

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

Thursday, August 6, 2026 – 7:30 a.m.

Ludington Center Board Room - 101 N. Superior St., Albion, MI 49224

### AGENDA

**1. Call to Order**

**2. Roll Call**

**3. Public Comment**

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

**4. Approval of Agenda**

**5. Consent Agenda**

- a. Review & Approve Meeting Minutes from July 16<sup>th</sup>, 2026\*

**6. AEDC President's Report\***

- a. AEDC Revolving Loan Committee Update
- b. AEDC Finance Committee Update

**7. New Business**

- a. Review & Approve AEDC Deficit Elimination Plan\*
- b. Review & Approve Administrative Services Agreement\*
- c. Review & Approve Quotes for Road Repair in West Industrial Park\*
- d. Review & Approve AEDC Board Resolution establishing a 425 Work Group with the City of Albion, Sheridan Township, and Bruce Nelson as AEDC representative.\*
- e. Discuss AEDC Meeting Day and Time

**8. Closed Session**

- a. *To consider the purchase or lease of real property up to the time an option to purchase or lease of that property is obtained through negotiations, pursuant to Section 8(d) of the Michigan Open Meetings Act, MCL 15.268(d)*

**9. Board of Directors' Discussion and Comments**

- |                     |                                      |
|---------------------|--------------------------------------|
| ▪ City of Albion    | ▪ Greater Albion Chamber of Commerce |
| ▪ Albion Township   | ▪ Albion College                     |
| ▪ Sheridan Township | ▪ Kellogg Community College          |
| ▪ Parma Township    | ▪ Board At-Large                     |

**10. Motion to Excuse Absent Members**

**11. Adjournment**

*\*Indicates items with attached supporting documentation*

**ALBION ECONOMIC DEVELOPMENT CORPORATION/TIFA/BRA**  
**BOARD OF DIRECTORS' MEETING MINUTES**  
**112 W. Cass St., Albion, MI 49224 | June 9<sup>th</sup>, 2026**

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**Board Members Present (6):** Ian Barbour; Andrew French; Bruce Nelson; Victoria Snyder;  
Jim Stuart; Tim Zeller

**Board Members Absent (4):** Jerome Harvey; Chrissy Pfiel; Ben Wallace; Trevor White

**EDC Staff:** Deborah Kelly; Reagan Konkle

**Guests:** Sheryl Theriot – Albion City Manager

**Public Comment:** N/A

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**Meeting called to order by Nelson at 7:32 a.m.**

Motion made by Snyder, supported by Stuart, to approve the agenda as presented. 6-0

Motion made by French, supported by Stuart, to approve Meeting Minutes from June 9<sup>th</sup>, 2026. 6-0

Discussion led by Kelly on AEDC Treasurer's Report and AEDC finances.

Motion made by Zeller, supported by French, to approve AEDC Financials through May 2026 and AEDC Financials through June 2026. 6-0

Kelly gave AEDC President's Report, sharing updates on AEDC staff, location change, upcoming career fair, grant closeout, etc.

Motion made by Snyder, supported by Zeller, to review & approve quotes for road repair and property clearing in West Industrial Park. Discussion led by Nelson on postponing decision to approve quotes.

Amendment to motion made by Snyder, to table items 8a and 8b until next meeting. 6-0

Motion made by French, supported by Snyder, to select Nelson as AEDC Representative in the soon-to-be Albion-Sheridan 425 Work Group. 6-0

Theriot gave updates on City of Albion Comprehensive Plan process, potential City Hall hours changes, and upcoming local events.

Motion made by Zeller, supported by French, to excuse absent members Pfiel, Harvey, White. 6-0

Motion made by Stuart, supported by Zeller, to adjourn the meeting. 6-0

**Meeting adjourned at 8:34 a.m.**

## **AEDC President & CEO Report**

### **AEDC/City BRA/TIFA Board Meeting for August 6, 2026**

#### **Office Space Update:**

The move to the Ludington Center is complete. The last of the old furniture will be donated and picked up this week. We still have some minor fixes, but we are up and running and enjoying the new space with our partner organizations and already seeing the benefits of our collaboration for our area businesses.

#### **Albion College Intern Assistance:**

The summer went quickly for our interns. Since mid-May, Noufil Asif and Vanessa Fuentes have been with us and enjoyed their AEDC experience. I expect to have another intern or two for the fall.

