

Thursday, February 4, 2021, 7:30 am

Annual Meeting

Via **Zoom Webinar**

<https://us02web.zoom.us/j/81430080535?pwd=WXhJV3hWNVVViOTIzTXINS25ReDUxdz09>

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

Economic Development Strategic Plan

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

AGENDA

- 1) Roll Call
- 2) Public Comment
(Persons addressing the Board shall limit their comments to no more than 3 minutes)
- 3) Action Items:
 - a) Consent Agenda:
 - i) Approval of Minutes from December 3, 2020 Board Meeting
 - ii) Approval of Minutes from January 14, 2021 Special Meeting
 - iii) Approval of Consolidated Statement for November 2020
 - iv) Action to Excuse Absent Directors, if applicable (EDC/TIFA/BRA)*All matters listed under Item 3(a), Consent Agenda, are considered routine by the board and will be enacted by one motion. There will be no separate discussion of these items. If discussion of an item is required, it will be removed from the Consent Agenda and considered separately.*
- 4) Mayor Snyder – City of Albion Direction
- 5) ED Strategic Plan – Goal 5 – Housing
 - a) Board Discussion / Direction as a Priority
- 6) EDC/Chamber/DDA Potential Merger -Update on Discussions
- 7) Nomination of Board Officers
- 8) Workforce Development – Bowman
- 9) President's Report
- 10) Board of Directors Discussion & Comments
- 11) Public Comment
(Persons addressing the Board shall limit their comments to no more than 3 minutes)
- 12) Adjournment

Next Board Meeting will be Thursday, March 4, 2021 at 5:00 PM – Economic Forecast

EDC/TIFA/BRA BOARD OF DIRECTORS MEETING MINUTES

Held via Zoom webinar
December 3, 2020

EDC Board Meeting called to order by McCall at 7:32 a.m.

Board Members Present: Herm McCall Ed Haas
 Ben Wallace Annette Norris
 Joyce Spicer Jerome Harvey
 Mauri Ditzler

Board Members Absent: Scott Evans (excused)
 Dave Atchison (Mayor)

Ex Officio Non-Voting: Haley Snyder (City Manager)

Staff: Amy Deprez Christine Bowman

Public Comment:

There was no public comment.

Action Items:

Approval of Consent Agenda

Consent agenda items were reviewed as a group, consisting of approval of Minutes from November 5, 2020 Board Meeting, approval of Consolidated Statement for October 2020. Evans was excused as part of the consent agenda.

- Motion by Spicer to support consent agenda, supported by Haas.
- Voice Vote.
- Resolved: Motion carried.

Nomination of Board Officers

Chairman McCall suggested election of officers be delayed until the February 2020 meeting so the new incoming City leadership would have time to review and appoint applicants for open positions.

EDC/Chamber/DDA Potential Merger Discussion & Action

Chairman McCall opened the discussion with a brief overview of discussions and meetings held to date regarding the potential merger. The consensus at the last meeting was to move the discussion forward. To do so, each entity was asked to put forward a volunteer to represent their respective organization; the representatives would continue to meet and work through the logistics of what the new entity would look like, and report back to their respective boards.

Each organization was also asked to commit funds to cover the cost of approximately \$5,000 in legal fees needed to hire an attorney to consult on the organizational framework, create required governance documents, and file any documents or related paperwork to create the new entity.

There was discussion amongst the board that the EDC could not make a decision about integrating with the new entity until it is clear what the new structure would look like, including an understanding of each entity's financial viability. There was also discussion regarding the individual missions of each organization, would those missions be diminished by combining all three into one? Board members also expressed an interest in learning why the Marshall, MI model worked, but a similar model in Jackson, MI did not.

Snyder shared the DDA voted at their most recent meeting allocated \$2,000 from their 2021 budget for the legal fees so the discussion can move forward. Emily Verbeke will be the DDA representative.

There was a motion by Spicer to allocate \$1,500 towards the legal fees. After some discussion, Spicer amended the motion to allocate \$2,000 towards the legal fees, Haas supported.

- Voice Vote.
- Resolved: Motion carried.

Chairperson McCall volunteered to be the EDC Board representative as the merger discussions continued.

COVID Response Discussion and Action

Deprez presented proposed guidelines for the Albion Small Business Pandemic Fund, comprised of two EDC funded grant programs and two EDC RLF funded loan programs. Deprez shared the guidelines were created based on the needs of the local business community, in consultation with local banks, to fill the gap in small business COVID relief funding in the absence and uncertainty of additional state or federal COVID relief assistance. After review and discussion by the Board, the Board moved to approve the programs.

Motion by Ditzler to approve the Micro-Grant Program Guidelines and up to \$10,000 EDC Fund Balance for FY 2021, supported by Spicer.

