

**ALBION ECONOMIC DEVELOPMENT CORPORATION/TIFA/BRA
BOARD OF DIRECTORS' MEETING AGENDA**

Thursday, December 4, 2025 – 7:30 a.m.
115 N. Superior St. Albion, MI 49224

- 1. Call to Order**
- 2. Roll Call**
- 3. Public Comment**
(Persons addressing the Board shall limit their comments to no longer than 3 minutes.)
- 4. Approval of Agenda**
- 5. Consent Agenda**
 - a. Review & Approve Meeting Minutes [November 6th, 2025]
- 6. Treasurer's Report**
 - a. Review and Approve October Treasurer's Report
- 7. EDC President's Report**
- 8. AEDC Organizational Items**
 - a. Review & Approve 2026 Board Meeting Calendar
 - b. Review & Approve 2026 Executive Board Meeting Calendar
 - c. Review Updated Board Member Contact & Terms List
 - d. Review & Approve 2026 AEDC/TIFA/BRA Budget
 - i. (copies will be available at meeting)
 - e. Discuss 2026 AEDC Goals and Strategies
 - f. Discuss Proposed AEDC Mission & Vision Statements
 - g. Discuss Ludington Center Letter of Intent
 - h. Discuss EDC and Albion EDC Establishment Summary
- 9. Board of Directors' Discussion and Comments**
 - City of Albion
 - Albion Township
 - Sheridan Township
 - Parma Township
 - Greater Albion Chamber of Commerce
 - Albion College
 - Kellogg Community College
 - Board At-Large
- 10. Motion to Excuse Absent Members**
- 11. Adjournment**

ALBION ECONOMIC DEVELOPMENT CORPORATION 2025 MISSION & VISION STATEMENTS

MISSION:

Leveraging partnerships and innovative tactics, AEDC is committed to driving economic revitalization by attracting businesses, supporting workforce development, and investing in strategic infrastructure to create a vibrant community where residents can live, work, and thrive and our shared heritage is celebrated.

VISION:

AEDC seeks to transform Albion into a thriving, inclusive, and sustainable community through strategic partnerships, innovation, and community engagement focused on promoting economic growth of existing entities, attracting new enterprises and talents, creating opportunities for all residents, and improving our shared quality of life.

CORE VALUES:

- Compassion
- Authenticity
- Accountability
- Trust

EDC/TIFA/BRA BOARD OF DIRECTORS MEETING MINUTES

Held at Albion Economic Development Corporation, 115 N. Superior St, Albion, MI 49224

November 6th, 2025

EDC Board Meeting called to order by Ben Wallace at 7:31 a.m.

Board Members Present: Trevor White; Jerome Harvey; Andrew French; Victoria Snyder; Bruce Nelson; Chrissy Pfeil; Ben Wallace; Jim Stuart

Board Members Absent: Ian Barbour; Timothy Zeller; Hanna Isaacs

Community: N/A

Staff: Deborah Kelly; Reagan Konkle

Public Comment: N/A

Motion made by French, supported by Snyder, to approve the agenda as presented. 8-0

Motion made by French, supported by Wallace, to consent the agenda, including: [October 2nd, 2025] Board Meeting Minutes. 8-0

Nelson gave September Treasurer's Report.

Motion made by French, supported by Wallace, to approve August Treasurer's Report. 8-0

Motion made by French, supported by Wallace, to approve Resolution to Approve Purchase Agreement. 8-0

Kelly gave EDC President's Report.

Snyder gave updates on city roads and waterline projects, discussed Watson St funding search.

Motion made by Wallace, supported by French, to excuse absent members. 8-0

Motion made by Wallace, seconded by French, to adjourn the meeting. 8-0

EDC Board Meeting adjourned by Snyder, Wallace at 8:04 a.m.

Jerome Harvey submitted letter on Nov. 10, 2025, to be included in meeting minutes, see attached.

Albion Economic Development Corporation (EDC)

Point of Order and Protest for the Record

November 6, 2025

To:

Trevor White, Chair
Bruce Nelson, Acting President
Tim Zeller, Secretary
Ben Wallace, Vice Chair

From:

Jerome Harvey, Member, Board of Directors
Albion Economic Development Corporation (EDC)

Subject: Point of Order and Formal Protest Regarding the Removal of Approved Board Record Entry

Mr. Chairman,

This written notice is submitted as a formal Point of Order and Protest to be entered into the minutes of the November 6, 2025 meeting of the Albion Economic Development Corporation.

At the October 2, 2025 meeting, the Board of Directors voted 10–0 to amend the September 4, 2025 minutes to include my previously submitted written letter of objection concerning the unauthorized use of TIFA funds by the City Treasurer and City Manager for work performed in the West Industrial Park. That motion to amend was properly made, seconded, and adopted unanimously, as reflected in the official record of the October 2, 2025 meeting.

Subsequently, a motion was made—reportedly at the request of the Mayor—to remove my written statement from the record. This second action was procedurally out of order under Robert’s Rules of Order Newly Revised (12th Edition) for the following reasons:

1. A motion once adopted may only be reconsidered during the same meeting by a member who voted on the prevailing side, or it may be rescinded at a later meeting only with previous notice or a two-thirds vote.
2. The October 2 motion had already been carried and recorded as a valid board action. The later attempt to strike it from the record did not meet those requirements and therefore lacks procedural validity.

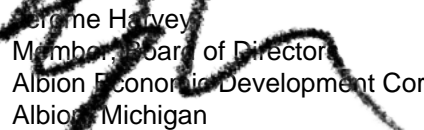
In addition, the Michigan Open Meetings Act (MCL 15.269) and public accountability principles require that minutes of a public board accurately reflect actions taken, motions adopted, and relevant dissent or protest by board members, particularly when those relate to potential misuse or misallocation of public funds. Suppressing a duly submitted and approved statement that addresses possible legal or fiduciary violations is inconsistent with those obligations.

For the record, my original letter and this protest are intended to preserve the following facts:

- I object to the unauthorized disbursement of approximately \$123,000 of TIFA funds by the City Treasurer and City Manager, made without prior EDC/TIFA Board approval.
- I assert that such disbursement is outside the bounds of law and outside the contractual relationship between the EDC and the City of Albion, which limits the City's role to back-office administration only.
- I have no part, consent, or complicity in this action, and this letter serves to protect both my fiduciary standing and the integrity of the EDC's governance record.

Accordingly, I respectfully move that this "Point of Order and Protest" be entered into the official minutes of the November 6, 2025 meeting and preserved in the permanent records of the Corporation, in order to reflect both my position and the procedural irregularities surrounding the attempted removal of a properly adopted board record.

Respectfully submitted,



Jerome Harvey
Member, Board of Directors
Albion Economic Development Corporation
Albion, Michigan

BALANCE SHEET REPORT FOR CITY OF ALBION
Balance As of 10/31/2025

GL Number	Description	Beg. Balance 01/01/2025	YTD Balance 10/31/2025 Normal (Abnormal)
Fund: 243 BROWNFIELD REDEVELOPMENT AUTHORITY			
*** Assets ***			
243-000-001.03	CASH - FLAGSTAR BANK	16,575.11	28,923.86
243-000-017.00	INVESTMENTS	248,378.15	237,488.06
243-000-020.01	WINTER TAXES RECEIVABLE - CURR	101,701.00	0.00
243-000-123.03	PREPAID EXPENSES - LIABILITY & PROP INS	1,115.69	165.00
Total Assets		367,769.95	266,576.92
*** Liabilities ***			
243-000-214.00	DUE TO OTHER FUNDS	100,000.00	0.00
Total Liabilities		100,000.00	0.00
*** Fund Equity ***			
243-000-390.00	FUND BALANCE	257,757.68	257,757.68
Total Fund Equity		257,757.68	257,757.68
Total Fund 243:			
TOTAL ASSETS		367,769.95	266,576.92
BEG. FUND BALANCE - 2024		257,757.68	257,757.68
+ NET OF REVENUES/EXPENDITURES - 2024		10,012.27	10,012.27
+ NET OF REVENUES & EXPENDITURES		0.00	(1,193.03)
= ENDING FUND BALANCE		267,769.95	266,576.92
+ LIABILITIES		100,000.00	0.00
= TOTAL LIABILITIES AND FUND BALANCE		367,769.95	266,576.92

