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

Thursday, May 7, 2026 – 7:30 a.m.
115 N. Superior St. Albion, MI 49224

- 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 April 2nd, 2026*
- 6. Treasurer's Report**
 - a. Review & Approve AEDC Financials through March 21st, 2026*
 - b. Discuss AEDC Treasurer's Report*
- 7. AEDC President's Report***
 - a. Update on Plante Moran Financial Review
 - b. Updates on AEDC Grants
- 8. Brownfield Redevelopment**
 - a. Discuss & Approve Phase II/BEA for 100 S. Superior St.*
- 9. Organizational Changes**
 - a. Discuss & Approve AEDC Community Branding Changes*
- 10. 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
- 11. Motion to Excuse Absent Members**
- 12. Adjournment**

*Indicates agenda items with attached supporting materials.

^Indicates agenda items with supporting materials to be handed out at meetings.

ALBION ECONOMIC DEVELOPMENT CORPORATION 2025 MISSION & VISION STATEMENTS

MISSION

To support business growth, create quality jobs, and strengthen Albion's economy through strategic partnerships, investment, and community-focused development.

VISION

Albion will be a thriving, welcoming, and economically resilient city where residents, businesses, and investors have the opportunities and support they need to succeed.

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

115 N. Superior St, Albion, MI 49224 | April 2nd, 2026

Board Members Present: Ian Barbour; Andrew French; Jerome Harvey; Bruce Nelson; Chrissy Pfeil;
Mayor Victoria Snyder; Jim Stuart

Board Members Absent: Hanna Isaacs; Ben Wallace; Trevor White; Tim Zeller

EDC Staff: Deborah Kelly; Reagan Konkle

Guests: Cheryl Theriot – Albion City Manager; Dave Van Haaren – Triterra;

Public Comment: N/A

Meeting called to order by Nelson at 7:33 a.m.

Suggestion made by Kelly to amend the agenda, by moving Item 8a. earlier in the meeting.

Motion made by French, supported by Snyder, to approve the agenda with the above amendment. 7-0

Motion made by French, supported by Stuart, to approve Meeting Minutes from March 5th, 2026. 7-0

Presentation given by Dave Van Haaren on Amended Brownfield Plans for ACE Investment Properties.

Motion made by French, supported by Stuart, to approve the Amended Brownfield Plans for ACE. 7-0

Barbour: Yes | French: Yes | Harvey: Yes | Nelson: Yes | Pfeil: Yes | Snyder: Yes | Stuart: Yes

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

Motion made by French, supported by Snyder, to approve AEDC Financials through February 28th, 2026. 7-0

Kelly gave AEDC President's Report, sharing updates on Plante Moran financial review, Match on Main process, housing grants, and Brownfield Funding Request for 205 W Cass St.

Discussion led by Kelly on AEDC Officer Nomination Committee and suggested approving 2026 Officers.

Nominations opened by Nelson for Chairman. White nominated by French, supported by Snyder. 7-0

Nominations opened by Nelson for Vice Chairman. Pfeil nominated by Snyder, supported by French. 7-0

Nominations opened by Nelson for Treasurer. Nelson nominated by French, supported by Pfeil. 7-0

Nominations opened by Nelson for Secretary. Zeller nominated by Stuart, supported by Snyder. 7-0

Kelly gave update on resignation received from Board Member Hanna Isaacs on Wednesday, 4/1.

Motion made by French, supported by Stuart, to accept resignation from Isaacs. 7-0

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

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Board Members Present: Ian Barbour; Andrew French; Jerome Harvey; Bruce Nelson; Chrissy Pfeil;
Mayor Victoria Snyder; Jim Stuart

Board Members Absent: Hanna Isaacs; Ben Wallace; Trevor White; Tim Zeller

EDC Staff: Deborah Kelly; Reagan Konkle

Guests: Cheryl Theriot – Albion City Manager; Dave Van Haaren – Triterra;

Public Comment: N/A

Motion made by French, supported by Snyder, to approve Resolution Authorizing AEDC Relocation 7-0
Kelly led discussion on plan for furniture left behind in relocation process.

Theriot and Snyder gave updates on City of Albion projects. Pfeil gave updates on KCC Job Prep Fair.
Stuart gave updates on Urban Blue housing renovation projects. Kelly gave updates on East Industrial Park.

Motion made by French, supported by Nelson, to excuse absent members. 7-0

Motion made by French, supported by Snyder, to adjourn the meeting. 7-0

Meeting adjourned at 9:01 a.m.

AEDC BOARD FUNDS

March 2026 Financial Executive Summary

The Financial Funds Overview

This executive summary provides a financial snapshot as of March 31, 2026, for the FIVE funds (BRA, RLF, EDC, BLRF, and TIFA), based on financial reports from the City of Albion Treasurer.

Overall, the funds remain in a stable financial position with substantial reserves, minimal liabilities, and adequate liquidity. Financial results reflect all revenue accruals, all revenue earned, and all expenditures incurred on the grants.

Financial Position (All Funds)

- **Total Assets:** approximately **\$1,805,034**
- **Total Liabilities:** approximately **\$528,920 (Deferred Rev./Accts Payable)**
- **Net Fund Balances:** approximately **\$2,333,954**

March 2026 Results by Fund

Brownfield Redevelopment Authority (BRA) (Fund 243)

- Total Assets: \$255,219.84
- Total Liability: \$0
- Ending Fund Balance: **\$255,219.84**
- March highlights/Activity:
 - Interest earned \$448.75
 - No expenses

Revolving Loan Fund (RLF) (Fund 296)

- Total Assets: \$426,197.50
- Total Liability: \$0
- Ending Fund Balance: **\$426,197.50**
- **March Highlights/Activity:**
 - Interest earned \$1,378.84
 - No expenses

Tax Increment Financing Authority (TIFA) Fund (Fund 247)

- Total Assets: \$637,152.03
- Total Liability: \$0
- Ending Fund Balance: **\$637,152.03**
- **March Highlights/Activity:**
 - Interest earned \$1,959.55
 - Expenses totaled \$38,029.39 (salaries/benefits)

Economic Development Fund (Fund 244)

- Total Assets: \$461,367.24
- Total Liability: \$528,919.55 (Deferred Revenue & Accts Payable)
- Ending Fund Balance: **(\$67,552.31)**
- March Activity:
- **March Highlights/Activity:**
 - \$113,422.63 total revenues
 - \$111,701.32 total expenses (salaries/benefits/operations)

Local Brownfield Revolving Fund (Fund 297)

- Total Assets: \$554,017.05
- Total Liability: \$0
- Ending Fund Balance: \$554,017.05
- **March Highlights/Activity:**
 - Interest earned \$1,676.80
 - Fund established in January 2026 by P.A. 328 and funded by Brownfield capture taxes from approved Brownfield Plans.
 - Fund can be utilized for brownfield projects in the City.

Conclusion

AEDC shows solid financial strength across Brownfield, Local Brownfield Revolving Fund, TIFA, and Revolving Loan Funds. The Economic Development Fund's negative fund balance and interfund obligations are being monitored closely, with attention to revenue sources, expenditure controls, and potential fund restructuring, which was done for AEDC Salaries and benefits and will be more accurate within the April 2026 Financials.

Plante Moran has wrapped up its review of the AEDC Financials and will provide a report with findings, recommendations, and suggestions.

