



CITY OF WILLIAMSTON

TIFA 2A & TIFA 2B

Regular Meeting Agenda

Monday, March 18, 2024, at 6:00 p.m.

To be held in the City Hall Council Chambers

161 E. Grand River Ave. Williamston, MI 48895

Phone (517) 655-2774

www.williamston-mi.us

1. Call to Order – 6:00 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 February 19, 2024
7. Accounts Payable
8. Staff Reports
 - a. City Treasurer
9. Action Items
 - a.
 - b.
 - c.
 - d.
10. Discussion Items
 - a. Excusing of Members
 - b. Future TIFA Project(s)
 - c. Request for Proposals – Ice House Property
 - d. 2024-25 Draft Budget
 - e.
11. Information Received
 - a.
 - b.
12. Outstanding Issues- No Action/No Discussion
 - a. 781 Progress Court Building
 - b. Re-plat
 - c.
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 APRIL 15, 2024 AT 6:00 P.M. IN THE
CITY HALL COUNCIL CHAMBERS.**

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**CITY OF WILLIAMSTON
TIFA 2A & TIFA 2B
FEBRUARY 19, 2024
REGULAR MEETING MINUTES**

1. Call To Order:

The regular meeting was called to order at 7:00 p.m. by Chairman Peter Porciello and the Pledge of Allegiance was recited.

3. Roll Call:

Chairman Peter Porciello, TIFA Members Steve Jenkins, Kenneth Szymusiak, Denise White, Jacob Imanse, and Robert McPherson. Absent: Jeffrey Sand and Paul Joseph.

Also Present: City Manager John Hanifan, Deputy City Clerk Barbara Burke, and TIFA Attorney John Gormley.

Motion by **McPherson**, second by **Szymusiak**, to excuse members Sand and Joseph. **Motion passed by voice vote.**

Add as a discussion item at next meeting – excusing members from meeting.

4. Audience Participation:

None.

5. Approval of Agenda:

Motion by **Jenkins**, second by **White**, to approve the agenda as presented. **Motion passed by voice vote.**

6. TIFA Regular and Informational Meeting Minutes of November 20, 2023:

Motion by **Szymusiak**, second by **McPherson**, to approve the TIFA regular and informational meeting minutes of November 20, 2023 as presented. **Motion passed by voice vote.**

7. Accounts Payable:

Motion by **McPherson**, second by **Jenkins**, to approve invoice #48536 from Gormley Law Offices for a total of \$1,595.37. Yes: Imanse, Jenkins, White, Szymusiak, Porciello, McPherson. No: None. **Motion passed.**

8. Staff Reports

8a. City Treasurer:

A budget printout was provided for TIFA review. Manager Hanifan spoke about the fund balance for TIFA 2A and possibly shutting it down. This will be discussed at future meetings.

9. Action Items

9a. Consideration of 2024 Meeting Dates & Times:

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Motion by **White**, second by **McPherson**, to change the meeting time to begin at 6:00 p.m. and to approve the meeting dates as listed. **Motion passed by voice vote.**

10. Discussion Items

10a. Future TIFA Project(s):

Manager Hanifan and Attorney Gormley spoke about options for TIFA 2A – close it down or put it to sleep. Staff will look into this and bring back to a future meeting. TIFA 2B is still capturing funds and there are projects that can be done – red barn repair/tear down, security gates/cameras, infrastructure, etc.

10a. Request for Proposals – Ice House Property:

Manager Hanifan said the request for proposal (RFP) is written but not yet issued.

13. Audience Participation:

None.

14. Attorney Comments:

No comment.

15. TIFA Member Comments:

Chairman Porciello thanked staff.

16. Adjournment:

Motion by **Jenkins**, second by **McPherson**, to adjourn the meeting. **Motion passed by voice vote.**

Meeting adjourned at 7:55 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: _____
Barbara J. Burke, Deputy City Clerk

Date Approved: _____

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Fund 246 TIFA 2A

GL Number	Description	PERIOD ENDED 02/28/2023	PERIOD ENDED 02/29/2024
*** Assets ***			
246-000-001.00	Common Checking	0.00	6,759.05
246-000-002.00	Cash - Savings	6,745.72	0.00
246-000-136.00	Buildings, Additions And Improvements	55,879.14	55,879.14
246-000-137.00	Accum Depreciation - Bldg & Improvement	(33,530.02)	(35,392.66)
Total Assets		29,094.84	27,245.53
*** Liabilities ***			
246-000-214.00	Due To General Fund	63.22	63.22
Total Liabilities		63.22	63.22
*** Fund Balance ***			
246-000-390.00	Fund Balance	29,084.74	27,174.08
Total Fund Balance		29,084.74	27,174.08
Beginning Fund Balance		29,084.74	27,174.08
Net of Revenues VS Expenditures		(53.12)	8.23
Ending Fund Balance		29,031.62	27,182.31
Total Liabilities And Fund Balance		29,094.84	27,245.53

