

**Thursday, August 5, 2021, 7:30 am**

**225 E. Watson Street, Albion - Marshall Opportunity School - Media Center**

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

***Economic Development Strategic Plan***

- Goal 1: Stabilize the downtown, enhance its historic character, and support its economic growth.
- Goal 2: Stabilize the City's major corridors and support their economic growth.
- Goal 3: Build the human and capital capacity of key economic development agencies within Albion.
- Goal 4: Retain and attract high-leverage jobs to Albion.
- Goal 5: Strengthen housing market and stock.
- Goal 6: Create a unified brand for Albion to drive tourism, business growth, and investment. (GACC)
- Goal 7: Make strategic choices to turn Albion into a destination for current and future residents and tourists. (GACC)

**AGENDA**

- 1) Roll Call
- 2) Public Comment  
*(Persons addressing the Board shall limit their comments to no more than 3 minutes)*
- 3) Action Items:
  - a) Consent Agenda:
    - i) Approval of Minutes from June 03, 2021 Board Meeting
    - ii) Approve Consolidated Statement Ending March 31, 2021
    - iii) Approve Consolidated Statement Ending April 30, 2021
    - iv) Action to Excuse Absent Directors, if applicable (EDC/TIFA/BRA)  
*All matters listed under Item 3(a), Consent Agenda, are considered routine by the board and will be enacted by one motion. There will be no separate discussion of these items. If discussion of an item is required, it will be removed from the Consent Agenda and considered separately.*
  - b) Nominate and Approve RLF Committee Members to Fill Open Seats
- 4) Economic Development Strategic Plan – Board Input for 2021 Update to Plan
- 5) Workforce Development
- 6) President's Report
  - a) Economic & Community Development Report
- 7) Board of Directors Discussion & Comments
- 8) Public Comment  
*(Persons addressing the Board shall limit their comments to no more than 3 minutes)*
- 9) Adjournment

# EDC/TIFA/BRA BOARD OF DIRECTORS MEETING MINUTES

Held via Zoom webinar

June 3, 2021

## **EDC Board Meeting called to order by Evans at 7:32 a.m.**

Board Members Present: Ed Haas; Jerome Harvey; Scott Evans; Mayor Snyder; Dr. Raymond Barclay; Annette Norris; Ben Wallace; Vicky Clark; Andrew Zeblewski

Board Members Absent: None

Ex Officio Non-Voting: None

Community: Haley Snyder (City Manager)

Staff: Amy Deprez; Christine Bowman

### Welcome New Board Members – Vicky Clark & Andrew Zeblewski

Evans welcomed Clark and Zeblewski to the EDC Board.

### **Public Comment:**

There was no public comment.

### **Action Items:**

#### Approval of Consent Agenda

The remaining items of the Consent agenda were reviewed as a group, consisting of approval of Minutes from May 6, 2021 Board Meeting and Consolidated Statement Ending February 28, 2021.

- Motion by Wallace to support consent agenda, supported by Norris.
- Voice Vote.
- Resolved: Motion carried.

#### Officer Elections: Nominate & Approve Vacant Officer Positions – Chair

Mayor Snyder said she would like to see one of the veteran members step up to take the Chair position. Harvey suggested Ed Haas as Chair. Officers elected now will serve through the end of 2021, per EDC bylaws. After some additional discussion, Haas agreed to serve as Chair and Secretary, which is allowed by EDC bylaws. Wallace agreed to serve as Vice Chair. Norris was nominated to be Treasurer at the May EDC Board meeting.

- Motion by Mayor Snyder to elect the slate of officers as presented, Haas as Chair, Wallace as Vice Chair, Norris as Treasurer, supported by Harvey.
- Voice Vote.
- Resolved: Motion passes unanimously.

Evans resigned as Vice Chair.

- Motion by Mayor Snyder to accept the resignation of Evans as Vice Chair, supported by Norris.
- Voice Vote.
- Resolved: Motion passes unanimously.

### Albion First Discussion

Mayor Snyder explained Council had asked at the City Council Study Session on Albion First to bring the discussion back to the EDC Board to get a sense of where we go from here regarding Albion First. Harvey stated questions had been raised by EDC Board members at the study session regarding obtaining more specific info around consolidation so the EDC Board could make a better, more informed decisions. Harvey told Mayor Snyder the EDC Board would look at the additional detail information info requested.

Barclay stated he would like to see the budgets for all three organizations pre COVID and post COVID and gain a clearer understanding of the conflation between this being a merger or a shared services agreement, and to better understand how the EDC and the other organizations involved understand compliance around non-disclosure.

Norris asked if the service agreement had been shared with the Board. City Manager Snyder stated yes, it had previously been included in the Board packet. Snyder explained the EDC and DDA Boards will still exist as required by law, so it is technically not a merger. Staff of Albion 1<sup>st</sup> would report to the EDC and DDA Boards regarding tasks and services performed. What is not included in the service agreement is the nitty gritty details, which is where the sub-committee stopped. Snyder commented the service agreement would ensure the various organizations were not working in silos, that it would get all organizations working in the same direction, and Council felt strongly this was important to produce the type and level of development wanted and needed for the community.

Harvey asked City Manager Snyder about obtaining the EDC and DDA budgets, which she will request from the City Finance Director. She will also reach out to the Chamber about getting a copy of their budget. She will also gather information to respond to Barclay's questions/concerns.

Harvey asked about the transparency trail between organizations, what would that look like, how would that be defined. He feels there needs to be some definitive detail about what that transparency will look like. He feels silos can provide checks and balances. He questioned if there had been known breaches of transparency with this model in Marshall.

City Manager Snyder stated one of Council's goals is for more economic development to happen in the community. Mayor Snyder reiterated this discussion about combining resources had been happening for a while. The draft agreement was created with the input of the EDC/DD/Chamber Boards to move the discussion forward, it was just a starting point.