BALANCE SHEET REPORT FOR CITY OF ALBION
Balance As of 03/31/2026

GL Number	Description	Beg. Balance 01/01/2026	YTD Balance 03/31/2026 Normal (Abnormal)
Fund: 243 BROWNFIELD REDEVELOPMENT AUTHORITY			
*** Assets ***			
243-000-001.03	CASH - FLAGSTAR BANK	5,902.66	113,725.78
243-000-017.00	INVESTMENTS	159,962.86	141,395.06
243-000-020.01	WINTER TAXES RECEIVABLE - CURR	104,150.28	0.00
243-000-123.03	PREPAID EXPENSES - LIABILITY & PROP INS	132.00	99.00
Total Assets		270,147.80	255,219.84
*** Fund Equity ***			
243-000-390.00	FUND BALANCE	267,769.95	267,769.95
Total Fund Equity		267,769.95	267,769.95
Total Fund 243:			
TOTAL ASSETS		270,147.80	255,219.84
BEG. FUND BALANCE - 2025		267,769.95	267,769.95
+ NET OF REVENUES/EXPENDITURES - 2025		2,377.85	2,377.85
+ NET OF REVENUES & EXPENDITURES		0.00	(14,927.96)
= ENDING FUND BALANCE		270,147.80	255,219.84
+ LIABILITIES		0.00	0.00
= TOTAL LIABILITIES AND FUND BALANCE		270,147.80	255,219.84

BALANCE SHEET REPORT FOR CITY OF ALBION
Balance As of 03/31/2026

GL Number	Description	Beg. Balance 01/01/2026	YTD Balance 03/31/2026 Normal (Abnormal)
Fund: 244 ECONOMIC DEVELOPMENT FUND			
*** Assets ***			
244-000-001.03	CASH - FLAGSTAR BANK	30,235.85	6,024.35
244-000-017.00	INVESTMENTS	6.68	200,893.03
244-000-040.00	ACCOUNTS RECEIVABLE	12,892.50	9,486.60
244-000-078.00	DUE FROM STATE	391,207.68	152,164.76
244-000-123.00	PREPAID EXPENSES	92,500.00	92,500.00
244-000-123.03	PREPAID EXPENSES - LIABILITY & PROP INS	198.00	148.50
244-000-124.50	SECURITY DEPOSIT - BUILDING RENT	150.00	150.00
Total Assets		527,190.71	461,367.24
*** Liabilities ***			
244-000-202.00	ACCOUNTS PAYABLE	137,006.81	44.75
244-000-214.00	DUE TO OTHER FUNDS	425,000.00	0.00
244-000-257.00	ACCRUED WAGES PAYABLE	5,155.30	0.00
244-000-258.00	ACCRUED PAYROLL TAXES	1,594.48	0.00
244-000-339.00	DEFERRED REVENUES	0.00	528,874.80
Total Liabilities		568,756.59	528,919.55
*** Fund Equity ***			
244-000-390.00	FUND BALANCE	166,534.73	166,534.73
Total Fund Equity		166,534.73	166,534.73
Total Fund 244:			
TOTAL ASSETS		527,190.71	461,367.24
BEG. FUND BALANCE - 2025		166,534.73	166,534.73
+ NET OF REVENUES/EXPENDITURES - 2025		(208,100.61)	(208,100.61)
+ NET OF REVENUES & EXPENDITURES		0.00	(25,986.43)
= ENDING FUND BALANCE		(41,565.88)	(67,552.31)
+ LIABILITIES		568,756.59	528,919.55
= TOTAL LIABILITIES AND FUND BALANCE		527,190.71	461,367.24

BALANCE SHEET REPORT FOR CITY OF ALBION
Balance As of 03/31/2026

GL Number	Description	Beg. Balance 01/01/2026	YTD Balance 03/31/2026 Normal (Abnormal)
Fund: 247 TIFA FUND			
*** Assets ***			
247-000-001.03	CASH - FLAGSTAR BANK	126,520.47	2,902.52
247-000-004.00	PETTY CASH	50.00	50.00
247-000-017.00	INVESTMENTS	106,891.82	617,410.67
247-000-020.00	SUMMER TAXES RECEIVABLE - CURR	2,544.03	2,544.03
247-000-020.01	WINTER TAXES RECEIVABLE - CURR	28,848.14	0.00
247-000-072.00	DUE FROM COUNTY	13,246.31	13,246.31
247-000-084.00	DUE FROM OTHER FUNDS	425,000.00	0.00
247-000-123.03	PREPAID EXPENSES - LIABILITY & PROP INS	198.00	148.50
247-000-124.50	SECURITY DEPOSIT - BUILDING RENT	850.00	850.00
Total Assets		704,148.77	637,152.03
*** Liabilities ***			
247-000-202.00	ACCOUNTS PAYABLE	500.00	0.00
247-000-257.00	ACCRUED WAGES PAYABLE	4,379.39	0.00
247-000-258.00	ACCRUED PAYROLL TAXES	1,549.40	0.00
Total Liabilities		6,428.79	0.00
*** Fund Equity ***			
247-000-390.00	FUND BALANCE	632,174.28	632,174.28
Total Fund Equity		632,174.28	632,174.28
Total Fund 247:			
TOTAL ASSETS		704,148.77	637,152.03
BEG. FUND BALANCE - 2025		632,174.28	632,174.28
+ NET OF REVENUES/EXPENDITURES - 2025		65,545.70	65,545.70
+ NET OF REVENUES & EXPENDITURES		0.00	(60,567.95)
= ENDING FUND BALANCE		697,719.98	637,152.03
+ LIABILITIES		6,428.79	0.00
= TOTAL LIABILITIES AND FUND BALANCE		704,148.77	637,152.03

BALANCE SHEET REPORT FOR CITY OF ALBION
Balance As of 03/31/2026

GL Number	Description	Beg. Balance 01/01/2026	YTD Balance 03/31/2026 Normal (Abnormal)
Fund: 296 REVOLVING LOAN FUND			
*** Assets ***			
296-000-001.03	CASH - FLAGSTAR BANK	27,345.01	263,662.60
296-000-003.00	CERTIFICATES OF DEPOSIT	250,000.00	0.00
296-000-017.00	INVESTMENTS	524,361.80	64.22
296-000-040.00	ACCOUNTS RECEIVABLE	5,150.00	5,150.00
296-000-041.00	ESTIMATED UNCOLLECTIBLE ACCTS	(37,850.00)	(37,850.00)
296-000-056.00	INTEREST RECEIVABLE	2,709.58	0.00
296-000-061.00	LOANS RECEIVABLE	199,149.53	195,071.68
296-000-123.03	PREPAID EXPENSES - LIABILITY & PROP INS	132.00	99.00
Total Assets		970,997.92	426,197.50
*** Fund Equity ***			
296-000-390.00	FUND BALANCE	766,467.11	766,467.11
Total Fund Equity		766,467.11	766,467.11
Total Fund 296:			
TOTAL ASSETS		970,997.92	426,197.50
BEG. FUND BALANCE - 2025		766,467.11	766,467.11
+ NET OF REVENUES/EXPENDITURES - 2025		204,530.81	204,530.81
+ NET OF REVENUES & EXPENDITURES		0.00	(544,800.42)
= ENDING FUND BALANCE		970,997.92	426,197.50
+ LIABILITIES		0.00	0.00
= TOTAL LIABILITIES AND FUND BALANCE		970,997.92	426,197.50

BALANCE SHEET REPORT FOR CITY OF ALBION
Balance As of 03/31/2026

GL Number	Description	Beg. Balance 01/01/2026	YTD Balance 03/31/2026 Normal (Abnormal)
Fund: 297 LOCAL BROWNFIELD REVOLVING FUND			
*** Assets ***			
297-000-001.03	CASH - FLAGSTAR BANK	0.00	25,702.65
297-000-017.00	INVESTMENTS	0.00	528,314.40
Total Assets		0.00	554,017.05
Total Fund 297:			
TOTAL ASSETS		0.00	554,017.05
BEG. FUND BALANCE - 2025		0.00	0.00
+ NET OF REVENUES & EXPENDITURES		0.00	554,017.05
= ENDING FUND BALANCE		0.00	554,017.05
+ LIABILITIES		0.00	0.00
= TOTAL LIABILITIES AND FUND BALANCE		0.00	554,017.05

