

**Thursday, September 1, 2022, 7:30 am**  
Albion EDC Offices – Conference Room  
1002 N. Eaton Street, Albion, MI 49224

***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 2022-2026**

- Goal 1: Stabilize the downtown, enhance its historic character, and support its economic growth.
- Goal 2: Strengthen housing market and stock.
- Goal 3: Retain and attract high-leverage jobs to Albion.
- Goal 4: Stabilize the City's major corridors and support their economic growth.

**AGENDA**

- 1) Roll Call
- 2) Introduction – Lindsey Roark, Executive Assistant & Marketing Specialist
- 3) Public Comment  
*(Persons addressing the Board shall limit their comments to no more than 3 minutes)*
- 4) Presentation – Blueprint for a Better Albion (Shane Williamson, Albion Community Foundation)
- 5) Action Items:
  - a) Consent Agenda:
    - i) Approval of Minutes from August 4, 2022 Board Meeting and August 18, 2022; and August 23, 2022 Special Board Meetings.
    - ii) Approve Consolidated Statement Ending May 31, 2022 and June 30, 2022.
    - iii) 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.*
  - b) Approve Minutes for August 11, 2022 Special Meeting of the EDC Board
  - c) Approve Employment Contract for Virgie Ammerman
- 6) Discussion - Expectations & Performance Evaluation for Ammerman Year 1
- 7) President's Report
  - a) Economic, Workforce & Community Development Report
- 8) Board of Directors Discussion & Comments
  - a) City of Albion
  - b) Sheridan Township
  - c) Greater Albion Chamber of Commerce
  - d) Board at Large
- 9) Public Comment  
*(Persons addressing the Board shall limit their comments to no more than 3 minutes)*
- 10) Adjournment

*Next Board Meeting will be Thursday, October 6, 2022.*

# EDC/TIFA/BRA BOARD OF DIRECTORS MEETING MINUTES

Held at 1002 N. Eaton Street, Albion – Albion EDC Offices  
August 4, 2022

## **EDC Board Meeting called to order by Haas at 7:33 a.m.**

Board Members Present: Ed Haas; Jerome Harvey (7:37 am); Ben Wallace; Marc Newman; Annette Norris; Scott Evans; Andrew Zblewski; and Vicky Clark (7:34 am)

Board Members Absent: Snyder

Ex Officio Non-Voting/Community: Haley Snyder, City Manager; Jim Reed, Attorney

Staff: Amy Deprez

## Public Comment

None.

## Approval of Consent Agenda

The items of the Consent agenda were reviewed as a group, consisting of approval of Minutes from June 2, 2022 Board Meeting, Special Board Meetings of July 14, 2022, July 21, 2022, and July 28, 2022; and the Consolidated Statement Ending April 30, 2022. No Board members requested excusal.

- Motion by EVANS to support consent agenda, supported by WALLACE
- Voice Vote.
- Resolved: Motion passed unanimously.

Deprez shared a summary on the abolishment and approval of a combined brownfield plan. Albion Reinvestment Corporation (ARC) is moving forward with Phase I of the Big Albion Transformational Development Plan and is seeking support of the Brownfield Plan, reimbursement agreement and interlocal agreement with the DDA. Questions were answered.

## Approve Abolishment of 101-109 S. Superior Street and 111-119 S. Superior Street Brownfield Plans, previously approved December 19, 2019

- Motion by ZBLEWSKI, supported by EVANS.
- Voice Vote.
- Resolved: Motion passes.

Approve Brownfield Redevelopment Plan, Interlocal Agreement and Reimbursement Agreement for 101-119 S. Superior Street Big Albion Plan Phase I Redevelopment

- Motion by EVANS, supported by WALLACE.
- Voice Vote.
- Resolved: Motion passes.

Norris shared an update on the CEO recruitment process and that they committee was holding off on recommending a slate of candidates until a final candidate can be interviewed next week.

TABLE APPROVAL OF SLATE OF CEO CANDIDATES FOR FINAL INTERVIEWS BY THE EDC ON AUGUST 18, 2022 AND SET A SEPCIAL MEETING FOR THIS PURPOSE ON AUGUST 11, 2022 AT 7:30 AM AT HOMESTEAD SAVINGS BANK

Depez will not be available for this meeting, so an alternate site was selected to ensure access. Also, a scribe will need to be selected to keep notes for the meeting.

- Motion by EVANS, supported by NEWMAN.
- Voice Vote.
- Resolved: Motion passes.