- Roll Call Vote.
- Resolved: Motion carried.

Motion by Spicer to approve the Pandemic Grant Guidelines and up to \$20,000 EDC Fund Balance for FY 2021, supported by Ditzler.

- Roll Call Vote.
- Resolved: Motion carried.

Motion by Norris to approve the RLF Plan Amendment to Allow for Emergency Funding under Board Specified Requirements, supported by Ditzler.

- Roll Call Vote.

- Resolved: Motion carried.

Motion by Spicer to approve the Rent & Mortgage Payment Program (RMPP) Guidelines and up to \$50,000 of RLF Funding, supported by Norris.

- Roll Call Vote.
- Resolved: Motion carried.

Motion by Norris to approve the Pandemic Response Loan Guidelines and up to \$100,000 of RLF Funding, supported by Haas.

- Roll Call Vote.
- Resolved: Motion carried.

Update on Housing Initiative Incentive

Deprez discussed the lawyer's opinion letter regarding use of EDC funds to incentivize housing development. Based on the EDC Statute, Articles of Incorporation, and Bylaws, the EDC cannot use EDC funds to incent single-family housing development, the EDC can only use their funds to incent industrial or commercial development, including multi-family housing.

There was brief discussion if the EDC should be working on housing development. The answer was yes because Albion is a small community, and the housing issue directly impacts economic growth and workforce development.

Workforce Development

Bowman provided an update on the activities of the EDC Workforce Taskforce, including the draft Employer Survey which will go out to the business community in January. The Childcare sub-committee has met once and will meet again in January.

President's Report

Deprez shared the President's Report and highlights from the December 3rd Economic & Community Development Report, which is attached to the minutes.

Entrepreneurial & Small Business Development: Bowman and Deprez had a meeting with a Battle Creek group, Morning Light. The group received funding from the Kaufmann Foundation and developed an entrepreneurial infrastructure that can easily be adapted to Albion if the EDC can identify funding. The program involves creation of a single point of entry for entrepreneurs/business startups so those seeking assistance receive ongoing mentorship and education. The program also places an emphasis on inclusion and diversity through engagement with minority entrepreneurs. The EDC has a follow-up meeting with Morning Light and several minority entrepreneurs and community mentors to garner their input as to what an entrepreneurial support program in Albion should look like.

910 Burstein: Deprez shared Bowman has continued to work with an interested potential tenant for 910 Burstein. The potential tenant is working through their due diligence phase. Bowman anticipates lease negotiations to begin shortly, with the potential tenant possibly taking occupancy sometime in January.

Deprez shared more information on the Michigan Site Readiness grant that Albion has been awarded. The grant has been switched to federal program funds through Community Development Block Grant funds so the City of Albion will need to be the actual applicant.

Deprez shared highlights of several of the housing projects that are underway.

Board of Directors Discussion & Comments:

There were no further discussion or comment.

City of Albion Update

Haley Snyder shared via Zoom chat that City operations will be closed through December 8th.

Public Comment:

There was no public comment.

EDC Board Meeting adjourned by McCall at 9:19 a.m.

Attachment – Economic & Community Report for December 3, 2020 Report

memo



Albion Economic Development Corporation

To: EDC Board of Directors

From: Amy Deprez & Christine Bowman

CC: **Attachment to 12-3-2020 Minutes**

Date: December 3, 2020

Re: Economic & Community Development Report

Economic Development

Business Retention/Expansion/Attraction

Retention

- The Going Pro Talent Fund is a competitive grant through the state of Michigan to assist employers with training, developing, and retaining existing and new employees through reimbursement of allowable training costs. The EDC informed local manufacturers of this opportunity via email and phone calls to previous applicants and others who expressed interest about the program during retention visits, inviting them to attend GPTF Informational Sessions facilitated by Michigan Works! and connecting them with potential training providers/programs. At the close of the application window on 11/30/20, it was confirmed one Albion manufacturer applied for GPTF. Michigan Works! said the number of applications from past applicants/recipients was down, with many employers stating COVID-19 was creating too many uncertainties for 2021.
- The EDC continues to communicate with our manufacturing/industrial community with bi-monthly email blasts featuring training, business development, and other opportunities and resources.

Expansion & Attraction

- Caster Concepts Inc. has acquired California based Aerol Co., Inc., moving their operations to Albion. 4 to 6 new positions are expected to be added to Caster's current workforce of approximately 100. The purchase allows Caster to expand their existing line of industrial casters to include Aerol's specialty, aluminum casters and wheels designed for the aerospace, military and energy industries.
- 910 Burstein Dr: The building continues to be marketed on LoopNet, Co-Star, Zoom Prospector, Facebook, and via the Multiple Listing Service. To date, we've received 13 inquiries, 11 were for cannabis related businesses, which we have chosen not to pursue. The interested tenant

Attachment to 12-3-2020 Minutes

mentioned in the November report is moving forward with their corporate required due diligence, including a Phase 1 and Phase 2 environmental assessment. If corporate finds the results satisfactory, lease negotiations will move forward with the proposed tenant's intent to take occupancy by the end of January 2021.

