



# CITY OF MARINE CITY

## Tax Increment Finance Authority

### Meeting Agenda

Marine City Fire Hall, 200 South Parker Street  
Regular Meeting: Tuesday, July 19, 2016 4:00 PM

---

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, Robert Weisenbaugh; City Manager Elaine Leven
4. **APPROVE AGENDA**
5. **APPROVE MINUTES**
  - A. T.I.F.A. Regular Meeting ~ June 21, 2016
6. **COMMUNICATIONS**
  - A. Senate Recodified Tax Increment Financing Act Components
  - B. Friends of City Hall
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. Request for Grant Writing Consultant(s) ~ Update
  - B. Strategic Communication Solutions, Inc. ~ Contract
  - C. Development plans for TIFA #2 & TIFA #3
9. **NEW BUSINESS**
10. **FINANCIAL BUSINESS**
  - A. Invoice Approval
    - Strategic Communication Solutions, Inc., Invoice #10055 (\$5,000.00)
    - KCA Services, Invoice #04 (\$300.00)
    - Marine City Nursery, Invoice #1064405 (\$180.00)
    - Vandebossche Farms LLC, Invoice #16-0143 (\$4,845.00)
  - B. Preliminary Financial Statements
11. **ADJOURNMENT**

**City of Marine City  
Tax Increment Finance Authority  
June 21, 2016**

A regular meeting of T.I.F.A. was held in the Fire Hall, 200 South Parker Street, Marine City, Michigan, on Tuesday, June 21, 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, Tisdale, Weisenbaugh; City Manager Leven; Deputy Clerk McDonald**

**Absent: Board Member Seigneurie**

Motion by Board Member Lepley, seconded by Board Member Tisdale, to excuse Board Member Seigneurie from the meeting. All Ayes. Motion Carried.

**Approve Agenda**

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

**Approve Minutes**

Motion by Board Member Tisdale, seconded by Board Member Lepley, to approve the Minutes of the Regular Tax Increment Finance Authority Meeting held May 17, 2016, as presented. All Ayes. Motion Carried.

**Communications**

None.

**Public Comment**

None.

•

## **Unfinished Business**

### ***Discussion on Development Plans for TIFA #2 & TIFA #3***

Board Member Lepley began the discussion by stating that the Riverside Plaza was a major area to focus on for TIFA #2 as there were many empty store fronts for rent, which meant that grants could be utilized to attract new businesses to that area.

The Board talked about possible projects that would improve the Riverside Plaza and attract businesses to rent the empty store fronts. Some projects included road repairs, advertising the business spaces available, and trees.

TIFA #3 development plans were discussed at length, which included attracting businesses to empty buildings, improving sidewalks, and the possibility of senior housing.

Board Member Babchek noted that the old Detroit Gasket property would be an ideal location for the senior housing project and said that he believed a Brownfield report had been done in the past on the property.

The Board talked about possible locations for the senior housing project and what it would entail to take on such a large project. They stated that it would be beneficial to get a demographics report of Marine City done to see if the need for senior housing was there as well as review the Brownfield report, if possible.

Motion by Board Member Lepley, seconded by Board Member Babchek, to form a subcommittee of Board Members Bryson, Lepley, and Weisenbaugh to research development plans for TIFA #2 & TIFA #3. All Ayes. Motion Carried.

### ***Request Grant Writing Consultant(s)***

Board Member Lepley stated that he thought the Request For Proposals (RFP) that was presented to the Board was clear and addressed what TIFA was looking for.

•

Motion by Board Member Lepley, seconded by Board Member Babchek, to approve the RFP and have City Manager Leven send it to grant writing companies.

•

The discussion continued with the Board questioning if the RFP was focused enough on what projects the Board wanted accomplished and whether the Board was losing sight of its original purpose for hiring a grant writer. It was mentioned that the RFP should state who the grant writing company will report its progress to, among other possible revisions.

Motion by Board Member Lepley, seconded by Board Member Babchek, to approve the RFP and have City Manager Leven send it to grant writing companies pending the addition of who the company will report to. All Ayes. Motion Carried.

### ***Paint the Town Grant Program***

Board Member Weisenbaugh talked about how he would like the Board to develop a grant program like the Historical Society of Marine City's Paint the Town. He wanted to see a program that would be easily accessible to the residents to apply for and that had clear guidelines.

Motion by Board Member Weisenbaugh, seconded by Board Member Bryson, to have the subcommittee work on both the development plans for TIFA #2 & TIFA #3 and the beautification grant program. All Ayes. Motion Carried.

### ***Lion's Club Asphalt Quote***

The Board discussed whether the Lion's Club was part of a TIFA district and if this type of request qualified as a project the Board would give grant money to. It was also noted that the submitted quotes from the Lion's Club did not specify the amount of assistance they were asking the Board for.

Motion by Board Member Tisdale, seconded by Board Member Weisenbaugh, to send the Lion's Club request to the subcommittee for review and advisement on how to proceed, pending clarification of the request. All Ayes. Motion Carried.

### **New Business**

None.