**President's Report**

Depez shared with the board that she would stay through September to accommodate the CEO search and ensure the local process for the Phase I of Big Albion Plan. Depez is open to discussions beyond that based on transition of the new leadership.

Depez shared that she has resigned from the County EDC Board and asked that they consider inviting the new CEO to participate. The County EDC Board is picking up speed and working toward setting county wide priorities. It is important that Albion be represented.

The Economic Development Strategic Plan (EDSP) 2022-2026 has been approved by City Council and submitted to the MEDC for RRC compliance.

Depez will be working on the recommended amended budget for 2022 and a projected budget for 2023, so that when the new CEO is onboarded he/she can review and submit on time with the City for approval.

Depez shared new hire, Lindsey Roark, who will be doing Executive Assistant and Marketing Specialist, she will start August 17, 2022. She will be part-time but is interested in full-time opportunities as they come available.

**Board of Directors Discussion & Comments:**

City Manager Snyder offered updates relative to the City Comprehensive Plan, and the Primary tax initiatives. She also shared that Chick-Fil-A is seeking a presence in Albion and will be doing a weekly pop-up (Bohm II) to build a case for Corporate that Albion would be a good location for a future build.

Sheridan Township Supervisor Dick Porter was not present, no update provided.

Greater Albion Area Chamber of Commerce was not present, however Evans shared a reminder about the Chamber golf outing and the Festival of the Forks.

Evans shared that Homestead Savings Bank will be sponsoring a Elevate grant again this year. The grant is offered through FHL Bank of Indianapolis. Last year, local entrepreneurs Jim and Staci Stuart was awarded a \$25,000 grant through this program. Grants are available up to \$25,000 and Homestead is seeking applicants for the 2022 cycle.

**Public Comment**

There was no public comment.

**EDC Board Meeting adjourned by Haas at 8:39 AM.**

# EDC/TIFA/BRA BOARD OF DIRECTORS MEETING MINUTES

Held at 1002 N. Eaton Street, Albion – Albion EDC Offices

August 18, 2022

## **EDC Board Meeting called to order by Haas at 7:31 a.m.**

Board Members Present: Ed Haas; Andrew Zblewski; Vicky Clark (7:35 am); Ben Wallace; Jerome Harvey; Mayor Snyder; Marc Newman; Annette Norris; Scott Evans

Board Members Absent: None

Ex Officio Non-Voting/Community: Haley Snyder, City Manager

Staff: Amy Deprez

Roll call was taken, quorum was present.

## **Williamson Consulting Report on Candidates**

Shane Williamson, Williamson Consulting the format for the interviews of the two final candidates and the questions that would be asked. He answered questions and provided any necessary information.

## **Albion EDC CEO Candidate Interviews**

The EDC Board interviewed Amanda Lankerd and Virgie Ammerman for the position of CEO and President.

Lankerd interviewed first from 7:49 am to 8:48 am. Followed by Ammerman from 9:07 am to 10:20 am.

The EDC Board started discussions following about a 5-minute break.

Clark offered a motion to table the action to appoint the new CEO/ President until the evening of August 23, 2022 at 5 pm at a special meeting. Harvey seconded the motion.

- Motion by CLARK, supported by HARVEY.
- Voice Vote.
- Resolved: Motion passes, with 1 dissenting vote.

A motion was made by Wallace to table the item 'approve sub-committee for contract negotiations', seconded by Evans.

- Motion by WALLACE, supported by EVANS.
- Voice Vote.
- Resolved: Motion passes.

**Public Comment**

Public comment was requested by the Board during the discussions about the candidates and received from 3 individuals.

**EDC Board Meeting adjourned by Haas at 11:33 AM.**

# EDC/TIFA/BRA BOARD OF DIRECTORS MEETING MINUTES

Held at 1002 N. Eaton Street, Albion – Albion EDC Offices  
August 23, 2022

## **EDC Board Meeting called to order by Haas at 5:02 p.m.**

Board Members Present: Ed Haas; Andrew Zblewski; Ben Wallace; Jerome Harvey; Mayor Snyder; Marc Newman; Annette Norris; Scott Evans

Board Members Absent: Vicky Clark

Ex Officio Non-Voting/Community: None

Staff: Amy Deprez

Roll call was taken, quorum was present.

## **Williamson Consulting Report on Candidates**

Shane Williamson, Williamson Consulting shared an update on the candidates, including that one of them had rescinded her candidacy. The board discussed options and moved to appoint the CEO.