- MEDC Site Readiness Grant: In May 2020, the EDC applied for \$39,900 in grant funding for creation of a Master Site Development Plan for the EDC owned 1917 E Michigan Ave (AKA 425 Parcel). The EDC was notified in late October our application had been approved, but that it would now be federal funded with CDBG funds, rather than MEDC funds. With the change to CDBG funding, the EDC must revise our application and the City must be the applicant as funding is limited to City government. The EDC will assist the City in all aspects to lessen the impact on the City.
 - The Master Site Development Plan for the 40-acre site will include cost estimates to extend the City water main $\frac{1}{4}$ mile to the site; review of water and wastewater requirements of the proposed development; assessment of available water and wastewater capacities and potential impacts from the proposed development on City systems; a cost estimate for extension of public infrastructure within the proposed development, including roadways, water main, sanitary sewer, storm sewer, and storm water retention areas; a topographic survey of subject site and adjacent roadways (E Michigan Ave/M-199 and Brooks Road); Creation of a full-color Master Site Plan rendering showing potential individual lot layouts and parcel sizes, roadway alignments, water and sanitary sewer locations, and storm water retention areas. The Master Site plan would bolster EDC marketing efforts of the site for business attraction, and provide the EDC and City important information for future planning and budgeting purposes to put 1917 E Michigan Ave that much closer to becoming a "build ready site."
- Site Selection Request for Proposal from MEDC
 - RFP Received in November = 2
 - Responses Sent = 0
 - No responses were submitted as the greater Albion area was outside of the specified geographic search areas.
 - Project E-mobility – Oakland, Washtenaw, Lenawee Counties; 8 to 15 acres vacant industrial site preferred. Existing newer industrial building with 100K – 120K sf and 30' minimum ceiling height would be considered. (\$40 million investment / 120 Jobs)
 - Project Medallion - Genesee, Lapeer, Lenawee, Livingston, Macomb, Monroe, Oakland, St. Clair, Washtenaw, Wayne Counties; 100K-125K sf existing manufacturing building 40' minimum ceiling height OR 10-15 acres of vacant industrial land; Lease or sale. (Investment and number of jobs created not known)
 - We will continue to track the RFP activity and supply a quarterly update to the Board, instead of monthly including it in this report. We will offer highlights in the report as appropriate. The tracking will allow us to have a comprehensive picture to guide future decisions relative to attraction activity.

Entrepreneurial & Small Business Development

- The EDC continues to communicate with the small business and entrepreneurial community about educational resources, business support, and funding opportunities via the EDC Facebook page and monthly email blast to community stakeholders, small business owners, and partner organizations.

Attachment to 12-3-2020 Minutes

- Bowman and Deprez had a meeting with a Battle Creek group, Morning Light, which was very interesting. The group received funding from WKKF and has developed an entrepreneurial infrastructure that can easily be adapted to Albion if we can identify funding. We will be organizing a larger discussion to move this item forward and enhance our ability to assist entrepreneurs, especially minority owned businesses.

Community Development

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

Downtown Development

- **Big Albion Plan (ARC)** – The Big Albion Plan (\$17 million investment / 57 apartments / 22 commercial units) is on track for development starting late in 2021. The project is currently with MEDC for review, next step will require build out of the project specifications for final drawings. ARC will need to work with City on infrastructure upgrades needed to support the development in the downtown area.
- **Brick Street Lofts (ACE Investments)** – The redevelopment of 404-414 S. Superior is well underway. Once completed there will be 7 residential units available.

Housing Development

- **Project Green (Zero Plus Team)** – Project Green is interested in Albion for affordable housing options that are green, reduce the environmental footprint and are sustainable. Deprez attended a meeting with the Zero Plus Team, Dr. Johnson and Bob Anderson to discuss City and College housing needs. The College shared plans to develop Washington Gardner into an integrated arts facility coupled with community assets and housing for college faculty and staff. Ideas included professional apartments, mixed generational housing (students with seniors) and housing that would attract professionals to live near campus. We discussed 500 Berrien, environmental issues, and concerns relative to the railroad spur. Discussion of including a commercial aspect, like grocery, into the development. The Zero Plus Team are early in the process of reviewing several sites around Michigan. The Team will dig into the Target Market Study on Housing, review estimates, and community capital strategies. The project is not dependent on MSHDA's 9% Low Income Housing Tax Credits, as timing and scoring for Albion would be major roadblocks. Albion will continue to struggle to attract a LIHTC project as the community does not score well, especially regarding the Walk Score. The scoring is intended for more urban areas and require 20+ units that are market-rate nearby.
- **Project WEST (Four Leaf Properties)** – Four Leaf Properties has acquired the shuttered manufactured home park, Westover, and is developing an enhanced community – Wildflower. The project will include a community center. EDC has provided considerable assistance through the acquisition process and will be issuing a joint press release in the coming weeks, in connection to the launch of their marketing for the community. We also provided the company with a list of general contractors/commercial builders to construct the community center and local companies that can assist with set-up of the individual homes. The company wants to use local resources, instead of using out-of-market resources that does nothing to feed the local economy. A rendering of the community center is included below.