REVENUE AND EXPENDITURE BY MONTH REPORT FOR CITY OF ALBION

Balance As of 03/31/2026

GL Number	Description	Activity For 03/31/2026 Increase (Decrease)	YTD Balance 03/31/2026 Normal (Abnormal)	2026 Original Budget	% Bdgt Used	Available Balance 03/31/2026 Normal (Abnormal)
Fund: 243 BROWNFIELD REDEVELOPMENT AUTHORITY						
Account Category: Revenues						
Department: 000 GENERAL						
243-000-402.00	CURRENT PROPERTY TAXES	0.00	0.00	141,850.00	0.00	141,850.00
243-000-665.00	INTEREST	448.75	1,432.20	9,540.00	15.01	8,107.80
243-000-699.00	TRANSFER IN	0.00	0.00	98,320.00	0.00	98,320.00
Total Dept 000 - GENERAL		448.75	1,432.20	249,710.00	0.57	248,277.80
Revenues		448.75	1,432.20	249,710.00	0.57	248,277.80
Account Category: Expenditures						
Department: 723 BROWNFIELD REDEVELOPMENT AUTHORITY						
243-723-802.00	CONTRACTUAL SERVICES	0.00	15,368.82	34,496.00	44.55	19,127.18
243-723-803.00	ADMINISTRATION FEES	0.00	958.34	5,750.00	16.67	4,791.66
243-723-937.00	INSURANCE AND BONDS	0.00	33.00	1,510.00	2.19	1,477.00
243-723-995.00	TRANSFER OUT	0.00	0.00	172,604.00	0.00	172,604.00
Total Dept 723 - BROWNFIELD REDEVELOPMENT AUTHORITY		0.00	16,360.16	214,360.00	7.63	197,999.84
Expenditures		0.00	16,360.16	214,360.00	7.63	197,999.84
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY:						
TOTAL REVENUES		448.75	1,432.20	249,710.00	0.57	248,277.80
TOTAL EXPENDITURES		0.00	16,360.16	214,360.00	7.63	197,999.84
NET OF REVENUES & EXPENDITURES:		448.75	(14,927.96)	35,350.00		50,277.96
BEG. FUND BALANCE			267,769.95	267,769.95		
NET OF REVENUES/EXPENDITURES - 2025			2,377.85	2,377.85		
END FUND BALANCE			255,219.84	305,497.80		

REVENUE AND EXPENDITURE BY MONTH REPORT FOR CITY OF ALBION

Balance As of 03/31/2026

GL Number	Description	Activity For 03/31/2026 Increase (Decrease)	YTD Balance 03/31/2026 Normal (Abnormal)	2026 Original Budget	% Bdgt Used	Available Balance 03/31/2026 Normal (Abnormal)
Fund: 244 ECONOMIC DEVELOPMENT FUND						
Account Category: Revenues						
Department: 000 GENERAL						
244-000-626.10	ADMINISTRATION FEES	2,013.11	2,296.79	6,131.00	37.46	3,834.21
244-000-665.00	INTEREST	637.60	1,751.70	0.00	100.00	(1,751.70)
Total Dept 000 - GENERAL		2,650.71	4,048.49	6,131.00	66.03	2,082.51
Department: 731 MI-NEIGHBORHOOD 2.0 GRANT						
244-731-540.00	STATE GRANTS	21,642.03	32,025.94	3,587.00	892.83	(28,438.94)
Total Dept 731 - MI-NEIGHBORHOOD 2.0 GRANT		21,642.03	32,025.94	3,587.00	892.83	(28,438.94)
Department: 738 MEDC - MI READY SITE PROGRAM GRANT						
244-738-540.00	STATE GRANTS	89,129.89	132,362.79	995,000.00	13.30	862,637.21
Total Dept 738 - MEDC - MI READY SITE PROGRAM GRANT		89,129.89	132,362.79	995,000.00	13.30	862,637.21
Department: 739 MI - NEIGHBORHOOD 3.0 GRANT						
244-739-540.00	STATE GRANTS	0.00	0.00	1,100,000.00	0.00	1,100,000.00
Total Dept 739 - MI - NEIGHBORHOOD 3.0 GRANT		0.00	0.00	1,100,000.00	0.00	1,100,000.00
Revenues		113,422.63	168,437.22	2,104,718.00	8.00	1,936,280.78
Account Category: Expenditures						
Department: 728 EDC						
244-728-702.00	SALARIES AND WAGES	(7,374.67)	0.00	55,724.00	0.00	55,724.00
244-728-702.01	LEAVE BANK PAYOUTS AND/OR BONUSES	7,158.06	7,158.06	0.00	100.00	(7,158.06)
244-728-703.00	PART TIME WAGES	298.63	429.07	10,140.00	4.23	9,710.93
244-728-704.00	OVERTIME	(46.93)	0.00	300.00	0.00	300.00
244-728-714.00	MEDICARE	1.25	110.01	959.00	11.47	848.99
244-728-715.00	FICA	5.30	470.40	4,102.00	11.47	3,631.60
244-728-716.00	HOSPITALIZATION INSURANCE	(451.97)	0.00	3,070.00	0.00	3,070.00
244-728-717.00	LIFE INSURANCE	(13.90)	0.00	83.00	0.00	83.00
244-728-719.00	PENSION CONTRIBUTION	(488.93)	0.00	3,861.00	0.00	3,861.00
244-728-719.01	MERS DB CONTRIBUTION	393.75	1,181.25	4,725.00	25.00	3,543.75
244-728-720.00	WORKERS COMPENSATION	1.52	14.00	99.00	14.14	85.00
244-728-721.00	UNEMPLOYMENT INSURANCE	(4.47)	0.39	110.00	0.35	109.61
244-728-723.00	RETIREE HEALTH SAVINGS CONTRIB	(139.71)	0.00	752.00	0.00	752.00
244-728-727.00	OFFICE SUPPLY	0.00	1,241.37	20,000.00	6.21	18,758.63
244-728-728.00	OFFICE EQUIPMENT	159.15	311.91	15,000.00	2.08	14,688.09
244-728-729.00	DUES, BOOKS, PERIODICAL	0.00	0.00	1,000.00	0.00	1,000.00
244-728-801.00	PROFESSIONAL SERVICES	6,250.00	6,841.50	20,000.00	34.21	13,158.50
244-728-802.00	CONTRACTUAL SERVICES	0.00	117.62	0.00	100.00	(117.62)
244-728-803.00	ADMINISTRATION FEES	0.00	1,733.32	10,000.00	17.33	8,266.68
244-728-850.00	TELEPHONE	213.36	597.94	2,000.00	29.90	1,402.06
244-728-851.00	POSTAGE	0.00	0.00	100.00	0.00	100.00
244-728-861.00	TRAVEL	0.00	0.00	3,000.00	0.00	3,000.00
244-728-922.00	ELECTRICITY	167.70	500.08	1,500.00	33.34	999.92
244-728-930.00	BUILDING & GROUNDS REPAIR & MA	20.00	40.58	2,000.00	2.03	1,959.42
244-728-937.00	INSURANCE AND BONDS	0.00	49.50	3,000.00	1.65	2,950.50
244-728-941.00	BUILDING RENTAL	0.00	1,500.00	6,000.00	25.00	4,500.00
244-728-957.00	TRAINING	0.00	21.97	5,000.00	0.44	4,978.03
244-728-960.00	CONFERENCE COSTS	0.00	0.00	5,000.00	0.00	5,000.00
244-728-967.00	ECONOMIC DEVELOPMENT	60.00	60.00	100,000.00	0.06	99,940.00

