

**Thursday, May 4, 2023, 7:30 am**

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) Consent Agenda (1 min)
- 5) Presentations and Recognition
  - a) President's Report – President/CEO (10 mins)
  - b) 6-Month President/CEO Evaluation – Executive Committee (10 mins)
- 6) Committee Reports (10 min)
  - a) ARG – Albion Restaurant Group
  - b) Children's Savings Account Committee
  - c) Community Engagement Committee
  - d) Dream.Build.Rise Committee
  - e) Executive Committee
  - f) Housing Committee
  - g) Industry and Business Attraction Committee
  - h) Match on Main Committee
  - i) Nominating Committee
  - j) Revolving Loan Fund Committee
  - k) Workforce Development Committee
- 7) Action Items (15 min)
  - a) Approval of Minutes from the March 23, 2023, Executive Board of Directors Meeting
  - b) Approval of Minutes from the April 6, 2023, Board of Directors Meeting
  - c) Approval of Minutes from the April 20, 2023, Special Board of Directors Meeting
  - d) Approve Financial Reports (March)
    - i) Brownfield Redevelopment
    - ii) Economic Development Fund
    - iii) RLF Financial Report
    - iv) TIFA Financial Report
  - e) Presentation, Consideration, and Approval of Executive Board Slate – Nominating Committee

- 8) Closed Session to discuss items not appropriate for inclusion in open meeting.
- 9) Board of Directors Discussion & Comments (5 Min)
  - a) City of Albion
  - b) Albion Township
  - c) Sheridan Township
  - d) Greater Albion Chamber of Commerce
  - e) Board at Large
- 10) Public Comment (TBD)  
(Persons addressing the Board shall limit their comments to no more than 3 minutes)
- 11) Adjournment (1 Min)
- 12) Parking Lot
  - i) Board Workshop
    - Orientation Process – Completed March 2023
    - Training / Parliamentary Procedure / Open Meetings Act
    - Team Building
    - Committee Roles
    - Executive Board Role
    - Committee Leadership/Liaison
  - ii) ACF Lease
  - iii) Establishment of Organizational Core Values
  - iv) Set Timetable for FY24 Strategic Plan Preparation
  - v) EDC Policies and Procedures
  - vi) President / CEO Evaluation 4/1/23 – 9/30/23
  - vii) Interlocal Agreement City of Albion : EDC

***Economic Development Strategic Plan 2022-2026***

- Goal 1: Stabilize the downtown, enhance its historic character, and support its economic growth.
- Goal 2: Strengthen housing market and stock.
- Goal 3: Retain and attract high-leverage jobs to Albion.
- Goal 4: Stabilize the City's major corridors and support their economic growth.
- Goal 5: Build the human and capital capacity of the Albion Economic Development Corporation

# Albion EDC President's Report

Virgie Ammerman; 4/1/23 - 4/30/23

## Comments

1	Has the President/CEO demonstrated influencing regional and state economic growth?	Partnering with Marshall City, Township, MEDC, MAEDA, Ford, Southwest Michigan First, current and future businesses to stimulate the economy. Engaging with the State of Michigan for support for the new industrial park.
2	Has the President/CEO demonstrated leading economic growth in the greater Albion region?	Supporting Rustic Grille, Rust Belt Raumen, ARC, local entrepreneurs. Connecting Four Leaf Properties with key stakeholders. Supporting the City of Albion via application for MSHDA MOD program.
3	Has the President/CEO demonstrated partnering with MAEDA regarding the Ford Blue Oval Plant's needs for supply chain and housing?	Attending Marshall Township, City of Marshall, Joint Twp and City of Marshall Planning Commission meetings, MAEDA, continued updates to the community, engaging the greater Albion community for support, working with housing developers, making Albion attractive to Ford as a support hub.
4	Has the President/CEO developed a revolving loan plan? Deferred from the first 6 months.	Documenting Revolving Loan Fund processes so that they are executable and transparent. Potential investments are being identified. The process will be presented to the RLF Committee for approval and then presented to the EDC Board.
5	Has a TIFA Financing plan been completed. Deferred from the first 6 months.	Action not taken on this item in April 2023.
6	Has the President/CEO forwarded the goal of utilizing Albion IS as a marketing and communications strategy?	Placing signage in the window at 115 N. Superior, purchased from a local artist highlighting the AlbionIS marketing concept. See <a href="http://albionis.org">albionis.org</a> for recent updates. See consistent messaging in verbal and written communication.
7	Has the President/CEO demonstrated listening to all community members and stakeholders' economic justice needs?	Communicating and listening at events and meetings i.e. Rep Haadsma coffees, City Council, multiple EDC Committees, speaking engagements, existing businesses, restaurant groups, City Manager, developing businesses, Albion Black Business Alliance, presented at a Chamber of Commerce monthly meeting, Albion College.
8	Has the President/CEO demonstrated marketing and developing the new Albion industrial park?	Working with Southwest Michigan First, the State of Michigan, Ford, the City of Albion, the City of Albion Planning Commission, Albion City Council, community members, Sheridan Twp, property owners and neighbors.
9	Has the President/CEO demonstrated incentivizing development expansion, growth, and retention in the industry sector?	Collaborating with industry investors and stakeholders both individually and in group settings. The Industry and Business Attraction and Retention committee is supporting intentional growth and messaging throughout the region. Completed Asset Management Champion training.
10	Has the President/CEO demonstrated incentivizing development expansion, growth, and retention in the commercial / entrepreneurial / retail sectors?	Convening the Albion Restaurant Group to support food availability and sustainability in the region; seeking commercial / retail growth in downtown; connecting entrepreneurs with incentives for development and partnerships. Became a Certified Tourism Ambassador. Partnering with KCC in multiple initiatives.
11	Has the President/CEO demonstrated incentivizing development expansion, growth, and retention in the housing sector?	Continuing efforts to clarify partnership with the City of Albion as Housing Lead Collaborator to streamline engagement for external developers. Supporting AARP Friendly initiatives in the Housing subgroup.

12	Has the President/CEO demonstrated focusing on alignment of stakeholders?	<p>Aligning activities during April 2023 included MSHDA MI-HAF and MI-HOPE financial assistance programming, MEDC meetings, Rep Haadsma events, multiple EDC Committee meetings/events, presented at Chamber of Commerce Meeting, regular meetings with the City Manager, attended City Council meetings, communications on behalf of multiple organizations, referrals to many Albion and County resources. Aligning with County EDC Board, MAEDA, Springfield, and Battle Creek Unlimited.</p>
13	Has the President/CEO modeled trustworthy leadership?	<p>Operating transparently and openly is creating avenues for communication internally in Albion, the County, the Region, the State, and at a federal level.</p>
14	Has the President/CEO managed costs and programming operating within the approved budget while ensuring financial stability through September 30 2023?	<p>Operating net positive to budget.</p>
15	Has the President/CEO supported senior housing with expertise on brownfield incentives and any financial packaging to obtain a successful development.	<p>Pending opportunity presented by developers in the Senior Housing markets. The EDC has not been asked to provide brownfield or any other financial assistance for senior housing.</p>
16	Has the President/CEO applied for USDA rural development grants (June 2023 application window)?	<p>Action not taken on this item in April 2023.</p>



**Michigan  
Infrastructure  
Council**

Issued: 2023-04-25

Certificate ID: pnqfhhuciv

THIS CERTIFICATE IS AWARDED TO

**Virgie Ammerman**

For successfully completing 25 professional development hours and all requirements in the

**Asset Management Champion Program - Complete**

*Ryan Laruwe*

Ryan Laruwe  
Executive Director  
MIC

*John Weiss*

John Weiss  
Chairperson  
MIC

*Erin Kuhn*

Erin Kuhn  
Council Member  
MIC

*Iain Cranston*

Iain Cranston  
Lead Trainer  
MIC



# THE ASSET MANAGEMENT CHAMPION PROGRAM

## • Breakdown of Professional Development Hours

The Michigan Infrastructure Council (MIC) congratulates you on completing the Asset Management (AM) Champion Program. This program will establish a network of talented individuals and organizations to help strengthen and “champion” best practice asset management across Michigan’s complex infrastructure environment.



### AM Champion Introduction

- **MIC Intro:** ~1 hour
- **AM101 Asset Management Awareness:** ~3 hours
- **Facilitated Discussion #1:** 1.5 hours
  - Benefits of Asset Management
  - Getting the Journey Started
  - Leadership Support



### AM Champion

#### Core elements of the AMRS – Part 1

- **Introduction to People and Leadership:** ~2 hours
- **Introduction to Data and Information:** ~2.5 hours
- **Introduction to Planning and Decision Making:** ~4.5 hours
- **Facilitated Discussion #2:** 1.5 hours
  - Cross Departmental Effort
  - Data Systems and Structure
  - Planning and Prioritization



### AM Champion

#### Core elements of the AMRS – Part 2

- **Introduction to Policy and Governance:** ~2 hours
- **External Communications and Knowledge Sharing:** ~2 hours
- **How to use the MIC AMRS Tool:** ~1.5 hours
- **Facilitated Discussion #3:** 1.5 hours
  - Asset Management Policies
  - MIC Asset Management Readiness Scale
  - The Future



### Become an AM Champion!

- **Exit Module & Survey**
- **1 Video or Webinar from the CNAM Library:** up to 1 hour
- **Participation in Community Discussion Forums**

**Total PD learning hours:**

**25**

# 11 Things Developers Wish Economic Development Officials Knew

## 11 Things Developers Wish Economic Development Officials Knew ...

[https://www.icsc.com/news-and-views/icsc-exchange/11-things-developers-wish-economic-development-officials-knew?utm\\_source=social&utm\\_medium=instagram&utm\\_campaign=cct](https://www.icsc.com/news-and-views/icsc-exchange/11-things-developers-wish-economic-development-officials-knew?utm_source=social&utm_medium=instagram&utm_campaign=cct)

April 26, 2023

Across the U.S., developers feel frustrated as they work to bring new and revitalized retail and mixed-use projects to their communities. In their relations with economic development professionals, they may perceive miscommunications, old demographic information, outdated zoning and unrealistic expectations. Despite the best of intentions, said Streetsense managing director of public nonprofit solutions Larisa Ortiz, municipalities and counties regularly shoot themselves in the feet with a mishmash of conflicting laws and behaviors that can push developers into more markets. “Developers don’t like unpredictability,” she said.

### **WHAT ECONOMIC DEVELOPMENT OFFICIALS WISH DEVELOPERS**

**KNEW:** Keep an eye on Commerce + Communities Today for a companion piece to this article.

#### **1. Cities need to get out of their own way.**

“The rules of game have changed, and cities need to figure out ways to be more competitive and quit putting up barriers to entry,” said Ortiz. “Sometimes the public sector can’t get out of its own way.” Cases in point: In Times Square and other parts of New York City, massage therapy studios, spas and other physical businesses like fitness centers still require special-use permits, said Ortiz, who previously served seven years as a New York City planning commissioner. That goes even for the upscale Equinox fitness chain. And Palo Alto, California, has placed development restrictions on beauty salons, laundromats “and other necessary businesses they considered low rent,” observed Ortiz. Norfolk, Virginia, still has outmoded locational restrictions on tattoo parlors, even as many tattoo businesses have long been mainstream and have become upscale. Countless other examples continue to crop up around the country, costing developers time and money, she said. Another common hurdle surfaces in the attempted redevelopment of Class B and C shopping malls into residential, office and other nonretail uses, she said. Cities continue stubbornly to resist change at such centers.

#### **2. Economic development professionals need to play the long game.**

Economic development professionals should be up to speed on the latest microdemographic trends, said veteran mixed-use community developer Yaromir Steiner, founder and CEO of Steiner + Associates. People are living longer, getting married later and having fewer children, all changes that affect the housing types and other components that mixed-use developers plan.

“This is critical because built environments impact the long-term, some 30 to 50 years,” he said. “It’s also valuable that economic development professionals know that such things as sense of place, the quality of a project and access to nature in the public domain will provide lasting value for good neighborhoods.”

### **3. Cities need to align their goals with market realities.**

“Every city I go into wants a Trader Joe’s or a Whole Foods, even if they can’t meet their basic site criteria or understand how competitive those projects really are,” Ortiz said. Moreover, economic development professionals should identify properties that meet retailers’ objectives and acreage requirements well before serious talks begin, she added. Officials also should restrict lengthy lists of requirements once retailers or developers commit to sites. “Cities need to understand that tenants are in the driver’s seat right now,” Ortiz said.