Attachment to 12-3-2020 Minutes



- **Project HARRINGTON (Inheritance Development)** – This development is for 4 new single-family homes (3 Bed / 2.5 Bath) in the Harrington Development Corridor. Introduced to this developer through Albion College alum relationship – EDC has been working with the couple for almost 2 years. The EDC participated in a community “pre-sale” launch event on November 17th at 7 pm. The developer requested assistance from the EDC and City on several items. This project was the catalyst for a larger discussion with the Board in November to create an “initiative incentive fund”. After discussing with Attorney Reed, it was decided that EDC can not use funding to incent housing development as our articles of incorporation, bylaws, and Public Act 338 , making us a Michigan Public Corporation, limits our power to commercial and industrial projects. The City has not made a final determination of what, if any, assistance they can offer the project – however, the EDC has made the developer aware of the denial for financial assistance under the EDC. At this time, I have not received a response back and anticipates the project to still move forward.
- **Housing RFP** – The City lead (Councilperson Lawler) initiative has not seen much progress in the last several months. A Request for Proposal has been approximately 70% drafted and we are waiting for feedback from the Housing Committee.
- **500 Berrien** – Through the Joint EPA grant, we continue to work with SME to identify the current environmental condition of 500 Berrien and associated sites. As you know, this site has been remediated in the past and has had gas release valves located on the property for some time. Understanding the current environmental conditions is key to targeting this site for development.
- **Project HOPE** – This project is with a confidential client that EDC has worked with for the last couple of years. He is an alum of the college that wants to Albion thrive. He has experience in mixed-use development and housing projects and has done a couple in Michigan already. His team is interested in four different projects currently, senior housing is one of them. Staff works with the team to pursue all options with the intent that one or two will come to the top and the team will pursue those in full force.
- **Project HOME (Zero Day)** – Target location is the Urban Renewal, project is progressing slow. The site is challenged with several feet of contamination that will greatly impact the cost of the project. This site will require a strong developer with a track record of successful Brownfield projects. Zero Day indicated interest in creative approach to remediating site that would require a BRA participation as a project lead. More discussions are scheduled.

Miscellaneous Community Development

- **600 Block Austin (611, 617, 619 Austin Ave)** – State of Michigan EGLE geologic services performed work at the site on 11/18 and 11/19. Soil boring and water samples on 611 Austin revealed an area of perched (shallow) groundwater with what is believed to be old petroleum product toward the front of the parcel. About a foot and half of black-stained soil, also believed to be old

Attachment to 12-3-2020 Minutes

petroleum, was found in the same vicinity. Both samples, along with the rest of the samples taken on the other two parcels need to be analyzed. Lab work results should be available early December. PM Environmental, working in conjunction with EGLE, will provide the written Phase II report. Once the report is received, EDC staff will work with EGLE and explore other potential funding sources, to facilitate further investigation or future cleanup of the site prior to any redevelopment.

EDC/TIFA/BRA BOARD OF DIRECTORS

SPECIAL MEETING MINUTES

Held via Zoom webinar
January 14, 2021

EDC Board Meeting called to order by McCall at 1:08 p.m.

Board Members Present: Herm McCall, 3221 Country Club Way; Ed Haas, 100 Jonesville Rd; Jerome Harvey, 1101 Industrial Blvd; Scott Evans, 415 S Superior; Mauri Ditzler, 81845 625 Rosedale; Annette Norris, 420 Broadway Place; Victoria Garcia (Mayor), 26 Pocahantas.

Board Members Absent: Joyce Spicer

Ex Officio Non-Voting: None

Staff: Amy Deprez Christine Bowman

Public Comment:

There was no public comment.

Evans left the meeting at 1:12 p.m.

Action Items:

Authorize to Execute Consumers Energy Lease for 910 Burstein Drive, Albion

Per EDC Corporation Bylaws and at the request of Consumers Energy, a resolution to approve these entities entering into a lease agreement and designating signatories is required. Motion by Ditzler to approve a Resolution authorizing the EDC/TIFA Board Chair, Herman McCall, and the EDC/TIFA Board Secretary, Ed Haas, to execute on the Corporation's behalf all documents needed to close the lease transaction, supported by Haas.

