

Monday, August 21, 2023, 12:30 pm

Albion Economic Development Corporation

City of Albion – Council Chambers 112 W. Cass St. Albion, MI 49224

Watch on YouTube: @albioneconomicdevelopmentcorp

Attend Virtually Via Zoom: <https://us02web.zoom.us/j/89544976899>

***Mission Statement:** Retain, expand, and recruit business and industry to the greater Albion area and strengthen and revitalize the local economy.*

AGENDA

- 1) Call To Order / Roll Call (1 min)
- 2) Approve Agenda (1 min)
- 3) Public Comment (TBD)
(Persons addressing the Board shall limit their comments to no more than 3 minutes)
- 4) Election of New Officers – Nominating Committee (5 Min)
- 5) Motion and Discussion to Immediately Reinstate President & CEO (5 Min)
- 6) Motion to Approve Interlocal Agreement – City of Albion (5 Min)
- 7) Motion to Approve Past Minutes (5 Min)
- 8) Motion to Approve Resolutions (5 Min)
- 9) Discussion 1002 North Eaton Lease (5 Min)
- 10) Motion to Approve Absent Members
- 11) Public Comment
- 12) Adjournment (1 Min)

Parking Lot

- i) Board Workshop
 - Training / Parliamentary Procedure / Open Meetings Act Review
 - Team Building
 - Committee Roles
 - Executive Board Role
 - Committee Leadership/Liaison
- ii) Establishment of Organizational Core Values
- iii) Discussion and Review of Signed Contracts

INTERLOCAL AGREEMENT

THIS INTERLOCAL AGREEMENT (the “Agreement”) dated July 10, 2023, is entered into between the **CITY OF ALBION** (the “CITY”), whose address is 112 W. Cass Street., Albion, Michigan 49224; and the **ALBION ECONOMIC DEVELOPMENT CORPORATION** (the “EDC”), whose address is 115 N. Superior St., Albion, Michigan 49224. The CITY and the EDC shall be referred to, collectively, as the “Parties”.

WHEREAS, the Urban Cooperation Act, Public Act 7 of 1967 (“Act 7”) provides that a public agency may enter into interlocal agreements with other public agencies to exercise jointly any power, privilege, or authority that the agencies share in common and that each might exercise separately; and

WHEREAS, the CITY is a Michigan municipal corporation; and

WHEREAS, the EDC is an organization established pursuant to the Economic Development Corporations Act 338 of 1974; and

WHEREAS, the Parties are each considered a “public agency” under Act 7; and

WHEREAS, the City’s Comprehensive Plan (2022) and the EDC’s Strategic Plan (2022) (collectively both of the foregoing are the Plans) have identified the need for a diverse range of high-quality housing options for all income levels and life stages; and

WHEREAS, the Plans list the Parties, or another entity, as the responsible party or owner of the different tasks listed under the larger housing goal, but do not designate a single coordinator charged with overseeing and facilitating housing-related strategy, collaboration, and implementation; and

WHEREAS, the recent announcement of a significant regional economic development project, Governor Whitmer’s directive shifting oversight of housing funding and building to MSHDA and away from the Michigan Strategic Fund, and historic state-level budget surpluses, all require the Albion community to be agile, connected, and efficient in achieving its housing goals; and

WHEREAS, to promote agile, connected, and efficient leadership in housing, the Parties agree an Albion Housing Lead Collaborator is critical for communication and marketing both internal and external to the Albion Community.

NOW THEREFORE, the Parties agree to the **following**:

- 1. Albion Housing Lead Collaborator Duties.** The Parties agree the Albion Housing Lead Collaborator, hereinafter referred to as “AHLC” will oversee and facilitate housing-related strategy, collaboration, and implementation for the CITY and EDC, as well as seek out housing development opportunities for prioritized types of housing to serve all citizens and residents of the City. The Albion Housing Lead Collaborator shall follow the housing priorities set forth in the City of Albion 2022 Comprehensive Plan as well as the EDC 2022 Strategic Plan.
- 2. Housing Lead Collaborator Appointment.** The EDC President and CEO will serve as the appointed Albion Housing Lead Collaborator.
- 3. Responsibilities of the Albion Housing Lead Collaborator.**
 - a. Work to develop housing related strategies consistent with the City’s 2022 Comprehensive Plan and EDC 2022 Strategic Plan and work to implement those strategies.