BALANCE SHEET REPORT FOR CITY OF ALBION
Balance As of 10/31/2025

GL Number	Description	Beg. Balance 01/01/2025	YTD Balance 10/31/2025 Normal (Abnormal)
Fund: 244 ECONOMIC DEVELOPMENT FUND			
*** Assets ***			
244-000-001.00	CASH	3.06	0.00
244-000-001.03	CASH - FLAGSTAR BANK	22,318.70	(409,497.90)
244-000-017.00	INVESTMENTS	100,559.47	6.68
244-000-040.00	ACCOUNTS RECEIVABLE	7,098.25	6,474.29
244-000-078.00	DUE FROM STATE	181,055.81	384,606.00
244-000-123.00	PREPAID EXPENSES	45,000.00	91,807.00
244-000-123.03	PREPAID EXPENSES - LIABILITY & PROP INS	1,673.53	940.50
244-000-124.50	SECURITY DEPOSIT - BUILDING RENT	150.00	150.00
Total Assets		357,858.82	74,486.57
*** Liabilities ***			
244-000-202.00	ACCOUNTS PAYABLE	95,391.73	35,075.00
244-000-257.00	ACCRUED WAGES PAYABLE	4,625.87	0.00
244-000-258.00	ACCRUED PAYROLL TAXES	1,528.92	0.00
244-000-339.00	DEFERRED REVENUES	89,777.57	0.00
Total Liabilities		191,324.09	35,075.00
*** Fund Equity ***			
244-000-390.00	FUND BALANCE	593,560.66	593,560.66
Total Fund Equity		593,560.66	593,560.66
Total Fund 244:			
TOTAL ASSETS		357,858.82	74,486.57
BEG. FUND BALANCE - 2024		593,560.66	593,560.66
+ NET OF REVENUES/EXPENDITURES - 2024		(427,025.93)	(427,025.93)
+ NET OF REVENUES & EXPENDITURES		0.00	(127,123.16)
= ENDING FUND BALANCE		166,534.73	39,411.57
+ LIABILITIES		191,324.09	35,075.00
= TOTAL LIABILITIES AND FUND BALANCE		357,858.82	74,486.57

BALANCE SHEET REPORT FOR CITY OF ALBION
Balance As of 10/31/2025

GL Number	Description	Beg. Balance 01/01/2025	YTD Balance 10/31/2025 Normal (Abnormal)
Fund: 247 TIFA FUND			
*** Assets ***			
247-000-001.03	CASH - FLAGSTAR BANK	8,902.79	58,200.55
247-000-004.00	PETTY CASH	50.00	50.00
247-000-017.00	INVESTMENTS	568,350.50	628,133.20
247-000-020.00	SUMMER TAXES RECEIVABLE - CURR	23,165.56	2,544.03
247-000-020.01	WINTER TAXES RECEIVABLE - CURR	29,342.09	12,203.39
247-000-072.00	DUE FROM COUNTY	5,978.49	0.00
247-000-123.03	PREPAID EXPENSES - LIABILITY & PROP INS	1,673.49	247.50
247-000-124.50	SECURITY DEPOSIT - BUILDING RENT	850.00	850.00
Total Assets		638,312.92	702,228.67
*** Liabilities ***			
247-000-257.00	ACCRUED WAGES PAYABLE	4,680.46	0.00
247-000-258.00	ACCRUED PAYROLL TAXES	1,458.18	0.00
Total Liabilities		6,138.64	0.00
*** Fund Equity ***			
247-000-390.00	FUND BALANCE	477,888.29	477,888.29
Total Fund Equity		477,888.29	477,888.29
Total Fund 247:			
TOTAL ASSETS		638,312.92	702,228.67
BEG. FUND BALANCE - 2024		477,888.29	477,888.29
+ NET OF REVENUES/EXPENDITURES - 2024		154,285.99	154,285.99
+ NET OF REVENUES & EXPENDITURES		0.00	70,054.39
= ENDING FUND BALANCE		632,174.28	702,228.67
+ LIABILITIES		6,138.64	0.00
= TOTAL LIABILITIES AND FUND BALANCE		638,312.92	702,228.67

BALANCE SHEET REPORT FOR CITY OF ALBION
Balance As of 10/31/2025

GL Number	Description	Beg. Balance 01/01/2025	YTD Balance 10/31/2025 Normal (Abnormal)
Fund: 296 REVOLVING LOAN FUND			
*** Assets ***			
296-000-001.03	CASH - FLAGSTAR BANK	148,123.91	6,595.16
296-000-003.00	CERTIFICATES OF DEPOSIT	0.00	250,000.00
296-000-017.00	INVESTMENTS	311,384.20	347,889.47
296-000-040.00	ACCOUNTS RECEIVABLE	30,550.00	23,150.00
296-000-041.00	ESTIMATED UNCOLLECTIBLE ACCTS	(37,850.00)	(37,850.00)
296-000-056.00	INTEREST RECEIVABLE	0.00	913.01
296-000-061.00	LOANS RECEIVABLE	213,143.32	200,982.48
296-000-084.00	DUE FROM OTHER FUNDS	100,000.00	0.00
296-000-123.03	PREPAID EXPENSES - LIABILITY & PROP INS	1,115.68	165.00
Total Assets		766,467.11	791,845.12
*** Fund Equity ***			
296-000-390.00	FUND BALANCE	576,781.50	576,781.50
Total Fund Equity		576,781.50	576,781.50
Total Fund 296:			
TOTAL ASSETS		766,467.11	791,845.12
BEG. FUND BALANCE - 2024		576,781.50	576,781.50
+ NET OF REVENUES/EXPENDITURES - 2024		189,685.61	189,685.61
+ NET OF REVENUES & EXPENDITURES		0.00	25,378.01
= ENDING FUND BALANCE		766,467.11	791,845.12
+ LIABILITIES		0.00	0.00
= TOTAL LIABILITIES AND FUND BALANCE		766,467.11	791,845.12

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION

Balance As of 10/31/2025

GL Number	Description	End Balance 12/31/2024	2024 Amended Budget	YTD Balance 10/31/2025 Norm (Abnorm)	2025 Amended Budget	Available Balance 10/31/2025 Norm (Abnorm)	% Bdgt Used	YTD Balance Diff 10/31/2025 10/31/2024
Fund: 243 BROWNFIELD REDEVELOPMENT AUTHORITY								
Account Category: Revenues								
Department: 000 GENERAL								
243-000-402.00	CURRENT PROPERTY TAXES	134,221.84	134,222.00	32,860.70	138,917.00	106,056.30	23.65	339.86
243-000-665.00	INTEREST	9,710.96	8,750.00	9,109.91	7,500.00	(1,609.91)	121.47	1,359.61
243-000-699.00	TRANSFER IN	102,965.85	102,965.00	0.00	101,770.00	101,770.00	0.00	(4,637.30)
Total Dept 000 - GENERAL		246,898.65	245,937.00	41,970.61	248,187.00	206,216.39	16.91	(2,937.83)
Revenues		246,898.65	245,937.00	41,970.61	248,187.00	206,216.39	16.91	(2,937.83)
Account Category: Expenditures								
Department: 723 BROWNFIELD REDEVELOPMENT AUTHORITY								
243-723-802.00	CONTRACTUAL SERVICES	24,587.13	24,587.00	37,231.65	25,000.00	(12,231.65)	148.93	24,620.65
243-723-803.00	ADMINISTRATION FEES	5,740.00	5,740.00	4,783.30	5,765.00	981.70	82.97	4,783.30
243-723-937.00	INSURANCE AND BONDS	403.51	404.00	1,148.69	1,519.00	370.31	75.62	1,004.31
243-723-993.00	INTEREST	1,887.30	1,887.00	0.00	0.00	0.00	0.00	(1,887.30)
243-723-995.00	TRANSFER OUT	204,268.44	204,268.00	0.00	174,098.00	174,098.00	0.00	0.00
Total Dept 723 - BROWNFIELD REDEVELOPMENT AUTHORITY		236,886.38	236,886.00	43,163.64	206,382.00	163,218.36	20.91	28,520.96
Expenditures		236,886.38	236,886.00	43,163.64	206,382.00	163,218.36	20.91	28,520.96
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY:								
TOTAL REVENUES		246,898.65	245,937.00	41,970.61	248,187.00	206,216.39	16.91	(2,937.83)
TOTAL EXPENDITURES		236,886.38	236,886.00	43,163.64	206,382.00	163,218.36	20.91	28,520.96
NET OF REVENUES & EXPENDITURES:		10,012.27	9,051.00	(1,193.03)	41,805.00	42,998.03		(31,458.79)