### **Financial Business**

#### ***Invoice Approval***

Motion by Board Member Tisdale, seconded by Board Member Weisenbaugh, to approve the Marine City Festival, Inc. Invoice dated May 4, 2016 in the amount of \$3,000.00. All Ayes. Motion Carried.

Motion by Board Member Lepley, seconded by Board Member Weisenbaugh, to approve Marine City Nursery Invoice #1062425 in the amount of \$180.00. All Ayes. Motion Carried.

Motion by Board Member Lepley, seconded by Board Member Weisenbaugh, to approve Marine City Nursery Invoice #1062665 in the amount of \$180.00. All Ayes. Motion Carried.

Motion by Board Member Lepley, seconded by Board Member Weisenbaugh, to approve Strategic Communication Solutions Invoice #10045 in the amount of \$5,000.00.

At this time, the Board asked Michael Hilfinger, of Strategic Communication Solutions, to present updates on projects of which included:

- Hawk signal at King Road and Chartier to allow students to cross safely to Belle River Elementary
- Leasing flyer for Historic City Hall to create funding opportunities
- St. Clair County Community College School for the Arts interest in Historic City Hall
- Pre-application process for obtaining a USDA grant for a wheelchair lift at the Guy Community Center

All Ayes. Motion Carried.

Motion by Board Member Weisenbaugh, seconded by Board Member Bryson, to accept the Preliminary Financial Statements for April, 2016, as presented, and place them on file. All Ayes. Motion Carried.

Motion by Board Member Weisenbaugh, seconded by Board Member Babchek, to accept the Budget Amendments, as presented, and place them on file. All Ayes. Motion Carried.

## **Adjournment**

Motion by Board Member Babchek, seconded by Board Member Bryson, to adjourn at 5:27 pm. All Ayes. Motion Carried.

Respectfully submitted,

Elizabeth McDonald  
Deputy Clerk

Kristen Baxter  
City Clerk

## Senate Recodified Tax Increment Financing Act Components

### **Combine TIF Acts into one statute (minus Brownfields) and eliminate 3 not being used.**

- Section 2: Downtown Development Authority
- Section 3: Tax Increment Finance Authority (pg 77)
- Section 4: Local Development Financing Act (pg 111)
- Section 5: Nonprofit Street Railway (pg 192)
- Section 6: Corridor Improvement Authority (pg 214)
- Section 7: Water Resource Improvement TIF Authority (pg 247)

### **Elimination of unused TIF acts:**

1. Historic Neighborhood TIF Authority
2. Neighborhood Improvement Authority
3. Private Investment Infrastructure Funding Act

### **Section 8: Reporting and Transparency:**

**Website Transparency:** Each municipality that has created or will create an authority shall create a website, utilize an existing municipal website or if no website is available make documents available at a physical location within the municipality open to the public. The following information must be included:

- Minutes of all board meetings
- Annual budget
- Annual audits
- Currently adopted development plan
- Currently adopted TIF plan
- List of all authority sponsored and managed events
- Current authority staff contact info
- All promotional and marketing materials
- Amount of TIF revenue captured from each taxing jurisdiction
- Current contracts related to management of the authority that comprise 5% of the authority's budget or \$2,500, whichever is lower
- Current contracts and other documents related to services provided to the authority.
- Total of new public investment in the development areas or authority districts
- For any TIF revenue not expended within 5 years:
  - Reason for accumulating those funds
  - A time frame when the fund will be expended
  - A specific description of funds that have not been expended within 10 years of receipt.
- An analysis of what the authority has accomplished in the immediately preceding year, including a report of the progress made on the overall TIF plan.

Each authority must comply with this section within 180 days of the end of the authority's current fiscal year. This requirement will begin the fiscal year of the effective date of this act going forward, and maintain at least five years of data after the initial five years (a flowing five years).

### **Informational Meetings:**

Authority must hold at least 2 informational meetings per year. These can be held in conjunction with other public meetings already taking place. Notice of these meetings

shall be mailed to each taxing jurisdiction and noticed to the public no later than 14 days from the date of the meeting.

Report to State Tax Commission, Municipality and Taxing Jurisdictions:

Form created by STC. Submitted in conjunction with the local communities F65 audit report. Sent to the STC, creating municipality and each taxing jurisdiction in which funds are being captured.

- Amount and source of revenue in the account, including a breakdown of the TIF portion by what is being captured from each taxing jurisdiction.
- Amount in any bond reserve account
- Amount and purpose of expenditures from the account
- Amount of principal and interest on any outstanding bonded indebtedness
- Initial assessed value of the development area or authority district by property class
- Captured assessed value retained by the authority by property class
- Tax increment revenue received
- Authority name
- Date formed
- Date when the authority began capturing TIF
- Current base year taxable value of the TIF district
- Unrestricted fund balance for the immediately preceding fiscal year
- Restricted fund balance for the immediately preceding fiscal year

Additionally, after the effective date of this act, any adopted TIF plans and any updates in the years going forward must be submitted to the State Tax Commission. For authorities created after the effective date of this act, a copy of the TIF plan as adopted must be submitted to the State Tax Commission.

