



**TIFA 2A & TIFA 2B
REGULAR VIRTUAL MEETING AGENDA FOR
MONDAY, OCTOBER 19, 2020 7:00 P.M.
TO BE HELD VIA ZOOM.COM AS DETAILED IN THE INSTRUCTIONS
ATTACHED
161 E. GRAND RIVER AVE. WILLIAMSTON, MI 48895
Phone (517) 655-2774 Fax (517) 655-2797
Website- www.williamston-mi.us**

1. Call to Order – 7:00 p.m.
2. Pledge of Allegiance
3. Roll Call
4. Audience Participation- Maximum 5 minutes per presentation. Subject matter on non-agenda items only.
5. Approval of Agenda
6. TIFA Regular Meeting Minutes of July 20, 2020
7. Accounts Payable
8. Staff Reports
 - a. City Treasurer
9. Action Items
 - a. CSX Crossing Application and Review Fees
 - b.
 - c.
10. Discussion Items
 - a.
 - b.
11. Information Received
 - a.
 - b.
12. Outstanding Issues- No Action/No Discussion
 - a. 781 Progress Court Building
 - b. Re-plat
13. Audience Participation – Maximum 5 minutes per presentation. Subject matter on non-agenda items only.
14. Attorney Comments
15. TIFA Member Comments
16. Adjournment

Individuals with disabilities requiring special assistance who are planning to attend a TIFA meeting should contact the City Clerk by writing or calling in advance of the meeting that will be attended.

**THE NEXT REGULAR MEETING OF THE WILLIAMSTON
TIFA BOARD WILL BE HELD ON NOVEMBER 16, 2020 AT 7:00 PM IN THE
CITY HALL COUNCIL CHAMBERS.**

Important Message from the Williamston City Hall Clerk's Office:

The Williamston TIFA 2A/TIFA 2B will be holding a virtual meeting on

Monday, October 19, 2020 at 7:00 p.m.

Due to the COVID-19 State of Emergency declared by the Governor's Executive Order 2020-154, as well as recommendations for social distancing, the Regular Meeting of the Williamston TIFA 2A/TIFA 2B will be conducted via remote participation. All members of the public will be permitted to participate during the public comment portion of the meeting. The standard time limits will apply.

To participate remotely:

Copy and paste the link below or call a number below for audio connection.

Topic: Williamston TIFA 2A/TIFA 2B Meeting

Time: October 19, 2020 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting:

<https://us02web.zoom.us/j/81604054527>

Meeting ID: 816 0405 4527

One tap mobile

+13017158592, 81604054527# US (Germantown)

+13126266799, 81604054527# US (Chicago)

Dial by your location

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 816 0405 4527

Find your local number: <https://us02web.zoom.us/j/kcBWhqAOXL>

For special accommodations, please call the Williamston City Clerk's Office at
517-655-2774 ext. 102 to make arrangements.

Holly M. Thompson, City of Williamston City Clerk



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**CITY OF WILLIAMSTON
TIFA 2A & TIFA 2B
JULY 20, 2020
REGULAR MEETING MINUTES**

1. Call To Order:

The virtual meeting was called to order at 7:03 p.m. by Chairman Pete Porciello, and the Pledge of Allegiance was recited. Due to the COVID-19 State of Emergency declared by the Governor's Executive Order 2020-129, as well as recommendations for social distancing, this regular meeting was conducted via remote participation.

3. Roll Call:

Chairman Peter Porciello, Vice Chair Paul Joseph, TIFA Members, Denise White, Dan Rhines, Robert McPherson, Bruce Bellingar, and John Roy Castillo. Absent: Kenneth Szymusiak, Denise White, and Jeff Roland.

Also Present: City Clerk Holly Thompson, City Manager Corey Schmidt, and TIFA Attorney John Gormley.

Motion by **Joseph**, second by **McPherson**, to excuse Szymusiak and White. Yes: Bellingar, Porciello, McPherson, Joseph, Castillo. No: None. **Motion passed.**

4. Audience Participation:

Chairman Porciello called for public comments at this time and there were none.

5. Approval of Agenda:

Motion by **Joseph**, second by **Castillo**, to approve the agenda as presented. Yes: McPherson, Joseph, Porciello, Castillo, Bellingar. No: None. **Motion passed.**

6. TIFA Regular Meeting Minutes of May 21, 2020:

Motion by **Joseph**, second by **Castillo**, to approve the May 21, 2020 regular meeting minutes as presented. Yes: Bellingar, McPherson, Porciello, Joseph, Castillo. No: None. **Motion passed by voice vote.**

7. Accounts Payable:

None.

8. Staff Reports

8a. City Treasurer:

A budget printout for June 2020 was submitted for TIFA review.