## **Action to Appoint new CEO / President**

Mayor Snyder made a motion to appoint Virgie Ammerman as the next CEO & President of the Albion EDC.

- Motion by SNYDER, supported by NORRIS.
- Roll Call Vote.
- Resolved: Motion passes, with all in favor.

Discussion resumed regarding expectation, evaluation and performance. A committee was formed to handle contract negotiations with Ammerman.

Norris moved to approve Wallace and Evans to a committee for negotiation of employment.

- Motion by NORRIS, supported by ZBLEWSKI.
- Voice Vote.
- Resolved: Motion passes.

## **Public Comment**

Public comment was received by two individuals.

**EDC Board Meeting adjourned by Haas at 5:25 p.m.**

### May 2022 Consolidated Statement

Information presented as of 08/01/2022, for period ending 5/31/2022

Revenues	TIFA		EDC		Brownfield Development		RLF		Totals	
	Budget	Year-to-Date	Budget	Year-to-Date	Budget	Year-to-Date	Budget	Year-to-Date	Budget	Year-to-Date
Property Taxes (w/ LCSSR)	\$ 240,000.00				214,881.00				\$ 454,881.00	\$ -
Property Tax Chargebacks										\$ -
Delq. Personal Property Tax										\$ -
Rental of Property			\$ 133,000.00	55,416.65					133,000.00	\$ 55,416.65
EPA Grant										\$ -
Federal Grant										\$ -
State Grant										\$ -
Local Grants			35,000.00						35,000.00	\$ -
Incubator Rents										\$ -
Food Hub Rents										\$ -
Farmer's Market Stall Fees										\$ -
Senior Project Fresh / Market Fresh										\$ -
Reimbursements				595.63						\$ 595.63
Administration Income (BRA)			3,000.00							\$ -
Other Revenues				2,070.00						\$ 2,070.00
Interest		110.02		88.44			\$ 35.00	\$ 717.91	35.00	\$ 916.37
<b>Total Revenues</b>	<b>\$ 240,000.00</b>	<b>\$ 110.02</b>	<b>\$ 171,000.00</b>	<b>\$ 58,170.72</b>	<b>\$ 214,881.00</b>	<b>\$ -</b>	<b>\$ 35.00</b>	<b>\$ 717.91</b>	<b>\$ 622,916.00</b>	<b>\$ 58,998.65</b>
<b>Transfer In</b>										
Trans From TIFA to EDC			\$ 40,000.00						\$ 40,000.00	\$ -
Trans From Incubator to EDC			\$ 30,000.00							\$ -
Trans From DDA to BRA										\$ -
<b>Total Transfers Out</b>	<b>\$ -</b>		<b>\$ 70,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>			<b>\$ 70,000.00</b>	<b>\$ -</b>
<b>Total Net Revenues</b>	<b>\$ 240,000.00</b>	<b>\$ 110.02</b>	<b>\$ 241,000.00</b>	<b>\$ 58,170.72</b>	<b>\$ 214,881.00</b>	<b>\$ -</b>	<b>\$ 35.00</b>	<b>\$ 717.91</b>	<b>\$ 70,000.00</b>	<b>\$ -</b>
<b>Expenses</b>										
Salaries & Benefits	\$ 163,910.00	\$ 54,350.40	\$ 105,459.00	\$ 25,223.28					\$ 269,369.00	\$ 79,573.68
Administrative Costs			3,175.00	694.78					\$ 3,175.00	\$ 694.78
Professional Services	1,000.00		4,000.00	762.50					\$ 5,000.00	\$ 762.50
Contractual Services	500.00		2,300.00	900.00	207,381.00	204,606.74	35.00		\$ 210,216.00	\$ 205,506.74
Utilities	600.00	177.96	672.00	3.70					\$ 1,272.00	\$ 181.66
Travel			500.00						\$ 500.00	\$ -
Maintenance	3,150.00		40,000.00	1,621.22					\$ 43,150.00	\$ 1,621.22
Insurance			7,682.00	870.20					\$ 7,682.00	\$ 870.20
Conference & Training Cost			2,200.00						\$ 2,200.00	\$ -
Admin Fees to City	8,900.00	3,708.35	10,000.00	4,166.65	7,500.00				\$ 26,400.00	\$ 7,875.00
Rental Charges (Spec Bldg)									\$ -	\$ -
Loan Payments MDEQ									\$ -	\$ -
Land									\$ -	\$ -
ABA Land Contract				5,720.00					\$ -	\$ 5,720.00
ABA Land Contract interest				286.00					\$ -	\$ 286.00
Roof loan interest									\$ -	\$ -
Economic Development	4,000.00		37,800.00	5,405.00					\$ 41,800.00	\$ 5,405.00
Rent to ABA/ACF	10,200.00	4,250.00	1,800.00	750.00					\$ 12,000.00	\$ 5,000.00
Miscellaneous									\$ -	\$ -
<b>Transfer FR TIFA to EDC/AFH</b>	<b>40,000.00</b>								\$ 40,000.00	\$ -
EPA Grant									\$ -	\$ -
<b>Total Expenses</b>	<b>\$ 232,260.00</b>	<b>\$ 62,486.71</b>	<b>\$ 215,588.00</b>	<b>\$ 46,403.33</b>	<b>\$ 214,881.00</b>	<b>\$ 204,606.74</b>	<b>\$ 35.00</b>	<b>\$ -</b>	<b>\$ 662,764.00</b>	<b>\$ 313,496.78</b>
<b>To Fund Balance</b>	<b>\$ 7,740.00</b>	<b>\$ (62,376.69)</b>	<b>\$ 25,412.00</b>	<b>\$ 11,767.39</b>	<b>\$ -</b>	<b>\$ (204,606.74)</b>	<b>\$ -</b>	<b>\$ 717.91</b>	<b>\$ 33,152.00</b>	<b>\$ (254,498.13)</b>