Enforcement/Penalty:

STC may institute proceedings to compel enforcement of the act. The STC may promulgate rules necessary for the administration of the act. If the STC sends notification of noncompliance to the authority, the local unit of government that created the authority, and the taxing jurisdictions from which TIF is being captured. If the STC notifies an authority in writing that they failed to comply with the act, the authority

- a) Shall not capture any TIF revenue that are in excess of what is necessary to pay bonded indebtedness or other obligations while in noncompliance
- b) Cannot amend or approve a TIF plan while in noncompliance.
- c) Any access funds would be required to be returned to the taxing jurisdiction from which it was captured.
- d) If after two years of not reporting, the authority would indefinitely be barred from capturing further TIF aside from what is needed to pay any bonds or other obligations.

Transition from old acts into new acts

The bill establishes how to transition from operating under the old acts into operating under this new act. It states that any bond, note, or other obligation, contractual right, duty, or obligation, development plan or TIF plan used by an authority operating under a statute repealed by this new act shall continue in existence unaffected operating under this new act.

Additionally, it speaks to how to treat the members of a board of an authority created under a statute repealed by this act. All board members and their functions shall continue for the duration of the terms of office for which they were appointed. Members are then appointed or reappointed as stated in their individual act (which will now have its own separate section under the new act).

6-B

# FRIENDS OF CITY HALL

P.O. Box 283 \* Marine City, MI 48039  
810-765-1296

Dear Friends,

RECEIVED  
JUL 11 2016

City of Marine City

## BE A PART OF IT!

Historic City Hall is without a doubt, Marine City's most valuable, historic resource.

We are looking forward to the day when that resource begins to contribute to the overall renaissance of our fair city. But, this cannot happen without the support of individuals, families, organizations and businesses that are knowledgeable and supportive of the restoration efforts that are finally being done. Once done, we are committed to NEVER getting behind on maintenance issues again, and making sure that all projects and maintenance are in keeping with the historical integrity of our precious building located at 300 Broadway.

(the corner of Broadway and North Main Street, also M-29)

Please join in our efforts in the any of the three following ways:

1. Join or rejoin Friends of City Hall for 2017.

Fill out the enclosed form and mail it with the appropriate amount to Friends of City Hall, P.O. Box 283, Marine City, MI, 48039.  
Make checks out to, **Friends of City Hall.**

2. Donate to our ongoing mission to complete the renovation of Historic City Hall.

Make Check out to **Friends of City Hall Building Fund**

3. Choose to sponsor an individual project or event from the list provided.

We will contact you about this simple process.

Questions? Call 810-765-1296

Tours are available during most city wide events or by appointment.

Our Tax Exemption Number is 38-3843080

Written Receipts are available upon request.

**Friends of City Hall**  
Restoration Projects and Events

Projects \$0 – \$10,000

- |   |         |
|---|---------|
| 1. Restoration of Piano   | \$9,460 |
| 2. Restoration and Installation of Historic Lamp Post<br>with solar power |         |
| 3. Exterior Lighting  |         |
| 4. Bandstand Restoration (in progress)                                    |         |
| 5. Carriage Doors   |         |
| 6. Replicate Historic Folding Double seat wooden chairs                   |         |
| 7. Screens for functioning windows (done for double hungs)                |         |

Projects \$10,000 - \$250,000

- |  |                                 |
|--|---------------------------------|
| 1. Landscaping of Heritage Park Grounds<br>Including paved parking |                                 |
| 2. Period Pavilion 24' X 48'                                       |                                 |
| 3. Restoration of Main interior staircase                          |                                 |
| 4. Personalized Brick Pavers (in process)                          | 4 x 8 \$50.00 or 8 x 8 \$100.00 |

Projects \$251,000 - \$3,000,000

- |   |                     |
|---|---------------------|
| 1. Total Interior Restoration   | \$2.5 - \$3 million |
| ( Architectural Prints available for view ) (page 52 of City Master Plan)   |                     |
| a. Removal of all historically incompatible material/elements   |                     |
| b. Rehabilitation/restoration of the exterior masonry, doors, windows, and exterior trim                                |                     |
| c. Rehabilitation/restoration of the roof trusses and shingles  |                     |
| d. Rehabilitation/restoration of interior surfaces, interior doors and trim   |                     |
| e. Rehabilitation/restoration of mechanical and electric systems  |                     |
| f. Other improvements to bring building into compliance with code requirements,<br>Including handicapped accessibility. |                     |

Events

- |  |         |
|--|---------|
| 1. Heritage Days (3 <sup>rd</sup> Week end in September)                   | \$5,000 |
| 2. Ghost Tours ( Bi-annual Saturday closest to Halloween)                  | \$1,000 |
| 3. Dickens Christmas Tours and Displays (2 <sup>nd</sup> Saturday in Dec.) | \$2,000 |
| 4. Soused and Serene Educational Event                                     | \$1,000 |

# Friends of City Hall

*P. O. Box 283 Marine City, MI 48039*

*810 765 1296*

*Tax Exemption Number 38-3843080*

**Dear Friends,**

- 1. We would like to invite you to join or rejoin Friends of City Hall for 2017.**

