

EDC/TIFA/BRA
BOARD OF DIRECTORS MEETING

Thursday, September 12, 2024, 2024, 7:30 am
Albion Economic Development Corporation Offices
115 N. Superior Street, Albion, MI 49224

AGENDA

- 1) Call To Order
- 2) Roll Call (1 min)
- 3) Pledge of Allegiance (1 min)
- 4) Approve Agenda (3 min)
- 5) Public Comment (TBD)
(Persons addressing the Board shall limit their comments to no more than 3 minutes)
- 6) The President/CEO requests a closed session pursuant to MCL 15.268(1)(a), to consider the periodic personnel evaluation of the President/CEO
- 7) Approve items from closed session
- 8) President/CEO Report (5min)
- 9) Update on New EDC Board Members (5 min)

- 10) Consent Agenda (2 Min)
 - Review and Approve August 8 and 19 2024, Board Meeting Minutes
- 11) Review and Approve July 2024 Treasurer Report (5 min)
- 12) Review and Approve Proposed Policies:
 - Our Mission and Values
 - Closed Board Sessions
 - Privacy Policy
 - Board Operations Policy
 - Ethics Policy
 - Conflict of Interest Policy
 - Document Destruction Policy
 - Partnership Policy
- 13) Review and Approve RLF Loan (5 Min)
- 14) Review and Approve Administrative Interlocal Agreement (5 Min)
- 15) Review and Approve RAISE Grant Resolution (5 Min)
- 16) Review and Approve T-Mobile Grant Resolution (5 Min)
- 17) Review and Approve W.K. Kellogg Grant Resolution (5 Min)
- 18) Review and Approve RLF Committee Members Resolution
- 19) Board of Directors Discussion & Comments (5 Min)
 - City of Albion
 - Albion Township
 - Sheridan Township
 - Greater Albion Chamber of Commerce
 - Board at-Large
- 20) Motion to Excuse Absent Members (3 min)

21) Public Comment (TBD)

(Persons addressing the Board shall limit their comments to no more than 3 minutes)

22) Adjournment (1 Min)

MISSION:

We seek to innovate, collaborate, and inspire equitable solutions to modern business challenges, always mindful of the rich natural, economic, and cultural heritage of our community.

VISION

Focusing on providing investor and community confidence that supports the life for all residents, fosters innovation and entrepreneurship, and attracts diverse businesses and talents.

CORE VALUES

- (1) Compassion
- (2) Authenticity
- (3) Trust
- (4) Accountability

Memo

To: Board of Directors

From: Virgie Ammerman, President/CEO

Date: September 12, 2024

RE: President/CEO Report

Current Staffing:

- Open Position – Grant and Program Administrator
- Margaret Avery – Grant Writer / Project Analyst
- Jenny Swanson – Executive Assistant / Board Liaison
- Ti’Liyah Austin – Build Albion Fellow – MI-Hope Grant
- A’tiyah Artis – Build Albion Fellow – MI-Hope Grant
- Camila Tapia – Albion College Americorp – CHILL Grant
- Open Position – Albion College Americorp – MI-Neighborhood Grant
- Tim Kurtz – Housing Solutions Advocate
- Dichondra Johnson – Business Coach
- Virgie Ammerman

Staff Updates:

- Grant Writer / Project Analyst: Margaret is focusing on prep for MEDC Site Visit and marketing the East Industrial Park and attended MSHDA meeting
- Business Coach: Dichondra begins September 16
- Grant Administrator: 10 Applications on hand; interviews begin week of September 17
- Housing Solutions Advocate: Tim is kicking off community discussion on items 2 and 3 in the strategic plan (see attached) and attended MSHDA meeting

ALBION ECONOMIC DEVELOPMENT CORPORATION

Housing Assessment and Implementation Plan

August 12, 2024

➤ **Part 1: Review Existing Housing Data in Albion**

- Objective: Gain an understanding of the current housing landscape in Albion.
- Tasks:
 - Review local reports and studies on housing in Albion.
 - Identify key stakeholders, organizations, and government agencies involved in housing.
 - Map out the different types of housing available (owner-occupied, rental, public housing).
 - Expected Outcome: A foundational understanding of housing issues specific to Albion.

➤ **Part 2: Chronic Homelessness and Transient Populations**

- Objective: Investigate the extent of chronic homelessness and transient populations in Albion.
- Tasks:
 - Research local data on homelessness, including demographics, causes, and trends.
 - Identify local resources and statewide programs addressing homelessness.
 - Analyze the effectiveness of these programs and any gaps in services.
 - Expected Outcome: A detailed report on chronic homelessness and transient populations in Albion, including available resources and gaps.

➤ **Part 3: Shared Family Housing and Substandard Housing**

- Objective: Understand the prevalence of shared family housing and substandard housing conditions.
- Tasks:

- Research the reasons behind shared family housing and its impact on families.
- Identify the extent of substandard housing, including both owner-occupied and rental properties.
- Explore resources available for improving substandard housing.
- Expected Outcome: An analysis of shared family housing and substandard housing, with recommendations for improvement.

➤ **Part 4: Public Housing Sources and Home Ownership**

- Objective: Analyze public housing in Albion and the potential for residents to transition to home ownership.
- Tasks:
 - Gather data on public housing, including occupancy rates and rent levels.
 - Research the percentage of residents paying maximum rent who may qualify for home ownership.
 - Explore programs that assist with the transition from renting to owning a home.
 - Expected Outcome: A report on the potential for public housing residents to transition to home ownership, including recommendations for supporting this transition.

➤ **Part 5: Albion Housing Initiatives**

- Objective: Review current and planned housing initiatives in Albion and their target markets.
- Tasks:
 - Identify existing and upcoming housing initiatives in Albion.
 - Analyze the markets these initiatives are designed to reach.
 - Evaluate the potential impact of these initiatives on Albion's housing market.
 - Expected Outcome: A comprehensive review of housing initiatives in Albion, including their market reach and impact.

➤ **Part 6: Median Income and Affordable Housing**

- Objective: Assess the impact of Albion's median income on the availability and affordability of housing.
- Tasks:
 - Gather data on Albion's median income and compare it to housing costs.
 - Analyze the affordability of housing for different income brackets.
 - Explore strategies for increasing affordable housing options.
 - Expected Outcome: A detailed analysis of how Albion's median income affects housing affordability, with recommendations for increasing affordable housing.

➤ **Part 7: Synthesis and Recommendations**

- Objective: Integrate research findings and develop comprehensive recommendations.
- Tasks:
 - Synthesize research from previous weeks into a cohesive report.
 - Develop actionable recommendations for addressing the identified housing issues.
 - Prepare a presentation summarizing the findings and recommendations.
 - Expected Outcome: A final report and presentation that outlines the key findings and recommendations for addressing housing issues in Albion.

➤ **Part 8: Presentation and Feedback**

- Objective: Present findings and gather feedback.
- Tasks:
 - Present the findings to stakeholders, community leaders, and other interested parties.
 - Gather feedback and refine recommendations as needed.
 - Establish a cohesive plan of action

From: [Virgie Ammerman](#)
To: [Ben Wallace \(bwallace@marshallpublicschools.org\)](#); [Bruce Nelson](#); [George Jerome Harvey - \(Jerome@glwal.com\)](#); [ian@barbourheating.com](#); [Tnzeller02@gmail.com](#); [Trevor White](#); [Vicky L. Clark \(shephardcareservices@gmail.com\)](#); [Victoria Snyder \(vsnyder@cityofalbionmi.gov\)](#); [Virgie](#)
Subject: FW: Harvard Site
Date: Monday, August 26, 2024 11:32:00 AM
Attachments: [image005.png](#)
[image006.png](#)
[image007.png](#)
[Hayes-Albion Project Schedule, 8-7-2024.pdf](#)

Good morning,

Please see below and attached for the explanation of what's happening at the Harvard Site.

I will include this in the next board packet.

Thank you.

Virgie M. Ammerman

PRESIDENT & CEO

she/her/hers | anti-racist



📞 [517.629.3926](tel:517.629.3926)

📠 [269.598.7765](tel:269.598.7765)

115 N. Superior Street
Albion, MI 49224

albionedc.org | albionis.org | vammerman@albionedc.org

From: Krista Trout-Edwards <kedwards@calhouncountymi.gov>
Sent: Monday, August 26, 2024 11:24 AM
To: Virgie Ammerman <VAmmerman@albionedc.org>
Subject: RE: Harvard Site

Hi Virgie,

Yes, EGLE is doing a remediation project on the site for quench oil contamination. We've been working on this project for several years; attached is the project schedule. ET MacKenzie is the contractor hired by the state, and the project is scheduled to be completed in mid-December 2024.

Krista

KRISTA TROUT-EDWARDS, M.U.P.
Executive Director 269.781.0777ph 269.781.0800fx
She/Her/Hers

Please be aware that the CCLBA office is open from 8:30 – 4 from M – Th, and virtually from 8:30 – noon on Fridays. Because the team also works a hybrid schedule from time to time, we recommend that you call to schedule an appointment.



315 W Green St, Marshall MI 49068
calhounlandbank.org



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From: Virgie Ammerman <VAmmerman@albionedc.org>
Sent: Monday, August 26, 2024 6:53 AM
To: Krista Trout-Edwards <kedwards@calhouncountymi.gov>
Subject: Harvard Site

THIS EMAIL WAS SENT FROM OUTSIDE YOUR ORGANIZATION. PLEASE USE CAUTION WHEN CLICKING LINKS OR OPENING ATTACHMENTS .

Hi Krista,

Hope your weekend was relaxing. Yesterday was so hot!

The EDC Board is asking if there is someone coming into the Harvard site?

Thanks.

Virgie M. Ammerman
PRESIDENT & CEO
she/her/hers | anti-racist



☎ [517.629.3926](tel:517.629.3926)

☎ [269.598.7765](tel:269.598.7765)

115 N. Superior Street
Albion, MI 49224

albionedc.org | albionis.org | vammerman@albionedc.org



Calhoun GIS

Parcel Report: 51-004-015-00

8/22/2024

8:51:17 PM



Property Address

600 N ALBION ST
ALBION, MI, 49224

Owner Address

MULL BRIAN E
--
24772 J DR SOUTH
HOMER, MI 49245

Unit:	51
Unit Name:	ALBION CITY

General Information for 2024 Tax Year

Parcel Number:	51-004-015-00
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Property Class:	201
Class Name:	COMMERCIAL
School Dist Code:	13010
School Dist Name:	MARSHALL SCH-ALBION DEBT
PRE 2023:	0%
PRE 2024:	0%

Assessed Value:	\$9,600
Taxable Value:	\$7,140
State Equalized Value:	\$9,600

Prev Year Info

Prev Year Info	MBOR Assessed	Final SEV	Final Taxable
2023	\$6,800	\$6,800	\$6,800
2022	\$6,700	\$6,700	\$6,700

Land Information

Acreage:	0.99
Zoning:	MU

Tax Description

Property exempt from Ad Valorem taxes and assessed on the Special Act Roll pursuant to PA 261 of 2003 expiring 12/30/2026. ALBION CITY, DAUGHERTY ADDITION LOTS 15-16-17-18-19. (600 N ALBION)

Sales Information

Sale Date: 11-04-2021

Sale Price: 11125

Instrument: QC

Grantor: CALHOUN COUNTY LAND BANK

Grantee: MULL BRIAN E

Terms of Sale: 10-FORECLOSURE

Liber/Page:

Sale Date: 08-25-2008

Sale Price: 0

Instrument: QC

Grantor: CALHOUN COUNTY TREASURER

Grantee: CALHOUN COUNTY LAND BANK

Terms of Sale: 21-NOT USED/OTHER

Liber/Page:

Sale Date: 04-04-2007

Sale Price: 0

Instrument: SD

Grantor: HAYES-ALBION CORPORATION

Grantee: COUNTY TREASURER

Terms of Sale: 10-FORECLOSURE

Liber/Page: 3271/230

Tax History

*Total Due as of settlement date

Tax Details 2023 Winter

School Dist. Code:	13010
School Dist. Name:	MARSHALL SCH-ALBION DEBT
Property Class:	201
Class Name:	COMMERCIAL

Last Payment Date:	January 22, 2024
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Base Tax:	\$214.73
Admin Fees:	\$2.14
Interest Fees:	\$0.00
Total Tax & Fees:	\$216.87
Assessed Value:	\$6,800
Taxable Value:	\$6,800
State Equalized Value:	\$6,800
Exemption Percent:	0%

Base Paid:	\$214.73
Admin Fees Paid:	\$2.14
Interest Fees Paid:	\$0
Total Paid:	\$216.87

Tax Items 2023 Winter

Tax Source	Millage Rate	Tax Amt.	Base Amt. Paid
COUNTY MED CARE	0.2482	1.68	\$1.68
COUNTY SNR CIT	0.744	5.05	\$5.05
COUNTY VETERANS	0.1	0.68	\$0.68
COUNTY PARKS	0.1997	1.35	\$1.35
CDA 911	0.98	6.66	\$6.66
ALBN DIST LIB OP	2.4995	16.99	\$16.99
SCH OPERATING	17.8293	121.23	\$121.23
SCH BLDG/SITE SF	0.9888	6.72	\$6.72
CISD OPERATING	0.2513	1.70	\$1.70
CISD SPC ED	4.4925	30.54	\$30.54
CISD VOC ED	1.4508	9.86	\$9.86
KCC	1.8054	12.27	\$12.27
SCHOOL OPER FC	17.8293	0.00	\$0.00

