



Albion Economic Development Corporation

EDC/TIFA/BRA
BOARD OF DIRECTORS MEETING

Thursday, August 1, 2024, 7:30 am

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

*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) Invocation (1 min)
- 3) Pledge of Allegiance (1 min)
- 4) Approve Agenda (3 min)
- 5) Public Comment (TBD)
(Persons addressing the Board shall limit their comments to no more than 3 minutes)
- 6) The President/CEO requests a closed session pursuant to MCL 15.268(1)(d), to consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained.
- 7) Approve Recommended Action from Closed Session (5 min)
- 8) President/CEO Report (5min)
- 9) Update on New Board Members for the EDC (5 min)

Next Board Meeting will be Thursday, August 8, 2024, 7:30 am

- 10) Task Force/Group Reports (5 min)
 - Executive Board – CEO Evaluation and Board Social Event
 - Community Engagement Task Force
 - Housing Task Force
 - Industry and Business Attraction Task Force
 - Workforce Development Task Force
- 11) Consent Agenda (2 Min)
 - Review and Approve June 6, 2024, Board Meeting Minutes
- 12) Review and Approve May 2024 Treasurer Report (5 min)
- 13) Review and Approve Proposed Policies:
 - Allowable Expense Policy
 - Budget Approval and Revisions Policy
 - Cash Receipts Policy
 - Preparation, Submission, and Approval of Financial Statements
 - Media Relations
 - Public Affairs and Communications
 - City Communications
- 14) Review and Approve Resolution to Approve Virgie Ammerman to execute and deliver Rural Community Development Initiative (RCDI) Grant with the associated Assurances. (5 Min)
- 15) Review and Approve Resolution to Approve Virgie Ammerman to execute and deliver Michigan Environmental Justice Impact Grant with the associated Assurances. (5 Min)
- 16) Review and Approve Resolution to Approve Virgie Ammerman to execute and deliver Michigan Inclusive Training, Technology, and Equity Network (MITTEN) Host Site Activities with the associated Assurances. (5 Min)

Next Board Meeting will be Thursday, August 8, 2024, 7:30 am

17) Review and Approve Resolution to Approve Virgie Ammerman to execute and deliver FireKeeper's Local Revenue Sharing Board Discretionary Tier 4 Grant with the associated Assurances. (5 Min)

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

- City of Albion
- Albion Township
- Sheridan Township
- Greater Albion Chamber of Commerce
- Board at-Large

19) Motion to Excuse Absent Members (3 min)

20) Public Comment (TBD)

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

21) Adjournment (1 Min)

Memo**To:** Board of Directors**From:** Virgie Ammerman, President/CEO**Date:** July 11, 2024**RE:** President/CEO Report**Board Required Competencies:**

- Governance Competencies – Team wrote 14 policies & procedures and submitted to the Board for review and approval; negotiated and finalized Interlocal Agreement with City of Albion for Administrative Services
- Leadership Competencies - Created EOS tracking and priority agendas for Q3 2024 for all staff
- Community Relations Competencies – Partnering with SBDC and Greater Albion Chamber of Commerce for Entrepreneurial 8 – Week Training beginning in August. Albion Community Foundation leadership presenting partnership dialogue at the August EDC Board Meeting.
- Fiscal Management Competencies - Operating to Budget; Preparing for FY25 Budget

EDC Multicultural 10-point Plan Goals:

- Identifying and discussing environmental remediation through Brownfield Plans or EGLE funding for several projects in the Albion area.
- Marketing all our sites in Albion that are ideal for housing, commercial, or industrial use to local, regional and national developers.
- The EDC is sharing the lead role for workforce development programming in our region to benefit both employers and potential employers. This includes current local employers, Ford, and pending supply chain.

EDC 5 Year Plan Goals:

- East Albion Industrial Park – Site Readiness & Land Accumulation
- Colson Group IFT Plans Underway
- The Internal Staff and Marketing Team are creating a workforce survey to identify at least 20% of the un/underemployed in Albion.
- Marketing EDC, City, and Land Bank Properties throughout Albion.

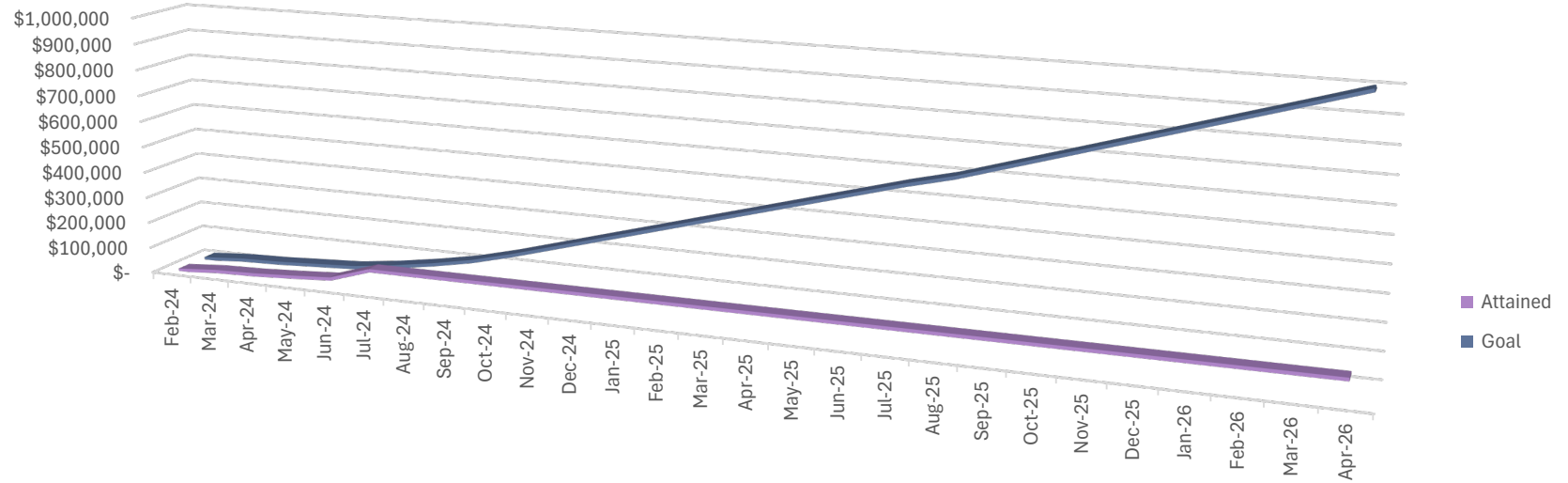
Housing Champion Goals:

- MI Hope Grant continues to disperse; see Board Report
- Facilitating training for housing developers to utilize the new Housing TIF
- Facilitating Woda-Cooper LIHTC Application for October
- Facilitating LARC LIHTC Application for October
- Partnering with City of Albion for a plan at Kalamazoo River Site
- Seeking remediation dollars for Westward District

Employee Updates:

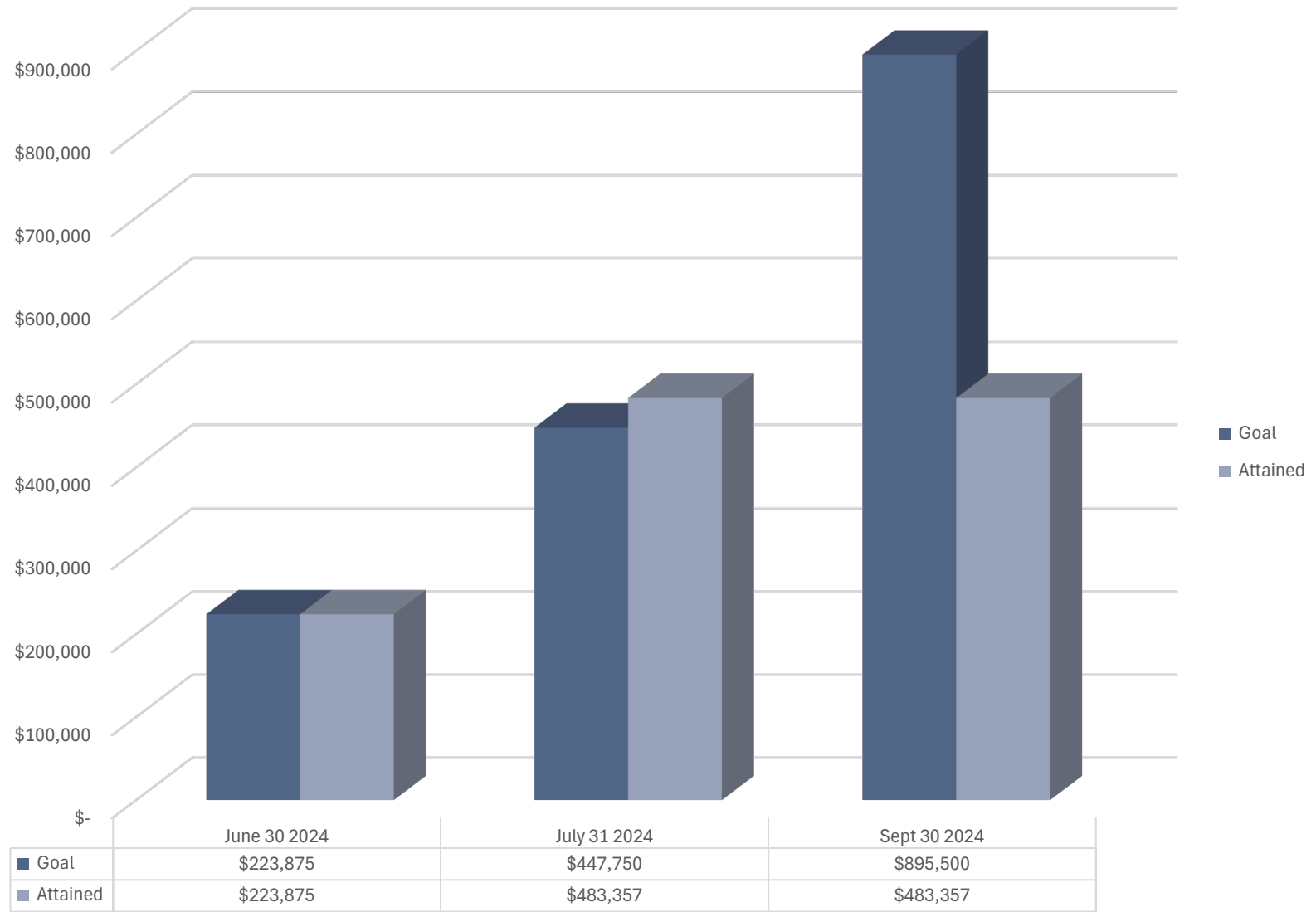
- Grant Writer / Project Analyst: Writing 3-4 grants in the month of July; researching various funding options at the federal, state, and local level; collaborating with organizations for partnerships; developing a funding ‘ask’ strategy; continuing to work on EDA grant.
 - Application for Third-Party Administrator of the CHILL Grant approved in the amount of \$50,000 (Total grant \$500,000)
 - MI Neighborhood Grant Approved in the amount of \$472,000
 - The Albion-Marshall Employer Led Collaborative 2.0 was awarded \$150,000 of Michigan Manufacturing Technology Center / Dale Carnegie from LEO.
 - Awarded 2 AmeriCorp Interns through Albion College for Business Coach & Grant Administrator Support for 24-25 academic year.
 - Closing Out Galazios Match on Main Grant
- Business Coach: Continuing to identify entrepreneurs and moving them through entrepreneurial development process. Also taking the lead on other community engagement activities.
- Grant Administrator: Managing MI Hope Grant (\$1Million), scheduling repairs & contractors. 5 Construction Projects underway.
 - Preparing to execute MI-Neighborhood Grant
 - Preparing to execute CHILL Grant