#### **AEDC Finance Update:**

Due to the 2025 Audit finding regarding a deficit found in the EDC Fund, I worked with Dr. Theriot, City Manager and David Clark, City Treasurer, to jointly find the most appropriate solution to satisfy the Department of Treasury, the city, and the AEDC. The EDC Fund Deficit Elimination Plan is on the agenda for August 6<sup>th</sup>, with anticipation for final approval at City Council on August 17<sup>th</sup>.

The Finance Committee met on July 21<sup>st</sup> and we discussed how best to move forward with the Deficit Plan and the committee concurred that an immediate transfer into the EDC fund was necessary, and that I should discuss the situation with Dr. Theriot to find a solution. As a result, I have decided to put into place an Administrative Service Contract retroactive to January 1, 2026, which is also on the agenda for the August 6<sup>th</sup> meeting.

#### **AEDC Funding Activities/Revenue Sources:**

**EDA/PWEAA Grant:** On the radar for later this year. Once the 425 Agreement is in place, I anticipate potential MEDC funding to further assist us with the East Industrial Park, through their MI Site Program.

**CDS Proposal:** I am meeting with the Albion Community Foundation's lobbyist, Jayne Jones, August 10<sup>th</sup> to discuss 2027 funding opportunities for the AEDC.

**MSHDA Mi Neighborhood 3.0 CDBG:** The City BRA owned property is being considered at 405 E. Pine Street for at least eight (8) new single-family housing development. City Staff and I met on July 15<sup>th</sup> to discuss how to proceed. We are waiting for the next round to open to submit our letter of intent. The next step is to ensure it is properly zoned and the property is transferred to the City.

The **Match on Main** grant award was awarded to the Friends of the Bohm Theatre for a \$25,000 grant. AEDC Staff are awaiting receipt of the grant agreement and documentation from the MEDC. The Bohm Theatre can start the project now, effective April 20, 2026, the date their grant was submitted. Once their project is complete, the AEDC will request the funds and then reimburse the Bohm Theatre for the grant amount.

#### **Revolving Loan Fund:**

The revised loan agreement amendment for Build Wealth, LLC to revamp repayment schedule was signed by Justin Harper and he is currently ahead of his payment schedule. He will be assessed a \$100 late fee if his payment is not received by the 10<sup>th</sup> of each month.

After RLF program documentation has been reviewed by the AEDC Attorney (he is working on this now) and approved by the RLF Committee, the AEDC will begin aggressively marketing the RLF

program. We are mailing out monthly invoices to the three active loan recipients and have an organized system to manage the RLF program going forward.

I am in the process of reviewing the RLF Plan on behalf of the city and the AEDC. I will be bringing a revised document to you soon for consideration of approval.

### **Grants: Housing Projects:**

The CHILL Grant will wrap up by the end of September, and we expect to receive \$6,468 for the remaining administration fees as a result. We are waiting for the Calhoun County Land Bank Authority to open the application process for the MSHDA CDBG Grant program for homeowner rehabilitation projects for single family homes in the City of Albion and the Village of Homer. Our current wait list has been shared with the CCLBA so our current homeowners will have an opportunity to apply for funding up to \$25,000.

### **Workforce and Training:**

Region 8 was awarded the Small Business Support Hub 2.0 Grant on July 28<sup>th</sup> in the amount of \$930,000. The AEDC partnered on the grant application submittal, and I do expect the Albion EDC to receive funding to continue the small business and entrepreneurial outreach and marketing efforts we currently do with our local and state partners.

The Greater Albion Job Fair held on Thursday, July 16<sup>th</sup> was successful. We had 14 companies participate, with about 30 job seekers. Several companies reported they had interviews scheduled, and two of the companies hired on-the-spot! We will be holding this event quarterly, and the next one is being planned for October 29, 2026, here at the Ludington Center.

The Michigan Small Business Development Center has an Albion presence twice each month for small business coaching. They joined us on July 22<sup>nd</sup> and met with a local food truck vendor looking to expand and find a brick-and-mortar location in downtown Albion. I also connected a small business owner, working out of his home doing IT services, to the SBDC. He is also looking for a brick-and-mortar location downtown.

### **Marketing/Planning:**

AEDC, ACF, and Chamber branding will soon be on the Ludington Center windows and interior doors/walls. AEDC Staff has new business cards, note cards, and letter envelopes as well as a Post Office box (#32) since mail is not delivered to the Ludington Center.