REVENUE AND EXPENDITURE BY MONTH REPORT FOR CITY OF ALBION

Balance As of 03/31/2026

GL Number	Description	Activity For 03/31/2026 Increase (Decrease)	YTD Balance 03/31/2026 Normal (Abnormal)	2026 Original Budget	% Bdg't Used	Available Balance 03/31/2026 Normal (Abnormal)
Fund: 244 ECONOMIC DEVELOPMENT FUND						
Account Category: Expenditures						
Department: 728 EDC						
Total Dept 728 - EDC		6,208.14	22,378.97	277,525.00	8.06	255,146.03
Department: 730 MI-HOPE GRANT						
244-730-702.00	SALARIES AND WAGES	3,462.26	4,071.01	0.00	100.00	(4,071.01)
244-730-714.00	MEDICARE	49.38	58.07	0.00	100.00	(58.07)
244-730-715.00	FICA	211.14	248.27	0.00	100.00	(248.27)
244-730-716.00	HOSPITALIZATION INSURANCE	509.59	599.20	0.00	100.00	(599.20)
244-730-717.00	LIFE INSURANCE	5.78	6.48	0.00	100.00	(6.48)
244-730-719.00	PENSION CONTRIBUTION	242.37	284.97	0.00	100.00	(284.97)
244-730-720.00	WORKERS COMPENSATION	6.44	7.58	0.00	100.00	(7.58)
244-730-721.00	UNEMPLOYMENT INSURANCE	1.69	2.16	0.00	100.00	(2.16)
244-730-723.00	RETIREE HEALTH SAVINGS CONTRIB	69.23	81.42	0.00	100.00	(81.42)
Total Dept 730 - MI-HOPE GRANT		4,557.88	5,359.16	0.00	100.00	(5,359.16)
Department: 731 MI-NEIGHBORHOOD 2.0 GRANT						
244-731-702.00	SALARIES AND WAGES	5,520.03	5,815.74	2,714.00	214.29	(3,101.74)
244-731-704.00	OVERTIME	0.00	0.00	50.00	0.00	50.00
244-731-714.00	MEDICARE	78.73	82.95	40.00	207.38	(42.95)
244-731-715.00	FICA	336.65	354.68	171.00	207.42	(183.68)
244-731-716.00	HOSPITALIZATION INSURANCE	812.49	856.00	369.00	231.98	(487.00)
244-731-717.00	LIFE INSURANCE	9.25	9.25	4.00	231.25	(5.25)
244-731-719.00	PENSION CONTRIBUTION	386.40	407.10	194.00	209.85	(213.10)
244-731-720.00	WORKERS COMPENSATION	10.29	10.84	4.00	271.00	(6.84)
244-731-721.00	UNEMPLOYMENT INSURANCE	2.81	3.08	3.00	102.67	(0.08)
244-731-723.00	RETIREE HEALTH SAVINGS CONTRIB	110.38	116.30	38.00	306.05	(78.30)
244-731-802.00	CONTRACTUAL SERVICE	14,375.00	24,370.00	0.00	100.00	(24,370.00)
Total Dept 731 - MI-NEIGHBORHOOD 2.0 GRANT		21,642.03	32,025.94	3,587.00	892.83	(28,438.94)
Department: 732 MHS DA CHILL GRANT						
244-732-702.00	SALARIES AND WAGES	1,538.97	1,744.72	0.00	100.00	(1,744.72)
244-732-714.00	MEDICARE	21.97	24.89	0.00	100.00	(24.89)
244-732-715.00	FICA	93.94	106.40	0.00	100.00	(106.40)
244-732-716.00	HOSPITALIZATION INSURANCE	213.28	256.80	0.00	100.00	(256.80)
244-732-717.00	LIFE INSURANCE	2.78	2.78	0.00	100.00	(2.78)
244-732-719.00	PENSION CONTRIBUTION	107.73	122.13	0.00	100.00	(122.13)
244-732-720.00	WORKERS COMPENSATION	2.93	3.25	0.00	100.00	(3.25)
244-732-721.00	UNEMPLOYMENT INSURANCE	0.73	0.92	0.00	100.00	(0.92)
244-732-723.00	RETIREE HEALTH SAVINGS CONTRIB	30.78	34.90	0.00	100.00	(34.90)
Total Dept 732 - MHS DA CHILL GRANT		2,013.11	2,296.79	0.00	100.00	(2,296.79)
Department: 738 MEDC - MI READY SITE PROGRAM GRANT						
244-738-702.00	SALARIES AND WAGES	(1,839.70)	2,582.03	36,234.00	7.13	33,651.97
244-738-704.00	OVERTIME	(25.60)	12.54	300.00	4.18	287.46
244-738-714.00	MEDICARE	(26.90)	37.28	530.00	7.03	492.72
244-738-715.00	FICA	(115.03)	159.40	2,266.00	7.03	2,106.60
244-738-716.00	HOSPITALIZATION INSURANCE	(92.89)	211.82	2,438.00	8.69	2,226.18
244-738-717.00	LIFE INSURANCE	(4.86)	5.56	63.00	8.83	57.44
244-738-719.00	PENSION CONTRIBUTION	(115.65)	174.62	2,514.00	6.95	2,339.38
244-738-720.00	WORKERS COMPENSATION	(2.86)	4.00	55.00	7.27	51.00
244-738-721.00	UNEMPLOYMENT INSURANCE	(1.75)	1.28	35.00	3.66	33.72
244-738-723.00	RETIREE HEALTH SAVINGS CONTRIB	(33.04)	49.89	565.00	8.83	515.11

REVENUE AND EXPENDITURE BY MONTH REPORT FOR CITY OF ALBION

Balance As of 03/31/2026

GL Number	Description	Activity For 03/31/2026 Increase (Decrease)	YTD Balance 03/31/2026 Normal (Abnormal)	2026 Original Budget	% Bdgt Used	Available Balance 03/31/2026 Normal (Abnormal)
Fund: 244 ECONOMIC DEVELOPMENT FUND						
Account Category: Expenditures						
Department: 738 MEDC - MI READY SITE PROGRAM GRANT						
244-738-802.00	CONTRACTUAL SERVICES	91,388.17	129,124.37	950,000.00	13.59	820,875.63
Total Dept 738 - MEDC - MI READY SITE PROGRAM GRANT		89,129.89	132,362.79	995,000.00	13.30	862,637.21
Department: 739 MI - NEIGHBORHOOD 3.0 GRANT						
244-739-702.00	SALARIES AND WAGES	(9,179.62)	0.00	77,890.00	0.00	77,890.00
244-739-704.00	OVERTIME	(31.34)	0.00	450.00	0.00	450.00
244-739-714.00	MEDICARE	(131.80)	0.00	1,137.00	0.00	1,137.00
244-739-715.00	FICA	(563.55)	0.00	4,857.00	0.00	4,857.00
244-739-716.00	HOSPITALIZATION INSURANCE	(1,093.53)	0.00	8,749.00	0.00	8,749.00
244-739-717.00	LIFE INSURANCE	(21.22)	0.00	127.00	0.00	127.00
244-739-719.00	PENSION CONTRIBUTION	(627.27)	0.00	5,450.00	0.00	5,450.00
244-739-720.00	WORKERS COMPENSATION	(15.87)	0.00	117.00	0.00	117.00
244-739-721.00	UNEMPLOYMENT INSURANCE	(6.33)	0.00	73.00	0.00	73.00
244-739-723.00	RETIREE HEALTH SAVINGS CONTRIB	(179.20)	0.00	1,150.00	0.00	1,150.00
244-739-802.00	CONTRACTUAL SERVICES	0.00	0.00	1,000,000.00	0.00	1,000,000.00
Total Dept 739 - MI - NEIGHBORHOOD 3.0 GRANT		(11,849.73)	0.00	1,100,000.00	0.00	1,100,000.00
Expenditures		111,701.32	194,423.65	2,376,112.00	8.18	2,181,688.35
Fund 244 - ECONOMIC DEVELOPMENT FUND:						
TOTAL REVENUES		113,422.63	168,437.22	2,104,718.00	8.00	1,936,280.78
TOTAL EXPENDITURES		111,701.32	194,423.65	2,376,112.00	8.18	2,181,688.35
NET OF REVENUES & EXPENDITURES:		1,721.31	(25,986.43)	(271,394.00)		(245,407.57)
BEG. FUND BALANCE			166,534.73	166,534.73		
NET OF REVENUES/EXPENDITURES - 2025			(208,100.61)	(208,100.61)		
END FUND BALANCE			(67,552.31)	(312,959.88)		