9. Action Items

9a. Appointment of Chair, Vice Chair, Secretary, Treasurer, and Recording Secretary:

Motion by **Joseph**, second by **Bellingar**, to continue with the current officers for 2020/2021. Yes: Joseph, Porciello, McPherson, Bellingar, Castillo. No: None. **Motion passed.**

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9b. Elevator Street Corridor Utilities and Road Design Engineering Agreement:

Motion by **Joseph**, second by **McPherson**, to approve entering into an agreement with Spicer Group, to provide design engineering services for the Elevator Street corridor utilities and road improvements, in an amount not to exceed \$48,600 subject to the TIFA Attorney's final approval of the language. Yes: Porciello, Castillo, Bellingar, McPherson, Joseph. No: None. **Motion passed.**

13. Audience Participation:

Chairman Porciello called for public comments at this time and there were none.

14. Attorney Comments:

No comments.

15. TIFA Member Comments:

Chairman Porciello thanked Clerk Thompson and Manager Schmidt for their work.

16. Adjournment:

Motion by **Joseph**, second by **Castillo**, to adjourn. Yes: Joseph, Rhines, Szymusiak, Castillo, Porciello, White, McPherson. No: None. **Motion passed by voice vote.**

Meeting adjourned at 7:35 p.m.

***THE PRECEDING MINUTES ARE A SYNOPSIS OF A TIFA 2A & TIFA 2B REGULAR MEETING AND DO NOT REPRESENT A VERBATIM RECORD.**

Respectfully Submitted by: _____
Holly M. Thompson, City Clerk

Date Approved: _____

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INGHAM COUNTY **ECONOMIC DEVELOPMENT CORPORATION**

Our mission is to increase the economic vitality and quality of life county-wide by planning and coordinating development efforts, providing services, and facilitating advantageous partnerships.

ANGELICA KIM
Chair

May 19, 2020

ALEC FINDLAY
Vice-chair

Mr. Corey Schmidt:
City of Williamston
161 E. Grand River Ave.
Williamston, MI 48894

KYLE BOWMAN
Treasurer

THOMAS MUTH
Secretary

Dear Mr. Schmidt:

MARK POLSDOFER
Member

Enclosed is the invoice for economic development services from Ingham County for January 1, 2020 to December 31, 2020.

BECKY BRIMLEY
Member

MARK BROWN
Member

The formula used to calculate your community's bill was established in the 1992 initiation of this agreement for development services. The sum of the participating communities supports 43% of the annual Economic Development budget (\$129,924) as set by the Board of Commissioners. Each community makes the same base payment of \$8,570.00 and then contributes to cover the difference based on the size of its tax capture districts. The County General Fund supports the remainder of the economic development program.

ERIC WALCOTT
Non-voting member

This year's budget was increased by 1.29% but the County General Fund is covering the increased gap for 2020. Thus, your contribution this year is the same as 2019 at \$9,317.82.

DILLON RUSH
Lansing Economic Area
Partnership (LEAP)

If you have any questions, please do not hesitate to contact me.

Thank you again for your support.

Sincerely,

Dillon Rush
Economic Development Corporation
517.331.0069
dillon@purelansing.com

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INGHAM COUNTY **ECONOMIC DEVELOPMENT CORPORATION**

Our mission is to increase the economic vitality and quality of life county-wide by planning and coordinating development efforts, providing services, and facilitating advantageous partnerships.

INVOICE

ANGELICA KIM
Chair

ALEC FINDLAY
Vice-chair

KYLE BOWMAN
Treasurer

THOMAS MUTH
Secretary

MARK POLSDOFER
Member

BECKY BRIMLEY
Member

MARK BROWN
Member

ERIC WALCOTT
Non-voting member

May 19, 2020

Mr. Corey Schmidt
City of Williamston
161 E. Grand River Ave.
Williamston, MI 48894

Dear Mr. Schmidt:

Invoice Number 2020-2

Balance Due:

\$9,317.82

This invoice is for economic development services from January 1, 2020 through December 31, 2020.

Please make check payable to **Ingham County Treasurer.**

DILLON RUSH
Lansing Economic Area
Partnership (LEAP)

Remit to: Alan Fox, Chief Deputy Treasurer
Ingham County Treasurer Office
341 S. Jefferson St.
Mason, MI 48854

Thank you again for your support.