Tax Details 2023 Summer

School Dist. Code:	13010
School Dist. Name:	MARSHALL SCH-ALBION DEBT
Property Class:	201
Class Name:	COMMERCIAL

Last Payment Date:	July 28, 2023
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Base Tax:	\$222.85
Admin Fees:	\$2.22
Interest Fees:	\$0.00
Total Tax & Fees:	\$225.07
Assessed Value:	\$6,800
Taxable Value:	\$6,800
State Equalized Value:	\$6,800
Exemption Percent:	0%

Base Paid:	\$222.85
Admin Fees Paid:	\$2.22
Interest Fees Paid:	\$0
Total Paid:	\$225.07

Tax Items 2023 Summer

Tax Source	Millage Rate	Tax Amt.	Base Amt. Paid
CITY OPERATING	11.7201	79.69	\$79.69
STREETS	2.9572	20.10	\$20.10
SOLID WASTE	2.9364	19.96	\$19.96
DEBT SERVICE	0	0.00	\$0.00
RECREATION	1.989	13.52	\$13.52
SET	6	40.80	\$40.80
COUNTY OPERATING	5.3698	36.51	\$36.51
KCC - SUMMER	1.8055	12.27	\$12.27

Tax Details 2022 Winter

School Dist. Code:	13010
School Dist. Name:	MARSHALL SCH-ALBION DEBT
Property Class:	201
Class Name:	COMMERCIAL

Last Payment Date:	January 17, 2023
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Base Tax:	\$205.95
Admin Fees:	\$2.05
Interest Fees:	\$0.00
Total Tax & Fees:	\$208.00
Assessed Value:	\$6,700
Taxable Value:	\$6,700
State Equalized Value:	\$6,700
Exemption Percent:	0%

Base Paid:	\$205.95
Admin Fees Paid:	\$2.05
Interest Fees Paid:	\$0
Total Paid:	\$208.00

Tax Items 2022 Winter

Tax Source	Millage Rate	Tax Amt.	Base Amt. Paid
COUNTY MED CARE	0.2482	1.66	\$1.66
COUNTY PARKS	0.2	1.34	\$1.34
COUNTY SNR CIT	0.7452	4.99	\$4.99
COUNTY VETERANS	0.1	0.67	\$0.67
ALBN DIST LIB OP	2.5	16.75	\$16.75
SCH OPERATING	17.9424	120.21	\$120.21
SCH BLDG/SITE SF	0.9948	6.66	\$6.66
CISD OPERATING	0.2519	1.68	\$1.68
CISD SPC ED	4.5	30.15	\$30.15
CISD VOC ED	1.4538	9.74	\$9.74
KCC	1.8068	12.10	\$12.10
SCHOOL OPER FC	17.9424	0.00	\$0.00

Tax Details 2022 Summer

School Dist. Code:	13010
School Dist. Name:	MARSHALL SCH-ALBION DEBT
Property Class:	201
Class Name:	COMMERCIAL

Last Payment Date:	August 9, 2022
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Base Tax:	\$219.58
Admin Fees:	\$2.19
Interest Fees:	\$0.00
Total Tax & Fees:	\$221.77
Assessed Value:	\$6,700
Taxable Value:	\$6,700
State Equalized Value:	\$6,700
Exemption Percent:	0%

Base Paid:	\$219.58
Admin Fees Paid:	\$2.19
Interest Fees Paid:	\$0
Total Paid:	\$221.77

Tax Items 2022 Summer

Tax Source	Millage Rate	Tax Amt.	Base Amt. Paid
COUNTY OPERATING	5.3698	35.97	\$35.97
KCC - SUMMER	1.8055	12.09	\$12.09
CITY OPERATING	11.7201	78.52	\$78.52
STREETS	2.9572	19.81	\$19.81
SOLID WASTE	2.9364	19.67	\$19.67
DEBT SERVICE	0	0.00	\$0.00
RECREATION	1.989	13.32	\$13.32
SET	6	40.20	\$40.20

Tax Details 2021 Winter

School Dist. Code:	13010
School Dist. Name:	MARSHALL SCH-ALBION DEBT
Property Class:	402
Class Name:	RESIDENTIAL VACANT

Last Payment Date:

Base Tax:	\$0.00
Admin Fees:	\$0.00
Interest Fees:	\$0.00
Total Tax & Fees:	\$0.00
Assessed Value:	\$0
Taxable Value:	\$0
State Equalized Value:	\$0
Exemption Percent:	0%

Base Paid:	\$0.00
Admin Fees Paid:	\$0.00
Interest Fees Paid:	\$0
Total Paid:	\$0.00

Tax Items 2021 Winter

Tax Source	Millage Rate	Tax Amt.	Base Amt. Paid
COUNTY MED CARE	0.2482	0.00	\$0.00
COUNTY PARKS	0.2	0.00	\$0.00
COUNTY SNR CIT	0.7452	0.00	\$0.00
COUNTY VETERANS	0.1	0.00	\$0.00
ALBN DIST LIB OP	2.5	0.00	\$0.00
SCH OPERATING	17.9424	0.00	\$0.00
SCH BLDG/SITE SF	0.9948	0.00	\$0.00
CISD OPERATING	0.2519	0.00	\$0.00
CISD SPC ED	4.5	0.00	\$0.00
CISD VOC ED	1.4538	0.00	\$0.00
KCC	1.8068	0.00	\$0.00
SCHOOL OPER FC	17.9424	0.00	\$0.00

Tax Details 2021 Summer

School Dist. Code:	13010
School Dist. Name:	MARSHALL SCH-ALBION DEBT
Property Class:	402
Class Name:	RESIDENTIAL VACANT

Last Payment Date:

Base Tax:	\$0.00
Admin Fees:	\$0.00
Interest Fees:	\$0.00
Total Tax & Fees:	\$0.00
Assessed Value:	\$0
Taxable Value:	\$0
State Equalized Value:	\$0
Exemption Percent:	0%

Base Paid:	\$0.00
Admin Fees Paid:	\$0.00
Interest Fees Paid:	\$0
Total Paid:	\$0.00

Tax Items 2021 Summer

Tax Source	Millage Rate	Tax Amt.	Base Amt. Paid
CITY OPERATING	11.785	0.00	\$0.00
STREETS	22.973697	0.00	\$0.00
SOLID WASTE	2.9527	0.00	\$0.00
DEBT SERVICE	0	0.00	\$0.00
RECREATION	1.9685	0.00	\$0.00
SET	6	0.00	\$0.00
COUNTY OPERATING	5.3779	0.00	\$0.00
KCC - SUMMER	1.8068	0.00	\$0.00

Application Use:

This map is neither a legally recorded map nor a survey and is not intended to be used as such. The information on Calhoun County websites, are distributed and transmitted 'as is' without warranties of any kind, either expressed or implied, including without limitations, warranties of title or implied warranties of merchantability or fitness for a particular purpose. Calhoun County does not guarantee the accuracy, timeliness, or completeness of the information on this website.

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Media Contacts:

Shelby Carter, Account Manager
LKF Marketing
mediareleases@lkfmarketing.com
269.585.4163

For Immediate Release

August 27, 2024

Virgie Ammerman, President & CEO
Albion Economic Development Corporation
vammerman@albionedc.org
517.781.4535

Albion EDC to Distribute \$150k Towards Leadership, Trade-Building Training Locally

ALBION, Mich.—As part of the Employer Led Collaborative portion of the Going PRO Talent Fund, the Albion Economic Development Corporation (AEDC) will assist seven local organizations in attaining \$151,025 in leadership and trade-building training over the next year.

As part of the Albion-Marshall Employer Led Collaborative 2.0 (ELC), local organizations benefiting from the funding and their award amounts include:

- Albion College – \$16,280.
- Caster Concepts – \$42,055.
- Consumers Energy of Jackson – \$21,095.
- Decker Manufacturing – \$19,375.
- Goodwill Industries of Southwestern Michigan – \$28,200.
- Marshall Excelsior – \$20,020.
- Shephard's Care – \$4,000.

Of these awardees, Marshall Excelsior serves as the employer lead. The AEDC serves as the facilitator of funds. Locally, Michigan Works! Southwest provides the Going PRO Talent Funds in partnership with the Michigan Department of Labor and Economic Opportunity (LEO).

During the 8-week training program, Dale Carnegie trainers will provide leadership training to awardees while trade-building trainings will be facilitated by the Michigan Manufacturers Association and the Michigan Manufacturing Technical Center.

Phil Zeller, CEO, of Dale Carnegie of Southwestern Michigan, said, "It is an honor to serve our neighbors in southwest Michigan with world-class, proven leadership development. Special thanks go out to Virgie Ammerman of the Albion EDC and Jackie Murray of Marshall Excelsior for helping to lead this collaborative and assisting all of us to help create better economic prosperity and collaboration in the Albion/Marshall region of Michigan."

AEDC President and CEO Virgie Ammerman also praised the collaborative nature of the program, saying, “We are extremely grateful to all of the partnering agencies for sharing this opportunity with the Albion-Marshall region. Improving or gaining these new skills increases the employment potential and eligibility potential for employers, as well as bringing more skilled and trained people to the greater Albion-Marshall region.

“Here in Michigan, we need a holistic approach to addressing unemployment and underemployment that starts at the local level,” Ammerman added. “The Albion Economic Development Corporation is proud to be part of this vision and create change on an individual level that will become part of a growing, state-wide ecosystem.”

Jackie Murray, Director of Human Resources at Marshall Excelsior, shared Ammerman’s sentiments.

“Marshall Excelsior is very excited to partner with the other diverse employers to benefit from the Going PRO dollars,” Murray said. “We believe the impact of joining forces will ignite positive community change.

“It all starts with equipping team members and valuing each individual by providing these types of training opportunities. Not only will team members be equipped to handle a variety of situations in the workplace, when they put the new knowledge into action, it will permeate into their personal lives. There is no doubt in our minds that the results will positively impact individuals, families, workplaces, and communities.

“Thank you, Albion EDC, for your vision to bring the organizations together to build a better community. Thank you, Michigan Works! Southwest for your extensive support with this project. Thank you, training providers for your partnership in bringing robust training programs to us. Thank you, fellow collaborative employers for seeing the benefit of joining forces,” Murray added.

After debuting in Albion last year, the training model has slowly spread to Lansing and other regions and helped create a developed, skilled talent pod.

These awards were awarded as part of the Employer Led Collaborative portion of Going PRO Talent Fund’s 2024 fiscal year. AEDC also served as a facilitator of \$250,000 in awards in the 2023 Albion-Marshall Employer Led Collaborate 1.0 in 2023.

“Kudos to the Albion EDC, Marshall Excelsior, and all the other partners on their second year of success leveraging Going PRO Employer-Led Collaborative funding,” said Bill Rayl, Executive Director of Workforce Solutions at the Michigan Manufacturers Association. “Using these funds not only provides training for employers but also simultaneously advances a broader coordinated community leadership vision is a brilliant economic development best practice strategy that others can and should adopt.”

Ammerman agreed, saying, “Collectively, this program enables us to create a hot spot for business with well-developed employees and employers.”

For more information about the Going PRO Talent Fund and its local utilization, contact the AEDC at 517.629.3926.

###

About Albion Economic Development Corporation:

AEDC is a publicly and grant-funded organization that works to attract and develop commercial and industrial businesses for sustainability and longevity by utilizing private and public grants, along with real estate transactions. With its entrepreneurial spirit, AEDC focuses on industrial, housing, commercial, community,

workforce, and funding initiatives within the Albion regional area. AEDC seeks to cultivate a more economically prosperous future and a unified, equitable community.

Editor's Note: *The Albion Economic Development Corporation logo is attached for your use.*

Supply Chain Roundtable Event

How are you handling supply chain issues? Join us on **Sept. 18** to share your experiences!



You're invited to attend an executive ideation session focused on supply chain resiliency! Coffee and snacks will be provided.

WEDNESDAY, SEPT. 18, 9 - 11 a.m.
LUDINGTON CENTER, 101 N. SUPERIOR ST., ALBION

Supply chain and procurement professionals, business owners, and operations-focused stakeholders are invited to participate in an open discussion and Q&A session.

Participants are asked to share their challenges to inform and assist the **National Institute for Standards & Technology Manufacturing Extension Partnership (NIST MEP)** in addressing regional manufacturing needs, improving resiliencies, and building capabilities.

The event is presented in partnership by the **Michigan Manufacturing Technology Center (MMTC)**, **NIST MEP**, and the **Albion Economic Development Corporation**.

FREE REGISTRATION IS REQUESTED BY MONDAY, SEPT 16.

For more information, visit albionedc.org/supply-chain-roundtable

Attendees of this supply chain event will be invited to participate in a two-day Practical Approach to Supply Chain Management course valued at **\$1,495** per person free of charge.

The information discussed at this event will help guide NIST MEP efforts and its goal to:

1. Highlight successes and share what's working within regions and key industries.
2. Establish new service offerings to augment and optimize current national and local supplier network capabilities and encourage reshoring, especially in critical technology areas.
3. Collect and analyze supplier capability and capacity data to map local supply network ecosystems.
4. Identify key OEMs and supply chain gaps and help to fill those gaps by connecting SMEs to opportunities.

