

Thursday, August 10, 2023, 7:30 am

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

Watch on YouTube: @albioneconomicdevelopmentcorp

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

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

AGENDA

- 1) Call To Order / Roll Call (1 min)
- 2) Approve Agenda (1 min)
- 3) Election of New Officers – Nominating Committee (10 min)
- 4) Public Comment (TBD)
(Persons addressing the Board shall limit their comments to no more than 3 minutes)
- 5) Discussion and Action to separate the CEO/President from the Albion Economic Development Corporation
- 6) Consent Agenda (1 min)
- 7) Presentations and Recognition (15 min)
 - a) President’s Report – President/CEO
 - b) MEDA Annual Reporting
 - c) Staffing Model and COLA Request
 - d) EDC Policies and Procedures
 - e) Rose Street Advisors Agreements and Scope of Work
 - f) Abbott, Thomson, Mauldin, Parker, Beer & Lindsey Retainer
 - g) Review Parking Lot Items
- 8) Task Force/Group Reports (5 min)
 - a) ARG – Albion Restaurant Group
 - b) Children’s Savings Account Task Force
 - c) Community Engagement Task Force
 - d) Dream.Build.Rise Task Force
 - e) Executive Board
 - f) Housing Task Force
 - g) Industry and Business Attraction Task Force
 - h) Match on Main Task Force
 - i) Nominating Task Force
 - j) Revolving Loan Fund Committee
 - k) Workforce Development Task Force
- 9) Action Items (15 min)

- a) Approval of Minutes from the May 25, 2023, Executive Board Meeting
- b) Approval of Minutes from the June 1, 2023, Board of Directors Meeting
- c) Approval of Minutes from the June 22, 2023, Board of Directors Meeting
- d) Approval of Minutes from the July 11, 2023, Board of Directors Meeting
- e) Approval of Minutes from the July 27, 2023, Executive Board Meeting
- f) Approve Treasure's Reports (May and June)
 - i) Brownfield Redevelopment
 - ii) Economic Development Fund
 - iii) RLF Financial Report
 - iv) TIFA Financial Report
 - v) Year End Projections
- g) Approval of Resolutions
 - i) IEDC Economic Recovery Corps
 - ii) ~~EDA Build to Scale Venture~~
 - iii) RAP 2.0 INNOVATE Albion
 - iv) RAP 2.0 McAuliffe Park
 - v) MSHDA MI-Hope Phase 3
 - vi) Sale of 1111 Austin Avenue
- h) Approval of City of Albion Interlocal Agreement
- i) Action to Excuse Absent Directors, if applicable (EDC/TIFA/BRA) (2 Min.)

10) Closed Session to discuss items not appropriate for inclusion in open meeting.

Closed Session under the Open Meetings Act Section: 15.268 Sec. 8 (1) (d) and 15.267 Sec 8 (1) (e) to consider material exempt from discussion or disclosure by state or federal statute.

- i. Approval of Minutes from the May 4, 2023 Closed Session Board of Directors Meeting
- ii. Approval of Minutes from the June 1, 2023, Closed Session Board of Directors Meeting
- iii. Approval of Minutes from the June 22, 2023 Closed Session Board of Directors Meeting

11) Board of Directors Discussion & Comments (5 Min)

- a) City of Albion
- b) Albion Township
- c) Sheridan Township
- d) Greater Albion Chamber of Commerce
- e) Board at Large

12) Public Comment (TBD)

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

13) Adjournment (1 Min)

Parking Lot

- i) Board Workshop
 - Training / Parliamentary Procedure / Open Meetings Act Review
 - Team Building
 - Committee Roles
 - Executive Board Role
 - Committee Leadership/Liaison
- ii) ACF Lease
- iii) Establishment of Organizational Core Values
- iv) Set Timetable for FY24 Strategic Plan Preparation

Economic Development Strategic Plan 2022-2026

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

Goal 2: Strengthen housing market and stock.

Goal 3: Retain and attract high-leverage jobs to Albion.

Goal 4: Stabilize the City's major corridors and support their economic growth.

Goal 5: Build the human and capital capacity of the Albion Economic Development Corporation

Albion EDC President's Report

Virgie Ammerman; 6/1/23 - 6/30/23

Deferred from Oct 22 - Mar 23

Comments	
1	<p>Has the President/CEO demonstrated influencing regional and state economic growth?</p> <p>Partnering with Marshall City, Township, MEDC, MAEDA, Ford, Southwest Michigan First, current and future businesses to stimulate the economy. Engaging with the State of Michigan for support for the new industrial park. Supporting Regional programming for child care.</p>
2	<p>Has the President/CEO demonstrated leading economic growth in the greater Albion region?</p> <p>Supporting Rustic Grille, Rust Belt Raumen, ARC, local entrepreneurs, Four Leaf Properties, Ford, Albion Restaurant Group, City of Albion, Housing Developers, Supporting AARP Friendly Community Initiative through home repairs for seniors, MSHDA MI-HAF, MI-HOPE programming dollars for individuals, other confidential opportunities.</p>
3	<p>Has the President/CEO demonstrated partnering with MAEDA regarding the Ford Blue Oval Plant's needs for supply chain and housing?</p> <p>Partnering with MAEDA and the County EDC Board Members to approach Ford with Housing and Workforce needs. Proposing providing City Council with a Blue Oval Readiness Update monthly.</p>
4	<p>Has the President/CEO developed a revolving loan plan? Deferred from the first 6 months.</p> <p>After further discussion with the prior EDC CEO, this item was intended to reflect a need to get money out into the community rather than developing a plan. The plan is already developed and working. Therefore, emphasis will be placed on getting money into the community as appropriate.</p>
5	<p>Has a TIFA Financing plan been completed. Deferred from the first 6 months.</p> <p>After further discussion with the prior EDC CEO, this item was intended to reflect the need to re-write the TIFA Financing Plan as it is dated (over 10 years old.) Therefore, a consultant has been engaged to create a draft for the CEO/Board approval.</p>
6	<p>Has the President/CEO forwarded the goal of utilizing AlbionIS as a marketing and communications strategy?</p> <p>Continued efforts to improve the website for ease of navigation and to increase content. A new community newsletter was produced by the Foundation, Chamber, City, and Caster Cares. The EDC has been asked to join in this venture. AlbionIS marketing will be a smart tool for this endeavor.</p>
7	<p>Has the President/CEO demonstrated listening to all community members and stakeholders' economic justice needs?</p> <p>Walk-ins at our Superior Street location include some of our most vulnerable neighbors lacking in basic needs. It seems unlikely this population would have been heard in our prior location. Summit Pointe also walked in presenting needs for a drop-in center and a homeless shelter, both critical supportive housing needs.</p>
8	<p>Has the President/CEO demonstrated marketing and developing the new Albion industrial park?</p> <p>Working with Southwest Michigan First, the State of Michigan, Ford, the City of Albion, the City of Albion Planning Commission, Albion City Council, community members, Sheridan Twp, property owners and neighbors. Partnering with Ford and related stakeholders to gain support.</p>
9	<p>Has the President/CEO demonstrated incentivizing development expansion, growth, and retention in the industry sector?</p> <p>Collaborating with industry investors and stakeholders both individually and in group settings. The Industry and Business Attraction and Retention committee is supporting intentional growth and messaging throughout the region. This committee is also instrumental in the New Industrial Park work. 15 / 29 retention visits complete.</p>
10	<p>Has the President/CEO demonstrated incentivizing development expansion, growth, and retention in the commercial / entrepreneurial / retail sectors?</p> <p>Convening the Albion Restaurant Group to support food availability and sustainability in the region; seeking commercial / retail growth in downtown; connecting entrepreneurs with incentives for development and partnerships. Partnering with ARC to fill downtown units coming on line in a year or more.</p>
11	<p>Has the President/CEO demonstrated incentivizing development expansion, growth, and retention in the housing sector?</p> <p>Presenting final draft of the Housing Interlocal Agreement to the EDC Board in August. Working with Land Bank to streamline processes, if possible. Identifying empty lots prime for expansion and providing leads to developers. Partnering with Neighborhood Alliances to improve/create housing one lot at a time.</p>

12	<p>Has the President/CEO demonstrated focusing on alignment of stakeholders?</p>	<p>Aligning activities during June 2023 included MSHDA MI-HAF and MI-HOPE financial assistance programming, MEDC meetings, Rep Lightner event, multiple EDC Committee meetings/events, regular meetings with the City Manager, City Council meetings, collaborating with council members on data analytics for housing, Aligning with County EDC Board, MAEDA, Springfield, and Battle Creek Unlimited. Aligning Ford needs with Albion needs.</p>
13	<p>Has the President/CEO modeled trustworthy leadership?</p>	<p>Operating transparently and openly is creating avenues for communication internally in Albion, the County, the Region, the State, and at a federal level.</p>
14	<p>Has the President/CEO managed costs and programming operating within the approved budget while ensuring financial stability through September 30 2023?</p>	<p>Operating net positive to budget. Continuing to work with City Finance Department to streamline and correct errors in the accounts payable process. Paying off a double lease will not jeopardize a balanced budget.</p>
15	<p>Has the President/CEO supported senior housing with expertise on brownfield incentives and any financial packaging to obtain a successful development.</p>	<p>Request out to Albion Community Foundation (Shane, Linda, Marcia) offering support.</p>
16	<p>Has the President/CEO applied for USDA rural development grants (June 2023 application window)?</p>	<p>After further discussion with the prior EDC CEO, this grant was a capacity building grant. The deadline is February each year; therefore, this application cannot be made until Feb 2024. However, other capacity building grants will be pursued.</p>

Albion EDC President's Report

Virgie Ammerman; 7/1/23 - 7/31/23

Deferred from Oct 22 - Mar 23

Comments	
1	<p>Has the President/CEO demonstrated influencing regional and state economic growth?</p> <p>Partnering with Marshall City, Marshall Township, MEDC, MAEDA, Ford, Southwest Michigan First, Parma Township, Calhoun County, Jackson County, West Michigan African American Tech Readiness Collaborative, GVSU, KCC, Albion College, The Right Place, Albion Township, Sheridan Township.</p>
2	<p>Has the President/CEO demonstrated leading economic growth in the greater Albion region?</p> <p>Supporting Rustic Grille, Rust Belt Raumen, ARC, local entrepreneurs, Four Leaf Properties, Ford, Albion Restaurant Group, City of Albion, Housing Developers, Supporting AARP Friendly Community Initiative through home repairs for seniors, MSHDA MI-HAF, MI-HOPE programming dollars for individuals, other confidential opportunities.</p>
3	<p>Has the President/CEO demonstrated partnering with MAEDA regarding the Ford Blue Oval Plant's needs for supply chain and housing?</p> <p>Partnering with MAEDA and the County EDC Board Members to approach Ford with Housing and Workforce needs. Providing City Council with Quarterly Updates.</p>
4	<p>Has the President/CEO developed a revolving loan plan? Deferred from the first 6 months.</p> <p>After further discussion with the prior EDC CEO, this item was intended to reflect a need to get money out into the community rather than developing a plan. The plan is already developed and working. Therefore, emphasis will be placed on getting money into the community as appropriate.</p>
5	<p>Has a TIFA Financing plan been completed. Deferred from the first 6 months.</p> <p>After further discussion with the prior EDC CEO, this item was intended to reflect the need to re-write the TIFA Financing Plan as it is dated (over 10 years old.) Therefore, a consultant has been engaged to create a draft for the CEO/Board approval.</p>
6	<p>Has the President/CEO forwarded the goal of utilizing AlbionIS as a marketing and communications strategy?</p> <p>Continued efforts to improve the websites for ease of navigation and to increase content. AlbionEDC.org and AlbionIS.org Communications and Marketing Strategy to be produced by Sept 30.</p>
7	<p>Has the President/CEO demonstrated listening to all community members and stakeholders' economic justice needs?</p> <p>Walk-ins at our Superior Street location include some of our most vulnerable neighbors lacking in basic needs. It seems unlikely this population would have been heard in our prior location. Summit Pointe also walked in presenting needs for a drop-in center and a homeless shelter, both critical supportive housing needs.</p>
8	<p>Has the President/CEO demonstrated marketing and developing the new Albion industrial park?</p> <p>Working with Southwest Michigan First, the State of Michigan, the City of Albion, the City of Albion Planning Commission, Albion City Council, community members, Sheridan Twp, Parma Twp, MAEDA, developers, investors, and stakeholders.</p>
9	<p>Has the President/CEO demonstrated incentivizing development expansion, growth, and retention in the industry sector?</p> <p>Collaborating with industry investors and stakeholders both individually and in group settings. The Industry and Business Attraction and Retention committee is supporting intentional growth and messaging throughout the region. This committee is also instrumental in the New Industrial Park work. 15 / 29 retention visits complete.</p>
10	<p>Has the President/CEO demonstrated incentivizing development expansion, growth, and retention in the commercial / entrepreneurial / retail sectors?</p> <p>Convening the Albion Restaurant Group to support food availability and sustainability in the region; seeking commercial / retail growth in downtown; connecting entrepreneurs with incentives for development and partnerships. Partnering with ARC to fill downtown units coming on line in a year or more. Attempted a Build to Scale EDA Grant but could not gain sufficient support due to tight timelines.</p>
11	<p>Has the President/CEO demonstrated incentivizing development expansion, growth, and retention in the housing sector?</p> <p>Interlocal Agreement with City of Albion finalizing in August. Attracting developers. Working with Land Bank to streamline processes. Identifying empty lots prime for expansion and providing leads to developers. Partnering with Neighborhood Alliances to improve/create housing one lot at a time.</p>

12	Has the President/CEO demonstrated focusing on alignment of stakeholders?	Aligning activities during July 2023 included MSHDA MI-HAF and MI-HOPE financial assistance programming, MEDC meetings, multiple EDC Task Force events, City Council meetings, reporting Albion needs to stakeholders. Aligning with County EDC Board, MAEDA, Springfield, and Battle Creek Unlimited.
13	Has the President/CEO modeled trustworthy leadership?	Operating transparently and openly is creating avenues for communication internally in Albion, the County, the Region, the State, and at a federal level.
14	Has the President/CEO managed costs and programming operating within the approved budget while ensuring financial stability through September 30 2023?	Operating net positive to budget. Continuing to work with City Finance Department to streamline processes. Paying off a double lease will not jeopardize a balanced budget.
15	Has the President/CEO supported senior housing with expertise on brownfield incentives and any financial packaging to obtain a successful development.	Request out to Albion Community Foundation (Shane, Linda, Marcia) offering support. Will be expanding search for senior housing developers.
16	Has the President/CEO applied for USDA rural development grants (June 2023 application window)?	After further discussion with the prior EDC CEO, this grant was a capacity building grant. The deadline is February each year; therefore, this application cannot be made until Feb 2024. However, other capacity building grants will be pursued.

Compiled Evaluator Comments
10/22 – 3/23

1. Has the President/CEO provided a fair and balanced budget? *VA Comments - Thank you for the positive comments.*

Evaluator 1: It is my understanding that the CEO has worked closely with city staff to get a grasp on the budget for the EDC. I have seen and appreciate the appearance of increased transparency.

Evaluator 2: I think Virgie is working well with the Finance Director from the City of Albion to get accurate financial information.

Evaluator 3: I am not 100% sure, I think she has but one meeting hiring someone is on hold and the next, she is hiring someone. I am also concerned about the double lease situation this is a cause for concern. *VA Comment 6-3-23 – No full-time staff will be hired without funding identified. If there are further questions around staffing strategy, please let me know?*

Evaluator 4: From my understanding she has worked closely with the City's Finance Director to get a better understanding of reporting process. Not sure if all of this has been ironed out. *VA Comment 6-3-23 – The reporting from the City Finance Director is timely and accurate. Questions are answered expediently and corrections are made timely.*

Evaluator 5: The budget was balanced and well detailed.

Evaluator 6: Virgie understands the budget process very well and has conducted operations accordingly.

2. Has the President/CEO effectively utilized grant opportunities? *VA Comments - Thank you for the positive comments.*

Evaluator 1: I believe we could lean on other services for help when applying for grants. And I think we can get ahead of the process by prepping for grants early and getting them out sooner. *VA Comment/Question 6-3-23 – I could benefit from specific recommendations and feedback.*

Evaluator 2: The CEO has committed to increasing growth in the area of grants. It is too early to determine how successful these efforts will be.

Evaluator3: Match on Main was successful.