Sincerely,

Dillon Rush
Lansing Economic Area Partnership, Contracted Staff
517.331.0069
dillon@purelansing.com

Fund 244 Economic Development Fund

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pg 1*

GL Number	Description	Balance
*** Assets ***		
244-000-002.00	Cash - Savings	7,975.77
244-000-120.01	Investments	66,206.46
Total Assets		74,182.23
*** Liabilities ***		
244-000-214.00	Due To General Fund	394.64
Total Liabilities		394.64
*** Fund Balance ***		
244-000-390.00	Fund Balance	74,309.40
Total Fund Balance		74,309.40
Beginning Fund Balance - 19-20		74,309.40
Net of Revenues VS Expenditures - 19-20		(432.66)
*19-20 End FB/20-21 Beg FB		73,876.74
Net of Revenues VS Expenditures - Current Year		(89.15)
Ending Fund Balance		73,787.59
Total Liabilities And Fund Balance		74,182.23

* Year Not Closed

GL NUMBER	DESCRIPTION	2020-21		ACTIVITY FOR MONTH 09/30/2020	AVAILABLE BALANCE	% BDDT USED
		AMENDED BUDGET	YTD BALANCE 09/30/2020			
Fund 244 - Economic Development Fund						
Revenues						
Dept 000						
244-000-665.01	Interest Income	1,000.00	35.85	5.98	964.15	3.59
	Total Dept 000	1,000.00	35.85	5.98	964.15	3.59
	TOTAL REVENUES	1,000.00	35.85	5.98	964.15	3.59
Expenditures						
Dept 729 - Comm. & Econ. Dev. Administration						
244-729-720.01	Fund Administration	500.00	125.00	125.00	375.00	25.00
244-729-801.01	Legal Services	250.00	0.00	0.00	250.00	0.00
244-729-803.00	Contract - Audit	155.00	0.00	0.00	155.00	0.00
244-729-955.00	Miscellaneous	95.00	0.00	0.00	95.00	0.00
	Total Dept 729 - Comm. & Econ. Dev. Administration	1,000.00	125.00	125.00	875.00	12.50
	TOTAL EXPENDITURES	1,000.00	125.00	125.00	875.00	12.50
Fund 244 - Economic Development Fund:						
	TOTAL REVENUES	1,000.00	35.85	5.98	964.15	3.59
	TOTAL EXPENDITURES	1,000.00	125.00	125.00	875.00	12.50
	NET OF REVENUES & EXPENDITURES	0.00	(89.15)	(119.02)	89.15	100.00

See pg 2

User: Rachel

Period Ending 09/30/2020

DB: Williamston

Fund 246 TIFA 2A

*8/23
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GL Number	Description	Balance
*** Assets ***		
246-000-002.00	Cash - Savings	6,734.38
246-000-136.00	Buildings, Additions And Improvem	55,879.14
246-000-137.00	Accum Depreciation - Bldg & Impro	(29,804.74)
Total Assets		32,808.78
*** Liabilities ***		
Total Liabilities		0.00
*** Fund Balance ***		
246-000-390.00	Fund Balance	34,655.04
Total Fund Balance		34,655.04
Beginning Fund Balance - 19-20		34,655.04
Net of Revenues VS Expenditures - 19-20		(1,847.62)
*19-20 End FB/20-21 Beg FB		32,807.42
Net of Revenues VS Expenditures - Current Year		1.36
Ending Fund Balance		32,808.78
Total Liabilities And Fund Balance		32,808.78

* Year Not Closed

GL NUMBER	DESCRIPTION	2020-21		YTD BALANCE		ACTIVITY FOR		AVAILABLE		
		AMENDED BUDGET	09/30/2020	NORMAL (ABNORMAL)	09/30/2020	MONTH 09/30/2020	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE	% BDTG USED
Fund 246 - TIFA 2A										
Revenues										
Dept 000	Interest Income	0.00	1.36				0.00		(1.36)	100.00
246-000-665.01		0.00	1.36				0.00		(1.36)	100.00
Total Dept 000		0.00	1.36				0.00		(1.36)	100.00
TOTAL REVENUES										
Fund 246 - TIFA 2A:										
TOTAL REVENUES										
TOTAL EXPENDITURES										
NET OF REVENUES & EXPENDITURES										

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Fund 247 TIFA 2B

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GL Number	Description	Balance
*** Assets ***		
247-000-002.00	Cash - Savings	83,409.50
247-000-120.01	Investments	551,585.68
247-000-136.00	Buildings, Additions And Improvem	2,128,373.81
247-000-137.00	Accum Depreciation - Bldg & Impro	(580,294.31)
Total Assets		2,183,074.68
*** Liabilities ***		
247-000-214.00	Due To General Fund	(56,750.49)
Total Liabilities		(56,750.49)
*** Fund Balance ***		
247-000-390.00	Fund Balance	2,058,406.41
Total Fund Balance		2,058,406.41
Beginning Fund Balance - 19-20		2,058,406.41
Net of Revenues VS Expenditures - 19-20		123,886.72
*19-20 End FB/20-21 Beg FB		2,182,293.13
Net of Revenues VS Expenditures - Current Year		57,532.04
Ending Fund Balance		2,239,825.17
Total Liabilities And Fund Balance		2,183,074.68