Deprez stated she doesn't think the sub-committee has drilled down yet to what the end result will look like, including staffing levels. Combining three organizations won't create more positions if the individual organizations are not bringing in more money. Are we really looking at the reasons for going through this? Deprez stated she believed those conversations had not happened yet. Manager Snyder said those conversations hadn't happened yet, but if the three organizations came into agreement, then the group could move forward and proceed with working out the details of the service agreement with additional input from the three organizations. Deprez said she understood at the February meeting of the sub-committee it was discussed that each organization needed to write a 2- or 3-year plan, but she was unclear if that was how each organization would work towards coming under the services agreement or how they would operate under it. She stated there can be collaboration without a service agreement. She also shared former Chair McCall's concerns that the next step would require a lot of detail work, which may not be the best use of the EDC's time and might detour the EDC's focus from where it needs to be, that if the EDC didn't think this was the right move for the organization at this time, then the EDC should no longer spend time and resources pursuing this option. If the EDC doesn't enter the shared services agreement, there are still opportunities to collaborate and share resources, like office space or administrative staff.

Clark stated Council wanted to know who the person was that brought this discussion forward. We seem to be stuck in the same spot, still asking for more details. Council wants a more aggressive approach to developing, that they realize 2 people can't do everything, and more people will have to get involved to move the City forward. She is not in favor of the shared services agreement.

Harvey asked Mayor Snyder if there has been budgeting or projections to understand what this consolidation will look like financially. Mayor Snyder stated the sub-committee hadn't gotten to that yet, that the EDC/DDA/Chamber would all keep their own budgets. Harvey stated if we have 3 groups operating on the fringe today, then what does tomorrow look like for them, if there aren't enough resources today, how will there be tomorrow?

Manager Snyder said the sub-committee has reached out to an accounting firm, that they had been thinking about the budget and funding. Norris said we must work together with the Chamber, that not having a functioning Chamber is bad for the community. She feels we need to move the process forward down the tracks, but there are a lot of missing pieces needed for the EDC Board to make an informed decision about moving forward, or not.

Deprez said the sub-committee will have to put a lot of resources into deciding if the EDC should move forward. Due to the resource commitment needed to move forward, the EDC Board must decide where Deprez's time should be spent, on assisting the sub-committee or focusing on the

EDC strategic plan. If moving forward isn't the right option for the EDC right now, what are some ways we can collaborate for the mutual benefit of all?

Does the EDC Board want to move forward? Does Harvey want to continue? Is there someone else on the Board that will commit time to working with Harvey. Norris said we need the additional information mentioned before the Board can decide. Haas stated this is like private companies sharing overhead, asked if were ways to share staff and facilities but not muddy EDC's mission?

Norris said if the EDC wants to move forward , we must do it with other partners, including the Chamber, that we need to join forces for the betterment of the community. Zblewski stated he feels the Board needs a lot more info before a decision can be made. He recalled that the Chamber/DDA/EDC shared a building and resources before , why isn't it this way now? Evans recommended that maybe the sub-committee could present at EDC/DDA/Chamber Board meetings, to facilitate conversation and answer questions. Wallace stated he would support that recommendation, could provide a space to conduct the meeting. Deprez said we could schedule a joint meeting before the August EDC Board meeting. Barclay said even if the joint meeting happens, he will still likely have unanswered questions. He recommended having a group – or 2 or 3 people – conduct an analysis of the current strategy or make recommendations on an alternate strategy. Deprez asked what if the EDC Board has 2 members work on getting the answers sought, then hold the joint meeting? Evans asked if Barclay or Norris would work with Harvey to represent EDC on the sub-committee. Barclay agreed to work with Harvey on the sub-committee.

### Economic Development Strategic Plan Discussion

Deprez shared the Economic Development Strategic Plan which should be reviewed and updated every few years. She asked the Board members to be prepared to discuss it at the August Board meeting. Deprez will give an update of where the EDC is at with the plan and revisions can be discussed at that time. The Plan was originally created in 2017 based on a revamp of the City's Comprehensive Plan and the RRC process, a lot of time and thought was put into creating it. The EDC Board will need to consider if they still want to move forward with the stated goals.

### **Workforce Development**

Bowman shared the Workforce Taskforce was working on a workforce development resource matrix. She also said based on several conversations regarding skill development, the Taskforce coalesced around the idea that an impediment to having a skilled workforce ready for employment was simply getting job seekers connected to existing resources. A sub-committee will look at how to create a program to create community navigators that have a working knowledge of the available resources so they can assist job seekers in getting to the right resources/resource providers based on their individual needs or desired career path.

## **President's Report**

Depez reminded the Board to return their signed annual certification of Conflict of Interest and Confidentiality policies if they had not already done so.

Depez asked the Board if they wanted to go back to in-person meetings. If the EDC returns to in-person meetings, the EDC will have to buy equipment or find a meeting location that would support taping meetings. Mayor Snyder asked if there was much public attendance at EDC Board meetings. Depez stated public attendance was minimal. Wallace offered the use of the media center at MOHS as a location to host in-person meetings. It was decided to resume in-person meetings in August at MOHS.

EDC will be doing a 20% furlough through the Work Share Program starting Monday June 7 and ending October 2, or sooner if the federal UIA ends. The furlough will save the EDC an estimated \$10,500. Depez and Bowman will continue to balance between remote and in-person work.

Mayor Snyder left at 8:56AM.

### Economic Development

Depez shared the EDC has been supportive of the Manufacturing Growth Alliance and their Industry 4.0 initiative. Depez mentioned the launch of dream.build.rise Albion.

### Community Development

Depez noted ACE Property Investments recently won a Michigan Historic Preservation Award for the Peabody Block Project. Depez was notified ARC is undergoing some changes. Dr. Shaheen will be the main contact for ARC.

The Zero Day project continues to move forward. Zero Day is working on a site plan to minimize the costs of remediation, while maximizing development. The project will also have a skilled trades apprenticeship program, likely in building construction, tied to it.

Wildflower Crossing held their grand opening and plans are underway to construct a clubhouse. They already have sold several homes.