In mid-July, Dr. Theriot and I met with our Consumers Energy and Michigan Economic Development Corporation (MEDC) representatives who continue to assist us with community visioning, strategic planning to ensure we are well versed in available programs since Albion is a Certified Redevelopment Ready Community (CRRC). The MEDC is implementing a new marketing strategy that will include drone footage, and Brick Street Marketing has graciously sent them the files to the water tower hoisting event to showcase as well.

The city is receiving grant funding from the MEDC for their Comprehensive Plan process with McKenna. The kick-off meeting was held last week to discuss next steps. Watch for surveys, pop-up and other community engagement events to make sure everyone has a voice as the plan is created - Please widely share this survey! The AEDC will have a contributing role for the plan as economic development is a key component.

On October 20, 2026, the Greater Albion Chamber of Commerce is hosting the Economic Club Luncheon, sponsored by the KCC-EAC and the AEDC. The speaker for the event is Mike Horrigan, W.E. Upjohn Institute President. I will make a brief presentation noting the work during my first year

(almost) and noting the great progress we have made as a community. Stay tuned for more details – coming soon.

### **Attraction Efforts**

On behalf of the City of Albion, Dr. Theriot and I drafted a letter of recommendation advocating for the two census tracts in the City of Albion to continue as an Opportunity Zone within Region 8. The State of Michigan is reassigning Opportunity Zones around the entire state, and I will submit our letter onto the MEDC portal prior to August 19<sup>th</sup>.

### **EAST INDUSTRIAL PARK (EIP) Due Diligence & MI Site Program Updates:**

With the assistance of our AEDC Attorney, we have three more option agreements expiring in September. We will be going into Closed Session on August 6<sup>th</sup> to address those renewals. We now have a spreadsheet that includes all data for each Option Agreement.

SME continues to work with MDOT to conduct a traffic study so we can begin to plan for road infrastructure and other utilities into the EIP, including rail. We will be revisiting the rail situation soon with Norfolk Southern. A map for all parcels that need to be considered within the 425 Agreement is being created by SME as well.

For the August 6<sup>th</sup> AEDC Agenda, the AEDC is asking for a resolution to be adopted by the AEDC to form the 425 Work Group Committee, along with members from City of Albion City Council, and Sheridan Township Board Members. A resolution will be adopted by each entity, as legal counsel has recommended. The AEDC 425 Work Group Committee will consist of the AEDC Attorney, AEDC Engineer, AEDC President & CEO, and Bruce Nelson, AEDC Board Member/Treasurer. This group will be tasked with providing input to finalize the 425 Agreement and making development decisions and other related needs for the East Industrial Park to report back to their respective Boards for a term of two years, with a possible extension of one year. City Council approved their resolution at Monday evening's City Council Meeting. The first work group meeting is scheduled for August 11<sup>th</sup>.

The MEDC provided our community with an Industry Plan that includes best uses and suggestions for our area/region for future industrial development in our West and East Industrial Parks. More specifically, we are reviewing this at our first work group meeting to place within the revamped 425 Agreement between the City of Albion and Sheridan Township.

### **WEST INDUSTRIAL PARK/TIFA DISTRICT:**

Business Retention/Expansion visits have been stalled until the fall.

1100 Industrial Blvd. is in tax foreclosure and will have an on-line auction on August 5, 2026.

For the August 6<sup>th</sup> AEDC Agenda, AEDC staff worked with Jason Kern, the Director of Public Works, as he received three quotes for road repaving in the TIF District. Those bids are within the packet for August 6<sup>th</sup>. I am working with a local investor to purchase three AEDC properties within the West Industrial Park and anticipate a closing sometime this fall.

The TIFA Finance and Development Plan Amendment is still a work in progress. Recently, I met with the City Assessor and the Calhoun County GIS team to ensure we have correct maps and parcel numbers that will need to be included within the amendment. Lastly, our interns researched successful projects for 2013-2026 and we are compiling the data to finalize it to present at a future meeting as well as its inclusion in the Amended TIF Finance and Development Plan.

### **Brownfield Redevelopment Authority:**

On August 19<sup>th</sup>, the city, AEDC, and the development team will have our first of several standing meetings to ensure the Big Albion Plan project continues to move forward steadily and to avoid any hiccups in the process of their project. A fence has been erected behind the buildings and activity is occurring.