REVENUE AND EXPENDITURE BY MONTH REPORT FOR CITY OF ALBION

Balance As of 03/31/2026

GL Number	Description	Activity For 03/31/2026 Increase (Decrease)	YTD Balance 03/31/2026 Normal (Abnormal)	2026 Original Budget	% Bdgt Used	Available Balance 03/31/2026 Normal (Abnormal)
Fund: 247 TIFA FUND						
Account Category: Revenues						
Department: 000 GENERAL						
247-000-402.00	CURRENT PROPERTY TAXES	0.00	0.00	154,093.00	0.00	154,093.00
247-000-569.00	STATE GRANTS - OTHERS	0.00	0.00	3,000.00	0.00	3,000.00
247-000-573.00	LOCAL COMMUNITY STABILIZATION SHARE	0.00	0.00	172,000.00	0.00	172,000.00
247-000-665.00	INTEREST	1,959.55	5,809.32	19,000.00	30.58	13,190.68
Total Dept 000 - GENERAL		1,959.55	5,809.32	348,093.00	1.67	342,283.68
Revenues		1,959.55	5,809.32	348,093.00	1.67	342,283.68
Account Category: Expenditures						
Department: 733 TIFA						
247-733-702.00	SALARIES AND WAGES	29,383.49	47,304.09	144,960.00	32.63	97,655.91
247-733-702.01	LEAVE BANK PAYOUTS AND/OR BONUSES	0.00	0.00	22,615.00	0.00	22,615.00
247-733-704.00	OVERTIME	103.87	112.88	200.00	56.44	87.12
247-733-714.00	MEDICARE	421.73	674.80	2,435.00	27.71	1,760.20
247-733-715.00	FICA	1,803.24	2,885.32	10,405.00	27.73	7,519.68
247-733-716.00	HOSPITALIZATION INSURANCE	3,627.91	7,918.91	32,550.00	24.33	24,631.09
247-733-717.00	LIFE INSURANCE	59.18	105.44	280.00	37.66	174.56
247-733-719.00	PENSION CONTRIBUTION	2,001.11	3,256.19	10,165.00	32.03	6,908.81
247-733-720.00	WORKERS COMPENSATION	48.34	80.71	300.00	26.90	219.29
247-733-721.00	UNEMPLOYMENT INSURANCE	8.76	16.40	95.00	17.26	78.60
247-733-723.00	RETIREE HEALTH SAVINGS CONTRIB	571.76	930.35	1,505.00	61.82	574.65
247-733-729.00	DUES, BOOKS, PERIODICAL	0.00	0.00	1,000.00	0.00	1,000.00
247-733-801.00	PROFESSIONAL SERVICES	0.00	0.00	20,000.00	0.00	20,000.00
247-733-803.00	ADMINISTRATION FEES	0.00	1,542.68	8,900.00	17.33	7,357.32
247-733-921.00	GAS	0.00	0.00	100.00	0.00	100.00
247-733-922.00	ELECTRICITY	0.00	0.00	1,500.00	0.00	1,500.00
247-733-930.00	BLDG & GRNDS REP/MAINT	0.00	0.00	2,000.00	0.00	2,000.00
247-733-937.00	INSURANCE AND BONDS	0.00	49.50	3,000.00	1.65	2,950.50
247-733-941.00	BUILDING RENTAL	0.00	1,500.00	6,000.00	25.00	4,500.00
Total Dept 733 - TIFA		38,029.39	66,377.27	268,010.00	24.77	201,632.73
Expenditures		38,029.39	66,377.27	268,010.00	24.77	201,632.73
Fund 247 - TIFA FUND:						
TOTAL REVENUES		1,959.55	5,809.32	348,093.00	1.67	342,283.68
TOTAL EXPENDITURES		38,029.39	66,377.27	268,010.00	24.77	201,632.73
NET OF REVENUES & EXPENDITURES:		(36,069.84)	(60,567.95)	80,083.00		140,650.95
BEG. FUND BALANCE			632,174.28	632,174.28		
NET OF REVENUES/EXPENDITURES - 2025			65,545.70	65,545.70		
END FUND BALANCE			637,152.03	777,802.98		

REVENUE AND EXPENDITURE BY MONTH REPORT FOR CITY OF ALBION

Balance As of 03/31/2026

GL Number	Description	Activity For 03/31/2026 Increase (Decrease)	YTD Balance 03/31/2026 Normal (Abnormal)	2026 Original Budget	% Bdgt Used	Available Balance 03/31/2026 Normal (Abnormal)
Fund: 296 REVOLVING LOAN FUND						
Account Category: Revenues						
Department: 000 GENERAL						
296-000-665.00	INTEREST	1,378.84	5,836.35	32,400.00	18.01	26,563.65
Total Dept 000 - GENERAL		1,378.84	5,836.35	32,400.00	18.01	26,563.65
Department: 931 TRANSFER IN						
296-931-699.00	TRANSFER IN	0.00	0.00	172,604.00	0.00	172,604.00
Total Dept 931 - TRANSFER IN		0.00	0.00	172,604.00	0.00	172,604.00
Revenues		1,378.84	5,836.35	205,004.00	2.85	199,167.65
Account Category: Expenditures						
Department: 740 REVOLVING LOAN						
296-740-937.00	INSURANCE AND BONDS	0.00	33.00	1,510.00	2.19	1,477.00
Total Dept 740 - REVOLVING LOAN		0.00	33.00	1,510.00	2.19	1,477.00
Department: 999 TRANSFER OUT						
296-999-995.00	TRANSFER OUT	0.00	550,603.77	0.00	100.00	(550,603.77)
Total Dept 999 - TRANSFER OUT		0.00	550,603.77	0.00	100.00	(550,603.77)
Expenditures		0.00	550,636.77	1,510.00	36,466.01	(549,126.77)
Fund 296 - REVOLVING LOAN FUND:						
TOTAL REVENUES		1,378.84	5,836.35	205,004.00	2.85	199,167.65
TOTAL EXPENDITURES		0.00	550,636.77	1,510.00	36,466.01	(549,126.77)
NET OF REVENUES & EXPENDITURES:		1,378.84	(544,800.42)	203,494.00		748,294.42
BEG. FUND BALANCE			766,467.11	766,467.11		
NET OF REVENUES/EXPENDITURES - 2025			204,530.81	204,530.81		
END FUND BALANCE			426,197.50	1,174,491.92		