**INDIVIDUAL MEMBERSHIP \$10.00 \_\_\_\_\_**

**FAMILY MEMBERSHIP \$20.00 \_\_\_\_\_**

**BUSINESS OR ORGANIZATION MEMBERSHIP \$25.00 \_\_\_\_\_**

- 2. We encourage you to donate to our ongoing mission to complete the renovation of Historic City Hall.**

**GENERAL OPERATING FUND AMOUNT \$ \_\_\_\_\_**

**BUILDING FUND AMOUNT \$ \_\_\_\_\_**

**To be used for the \$2 - 3 Million Renovation Project or Matching Funds for Grants only.**

- 3. We also encourage you to help sponsor one of our ongoing events or projects. (See attached sheet)**

**Event or Project \_\_\_\_\_ \$ \_\_\_\_\_**

**Please make all checks payable to FRIENDS OF CITY HALL.**

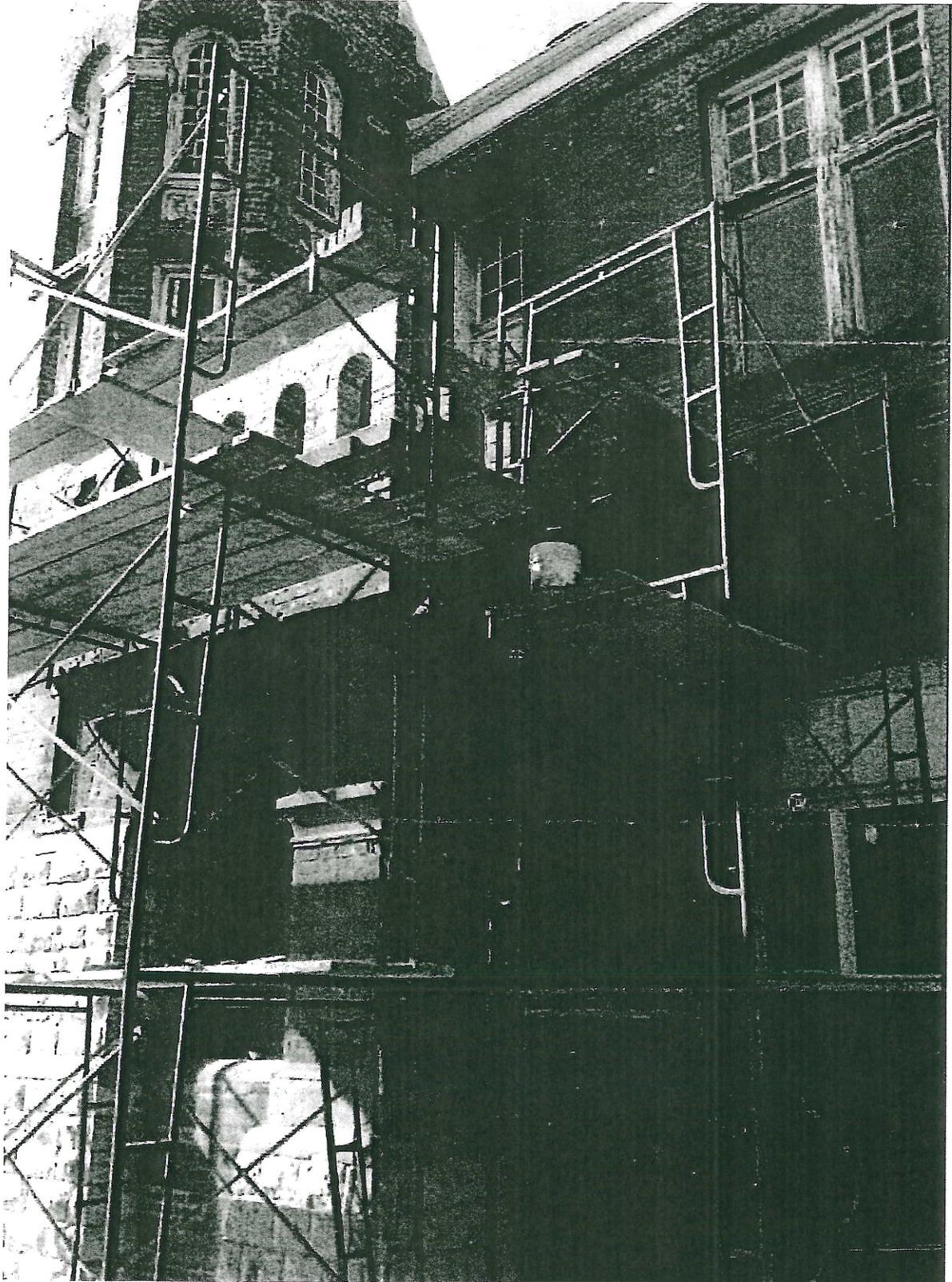
**NAME \_\_\_\_\_**

**ADDRESS \_\_\_\_\_**

**CITY, STATE, AND ZIP \_\_\_\_\_**

**EMAIL ADDRESS \_\_\_\_\_**

# Be A Part Of It



10-A-1

# Memo

To: TIFA Board Members  
 From: Mary Ellen McDonald, CPFAMiCPT  
 Finance Director/Treasurer  
 Date 6/22/16  
 Re: Invoice Approval