- Roll Call Vote.
- Resolved: Motion carried.

Authorization for General Signing Authority for the EDC

EDC Corporation Bylaws allow the Board to authorize board officers and agents to enter into contracts and to execute and deliver instruments in the name of and on behalf of the corporation. The Bylaws allow this authority to be general or limited by resolution. There are

times that it may be necessary the Board of Directors wishes to grant general authority to the Board Chair and Board Secretary for business contracts and leases that are needed in the normal course of business. Motion by Ditzler to approve a Resolution authorizing the EDC /TIFA Board Chair, Herman McCall, and the EDC/TIFA Board Secretary, Ed Haas, to execute general business contracts and leases.

- Roll Call Vote.
- Resolved: Motion carried.

Harvey left the meeting at 1:20 p.m.

President's Report: None.

Board of Directors Discussion & Comments: Board Chair McCall stated the EDC/Chamber/DDA merger workgroup will have a draft service agreement ready to present to each board by their scheduled meetings in February (February 4th AEDC, February 10th DDA & February 18th Chamber).

Public Comment:

There was no public comment.

EDC Board Meeting adjourned by McCall at 1:26 p.m.

November 2020 Consolidated Statements

Revenues	TIFA		EDC		Brownfield Development		Food Hub		RLF		Totals	
	Budget	Year-to-Date	Budget	Year-to-Date	Budget	Year-to-Date	Budget	Year-to-date	Budget	Year-to-Date	Budget	Year-to-Date
Property Taxes (w/ LCSSR)	\$ 120,000.00	73,915.89			109,000.00						\$ 229,000.00	\$ 73,915.89
Property Tax Chargebacks												\$ -
Delq. Personal Property Tax												-
Rental of Property			\$ 65,535.03	65,535.03							65,535.03	65,535.03
EPA Grant												-
Federal Grant					-							-
State Grant					-		2,500.00	3,750.00				3,750.00
Local Grants				3,000.00			6,000.00	6,000.00				9,000.00
Incubator Rents												-
Food Hub Rents							14,493.00	13,163.00				13,163.00
Farmer's Market Stall Fees							415.00	470.00			415.00	470.00
Senior Project Fresh / Market Fresh								442.00				442.00
Reimbursements	125,917.59	125,917.59	60,000.00	60,000.00			442.00				186,359.59	185,917.59
Other Revenues				50.00			21,340.63	21,681.28			21,340.63	21,731.28
Interest	511.00	645.38	400.00	411.99				50.49	\$ 2,500.00	\$ 3,364.51	3,411.00	4,472.37
Total Revenues	\$ 246,428.59	\$ 200,478.86	\$ 125,935.03	\$ 128,997.02	\$ 109,000.00	\$ -	\$ 45,190.63	\$ 45,556.77	\$ 2,500.00	\$ 3,364.51	\$ 529,054.25	\$ 378,397.16
Transfer In					103,000.00							
Trans From TIFA to EDC							34,000.00	34,000.00			\$ 34,000.00	\$ -
Trans From TIFA to Bus Inc												-
Trans From Bus Inc for roof												-
Total Transfers Out	\$ -				\$ 109,000.00	\$ -	\$ 34,000.00	\$ 34,000.00			\$ 109,000.00	\$ 34,000.00
Total Net Revenues	\$ 246,428.59	\$ 200,478.86	\$ 125,935.03	\$ 128,997.02	\$ 212,000.00	\$ -	\$ 79,190.63	\$ 79,556.77	\$ 2,500.00	\$ 3,364.51	\$ 109,000.00	\$ 34,000.00
Expenses												
Salaries & Benefits	\$ 151,410.00	\$ 131,067.22	\$ 73,312.00	\$ 65,995.84			\$ 23,375.00	\$ 22,415.06	\$ 6,505.00	\$ 5,531.65	\$ 254,602.00	\$ 225,009.77
Administrative Costs	-		5,132.00	4,512.20			2,200.00	2,136.65			7,332.00	6,648.85
Professional Services	-		1,700.00	930.00					2,500.00	2,500.00	#VALUE!	3,430.00
Contractual Services	-		4,000.00	3,417.13	207,000.00		3,900.00	1,972.00	282,521.07	282,521.07	#VALUE!	287,910.20
Utilities	4,800.00	2,983.88	3,200.00	3,528.81			13,300.00	10,873.83			21,300.00	17,386.52
Travel			150.00	52.90							150.00	52.90
Maintenance	2,000.00	925.00	900.00	846.50			3,375.00	1,959.61			6,275.00	3,731.11
Insurance			1,400.00	1,249.96			2,250.00	1,874.96			3,650.00	3,124.92
Conference & Training Cost			600.00	300.00			150.00	150.00			750.00	450.00
Admin Fees to City	8,900.00	8,158.37	10,000.00	9,166.63	5,000.00		3,200.00	2,933.37			27,100.00	20,258.37
Rental Charges (Spec Bldg)												-
Loan Payments MDEQ												-
Land												-
ABA Land Contract			4,948.00	4,948.00							4,948.00	4,948.00
ABA Land Contract interest			533.00	533.00							533.00	533.00
Roof loan interest												-
Economic Development	-		1,000.00	632.64			27,000.00	28,708.56			#VALUE!	29,341.20
Rent to ABA/ACF	10,200.00	9,350.00	1,800.00	1,650.00			1.00				12,001.00	11,000.00
Miscellaneous										10.00		
Transfer FR TIFA to EDC/AFH	34,000.00	34,000.00									34,000.00	
EPA Grant				60.00								60.00
Total Expenses	\$ 211,310.00	\$ 186,484.47	\$ 108,675.00	\$ 97,823.61	\$ 212,000.00	\$ -	\$ 78,751.00	\$ 73,024.04	\$ 291,526.07	\$ 290,562.72	\$ 902,262.07	\$ 647,894.84
To Fund Balance	\$ 35,118.59	\$ 13,994.39	\$ 17,260.03	\$ 31,173.41	\$ -	\$ -	\$ 439.63	\$ 6,532.73	\$ (289,026.07)	\$ (287,198.21)	\$ (236,207.82)	\$ (235,497.68)