Evaluator 4: I believe she has but is having trouble engaging Community partner due to Alienation. *VA Comment 6-3-23 – I could benefit from specific examples.*

Evaluator 5: I know that there was email communication that grants would get applied for, not sure if all had been submitted successfully. *VA Comment 6-3-23 – Please refer to this list of grants and outcomes:*

Funding Name	Funding Sources	Applicant	Dependencies	Beneficiary	Status
ECIC Child Care Apprenticeship Design Grant	ECIC / MEDC	EDC		EDC	Lost
ECIC Child Care Regional	MEDC	Pulse	Region EDC's	Region 8	Won
SLBA Opportunity	CCLBA	City of Albion	Albion EDC	City of Albion	Closed (Not Applied)
CEDAM	MEDC	City of Albion		EDC	Lost
Americorps	CEDAM	EDC		EDC	Lost
Sparks Grant	DNR	City of Albion	Wightman	City of Albion	Won
MIHOPE	MSHDA	EDC		EDC	Closed (Not Applied) Pending Next Round
Rail Funding	MDOT	EDC	EDA Match Grant	EDC	Lost
Erie St. Apartments	CDBG - MEDC	City of Albion	EDC	ACE	Won
EMS - MDHHS	MDHHS	KCC	EDC Support	KCC	Applied
RDBG - TA, Construction, and RLF Funding	USDA	EDC	SAM.Gov, Audits, Board Resolve, Attorney Opinion, Letters of Support	EDC	Closed (Not Applied) Pending Next Round
Match on Main	MEDC	EDC		Galazio's	Won
Match on Main	MEDC	EDC		Kids n Stuff	Won
Albion Affordable Housing For All	HUD/SAMHSA	City of Albion		EDC	Applied
		City of Albion			
MSHDA MOD (I)	MSHDA	City of Albion/EDC		City of Albion	Won
MSHDA MOD (II)	MSHDA	City of Albion		EDC	Applied
MBDA - Minority Business Development Agency	Michigan MBDA	Boss Up		Boss Up/EDC	Applied
Congressional Spending Request - Walberg	https://walberg.house.gov/member-designated-projects-fy24	City of Albion	EDC Support	City of Albion	Applied
CDBG Public Gathering Spaces Competitive Funding	CDBG - MEDC	City of Albion	EDC Support	DDA	Applied
Community Partners Grant (Michigan Arts & Culture)	MEDC	CTBA / EDC	Citizens to Beautify Albion, ACF Match, EDC Community Outreach Committee, Board Resolution	Citizens to Beautify Albion	Lost
CDFA Minority Capital Loan Guarantee Program		EDC		EDC / RLF	Lost
Youth Build	US Department of Labor	Starr	EDC Support	Starr	Lost
ACF Grants		EDC		Citizens to Beautify Albion	Lost
Industry Led Collaboration	MEDC	Employers	EDC Support	Employers	Won
McAulliffe Park	Legislation	City / EDC		Park	Applied / In Process
Infrastructure Needs	Legislation	City / EDC			Applied / In Process
MACC FY2024					In Process

Evaluator 6: Yes, Virgie proactively seeks out funding opportunities including grants to support the mission of the EDC and community at large.

3. Has the President/CEO built and utilized an EDC team to meet objectives? *VA Comments - Thank you for the positive comments.*

Evaluator 1: Yes. I believe the team that is place is more than capable of meeting objectives. More action less talking. *VA Comment 6-3-23 – I could benefit from specific examples.*

Evaluator 2: Members of the board have been asked to participate in initiatives created by the CEO.

Evaluator 3: Don't have enough information to rate on staff utilization.

Evaluator 4: Relationships with some Board members are very strained. She has been very degrading and confrontational. *VA Comment 6-3-23 – I could benefit from specific examples.*

Evaluator 5: Members of the board have been utilized to carry through objectives.

Evaluator 6: Yes, the CEO utilizes her staff, board members and various committees to meet the objectives of the EDC and the community at large.

4. Has the President/CEO developed a revolving loan plan? *VA Comments – 6-3-23 This was deferred. Thank you for the positive comments.*

Evaluator 1: Needs more work but I believe it's on the right path.

Evaluator 2: Plans for a revolving loan program are ongoing.

Evaluator 3: No meeting yet but I feel she is preparing to use the Revolving Loan Fund.

Evaluator 4: I am not completely sure where she is on this.

Evaluator 5: I was under the impression that this was put on a hold until the previous loan was settled.

5. **Has a TIFA Financing plan been completed?** *VA Comments – 6-3-23 This was deferred. Thank you for the positive comments.*

Evaluator 1: Finance plan has been deferred.

Evaluator 2: To my understanding, TIFA Financing is ongoing?

6. Does the President/CEO provide good communication to you? *VA Comments - Thank you for the positive comments.*

Evaluator 1: Details on some information could use some improvement when it comes to communication. *VA Comment 6-3-23 – I could benefit from specific examples.*

Evaluator 2: The CEO provides adequate communication to the EDC Board? *VA Comment 6-3-23 – I could benefit from specific examples.*

Evaluator 3: Consistent emails have been sent.

Evaluator 4: The amount of communication is good. The continual use of some Language/Acquisitions is cause of concern for me. *VA Comment 6-3-23 – I could benefit from specific examples.*

Evaluator 5: There are email communications that get sent out.

Evaluator 6: Virgie values communication and communicated consistently with stakeholders.

7. Has the President/CEO established a relationship with ARC? *VA Comments - Thank you for the positive comments.*

Evaluator 1: The CEO has begun the development of a relationship with ARK.

Evaluator 2: Don't feel I have information to rate this area.

Evaluator 3: I am not aware if she has.

Evaluator 4: I am unsure of the conversations that have been held with members of ARC.

8. Have Workforce Taskforce objectives been set? *VA Comments - Thank you for the positive comments.*

Evaluator 1: Things are in place improvement needs to continue.

Evaluator 2: From my understanding, there have been meetings to address these objectives.

Evaluator 3: Yes, the workforce taskforce has been implemented and the CEO has established a diverse contingent of professionals to address the needs of our community.

Evaluator 4: Not on this committee but I see updates in the President's report.

Evaluator 5: Yes. A workforce task force committee works collaboratively to explore and address a myriad of barriers to support local employers and potential employees.

9. Has a business attraction committee been formed? *VA Comments - Thank you for the positive comments.*

Evaluator 1: Yes

Evaluator 2: The process of forming a business attraction committee has started.

Evaluator 3: I believe this has been initiated?

Evaluator 4: Yes, I am not sure what actions have been taken, if any?

Evaluator 5: Yes

10. Has the President/CEO pursued entrepreneurship opportunities? *Excludes Dream. Build. Rise. VA Comments - Thank you for the positive comments.*

Evaluator 1: Yes. The Pres/CEO has been very active in the community and outside of it when to entrepreneurship opportunities.

Evaluator 2: The CEO has been active in providing advice for local entrepreneurs.

Evaluator 3: Yes, I have spoken with 2 people that Virgie was working with at the time.

Evaluator 4: There has been work in to support local entrepreneurs.

Evaluator 5: Yes, the CEO works to support local entrepreneurs and aspiring entrepreneurs get access to the resources they need to be successful.

11. Has the President/CEO continued efforts to attract mixed use? *VA Comments - Thank you for the positive comments.*

Evaluator 1: With the old structure that was in place Pres/CEO did what they to best of their ability.

Evaluator 2: The CEO has presented the need and options to pursue mixed use housing.

Evaluator 3: I have not seen anything here for attraction.

Evaluator 4: I am not entirely sure since all the communications to this are referenced in alphabet coding. *VA Comment 6-3-23 – I could benefit from a preferred reporting format.*

Evaluator 5: Yes.

12. Have relationships been built with potential developers? *VA Comments - Thank you for the positive comments.*

Evaluator 1: There have been multiple relationships developed. The relationships are not the problem it's people not getting out the of progress. *VA Comment 6-3-23 – I could benefit from specific examples.*

Evaluator 2: I am not aware of any conversations with developers however the CEO has mentioned conversations.

Evaluator 3: I am not aware of conversation, but they are reported in the President's report.

Evaluator 4: Her relationship building leaves a great deal to be desired. *VA Comment 6-3-23 – I could benefit from specific examples.*

Evaluator 5: I assume that there have been communications, but again, alphabet coding? *VA Comment 6-3-23 – I could benefit from a preferred reporting format.*

Evaluator 6: The CEO has relationships with potential developers.

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

Evaluator 1: Ongoing

Evaluator 2: Continuing with previous management objective.

14. Has the President/CEO supported housing initiatives? *VA Comments - Thank you for the positive comments.*

Evaluator 1: Yes

Evaluator 2: I believe the CEO has shown a passion for supporting housing however the introduction to the initiative did not include the level of Board approval to not cause issues.

Evaluator 3: So much controversy on this I am not exactly sure?

Evaluator 4: My view is that there seems to be more of an interest to take control of all aspects of any new housing development as opposed to finding ways to work in collaboration with local stakeholders.

15. **Has the President/CEO created a diverse community partnership?** *VA Comments - Thank you for the positive comments.*

Evaluator 1: Yes and continues to be a work in progress.

Evaluator 2: Inroads have been made to get feedback from all Albion residents.

Evaluator 3: I believe diversity has been a strong point during this review period.

Evaluator 4: This needs work as she has made partnering with some organizations almost impossible. *VA Comment 6-3-23 – I could benefit from specific examples.*

Evaluator 5: Inroads have been made to get feedback from a cross section of our residents.

Evaluator 6: The CEO has a diverse group of professionals that she works with in various capacities to move the EDC and the community forward.

16. Has a good relationship with Albion college been created and maintained? *VA Comments - Thank you for the positive comments.*

Evaluator 1: From my understanding connections have been made, not sure how well received the lines of communication are being accepted. *VA Comment 6-3-23 – I could benefit from specific examples.*

Evaluator 2: Yes

Evaluator 3: The CEO is in contact with individuals from Albion College.

Evaluator 4: Seems strained? *VA Comment 6-3-23 – I could benefit from specific examples.*

17. Has the President/CEO pursued technical training? *VA Comments - Thank you for the positive comments.*

Evaluator 1: Yes

Evaluator 2: The CEO has participated in training.

Evaluator 3: I believe education events have been attended.

Evaluator 4: Not that I'm aware of?

Evaluator 5: Yes, from my understanding training has been scheduled.

18. Has the President/CEO developed a network of EDC and community partners? *VA Comments - Thank you for the positive comments.*

Evaluator 1: Yes and continues to be a work in progress.

Evaluator 2: The CEO has not been successful in building relationships with community partners. They have networked and know who sits in the seats, but they have not built relationships. *VA Comment 6-3-23 – I could benefit from specific examples.*

Evaluator 3: The President/CEO has not built strong community relationships. This is a big concern for me. This small community needs to have a supportive strong network and I believe we have failed in this area so far. Even after guidance from the Chairperson, it has not improved. *VA Comment 6-3-23 – I could benefit from specific examples.*

Evaluator 4: Absolutely not. If anything, she has burned many bridges. This is of great concern. Many of our partners have been aligned and we will struggle to find a way to work with them. *VA Comment 6-3-23 – I could benefit from specific examples.*

Evaluator 5: Unfortunately, the key community partners are reluctant to work with our CEO. *VA Comment 6-3-23 – I could benefit from specific examples.*

Board member comments:

Although successful in several areas, The CEO's lack of Board member comments. interpersonal skills have played a significant role in the current perception of the EDC. The CEO has not shown the ability to be a unifying voice and that is a big part of the role in my view. *Comment 6-3-23 – I could benefit from specific examples.*

I see positive things happen during this initial period that I have referred to above. With that stated, the area of concern with community relationships and interpersonal skills clearly outweighs any positive items completed. *Comment 6-3-23 – I could benefit from specific examples.*

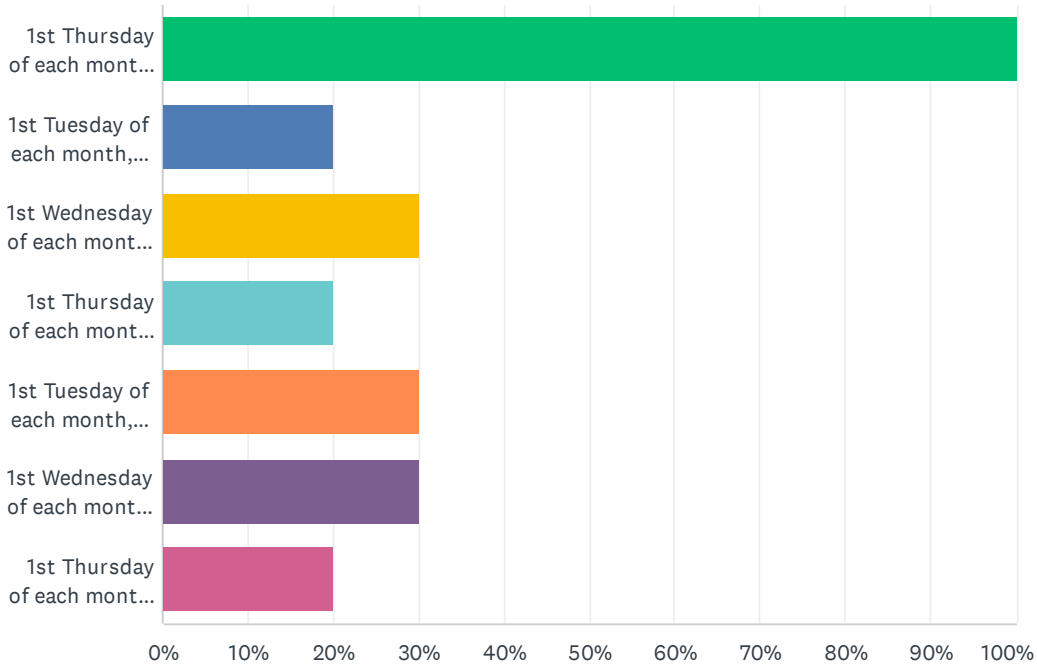
It seems she does whatever she chooses to do, no matter what the board asks. *Comment 6-3-23 – I could benefit from specific examples.* She continues to create controversial relationships with key partners. *Comment 6-3-23 – I could benefit from specific examples.* I do not believe we should have to get a “coach” to help her with relationship building and mending of relationships she has broken. At her level I do not believe this is something we should have occurring in the first place. *VA Comment 6-3-23 – The availability of a coach at an experienced Senior Leadership level, especially here in Albion where there has been significant trauma in relationships and communication strategies for decades, is standard practice to enhance the potential for success.*

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

Positive relationships have to be built; others have to be mended. This is not an easy process after reputations have been established. *Comment 6-3-23 – I could benefit from specific examples.*

Q1 Please choose all days and times you are available to meet.

Answered: 10 Skipped: 0



ANSWER CHOICES	RESPONSES	
1st Thursday of each month, 7:30 - 9:00 am	100.00%	10
1st Tuesday of each month, 5:30 - 7:30 pm	20.00%	2
1st Wednesday of each month, 5:30 - 7:30 pm	30.00%	3
1st Thursday of each month, 5:30 - 7:30 pm	20.00%	2
1st Tuesday of each month, 6:30 - 8:30 pm	30.00%	3
1st Wednesday of each month, 6:30 - 8:30 pm	30.00%	3
1st Thursday of each month, 6:30 - 8:30 pm	20.00%	2
Total Respondents: 10		

2022 | By: Michigan Economic Developers Association



2022 Membership Survey

Personnel Data

MEDA's 2022 Membership Survey

Personnel Data

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MEDA's 2022 Membership Survey

Personnel Data

About This Survey

This is the 18th membership survey completed by the Michigan Economic Developers Association (MEDA) over the past 30 years.

The survey is a compilation of personnel data that is frequently requested by members of the Association to determine the salary and benefits of employees. Last time, we added questions about years of experience in economic development, length of employment in current position, types of education and credentials obtained, etc., to show how different components tie in with salary. This year, we decided to ask our members more in-depth questions such as, degree/degree's obtained, salary increase by position held, current staffing policy, additional days outside of the allotted vacation days, etc.

MEDA uses an online, email-based survey website called QuestionPro to collect data. 530 invitations were sent for our personnel survey; of which 169 were started and 140 were completed.

Maintaining Confidentiality

When a survey in QuestionPro is coded for confidentiality, Results are correlated by a number that is auto generated so responses can be correlated, but no other information is returned.