- b. Liaise with all developers and investors interested in exploring housing in the City throughout the development process.
- c. Lead funding identification, competition, and administration, including applying for and administering grants related to housing as permitted by law. Nothing in this provision shall be deemed to apply to any housing or funding agreements entered into before the effective date of this agreement with any third-party vendors.
- d. Request access to municipal staff through the Albion City Manager and request resources through the appropriate governmental body as needed for approved projects.
- e. Serve as the chief spokesperson for the EDC's housing development efforts.
- f. The AHLC shall provide reports and updates to the parties herein regarding progress not less than quarterly and as additionally requested by the parties herein.
- g. Nothing in this agreement shall be construed as express or implied authority for the AHLC to bind the City to any agreement.
- h. This agreement shall not apply to housing which would be regulated under Act 18 of 1933, as amended, MCL 125.651, et seq. The Housing Commission may work with and collaborate with the AHLC towards joint objectives if it so chooses, but any agreement in that regard would need to be reflected in an agreement separate from this interlocal agreement.

4. Responsibilities of EDC. The EDC board will support the AHLC in the AHLC's efforts to promote the goals and objectives relating to housing development in the City of Albion. The EDC board shall review for potential approval any and all contracts or agreements, which are under the purview of the EDC, and as may be required by federal, state, or local law.
5. Responsibilities of City. The City Council shall support the AHLC in the AHLC's efforts to promote the goals and objective relating to housing development contained in the City of Albion 2022 Comprehensive Plan. The City Council shall review for potential approval any and all contracts or agreements, which are under the purview of the City, and as may be required by federal, state or local law.
6. Compensation. The AHLC shall serve without compensation.
7. General Consideration. Both parties herein agree that the growth and development of housing within the City of Albion are of such value and importance to both parties to constitute sufficient consideration for this agreement.
8. Term of Agreement. The term of this agreement shall be five (5) years from its effective date. This agreement may be renewed in writing upon mutual agreement of the parties.
9. Termination. This agreement may be terminated by either party for any reason by the terminating party sending written notice of termination to the other party via first-class United States Mail at least thirty (30) days advanced notice.
10. No Oral Modification. This agreement may not be modified except in writing and signed by both parties herein.

11. Applicable Law. This agreement shall be interpreted under the laws of the State of Michigan.

12. Severability. Should any part of this agreement be determined to be invalid, the remainder of the agreement shall remain in full force and effect.

13. Effective Date: This agreement shall be effective as of July 10, 2023.

The Parties have executed this Agreement on the dates set forth below.

CITY OF ALBION

By: _____
Victoria Snyder

Title: Mayor

Date: _____

By: _____
Jill Domingo

Title: Clerk

Date: _____

ALBION ECONOMIC DEVELOPMENT CORPORATION

By: _____
Ben Wallace

Title: Board Chair

Date: _____

EDC/TIFA/BRA EXECUTIVE BOARD OF DIRECTORS MEETING MINUTES

Held at Council Chambers 112 W. Cass Street, Albion MI 49224
May 25, 2023

EDC Executive Study Session convened at 7:36 am.

Board Members Present: Marc Newman; Scott Evans

Board Members Absent:

Ex Officio Non-Voting:

Community:

Staff: Virgie Ammerman

No quorum. Meeting treated as a study session.

Public Comment – None.

Discussion Items

Discussed CEO 12-month evaluation – next steps are to request the Board refine the 12-month review.

Introduced potential adjustments to 106-108 E. Erie St Brownfield Agreement.

Reviewed April Financials.

Set Board of Directors agenda for the June 1st BoD Meeting.

8:15 Adjourned

EDC/TIFA/BRA BOARD OF DIRECTORS MEETING MINUTES

Held at Council Chambers 112 W. Cass Street, Albion MI 49224
June 1, 2023

EDC Board Meeting called to order by Interim Chair Newman at 7:33 am.

Board Members Present: Marc Newman; Annette Norris; Scott Evans; Mayor Snyder; Jerome Harvey; Vicky Clark, Ed Haas, Trevor White (7:35)

Counsel: Nelson Karre

Board Members Absent: Ben Wallace (Excused)

Ex Officio Non-Voting:

Community: Councilperson Reid; Chad Farmer; Nelson Karre, EDC Counsel

Staff: Virgie Ammerman

A motion was made by Harvey, seconded by Newman, to approve the agenda after adding a line item for the President 1st 6-Month Evaluation. P/U

Public Comment – None.

Presentations and Recognitions

Ammerman presented the President’s Report. A motion was made by Clark, seconded by White, to accept the President’s Report as presented. P/U

Revisited the President/CEO 1st 6 month evaluations. No changes to the previous board direction.

