include increasing the variety of goods and services thereby improving the quality of life for citizens, attracting visitors and new investment, and increasing commerce. This grant opportunity is in keeping with the stated goals of the T.I.F.A., and in compliance with the 2011 MASTER PLAN (refer Pages 25-36).

REQUIREMENTS FOR REQUEST:

1. Possess an approved Business License.
2. Complete and submit this request to the City Clerk.

The clerk will then attach copies of the Business License Application and the Registration Form, and include in the packet and agenda for the next regular T.I.F.A. Board Meeting.

# City of Marine City, Michigan

303 S. Water Street, Marine City, Michigan 48039

## Business License Application

A Non-Refundable Background Check Fee Due at Time of Filing Application  
\$10.00 Due per Each Background Check

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### **Business Information:**

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Bus. Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Description of Business: \_\_\_\_\_

---

Open Date (**Subject to approval**): \_\_\_\_\_ Non-Profit: Yes No

Number of Employees: Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ # of Seats \_\_\_\_\_

Hours of Operation: From \_\_\_\_\_ to \_\_\_\_\_ M T W Th F S S

Ownership:  Corporation  Individual  Partnership  LLC  Limited

Partnership

Corporation Name: \_\_\_\_\_

State Tax ID: \_\_\_\_\_ Federal ID: \_\_\_\_\_

Value of Initial Stock and Equipment: \$ \_\_\_\_\_

### **Owner Information** (*Must Provide Copy of Government Issued Photo Identification*):

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Driver's License #: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Driver's License #: \_\_\_\_\_

Building Owner: \_\_\_\_\_

Address: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

**Emergency Contact Information (After Hours):**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Alarm Company:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
STREET CITY STATE ZIP

List any Flammable or Toxic Materials Stored in Building \_\_\_\_\_

Provide copies of any necessary paperwork for hazardous substances from any outside agencies.

<p><b>HAS THIS BUSINESS MET ALL COUNTY, STATE AND/OR FEDERAL LICENSING REQUIREMENTS NEEDED TO CONDUCT YOUR BUSINESS?</b></p> <p>YES: _____ NO: _____</p> <p>APPLICANT'S INITIALS: _____</p>
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Provide copies of any other governmental licenses needed to conduct your business.

Special Instructions for Police and Fire Departments: \_\_\_\_\_

Is there hard-surface parking for this business? Yes No

Are you indebted to the City for anything? \_\_\_\_\_

**I hereby certify that I am the owner, or am authorized to act on behalf of the owner, of the above-described business. I further certify that to the best of my knowledge this is a true and correct application, and understand that the falsification of this application is cause for revocation or suspension of this license.**

\_\_\_\_\_  
*Signature & Title of Applicant*

\_\_\_\_\_  
*Dated*

**City Hall Use Only**

\_\_\_\_\_ **NEW BUSINESS**

\_\_\_\_\_ **TRANSFER OWNERSHIP OF EXISTING BUSINESS**

. *Name of Previous Owner(s)* \_\_\_\_\_

\_\_\_\_\_ **TRANSFER OF EXISTING BUSINESS TO NEW LOCATION**

. *Previous Business Location* \_\_\_\_\_

**Background Check Fees:** \$ \_\_\_\_\_ **Date Paid:** \_\_\_\_\_

**License Fee:** \$ \_\_\_\_\_ **Date Paid:** \_\_\_\_\_ **Date Issued:** \_\_\_\_\_

Fee: \$25.00 per \$1,000 of stock and equipment

**BUSINESS LICENSE # ISSUED:** \_\_\_\_\_

**Business Licenses Expire June 30<sup>th</sup> of Each Year.**

**Required Signatures:**

**Fire Marshal:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Police Chief:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**City Manager:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**City Commission:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Building Inspector:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**City Clerk:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**SPECIAL NOTES:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# City of Marine City, Michigan

303 S. Water Street, Marine City, Michigan 48039

## Registration Form

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Bus. Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

### **Emergency Contact Information (After Hours):**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Ownership:     Corporation    Individual    Partnership    LLC    Limited

Partnership

### **Owner Information:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Driver's License #: \_\_\_\_\_

### **Manager / Operator (if different from Owner):**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Driver's License #: \_\_\_\_\_

Hours of Operation:    From \_\_\_\_\_ to \_\_\_\_\_ M T W Th F S S

List any Flammable or Toxic Materials Stored in Building \_\_\_\_\_

Provide copies of any necessary paperwork for hazardous substances from any outside agencies.