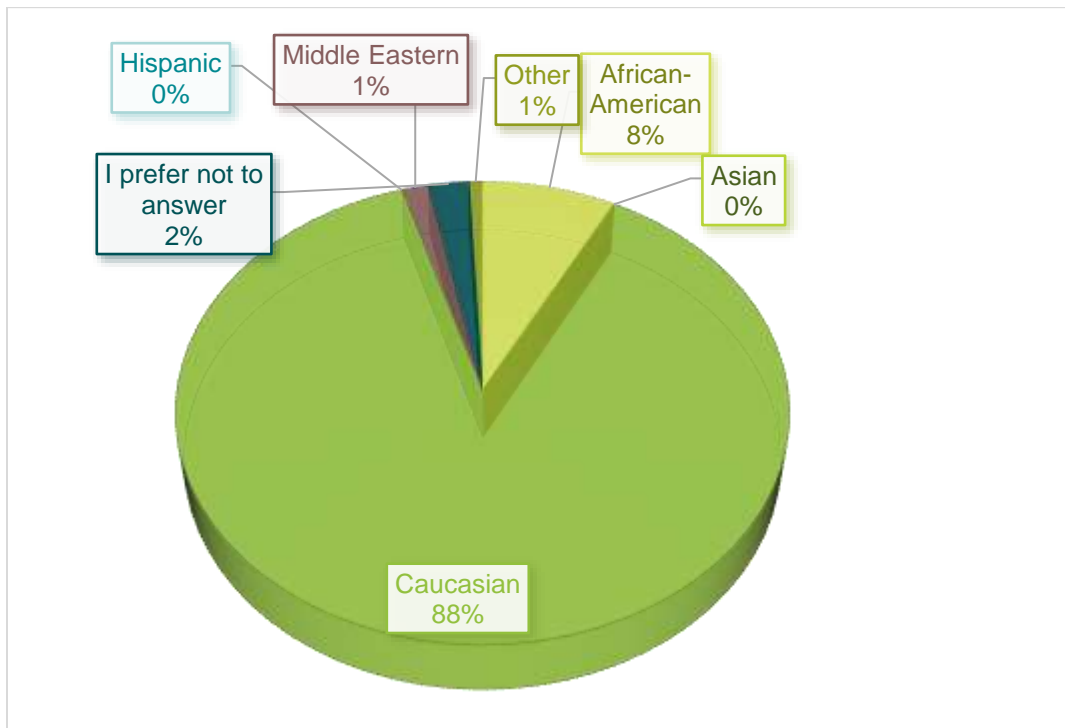
QuestionPro's Respondent Anonymity Assurance program, which assures that the "researcher will not have access to both the respondent's email address as well as the response data at the same time."

More information about the Respondent Anonymity Assurance program can be found on QuestionPro's website www.questionpro.com.

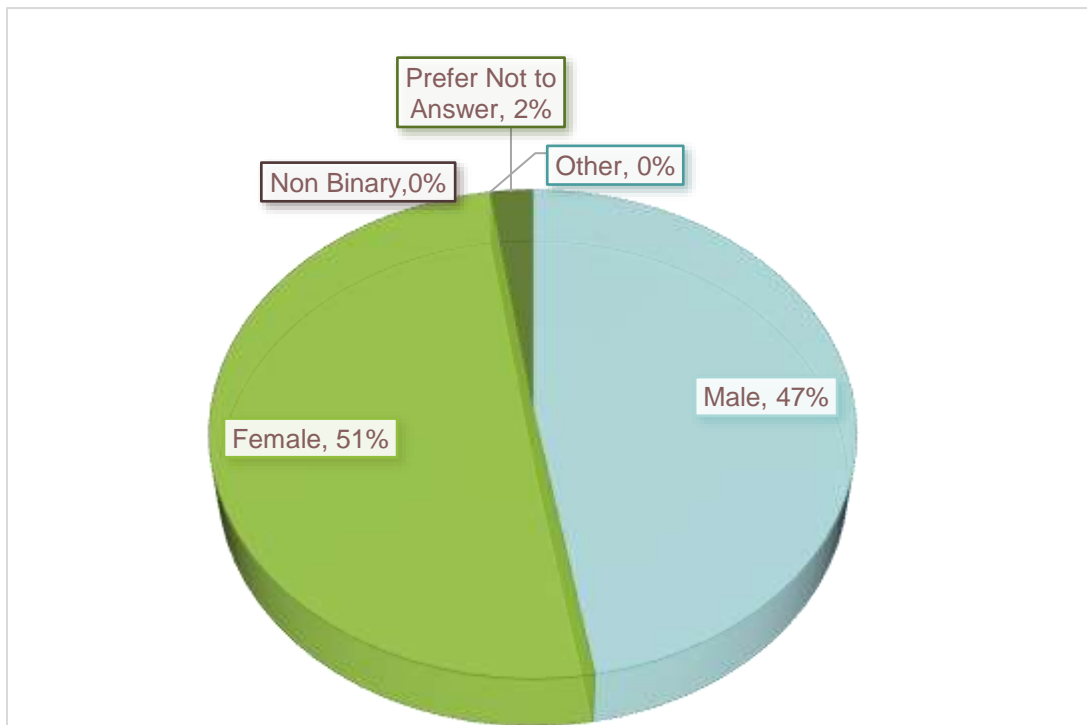
** While MEDA's survey is typically biannual, we did not complete a survey in 2018. During that time, there were continual request for salary information from MEDA members. To encourage participation, we stressed the confidentiality of the survey and received a substantial amount of salary information for analysis. **

Individual Characteristics

Race

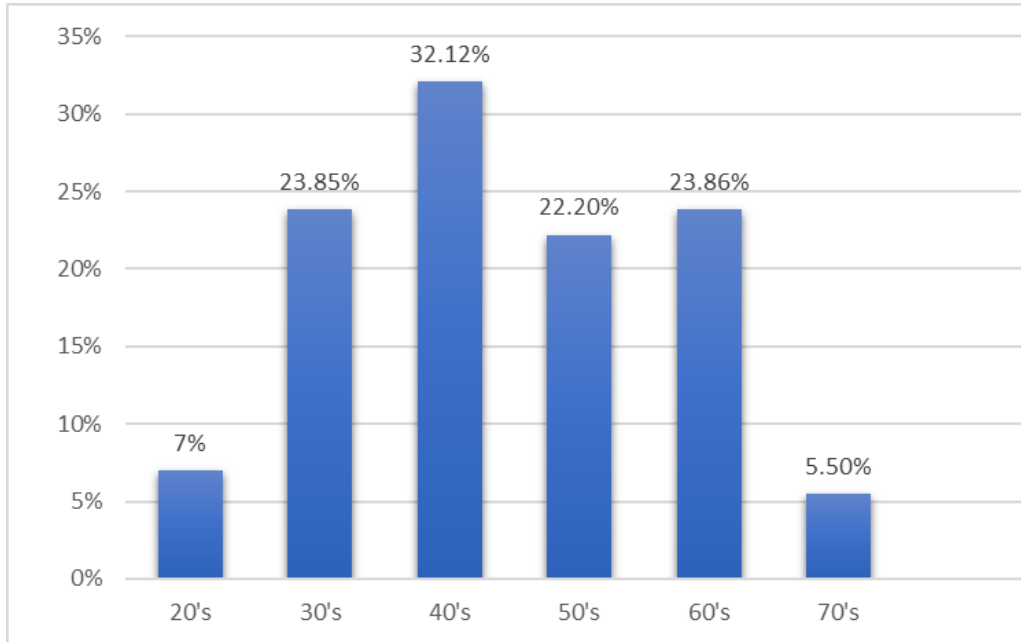


Gender



Age

The age demographic of economic developers has stayed steady over the last two years except for a growth of economic developers in ages 30-49 and a decrease in economic developers ages 70-79.



Individual Employment Profiles

Position Held

For the 2022 survey, we expanded the description for positions held to get more specific data on the roles. There was a significant decrease in the percentage of “Executive Director/CEO for Economic Development Organization” that replied to the survey this year. There was also a significant increase in the percentage of “Economic Manager” since 2020.

Position Held	2022
Executive Director/CEO for Economic Development Organization	14.29%
Economic Development Senior Management (Vice President, Associate Director, etc.)	20.71%
Economic Development Manager	19.29%
Economic Development Professional Staff (non-supervisory)	21.43%
Municipal Management other than Economic Development (City Manager, Township Supervisor, etc.)	6.43%
Consultant	8.57%
Support/Clerical	2.14%
Other	7.14%

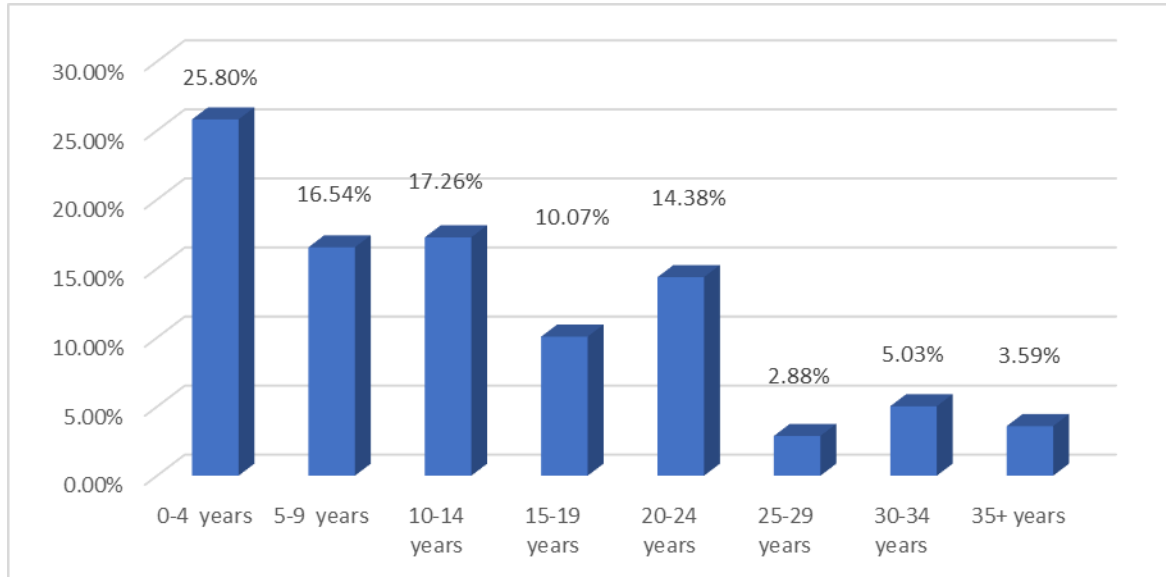
Position Held	2016	2020
Chief Economic Development Officer	24.6%	37.9%
Senior Management	18.6%	14.6%
Manager	17.8%	7.8%
Professional Staff	13.6%	17.5%
Municipal Management	13.6%	4.9%
Support/Clerical	13.6%	0%
Other	11%	4.9%
Consultant	N/A	12.6%

We asked respondents to elaborate on “Other” and received the following:

- CEO of Regional Planning Agency
- CEO for Workforce Development
- Consultant
- Community & Economic Development Director and Assistant City Manager
- DDA Director/Main Street Director
- Department Head for Economic Development at City Level
- Director with shared Economic Development responsibility
- Economic Development Manager and Communications Manager
- Marketing Director
- Organizational Staff
- Planning/Building/Code Compliance
- Planning/Zoning
- Research
- Small Business Support Services
- Strategic Initiatives Manager
- Tourism Director- Economic Development

Years of Experience

The years of experience in economic development shows many respondents with less than 15 years of experience with the majority only having 0-4 years of experience.



Terms of Employment

The most noticeable decrease in, over a six-year period, in terms of employment is respondents that have “No Formal Agreement.”

Terms of Employment	2016	2020	2022
Written Contract	17.2%	21.4%	24.46%
No Formal Agreement	8.1%	16.5%	31.65%
Corporate Employee	16.2%	22.3%	13.67%
Serves at Pleasure of the Public Official(s)	7.1%	2.9%	4.32%
Government Employee	46.5%	29.1%	17.99%
Other	5.1%	2.9%	7.91%

We asked respondents to elaborate on “Other” and received the following:

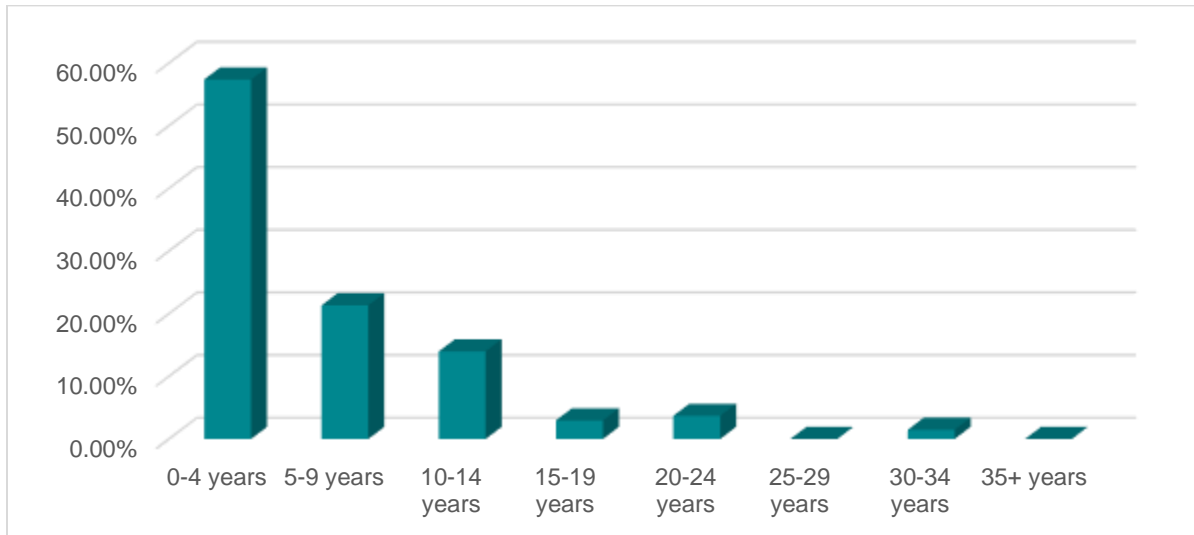
- At-will employee
- At-will employee serving at the pleasure of Board of Directors
- Employed through a College/University- Contracted Through EDO for Services at 80%
- Equity Owner
- Management Agreement
- Managing Partner
- Owner/Member
- Part-time Employee- Yearly Employment Contract
- Self Employed
- Supervisor Union Contract

Union Participation

92.22% of respondents are non-union, which is like the results of 2020, which was 93.1%.

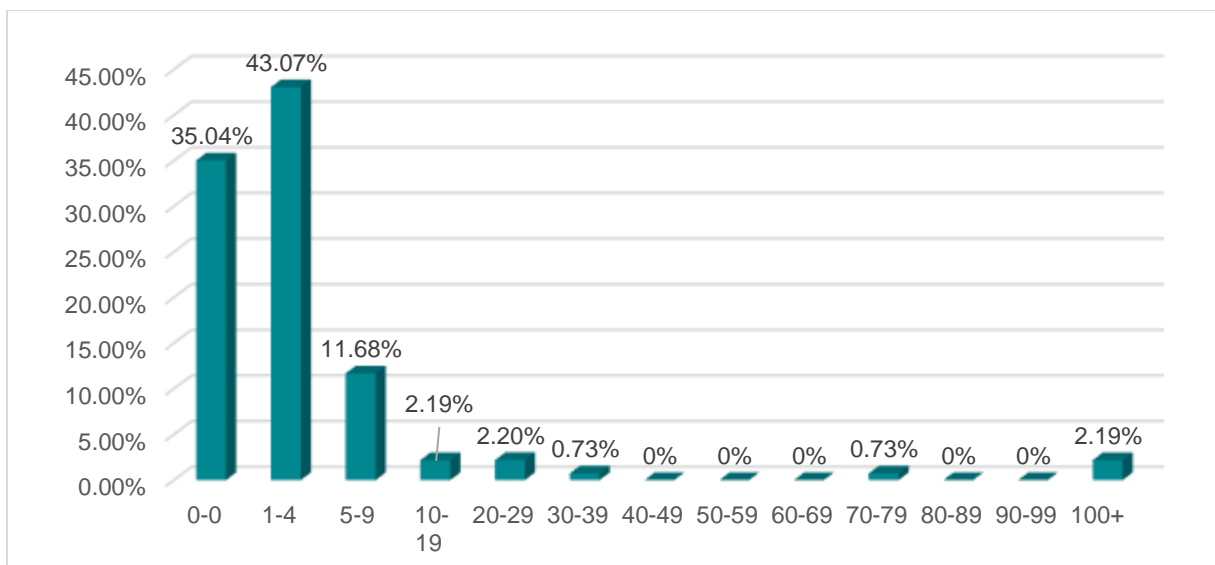
Length of Time in Current Position

We asked respondents how long they have been in their current position. More than half of respondents have been in their position four or fewer years. According to data provided by the International Economic Development Council (IEDC), 1 – 4 years is a standard length of time for an economic development position.