### **4. Zoning also should align with overall demand.**

“There’s probably not as much retail demand as planners and economic developers think,” Ortiz said. For example, cities often require that the full first floor of any proposed residential developments be retail, but that creates “a structural oversupply” because takers are typically few, she said. Lenders may not underwrite these first-floor space for fear they won’t fill. Such city requirements “produce a retail component that serves no one’s interest,” said David Greensfelder, managing principal of Greensfelder Real Estate Strategy, which has created retail, economic development and planning strategies for San Jose, California; Boulder, Colorado; and Taylorsville, Utah. “Developers face a variety of other challenges in uncertain approval processes that can stress projects,” he said.

### **5. Economic development professionals support the developer by supporting the project.**

Because project leasing agents already know prospective tenants and what factors may entice them, “economic developers supporting these professionals is key,” said Poag Development Group president and CEO Josh Poag. He finds it “very helpful” when cities keep him posted on pending developments around his project, as well as any new companies or other new job creators that are coming to town, he said. In the project-planning stage, economic developers also can help by guiding developers through entitlements and by assembling strong digital and physical marketing collateral materials for use at trade shows and on social media, according to the website of retail analytics company Buxton. Economic development doesn’t stop at project recruitment, Poag said. And at newly opened developments, efforts by cities to promote events and other experiences can greatly add momentum, he said. “That’s a win-win for everybody with more shopping, more emotional attachment, more sales and more taxes.” For redevelopments, cities that work to ease approvals and find public financing “help maximize a redevelopment’s potential and success,” he said.



## **6. Cities need to compile all imaginable incentives.**

While developers seek incentives, “it’s surprising how many aren’t aware of all of them,” said ICSC director of membership support for community advancement Morgan Wortham. Though most incentives are awarded case by case, “they’re always well worth exploring and cities should always help them,” Wortham said. Local incentives can include property tax abatement, tax increment financing, business district tax rebates, infrastructure rebates, job credits and lesser-known ones like facade-improvement grants, business incubation assistance and job training assistance. State and federal incentives can include historic tax credits, enterprise or Opportunity Zones, New Markets Tax Credits, clean energy financing and Economic Development for a Growing Economy tax credits. “Especially considering current economic conditions, it’s essential to reduce your costs to help deal with the gap in the capital stack,” said Wortham, who has more than two decades of experience in nonprofit and government work. About 95% of all cities and states offer incentives, according to the International Economic Development Council.

## **7. And they can help align project stakeholders.**

When developers come knocking, economic development teams should meet with all the key players as part of a “stakeholder engagement plan,” according to the website of construction project management software provider PMWeb. Stakeholders can include chambers of commerce, city planners, workforce organizations, utilities, mass transit officials, educational institutions, potential capital sources and other business groups, the firm wrote. Economic development groups should come to developer meetings with information on adjacent property owners, utilities, other developments planned for the city, available workforce readiness programs, neighborhood issues, permitting nuances and environmental, social and governance issues, according to the IEDC.

## **8. Cities can become better communicators.**

Not only are retail opportunities extinguished for want of subsidies, but other crucial information that can benefit the developer, such as locational data, also is often absent, Ortiz said. “There’s a general disconnect of information in the developer-economic developer relationship,” she said. “One challenge is that cities and developers don’t always have the tools to communicate with another.” Ortiz hopes to help remedy that as a member of ICSC’s Community Advancement Advisory Committee, part of the organization’s national Community Advancement program. “The two parties need to have more spaces and places to talk with one another,” she said.

## **9. Cities need to cater to smaller businesses, too.**

Because most business communities are comprised of small to midsize firms, business retention and business expansion programs should reflect that ratio in their recruitment efforts better, Buxton noted. The 30.7 million U.S. firms that meet the Small Business Administration’s definition of “small businesses” account for 99.9% of all U.S. businesses, according to 2019 data from the SBA.

## **10. They can be certain new retail sites are accessible.**

A New York City nonprofit developed a seemingly well-located shopping center in the South Bronx, but despite strong highway visibility, the property was failing, Ortiz recalled. The problem, she discovered: “When you got off the highway, you couldn’t get to the site.” Several city fixes were put in motion, including installation of highway/street signage and changes in traffic patterns around the site, including changing a street to one way. Those tweaks significantly boosted traffic and kept the project from going under, she said. “Cities need to think about these things before a project gets built.”

## **11. They should factor the sustainability benefits of projects into their climate concerns.**

Economic developers and cities should realize that quality mixed-use projects are anti-sprawl, said Steiner. “They should keep in mind that denser neighborhoods, with the minimization of sprawl, create a more economical and sustainable environment. They reduce the long-term carbon footprint of the community, preserving farmland and facilitating better access to nature.” As cities and economic developers adapt to changing economic, social and political landscapes, they should pivot on climate change, as well, according to a November 2022 IEDC report. The cost of property/casualty insurance in the growing number of natural disaster prone areas plays a key role in business expansion program planning around the globe, especially for sites with large physical footprints in and around flood-prone areas, the report said.

The list of suggestions for economic developers doesn’t stop at 11, developers say. Ideally, Poag said, economic development doesn’t stop after a property is established. City officials always should encourage complementary uses around existing developments as they continue to invest in the original project, Poag said. “The more development activity around our sites, the better stores will do,” he said.

The abundance of cities with zoning that’s still mired in the past need to tweak those rules before they go after high-profile projects, Ortiz said. “Most zoning rules were written at a time when cities only wanted soft-good businesses, but now they’re relics.” Too often, cities play politics at the expense of their own communities, she said, recalling a developer that spent between \$1 million and \$2 million to navigate the New York City urban review process in preparation for a mall redevelopment deal that fell apart for lack of political support. “That made other developers think twice,” she said. “Time is always money and a discretionary approval process in a city opens up developers to a risk of failure, so they’ll just turn to more competitive communities.”

Urban planning in general, added Steiner, shouldn’t be based on outdated zoning notions like always separating real estate uses and dictating how development-adjacent private property should be used. “Rather, it should be focused on the design of the public domain and the public infrastructure,” incorporating more of a city’s natural features, he said.

Developers always will welcome any economic developer involvement “that helps bridge market-based realities with a city’s planning goals,” Greensfelder said. “If there were two words to describe what economic developers can do to help a developer in the pre-development phase, they would be: ‘Create certainty.’”



*This is to Certify that*

*Virgie Ammerman*

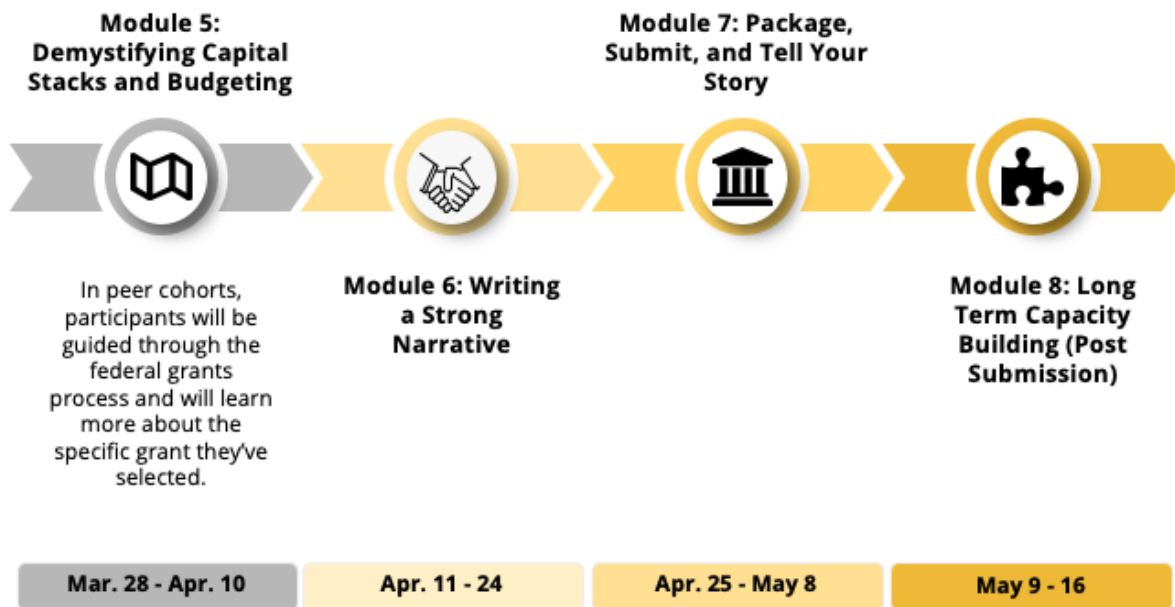
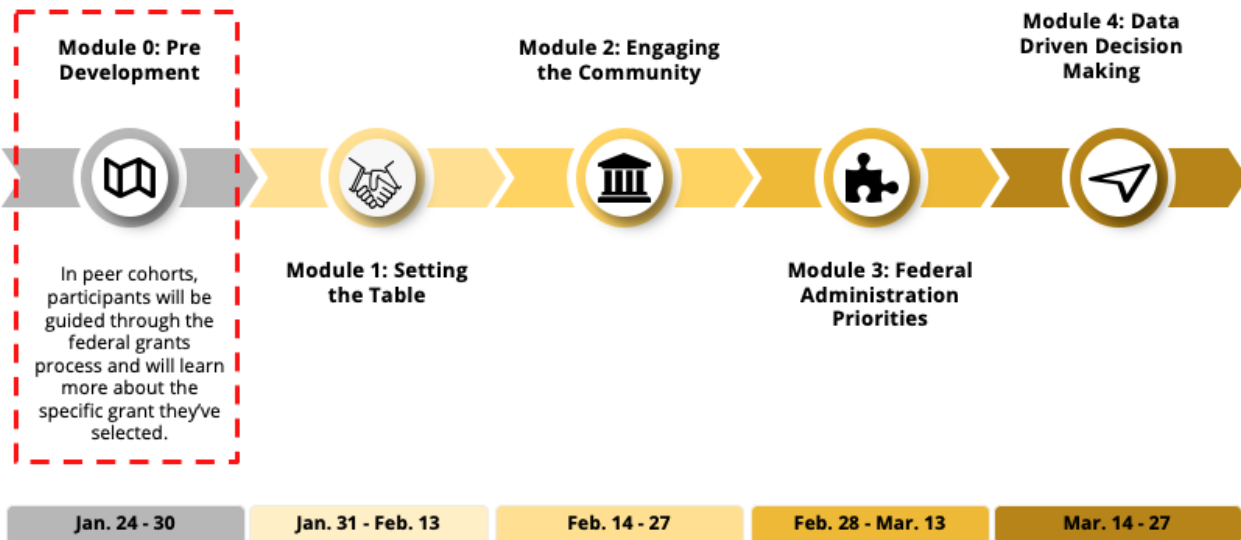
*Has Met All Requirements for the Designation*

**CERTIFIED TOURISM AMBASSADOR™**

**Through 12/31/24**

*Proudly awarded by the  
Tourism Ambassador Institute®*

# Bootcamp Timeline





## Welcome, Virgie

***Your CDFA Membership is active until November 2023.***

### CDFA Events

You have attended the following CDFA events. The most recent event is listed first.