Depez will soon be calling a meeting of the RLF Committee to review a pending application.

## **Board of Directors Discussion & Comments:**

There were no additional comments.

## **Public Comment**

There was no public comment.

**EDC Board Meeting adjourned by Evans at 8:58 AM.**

### March 2021 Consolidated Statements

Information presented as of 3/31/2021, Report prepared 07/13/2021

Revenues	TIFA		EDC		Brownfield Development		Food Hub		RLF		Totals	
	Budget	Year-to-Date	Budget	Year-to-Date	Budget	Year-to-Date	Budget	Year-to-date	Budget	Year-to-Date	Budget	Year-to-Date
Property Taxes (w/ LCSSR)	\$ 125,000.00				109,000.00						\$ 234,000.00	\$ -
Property Tax Chargebacks											\$ -	\$ -
Delq. Personal Property Tax											-	-
Rental of Property			\$ 60,000.00	22,166.66				7,764.29			60,000.00	29,930.95
EPA Grant											-	-
Federal Grant					-						-	-
State Grant			39,900.00		-						39,900.00	-
Local Grants				5,000.00							-	5,000.00
Incubator Rents											-	-
Food Hub Rents											-	-
Farmer's Market Stall Fees											-	-
Senior Project Fresh / Market Fresh											-	-
Reimbursements	110,000.00										110,000.00	-
Other Revenues				607.42				18,500.00			-	19,107.42
Interest		73.67		46.45				7.90	\$ 35.00	\$ 89.75	35.00	217.77
<b>Total Revenues</b>	<b>\$ 235,000.00</b>	<b>\$ 73.67</b>	<b>\$ 99,900.00</b>	<b>\$ 27,820.53</b>	<b>\$ 109,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 26,272.19</b>	<b>\$ 35.00</b>	<b>\$ 89.75</b>	<b>\$ 443,935.00</b>	<b>\$ 54,256.14</b>
<b>Transfer In</b>												
Trans From TIFA to EDC			\$ 43,500.00								\$ 43,500.00	\$ -
Trans From TIFA to Bus Inc											-	-
Trans From DDA to BRA					103,000.00						103,000.00	-
<b>Total Transfers Out</b>	<b>\$ -</b>		<b>\$ 43,500.00</b>	<b>\$ -</b>	<b>\$ 103,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>			<b>\$ 146,500.00</b>	<b>\$ -</b>
<b>Total Net Revenues</b>	<b>\$ 235,000.00</b>	<b>\$ 73.67</b>	<b>\$ 143,400.00</b>	<b>\$ 27,820.53</b>	<b>\$ 212,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 26,272.19</b>	<b>\$ 35.00</b>	<b>\$ 89.75</b>	<b>\$ 146,500.00</b>	<b>\$ -</b>
<b>Expenses</b>												
Salaries & Benefits	\$ 155,421.00	\$ 32,997.34	\$ 61,617.00	\$ 13,084.99							\$ 217,038.00	\$ 46,082.33
Administrative Costs			2,950.00	930.80							2,950.00	930.80
Professional Services	1,000.00		3,600.00	1,655.50							4,600.00	1,655.50
Contractual Services	500.00		4,450.00	537.00	207,000.00				35.00		211,985.00	537.00
Utilities	600.00	1,603.50	2,300.00	3.08				1,908.82			2,900.00	3,515.40
Travel			500.00	-							500.00	-
Maintenance	4,000.00		2,000.00	2,931.75				356.73			6,000.00	3,288.48
Insurance			2,000.00	4,184.00							2,000.00	4,184.00
Conference & Training Cost			2,200.00	-							2,200.00	-
Admin Fees to City	8,900.00		10,000.00		5,000.00						23,900.00	-
Rental Charges (Spec Bldg)											-	-
Loan Payments MDEQ											-	-
Land											-	-
ABA Land Contract			5,720.00								5,720.00	-
ABA Land Contract interest			286.00								286.00	-
Roof loan interest											-	-
Economic Development	4,000.00		42,400.00	22,424.50				18,500.00			46,400.00	40,924.50
Rent to ABA/ACF	10,200.00	2,550.00	1,800.00	450.00							12,000.00	3,000.00
Miscellaneous												
<b>Transfer FR TIFA to EDC/AFH</b>	<b>43,500.00</b>										43,500.00	-
EPA Grant											-	-
<b>Total Expenses</b>	<b>\$ 228,121.00</b>	<b>\$ 37,150.84</b>	<b>\$ 141,823.00</b>	<b>\$ 46,201.62</b>	<b>\$ 212,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 20,765.55</b>	<b>\$ 35.00</b>	<b>\$ -</b>	<b>\$ 581,979.00</b>	<b>\$ 104,118.01</b>
<b>To Fund Balance</b>	<b>\$ 6,879.00</b>	<b>\$ (37,077.17)</b>	<b>\$ 1,577.00</b>	<b>\$ (18,381.09)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,506.64</b>	<b>\$ -</b>	<b>\$ 89.75</b>	<b>\$ 8,456.00</b>	<b>\$ (49,861.87)</b>

\*Transfer from TIFA to EDC will take place at year-end with the amended budget.