Employees Managing

We asked respondents how many employees they manage and 78% of respondents manage 4 or fewer employees.



Education and Training

Highest Level of Education

Obtaining a bachelor's or master's degree tends to be the educational path necessary to land a career in economic development. Later in the survey, we will evaluate how education corresponds with salary.

Highest Level of Education	2014	2016	2020	2022
High School	1.1%	1%	5.10%	3.62%
Associates Degree	2.3%	5%	3.06%	5.07%
Bachelor's Degree	42.7%	34.5%	44.90%	40.58%
Master's Degree	43.8%	56.3%	38.78%	44.20%
Doctorate	7.9%	3.4%	7.14%	5.07%
Other (trade school, etc.)	N/A	N/A	1.02%	1.46%

If you have a degree or multiple degrees, which specific degree(s) did you obtain?

- Accounting
- Advertising
- Anthropology
- Arts
- Biology
- Business Administration
- Business Law
- Communications
- Community Development
- Criminal Justice
- Earth Sciences
- Eastern Religious Traditions
- Economics
- English
- General Studies
- Health Services Administration
- Human Resources
- International Relations
- Journalism
- Land Use Planning
- Marketing
- Organizational Leadership
- Political Science
- Practical Writing
- Public Administration
- Public Policy
- Science
- Social Work
- Sociology
- Urban Planning
- Urban & Regional Development

Credentials

Between 2014-2020, there had been an increase in Certified Economic Developers (CEcD) over that period. In the last two years, there has been a significant decrease in Certified Economic Developers (CEcD), while the number of Certified Economic Development Finance Professionals (EDFP) have grown substantially.

Credentials	2014	2016	2020	2022
Certified Economic Developer (CEcD)	14.8%	21%	22.6%	13.38%
Economic Development Finance Professional (EDFP)	18.5%	19.8%	18.25%	51.77%
Attended Economic Development Basic Training	37.6%	42%	37.3%	19.72%
Other	N/A	N/A	21.4%	14.79%

We asked respondents to elaborate on “Other” and received the following:

- AICP Certification- American Institute of Certified Planners
- Certified Public Manager
- CGA Certification- Certified Grant Administrator
- Credentialed City Manager
- Global International Trades Professional
- Public Administration/Planning
- Real Estate Broker License
- Resident Producer License

Organization

Types of Organizations Employing Respondents

Respondents were asked to check all the categories that describe the nature of their organization.

Organization Category	Percentage
Local Government Agency including, but not specializing in, economic development (planning, manager, mayors, etc.)	22.77%
Private, not for profit Economic Development Organization	21.78%
Community Development	8.91%
Consulting firm/Service provider (environmental, law, real estate, construction, etc.)	7.92%
Other	6.93%
Public Economic Development Organization	6.44%
Chamber of Commerce or Chamber Affiliated	5.45%
Planning	4.95%
Downtown Development Authority or LDFA	4.95%
Workforce Development	2.48%
College/University	1.98%
Utility Company	1.98%
Regional Planning Agency	1.98%
State Agency	0.99%
Railroad	0.50%

We asked respondents to elaborate on “Other” and received the following:

- Association
- Consultant
- Destination Marketing Organization-Tourism
- Downriver Community Conference Brownfield
- Michigan Works!
- Municipality
- Non-Profit, EDO/Chamber Hybrid with County-EDC Additionally
- Public-Private EDO's
- Public-Private 501 C3
- Retired

Primary Service Area

Respondents were asked to check one primary service area. Responses show that more than half of respondents continue to serve in city/township and county areas.

Service Area	2016	2020	2022
Village	1.6%	1.65%	1.25%
City/Township	41.1%	32.23%	36.25%
County	31.5%	31.40%	27.50%
Regional (within Michigan)	10.5%	15.70%	15.63%
Statewide	8.8%	12.40%	10.63%
National	3.2%	3.31%	2.50%
Multi-State	2.4%	2.48%	3.13%
International	2.4%	0.83%	0.63%
Other	1%	0.00%	2.50%

We asked respondents to elaborate on “Other” and received the following:

- Area within Network Detroit
- Brownfield, Land Bank, Public Works, Housing
- Downriver Community Conference Brownfield
- Established to focus on one county but due to shared service agreements with two other counties and a historic lack of a UP-wide EDO, we also still serve some regional roles
- Our SmartZone provides services to startup companies throughout the entirety of Region 6, but otherwise we are a county-based agency.

Population Size Within the Organization

Respondents were asked to check one population size that their organization serves. The responses show that over a quarter of the respondents serve a population size of 50,000-150,000 people.

Population Size	2022
Under 10,000	11.25%
10,000-25,000	10.63%
25,000-50,000	17.50%
50,000-80,000	10.00%
80,000-150,000	30.63%
Statewide	15.00%
National	5.00%

Respondents by Region

For the survey, the 10-region Collaborate Development Council (CDC) model was used. The CDC regions were established in 2011 by the State of Michigan to align state service providers. This year showed a large percentage in the Detroit Metro region.



Region	Percentage	Region	Percentage
Region 1	5.59%	Region 6	7.45%
Region 2	3.11%	Region 7	4.35%
Region 3	2.48%	Region 8	11.80%
Region 4	11.80%	Region 9	11.18%
Region 5	10.56%	Region 10	24.22%
Statewide	6.83%	Out of State	0.62%

Annual Budget for Economic Development

We asked attendees to list their annual budget (for multi-functional organizations, their estimated budget specifically for economic development or related work such as workforce, community development, etc.)

Chamber of Commerce Affiliated	
Average	\$404,000
Median	\$300,000
Range	\$150,000 – \$1,000,000
Community Development	
Average	\$391,112
Median	\$410,000
Range	\$50,000 – \$1,000,000
Consulting firm/Service provider (environmental, law, real estate, construction, etc.)	
Average	\$3,440,000
Median	\$750,000
Range	\$200,000 – \$15,000,000
DDA or LDFA	
Average	\$526,085
Median	\$455,000
Range	\$85,000 – \$1,700,000
Local Government Agency including, but not specializing in, economic development (planning, manager, mayors, etc.)	
Average	\$10,320,952
Median	\$565,000
Range	\$30,000 – \$100,000,000
Planning	
Average	\$1,376,500
Median	\$302,000
Range	\$50,000 – \$6,000,000
Private, not for profit Economic Development Agency	
Average	\$1,778,000
Median	\$615,000
Range	\$185,000 – \$8,500,000
Public Economic Development Organization	
Average	\$1,277,500
Median	\$325,000
Range	\$185,000 – \$15,000,000

Regional Planning Agency

Average	\$1,135,000
Median	\$200,000
Range	\$105,000 – \$3,100,000

Utility Company

Average	\$225,000
Median	\$225,000
Range	\$50,000 – \$400,000

Workforce Development

Average	\$3,495,000
Median	\$937,500
Range	\$105,000 – \$12,000,000

Railroad

Average	\$1,250,000
Median	\$1,250,000
Range	\$1,250,000

College/University

Average	\$1,666,667
Median	\$1,000,000
Range	\$1,000,000 – \$3,000,000

Salary Data

The following sections will give some insights on how various factors impact the salaries of economic development professionals. Of the 140 members that participated in the survey, 133 submitted their salary.

Salary by Position Held

Consultant	
Average	\$168,250
Median	\$142,500
Range	\$21,000 – \$300,000

Economic Development Manager	
Average	\$74,000
Median	\$64,000
Range	\$50,000 – \$135,000

Economic Development Professional Staff (non-supervisory)	
Average	\$71,882
Median	\$67,125
Range	\$31,000 – \$167,000

Economic Development Senior Management (Vice President, Associate Director, etc.)	
Average	\$94,900
Median	\$88,000
Range	\$49,000 – \$165,000

Executive Director/CEO for Economic Development Organization	
Average	\$108,914
Median	\$90,000
Range	\$35,000 – \$287,000

Municipal Management other than Economic Development (City Mgr., Township Supervisor, etc.)	
Average	\$97,750
Median	\$100,000
Range	\$63,037 – \$130,000

Other	
Average	\$89,868
Median	\$87,500
Range	\$73,000 – \$120,000

Support/Clerical	
Average	\$47,750
Median	\$47,750
Range	\$45,000 – \$50,500

Salary by Years of Experience

0 – 4 Years	
Average	\$72,225
Median	\$66,750
Range	\$35,000 – \$250,000

5 – 9 Years	
Average	\$84,033
Median	\$79,750
Range	\$41,000 – \$200,000

10 – 14 Years	
Average	\$111,245
Median	\$100,000
Range	\$58,000 – \$287,000

15 – 19 Years	
Average	\$110,822.69
Median	\$105,000
Range	\$21,000 – \$187,500

20 – 24 Years	
Average	\$107,500
Median	\$105,000
Range	\$31,000 – \$165,000

25 – 29 Years	
Average	\$119,750
Median	\$111,500
Range	\$89,000 – \$167,000

30 – 34 Years	
Average	\$98,200
Median	\$90,000
Range	\$74,000 – \$125,000

35 +	
Average	\$98,000
Median	\$90,000
Range	\$35,000 – \$116,000

Salary by Primary Service Area

Village	
Average	\$49,000
Median	\$49,000
Range	\$49,000 – \$84,500

City/Township	
Average	\$80,448.55
Median	\$74,500
Range	\$21,000 – \$145,000

County	
Average	69,952.11
Median	\$67,500
Range	\$44,000 – \$187,500

Regional (within Michigan)	
Average	\$112,382.35
Median	\$96,000
Range	\$44,000 – \$300,000

Statewide	
Average	\$108,812.50
Median	\$105,500
Range	\$768,250 – \$287,000

Multi-State	
Average	\$112,667
Median	\$116,000
Range	\$87,000 – \$135,000

National	
Average	\$135,667
Median	\$130,000
Range	\$110,000 – \$200,000

Other	
Average	\$71,000
Median	\$73,000
Range	\$50,000 – \$90,000

Salary by Population

For the population ranges, we broke the categories out as equally as possible.

Under 10,000	
Average	\$68,208.33
Median	\$72,500
Range	\$45,000 – \$89,000

10,000 – 25,000	
Average	\$73,758.33
Median	\$74,500
Range	\$21,000 – \$135,000

25,000 – 50,000	
Average	\$78,555.58
Median	\$74,000
Range	\$35,000 – \$127,000

50,000 – 80,000	
Average	\$79,785.71
Median	\$83,500.00
Range	\$45,000 – \$130,000

80,000 – 150,999	
Average	\$89,159.38
Median	\$87,000
Range	\$44,000 – \$187,500

Statewide	
Average	\$133,806.73
Median	\$116,000
Range	\$68,250 – \$300,000

National	
Average	\$135,667
Median	\$130,000
Range	\$87,000 – \$200,000

Salary by Education

Highschool	
Average	\$66,730
Median	\$62,195
Range	\$31,000 – \$88,000

Associate's Degree	
Average	\$59,900
Median	\$49,500
Range	\$44,000 – \$87,000

Bachelor's Degree	
Average	\$89,000
Median	\$65,063
Range	\$35,000 – \$300,000

Master's Degree	
Average	\$96,943
Median	\$88,000
Range	\$41,000 – \$250,000

Doctorate	
Average	\$168,000
Median	\$137,500
Range	\$85,000 – \$287,000

Other (trade school, etc.)	
Average	\$75,000
Median	\$75,000
Range	\$75,000

Pay Changes in Last Two Years

Recipients were asked to tell us how much their salary has increased in the last two years.

Percentage	2022
-4* – 5	0.6%
0-4	62.05%
5-9	18.07%
10-14	7.83%
15-19	3.01%
20 +	4.82%

*There was only 1 negative response, -5%.

Salary Increase by Position Held

Consultant	
Average	\$11,392.86
Median	\$5,600
Range	\$1,650 – \$25,000

Economic Development Manager	
Average	\$3,193.75
Median	\$2,750
Range	\$1,000 – \$10,000

Economic Development Professional Staff (non-supervisory)	
Average	\$6,573.33
Median	\$4,000
Range	\$600 – \$30,000

Economic Development Senior Management (Vice President, Associate Director, etc.)	
Average	\$3,017
Median	\$3,000
Range	\$830 – \$8,000

Executive Director/CEO for Economic Development Organization	
Average	\$7,178
Median	\$5,000
Range	\$1,000 – \$25,000

Municipal Management other than Economic Development (City Mgr., Township Supervisor, etc.)	
Average	\$0
Median	\$0
Range	\$0

{No Data Available}

Other	
Average	\$85,564
Median	\$87,000
Range	\$73,000 – \$120,000

Support/Clerical	
Average	\$0
Median	\$0
Range	\$0

{No Data Available}

Benefits

As with any other profession, benefits are important to economic development professionals. Many economic development jobs offer generous benefits packages.

Benefits Provided by Your Organization

Benefits	2016	2020	2022
Car/Car Allowance	24.6%	36%	19.73%
Dental Insurance	66%	71%	69.73%
Disability Insurance	54.8%	64%	51.33%
Educational Reimbursement	N/A	48%	33.55%
Health Insurance	73%	83%	78.29%
Life Insurance	62.7%	69%	61.84%
Retirement Plan	69.8%	86%	75.66%
Other	8%	15%	15.78%

We asked respondents to elaborate on “Other” and received the following:

- Apparel Program- \$200 Reimbursement (2-year period) Towards Logo'd Apparel That can be Worn to Work
- Communication Stipend for Cellphone, iPad, Watch
- ESOP Stock Option
- Expense Account, Cellphone Reimbursement, Flex Spending in Lieu of Health Benefits
- Extremely Flexible Work Schedule and 100% Remote for the Past 10 years
- Flexible Schedule
- FSA account
- Gas reimbursement
- Healthcare Stipend, Wellness Benefits, Childcare Benefits
- Home Office Allowance
- Mileage Reimbursement
- Monthly Fully Vested Pension Plan
- One Membership to Any Organization
- Pension- \$900 Reimbursement for Dental and/or Vision
- Profit sharing
- Vision Insurance Included
- Vision Insurance, 401(K) Match, Continuing Education Budget
- 17% Flex Spending Contribution
- \$300 Wellness Account for Gym Memberships, Camping Equipment, Ski Passes, Etc.

Vacation Days Allotted

We asked our respondents how many vacation days they are allotted per year. A majority of MEDA members receive 20 - 24 vacation days per year.

Number of Days	2020	2022
0-4	7%	5%
5-9	2%	0%
10-14	13%	17%
15-19	26%	22%
20-24	35%	29%
25-29	5%	13%
30-34	7%	7%
50 +	4%	4%

Maximum Vacation Days Allotted Per Year

We asked our respondents what was the maximum amount of vacation days that they are allotted per year. A majority of the MEDA members receive 11-25 days per year.

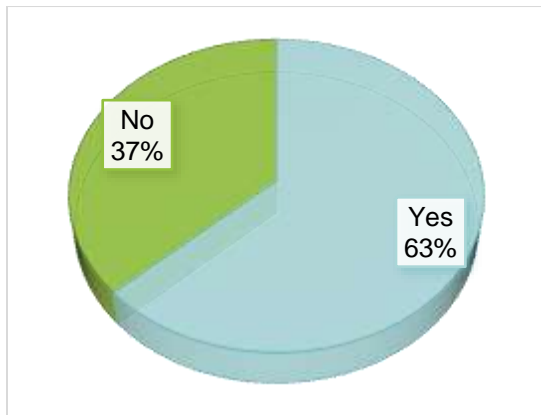
Vacation Days	2022
5-10	10.62%
11-15	24.78%
16-20	30.00%
21-25	17.70%
26-30	11.50%
30+	6.19%

Current Staffing Policy

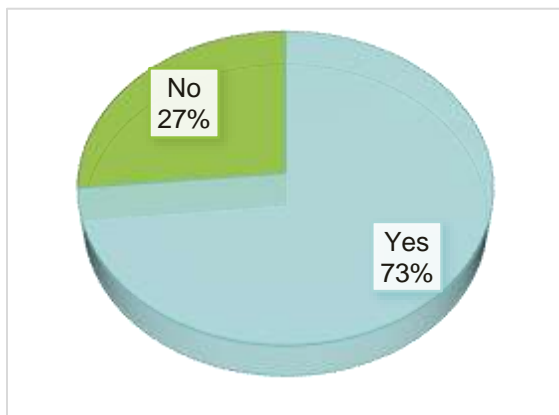
With an uprise in hybrid/work from home opportunities being made available, we asked our respondents to what their current employers office staffing policy is and a majority of MEDA members are currently remote with no plans to return in person.