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

**Strategic Comm. Solutions, Inc. Invoice #10055 \$5,000.00**

**(Retainer Fee-Consulting Services for July 2016)**

**A/C #251-000.000-801.000 \$1,666.67 (TIFA #2 Fund)**

**(BUDGET AMOUNT - \$20,000.00 YTD Expenditures - \$0.00 Strategic Comm. Solutions, Inc. Only)**

**A/C #252-000.000-801.000 \$3,333.33 (TIFA #3 Fund)**

**(BUDGET AMOUNT - \$40,000.00 YTD Expenditures - \$0.00 Strategic Comm. Solutions, Inc. Only)**

**NOTE: TIFA BOARD APPROVED EXTENSION OF CONTRACT THRU JULY 31, 2016 AT MEETING 4/19/16.**

If you have any questions, please contact me.

Thank you

Strategic Communication Solutions, Inc.

43422 West Oaks Drive  
#338  
Novi, MI 48377-3427

# Invoice

Date	Invoice #
7/1/2016	10055

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

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

Description	Amount
Enclosed is our retainer statement for the period of July, 2016 for consulting services rendered by Strategic Communication Solutions, Inc.	5,000.00
<b>Total</b>	<b>\$5,000.00</b>

ADDENDUM #1 TO CONSULTING AGREEMENT  
DATED DECEMBER 1, 2013 BETWEEN  
STRATEGIC COMMUNICATION SOLUTIONS, INC.  
AND  
CITY OF MARINE CITY

Per paragraph 1.2 of the Contract Agreement dated December 1, 2013 between SCS and City of Marine City that agreement is here by modified as to Article 1 – Definitions, Paragraph 1.2 to read: “Contract Period” is for an additional 2 months, beginning on June 1, 2016 through July 31, 2016. It is the intent of the parties that SCS and Marine City will have an ongoing relationship.

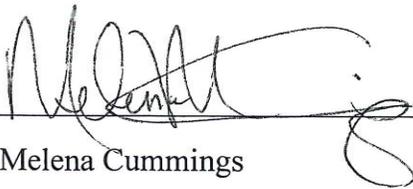
Article 5.1 This Agreement may be terminated by either party upon thirty (30) days advanced written notice given to the other party.

All other Articles and provisions of the Consulting Agreement remain in full force and effect.

4/25/16

Strategic Communication Solutions, Inc. (SCS)

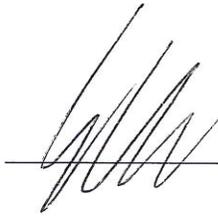
City of Marine City (Marine City)



---

Melena Cummings

Its: Contracts and Compliance Manager



---

Its: City Manager

10-A<sub>2</sub>

# Memo

To: TIFA Board Members  
From: Mary Ellen McDonald, CPFAMiCPT  
Finance Director/Treasurer  
Date 7/5/16  
Re: Invoice Approval

---

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

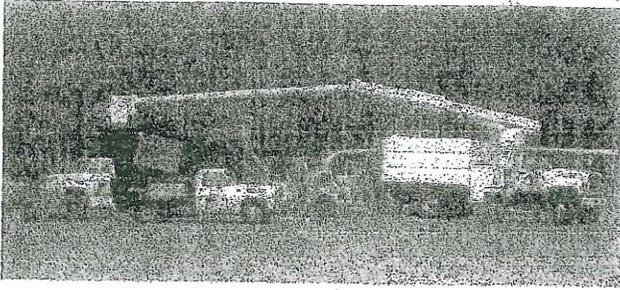
**K.C.A. Services                      Invoice Date 6/20/16                      \$300.00**  
**(Chipping Pile of Brush from Trees Removed on S. Water St.)**

**A/C #250-000.000-802.000                      \$300.00 (TIFA #1 Fund)**  
**(BUDGET AMOUNT - \$3,000.00                      YTD Expenditures - \$2,050.00)**

**(NOTE: TIFA BOARD APPROVED PROJECT AT OCTOBER 26, 2015 SPECIAL MEETING)**

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

Invoice #04



### K.C.A. Services

2530 Palms Road

Columbus, Michigan 48063

(586) 727-5394 office (586) 531-8417 cell

Name City of Marine City

Date 6/20/16

Address D.P.W

Mike Itrich

Phone 810 650 8257

Chipping a pile of brush at D.P.W Yard.

OK  
MI  
TIFA

WE PROPOSE hereby to furnish and labor, complete in accordance with the above specifications, for the sum of

Three hundred dollars \$ 300

Payment due upon completion:

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practice. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders and will become additional charge over and above the estimate. Agreements contingent upon strikes, accidents or delays beyond our control. Owners to carry fire, tornado and other necessary insurance. Our workers are covered by Workmen's Compensation Insurance.