### March 2021 Consolidated Statements

Information presented as of 3/31/2021, Report prepared 07/13/2021

Revenues	TIFA		EDC		Brownfield Development		Food Hub		RLF		Totals	
	Budget	Year-to-Date	Budget	Year-to-Date	Budget	Year-to-Date	Budget	Year-to-date	Budget	Year-to-Date	Budget	Year-to-Date
Property Taxes (w/ LCSSR)	\$ 125,000.00				109,000.00						\$ 234,000.00	\$ -
Property Tax Chargebacks											\$ -	\$ -
Delq. Personal Property Tax											-	-
Rental of Property			\$ 60,000.00	33,249.99				7,764.29			60,000.00	41,014.28
EPA Grant											-	-
Federal Grant					-						-	-
State Grant			39,900.00		-						39,900.00	-
Local Grants				5,000.00							-	5,000.00
Incubator Rents											-	-
Food Hub Rents											-	-
Farmer's Market Stall Fees											-	-
Senior Project Fresh / Market Fresh											-	-
Reimbursements	110,000.00										110,000.00	-
Other Revenues				607.42				18,500.00			-	19,107.42
Interest		88.41		56.61				9.61	\$ 35.00	\$ 112.87	35.00	267.50
<b>Total Revenues</b>	<b>\$ 235,000.00</b>	<b>\$ 88.41</b>	<b>\$ 99,900.00</b>	<b>\$ 38,914.02</b>	<b>\$ 109,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 26,273.90</b>	<b>\$ 35.00</b>	<b>\$ 112.87</b>	<b>\$ 443,935.00</b>	<b>\$ 65,389.20</b>
<b>Transfer In</b>												
Trans From TIFA to EDC			\$ 43,500.00								\$ 43,500.00	\$ -
Trans From TIFA to Bus Inc											-	-
Trans From DDA to BRA					103,000.00						103,000.00	-
<b>Total Transfers Out</b>	<b>\$ -</b>		<b>\$ 43,500.00</b>	<b>\$ -</b>	<b>\$ 103,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>			<b>\$ 146,500.00</b>	<b>\$ -</b>
<b>Total Net Revenues</b>	<b>\$ 235,000.00</b>	<b>\$ 88.41</b>	<b>\$ 143,400.00</b>	<b>\$ 38,914.02</b>	<b>\$ 212,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 26,273.90</b>	<b>\$ 35.00</b>	<b>\$ 112.87</b>	<b>\$ 146,500.00</b>	<b>\$ -</b>
<b>Expenses</b>												
Salaries & Benefits	\$ 155,421.00	\$ 44,545.58	\$ 61,617.00	\$ 17,663.30							\$ 217,038.00	\$ 62,208.88
Administrative Costs			2,950.00	994.63							2,950.00	994.63
Professional Services	1,000.00		3,600.00	1,655.50							4,600.00	1,655.50
Contractual Services	500.00		4,450.00	637.00	207,000.00	98,959.52			35.00		211,985.00	99,596.52
Utilities	600.00	1,638.63	2,300.00	4.19				1,908.82			2,900.00	3,551.64
Travel			500.00	40.00							500.00	40.00
Maintenance	4,000.00		2,000.00	2,931.75				631.10			6,000.00	3,562.85
Insurance			2,000.00	4,184.00							2,000.00	4,184.00
Conference & Training Cost			2,200.00	-							2,200.00	-
Admin Fees to City	8,900.00		10,000.00		5,000.00						23,900.00	-
Rental Charges (Spec Bldg)											-	-
Loan Payments MDEQ											-	-
Land											-	-
ABA Land Contract			5,720.00								5,720.00	-
ABA Land Contract interest			286.00								286.00	-
Roof loan interest											-	-
Economic Development	4,000.00		42,400.00	22,454.50				18,500.00			46,400.00	40,954.50
Rent to ABA/ACF	10,200.00	3,400.00	1,800.00	600.00							12,000.00	4,000.00
Miscellaneous												
<b>Transfer FR TIFA to EDC/AFH</b>	<b>43,500.00</b>										43,500.00	-
EPA Grant											-	-
<b>Total Expenses</b>	<b>\$ 228,121.00</b>	<b>\$ 49,584.21</b>	<b>\$ 141,823.00</b>	<b>\$ 51,164.87</b>	<b>\$ 212,000.00</b>	<b>\$ 98,959.52</b>	<b>\$ -</b>	<b>\$ 21,039.92</b>	<b>\$ 35.00</b>	<b>\$ -</b>	<b>\$ 581,979.00</b>	<b>\$ 220,748.52</b>
<b>To Fund Balance</b>	<b>\$ 6,879.00</b>	<b>\$ (49,495.80)</b>	<b>\$ 1,577.00</b>	<b>\$ (12,250.85)</b>	<b>\$ -</b>	<b>\$ (98,959.52)</b>	<b>\$ -</b>	<b>\$ 5,233.98</b>	<b>\$ -</b>	<b>\$ 112.87</b>	<b>\$ 8,456.00</b>	<b>\$ (155,359.32)</b>

\*Transfer from TIFA to EDC will take place at year-end with the amended budget.



**Albion Economic Development Corporation**

To: EDC Board of Directors  
From: Amy Deprez, President  
CC:  
Date: August 5, 2021  
Re: Nomination & Approval of RLF Committee Members to Fill Vacant Seats

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We have vacancies on the RLF Committee that will need to be filled. The RLF Committee has 7 members and must consist of no less than three (3) AEDC Board Members and one appointee from both Sheridan and Albion Townships. The Township appointees are approved by the respective townships and not subject to AEDC Board approval.

Additionally, we try to maintain subject matter experts for small business and finance as part of the make-up of the Committee. Remember, the RLF Committee has complete authority to approve RLF Loans up to \$50,000, at which point they make a recommendation to the EDC Board and the EDC Board has final authority.

Below is a summary of the existing board and the capacity that the member serves in. As you see, there are 2 vacancies that need to be filled.

<b>RLF Committee (Approved 1/27/2018)</b>	
<b>Member</b>	<b>Capacity on the CMT</b>
Vacant (Herman McCall)	
Scott Evans	Homestead /AEDC Board
Randy Fischer	GMB
Vacant (Mauri Ditzler)	
Teri Fogel	Chemical Bank
Dick Porter	Sheridan Twp Rep.
Joyce Spicer	Albion Twp Rep.

Timing commitment is minimal. This committee only meets when there is a loan to consider and occasionally if the RLF Plan or Programs need to be revised.

It is my recommendation that we approve two EDC Board Members to this Committee to meet the requirement of no less than three AEDC Board Members.