Executive Board presented the President/CEO evaluation for period April 1, 2023 to December 31, 2023. Feedback included adding explanations for low and high scores. Motion made by Harvey, approved by White, to enlist a consultant for a best practice review beginning October 1st, remove items 17 and 18 due to subjective nature, add requirements for explanations for scores 1 and under, and extend period of the evaluation to April 1 – December 31, 2023 to coincide with the calendar year.

Roll Call Vote:

- Snyder – Yes
- Harvey – Yes
- Evans – Yes
- Newman – Yes
- Haas – Yes

Clark – Yes
White – Yes

Motion carried.

Review of status of the 106 – 108 E. Erie Brownfield Agreement – no action currently needed.

Task Force Reports – forgone due to time constraints.

~~Albion Restaurant Group – ARG –~~

~~Community Engagement Task Force –~~

~~Executive Board~~

~~Housing Task Force –~~

~~Industry and Business Attraction Task Force –~~

~~Match on Main –~~

~~Workforce Development Committee~~

~~A motion was made by _____, seconded by _____, to approve the task force reports as presented. P/U~~

Action Items

A motion was made by White, seconded by Clark, to approve the minutes from the May 4, 2023, Board Meeting. P/U

A motion was made by Evans, seconded by Clark, to approve the treasurer’s report for April 2023. P/U.

A motion was made by Evans, seconded by Clark, to enter into closed session to discuss a legal matter at 8:45.

Roll Call:

Snyder - Yes
Harvey - Yes
Evans - Yes
Newman - Yes
Haas - Yes
Clark - Yes
White – Yes

Public Comment: None

A motion was made by Evans, seconded by Clark to return to open session 9:20.

Snyder - Yes
Harvey - Yes
Evans - Yes
Newman - Yes
Haas - Yes
Clark - Yes
White – Yes

A motion was made by Snyder, seconded by Evans, to adopt the recommendations made during closed session.

Snyder - Abstain
Harvey - Yes
Evans - Yes
Newman - Yes
Haas - Yes
Clark - Yes
White – Yes

9:08 am A motion was made by Clark, seconded by Newman, to adjourn. P/U

EDC/TIFA/BRA BOARD OF DIRECTORS MEETING MINUTES

Held at Council Chambers 112 W. Cass Street, Albion MI 49224
June 22, 2023

EDC Board Meeting called to order by Interim Chair Newman at 11:05 am.

Board Members Present: Marc Newman; Annette Norris; Scott Evans; Mayor Snyder; Jerome Harvey; Vicky Clark, Ed Haas, Trevor White, Scott Cubberly

Counsel: Nelson Karre

Board Members Absent: Ben Wallace (Excused)

Ex Officio Non-Voting:

Community: Dave Atchison

Staff: Virgie Ammerman

A motion was made by Snyder, seconded by Norris, to approve the agenda as presented. P/U

Public Comment – Dave Atchison

A motion was made by Evans, seconded by Clark, to enter into closed session to discuss a legal matter at 11:10.

Roll Call:

- Snyder - Yes
- Harvey - Yes
- Evans - Yes
- Newman - Yes
- Haas - Yes
- Clark - Yes
- White – Yes
- Cubberly – Yes
- Norris - Yes

A motion was made by Evans, seconded by Clark to return to open session 11:51.

Roll Call:

- Snyder - Yes
- Harvey - Yes
- Evans - Yes

Newman - Yes
Haas - Yes
Clark - Yes
White – Yes
Cubberly – Yes
Norris - Yes

Action Items

A motion was made by Snyder, seconded by Evans, to direct Evans and Norris to return the edited document regarding lease termination to the Albion Community Foundation.

Roll Call:

Snyder - Abstain
Harvey - Yes
Evans - Yes
Newman - Yes
Haas - Yes
Clark - Yes
White – Yes
Cubberly – Yes
Norris - Yes

Public Comment: None

12:06 pm A motion was made by Clark, seconded by Newman, to adjourn. P/U

EDC/TIFA/BRA BOARD OF DIRECTORS MEETING MINUTES

Held at Council Chambers 112 W. Cass Street, Albion MI 49224

July 11, 2023

EDC Board Meeting called to order by Interim Chair Newman at 12:30 pm.

Board Members Present: Marc Newman; Scott Evans; Jerome Harvey; Trevor White; Scott Cubberly

Counsel: Nelson Karre

Board Members Absent: Ben Wallace (Excused); Annette Norris (Excused); Mayor Snyder (Excused); Ed Haas (Excused); Vicky Clark (Excused)

Ex Officio Non-Voting:

Community:

Staff: Virgie Ammerman

A motion was made by Newman, seconded by Evans, to approve the agenda as presented. P/U

Public Comment – None.