MSHDA MI-Hope Timeline, July 5, 2024

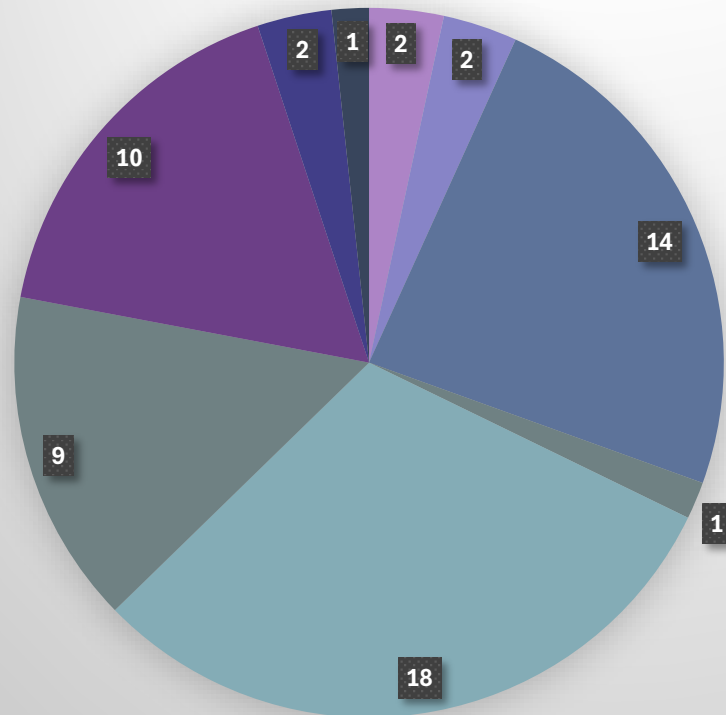


	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26
Attained	\$3,	\$14	\$18	\$26	\$36	\$86	\$86	\$86	\$86	\$86	\$86	\$86	\$86	\$86	\$86	\$86	\$86	\$86	\$86	\$86	\$86	\$86	\$86	\$86	\$86	\$86	\$86
Goal	\$3,	\$14	\$18	\$26	\$34	\$54	\$79	\$10	\$14	\$19	\$23	\$28	\$32	\$37	\$41	\$46	\$50	\$55	\$59	\$64	\$69	\$74	\$79	\$84	\$89	\$94	\$99

MSHDA MI-Hope Obligation Targets, July 5 2024



MSHDA MI-Hope Status Update July 5, 2024



■ Step 1.) Needs to be contacted

■ Step 3.) More Information Needed

■ Step 5.) Denied

■ Step 6.) Under Review/ awaiting energy audit

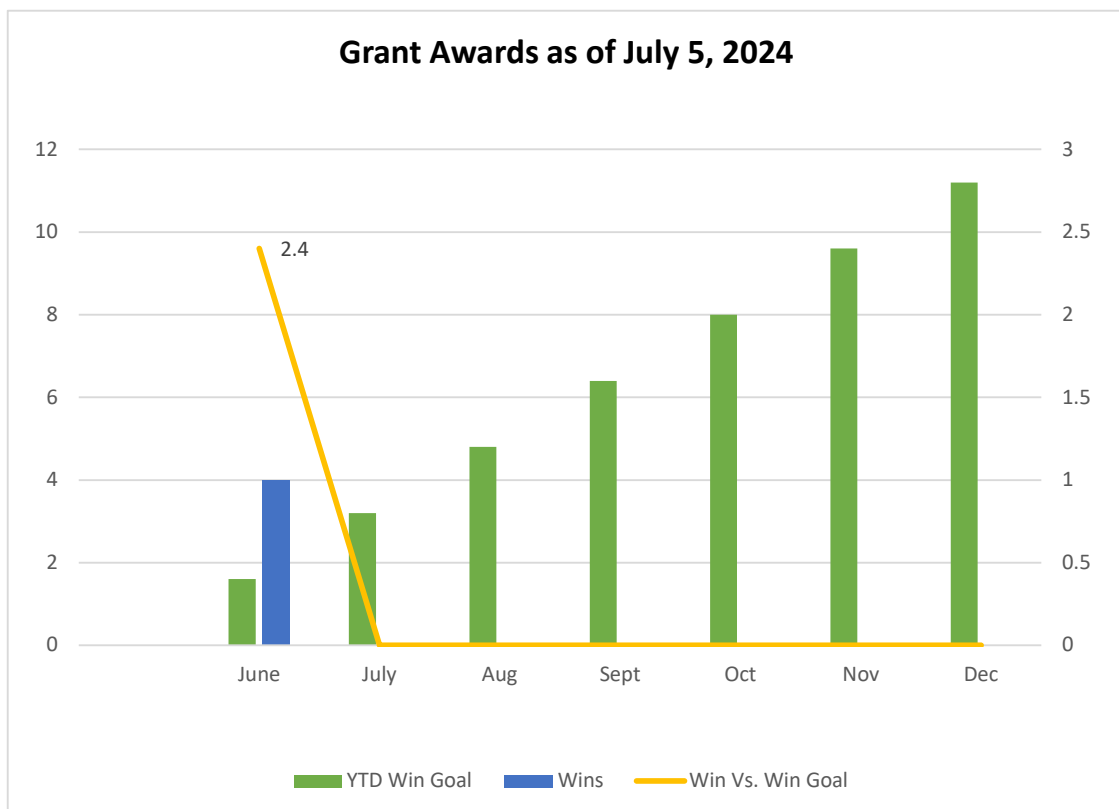
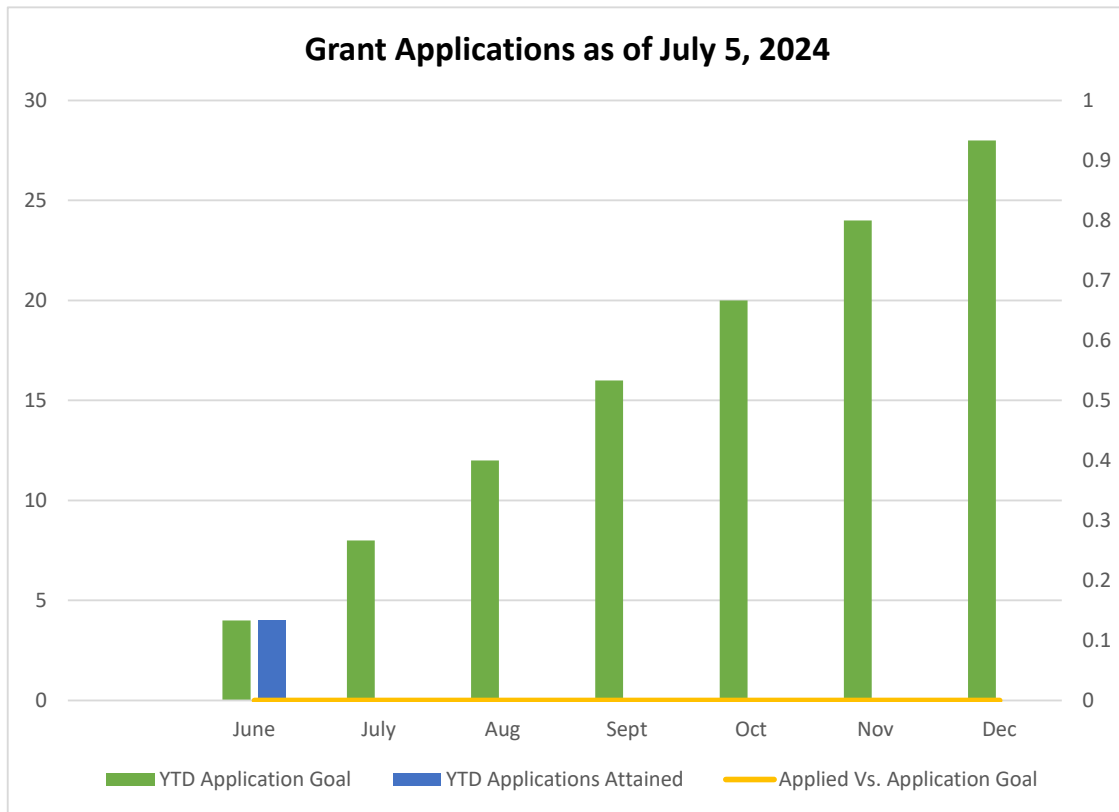
■ Step 7.) Energy Audit Scheduled

■ Step 8.) Pending Energy Audit Results

■ Step 9.) Awaiting Bids

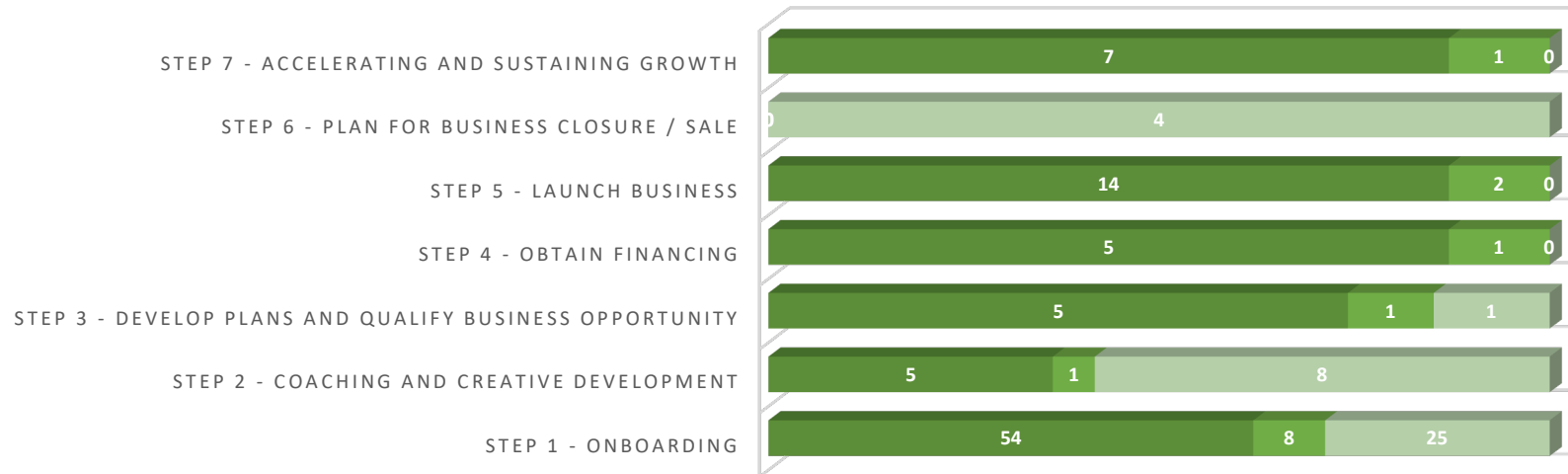
■ Step 11.) Contractor Hired/Awaiting Work

■ Step 13.) Work Completed



ENTREPRENEUR ONBOARDING BUSINESS COACH MEASURABLES AS OF JULY 5, 2024

■ 12/31/24 Goal ■ Intermittent Goal ■ Attained



	Step 1 - Onboarding	Step 2 - Coaching and Creative Development	Step 3 - Develop Plans and Qualify Business Opportunity	Step 4 - Obtain Financing	Step 5 - Launch Business	Step 6 - Plan for Business Closure / Sale	Step 7 - Accelerating and Sustaining Growth
■ 12/31/24 Goal	54	5	5	5	14	0	7
■ Intermittent Goal	8	1	1	1	2	0	1
■ Attained	25	8	1	0	0	4	0



July 1, 2024

Albion Economic Development Corporation
Attn: Virgie Ammerman
115 Superior St N
Albion, MI 49224

RE: Inquiry regarding property sales in Albion

Dear Virgie,

Per your recent request for past property sale information in the city of Albion, Calhoun County Land Bank Authority (CCLBA) staff has complied our sales information for the past four (4) years. The table below provides an overview of that information:

Year	Total Number Sold	Categories
2020	18	16 Side Lots, 2 Direct Sales
2021	14	8 Side Lots, 2 Transform This Home (TTH), 2 Direct Sales, 1 Transform This Commercial Property (TTCP), 1 Develop This Lot
2022	7	1 Side Lot, 6 Direct Sales
2023	4	3 Side Lots, 1 Direct Sale
2024	2	1 Direct Sale, 1 Develop This Lot (DTL)
	45	28 Side Lots, 12 Direct Sales, 2 TTHs, 2 DTLs, 1 TTCP

Regarding types of sales, Side Lot Program sales are sold to qualifying adjacent residential property owners seeking to expand their yards; Side Lots must be less than 19,999 square feet and can only be sold to adjacent occupied residential structures. Direct sales are those which do not qualify for other programs, and typically do not qualify as a Side Lot. Recent sales will result in four (4) new housing units through a partnership of private and state-funded developments.