EDSP 2021 Update – Board Discussion – 08/05/2021

**GREEN highlight** = EDC is responsible for the goal

**Goal 1: Stabilize the downtown, enhance its historic character, and support its economic growth.**

Strategies	AEDC's Role	Responsible Party
<b>A. Attract mixed use development to the downtown that will serve the needs of the community and complement the existing mix of businesses</b>	<b>Claim</b>	<b>AEDC</b>
<b>B. Develop ARC Strategic Plan and Downtown Plan</b>	<b>Claim</b>	<b>AEDC</b>
C. Support DDA in efforts to develop comprehensive façade improvement program	Support	DDA
<b>D. Develop Community Development Block Grant façade improvement program</b>	<b>Claim</b>	<b>AEDC</b>
E. Support Chamber of Commerce in the enhancement of events to draw more foot-traffic to the community	Support	GACC

**Goal 2: Stabilize the City's major corridors and support their economic growth.**

Strategies	AEDC's Role	Responsible Parties
A. Support the development of a Corridor Improvement Plan that strengthens the visual and physical connections made by the Downtown Commercial District, Albion College, the I94 (Eaton St.) Business Corridor, Austin Avenue, and the south entrance to the City on M99 - Explore the establishment of a Corridor Improvement Authority	Support	City of Albion
	Support	City of Albion
<b>B. Attract businesses and development to the major corridors</b>	<b>Claim</b>	<b>AEDC</b>
C. Support primary Community Partner for each corridor: Austin & Eaton – Albion Community Foundation Downtown – Albion Reinvestment Corporation Michigan – Albion College Michigan, Eastern Entrance – Sheridan Township	Support	Community Partner

**Goal 3: Build the human and capital capacity of key economic development agencies within Albion.**

Strategies	AEDC's Role	Responsible Party
<b>A. Reduce barriers to development and increase speed-to-market</b>	<b>Claim</b>	<b>AEDC</b>
- Achieve consistency between the existing zoning code and the long-term goals for residential, commercial, and industrial development	Support	City of Albion
- Prepare Guide to Development	Support	City of Albion
<b>- Prepare Property Information Packages for redevelopment sites</b>	<b>Claim</b>	<b>AEDC</b>
- Have all development guides, materials, and applications available online	Support	City of Albion

- Implement administrative and procedural practices to better align and communicate among the “doorways” of development – City, AEDC, DDA, GACC	Support	City of Albion
B. <i>Review and develop</i> funding strategies to increase financial resources and staff of the AEDC, the City, the DDA, and the GACC	Claim	AEDC
- Develop a revolving loan fund through brownfield tax increment capture	Claim	AEDC
- Apply for economic development grants to increase staffing	Claim	AEDC
C. <i>Explore</i> possibility of market research study	Claim	AEDC
D. <i>Explore</i> possibility of combining aspects of the AEDC, DDA, and GACC	Claim	AEDC

**Goal 4: Retain and attract high-leverage jobs to Albion**

Strategies	AEDC's Role	Responsible Party
A. <i>Support</i> a workgroup to research and generate ideas for housing, workforce development, and business recruitment	Support	City of Albion
B. <i>Support</i> efforts to strengthen Albion’s workforce development network by partnering with key organizations and educational institutions	Support	City of Albion
C. <i>Develop and implement</i> proactive business retention and development strategy	Claim	AEDC
D. <i>Foster</i> entrepreneurship	Claim	AEDC
E. <i>Encourage</i> reuse and redevelopment of brownfield sites by utilizing existing brownfield redevelopment assistance programs	Claim	AEDC
F. <i>Support</i> connections with Albion College/Albion High School Alumni looking to expand or start new businesses	Claim	AEDC
G. <i>Advertise</i> business incubators to broader network	Claim	AEDC

**Goal 5: Strengthen housing market and housing stock.**

Strategies	AEDC's Role	Responsible Party
A. <i>Support</i> the attraction of private and nonprofit housing developers to create infill housing and the redevelopment of vacant, underutilized and brownfield sites for attainable and market rate housing that appeals to a broad range of demographics.	Support	City of Albion
- Develop incentive package for housing developers	Claim	AEDC
- Utilize Target Market Analysis to work with developers on creating different types of housing options	Claim	AEDC
- Create incentives for homeowners to invest in their homes	Support	City of Albion
- Collaborate with local realtors to spread a positive, consistent message about Albion	Endorse	GACC
- Coordinate the groups working on housing to maximize effort	Support	City of Albion
B. Support the City of Albion in its efforts to establish Neighborhood Enterprise Zones (NEZ)	Support	City of Albion

C. <i>Research and explore</i> the establishment of a real estate investment trust	Claim	AEDC
D. <i>Research and explore</i> the establishment of a housing development incubator	Claim	AEDC

**Goal 6: Create a unified brand for Albion to drive tourism, business growth, and investment**

Strategies	AEDC's Role	Responsible Party
A. <i>Support</i> the creation of a “bank” of positive stories and accomplishments of residents, businesses, and organizations in the Albion community	<i>Support</i>	GACC
B. <i>Support</i> the development of a Strategic Marketing Plan to improve internal and external communication regarding developments, initiatives, and successes.	<i>Support</i>	GACC

**Goal 7: Make strategic choices to turn Albion into a destination for current and future residents and tourists.**

Strategies	AEDC's Role	Responsible Party
A. Determine if future hotel tax revenue can be used for economic development, marketing, and placemaking as a way to drive tourism	Claim	AEDC
B. Endorse extending or changing business hours of local businesses to accommodate residents and out-of-towners that work 8 to 5	Endorse	GACC
C. Support the attraction of more entertainment, restaurants, and recreation to Albion	Support	GACC
D. Support placemaking efforts	Support	GACC

**Review and Oversight**

The Economic Development Strategic Plan will be reviewed, approved, and amended annually and as needed by the Albion Economic Development Corporation Board of Directors. Staff of the City of Albion, the AEDC, and the Greater Albion Chamber of Commerce and Albion’s elected, and appointed officials will work towards the success of each goal. Annual updates will be reported to Planning Commission and City Council by the City Manager.