- 12/31/2024 6-course Package for the Development Finance Certified Professional (DFCP) Program
- 10/20/2023 2023 SSBCI Learning Series - Compliance: Program Reporting Requirements
- 10/20/2023 2023 SSBCI Learning Series - Insights on SSBCI 2.0 Program Implementation
- 10/20/2023 2023 SSBCI Learning Series - Emerging Models and Best Practices for Delivering Technical Assistance
- 10/20/2023 2023 SSBCI Learning Series - Enhanced Efforts to Engage and Support SEDI-Owned Business
- 10/20/2023 2023 SSBCI Learning Series - SSBCI Program Modifications and Evaluations
- 06/15/2023 Intro Tax Increment Finance Course (2023)
- 05/04/2023 Advanced Revolving Loan Fund Course (2023)
- 05/02/2023 Intro Revolving Loan Fund Course (2023)
- 04/14/2023 CDFA Federal Policy Conference (2023)
- 03/16/2023 Advanced Bond Finance Course (2023)
- 03/14/2023 Intro Bond Finance Course (2023)
- 02/08/2023 2023 CDFA Minority Capital Loan Guarantee Program - Informational Webinar
- 12/21/2022 2022 CDFA // BNY Mellon Development Finance Webcast Series: Financing Approaches to Meet Affordable Housing Needs
- 12/14/2022 2022 CDFA Federal Financing Webinar Series: Tools for Economic Growth with Treasury and SBA
- 12/09/2022 Intro Brownfields Finance WebCourse (2022)

National Development Council

EDFP Certification Program Progress

Home

Search my courses

Info Name Grid

<b>5</b> courses in progress	<b>2</b> completed courses	<b>4h 11m</b> training time	<b>2</b> badges	<b>550</b> points
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EDFP Certification Program

ED101 - Economic Development Finance

ED101 Course Overview (ED101-A)	COMPLETED	INFO	
Economic Development Financing Overview (ED101-B)	COMPLETED	INFO	
Business Credit Analysis (ED101-C)	10%	INFO	
Fixed Asset & Working Capital Financing (ED101-D)	0%	RESTRICTED	INFO
Real Estate Finance (ED101-E)	0%	RESTRICTED	INFO
Economic Development Finance Programs (ED101-F)	0%	RESTRICTED	INFO
ED101 Final Exam (ED101-X)	0%	RESTRICTED	INFO

Certificate of Appreciation awarded to

# Virgie Ammerman

Has met the required standards for completion of the

The Dale Carnegie Course

DC12FIRE23-006



And is hereby awarded 4.2 Continuing Education Units  
(CEU's), as set forth by Dale Carnegie & Associates, Inc.

Presented: 4/13/2023

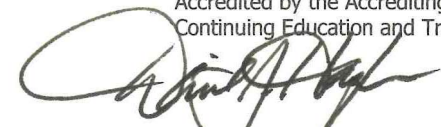
Attested by:



Philip Zeller, CEO  
Ralph Nichols Group, Inc.

Accredited by the Accrediting Council for  
Continuing Education and Training, Inc.



**Dale Carnegie®**



May 3, 2023

Albion Economic Development Corporation  
115 N. Superior Street  
PO Box 725  
Albion, MI 49224

Dear Mr. Newman and Albion EDC Board:

I am writing to express my support for Virgie Ammerman, the President and CEO of the Albion Economic Development Corporation. In her short tenure as the leader of the Albion EDC she has already proven to be an outstanding advocate for Albion and a valuable regional partner.

Ms. Ammerman's strong communication skills and knowledge of economic development policies make her an effective advocate for the Albion community. She is a well-known and strong presence at state, regional and local events and can be relied upon for her thoughtful input and tireless support for Albion.

She has also relentlessly supported the Ford Blue Oval project in Marshall, coming to every public hearing and having the courage to speak out in support even amidst crowds of opponents who ridicule and heckle the pro-Ford speakers. She has been the only regional economic development partner that has attended every important public hearing, and we really appreciate that support. Ms. Ammerman realizes that a project this large will have major benefits to Albion and she is willing to fight for her community.

Ms. Ammerman has the temperament and skillset to bring regional partners to the table to leverage funding for Albion. For example, she pulled together regional partners and won a State ILC Going Pro grant that not only benefits Albion companies but companies from Marshall and elsewhere. She realizes that we are stronger together and that it is smart to build regional partnerships because those partnerships lead directly to positive outcomes for Albion.

We look forward to continuing to work with Ms. Ammerman in the months and years ahead.



James Durian  
Chief Executive Officer  
Marshall Area Economic Development Alliance

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269.781.5163  
Info@ChooseMarshall.com  
ChooseMarshall.com

323 West Michigan Ave.  
Marshall, MI 49068



**From:** [Matt Davis](mailto:Matt Davis)  
**To:** [mnewman@albion.edu](mailto:mnewman@albion.edu)  
**Subject:** Virgie Ammerman  
**Date:** Wednesday, May 3, 2023 10:04:45 PM  
**Attachments:** [virgie ammerman letter.pdf](#)

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Good evening Marc,

Attached you will find a formatted letter of support for Virgie. I have copied the text in this email below for your convenience. Please let me know if you have any questions. Thank you. MD

Mr. Marc Newman, Vice Chair  
Albion Economic Development Corporation 115 North Superior Street  
Albion, Michigan 49224

May 3, 2023

Dear Mr. Newman,

I understand the AEDC will be completing a 6-month evaluation of President/CEO Virgie Ammerman tomorrow May 4<sup>th</sup>, 2023.

After reading the agenda online and seeing this item, I felt compelled to reach out to you and the board (through you) to provide some public feedback.

I've been thoroughly impressed with Virgie's skillset and commitment to Albion. She has excellent interpersonal skills and represents the community very well. In my experience, on both the MPS Board and with MAEDA and collaborating on the Blue Oval BaVery Park (BOBP) project, I have been impressed with the AEDC's vision in hiring a strong professional to serve in the President position.

Virgie is a leader who collaborates, is focused on regional success rather than isolation, and someone who rapidly realized the BOBP would be an outstanding opportunity for the Albion community for suppliers and spin off jobs. As such, she has been at every meeting and engagement possible to be visible and promote Albion as an excellent place for business. She is a great ambassador and cheerleader for Albion.

Virgie is giving Albion's economic development reputation a very positive and noticeable boost, and I hope the AEDC Board will recognize this and encourage her to continue her strong leadership. I am confident this course will bear much fruit for Albion and the entire area.

Partnerships in today's global economy are critical for small community success and our area is blessed to have strong partnerships from Kalamazoo to Jackson. Virgie is working hard to continuously strengthen those ties. I appreciate her and hope you do too!

Very kind regards,

MaV Davis, Chairperson of the Board  
Marshall Area Economic Development Alliance 323 W. Michigan Avenue  
Marshall, MI 49068

Broker/Owner  
Real Estate One Rosemary Davis 210 West Michigan Avenue Marshall, MI 49068  
[maB@realestateone.net](mailto:maB@realestateone.net) 269-967-3321

Mr. Marc Newman, Vice Chair  
Albion Economic Development Corporation  
115 North Superior Street  
Albion, Michigan 49224

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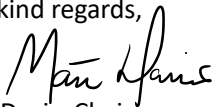
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Very kind regards,



Matt Davis, Chairperson of the Board  
Marshall Area Economic Development Alliance  
323 W. Michigan Avenue  
Marshall, MI 49068

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210 West Michigan Avenue  
Marshall, MI 49068  
[matt@realestateone.net](mailto:matt@realestateone.net)  
269-967-3321

**From:** [Richard Lindsey, Jr](#)  
**To:** [mnewman@albion.edu](mailto:mnewman@albion.edu)  
**Subject:** Virgie Ammerman  
**Date:** Wednesday, May 3, 2023 9:31:43 PM

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Dear Marc -

Good evening - I hope you have been well! I apologize for the late hour - it has been an exciting and frantic couple of days as we moved the BlueOval Battery Park to the next stage of development.

I went to take a few minutes to explain how important Virgie's support has been. When I asked, she came to support the project at the first meeting in front of a hostile crowd at Marshall Township and spoke about the regional support for the project and what it meant to our region. Since then, she has spoken at every public meeting including the 8 hour (yes 8) marathon City Council meeting on Monday night/Tuesday morning at which the zoning change was approved.

She understands the regional nature of the project and the importance of the Albion labor and housing supply to this project. This is a project which Marshall simply can't do alone. She also understands and advocates for our County institutions of higher education, Albion College and KCC, and the strong supporting role they will play.

The other factor she is keenly in tune with is the need for suppliers to be near the BlueOval Battery Park. The Ford and Walbridge representatives are predicting that eventually there will be more workers employed by suppliers than at the actual plant. She has been actively engaging Ford, Wallbridge, and the MEDC about development of a megasite in Albion which would serve Ford and new development will follow Ford.

We very much appreciate her efforts and look forward to a long cooperative and mutually supportive relationship with her and with the Albion EDC.

As always, please contact me on my cell at (269) 317-5905 or by e-mail if you have any questions or concerns.

Sincerely,

Richard Lindsey

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# **Executive Summary**

## **ALBION ECONOMIC DEVELOPMENT CORPORATION**

### **Executive Director & CEO Six-Month Evaluation**

The attached documentation includes the following:

- EDC CEO Six Month Evaluation Tool
- EDC Evaluation Calculation Spreadsheet
- Compiled Evaluator Comments

Virgie Ammerman has served as the executive director and CEO of the Albion Economic Development Corporation for six months. During that time, the board acknowledges that there have been unique challenges around physical office space and the relationships with the former landlord.

The combined evaluation score based on all responses (9 board members) was a 2.04 when average rated by 16 questions and 2.03 when average rated by 9 directors on a 3-point scale. Based on this assessment, Ms. Ammerman would not qualify (2.1 needed) for the salary increase that was agreed upon in her original offer letter. The salary would be re-visited during the 12-month evaluation.

Although Ms. Ammerman has met many of the challenges set forth by the EDC Board, there was a strong sentiment among the evaluators that Ms. Ammerman's lack of interpersonal skills are causing significant harm to opportunities for continued growth of the organization. Moving forward, there is an expectation that Ms. Ammerman works to build better relationships with community organizations. A metric for this will be added to the 12-month evaluation.

Albion Economic Development Corporation  
Executive Committee

## Albion EDC Six Month CEO Evaluation

The purpose of the yearly Albion EDC President/CEO Evaluation is to both document the executive director's achievements and shortcomings, and helps the executive director understand areas for improvement and to highlight areas where the board is insufficiently informed.

Please use the six month Performance Expectations form. Provide comments to all evaluation questions and provide an evaluation score using the following basis.

- NA - Not able to evaluate**  
**0 - Executive Director has not met expectations**  
**1 - Needs Improvement**  
**2 - Executive Director has met expectations**  
**3 - Executive Director has exceeded expectations**

	Comments	Score
1. Has the President/CEO provided a fair and balanced budget?		<b>2.6</b>
2. Has the President/CEO effectively utilized grant opportunities?		<b>1.9</b>
3. Has the President/CEO built and utilized an EDC team to meet objectives?		<b>1.8</b>
4. Has the President/CEO developed a revolving loan plan?	Eliminated 4.20.2023	
5. Has a TIFA Financing plan been completed.	Eliminated 4.20.2023	

6. Does the President/CEO provide good communication to you?		2.2
7. Has the President/CEO established a relationship with ARC?		2.1
8. Have Workforce Taskforce objectives been set?		2.1
9. Has a business attraction committee been formed?		2.3
10. Has the President/CEO pursued entrepreneurship opportunities? <i>Excludes Dream. Build. Rise</i>		2.2
11. Has the President/CEO continued efforts to attract mixed use development?		2.2
12. Have relationships been built with potential developers?		1.9
13. Has the CEO administered a successful Brownfield Redevelopment Authority Program?		1.8



What could the President/CEO be doing differently to make the EDC better?

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**Please refer to Compiled Evaluator Comments**

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Executive Committee

4.24.2023

Board member signature

Date



### Albion EDC Six Month CEO Evaluation

Question	Director	Director	Director	Director	Director	Director	Director	Director	Director	Director	Director	Director	Director	Director	Director	Director	Director	Director	Director	Director	Total	Answered	Average		
Question 1	3	NA	2	3	2	3	3	3	3	3	2	2	2	2	2	2	2	2	2	2	21	8	2.6		
Question 2	1	1	2	2	2	2	3	2	2	2	2	2	2	2	2	2	2	2	2	2	17	9	1.9		
Question 3	2	1	2	2	2	2	NA	NA	NA	NA	0	0	0	0	0	0	0	0	0	0	14	8	1.8		
Question 4																								Eliminated 4.20.2023	
Question 5																									Eliminated 4.20.2023
Question 6	2	1	2	3	2	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	20	9	2.2		
Question 7	2	NA	2	2.5	NA	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	14.5	7	2.1		
Question 8	1	2	2	2.5	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	18.5	9	2.1		
Question 9	3	2	2	2.5	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	20.5	9	2.3		
Question 10	2	2	2	2.5	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	19.5	9	2.2		
Question 11	3	1	2	3	2	3	3	3	3	3	2	2	2	2	2	2	2	2	2	2	20	9	2.2		
Question 12	2	0	2	2.5	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	17.5	9	1.9		
Question 13	1	1	NA	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	14	8	1.8		
Question 14	3	1	1	2	2	2	3	3	3	3	2	2	2	2	2	2	2	2	2	2	20	9	2.2		
Question 15	2	1	2	3	3	3	3	3	3	3	2	2	2	2	2	2	2	2	2	2	21	9	2.3		
Question 16	2	1	2	2	2	2	NA	NA	NA	NA	0	0	0	0	0	0	0	0	0	0	14	8	1.8		
Question 17	1	1	2	3	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	17	9	1.9		
Question 18	2	0	0	2	1	2	2	2	2	2	0	0	0	0	0	0	0	0	0	0	12	9	1.3		
Total	32	15	27	39.5	30	34	48	35	20	20	32.6	32.6	32.6	32.6	32.6	32.6	32.6	32.6	32.6	32.6	32.6	32.6	32.6	32.6	
Questions	16	14	15	16	15	14	16	16	16	16	16	16	16	16	16	16	16	16	16	16	16	16	16	16	
Average	2	1.1	1.8	2.5	2	2.4	3	2.2	1.3	18.3	9	2.03	2.03	2.03	2.03	2.03	2.03	2.03	2.03	2.03	2.03	2.03	2.03	2.03	

2.1 needed for salary increase

## Compiled Evaluator Comments

### **1. Has the President/CEO provided a fair and balanced budget?**

- It is my understanding that the CEO has worked closely with city staff to get a grasp on the budget for the EDC. I have seen and appreciate the appearance of increased transparency.
- I think Virgie is working well with the Finance Director from the City of Albion to get accurate financial information.
- I am not 100% sure, I think she has but one meeting hiring someone is on hold and the next, she is hiring someone. I am also concerned about the double lease situation this is a cause for concern.
- From my understanding she has worked closely with the City's Finance Director to get a better understanding of reporting process. Not sure if all of this has been ironed out.
- The budget was balanced and well detailed.
- Virgie understands the budget process very well and has conducted operations accordingly.
- Does will explaining the details of the budget and correcting and adapting to the current status of the budget before her service.
- Not really sure, facility move will be expensive.