* Year Not Closed

User: Rachel

PERIOD ENDING 09/30/2020

DB: Williamston

% Fiscal Year Completed: 25.21

Preliminary

GL NUMBER	DESCRIPTION	2020-21		ACTIVITY FOR MONTH 09/30/2020	AVAILABLE BALANCE		% BDTG USED
		AMENDED BUDGET	YTD BALANCE 09/30/2020		NORMAL	(ABNORMAL)	
Fund 247 - TIFA 2B							
Revenues							
Dept 000							
247-000-401.01	Current Property Taxes	230,000.00	69,900.63	57,519.90	160,099.37	30.39	
247-000-573.00	Local Community Stabilization	20,000.00	0.00	0.00	20,000.00	0.00	
247-000-665.01	Interest Income	5,000.00	302.19	49.95	4,697.81	6.04	
Total Dept 000		255,000.00	70,202.82	57,569.85	184,797.18	27.53	
TOTAL REVENUES							
		255,000.00	70,202.82	57,569.85	184,797.18	27.53	
Expenditures							
Dept 729 - Comm. & Econ. Dev. Administration							
247-729-720.01	Fund Administration	30,000.00	7,500.00	7,500.00	22,500.00	25.00	
247-729-801.00	Professional Services	10,000.00	500.00	0.00	9,500.00	5.00	
247-729-801.01	Legal Services	13,000.00	1,000.00	500.00	12,000.00	7.69	
247-729-803.00	Contract - Audit	1,610.00	0.00	0.00	1,610.00	0.00	
247-729-803.04	Ingham EDC Contract	11,500.00	0.00	0.00	11,500.00	0.00	
247-729-921.00	Utilities	7,000.00	978.28	498.92	6,021.72	13.98	
247-729-955.00	Miscellaneous	1,000.00	270.00	270.00	730.00	27.00	
247-729-970.00	Capital Outlay	100,000.00	2,422.50	2,422.50	97,577.50	2.42	
Total Dept 729 - Comm. & Econ. Dev. Administration		174,110.00	12,670.78	11,191.42	161,439.22	7.28	
TOTAL EXPENDITURES							
		174,110.00	12,670.78	11,191.42	161,439.22	7.28	
Fund 247 - TIFA 2B:							
TOTAL REVENUES							
		255,000.00	70,202.82	57,569.85	184,797.18	27.53	
TOTAL EXPENDITURES							
		174,110.00	12,670.78	11,191.42	161,439.22	7.28	
NET OF REVENUES & EXPENDITURES							
		80,890.00	57,532.04	46,378.43	23,357.96	71.12	

*8a
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City of Williamston

161 E. Grand River Avenue, Williamston, MI 48895
517-655-2774; fax 517-655-2797; www.williamston-mi.us; info@williamston-mi.us
Facebook – Williamston City Hall

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To: TIFA 2A/2B and EDC Boards
From: Corey Schmidt, City Manager
Date: October 19, 2020
Subject: CSX Crossing Application and Review Fees

Requested Action

Motion to approve payment of CSX application and review fees not to exceed \$8,800.

Background

At the July 20 meeting, the TIFA Board approved a design engineering services contract with Spicer Group to perform design and permitting for the Elevator Street corridor utilities and road project. The survey work is completed, and design work is underway. We are preparing to have a plan set and cost estimate for the TIFA Board to review at the November 2020 meeting to determine final scope of work.

In the meantime, we have had productive conversations with the CSX Railroad regarding the TIFA's intent to abandon two water mains that are approximately 100 years old and replace them with a new 12-inch water main under the railroad in the Elevator Street corridor. The CSX process for review of our plans and approval of an agreement for a new water main crossing under the railroad is expected to take 45-60 days from submission. This was significantly less time than any of us had anticipated.

CSX has provided estimated costs for the application review stage. The application stage includes a \$2,500 fee for the plan set review, a \$5,100 license fee for a new pipe crossing, and a \$1,200 protective insurance risk fee. Notably, CSX said it no longer charges an annual license fee. It is not certain if all these fees will be due up-front, but staff is requesting the TIFA Board's authorization for the total of those three fees to ensure a successful application. We desire to get the application submitted as soon as practicable.

Once the construction plans are finalized and we head toward construction, we must give the railroad about 30 days' notice of intent to begin construction under the railroad, as the railroad will have an inspector and flagger both onsite for that work. It will be up to the local roadmaster whether both an inspector and flagger are required, but each position costs roughly \$1,500 per day.

Financial Impact

The 2020-21 budget includes a line item of \$100,000 for capital outlay, in anticipation of future projects. The design engineering and permitting is considered a capital expense in support of the eventual improvements and is capitalized at year's end. The costs associated with this proposal would be charged to this line item.

Recommendation

Staff recommends approving the motion as requested.