Register Now!



08/29/2024 09:18 AM
User: DCLARK
DB: Albion

BALANCE SHEET FOR CITY OF ALBION
Period Ending 07/31/2024

Page: 1/4

Fund 243 BROWNFIELD REDEVELOPMENT AUTHORITY

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
243-000-001.03	CASH - FLAGSTAR BANK	153,934.84	109,229.49
243-000-017.00	INVESTMENTS	148,667.19	143,344.20
243-000-020.01	WINTER TAXES RECEIVABLE - CURR	102,531.12	0.00
Total Assets		405,133.15	252,573.69
*** Liabilities ***			
243-000-214.00	DUE TO OTHER FUNDS	147,375.47	0.00
Total Liabilities		147,375.47	0.00
*** Fund Balance ***			
243-000-390.00	FUND BALANCE	257,757.68	257,757.68
Total Fund Balance		257,757.68	257,757.68
Beginning Fund Balance			257,757.68
Net of Revenues VS Expenditures			(5,183.99)
Ending Fund Balance			252,573.69
Total Liabilities And Fund Balance			252,573.69

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION

PERIOD ENDING 07/31/2024

GL NUMBER	DESCRIPTION	2023		END BALANCE 12/31/2023 DR (CR)	YTD BALANCE 07/31/2024		2024		AVAILABLE		% BDGT USED
		AMENDED BUDGET			NORM (ABNORM)	ORIGINAL BUDGET	NORM (ABNORM)	BALANCE			
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY											
Revenues											
Dept 000 - GENERAL											
243-000-402.00	CURRENT PROPERTY TAXES	200,000.00	(149,145.26)		0.00	200,000.00		200,000.00		0.00	
243-000-665.00	INTEREST	8,900.00	(8,893.84)		4,677.01	8,000.00		3,322.99		58.46	
243-000-699.00	TRANSFER IN	40,000.00	(122,487.70)		4,637.30	25,000.00		23,112.70		16.71	
Total Dept 000 - GENERAL		248,900.00	(280,526.80)		9,314.31	233,000.00		226,435.69		3.95	
TOTAL REVENUES		248,900.00	(280,526.80)		9,314.31	233,000.00		226,435.69		3.95	
Expenditures											
Dept 723 - BROWNFIELD REDEVELOPMENT AUTHORITY											
243-723-802.00	CONTRACTUAL SERVICES	39,000.00	38,227.62		12,611.00	25,000.00		12,389.00		50.44	
243-723-803.00	ADMINISTRATION FEES	7,500.00	7,500.00		0.00	7,500.00		7,500.00		0.00	
243-723-993.00	INTEREST	55,338.00	54,338.38		1,887.30	0.00		(1,887.30)		100.00	
243-723-995.00	TRANSFER OUT	147,062.00	147,375.47		0.00	200,000.00		200,000.00		0.00	
Total Dept 723 - BROWNFIELD REDEVELOPMENT AUTHORITY		248,900.00	247,441.47		14,498.30	232,500.00		218,001.70		6.24	
TOTAL EXPENDITURES		248,900.00	247,441.47		14,498.30	232,500.00		218,001.70		6.24	
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY:											
TOTAL REVENUES		248,900.00	280,526.80		9,314.31	233,000.00		226,435.69		3.95	
TOTAL EXPENDITURES		248,900.00	247,441.47		14,498.30	232,500.00		218,001.70		6.24	
NET OF REVENUES & EXPENDITURES		0.00	33,085.33		(5,183.99)	500.00		8,433.99		159.51	

Fund 244 ECONOMIC DEVELOPMENT FUND

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
244-000-001.00	CASH	0.00	3.05
244-000-001.03	CASH - FLAGSTAR BANK	22,867.40	(76,411.57)
244-000-003.00	CERTIFICATES OF DEPOSIT	0.00	250,000.00
244-000-017.00	INVESTMENTS	582,981.41	209,203.43
244-000-056.00	INTEREST RECEIVABLE	0.00	3,657.11
244-000-123.00	PREPAID EXPENSES	0.00	25,000.00
244-000-123.03	PREPAID EXPENSES - LIABILITY & PROP INS	1,547.16	1,134.45
244-000-124.50	SECURITY DEPOSIT - BUILDING RENT	150.00	150.00
Total Assets		607,545.97	412,736.47
*** Liabilities ***			
244-000-202.00	ACCOUNTS PAYABLE	8,257.09	0.00
244-000-257.00	ACCRUED WAGES PAYABLE	497.46	0.00
244-000-258.00	ACCRUED PAYROLL TAXES	229.76	0.00
244-000-339.00	DEFERRED REVENUES	5,000.00	0.00
Total Liabilities		13,984.31	0.00
*** Fund Balance ***			
244-000-390.00	FUND BALANCE	593,561.66	593,561.66
Total Fund Balance		593,561.66	593,561.66
Beginning Fund Balance			593,561.66
Net of Revenues VS Expenditures			(180,825.19)
Ending Fund Balance			412,736.47
Total Liabilities And Fund Balance			412,736.47

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION

PERIOD ENDING 07/31/2024

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	END BALANCE 12/31/2023 DR (CR)	YTD BALANCE 07/31/2024 NORM (ABNORM)	2024 ORIGINAL BUDGET	AVAILABLE BALANCE NORM (ABNORM)	% BDT USED
Fund 244 - ECONOMIC DEVELOPMENT FUND							
Revenues							
Dept 000 - GENERAL							
244-000-502.00	FEDERAL GRANTS	0.00	0.00	0.00	1,000,000.00	1,000,000.00	0.00
244-000-540.00	STATE GRANTS	0.00	(25,000.00)	50,000.00	3,000,000.00	2,950,000.00	1.67
244-000-665.00	INTEREST	34,500.00	(34,012.30)	18,039.82	28,000.00	9,960.18	64.43
244-000-667.00	RENTS	19,396.00	(19,395.83)	0.00	0.00	0.00	0.00
244-000-673.00	SALE OF FIXED ASSETS	539,940.00	(539,940.00)	0.00	150,000.00	150,000.00	0.00
244-000-675.00	OTHER REVENUES	0.00	0.00	50.00	0.00	(50.00)	100.00
Total Dept 000 - GENERAL		593,836.00	(618,348.13)	68,089.82	4,178,000.00	4,109,910.18	1.63
TOTAL REVENUES		593,836.00	(618,348.13)	68,089.82	4,178,000.00	4,109,910.18	1.63
Expenditures							
Dept 728 - EDC							
244-728-702.00	SALARIES AND WAGES	36,650.00	36,808.61	14,332.38	79,940.00	65,607.62	17.93
244-728-702.01	LEAVE BANK PAYOUTS AND/OR BONUSES	14,367.00	14,367.45	0.00	405.00	405.00	0.00
244-728-703.00	PART TIME WAGES	0.00	0.00	7,786.76	68,853.00	60,853.24	11.34
244-728-704.00	OVERTIME	1,000.00	944.87	0.00	1,100.00	1,100.00	0.00
244-728-714.00	MEDICARE	750.00	746.22	323.58	2,185.00	1,861.42	14.81
244-728-715.00	FICA	3,190.00	3,190.15	1,383.49	9,345.00	7,961.51	14.80
244-728-716.00	HOSPITALIZATION INSURANCE	7,270.00	7,147.63	2,205.05	33,430.00	31,224.95	6.60
244-728-717.00	LIFE INSURANCE	80.00	74.04	17.59	165.00	147.41	10.66
244-728-719.00	PENSION CONTRIBUTION	2,640.00	2,537.82	1,003.24	5,675.00	4,671.76	17.68
244-728-719.01	MERS DB CONTRIBUTION	2,005.00	2,000.04	1,645.00	2,820.00	1,175.00	58.33
244-728-719.02	EMPLOYER CONT.- MERS FORFETURE APPLIED	(432.00)	(432.29)	(144.77)	0.00	144.77	100.00
244-728-720.00	WORKERS COMPENSATION	130.00	71.01	51.51	320.00	268.49	16.10
244-728-721.00	UNEMPLOYMENT INSURANCE	10.00	2.96	10.16	30.00	19.84	33.87
244-728-723.00	RETIREE HEALTH SAVINGS CONTRIB	570.00	543.24	265.54	1,350.00	1,084.46	19.67
244-728-724.00	CAR ALLOWANCE	130.00	112.65	335.83	600.00	264.17	55.97
244-728-727.00	OFFICE SUPPLY	5,000.00	6,678.92	10,850.42	5,000.00	(5,850.42)	217.01
244-728-728.00	OFFICE EQUIPMENT	1,226.00	2,003.14	0.00	1,000.00	1,000.00	0.00
244-728-729.00	DUES, BOOKS, PERIODICAL	5,000.00	3,248.20	1,101.00	3,000.00	1,899.00	36.70
244-728-801.00	PROFESSIONAL SERVICES	90,000.00	99,862.63	45,569.76	75,000.00	29,430.24	60.76
244-728-802.00	CONTRACTUAL SERVICES	7,000.00	13,773.26	21,157.18	1,300,000.00	1,278,842.82	1.63
244-728-803.00	ADMINISTRATION FEES	10,000.00	9,999.96	5,833.31	10,000.00	4,166.69	58.33
244-728-850.00	TELEPHONE	2,000.00	1,853.16	475.95	2,000.00	1,524.05	23.80
244-728-851.00	POSTAGE	300.00	123.00	0.00	150.00	150.00	0.00
244-728-861.00	TRAVEL	1,000.00	1,141.39	226.07	2,000.00	1,773.93	11.30
244-728-901.00	PRINTING AND COPYING	0.00	0.00	198.00	0.00	(198.00)	100.00
244-728-902.00	ELECTRICITY	0.00	0.00	1,000.83	0.00	(1,000.83)	100.00
244-728-930.00	BUILDING & GROUNDS REPAIR & MA	3,000.00	1,425.22	0.00	2,000.00	2,000.00	0.00
244-728-937.00	INSURANCE AND BONDS	3,254.00	3,244.02	1,650.29	3,300.00	1,649.71	50.01
244-728-941.00	BUILDING RENTAL	18,000.00	15,650.00	4,200.00	9,000.00	4,800.00	46.67
244-728-957.00	TRAINING	5,000.00	4,028.00	1,750.00	5,000.00	3,250.00	35.00
244-728-960.00	CONFERENCE COSTS	0.00	0.00	2,791.11	0.00	(2,791.11)	100.00
244-728-967.00	ECONOMIC DEVELOPMENT	20,000.00	34,901.36	11,651.90	100,000.00	88,348.10	11.65
244-728-971.00	LAND	0.00	0.00	0.00	1,500,000.00	1,500,000.00	0.00
244-728-975.00	LAND IMPROVEMENTS	0.00	0.00	0.00	500,000.00	500,000.00	0.00
244-728-995.00	TRANSFER OUT	0.00	0.00	2,750.00	0.00	0.00	100.00
Total Dept 728 - EDC		239,140.00	266,046.66	140,421.18	3,723,455.00	3,585,783.82	3.77

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION

PERIOD ENDING 07/31/2024

GL NUMBER	DESCRIPTION	2023	END BALANCE	YTD BALANCE	2024	AVAILABLE	% BDDT USED
		AMENDED BUDGET	12/31/2023 DR (CR)	07/31/2024 NORM (ABNORM)	ORIGINAL BUDGET	NORM (ABNORM)	
Fund 244 - ECONOMIC DEVELOPMENT FUND							
Expenditures							
Dept 730 - MI-HOPE GRANT							
244-730-702.00	SALARIES AND WAGES	0.00	0.00	21,875.00	0.00	(21,875.00)	100.00
244-730-714.00	MEDICARE	0.00	0.00	299.73	0.00	(299.73)	100.00
244-730-715.00	FICA	0.00	0.00	1,281.59	0.00	(1,281.59)	100.00
244-730-716.00	HOSPITALIZATION INSURANCE	0.00	0.00	13,569.40	0.00	(13,569.40)	100.00
244-730-717.00	LIFE INSURANCE	0.00	0.00	18.50	0.00	(18.50)	100.00
244-730-719.00	PENSION CONTRIBUTION	0.00	0.00	1,531.25	0.00	(1,531.25)	100.00
244-730-720.00	WORKERS COMPENSATION	0.00	0.00	49.12	0.00	(49.12)	100.00
244-730-721.00	UNEMPLOYMENT INSURANCE	0.00	0.00	10.74	0.00	(10.74)	100.00
244-730-723.00	RETIREE HEALTH SAVINGS CONTRIB	0.00	0.00	437.50	0.00	(437.50)	100.00
244-730-802.00	CONTRACTUAL SERVICES	0.00	0.00	69,421.00	0.00	(69,421.00)	100.00
Total Dept 730 - MI-HOPE GRANT		0.00	0.00	108,493.83	0.00	(108,493.83)	100.00
TOTAL EXPENDITURES							
		239,140.00	266,046.66	248,915.01	3,723,455.00	3,477,289.99	6.68
Fund 244 - ECONOMIC DEVELOPMENT FUND:							
TOTAL REVENUES		593,836.00	618,348.13	68,089.82	4,178,000.00	4,109,910.18	1.63
TOTAL EXPENDITURES		239,140.00	266,046.66	248,915.01	3,723,455.00	3,477,289.99	6.68
NET OF REVENUES & EXPENDITURES		354,696.00	352,301.47	(180,825.19)	454,545.00	632,620.19	40.02