### **2. Has the President/CEO effectively utilized grant opportunities?**

- I believe we could lean on other services for help when applying for grants. And I think we can get ahead of the process by prepping for grants early and getting them out sooner.
- The CEO has committed to increasing growth in the area of grants. It is too early to determine how successful these efforts will be.
- Match on Main was successful.
- I believe she has but is having trouble engaging Community partner due to Alienation.
- I know that there was email communication that grants would get applied for, not sure if all had been submitted successfully.
- Yes, Virgie proactively seeks out funding opportunities including grants to support the mission of the EDC and community at large.
- Yes, create and wrote grants to be utilized by the city.
- Match on Main is good.

### **3. Has the President/CEO built and utilized an EDC team to meet objectives?**

- Yes. I believe the team that is place is more than capable of meeting objectives. More action less talking.
- Members of the board have been asked to participate in initiatives created by the CEO.
- Don't have enough information to rate on staff utilization.

- Relationships with some Board members are very strained. She has been very degrading and confrontational.
- Members of the board have been utilized to carry through objectives.
- Yes, the CEO utilizes her staff, board members and various committees to meet the objectives of the EDC and the community at large.
- Yes, and also working through the opposition and resistance of the other team members.
- Lindsey should be in the meeting and more involved. A third team member never hired from the turmoil she created with Shane & the facility move.

**4. Has the President/CEO developed a revolving loan plan?**

*(Removed from Rating)*

- Needs more work but I believe it's on the right path.
- Plans for a revolving loan program are ongoing.
- No meeting yet but I feel she is preparing to use the Revolving Loan Fund.
- I am not completely sure where she is on this.
- I was under the impression that this was put on a hold until the previous loan was settled.
- Yes
- No sure

**5. Has a TIFA Financing plan been completed? *(Removed from Rating)***

- Finance plan has been deferred.
- To my understanding, TIFA Financing is ongoing?
- Yes
- Not sure

**6. Does the President/CEO provide good communication to you?**

- Details on some information could use some improvement when it comes to communication.  
The CEO provides adequate communication to the EDC Board?
- Consistent emails have been sent.
- The amount of communication is good. The continual use of some Language/Acquisitions is cause of concern for me.
- There are email communications that get sent out.
- Virgie values communication and communicated consistently with stakeholders.
- Yes and also ask for feedback
- A lot of emails, most not relevant.

**7. Has the President/CEO established a relationship with ARC?**

- The CEO has begun the development of a relationship with ARK.
- Don't feel I have information to rate this area.
- I am not aware if she has.

- I am unsure of the conversations that have been held with members of ARC.
- Yes, and also ask for feedback.

**8. Have Workforce Taskforce objectives been set?**

- Things are in place improvement needs to continue.
- From my understanding, there have been meetings to address these objectives.
- Yes, the workforce taskforce has been implemented and the CEO has established a diverse contingent of professionals to address the needs of our community.
- Not on this committee but I see updates in the President's report.
- Yes. A workforce task force committee works collaboratively to explore and address a myriad of barriers to support local employers and potential employees.
- Working on it and development with the committee members.

**9. Has a business attraction committee been formed?**

- Yes
- The process of forming a business attraction committee has started.
- I believe this has been initiated?
- Yes, I am not sure what actions have been taken, if any?
- Yes
- Yes

**10. Has the President/CEO pursued entrepreneurship opportunities? *Excludes Dream.***

***Build. Rise.***

- Yes. The Pres/CEO has been very active in the community and outside of it when to entrepreneurship opportunities.
- The CEO has been active in providing advice for local entrepreneurs.
- Yes, I have spoken with 2 people that Virgie was working with at the time.
- There has been work in to support local entrepreneurs.
- Yes, the CEO works to support local entrepreneurs and aspiring entrepreneurs get access to the resources they need to be successful.
- Yes enrolled and has 20 members.

**11. Has the President/CEO continued efforts to attract mixed use?**

- With the old structure that was in place Pres/CEO did what they to best of their ability.
- The CEO has presented the need and options to pursue mixed use housing.
- I have not seen anything here for attraction.
- I am not entirely sure since all the communications to this are referenced in alphabet coding.
- Yes.
- Yes.

**12. Have relationships been built with potential developers?**

- There have been multiple relationships developed. The relationships are not the problem it's people not getting out the of progress.
- I am not aware of any conversations with developers however the CEO has mentioned conversations.
- I am not aware of conversation, but they are reported in the President's report.
- Her relationship building leaves a great deal to be desired.
- I assume that there have been communications, but again, alphabet coding?
- The CEO has relationships with potential developers.
- Yes, discussed in meeting.

**13. Has the CEO administered a successful Brownfield Redevelopment Authority Program?**

- Ongoing
- Continuing with previous management objective.
- Yes as far as I can understand

**14. Has the President/CEO supported housing initiatives?**

- Yes
- I believe the CEO has shown a passion for supporting housing however the introduction to the initiative did not include the level of Board approval to not cause issues.
- So much controversy on this I am not exactly sure?
- My view is that there seems to be more of an interest to take control of all aspects of any new housing development as opposed to finding ways to work in collaboration with local stakeholders.
- Yes and establish relationship with neighboring cities for expedition.
- Seems involved.

**15. Has the President/CEO created a diverse community partnership?**

- Yes and continues to be a work in progress.
- Inroads have been made to get feedback from all Albion residents.
- I believe diversity has been a strong point during this review period.
- This needs work as she has made partnering with some organizations almost impossible.
- Inroads have been made to get feedback from a cross section of our residents.
- The CEO has a diverse group of professionals that she works with in various capacities to move the EDC and the community forward.
- Yes
- Appears to be open minded.

**16. Has a good relationship with Albion college been created and maintained?**

- From my understanding connections have been made, not sure how well received the lines of communication are being accepted.
- Yes
- The CEO is in contact with individuals from Albion College.
- Seems strained?
- Unknown
- Strained, not good.

**17. Has the President/CEO pursued technical training?**

- Yes
- The CEO has participated in training.
- I believe education events have been attended.
- Not that I'm aware of?
- Yes, from my understanding training has been scheduled.

**18. Has the President/CEO developed a network of EDC and community partners?**

- Yes and continues to be a work in progress.
- The CEO has not been successful in building relationships with community partners. They have networked and know who sits in the seats, but they have not built relationships.
- The President/CEO has not built strong community relationships. This is a big concern for me. This small community needs to have a supportive strong network and I believe we have failed in this area so far. Even after guidance from the Chairperson, it has not improved.
- Absolutely not. If anything, she has burned many bridges. This is of great concern. Many of our partners have been aligned and we will struggle to find a way to work with them.
- Unfortunately, the key community partners are reluctant to work with our CEO.
- Has created hostility with many.

**Board member comments:**

- Although successful in several areas, The CEO's lack of Board member comments. interpersonal skills have played a significant role in the current perception of the EDC. The CEO has not shown the ability to be a unifying voice and that is a big part of the role in my view.
- I see positive things happen during this initial period that I have referred to above. With that stated, the area of concern with community relationships and interpersonal skills clearly outweighs any positive items completed.

- It seems she does whatever she chooses to do, no matter what the board asks. She continues to create controversial relationships with key partners. I do not believe we should have to get a “coach” to help her with relationship building and mending of relationships she has broken. At her level I do not believe this is something we should have occurring in the first place.
- Executive team and board members must support president in community communications around town and with our general contacts.
- I feel she does a good job. I think more could be accomplished if people would allow her to prove herself without interfering.
- Virgie seems somewhat competent and motivated. “All about people” in this role. It has been unacceptable the way she has treated people in our town.

**What could the President/CEO be doing differently to make the EDC better?**

- Positive relationships have to be built; others have to be mended. This is not an easy process after reputations have been established.
- Must have full authority to negotiate in housing matters and be the central point of contact for developers and companies.
- Improve people skills significantly and repair broken relationships.

## Albion EDC Yearly President and CEO Evaluation

Virgie Ammerman; 9/30/22 - 3/31/23

The purpose of the yearly Albion EDC President/CEO Evaluation is to both document the President/CEO's achievements and shortcomings, and helps the President/CEO's understand areas for improvement and to highlight areas where the board is insufficiently informed.

Please use the Year 1 Performance Expectations form. Provide comments to all evaluation questions and provide an evaluation score using the following basis.

- NA - Not able to evaluate**  
**0 - President/CEO has not met expectations**  
**1 - President/CEO Needs Improvement**  
**2 - President/CEO has met expectations**  
**3 - President/CEO has exceeded expectations**

	Comments	Score
1. Has the President/CEO provided a fair and balanced budget?	A fair and balanced budget has been presented and reported on each month. Please see monthly Treasurer's report.	2
2. Has the President/CEO effectively utilized grant opportunities?	To the extent available and relevant, grant opportunities have been competed for, obtained, and executed.	2
3. Has the President/CEO built and utilized an EDC team to meet objectives?	A staffing model has been presented via the President's report each month and strategic hiring will follow. Please see President's Report.	2
4. Has the President/CEO developed a revolving loan plan?	This item was deferred.	N/A
5. Has a TIFA Financing plan been completed.	This item was deferred.	N/A
6. Does the President/CEO provide good communication to you?	Great communications are provided. Regular individual meetings with board meetings are scheduled and regular email communications, text messaging, and phone calls are utilized.	3
7. Has the President/CEO established a relationship with ARC?	Yes. Please refer to Big Albion Plan (BAP) reporting and continued progress to fill downtown units in the President Reports.	3
8. Have Workforce Taskforce	Yes. Significant resources have been dedicated toward objectives and goals in industry and	3



objectives been set?	service sectors of employment. Many community partners are involved.	
9. Has a business attraction committee been formed?	Yes. The committee includes members from local, regional, state, and national partners. Please see call report and President Reports.	3
10. Has the President/CEO pursued entrepreneurship opportunities?	Yes. Significant resources have been dedicated to assist a for profit entity in Albion to compete for a four year grant funding entrepreneurship coaching and development. Partnerships with SBDC, Northern Initiatives, International Management, state and federal agencies have been engaged.	3

11. Has the President/CEO continued efforts to attract mixed use development	Yes. Please see President's Report and Call Report. West Ward project is a good example.	3
12. Have relationships been built with potential developers?	Yes. Many of these relationships stem from prior relationships; many of these relationships are new (both local and statewide.)	3
13. Has the President/CEO administered a successful BRA?	Yes. The EDC Board is the BRA board and there not only have been no problems in administering the BRA, there have been new opportunities identified and in progress.	2
14. Has the President/CEO supported housing initiatives?	Yes. A Housing Champion concept has been presented to both the City Council and the EDC Board. The EDC Board has approved this document in draft form.	3
15. Has the President/CEO created a diverse community partnership?	Yes. Please see President's Report and Call Reports. Events focusing on a diverse range of partnerships within the local, regional, state, and national forums have been presented and engaged.	3
16. Has a good relationship with Albion college been created and maintained?	Yes. As the City of Albion's largest employer and landowner, this relationship is critical and much appreciated.	3
17. Has the President/CEO pursued technical training?	Yes. Please see President's Report and Call Reports. Four varieties of technical training are either completed or in process.	3
18. Has the President/CEO developed a network of EDC and community partners?	Yes. Please see President's Report and Call Reports. The network of the EDC is growing and becoming evident locally, regionally, and nationally.	3

2.75

## Virgie Ammerman

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**From:** Joe Calvaruso <joecalvaruso@albion.edu>  
**Sent:** Monday, April 24, 2023 3:44 PM  
**To:** Virgie Ammerman  
**Subject:** Feedback for Virgie Ammerman

Virgie Ammerman has been and continues to be a good partner with Albion College. Throughout the last six months, she has not only participated in campus events but brought many ideas to the table resulting in better engagement opportunities for our students, faculty and staff. In just the past few months, Virgie has been very helpful with the Big Albion Plan, by garnering community support. The plan is integral to the growth of the Albion community and College as it will bring development to downtown, allowing for hands-on learning opportunities, internships, employment and areas for entertainment, relaxation and shopping.