*FY 2020 Budget Amount has been updated

Housing Discussion

Goal 5: Strengthen housing market and housing stock.

Champions: AEDC President/CEO, City of Albion

Key Partners: Realtors, Local Banking Community, MEDC, MSHDA, Albion College, Albion High School Alumni Association, housing developers

Albion will meet the housing needs of current and future residents. A Target Market Analysis was completed in 2015 for Albion that showed that Albion is capable of sustaining housing developments like townhouses, apartments, mixed use spaces, duplexes, and single-family homes. To seize this opportunity, the AEDC will work with realtors, the City of Albion, residents, and other partners to attract these desired developments.



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

Outcomes:

- 1) New housing developments and rehabilitated homes will create active and attractive neighborhoods
- 2) Neighborhood Enterprise Zone(s) will lead to more homeowners rehabilitating homes, restoring the character and vibrancy of these areas
- 3) More homes will be sold in Albion

Performance Measures	Baseline	Target Date	Target Amount
No. of new commercial housing developments	N/A	December 2020 December 2022	2 4
No. of commercial housing rehabilitations	N/A	December 2020 December 2022	2 5
No. of permits issued for rehabs in NEZ	N/A	December 2022	TBD
No. of structures demolished or rehabilitated to eliminate blight in the community	-	December 2020 December 2025	10 25

-Revised January 2019

Albion Economic Development Corporation

To: EDC Board of Directors
From: Christine Bowman, Economic Development Specialist
CC: Amy Deprez, EDC President & CEO
Date: February 4, 2021
Re: Workforce Development Monthly Report

Workforce Development

Albion EDC Workforce Taskforce

The Taskforce will hold their next bi-monthly meeting in mid-February. To foster communication with City Council about the activities and initiatives of the Taskforce, an invitation was extended to have City Council representation on the Taskforce.

Status of identified Taskforce identified initiatives:

- Employer Communication
 - *Launch of the Albion-Marshall Employer Roundtable:* MI WORKS! hosted a planning meeting on January 5 with Marshall Area Economic Development Alliance, and Jackie Murray, human resources director from Marshall Excelsior. (Jackie is going to be the Marshall employer champion to help drive engagement of employers with the group. I will need to find an employer champion for Albion). The official name of the roundtable will be the *Albion – Marshall Business Collaborative*. The first meeting will be in April 2021, likely a hybrid format (zoom/in-person meeting). Meetings will be held at least quarterly. Presentation topics will be driven by the participating employers. The Collaborative will have a dedicated email through which employers can ask questions and share best practices with one another. MI WORKS! created a dedicated email for a like group in Branch County and it was very well received – and used – by employers. Marketing materials for the Collaborative will be created by MI WORKS! and incorporate the AEDC and MAEDA logos. Businesses who participate in the Collaborative will largely represent the manufacturing and large employers, like Oaklawn Hospital and Albion College; however, any business who wants to attend can, and there is no paid membership fee.
 - *2021 Albion EDC Workforce Taskforce Employer Survey:* The survey was launched on January 26 via email and social media. Based on the aggregated survey results,

the Taskforce will form sub-committees to prioritize and address employer identified issues impacting employee retention and recruitment.