Fund 247 TIFA FUND

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
247-000-001.00	CASH	0.01	0.00
247-000-001.03	CASH - FLAGSTAR BANK	112,679.83	(14,229.37)
247-000-004.00	PETTY CASH	50.00	50.00
247-000-017.00	INVESTMENTS	340,749.46	408,505.07
247-000-020.00	SUMMER TAXES RECEIVABLE - CURR	13,224.43	2,544.03
247-000-020.01	WINTER TAXES RECEIVABLE - CURR	14,357.94	1,603.39
247-000-123.03	PREPAID EXPENSES - LIABILITY & PROP INS	0.00	3,623.22
247-000-124.50	SECURITY DEPOSIT - BUILDING RENT	850.00	850.00
Total Assets		481,911.67	402,946.34
*** Liabilities ***			
247-000-257.00	ACCRUED WAGES PAYABLE	2,962.44	0.00
247-000-258.00	ACCRUED PAYROLL TAXES	1,060.94	0.00
Total Liabilities		4,023.38	0.00
*** Fund Balance ***			
247-000-390.00	FUND BALANCE	477,888.29	477,888.29
Total Fund Balance		477,888.29	477,888.29
Beginning Fund Balance			477,888.29
Net of Revenues VS Expenditures			(74,941.95)
Ending Fund Balance			402,946.34
Total Liabilities And Fund Balance			402,946.34

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION

PERIOD ENDING 07/31/2024

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	END BALANCE 12/31/2023 DR (CR)	YTD BALANCE 07/31/2024 NORM (ABNORM)	2024 ORIGINAL BUDGET	AVAILABLE BALANCE		% BDGT USED
						NORM	ABNORM	
Fund 247 - TIFA FUND								
Revenues								
Dept 000 - GENERAL								
247-000-402.00	CURRENT PROPERTY TAXES	104,234.00	(108,665.40)	0.00	108,179.00	108,179.00	0.00	0.00
247-000-573.00	LOCAL COMMUNITY STABILIZATION SHARE TAX	150,000.00	(112,755.59)	0.00	152,000.00	152,000.00	0.00	0.00
247-000-665.00	INTEREST	18,100.00	(18,293.02)	13,988.03	15,000.00	1,011.97	93.25	
247-000-673.00	SALE OF FIXED ASSETS	33,300.00	(33,300.00)	0.00	50,000.00	50,000.00	0.00	0.00
247-000-675.00	OTHER REVENUES	0.00	(846.37)	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - GENERAL		305,634.00	(273,860.38)	13,988.03	325,179.00	311,190.97	4.30	
TOTAL REVENUES		305,634.00	(273,860.38)	13,988.03	325,179.00	311,190.97	4.30	
Expenditures								
Dept 733 - TIFA								
247-733-702.00	SALARIES AND WAGES	120,625.00	121,286.18	57,696.09	122,815.00	65,118.91	46.98	
247-733-702.01	LEAVE BANK PAYOUTS AND/OR BONUSES	33,524.00	33,524.05	0.00	3,640.00	3,640.00	0.00	0.00
247-733-703.00	PART TIME WAGES	0.00	0.00	3,972.01	0.00	(3,972.01)	100.00	
247-733-704.00	OVERTIME	3,000.00	2,833.63	0.00	500.00	500.00	0.00	0.00
247-733-714.00	MEDICARE	2,285.00	2,266.52	926.83	1,920.00	993.17	48.27	
247-733-715.00	FICA	9,775.00	9,692.06	3,963.13	8,200.00	4,236.87	48.33	
247-733-716.00	HOSPITALIZATION INSURANCE	21,830.00	21,259.18	6,904.23	27,800.00	20,895.77	24.84	
247-733-717.00	LIFE INSURANCE	225.00	203.46	130.41	285.00	154.59	45.76	
247-733-719.00	PENSION CONTRIBUTION	8,665.00	8,443.29	4,038.71	8,635.00	4,596.29	46.77	
247-733-719.02	EMPLOYER CONT. - MERS FORFEITURE APPLIED	(1,143.00)	(1,143.01)	(167.96)	0.00	167.96	100.00	
247-733-720.00	WORKERS COMPENSATION	380.00	249.00	151.28	300.00	148.72	50.43	
247-733-721.00	UNEMPLOYMENT INSURANCE	15.00	8.75	9.39	10.00	0.61	93.90	
247-733-723.00	RETIREE HEALTH SAVINGS CONTRIB	1,495.00	1,465.11	963.49	1,650.00	686.51	58.39	
247-733-724.00	VEHICLE ALLOWANCE	1,160.00	1,013.55	3,021.30	5,400.00	2,378.70	55.95	
247-733-801.00	PROFESSIONAL SERVICES	7,000.00	7,180.16	0.00	3,000.00	3,000.00	0.00	0.00
247-733-802.00	CONTRACTUAL SERVICES	0.00	0.00	0.00	10,000.00	10,000.00	0.00	0.00
247-733-803.00	ADMINISTRATION FEES	8,900.00	8,900.04	5,191.69	8,900.00	3,708.31	58.33	
247-733-922.00	ELECTRICITY	750.00	791.10	0.00	750.00	750.00	0.00	0.00
247-733-930.00	BLDG & GRNDS REP/MAINT	2,850.00	3,562.30	0.00	0.00	0.00	0.00	0.00
247-733-937.00	INSURANCE AND BONDS	0.00	0.00	329.38	0.00	(329.38)	100.00	
247-733-941.00	BUILDING RENTAL	10,200.00	11,100.00	1,800.00	3,000.00	1,200.00	60.00	
Total Dept 733 - TIFA		231,536.00	232,635.37	88,929.98	206,805.00	117,875.02	43.00	
TOTAL EXPENDITURES		231,536.00	232,635.37	88,929.98	206,805.00	117,875.02	43.00	
Fund 247 - TIFA FUND:								
TOTAL REVENUES		305,634.00	273,860.38	13,988.03	325,179.00	311,190.97	4.30	
TOTAL EXPENDITURES		231,536.00	232,635.37	88,929.98	206,805.00	117,875.02	43.00	
NET OF REVENUES & EXPENDITURES		74,098.00	41,225.01	(74,941.95)	118,374.00	193,315.95	63.31	

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BALANCE SHEET FOR CITY OF ALBION

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Period Ending 07/31/2024

Fund 296 REVOLVING LOAN FUND

GL Number	Description	Current Year Beg. Balance	Balance
*** Assets ***			
296-000-001.03	CASH - FLAGSTAR BANK	22,613.81	11,453.30
296-000-017.00	INVESTMENTS	284,050.13	437,200.09
296-000-040.00	ACCOUNTS RECEIVABLE	45,500.00	67,000.00
296-000-061.00	LOANS RECEIVABLE	77,243.09	74,779.69
296-000-084.00	DUE FROM OTHER FUNDS	147,375.47	0.00
Total Assets		576,782.50	590,433.08
*** Liabilities ***			
Total Liabilities		0.00	0.00
*** Fund Balance ***			
296-000-390.00	FUND BALANCE	576,782.50	576,782.50
Total Fund Balance		576,782.50	576,782.50
Beginning Fund Balance			576,782.50
Net of Revenues VS Expenditures			13,650.58
Ending Fund Balance			590,433.08
Total Liabilities And Fund Balance			590,433.08

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION

PERIOD ENDING 07/31/2024

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	END BALANCE 12/31/2023 DR (CR)	YTD BALANCE 07/31/2024 NORM (ABNORM)	2024 ORIGINAL BUDGET	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 296 - REVOLVING LOAN FUND							
Revenues							
Dept 000 - GENERAL							
296-000-665.00	INTEREST	17,000.00	(18,594.77)	13,650.13	15,000.00	1,349.87	91.00
296-000-675.00	CHARGES FOR SERVICES	0.00	0.00	0.45	0.00	(0.45)	100.00
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Total Dept 000 - GENERAL		17,000.00	(18,594.77)	13,650.58	15,000.00	1,349.42	91.00
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Dept 931 - TRANSFER IN							
296-931-699.00	TRANSFER IN	147,062.00	(147,375.47)	0.00	200,000.00	200,000.00	0.00
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Total Dept 931 - TRANSFER IN		147,062.00	(147,375.47)	0.00	200,000.00	200,000.00	0.00
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TOTAL REVENUES		164,062.00	(165,970.24)	13,650.58	215,000.00	201,349.42	6.35
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Fund 296 - REVOLVING LOAN FUND:							
TOTAL REVENUES							
TOTAL EXPENDITURES		164,062.00	165,970.24	13,650.58	215,000.00	201,349.42	6.35
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NET OF REVENUES & EXPENDITURES		164,062.00	165,970.24	13,650.58	215,000.00	201,349.42	6.35
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TOTAL REVENUES - ALL FUNDS							
TOTAL EXPENDITURES - ALL FUNDS		1,312,432.00	1,338,705.55	105,042.74	4,951,179.00	4,848,886.26	2.12
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NET OF REVENUES & EXPENDITURES		719,576.00	746,123.50	352,343.29	4,162,760.00	3,813,166.71	8.46
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		592,856.00	592,582.05	(247,300.55)	788,419.00	1,035,719.55	31.37

EDC/TIFA/BRA BOARD OF DIRECTORS MEETING MINUTES

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

August 8, 2024

EDC Board Meeting called to order by Harvey at 7:30 am.

Board Members Present: Ian Barbour; Jerome Harvey; Bruce Nelson, Mayor Snyder (7:33 am); Timothy Zeller; Vicky Clark (7:38 am); Trevor White (7:34 am) (left at 9:00 am); Ben Wallace

Counsel: Richard Lindsey

Board Members Absent:

Ex Officio Non-Voting: None

Community:

Staff: Virgie Ammerman

Motion made by Nelson, seconded by Wallace, to approve the agenda. 5-0

Presentation by Shane Williamson, Executive Director of the Albion Community Foundation

Motion made by Zeller, seconded by Wallace, (7:52 am) to enter closed session pursuant to MCL 15.268(1)(a)

Nelson – Yes
Barbour – Yes
Snyder – Yes
Harvey – Yes
Zeller – Yes
Clark – Yes
White – Yes
Wallace - Yes

Motion made by Clark, seconded by Zeller, (8:59 am) to re-open board meeting.

Nelson – Yes
Barbour – Yes
Snyder – Yes
Harvey – Yes
Zeller – Yes
Clark - Yes
White – Yes

Wallace - Yes

Motion made by Zeller, seconded by Clark, to approve the series of closed session minutes as listed in the agenda.

Nelson – Yes
Barbour – Yes
Snyder – Yes
Harvey – Yes
Zeller – Yes
Clark - Yes
White – Yes
Wallace - Yes

President/CEO presented the monthly report.

Discussion was had re: new board members. No update available.

Motion made by Wallace, seconded by Nelson, to approve of the items in the consent agenda. 7-0

Motion made by Wallace, seconded by Barbour, to approve the May Treasurer's Report. 7-0

Motion made by Waller, seconded by Zeller, to approve four policies as listed in the agenda.

Motion made by Clark, seconded by Zeller to amend the original motion to exclude the City Communications Policy:

Snyder – Yes
Nelson – No
Barbour – No
Wallace – No
Harvey – No
Zeller – No
Clark – No

Vote on original motion:

Nelson – Yes
Barbour – Yes
Snyder – Yes
Harvey – Yes
Clark - Yes
White – Yes
Zeller - Yes

Motion made by Clark, seconded by Zeller, to approve the Board of Directors of Tax Increment Finance Authority of the City of Albion Approving the Sales Agreement. 7-0

Motion made by Zeller, seconded by Clark, to approve the language in the CHILL Grant Third Party Administration Agreement as included in the agenda.

Motion withdrawn by the maker.

Motion made by Zeller, seconded by Clark, to approve the language in the CHILL Grant Third Party Administration Agreement as received from City Attorney. Difference is the 30-day clause for termination rather than 10.

Motion amended by Zeller, seconded by Clark, to allow the CEO request up to 90 days without cause termination and cure of breach language. 7-0

Motion on the original motion. 7-0

A motion was made by Clark, seconded by Zeller, to adjourn. 7-0 Meeting adjourned 9:34 am.

EDC/TIFA/BRA BOARD OF DIRECTORS SPECIAL MEETING MINUTES

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

August 19, 2024

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

Board Members Present: Ian Barbour; Jerome Harvey; Bruce Nelson; Timothy Zeller; Vicky Clark;

Counsel: Nelson Karre

Board Members Absent: Ben Wallace; Trevor White; Mayor Snyder

Ex Officio Non-Voting: None

Community:

Staff: Virgie Ammerman

Motion made by Nelson, seconded by Zeller, to approve the agenda. 5-0

Motion made by Nelson, seconded by Zeller, (7:52 am) to enter closed session pursuant to MCL 15.268(1)(a)

Nelson – Yes
Barbour – Yes
Harvey – Yes
Zeller – Yes
Clark – Yes

Motion made by Clark, seconded by Barbour, (9:09 am) to re-open board meeting.