# memo



**Albion Economic Development Corporation**

To: EDC Board of Directors  
From: Christine Bowman, Economic Development Specialist  
CC: Amy Deprez, EDC President & CEO  
Date: August 5, 2021  
Re: Workforce Development Monthly Report

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## **Workforce Development**

The Workforce Taskforce met on June 17 at the KCC Eastern Academic Center. This was an opportunity for WT members to tour the newly remodeled EAC and welding lab, meet course instructors and Dennis Baskin, Dean, Workforce Development, Dr. Paul Watson, VP of Instruction, and other team members of the KCC Workforce Training and Industrial Arts divisions. With expanded programming at the EAC, and KCC hiring Scott Cubberly as the Business & Industry Liaison (who will be in Albion two days a week), there will be more opportunity for Albion residents of all ages to access skill development training and to get Employers connected to training opportunities for new or incumbent workers.

Good news was announced at the meeting that KCC will receive funding through a [MiLEAP](#) grant for short-term accelerated training that supports un-employed, under-employed, and dislocated Job Seekers. KCC plans to include an expansion of iACT/KAMA programming that is available to students at MOHS, but with the MiLEAP grant would now be available to Albion area adults. KAMA teaches hard and soft skills Employers in the Albion area are looking for in entry level manufacturing Job Seekers.

### *Status of identified Taskforce initiatives:*

*The activity that is grayed out is ongoing and has not had any pertinent updates since the last report. Any updated/new information will be in normal print.*

- Employer Communication
  - Albion-Marshall Employer Roundtable: Temporarily on hold due to staff changes at Michigan WORKS! Southwest who will be responsible for facilitating the roundtable.
  - Childcare Issues
  - Jason Raddatz joined as a new member of the sub-committee and to share information he had gathered regarding a plan to possibly offer childcare at the Whitehouse Nature Center. The sub-committee continues to gather data to determine the level of need for childcare services in Albion, including before/after school care and for employees who work 2<sup>nd</sup> and 3<sup>rd</sup> shift jobs.

- Workforce Development Resource Matrix
  - The Matrix will be segmented into skills development resources/services for Job Seekers and skills development resources/services for Employers. Subsets of traditional, under-employed, un-employed, and dislocated Job Seekers exist. Data will be collected from Michigan Works, the WT Employer Survey, and retention visits to figure out what jobs in Albion we need to train for and who is the population that could best fill those jobs with the right skill development. Once the data is collected, Norris and Bowman will match available services/resources with the jobs needed and begin building out the Matrix. This exercise will also help identify gaps in services/resources specifically lacking in Albion.
- Community Navigator - Connecting Job Seekers to Employment Resources
  - Bowman and Lanoue are working on a high-level proposal of what the program might look like, the basic premise of which is to have a paid person experienced in workforce and skills development who would be the point person in charge of managing the program, 2-4 persons (possibly volunteers) who would be resource experts that would connect Job Seekers to the services/resources best suited for them, and development of a network of Community Connectors who would serve as a conduit for the program through which we could reach our target population of un-employed, under-employed, and dislocated Job Seekers. Taneka Thomas, a local workforce development and skills development subject matter expert who has worked with adults and youth in various state funded programs, is part of the sub-committee and will assist with creating the proposal.

### **Other Workforce Development News**

- U.S. Department of Commerce’s Economic Development Administration (EDA) American Rescue Plan Programs
  - On July 22, the EDA announced \$3 billion in funding opportunities for distressed and underserved communities impacted by the pandemic, funded by the American Rescue Plan Act of 2021. There are six (6) [\*Investing in America’s Communities\*](#) programs that will support the creation of good paying jobs, in-demand skill development for workers, entrepreneurial support, creating plans to build economic resilience, and accelerate economic recovery for industries and communities hit hardest by the pandemic. Awarded projects must be completed by September 2027. Notice of Funding Availability (NOFA) for individual programs will be issued in the next few weeks. Bowman and several members of the Workforce Taskforce attended informational webinars in late July to learn more about the programs. Which programs to apply for – and next steps - will be discussed at the August WT meeting.

# memo



## Albion Economic Development Corporation

To: EDC Board of Directors  
From: Amy Deprez & Christine Bowman  
CC:  
Date: August 5, 2021  
Re: Economic & Community Development Report

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## Economic Development

### Business Retention/Expansion/Attraction

#### Retention

- Bowman and Brenda Stewart, Region 8 MEDC Business Development Manager, attended a virtual retention visit with Colson Group/Albion Casters in late June.
  - We met Shonnie Reed (Colson Group, Cost Accountant (Albion office contact) and Cal Devries (Colson, Michigan Facilities Manager). This location had a strike in 2020. They have since been purchased by Blue Wolf Capital Partners in March 2021. The Albion facility is only one of two heavy duty caster production facilities in Colson Group, the other is in Scotland. The other MI facility is in St. Joe, it produces medium and light duty casters. Post-strike, they have 20 direct and 9 indirect hourly employees and 12 salaried positions. We discussed training needs and resources – like MJNTP dollars – in addition to growth potential for the Albion location.
- KCC and KVCC have been awarded a MiLEAP grant for short-term accelerated training and support for area unemployed and underemployed, which will result in an expansion of iACT/KAMA programming for up to 2 years, including the Albion area. Read the full press release <https://www.9and10news.com/2021/07/08/gov-whitmer-announces-mileap-grant-recipients/>
- KCC is expanding program offerings at the Eastern Academic Center (EAC) with several in-person or hybrid classes and more than 130 industrial trades training modules available in Fall 2021. This is exciting news for Albion job seekers and employers. KCC has added Scott Cubberly to their Workforce Solutions Team as the Business & Industry Liaison. He will work out of the EAC two days a week.
- The Albion EDC wrote a letter of support to the MEDC in support of support of Michigan Works! Southwest proposal to secure Regional Talent Innovation Grant funding. If funding is secured, it would be used to enhance employer engagement and training opportunities for manufacturing companies within Branch, Calhoun, Kalamazoo and St. Joseph counties, geared at low-to-moderate income individuals.