Although not represented above, our staff has spent significant time pursuing sales that have not come to fruition for one reason or another. The biggest hurdle is that many sites in Albion are challenged. Although there is interest in developing housing, many parcels do not pass environmental assessment testing to be sold without constraints, thus leading some buyers to walk away. While there are ways to



address environmental concerns, they can be costly and add to the already significant expense of developing housing.

However, the CCLBA team is resilient and continues to obtain funding to remove hurdles to development throughout the County. Enclosed is a copy of a letter sent to the Albion City Council covering upcoming projects managed by our team through grants from the State Land Bank Authority. In addition, our team also received additional dollars from the Environmental Protection Agency which are applicable county wide, and with which we will continue to work to address our community's environmental needs.

Should you have any questions about this information, please reach out to me at 269-781-0859 or kedwards@calhouncountymi.gov.

Sincerely,



Krista Trout-Edwards
Executive Director

cc: Haley Snyder, City Manager
Scott Kipp, Assistant City Manager
Victoria Snyder, Mayor



July 1, 2024

Albion City Council
c/o Haley Snyder, City Manager
112 W Cass St
Albion, MI 49224

RE: Calhoun County Land Bank Authority Grant Projects 2024 – 2026

Dear Council Members,

This letter is to inform you of several exciting projects taking place in the city of Albion over the next two years. Calhoun County Land Bank Authority (CCLBA) staff worked diligently to apply for and receive \$5.5 M from the State Land Bank Authority in grants for rehabilitation, stabilization, and demolition projects. These dollars are American Rescue Plan Act (ARPA) dollars allocated to the State and redistributed to land banks to assist with critical projects in communities like ours.

CCLBA staff was strategic in its application approach, seeking to maximize its chances of being funded and having the most impact possible in the communities we serve. Acutely aware of the need for additional housing, staff also sought out rehabilitation and stabilization projects to create opportunities for new residential units. Below is a summary of planned projects in the city of Albion:

Rehabilitations	Stabilizations	Demolitions
310 Ionia St S	203 Superior St N	515 Center St W
	129, 129.5, 131 Superior St N	710 Superior St N
	100 Superior St S	1000 Erie St W
	709 Clinton St N	713 Clinton St N (adjacent to 709 Clinton, acquisition pending)
		409 Clinton St S (partnership project)
		413 Clinton St S (partnership project)
		116 Ash St W (partnership project)

The rehabilitated house will be targeted to buyers making 80 – 120% of the Area Median Income (AMI) and will offer safe and attainably priced housing for residents. Structures targeted for stabilization will either be addressed with future grant dollars or marketed through our *Transform This Commercial Property* (TTCP) program; staff has been working on the 129 – 131 Superior St N and 709 Clinton St N sites for the past few years to repurpose portions of the buildings as attainable

housing. Although we work to avoid demolitions when possible, it is necessary when structures have been damaged beyond repair. Of the approved demolitions, the ones owned by the CCLBA have either gone through the foreclosure process more than once, have been damaged by car accidents, or have failed to sell on the market. In addition, the partnership projects represent an agreement between the CCLBA, Albion Malleable, and the State Land Bank Authority to remove blighted structures near that business and adjacent to the rear of the business corridor. Overall, a total of \$2.4 M is committed to projects in the city of Albion.

The first portion of the demolition process has begun, and staff is working through the procurement process for other projects through this summer and fall. Work in Albion will need to be balanced with work in other communities across the county, and thus staff is working to finalize the procurement and project schedule to ensure efficiency in the schedule so that grant timelines and requirements can be met.

Please reach out should you have any questions or require additional information; I can be reached at 269-781-0859 or kedwards@calhouncountymi.gov.

Sincerely,



Krista Trout-Edwards
Executive Director

cc: Scott Kipp, Assistant City Manager

Virgie Ammerman, CEO and Director, Albion Economic Development Corporation

Goals – Yearly	Rocks (July – September 2024)
Get \$800k for operations (Staff, Marketing, and other operations)	\$2.5 Million from EDA
Grant Revenue \$4 Million	Develop Employee Evaluation
Team Building	Host 2 Lunches per Month for team building
Be Accountable for MI Hope MSHDA	FSR Cadence for MI Hope
Define Albion Urban Development Alliance Strategy	CEO Report / Evaluation
Influence two NIA & CIA Boards to Report to EDC Board	Develop a funding ask strategy
Create First Annual Albion-Marshall Business Growth Resource Forum	Get 7 Businesses to Step 5 in Entrepreneur Process
Finalize Options for 500 – 600 acres of Industrial Park Property & Get State Funding for Site Readiness	Influence City Council to Create CIA
Implement Plan to Reduce the Number of People un/underemployed	Influence City Council to Create 2 NIA's
Develop plan for 500 Berrien, Kalamazoo River Site, and Dalrymple Housing Properties	Develop plan for Albion-Marshall Business Growth Resources Forum and begin Implementation
Watson St, East Pine, Caldwell – Housing Plans in Place	Implement 90.io or Manual Equivelent
Identify and Attract Housing Solutions	Decide on PM/CRM Software/ Platform
	Identify 20% of the 700 un/underemployed people
	Develop plan to partner with EGLE, a developer, and City on Westward district housing
Virgie	Support LARC and Woda Cooper on LIHTC Applications
LKF	Watson St, East Pine, Caldwell, Housing Plans in place
Angie	Plan for starting neighborhood grant & CHILL Grant
Margaret	Develop Partnership Plan with Northern Initiatives for Funding Business Coach Position
Rose St. Advisors	Identify & Contact/Apply to Capacity Funders
	2025 Budget Planning
	Training Intern
	Training Intern
	500 – 600 Acres Under Contract for Industrial Park
	New Guidelines for RLF



ALBION/EDC/TIFA/BRA BOARD MEMBERSHIP AND COMMISSIONS UPDATED: July 2, 2024

MEMBERS	ORIGINALLY APPOINTED	EXPIRES	TASK FORCE(S)
Mayor Victoria Snyder	01-2021	Upon Leaving Office	
Ian Barbour	03-2024	06-30-2026	
Open (Replaces Scott Evans)		06-30-2030	
Open (Replaces Ed Haas)		06-30-2025	
Jerome Harvey	09-2017	06-30-2029	Industrial Attraction & Retention Revolving Loan Fund
Ben Wallace	04-2021	06-30-2025	Workforce Development/Readiness Revolving Loan Fund
Vicky L. Clark	04-2021	06-30-2024	Housing
Timothy Zeller	04-2024	06-30-2026	
Trevor White	01-2023	06-30-2028	Housing
Open (Replaces Scott Cubberly)		06-30-2027	
Bruce Nelson	03-2024	06-30-2026	Housing

ALBION EDC TASK FORCES

Albion Restaurant Group (ARG) -- NOTE: ON HOLD	Industry & Business Attraction Taskforce
Children's Savings Account Taskforce -- NOTE: EXPLORATORY	Match on Main Taskforce
Community Engagement Taskforce	Revolving Loan Fund (RLF) Taskforce
Housing Task Force	Workforce Development Taskforce

**ALBION ECONOMIC DEVELOPMENT CORPORATION
COMMUNITY ENGAGEMENT TASK FORCE MEETING**

MINUTES

May 15, 2024

MEMBERS PRESENT: Chad Allen, Harry Bonner Jr., Pastor Tim Kurtz

OTHERS: None

STAFF: Virgie Ammerman, Ronnie Sims

The meeting was called to order by Virgie Ammerman at 9:00 am. The agenda was approved.

There were introductions of each person. An announcement, by Virgie, of Ronnie Sims as the new EDC Executive Assistant/ Board Liaison.

Chad discussed finding a 1st Amendment Venue within the community

Utilize the MACC grant in partnership with Citizens to Beautify Albion and Rotary (Dave Farley).
Look into Collaborative grants (Jim Siedle and Gerald Bulke)

Working with Donovan Williams on Arts Grants can include Albion Fellows, Americorp Vista, Arts Group Norfolk. Harry Bonner Jr. included that we look into how to support elementary schools, families, gymnastics, arts, etc. with these art grants

Suggested that there be a reach out to group to make sure everyone has the correct link and continuation with the group as well as invites to interested community members.

June 6 EDC concept & resolution to pass and accept the Corridor Austin Ave. & N. Eaton down to S. Eaton. Need group to create a name for the Corridor (i.e. Uptown, Oldtown) Business District. A survey could be a part of naming the District. Fund additional business opportunities. Has to have 50% commercial.

Next agenda, include plan on homelessness

There was no public comment.

Meeting was adjourned at 9:59 am.

Next Meeting will be Thursday, June 19th, 11 am, EDC Offices, 115 N. Superior Street.

ALBION ECONOMIC DEVELOPMENT CORPORATION

HOUSING TASK FORCE COMMITTEE MEETING

MINUTES

May 16, 2024

MEMBERS PRESENT: Trevor White, Christine Thomas, Tanja Simmons, Haley Snyder, Bruce Nelson,

OTHERS: None

STAFF: Virgie Ammerman, Ronnie Sims

The meeting was called to order by Virgie Ammerman at 9:06 am. There were introductions of each person. An announcement, by Virgie, of Ronnie Sims as the new EDC Executive Assistant/ Board Liaison

LEO framework – goal to increase population of MI by 75,000 household have 30,000 of those to be people of color

Marshall in the process of putting up 1,500 housing units

Marshall – Springfield applying for \$50,000 MEDC Grant with 2/3 funding. Communities need to come up with 1/3 of the funding

4 cities Springfield, Marshall, Battle Creek, Albion have their applications started. 2015 was the last time an analysis was done in Albion. Study allows everyone to come together to address the businesses and people coming to the area to show developers we need the housing.

Secure additional funding for infrastructure to help grow our community.

MEDC \$500,000 grant for housing improvements granted to the City of Albion. RFP sent out by the City of Albion looking for a grant administrator. Grant could be implemented by Fall 2024. Grant is for the homeowners of the property (CDBG).

Conversation to expand Scope to look into current condition of our homes and their potential to get back on the market.

Streamlining the Landbank and the City will help to provide assistance to get the empty lots sold/purposed. Krista to be guest speaker at Rotary's June meeting. A liaison could help owners stay on track with the purpose of land use.

Virgie will send everyone a link to: Housing Analysis

Haley to send communication to the entire group regarding the link to City zoning ordinance

There was no public comment.

Meeting was adjourned at 9:57 am.

Next Meeting will be Thursday, June 20th, 11 am, EDC Offices, 115 N. Superior Street.

DRAFT

INDUSTRY AND BUSINESS ATTRACTON TASKFORCE MEETING MINUTES

Held Virtually
March 6, 2024

Taskforce Meeting was called to order at 1:00 pm.

Committee Members Present: Virgie Ammerman, Greg Moore

Committee Members Absent: Committee Members were not able to attend due to rescheduling.

Identified Resources/Focuses:

- Support Supply Park needs for Ford Plant planned for Marshall MegaSite
- Attract and Build Out New Industrial Park
- Attract and Build Out Existing Industrial Park
- Define Ideal Industries to attract to Albion
- Execute on Agreed Upon Timetables to align with community, customer, and partner needs.

March 7th, 5 pm at the Ludington Center is the Annual Albion Economic Forecast meeting featuring W.E. Upjohn Institute Update, City of Albion, DDA, Woda Cooper, HerCo, MSHDA and the EDC.

Connecting with Sheridan Township, Parma Township, Albion Township

1:25 pm Meeting adjourned.

Next Meeting Wednesday, March 27, 2024

WORKFORCE DEVELOPMENT TASKFORCE MEETING MINUTES

Held at 115 N. Superior and Virtual, Albion – Albion EDC Offices

June 17, 2024

Workforce Development Taskforce Meeting was called to order at 9:00 a.m.

Committee Members Present: Ben Pierce, Mark Gettel; Virgie Ammerman, Scott Cubberly, Ronnie Sims, Haley Snyder

Most recent prior minutes/notes were distributed and reviewed.