Nelson – Yes
Barbour – Yes
Harvey – Yes
Clark – Yes

A negotiating team of Harvey, Nelson, and Barbour re: CEO/President's Contract was formed.

A City communications committee including Nelson and any other board member was formed.

Meeting adjourned 9:10 am.

MISSION, VISION, AND VALUES STATEMENT

SUBJECT: MISSION, VISION, AND VALUES STATEMENT	ORIGINATION DATE: [] LAST DATE REVIEWED: 6/13/2024
	REQUIRED REVIEWERS: Albion Economic Development Corporation Board of Directors

MISSION:

We seek to innovate, collaborate, and inspire equitable solutions to modern business challenges, always mindful of the rich natural, economic, and cultural heritage of our community.

VISION

Focusing on providing investor and community confidence that supports the life for all residents, fosters innovation and entrepreneurship, and attracts diverse businesses and talents.

CORE VALUES

- (1) Compassion
- (2) Authenticity
- (3) Trust
- (4) Accountability

Open Meetings Act

This policy is intended to comply with all requirements of Michigan's Open Meetings Act (OMA), 1976 PA 267, MCL 15.261 et seq. which requires public bodies to hold public meetings if a quorum of the board is present. In addition, any decisions or discussions on matters that could pertain to a decision must also be conducted in a public meeting.

POLICY AND PROCEDURE
AEDC PP 1.02 Governance
Closed Board Session Policy and Procedure

SUBJECT: Closed Board Session Policy and Procedure	ORIGINATION DATE: 06/13/2024 LAST DATE REVIEWED: 6/13/2024
ACCOUNTABILITY: Chief Executive Officer (CEO), Executive Committee OTHERS INVOLVED: Albion Economic Development Corporation Board of Directors, Contracted Consultant (s)	REQUIRED REVIEWERS: Chief Executive Officer (CEO) & Albion Economic Development Corporation Board of Directors

Purpose:

The purpose of this policy is to provide an outline for the procedures for conducting closed board sessions in compliance with the Michigan Open Meetings Act (OMA), 1976 PA 267, MCL 15.261 et seq. This ensures the transparency and accountability of the Albion Economic Development Corporation (AEDC), while allowing for confidentiality in specific circumstances as permitted by law.

Policy

The AEDC is committed to conducting its meetings in an open and transparent manner, in compliance with the Michigan OMA. However, there are specific circumstances under which the Board of Directors may enter into a closed session. These include, but are not limited, the following:

1. To consider dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of, a public officer or employee if requested by the named person [majority vote];
2. For strategy and/or negotiation sessions connected with negotiation or collective bargaining agreement if requested by the either negotiating party [majority vote];
3. To consult with an attorney regarding trial or settlement strategy in connection with specific pending litigation, but only if an open meeting would have detrimental financial effect on the Organization's/municipality's litigating or settlement position [two-thirds roll call vote];
4. To review and consider contents of application for employment or appointment to public office if candidate requests that application remain confidential [two-thirds vote]. Interviews by public body for employment or appointment to public office must be held in an open meeting (The Act does contain an exception to this requirement, for the selection of college/university presidents under certain circumstances);

5. To consider material exempt from discussion or disclosure by State or Federal statute [two-thirds roll call vote]; and
6. To consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained.

Procedures:

To call for a closed session from an open meeting, a two-thirds roll call vote is required, except for closed sessions permitted under MCL 15.268(a) or MCL 15.268(c) which require a majority vote. A roll call vote and the purpose of calling a closed session shall be entered into the minutes of the open meeting.

Once the meeting has moved into closed session,

1. The discussions and materials presented in the closed session must remain confidential, and all participants are prohibited from disclosing any information outside the session
2. Separate meeting minutes of the closed session must be kept and shall not be disclosed to the public except as required by a court order. These minutes shall include:
 - a. The date, time, and place of the closed session;
 - b. The members present and absent from the closed session; and
 - c. The purpose(s) for which the closed session was held
3. Minutes of the closed session are to be reviewed in a subsequent closed session and voted on to approve in a subsequent open session.

To return back to open session, a member of the public body moves to return to open session. The public body performs any action required as a result of the closed session in open session. The meeting proceeds with other matters or adjourns in the normal fashion.

Open Meetings Act

This policy is intended to comply with all requirements of Michigan's Open Meetings Act (OMA), 1976 PA 267, MCL 15.261 et seq. which requires public bodies to hold public meetings if a quorum of the board is present. In addition, any decisions or discussions on matters that could pertain to a decision must also be conducted in a public meeting.

POLICY AND PROCEDURE**AEDC PP 1.03 Governance****Confidentiality & Privacy Policy and Procedure**

SUBJECT: Confidentiality and Privacy Policy and Procedure	ORIGINATION DATE: 12/7/2017 LAST DATE REVIEWED: 6/13/2024
ACCOUNTABILITY: Chief Executive Officer (CEO), Executive Committee OTHERS INVOLVED: Albion Economic Development Corporation Board of Directors, Contracted Consultant (s)	REQUIRED REVIEWERS: Chief Executive Officer (CEO) & Albion Economic Development Corporation Board of Directors

Purpose:

This policy establishes guidelines to ensure that confidential and privileged information handled by the Albion Economic Development Corporation (AEDC) is protected from unauthorized use and disclosure. This policy aims to safeguard sensitive information and maintain confidentiality and trust with business partners, stakeholders, and individuals whose personal data may be collected and processed by the AEDC.

Policy

All directors, officers, employees, and contractors/consultants of the AEDC must protect confidentiality and confidential information from unauthorized disclosure or misuse.

Procedures

- (a) Privacy and confidentiality are a value of the AEDC, and as such each employee/contractor/ officer/consultant will be asked to sign the *Albion Economic Development (AEDC) Confidentiality Agreement*. If an individual refuses to sign the confidentiality agreement, they will not be permitted to commence or continue their employment or engagement with the AEDC.
- (b) In exceptional circumstances, the refusal to sign the *Albion Economic Development (AEDC) Confidentiality Agreement* may be reviewed by the CEO and/or Board of Directors to determine if alternative arrangements may be made. This is discouraged and subject to the CEO/Board of Directors discretion, ensuring the protection of confidential and confidential information.

Access to Confidential and Private Information

- (1) Only authorized personnel shall have access to confidential and confidential information. Access shall be granted based on the necessity of performing the job functions and responsibilities expected of the individual(s); and
- (2) Confidential and confidential information shall not be disclosed to any person(s) and/or organization(s) without the prior written consent of the AEDC's President/Chief Executive Officer (CEO), unless required by law.

Use of Confidential Information

- (1) Confidential Information shall only be used solely for the purpose for which it was intended and in the performance of duties related to the AEDC;
- (2) Authorized personnel shall not use private and/or confidential information for personal advantage or gain, nor shall they attempt to secure such advantage for any third party.

Privacy Considerations

- (1) The AEDC shall collect, use, and process personal data only for specific purposes. Individuals shall be informed about the purpose of data collection;
- (2) Where applicable, the AEDC shall obtain explicit consent from individuals before collecting, using, or disclosing their personal data.

Violations

- (1) Any suspected breach of confidentiality or privacy shall be reported immediately to the CEO or designated committee/officer. An investigation shall be conducted to determine the extent and impact of the breach.
- (2) If, after an investigation has been conducted, the person(s) responsible for the breach in privacy and/or confidentiality will be subjected to disciplinary action, up to and including termination of employment/contract and/or potential legal action if warranted.

Open Meetings Act

This policy is intended to comply with all requirements of Michigan's Open Meetings Act (OMA), 1976 PA 267, MCL 15.261 et seq. which requires public bodies to hold public meetings if a quorum of the board is present. In addition, any decisions or discussions on matters that could pertain to a decision must also be conducted in a public meeting.

**The Economic Development Corporation of the City of Albion (AEDC)
AEDC/TIFA/BRA**

CONFIDENTIALITY AGREEMENT

This agreement is made _____(date), between THE ECONOMIC DEVELOPMENT CORPORATION OF THE CITY OF ALBION, THE TAX INCREMENT FINANCE AUTHORITY OF THE CITY OF ALBION, and the BROWNFIELD REDEVELOPMENT AUTHORITY, 309 N. Superior St., P.O. Box 725, Albion, MI 49224 (EDC/TIFA/BRA), and _____(printed name), (Director of the AEDC/TIFA/BRA Board).

In consideration of the term as a Director of the AEDC/TIFA/BRA Board (hereby called Board Director) of AEDC/TIFA/BRA, which exist to promote economic development activities in the Albion, Michigan, area, the parties recite and agree as follows:

1. In the course of his/her term with the AEDC/TIFA/BRA Board, Board Director will have access to various business plans, trade secrets, financial information, and other confidential business information concerning business prospects being cultivated by AEDC/TIFA/BRA.
2. It is material to the mission of AEDC/TIFA/BRA that it be able to assure such third parties with whom it is dealing that such confidential business information will not be improperly or prematurely disclosed.
3. Board Director shall not, during the term of this agreement or after expiration of term, directly or indirectly, use or disclose to any person or organization, without written consent of AEDC/TIFA/BRA, any business plans, trade secrets, financial information, and other confidential business information of AEDC/TIFA/BRA or of any of the third parties with which it has dealt during Board Director's term and acquired in any form, or as knowledge not existing in any tangible form, by Board Director in the course of his/her term.
4. Board Director shall not use knowledge or information acquired during his/her term for any personal advantage in seeking employment or undertaking any business activity or venture, nor shall Board Director attempt to secure such advantage for any third person whether or not for a consideration.
5. Records prepared by Board Director or that come into the possession of Board Director (including any copies or summaries made with or without authorization) during the term of this agreement may be the property of the third parties or of AEDC/TIFA/BRA and must, at the expiration of the Board Director's term, be left with AEDC/TIFA/BRA. Corporation shall be entitled to injunctive relief or damages upon violation of this paragraph.

6. This agreement shall bind and its benefits shall inure to the parties, their heirs, representatives, successors and assigns.
7. The covenants of this agreement shall survive the expiration of the Board Director's term of the AEDC/TIFA/BRA Board for any reason and in any circumstances.
8. This agreement may not be modified orally, and no release of Board Director from, or waiver of, any of its provisions may be relied upon unless made in writing duly authorized by AEDC/TIFA/BRA.

THE ECONOMIC DEVELOPMENT
CORPORATION OF THE CITY OF
ALBION/THE TAX INCREMENT
AUTHORITY OF THE CITY OF ALBION
/BROWNFIELD REDEVELOPMENT
AUTHORITY OF ALBION

BY: _____
Virgie Ammerman, President

Date: _____

_____, Board Director

(Please print name)

POLICY AND PROCEDURE
AEDC PP 1.05, 1.06, 1.13 Governance
Board Operations Policy and Procedure

SUBJECT: Board Operations Policy	ORIGINATION DATE: 06/21/2024 LAST DATE REVIEWED: 6/21/2024
ACCOUNTABILITY: Chief Executive Officer (CEO), Executive Committee OTHERS INVOLVED: Albion Economic Development Corporation Board of Directors, Contracted Consultant (s)	REQUIRED REVIEWERS: Chief Executive Officer (CEO) & Albion Economic Development Corporation Board of Directors

Purpose:

The purpose of this policy is to provide an outline for the procedures for submitting board agenda items, for publishing the agenda, for submitting board policies and procedures, and for preparing/maintaining board minutes.

Policy

The AEDC is committed to transparency in its governance model and intends to maintain transparency through adoption of board operations policies. The Board adopts Roberts Rules of Order 12th Edition/Parliamentary Procedure as its guiding principle for meetings.

1. Board members may request board items be included in future board meetings. Board members may also request board items be included in a current board meeting by making a motion to add an agenda item to the draft agenda before it is approved by the board. With the appropriate vote, an agenda item may also be added or revised during a board meeting. See Roberts Rules of Order.
2. The agenda for AEDC Board meetings is to be published between 18 hours and 5 working days prior to each board meeting.
3. Board Policies and Procedures changes, additions, and deletions can be submitted to the Executive Board at any time for consideration.
4. Minutes are to be prepared electronically and maintained as described in the Records Retention Policy. Minutes are to be approved by the AEDC Board at each subsequent meeting.

Procedures:

1. Board members are asked to submit board agenda items to the EDC President/CEO at least 5 working days prior to each board meeting.
2. The EDC President/CEO is to ensure the agenda and the agenda packet is published within the timeframe indicated in these ways:
 - a. The EDC Website
 - b. The EDC Eblast system
 - c. To the EDC Board members, including ex-officials, and
 - d. To the City Clerk who then publishes the agenda to the public.
3. Board members are encouraged to submit changes, additions, and deletions to the Executive Board at any time. As a matter of best practice, board members are encouraged to submit these requests to the President/CEO for inclusion in the Executive Board meeting agenda.
4. The EDC President/CEO is responsible for preparing and maintaining both draft and approved minutes electronically. Either the Board Secretary or the President/CEO can present, as part of the Consent Agenda, the minutes for approval at the subsequent board meeting.

Open Meetings Act

This policy is intended to comply with all requirements of Michigan's Open Meetings Act (OMA), 1976 PA 267, MCL 15.261 et seq. which requires public bodies to hold public meetings if a quorum of the board is present. In addition, any decisions or discussions on matters that could pertain to a decision must also be conducted in a public meeting.