The College has actively pursued several on-campus events to wrap up the semester, and Virgie has been a not-so-silent partner, helping us spread the word to the community. Her help was instrumental in the success of the recent visit by the renowned U.S. presidential historian Richard Norton Smith and Hank Meijer, business owner, author and historian.

She works through and with the College at every opportunity, creates even more and her plans for the future are solid. My Cabinet and I interact with her on several different committees in the City and through our work on campus. She contributes to our mission while putting the best interests of the EDC and Albion first. Her interactions go beyond me to the cabinet as well.

Should you have any questions or wish for me to elucidate my comments, please reach out.

Joe Calvaruso, '78  
Interim President



Joe Calvaruso (he/him/his)  
Interim President  
Albion College  
611 E. Porter Street, Albion, MI 49224  
Phone: (517) 629-0289

## Virgie Ammerman

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**From:** Virgie Ammerman  
**Sent:** Monday, May 1, 2023 1:20 PM  
**To:** 'Annette Norris (anorris@goengineer.com)'; 'Ashley Lovieno (Alovieno@miworkssw.org)'; 'Ben Wallace (bwallace@marshallpublicschools.org)'; 'Billy Beers'; 'dwilliams@cityofalbionmi.gov'; 'Haley Snyder (hsnyder@cityofalbionmi.gov)'; 'Leasa Sanchez (MEDC)'; 'Linda LaNoue'; 'Mark Gettel (mgettel@the-center.org)'; 'Nora Jackson'; 'Scott E Cubberly'; 'sdougherty@miwdi.org'; 'Shawn DeYoung (sdeyoung@upjohn.org)'; 'Taneka Thomas (taneka\_thomas@yahoo.com)'; 'Troy Kase (tkase@albion.edu)'; 'Virgie'  
**Cc:** Albion EDC  
**Subject:** Workforce Development Task Force Updates

Good morning, Workforce Taskforce,

From our meeting last week, please see these notes:

1. <https://meata.org/> Spring Conference is May 23-24, 2023 – Annette recommends this conference for anyone interested in supporting employees through training and apprenticeships.
2. Roundtable – We continue to recognize the need for a Roundtable, perhaps quarterly growing to monthly.
3. ILC – We are finalizing our Albion IS Leading ILC application for funding. We have 19 employers (140 employees) joining the ILC competing for Dale Carnegie training dollars. If the award is won, training will be completed before the end of calendar year 2023.
4. May 16<sup>th</sup>, 1 – 5 PM – Save the date for our youth job fair. Location TBD.
5. We are connecting with Becky Jones and Scott Cubberly re Child Care needs and Pulse partnerships.
6. June 6<sup>th</sup>, - 10:30 to noon– Save the date for our Apprenticeship presentation.
7. June 7<sup>th</sup> – 4.0 Due Date
8. Going Pro – Round 2 – Opening May 1<sup>st</sup>, \$35M.
9. Culinary Program – KCC – Scott Cubberly is working on this program to serve Firekeepers.
10. ARG – Albion Restaurant Group is a new group here in Albion because of the work done by the Workforce TaskForce. 2<sup>nd</sup> Monday of each month, 10 am, Eastern Academic Center.

Next meeting: Monday, May 15<sup>th</sup> 11:00 am – virtual. Let me know if you would want to be included.

**Virgie Ammerman, MBA, CPA**

*President & CEO*



**Albion Economic Development Corporation**

115 N. Superior Street

PO Box 725

Albion, MI 49224

269.598.7765 (c)

517.629.3926 (o)

[vammerman@albionedc.org](mailto:vammerman@albionedc.org)

# EDC/TIFA/BRA EXECUTIVE BOARD OF DIRECTORS MEETING MINUTES

Held at Council Chambers 112 W. Cass Street, Albion MI 49224  
March 23, 2023

**EDC Board Meeting called to order by Wallace at 7:33 am.**

Board Members Present: Ben Wallace; Marc Newman; Annette Norris; Scott Evans

Board Members Absent:

Ex Officio Non-Voting:

Community: Vicky Clark

Staff: Virgie Ammerman

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

Public Comment – None.

Discussion Items

Discussed and recognized quorum of the board is not met at the Executive Board meetings; therefore, votes cannot be entertained. At the same time, Executive Board members may meet to discuss strategy without being out of compliance with the Open Meetings Act.

Discussed and reviewed February financial reporting; a request was made for a statement on

Set Board of Directors agenda for the April 6<sup>th</sup>.

8:15 am A motion was made by Wallace, 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  
April 6, 2023

**EDC Board Meeting called to order by Wallace at 7:32 am.**

Board Members Present: Ben Wallace; Marc Newman; Annette Norris; Scott Evans; Mayor Synder; Jerome Harvey; Vicky Clark (7:40); Ed Haas, Trevor White

Board Members Absent:

Ex Officio Non-Voting: Billy Beers (Albion Chamber); Dick Porter (Sheridan Twp)

Community: Councilmember Reid, Councilmember Williams, Jeremy Adcock, Lonnie Brewer, Sr.

Staff: Virgie Ammerman

A motion was made by Wallace, seconded by Harvey, to approve the agenda. P/U

Public Comment – None.

Presentations and Recognitions

Ammerman presented the President’s Report.

Ammerman presented the 6-Month Evaluation Presentation. The Board will deliver the Evaluation to the President at the Special April 20<sup>th</sup> Board Meeting.

Ammerman reviewed the Terms Schedule and the impact of 2 new board members.

Ammerman relayed that a new lease at 115 N. Superior will be executed shortly.

Committee Reports

Albion Restaurant Group – ARG – Meeting 2<sup>nd</sup> Monday of each month at the Eastern Academic Center

Housing Committee – See attached report.

Workforce Development Committee – Focusing on ILC, Going Pro, and new Industrial Park.

## Action Items

A motion was made by Evans, seconded by Newman, to approve the minutes from the May 2, 2023, Executive Board Meeting. P/U

A motion was made by Evans, seconded by Harvey, to approve the treasurer's report for February 2023, including documentation and explanation of FDIC Limits. P/U. Appreciation noted for Albion Finance Team and the enhanced accuracy and availability of reporting.

A motion was made by Mayor Snyder, seconded by Norris, to approve the accrued interest of \$54,338.38 as payment to the Developer for the Downtown Albion Hotel, LLC Project. P/U

A motion was made by Clark, seconded by Harvey, amending By-Laws to allow for at least 9 and not to exceed 11 board members. P/U

A motion was made by Harvey, seconded by White to defer the following items from the CEO/President's goals during the first 6 months of employment ending March 31, 2023: P/U

- i) Manage Costs and programming to operate within the approved budget while ensuring financial stability April 1, 2023, through September 30, 2023.
- ii) Recommend to the EDC Board by July 2023 an updated TIFA Financing Plan, identifying capital improvement projects and targeted industries. (Utilize the Industrial/Business Attraction Committee)
- iii) USDA Rural Development Grant – fund entrepreneurship specialist, build-out E-Programming (January -June 2023 application window)
- iv) Support Senior Housing Development Group with expertise on Brownfield incentives and any financial packaging to obtain a successful development.

A motion was made by Clark, seconded by Harvey, to approve FY23 EDC Strategic Goals and Strategic Known Applications. P/U

A motion was made by White, seconded by Clark, to approve Draft Interlocal Agreement AEDC and the City of Albion re; Housing. P/U

A motion was made by White, seconded by Clark, to approve Resolution Authorizing Execution of Application to the Michigan State Housing and Development Authority (MSHDA) MOD Program. P/U

A motion was made by Norris, seconded by Wallace, to approve Resolution Authorizing Execution of Application to the Michigan Department of Labor and Economic Opportunity - Workforce Development (LEO-WD) to employers through Michigan Works! Agencies (MWA) for the Going Pro Talent Fund Industry Led Collaboratives (ILC). P/U

Billy Beers, Greater Albion Chamber of Commerce CEO, provided updates on the 4<sup>th</sup> of July fundraising, the April 19<sup>th</sup> Access to Capital Program, and April 21<sup>st</sup> Eggs and Issues, May 19<sup>th</sup> Golf Outing.

9:15 am A motion was made by Clark, seconded by Wallace, to adjourn. P/U

# EDC/TIFA/BRA BOARD OF DIRECTORS SPECIAL MEETING MINUTES

Held at Council Chambers 112 W. Cass Street, Albion MI 49224  
April 20, 2023

## **EDC Board Meeting called to order by Wallace at 7:34 am.**

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

Board Members Absent:

Ex Officio Non-Voting:

Community: Staci Stuart; Jim Stuart

Staff: Virgie Ammerman, President/CEO

A motion was made by Evans, seconded by Wallace, to approve the agenda after removing items 4.i, 6.a, and 6.b. P/U

Public Comment – None.

## Presentations and Recognitions

Executive Committee presented the CEO's 6-month evaluation. Upon recognition that only 6/9 board members responded to the evaluation, a motion was made by Evans, seconded by Harvey, to allow for the 3 remaining board members to respond and have their responses included in the tabulated results.  
Roll Call Vote:

No – Mayor Snyder  
Yes – Evans  
Yes – Newman  
Yes – White  
No – Haas  
Yes - Clark  
Yes - Harvey  
Yes - Wallace  
Yes - Norris

The motion passed 6/2/1

A motion was made by Clark, seconded by Harvey to adjust the parameters of the evaluation in these ways:

1. Strike Questions 4 and 5.
2. Set a defined target to 'exceeds expectations' for the CEO to qualify for the increase as 2.1.
3. Deliver the newly tabulated evaluation at the upcoming May 4<sup>th</sup> regular board meeting.

Roll Call vote:

Yes – Mayor Snyder

Yes – Evans

Yes – Newman

Yes – White

Yes – Haas

Yes - Clark

Yes - Harvey

Yes - Wallace

Yes – Norris

Motion passed 9/0

A motion was made by Snyder, seconded by Wallace, to table the discussion of the Interlocal Agreement. P/U

A motion was made by Clark to revisit a prior agenda item, seconded by White. P/U

A motion was made by Clark and seconded by White to approve the Interlocal Agreement between the AEDC and the City of Albion as presented.