Signature

Karen Dabelstein

Acceptance of proposal:

The above prices, conditions and specifications are satisfactory and hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature

# Memo

To: TIFA Board Members  
 From: Mary Ellen McDonald, CPFA/MiCPT  
 Finance Director/Treasurer  
 Date 7/5/16  
 Re: Invoice Approval

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

<b>Marine City Nursery Co.</b>	<b>Invoice #1064405</b>	<b>\$180.00</b>
(Mulch for all City Parks)		
<b>A/C #250-000.000-740.000</b>	<b>\$60.00 (TIFA #1 Fund)</b>	
<b>(BUDGET AMOUNT - \$3,100.00)</b>	<b>YTD Expenditures - \$1,760.00)</b>	
<b>A/C #251-000.000-740.000</b>	<b>\$60.00 (TIFA #2 Fund)</b>	
<b>(BUDGET AMOUNT - \$15,000.00)</b>	<b>YTD Expenditures - \$285.01)</b>	
<b>A/C #252-000.000-740.000</b>	<b>\$60.00 (TIFA #3 Fund)</b>	
<b>(BUDGET AMOUNT - \$20,000.00)</b>	<b>YTD Expenditures - \$2,554.98)</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

Account No.	Invoice No.
1000	0001064405

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

**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	6/17/2016		6/17/2016			
Ordered	Shipped	Item No.	Description		Location	Unit Price	Total	
6	6	00010	BARK "HARDWOOD" Cu. Yd. Processed Hardwood Bark			30.000	180.00	
6	6					Line Item Total	180.00	
						Invoice Total	180.00	

OK  
 MI  
 TIFA

10-A<sub>1</sub>

# Memo

To: TIFA Board Members  
From: Mary Ellen McDonald, CPFAMiCPT  
Finance Director/Treasurer  
Date 7/6/16  
Re: Invoice Approval

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

<b>Vandenbossche Farms LLC</b>	<b>Invoice #16-0143</b>	<b>\$4,845.00</b>
<b>(Flowers)</b>		
<b>A/C #250-000.000-740.000</b>		<b>\$1,615.00 (TIFA #1 Fund)</b>
<b>(BUDGET AMOUNT - \$3,100.00 YTD Expenditures - \$1,820.00)</b>		
<b>NOTE: Account Over Budget)</b>		
<b>A/C #251-000.000-740.000</b>		<b>\$1,615.00 (TIFA #2 Fund)</b>
<b>(BUDGET AMOUNT - \$15,000.00 YTD Expenditures - \$345.01)</b>		
<b>A/C #252-000.000-740.000</b>		<b>\$1,615.00 (TIFA #3 Fund)</b>
<b>(BUDGET AMOUNT - \$20,000.00 YTD Expenditures - \$2,614.98)</b>		

**(NOTE: TIFA Board approved an initial allotment of \$4,000.00 at TIFA Board Meeting January 19, 2016.)**

If you have any questions, please contact me.

Thank you

**VANDENBOSSCHE FARMS LLC**

**5225 Meisner Rd**

**China Twp, MI 48054**

**Phone (810) 765-8034**

**Fax: (810) 765-5701**

**Invoice #16-0143**

**City of Marine City  
Marine City Garden Club  
Attention Jeanne Frank  
330 S. Water St  
Marine City, Mi 48039**

RECEIVED  
JUL 06 2016  
City of Marine City

**Hanging Baskets**

- **Filling 57 hanging baskets with premium potting soil with osmacote (14-14-14) and a granular systemic insecticide for extended feeding and treatment.**
- **Planting 36 hanging baskets with 10 supertunias and or calibracoa (5 different colors), 57 baskets @ \$55.00**
- **Deliver directly to site to be hung by City of Marine City DPW staff to be hung up.**

**Total Cost for Hanging Baskets \$3,135.00**

**Whiskey Barrels**

- **Filling 30 pot liners (22x 10) with premium potting soil with osmacote (14-14-14) and a granular systemic insecticide for extended feeding and treatment.**
- **Provide plants for garden club members to plant liners in greenhouses and then care for until final frost has past. Plants to be provided will be 1 gal ornamental grass or equivalent priced product, 5 supertunias and or calibracoa. 30 liners @ \$57.00 (with reusable liner)**
- **Deliver directly to street location and place in barrels for garden club members to place in barrels.**

**Total Cost for Whiskey Barrels \$1,710**

**Total Cost for Project \$4,845**

# Memo

To: TIFA Board Members  
From: Mary Ellen McDonald, CPFA/MiCPT  
Finance Director/Treasurer  
Date 6/16/16  
Re: **PRELIMINARY FINANCIAL STATEMENTS FOR MAY 2016**

---

Please include the attached **Preliminary Financial Statements for May 2016** on the agenda of the next TIFA Board Meeting. If you have any questions, please contact me.