Current Staffing Policy	2022
In Person	7%
Hybrid WITH current plans to return in person	2%
Hybrid WITH NO current plans to return in person	13%
Remote WITH current plans to return in person	26%
Remote WITH NO current plans to return in person	35%

Do Your Vacation Days Carry Over if Unused?



Are Vacation Days Based on Years of Service?



Personal Days Allotted

We asked our respondents how many personal days are allotted per year. Many MEDA members received 0 – 14 personal days per year.

Number of Days	2020	2022
0-4	23%	26%
5-9	20%	16%
10-14	30%	22%
15-19	9%	4%
20-24	3%	3%
25-29	3%	3%
30-34	5%	2%
35-40	1%	1%
40 +	5%	3%

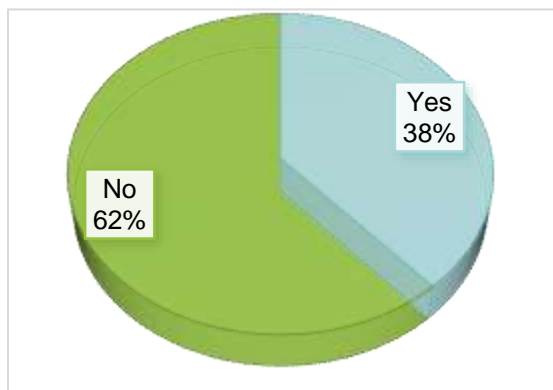
Allotted Additional Days Outside of Vacation Days

A new question we asked for this survey is how many additional days outside of your allotted vacation days to you have off (I.E, Juneteenth, Election Day, Day after Thanksgiving, etc.)

Number of Days	2022
0-4	7.57%
5-10	29.42%
11-15	37.82%
16-20	4.20%
20+	0%

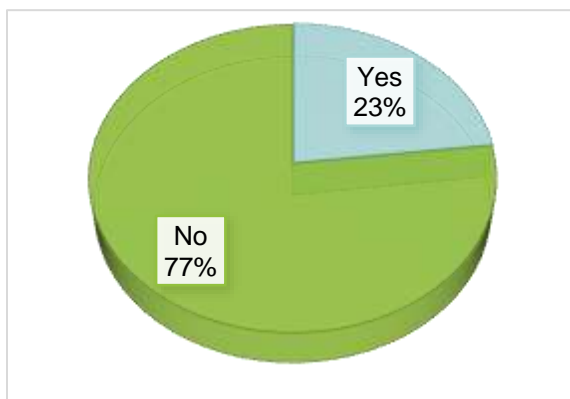
Have You Received a Bonus in The Last Year?

38% of the respondents received a bonus in 2022.



Does Your Employer Offer Incentive Bonuses?

77% of the respondents are offered incentive bonuses



Questions? Need More Information?

Members of MEDA can contact the MEDA staff anytime for different breakdowns of the data presented.

Contact us at 517-241-0011 or meda@medaweb.org to make a request.

Albion Economic Development Corporation
Staffing Model
Capacity Needs

Updated June 21, 2023

FTE	4.5
Filled	<u>2.0</u>
Unfilled	<u><u>2.5</u></u>

Albion Economic Development Corporation
Communications and Marketing
Position Filled

FTE 1

Mass E-mails
Facebook, Linked In, Twitter
2 Websites
Grant Writing
Flyers
Communications
Advertising
Publishes Board Meetings
Communicates Strategy
Maintains Funding List
Markets Available Sites

Resources and Dependencies

Albion Economic Development Corporation
Analyst
Position unfilled - currently performed by CEO

FTE 0.5

Project Projections
Capital Stack Assessment
Budgeting
Research
Writing
Proposals
RFP's

Resources and Dependencies

RLF Committee

Albion Economic Development Corporation
Entrepreneur Focus
Position unfilled - currently performed by CEO and Communications

FTE 0.5

Support Minority Initiatives
Partner with Community Engagement Committee
Lead Entrepreneurial Process
Identify Downtown Tenants
Match on Main

Resources and Dependencies

Dream Build Rise Task Force
Match on Main Task Force

Albion Economic Development Corporation
Operations
Position Filled

FTE 1

Grant Writing
Alliances
Opportunities in the Community
Local Relationships
Events
Surveys
Community Engagement during project development
Program Execution - Takala

Resources and Dependencies

Community Engagement Task Force
Children's Savings Account Task Force

Albion Economic Development Corporation
Admin and Board Liasion
Position unfilled - currently performed by CEO

FTE 0.5

Minutes
Board Packet
Manage You Tube - Ryan
Parlimentarian
Credit Card
Accounts Payable
Order Office Supplies
Assist Team
Maintain Project Lists
Board Communication
Coordinates IT with MNA and Microsoft

Resources and Dependencies

EDC Board
EDC Executive Board

Albion Economic Development Corporation
President - CEO
Position Filled

FTE 1

Hiring/Managing Staff
Industrial/Commercial/Housing Development
Project Management
Stakeholder Management
Strategy and Planning
Board Management
Regional, State, National Relationships

Resources and Dependencies

EDC Board
EDC Executive Board
Business / Industry Task Force
Housing Task Force
Workforce Development Task Force

From: [Virgie Ammerman](#)
To: anorris@goengineer.com; bwallace@marshallpublicschools.org; haasedward@hotmail.com; jerome@glwal.com; mnewman@albion.edu; sevans@homesteadsavings.com; shephardcareservices@gmail.com; [Virgie Ammerman](#); vsnyder@cityofalbionmi.gov; whitetrevor@4tglobalenterprise.com; [Scott E Cubberly](#)
Subject: President/CEO COLA Request
Date: Monday, July 31, 2023 12:07:00 PM

Good morning EDC Board,

I'm requesting a COLA of just under 5% (4.76%) effective pay period beginning June 12, 2023. This is midway between the 2023 and the 2024 social security actual/projected rates.

I awarded similar COLA to my staff effective June 12, 2023.

When my predecessor left the role, her salary was at \$112,500 plus the \$6,000 car allowance, which I declined in favor of mileage to save money.

The requested increase is in the approved budget.

<https://www.usatoday.com/story/money/personalfinance/2023/06/13/social-security-cola-2024-prediction/70317265007/>

Thank you for considering this request timely.

Virgie Ammerman
President & CEO
Albion Economic Development Corporation
115 N. Superior Street
PO Box 725
Albion, MI 49224
269.598.7765 call or text
517.629.3926 (o)
vammerman@albionedc.org

EDC/TIFA/ABRA Board Meeting - Annual Calendar

January		Provide authority to CEO/President for spending limit, signing authority for the year.
February	City Council - 1st Monday - 7pm	Quarterly Update - City Council / Quarterly Update - Albion TWP / Sheridan TWP
March	5pm meeting - Economic Forecast Event	-- ALSO serves as the 1st Public Informational Meeting for TIFA and DDA (Legislative mandate)
April		
May	City Council - 1st Monday - 7pm	Quarterly Update - City Council / Quarterly Update - Albion TWP / Sheridan TWP
June	Board Rotations	
July	Annual Board Training - MML	
August	Brownfield State Reporting / City Council - 1st Monday - 7pm	Quarterly Update - City Council / Quarterly Update - Albion TWP / Sheridan TWP
September	Budget / Annual Planning / Goal Setting	-- 2nd City Council meeting, serves as the 2nd Public Informational Meeting for TIFA and DDA (Legislative Mandate)
October		
November	- need to approve a subcommittee to recommend slate of officers for December approval / City Council - 1st Monday - 7pm	Quarterly Update - City Council / Quarterly Update - Albion TWP / Sheridan TWP
December	Annual meeting - approve slate of officers for next fiscal year.	

Parliamentary Procedures at a Glance

To Do This:	You Say This	May You Interrupt Spkr?	Must be Seconded?	Is the Motion Debatable?	Is Motion Amendable?	What Vote is Required?
Request information	Point of information	Only if urgent	NO	NO	NO	None
Ask for a vote by actual count to verify vote ***	I move that we have a counted vote +++	NO	YES	NO	NO	Majority vote required
Object to some un diplomatic or improper matter	I object to consideration of this question	NO	NO	NO	NO	Two-thirds vote
Take up a matter previously tabled	I move we take from the table ...	NO	YES	NO	NO	Majority vote required
Reconsider something already disposed of	I move we now (or later) reconsider our action relative to ... ###	NO	YES	Debatable if original motion was debatable	NO	Majority vote required
Consider something out of its scheduled order	I move we suspend the rules and consider ...	NO	YES	NO	NO	Two-thirds vote required
Vole on a ruling by the Chair	I appeal the Chair's decision	YES	YES	YES	NO	Majority vote required

*** Must be called for before another motion is started

+++ Calling for a division of the house means a re-vote by raising a hand but without a count of those voting.

Mover must have voted with the winning side.

PROPOSAL AND AGREEMENT

Albion Economic Development Corporation

July 2023



Rose Street Advisors

BENEFITS • HR CONSULTING • INVESTMENTS • LIFE INSURANCE • RETIREMENT



SITUATIONAL APPRAISAL

Albion Economic Development Corporation has requested the partnership of Rose Street Advisors, LLC “RSA” to create their employee handbook. RSA will establish and recommend policies and procedures that will communicate the organization’s values and maintain compliance with applicable governmental regulations.

This Proposal and Agreement is intended to specify that RSA will provide the following services:

DESCRIPTION OF SERVICES

Develop an Employee Handbook

- I. RSA will create an employee handbook to include the following items:
 - Create policies and practices for various work rules.
 - Ensure policies and practices are compliant with federal, state and local regulations.
 - Align policies with company philosophy/culture.
 - Make it easy for employees to use the handbook as a reference.
 - Ensure that policies are brief and easy for employees to use as a reference.

- II. The process for developing the handbook will include:
 - Meet with leaders as appropriate to understand the culture and goals of the organization.
 - Review existing policies for alignment with the company culture as well as best practices.
 - Propose recommendations for items to include in the new handbook.
 - Draft a new handbook that is succinct, compliant and appropriate for the organization.
 - Revise as necessary until a final version is approved.

- III. RSA will complete the handbook no later than December 31, 2023.

EXPECTED OUTCOMES

Handbook will be current, compliant and easy to understand.

Handbook will be concise, clear and appropriate for the work environment.

RSA will provide recommendations for best practices when applicable.

Confidentiality will be maintained at all times.



Rose Street Advisors

COSTS

Description	Amount
Handbook	\$2,500
Additional HR Services as needed	\$225 per hour

LIMITATION OF LIABILITY

Albion Economic Development Corporation agrees that RSA is not liable for claims, costs, expenses, damages and obligations or losses arising from or in connection with the acts or omissions of any Client employee or other risk associated with Human Resources services. They shall indemnify RSA and hold it harmless against and from any such claims made by or brought by third parties.

BILLING

Costs for the services described above are inclusive of all time, materials and local travel. Project fees shall be payable at 50% up front with the remaining due 30 days from completion date. This amount may be revised by the agreement of both parties if a change in services is requested.

PAYMENT

Payments should be made to Rose Street Advisors, LLC at the following billing address:

Rose Street Advisors, LLC
244 N. Rose Street
Kalamazoo, MI 49007

APPROVED

The individuals below authorize the statement of work set forth above.

Albion Economic Development Corporation

DocuSigned by:
Virgie Ammerman
B55AFF58790F4E4...
Virgie Ammerman
President, CEO

7/11/2023
Date

Rose Street Advisors, LLC

Kevin J. Brozovich
Chief People Advisor

Date

Albion Economic Development Corporation
July 2023



Rose Street Advisors

BENEFITS • HR CONSULTING • INVESTMENTS • LIFE INSURANCE • RETIREMENT



Rose Street Advisors

SITUATIONAL APPRAISAL

Albion Economic Development Corporation (the “Client”) has requested the partnership of Rose Street Advisors, LLC “RSA” to develop HR foundations and act as fractional HR leadership for their organization.

This Proposal and Agreement, including the terms and conditions attached at the end (collectively, the “Agreement”), specifies the services RSA will provide and the terms and conditions pertaining to such services.

DESCRIPTION OF SERVICES

The foregoing “Services” will be provided by RSA to Client:

Ongoing Human Resources Support

- I. Spend approximately five (5) hours working on behalf of Albion Economic Development Corporation each month. Support for Albion Economic Development Corporation to include:
 - Meeting with President to discuss and review HR issues and build a foundation of HR compliance systems.
 - Onboarding new employees and auditing current employee information to ensure compliance.
 - Working with leadership to plan and strategize organizational development and needs.
 - Assisting with job posting and hiring if needed.
 - Coaching the team on HR compliance and best practices.
 - Connecting with employees to build trust.
 - Being available for employee questions.
 - Making recommendations on human resources regulatory and compliance items.
 - Completing project work as designated by the organization’s leadership (Handbook updates etc.) and creating policies (grievance process)
 - Assisting with enhancing the culture of the organization.
 - Investigate any concerns that are brought forth in compliance with Albion Economic Development Corporation processes. This process may include presentations to the board members with findings.

- II. On-call support for human resource issues, compliance matters, employee questions, and the reporting of concerns is also included. Standard questions are not included in the five (5) hour total, but questions which require time spent doing an investigation or research will be included in the five (5) hour total.



Rose Street Advisors

EXPECTED OUTCOMES

Albion Economic Development Corporation will be confident that their HR processes comply with the applicable regulations/Employment Laws and that the appropriate hiring practices are in place.

RSA will participate in leadership, staff, strategy, and planning meetings as requested or required.

RSA will coach existing employees on HR best practices.

HR systems, tools, and templates will be created that are legally compliant, easy to understand, and are considerate of the organizational needs and desired culture.

Confidentiality will be maintained at all times.

COSTS

Description	Amount
Fractional HR Services	\$1,000 Monthly

BILLING

Costs for the services described above are inclusive of all time, materials and local travel. The monthly cost will be billed at the end of the month. This amount may be revised by the agreement of both parties if a change in services is requested. A thirty-day notice is requested for the cancellation of this Agreement.

PAYMENT

Client will make payments within 30 days of the date of invoice to Rose Street Advisors, LLC at:

Rose Street Advisors, LLC
 244 N. Rose Street
 Kalamazoo, MI 49007




Rose Street Advisors

TERMS AND CONDITIONS

The parties acknowledge and agree that the terms and conditions attached hereto are incorporated by reference and are made an integral part of this Agreement.

Albion Economic Development Corporation

DocuSigned by:

B55AFF58790F4E4...

Virgie Ammerman
President, CEO

7/11/2023

Date

Rose Street Advisors, LLC

Kevin Brozovich
Chief People Advisor

Date



Terms and Conditions

CONFIDENTIALITY

The parties shall protect and safeguard the confidentiality of the each other's confidential Information with the same degree of care as each party takes to protect its own confidential Information. Both parties agree not to use or permit information to be accessed or used, for any purpose other than to exercise its rights or perform its obligations under this Agreement.

If the either party is required by applicable law or legal process to disclose any Confidential Information, it shall, prior to making such disclosure, notify the other party of such requirements to afford the party the opportunity to seek, at their sole cost and expense, a protective order or other remedy.

NON-SOLICITATION OF EMPLOYEES

For a period of eighteen (18) months from termination of this Agreement, Client agrees that it (and, for avoidance of doubt, its representatives, and affiliates) will not, directly or indirectly, hire or solicit any employee or agent of RSA ("RSA Personnel") and RSA will not directly or indirectly, hire or solicit any employee or agent of Albion Economic Development Corporation. However, nothing in this section will apply to any individual who has not been employed for at least six (6) months prior to solicitation or hiring. If a Client hires RSA Personnel in breach of this section, then Client shall be obligated to pay to RSA a placement fee, equal to one time the annual compensation for said RSA Personnel, which compensation shall be inclusive of base salary, fringe benefits and all other sums paid to, or for the benefit of, the RSA Personnel in the 12 months prior to their departure from RSA. The parties agree that the placement fees are reasonable in the light of the anticipated or actual harm that would be caused by Client's breach of this provision, the difficulties of proving the actual loss, and the inconvenience or non-feasibility of otherwise obtaining an adequate remedy. The placement fee shall constitute RSA's exclusive remedy for Client's breach of this provision.