Special Instructions for Police and Fire Departments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This registration is in accordance with the Marine City Code of Ordinances, and the standards and conditions as set forth in same. Business registration is required annually. There is no charge for this registration, and you will be mailed your current year's business license upon returning the completed registration form to:

**Kristen Baxter, City Clerk**  
**City of Marine City**  
**303 South Water Street**  
**Marine City, Michigan 48039**  
[kbaxter@marinecity-mi.org](mailto:kbaxter@marinecity-mi.org)  
**810-765-8830**

Contact City Clerk Kristen Baxter at 810-765-8830 with any questions you may have.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Dated*

\_\_\_\_\_  
*Title*



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10-A

# Memo

To: TIFA Board Members  
From: Mary Ellen McDonald, CPFAMiCPT  
Finance Director/Treasurer  
Date 5/8/15  
Re: Invoice Approval

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

**US Bank                      Invoice #3959033                      \$150.00**  
**(Agent Fee-Tax Increment Finance Authority Tax Increment Bonds)**  
**A/C #250-000.000-998.000                      \$150.00 (TIFA #1 Fund)**  
**(BUDGET AMOUNT - \$275.00                      YTD Expenditures - \$150.00)**

If you have any questions, please contact me.

Thank you



Corporate Trust Services  
 EP-MN-WN3L  
 60 Livingston Ave.  
 St. Paul, MN 55107

Invoice Number: 3959033  
 Account Number: 4215\_5  
 Invoice Date: 04/24/2015  
 Direct Inquiries To: JASON FRY  
 Phone: 616-459-3326

CITY OF MARINE CITY  
 ATTN ACCOUNTS PAYABLE  
 300 W WATER STREET  
 MARINE CITY MI 48039

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

The following is a statement of transactions pertaining to your account. For further information, please review the attached.

**STATEMENT SUMMARY**

**PLEASE REMIT BOTTOM COUPON PORTION OF THIS PAGE WITH CHECK PAYMENT OF INVOICE.**

TOTAL AMOUNT DUE \$150.00

All invoices are due upon receipt.

**RECEIVED**  
 MAY 06 2015  
 City of Marine City

Please detach at perforation and return bottom portion of the statement with your check, payable to U.S. Bank.

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

Invoice Number: 3959033  
 Account Number: 4215\_5  
 Current Due: \$150.00  
 Direct Inquiries To: JASON FRY  
 Phone: 616-459-3326

Wire Instructions:  
 U.S. Bank  
 ABA # 091000022  
 Acct # 1-801-5013-5135  
 Trust Acct # 4215\_5  
 Invoice # 3959033  
 Attn: Fee Dept St. Paul

Please mail payments to:  
 U.S. Bank  
 CM-9690  
 PO BOX 70870  
 St. Paul, MN 55170-9690



Corporate Trust Services  
EP-MN-WN3L  
60 Livingston Ave.  
St. Paul, MN 55107

Invoice Number: 3959033  
Invoice Date: 04/24/2015  
Account Number: 4215\_5  
Direct Inquiries To: JASON FRY  
Phone: 616-459-3326

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

Accounts Included 4215\_5

In This Relationship:

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**CURRENT CHARGES SUMMARIZED FOR ENTIRE RELATIONSHIP**

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<b>Detail of Current Charges</b>	<b>Volume</b>	<b>Rate</b>	<b>Portion of Year</b>	<b>Total Fees</b>
07110 Paying Agent/Regist/Trsfr Agnt	1.00	300.00	50.00%	\$150.00
<b>Subtotal Administration Fees - In Arrears 10/01/2014 - 03/31/2015</b>				<b>\$150.00</b>
<b>TOTAL AMOUNT DUE</b>				<b>\$150.00</b>

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# Memo

To: TIFA Board Members  
From: Mary Ellen McDonald, CPFA/MiCPT  
Finance Director/Treasurer  
Date 5/8/15  
Re: Invoice Approval

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

**Sideline Electric                      Invoice Date 5/3/15                      \$1,192.50**  
**(Installed two LED lights on lighthouse)**  
**A/C #250-000.000-970.000                      \$1,192.50 (TIFA #1 Fund)**  
**(BUDGET AMOUNT - \$0.00                      YTD Expenditures - \$0.00)**

**NOTE: Approved expenditure of \$5,000.00 at TIFA Board Meeting 10/21/14 to finish the exterior of the lighthouse**

**Sideline Electric                      Invoice Date 5/3/15                      \$1,330.00**  
**(BUDGET AMOUNT - \$0.00                      YTD Expenditures - \$0.00)**  
**(Replaced recessed cans with LED trims and changed two wallpacks.)**

**NOTE: Approved expenditure of \$5,000.00 at TIFA Board Meeting 10/21/14 to finish the exterior of the lighthouse**

If you have any questions, please contact me.  
Thank you

**SIDELINE ELECTRIC**  
**7838 MARSH ROAD**  
**COTTRELLVILLE, MI 48039**  
(810) 765-4818      (810) 765-7135 fax

**Invoice**

**DATE:**      5/3/2015

**BILL TO:**

City of Marine City  
303 S. Water Street  
Marine City, MI 48039

TIFA  
OK  
MI

**JOB NAME:**

Lighthouse

**JOB DESCRIPTION: 04/23 & 04/30/2015**

Replaced six - four inch recessed cans with LED trims.