REVENUE AND EXPENDITURE BY MONTH REPORT FOR CITY OF ALBION

Balance As of 03/31/2026

GL Number	Description	Activity For 03/31/2026 Increase (Decrease)	YTD Balance 03/31/2026 Normal (Abnormal)	2026 Original Budget	% Bdgt Used	Available Balance 03/31/2026 Normal (Abnormal)
Fund: 297 LOCAL BROWNFIELD REVOLVING FUND						
Account Category: Revenues						
Department: 000 GENERAL						
297-000-665.00	INTEREST	1,676.80	3,413.28	0.00	100.00	(3,413.28)
Total Dept 000 - GENERAL		1,676.80	3,413.28	0.00	100.00	(3,413.28)
Department: 931 TRANSFER IN						
297-931-699.00	TRANSFER IN	0.00	550,603.77	0.00	100.00	(550,603.77)
Total Dept 931 - TRANSFER IN		0.00	550,603.77	0.00	100.00	(550,603.77)
Revenues		1,676.80	554,017.05	0.00	100.00	(554,017.05)
Fund 297 - LOCAL BROWNFIELD REVOLVING FUND:						
TOTAL REVENUES		1,676.80	554,017.05	0.00	100.00	(554,017.05)
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES:		1,676.80	554,017.05	0.00		(554,017.05)
BEG. FUND BALANCE			0.00	0.00		
NET OF REVENUES/EXPENDITURES - 2025			0.00	0.00		
END FUND BALANCE			554,017.05	0.00		
Report Totals:						
TOTAL REVENUES - ALL FUNDS		118,886.57	735,532.14	2,907,525.00	25.30	2,171,992.86
TOTAL EXPENDITURES - ALL FUNDS		149,730.71	827,797.85	2,859,992.00	28.94	2,032,194.15
NET OF REVENUES & EXPENDITURES:		(30,844.14)	(92,265.71)	47,533.00		139,798.71

AEDC President & CEO Report

AEDC/City BRA/TIFA Board Meeting

For May 7, 2026

AEDC Organizational Update:

AEDC sub-committees will be scheduled soon:

- 1) Finance Committee will be convened when the report is received from Plante regarding the AEDC Financial Review; and
- 2) Revolving Loan Fund Committee will be convened soon to discuss revamping RLF procedures, policies, etc. I am waiting for our summer interns to start as this will be one of the projects they will be assisting me with.

Richard Lindsey, AEDC Attorney, is reviewing our AEDC Handbook and the AEDC Policies and Procedures to ensure that the organization is protected from any issues that may arise.

AEDC full-time staff is down to two. Margaret Avery is no longer with the AEDC as of April 6th, 2026.

Office Space Update:

The move to the Ludington Center will be occurring on approximately June 1st. I received the sub-lease, which is currently being reviewed by Richard Lindsey.

Community Foundation has purchased new furniture for the AEDC office at Ludington Center and are also providing us with their matching old filing cabinets to ensure we have professional office furniture throughout the new space. We will be advertising our donated furniture to non-profits and churches this week. I am working with Iron Mountain for files that have been stored and would appreciate any input as it relates to this.

Albion College Intern Assistance:

Our two Albion College interns, Brenna Staley and Sarah Kohler, graduate this weekend and have concluded their internship with the AEDC. We will be receiving two summer interns from Albion College, beginning on May 18th and ending in mid-August. They will be funded by the college.

AEDC Finance Update:

Plante Moran concluded its review of the AEDC Financials to summarize that expenditures were excessive in late 2023 and 2024, which caused issues with revenue retention. They will be providing a report that describes findings, recommendations, and suggestions. The AEDC Finance Committee will be convened once the report is received.

AEDC Funding Activities/Revenue Sources:

EDA/PWEAA Grant: Working on the narrative to apply for this soon. I do not have any additional updates currently. Work has been stalled due to being short staffed. I will be seeking assistance from Margaux Dever, owner of Curated Grants. Margaux assists the Albion Community Foundation and the Greater Albion Chamber of Commerce with her grant writing expertise.

CDS Proposal: We submitted a Congressionally Directed Spending (CDS) Proposal for the infrastructure in the East Industrial Park along with letters of support. This is being done in partnership with the Albion Community Foundation, and their lobbyist, Jayne Jones. We should be hearing soon with any opportunities for funding.

MSHDA Mi Neighborhood 3.0 CDBG: I worked with the City of Albion, the applicant, in mid-April to submit the Letter of Intent and we have been invited to submit an application that is now in process. This is an infrastructure funding grant for 10 new homes, partnering with Norfolk Homes. The amount is being clarified but I believe it is \$750,000, which will allow ~\$75,000 per household for any infrastructure needs for new construction, as well as \$164,634 for administrative fees. The Albion Infrastructure Project will take place on three residential parcels at 314 & 316 Washington Street and 405 E. Pine Street for new single-family housing development. We have a meeting scheduled for May 12th to discuss the project with MSHDA.

The **Match on Main** grant award should be announced in July 2026. The AEDC submitted the Bohm Theatre and Superior Nutrition for a \$25,000 grant.

I am also reaching out to Ford, and local banks for Community Reinvestment Act (CRA) funding for grants that are specific to marketing, and operational expenses for the AEDC. This is an immediate need to ensure we have a balanced budget until we can start getting steady revenue by selling properties in the East Industrial Park and successfully receive grant funding with administration fees.

Grants: Housing Projects:

Reagan is assisting Amber Kidder with closing out all the housing grants. Our hope is to be done this summer and the AEDC will be receiving administration fees of approximately \$50,000 from the MI CHILL grant as a result.

Workforce and Training:

We are working with the Michigan Works Southwest! Representative and the Chamber to bring back quarterly job fairs for our community, our first is anticipated to be in July. We anticipate employers from our neighboring communities to participate as well. Meetings are occurring.

As a reminder, the Michigan Small Business Development Center has an Albion presence twice each month for small business coaching. As these requests come in, we refer them to Wendy, our MSBDC representative.

Marketing/Planning:

Community Branding discussion is on the agenda for the May meeting. The old AEDC logo and color scheme that is a part of the community branding effort is necessary to consider for approval prior to the AEDC moving. This will allow us to have our new (old) branding on the doors, business cards, etc. prior to the move to the Ludington Center.

The AEDC is a golf cart sponsor for the Greater Albion Chamber of Commerce's Golf Outing on May 15th. I will have the opportunity to drive the snack/drink cart, so I am able to meet more folks and network during the event. "*Chip*" in for Albion's future, along with our logo will be prominently displayed on the snacks I distribute.

AEDC Staff has prepared a presentation that is currently in the works, so we are able to hold Town Hall community meetings by the end of summer/early fall of 2026 to begin the conversations of a potential data center in our community, as well as other types of development. AEDC Staff continues to meet with area and regional representatives that have experience with data centers. In June, I will begin attending Sheridan Township Board Meetings each month. They do not meet in May.

Consumers Energy and the Michigan Economic Development Corporation (MEDC) continue to assist Sheryl and I with community visioning, strategic planning and making sure we are well versed in available programs since Albion is a Certified Redevelopment Ready Community (CRRRC). We will meet again on May 19th.

Attraction Efforts

The MEDC is providing me with an Industry Plan that will have recommendations about what may work best for future industrial development in our West and East Industrial Parks.

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

We continue to work with the City of Albion and Sheridan Townships as it relates to their 425 Agreements for the future development of the East Industrial Park. A meeting is scheduled for all parties, including Sheryl, and all legal representatives for May 14th.