Roll Call Vote:

No – Mayor Snyder

Yes – Evans

Yes – Newman

Yes – White

Yes – Haas

Yes - Clark

Yes - Harvey

Yes - Wallace

Yes – Norris

Motion passed 8/1

Public Comment: None

8:43 am A motion was made by Clark, seconded by Wallace, to adjourn. P/U



Fund 243 BROWNFIELD REDEVELOPMENT AUTHORITY

GL Number	Description	PERIOD ENDED 03/31/2022	PERIOD ENDED 03/31/2023
<b>*** Assets ***</b>			
243-000-001.00	CASH	222,542.32	0.00
243-000-001.03	CASH - FLAGSTAR BANK	0.00	(560.62)
243-000-017.00	INVESTMENTS	0.00	225,482.77
243-000-019.00	SUMMER TAXES RECEIVABLE - CURR	0.00	0.00
243-000-020.00	WINTER TAXES RECEIVABLE - CURR	0.00	0.00
243-000-040.00	ACCOUNTS RECEIVABLE	0.00	0.00
243-000-084.00	DUE FROM OTHER FUNDS	0.00	0.00
<b>Total Assets</b>		<b>222,542.32</b>	<b>224,922.15</b>
<b>*** Liabilities ***</b>			
243-000-202.00	ACCOUNTS PAYABLE	0.00	0.00
243-000-203.00	DUE TO OTHERS - NON A/P SYSTEM PAYABLES	0.00	0.00
243-000-204.00	ENCUMBRANCE OFFSET	0.00	0.00
243-000-339.00	DEFERRED REVENUES	0.00	0.00
<b>Total Liabilities</b>		<b>0.00</b>	<b>0.00</b>
<b>*** Fund Balance ***</b>			
243-000-390.00	FUND BALANCE	232,973.32	232,973.32
<b>Total Fund Balance</b>		<b>232,973.32</b>	<b>232,973.32</b>
<b>Beginning Fund Balance</b>		<b>232,973.32</b>	<b>232,973.32</b>
<b>Net of Revenues VS Expenditures - 2022</b>			<b>(8,300.97)</b>
<b>*2022 End FB/2023 Beg FB</b>		<b>224,672.35</b>	
<b>Net of Revenues VS Expenditures - Current Year</b>		<b>(10,431.00)</b>	<b>249.80</b>
<b>Ending Fund Balance</b>		<b>222,542.32</b>	<b>224,922.15</b>
<b>Total Liabilities And Fund Balance</b>		<b>222,542.32</b>	<b>224,922.15</b>

\* Year Not Closed

Fund 244 ECONOMIC DEVELOPMENT FUND

GL Number	Description	PERIOD ENDED 03/31/2022	PERIOD ENDED 03/31/2023
*** Assets ***			
244-000-001.00	CASH	209,596.80	(2,162.26)
244-000-001.03	CASH - FLAGSTAR BANK	0.00	30,825.04
244-000-003.00	CERTIFICATES OF DEPOSIT	0.00	0.00
244-000-017.00	INVESTMENTS	0.00	737,673.60
244-000-040.00	ACCOUNTS RECEIVABLE	0.00	0.00
244-000-041.00	ESTIMATED UNCOLLECTIBLE ACCTS	0.00	0.00
244-000-042.00	NON-MISC REC SYSTEM ACCOUNTS RECEIVABLE	0.00	0.00
244-000-044.00	TRAVEL ADVANCES RECEIVABLE	0.00	0.00
244-000-056.00	INTEREST RECEIVABLE	0.00	0.00
244-000-079.00	DUE FROM FEDERAL GOVERNMENT	0.00	0.00
244-000-084.00	DUE FROM OTHER FUNDS	0.00	0.00
244-000-121.00	UNAMORTIZED PREMIUM ON INVEST	0.00	0.00
244-000-122.00	UNAMORTIZED DISCOUNT ON INVES	0.00	0.00
244-000-123.00	PREPAID EXPENSES	0.00	0.00
244-000-123.03	PREPAID EXPENSES - LIABILITY & PROP INS	522.09	848.45
244-000-130.00	LAND	0.00	0.00
244-000-186.00	AMT PROVIDED PYMT DEBT PRIN	0.00	0.00
<b>Total Assets</b>		<b>210,118.89</b>	<b>767,184.83</b>
*** Liabilities ***			
244-000-202.00	ACCOUNTS PAYABLE	0.00	0.00
244-000-203.00	DUE TO OTHERS - NON A/P SYSTEM PAYABLES	3,000.00	0.00
244-000-204.00	ENCUMBRANCE OFFSET	0.00	0.00
244-000-214.00	DUE TO OTHER FUNDS	0.00	0.00
244-000-255.00	DEPOSITS PAYABLE	0.00	0.00
244-000-257.00	ACCRUED WAGES PAYABLE	0.00	0.00
244-000-258.00	ACCRUED PAYROLL TAXES	0.00	0.00
244-000-260.00	ACCRUED VACATION & SICK LEAVE	0.00	0.00
244-000-300.00	BONDS PAYABLE	0.00	0.00
244-000-310.00	LONG TERM CONTRACT PYBLE	0.00	0.00
244-000-339.00	DEFERRED REVENUES	0.00	0.00
<b>Total Liabilities</b>		<b>3,000.00</b>	<b>0.00</b>
*** Fund Balance ***			
244-000-365.00	RESERVE FOR ENCUMBRANCES	0.00	0.00
244-000-389.00	BUDGETED FUND BALANCE	0.00	0.00
244-000-390.00	FUND BALANCE	195,161.13	195,161.13
244-000-399.00	INVESTMENT IN GENERAL FIXED AS	0.00	0.00
<b>Total Fund Balance</b>		<b>195,161.13</b>	<b>195,161.13</b>
<b>Beginning Fund Balance</b>		<b>195,161.13</b>	<b>195,161.13</b>
<b>Net of Revenues VS Expenditures - 2022</b>			<b>46,099.06</b>
<b>*2022 End FB/2023 Beg FB</b>		<b>241,260.19</b>	
<b>Net of Revenues VS Expenditures - Current Year</b>		<b>11,957.76</b>	<b>525,924.64</b>
<b>Ending Fund Balance</b>		<b>207,118.89</b>	<b>767,184.83</b>
<b>Total Liabilities And Fund Balance</b>		<b>210,118.89</b>	<b>767,184.83</b>

\* Year Not Closed

Fund 247 TIFA FUND

GL Number	Description	PERIOD ENDED 03/31/2022	PERIOD ENDED 03/31/2023
*** Assets ***			
247-000-001.00	CASH	268,438.18	(2,110.92)
247-000-001.03	CASH - FLAGSTAR BANK	0.00	26,463.95
247-000-003.00	CERTIFICATES OF DEPOSIT	0.00	0.00
247-000-004.00	PETTY CASH	50.00	50.00
247-000-017.00	INVESTMENTS	0.00	309,444.92
247-000-019.00	SUMMER TAXES RECEIVABLE - CURR	0.00	47,387.36
247-000-020.00	WINTER TAXES RECEIVABLE - CURR	7,386.00	12,648.26
247-000-027.00	ESTIMATED UNCOLLECTIBLE PROPER	0.00	0.00
247-000-028.00	TAXES RECEIVABLE DELQ PERSONAL	0.00	0.00
247-000-040.00	ACCOUNTS RECEIVABLE	0.00	0.00
247-000-041.00	ESTIMATED UNCOLLECTIBLE ACCTS	0.00	0.00
247-000-042.00	NON-MISC REC SYSTEM ACCOUNTS RECEIVABLE	0.00	0.00
247-000-056.00	INTEREST RECEIVABLE	537.74	537.74
247-000-079.00	DUE FROM FEDERAL GOVERNMENT	0.00	0.00
247-000-081.00	DUE FROM OTHER UNITS OF GOVERNMENT	36,200.00	36,200.00
247-000-084.00	DUE FROM OTHER FUNDS	0.00	0.00
247-000-084.03	DUE FROM PROP TAX FUND	0.00	0.00
247-000-087.01	DUE FROM PROP TAX - SMMR	0.00	0.00
247-000-087.02	DUE FROM PROP TAX - WNTR	0.00	0.00
247-000-121.00	UNAMORITIZED PREMIUM ON INVEST	0.00	0.00
247-000-122.00	UNAMORITIZED DISCOUNT ON INVES	0.00	0.00
247-000-123.00	PREPAID EXPENSES	0.00	0.00
247-000-130.00	LAND	0.00	0.00
247-000-132.00	LAND IMPROVEMENTS	0.00	0.00
247-000-133.00	ACCUMULATED DEPRECIATION-LAND	0.00	0.00
247-000-136.00	BUILDINGS, ADDITIONS, AND IMPRO	0.00	0.00
247-000-137.00	ACCUMULATED DEPR-BLDGS, ADDITIO	0.00	0.00
247-000-146.00	OFFICE EQUIPMENT AND FURNITURE	0.00	0.00
247-000-147.00	ACCUMULATED DEPR-OFFICE EQUIP,	0.00	0.00
247-000-158.00	CONSTRUCTION WORK IN PROGRESS	0.00	0.00
247-000-186.00	AMT TO BE PROVIDED FOR PYMNT D	0.00	0.00
<b>Total Assets</b>		<b>312,611.92</b>	<b>430,621.31</b>
*** Liabilities ***			
247-000-202.00	ACCOUNTS PAYABLE	0.00	0.00
247-000-204.00	ENCUMBRANCE OFFSET	0.00	0.00
247-000-214.00	DUE TO OTHER FUNDS	0.00	0.00
247-000-216.00	DUE TO OTHER AGENCIES	0.00	0.00
247-000-255.00	DEPOSITS PAYABLE	1,384.11	1,384.11
247-000-257.00	ACCRUED WAGES PAYABLE	0.00	0.00
247-000-258.00	ACCRUED PAYROLL TAXES	0.00	0.00
247-000-260.00	ACCRUED VACATION & SICK LEAVE	0.00	0.00
247-000-300.00	LONG TERM DEBT PAYABLE	0.00	0.00
247-000-339.00	DEFERRED REVENUES	0.00	0.00
<b>Total Liabilities</b>		<b>1,384.11</b>	<b>1,384.11</b>
*** Fund Balance ***			
247-000-354.00	CONTRIBUTED CAPITAL-FEDERAL	0.00	0.00
247-000-357.00	CONTRIBUTION FROM OTHER FUNDS	0.00	0.00
247-000-365.00	RESERVE FOR ENCUMBRANCES	0.00	0.00
247-000-389.00	BUDGETED FUND BALANCE	0.00	0.00
247-000-390.00	FUND BALANCE	351,222.23	351,222.23
247-000-399.00	INVESTMENT IN GENERAL FIXED AS	0.00	0.00
<b>Total Fund Balance</b>		<b>351,222.23</b>	<b>351,222.23</b>
<b>Beginning Fund Balance</b>		<b>351,222.23</b>	<b>351,222.23</b>
<b>Net of Revenues VS Expenditures - 2022</b>			<b>86,338.04</b>
<b>*2022 End FB/2023 Beg FB</b>		<b>437,560.27</b>	
<b>Net of Revenues VS Expenditures - Current Year</b>		<b>(39,994.42)</b>	<b>(8,323.07)</b>
<b>Ending Fund Balance</b>		<b>311,227.81</b>	<b>429,237.20</b>
<b>Total Liabilities And Fund Balance</b>		<b>312,611.92</b>	<b>430,621.31</b>

Fund 247 TIFA FUND

GL Number	Description	PERIOD ENDED 03/31/2022	PERIOD ENDED 03/31/2023
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\* Year Not Closed

Fund 296 REVOLVING LOAN FUND

GL Number	Description	PERIOD ENDED 03/31/2022	PERIOD ENDED 03/31/2023
*** Assets ***			
296-000-001.00	CASH	(7,133.70)	0.00
296-000-001.03	CASH - FLAGSTAR BANK	0.00	1,124.14
296-000-003.00	CERTIFICATES OF DEPOSIT	0.00	0.00
296-000-017.00	INVESTMENTS	321,903.16	330,771.70
296-000-040.00	ACCOUNTS RECEIVABLE	0.00	0.00
296-000-041.00	ESTIMATED UNCOLLECTIBLE ACCTS	0.00	0.00
296-000-056.00	INTEREST RECEIVABLE	0.00	0.00
296-000-061.00	LOANS RECEIVABLE	89,500.00	81,621.54
296-000-078.00	DUE FROM STATE	0.00	0.00
296-000-079.00	DUE FROM FEDERAL GOVERNMENT	0.00	0.00
296-000-084.00	DUE FROM OTHER FUNDS	0.00	0.00
296-000-121.00	UNAMORTIZED PREMIUM ON INVEST	0.00	0.00
296-000-122.00	UNAMORTIZED DISCOUNT ON INVEST	0.00	0.00
296-000-123.00	PREPAID EXPENSES	0.00	0.00
<b>Total Assets</b>		<b>404,269.46</b>	<b>413,517.38</b>
*** Liabilities ***			
296-000-202.00	ACCOUNTS PAYABLE	0.00	0.00
296-000-214.00	DUE TO OTHER FUNDS	0.00	0.00
296-000-229.00	DUE TO FEDERAL GOVERNMENT	0.00	0.00
296-000-257.00	ACCRUED WAGES PAYABLE	0.00	0.00
296-000-258.00	ACCRUED PAYROLL TAXES	0.00	0.00
296-000-339.00	DEFERRED REVENUES	0.00	0.00
<b>Total Liabilities</b>		<b>0.00</b>	<b>0.00</b>
*** Fund Balance ***			
296-000-365.00	RESERVE FOR ENCUMBRANCES	0.00	0.00
296-000-389.00	BUDGETED FUND BALANCE	0.00	0.00
296-000-390.00	FUND BALANCE	404,207.67	404,207.67
<b>Total Fund Balance</b>		<b>404,207.67</b>	<b>404,207.67</b>
<b>Beginning Fund Balance</b>		<b>404,207.67</b>	<b>404,207.67</b>
<b>Net of Revenues VS Expenditures - 2022</b>			<b>6,604.59</b>
<b>*2022 End FB/2023 Beg FB</b>		<b>410,812.26</b>	
<b>Net of Revenues VS Expenditures - Current Year</b>		<b>61.79</b>	<b>2,705.12</b>
<b>Ending Fund Balance</b>		<b>404,269.46</b>	<b>413,517.38</b>
<b>Total Liabilities And Fund Balance</b>		<b>404,269.46</b>	<b>413,517.38</b>