## June 2022 Consolidated Statement

Information presented as of 08/22/2022, for period ending 6/30/2022

Revenues	TIFA		EDC		Brownfield Development		RLF		Totals	
	Budget	Year-to-Date	Budget	Year-to-Date	Budget	Year-to-Date	Budget	Year-to-Date	Budget	Year-to-Date
Property Taxes (w/ LCSSR)	\$ 240,000.00				214,881.00				\$ 454,881.00	\$ -
Property Tax Chargebacks										\$ -
Delq. Personal Property Tax									-	\$ -
Rental of Property			\$ 133,000.00	66,499.98					133,000.00	\$ 66,499.98
EPA Grant									-	\$ -
Federal Grant				39,900.00					-	\$ 39,900.00
State Grant									-	\$ -
Local Grants			35,000.00						35,000.00	\$ -
Incubator Rents									-	\$ -
Food Hub Rents									-	\$ -
Farmer's Market Stall Fees									-	\$ -
Senior Project Fresh / Market Fresh									-	\$ -
Reimbursements				595.63					-	\$ 595.63
Administration Income (BRA)			3,000.00							
Other Revenues				2,070.00					-	\$ 2,070.00
Interest		110.02		88.44			\$ 35.00	\$ 1,176.02	35.00	\$ 1,374.48
<b>Total Revenues</b>	<b>\$ 240,000.00</b>	<b>\$ 110.02</b>	<b>\$ 171,000.00</b>	<b>\$ 109,154.05</b>	<b>\$ 214,881.00</b>	<b>\$ -</b>	<b>\$ 35.00</b>	<b>\$ 1,176.02</b>	<b>\$ 622,916.00</b>	<b>\$ 110,440.09</b>
<b>Transfer In</b>										
Trans From TIFA to EDC			\$ 40,000.00						\$ 40,000.00	\$ -
Trans From Incubator to EDC			\$ 30,000.00						-	\$ -
Trans From DDA to BRA									-	\$ -
<b>Total Transfers Out</b>	<b>\$ -</b>		<b>\$ 70,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>			<b>\$ 70,000.00</b>	<b>\$ -</b>
Trans To EDC from TIFA									\$ -	\$ -
Trans To Bus Inc from TIFA									-	\$ -
Trans To Rev Loan from Fund Bal									-	\$ -
<b>Total Net Revenues</b>	<b>\$ 240,000.00</b>	<b>\$ 110.02</b>	<b>\$ 241,000.00</b>	<b>\$ 109,154.05</b>	<b>\$ 214,881.00</b>	<b>\$ -</b>	<b>\$ 35.00</b>	<b>\$ 1,176.02</b>	<b>\$ 70,000.00</b>	<b>\$ -</b>
<b>Expenses</b>										
Salaries & Benefits	\$ 163,910.00	\$ 63,065.43	\$ 105,459.00	\$ 29,580.49					\$ 269,369.00	\$ 92,645.92
Administrative Costs			3,175.00	881.95					\$ 3,175.00	\$ 881.95
Professional Services	1,000.00		4,000.00	762.50					\$ 5,000.00	\$ 762.50
Contractual Services	500.00		2,300.00	1,100.00	207,381.00	204,606.74	35.00		\$ 210,216.00	\$ 205,706.74
Utilities	600.00	213.30	672.00	3.70					\$ 1,272.00	\$ 217.00
Travel			500.00						\$ 500.00	\$ -
Maintenance	3,150.00		40,000.00	12,027.82					\$ 43,150.00	#REF!
Insurance			7,682.00	1,044.24					\$ 7,682.00	\$ 1,044.24
Conference & Training Cost			2,200.00						\$ 2,200.00	\$ -
Admin Fees to City	8,900.00	4,450.02	10,000.00	4,999.98	7,500.00				\$ 26,400.00	\$ 9,450.00
Rental Charges (Spec Bldg)									\$ -	\$ -
Loan Payments MDEQ									\$ -	\$ -
Land									\$ -	\$ -
ABA Land Contract				5,720.00					\$ -	\$ 5,720.00
ABA Land Contract interest				286.00					\$ -	\$ 286.00
Roof loan interest									\$ -	\$ -
Economic Development	4,000.00		37,800.00	11,405.00					\$ 41,800.00	\$ 11,405.00
Rent to ABA/ACF	10,200.00	5,100.00	1,800.00	900.00					\$ 12,000.00	\$ 6,000.00
Miscellaneous									\$ -	\$ -
<b>Transfer FR TIFA to EDC/AFH</b>	<b>40,000.00</b>								\$ 40,000.00	\$ -
EPA Grant									\$ -	\$ -
<b>Total Expenses</b>	<b>\$ 232,260.00</b>	<b>\$ 72,828.75</b>	<b>\$ 215,588.00</b>	<b>\$ 68,711.68</b>	<b>\$ 214,881.00</b>	<b>\$ 204,606.74</b>	<b>\$ 35.00</b>	<b>\$ -</b>	<b>\$ 662,764.00</b>	<b>\$ 346,147.17</b>
<b>To Fund Balance</b>	<b>\$ 7,740.00</b>	<b>\$ (72,718.73)</b>	<b>\$ 25,412.00</b>	<b>\$ 40,442.37</b>	<b>\$ -</b>	<b>\$ (204,606.74)</b>	<b>\$ -</b>	<b>\$ 1,176.02</b>	<b>\$ 33,152.00</b>	<b>\$ (235,707.08)</b>