With the assistance of our AEDC Attorney, we are ensuring the option agreements are extended for a three-year period. This is a necessary step as we work our way to a Silver designation for the MI Sites Program.

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. SME continually tweaks the conceptual map while the planning and discussions continue.

Business Retention/Expansion

West Industrial Park:

Business Retention/Expansion visits with manufacturing business owners are ongoing to determine needs, pain points, etc. AEDC Staff continues to reach out with no success. I am planning to visit each company to see if I can meet with anyone face-to-face.

We are reevaluating the properties the AEDC owns within the West Industrial Park since we have found inaccurate data on the Calhoun County GIS, and within our database. I am meeting with the Calhoun County Treasurer in mid-May to discuss the process for 1100 Industrial Blvd. that is in tax foreclosure.

Brownfield Redevelopment Authority:

The RAP Grant has been submitted to the MEDC for the Big Albion Plan/ARC for 101-119 S. Superior Street. Once the grant is awarded, an announcement will be made. The Amended Brownfield Plan for this project has been approved.

The Amended Brownfield Plans have been approved for ACE Investment Properties for 215-217 S. Superior Street and 300 S. Superior Street/105 W. Porter Street.

The building owned by the Calhoun County Land Bank Authority, on the corner in the heart of downtown at 100 S. Superior is being sold to the City of Albion for \$1 plus closing costs (approx. \$1,750). City Council approved the acquisition and purchase agreement at their meeting on Monday evening. The city, its DDA & BRA, along with other community partners are ready to strategize for stabilization and a plan to move forward for redevelopment. A Phase II and Baseline Environmental Assessment is necessary to protect the City from contamination liability and we expect the cost to be anywhere from \$10,000-\$20,000, and I would like to seek approval from the City BRA to fund this activity, with the anticipation of being reimbursed when a developer brings a Brownfield Plan to us for approval at a later date.

As a result of the AEDC being short-staffed, the plan is to continue working with the Triterra team since they have been proactive and timely with assisting the City of Albion and the City BRA with projects.

Lastly, City staff and I are working to set up monthly standing meetings for the City of Albion and the Calhoun County Land Bank Authority to review and discuss City of Albion projects. The CCLBA owns five parcels downtown and plans to stabilize those buildings are currently in process. The CCLBA has been successful in receiving EPA and ARPA funding.

Revolving Loan Fund:

I have reminded our AEDC Attorney to get this completed – A loan agreement amendment for Build Wealth, LLC to revamp repayment schedule.

AEDC will begin aggressively marketing the RLF program soon, once our RLF Committee meets and all governance documents are updated and ready to be distributed. This will be a project for our summer interns to work on under my supervision.

For the businesses that are not selected for the Match on Main Grant, I will be discussing RLF opportunities with them.

Tax Increment Finance Authority:

The TIFA Finance and Development Plan require an update. I have reached out to my regional EDO partners and SME, our engineer for the East Industrial Park, to seek their advice for updating the current TIF Plan for the West Industrial Park, as well as creating a new TIF district for the East Industrial Park.

CONTRACT

Albion Brownfield Redevelopment Authority c/o Albion Economic Development Corporation Attn: Debbie Kelly dkelley@albion.org 115 N. Superior Street Albion, Michigan 49224	Project No.: 26-5245 Date: May 5, 2026
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Property: 100 S. Superior Street, Albion, Michigan	Parcel Number(s): 51-000-805-00
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1. Scope of Work:	
Phase II Subsurface Investigation	\$9,120.00
<ul style="list-style-type: none"> • Advance three soil borings in the basement to depths ranging from two to four feet below grade to assess the urban fill identified in SME’s Phase I ESA. Triterra will also install three sub-slab soil gas pins to assess the soil gas conditions below the slab. • Collect up to 3 soil samples for lab analysis of volatile organic compounds (VOCs), polynuclear aromatic hydrocarbons (PAHs) and Ten Michigan Metals. Collect up to 3 soil gas samples for analysis of VOCs. 	
Reporting (Phase II Letter or Baseline Environmental Assessment (BEA))	\$3,600.00
TOTAL: <u>\$12,720.00</u>	

Authorization and acceptance of this Contract includes acceptance of the terms above, including all attachments and all documents incorporated by reference above. Terms of Payment: 0% upon execution of Contract; subsequent invoices due on receipt. This contract and the listed fees are valid for a term of 60 days.

This Contract is subject to and governed by the Terms and Conditions appearing on the reverse side hereof, including provisions limiting remedies and disclaiming warranties.

Authorized by Client: Albion EDC	Accepted by Consultant: Triterra
By: _____ Date: _____ (Signature)	By: _____
Name: _____	Date: <u>May 5, 2026</u>
Title: _____	Name: <u>JP Buckingham, CPG</u>
Email: _____	Title: <u>CCO Principal Geologist</u>
Phone: _____	



TERMS AND CONDITIONS

These Terms and Conditions govern and are applicable to services rendered by Triterra, LLC (hereinafter "Consultant"), to the "Client" identified in the proposal or work order, including any subsequent amendments or change orders (collectively the "Proposal"), issued by Consultant with these Terms and Conditions.