POLICY AND PROCEDURE
AEDC PP 1.07 Governance
Ethics Policy

SUBJECT: Ethics Policy	ORIGINATION DATE: 06/21/2024 LAST DATE REVIEWED: 6/21/2024
ACCOUNTABILITY: Chief Executive Officer (CEO), OTHERS INVOLVED: Albion Economic Development Corporation Board of Directors, Contracted Consultant (s)	REQUIRED REVIEWERS: Chief Executive Officer (CEO) & Albion Economic Development Corporation Board of Directors

Purpose & Policy Overview:

This policy outlines Albion Economic Development Corporation's (AEDC) approach to organizational ethics and how the organization fosters and directs an ethical culture. Through the leadership of the CEO/President, and the AEDC Board of Directors vision setting, this policy will discuss how ethics should be approached and addressed within the Organization and outside of the organization, therefore apply to both internal and external stakeholders.

This policy is not intended to be an exclusive set of guidelines and requirements governing colleagues' conduct, rather, the policy is intended to act as a guideline. No single policy or set of policies can ever be totally comprehensive or serve as a substitute for good judgement, common sense and proper, ethical and legal conduct we expect of all colleagues.

Ethical Standards

1. **Integrity:** An AEDC stakeholder must act honestly and with integrity in all professional interactions, decisions, and dealings. All should be above board and beyond suspicion;
2. **Competence:** An AEDC stakeholder must ensure they have the required competence to carry out the work at hand, and must act with due care, skill, diligence, and take responsibility to become informed about matters for decision;
3. **Responsibility:** An AEDC stakeholder must act and conduct themselves in a responsible manner in relation to the AEDC, all other stakeholders, and the greater community;
4. **Accountability:** An AEDC stakeholder must be able to answer and justify their conduct in execution of their responsibilities, even when delegated;
5. **Transparency:** An AEDC stakeholder must act transparently in how they exercise their role and responsibilities. Transparency involves clear communication, openness, accessible information, honesty, accountability, disclosure of conflicts of interest, and in adherence to Open Meetings Act (OMA);

6. *Confidentiality*: An AEDC stakeholder must act in accordance with the AEDC *Confidentiality & Privacy Policy and Procedure 1.03* during all professional interactions, decisions, and dealings;
7. *Conflict of Interest*: An AEDC stakeholder must act in accordance with the AEDC *Conflict of Interest Policy and Procedure 1.08* during all professional interactions, decisions, and dealings.

Organizational Ethical Approach:

1. The AEDC expects ethical conduct of all employees and stakeholders. Employees are required to use good judgement and practice transparency when ethical conflicts arise. Further, employees are required to declare conflicts of interest *and* personal business activities that operate outside their employment that may impact the AEDC's work and/or values;
2. The AEDC expects ethical conduct of its Board members; and
3. The AEDC shall take a zero-tolerance approach towards unethical conduct or offenses and shall seek to hold those involved in such conduct accountable through disciplinary action as determined by the CEO/President and/or the Board of Directors.

Consequences for Non-Compliance or Misconduct

1. In respect to employees, if the AEDC finds evidence of non-compliance of its ethics or related policies, the President/CEO shall follow the applicable disciplinary process to determine the appropriate course of action;
2. In respect to the President/CEO, if the AEDC Board of Directors finds evidence of non-compliance of its ethics or related policies, the Board of Directors shall review the evidence, inform the President/CEO of the basis for such belief/evidence, and afford the member an opportunity to explain the alleged failure to comply;
 - a. If, after hearing the President/CEO response, the Board members shall take appropriate disciplinary and/or corrective action.
3. In respect to Board members, if the AEDC finds evidence of non-compliance of its ethics or related policies, the evidence shall be reviewed and the remaining board members shall determine the course of action, which may result in removal from the Board;
4. The AEDC views the following offenses as serious and, at the discretion of the President/CEO and/or Board of Directors, offenders may be subjected to immediate termination:
 - a. Theft;
 - b. Embezzlement;
 - c. Bribery;
 - d. Dishonesty;
 - e. Misuse of confidential and/or personal information;
 - f. Gross Misconduct;
 - g. Intentional Falsification of Records;
 - h. Illegal Activities; and
 - i. Serious Breach of Policy

Open Meetings Act

This policy is intended to comply with all requirements of Michigan's Open Meetings Act (OMA), 1976 PA 267, MCL 15.261 et seq. which requires public bodies to hold public meetings if a quorum of the board is present. In addition, any decisions or discussions on matters that could pertain to a decision must also be conducted in a public meeting.

POLICY AND PROCEDURE
AEDC PP 1.08 Governance
Conflict of Interest Policy and Procedure

SUBJECT: Conflict of Interest Policy and Procedure	ORIGINATION DATE: 12/7/2017 LAST DATE REVIEWED: 6/13/2024
ACCOUNTABILITY: Chief Executive Officer (CEO), Executive Committee, Board of Directors OTHERS INVOLVED: Albion Economic Development Corporation Board of Directors, Contracted Consultant (s)	REQUIRED REVIEWERS: Chief Executive Officer (CEO) & Albion Economic Development Corporation Board of Directors

Purpose:

The purpose of this conflict-of-interest policy is to protect the interest of this government organization ("Organization") when it is contemplating entering a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

A financial interest is not necessarily a conflict of interest. Under Paragraph 3(b), a person who has a financial interest may have a conflict of interest only if the appropriate governing The board or committee decides that a conflict of interest exists.

Definitions:

- (a) Interested Person: Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person
- (b) Financial Interest: A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
 - a. An ownership or investment interest in any entity with which the Organization has transaction or arrangement;
 - b. A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction arrangement; or
 - c. A potential ownership or investment interest in, or compensation agreement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.

Procedures

- (a) Duty to Disclose: In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with government board delegated powers considering the proposed transaction or arrangement
- (b) Determining Whether a Conflict of Interest Exists: After disclosure of the financial interest and all material facts, and after any discussion with the interested person, the interested person shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.
- (c) Procedures for Addressing the Conflict of Interest
 - a. As stated in Article III, Section 5 of the Articles of Incorporation, “A director who has a direct interest in any matter before the corporation shall disclose his interest prior to the corporation taking any action with the respect to the matter, which disclosure shall become a part of the record of the corporation’s official proceedings and the interested director shall further refrain from the participation in the corporation's proceedings relating to the matter”.
 - b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
 - c. After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable effort a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
 - d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization’s best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision to whether to enter the transaction or arrangement.
- (d) Violations of the Conflicts of Interest Policy
 - a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
 - b. If, after hearing the members response and after making further investigation as warranted by the circumstances, the governing board or committee determines

the member has failed to disclose an actual or conflict of interest, it shall take appropriate disciplinary and corrective action.

Recordings or Proceedings: The minutes of the governing board and all committees with board delegated powers shall contain:

- (a) The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing boards or committee's decision as to whether a conflict of interest in fact existed.
- (b) The names of the persons who were present for discussion and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Annual Statements: Each director, principal officer, and member of a committee with governing board delegated powers shall annually sign a statement which affirms that such person:

- (1) Has received a copy of the conflict-of-interest policy
- (2) Has read and understands the policy
- (3) Has agreed to comply with the policy, and
- (4) Understands the AEDC is an agency or political subdivision of the City of Albion [See Article XIV of the Articles of Incorporation.]

Open Meetings Act

This policy is intended to comply with all requirements of Michigan's Open Meetings Act (OMA), 1976 PA 267, MCL 15.261 et seq. which requires public bodies to hold public meetings if a quorum of the board is present. In addition, any decisions or discussions on matters that could pertain to a decision must also be conducted in a public meeting.

**The Economic Development Corporation of the City of Albion (AEDC)
AEDC/TIFA/BRA**

Conflict of Interest Annual Statement of Compliance

The Economic Development Corporation of the City of Albion (AEDC), the Tax Increment Finance Authority of the City of Albion (TIFA), and the Brownfield Redevelopment Authority (BRA) required directors, officers, members of committees to sign an annual statement affirming the Conflict of Interest Policy for AEDC/TIFA/BRA.

I, _____ (printed name), hereby affirm the following:

- I have received a copy of the Conflict of Interest Policy
- I have read and understand the policy
- I agree to comply with the policy
- I understand AEDC is an agency or political subdivision of the City of Albion. [See Article XIV of the Articles of Incorporation.]

Signature and Date

Policy contact:

Virgie Ammerman

President, AEDC

VAmmerman@albionedc.org

Policy approved by the Board of Directors on December 1, 2022

EDC/TIFA/ABRA Board Meeting - Annual Calendar

	Board Meetings:	Other Due Dates:
January	Provide authority to President/CEO for spending limit, signing authority until revoked.	
February		Quarterly Update - Albion TWP / Sheridan TWP Meetings
March	5pm meeting - Economic Forecast Event -- ALSO serves as the 1st Public Informational Meeting for TIFA and DDA (Legislative mandate) - EDC handles public notice for both.	
April		
May		Quarterly Update - Albion TWP / Sheridan TWP Meetings
June	Board Member Rotations	
July	Prepare President/CEO Evaluation Survey (Closed Session.)	
August	President/CEO completes Self Evaluation; Exec Board submits to the Board along with a survey for their completion.	Quarterly Update - Albion TWP / Sheridan TWP Meetings and Brownfield State Reporting
September	Budget Presentation; Annual Planning and Goal Setting. Draft CEO Evaluation (Closed Session.)	-- 2nd City Council meeting, serves as the 2nd Public Informational Meeting for TIFA and DDA (Legislative Mandate) - City handles public notice for both
October	Annual Board Training - MML; Approve Annual Budget; Finalize Subsequent Year Goals. Present Final President/CEO Evaluation (Closed Session.)	
November	Approve a nominating committee to recommend slate of officers for December approval.	Quarterly Update - Albion TWP / Sheridan TWP Meetings and City Council Approval of Budget
December	Annual meeting - approve slate of officers for next fiscal year.	

Monthly - 2nd City Council Meeting - EDC Update

POLICY AND PROCEDURE**AEDC PP 1.10 Governance****Records Retention & Document Destruction Policy and Procedure**

SUBJECT: Records Retention & Document Destruction Policy and Procedure	ORIGINATION DATE: 6/21/2024 LAST DATE REVIEWED: 6/21/2024
ACCOUNTABILITY: Chief Executive Officer (CEO) OTHERS INVOLVED: Albion Economic Development Corporation Board of Directors, Contracted Consultant (s)	REQUIRED REVIEWERS: Chief Executive Officer (CEO) & Albion Economic Development Corporation Board of Directors

Purpose:

This policy ensures that public records created and received while conducting public business are retained and destroyed in accordance with Michigan law. A public record is defined as “information prepared, owned, used, in the possession of, or retained by a public body in performance of an official function, from the time it is created” (MCL 15.231-15.246).

The AEDC Records Retention and Destruction Policy is in compliance with the City of Albion’s *Records Management Handbook: Guidelines and Approved Retention and Disposal Schedule for Cities and Villages*. For specific inquiries about the duration of how long records must be kept and approved disposal methods, reference the handbook.

Legal Requirements:

The Michigan Penal Code (MCL 750.491) establishes misdemeanor penalties for disposing of records without the authorization of an approved Retention and Disposal Schedule. Further, the Michigan Historical Commission Act (MCL 399.811(2)) provides that all records required to be kept by local public officials in the discharge of their duties, records required to be filed in public offices, and records which represent memorials of transactions of public officials are property of the state.

Michigan law requires:

- (a) All records to be listed on an approved Retention and Disposal Schedule (see City of Albion Handbook); and
- (b) All Retention and Disposal Schedules must be formally approved by the Records Management Services, the Archives of Michigan, and the State Administrative Board.

Scope:

This policy applies to all records, regardless of format or medium, created, received, or maintained by the AEDC.

Procedures

- (a) **Record Creation and Classification:** All records shall be classified according to the categories outlined in the City of Albion’s *Records Management Handbook: Guidelines and Approved Retention and Disposal Schedule for Cities and Villages Handbook*;

- (b) Record Maintenance: Records shall be maintained in an organized manner that facilitates easy retrieval and reference; both physical and electronic records must be stored in secure environments to protect against unauthorized access, loss, or damage;
- (c) Retention Periods: The retention periods for various types of records are specified in the City of Albion handbook; all employees must refer to this handbook to determine the appropriate retention period for each type of record;
- (d) Destruction of Records: Records that have reached the end of their retention period and are not subjected to a legal hold must be securely destroyed. Physical records shall be shredded to ensure they cannot be reconstructed or read. Electronic records shall be permanently deleted from all storage systems, including backups, so they cannot be recovered; and
- (e) Legal Holds: In the event of litigation, audit, or investigation, all records related to the manner must be retained until the legal hold is lifted. The President/CEO or their designee will communicate the imposition and lifting of legal holds to relevant staff.

References

City of Albion, Michigan's *Records Management Handbook: Guidelines and Approved Retention and Disposal Schedule for Cities and Villages Handbook*

A copy of the City's Handbook can be found on the City of Albion Website and/or by contacting the city directly

Open Meetings Act

This policy is intended to comply with all requirements of Michigan's Open Meetings Act (OMA), 1976 PA 267, MCL 15.261 et seq. which requires public bodies to hold public meetings if a quorum of the board is present. In addition, any decisions or discussions on matters that could pertain to a decision must also be conducted in a public meeting.