MML Provided Board Training. It was very well received and can be referenced on the EDC You Tube Channel.

Public Comment: None

2:30 pm A motion was made by Evans, seconded by Newman, to adjourn. P/U

EDC/TIFA/BRA EXECUTIVE BOARD OF DIRECTORS MEETING MINUTES

Held at Council Chambers 112 W. Cass Street, Albion MI 49224
July 27, 2023

EDC Executive Study Session convened at 8:00 am.

Board Members Present: Marc Newman

Board Members Absent: Scott Evans, Annette Norris

Ex Officio Non-Voting:

Community:

Staff: Virgie Ammerman

No quorum. Meeting treated as a study session.

Public Comment – None.

Discussion Items

Discussed CEO 12-month evaluation – next steps are to request the Board refine the 12-month review. Discussed President COLA request. Discussed administrative items. Discussed upcoming projects and action items.

Reviewed May and June Financials.

Set Board of Directors agenda for the August 3rd BoD Meeting.

8:45 Adjourned

**RESOLUTION OF THE BOARD OF DIRECTORS OF
ALBION ECONOMIC DEVELOPMENT CORPORATION**

The undersigned certifies the undersigned is the duly elected and qualified Secretary of Albion Economic Development Corporation, a Michigan municipal corporation (AEDC) and that the following resolution was duly adopted by the Board of Directors of the AEDC held on August 21, 2023:

BE IT RESOLVED THAT the Albion Economic Development Corporation (AEDC) AUTHORIZES Virgie Ammerman, President, and CEO of AEDC, to execute and deliver the attached Application to Michigan State Housing Development Authority, Neighborhood Housing Initiatives Division (MSHDA MI-HOPE) Phase 3, with the associated Assurances.

The undersigned further certifies that the above Resolutions remain in full force and binding upon the AEDC, that the Board of Directors has the power and authority to authorize the acts set forth in this Resolution, and that the Resolution has not been amended or revoked as of the date of this Certificate. Any party receiving a copy of this Resolution may rely on the continuing effect of this Resolution until such party receives actual written notice stating otherwise.

DATED: August ____, 2023

,Secretary

**ALBION ECONOMIC DEVELOPMENT CORPORATION,
ALBION TAX INCREMENT FINANCING AUTHORITY, AND
ALBION BROWNFIELD REDEVELOPMENT AUTHORITY**
A Michigan municipal corporation

**Resolution Authorizing Execution of International Economic Development Council (IEDC)
Grant Application for Economic Recovery Corps Fellow Program**

August 3, 2023

The undersigned certifies the undersigned is the duly elected and qualified Secretary of Albion Economic Development Corporation, a Michigan municipal corporation, that the following resolution was duly adopted by the Board of Directors of the Corporation at a duly called meeting of the Board at which a quorum was present held on August 17, 2023:

BE IT RESOLVED THAT the Albion Economic Development Corporation (AEDC) AUTHORIZES Virgie Ammerman, President, and CEO of AEDC, to execute and deliver the attached Application to the International Economic Development Council (IEDC) for the Economic Recovery Corps Fellow Program.

The undersigned further certifies that the above Resolution remains in full force and binding upon the Corporation, that the Board of Directors has the power and authority to authorize the acts set forth in the Resolution, and that the Resolution has not been amended or revoked as of the date of this Certificate.

DATED: August 21, 2023

, Secretary

**ALBION ECONOMIC DEVELOPMENT CORPORATION,
ALBION TAX INCREMENT FINANCING AUTHORITY, AND
ALBION BROWNFIELD REDEVELOPMENT AUTHORITY**

A Michigan municipal corporation

**Resolution Authorizing Execution of Revitalization and Placemaking Program (RAP) 2.0
Grant Application for INNOVATE Albion Universal Accessibility Project.**

August 3, 2023

The undersigned certifies the undersigned is the duly elected and qualified Secretary of Albion Economic Development Corporation, a Michigan municipal corporation, that the following resolution was duly adopted by the Board of Directors of the Corporation at a duly called meeting of the Board at which a quorum was present held on August 17, 2023:

BE IT RESOLVED THAT the Albion Economic Development Corporation (AEDC) AUTHORIZES Virgie Ammerman, President, and CEO of AEDC, to execute and deliver the attached Application to the Michigan Economic Development Corporation (MEDC) for the Revitalization and Placemaking Program (RAP) 2.0 Grant Application for INNOVATE Albion Universal Accessibility Project.