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION

Balance As of 10/31/2025

GL Number	Description	End Balance 12/31/2024	2024 Amended Budget	YTD Balance 10/31/2025 Norm (Abnorm)	2025 Amended Budget	Available Balance 10/31/2025 Norm (Abnorm)	% Bdgt Used	YTD Balance Diff 10/31/2025 10/31/2024
Fund: 244 ECONOMIC DEVELOPMENT FUND								
Account Category: Revenues								
Department: 000 GENERAL								
244-000-540.00	STATE GRANTS	0.00	0.00	0.00	0.00	0.00	0.00	(251,996.62)
244-000-626.10	ADMINISTRATION FEES	7,098.25	4,770.00	30,115.65	45,320.00	15,204.35	66.45	30,115.65
244-000-665.00	INTEREST	24,231.45	25,540.00	418.61	3,500.00	3,081.39	11.96	(23,782.89)
244-000-675.00	OTHER REVENUES	550.00	50.00	0.00	0.00	0.00	0.00	(550.00)
Total Dept 000 - GENERAL		31,879.70	30,360.00	30,534.26	48,820.00	18,285.74	62.54	(246,213.86)
Department: 730 MI-HOPE GRANT								
244-730-540.00	STATE GRANTS	408,022.43	561,900.00	557,033.26	395,000.00	(162,033.26)	141.02	557,033.26
Total Dept 730 - MI-HOPE GRANT		408,022.43	561,900.00	557,033.26	395,000.00	(162,033.26)	141.02	557,033.26
Department: 731 MI-NEIGHBORHOOD GRANT								
244-731-540.00	STATE GRANTS	10,222.43	4,770.00	353,665.87	272,000.00	(81,665.87)	130.02	353,665.87
Total Dept 731 - MI-NEIGHBORHOOD GRANT		10,222.43	4,770.00	353,665.87	272,000.00	(81,665.87)	130.02	353,665.87
Department: 736 MATCH ON MAIN								
244-736-590.00	LOCAL GRANTS	25,000.00	25,000.00	0.00	25,000.00	25,000.00	0.00	0.00
Total Dept 736 - MATCH ON MAIN		25,000.00	25,000.00	0.00	25,000.00	25,000.00	0.00	0.00
Department: 931 TRANSFER IN								
244-931-699.00	TRANSFER IN	0.00	0.00	115,000.00	115,000.00	0.00	100.00	115,000.00
Total Dept 931 - TRANSFER IN		0.00	0.00	115,000.00	115,000.00	0.00	100.00	115,000.00
Revenues		475,124.56	622,030.00	1,056,233.39	855,820.00	(200,413.39)	123.42	779,485.27
Account Category: Expenditures								
Department: 728 EDC								
244-728-702.00	SALARIES AND WAGES	42,346.97	44,100.00	55,516.08	79,515.00	23,998.92	69.82	27,234.83
244-728-703.00	PART TIME WAGES	7,786.76	7,787.00	1,937.00	0.00	(1,937.00)	100.00	(5,849.76)
244-728-704.00	OVERTIME	944.04	1,100.00	895.23	200.00	(695.23)	447.62	718.17
244-728-714.00	MEDICARE	740.04	765.00	837.39	1,165.00	327.61	71.88	310.58
244-728-715.00	FICA	3,163.76	3,320.00	3,580.79	4,980.00	1,399.21	71.90	1,328.58
244-728-716.00	HOSPITALIZATION INSURANCE	6,430.58	7,380.00	5,989.67	14,100.00	8,110.33	42.48	1,427.74
244-728-717.00	LIFE INSURANCE	48.11	35.00	83.21	133.00	49.79	62.56	50.83
244-728-719.00	PENSION CONTRIBUTION	3,030.36	3,165.00	3,348.91	0.00	(3,348.91)	100.00	1,356.85
244-728-719.01	MERS DB CONTRIBUTION	2,819.97	2,820.00	3,187.08	5,510.00	2,322.92	57.84	1,072.08
244-728-719.02	EMPLOYER CONT.- MERS FORFIETURE APPL	(1,183.90)	(276.00)	(1,480.91)	0.00	1,480.91	100.00	(1,205.02)
244-728-720.00	WORKERS COMPENSATION	108.57	150.00	95.30	156.00	60.70	61.09	15.42
244-728-721.00	UNEMPLOYMENT INSURANCE	22.62	20.00	66.39	7.00	(59.39)	948.43	51.96
244-728-723.00	RETIREE HEALTH SAVINGS CONTRIB	763.18	790.00	846.75	1,100.00	253.25	76.98	347.15
244-728-724.00	CAR ALLOWANCE	560.80	600.00	14.40	600.00	585.60	2.40	(471.41)
244-728-727.00	OFFICE SUPPLY	22,544.64	18,600.00	8,011.14	20,000.00	11,988.86	40.06	(9,443.02)
244-728-728.00	OFFICE EQUIPMENT	4,545.01	768.00	420.53	0.00	(420.53)	100.00	(4,124.48)
244-728-729.00	DUES, BOOKS, PERIODICAL	2,289.00	2,000.00	3,815.22	2,000.00	(1,815.22)	190.76	2,430.22
244-728-801.00	PROFESSIONAL SERVICES	158,467.89	151,000.00	73,537.97	151,000.00	77,462.03	48.70	(41,490.29)
244-728-802.00	CONTRACTUAL SERVICES	129,320.79	119,800.00	19,035.75	100,000.00	80,964.25	19.04	(66,445.53)
244-728-803.00	ADMINISTRATION FEES	9,999.96	10,000.00	8,333.30	10,000.00	1,666.70	83.33	0.00
244-728-850.00	TELEPHONE	640.34	1,000.00	773.42	1,000.00	226.58	77.34	133.08
244-728-851.00	POSTAGE	2.04	0.00	19.05	0.00	(19.05)	100.00	17.01
244-728-861.00	TRAVEL	226.07	500.00	160.74	5,000.00	4,839.26	3.21	(65.33)
244-728-901.00	PRINTING AND COPYING	198.00	198.00	0.00	0.00	0.00	0.00	(198.00)