ACE Investment Properties for 215-217 S. Superior Street and 300 S. Superior Street/105 W. Porter Street continues and I don't have any updates at this time, except that MSHDA has requested additional documentation.

Regarding the building at 100 S. Superior, a proposal was received this week to review the scope of work to begin stabilization efforts. The MEDC is involved as we anticipate receiving grant funds from them to assist with those stabilization costs since Albion is a Revitalization Ready Certified Community. The SHPO Rural Heritage Partnership Grant continues to move forward, and as a reminder, the City BRA Board authorized the funding for the local match.

City staff and I have monthly standing meetings for the City of Albion, its BRA, and the Calhoun County Land Bank Authority to review and discuss City of Albion projects. In addition to the interior stabilization occurring now at 203 N. Superior, the CCLBA owns four additional parcels downtown and plans to stabilize those buildings are also being discussed. The CCLBA has been successful in receiving EPA and ARPA funding that we can apply for when we have a potential project.

The AEDC Finance committee inquired about the Brownfield Local Revolving Fund. I investigated legislation at the committee's request and found it to be a necessary funding component for a Brownfield Redevelopment Authority to ensure sustainability of the organization. It is in P.A. 381 but not mandated. In addition, it is within the current City BRA Policies and Procedures that the City BRA Board approved May 2, 2019. Triterra, our environmental consultant, echoes my opinion that it is necessary to have a BLRF to continue funding future projects within a community.

I am in the process of reviewing the mentioned City BRA Policies and Procedures and will be bringing a revised document to you soon for consideration of approval.

## City of Albion Legislative Body Resolution and Multiple Year Deficit Elimination Plan

WHEREAS the City of Albion's **Economic Development Fund** has a \$64,021 deficit fund balance on December 31, 2025; and

WHEREAS, 1971 PA 140 requires that a Deficit Elimination Plan be formulated by the local unit of government and filed with the Michigan Department of Treasury;

NOW THEREFORE, IT IS RESOLVED that the City of Albion's legislative body adopts the following as the City of Albion Economic Development Fund Deficit Elimination Plan:

|                                                    | 2026               | 2027               | 2028               |
|----------------------------------------------------|--------------------|--------------------|--------------------|
| <b>Unrestricted Net Position (Deficit) Jan. 1</b>  | <b>(\$64,021)</b>  | <b>(\$21,927)</b>  | <b>\$81,635</b>    |
| <b>Operating Revenues</b>                          |                    |                    |                    |
| Intergovernmental                                  | \$562,840          | \$401,110          |                    |
| Other                                              | \$111,468          | \$110,250          | \$115,763          |
| <b>Total Operating Revenues</b>                    | <b>\$674,308</b>   | <b>\$511,360</b>   | <b>\$115,763</b>   |
| <b>Operating Expenses</b>                          |                    |                    |                    |
| Community & Economic Development                   | \$877,214          | \$717,798          | \$337,779          |
| <b>Total Operating Expenses</b>                    | <b>\$877,214</b>   | <b>\$717,798</b>   | <b>\$337,779</b>   |
| <b>Operating Income (Loss)</b>                     | <b>(\$202,906)</b> | <b>(\$206,438)</b> | <b>(\$222,016)</b> |
| <b>Nonoperating Revenues (Expenses)</b>            |                    |                    |                    |
| Interest Earned                                    | \$10,000           | \$10,000           | \$7,500            |
| Gain on Sale of Property                           | \$35,000           | \$100,000          | \$100,000          |
| <b>Total Nonoperating Revenues (Expenses)</b>      | <b>\$45,000</b>    | <b>\$110,000</b>   | <b>\$107,500</b>   |
| <b>Income (Loss) Before Transfers</b>              | <b>(\$157,906)</b> | <b>(\$96,438)</b>  | <b>(\$114,516)</b> |
| <b>Transfers</b>                                   |                    |                    |                    |
| Transfers In                                       | \$200,000          | \$200,000          | \$100,000          |
| Transfers Out                                      | \$0                | \$0                | \$0                |
| <b>Total Net Transfers</b>                         | <b>\$200,000</b>   | <b>\$200,000</b>   | <b>\$100,000</b>   |
| <b>Unrestricted Net Position (Deficit) Dec. 31</b> | <b>(\$21,927)</b>  | <b>\$81,635</b>    | <b>\$67,119</b>    |