Thank you

Fund 250 TIFA 1

GL Number	Description	Balance
*** Assets ***		
250-000.000-001.001	CASH	24,852.79
<b>Total Assets</b>		<b>24,852.79</b>
*** Liabilities ***		
250-000.000-200.000	ACCOUNTS PAYABLE	786.66
<b>Total Liabilities</b>		<b>786.66</b>
*** Fund Balance ***		
250-000.000-353.027	DESIGNATED FUNDS-STREET SCAPE	10,000.00
250-000.000-390.000	Fund Balance	17,107.27
<b>Total Fund Balance</b>		<b>27,107.27</b>
<b>Beginning Fund Balance</b>		<b>27,107.27</b>
<b>Net of Revenues VS Expenditures</b>		<b>(3,041.14)</b>
<b>Ending Fund Balance</b>		<b>24,066.13</b>
<b>Total Liabilities And Fund Balance</b>		<b>24,852.79</b>

PRELIMINARY  
FINANCIAL  
STATEMENTS  
MAY 2016

PERIOD ENDING 05/31/2016

PRELIMINARY FINANCIAL STATEMENTS-MAY 2016

GL NUMBER	DESCRIPTION	2015-16 ORIGINAL BUDGET	2015-16 AMENDED BUDGET	YTD BALANCE 05/31/2016	ACTIVITY FOR MONTH 05/31/2016 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	53,225.00	53,225.00	53,845.73	0.00	0.00	(620.73)	101.17
250-000.000-665.000	INTEREST	10.00	10.00	4.79	0.00	0.00	5.21	47.90
Total Dept 000.000		53,235.00	53,235.00	53,850.52	0.00	0.00	(615.52)	101.16
TOTAL Revenues		53,235.00	53,235.00	53,850.52	0.00	0.00	(615.52)	101.16
Expenditures								
Dept 000.000								
250-000.000-702.000	WAGES-FULL TIME	100.00	100.00	0.00	0.00	0.00	100.00	0.00
250-000.000-703.000	WAGES-PART TIME	100.00	100.00	0.00	0.00	0.00	100.00	0.00
250-000.000-715.000	FICA-EMPLOYER	20.00	20.00	0.00	0.00	0.00	20.00	0.00
250-000.000-740.000	GENERAL SUPPLY	0.00	1,650.00	1,760.00	120.00	0.00	(110.00)	106.67
250-000.000-801.000	PROFESSIONAL SERV.	2,000.00	2,000.00	985.00	0.00	0.00	1,015.00	49.25
250-000.000-801.100	ADMINISTRATIVE SERVICES	10,600.00	10,600.00	10,600.00	0.00	0.00	0.00	100.00
250-000.000-802.000	CONTRACTUAL SERV.	3,000.00	3,000.00	2,050.00	0.00	0.00	950.00	68.33
250-000.000-880.000	COMMUNITY PROMOTION	2,000.00	2,000.00	3,666.66	1,666.66	0.00	(1,666.66)	183.33
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	0.00	1,930.00	1,930.00	0.00	0.00	0.00	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	5,600.00	5,600.00	5,600.00	0.00	0.00	0.00	100.00
250-000.000-998.000	AGENT FEES	300.00	300.00	300.00	0.00	0.00	0.00	100.00
Total Dept 000.000		54,720.00	58,300.00	56,891.66	1,786.66	0.00	1,408.34	97.58
TOTAL Expenditures		54,720.00	58,300.00	56,891.66	1,786.66	0.00	1,408.34	97.58
Fund 250 - TIFA 1:								
TOTAL REVENUES		53,235.00	53,235.00	53,850.52	0.00	0.00	(615.52)	101.16
TOTAL EXPENDITURES		54,720.00	58,300.00	56,891.66	1,786.66	0.00	1,408.34	97.58
NET OF REVENUES & EXPENDITURES		(1,485.00)	(5,065.00)	(3,041.14)	(1,786.66)	0.00	(2,023.86)	60.04

PRELIMINARY FINANCIAL STATEMENTS MAY 2016

Fund 251 TIFA 2

GL Number	Description	Balance
*** Assets ***		
251-000.000-001.001	CASH	262,439.92
<b>Total Assets</b>		<b>262,439.92</b>
*** Liabilities ***		
251-000.000-200.000	ACCOUNTS PAYABLE	786.67
<b>Total Liabilities</b>		<b>786.67</b>
*** Fund Balance ***		
251-000.000-390.000	Fund Balance	318,181.86
<b>Total Fund Balance</b>		<b>318,181.86</b>
<b>Beginning Fund Balance</b>		<b>318,181.86</b>
<b>Net of Revenues VS Expenditures</b>		<b>(56,528.61)</b>
<b>Ending Fund Balance</b>		<b>261,653.25</b>
<b>Total Liabilities And Fund Balance</b>		<b>262,439.92</b>