- Bowman continues to communicate with our manufacturing/industrial community with bi-monthly email blasts featuring training, workforce and business development, and other opportunities and resources for employers to retain and attract employees.
- Bowman continues to post 2-3 times a week open positions in all business sectors, targeting those opportunities within 10 miles of Albion.

### Expansion & Attraction

- MEDC Site Readiness Grant for creation of Master Site Development Plan for the EDC owned 1917 E Michigan Ave (AKA 425 Parcel): Grant agreement with MEDC has been executed, and once signed by MEDC, Wightman Associates can commence work on the Master Site Development Plan.
- Trident/Greenwell Biomedicinals (902 Burstein Dr): Construction of the facility is complete. Depending on the timeline for final inspections by the State, and hiring of staff, they could be up and running by the end of August.
- Project Star: This project came to the EDC about 2 months ago. A group with prior experience in building and managing adult use marihuana growing and processing facilities was considering purchase of a lot in the Albion Industrial Park to construct a new facility. They have withdrawn their interest due to City Councils recent decision to limit the number of available adult use marihuana growing and processing licenses.
- River Fork Solar Project (Sheridan Township Solar Project #1): Swinerton Construction is still working through preconstruction on the project with no hard date set yet for construction to commence. Original construction start date was Fall 2021.
- Savion Solar Project (Sheridan Township Solar Project #2): Savion has indicated they will likely begin site grading Fall 2021, build out of the project would run March-October 2022. The goal is to use as much local labor as possible. The Workforce Taskforce will be discussing training opportunities for community members for this project and the River Fork Solar Project.
- 2021 Site Selection RFP & General Site Inquiries: (Reported Quarterly)
  - 2nd Quarter 2021: EDC Site Selection RFP'S from MEDC: EDC had the opportunity to respond to 9 RFP's; 2 of the 9 were out of our geographic area, of the remaining 7, we were able to submit potential sites for 3 RFP's.
  - General Inquiries (By email, phone, referral from business or community members, Facebook): EDC responded to 3 requests, (1 industrial, 2 food service related).

### Entrepreneurial & Small Business Development

- RLF – Inside Out Automotive Detailing: In July, the RLF Committee met twice to consider a working capital RLF loan for Inside Out. The small business submitted the request through the Albion SB Pandemic Response Fund that earmarked a portion of our open RLF balance to pandemic responses. Inside Out has been working with our office for several months now and has been an active participant of the dream.build.rise E Program, ultimately winning first place in the business pitch event. The \$40,000 RLF Working Capital loan was within the RLF Committee's authority level to approve. The terms included a 6-month interest only period, 2.145% interest rate, fixed payments, and balloon payment at 61 months. Additionally, requirements include monthly business counseling sessions and quarterly financial review with the EDC team. The RLF Plan allows for us to respond to start-up businesses and assume more risk than a traditional RLF loan to promote entrepreneurship and economic development in Albion. They also received a Pandemic Grant of \$5,000 and have a SBA EIDL Loan for \$30,000. Currently, this will be the only active RLF Loan on the books and we anticipate closing in the next couple of weeks.

- dream.build.rise Albion E-Program
  - The first cohort was June 11 – July 26 with programming specifically designed for minority and women owned entrepreneurs. Out of 17 businesses who started the cohort, 12 businesses (70% retention rate) made it all the way to Pitch Day! July 26 to graduate from the 1<sup>st</sup> dream.build.rise Albion E-Program cohort. Each business made a 2-minute Elevator Pitch about their business to a 3-person panel of judges – Brandy Eggleston/Edward Jones Financial Advisor; Chris Burdette/Senior Vice President, Chief Retail Officer at Homestead Savings Bank; John Schmitt/ senior consultant for the Southwest Michigan Small Business Development (SBDC). The top 3 winning pitches were: #1 – Inside Out Automotive Detailing Service (O’Neal Warnsley & Damarius Smith); #2 Tracy K Tolbert Photography; #3 Yellow Bird Chocolate Shop (Jenny Risner-Wade). Winners received through the generosity of ISM Inc. the following complimentary services: 3rd place: Full access to the ISM online program (\$300 value); 2nd place: Full access to the ISM online program and 2-3 coaching sessions (\$1,000 value); 1st place: Every perk of 2nd & 3rd place PLUS access to the Resilient Entrepreneur Program and 6 full weeks of coaching by ISM Inc.! Cohort participants will continue to receive coaching and mentoring through BOSS Up Inc., the Albion EDC, and our resource partners, like the SBDC.
  - Fundraising – The EDC continues to apply for donations and grants to support the DBR programming. To date, ACF \$5,000, with another \$5,000 promised if matching funds are obtained; Edward Jones \$1,000; Leah Raddatz CPA \$250 has been received. Deprez will again present to Albion Area Philanthropic Women, sponsored by Board member Annette Norris; and Men Who Give at their next scheduled meetings.
  - Submitted for a Michigan Municipal League Neighborhood Microgrant \$500 to aid the DBR programming. The DBR Program was not selected for final consideration and public voting.
  - Scheduled a brainstorming meeting for DDA, Chamber, City, ACF, Walk the Beat, Farmers Market, and others to collaborate on an incubation space / social district / community place and has identified a grant opportunity that we will pursue for the Small Business incubator portion of this initiative.
- <https://www.battlecreekenquirer.com/story/news/2021/06/30/knd-systems-bringing-software-consulting-albionknd-systems-is-bringing-software-consulting-to-albion/7788896002/> KND Systems

### Broadband Access

- The Calhoun County Broadband Task Force met June 8 to discuss the broadband data collection study being undertaken by Merit Network. The study is anticipated to be completed in October 2021. Once completed, a financial feasibility study for infrastructure requirements will be conducted.