|                                 | 2026               | 2027               | 2028             |
|---------------------------------|--------------------|--------------------|------------------|
| <b>CA-CL (Deficit) Jan. 1</b>   | <b>\$ (64,021)</b> | <b>\$ (21,927)</b> | <b>\$ 81,635</b> |
| Revenues                        | \$ 674,308         | \$ 511,360         | \$ 115,763       |
| Expenditures                    | \$ (877,214)       | \$ (717,798)       | \$ (337,779)     |
| Nonoperating Revenues(Expenses) | \$ 45,000          | \$ 110,000         | \$ 107,500       |
| Net Transfers In(Out)           | \$ 200,000         | \$ 200,000         | \$ 100,000       |
| <b>CA-CL (Deficit) Dec. 31</b>  | <b>\$ (21,927)</b> | <b>\$ 81,635</b>   | <b>\$ 67,119</b> |

### EXPLANATION

- 1) Operating Revenues - Intergovernmental:** For 2026 and 2027 includes grant revenue. No grants as of now for 2028.
- 2) Operating Revenues - Other:** For 2026-2028 for Admin. fees. One grant closes in September 2026; and for other funds associated with EDC Fund. Retroactive to Jan. 1, 2026, AEDC Administration Service Contract in place for each year for TIFA, BRA and RLF Funds to support programs staffed and served by the AEDC. Each year an increase of 5% will be added.
- 3) Operating Expenses - Community & Econ. Development:** For EDC Overhead and expenses AND for Overhead associated with grants.
- 4) Non operating Revenues:** Consists of investment interest earned and AEDC property sales - specifically when the East Industrial Park comes online on our about spring of 2027, with continued sales into 2028 and beyond.

BE IT FURTHER RESOLVED that the City of Albion's Finance Director/Treasurer submits the Deficit Elimination Plan to the Michigan Department of Treasury for Certification.

**City Treasurer's Certification:**

**David Clark, City of Albion Treasurer**

## **ADMINISTRATIVE SERVICES AGREEMENT**

This Administrative Services Agreement ("Agreement") is entered into this **1<sup>st</sup> day of January, 2026**, by and between the Albion Economic Development Corporation ("AEDC"), the Albion Tax Increment Finance Authority ("TIFA"), the Albion Brownfield Redevelopment Authority ("BRA"), and the Albion Revolving Loan Fund ("RLF"), which is a separate fund and is governed by the AEDC.

### **Purpose**

The parties recognize that the Albion Economic Development Corporation (AEDC) provides executive management, administrative staffing and support, financial management, economic development services, project coordination and management, statutory compliance, and redevelopment activities necessary for the operation of the AEDC's Authorities: TIFA, BRA, and RLF.

The purpose of this Agreement is to establish a fair and reasonable method for reimbursing the AEDC for those services.

### **Services Provided**

The Albion EDC shall provide the following services as needed:

- Executive Director/CEO services
- Marketing and Operational services
- Economic development planning
- Redevelopment project management
- Preparation of agendas and board packets
- Meeting attendance and minutes
- Financial management and accounting oversight with City Staff
- Budget preparation with City Staff
- Annual audit support with City Staff
- Compliance with applicable Michigan statutes
- Freedom of Information Act administration
- Records management
- Grant administration
- RLF administration – payments, servicing and loan closing coordination
- Brownfield plan coordination, public approval process
- Tax Increment Financing administration
- Developer assistance
- Small Business and Entrepreneurial Support
- Public communication and marketing
- Coordination with the City, County, MEDC, and State agencies

### **Compensation**

Each Authority agrees to reimburse the EDC for administrative services based upon the annually adopted Administration Service Contract approved by the governing boards. The annual allocation shall be included within each Authority's operating budget. Payments will be made monthly, by a transfer of funds by the City Treasurer.

**Cost Allocation**

Administrative costs shall be allocated based on a fixed amount based on staff time, program activity, transaction volume, direct costs, and other reasonable allocation noted within the annual AEDC Budget for each fund.

**Term**

This Agreement shall remain in effect retroactively on January 1, 2026, until amended or terminated by mutual agreement of the AEDC entities.