1. **Scope of Services.** The specific professional services (the "Services") to be performed by Consultant on behalf of Client shall be as described in and authorized by the Proposal. Any additional services performed by Consultant for Client at Client's request shall also be subject to these Terms and Conditions except as otherwise provided and acknowledged by Consultant in writing. Client acknowledges and agrees that, except as otherwise specifically provided herein, Consultant is an independent contractor and that Consultant reserves the right to subcontract all or any portion of the Services.
2. **Estimates of Costs.** Any estimates or opinions of costs made by Consultant in Proposals or otherwise are made on the basis of Consultant's judgment as an experienced and qualified environmental consultant and are based on project and site information actually known by Consultant, Consultant's current Schedule of Fees (as defined below), and the anticipated costs of materials, supplies, laboratories, subcontractors, and other components of the project. However, Client acknowledges and agrees that Consultant cannot and does not guarantee that total costs will not vary from estimates prepared by Consultant. The Proposal shall not be considered a "fixed price," "flat fee," or "lump sum" contract or agreement, unless specifically set forth in the Proposal.
3. **Fees and Compensation.** Except as otherwise specifically noted in the Proposal, Client shall be billed and pay for the Services on a time and materials basis based upon Consultant's standard schedule of fees and rates (the "Schedule of Fees"), as adjusted by Consultant from time to time. Services required to be performed on weekends or legal holidays or during non-standard business hours because of circumstances beyond Consultant's reasonable control shall be billed at 150% of the applicable standard rate set forth in the current Schedule of Fees. All costs and expenses billable to Client, including the costs of materials, supplies, rented equipment, permits, bonds, subcontractors, and laboratories, shall be subject to a 15% administrative mark-up. In the event that Consultant is required to provide documents, information, or testimony related to Services rendered to or on behalf of Client pursuant to a subpoena or other order issued by a court or governmental agency, Client shall be responsible for Consultant's costs, expenses, and fees incurred in responding to or complying with the subpoena or order, including charges for time spent by Consultant in accordance with the current Schedule of Fees.
4. **Billing and Payment.** Except as otherwise specifically noted in the Proposal, Client will be invoiced periodically at Consultant's discretion for Services performed by Consultant. Fixed price Proposals will be invoiced on a percentage-completed basis. All invoices shall be due and payable in full upon receipt. Past due balances shall bear interest at the rate of 1.5% per month, or the maximum amount allowed by applicable law, whichever is less, beginning thirty (30) days from the date of the invoice. In the event that Client fails to pay any amount in full when due, Consultant may, at its sole option, suspend the performance of Services until payment in full is received or terminate the performance of Services. The suspension or termination of the performance of Services by Consultant, or the continuation of the performance of Services, shall not in any way affect Client's liability for payment with respect to Services previously rendered and Consultant shall not be responsible for, nor liable to Client with respect to, any fines or penalties imposed upon or against Client as a result of delays resulting from Consultant's exercise of its rights under this provision. Client shall be liable for all costs incurred by Consultant in attempting to enforce these Terms and Conditions or to collect overdue payments from Client, including actual attorney fees and court costs.
5. **Release and Submission of Reports and Data.** All data, information, documentation, and reports generated, gathered, created, ordered, or received by Consultant in the performance of Services are and remain proprietary in nature and Consultant shall have no obligation whatsoever to release such data, information, documentation, or reports until all invoices and charges related to the development of such data, information, documentation, and reports are paid in full. Client acknowledges and agrees that it remains solely responsible for the preparation and filing of all forms, notices, and reports of any kind required by any local, state, or federal law, ordinance, or regulation and that Consultant shall have no obligation whatsoever to assure or effect compliance with any such reporting requirement unless specifically set forth in the Proposal.
6. **Hazardous and Waste Materials.** Client acknowledges and agrees that, unless expressly provided for in the Proposal, Consultant has had no role in generating, treating, storing, or disposing or arranging for the disposal of any hazardous substances, hazardous waste, toxic substances, pollutants, or contaminants which may be present at or near any project site (collectively "Waste Materials"), as such terms are defined or contemplated by the Comprehensive Environmental Response, Compensation and Liability Act, 42 USC 9601 *et seq.* ("CERCLA"), and/or Parts 201, 211, or 213 of the Natural Resources and Environmental Protection Act, MCL 324.21301 *et seq.* ("NREPA"), or any other local, state, or federal law, ordinance, or regulation pertaining to such substances or the environment, and that Consultant has not benefited from the processes that produced such Waste Materials. Any Waste Materials generated, treated, stored, disposed of, or otherwise encountered during the performance of Services by Consultant shall at no time be considered or become the property of Consultant. Client understands that Waste Materials may be generated or encountered during the normal course of performance of the Services, potentially requiring the removal, temporary storage, and disposal of the Waste Materials. Client agrees to the temporary storage of such Waste Materials at the project site and assumes all risk for safeguarding the Waste Materials from vandalism, tampering, theft, and other damage.
7. **Site Access and Control.** Client grants a right of entry to the project site to Consultant and Consultant's employees, agents, and subcontractors for the purpose of performing the Services, and Client acknowledges and agrees that it is and shall remain in control of the project site at all times and that Consultant is not an "operator," as defined by CERCLA and/or NREPA, of the project site or facility where Consultant is performing the Services. If client does not own a project site, Client warrants and represents to Consultant that Client has the authority and permission of the owner and occupant of the project site to grant this right of entry to Consultant, unless Client notifies Consultant otherwise in writing, and Client shall be responsible for payment of any costs and expenses associated with gaining access, including entry and permit fees and the costs of bonds. If the performance of the Services results in damage to or the alteration of the project site, other than otherwise avoidable damage or alteration resulting from Consultant's gross negligence, Client agrees to pay the costs of restoring the project site to its original condition.
8. **Site Conditions.** Client agrees to promptly disclose to Consultant prior to the commencement of the Services any information pertaining to the project site that impacts the performance of the Services by Consultant or the health and safety of Consultant's employees and subcontractors, site personnel, or the public. Client acknowledges that the discovery or suspected discovery of Waste Materials during the performance of the Services may require that special and/or immediate measures be undertaken to protect the health and safety of Consultant's employees and subcontractors, site personnel, and/or the public, and Client shall be responsible for any costs or expenses incurred by Consultant with respect thereto, irrespective of whether such costs or expenses were or could have been included in the Proposal. Client shall be responsible for the proper identification of all utility lines and subterranean structures and conditions, including, but not limited to, underground storage tanks and piping, utility lines, wells, foundations, pipes, drains, and sewer lines, on, at, within, or under each project site.
9. **Indemnification and Limitation of Liability.** Client shall indemnify, hold harmless, and defend Consultant and its members, shareholders, directors, officers, employees and/or agents from and against any and all losses, damages, claims, liabilities, fines, penalties, costs, and expenses, including actual attorney fees and court costs, which any or all of them may incur, be otherwise responsible for, or pay out as a result of bodily injury (including death) to any person, damage (including loss of use) to any real or personal property (including utilities or subterranean structures), or injury or damage to the environment generally (including the public trust in natural resources), arising out of or related to the performance of the Services or Client's breach of these Terms and Conditions, except for such injuries or damages resulting directly from the gross negligence or willful misconduct of Consultant. Any liability of Consultant to Client related to the performance of Services by Consultant shall be limited to \$1,000,000 in connection with the Proposal under which the Services giving rise to the liability were performed. Any claims against Consultant shall be barred if not brought within one year of the earlier of the date upon which the acts or omissions giving rise to such claim were committed or the completion or termination of the performance of the Services under the Proposal.
10. **Standard of Care and Disclaimer of Warranties.** Client acknowledges and agrees that conditions can vary between sampling points and with time, and that the assumptions, interpretations, opinions, conclusions, and recommendations of Consultant are based solely on data known to Consultant, which can result in changes in the assumptions, interpretations, opinions, conclusions, and recommendations over time or in response to additional data. Client further acknowledges and agrees that nothing contained herein nor in any Proposal shall be considered or amount to a guarantee by Consultant of any particular outcome. Client further acknowledges and agrees that the fields of science and engineering, associated technologies, and accepted practices, as well as applicable laws, standards, guidelines, and regulations, are constantly developing and changing, and that there are variances and inconsistencies between the laws, standards, guidelines, and regulations of different agencies and jurisdictions (as well as the application thereof), requiring the exercise of discretion and professional judgment by Consultant. Consultant will select the methods and/or procedures it considers appropriate to accomplish the intended result, and Client's acceptance of a Proposal signifies concurrence with the methods and procedures selected by Consultant. As part of the Services, Consultant may retain, hire, or subcontract with laboratories or subcontractors of Consultant's choosing for the performance of analytical testing or other services, and Consultant assumes no responsibility for claims or losses arising from the negligence or errors and omissions of such laboratories or subcontractors. There are no warranties, either express or implied, which are not expressly set forth in the Proposal or these Terms and Conditions, and Consultant makes NO WARRANTIES OF MERCHANTABILITY or FITNESS FOR A PARTICULAR PURPOSE with respect to any of the Services, goods, materials, or equipment sold or furnished by Consultant.
11. **Force Majeure.** Client and Consultant shall be excused for the period of any delay in the performance of any non-monetary obligations under these Terms and Conditions when substantially prevented from so doing by labor disputes (beyond the party's control), civil commotion, war, governmental regulations or controls, fire or other casualty, inability to obtain any necessary material or service, or acts of God.
12. **Governing Law and Venue.** These Terms and Conditions shall be governed and construed for all purposes under and in accordance with the laws of the State of Michigan, without given effect such State's choice of laws principles. Any action brought to challenge or enforce these Terms and Condition shall be brought in the courts of Ingham County, Michigan; provided, however, that an action to foreclose on a construction lien claimed by Consultant as a result of Services rendered hereunder shall be brought in the county where the underlying real property is located and any other related claims may be joined in such action.

Albion Economic Development Corporation Proposed Updated Branding May 7, 2026

Primary Logo (White)

Primary Logo (Black)



Color Palette

Warm Gray
#706658



Rust
#D65932



Orange
#E88A35



Gold
#EDB11E