POLICY AND PROCEDURE
AEDC PP 1.11 Governance
Partnership Policy and Procedure

SUBJECT: Partnership Policy and Procedure	ORIGINATION DATE: 06/15/2024 LAST DATE REVIEWED: 6/15/2024
ACCOUNTABILITY: Chief Executive Officer (CEO), Executive Committee OTHERS INVOLVED: Albion Economic Development Corporation Board of Directors, Contracted Consultant (s), Albion Economic Development Corporation Staff	REQUIRED REVIEWERS: Chief Executive Officer (CEO) & Albion Economic Development Corporation Board of Directors

Purpose:

This Partnership Policy outlines the framework for developing, managing and sustaining partnerships that support the mission and strategic objectives of the Albion Economic Development Corporation (AEDC). This policy ensures that partnerships are mutually beneficial, transparent and aligned with the AEDC's goals of fostering economic growth and development in Albion, Michigan.

For the purposes of this policy, "partnership" refers to stakeholders/individuals/organizations that are entering into a formal partnership agreement, with a Memorandum of Understanding (MOU) or Memorandum of Agreement (MOA).

Policy

AEDC welcomes organizations and individuals who are interested in partnering to advance our mission and strategic goals, as we understand how collaboration amongst multiple stakeholders, organizations, and individuals gives an intersectional and multi-dimensional approach. Partnerships shall be based on mutual trust, equality, and shared objectives that neither party can achieve alone. All potential partnerships will be evaluated and managed according to the criteria and procedures outlined below.

Definition of Partnership:

Partnership is defined as a collaborative relationship between two or more parties that agree to work together based on trust, equality, and mutual understanding to pursue common goals.

To be considered for a partnership with AEDC, a partner organization must:

1. Be committed to advancing AEDC's mission and strategic goals.
2. Be willing to declare their source of funding if requested by AEDC.
3. Agree to make the partnership and related activities publicly available.

Partnerships with organizations whose funding sources are not aligned with AEDC's values will undergo higher scrutiny and require approval from AEDC's governing board. Funding sources must not compromise AEDC's autonomy, integrity, or reputation.

Procedure:

Establishing a Partnership

(a) Initial Contact and Discussion

- Potential partners will engage in an informal discussion with a designated AEDC representative to assess compatibility and potential synergies.
- During these discussions, the needs, benefits, and costs of the partnership for both parties will be reviewed.

(b) Assessment and Approval

- AEDC's Staff and/or Board of Directors shall review the initial assessment and decide whether to proceed with the partnership.
- If approved, both organizations will develop a work plan with clear roles and responsibilities, formalized in a Memorandum of Understanding (MoU).

(c) Formal Agreement

- Upon approval, the partnership will be formally agreed upon and communicated to senior decision-makers in both organizations.

Termination of Partnership

1. Grounds for Termination

- AEDC reserves the right to terminate any partnership at any time for reasons including, but not limited to:
 - Serious violation of partnership criteria.
 - Misuse or misrepresentation of the partnership.
 - Failure to meet agreed responsibilities.
 - Conduct those conflicts with AEDC's mission and values or brings AEDC into disrepute.

2. Process

- Termination decisions will be made by AEDC's SMT and the governing board, evaluated on a case-by-case basis.

Open Meetings Act

This policy is intended to comply with all requirements of Michigan's Open Meetings Act (OMA), 1976 PA 267, MCL 15.261 et seq. which requires public bodies to hold public meetings if a quorum of the board is present. In addition, any decisions or discussions on matters that could pertain to a decision must also be conducted in a public meeting.

Memo

To: AEDC Board of Directors

From: Margaret Avery, Project Analyst & Virgie Ammerman, President/CEO

Date: September 12, 2024

RE: BuildWealth LLC Revolving Loan Fund Request

A funding request has been approved by the Revolving Loan Fund committee seeking \$40,000 for BuildWealth LLC. The RLF Committee has approved this request, so the RLF committee is now bringing this to the Board of Directors for final approval.

The proposed loan details include a 5-year loan with 8 months of interest only payments. The interest rate will be 2/3 of prime, as stated in the RLF guidelines. The collateral for the loan will be 209 W. Erie St, Albion, MI.

By securing funding through the RLF, Buildwealth LLC will be able to make a significant and positive impact on Albion's housing market and overall community development. Mr. Harper's experience in property rehabilitation, combined with his passion for the community, makes him well-suited to execute this business plan successfully.

The requested \$40,000 loan would provide crucial capital for Mr. Harper to scale his operations and increase his impact on our community. As a member of the greater Albion area, we recognize the importance of the community's ability to have safe, affordable, and secure housing. Further, we believe that Mr. Harper's proposed business does just that for our community. We urge the committee to give Mr. Harper's application favorable consideration.

Please see attached meeting minutes from August 15th's RLF Committee meeting and additional letters of support for more information.



CASTER CONCEPTS

Beyond Standard.

To Whom It May Concern

I am writing in support of Justin Harper

I have been acquainted with Justin over the past 3 years. My business, ACE Investment Properties, assisted Justin in moving his business to a downtown Albion location so as to provide a quality service needed in the community.

Justin is a lifelong resident of Albion that has a entrepreneurial drive to do good things in and around Albion. If he can successfully leverage this mindset toward improving housing in Albion that would be win for him and the residents of Albion

Regards

William H. Dobbins

William H. Dobbins MD/MBA

President

Caster Concepts, Inc



Academic Development Athletic Development Social Development

January 22, 2024

Albion Economic Development Corporation
Albion MI 49224

To Whom It May Concern:

I am writing in support of Justin Harper as a stand up individual who was born and raised in Albion and has made a commitment to impacting his community socially and economically. He has done an outstanding job with his barber shop and he continues to invest in the economic and cultural renaissance of Albion. I support his application for the EDC loan and couldn't think of a more worthy businessman who would utilize this opportunity to make this transaction mutually beneficial for himself and the city of Albion.

If more information is needed please do not hesitate to contact me.

Best regards,

A handwritten signature in black ink that reads "Milton Barnes". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Milton Barnes
Founder/President
Play Right Sports Academy
mbarnes@playrightsports.org
(269) 425-1202

P.O. Box #7 Albion MI 49224 (269) 425-1202 www.playrightsports.org

9:16



Recommendation Letter.docx



January 22, 2024

Letter of Recommendation

To Whom it may concern,

My name is Samira Lawrence I am a Teacher for Kalamazoo public schools writing a letter of recommendation for my Lifelong friend Justin Harper. He has been a pillar in both the Albion and Battle creek neighborhood community as an entrepreneur cutting hair locally while inspiring his peers as a leading remodel for years. His barbershop has been operating in Albion since 2016 attracting many people from surrounding neighborhoods and cities. He is one of many African American men actively giving back to his community and setting the bar high for those who are mentored by him. Justin is further Investing in his community by rehabilitating houses. With his familiarity of the neighborhood and eagerness to strengthen his community and make it a better place to live, I believe that there is no better candidate for this opportunity. I am confident that it will be great from him. Rehabilitating homes will give him the opportunity provide housing and further opportunity for those in the community who are qualified.

Thank you so much for your time,

Sincerely Ms. Lawrence

August 6, 2024

Albion Economic Development Corporation
Revolving Loan Fund Committee
115 N. Superior Street
Albion, MI, 49224

To the Selection Committee,

As the President / CEO of the Albion Economic Development Corporation, we support Justin Harper's proposed application for the Revolving Loan Fund to use funds towards his business, Buildwealth LLC. This proposed business will work to provide housing options in Albion by rehabbing homes that have long been vacant and/or abandoned.

Mr. Harper has demonstrated a strong commitment to the economic development of Albion through his innovative business approach and dedication to community improvement. Buildwealth LLC, with its focus on community revitalization, housing security, and development, is precisely the kind of entrepreneurial initiative that the RLF is designed to support.

By securing funding through the RLF, Buildwealth LLC / Mr. Harper will be able to make a significant and positive impact on Albion's housing market and overall community development. Mr. Harper's experience in property rehabilitation, combined with his passion for the community, makes him well-suited to execute this business plan successfully.

The requested \$40,000 loan would provide crucial capital for Mr. Harper to scale his operations and increase his impact on our community. As a member of the greater Albion area, we recognize the importance of the community's ability to have safe, affordable, and secure housing. Further, we believe that Mr. Harper's proposed business does just that for our community. We urge the committee to give Mr. Harper's application favorable consideration.

In conclusion, I support Mr. Harper's application for this critical funding ask through the Revolving Loan Fund. By investing in our entrepreneurs today, we continue shaping the City of Albion for a better future.

Thank you for your consideration,

Virgie Ammerman
President/CEO

Memo

To: Revolving Loan Fund Committee

From: Margaret Avery, Project Analyst & Virgie Ammerman, President/CEO

Date: August 12, 2024

RE: Revolving Loan Fund Findings

At the request of the Downtown Development Authority (DDA), the Albion Economic Development Corporation (AEDC) has reviewed the rules and current guidelines under Act 381 and related policies concerning the Revolving Loan Fund (RLF). This memo clarifies our position regarding the continued use of the current RLF structure and addresses any potential concerns or recommendations from the committee. At the request of the DDA the AEDC has reviewed Act 381, the current RLF Guidelines, and

We have found no provisions within the Act 381 rules or current guidelines that would support the need to create a different RLF. The existing RLF is the preferred model and has been deemed fully compliant with the qualifying standards of a Local Site Remediation Revolving Fund (LSRRF).

Furthermore, there are no geographical limitations on the use of these funds beyond those already outlined in the current RLF guidelines. Specifically, there is nothing in the guidelines or related policies that requires these funds to be used in the Downtown Area. This flexibility ensures that the funds can be effectively deployed to support eligible projects within our community.

Given the compliance and effectiveness of the current RLF, the AEDC recommends that the RLF be continued in its present form. Unless the committee suggests specific changes to the existing guidelines, the AEDC determines that the current guidelines remain appropriate and sufficient for our ongoing economic development efforts.

REVOLVING LOAN FUND COMMITTEE MEETING

MINUTES

August 15, 2024

MEMBERS PRESENT: Jerome Harvey; Ben Wallace; Nathaniel Bogan; Joyce Spicer; Dick Porter

MEMBERS ABSENT: Vicky Clark

OTHERS: Ian Barbour

STAFF: Virgie Ammerman

The meeting was called to order by Harvey at 9:00 am. A quorum was present.

A motion was made by Wallace, seconded by Porter, to approve the agenda. 5-0

Current Revolving Loan Fund Committee members were noted and welcomed.

Current Status of the Revolving Loan Funds were reviewed by Ammerman

Receivables consist of 2 loans. One is in default; one is being paid timely.

The Committee accepted the resignation of Vicky Clark and looks forward to the Albion EDC Board appointing Ian Barbour to the RLF Committee.

The RLF Committee has 1 other open seat and Joyce Spicer has agreed to contact Blue Ox Credit Union for a volunteer.

A motion was made by Wallace, seconded by Spicer, to approve minutes from January 10, 2024. 5-0

A motion was made by Bogan, seconded by Wallace, to approve minutes from March 14, 2024. 5-0

A motion was made by Spicer, seconded by Porter, to approve a \$40,000 loan to Buildwealth, LLC, with 209 W. Erie as collateral, 5 years, 8 months interest only, 2/3 of Prime interest rate as of the date of the loan. Committee requested the bank denial letter be included in the RLF application packet. This was located and included.

Porter – Y

Harry – Y

Wallace – Y

Spicer – Y

Bogan - Y

Committee received and accepted the Memo from EDC Staff regarding the structure of the RLF Funds.

There was no public comment.

Meeting was adjourned at 9:52 am.

INTERLOCAL AGREEMENT FOR ADMINISTRATIVE SERVICES

THIS INTERLOCAL AGREEMENT (the “Agreement”) dated _____, 2024, is entered into between the **CITY OF ALBION** (the “CITY”), whose address is 112 W. Cass Street., Albion, Michigan 49224; and the **ALBION ECONOMIC DEVELOPMENT CORPORATION** (the “EDC”), the **TAX INCREMENT FINANCE AUTHORITY** (the “TIFA”), and the **BROWNFIELD REDEVELOPMENT AUTHORITY** (the “BRA”), whose address is 115 N. Superior St., Albion, Michigan 49224. The CITY and the EDC, the TIFA, and the BRA shall be referred to, collectively, as the “Parties”.

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

WHEREAS, the CITY is a Michigan municipal corporation; and

WHEREAS, the EDC is a public agency established pursuant to the Economic Development Corporations Act 338 of 1974; and

WHEREAS, the TIFA is a public agency established pursuant to the Recodified Tax Increment Act 57 of 2018; and

WHEREAS, the BRA is a public agency established pursuant to the Brownfield Redevelopment Financing Act 381 of 1996; and

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

WHEREAS, the City provides administrative services to the EDC, the TIFA, and the BRA.