Identified Resources/Focuses:

- KCC applied for 2 grants. \$600,000 for Pre K-12 and \$3.3M for Curriculum development. \$1.1M of the \$3.3M is for a robotics cell. Could use support to keep training local to Albion-Marshall. Execution period is Jan 2025 – June 2026.
- Dr. Baskin has left KCC as of May 31
- Amy Lee – Michigan Community College Association (prior) Consortium Training now is with MW Tech – Amy Lee is there now engaging in consortiums. Mark introduced Jim Durian to Amy Lee. Mark to introduce Amy to Virgie.
- Several Community Colleges are forming regional planning.
- EV Jobs Academy
- EDC working on identifying 700 under/unemployed individuals.
- Tech Center – Trevor White – potentially partner with KCC's grant requests. Need funding for a tech center/training center.
- ELC Update – No update - \$151,000 – Bill Rayl is a big supporter.
 - Foundation for curriculum based program. 5-year curriculum, for example. Mark is working on a problem solving management curriculum.
- Ben Pierce discussed first cohort of Focus Forward, less than 18. Also working on an 18-24 year old program. Would be interested in training 18–24-year-old candidates. Can provide transportation. MPS and Starr and BCPS partnership. Youth and employee engagement.
- Next summer youth employment – Scott to send Haley a budget. Under \$40,000.
- MMA – Albion/Marshall Meeting 3rd Thursdays at noon – move to Industrial Retention
- Albion Employer Roundtable – Presentations for the meetings
- 3 Childcare Initiatives (Local to Albion, Regional, and Individual Need)
- Tri-share program – Employers not willing to accept liability
- Regional Childcare Plan – Pulse – flexibility of schedules and interest – in home child care for 3rd shift setting – talk to Jill Bland
- Be aware of the Statewide Workforce Development Plan – Discuss at next meeting

9:50 a.m. Meeting adjourned.

EDC/TIFA/BRA EXECUTIVE BOARD AND SPECIAL BOARD OF DIRECTORS MEETING MINUTES

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

June 6, 2024

EDC Board Meeting called to order by Jerome Harvey at 7:35 am.

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

Counsel:

Board Members Absent: Ben Wallace; Trevor White

Ex Officio Non-Voting: None

Community:

Staff: Virgie Ammerman, Nelson Karre (Virtual), Richard Lindsey

Motion made by Zeller, seconded by Clark, to approve the agenda. 6-0

Public Comment included an update from Dick Porter regarding Sheridan Township.

Motion made by B. Nelson, seconded by Barbour, (7:39 am) to enter closed session pursuant to MCL 15.268(1)(d)

B. Nelson – Yes

Barbour – Yes

Snyder – Yes

Harvey – Yes

Zeller – Yes

Clark - Yes

Motion made by Zeller, seconded by Clark, (8:02 am) to re-open board meeting.

Nelson – Yes

Barbour – Yes

Snyder – Yes

Harvey – Yes

Zeller – Yes

Clark - Yes

Motion made by Zeller, seconded by Clark, to approve items as recommended during closed session.

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

After a moment of remembrance of Tracy Tolbert, the President/CEO's Report was presented.

Discussion was had re: new board members. Board requested Mayor to fill the remaining 3 board seats. Board agreed to assist in recruiting new board members.

Tech Hub brief discussion was had.

Task Force Reports were presented.

Motion made by Clark, seconded by Zeller, to approve of the items in the consent agenda. 6-0

Motion made by Zeller, seconded by Nelson, to approve the April Treasurer's Report. 6-0

Motion made by Zeller, seconded by B. Nelson, to approve \$6,250 EDC contribution toward the Albion-Marshall housing study.

Motion made by Snyder, seconded by Clark, to amend the motion requiring all related parties to participate and contribute.

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

Vote on the original (now amended) Motion:

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

Motion made by Zeller, seconded by Barbour, to approve Virgie Ammerman to execute and deliver Application to the City of Albion regarding administering the City's CHILL grant with associated assurances. 6-0

Motion made by Zeller, seconded by B. Nelson, to approve Virgie Ammerman to execute and deliver Application to the Economic Development Administration regarding their Public Works Economic Adjustment Assistance Funding Opportunity with associated assurances.

Motion to table.

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

Motion made by Clark, seconded by Snyder, to amend the original motion to require additional details from the CEO requiring the proposed use of this grant be delivered within a week.

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

Vote on the original (now amended) Motion:

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

Corridor Improvement Authorities and Neighborhood Improvement Authorities were discussed. Pending potential action at a future meeting.

Motion made by Clark, seconded by Zeller, to excuse absent members. 6-0

A motion was made by Clark, seconded by Zeller, to adjourn. 6-0 Meeting adjourned 9:32 am.

Fund 243 BROWNFIELD REDEVELOPMENT AUTHORITY

GL Number	Description	PERIOD ENDED 05/31/2023	PERIOD ENDED 05/31/2024
*** Assets ***			
243-000-001.03	CASH - FLAGSTAR BANK	0.00	109,229.49
243-000-017.00	INVESTMENTS	173,070.94	141,374.35
Total Assets		173,070.94	250,603.84
*** Liabilities ***			
Total Liabilities		0.00	0.00
*** Fund Balance ***			
243-000-390.00	FUND BALANCE	224,672.35	224,672.35
Total Fund Balance		224,672.35	224,672.35
Beginning Fund Balance		224,672.35	224,672.35
Net of Revenues VS Expenditures - 2023			33,085.33
*2023 End FB/2024 Beg FB		257,757.68	
Net of Revenues VS Expenditures - Current Year		(51,601.41)	(7,153.84)
Ending Fund Balance		173,070.94	250,603.84
Total Liabilities And Fund Balance		173,070.94	250,603.84

* Year Not Closed

06/24/2024 09:24 AM
User: DCLARK
DB: Albion

REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION

Page: 1/5

PERIOD ENDING 05/31/2024

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	END BALANCE 12/31/2023 DR (CR)	YTD BALANCE 05/31/2024	2024 AMENDED BUDGET	AVAILABLE BALANCE	% BDGT USED
				NORM (ABNORM)		NORM (ABNORM)	
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY							
Revenues							
Dept 000 - GENERAL							
243-000-402.00	CURRENT PROPERTY TAXES	200,000.00	(149,145.26)	0.00	200,000.00	200,000.00	0.00
243-000-665.00	INTEREST	8,900.00	(8,893.84)	2,707.16	8,000.00	5,292.84	33.84
243-000-699.00	TRANSFER IN	40,000.00	(122,487.70)	4,637.30	27,750.00	23,112.70	16.71
Total Dept 000 - GENERAL		248,900.00	(280,526.80)	7,344.46	235,750.00	228,405.54	3.12
TOTAL REVENUES		248,900.00	(280,526.80)	7,344.46	235,750.00	228,405.54	3.12
Expenditures							
Dept 723 - BROWNFIELD REDEVELOPMENT AUTHORITY							
243-723-802.00	CONTRACTUAL SERVICES	39,000.00	38,227.62	12,611.00	25,000.00	12,389.00	50.44
243-723-803.00	ADMINISTRATION FEES	7,500.00	7,500.00	0.00	7,500.00	7,500.00	0.00
243-723-993.00	INTEREST	55,338.00	54,338.38	1,887.30	0.00	(1,887.30)	100.00
243-723-995.00	TRANSFER OUT	147,062.00	147,375.47	0.00	200,000.00	200,000.00	0.00
Total Dept 723 - BROWNFIELD REDEVELOPMENT AUTHORITY		248,900.00	247,441.47	14,498.30	232,500.00	218,001.70	6.24
TOTAL EXPENDITURES		248,900.00	247,441.47	14,498.30	232,500.00	218,001.70	6.24
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY:							
TOTAL REVENUES		248,900.00	280,526.80	7,344.46	235,750.00	228,405.54	3.12
TOTAL EXPENDITURES		248,900.00	247,441.47	14,498.30	232,500.00	218,001.70	6.24
NET OF REVENUES & EXPENDITURES		0.00	33,085.33	(7,153.84)	3,250.00	10,403.84	220.12

Fund 244 ECONOMIC DEVELOPMENT FUND

GL Number	Description	PERIOD ENDED 05/31/2023	PERIOD ENDED 05/31/2024
*** Assets ***			
244-000-001.00	CASH	(808.32)	0.00
244-000-001.03	CASH - FLAGSTAR BANK	10,241.05	(7,320.55)
244-000-003.00	CERTIFICATES OF DEPOSIT	0.00	250,000.00
244-000-017.00	INVESTMENTS	746,937.71	262,837.54
244-000-056.00	INTEREST RECEIVABLE	0.00	188.36
244-000-123.00	PREPAID EXPENSES	0.00	15,000.00
244-000-123.03	PREPAID EXPENSES - LIABILITY & PROP INS	282.83	257.86
244-000-124.50	SECURITY DEPOSIT - BUILDING RENT	150.00	150.00
Total Assets		756,803.27	521,113.21
*** Liabilities ***			
Total Liabilities		0.00	0.00
*** Fund Balance ***			
244-000-390.00	FUND BALANCE	241,260.19	241,260.19
Total Fund Balance		241,260.19	241,260.19
Beginning Fund Balance		241,260.19	241,260.19
Net of Revenues VS Expenditures - 2023			352,301.47
*2023 End FB/2024 Beg FB		593,561.66	.
Net of Revenues VS Expenditures - Current Year		515,543.08	(72,448.45)
Ending Fund Balance		756,803.27	521,113.21
Total Liabilities And Fund Balance		756,803.27	521,113.21

* Year Not Closed

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REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION

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PERIOD ENDING 05/31/2024

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	END BALANCE 12/31/2023 DR (CR)	YTD BALANCE 05/31/2024	2024 AMENDED BUDGET	AVAILABLE BALANCE	% BDGT USED
				NORM (ABNORM)		NORM (ABNORM)	
Fund 244 - ECONOMIC DEVELOPMENT FUND							
Revenues							
Dept 000 - GENERAL							
244-000-502.00	FEDERAL GRANTS	0.00	0.00	0.00	1,000,000.00	1,000,000.00	0.00
244-000-540.00	STATE GRANTS	0.00	(25,000.00)	50,000.00	3,000,000.00	2,950,000.00	1.67
244-000-665.00	INTEREST	34,500.00	(34,012.30)	10,921.55	28,000.00	17,078.45	39.01
244-000-667.00	RENTS	19,396.00	(19,395.83)	0.00	0.00	0.00	0.00
244-000-673.00	SALE OF FIXED ASSETS	539,940.00	(539,940.00)	0.00	150,000.00	150,000.00	0.00
244-000-675.00	OTHER REVENUES	0.00	0.00	50.00	0.00	(50.00)	100.00
Total Dept 000 - GENERAL		593,836.00	(618,348.13)	60,971.55	4,178,000.00	4,117,028.45	1.46
TOTAL REVENUES		593,836.00	(618,348.13)	60,971.55	4,178,000.00	4,117,028.45	1.46
Expenditures							
Dept 728 - EDC							
244-728-702.00	SALARIES AND WAGES	36,650.00	36,808.61	23,481.50	79,940.00	56,458.50	29.37
244-728-702.01	LEAVE BANK PAYOUTS AND/OR BONUSES	14,367.00	14,367.45	0.00	405.00	405.00	0.00
244-728-703.00	PART TIME WAGES	0.00	0.00	357.57	68,640.00	68,282.43	0.52
244-728-704.00	OVERTIME	1,000.00	944.87	0.00	1,100.00	1,100.00	0.00
244-728-714.00	MEDICARE	750.00	746.22	336.61	2,185.00	1,848.39	15.41
244-728-715.00	FICA	3,190.00	3,190.15	1,439.15	9,345.00	7,905.85	15.40
244-728-716.00	HOSPITALIZATION INSURANCE	7,270.00	7,147.63	10,603.08	33,430.00	22,826.92	31.72
244-728-717.00	LIFE INSURANCE	80.00	74.04	32.38	165.00	132.62	19.62
244-728-719.00	PENSION CONTRIBUTION	2,640.00	2,537.82	1,643.68	5,675.00	4,031.32	28.96
244-728-719.01	MERS DB CONTRIBUTION	2,005.00	2,000.04	1,175.00	2,820.00	1,645.00	41.67
244-728-719.02	EMPLOYER CONT.- MERS FORFEITURE APPLIED	(432.00)	(432.29)	(140.54)	0.00	140.54	100.00
244-728-720.00	WORKERS COMPENSATION	130.00	71.01	57.15	320.00	262.85	17.86
244-728-721.00	UNEMPLOYMENT INSURANCE	10.00	2.96	9.81	30.00	20.19	32.70
244-728-723.00	RETIREE HEALTH SAVINGS CONTRIB	570.00	543.24	469.67	1,350.00	880.33	34.79
244-728-724.00	CAR ALLOWANCE	130.00	112.65	235.79	600.00	364.21	39.30
244-728-727.00	OFFICE SUPPLY	5,000.00	6,678.92	6,884.08	5,000.00	(1,884.08)	137.68
244-728-728.00	OFFICE EQUIPMENT	1,226.00	2,003.14	0.00	1,000.00	1,000.00	0.00
244-728-729.00	DUES, BOOKS, PERIODICAL	5,000.00	3,248.20	765.00	3,000.00	2,235.00	25.50
244-728-801.00	PROFESSIONAL SERVICES	90,000.00	99,862.63	29,321.92	75,000.00	45,678.08	39.10
244-728-802.00	CONTRACTUAL SERVICES	7,000.00	13,773.26	15,519.68	1,300,000.00	1,284,480.32	1.19
244-728-803.00	ADMINISTRATION FEES	10,000.00	9,999.96	4,166.65	10,000.00	5,833.35	41.67
244-728-850.00	TELEPHONE	2,000.00	1,853.16	265.31	2,000.00	1,734.69	13.27
244-728-851.00	POSTAGE	300.00	123.00	0.00	150.00	150.00	0.00
244-728-861.00	TRAVEL	1,000.00	1,141.39	0.00	2,000.00	2,000.00	0.00
244-728-901.00	PRINTING AND COPYING	0.00	0.00	198.00	0.00	(198.00)	100.00
244-728-922.00	ELECTRICITY	0.00	0.00	804.84	0.00	(804.84)	100.00
244-728-930.00	BUILDING & GROUNDS REPAIR & MA	3,000.00	1,425.22	0.00	2,000.00	2,000.00	0.00
244-728-937.00	INSURANCE AND BONDS	3,254.00	3,244.02	1,289.30	3,300.00	2,010.70	39.07
244-728-941.00	BUILDING RENTAL	18,000.00	15,650.00	2,800.00	9,000.00	6,200.00	31.11
244-728-957.00	TRAINING	5,000.00	4,028.00	1,750.00	5,000.00	3,250.00	35.00
244-728-960.00	CONFERENCE COSTS	0.00	0.00	2,281.00	0.00	(2,281.00)	100.00
244-728-967.00	ECONOMIC DEVELOPMENT	20,000.00	34,901.36	6,299.37	100,000.00	93,700.63	6.30
244-728-971.00	LAND	0.00	0.00	0.00	1,500,000.00	1,500,000.00	0.00
244-728-975.00	LAND IMPROVEMENTS	0.00	0.00	0.00	500,000.00	500,000.00	0.00
244-728-995.00	TRANSFER OUT	0.00	0.00	2,750.00	2,750.00	0.00	100.00
Total Dept 728 - EDC		239,140.00	266,046.66	114,796.00	3,726,205.00	3,611,409.00	3.08