PRELIMINARY  
FINANCIAL  
STATEMENTS  
MAY 2016

PERIOD ENDING 05/31/2016

PRELIMINARY FINANCIAL STATEMENTS-MAY 2016

GL NUMBER	DESCRIPTION	2015-16 ORIGINAL BUDGET	2015-16 AMENDED BUDGET	YTD BALANCE 05/31/2016 NORM (ABNORM)	ACTIVITY FOR MONTH 05/31/2 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	28,825.00	28,825.00	28,468.85	0.00	0.00	356.15	98.76
251-000.000-665.000	INTEREST	50.00	50.00	46.11	0.00	0.00	3.89	92.22
Total Dept 000.000		28,875.00	28,875.00	28,514.96	0.00	0.00	360.04	98.75
TOTAL Revenues		28,875.00	28,875.00	28,514.96	0.00	0.00	360.04	98.75
Expenditures								
Dept 000.000								
251-000.000-740.000	GENERAL SUPPLY	15,000.00	15,000.00	285.01	120.00	0.00	14,714.99	1.90
251-000.000-801.000	PROFESSIONAL SERV.	1,350.00	21,550.00	20,188.37	1,666.67	0.00	1,361.63	93.68
251-000.000-801.100	ADMINISTRATIVE SERVICES	15,800.00	15,800.00	15,250.00	0.00	0.00	550.00	96.52
251-000.000-880.000	COMMUNITY PROMOTION	3,500.00	3,500.00	4,333.34	1,666.67	0.00	(833.34)	123.81
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	14,013.00	0.00	0.00	55,987.00	20.02
251-000.000-970.000-PHASE I-CH	CAPITAL OUTLAY	0.00	30,975.00	30,973.85	0.00	0.00	1.15	100.00
Total Dept 000.000		106,650.00	157,825.00	85,043.57	3,453.34	0.00	72,781.43	53.88
TOTAL Expenditures		106,650.00	157,825.00	85,043.57	3,453.34	0.00	72,781.43	53.88
Fund 251 - TIFA 2:								
TOTAL REVENUES		28,875.00	28,875.00	28,514.96	0.00	0.00	360.04	98.75
TOTAL EXPENDITURES		106,650.00	157,825.00	85,043.57	3,453.34	0.00	72,781.43	53.88
NET OF REVENUES & EXPENDITURES		(77,775.00)	(128,950.00)	(56,528.61)	(3,453.34)	0.00	(72,421.39)	43.84

Fund 252 TIFA 3

GL Number	Description	Balance
*** Assets ***		
252-000.000-001.001	CASH	612,843.41
<b>Total Assets</b>		<b>612,843.41</b>
*** Liabilities ***		
252-000.000-200.000	ACCOUNTS PAYABLE	786.67
<b>Total Liabilities</b>		<b>786.67</b>
*** Fund Balance ***		
252-000.000-353.025	DESIGNATED FUNDS-LAND ACQUISITION	152,725.21
252-000.000-390.000	Fund Balance	547,227.15
<b>Total Fund Balance</b>		<b>699,952.36</b>
<b>Beginning Fund Balance</b>		<b>699,952.36</b>
<b>Net of Revenues VS Expenditures</b>		<b>(87,895.62)</b>
<b>Ending Fund Balance</b>		<b>612,056.74</b>
<b>Total Liabilities And Fund Balance</b>		<b>612,843.41</b>

PRELIMINARY  
FINANCIAL  
STATEMENTS  
MAY 2016

PERIOD ENDING 05/31/2016

PRELIMINARY FINANCIAL STATEMENTS-MAY 2016

GL NUMBER	DESCRIPTION	2015-16 ORIGINAL BUDGET	2015-16 AMENDED BUDGET	YTD BALANCE 05/31/2016 NORM (ABNORM)	ACTIVITY FOR MONTH 05/31/2 INCR (DECR)	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BGD USED
Fund 252 - TIFA 3								
Revenues								
Dept 000.000								
252-000.000-402.000	CURRENT PROPERTY TAX	77,160.00	77,160.00	80,063.26	0.00	0.00	(2,903.26)	103.76
252-000.000-665.000	INTEREST	120.00	120.00	108.93	0.00	0.00	11.07	90.78
Total Dept 000.000		77,280.00	77,280.00	80,172.19	0.00	0.00	(2,892.19)	103.74
TOTAL Revenues		77,280.00	77,280.00	80,172.19	0.00	0.00	(2,892.19)	103.74
Expenditures								
Dept 000.000								
252-000.000-740.000	GENERAL SUPPLY	20,000.00	20,000.00	2,554.98	120.00	0.00	17,445.02	12.77
252-000.000-801.000	PROFESSIONAL SERV.	1,900.00	40,975.00	39,071.63	3,333.33	0.00	1,903.37	95.35
252-000.000-801.100	ADMINISTRATIVE SERVICES	47,425.00	47,425.00	47,425.00	0.00	0.00	0.00	100.00
252-000.000-802.000	CONTRACTUAL SERV.	0.00	0.00	2,238.00	0.00	0.00	(2,238.00)	100.00
252-000.000-880.000	COMMUNITY PROMOTION	7,500.00	7,500.00	6,000.00	1,666.67	0.00	1,500.00	80.00
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	55,000.00	55,000.00	8,830.50	0.00	0.00	46,169.50	16.06
252-000.000-970.000-PHASE I-CH	CAPITAL OUTLAY	50,000.00	61,950.00	61,947.70	0.00	0.00	2.30	100.00
Total Dept 000.000		182,825.00	233,850.00	168,067.81	5,120.00	0.00	65,782.19	71.87
TOTAL Expenditures		182,825.00	233,850.00	168,067.81	5,120.00	0.00	65,782.19	71.87
Fund 252 - TIFA 3:								
TOTAL REVENUES		77,280.00	77,280.00	80,172.19	0.00	0.00	(2,892.19)	103.74
TOTAL EXPENDITURES		182,825.00	233,850.00	168,067.81	5,120.00	0.00	65,782.19	71.87
NET OF REVENUES & EXPENDITURES		(105,545.00)	(156,570.00)	(87,895.62)	(5,120.00)	0.00	(68,674.38)	56.14