Authorized Signatures

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Trevor White  
Chairperson, EDC

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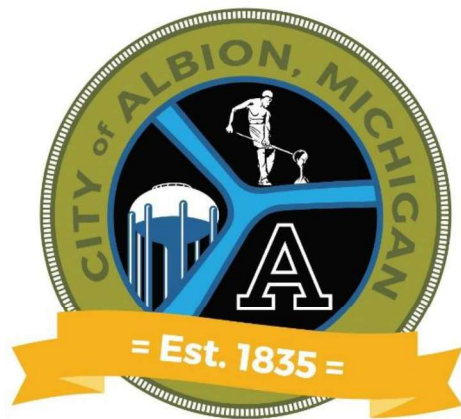
Trevor White  
Chairperson, TIFA

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Trevor White  
Chairperson, BRA

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Deborah A. Kelly  
AEDC/TIFA/BRA President and CEO



## **Repaving of Industrial Blvd and Portions of Burstein Drive**

## Overview of Request:

In 2025, Elliott Road was milled and repaved along the west side of the Industrial Park. In this phase, Industrial Blvd runs through the center of the Industrial Park and leads to the new addition to the Colson Group, D&D Maintenance, Georgia Pacific, and other businesses.

This roadway is traveled heavily and is in bad shape. It is filled with potholes and the turning radius at the intersection of Industrial Blvd, Burstein Dr., and Elliott Road needs to be widened as well.

This proposal would repave all of Industrial Blvd from Austin Ave., straight south to the dead end by the train tracks, widen the turning radius of the intersection, and pave a portion of Burstein Dr. going near the west entrance of Georgia Pacific.

## Closing Summary:

We obtained bids from various contractors the City of Albion Public Services conducts business with them on a regular basis. Concord Excavating submitted the lowest bid to mill out the existing asphalt, repair all of the manhole and valve boxes in the roadway, widen the turning radius of the intersection for large truck traffic, and repave with new asphalt. This cost is approximately \$158,716.28. It is my recommendation to proceed with these repairs to maintain and attract businesses into our Industrial Park area.

Respectfully submitted,



Jason Kern  
Director  
Public Services

# PROPOSAL

## Concord Excavating & Grading, Inc.

P.O. Box 250  
Concord, MI 49237  
(517) 524-8365  
Fax (517) 524-8363

May 27, 2026

|                                                                                                  |                                                                 |
|--------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| <b>TO:</b> CITY OF ALBION<br><b>ATTN: JASON KERN</b><br>112 WEST CASS STREET<br>ALBION, MI 49224 | <b>JOB:</b> MILL AND FILL<br>INDUSTRIAL DRIVE AND ELLIOT STREET |
|--------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|

DEAR JASON,

PER YOUR REQUEST, CONCORD EXCAVATING IS PLEASED TO QUOTE YOU ON THE ABOVE-NAMED PROJECT AS FOLLOWS:

**INDUSTRIAL DRIVE - 2" MILL AND FILL**

1. MILL APPROXIMATELY 2" - 3,135 SYD
2. MILL 2" - 1,085' X 26' AREA
3. REPLACE WITH 2" 5 EL - 372 TONS

**INDUSTRIAL DRIVE - 4" MILL AND FILL**

1. MILL APPROXIMATELY 4" - 2,722 SYD
2. BASE WITH 2" 4 EL - 300 TONS
3. TOP WITH 2" 5 EL - 300 TONS

**ELLIOT STREET - 4" MILL AND FILL**

1. MILL APPROXIMATELY 4" - 1,347 SYD
2. BASE WITH 2" 4 EL - 148.5 TONS
3. TOP WITH 2" 5 EL - 148.5 TONS

**NOTE:**

CONCORD TO LOWER AND RAISE 5 MANHOLE CASTINGS (CITY TO SUPPLY CASTINGS)  
CONCORD TO RAISE 6 VALVE BOXES (CITY WILL LOWER AND REPLACE VALVE BOXES)

**TOTAL      \$158,716.28**

IF YOU HAVE ANY QUESTIONS, PLEASE FEEL FREE TO CALL ME AT (517) 262-9029.

