

**City of Marine City
Tax Increment Finance Authority
October 18, 2016**

A regular meeting of T.I.F.A. was held in the Fire Hall, 200 South Parker Street, Marine City, Michigan, on Tuesday, October 18, 2016, and was called to order at 4:00 PM by Chairperson May.

After observing a moment of silence, the Pledge of Allegiance was led by Chairperson May.

Present: Chairperson May; Board Members Babchek, Bryson, Lepley, Seigneurie, Tisdale, Weisenbaugh; City Clerk Baxter

Absent: City Manager Leven

Approve Agenda

Motion by Board Member Babchek, seconded by Board Member Weisenbaugh, to add the following to the Agenda:

- Item 6-A Strategic Communication Solutions Update

All Ayes. Motion Carried.

Motion by Board Member Babchek, seconded by Board Member Weisenbaugh, 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 September 20, 2016, as presented. All Ayes. Motion Carried.

Communications

The following Communication was received:

- Strategic Communication Solutions ~ Update

Motion by Chairperson May, seconded by Board Member Seigneurie, to receive and file the Communication. All Ayes. Motion Carried.

Public Comment

None.

Unfinished Business

Economic Development Alliance

Dan Casey, CEO of Economic Development Alliance of St. Clair County, made a presentation to the Board of how the Economic Development Alliance functions, and how it could benefit Marine City. Mr. Casey said it was his goal to find out what kind of support the community wanted going forward.

Grant Writing Consultant

A sub-committee consisting of Chairperson May, Board Member Babchek, and Board Member Lepley, made the recommendation of contracting with Linda Davis-Kirksey of Davis-Kirksey Associates as a Grant Writing Consultant. Board Member Lepley said that Davis-Kirksey seemed to be a better fit for the city, had a lower fee, and met all required criteria, including familiarity with state legislation. He reported that he made contact with references provided by Davis-Kirksey and they provided glowing recommendations.

Chairperson May concurred and said that Linda Davis-Kirksey displayed a lot of enthusiasm.

Motion by Board Member Weisenbaugh, seconded by Board Member Seigneurie, to hire Davis-Kirksey Associates, Inc. as a grant writer for the City of Marine City, pending contract approval by the City Attorney. All Ayes. Motion Carried.

A start date of November 1, 2016 was set, if contract approval from the City Attorney was complete.

New Business Start-up Grant

Board Members discussed the application process and reported that several of the applicants did not complete all the steps required. It was decided that the sub-committee of Board Members Lepley, Tisdale, and Bryson would review the applications and contact any applicant who did not comply and give them a grace period to complete all the steps, or they would not be eligible.

In addition, the Board asked the sub-committee to revise the existing application form and clearly define “new business”.

Motion by Board Member Lepley, seconded by Board Member Bryson, to table the discussion until the November 15, 2016 meeting giving the sub-committee the opportunity to review the applications in detail and make notice to applicants of non-compliance so appropriate action may be taken. All Ayes. Motion Carried.

Dan Casey of the Economic Development Alliance reported that if the Board needed assistance with vetting the program, they would be happy to provide assistance.

Discussion on Development Plans for TIFA Districts

The sub-committee of Board Members Weisenbaugh, Lepley, and Bryson spoke about a proposed Exterior Commercial Enhancement Program to give businesses an opportunity to improve the exterior of their business.

Dan Casey of the Economic Development Alliance reported that the City of Port Huron had a similar program in place called the Port Huron Façade Grant, of which the EDA administrates. Copies of the Port Huron Façade Grant to be forwarded to Board Members for their review.

Detroit Gasket Property ~ Senior Citizen Housing Project

Board Member Babchek reported that a missing file on the Detroit Gasket Property had been found and forwarded to St. Clair County Metropolitan Planning Commission for review.

New Business

Police Department ~ Request for Replacement Windows & Reseal/Stripe of Parking Lot

In a memo addressed to the TIFA Board, Chief Jim Heaslip asked for assistance in replacing the front windows in the Police Department, as well as the resealing and restriping of the parking lot. Due to the existing windows being single pane, the frost in the winter has been

detrimental to the window sills. In addition, the existing front door is causing a safety concern due to the swelling and shrinking of the door from the afternoon heat.

The Board asked Chief Heaslip to obtain two additional estimates for the window replacement, as well as for a front door replacement, and bring the bids to the November 15, 2016 meeting.

Motion by Board Member Lepley, seconded by Board Member Bryson, to approve the proposal from Jerry Currier for the resealing and striping of the Police Department parking lot, in the amount of \$900.00. All Ayes. Motion Carried.

Financial Business

Invoice Approval

Motion by Board Member Seigneurie, seconded by Board Member Babchek, to approve Strategic Communication Solution Invoice #10064 in the amount of \$5,000.00, and Invoice #10074 in the amount of \$5,000.00. All Ayes. Motion Carried.

Motion by Board Member Bryson, seconded by Board Member Tisdale, to approve US Bank Invoice dated 8/25/2016 in the amount of \$32,425.00. All Ayes. Motion Carried.

Motion by Board Member Seigneurie, seconded by Board Member Tisdale, to approve Theut Redi-Mix Supply, Inc. Invoice #932299 in the amount of \$801.10, and Invoice #934910 in the amount of \$831.39. All Ayes. Motion Carried.

Adjournment

Motion by Board Member Bryson, seconded by Board Member Tisdale, to adjourn at 5:50 pm. All Ayes. Motion Carried.

Respectfully submitted,

Kristen Baxter

Kristen Baxter
City Clerk