\* Year Not Closed

PERIOD ENDING 03/31/2023

GL NUMBER	DESCRIPTION	2022	END BALANCE	YTD BALANCE	2023	% BGD USED
		AMENDED BUDGET	12/31/2022 NORMAL (ABNORMAL)	03/31/2023 NORMAL (ABNORMAL)	ORIGINAL BUDGET	
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY						
Revenues						
Dept 000 - GENERAL						
243-000-402.00	CURRENT PROPERTY TAXES	108,693.00	110,226.88	0.00	112,973.00	0.00
243-000-445.00	PENALTY & INTEREST ON TAXES	0.00	0.00	0.00	0.00	0.00
243-000-665.00	INTEREST	150.00	158.24	810.42	700.00	115.77
243-000-671.00	OTHER REVENUES	0.00	0.00	0.00	0.00	0.00
243-000-699.00	TRANSFER IN	103,598.00	106,446.15	0.00	107,700.00	0.00
Total Dept 000 - BROWNFIELD REDEVELOPMENT AUTHORITY		212,441.00	216,831.27	810.42	221,373.00	0.37
TOTAL REVENUES		212,441.00	216,831.27	810.42	221,373.00	0.37
Expenditures						
Dept 723 - BROWNFIELD REDEVELOPMENT AUTHORITY						
243-723-802.00	CONTRACTUAL SERVICES	214,892.00	217,632.24	560.62	204,704.00	0.27
243-723-840.00	ADMINISTRATION FEES	7,500.00	7,500.00	0.00	7,500.00	0.00
243-723-995.00	INTEREST	0.00	0.00	0.00	0.00	0.00
Total Dept 723 - BROWNFIELD REDEVELOPMENT AUTHORITY		222,392.00	225,132.24	560.62	212,204.00	0.26
TOTAL EXPENDITURES		222,392.00	225,132.24	560.62	212,204.00	0.26
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY:						
TOTAL REVENUES		212,441.00	216,831.27	810.42	221,373.00	0.37
TOTAL EXPENDITURES		222,392.00	225,132.24	560.62	212,204.00	0.26
NET OF REVENUES & EXPENDITURES		(9,951.00)	(8,300.97)	249.80	9,169.00	2.72

PERIOD ENDING 03/31/2023

GL NUMBER	DESCRIPTION	2022	END BALANCE	YTD BALANCE	2023	% BDGT USED
		AMENDED BUDGET	12/31/2022 NORMAL (ABNORMAL)	03/31/2023 NORMAL (ABNORMAL)	ORIGINAL BUDGET	
Fund 244 - ECONOMIC DEVELOPMENT FUND						
Revenues						
Dept 000 - GENERAL						
244-000-502.00	FEDERAL GRANTS	39,900.00	39,900.00	0.00	0.00	0.00
244-000-502.01	EPA GRANT	0.00	0.00	0.00	0.00	0.00
244-000-540.00	STATE GRANTS	25,000.00	25,000.00	0.00	0.00	0.00
244-000-590.00	LOCAL GRANTS	0.00	0.00	0.00	0.00	0.00
244-000-626.10	ADMINISTRATION FEES	0.00	0.00	0.00	0.00	0.00
244-000-665.00	INTEREST	1,560.00	1,788.69	2,308.01	6,500.00	35.51
244-000-667.00	RENTS	133,000.00	132,999.96	19,395.83	24,000.00	80.82
244-000-671.00	OTHER REVENUES	2,070.00	2,070.00	0.00	2,000.00	0.00
244-000-673.00	SALE OF FIXED ASSETS	0.00	0.00	539,940.00	573,300.00	94.18
244-000-676.00	REIMBURSEMENTS & RESTITUTIONS	596.00	595.63	0.00	600.00	0.00
Total Dept 000 - GENERAL		202,126.00	202,354.28	561,643.84	606,400.00	92.62
Dept 930 - TRANSFER IN						
244-930-699.00	TRANSFER IN	30,991.00	30,991.00	0.00	0.00	0.00
Total Dept 930 - TRANSFER IN		30,991.00	30,991.00	0.00	0.00	0.00
TOTAL REVENUES		233,117.00	233,345.28	561,643.84	606,400.00	92.62
Expenditures						
Dept 728 - EDC						
244-728-702.00	SALARIES AND WAGES	40,000.00	38,896.32	10,583.52	55,280.00	19.15
244-728-702.01	LEAVE BANK PAYOUTS AND/OR BONUSES	535.00	534.74	0.00	0.00	0.00
244-728-702.03	SALARY & WAGES - COVID-19 RELATED	0.00	0.00	0.00	0.00	0.00
244-728-703.00	PART TIME WAGES	1,477.00	1,476.64	0.00	0.00	0.00
244-728-704.00	OVERTIME	500.00	0.00	132.02	500.00	26.40
244-728-705.00	SICK TIME INCENTIVE PAY	0.00	0.00	0.00	0.00	0.00
244-728-714.00	MEDICARE	660.00	607.36	152.40	835.00	18.25
244-728-715.00	FICA	2,825.00	2,596.57	651.50	3,570.00	18.25
244-728-716.00	HOSPITALIZATION INSURANCE	10,000.00	8,452.39	1,746.31	15,895.00	10.99
244-728-717.00	LIFE INSURANCE	85.00	72.65	23.60	125.00	18.88
244-728-719.00	PENSION CONTRIBUTION	2,835.00	2,712.02	645.09	3,905.00	16.52
244-728-719.01	MERS DB CONTRIBUTION	7,650.00	7,650.00	333.34	7,650.00	4.36
244-728-719.02	EMPLOYER CONT.- MERS FORFIETURE APPLIED	(108.00)	(108.01)	(281.56)	0.00	100.00
244-728-720.00	WORKERS COMPENSATION	105.00	65.65	16.69	90.00	18.54
244-728-721.00	UNEMPLOYMENT INSURANCE	20.00	7.32	2.66	15.00	17.73
244-728-723.00	RETIREE HEALTH SAVINGS CONTRIB	575.00	556.34	184.31	765.00	24.09
244-728-724.00	CAR ALLOWANCE	1,800.00	1,800.07	0.00	1,800.00	0.00
244-728-726.00	OFFICE SUPPLY	885.00	1,124.20	271.21	1,000.00	27.12
244-728-727.00	OFFICE EQUIPMENT	743.00	742.92	185.73	750.00	24.76
244-728-728.00	DUES, BOOKS, PERIODICAL	1,000.00	1,147.99	889.20	1,000.00	88.92
244-728-744.00	POSTAGE	16.00	15.93	0.00	50.00	0.00
244-728-785.00	BUILDING & GROUNDS REPAIR & MA	24,250.00	24,116.95	832.40	5,000.00	16.65
244-728-801.00	PROFESSIONAL SERVICES	3,260.00	12,014.38	7,129.62	3,500.00	203.70
244-728-802.00	CONTRACTUAL SERVICES	3,300.00	4,764.03	1,233.16	3,500.00	35.23
244-728-804.00	PRINTING AND COPYING	0.00	0.00	0.00	0.00	0.00
244-728-819.00	CONFERENCE COSTS	0.00	0.00	0.00	0.00	0.00
244-728-840.00	ADMINISTRATION FEES	10,000.00	9,999.96	2,499.99	10,000.00	25.00
244-728-851.00	TELEPHONE	680.00	680.60	581.88	700.00	83.13
244-728-857.00	TRAVEL	0.00	0.00	63.75	0.00	100.00
244-728-885.00	TRAINING	70.00	70.00	1,255.00	0.00	100.00
244-728-921.00	GAS	0.00	0.00	0.00	0.00	0.00

PERIOD ENDING 03/31/2023

GL NUMBER	DESCRIPTION	2022	END BALANCE	YTD BALANCE	2023	% BDGT USED
		AMENDED BUDGET	12/31/2022 NORMAL (ABNORMAL)	03/31/2023 NORMAL (ABNORMAL)	ORIGINAL BUDGET	
Fund 244 - ECONOMIC DEVELOPMENT FUND						
Expenditures						
244-728-922.00	ELECTRICITY	0.00	0.00	0.00	0.00	0.00
244-728-923.00	WATER	0.00	0.00	0.00	0.00	0.00
244-728-941.00	BUILDING RENTAL	1,800.00	1,800.00	950.00	1,800.00	52.78
244-728-950.00	INSURANCE AND BONDS	2,750.00	2,741.10	848.43	3,000.00	28.28
244-728-955.00	MISCELLANEOUS	0.00	0.04	0.00	0.00	0.00
244-728-967.00	ECONOMIC DEVELOPMENT	60,000.00	56,702.06	4,788.95	78,000.00	6.14
244-728-971.00	LAND	0.00	0.00	0.00	0.00	0.00
244-728-991.00	PRINCIPAL	5,720.00	5,720.00	0.00	0.00	0.00
244-728-995.00	INTEREST	286.00	286.00	0.00	0.00	0.00
244-728-999.00	TRANSFER OUT	0.00	0.00	0.00	0.00	0.00
Total Dept 728 - EDC		183,719.00	187,246.22	35,719.20	198,730.00	17.97
Dept 750 - EPA GRANT						
244-750-702.00	SALARIES AND WAGES	0.00	0.00	0.00	0.00	0.00
244-750-714.00	MEDICARE	0.00	0.00	0.00	0.00	0.00
244-750-715.00	FICA	0.00	0.00	0.00	0.00	0.00
244-750-716.00	HOSPITALIZATION INSURANCE	0.00	0.00	0.00	0.00	0.00
244-750-717.00	LIFE INSURANCE	0.00	0.00	0.00	0.00	0.00
244-750-719.00	PENSION CONTRIBUTION	0.00	0.00	0.00	0.00	0.00
244-750-720.00	WORKERS COMPENSATION	0.00	0.00	0.00	0.00	0.00
244-750-721.00	UNEMPLOYMENT INSURANCE	0.00	0.00	0.00	0.00	0.00
244-750-723.00	RETIREE HEALTH SAVINGS CONTRIB	0.00	0.00	0.00	0.00	0.00
244-750-724.00	VEHICLE ALLOWANCE	0.00	0.00	0.00	0.00	0.00
244-750-726.00	OFFICE SUPPLY	0.00	0.00	0.00	0.00	0.00
244-750-727.00	OFFICE EQUIPMENT	0.00	0.00	0.00	0.00	0.00
244-750-801.00	PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00
244-750-802.00	CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00
244-750-857.00	TRAVEL	0.00	0.00	0.00	0.00	0.00
244-750-955.00	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
Total Dept 750 - EPA GRANT		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		183,719.00	187,246.22	35,719.20	198,730.00	17.97
Fund 244 - ECONOMIC DEVELOPMENT FUND:						
TOTAL REVENUES		233,117.00	233,345.28	561,643.84	606,400.00	92.62
TOTAL EXPENDITURES		183,719.00	187,246.22	35,719.20	198,730.00	17.97
NET OF REVENUES & EXPENDITURES		49,398.00	46,099.06	525,924.64	407,670.00	129.01