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION

Balance As of 10/31/2025

GL Number	Description	End Balance 12/31/2024	2024 Amended Budget	YTD Balance 10/31/2025 Norm (Abnorm)	2025 Amended Budget	Available Balance 10/31/2025 Norm (Abnorm)	% Bgdt Used	YTD Balance Diff 10/31/2025 10/31/2024
Fund: 244 ECONOMIC DEVELOPMENT FUND								
Account Category: Expenditures								
Department: 728 EDC								
244-728-922.00	ELECTRICITY	1,657.90	1,500.00	784.86	1,500.00	715.14	52.32	(766.50)
244-728-930.00	BUILDING & GROUNDS REPAIR & MA	133.00	133.00	1,724.84	0.00	(1,724.84)	100.00	1,591.84
244-728-937.00	INSURANCE AND BONDS	2,152.43	2,279.00	1,723.03	2,279.00	555.97	75.60	(40.70)
244-728-941.00	BUILDING RENTAL	5,600.00	6,000.00	4,185.63	6,000.00	1,814.37	69.76	(1,414.37)
244-728-955.00	MISCELLANEOUS	(1.00)	0.00	665.37	0.00	(665.37)	100.00	665.37
244-728-957.00	TRAINING	1,750.00	1,750.00	614.85	10,000.00	9,385.15	6.15	(1,135.15)
244-728-960.00	CONFERENCE COSTS	2,791.11	4,000.00	321.80	8,000.00	7,678.20	4.02	(2,469.31)
244-728-967.00	ECONOMIC DEVELOPMENT	39,158.34	50,000.00	41,480.98	100,000.00	58,519.02	41.48	22,530.50
244-728-971.00	LAND	0.00	0.00	2,016.00	0.00	(2,016.00)	100.00	2,016.00
244-728-995.00	TRANSFER OUT	2,750.00	2,750.00	0.00	0.00	0.00	0.00	(2,750.00)
Total Dept 728 - EDC		451,807.38	444,034.00	242,541.77	524,245.00	281,703.23	46.26	(74,570.66)
Department: 730 MI-HOPE GRANT								
244-730-702.00	SALARIES AND WAGES	38,893.34	50,150.00	27,723.83	32,843.00	5,119.17	84.41	(3,951.17)
244-730-703.00	PART TIME WAGES	5,091.93	7,800.00	2,818.75	23,868.00	21,049.25	11.81	(1,545.13)
244-730-704.00	OVERTIME	705.50	300.00	35.55	100.00	64.45	35.55	35.55
244-730-714.00	MEDICARE	624.51	840.00	437.11	824.00	386.89	53.05	(64.02)
244-730-715.00	FICA	2,670.34	3,590.00	1,868.96	3,522.00	1,653.04	53.07	(273.79)
244-730-716.00	HOSPITALIZATION INSURANCE	17,403.85	19,660.00	3,906.09	4,857.00	950.91	80.42	(12,130.57)
244-730-717.00	LIFE INSURANCE	50.88	65.00	46.28	56.00	9.72	82.64	0.03
244-730-719.00	PENSION CONTRIBUTION	2,774.77	3,535.00	1,943.10	2,306.00	362.90	84.26	(274.15)
244-730-719.02	EMPLOYER CONT- MERS FORFEITURE APPLI	(204.99)	(201.00)	(91.08)	0.00	91.08	100.00	113.91
244-730-720.00	WORKERS COMPENSATION	94.84	130.00	63.16	118.00	54.84	53.53	(13.04)
244-730-721.00	UNEMPLOYMENT INSURANCE	25.41	20.00	44.29	15.00	(29.29)	295.27	30.28
244-730-723.00	RETIREE HEALTH SAVINGS CONTRIB	792.81	1,010.00	480.20	500.00	19.80	96.04	(153.30)
244-730-802.00	CONTRACTUAL SERVICES	339,099.24	475,000.00	517,757.02	280,991.00	(236,766.02)	184.26	277,747.97
Total Dept 730 - MI-HOPE GRANT		408,022.43	561,899.00	557,033.26	350,000.00	(207,033.26)	159.15	259,522.57
Department: 731 MI-NEIGHBORHOOD GRANT								
244-731-702.00	SALARIES AND WAGES	5,558.29	3,400.00	60,904.71	16,422.00	(44,482.71)	370.87	60,904.71
244-731-703.00	PART TIME WAGES	1,532.25	0.00	2,419.46	0.00	(2,419.46)	100.00	2,419.46
244-731-704.00	OVERTIME	377.49	100.00	17.76	100.00	82.24	17.76	17.76
244-731-714.00	MEDICARE	105.74	55.00	895.00	240.00	(655.00)	372.92	895.00
244-731-715.00	FICA	452.06	220.00	3,827.06	1,024.00	(2,803.06)	373.74	3,827.06
244-731-716.00	HOSPITALIZATION INSURANCE	1,632.82	650.00	15,652.38	2,429.00	(13,223.38)	644.40	15,652.38
244-731-717.00	LIFE INSURANCE	6.48	5.00	85.54	28.00	(57.54)	305.50	85.54
244-731-719.00	PENSION CONTRIBUTION	412.66	250.00	3,513.53	1,157.00	(2,356.53)	303.68	3,513.53
244-731-719.02	EMPLOYER CONT-MERS FORFEITURE APPLIE	0.00	0.00	(182.14)	0.00	182.14	100.00	(182.14)
244-731-720.00	WORKERS COMPENSATION	15.25	10.00	104.59	36.00	(68.59)	290.53	104.59
244-731-721.00	UNEMPLOYMENT INSURANCE	11.47	5.00	78.20	2.00	(76.20)	3,910.00	78.20
244-731-723.00	RETIREE HEALTH SAVINGS CONTRIB	117.92	75.00	928.83	250.00	(678.83)	371.53	928.83
244-731-802.00	CONTRACTUAL SERVICE	0.00	0.00	265,420.95	218,314.00	(47,106.95)	121.58	265,420.95
Total Dept 731 - MI-NEIGHBORHOOD GRANT		10,222.43	4,770.00	353,665.87	240,002.00	(113,663.87)	147.36	353,665.87
Department: 732 MHSDA CHILL GRANT								
244-732-702.00	SALARIES AND WAGES	4,905.66	3,400.00	22,002.50	16,422.00	(5,580.50)	133.98	22,002.50
244-732-704.00	OVERTIME	409.13	100.00	107.85	100.00	(7.85)	107.85	107.85
244-732-714.00	MEDICARE	76.75	55.00	313.76	240.00	(73.76)	130.73	313.76
244-732-715.00	FICA	328.10	220.00	1,341.68	1,024.00	(317.68)	131.02	1,341.68

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION

Balance As of 10/31/2025

GL Number	Description	End Balance 12/31/2024	2024 Amended Budget	YTD Balance 10/31/2025 Norm (Abnorm)	2025 Amended Budget	Available Balance 10/31/2025 Norm (Abnorm)	% Bdgt Used	YTD Balance Diff 10/31/2025 10/31/2024
Fund: 244 ECONOMIC DEVELOPMENT FUND								
Account Category: Expenditures								
Department: 732 MHSDA CHILL GRANT								
244-732-716.00	HOSPITALIZATION INSURANCE	822.40	650.00	4,354.32	2,429.00	(1,925.32)	179.26	4,354.32
244-732-717.00	LIFE INSURANCE	5.55	5.00	36.53	28.00	(8.53)	130.46	36.53
244-732-719.00	PENSION CONTRIBUTION	372.04	250.00	1,547.69	1,157.00	(390.69)	133.77	1,547.69
244-732-719.02	EMPLOYER CONT-MERS FORFEITURE APPLIE	0.00	0.00	(123.93)	0.00	123.93	100.00	(123.93)
244-732-720.00	WORKERS COMPENSATION	11.72	10.00	41.19	36.00	(5.19)	114.42	41.19
244-732-721.00	UNEMPLOYMENT INSURANCE	8.91	5.00	51.89	2.00	(49.89)	2,594.50	51.89
244-732-723.00	RETIREE HEALTH SAVINGS CONTRIB	93.69	75.00	442.17	250.00	(192.17)	176.87	442.17
244-732-724.00	VEHICLE ALLOWANCE	64.30	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 732 - MHSDA CHILL GRANT		7,098.25	4,770.00	30,115.65	21,688.00	(8,427.65)	138.86	30,115.65
Department: 736 MATCH ON MAIN								
244-736-802.00	CONTRACTUAL SERVICES	25,000.00	25,000.00	0.00	25,000.00	25,000.00	0.00	0.00
Total Dept 736 - MATCH ON MAIN		25,000.00	25,000.00	0.00	25,000.00	25,000.00	0.00	0.00
Expenditures		902,150.49	1,040,473.00	1,183,356.55	1,160,935.00	(22,421.55)	101.93	568,733.43
Fund 244 - ECONOMIC DEVELOPMENT FUND:								
TOTAL REVENUES		475,124.56	622,030.00	1,056,233.39	855,820.00	(200,413.39)	123.42	779,485.27
TOTAL EXPENDITURES		902,150.49	1,040,473.00	1,183,356.55	1,160,935.00	(22,421.55)	101.93	568,733.43
NET OF REVENUES & EXPENDITURES:		(427,025.93)	(418,443.00)	(127,123.16)	(305,115.00)	(177,991.84)		210,751.84