## Albion Economic Development Corporation

1002 N. Eaton St, P.O. Box 725, Albion, MI 49224-0725

August 30, 2022

Virgie Ammerman  
10656 3 Mile Road  
East Leroy, MI 49051

Dear Virgie:

This letter will set forth our offer of employment as the President and CEO of the Albion Economic Development Corporation. Please complete your review and consideration of this offer of employment and indicate your acceptance by signing it below and returning it to me within three (3) business days. The offer of employment is contingent upon Albion Economic Development Corporation Board of Directors approval and completion and acceptance of a background check.

You will have the title of President and CEO of the Albion Economic Development Corporation and will render your full-time services to perform the duties that are customary of such an officer for an organization of this type or are otherwise assigned by the Board of Directors of the Albion Economic Development Corporation, with the degree of professional skill and effort that is required to be successful in the economic development field. The terms of employment are outlined below:

1. **Base Salary.** Your initial base salary will be at the annual rate of \$105,000 per year. Your start date will be September 19, 2022. This will provide two weeks of overlap with the current director. Further, after a 9-month evaluation, the board agrees to provide an increase to \$110,000 upon an "above average" review score. Further, the EDC agrees to 50% onboarding time commiserate with 50% salary until December 5, 2022.
2. **Retirement Program.** Albion Economic Development Corporation provides an employer funded DC plan in which Albion Economic Development Corporation contributes 7% (seven percent) of gross base pay, with 3 (three) year vesting. Retiree health is a part of the benefits plan, with contributions required by both the employer and employee. The employee share is 2% of salary.
3. **Insurance/City Benefits.** Albion Economic Development Corporation will provide access to Albion Economic Development Corporation's health insurance and HSA plan. Your HSA contribution is \$2,000 for single and \$4,000 for double. You will have dental and vision insurance. Your medical insurance coverage begins on day one (1) of your employment. Albion Economic Development Corporation provides up to \$50,000 life insurance coverage.
4. **Vacation/Sick Leave.** You will be entitled to 4 (four) weeks paid vacation per year, starting on day one of your employment. Not more than 10 (ten) days vacation may be carried over from one year of employment to the next within the first 24 months. After 24 months of employment not more than 5 (five) days vacation may be carried over from one year of employment to the next. Additional unused vacation will be forfeited. Sick leave is accrued 3.7 hours per pay period (Any accrued sick hours in excess of 440 hours will be paid out at the end of each year at 50% of your calculated hourly rate).