- o Childcare Issues

- The Childcare sub-committee was unable to meet in January as planned.

Albion Economic Development Corporation

To: EDC Board of Directors
From: Amy Deprez & Christine Bowman
CC:
Date: February 4, 2021
Re: Economic & Community Development Report

Economic Development

Business Retention/Expansion/Attraction

Retention

- Bowman, our regional MEDC Business Development Manager and MI WORKS! Business Services Coordinator attended virtual retention visits with Knauf Insulation and Challenger Communications in January.
 - Knauf Insulation: Received City approval on January 20 of Special Use Permit to extend the ceiling height on portions of their building to 50 ft and 56 ft to accommodate their new production equipment. Over the next several months they will slowly begin hiring employees for the new line, 30 in total. MI WORKS! will assist them with employee recruitment.
 - Challenger Communications: Just received HUBZone certification which will open Federal contracting opportunities to them.
- The EDC continues to communicate with our manufacturing/industrial community with bi-monthly email blasts featuring training, business development, and other opportunities and resources.

Expansion & Attraction

- 910 Burstein Dr: The building is leased as of February 1 to Consumers Energy. The site will serve as their Electrical Tool Hub. The site will hold tool inventory, provide support to repair technicians, including commission and decommissioning of repair trucks. The site will also serve as an employee training center and team meeting space. Approximately 5 employees will work out of the site on a regular basis.
- MEDC Site Readiness Grant for creation of Master Site Development Plan for the EDC owned 1917 E Michigan Ave (AKA 425 Parcel): Grant application was submitted January 01/26/21.
- 902 Burstein Dr (Trident/Greenwell Biomedicinals): Construction is nearing completion. Greenwell anticipates operations will begin in late April. Their first group of hires will be an Office Administrator and 2 laborer positions, once they begin ramping up production, they will hire 4 more laborer positions. They are committed to hiring local persons, as they have utilized local contractors and other businesses as much as possible during construction. Because marihuana is not legal at the Federal level, MI WORKS! can not assist Greenwell with employee

recruitment or training incentives. AEDC will work with them to find other avenues to support their employee recruitment efforts.

- River Fork Solar Project: Bowman has been communicating regularly with Nick Edgmon, Swinerton Renewable Energy, the construction firm working with Ranger Power to build the project. They are still in the preconstruction/design phase and have not yet started permitting. Swinerton is targeting late summer 2021 to start construction. Over the next 2-3 months, EDC and Swinerton will begin discussing specific workforce needs and employee recruitment.
- We will continue to track the RFP activity and supply a quarterly update to the Board, instead of monthly including it in this report. We will offer highlights in the report as appropriate. The tracking will allow us to have a comprehensive picture to guide future decisions relative to attraction activity.

Entrepreneurial & Small Business Development

- *Cuts by Moose* relocated to 300 S Superior St in a newly renovated storefront.
- The EDC continues to communicate with the small business and entrepreneurial community about educational resources, business support, and funding opportunities via the EDC Facebook page and monthly email blast to community stakeholders, small business owners, and partner organizations.
- The EDC submitted a grant application to the Albion Community Foundation for consideration of a \$10,000 grant to launch the education segment of enhanced entrepreneurship programming. The enhanced entrepreneurship programming will seek to reduce barriers for minority and women owned small businesses, increase entrepreneurship in the community and increase the number of residents earning a livable wage. The programming will include education, technical assistance, mentorship/networking and funding pathways. The ACF grant would launch an education piece that will augment assistance offered to marginalized individuals and create a cohort experience for optimal success. Additional information on the enhanced programming will be shared in the coming months.

Community Development

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

Downtown Development

- **Big Albion Plan (ARC)** – The Big Albion Plan (\$17 million investment / 57 apartments / 22 commercial units) is on track for development starting late in 2021. The project is currently with MEDC for review, next step will require build out of the project specifications for final drawings. ARC will need to work with City on infrastructure upgrades needed to support the development in the downtown area.
- **Brick Street Lofts (ACE Investments)** – The redevelopment of 404-414 S. Superior is well underway. Once completed there will be 7 residential units available.

Housing Development

- **Project Green (Zero Plus Team)** – Project Green is interested in Albion for affordable housing options that are green, reduce the environmental footprint and are sustainable. Deprez attended a meeting with the Zero Plus Team, Dr. Johnson and Bob Anderson to discuss City and College housing needs. The College shared plans to develop Washington Gardner into an integrated arts facility coupled with community assets and housing for college faculty and staff. Ideas included professional apartments, mixed generational housing (students with seniors) and housing that would attract professionals to live near campus. We discussed 500 Berrien,

environmental issues, and concerns relative to the railroad spur. Discussion of including a commercial aspect, like grocery, into the development. The Zero Plus Team are early in the process of reviewing several sites around Michigan. The Team will dig into the Target Market Study on Housing, review estimates, and community capital strategies. The project is not dependent on MSHDA's 9% Low Income Housing Tax Credits, as timing and scoring for Albion would be major roadblocks. Albion will continue to struggle to attract a LIHTC project as the community does not score well, especially regarding the Walk Score. The scoring is intended for more urban areas and require 20+ units that are market-rate nearby.