## Community Development

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### Downtown Development

- **Big Albion Plan (ARC)** – ARC Board Representative, Dr. Sam Shaheen will give an update on the Big Albion Plan, a transformational project for redevelopment of the downtown, at the August 11<sup>th</sup> DDA meeting. The City/EDC will be meeting with ARC quarterly for updates on the project and to ensure that all parties are up to speed. A project like this will take collaboration of all

partners to be successful. The Big Albion Plan (\$19 million investment / 57 apartments / 22 commercial units) is on track for development starting in 2022. ARC has a letter of intent from one major investor and still has 55% of the funding to acquire. Once the funding is in place, final architectural design work will be completed. They continue to meet with MEDC on a regular basis to share progress as this project moves along.

- **BOSS Up Inc. and BOSS Up Productions** – Have officially opened their entrepreneur meet up and production space @ 113 S Superior St. The space hosted the in-person sessions for the 1<sup>st</sup> dream.build.rise cohort.
- **EDC/City have meet with a couple new interested parties for developments in the downtown.** One being a restaurant that will be leasing space, and another that recently acquired a property and is working on a business plan with the SBDC to generate revenue before renovation of the space.
- **The EDC submitted the annual required reporting for the Albion Brownfield Redevelopment Authority to the MEDC/State.** Currently, the only Brownfield project that is actively collecting tax increment is the Hotel Development Project. This project is about half way through reimbursement of eligible activities, following that we will capture tax increment for a local brownfield redevelopment fund (LBRF), that can be used to help promote development of brownfield sites/properties. The LBRF is made possible through legislation that allows the ABRA to capture a percentage of the tax increment for a period of years following a project.
- **Peabody Block Project (ACE Investments)** – Congratulations to ACE Property Investments on the Michigan Historic Preservation Award for the Peabody Block Project – see the video here <https://www.mhpn.org/historic-preservation-awards/>, great information on why preservation and redevelopment is so important. This project was a recipient of a Community Development Block Grant that aided in making the restoration a viable option for the owners.

## Housing Development

- **Project Green (Zero Plus Team)** – We continue to work with Zero Day on an exciting and unique housing/skilled trades apprenticeship project for the Urban Renewal. They continue to work toward land control with the City of Albion. Through the process of assessing the environmental concerns for this vast property, it was identified that more work needed to be completed to give all parties an assurance that the final project would address the environmental issues, while maximizing the development. The Urban Renewal site is idea for the EPA grant and the grant allows the City/EDC to support the project without cumbersome pre-development costs being forced on the developer. In this case, the developer has already spent significant pre-development funds and resources for an Albion project and the ability to leverage the grant dollars demonstrates that the community is just as committed to a successful housing project. We continue to stay in contact with all parties as the developer works through critical information that will need to be considered to establish land control for the development project.
  - The City/EDC has worked with Zero Day since mid-2019 and feel there is real momentum with this project and several State departments. The proposal estimates 24 single family homes and 2 multi units, each with 36 units, and a trades training program onsite. The project is expected to have green elements and promote a walkable neighborhood. The home ownership component will encourage partnerships with the Veteran housing, Habitat for Humanity, and other key members of the housing industry. This project can be used as a pilot for other communities to follow and shed light on the Albion community and its willingness to think creatively to create a win-win project for the community and development team.

- **Wildflower Crossing** – Deprez and Bowman attended the grand opening of the community. The first residents have moved in and more homes are expected to be constructed soon. COVID has affected this project as well, as the manufacturers are unable to promise homes until March 2022. The development team continues to work hard to ensure more options are available soon. To see the home options and for more information, please follow the link - <https://www.fourleafprop.com/virtual-home-tours/> .

### Miscellaneous Community Development

- **Military Cargo Boxes** – You may have noticed 4 military cargo boxes in the city parking lot behind City Hall. The Albion Department of Public Safety was able to acquire these through a government program for the cost of shipping and has offered them to us for an incubator / pop-up space to promote entrepreneurship in our community. We are in the process of defining the program, the proposed space(s) and the cost involved. Zero Day has offered to partner on this project, utilizing the apprenticeship programs to reduce the overall cost of redevelopment of the boxes and aiding the EDC in finding appropriate funding sources. More information to follow.
- **600 Block Austin (611, 617, 619 Austin Ave)** Through assistance from EGLE, we now have a Due Care Plan for the 600 Block of Austin that will give prospective developers much needed information. EDC has received approval from the Planning Commission to combine these three parcels into one and is currently going through the County tax search before that can happen.

### Albion Small Business Pandemic Response Fund

- **21 Applications Requested**
  - 4 Funded (Palmer House, Kids ‘N’ Stuff, Pure Albion, Bohm) – **All funding has been verified.**
  - 2 – In Process of Funding (Inside Out / Yellow Bird Chocolate Shop)
  - 4 Denied/Withdrew
  - 2 Pending Complete Application Packages
  - 9 Applications Out / No Response

- **Funding Update**

Program	Amount Approved, Pending Closing	Closed & Funded	Available Balance
Micro-Grant	\$0 (transf. to Pand Grant)	\$0	\$7,700
<b>Pandemic Grant</b>	<b>\$9,500</b>	<b>\$12,800</b>	<b>\$0</b>
Rent/Mortgage Loan	\$0	\$0	\$50,000
Pandemic Loan	\$40,000	\$0	\$60,000

### City of Albion Small Business Refit • Refocus • Reinvest COVID-19 Grant

- Made possible through a recommendation by the City Manager to earmark 10% of the American Rescue Plan Act (ARPA) Funding the local community will receive for the EDC to offer a grant response program. Deprez/Snyder shared the highlights of the draft grant program at a Special Session of Council on Thursday, July 29, 2021. The Council will ultimately need to approve the line items that will be budgeted for the ARPA funds, and timing of the funding will need to be considered before the grant program can be finalized and launched. At this time, this is a recommendation to the Council but has not been approved. The list of community needs is long, and the funding must conform to the legislation. The draft program allows small businesses to request assistance for adaptive use projects or a hiring incentive program that would give them a competitive advantage in the current market.