5. Automobile Allowance. Albion Economic Development Corporation will provide \$6,000 (six thousand dollars) per year car allowance during your employment.

6. Cell Phone and Computer. Albion Economic Development Corporation will reimburse all appropriate related business usage charges. Albion Economic Development Corporation will provide you with a laptop computer for business use. Laptop computer will remain the property of Albion Economic Development Corporation.

7. Severance. If your employment is terminated without your consent by Albion Economic Development Corporation for reasons other than your gross negligence, malfeasance, long-term disability or death, including without limitation by reason of bankruptcy, insolvency or receivership of Albion Economic Development Corporation, you will be entitled to 3 (three) months of severance, additionally you will receive additional severance payments equal to 1 (one) week for every month of service, up to 12 (twelve) months. The total severance will be capped at 6 months. Should you elect to terminate your employment with Albion Economic Development Corporation, a minimum of thirty (30) days written notice is required.

8. Entire Agreement. This agreement, together with the related job description in support of Albion Economic Development Corporation, sets forth the entire agreement and understanding of the parties relating to your employment, and supersedes all prior agreements, arrangements, or understandings, written or oral. The terms of this Agreement may be amended or changed only upon further written agreement signed by both parties. This agreement shall be governed by and construed according to the laws of the State of Michigan.

We are excited about having you serve as the President and CEO of the Albion Economic Development Corporation and are looking forward to working with you to better our community.

Sincerely,

Edward Haas


Chairman of the Board  
Albion Economic Development Corporation

Ben Wallace  
Vice Chairman of the Board  
Albion Economic Development Corporation

---

I, Virgie Ammerman, accept employment as President and CEO the Albion Economic Development Corporation on the terms and conditions set forth above.

Date: 8/30/22

  
\_\_\_\_\_

# memo



**Albion Economic Development Corporation**

To: Albion EDC Board of Directors

From: Amy Deprez, President

CC:

Date: September 1, 2022

Re: Briefing Memo – Expectations and Performance for Year 1 for Virgie Ammerman

---

Attached, please find a starting point for the discussion relative to Ammerman's first year performance and board expectations.

You will notice the first page is a summary of the 2022-2026 EDC objectives as defined in the Economic Development Strategic Plan that was just approved. Remember, the EDSP guides the annual direction of the organization and includes a comprehensive collection of all local partners objectives to achieve an economically sound community.

That is followed by a compilation of annual goals that complement the EDSP and, in my opinion, are a fair representation of activities that will be required over the first year. This is a starting point, and the board has final say on what will be included. My suggestion is that a final version be supplied to the new CEO at your earliest convenience with frequent meetings with the Executive Committee to ensure a smooth transition.

Please review the documentation and be ready for a robust discussion on September 1<sup>st</sup>.

## EDC Objections - EDSP 2022-2026

### Downtown

- Attract mixed use development
- Attract commercial development

### Housing

- Utilize incentives and resources to encourage development
- Create Place Plans for 500 Berrien; Dalrymple; Urban Renewal; and the Kalamazoo River Development Site (for housing development)
- With City, support establishment of market rate new construction
- Advocate for attainable housing development
- Explore housing development incubator, incremental development resources or a real estate investment trust

### Jobs

- Workforce Taskforce – annual goals
- Develop an industrial/business attraction committee for a proactive attraction strategy
- Business Retention & Growth Program – relationship building
- Foster Entrepreneurship
- Bolster inclusive growth and accessibility through removal of barriers to entry for minority small businesses
- Support connections with AC alumni
- Brownfield Redevelopment – encourage reuse
- Build Ready Sites – identify funding opportunities to invest in build ready sites for attraction of jobs and investment
- Define employment strategy for regional growth (solar, MEGA Site Marshall)
- Research feasibility of a business incubator for attraction efforts and testing mechanism for entrepreneurs

# Year 1 Performance Expectations

## Financial

- Provide a balanced budget for FY 23, to be approved by the EDC board and City no later than December 15, 2022. Manage costs and programming to operate within the approved budget while ensuring financial sustainability.
- Diversify and grow revenue streams to include grant opportunities:
  - o USDA Rural Development Grant – fund entrepreneurship specialist, build-out E-Programming (January -June 2023 application window)
  - o MEDC Site Readiness – Build out of 425 Property Industrial Park (Infrastructure)
  - o Identify financial vehicles for sale proceeds of 910 BURSTEIN, with ability to draw down for operations as required.
- Team Development: Build out the EDC Team to allow for adequate coverage and responsiveness to projects/prospects.
- Revolving Loan Fund (RLF)– develop local program reporting and annual update process.