- **Project WEST (Four Leaf Properties)** – Four Leaf Properties has acquired the shuttered manufactured home park, Westover, and is developing an enhanced community – Wildflower Crossing. The community will include a community center and feature mainly 3-4 bedroom homes, ranging from approximately \$850 per month inclusive of home and land rent. The community is currently taking applications and expects to have homes ready by Winter 2021. For more information, please follow the link - <https://www.fourleafprop.com/communities/wildflower-crossing/>. The company has been invited to present their community concept at the April board meeting.
- **Project HARRINGTON (Inheritance Development)** – This development is for 4 new single-family homes (3 Bed / 2.5 Bath) in the Harrington Development Corridor. Introduced to this developer through Albion College alum relationship – EDC has been working with the couple for almost 2 years. The EDC participated in a community “pre-sale” launch event on November 17th at 7 pm. The developer requested assistance from the EDC and City on several items. This project was the catalyst for a larger discussion with the Board in November to create an “initiative incentive fund”. After discussing with Attorney Reed, it was decided that EDC can not use funding to incent housing development as our articles of incorporation, bylaws, and Pubic Act 338 , making us a Michigan Public Corporation, limits our power to commercial and industrial projects. The City has not made a final determination of what, if any, assistance they can offer the project – however, the EDC has made the developer aware of the denial for financial assistance under the EDC. At this time, I have not received a response back and anticipates the project to still move forward.
- **Housing RFP** – The City lead (Councilperson Lawler) initiative has not seen much progress in the last several months. A Request for Proposal has been approximately 70% drafted and we are waiting for feedback from the Housing Committee.
- **500 Berrien** – Soil borings, gas and water testing occurred on this site on January 28th. We expect a full due care plan by March to better market this site and understand to what level the site is contaminated. The environmental work is being done through an EPA grant that was awarded to the CCLBA/BC/Albion Coalition.
- **Project HOPE** – Update: This client was in Albion meeting with the college to discuss a housing project with them. If that materializes, this would be the “anchor” project needed to bring his development to our community. Deprez followed up with property information on downtown buildings that may be available for development.
 - This project is with a confidential client that EDC has worked with for the last couple of years. He is an alum of the college that wants to Albion thrive. He has experience in mixed-use development and housing projects and has done a couple in Michigan already. His team is interested in four different projects currently, senior housing is one of them. Staff works with the team to pursue all options with the intent that one or two will come to the top and the team will pursue those in full force.
- **Project HOME (Zero Day)** –Target location is the Urban Renewal, project is progressing slow. The site is challenged with several feet of contamination that will greatly impact the cost of the project. This site will require a strong developer with a track record of successful Brownfield

projects. Zero Day indicated interest in creative approach to remediating site that would require a BRA participation as a project lead. More discussions are scheduled.

Miscellaneous Community Development

- **600 Block Austin (611, 617, 619 Austin Ave)** –State of Michigan EGLE completed their environmental work on the parcels. The resulting report showed arsenics in the surficial soils (0-2 feet in depth) and a release of petroleum on the northern parcel at 13-17 feet below ground surface. EGLE will put together a Plan for Due Care Compliance, which will take approximately a month. PM Environmental, working in conjunction with EGLE, will provide the written Phase II report. Once the report is received, EDC staff will work with EGLE and explore other potential funding sources, to facilitate further investigation or future cleanup of the site prior to any redevelopment. EDC has requested these parcels be combined into parcel for development which will allow restrictions to be placed on building location and use of a vapor barrier. More information will be included in the Due Care Plan.

Albion Small Business Pandemic Response Fund

Quick Facts:

- 16 Applications Requested
 - 4 Pending Funding
 - 1 Denied – eligibility
 - 1 Withdrew Consideration
 - 1 In-Review for RLF Loan
 - 2 Pending Complete Application Package
- Funding Update

Program	Amount Approved, Pending Closing	Closed & Funded	Available Balance
Micro-Grant	\$0	\$0	\$10,000
Pandemic Grant	\$9,800	\$0	\$10,200
Rent/Mortgage Loan	\$0	\$0	\$50,000
Pandemic Loan	\$0	\$0	\$100,000

- Businesses Approved
 - Friends of the Bohm Theatre - \$5000
 - Palmer House Inn Bed & Breakfast - \$1,000
 - Pure Albion - \$3,800