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION

Balance As of 10/31/2025

GL Number	Description	End Balance 12/31/2024	2024 Amended Budget	YTD Balance 10/31/2025 Norm (Abnorm)	2025 Amended Budget	Available Balance 10/31/2025 Norm (Abnorm)	% Bdgt Used	YTD Balance Diff 10/31/2025 10/31/2024
Fund: 247 TIFA FUND								
Account Category: Revenues								
Department: 000 GENERAL								
247-000-402.00	CURRENT PROPERTY TAXES	149,134.13	108,179.00	120,033.90	112,000.00	(8,033.90)	107.17	25,238.49
247-000-569.00	STATE GRANTS - OTHERS	0.00	0.00	2,844.79	0.00	(2,844.79)	100.00	2,844.79
247-000-573.00	LOCAL COMMUNITY STABILIZATION SHARE	172,069.83	172,070.00	172,069.83	175,000.00	2,930.17	98.33	0.00
247-000-665.00	INTEREST	24,560.87	20,994.00	17,871.02	20,000.00	2,128.98	89.36	(1,851.03)
247-000-673.00	SALE OF FIXED ASSETS	0.00	90,000.00	90,000.00	0.00	(90,000.00)	100.00	90,000.00
247-000-676.00	REIMBURSEMENTS & RESTITUTIONS	71.58	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - GENERAL		345,836.41	391,243.00	402,819.54	307,000.00	(95,819.54)	131.21	116,232.25
Revenues		345,836.41	391,243.00	402,819.54	307,000.00	(95,819.54)	131.21	116,232.25
Account Category: Expenditures								
Department: 733 TIFA								
247-733-702.00	SALARIES AND WAGES	126,626.23	124,050.00	68,155.56	166,875.00	98,719.44	40.84	(22,873.78)
247-733-703.00	PART TIME WAGES	3,972.01	3,972.00	0.00	0.00	0.00	0.00	(3,972.01)
247-733-704.00	OVERTIME	943.87	500.00	805.10	100.00	(705.10)	805.10	628.08
247-733-714.00	MEDICARE	1,960.56	1,920.00	1,002.09	2,499.00	1,496.91	40.10	(423.27)
247-733-715.00	FICA	8,383.66	8,200.00	4,284.50	10,687.00	6,402.50	40.09	(1,810.50)
247-733-716.00	HOSPITALIZATION INSURANCE	15,586.99	16,000.00	1,524.79	22,517.00	20,992.21	6.77	(9,648.45)
247-733-717.00	LIFE INSURANCE	240.48	255.00	62.94	311.00	248.06	20.24	(126.68)
247-733-719.00	PENSION CONTRIBUTION	8,929.89	8,700.00	2,241.12	11,618.00	9,376.88	19.29	(4,143.31)
247-733-719.02	EMPLOYER CONT.- MERS FORFIETURE APPL	(1,460.31)	(540.00)	(268.78)	0.00	268.78	100.00	271.38
247-733-720.00	WORKERS COMPENSATION	304.08	315.00	114.01	359.00	244.99	31.76	(111.74)
247-733-721.00	UNEMPLOYMENT INSURANCE	47.05	20.00	60.64	11.00	(49.64)	551.27	46.99
247-733-723.00	RETIREE HEALTH SAVINGS CONTRIB	1,555.38	1,500.00	530.39	1,900.00	1,369.61	27.92	(667.18)
247-733-724.00	VEHICLE ALLOWANCE	5,410.62	5,350.00	129.59	5,400.00	5,270.41	2.40	(4,241.73)
247-733-729.00	DUES, BOOKS, PERIODICAL	250.00	1,000.00	0.00	5,000.00	5,000.00	0.00	(250.00)
247-733-801.00	PROFESSIONAL SERVICES	0.00	0.00	0.00	10,000.00	10,000.00	0.00	0.00
247-733-802.00	CONTRACTUAL SERVICES	3,343.25	5,000.00	0.00	10,000.00	10,000.00	0.00	(3,099.50)
247-733-803.00	ADMINISTRATION FEES	8,900.04	8,900.00	7,416.70	8,900.00	1,483.30	83.33	0.00
247-733-806.00	CLOSING COST ASSET SALE	0.00	0.00	1,949.00	0.00	(1,949.00)	100.00	1,949.00
247-733-921.00	GAS	0.00	0.00	61.70	0.00	(61.70)	100.00	61.70
247-733-922.00	ELECTRICITY	431.31	750.00	972.81	750.00	(222.81)	129.71	727.87
247-733-930.00	BLDG & GRNDS REP/MAINT	1,120.00	1,000.00	0.00	1,000.00	1,000.00	0.00	(280.00)
247-733-937.00	INSURANCE AND BONDS	605.31	1,000.00	1,722.99	2,279.00	556.01	75.60	1,506.40
247-733-941.00	BUILDING RENTAL	4,400.00	6,000.00	4,000.00	6,000.00	2,000.00	66.67	600.00
247-733-970.00	CAPITAL OUTLAY	0.00	0.00	123,000.00	0.00	(123,000.00)	100.00	123,000.00
247-733-995.00	TRANSFER OUT	0.00	0.00	115,000.00	115,000.00	0.00	100.00	115,000.00
Total Dept 733 - TIFA		191,550.42	193,892.00	332,765.15	381,206.00	48,440.85	87.29	192,143.27
Expenditures		191,550.42	193,892.00	332,765.15	381,206.00	48,440.85	87.29	192,143.27
Fund 247 - TIFA FUND:								
TOTAL REVENUES		345,836.41	391,243.00	402,819.54	307,000.00	(95,819.54)	131.21	116,232.25
TOTAL EXPENDITURES		191,550.42	193,892.00	332,765.15	381,206.00	48,440.85	87.29	192,143.27
NET OF REVENUES & EXPENDITURES:		154,285.99	197,351.00	70,054.39	(74,206.00)	(144,260.39)		(75,911.02)

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION

Balance As of 10/31/2025

GL Number	Description	End Balance 12/31/2024	2024 Amended Budget	YTD Balance 10/31/2025 Norm (Abnorm)	2025 Amended Budget	Available Balance 10/31/2025 Norm (Abnorm)	% Bdgt Used	YTD Balance Diff 10/31/2025 10/31/2024
Fund: 296 REVOLVING LOAN FUND								
Account Category: Revenues								
Department: 000 GENERAL								
296-000-665.00	INTEREST	23,669.24	23,500.00	26,526.69	21,500.00	(5,026.69)	123.38	6,667.48
296-000-675.00	CHARGES FOR SERVICES	0.45	0.00	0.00	0.00	0.00	0.00	(0.45)
Total Dept 000 - GENERAL		23,669.69	23,500.00	26,526.69	21,500.00	(5,026.69)	123.38	6,667.03
Department: 931 TRANSFER IN								
296-931-699.00	TRANSFER IN	204,268.44	204,268.00	0.00	174,098.00	174,098.00	0.00	0.00
Total Dept 931 - TRANSFER IN		204,268.44	204,268.00	0.00	174,098.00	174,098.00	0.00	0.00
Revenues		227,938.13	227,768.00	26,526.69	195,598.00	169,071.31	13.56	6,667.03
Account Category: Expenditures								
Department: 740 REVOLVING LOAN								
296-740-802.00	CONTRACTUAL SERVICES	0.00	4,000.00	0.00	7,500.00	7,500.00	0.00	0.00
296-740-937.00	INSURANCE AND BONDS	403.52	404.00	1,148.68	1,519.00	370.32	75.62	1,004.30
296-740-955.00	MISCELLANEOUS	37,849.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 740 - REVOLVING LOAN		38,252.52	4,404.00	1,148.68	9,019.00	7,870.32	12.74	1,004.30
Expenditures		38,252.52	4,404.00	1,148.68	9,019.00	7,870.32	12.74	1,004.30
Fund 296 - REVOLVING LOAN FUND:								
TOTAL REVENUES		227,938.13	227,768.00	26,526.69	195,598.00	169,071.31	13.56	6,667.03
TOTAL EXPENDITURES		38,252.52	4,404.00	1,148.68	9,019.00	7,870.32	12.74	1,004.30
NET OF REVENUES & EXPENDITURES:		189,685.61	223,364.00	25,378.01	186,579.00	161,200.99		5,662.73
Report Totals:								
TOTAL REVENUES - ALL FUNDS		1,295,797.75	1,486,978.00	1,527,550.23	1,606,605.00	79,054.77	95.08	899,446.72
TOTAL EXPENDITURES - ALL FUNDS		1,368,839.81	1,475,655.00	1,560,434.02	1,757,542.00	197,107.98	88.79	790,401.96
NET OF REVENUES & EXPENDITURES:		(73,042.06)	11,323.00	(32,883.79)	(150,937.00)	(118,053.21)		109,044.76

AEDC President & CEO Report

Annual AEDC Board Meeting

December 4, 2025

AEDC Organizational Update:

We will be doing a lot of internal organization over the next couple of months to ensure our files (hard copy and electronic) are organized or retained as necessary.