PERIOD ENDING 03/31/2023

GL NUMBER	DESCRIPTION	2022	END BALANCE	YTD BALANCE	2023	% BGDG USED
		AMENDED BUDGET	12/31/2022 NORMAL (ABNORMAL)	03/31/2023 NORMAL (ABNORMAL)	ORIGINAL BUDGET	
Fund 247 - TIFA FUND						
Revenues						
Dept 000 - GENERAL						
247-000-402.00	CURRENT PROPERTY TAXES	100,875.00	100,874.73	0.00	103,707.00	0.00
247-000-402.01	PROPERTY TAX CHARGEBACKS	0.00	0.00	0.00	0.00	0.00
247-000-410.00	DELINQUENT PERSONAL PROPERTY T	0.00	0.00	0.00	0.00	0.00
247-000-441.00	LOCAL COMMUNITY STABILIZATION SHARE TAX	0.00	0.00	0.00	0.00	0.00
247-000-445.00	PENALTY & INTEREST ON TAXES	0.00	0.00	0.00	0.00	0.00
247-000-540.00	STATE GRANTS	0.00	0.00	0.00	0.00	0.00
247-000-573.00	LOCAL COMMUNITY STABILIZATION STATE REIM	148,508.00	148,508.31	0.00	150,000.00	0.00
247-000-590.00	LOCAL GRANTS	0.00	0.00	0.00	0.00	0.00
247-000-665.00	INTEREST	1,400.00	2,531.98	2,086.32	6,500.00	32.10
247-000-667.00	RENTS	0.00	0.00	0.00	0.00	0.00
247-000-671.00	OTHER REVENUES	0.00	0.00	0.00	0.00	0.00
247-000-673.00	SALE OF FIXED ASSETS	0.00	0.00	33,300.00	0.00	100.00
247-000-676.00	REIMBURSEMENTS & RESTITUTIONS	0.00	0.00	0.00	0.00	0.00
247-000-698.00	DEBT PROCEEDS	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - GENERAL		250,783.00	251,915.02	35,386.32	260,207.00	13.60
Dept 930 - TRANSFER IN						
247-930-699.00	TRANSFER IN	0.00	0.00	0.00	0.00	0.00
Total Dept 930 - TRANSFER IN		0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		250,783.00	251,915.02	35,386.32	260,207.00	13.60
Expenditures						
Dept 730 - TIFA						
247-730-702.00	SALARIES AND WAGES	95,000.00	94,442.28	26,307.84	144,245.00	18.24
247-730-702.01	LEAVE BANK PAYOUTS AND/OR BONUSES	1,248.00	1,247.73	0.00	0.00	0.00
247-730-703.00	PART TIME WAGES	3,925.00	3,924.86	0.00	0.00	0.00
247-730-703.03	PART-TIME WAGES - COVID-19 RELATED	0.00	0.00	0.00	0.00	0.00
247-730-704.00	OVERTIME	500.00	0.00	395.98	500.00	79.20
247-730-705.00	SICK TIME INCENTIVE PAY	0.00	0.00	0.00	0.00	0.00
247-730-706.00	LICENSING INCENTIVE	0.00	0.00	0.00	0.00	0.00
247-730-714.00	MEDICARE	1,500.00	1,474.41	378.83	2,160.00	17.54
247-730-715.00	FICA	6,425.00	6,304.68	1,620.02	9,235.00	17.54
247-730-716.00	HOSPITALIZATION INSURANCE	25,000.00	21,965.57	4,840.63	45,820.00	10.56
247-730-717.00	LIFE INSURANCE	185.00	177.10	59.65	325.00	18.35
247-730-718.00	DISABLIITY INSURANCE	0.00	0.00	0.00	0.00	0.00
247-730-719.00	PENSION CONTRIBUTION	6,685.00	6,579.25	1,624.26	10,135.00	16.03
247-730-719.01	MERS DB CONTRIBUTION	0.00	0.00	0.00	0.00	0.00
247-730-719.02	EMPLOYER CONT.- MERS FORFIETURE APPLIED	(252.00)	(252.05)	(710.24)	0.00	100.00
247-730-720.00	WORKERS COMPENSATION	205.00	158.76	41.44	235.00	17.63
247-730-721.00	UNEMPLOYMENT INSURANCE	35.00	18.96	6.98	35.00	19.94
247-730-723.00	RETIREE HEALTH SAVINGS CONTRIB	1,375.00	1,369.85	464.08	2,080.00	22.31
247-730-724.00	VEHICLE ALLOWANCE	4,200.00	4,199.93	0.00	4,200.00	0.00
247-730-726.00	OFFICE SUPPLY	0.00	0.00	0.00	0.00	0.00
247-730-727.00	OFFICE EQUIPMENT	0.00	0.00	0.00	0.00	0.00
247-730-728.00	DUES, BOOKS, PERIODICAL	0.00	0.00	0.00	0.00	0.00
247-730-744.00	POSTAGE	0.00	0.00	0.00	0.00	0.00
247-730-785.00	BUILDING & GROUNDS REPAIR & MA	0.00	0.00	0.00	0.00	0.00
247-730-801.00	PROFESSIONAL SERVICES	1,731.00	3,807.14	3,832.75	2,000.00	191.64
247-730-802.00	CONTRACTUAL SERVICES	634.00	633.76	0.00	0.00	0.00
247-730-804.00	PRINTING AND COPYING	0.00	0.00	0.00	0.00	0.00

PERIOD ENDING 03/31/2023

GL NUMBER	DESCRIPTION	2022	END BALANCE	YTD BALANCE	2023	% BDGT USED
		AMENDED BUDGET	12/31/2022 NORMAL (ABNORMAL)	03/31/2023 NORMAL (ABNORMAL)	ORIGINAL BUDGET	
Fund 247 - TIFA FUND						
Expenditures						
247-730-819.00	CONFERENCE COSTS	0.00	0.00	0.00	0.00	0.00
247-730-840.00	ADMINISTRATION FEES	8,900.00	8,900.04	2,225.01	8,900.00	25.00
247-730-851.00	TELEPHONE	0.00	0.00	0.00	0.00	0.00
247-730-857.00	TRAVEL	0.00	0.00	0.00	0.00	0.00
247-730-880.00	COMMUNITY PROMOTIONS	0.00	0.00	0.00	0.00	0.00
247-730-885.00	TRAINING	0.00	0.00	0.00	0.00	0.00
247-730-921.00	GAS	0.00	0.00	0.00	0.00	0.00
247-730-922.00	ELECTRICITY	475.00	424.71	72.16	500.00	14.43
247-730-923.00	WATER	0.00	0.00	0.00	0.00	0.00
247-730-941.00	BUILDING RENTAL	10,200.00	10,200.00	2,550.00	10,200.00	25.00
247-730-950.00	INSURANCE AND BONDS	0.00	0.00	0.00	0.00	0.00
247-730-950.01	INSURANCE RESERVE	0.00	0.00	0.00	0.00	0.00
247-730-955.00	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
247-730-967.00	ECONOMIC DEVELOPMENT	0.00	0.00	0.00	0.00	0.00
247-730-971.00	LAND	0.00	0.00	0.00	0.00	0.00
247-730-974.00	LAND IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00
247-730-991.00	PRINCIPAL	0.00	0.00	0.00	0.00	0.00
247-730-992.00	CDBG LOAN PAYMENT	0.00	0.00	0.00	0.00	0.00
247-730-995.00	INTEREST	0.00	0.00	0.00	0.00	0.00
247-730-999.00	TRANSFER OUT	0.00	0.00	0.00	0.00	0.00
Total Dept 730 - TIFA		167,971.00	165,576.98	43,709.39	241,270.00	18.12
TOTAL EXPENDITURES		167,971.00	165,576.98	43,709.39	241,270.00	18.12
Fund 247 - TIFA FUND:						
TOTAL REVENUES		250,783.00	251,915.02	35,386.32	260,207.00	13.60
TOTAL EXPENDITURES		167,971.00	165,576.98	43,709.39	241,270.00	18.12
NET OF REVENUES & EXPENDITURES		82,812.00	86,338.04	(8,323.07)	18,937.00	43.95

PERIOD ENDING 03/31/2023

GL NUMBER	DESCRIPTION	2022	END BALANCE	YTD BALANCE	2023	% BDGT USED
		AMENDED BUDGET	12/31/2022 NORMAL (ABNORMAL)	03/31/2023 NORMAL (ABNORMAL)	ORIGINAL BUDGET	
Fund 296 - REVOLVING LOAN FUND						
Revenues						
Dept 000 - GENERAL						
296-000-607.00	CHARGES FOR SERVICES-FEES	0.00	0.00	0.00	0.00	0.00
296-000-665.00	INTEREST	6,000.00	6,639.59	2,705.12	10,500.00	25.76
296-000-671.00	CHARGES FOR SERVICES	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - GENERAL		6,000.00	6,639.59	2,705.12	10,500.00	25.76
Dept 930 - TRANSFER IN						
296-930-699.00	TRANSFER IN	0.00	0.00	0.00	0.00	0.00
Total Dept 930 - TRANSFER IN		0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		6,000.00	6,639.59	2,705.12	10,500.00	25.76
Expenditures						
Dept 740 - REVOLVING LOAN						
296-740-702.00	SALARIES AND WAGES	0.00	0.00	0.00	0.00	0.00
296-740-702.01	LEAVE BANK PAYOUTS AND/OR BONUSES	0.00	0.00	0.00	0.00	0.00
296-740-703.00	PART TIME WAGES	0.00	0.00	0.00	0.00	0.00
296-740-705.00	SICK TIME INCENTIVE PAY	0.00	0.00	0.00	0.00	0.00
296-740-714.00	MEDICARE	0.00	0.00	0.00	0.00	0.00
296-740-715.00	FICA	0.00	0.00	0.00	0.00	0.00
296-740-716.00	HOSPITALIZATION INSURANCE	0.00	0.00	0.00	0.00	0.00
296-740-717.00	LIFE INSURANCE	0.00	0.00	0.00	0.00	0.00
296-740-719.00	PENSION CONTRIBUTION	0.00	0.00	0.00	0.00	0.00
296-740-720.00	WORKERS COMPENSATION	0.00	0.00	0.00	0.00	0.00
296-740-721.00	UNEMPLOYMENT INSURANCE	0.00	0.00	0.00	0.00	0.00
296-740-723.00	RETIREE HEALTH SAVINGS CONTRIB	0.00	0.00	0.00	0.00	0.00
296-740-724.00	VEHICLE ALLOWANCE	0.00	0.00	0.00	0.00	0.00
296-740-726.00	OFFICE SUPPLY	0.00	0.00	0.00	0.00	0.00
296-740-727.00	OFFICE EQUIPMENT	0.00	0.00	0.00	0.00	0.00
296-740-744.00	POSTAGE	0.00	0.00	0.00	0.00	0.00
296-740-801.00	PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00
296-740-802.00	CONTRACTUAL SERVICES	35.00	35.00	0.00	35.00	0.00
296-740-804.00	PRINTING AND COPYING	0.00	0.00	0.00	0.00	0.00
296-740-840.00	ADMINISTRATION FEES	0.00	0.00	0.00	0.00	0.00
296-740-885.00	TRAINING	0.00	0.00	0.00	0.00	0.00
296-740-941.00	BUILDING RENTAL	0.00	0.00	0.00	0.00	0.00
296-740-955.00	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
296-740-971.00	LAND	0.00	0.00	0.00	0.00	0.00
296-740-974.00	LAND IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00
Total Dept 740 - REVOLVING LOAN		35.00	35.00	0.00	35.00	0.00
Dept 965 - TRANSFER OUT						
296-965-999.00	TRANSFER OUT	0.00	0.00	0.00	0.00	0.00
Total Dept 965 - TRANSFER OUT		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		35.00	35.00	0.00	35.00	0.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION

PERIOD ENDING 03/31/2023

GL NUMBER	DESCRIPTION	2022	END BALANCE	YTD BALANCE	2023	% BDGT USED
		AMENDED BUDGET	12/31/2022 NORMAL (ABNORMAL)	03/31/2023 NORMAL (ABNORMAL)	ORIGINAL BUDGET	
Fund 296 - REVOLVING LOAN FUND						
Fund 296 - REVOLVING LOAN FUND:						
	TOTAL REVENUES	6,000.00	6,639.59	2,705.12	10,500.00	25.76
	TOTAL EXPENDITURES	35.00	35.00	0.00	35.00	0.00
	NET OF REVENUES & EXPENDITURES	5,965.00	6,604.59	2,705.12	10,465.00	25.85
	TOTAL REVENUES - ALL FUNDS	702,341.00	708,731.16	600,545.70	1,098,480.00	54.67
	TOTAL EXPENDITURES - ALL FUNDS	574,117.00	577,990.44	79,989.21	652,239.00	12.26
	NET OF REVENUES & EXPENDITURES	128,224.00	130,740.72	520,556.49	446,241.00	116.65