Changed two wallpacks on southside of building to LED wall packs.

**JOB COSTS:**

**Material:**      \$930.00  
**Labor:**      \$400.00

**AMOUNT DUE: \$1,330.00**

**SIDELINE ELECTRIC**  
**7838 MARSH ROAD**  
**COTTRELLVILLE, MI 48039**  
(810) 765-4818      (810) 765-7135 fax

**Invoice**

**DATE:**      5/3/2015

**BILL TO:**

City of Marine City  
303 S. Water Street  
Marine City, MI 48039

**JOB NAME:**

Lighthouse

**JOB DESCRIPTION:**      4/24/2015

Installed two LED lights on lighthouse, adjusted to  
shine on city logo.

TIFA  
ok  
MI

**JOB COSTS:**

**Material:**      \$675.00  
**Labor:**      \$517.50

**AMOUNT DUE:** \$1,192.50

# Memo

To: TIFA Board Members  
From: Mary Ellen McDonald, CPFA/MiCPT  
Finance Director/Treasurer  
Date 5/13/15  
Re: Invoice Approval

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

<b>Marine City Nursery Co.</b>	<b>Invoice #1057988</b>	<b>\$240.00</b>
<b>Marine City Nursery Co.</b>	<b>Invoice #1057992</b>	<b>\$240.00</b>

**(“Hardwood” Bark for all City Parks)**

<b>A/C #250-000.000-740.000</b>	<b>\$80.16</b>	<b>(TIFA #1 Fund)</b>
<b>A/C #250-000.000-740.000</b>	<b>\$80.16</b>	<b>(TIFA #1 Fund)</b>
<b>(BUDGET AMOUNT - \$15,000.00</b>	<b>YTD Expenditures - \$928.47)</b>	
<b>A/C #251-000.000-740.000</b>	<b>\$79.92</b>	<b>(TIFA #2 Fund)</b>
<b>A/C #251-000.000-740.000</b>	<b>\$79.92</b>	<b>(TIFA #2 Fund)</b>
<b>(BUDGET AMOUNT - \$15,000.00</b>	<b>YTD Expenditures - \$928.48)</b>	
<b>A/C #252-000.000-740.000</b>	<b>\$79.92</b>	<b>(TIFA #3 Fund)</b>
<b>A/C #252-000.000-740.000</b>	<b>\$79.92</b>	<b>(TIFA #3 Fund)</b>
<b>(BUDGET AMOUNT - \$20,000.00</b>	<b>YTD Expenditures - \$928.48)</b>	

If you have any questions, please contact me.

Thank you

# Marine City Nursery

PO Box 189

Marine City MI 48039

PH: (810) 765-5533 FX: (810) 765-5222

\*\*\*\*\*POS Invoice\*\*\*\*\*

Account No. 1000	Invoice No. 0001057988
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**TO**  
CITY OF MARINE CITY  
ATTN: ACCOUNTS PAYABLE  
303 S WATER STREET  
MARINE CITY MI 48039

**FOR**  
CITY OF MARINE CITY  
ATTN: ACCOUNTS PAYABLE  
303 S WATER STREET  
MARINE CITY MI 48039  
(810) 765-8846

Customer Order No.		Sales Person	Order Date	Requested	Invoice Date	Shipped Via	Terms
		lw wh	4/29/2015		4/29/2015		
Ordered	Shipped	Item No.	Description	Location	Unit Price	Total	
8	8	00010	BARK "HARDWOOD" Cu. Yd. Processed Hardwood Bark <del>LITTLE LEAGUE</del> <i>All Parks</i>		30.000	240.00	
8	8				Line Item Total	240.00	
					Invoice Total	240.00	

OK  
MI  
TIFA

**Marine City Nursery**  
**PO Box 189**  
**Marine City MI 48039**  
 PH: (810) 765-5533 FX: (810) 765-5222

\*\*\*\*\*POS Invoice\*\*\*\*\*

Account No.	Invoice No.
1000	0001057992

**TO**  
 CITY OF MARINE CITY  
 ATTN: ACCOUNTS PAYABLE  
 303 S WATER STREET  
 MARINE CITY MI 48039

**FOR**  
 CITY OF MARINE CITY  
 ATTN: ACCOUNTS PAYABLE  
 303 S WATER STREET  
 MARINE CITY MI 48039  
 (810) 765-8846

Customer Order No.		Sales Person	Order Date	Requested	Invoice Date	Shipped Via	Terms
		lw wh	4/29/2015		4/29/2015		
Ordered	Shipped	Item No.	Description	Location	Unit Price	Total	
8	8	00010	<del>LITTLE LEAGUE</del> All Parks BARK "HARDWOOD" Cu. Yd. Processed Hardwood Bark		30.000	240.00	
8	8				Line Item Total	240.00	
					Invoice Total	240.00	

OK  
MI  
TIFA