The undersigned further certifies that the above Resolution remains in full force and binding upon the Corporation, that the Board of Directors has the power and authority to authorize the acts set forth in the Resolution, and that the Resolution has not been amended or revoked as of the date of this Certificate.

DATED: August 21, 2023

, Secretary

**ALBION ECONOMIC DEVELOPMENT CORPORATION,
ALBION TAX INCREMENT FINANCING AUTHORITY, AND
ALBION BROWNFIELD REDEVELOPMENT AUTHORITY**
A Michigan municipal corporation

**Resolution Authorizing Execution of Revitalization and Placemaking Program (RAP) 2.0
Grant Application for McAuliffe Park**

August 3, 2023

The undersigned certifies the undersigned is the duly elected and qualified Secretary of Albion Economic Development Corporation, a Michigan municipal corporation, that the following resolution was duly adopted by the Board of Directors of the Corporation at a duly called meeting of the Board at which a quorum was present held on August 17, 2023:

BE IT RESOLVED THAT the Albion Economic Development Corporation (AEDC) AUTHORIZES Virgie Ammerman, President, and CEO of AEDC, to execute and deliver the attached Application to the Michigan Economic Development Corporation (MEDC) for the Revitalization and Placemaking Program (RAP) 2.0 Grant Application for McAuliffe Park.

The undersigned further certifies that the above Resolution remains in full force and binding upon the Corporation, that the Board of Directors has the power and authority to authorize the acts set forth in the Resolution, and that the Resolution has not been amended or revoked as of the date of this Certificate.

DATED: August 21, 2023

Secretary

**ALBION ECONOMIC DEVELOPMENT CORPORATION,
ALBION TAX INCREMENT FINANCING AUTHORITY, AND
ALBION BROWNFIELD REDEVELOPMENT AUTHORITY**

A Michigan municipal corporation

Resolution Authorizing Effectuation of Sale, 1111 Austin Ave, Albion Industrial Park

August 3, 2023

The undersigned certifies the undersigned is the duly elected and qualified Secretary of Albion Economic Development Corporation, a Michigan municipal corporation, that the following resolution was duly adopted by the Board of Directors of the Corporation at a duly called meeting of the Board at which a quorum was present held on August 17, 2023:

BE IT RESOLVED THAT the corporation desires to enter into an agreement with Gene Sorgi, for Ninja Goldfish LLC, a Michigan Limited Liability Company for the sale of 1111 Austin, Ave., Albion Michigan 49224.

BE IT FURTHER RESOLVED THAT pursuant to the forthcoming agreement, the corporation is authorized to sell to Gene Sorgi, for Ninja Goldfish LLC, a Michigan Limited Liability Company the real property legally described in Exhibit A attached to this Resolution for not less than \$50,000.

BE IT FURTHER RESOLVED THAT the EDC/TIFA CEO/President, Virgie Ammerman, is authorized to execute on the Corporation's behalf all documents needed to close the sale transaction.

The undersigned further certifies that the above Resolution remains in full force and binding upon the Corporation, that the Board of Directors has the power and authority to authorize the acts set forth in the Resolution, and that the Resolution has not been amended or revoked as of the date of this Certificate.

DATED: August 21, 2023

Secretary

Exhibit A – Legal Description

1111 Austin, Ave. Albion MI 49224

OUT LOT A, INDUSTRIAL PARK SUBDIVISION ALBION CITY, A PART OF SEC 34.
T2S-R4W BEG IN CEN OF AUSTIN AVE ON THE W LINE OF SEC 34. TH S ON
SEC LINE 40 RDS SE 13 RDS TO LAND OF FILKIN. N 40 RDS TO CEN OF AUSTIN AVE.
NWLY IN CEN OF AUSTIN AVE 13 RDS TO PLACE OF BEG. EXC W 2 RDS.

Tax Parcel No. 51-001-722-00;

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BE IT RESOLVED THAT the Albion Economic Development Corporation (AEDC) AUTHORIZES Virgie Ammerman, President, and CEO of AEDC, to execute and deliver the attached Application to Michigan State Housing Development Authority, Neighborhood Housing Initiatives Division (MSHDA MI-HOPE) Phase 4, with the associated Assurances.

The undersigned further certifies that the above Resolutions remain in full force and binding upon the AEDC, that the Board of Directors has the power and authority to authorize the acts set forth in this Resolution, and that the Resolution has not been amended or revoked as of the date of this Certificate. Any party receiving a copy of this Resolution may rely on the continuing effect of this Resolution until such party receives actual written notice stating otherwise.

DATED: August ____, 2023

,Secretary