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

1. Administrative Services. The Parties agree the City will provide the following administrative services for the EDC, the TIFA, and the BRA:

- a. Processing of accounts payable and receivable;
- b. General finance bookkeeping;
- c. Bi-weekly payroll processing;
- d. Disbursements and required state reporting including:
 - i. State MEDC Brownfield Annual Report;
 - ii. State MEDC Local Brownfield Revolving Loan Fund Annual Report;
 - iii. State PA-57 Annual Report for TIFA Fund;
 - iv. State Form 5176 Annual Report for TIFA Fund;
- e. Employee benefits and administration (as outlined in the EDC Handbook);
 - i. The City will arrange for employee insurance (health, dental, and vision) benefits for the EDC employees through the City's insurance carrier. The EDC and EDC employees shall remain solely responsible for the payment of any amounts due for the providing of said insurance;
 - ii. The City will administer all other employee benefits available to EDC employees as outlined in the EDC Employee Handbook.
- f. City departmental support;
 - i. The City Clerk will post the EDC, TIFA, and BRA meeting agendas, packets, minutes, and public notices;

- g. The City will provide Worker's Compensation coverage for EDC employees and bill the EDC accordingly.
 - h. Administration of investments;
 - i. Monthly financial statements;
 - j. General ledger activity reports for each public agency; and
 - k. Account analyses as needed;
 - l. The EDC shall provide to the City any and all information necessary for the City to provide the administrative services described in this section. The EDC shall also comply with any and all of the City's auditors requests;
- 2. Compensation.** The EDC shall pay administrative fees of eight-hundred thirty-three dollars and thirty-four cents (\$833.34) per month to the City for its administrative services. The TIFA shall pay administrative fees of seven-hundred forty-one dollars and sixty-seven cents (\$741.67) per month to the City for its administrative services. The BRA shall pay fifty (50%) percent of the Brownfield Administration Fees to the City for its administrative services. The administrative fees described herein shall increase by four (4%) percent each year of this agreement, except for the BRA. The administrative fees for the BRA shall increase as new BRA Agreements are fulfilled. Each year's increase shall take effect on the anniversary of the effective date of this agreement.
- 3. Audits.** The EDC, the TIFA, and the BRA shall be required to cooperate with any and all requests by the City's annual audit and/or the auditors.
- 4. Tax ID Number.** The EDC, the TIFA, and the BRA may not use the City's tax ID number without written authorization from the City.

- 5. Budgets.** The EDC, the TIFA, and the BRA shall cooperate with the City in the preparation of annual budget accounts specific to the EDC, the TIFA, the Brownfield Redevelopment Authority, and the Revolving Loan Fund. All budgets for those funds shall comply with any and all local, state, or federal laws or applicable administrative rules.
- 6. Accounting.** All parties shall comply with generally accepted government accounting principles.
- 7. Term of Agreement.** The term of this agreement shall be five (5) years from its effective date. This agreement may be renewed in writing upon mutual agreement of the parties.
- 8. Termination.** This agreement may be terminated by any of the parties herein for any reason by the terminating party sending written notice of termination to the other party via first-class United States Mail with at least thirty (30) days advanced notice.
- 9. No Oral Modification.** This agreement may not be modified except in writing and signed by all parties herein.
- 10. Applicable Law.** This agreement shall be interpreted under the laws of the State of Michigan.
- 11. Severability.** Should any part of this agreement be determined to be invalid, the remainder of the agreement shall remain in full force and effect.
- 12. Effective Date.** This agreement shall be effective as of _____, 2024.

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

As to form and content:

CITY OF ALBION

By: _____
Victoria Snyder

Title: Mayor

Date: _____

By: _____
Jill Domingo

Title: Clerk

Date: _____

ALBION ECONOMIC DEVELOPMENT CORPORATION

By: _____
Jerome Harvey

Title: Board Chair

Date: _____

ALBION TAX INCREMENT FINANCE AUTHORITY

By: _____
Jerome Harvey

Title: Board Chair

Date: _____

ALBION BROWNFIELD REDEVELOPMENT AUTHORITY

By: _____
Jerome Harvey

Title: Board Chair

Date: _____

As to form only:

By: _____
Cullen C. Harkness (P71612)
Attorney for City
4121 Okemos Rd., Ste. 17
Okemos, MI 48864
(517) 381-2461

Date: _____

By: _____
Nelson Karre (P27639)
Attorney for the EDC, the TIFA, and the BRA
70 Michigan Avenue West, Ste. 450
Battle Creek, MI 49017
(269) 218-5570

Date: _____

Memo**To:** Board of Directors**From:** Margaret Avery, Project Analyst/Grant Writer & Virgie Ammerman, President/CEO**Date:** September 12, 2024**RE:** Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant via Department of Transportation

The U.S. Department of Transportation posted the RAISE grant and will be accepting applications into early 2025. This memo contains information about the funding priorities set forth in this grant and the proposed use of funds by the Albion Economic Development Corporation (AEDC).

This grant aims to fund roads, bridges, and major projects with an emphasis on projects that can impact safety, environmental sustainability, quality of life, mobility and community connectivity, economic competitiveness, and opportunity. This funding opportunity aims to improve equity and environmental justice by addressing transportation related disparities & climate change related consequences. Traditionally, there is a 20% match of funds required, however Albion because Albion is a rural and disadvantaged community, the match requirement may be waived.

The AEDC would like to use this funding to address point 2 & point 6 on our 10-point plan, (1) Transportation & (2) Environmental Justice Work. These funds can be used to improve connections between different parts of the city through connectivity projects and targeting improvements in disadvantaged areas of Albion, focusing on improving our infrastructure to further address the past environmental injustices and transportation related disparities within the City. This funding opportunity can also aid in our industrial park's growth as we continue to improve access to these corridors and zones to support business growth and job creation.

The AEDC believes that the RAISE grant provides a unique and timely opportunity to significantly enhance Albion's environmental justice work and transportation infrastructure to further promote equity and economic development throughout the city. By securing this funding, the AEDC can continue to work towards the goals and objectives defined in the 10-point plan with projects that foster economic growth, competitiveness, and promote safety and connectivity. Moreover, the potential waiver of the 20% match requirement will be due to Albion's rural and disadvantaged status, making this funding opportunity even more viable. We look forward to the opportunity and will keep the Board updated with more information as it becomes available.

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

The undersigned certifies the undersigned is the duly elected and qualified Secretary of Albion Economic Development Corporation, a Michigan municipal corporation (AEDC) and that the following resolution was duly adopted by the Board of Directors of the AEDC held on September 12, 2024:

BE IT RESOLVED THAT the Albion Economic Development Corporation (AEDC) AUTHORIZES Virgie Ammerman, President, and CEO of AEDC, to execute and deliver the attached Application to Economic Development Administration regarding the Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Funding Opportunity with the associated Assurances.

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

At a regular meeting of the Albion Economic Development Board of Directors on September 12, 2024, a motion was made by _____ and supported by _____ to approve this resolution.

Roll Call:

Harvey
Wallace
White
Barbour

Clark
Snyder
Nelson
Zeller

DATED:

Vicky Clark, Secretary

Memo**To:** Board of Directors**From:** Margaret Avery, Project Analyst/Grant Writer & Virgie Ammerman, President/CEO**Date:** September 12, 2024**RE:** W.K. Kellogg Foundation Grant Opportunity

The W.K. Kellogg Foundation has many grant opportunities that serve the region. They accept applications on a rolling basis, and the AEDC would like to apply for a capacity building grant through the foundation to support programing and staff capacity by September 30, 2024.

The Foundation is well known for its focus on supporting communities in creating conditions that ensure vulnerable children and families thrive. The Foundation supports projects that promote employment, equity, economic security, and income-generating opportunities, all of which align with the goals and mission of the AEDC. As we work to continue development and revitalization efforts in Albion, we would like to apply to the Foundation's funding opportunities under their focus area "Equity/Family Economic Security/Income Generating Opportunities".

The ADEC wants to use this funding to address our entrepreneurship program and aid in funding the Business Coach position at the AEDC. By creating pathways for small business owners and entrepreneurs in Albion, particularly for minority and underrepresented communities, the AEDC believes this funding opportunity is directly aligned with many of the values and the mission we have.

By securing this funding, the AEDC can continue to work towards the goals and objectives defined in the 10-point plan with projects that foster a supportive environment for our entrepreneurs and business district development. We look forward to the opportunity and will keep the Board updated with more information as it becomes available.

**RESOLUTION OF THE BOARD OF DIRECTORS OF
ALBION ECONOMIC DEVELOPMENT CORPORATION
W.K. KELLOGG FOUNDATION GRANT**

The undersigned certifies the undersigned is the duly elected and qualified Secretary of Albion Economic Development Corporation, a Michigan municipal corporation (AEDC) and that the following resolution was duly adopted by the Board of Directors of the AEDC held on September 12, 2024

BE IT RESOLVED THAT the Albion Economic Development Corporation (AEDC) AUTHORIZES Virgie Ammerman, President, and CEO of AEDC, to execute and deliver the attached Application to Economic Development Administration regarding the W.K. Kellogg Foundation Funding Opportunity with the associated Assurances.

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

At a regular meeting of the Albion Economic Development Board of Directors on September 12, 2024, a motion was made by _____ and supported by _____ to approve this resolution.

Roll Call:

Harvey

Wallace

White

Barbour

Clark

Snyder

Nelson

Zeller

DATED:

Vicky Clark, Secretary

Memo

To: Board of Directors

From: Margaret Avery, Project Analyst/Grant Writer & Virgie Ammerman, President/CEO

Date: September 12, 2024

RE: T-Mobile Hometown Grants

The T-Mobile Foundation posted the Hometown Grants and will be accepting applications until September 30, 2024. This memo contains information about the funding priorities set forth in this grant and the proposed use of funds by the Albion Economic Development Corporation (AEDC).

This grant program provides grants of up to \$50,000 for projects that can positively impact small towns with fewer than 50,000 people. The grants are designed to help with community development improvements to enhance the quality of life for residents. The prioritized projects for this grant program are defined as being “shovel ready”, meaning construction can be completed within 12 months of receiving grant funding. Further, this program focuses on projects that can bring lasting impact to communities by investing in public spaces and infrastructure.

The AEDC wants to use this funding to address McAuliffe Park in Albion and request \$50,000 for the park's development efforts. By securing this funding, the AEDC can continue to work towards the goals and objectives defined in the 10-point plan with projects that foster economic growth, competitiveness, and promote safety and connectivity. We look forward to the opportunity and will keep the Board updated with more information as it becomes available.

**RESOLUTION OF THE BOARD OF DIRECTORS OF
ALBION ECONOMIC DEVELOPMENT CORPORATION
T-MOBILE HOMETOWN GRANTS**

The undersigned certifies the undersigned is the duly elected and qualified Secretary of Albion Economic Development Corporation, a Michigan municipal corporation (AEDC) and that the following resolution was duly adopted by the Board of Directors of the AEDC held on September 12, 2024

BE IT RESOLVED THAT the Albion Economic Development Corporation (AEDC) AUTHORIZES Virgie Ammerman, President, and CEO of AEDC, to execute and deliver the attached Application to Economic Development Administration regarding the T-Mobile Hometown Grants Funding Opportunity with the associated Assurances.

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

At a regular meeting of the Albion Economic Development Board of Directors on September 12, 2024, a motion was made by _____ and supported by _____ to approve this resolution.

Roll Call:

Harvey

Wallace

White

Barbour

Clark

Snyder

Nelson

Zeller

DATED:

Vicky Clark, Secretary

**RESOLUTION OF THE BOARD OF DIRECTORS OF
ALBION ECONOMIC DEVELOPMENT CORPORATION
RLF COMMITTEE MEMBERS**

The undersigned certifies the undersigned is the duly elected and qualified Secretary of Albion Economic Development Corporation, a Michigan municipal corporation (AEDC) and that the following resolution was duly adopted by the Board of Directors of the AEDC held on September 12, 2024

BE IT RESOLVED THAT the Albion Economic Development Corporation (AEDC) AUTHORIZES Ian Barbour to take the seat of Vicky Clark on the RLF Committee.

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

At a regular meeting of the Albion Economic Development Board of Directors on September 12, 2024, a motion was made by _____ and supported by _____ to approve this resolution.

Roll Call:

Harvey
Wallace
White
Barbour

Clark
Snyder
Nelson
Zeller

DATED:

Vicky Clark, Secretary

Memo

To: Board of Directors

From: Margaret Avery, Project Analyst/Grant Writer & Virgie Ammerman, President/CEO

Date: September 12, 2024

RE: T-Mobile Hometown Grants

The T-Mobile Foundation posted the Hometown Grants and will be accepting applications until September 30, 2024. This memo contains information about the funding priorities set forth in this grant and the proposed use of funds by the Albion Economic Development Corporation (AEDC).

This grant program provides grants of up to \$50,000 for projects that can positively impact small towns with fewer than 50,000 people. The grants are designed to help with community development improvements to enhance the quality of life for residents. The prioritized projects for this grant program are defined as being “shovel ready”, meaning construction can be completed within 12 months of receiving grant funding. Further, this program focuses on projects that can bring lasting impact to communities by investing in public spaces and infrastructure.

The AEDC wants to use this funding to address McAuliffe Park in Albion and request \$50,000 for the park's development efforts. By securing this funding, the AEDC can continue to work towards the goals and objectives defined in the 10-point plan with projects that foster economic growth, competitiveness, and promote safety and connectivity. We look forward to the opportunity and will keep the Board updated with more information as it becomes available.