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REVENUE AND EXPENDITURE REPORT FOR CITY OF ALBION

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PERIOD ENDING 05/31/2024

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	END BALANCE 12/31/2023 DR (CR)	YTD BALANCE 05/31/2024	2024 AMENDED BUDGET	AVAILABLE BALANCE	% BDGT USED
				NORM (ABNORM)		NORM (ABNORM)	
Fund 244 - ECONOMIC DEVELOPMENT FUND							
Expenditures							
Dept 730 - MI-HOPE GRANT							
244-730-802.00	CONTRACTUAL SERVICES	0.00	0.00	18,624.00	0.00	(18,624.00)	100.00
Total Dept 730 - MI-HOPE GRANT		0.00	0.00	18,624.00	0.00	(18,624.00)	100.00
TOTAL EXPENDITURES		239,140.00	266,046.66	133,420.00	3,726,205.00	3,592,785.00	3.58
Fund 244 - ECONOMIC DEVELOPMENT FUND:							
TOTAL REVENUES		593,836.00	618,348.13	60,971.55	4,178,000.00	4,117,028.45	1.46
TOTAL EXPENDITURES		239,140.00	266,046.66	133,420.00	3,726,205.00	3,592,785.00	3.58
NET OF REVENUES & EXPENDITURES		354,696.00	352,301.47	(72,448.45)	451,795.00	524,243.45	16.04

Fund 247 TIFA FUND

GL Number	Description	PERIOD ENDED 05/31/2023	PERIOD ENDED 05/31/2024
*** Assets ***			
247-000-001.00	CASH	85,188.59	0.01
247-000-001.03	CASH - FLAGSTAR BANK	5,243.99	16,322.96
247-000-004.00	PETTY CASH	50.00	50.00
247-000-017.00	INVESTMENTS	313,376.86	402,996.90
247-000-020.00	SUMMER TAXES RECEIVABLE - CURR	0.00	2,544.03
247-000-020.01	WINTER TAXES RECEIVABLE - CURR	0.00	1,603.39
247-000-056.00	INTEREST RECEIVABLE	537.74	0.00
247-000-124.50	SECURITY DEPOSIT - BUILDING RENT	850.00	850.00
Total Assets		405,247.18	424,367.29
*** Liabilities ***			
247-000-255.00	DEPOSITS PAYABLE	1,384.11	0.00
Total Liabilities		1,384.11	0.00
*** Fund Balance ***			
247-000-390.00	FUND BALANCE	436,663.28	436,663.28
Total Fund Balance		436,663.28	436,663.28
Beginning Fund Balance		436,663.28	436,663.28
Net of Revenues VS Expenditures - 2023			41,225.01
*2023 End FB/2024 Beg FB		477,888.29	
Net of Revenues VS Expenditures - Current Year		(32,800.21)	(53,521.00)
Ending Fund Balance		403,863.07	424,367.29
Total Liabilities And Fund Balance		405,247.18	424,367.29

* Year Not Closed

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PERIOD ENDING 05/31/2024

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	END BALANCE 12/31/2023 DR (CR)	YTD BALANCE 05/31/2024	2024 AMENDED BUDGET	AVAILABLE BALANCE	% BDGT USED
				NORM (ABNORM)		NORM (ABNORM)	
Fund 247 - TIFA FUND							
Revenues							
Dept 000 - GENERAL							
247-000-402.00	CURRENT PROPERTY TAXES	104,234.00	(108,665.40)	0.00	108,179.00	108,179.00	0.00
247-000-573.00	LOCAL COMMUNITY STABILIZATION SHARE TAX	150,000.00	(112,755.59)	0.00	152,000.00	152,000.00	0.00
247-000-665.00	INTEREST	18,100.00	(18,293.02)	8,396.37	15,000.00	6,603.63	55.98
247-000-667.00	RENTS	0.00	0.00	(600.00)	0.00	600.00	100.00
247-000-673.00	SALE OF FIXED ASSETS	33,300.00	(33,300.00)	0.00	50,000.00	50,000.00	0.00
247-000-675.00	OTHER REVENUES	0.00	(846.37)	0.00	0.00	0.00	0.00
Total Dept 000 - GENERAL		305,634.00	(273,860.38)	7,796.37	325,179.00	317,382.63	2.40
TOTAL REVENUES		305,634.00	(273,860.38)	7,796.37	325,179.00	317,382.63	2.40
Expenditures							
Dept 733 - TIFA							
247-733-702.00	SALARIES AND WAGES	120,625.00	121,286.18	41,847.33	122,815.00	80,967.67	34.07
247-733-702.01	LEAVE BANK PAYOUTS AND/OR BONUSES	33,524.00	33,524.05	0.00	3,640.00	3,640.00	0.00
247-733-703.00	PART TIME WAGES	0.00	0.00	357.60	0.00	(357.60)	100.00
247-733-704.00	OVERTIME	3,000.00	2,833.63	0.00	500.00	500.00	0.00
247-733-714.00	MEDICARE	2,285.00	2,266.52	633.78	1,920.00	1,286.22	33.01
247-733-715.00	FICA	9,775.00	9,692.06	2,710.14	8,200.00	5,489.86	33.05
247-733-716.00	HOSPITALIZATION INSURANCE	21,830.00	21,259.18	5,523.35	27,800.00	22,276.65	19.87
247-733-717.00	LIFE INSURANCE	225.00	203.46	97.12	285.00	187.88	34.08
247-733-719.00	PENSION CONTRIBUTION	8,665.00	8,443.29	2,929.30	8,635.00	5,705.70	33.92
247-733-719.02	EMPLOYER CONT.- MERS FORFIETURE APPLIED	(1,143.00)	(1,143.01)	(159.43)	0.00	159.43	100.00
247-733-720.00	WORKERS COMPENSATION	380.00	249.00	105.18	300.00	194.82	35.06
247-733-721.00	UNEMPLOYMENT INSURANCE	15.00	8.75	6.40	10.00	3.60	64.00
247-733-723.00	RETIREE HEALTH SAVINGS CONTRIB	1,495.00	1,465.11	836.91	1,650.00	813.09	50.72
247-733-724.00	VEHICLE ALLOWANCE	1,160.00	1,013.55	2,121.34	5,400.00	3,278.66	39.28
247-733-801.00	PROFESSIONAL SERVICES	7,000.00	7,180.16	0.00	3,000.00	3,000.00	0.00
247-733-802.00	CONTRACTUAL SERVICES	0.00	0.00	0.00	10,000.00	10,000.00	0.00
247-733-803.00	ADMINISTRATION FEES	8,900.00	8,900.04	3,708.35	8,900.00	5,191.65	41.67
247-733-922.00	ELECTRICITY	750.00	791.10	0.00	750.00	750.00	0.00
247-733-930.00	BLDG & GRNDS REP/MAINT	2,850.00	3,562.30	0.00	0.00	0.00	0.00
247-733-941.00	BUILDING RENTAL	10,200.00	11,100.00	600.00	3,000.00	2,400.00	20.00
Total Dept 733 - TIFA		231,536.00	232,635.37	61,317.37	206,805.00	145,487.63	29.65
TOTAL EXPENDITURES		231,536.00	232,635.37	61,317.37	206,805.00	145,487.63	29.65
Fund 247 - TIFA FUND:							
TOTAL REVENUES		305,634.00	273,860.38	7,796.37	325,179.00	317,382.63	2.40
TOTAL EXPENDITURES		231,536.00	232,635.37	61,317.37	206,805.00	145,487.63	29.65
NET OF REVENUES & EXPENDITURES		74,098.00	41,225.01	(53,521.00)	118,374.00	171,895.00	45.21

Fund 296 REVOLVING LOAN FUND

GL Number	Description	PERIOD ENDED 05/31/2023	PERIOD ENDED 05/31/2024
*** Assets ***			
296-000-001.03	CASH - FLAGSTAR BANK	2,254.36	28,378.19
296-000-017.00	INVESTMENTS	334,974.43	431,305.56
296-000-040.00	ACCOUNTS RECEIVABLE	0.00	50,014.28
296-000-061.00	LOANS RECEIVABLE	80,654.69	74,779.69
Total Assets		417,883.48	584,477.72
*** Liabilities ***			
Total Liabilities		0.00	0.00
*** Fund Balance ***			
296-000-390.00	FUND BALANCE	410,812.26	410,812.26
Total Fund Balance		410,812.26	410,812.26
Beginning Fund Balance		410,812.26	410,812.26
Net of Revenues VS Expenditures - 2023			165,970.24
*2023 End FB/2024 Beg FB		576,782.50	
Net of Revenues VS Expenditures - Current Year		7,071.22	7,695.22
Ending Fund Balance		417,883.48	584,477.72
Total Liabilities And Fund Balance		417,883.48	584,477.72