ACCESS TO CLIENT DATA

To ensure continuity and allow RSA to monitor RSA Personnel's performance of the Services, Client shall provide RSA with reasonable access to any electronic devices, data, files or accounts (including email logins, back-up files, etc.) utilized by RSA Personnel in the performance of Services under this Agreement. This obligation shall survive for a period of 90 days after the termination of the Agreement and shall be subject to the confidentiality obligations set forth above.

LIMITATION OF LIABILITY

Client agrees that RSA is not liable for claims, costs, expenses, damages and obligations or losses arising from or in connection with the acts or omissions of any Client employee or any other risk normally associated with human resources services. Client shall indemnify RSA and hold it harmless



Rose Street Advisors

against and from any such claims, including all out-of-pocket costs and legal fees, made by or brought by third parties.

GOVERNING LAW; SEVERABILITY

This agreement is governed by and will be construed in accordance with the State of Michigan, excluding any conflict-of-laws rule or principle that might refer the governance or the construction of this agreement to the laws of another jurisdiction. If any provision of this Agreement or the application thereof to any person or circumstance is held invalid or unenforceable to any extent, the remainder of this Agreement and the application of that provision to other persons or circumstances is not affected thereby and that provision will be enforced to the greatest extent permitted by law.

DISPUTE RESOLUTION

Except for claims solely seeking specific performance or injunctive relief, any controversy, claim or proceeding arising out of or relating to this Agreement will be settled by binding arbitration in accordance with the commercial arbitration rules of the American Arbitration Association and in accordance with the provisions of this section. Both parties shall first, in good faith, attempt to resolve the underlying controversy, claim or dispute within thirty (30) days from a written notice by the other party. If the parties are unable to agree on the selection of the arbitrator, then the arbitrator shall be appointed by AAA according to its rules on arbitrator selection, which appointment shall be made within 10 days of AAA's receipt of notice from a party that the parties are unable to agree on an arbitrator. A hearing shall be held by the arbitrator at AAA's facilities located in Kalamazoo County within 30 days of the arbitrator's appointment. The arbitrator's decision shall be final, binding and enforceable in a court of competent jurisdiction. Any such arbitration shall be treated as confidential by all parties thereto, except as otherwise provided by law or as otherwise necessary to enforce any judgment or order issued by the arbitrator. Notwithstanding the foregoing, the terms of this Agreement shall not preclude any party from seeking, or a court of competent jurisdiction from granting, a temporary restraining order, temporary, preliminary or permanent injunction, specific performance or other equitable relief for any breach of this Agreement.

AMENDMENTS

No amendment to or modification of this Agreement is effective unless it is in writing and signed by each party.

RETAINER AGREEMENT

Albion Economic Development Corporation (Client) retains Richard C. Lindsey, Jr. and Abbott, Thomson, Mauldin, Parker, Beer & Lindsey, PLC (Attorneys) to represent Client as legal counsel relative to the assembly of real estate parcels and related matters as required from time to time and as directed by the Client’s Chief Executive Officer (Client’s matters). THE TERMS OF THIS AGREEMENT ARE AS FOLLOWS:

Attorneys will devote their professional skills to Client’s matters. Attorneys will keep track of the time Attorneys expend on Client’s matter for conferences with Client; telephone calls; research; negotiations; reviewing and drafting documents and correspondence; and all other activities reasonably necessary to the representation of Client on Client’s matters. Attorneys will bill Client monthly at the hourly rate of Two Hundred Fifty and 00/100 Dollars (\$250.00) for attorney time spent on Client’s matters. Attorneys will also bill Client for reasonably necessary out of pocket costs.

Client will cooperate with Attorneys as necessary to allow Attorneys to effectively represent Client in Client’s matters. Client will pay to Attorneys the hourly fees and the reasonably necessary costs stated above within thirty (30) days of billing. Client may terminate this agreement at any time.

This agreement contains the entire agreement between Client and Attorneys and is not modified or changed by any oral promises or statements. CLIENT AGREES THAT ATTORNEYS HAVE MADE NO PROMISES OR GUARANTEES REGARDING THE OUTCOME OF CLIENT’S MATTERS.

Abbott, Thomson, Mauldin, Parker,
Beer & Lindsey, PLC

By: 

Richard C. Lindsey, Jr.

Albion Economic Development
Corporation

By: 

Virgie Ammerman

Its: Chief Executive Officer

Dated: June 2, 2023

Dated: June 2nd, 2023

EDC/TIFA/BRA EXECUTIVE BOARD OF DIRECTORS MEETING MINUTES

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

EDC Executive Study Session convened at 7:36 am.

Board Members Present: Marc Newman; Scott Evans

Board Members Absent:

Ex Officio Non-Voting:

Community:

Staff: Virgie Ammerman

No quorum. Meeting treated as a study session.

Public Comment – None.

Discussion Items

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

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

Reviewed April Financials.

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

8:15 Adjourned

EDC/TIFA/BRA BOARD OF DIRECTORS MEETING MINUTES

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

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

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

Counsel: Nelson Karre

Board Members Absent: Ben Wallace (Excused)

Ex Officio Non-Voting:

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

Staff: Virgie Ammerman

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

Public Comment – None.

Presentations and Recognitions

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

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

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

Roll Call Vote:

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

Clark – Yes
White – Yes

Motion carried.

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

Task Force Reports – forgone due to time constraints.

~~Albion Restaurant Group – ARG –~~

~~Community Engagement Task Force –~~

~~Executive Board~~

~~Housing Task Force –~~

~~Industry and Business Attraction Task Force –~~

~~Match on Main –~~

~~Workforce Development Committee~~

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

Action Items

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

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

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

Roll Call:

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

Public Comment: None

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

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

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

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

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

DRAFT

EDC/TIFA/BRA BOARD OF DIRECTORS MEETING MINUTES

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

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

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

Counsel: Nelson Karre

Board Members Absent: Ben Wallace (Excused)

Ex Officio Non-Voting:

Community: Dave Atchison

Staff: Virgie Ammerman

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

Public Comment – Dave Atchison

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

Roll Call:

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

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

Roll Call:

Snyder - Yes
Harvey - Yes
Evans - Yes

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

Action Items

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

Roll Call:

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

Public Comment: None

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

EDC/TIFA/BRA BOARD OF DIRECTORS MEETING MINUTES

Held at Council Chambers 112 W. Cass Street, Albion MI 49224
July 11, 2023

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

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

Counsel: Nelson Karre

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

Ex Officio Non-Voting:

Community:

Staff: Virgie Ammerman

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

Public Comment – None.

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

Public Comment: None

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

EDC/TIFA/BRA EXECUTIVE BOARD OF DIRECTORS MEETING MINUTES

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

EDC Executive Study Session convened at 8:00 am.

Board Members Present: Marc Newman

Board Members Absent: Scott Evans, Annette Norris

Ex Officio Non-Voting:

Community:

Staff: Virgie Ammerman

No quorum. Meeting treated as a study session.

Public Comment – None.

Discussion Items

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

Reviewed May and June Financials.

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

8:45 Adjourned

Fund 243 BROWNFIELD REDEVELOPMENT AUTHORITY

GL Number	Description	PERIOD ENDED 05/31/2022	PERIOD ENDED 05/31/2023
*** Assets ***			
243-000-001.00	CASH	28,366.58	0.00
243-000-017.00	INVESTMENTS	0.00	173,827.25
Total Assets		28,366.58	173,827.25
*** Liabilities ***			
Total Liabilities		0.00	0.00
*** Fund Balance ***			
243-000-390.00	FUND BALANCE	232,973.32	224,672.35
Total Fund Balance		232,973.32	224,672.35
Beginning Fund Balance		232,973.32	224,672.35
Net of Revenues VS Expenditures		(204,606.74)	(50,845.10)
Ending Fund Balance		28,366.58	173,827.25
Total Liabilities And Fund Balance		28,366.58	173,827.25

Fund 244 ECONOMIC DEVELOPMENT FUND

GL Number	Description	PERIOD ENDED 05/31/2022	PERIOD ENDED 05/31/2023
*** Assets ***			
244-000-001.00	CASH	204,658.38	(808.32)
244-000-001.03	CASH - FLAGSTAR BANK	0.00	10,241.05
244-000-017.00	INVESTMENTS	0.00	750,201.89
244-000-123.03	PREPAID EXPENSES - LIABILITY & PROP INS	174.01	282.83
244-000-124.50	SECURITY DEPOSIT - BUILDING RENT	0.00	150.00
Total Assets		204,832.39	760,067.45
*** Liabilities ***			
Total Liabilities		0.00	0.00
*** Fund Balance ***			
244-000-390.00	FUND BALANCE	195,161.13	241,260.19
Total Fund Balance		195,161.13	241,260.19
Beginning Fund Balance		195,161.13	241,260.19
Net of Revenues VS Expenditures		9,671.26	518,807.26
Ending Fund Balance		204,832.39	760,067.45
Total Liabilities And Fund Balance		204,832.39	760,067.45

Fund 247 TIFA FUND

GL Number	Description	PERIOD ENDED 05/31/2022	PERIOD ENDED 05/31/2023
*** Assets ***			
247-000-001.00	CASH	246,055.91	85,188.59
247-000-001.03	CASH - FLAGSTAR BANK	0.00	5,243.99
247-000-004.00	PETTY CASH	50.00	50.00
247-000-017.00	INVESTMENTS	0.00	314,746.34
247-000-020.00	WINTER TAXES RECEIVABLE - CURR	7,386.00	0.00
247-000-056.00	INTEREST RECEIVABLE	537.74	537.74
247-000-081.00	DUE FROM OTHER UNITS OF GOVERNMENT	36,200.00	0.00
247-000-124.50	SECURITY DEPOSIT - BUILDING RENT	0.00	850.00
Total Assets		290,229.65	406,616.66
*** Liabilities ***			
247-000-255.00	DEPOSITS PAYABLE	1,384.11	1,384.11
Total Liabilities		1,384.11	1,384.11
*** Fund Balance ***			
247-000-390.00	FUND BALANCE	351,222.23	436,663.28
Total Fund Balance		351,222.23	436,663.28
Beginning Fund Balance		351,222.23	436,663.28
Net of Revenues VS Expenditures		(62,376.69)	(31,430.73)
Ending Fund Balance		288,845.54	405,232.55
Total Liabilities And Fund Balance		290,229.65	406,616.66

Fund 296 REVOLVING LOAN FUND

GL Number	Description	PERIOD ENDED 05/31/2022	PERIOD ENDED 05/31/2023
*** Assets ***			
296-000-001.00	CASH	(5,009.42)	0.00
296-000-001.03	CASH - FLAGSTAR BANK	0.00	2,254.36
296-000-017.00	INVESTMENTS	322,238.88	336,438.23
296-000-061.00	LOANS RECEIVABLE	87,696.12	80,654.69
Total Assets		404,925.58	419,347.28
*** Liabilities ***			
Total Liabilities		0.00	0.00
*** Fund Balance ***			
296-000-390.00	FUND BALANCE	404,207.67	410,812.26
Total Fund Balance		404,207.67	410,812.26
Beginning Fund Balance		404,207.67	410,812.26
Net of Revenues VS Expenditures		717.91	8,535.02
Ending Fund Balance		404,925.58	419,347.28
Total Liabilities And Fund Balance		404,925.58	419,347.28

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION

PERIOD ENDING 05/31/2023

GL NUMBER	DESCRIPTION	2022	END BALANCE	YTD BALANCE	2023	AVAILABLE	% BDGT USED
		AMENDED BUDGET	12/31/2022 NORM (ABNORM)	05/31/2023 NORM (ABNORM)	ORIGINAL BUDGET	BALANCE NORM (ABNORM)	
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY							
Revenues							
Dept 000 - GENERAL							
243-000-402.00	CURRENT PROPERTY TAXES	108,693.00	110,226.88	0.00	112,973.00	112,973.00	0.00
243-000-665.00	INTEREST	150.00	158.24	4,053.90	700.00	(3,353.90)	579.13
243-000-699.00	TRANSFER IN	103,598.00	106,446.15	0.00	107,700.00	107,700.00	0.00
Total Dept 000 - BROWNFIELD REDEVELOPMENT AUTHORITY		212,441.00	216,831.27	4,053.90	221,373.00	217,319.10	1.83
TOTAL REVENUES		212,441.00	216,831.27	4,053.90	221,373.00	217,319.10	1.83
Expenditures							
Dept 723 - BROWNFIELD REDEVELOPMENT AUTHORITY							
243-723-802.00	CONTRACTUAL SERVICES	214,892.00	217,632.24	560.62	204,704.00	204,143.38	0.27
243-723-840.00	ADMINISTRATION FEES	7,500.00	7,500.00	0.00	7,500.00	7,500.00	0.00
243-723-995.00	INTEREST	0.00	0.00	54,338.38	0.00	(54,338.38)	100.00
Total Dept 723 - BROWNFIELD REDEVELOPMENT AUTHORITY		222,392.00	225,132.24	54,899.00	212,204.00	157,305.00	25.87
TOTAL EXPENDITURES		222,392.00	225,132.24	54,899.00	212,204.00	157,305.00	25.87
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY:							
TOTAL REVENUES		212,441.00	216,831.27	4,053.90	221,373.00	217,319.10	1.83
TOTAL EXPENDITURES		222,392.00	225,132.24	54,899.00	212,204.00	157,305.00	25.87
NET OF REVENUES & EXPENDITURES		(9,951.00)	(8,300.97)	(50,845.10)	9,169.00	60,014.10	554.53

PERIOD ENDING 05/31/2023

GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	END BALANCE 12/31/2022 NORM (ABNORM)	YTD BALANCE 05/31/2023 NORM (ABNORM)	2023 ORIGINAL BUDGET	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 244 - ECONOMIC DEVELOPMENT FUND							
Revenues							
Dept 000 - GENERAL							
244-000-502.00	FEDERAL GRANTS	39,900.00	39,900.00	0.00	0.00	0.00	0.00
244-000-540.00	STATE GRANTS	25,000.00	25,000.00	0.00	0.00	0.00	0.00
244-000-665.00	INTEREST	1,560.00	1,788.69	14,906.28	6,500.00	(8,406.28)	229.33
244-000-667.00	RENTS	133,000.00	132,999.96	19,395.83	24,000.00	4,604.17	80.82
244-000-671.00	OTHER REVENUES	2,070.00	2,070.00	0.00	2,000.00	2,000.00	0.00
244-000-673.00	SALE OF FIXED ASSETS	0.00	0.00	539,940.00	573,300.00	33,360.00	94.18
244-000-676.00	REIMBURSEMENTS & RESTITUTIONS	596.00	595.63	0.00	600.00	600.00	0.00
Total Dept 000 - GENERAL		202,126.00	202,354.28	574,242.11	606,400.00	32,157.89	94.70
Dept 930 - TRANSFER IN							
244-930-699.00	TRANSFER IN	30,991.00	30,991.00	0.00	0.00	0.00	0.00
Total Dept 930 - TRANSFER IN		30,991.00	30,991.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		233,117.00	233,345.28	574,242.11	606,400.00	32,157.89	94.70
Expenditures							
Dept 728 - EDC							
244-728-702.00	SALARIES AND WAGES	40,000.00	38,896.32	17,189.80	55,280.00	38,090.20	31.10
244-728-702.01	LEAVE BANK PAYOUTS AND/OR BONUSES	535.00	534.74	0.00	0.00	0.00	0.00
244-728-703.00	PART TIME WAGES	1,477.00	1,476.64	0.00	0.00	0.00	0.00
244-728-704.00	OVERTIME	500.00	0.00	371.31	500.00	128.69	74.26
244-728-714.00	MEDICARE	660.00	607.36	249.66	835.00	585.34	29.90
244-728-715.00	FICA	2,825.00	2,596.57	1,067.34	3,570.00	2,502.66	29.90
244-728-716.00	HOSPITALIZATION INSURANCE	10,000.00	8,452.39	3,103.11	15,895.00	12,791.89	19.52
244-728-717.00	LIFE INSURANCE	85.00	72.65	39.33	125.00	85.67	31.46
244-728-719.00	PENSION CONTRIBUTION	2,835.00	2,712.02	1,124.30	3,905.00	2,780.70	28.79
244-728-719.01	MERS DB CONTRIBUTION	7,650.00	7,650.00	833.35	7,650.00	6,816.65	10.89
244-728-719.02	EMPLOYER CONT.- MERS FORFIETURE APPLIED	(108.00)	(108.01)	(283.79)	0.00	283.79	100.00
244-728-720.00	WORKERS COMPENSATION	105.00	65.65	27.27	90.00	62.73	30.30
244-728-721.00	UNEMPLOYMENT INSURANCE	20.00	7.32	2.66	15.00	12.34	17.73
244-728-723.00	RETIREE HEALTH SAVINGS CONTRIB	575.00	556.34	321.23	765.00	443.77	41.99
244-728-724.00	CAR ALLOWANCE	1,800.00	1,800.07	0.00	1,800.00	1,800.00	0.00
244-728-726.00	OFFICE SUPPLY	885.00	1,124.20	1,163.91	1,000.00	(163.91)	116.39
244-728-727.00	OFFICE EQUIPMENT	743.00	742.92	185.73	750.00	564.27	24.76
244-728-728.00	DUES, BOOKS, PERIODICAL	1,000.00	1,147.99	889.20	1,000.00	110.80	88.92
244-728-744.00	POSTAGE	16.00	15.93	0.00	50.00	50.00	0.00
244-728-785.00	BUILDING & GROUNDS REPAIR & MA	24,250.00	24,116.95	832.40	5,000.00	4,167.60	16.65
244-728-801.00	PROFESSIONAL SERVICES	3,260.00	12,014.38	9,628.52	3,500.00	(6,128.52)	275.10
244-728-802.00	CONTRACTUAL SERVICES	3,300.00	4,764.03	3,091.27	3,500.00	408.73	88.32
244-728-840.00	ADMINISTRATION FEES	10,000.00	9,999.96	4,166.65	10,000.00	5,833.35	41.67
244-728-851.00	TELEPHONE	680.00	680.60	1,046.59	700.00	(346.59)	149.51
244-728-857.00	TRAVEL	0.00	0.00	83.75	0.00	(83.75)	100.00
244-728-885.00	TRAINING	70.00	70.00	1,305.00	0.00	(1,305.00)	100.00
244-728-941.00	BUILDING RENTAL	1,800.00	1,800.00	1,650.00	1,800.00	150.00	91.67
244-728-950.00	INSURANCE AND BONDS	2,750.00	2,741.10	1,414.05	3,000.00	1,585.95	47.14
244-728-955.00	MISCELLANEOUS	0.00	0.04	0.00	0.00	0.00	0.00
244-728-967.00	ECONOMIC DEVELOPMENT	60,000.00	56,702.06	5,926.92	78,000.00	72,073.08	7.60
244-728-991.00	PRINCIPAL	5,720.00	5,720.00	0.00	0.00	0.00	0.00
244-728-995.00	INTEREST	286.00	286.00	0.00	0.00	0.00	0.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION

PERIOD ENDING 05/31/2023

GL NUMBER	DESCRIPTION	2022	END BALANCE	YTD BALANCE	2023	AVAILABLE	% BDGT USED
		AMENDED BUDGET	12/31/2022 NORM (ABNORM)	05/31/2023 NORM (ABNORM)	ORIGINAL BUDGET	BALANCE NORM (ABNORM)	
Fund 244 - ECONOMIC DEVELOPMENT FUND							
Expenditures							
Total Dept 728 - EDC		183,719.00	187,246.22	55,429.56	198,730.00	143,300.44	27.89
Dept 750 - EPA GRANT							
244-750-726.00	OFFICE SUPPLY	0.00	0.00	5.29	0.00	(5.29)	100.00
Total Dept 750 - EPA GRANT		0.00	0.00	5.29	0.00	(5.29)	100.00
TOTAL EXPENDITURES		183,719.00	187,246.22	55,434.85	198,730.00	143,295.15	27.89
Fund 244 - ECONOMIC DEVELOPMENT FUND:							
TOTAL REVENUES		233,117.00	233,345.28	574,242.11	606,400.00	32,157.89	94.70
TOTAL EXPENDITURES		183,719.00	187,246.22	55,434.85	198,730.00	143,295.15	27.89
NET OF REVENUES & EXPENDITURES		49,398.00	46,099.06	518,807.26	407,670.00	(111,137.26)	127.26

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PERIOD ENDING 05/31/2023

GL NUMBER	DESCRIPTION	2022	END BALANCE	YTD BALANCE	2023	AVAILABLE	% BDGT USED
		AMENDED BUDGET	12/31/2022 NORM (ABNORM)	05/31/2023 NORM (ABNORM)	ORIGINAL BUDGET	BALANCE NORM (ABNORM)	
Fund 247 - TIFA FUND							
Revenues							
Dept 000 - GENERAL							
247-000-402.00	CURRENT PROPERTY TAXES	100,875.00	99,977.74	0.00	103,707.00	103,707.00	0.00
247-000-573.00	LOCAL COMMUNITY STABILIZATION STATE REIM	148,508.00	148,508.31	0.00	150,000.00	150,000.00	0.00
247-000-665.00	INTEREST	1,400.00	2,531.98	7,451.85	6,500.00	(951.85)	114.64
247-000-673.00	SALE OF FIXED ASSETS	0.00	0.00	33,300.00	0.00	(33,300.00)	100.00
Total Dept 000 - GENERAL		250,783.00	251,018.03	40,751.85	260,207.00	219,455.15	15.66
TOTAL REVENUES		250,783.00	251,018.03	40,751.85	260,207.00	219,455.15	15.66
Expenditures							
Dept 730 - TIFA							
247-730-702.00	SALARIES AND WAGES	95,000.00	94,442.28	42,895.40	144,245.00	101,349.60	29.74
247-730-702.01	LEAVE BANK PAYOUTS AND/OR BONUSES	1,248.00	1,247.73	0.00	0.00	0.00	0.00
247-730-703.00	PART TIME WAGES	3,925.00	3,924.86	0.00	0.00	0.00	0.00
247-730-704.00	OVERTIME	500.00	0.00	1,113.69	500.00	(613.69)	222.74
247-730-714.00	MEDICARE	1,500.00	1,474.41	624.18	2,160.00	1,535.82	28.90
247-730-715.00	FICA	6,425.00	6,304.68	2,669.18	9,235.00	6,565.82	28.90
247-730-716.00	HOSPITALIZATION INSURANCE	25,000.00	21,965.57	8,601.51	45,820.00	37,218.49	18.77
247-730-717.00	LIFE INSURANCE	185.00	177.10	99.42	325.00	225.58	30.59
247-730-719.00	PENSION CONTRIBUTION	6,685.00	6,579.25	2,835.60	10,135.00	7,299.40	27.98
247-730-719.02	EMPLOYER CONT.- MERS FORFIETURE APPLIED	(252.00)	(252.05)	(715.87)	0.00	715.87	100.00
247-730-720.00	WORKERS COMPENSATION	205.00	158.76	68.09	235.00	166.91	28.97
247-730-721.00	UNEMPLOYMENT INSURANCE	35.00	18.96	6.98	35.00	28.02	19.94
247-730-723.00	RETIREE HEALTH SAVINGS CONTRIB	1,375.00	1,369.85	810.18	2,080.00	1,269.82	38.95
247-730-724.00	VEHICLE ALLOWANCE	4,200.00	4,199.93	0.00	4,200.00	4,200.00	0.00
247-730-801.00	PROFESSIONAL SERVICES	1,731.00	3,807.14	4,076.50	2,000.00	(2,076.50)	203.83
247-730-802.00	CONTRACTUAL SERVICES	634.00	633.76	0.00	700.00	700.00	0.00
247-730-840.00	ADMINISTRATION FEES	8,900.00	8,900.04	3,708.35	8,900.00	5,191.65	41.67
247-730-922.00	ELECTRICITY	475.00	424.71	289.37	500.00	210.63	57.87
247-730-941.00	BUILDING RENTAL	10,200.00	10,200.00	5,100.00	10,200.00	5,100.00	50.00
Total Dept 730 - TIFA		167,971.00	165,576.98	72,182.58	241,270.00	169,087.42	29.92
TOTAL EXPENDITURES		167,971.00	165,576.98	72,182.58	241,270.00	169,087.42	29.92
Fund 247 - TIFA FUND:							
TOTAL REVENUES		250,783.00	251,018.03	40,751.85	260,207.00	219,455.15	15.66
TOTAL EXPENDITURES		167,971.00	165,576.98	72,182.58	241,270.00	169,087.42	29.92
NET OF REVENUES & EXPENDITURES		82,812.00	85,441.05	(31,430.73)	18,937.00	50,367.73	165.98

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION

PERIOD ENDING 05/31/2023

GL NUMBER	DESCRIPTION	2022	END BALANCE	YTD BALANCE	2023	AVAILABLE	% BDGT USED
		AMENDED BUDGET	12/31/2022 NORM (ABNORM)	05/31/2023 NORM (ABNORM)	ORIGINAL BUDGET	BALANCE NORM (ABNORM)	
Fund 296 - REVOLVING LOAN FUND							
Revenues							
Dept 000 - GENERAL							
296-000-665.00	INTEREST	6,000.00	6,639.59	8,535.02	10,500.00	1,964.98	81.29
Total Dept 000 - GENERAL		6,000.00	6,639.59	8,535.02	10,500.00	1,964.98	81.29
TOTAL REVENUES		6,000.00	6,639.59	8,535.02	10,500.00	1,964.98	81.29
Expenditures							
Dept 740 - REVOLVING LOAN							
296-740-802.00	CONTRACTUAL SERVICES	35.00	35.00	0.00	35.00	35.00	0.00
Total Dept 740 - REVOLVING LOAN		35.00	35.00	0.00	35.00	35.00	0.00
TOTAL EXPENDITURES		35.00	35.00	0.00	35.00	35.00	0.00
Fund 296 - REVOLVING LOAN FUND:							
TOTAL REVENUES		6,000.00	6,639.59	8,535.02	10,500.00	1,964.98	81.29
TOTAL EXPENDITURES		35.00	35.00	0.00	35.00	35.00	0.00
NET OF REVENUES & EXPENDITURES		5,965.00	6,604.59	8,535.02	10,465.00	1,929.98	81.56
TOTAL REVENUES - ALL FUNDS							
TOTAL EXPENDITURES - ALL FUNDS		702,341.00	707,834.17	627,582.88	1,098,480.00	470,897.12	57.13
NET OF REVENUES & EXPENDITURES		574,117.00	577,990.44	182,516.43	652,239.00	469,722.57	27.98
NET OF REVENUES & EXPENDITURES		128,224.00	129,843.73	445,066.45	446,241.00	1,174.55	99.74

Fund 243 BROWNFIELD REDEVELOPMENT AUTHORITY

GL Number	Description	PERIOD ENDED 06/30/2022	PERIOD ENDED 06/30/2023
*** Assets ***			
243-000-001.00	CASH	28,366.58	0.00
243-000-017.00	INVESTMENTS	0.00	173,815.64
Total Assets		28,366.58	173,815.64
*** Liabilities ***			
Total Liabilities		0.00	0.00
*** Fund Balance ***			
243-000-390.00	FUND BALANCE	232,973.32	224,672.35
Total Fund Balance		232,973.32	224,672.35
Beginning Fund Balance		232,973.32	224,672.35
Net of Revenues VS Expenditures		(204,606.74)	(50,856.71)
Ending Fund Balance		28,366.58	173,815.64
Total Liabilities And Fund Balance		28,366.58	173,815.64

Fund 244 ECONOMIC DEVELOPMENT FUND

GL Number	Description	PERIOD ENDED 06/30/2022	PERIOD ENDED 06/30/2023
*** Assets ***			
244-000-001.00	CASH	242,854.41	0.00
244-000-001.03	CASH - FLAGSTAR BANK	0.00	(7,122.66)
244-000-017.00	INVESTMENTS	0.00	749,340.61
244-000-123.03	PREPAID EXPENSES - LIABILITY & PROP INS	(0.03)	0.02
244-000-124.50	SECURITY DEPOSIT - BUILDING RENT	0.00	150.00
Total Assets		242,854.38	742,367.97
*** Liabilities ***			
244-000-202.00	ACCOUNTS PAYABLE	9,470.00	0.00
244-000-339.00	DEFERRED REVENUES	0.00	5,000.00
Total Liabilities		9,470.00	5,000.00
*** Fund Balance ***			
244-000-390.00	FUND BALANCE	195,161.13	241,260.19
Total Fund Balance		195,161.13	241,260.19
Beginning Fund Balance		195,161.13	241,260.19
Net of Revenues VS Expenditures		38,223.25	496,107.78
Ending Fund Balance		233,384.38	737,367.97
Total Liabilities And Fund Balance		242,854.38	742,367.97

Fund 247 TIFA FUND

GL Number	Description	PERIOD ENDED 06/30/2022	PERIOD ENDED 06/30/2023
*** Assets ***			
247-000-001.00	CASH	235,722.29	15,598.17
247-000-001.03	CASH - FLAGSTAR BANK	0.00	(16,506.04)
247-000-004.00	PETTY CASH	50.00	50.00
247-000-017.00	INVESTMENTS	0.00	384,535.30
247-000-020.00	WINTER TAXES RECEIVABLE - CURR	7,386.00	0.00
247-000-056.00	INTEREST RECEIVABLE	537.74	537.74
247-000-081.00	DUE FROM OTHER UNITS OF GOVERNMENT	36,200.00	0.00
247-000-124.50	SECURITY DEPOSIT - BUILDING RENT	0.00	850.00
Total Assets		279,896.03	385,065.17
*** Liabilities ***			
247-000-255.00	DEPOSITS PAYABLE	1,384.11	1,384.11
Total Liabilities		1,384.11	1,384.11
*** Fund Balance ***			
247-000-390.00	FUND BALANCE	351,222.23	436,663.28
Total Fund Balance		351,222.23	436,663.28
Beginning Fund Balance		351,222.23	436,663.28
Net of Revenues VS Expenditures		(72,710.31)	(52,982.22)
Ending Fund Balance		278,511.92	383,681.06
Total Liabilities And Fund Balance		279,896.03	385,065.17

Fund 296 REVOLVING LOAN FUND

GL Number	Description	PERIOD ENDED 06/30/2022	PERIOD ENDED 06/30/2023
*** Assets ***			
296-000-001.00	CASH	(3,947.28)	0.00
296-000-001.03	CASH - FLAGSTAR BANK	0.00	3,378.64
296-000-017.00	INVESTMENTS	322,538.36	336,415.66
296-000-061.00	LOANS RECEIVABLE	86,792.61	79,684.35
Total Assets		405,383.69	419,478.65
*** Liabilities ***			
Total Liabilities		0.00	0.00
*** Fund Balance ***			
296-000-390.00	FUND BALANCE	404,207.67	410,812.26
Total Fund Balance		404,207.67	410,812.26
Beginning Fund Balance		404,207.67	410,812.26
Net of Revenues VS Expenditures		1,176.02	8,666.39
Ending Fund Balance		405,383.69	419,478.65
Total Liabilities And Fund Balance		405,383.69	419,478.65

PERIOD ENDING 06/30/2023

GL NUMBER	DESCRIPTION	2022	END BALANCE	YTD BALANCE	2023	AVAILABLE	% BDGT USED
		AMENDED BUDGET	12/31/2022 NORM (ABNORM)	06/30/2023 NORM (ABNORM)	ORIGINAL BUDGET	BALANCE NORM (ABNORM)	
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY							
Revenues							
Dept 000 - GENERAL							
243-000-402.00	CURRENT PROPERTY TAXES	108,693.00	110,226.88	0.00	112,973.00	112,973.00	0.00
243-000-665.00	INTEREST	150.00	158.24	4,042.29	700.00	(3,342.29)	577.47
243-000-699.00	TRANSFER IN	103,598.00	106,446.15	0.00	107,700.00	107,700.00	0.00
Total Dept 000 - BROWNFIELD REDEVELOPMENT AUTHORITY		212,441.00	216,831.27	4,042.29	221,373.00	217,330.71	1.83
TOTAL REVENUES		212,441.00	216,831.27	4,042.29	221,373.00	217,330.71	1.83
Expenditures							
Dept 723 - BROWNFIELD REDEVELOPMENT AUTHORITY							
243-723-802.00	CONTRACTUAL SERVICES	214,892.00	217,632.24	560.62	204,704.00	204,143.38	0.27
243-723-840.00	ADMINISTRATION FEES	7,500.00	7,500.00	0.00	7,500.00	7,500.00	0.00
243-723-995.00	INTEREST	0.00	0.00	54,338.38	0.00	(54,338.38)	100.00
Total Dept 723 - BROWNFIELD REDEVELOPMENT AUTHORITY		222,392.00	225,132.24	54,899.00	212,204.00	157,305.00	25.87
TOTAL EXPENDITURES		222,392.00	225,132.24	54,899.00	212,204.00	157,305.00	25.87
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY:							
TOTAL REVENUES		212,441.00	216,831.27	4,042.29	221,373.00	217,330.71	1.83
TOTAL EXPENDITURES		222,392.00	225,132.24	54,899.00	212,204.00	157,305.00	25.87
NET OF REVENUES & EXPENDITURES		(9,951.00)	(8,300.97)	(50,856.71)	9,169.00	60,025.71	554.66