PERIOD ENDING 02/29/2024

ACCOUNT DESCRIPTION	END BALANCE 06/30/2023 NORM (ABNORM)	YTD BALANCE 02/28/2023		YTD BALANCE 02/29/2024		2023-24 ORIGINAL BUDGET	AVAILABLE BALANCE	
		NORM (ABNORM)	NORM (ABNORM)	NORM (ABNORM)	NORM (ABNORM)		NORM (ABNORM)	% BDT USED
Fund 246 - TIFA 2A								
Dept 000 - General Revenues								
Revenues								
665.01 Interest Income	15.20	10.10	8.23	12.00	68.58		3.77	
TOTAL REVENUES	15.20	10.10	8.23	12.00	68.58		3.77	
Net - Dept 000 - General Revenues	15.20	10.10	8.23	12.00			3.77	
Dept 728 - Comm. & Econ. Dev. Administration								
Expenditures								
955.00 Miscellaneous	63.22	63.22	0.00	75.00	0.00		75.00	0.00
968.01 Depreciation - Current	1,862.64	0.00	0.00	0.00	0.00		0.00	0.00
TOTAL EXPENDITURES	1,925.86	63.22	0.00	75.00	0.00		75.00	0.00
Net - Dept 728 - Comm. & Econ. Dev. Administration	(1,925.86)	(63.22)	0.00	(75.00)			(75.00)	
TOTAL REVENUES	15.20	10.10	8.23	12.00	68.58		3.77	
TOTAL EXPENDITURES	1,925.86	63.22	0.00	75.00	0.00		75.00	0.00
NET OF REVENUES & EXPENDITURES	(1,910.66)	(53.12)	8.23	(63.00)	13.06		(71.23)	

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Fund 247 TIFA 2B

GL Number	Description	PERIOD ENDED 02/28/2023	PERIOD ENDED 02/29/2024
*** Assets ***			
247-000-001.00	Common Checking	0.00	180,459.70
247-000-002.00	Cash - Savings	149,089.00	0.00
247-000-017.01	Investments - MI Class	102,371.05	333,610.68
247-000-136.00	Buildings, Additions And Improvements	3,010,908.26	3,020,296.26
247-000-137.00	Accum Depreciation - Bldg & Improvement	(766,120.31)	(903,286.18)
Total Assets		2,496,248.00	2,631,080.46
*** Liabilities ***			
247-000-214.00	Due To General Fund	(158,905.80)	(114,950.60)
Total Liabilities		(158,905.80)	(114,950.60)
*** Fund Balance ***			
247-000-390.00	Fund Balance	2,418,921.05	2,507,562.98
Total Fund Balance		2,418,921.05	2,507,562.98
Beginning Fund Balance		2,418,921.05	2,507,562.98
Net of Revenues VS Expenditures		236,232.75	238,468.08
Ending Fund Balance		2,655,153.80	2,746,031.06
Total Liabilities And Fund Balance		2,496,248.00	2,631,080.46

PERIOD ENDING 02/29/2024

ACCOUNT PROJECT DESCRIPTION	END BALANCE 06/30/2023 NORM (ABNORM)	YTD BALANCE 02/28/2023 NORM (ABNORM)	YTD BALANCE 02/29/2024 NORM (ABNORM)	2023-24 ORIGINAL BUDGET	AVAILABLE BALANCE NORM (ABNORM)	% BDC USED
Fund 247 - TIFA 2B						
Dept 000 - General Revenues						
Revenues						
401.01 Current Property Taxes	216,947.94	216,947.94	243,018.25	222,000.00	(21,018.25)	109.47
573.00 Local Community Stabilization	38,344.63	38,344.63	23,180.60	35,000.00	11,819.40	66.23
665.01 Interest Income	4,073.83	2,214.22	6,641.65	1,200.00	(5,441.65)	553.47
673.01 Sale Of Fixed Assets	0.00	0.00	0.00	1.00	1.00	0.00
687.01 Misc Refunds - Ins, Workers Comp, etc	22,870.00	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	282,236.40	257,506.79	272,840.50	258,201.00	(14,639.50)	105.67
Net - Dept 000 - General Revenues	282,236.40	257,506.79	272,840.50	258,201.00	(14,639.50)	
Dept 728 - Comm. & Econ. Dev. Administration						
Expenditures						
801.00 Professional Services	3,000.00	1,500.00	4,000.00	2,000.00	(2,000.00)	200.00
801.01 Legal Services	3,417.30	2,917.30	1,595.37	6,000.00	4,404.63	26.59
802.00 Contractual Services	0.00	0.00	0.00	2,000.00	2,000.00	0.00
803.00 Contract - Audit	3,639.19	1,689.19	1,741.29	1,940.00	198.71	89.76
803.01 Fund Administration	30,000.00	0.00	0.00	30,000.00	30,000.00	0.00
803.04 Ingham EDC Contract	9,436.16	0.00	0.00	9,500.00	9,500.00	0.00
921.00 Utilities	6,710.69	3,713.89	4,165.78	7,000.00	2,834.24	59.51
955.00 Miscellaneous	225.26	115.66	0.00	500.00	500.00	0.00
968.01 Depreciation - Current	137,165.87	0.00	0.00	0.00	0.00	0.00
970.00 Capital Outlay	0.00	11,338.00	22,870.00	2,500.00	(20,370.00)	914.80
TOTAL EXPENDITURES	193,594.47	21,274.04	34,372.42	61,440.00	27,067.58	55.94
Net - Dept 728 - Comm. & Econ. Dev. Administration	(193,594.47)	(21,274.04)	(34,372.42)	(61,440.00)	(27,067.58)	
TOTAL REVENUES	282,236.40	257,506.79	272,840.50	258,201.00	(14,639.50)	105.67
TOTAL EXPENDITURES	193,594.47	21,274.04	34,372.42	61,440.00	27,067.58	55.94
NET OF REVENUES & EXPENDITURES	88,641.93	236,232.75	238,468.08	196,761.00	(41,707.08)	121.20

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