## Strategic

- Recommend to the EDC Board by July 2023 an updated TIFA Financing Plan, identifying capital improvement projects and targeted industries. (Utilize the Industrial/Business Attraction Committee)
- Have one-on-one discussion with each EDC Board Member over the first 3 months and leverage board relationships for community/company introductions.
- Build a relationship with the Albion Reinvestment Corporation’s Board to understand the Big Albion Plan Redevelopment, including future phasing, and identify ways for the EDC to collaborate with ARC.

## Growth

- Reconvene annual retention visits with existing manufacturing base to identify any challenges or expansion opportunities.
- Reconvene Workforce Taskforce and set 2 objectives for the 2023 fiscal year.
- Develop an industrial/business attraction committee for a proactive attraction strategy
- Foster entrepreneurship and small business development in the City of Albion.
  - o Dream.Build.Rise - reignite the DBR programming and seek to grow the programming to include a comprehensive ecosystem to support small businesses.
    - Launch a 3<sup>rd</sup> cohort Explore Session for 2023
    - Launch Networking Roundtables offering training on topics of interest to build upon opportunities for small businesses to network and work together for greater success.
    - Develop an expert assistance program for legal, financial and marketing that allows small businesses access to expert assistance for free or low costs.
  - o Participate in the Match on Main Fall 2022 round as the Albion lead, partnering with a downtown small business for a competitive project to submit to the State.
  - o Grow the technical assistance & counseling offered to our minority and women owned small businesses, while continuing to partner with Small Business Development Center (SBDC) for expert counseling assistance when appropriate.

## Community Development

- Attract mixed-use development to the downtown through continued partnership with Albion Reinvestment Corporation (ARC) and the Big Albion Plan for redevelopment, including finalizing local approvals for Phase I (101-119 S Superior Redevelopment).
- Build relationships with development teams that are interested in downtown development while contributing financial incentive expertise to obtain a favorable result.
  - o Albion Malleable Brewing Company expansion project (Brownfield TIF)
  - o Austin School Redevelopment – currently in pre-development, Brownfield incentives will be required
- Administer a successful Albion Brownfield Redevelopment Authority (BRA) program, maintaining required reporting and ensuring a smooth process between the City, Assessor and EDC.
  - o State reporting due August 2023
- Utilize incentives and resources to diversify housing stock options, while encouraging development of attainable (workforce) housing.
  - o Assume lead convener or Zero Day/Urban Renewal Housing Development Project Team  
\*Potential to be a case study for challenging sites statewide
  - o Support Senior Housing Development Group with expertise on Brownfield incentives and any financial packaging to obtain a successful development

## Training & Development

- Improve technical skills required to be an expert on financial packaging and community and business attraction programs.
  - o Participate in Region 8 Southwest Michigan Partners monthly meetings of economic development partners
  - o Attend Michigan Economic Developers Association (MEDA) Toolbox and other training/networking offerings – minimum of 2
- Develop relationship and network with economic and community development partners:
  - o Michigan Economic Development Corporation – Michelle Audette-Bauman (Community) & Brenda Stewart (Business)
  - o Calhoun County – Jen Bomba, Community Development
  - o Michigan Works – Ashley Lovieno & Heather Ignash

memo



**Albion Economic Development Corporation**

To: EDC Board of Directors  
From: Amy Deprez, President & CEO  
CC:  
Date: September 1, 2022  
Re: Economic, Workforce & Community Development Report

---

## Economic Development

### **Business Retention/Expansion/Attraction**

#### Retention

- Retention visits are on hold until staffing shortages are resolved. Any emergency needs will be handled as required.