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PERIOD ENDING 06/30/2023

GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	END BALANCE 12/31/2022 NORM (ABNORM)	YTD BALANCE 06/30/2023 NORM (ABNORM)	2023 ORIGINAL BUDGET	AVAILABLE BALANCE NORM (ABNORM)	% BGD USED
Fund 244 - ECONOMIC DEVELOPMENT FUND							
Revenues							
Dept 000 - GENERAL							
244-000-502.00	FEDERAL GRANTS	39,900.00	39,900.00	0.00	0.00	0.00	0.00
244-000-540.00	STATE GRANTS	25,000.00	25,000.00	0.00	0.00	0.00	0.00
244-000-665.00	INTEREST	1,560.00	1,788.69	14,853.32	6,500.00	(8,353.32)	228.51
244-000-667.00	RENTS	133,000.00	132,999.96	19,395.83	24,000.00	4,604.17	80.82
244-000-671.00	OTHER REVENUES	2,070.00	2,070.00	0.00	2,000.00	2,000.00	0.00
244-000-673.00	SALE OF FIXED ASSETS	0.00	0.00	539,940.00	573,300.00	33,360.00	94.18
244-000-676.00	REIMBURSEMENTS & RESTITUTIONS	596.00	595.63	0.00	600.00	600.00	0.00
Total Dept 000 - GENERAL		202,126.00	202,354.28	574,189.15	606,400.00	32,210.85	94.69
Dept 930 - TRANSFER IN							
244-930-699.00	TRANSFER IN	30,991.00	30,991.00	0.00	0.00	0.00	0.00
Total Dept 930 - TRANSFER IN		30,991.00	30,991.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		233,117.00	233,345.28	574,189.15	606,400.00	32,210.85	94.69
Expenditures							
Dept 728 - EDC							
244-728-702.00	SALARIES AND WAGES	40,000.00	38,896.32	22,188.44	55,280.00	33,091.56	40.14
244-728-702.01	LEAVE BANK PAYOUTS AND/OR BONUSSES	535.00	534.74	0.00	0.00	0.00	0.00
244-728-703.00	PART TIME WAGES	1,477.00	1,476.64	0.00	0.00	0.00	0.00
244-728-704.00	OVERTIME	500.00	0.00	527.30	500.00	(27.30)	105.46
244-728-714.00	MEDICARE	660.00	607.36	323.34	835.00	511.66	38.72
244-728-715.00	FICA	2,825.00	2,596.57	1,382.24	3,570.00	2,187.76	38.72
244-728-716.00	HOSPITALIZATION INSURANCE	10,000.00	8,452.39	3,781.49	15,895.00	12,113.51	23.79
244-728-717.00	LIFE INSURANCE	85.00	72.65	47.20	125.00	77.80	37.76
244-728-719.00	PENSION CONTRIBUTION	2,835.00	2,712.02	1,485.14	3,905.00	2,419.86	38.03
244-728-719.01	MERS DB CONTRIBUTION	7,650.00	7,650.00	1,000.02	7,650.00	6,649.98	13.07
244-728-719.02	EMPLOYER CONT.- MERS FORFIETURE APPLIED	(108.00)	(108.01)	(283.79)	0.00	283.79	100.00
244-728-720.00	WORKERS COMPENSATION	105.00	65.65	35.25	90.00	54.75	39.17
244-728-721.00	UNEMPLOYMENT INSURANCE	20.00	7.32	2.66	15.00	12.34	17.73
244-728-723.00	RETIREE HEALTH SAVINGS CONTRIB	575.00	556.34	409.33	765.00	355.67	53.51
244-728-724.00	CAR ALLOWANCE	1,800.00	1,800.07	0.00	1,800.00	1,800.00	0.00
244-728-726.00	OFFICE SUPPLY	885.00	1,124.20	1,163.91	1,000.00	(163.91)	116.39
244-728-727.00	OFFICE EQUIPMENT	743.00	742.92	185.73	750.00	564.27	24.76
244-728-728.00	DUES, BOOKS, PERIODICAL	1,000.00	1,147.99	889.20	1,000.00	110.80	88.92
244-728-744.00	POSTAGE	16.00	15.93	114.00	50.00	(64.00)	228.00
244-728-785.00	BUILDING & GROUNDS REPAIR & MA	24,250.00	24,116.95	967.12	5,000.00	4,032.88	19.34
244-728-801.00	PROFESSIONAL SERVICES	3,260.00	12,014.38	20,185.43	3,500.00	(16,685.43)	576.73
244-728-802.00	CONTRACTUAL SERVICES	3,300.00	4,764.03	4,162.97	3,500.00	(662.97)	118.94
244-728-840.00	ADMINISTRATION FEES	10,000.00	9,999.96	4,999.98	10,000.00	5,000.02	50.00
244-728-851.00	TELEPHONE	680.00	680.60	1,046.59	700.00	(346.59)	149.51
244-728-857.00	TRAVEL	0.00	0.00	83.75	0.00	(83.75)	100.00
244-728-885.00	TRAINING	70.00	70.00	1,305.00	0.00	(1,305.00)	100.00
244-728-941.00	BUILDING RENTAL	1,800.00	1,800.00	1,950.00	1,800.00	(150.00)	108.33
244-728-950.00	INSURANCE AND BONDS	2,750.00	2,741.10	1,696.86	3,000.00	1,303.14	56.56
244-728-955.00	MISCELLANEOUS	0.00	0.04	0.00	0.00	0.00	0.00
244-728-967.00	ECONOMIC DEVELOPMENT	60,000.00	56,702.06	8,426.92	78,000.00	69,573.08	10.80
244-728-991.00	PRINCIPAL	5,720.00	5,720.00	0.00	0.00	0.00	0.00
244-728-995.00	INTEREST	286.00	286.00	0.00	0.00	0.00	0.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION

PERIOD ENDING 06/30/2023

GL NUMBER	DESCRIPTION	2022	END BALANCE	YTD BALANCE	2023	AVAILABLE	% BDGT USED
		AMENDED BUDGET	12/31/2022 NORM (ABNORM)	06/30/2023 NORM (ABNORM)	ORIGINAL BUDGET	BALANCE NORM (ABNORM)	
Fund 244 - ECONOMIC DEVELOPMENT FUND							
Expenditures							
Total Dept 728 - EDC		183,719.00	187,246.22	78,076.08	198,730.00	120,653.92	39.29
Dept 750 - EPA GRANT							
244-750-726.00	OFFICE SUPPLY	0.00	0.00	5.29	0.00	(5.29)	100.00
Total Dept 750 - EPA GRANT		0.00	0.00	5.29	0.00	(5.29)	100.00
TOTAL EXPENDITURES		183,719.00	187,246.22	78,081.37	198,730.00	120,648.63	39.29
Fund 244 - ECONOMIC DEVELOPMENT FUND:							
TOTAL REVENUES		233,117.00	233,345.28	574,189.15	606,400.00	32,210.85	94.69
TOTAL EXPENDITURES		183,719.00	187,246.22	78,081.37	198,730.00	120,648.63	39.29
NET OF REVENUES & EXPENDITURES		49,398.00	46,099.06	496,107.78	407,670.00	(88,437.78)	121.69

User: DCLARK

DB: Albion

PERIOD ENDING 06/30/2023

GL NUMBER	DESCRIPTION	2022	END BALANCE	YTD BALANCE	2023	AVAILABLE	% BDGT USED
		AMENDED BUDGET	12/31/2022 NORM (ABNORM)	06/30/2023 NORM (ABNORM)	ORIGINAL BUDGET	BALANCE NORM (ABNORM)	
Fund 247 - TIFA FUND							
Revenues							
Dept 000 - GENERAL							
247-000-402.00	CURRENT PROPERTY TAXES	100,875.00	99,977.74	0.00	103,707.00	103,707.00	0.00
247-000-573.00	LOCAL COMMUNITY STABILIZATION STATE REIM	148,508.00	148,508.31	0.00	150,000.00	150,000.00	0.00
247-000-665.00	INTEREST	1,400.00	2,531.98	7,650.39	6,500.00	(1,150.39)	117.70
247-000-673.00	SALE OF FIXED ASSETS	0.00	0.00	33,300.00	0.00	(33,300.00)	100.00
Total Dept 000 - GENERAL		250,783.00	251,018.03	40,950.39	260,207.00	219,256.61	15.74
TOTAL REVENUES		250,783.00	251,018.03	40,950.39	260,207.00	219,256.61	15.74
Expenditures							
Dept 730 - TIFA							
247-730-702.00	SALARIES AND WAGES	95,000.00	94,442.28	55,468.14	144,245.00	88,776.86	38.45
247-730-702.01	LEAVE BANK PAYOUTS AND/OR BONUSES	1,248.00	1,247.73	0.00	0.00	0.00	0.00
247-730-703.00	PART TIME WAGES	3,925.00	3,924.86	0.00	0.00	0.00	0.00
247-730-704.00	OVERTIME	500.00	0.00	1,581.40	500.00	(1,081.40)	316.28
247-730-714.00	MEDICARE	1,500.00	1,474.41	810.21	2,160.00	1,349.79	37.51
247-730-715.00	FICA	6,425.00	6,304.68	3,464.74	9,235.00	5,770.26	37.52
247-730-716.00	HOSPITALIZATION INSURANCE	25,000.00	21,965.57	10,481.97	45,820.00	35,338.03	22.88
247-730-717.00	LIFE INSURANCE	185.00	177.10	119.30	325.00	205.70	36.71
247-730-719.00	PENSION CONTRIBUTION	6,685.00	6,579.25	3,748.41	10,135.00	6,386.59	36.98
247-730-719.02	EMPLOYER CONT.- MERS FORFIETURE APPLIED	(252.00)	(252.05)	(715.87)	0.00	715.87	100.00
247-730-720.00	WORKERS COMPENSATION	205.00	158.76	88.21	235.00	146.79	37.54
247-730-721.00	UNEMPLOYMENT INSURANCE	35.00	18.96	6.98	35.00	28.02	19.94
247-730-723.00	RETIREE HEALTH SAVINGS CONTRIB	1,375.00	1,369.85	1,035.97	2,080.00	1,044.03	49.81
247-730-724.00	VEHICLE ALLOWANCE	4,200.00	4,199.93	0.00	4,200.00	4,200.00	0.00
247-730-785.00	BUILDING & GROUNDS REPAIR & MA	0.00	0.00	998.60	0.00	(998.60)	100.00
247-730-801.00	PROFESSIONAL SERVICES	1,731.00	3,807.14	5,305.16	2,000.00	(3,305.16)	265.26
247-730-802.00	CONTRACTUAL SERVICES	634.00	633.76	0.00	700.00	700.00	0.00
247-730-840.00	ADMINISTRATION FEES	8,900.00	8,900.04	4,450.02	8,900.00	4,449.98	50.00
247-730-922.00	ELECTRICITY	475.00	424.71	289.37	500.00	210.63	57.87
247-730-941.00	BUILDING RENTAL	10,200.00	10,200.00	6,800.00	10,200.00	3,400.00	66.67
Total Dept 730 - TIFA		167,971.00	165,576.98	93,932.61	241,270.00	147,337.39	38.93
TOTAL EXPENDITURES		167,971.00	165,576.98	93,932.61	241,270.00	147,337.39	38.93
Fund 247 - TIFA FUND:							
TOTAL REVENUES		250,783.00	251,018.03	40,950.39	260,207.00	219,256.61	15.74
TOTAL EXPENDITURES		167,971.00	165,576.98	93,932.61	241,270.00	147,337.39	38.93
NET OF REVENUES & EXPENDITURES		82,812.00	85,441.05	(52,982.22)	18,937.00	71,919.22	279.78

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION

PERIOD ENDING 06/30/2023

GL NUMBER	DESCRIPTION	2022	END BALANCE	YTD BALANCE	2023	AVAILABLE	% BDGT USED
		AMENDED BUDGET	12/31/2022 NORM (ABNORM)	06/30/2023 NORM (ABNORM)	ORIGINAL BUDGET	BALANCE NORM (ABNORM)	
Fund 296 - REVOLVING LOAN FUND							
Revenues							
Dept 000 - GENERAL							
296-000-665.00	INTEREST	6,000.00	6,639.59	8,666.39	10,500.00	1,833.61	82.54
Total Dept 000 - GENERAL		6,000.00	6,639.59	8,666.39	10,500.00	1,833.61	82.54
TOTAL REVENUES		6,000.00	6,639.59	8,666.39	10,500.00	1,833.61	82.54
Expenditures							
Dept 740 - REVOLVING LOAN							
296-740-802.00	CONTRACTUAL SERVICES	35.00	35.00	0.00	35.00	35.00	0.00
Total Dept 740 - REVOLVING LOAN		35.00	35.00	0.00	35.00	35.00	0.00
TOTAL EXPENDITURES		35.00	35.00	0.00	35.00	35.00	0.00
Fund 296 - REVOLVING LOAN FUND:							
TOTAL REVENUES		6,000.00	6,639.59	8,666.39	10,500.00	1,833.61	82.54
TOTAL EXPENDITURES		35.00	35.00	0.00	35.00	35.00	0.00
NET OF REVENUES & EXPENDITURES		5,965.00	6,604.59	8,666.39	10,465.00	1,798.61	82.81
TOTAL REVENUES - ALL FUNDS		702,341.00	707,834.17	627,848.22	1,098,480.00	470,631.78	57.16
TOTAL EXPENDITURES - ALL FUNDS		574,117.00	577,990.44	226,912.98	652,239.00	425,326.02	34.79
NET OF REVENUES & EXPENDITURES		128,224.00	129,843.73	400,935.24	446,241.00	45,305.76	89.85

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

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

August 3, 2023

The undersigned certifies the undersigned is the duly elected and qualified Secretary of Albion Economic Development Corporation, a Michigan municipal corporation, that the following resolution was duly adopted by the Board of Directors of the Corporation at a duly called meeting of the Board at which a quorum was present held on August 3, 2023:

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

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

DATED: August 3, 2023

Annette Norris, Secretary

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

A Michigan municipal corporation

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

August 3, 2023

The undersigned certifies the undersigned is the duly elected and qualified Secretary of Albion Economic Development Corporation, a Michigan municipal corporation, that the following resolution was duly adopted by the Board of Directors of the Corporation at a duly called meeting of the Board at which a quorum was present held on August 3, 2023:

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

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

DATED: August 3, 2023

Annette Norris, Secretary

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

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

August 3, 2023

The undersigned certifies the undersigned is the duly elected and qualified Secretary of Albion Economic Development Corporation, a Michigan municipal corporation, that the following resolution was duly adopted by the Board of Directors of the Corporation at a duly called meeting of the Board at which a quorum was present held on August 3, 2023:

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

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

DATED: August 3, 2023

Annette Norris, Secretary

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

The undersigned certifies the undersigned is the duly elected and qualified Secretary of Albion Economic Development Corporation, a Michigan municipal corporation (AEDC) and that the following resolution was duly adopted by the Board of Directors of the AEDC held on August 3, 2023:

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

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

DATED: August ____, 2023

,Secretary

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

A Michigan municipal corporation

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

August 3, 2023

The undersigned certifies the undersigned is the duly elected and qualified Secretary of Albion Economic Development Corporation, a Michigan municipal corporation, that the following resolution was duly adopted by the Board of Directors of the Corporation at a duly called meeting of the Board at which a quorum was present held on August 3, 2023:

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

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

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

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

DATED: August 3, 2023

Annette Norris, Secretary

Exhibit A – Legal Description

1111 Austin, Ave. Albion MI 49224

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

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

INTERLOCAL AGREEMENT

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

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

WHEREAS, the CITY is a Michigan municipal corporation; and

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

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

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

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

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

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

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

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

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

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

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

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

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

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

CITY OF ALBION

By: _____
Victoria Snyder

Title: Mayor

Date: _____

By: _____
Jill Domingo

Title: Clerk

Date: _____

ALBION ECONOMIC DEVELOPMENT CORPORATION

By: _____
Ben Wallace

Title: Board Chair

Date: _____