Office Update:

Toured the Ludington Center with Albion Community Foundation and the Greater Albion Chamber of Commerce to discuss the opportunity to collaborate and share office space. Albion College would be the landlord, ACF would be the leasor, and the Chamber and AEDC would sublease from ACF. Terms would be ~\$1,000/month with utilities included. Design concepts are forthcoming along with a tour for AEDC staff and board members only. A letter of intent to consider the potential of moving has been signed and is included in this packet.

Albion College Intern Assistance:

Albion College interns are busy conducting grant research to identify new funding opportunities and support upcoming proposals. They also assist with the CHILL project, contributing to coordination work. In addition, they maintained regular content development for Albion Today, producing new articles to support community engagement. Finally, the interns assisted an organizational effort to streamline both physical files and shared-drive administrative documents, creating resource binders.

City of Albion Updates:

Bruce and Debbie reviewed AEDC finances and presented the 2026 AEDC Budget to City Council at their study session on Monday, December 1st. The budget process with David Clark, City Treasurer, resulted in some financial concerns that will be resolved by bringing in new revenue sources and ultimately reaching a shared, accurate understanding of the AEDC financial position going forward.

Community Meetings:

Scheduling meetings with community members, businesses, and partner organizations to formalize strategies and vision for work to be done in our community. As a result of these meetings, I am confident that the proposed 2026 Goals and Strategic Plan (in board packet) align with the comments I have heard from the community thus far.

Partnerships: Collaborating on office space discussions with ACF and the Chamber to address how best to work together for the community. For workforce and training needs, discussion has ensued for a collaborative effort with the Chamber and Kellogg Community College's Eastern Academic Center for a potential Innovation Center in downtown Albion and possibly bring an entrepreneurial ecosystem to downtown with the assistance of the Lean Rocket Lab's Fellowship Program for business start-ups. We are in the beginning stages and plans to meet with all parties is scheduled for next week.

The Michigan Small Business Development Center will have an Albion presence twice each month beginning next week for small business coaching. One day will be with the AEDC, and the second day with the Greater Albion Chamber of Commerce. I have one individual I have referred to Wendy at this time.

Marketing: Albion Live Today is gaining momentum. Reagan and Brenna populate and write articles on a daily basis. New banner is now in the AEDC window for display.

We will be terminating our marketing contract with LKF Marketing, which will allow us to bring the website maintenance and upkeep internally with Reagan taking the lead for AEDC Marketing.

Staff is working on laying the foundation for property marketing with all vacant and available properties in Albion owned by the City of Albion and/or the Albion EDC. The purpose for this is to get all unmarked for sale / vacant properties on the appropriate sites so we can have an accurate reflection of what is available in Albion. This will be another ongoing project several months into the future due to the sheer size and number of vacant lots/properties identified, but we have the groundwork completed, and now it is just a matter of moving through them and placing them in the right spots with the right information.

MI SITE PROGRAM: Step 2 recently completed and submitted to Quest Site Solutions, and once it has all been satisfactorily reviewed, the MEDC/Quest Site Solutions will then present our Silver Designation that we've achieved for the Albion East Industrial Park. MEDC will provide marketing materials for us as a result of our designation, and a Press Release will be sent out once we have our designation awarded. The team meets bi-weekly for updates.

Last week, we received and sent back the Signed Grant Agreement for the MEDC's Michigan Ready Sites grant Program, which aids in the East Industrial Park Pre-Development and Development work.

We will continuously be working with SME for the work being done in the park, and we have completed all of the field work possible for this year thus far. While the winter weather stalls any additional field work, we are working on the other studies necessary.

East Industrial Park:

- ~624 acres for potential development
- Owned by AEDC, with parcels in the city, Sheridan and Parma Townships
- Cost is negotiable and will be determined.
- Zoned Agricultural currently. Master Plan revisions to rezone to light and/or heavy industrial is in process.
- Marketing will begin once we receive our designation and marketing materials.
- AEDC Staff will create a dashboard to demonstrate progress each month as we begin to develop the Industrial Park.

Additional Revenue Sources:

Staff is working on identifying additional areas for funding as the federal government has now reopened. Research for projected and confirmed funding will be continuous into January 2026. Once research has been completed, we will be able to identify any other funding opportunities and projects for the new year.

I am beginning discussions with the U.S. Department of Commerce – Economic Development Administration team for a potential federal grant to ensure infrastructure into the new park, along with potential revenue source for receiving grant administration fees as a result.

At the time I type my report, I am preparing to attend a meeting with the Michigan Economic Development representatives to discuss funding opportunities as well as development opportunities for Albion, and what we can do regionally to get Albion some much needed attention and some wins!

Business Retention/Expansion:

West Industrial Park:

- Approximately 70 acres remaining for potential development, consisting of five parcels.
- Owned by AEDC, BRA, and the Calhoun County Land Bank Authority.
- Cost is negotiable.
- AEDC Staff is working to ensure updated statistics are presented on a one-page fact sheet for marketing purposes, which will be shared with the AEDC Board at our January meeting.
- I am planning to meet with manufacturing business owners to determine needs, pain points, etc.

Grants – Housing Projects

Amber is spearheading the housing grant efforts and administration for the AEDC, with assistance from staff.

MI-Hope Grant 11/01/2023 – 4/30/2026:

\$945,500 Project Funds

\$104,500 Administration Fees

47 Units

Work will be completed by the end of this year, with the grant close-out due March 15, 2026.

MI-Neighborhood 1.0 Grant 9/30/2024 – 8/31/2026:

\$400,000 Rehab Project Funds

\$ 72,000 Administration Fees

41 Units

All units selected in March 2025, with the funding allocated in June 2025. Construction is underway with the anticipated completion date of June 30, 2026.

CHILL Grant 6/1/2024 – 11/30/2025:

\$410,000 Project Funds

\$ 90,000 Administration Fees: \$50,000 to the city; and \$40,000 to the AEDC.

11 Units

Seeking grant extension until February 2026.

Timeline is pending.

MI-Neighborhood 3.0 Grant/MSHDA – New Unit Unoccupied Rehabilitation:

On Monday, 12/1/25, we submitted the Letter of Intent to MSDHA. For the MI Neighborhood 3.0 Grant Program, also known as the Albion New Homes Initiative. This proposed project will build 10 homes in Albion, and we will partner with Norfolk Homes as the developer. This project will target affordable units on Pine Street, and grant funding will provide a subsidy to home buyers, bringing the cost of the homes to an affordable price based on Area Medium Income (AMI).

In the coming month(s), we will be working closely with the City of Albion and Norfolk to flush out the details of the grant and design a formalized proposal so it can be submitted as soon as the official program opens, projected early 2026 (January).

ALBION ECONOMIC DEVELOPMENT CORPORATION/TIFA/BRA 2026 BOARD MEETING SCHEDULE

*January 8

February 5

March 5

April 2

May 7

June 4

July 2

August 6

September 3

October 1

November 5

December 3

Meetings will be held at: Albion EDC Main Office
(unless otherwise noted) 115 N. Superior St, Albion, MI 49224

*January meeting moved to the 2nd Thursday to avoid a New Year's Day conflict.

Note: Special Board Meetings will be at the call of the Chair, the President/CEO, or by any two board members.

ALBION ECONOMIC DEVELOPMENT CORPORATION/TIFA/BRA 2026 *EXECUTIVE BOARD MEETING SCHEDULE*

January 29

February 26

March 26

April 30

May 28

June 25

July 30

August 27

September 24

October 22

*November 19

*December 17

Meetings will be held at: Albion EDC Main Office
(unless otherwise noted) 115 N. Superior St, Albion, MI 49224

*November & December meetings moved back to avoid holiday conflicts.

Note: Special Board Meetings will be at the call of the Chair, the President/CEO, or by any two board members.

ALBION ECONOMIC DEVELOPMENT CORPORATION/TIFA/BRA
BOARD MEMBER CONTACT SHEET

Trevor White – Chairman

CEO, 4T Global Enterprise Inc.

(517) 630-1160 | whitetrevor@4tglobalenterprise.com

Term Ends: June 30, 2028

Tim Zeller – Secretary

COO, Teracore Inc.