* Year Not Closed

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PERIOD ENDING 05/31/2024

GL NUMBER	DESCRIPTION	2023 AMENDED BUDGET	END BALANCE 12/31/2023 DR (CR)	YTD BALANCE 05/31/2024 NORM (ABNORM)	2024 AMENDED BUDGET	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 296 - REVOLVING LOAN FUND							
Revenues							
Dept 000 - GENERAL							
296-000-665.00	INTEREST	17,000.00	(18,594.77)	7,694.77	15,000.00	7,305.23	51.30
296-000-675.00	CHARGES FOR SERVICES	0.00	0.00	0.45	0.00	(0.45)	100.00
Total Dept 000 - GENERAL		17,000.00	(18,594.77)	7,695.22	15,000.00	7,304.78	51.30
Dept 931 - TRANSFER IN							
296-931-699.00	TRANSFER IN	147,062.00	(147,375.47)	0.00	200,000.00	200,000.00	0.00
Total Dept 931 - TRANSFER IN		147,062.00	(147,375.47)	0.00	200,000.00	200,000.00	0.00
TOTAL REVENUES		164,062.00	(165,970.24)	7,695.22	215,000.00	207,304.78	3.58
Fund 296 - REVOLVING LOAN FUND:							
TOTAL REVENUES		164,062.00	165,970.24	7,695.22	215,000.00	207,304.78	3.58
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		164,062.00	165,970.24	7,695.22	215,000.00	207,304.78	3.58
TOTAL REVENUES - ALL FUNDS							
TOTAL REVENUES - ALL FUNDS		1,312,432.00	1,338,705.55	83,807.60	4,953,929.00	4,870,121.40	1.69
TOTAL EXPENDITURES - ALL FUNDS		719,576.00	746,123.50	209,235.67	4,165,510.00	3,956,274.33	5.02
NET OF REVENUES & EXPENDITURES		592,856.00	592,582.05	(125,428.07)	788,419.00	913,847.07	15.91

Policy and Procedure Index

Policy and Procedure Title	Functional Area	Policy Number	Effective Date	Last Reviewed or Revised Date
Our Mission and Values				6/13/2024
By-Laws			Year: 2001	Revisited: 2023
CEO Performance Evaluation	Governance	1.01	12/7/23	12/7/23
Closed Board Sessions	Governance	1.02		6/13/24
Privacy Policy	Governance	1.03		6/13/24
Board Meeting Attendance	Governance	1.04		See ByLaws
Submission of Agenda Items (Board Ops Policy)	Governance	1.05		6/21/24
Submission of Policy & Procedures (Board Ops Policy)	Governance	1.06	See 1.05	See 1.05
Ethics Policy	Governance	1.07		6/21/24
Conflict of Interest Policy	Governance	1.08		6/13/24
Whistle Blower Policy (Required by Sarbanes-Oxley Act)	Governance	1.09	NA	NA
Record Retention/Document Destruction (Required by Sarbanes-Oxley Act)	Governance	1.10		6/21/24
Partnership Policy	Governance	1.11		6/15/24
Articles of Incorporation	Governance	1.12	Year:1977	Amended/Revised: Feb. 2001
City of Albion Communications Policy	Governance	1.13		7/2/24
Board Minutes	Governance		See 1.06	See 1.06
Membership Addition and Renewal Policy & Procedure	Membership	2.01	NA	In Bylaws
Membership Expiration Reminder Process	Membership	2.02	NA	In Bylaws
Allowable Expenses	Finance	3.01		06/15/24
Inventory Tracking	Finance	3.02	NA	NA
Budget Approval and Revisions	Finance	3.03		06/21/24
Cash Receipts Policy	Finance	3.04		06/21/24
Preparation, Submission and Approval of Financial Statements	Finance	3.05		06/22/24
Investment Policy	Finance	3.06	City of Albion Finance	City of Albion Finance
Media Relations Policy	Marketing	4.01		6/25/24
Public Affairs and Communication Policy	Marketing	4.02		6/25/24
Charitable Donation Solicitation & Acknowledgement	Development and Sponsorship	5.01	NA	NA
Sponsor Solicitation and Acknowledgement	Development and Sponsorship	5.02	NA	NA
Technology Approval & Usage Policy	Technology	6.01	In Employee Handbook	In Employee Handbook
Social Media Policy	Technology	6.02	In Employee Handbook	In Employee Handbook
Email Usage Policy	Technology	6.03	In Employee Handbook	In Employee Handbook
Employment at Will	Human Resources	8.01	In Employee Handbook	In Employee Handbook
EEO Policy	Human Resources	8.02	In Employee Handbook	In Employee Handbook
PTO (Paid Time Off)	Human Resources	8.03	In Employee Handbook	In Employee Handbook
Holiday Pay	Human Resources	8.04	In Employee Handbook	In Employee Handbook
Employment Status	Human Resources	8.05	In Employee Handbook	In Employee Handbook



POLICY AND PROCEDURE

AEDC PP 3.01 Finance

Allowable Expenses Policy and Procedure

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

Purpose:

This policy outlines the guidelines for Albion Economic Development Corporation's (AEDC) allowable expenses, per the Board of Directors at the AEDC. These expenses are intended to support staff bonding and the development and nurturing of client relationships and engagement. This policy ensures that expenditures are appropriate, transparent and align with the AEDC's mission and objectives.

Policy

AEDC permits the use of funds for food and entertainment expenses related to staff bonding and client relationship activities. These expenditures must directly contribute to fostering a positive work environment, enhancing team cohesion, and building or nurturing professional relationships with clients. All expenses must be reasonable, necessary, and within the allocated budget.

Procedure:

(a) Approval Process

- a. If staff is making a purchase, all food/entertainment/office material(s) expenses must be pre-approved by the President/CEO;
- b. If the President/CEO is making the purchase, the President/CEO does ***not*** have to get these expenses pre-approved by the Board of Directors nor the City of Albion; and
- c. Requests for approval should include the purpose of the expense, anticipated/estimated cost, and how it relates to the AEDC's mission and/or strategic objectives for staff bonding, relationship building, and/or client/stakeholder engagement.

(b) Allowable Expenses, including but not limited to the following:

- a. Workshops and Training Sessions;
- b. Group Activities;
- c. Holiday Parties;
- d. Milestone Celebrations;
- e. Food and Drinks;

- i. Excluding alcoholic beverages, which will **not** be considered an allowable expense
- f. Travel expenses;
- g. Group lunches and/or dinners; and
- h. Corporate Hospitality Events
- (c) Documentation
 - a. Receipts and/or invoices are required to be collected and submitted for reimbursement requests to be approved by the CEO/President and/or the Board of Directors
 - b. Documentation should include the date of the expense on the receipt/invoice and/or written on the document
 - c. President/CEO and/or the Board of Directors reserves the right to request a written description of the purpose of the expense upon review.
- (d) Use of AEDC / City of Albion Credit Card & Expense Report from CEO / President
 - a. The AEDC's credit card(s) shall only be used for business expenses and expenses related to the business, including "allowable" expenses.
 - b. President / CEO is the only authorized personnel to use the Credit Card(s). All other staff must get approval from the President/CEO to use the cards.
 - c. Receipts and/or invoices must be collected and submitted to the Finance/Accounting Department in Albion, Michigan.
 - i. Documentation should include the date of the expense on the receipt/invoice.
 - d. The Board of Directors reserves the right to request an expense report with the receipts/invoices for charges made on AEDC credit card.
 - i. Expense reports made by the President / CEO to the Board of Directors should include a brief description of the charge.
 - ii. Expense reports made by the President / CEO to the Board of Directors shall be submitted to the Board of Directors and/or an individually identified designated Board Member at least 3 business days before turning it into the City of Albion's Finance / Accounting Department.
- (e) Reimbursement Process
 - a. Employees, Consultants, and/or Contractors shall submit the required documentation for reimbursement to the CEO/President and/or Board of Directors and/or the Finance Department within 14 days of incurring the expense
 - b. The CEO/President and/or Board of Directors and/or the Finance Department shall review and process reimbursements within 14 days of the receipt/invoice being submitted.
 - i. For additional information regarding reimbursements, see A.P. Policy within the Interlocal Agreement between The City of Albion and the Albion Economic Development Corporation.

Open Meetings Act

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

NAME _____ DEPT _____ DATE _____

Conference (No initials), Location & Dates: _____

Names of others attending (this report) _____ n/a

INSTRUCTIONS: File with City Clerk/Treasure/Finance Director within five (5) days after return - Attach all receipts for Hotel, Transportation and other items to this statement.

EXPENSE CATEGORY		SUN	MON	TUES	WED	THURS	FRI	SAT	TOTALS
TRANSPORTATION	DATES								0
[] Rail [] Air [] City Car									0
[] Personal Car									
	0.0 miles at \$0.670 cents per mile 2024 Rate								\$0.00
Garage									\$0.00
Taxi/Bus/Tolls									\$0.00
Hotel/Motel									\$0.00
Registration Fees									\$0.00
Meals Including Tips	Breakfast								\$0.00
	Lunch								\$0.00
	Dinner								\$0.00
Gratuities (other than for meals)									\$0.00
Telephone & Telegraph									\$0.00
Other Expense (Specify)	See Attached								\$0.00
									\$0.00
									\$0.00
Acct. _____		TOTAL EXPENSE THIS REPORT							\$0.00

I certify that all items of expense included on this voucher were incurred in the discharge of authorized official business; and that they represent proper charges against the City of Albion. In the case of cash advances, I hereby authorize the City to institute a payroll deduction for said advance in the event a properly completed expense voucher is not filed with the Clerk/Treasure/Finance Director's office within thirty (30) days from the date of the advance funds.

AMOUNT OF ADVANCE _____

Refund due employee: \$0.00 Due City: \$0.00

Department Head

Signature of Claimant

Date: _____ Approved _____



POLICY AND PROCEDURE
AEDC PP 3.03 Finance
Budget Approval and Revisions
Policy and Procedure

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

Purpose:

This policy outlines the guidelines for Albion Economic Development Corporation's (AEDC) budget approval and revisions.

Policy

The AEDC budget rolls up to the City of Albion budget; therefore, a 2-stage approval process exists. First, the AEDC Board approves the annual budget; then it is approved by Albion City Council as part of their overall budget. The AEDC Board is responsible for 4 City of Albion Funds: Brownfield Redevelopment Authority; Economic Development; Tax Increment Finance Authority; Revolving Loan Fund.

Procedure:

City of Albion Finance Director posts a budget preparation schedule during the summer months. EDC President/CEO is responsible for managing these targets as well as the targets as required by the AEDC Board. Traditionally, the EDC Board is presented a draft of the Budget, by the President/CEO, in its September Board meeting and approves the Budget in the October Board meeting.

The President/CEO receives budget worksheets from the City of Albion Finance Director and identifies subsequent year revenue sources and expenses. The City of Albion Payroll Staff distribute salary and benefits into expense categories as prescribed by the City of Albion salary and benefit categories. The President/CEO consults with EDC Staff, the EDC Board, and other stakeholders as to receive input and feedback concerning inclusivity and accuracy of revenue and costs.

A cash flow budget and capital budget are also prepared by the President/CEO and presented to the EDC Board for approval.

Open Meetings Act

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



POLICY AND PROCEDURE
AEDC PP 3.04 Finance
Cash Receipts Policy and Procedure

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

Purpose:

This policy outlines the guidelines for Albion Economic Development Corporation's (AEDC) processing of cash receipts.

Policy

AEDC occasionally receives payments in the form of cash or checks. Most payments are received directly by the City of Albion, the EDC's third-party accounting and finance administrator. The cash or checks should be noted by 2 EDC employees and delivered to the City of Albion for processing.

Procedure:

All checks or cash received by AEDC Staff should be counted by 2 EDC employees, recorded via photocopying and completing a receipt; the AEDC staff should identify the GL account to which the receipts should be debited. Hand deliver to the Albion City Finance Director.

Specific to Revolving Loan Fund (RLF) Payments:

A. Receive Check in the Mail

B. T-Value Accounting

1. Enter specific payment info
2. Create new payment by putting in current Date and a U in the amount for "unknown"
3. Click Calculate
4. Click Rounding

5. Adjust Last Payment and click ok
6. Click Print
7. Report Range All
8. Save File
9. Exit the program

C. Receipt Processing (in Word)

1. Open Loan file in the RLF Receipt subdirectory in the RLF Company Files Directory
2. Save new receipt (starting with prior receipt as a template) using new information is on the TValue sheet
3. Print
4. Make 2 copies of the document and the check as a packet.
5. Deliver to one copy the Albion City Finance Director.
6. Maintain a file copy.
7. Receive a signed copy from the City.
8. File copy with TValue Sheet

Open Meetings Act

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



POLICY AND PROCEDURE
AEDC PP 3.05 Finance
Preparation, Submission and Approval of Financial Statements
Policy and Procedure

SUBJECT: Preparation, Submission and Approval of Financial Statements Policy and Procedure	ORIGINATION DATE: 06/22/2024 LAST DATE REVIEWED: 6/22/2024
ACCOUNTABILITY: Chief Executive Officer (CEO), Executive Committee OTHERS INVOLVED: Albion Economic Development Corporation Board of Directors, Contracted Consultant (s)	REQUIRED REVIEWERS: Chief Executive Officer (CEO) & Albion Economic Development Corporation Board of Directors

Purpose:

This policy outlines the guidelines for Albion Economic Development Corporation's (AEDC) preparation, submission and approval of financial statements.