SINCERELY,

BRANDON GLOAR

BRANDON GLOAR  
PRESIDENT

ACCEPTANCE OF PROPOSAL \_\_\_\_\_

ACCEPTANCE DATE \_\_\_\_\_

## **ALBION ECONOMIC DEVELOPMENT CORPORATION (AEDC)**

### **RESOLUTION SUPPORT COMMITMENT TO PROMOTING ECONOMIC DEVELOPMENT SUPPORTING THE CITY OF ALBION AND SHERIDAN TOWNSHIP AND APPOINTMENT OF AEDC REPRESENTATIVES OF AN INGOVERNMENTAL ADVISORY COMMITTEE**

**WHEREAS**, the Albion Economic Development Corporation (AEDC), a Michigan Municipal Corporation, determines that it is in the best interests of the City of Albion ("City") and Sheridan Township ("Township") to appoint four (4) AEDC representatives, including the AEDC President, AEDC Attorney, AEDC Engineer, and one (1) AEDC Board member to a Committee to be created with the City and Township to research and submit recommendations of economic development projects within the Township and the City and surrounding area to their respective Boards and Commissions.

**WHEREAS**, the City of Albion and the Township Board have adopted a Master Plan pursuant to the Michigan Planning Enabling Act that identifying economic development goals of the City and the Township that the AEDC must adhere to; and

**WHEREAS**, the AEDC recognizes that the Township and City enacted a Zoning Ordinance that regulates the use of land within the Township and the City, provides for standards to protects the health, safety and general welfare of the Township and the City to protect property values and ensure compatibility with the City's and Township's Master Plan and development goals of the Township and the City; and

**WHEREAS**, that the AEDC recognizes that economic development projects may create jobs, increase taxable value of the Township, the City and surrounding communities, and meet the development goals established by the AEDC, the City and Township Master Plans the City's Comprehensive Plan and future land use map for both the Township and City; and

**WHEREAS**, the AEDC recognizes the need to work with surrounding communities in the Township and the City to research the feasibility and sustainability of economic development projects with other local units, state and county agencies and funding opportunities; and

**WHEREAS**, that the AEDC Board, the Township Board of Sheridan Township, and the City Council of the City of Albion, (collectively, the "Participating Units") have determined that it is in the best interests of their respective communities to collaborate on economic development projects, to increase the taxable value

of the Participating Units, to determine appropriate economic growth, and to promote job creation.

**Motion by AEDC Board Member \_\_\_\_\_, and supported by AEDC Board Member \_\_\_\_\_ to approve the foregoing resolution.**

**NOW THEREFORE BE IT RESOLVED**, pursuant to Section 8.15 of the Albion City Charter, the Participating Units establish an Economic Development Advisory Committee ("Committee") to research compatible economic development projects, to prepare policy recommendations to their respective governing bodies for consideration. The duration of the Committee shall not exceed two (2) years from the date of its formation; and

**BE IT FURTHER RESOLVED**, that the AEDC Board finds that it is in the best interests of the economic organization serving the Township and City that the AEDC appoints four (4) AEDC representatives to sit on the advisory Committee to discuss economic development opportunities and projects in areas of the Township and the City that are designated for such growth by and compatible with the City and Township Zoning Ordinance's and Master Plan's; and

**BE IT FURTHER RESOLVED**, that the AEDC hereby appoints the following four (4) individuals to serve as the AEDC's representatives to the advisory Committee which shall not exceed ten (10) members:

1. Richard Lindsey, AEDC Attorney
2. Aaron Reed, SME Engineer on behalf of the AEDC
3. Deborah A. Kelly, AEDC President and CEO
4. Bruce Nelson, AEDC Board Member and Treasurer

**BE IT FURTHER RESOLVED**, that the AEDC representatives to the advisory Committee shall be appointed by the AEDC Board of Directors, and subject to approval by a majority of the AEDC Board; and

**BE IT FURTHER RESOLVED**, that transparency and accountability are essential to the preservation of public trust, and as such the meetings of the Committee shall be subject to the Michigan Open Meetings Act, Act 267 of 1976, as amended; and

**BE IT FURTHER RESOLVED**, that any recommended intergovernmental agreements related to economic development projects shall require separate Township Board and City Council approval, and any necessary approvals of the other Participating Units; and

**BE IT FURTHER RESOLVED**, that the Committee shall:

- a. Prepare bylaws that shall govern the Committee, subject to approval of the City Council and Sheridan Township.
- b. The appointed AEDC representatives are hereby authorized and directed to:
  - i. Attend and participate in all Committee regular and special meetings and engage in planning and discussion of proposed economic development projects.
  - ii. Advocate for the economic development projects that are in the best interests of the Participating Units, and support the health, safety and general welfare of the Participating Units and are compatible with the City's and Township's Master Plan.
  - iii. To submit written recommendations to the Participating Units for consideration of any proposed economic development project.
  - iv. To submit written reports after every Committee meeting to the Participating Units after each Committee meeting summarizing the same.