(517) 492-7042 | tnzeller02@gmail.com

Term Ends: June 30, 2026

Victoria Snyder – Board Member

Mayor, City of Albion

(517) 630-1694 | vsnyder@cityofalbionmi.gov

Term Ends *by Virtue of Office*

Andy French – Board Member

Mayor Pro Tempore, City of Albion

(517) 414-1138 | andrew.french.albion@gmail.com

Term Ends: June 30, 2030

Jerome Harvey – Board Member

President, Harvey Industries

(313) 215-7864 | jerome@glwal.com

Term Ends: June 30, 2029

Jim Stuart – Board Member

Councilman, City of Albion (Precinct 3)

(812) 841-4604 | jimstuart@yahoo.com

Term Ends: June 30, 2031

Ben Wallace – Vice Chairman

Director, Marshall Public Schools

(269) 275-6044 | bwallace@marshallpublicschools.org

Term Ends: June 30, 2025

Bruce Nelson – Treasurer

Former Interim Director, Albion EDC

(517) 945-8662 | westerntext@msn.com

Term Ends: June 30, 2026

Ian Barbour – Board Member

Owner, Barbour Heating & Air LLC

(517) 206-3379 | ian@barbourheating.com

Term Ends: June 30, 2026

Hanna Isaacs – Board Member

BSA Assistant Manager, MSU Federal Credit Union

(517) 932-8441 | hanna.isaacs@msufcu.org

Term Ends: June 30, 2027

Chrissy Pfeil – Board Member

Director, Kellogg Community College (EAC)

(517) 867-3635 | pfeilc@kellogg.edu

Term Ends: June 30, 2030

EX OFFICIO MEMBERS

Ken Blight – Albion Township

Dick Porter – Sheridan Township

Billy Beers – Chamber of Commerce

City of Albion

Economic Development Corporation

PROPOSED 2026 Strategic Plan

Mission

To support business growth, create quality jobs, and strengthen Albion's economy through strategic partnerships, investment, and community-focused development.

Vision

Albion will be a thriving, welcoming, and economically resilient city where residents, businesses, and investors have the opportunities and support they need to succeed.

2026 Strategic Goals

Goal 1: Build a Strong and Transparent EDC Organization

Objective: Improve the EDC's internal operations, governance, and communication.

2026 Action Steps:

- Adopt updated bylaws, roles, and board protocols aligned with Michigan EDC Act requirements.
- Work closely with the City Manager to revise and update the City's Tax Increment Finance Development Plan.
- Provide quarterly reports to the City of Albion to maintain transparency, compliance, and financial responsibility.
- Launch a refreshed EDC website with data on incentives, sites, reports, and programs.
- Develop an annual EDC performance dashboard/scorecard to track business visits, jobs, investments, and project progress.
- Increase collaboration with the city, County, Albion College, Kellogg Community College and its Eastern Academic Center, nonprofits, and regional partners through structured monthly coordination.

- Secure a professional office space for AEDC Staff: Either build-out in our current space or consider Ludington Center.
- Work closely with the City Treasurer and City Manager to ensure budget compliance and continually seek new revenue.

Goal 2: Strengthen Existing Businesses and Support Local Entrepreneurship

Objective: Help Albion's current businesses grow, stabilize, and hire local residents.

2026 Action Steps:

- Conduct a Business Retention & Expansion (BRE) visit with local businesses.
- Create a small Local Business Resource Guide with financing, permitting, and support programs.
- Partner with Albion College, Kellogg Community College's Eastern Academic Center (EAC), Marshall Opportunity High School, and local nonprofits to support new entrepreneurs.
- With local and regional partners, discuss a potential Innovation Hub for Albion.
- Establish a quarterly Business Roundtable to identify barriers and opportunities.

Goal 3: Attract New Investment and Job-Creating Development

Objective: Bring new employers, industries, and developments that add jobs and tax base.

2026 Action Steps:

- Market Albion's key development sites: West Industrial Park and the new East Industrial Park with clear data sheets.
- Work with regional partners (MEDC/Region 8, Calhoun County, regional EDOs) on targeted industry attraction campaigns (e.g., light manufacturing, agribusiness, logistics/data centers, creative economy).
- Create a site selector/developer outreach packet that includes incentives, zoning, demographic data, and process steps.
- Pursue grant-supported redevelopment projects (e.g., EDA, EPA, CDBG, MEDC Revitalization grants).

Goal 4: Improve Albion's Workforce and Talent Pipeline

Objective: Support employers by connecting residents to training, skills, and career pathways.

2026 Action Steps:

- Partner with local employers, educational institutions, and the Michigan Small Business Development Center to host business coaching each month and conduct workforce training or job placement events.
- Promote internship and apprenticeship pathways with Albion College, Kellogg Community College, Greater Albion Chamber of Commerce, and local industries.
- Develop a simple Workforce Resource Page on the EDC website linking training programs, job platforms, and certifications.

Goal 5: Enhance Quality of Place to Support Economic Growth

Objective: Strengthen Albion's neighborhoods, downtown, and public spaces to attract residents, workers, and visitors.

2026 Action Steps:

- Partner with the City and its DDA on downtown revitalization initiatives (façade improvements, vacant building strategy, or streetscape enhancements).
 - Support community-driven placemaking efforts such as festivals, arts programming, and neighborhood improvements.
 - Promote redevelopment of under-utilized or vacant properties through incentives and technical assistance through the Brownfield Redevelopment Authority.
 - Close on new Revolving Loan Funds to assist businesses in need of financial assistance.
 - Assist housing partners and developers in advancing new or rehabilitated housing project that supports workforce demand.
 - Serve as the Grant Administrator for housing related grants and initiatives.
-

Key Measures of Success for 2026

- Business Retention & Expansion Visits completed
 - New business attraction campaigns
 - Major redevelopment or grant-funded projects advanced
 - Workforce events held
 - A new or improved employer/housing project initiated
 - Updated EDC governance documents adopted
 - Quarterly reporting to City Council completed
 - New website or dashboard launched
 - Continue to serve as community liaison for housing grant programs
-

Conclusion

This **PROPOSED** 2026 Strategic Plan gives the Albion EDC clear direction, measurable goals, and achievable action steps that support business growth, job creation, and community vitality. By working closely with the City of Albion and community partners, the EDC can serve as a catalyst for economic opportunity and long-term prosperity.

AEDC Mission and Vision Additional Examples to consider

MISSION STATEMENT EXAMPLE #1 – longer version

The Albion Economic Development Corporation works alongside community partners to grow opportunity, support local businesses, and strengthen our workforce. We invest in Albion's future while honoring the stories that shaped us—building a vibrant, welcoming city where everyone can live, work, and thrive.

MISSION STATEMENT EXAMPLE #2 – longer version

The Albion Economic Development Corporation strengthens the community by cultivating strategic partnerships, attracting and growing businesses, supporting a skilled and resilient workforce, and investing in infrastructure that honors our heritage and fuels long-term prosperity. We work to ensure Albion remains a vibrant place for residents to live, work, and thrive.

EXAMPLE #2 – Short & Sweet version

MISSION: Growing businesses. Strengthening the community. Building our future.

VISION: Albion: A model of small-city innovation, industry, and opportunity.

EXAMPLE #3

Mission:

To drive Albion's economic vitality by strengthening our manufacturing base, supporting local businesses, and expanding opportunities that benefit the entire community.

Vision:

A thriving Albion recognized for manufacturing excellence, innovative growth, and shared prosperity.

EXAMPLE #4

MISSION: To strengthen Albion's economy by uplifting local businesses, supporting our manufacturing partners, and working hand-in-hand with residents to create equitable opportunity, good jobs, and a thriving community for all.

VISION: A united Albion where people, businesses, and industry grow together—building a resilient, welcoming city where every resident can flourish.

November 24, 2025

Albion Community Foundation
1002 N. Eaton Street
Albion, MI 49224

Dear Mr. Williamson,

On behalf of the Albion Economic Development Corporation (AEDC), we are pleased to submit this Letter of Intent to formally express our interest in potentially relocating our offices to the Ludington Center, with a proposed move-in date of January/February 2026. This letter serves to underscore our commitment to exploring this opportunity in partnership with the Albion Community Foundation and the Greater Albion Chamber of Commerce.

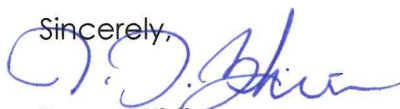
As a key driver of business and economic growth in Albion, the AEDC seeks to align our physical footprint with the energy and innovation occurring in our downtown. We believe the Ludington Center offers an ideal location to deepen collaboration with like-minded organizations.