Policy

The AEDC monthly, year to date, and annual financial statements are critical for operational and fiscal management. Therefore, the Board of Directors is to receive reliable financial statements at each of their monthly board meetings and the Treasurer may request details so that the financial statements can be made transparent.

Procedure:

City of Albion Finance Director prepares financial statements for each of the funds in the responsibility of the AEDC. The President/CEO is responsible to request and receive financial statements from the City of Albion Finance Director each month in time to review and analyze in anticipation of the Executive Board Meeting and then the Board Meeting.

The City of Albion Finance Director produces the Statement of Position and the Statement of Activities; the President/CEO prepares the Statement of Cash Flow. The President/CEO is responsible to understand, and explain fully, the financial statements to the EDC Board Treasurer. General Ledger details can be requested of the City of Albion Finance Director in order to fully interpret the presented financial statements.

The President/CEO is responsible to present a proforma or projection of the balance of the year so that the Board can have confidence in the projected year end position of assets and fund balances.

Open Meetings Act

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



POLICY AND PROCEDURE
AEDC PP 4.01 Marketing
Media Relations Policies & Procedures

SUBJECT: Media Relations Policies & Procedures	ORIGINATION DATE: June 25, 2024 LAST DATE REVIEWED: June 25, 2024
ACCOUNTABILITY: Chief Executive Officer (CEO), Executive Committee OTHERS INVOLVED: Albion Economic Development Corporation Board of Directors, Contracted Consultant(s)	REQUIRED REVIEWERS: Albion Economic Development Corporation Board of Directors

Purpose:

The purpose is to ensure consistency of messages that Albion Economic Development Corporation (AEDC) communicates. Therefore, the policy should clearly state who may speak on behalf of the organization.

Policy:

- AEDC's Marketing Partner (LKF Marketing) is designated as the only direct liaison between all entities of the AEDC and members of the news media in all of its forms.
- LKF Marketing (LKF) has media relations professionals who are highly experienced in working with reporters, editors, producers, bloggers, and writers on a daily basis. It is required that all AEDC contact with outside news media be channeled through this office.
- This is critical for the following reasons:
 - Ensures that all media relations activities for the AEDC are centrally managed;
 - Allows LKF to be informed of all important and relevant AEDC content;
 - Enables AEDC media relations to maintain and build a broad portfolio of contacts in the news media.

General Guidelines:

- **Inquiries from the News Media:**
 If a member of the AEDC staff is contacted by a member of the news media (including freelance writers and bloggers), this information must be referred immediately to Virgie Ammerman, President and CEO, at vammerman@albionedc.org or 269-598-7765.

1. It is not appropriate to include members of the news media in email communication of media relations to AEDC about the request.
2. Agreement to be interviewed by the news media should never be given directly by the staff to the news media representative without prior approval by AEDC.

LKF, in coordination with other AEDC Leadership as appropriate, evaluates the request and determines the best course of action in moving forward.

- **News Media in Office:**

Reporters, photographers, and other members of the media are NOT allowed in the AEDC office without proper supervision. LKF relations specialists or Virgie Ammerman must escort the media on campus at all times.

- **Op-Ed Pieces/By-line Articles:**

A specific process has been established for staff who wish to draft op-ed pieces or by-lined articles to be published in popular news media (including news aggregators and news websites). Here is the established process if the staff member will be indicating their affiliation with the AEDC in the attribution of the piece.

1. A staff member makes initial contact with AEDC to discuss subject matter for op-ed piece. Subject matter should be timely, relate to current news topic, focus on some aspect of the staff member's contributions, education, or community impact. AEDC approves subject matter and reviews potential outlets for the piece.
 - a. A staff member should never send a draft of the article to the news organization (including the personal email of the reporter or editor) prior to receiving approval from the AEDC.
2. If subject is approved, staff member drafts op-ed piece with assistance of LKF as needed to ensure newsworthiness and that it adheres to op-ed guidelines established by the news organization.
3. LKF provides edits and works with staff member to produce a final version of the piece. LKF submits final draft to AEDC or Board of Directors for approval.
4. Once approved, LKF works with staff member to submit piece to news organizations and outlets, and coordinates if additional submissions are required.

NOTE: If a staff member determines that they will submit an op-ed piece or by-lined article WITHOUT attribution from AEDC, then they may do so on their own personal time.

- **Newsworthy Information About Organization Updates:**

LKF is very interested in hearing about AEDC updates so that we can communicate this information to external stakeholders through a broad range of channels – including news media, print publications, web stories, video network and other digital media.

We have organized a network to assist us in gathering this information from staff on an ongoing basis.

This information includes:

- a. Published Information.
- b. Grants and Contracts.
- c. Conference Presentations.
- d. Events, Lectures, and Workshops.
- e. Appointments.
- f. Community Service.
- g. Honors and Awards.
- h. In the News.
- i. New Faculty/Staff.
- j. Commentaries, Articles, or Op-ed Pieces.

Notice About Organization Updates

NOTE: It is critical for LKF to receive information **in advance of a press release being published, so that we can maximize news coverage.** In many cases, it is beneficial to receive the fodder at the time it is accepted, so that there is adequate time to coordinate with the press release contacts as well as other outside partners as appropriate. We greatly appreciate your help with this request!

- **Media Inquiries:**

In order to maintain accuracy and consistency, employees who receive inquiries from the news media must follow these guidelines and procedures:

1. No employee may grant an interview concerning company business to a general interest or business publication or broadcast media without the approval of the president. Examples of such media would include The Recorder, Advisor & Chronicle, The Kalamazoo Gazette, etc. In most cases, inquiries from this type of media will be handled directly by leadership of the Board of Directors.
2. Certain types of routine inquiries and contacts with local news media or informational requests from trade publications may be handled directly by employees designated by the president and Board of Directors.
3. With respect to company matters that are appropriate for public knowledge, the organization cooperates with news media inquiries and communicates truthfully with the media through designated spokespersons.

Procedures:

- Any requests for interviews by the media will be referred to the president and Board of Directors. During the time an employee is attempting to contact this person and board, reporters should be told that a spokesperson is not available, but an appointment can be made if appropriate.
- No employee other than the designated spokesperson may speak on behalf of the company.
- Any employee who speaks on behalf of the company without authorization or violates this media policy is subject to discipline, including discharge.
- Courtesy and common sense should always be used in dealing with reporters. The employee should ask the reporter for their name, the name of the publication or television or radio station, a telephone number, and the topic that they wish to discuss. The employee will then contact the president or the Board of Directors with this information.
- The spokesperson will be objective in media statements and will provide accurate, factual information as quickly as possible. There will be no lies or cover-ups.
- No statements are made off the record.
- When approval is given to allow photographs in a location, a photo release form should be completed and sent to the president, LKF, and a copy should be sent to the publication, television, or radio employee.

Procedures for Response to Media During an Emergency

1. Whenever there is an emergency and a need to respond to the media, always contact one or more of the following persons:

- President, or assistant to the president (can authorize media statements)
- Board of Directors (can authorize media statements)

A list of the office, home, and cell phone numbers and e-mail addresses of these individuals is attached.

2. When there are injuries, the following steps are to be taken:

- Factual information on any customer or employee concerning personal injuries should be provided to the family as quickly as possible. Ideally, a general manager who is familiar with the person will dispense the information. The caller will have been trained how to handle the situation.
 - No information is to be released to the media on the injuries until the families of those injured have been notified and clearance given by persons listed as authorized in item 1.
3. Employees should not speculate on anything to the media or anyone else. The media spokesperson will be one of the trained individuals listed on the attachment. Ideally, there will only be one spokesperson for any one emergency.
-
-
4. When feasible and approved by individual listed in item 1, the company will initiate contact with the media.
5. Only when the situation warrants, when appropriate management is on site, and when approved by one of the authorized persons listed in item 1, is news media allowed access to the facilities. Emergency press releases are to be immediately posted on AEDC's website. Even then, the media is allowed access to areas only within safety guidelines.
6. No one is to give damage estimates or other cost information to the media until they can be accurately assessed. Only the company spokesperson can release this information.
7. Any media spokesperson should emphasize the company's safety record and precautions that have been taken to avoid incidents of this nature.
8. If the situation warrants, use every means of communication to present factual information that will offset rumors and misstatements. These include radio, television, newspapers, advertisements, letters, videotapes, voicemail, or e-mail broadcasts to members of the media. Phone numbers and e-mail addresses for some media contacts are listed in the attachment.
9. Contact the outside public relations advisor listed in the attachment.
- LKF Marketing
10. As a matter of courtesy, someone will always return media calls, if only to state that a spokesperson is not available, or no comment is available at this time.

11. As the situation warrants, updates will be provided to the media.
12. All statements to the media will be as objective as possible.
13. Generally, any quotes in media releases should be reviewed by the person quoted to ensure accuracy.

Emergency Communications with Employees, Customers, and the General Public

Before communicating with employees, customers, and the general public, review these goals:

- Provide for safety and well-being.
- Calm and reassure.
- Do not lie.
- Provide accurate, factual information as quickly as possible.
- Maintain positive relations.
- Foster favorable, accurate perceptions.

Communications with Shareholders:

Before communicating with shareholders, review these goals:

- Provide accurate, factual information.
- Maintain positive relationships.
- Never lie to shareholders.

Open Meetings Act

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



POLICY AND PROCEDURE
AEDC PP 4.02 Marketing
Public Affairs & Communications Policies

SUBJECT: Public Affairs & Communications Policies	ORIGINATION DATE: June 25, 2024 LAST DATE REVIEWED: June 25, 2024
ACCOUNTABILITY: LKF Marketing, Albion Economic Development Staff OTHERS INVOLVED: Volunteers, Partners, and Contractors	REQUIRED REVIEWERS: Albion Economic Development Corporation Board of Directors

Purpose:

The purpose of this policy is to ensure consistent and effective communication and promotion of Albion Economic Development Corporation's (AEDC) mission, values, programs, and achievements. This policy outlines guidelines and procedures for all marketing and communication activities conducted on behalf of AEDC.

Scope:

This policy applies to all marketing, communications, media relations, digital/print publications, social media, video/broadcast communications, advertising, and community health information delivered on behalf of AEDC. The policy applies to all staff, contractors, and volunteers involved in marketing and communication activities for AEDC.

Policy:

1. **Accuracy and Integrity:** All marketing and communication materials must accurately represent AEDC, its programs, achievements, and values. Misleading or false information is strictly prohibited.
2. **Transparency:** Transparent communication is vital. Any conflicts of interest or affiliations must be disclosed appropriately in accordance with relevant regulations and guidelines.
3. **Respect and Diversity:** All marketing and communication materials should respect the diversity of the community and promote an inclusive environment that celebrates individual differences.
4. **Compliance:** All marketing and communication activities must comply with relevant laws, regulations, and industry standards, including but not limited to copyright laws, and institutional branding guidelines.

5. Privacy: Confidentiality and privacy must be respected at all times. Personal information should only be used and shared in accordance with applicable privacy laws and standard policies.
6. Consistency: Maintain consistency in messaging, branding, and visual identity across all marketing and communication channels to enhance recognition and reinforce AEDC's brand image.

Roles and Responsibilities:

1. AEDC's Marketing Partner (LKF Marketing): The LKF Marketing (LKF) team is responsible for developing and implementing AEDC's marketing and communications strategies, creating promotional materials, managing digital and traditional communication channels, conducting community information sessions, and ensuring compliance with these policies.
2. Staff: AEDC staff members may contribute to marketing and communication efforts, but always in coordination with LKF.
3. Volunteers/Partners/Contractors: Any involvement of outside entities (including volunteers, board members, vendors) in AEDC marketing, communications, media activities, or AEDC community activities must be coordinated through LKF.

Approval Process:

All marketing and communication materials, including but not limited to brochures, websites, social media posts, press releases, and advertisements, must be reviewed and approved by the LKF team before dissemination. Approval ensures compliance with this policy, accuracy of information, and consistency with branding guidelines.