#### Expansion & Attraction

- Project Ninja Goldfish, LLC: The Sales Agreement has been extended through the end of August 2022 to allow for our legal team to work with title company to work through some legal description discrepancies found during the closing process. EDC attorney, Jim Reed, has been brought in to work with the title company to finalize all necessary items to move to closing. It is likely that we will need to extend the sales agreement another time, that can be done by the President and does not require board approval.
- 1009 Industrial Blvd.: This project started to install a fence around the property without the proper permits and approvals. They are non-compliant with the TIFA Covenants as the EDC Board is required to approve fence site plans, and the type and material they wish to use is outside of the allowable options and will require a variance. The City Planning Department has been working with the company to receive the proper permit, gain the required site plan and will refer to the EDC when complete. A letter of non-compliance (TIFA) was sent to the project on June 6, 2022 with a copy of the park covenants. Since that time, the company has terminated the contract with the fence contractor and has retained a project manager to oversee the continuation of the project and build-out of the property. As of the end of August, Director Arnold from City Planning turned over the issue to code enforcement for citation and possible demolition of the fence as the company has not responded or complied with a corrected fence drawing.
- Staff shared with the manufacturing base in Albion and opportunity to receive Industry 4.0 certification grants (\$25,000) through Southwest Michigan First, as the Region 8 administrator for the Michigan Economic Development Corporation, Automation Alley, and Michigan Manufacturing and Technology Centers partnership. Webinars were hosted for more



information and to ensure that all companies across the region had an equal opportunity to learn about the grant opportunity.

- EDC Staff is in discussions with an existing company that is currently leasing space and wishes to acquire the space and expand. Conversations are confidential currently but continue to look promising.

---

## Community Development

### Downtown Development

- **Big Albion Plan (ARC)** – September 6<sup>th</sup> is the City Council date that we will present the BAP Phase I project to Council for support of TIF and an Obsolete Property Rehabilitation Act (OPRA) exemption to support the project. The Albion BRA approved the Brownfield on August 4<sup>th</sup>, and Interlocal Agreement was executed between the Downtown Development Authority (DDA) and the ABRA to allow the transfer of tax increment from the DDA to the BRA for reimbursement of eligible activities. ARC is planning to seek Michigan Strategic Fund (MSF) approval at the October meeting. EDC staff worked with City and Assessor to error correct property assessment values that were discovered during the ORPA process. During the process of finalizing the MSF application, the final costs came in much higher than expected due to increased construction costs. ARC is working internally and with their funders to cover the increased costs and ensure the project moves forward.
- **110-114 E. Erie Rental Rehab** (Housing & Downtown) – The City of Albion submitted the Rental Rehab (CDBG) application for consideration to the MEDC for the 110-114 E. Erie for the 4 apartments to be rehabbed. The company requested an OPRA in support of the project.
- **Albion Malleable Brewing Company** - discussions relative to an expansion continue. An architect has been brought on board the project team and the company has acquired 3 houses that are adjacent to their project and City parking lot.
- **Yellow Bird Chocolate Shop** – Last fall, the EDC applied for a Match on Main grant for YBCS and was awarded one of the \$25,000 grant available through that program. YBCS has completed their project which includes activation of an underutilized courtyard and increasing capacity to allow for wholesaling product and on-line sales for increased revenue opportunities. Jenny Risner-Wade, owner, submitted all required documentation and the EDC has finalized the reimbursement process with the State. Once the reimbursement is received, it will be processed internally and provided to YBCS to reimburse them for a portion of the expenses that were previously approved. Match on Main is one of the only programs available to retail/commercial businesses and it was an honor for the EDC to represent Albion in the statewide competition.

### Housing Development

- **Project Green (Zero Plus Team)** – The Urban Renewal property is a challenge to develop. Through the process of working with Zero Day on this project, we have uncovered additional information that will help us understand the true cost of a development for that site. The complication is that fill sands were used throughout the site leaving trace amounts above the required criteria that needs to be remediated as part of the development. SME, the environmental firm, has received a preliminary quote to the remove the contaminated soil and create a direct contact barrier that came in at \$3.843 million. Any project that chooses to development this site will need to overcome the high cost of remediation. We have brought in

Department of Environment, Great Lakes and Energy (EGLE) to review the options of a grant/loan combination to cover as much of remediation that statute will allow. Work continues to find a path forward for the housing development and address the needed remediation.

- **Senior Housing Development** – the Senior Housing Group has identified a potential site for development. Discussions continue with the developer.
- **Inheritance Development** – Barbara Welch, owner of Inheritance Development, has been working with Calhoun County Land Bank Authority on acquiring several landbank owned lots on Pearl Street to develop single family, attainable housing. Deprez met with Barbara to discuss Brownfield incentives and educate Barbara on what eligible activities would be covered by Tax Increment Financing. The lots have mercury identified on them which will require a vapor intrusion system for all developments within 100’ of the contamination. I expect the project will seek tax increment financing to reimburse the developer for all allowed eligible activities.