Through this Letter of Intent, the AEDC Board authorizes our President and CEO, Deborah A. Kelly to begin negotiations on the Corporation's behalf. These discussions will encompass the following key areas:

- **Lease Terms:** Length, rate, structure, and payment schedule
- **Space Requirements:** Office size, layout, specific customizations for AEDC team to ensure privacy exclusively for AEDC employees, and shared spaces
- **Facility Usage:** Access to meeting rooms, common areas, operational support, and technology services
- **Office furnishings:** If not provided by Albion College (building owner), AEDC would seek potential grant for purchasing new office furniture of our choosing for the AEDC Staff.

We understand that this Letter of Intent is non-binding and does not constitute a legal agreement. However, it reflects our earnest desire to collaborate in good faith toward a mutually satisfactory lease arrangement that will further all our individual missions.

Sincerely,



Trevor White
Board Chairman
Albion Economic Development Corporation



Deborah A. Kelly
President & CEO
Albion Economic Development Corporation

Purpose of an Economic Development Corporation (EDC)

Albion Economic Development Corporation/TIFA/BRA

Board Member Reference

An **Economic Development Corporation (EDC)** is a public, nonprofit corporation created by a city, village, or township to promote job creation, private investment, redevelopment, and overall economic growth within the community.

Under Michigan's Economic Development Corporations Act (PA 338 of 1974), every EDC is created by a specific municipality — a city, village, or township. Because the City of Albion is the creating municipality, the Albion Economic Development Corporation (AEDC) is accountable to the city under state law. This means the AEDC is connected to the city in the same way a nonprofit is connected to the group that founded it.

The City of Albion is legally the body we must report to for oversight, project approvals, and compliance. This is not about the City controlling the EDC — it's about maintaining legal compliance and partnership. By law, the city and the EDC are meant to work together as one economic development ecosystem to ensure we are aligned in supporting economic growth. Reporting simply keeps us aligned and protects EDC's legal standing.

The Articles of Incorporation and Bylaws identify the City of Albion as the creating municipality. That means the City's council is legally the body we report to.

Reporting is not optional—it's a structural part of the EDC:

- The city appoints or confirms board members.
- Approving the EDC's Articles of Incorporation and Bylaws
- The EDC must submit reports or updates as required by the city.
- Certain financial actions, projects, or bonds require city approval.
- The city is ultimately responsible for ensuring the EDC complies with state law.

Since the City created the EDC, the law has given the city several oversight responsibilities. This isn't optional — it's built into how EDC's work everywhere in Michigan. Because of these duties, the EDC must keep the city informed with consistent, quarterly reporting and is how Michigan law keeps EDCs accountable and legally compliant. This reporting:

- Protects the EDC's legal standing.
- Keeps City and EDC activities aligned.
- Builds trust with residents and businesses.
- Ensures the EDC is meeting its mission as the City intended.

Appointment of Board of Directors

- The municipality's chief executive officer appoints at least **9, but not more than 13 directors** with governing body approval.
- At least **one director must be a member of the governing body, but no more than 3.**
- Directors serve **staggered terms** for organizational continuity.

Adoption of Bylaws

- The EDC Board adopts bylaws governing internal procedures, officers, meetings, and committee structures.
- Bylaws must be approved by the creating municipality.

Approval of Project Plans

Before undertaking any development project, the EDC must:

1. Prepare a **Project Plan** detailing scope, financing, and public benefits.
2. Participate in a municipal **public hearing**.
3. Obtain **municipal governing body approval** by resolution.

Only then may the EDC acquire property, issue bonds, or engage in development activities.

Albion Economic Development Corporation Albion Economic Development Corporation/TIFA/BRA Board Member Reference Guide

(For the Albion Economic Development Corporation (AEDC), Tax Increment Finance Authority (TIFA), and Brownfield Redevelopment Authority (BRA) of the City of Albion)

AEDC BOARD

- The AEDC Board governs the **Economic Development Corporation** for the City of Albion.
- The same board also serves as the board for the **Tax Increment Finance Authority (TIFA)** and the **Brownfield Redevelopment Authority (BRA)**.
- The AEDC functions as a **public, nonprofit corporation** created under Michigan's EDC Act (Public Act 338).
- The Albion EDC was established on October 4, 1977

AEDC Board Overview

- An **11-member board** governs all three entities: **EDC, TIFA, and BRA**.
- Members are **appointed by the Mayor** with **City Council approval**.
- All bodies share the same bylaws except where special provisions apply.
- The Mayor or a City Council member serves **by virtue of office**.
- Directors serve **staggered terms** and serve until successor is appointed.
- **Ex-Officio Members:** Representation from Greater Albion Chamber of Commerce, Albion Township, and Sheridan Township.

2. Core Responsibilities

Governance

- Provide oversight and strategic direction.
- Approve projects, development plans, and brownfield plans.
- Approve budgets prior to City Council approval.
- Make financial and policy decisions for the corporations.

Meetings

- Annual/Organizational meeting held each **December**.
- Regular meeting schedule adopted annually and publicly posted – 1st Thursday/month
- Special meetings may be called by:
 - Chair
 - Executive Director
 - Any two directors
- Meetings must comply with the **Michigan Open Meetings Act**.
- **Quorum = majority** of current, seated directors.
- Teleconference participation is allowed if all can hear each other.

3. Ethical Duties

Conflicts of Interest

- Always act for the benefit of the corporations, not personal gain.
- Disclose financial or personal interests **before discussion**.
- Disclosure must be entered into the **official record**.

- An interested director:
 - **May not vote** and generally may not participate.
 - Action requires **2/3 vote of the full board**, excluding that director.

Attendance Requirements

- Seat may be vacated for:
 - **3 consecutive unexcused absences**, or
 - **4 unexcused absences/year**
- Only the board can vote to excuse an absence (must appear in the minutes).

4. Officer Roles

Officers are elected annually from among the directors:

- **Chair** – Presides over meetings, ex-officio on all committees.
- **Vice Chair(s)** – Act in Chair's absence; duties as assigned.
- **Secretary** – Records and maintains minutes and official records.
- **Treasurer** – Oversees financial reporting; works with City Finance Office.
- **Executive Director (President & CEO)**
 - May be hired by the board.
 - Handles day-to-day operations and authorized spending within board-set limits.

5. Committees

- Created by board resolution; must consist of **directors** (unless advisory).
- Cannot:
 - Amend bylaws
 - Amend articles
 - Recommend dissolution
 - Hire or discharge employees
- Advisory committees may include non-directors.
- A **Revolving Loan Fund Committee** must exist when the EDC administers the loan fund.

6. Financial Administration

- **City Treasurer** issues checks, no independent check writing authority.
- Loans require:
 - **Board approval**, and
 - **City Council approval**
- Contracts and expenditures must be authorized by the AEDC board or AEDC President & CEO.
- Funds deposited according to board direction in coordination with City finance officials. Financial records must be in compliance with the City of Albion's laws and accounting practices.
- Annual budgets are adopted by the AEDC Board AFTER it has been approved by the Albion City Council.

7. Transparency & Records

- Financial and meeting records are maintained at **Albion City Hall**.
- Records are subject to the **Michigan Freedom of Information Act (FOIA)**.
- Annual audit performed as part of the City of Albion's audit.

8. Indemnification

- Directors, officers, and employees are indemnified according to **City of Albion insurance policies** for actions taken in good-faith service to EDC, TIFA, or BRA.

9. Amending the Bylaws

- Bylaws may be amended or repealed by:
- **2/3 vote of the full board,**
- With **30 days' notice,** and
- **City Council approval.**

Suggested Amendments to the AEDC By-Laws:

- AEDC Board understands that members are **appointed by the Mayor with City Council approval.** AEDC Board wishes to recommend individuals to the City Council for consideration for board appointments, and to seek reappointment of members with terms expiring.
- AEDC Board to suggest reserving specific seats on the board for specific groups of interested parties. For example, a Township Supervisor's Representative, a utility company.
- AEDC recommends changing the By-Laws to reflect that the annual budget be approved by the AEDC Board prior to approval by City Council.
- **TBD: AEDC Board Comments to add...**