Monitoring and Evaluation:

Regular monitoring and evaluation of marketing and communication activities will be conducted to assess effectiveness, identify areas for improvement, and ensure compliance with this policy. Feedback from stakeholders, including staff, board members, and the community, will be considered in the evaluation process.

Policy Review:

This Public Affairs & Communication Policy will be reviewed annually and updated as necessary to reflect changes in regulations, industry standards, and institutional priorities. Suggestions for revisions may be submitted to the Marketing and Communications team for consideration.

Open Meetings Act

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



POLICY AND PROCEDURE
AEDC PP 1.12 Governance
City of Albion Communications Policy

SUBJECT: City of Albion Communications Policy	ORIGINATION DATE: 07/01/2024 LAST DATE REVIEWED: 7/01/2024
ACCOUNTABILITY: Chief Executive Officer (CEO), OTHERS INVOLVED: Albion Economic Development Corporation Board of Directors, Contracted Consultant (s)	REQUIRED REVIEWERS: Chief Executive Officer (CEO) & Albion Economic Development Corporation Board of Directors

Purpose & Policy Overview:

This policy outlines Albion Economic Development Corporation's (AEDC) approach to having clear and efficient communication protocol between the AEDC and the City of Albion, Michigan, regarding City strategic discussions. This policy ensures that the economic development leads, including new businesses, expanding businesses, housing, and property uses, are handled promptly and effectively, fostering a collaborative and transparent relationship between the City of Albion and the AEDC.

Policy:

The AEDC is committed to fostering economic growth and development in Albion. To achieve this, the AEDC will follow a structured communication process with the city. This policy outlines the steps and procedures to ensure that all economic development leads are managed efficiently, with the involvement of key stakeholders, to maximize successful outcomes.

Procedure:

- (1) If a lead for economic development (as defined above) comes to the attention of the City of Albion or the AEDC, the lead will be forwarded to the AEDC's CEO/President;
- (2) The AEDC's CEO works with the interested parties to determine requested incentives and resources;
- (3) The AEDC's CEO will set up an internal meeting by inviting the City Manager/Interim City Manager to a meeting to outline and debrief the request;
- (4) The AEDC's CEO will set up a meeting with the City of Albion Staff (as identified by the City Manager/Interim City Manager) to review the proposed project;
- (5) The AEDC's CEO continues to work with the interested parties and provides updates to the City of Albion via requested meetings to include City staff in check-in meetings;
- (6) The AEDC's CEO guides the interested party through Board and City approvals; and
- (7) The AEDC's CEO socializes the project, when it can be made public with the City's community, including City Council.

Open Meetings Act

This policy is intended to comply with all requirements of Michigan's Open Meetings Act (OMA), 1976 PA 267, MCL 15.261 et seq. which requires public bodies to hold public meetings if a quorum of the

board is present. In addition, any decisions or discussions on matters that could pertain to a decision must also be conducted in a public meeting.

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

The undersigned certifies the undersigned is the duly elected and qualified Secretary of Albion Economic Development Corporation, a Michigan municipal corporation (AEDC) and that the following resolution was duly adopted by the Board of Directors of the AEDC held on July 11, 2024:

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

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

At a regular meeting of the Albion Economic Development Board of Directors on July 11, 2024, a motion was made by _____ and supported by _____ to approve this resolution.

Roll Call:

Harvey
Wallace
White
Barbour

Clark
Snyder
Nelson
Zeller

DATED:

Vicky Clark, Secretary



Memo

To: Board of Directors

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

Date: June 24, 2024

RE: Rural Community Development Initiative Grant via the U.S. Department of Agriculture (USDA)

The U.S. Department of Agriculture (USDA) posted the Rural Community Development Initiative (RCDI) Grant on 6/10/2024, accepting applications until July 10, 2024. This memo contains information about the timeline and proposed use of funds by the Albion Economic Development Corporation from the RCDI Grant.

This memo aims to clarify what the RCDI application process looks like in relation to the AEDC's priorities and what items are required for this funding opportunity. AEDC wants to request \$250,000 through this funding opportunity and use it mainly for providing technical assistance on projects related to housing and rural development. The funds from this grant opportunity are meant to go towards intermediary organizations, like the AEDC, to develop their capacity and ability to undertake projects related to housing, community facilities, or community and economic development. In turn, the recipients will be able to provide support to their community. Some of the examples provided by the USDA on how funds could be used include: technical assistance on strategic plan development, finding alternative funding sources, board training, creating training tools, and similar activities. Funds will not be used for any type of construction or construction-related activities.

The AEDC's proposed use of this funding would help build programing capacity within the community for various programs while also supporting the salary costs of some of our administrative staff. This funding will allow for the AEDC to aid other organizations in developing resources and projects that align with our 10-point plan and strategic vision. USDA does require a 1:1 match on the grant, which will be met using the \$325,179 shown in "revenue" under Fund 247: TIFA Fund.

Furthermore, the AEDC is excited to build capacity for our staff and the community's economic development efforts. We will update the Board as more information becomes available.

**RESOLUTION OF THE BOARD OF DIRECTORS OF
ALBION ECONOMIC DEVELOPMENT CORPORATION
MICHIGAN ENVIROMENTAL JUSTICE IMPACT GRANT**

The undersigned certifies the undersigned is the duly elected and qualified Secretary of Albion Economic Development Corporation, a Michigan municipal corporation (AEDC) and that the following resolution was duly adopted by the Board of Directors of the AEDC held on July 11, 2024:

BE IT RESOLVED THAT the Albion Economic Development Corporation (AEDC) AUTHORIZES Virgie Ammerman, President, and CEO of AEDC, to execute and deliver the attached Application to Economic Development Administration regarding the Michigan Enviromental Justice Impact Grant Funding Opportunity with the associated Assurances.

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

At a regular meeting of the Albion Economic Development Board of Directors on July 11, 2024, a motion was made by _____ and supported by _____ to approve this resolution.

Roll Call:

Harvey
Wallace
White
Barbour

Clark
Snyder
Nelson
Zeller

DATED:

Vicky Clark, Secretary

Memo

To: Board of Directors

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

Date: June 24, 2024

RE: Michigan Environmental Justice Impact Grant via the Department of Environment, Great Lakes, and Energy (EGLE)

The Department of Environment, Great Lakes, and Energy (EGLE) posted the Michigan Environmental Justice Impact Grant and will be accepting applications until July 15, 2024. This memo contains information about the timeline and proposed use of funds by the Albion Economic Development Corporation from the Michigan Environmental Justice Impact Grant.

This memo aims to clarify what the funding priorities are through this grant, what the AEDC would like to use funds for through this grant, and a proposed timeline. EGLE is using this funding to reduce environmental health burdens across Michigan communities. Specifically, this grant aims to provide support for several main areas: (1) Community Improvement Projects, (2) Pollution Monitoring, (3) School/Childcare Indoor Air Quality, and (4) Contamination/Blight Remediation and Redevelopment. The AEDC would like to request \$500,000 through this grant and apply the funds towards Contamination/Blight Remediation and Redevelopment efforts throughout the community, specifically in the Westward District.

The AEDC's actively working with EGLE representatives to clearly define the scope of the narrative and further identify the exact scope of this project. The proposed use of this funding would help address the AEDC's Environmental Justice Work objective and further help clean the city to attract more potential residents and bolster economic development efforts throughout the City of Albion. These projects have several years to be completed, but the decision on awarded applicants will be made after September 2024.

As more information comes to light on the specifics of this funding opportunity, we will continue to update the Board.

**RESOLUTION OF THE BOARD OF DIRECTORS OF
ALBION ECONOMIC DEVELOPMENT CORPORATION
MITTEN HOST SITE FUNDING OPPORTUNITY**

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 July 11, 2024:

BE IT RESOLVED THAT the Albion Economic Development Corporation (AEDC) AUTHORIZES Virgie Ammerman, President, and CEO of AEDC, to execute and deliver the attached Application to Economic Development Administration regarding the Michigan's Inclusive Training, Technology, and Equity Network (MITTEN) Host Site Funding Opportunity with the associated Assurances.

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

At a regular meeting of the Albion Economic Development Board of Directors on July 11, 2024, a motion was made by _____ and supported by _____ to approve this resolution.

Roll Call:

Harvey
Wallace
White
Barbour

Clark
Snyder
Nelson
Zeller

DATED:

Vicky Clark, Secretary



Memo

To: Board of Directors

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

Date: June 24, 2024

RE: Michigan's Inclusive Training, Technology, and Equity Network (MITTEN) Host Site

The Department of Labor and Economic Opportunity (LEO) posted the Michigan's Inclusive Training, Technology, and Equity Network (MITTEN) Host Site applications on June 24, accepting applications until July 24, 2024. This memo contains information about the purpose of becoming a Host Site, funding associated with it, and proposed use of funds by the Albion Economic Development Corporation from the MITTEN Host Site opportunity.

This memo aims to clarify what a MITTEN host site is, how funding is associated, and why the AEDC hopes to apply. The MITTEN program aims to promote equitable access to high-speed internet and digital skills training across Michigan by having "digital navigators" stationed regionally across the State with a specific emphasis on underrepresented and underserved areas, much like Albion, Michigan. This opportunity's overall goal is to increase essential digital skills throughout communities by removing barriers to internet access and digital learning. The funding associated with this host site opportunity is \$120,000 over four years. This funding will support the AEDC's strategic goal of Technology & Training and Equitable Division of Resources.

MITTEN host sites are responsible for supporting the implementation of the Michigan Digital Equity Plan, with a focus on ensuring that individuals and communities, particularly underrepresented and underserved communities, have tools and resources needed for all people to access and use the internet and related technologies. In practice, this would allow the AEDC to use funding towards providing training to the community, collaborating with our community partners, growing our reach in the city and throughout the region, and helping community members directly know where to look for resources on technology and training needs. Overall, becoming a host site would enable the AEDC to increase capacity through additional funding and continue achieving the goals set forth in our 10-point plan.

Furthermore, the AEDC is excited about the opportunity to work closely with this network to further our holistic economic development efforts in Albion. We will update the Board as more information becomes available.

**RESOLUTION OF THE BOARD OF DIRECTORS OF
ALBION ECONOMIC DEVELOPMENT CORPORATION
DISCRETIONARY TIER 4 GRANT – (FLRSB)**

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 July 11, 2024:

BE IT RESOLVED THAT the Albion Economic Development Corporation (AEDC) AUTHORIZES Virgie Ammerman, President, and CEO of AEDC, to execute and deliver the attached Application to Economic Development Administration regarding the FireKeepers Local Revenue Sharing Board Funding Opportunity with the associated Assurances.

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

At a regular meeting of the Albion Economic Development Board of Directors on July 11, 2024, a motion was made by _____ and supported by _____ to approve this resolution.

Roll Call:

Harvey
Wallace
White
Barbour

Clark
Snyder
Nelson
Zeller

DATED:

Vicky Clark, Secretary



Memo

To: Board of Directors

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

Date: June 24, 2024

RE: Discretionary Tier 4 - FireKeepers Local Revenue Sharing Board Funding Opportunity

The FireKeepers Local Revenue Sharing Board posted Discretionary Tier 4 funding opportunities to the Calhoun County area and are accepting applications until July 31, 2024. This memo contains information about the timeline and proposed use of funds by the Albion Economic Development Corporation from the FireKeepers grant.

This memo aims to clarify what the application process looks like in relation to the AEDC's priorities and what items are required for this funding opportunity. The maximum request amount is what AEDC wants to request from the FLRSB of \$25,000. The requested monies will go towards the McAuliffe Park Revitalization Project. The FLRSB states that grant requests can be geared towards "any lawful government purpose", meaning our park revitalization efforts in Albion are a qualifying activity. Decisions on winning applicants will be made after review on August 20, 2024.

The AEDC's purpose for writing this grant is to highlight our community engagement, community partners, and align with point 10 on the 10-point plan, equitable division of resources. Through this grant's development, the AEDC will work with the City of Albion Council Members, City of Albion, and other community partners involved previously with the revitalization efforts in McAuliffe Park. Further, development in the city parks is well known to be an economic development driver for several reasons, such as higher rates of population retention, making this project even further aligned with the AEDC's strategic vision and objectives.

The AEDC is excited to continue working with our community partners and increasing the City's capacity to contribute to meaningful projects, such as the revitalization at McAuliffe Park.