Ayes \_\_\_\_\_

Nays \_\_\_\_\_

Absent \_\_\_\_\_

I hereby certify that this resolution was adopted on August 6, 2026, in a regular session of the Albion Economic Development Corporation, and this is a true copy of the resolution.

\_\_\_\_\_  
Tim Zeller, AEDC Secretary

August 6, 2026



(269) 763-3709  
817 1/2 Industrial Road  
Marshall, MI 49068

# Bid

| Date      | Estimate # |
|-----------|------------|
| 5/28/2026 | 26-1289    |

| Name / Address                                             |
|------------------------------------------------------------|
| City of Albion<br>112 West Cass Street<br>Albion, MI 49224 |

| Project                     | PO Number     | Terms            |
|-----------------------------|---------------|------------------|
| Industrial Blvd & Bourstein | Mill and Pave | Good for 30 Days |

| Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Total                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| <p>Quote Includes: Supply labor, equipment, and materials to Mill and pave Industrial Blvd and a portion of Burstein Dr.</p> <ul style="list-style-type: none"><li>• Mill four- inches of asphalt from street</li><li>• Temp lower all structures and water valves</li><li>• Gps locate structures and valves</li><li>• Grade Street with existing material</li><li>• Supply, place, and compact up to 300 tons of 4EL asphalt at two- inches thick for base course</li><li>• Supply, place, and compact up 300 tons of 5EL asphalt at two- inches thick for the wearing course</li><li>• Core asphalt at manhole locations and adjust</li><li>• Pour concrete around manholes</li><li>• Install pavement markings</li></ul> <p>Note: Excluded form the proposal</p> <ul style="list-style-type: none"><li>• Any additional gravel for grading. Additional gravel to be approved by the city and charged \$43.45 per yard.</li><li>• If more than 12 inches of a structure needs to be repaired, there will be additional cost</li><li>• QEI will use existing frames and casting</li></ul> <p>Signature _____</p> | 194,347.00                |
| Any questions, please call Wayne @ 269-986-8578                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Total</b> \$194,347.00 |

# Proposal

- GRADING
- PIPE INSTALLATION
- EXCAVATION

- MATERIALS
- ASPHALT PAVING & REPAIR
- TRUCKING



ASPHALT PRODUCTS LLC

455 W. Chicago St.  
Coldwater, MI 49036

Phone: 517-278-7452

|                                             |                          |                                 |      |
|---------------------------------------------|--------------------------|---------------------------------|------|
| PROPOSAL SUBMITTED TO<br>CITY OF ALBION     |                          | PHONE                           | DATE |
| STREET<br>112 WEST CASS                     |                          | JOB NAME<br>INDUSTRIAL AVE PAVE |      |
| CITY, STATE AND ZIP CODE<br>ALBION MI 49224 |                          | JOB LOCATION                    |      |
| ARCHITECT                                   | DATE OF PLANS<br>7/22/26 | JOB PHONE<br>5174553214         |      |

We hereby submit specifications and estimates for:

WE WILL APX. 39,210 AT AVERAGE DEPTH OF 2 INCHES, WE WILL SWEEP AND CLEAN AND APPLY TAC COAT FOR BONDING, WE INSTALL 2 INCHES OF HMA 5EL WEARING COURSE COMPACTED FINISH, ALSO ADJUST ON MANHOLES AND WATER BOXES, WE ALSO WILL PULLVERIZE AND GRADE, COMPACT APX. 18,624, ADJ MANHOLES AND INSTALL 2 INCHES COMPACTED 4EL BASE AND INSTALL 2 INCHES OF HMA 5EL WEARING COURSE TOTAL 4 INCHES AND BAD AREA AT END OF INDUSTRIAL DR.  
FOR THE SUM OF \$159,000.00

**We Propose** hereby to furnish material and labor - complete in accordance with above specifications for the sum of:

**DUE ON COMPLETION**

Payment to be made as follows:

dollars (\$ **159,000.00** ).

**Acceptance of Contract** - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance \_\_\_\_\_

Authorized Signature **SCOTT RIDDLE**

Signature \_\_\_\_\_

Signature \_\_\_\_\_