

City of Reading
Tax Increment Finance Authority
REGULAR MEETING AGENDA
READING CITY HALL
May 2, 2011
7:15 P.M.

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes- Regular Meeting-March 7, 2011
- IV. Approval of Treasurer's Report/Financial Statements March/April 2011
- V. Payment of Bills- Pre-Paid April 12, 2011-\$2227.24 and Un-Paid \$747.84
- VI. Call to the Public
- VII. Old Business
 - A. Property 209 & 229 S. Main
 - B. Hutchinson FTS, Reading Div-IFT Certificates
 - C. Other
- VIII. New Business
 - A. Approval to Pay \$12,500 to City-2009 Streetscape
 - B. 108 Enterprise Drive- Loan Renewal
 - C. 2011 Mowing
 - D. Farmers Market- 229 S. Main Street
 - E. Next Meeting -June 6, 2011- 7:15 p.m.
 - F. Other
- IX. Adjournment

City of Reading
Tax Increment Finance Authority
Regular Scheduled meeting.
Reading City Hall
May 2, 2011

President Sanders called the regular scheduled meeting to order at 7:15 PM. Roll call found Newton, Gollnick, Everett, Sanders, Null, and Cook to be present. Absent were Galloway (Bob), Galloway, Galloway (Rich), and Cleveland.

-Motion by Newton, with support of Cook to excuse absences of Galloway, Galloway and Cleveland. Motion carried.

Approval of Minutes-March 7, 2011 Meeting

-Motion by Newton, with support of Cook, to approve minutes from March 7, 2011 meeting. Motion carried.

Treasurers Report (March 2011)

Total Cash: \$63,546.14

Total Loans Outstanding: \$526,708.14

Treasurers Report (April 2011)

Total Cash: \$58,006.88

Total Loans Outstanding: \$525,046.44

-Motion by Gollnick, with support of Null to approve both the March 2011 and April 2011 Treasurers Reports. Motion carried.

Payment of Bills

April-\$2227.24

May-\$747.84

-Motion by Newton with support of Cook to accept the prepaid bills for April in the amount of \$2227.24. Motion carried.

-Motion by Newton, with support of Null to pay bills as submitted for May in the amount of \$747.84. Motion carried.

Old Business

209 and 229 S Main St properties: Old Merry Basket Building is coming down next week.

Hutchinson FTS: A letter is being sent from Sara Lisznai to proceed on collecting the IFT.

New Business

2009 Streetscape: City of Reading is asking for 1/2 of what is owed (\$12,500).

-Motion by Gollnick, with support of Null to pay City of Reading \$12,500 to cover ½ of what is owed from the 2009 Streetscape Project. Motion carried.

108 Enterprise Dr Loan Renewal: Loan matures May 25. The options available are: 36 months @ 4% and 18 months @ 3.85% (current).

-Motion by Everett, with support of Gollnick to renew loan for 18 months @ 3.85%. Motion carried with one abstention and one opposed.

Farmers Market: Reading Chamber of Commerce is asking for the use of 229 Main St to maintain the Farmers Market through out the summer.
-Motion by Newton, with support of Null to allow the Reading Chamber to maintain occupancy at 229 Main St for use of the Summer Farmers Market, with the stipulation that TIFA can terminate at any time if need arises. Motion carried.

Adjournment

Cook moved to adjourn the meeting. Meeting was adjourned at 7:56 PM

Submitted by,

Denise K. Potter

City of Reading
Tax Increment Finance Authority
Regular Scheduled Meeting
March 7, 2011

President Sanders called the regular scheduled meeting to order at 7:27 PM. Roll call found the following to be present: Newton, Galloway (B), Cook, Cleveland, and Sanders. Also in attendance were Bonnie Thompson and City Manager Kym Blythe. Absent were Galloway (R), Null, Everett, and Gollnick.

-Galloway (B) moved with support of Cleveland to accept the absence of Galloway (R). Null, Everett, and Gollnick were not approved for failure to notify. Motion carried.

Minutes-February 7, 2011

-Cleveland moved, with support of Galloway (B), to approve minutes from Feb. 7, 2011 meeting. Motion carried

Treasurers Report & Payment of Bills

Total Cash: \$67,107.07

Total Loans Outstanding: \$528,525.37

Total Bills to be paid: \$424.84

-Cleveland moved, with support of Galloway (B), to approve the Feb. 2011 Treasurers Report. Motion carried.

-Galloway moved, with support of Cleveland, to pay bills as submitted. Motion carried.

Old Business

209 S. Main: TIFA received estimates from Rutz Excavating and Dave Santure Construction for the removal of shingles at 209 S. Main.

-Newton moved, with support of Cleveland to have Dave Santure Construction remove shingles at 209 S. Main for the amount of \$1850. Motion carried.

Hutchinson IFT: There has been no personal property tax statement filed. Kym is checking with tax assessor on the next step to be taken.

New Business:

EDP annual Dinner is March 10, 2011

April Meeting: Falls during Spring Break. Board agreed to not have April 2011 meeting.

-Newton moved to adjourn the meeting at 7:55 PM. Meeting was adjourned.

Respectfully submitted by,

Denise Potter

**READING TIFA
TREASURER'S REPORT
March 31, 2011**

Century Bank & Trust

Cash	\$ 59,440.12
Savings Account	319.46
Checking Account	3,786.56
Certificate of Deposit (3 year)-01/09/2011	
Total Cash	\$ 63,546.14*

Due to Others

Century Bank & Trust- Trust Department	\$501,708.14
TIFA Loan-108 Enterprise (March 31, 2011)	
City of Reading	<u>\$ 25,000.00</u>
2009 Streetscape project	
Total Due to Others	\$526,708.14

Respectfully submitted,
Charles Newton, Treasurer

*Account Activity
Cash Balance as of 02/28/2010 \$67,107.07

Revenues-	
Interest Income	188.91
Expenses-	
Accounts Payable-	(\$ 424.84)

CB&T Loan-108 Enterprise	(\$3,325.00)
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Cash Balance as of 02/28/2011	<u>\$63,546.14</u>
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Date : 04/29/11 - Fri
 Time : 13:22:23

City of Reading Current Per/Yr : MAR/2011
 494-BALANCE SHEET
 TIFA-BALANCE SHEET

G/L ACCOUNT	CURRE THIS MAR 2	CURRENT YEAR TO DATE MAR 2011
ASSETS		
CASH	75.16	319.46
494-000-001-000 CASH/CHECKING	-3,636.09	59440.12
494-000-002-000 SAVINGS	.00	3786.56
494-000-003-000 CERTIFICATE OF D	.00	.00
494-000-004-000 CERTIFICATE OF D	-3,560.93	63546.14
TOTAL CASH	.00	.00
494-000-026-000 TAXES RECEIVBLE-	.00	450.89
494-000-035-000 TAXES RECEIVABLE	.00	.00
494-000-061-000 LOAN RECEIVABLE-	.00	.00
494-000-062-000 LOAN RECEIVABLE-	.00	.00
494-000-084-000 DUE FROM OTHER F	.00	.00
494-000-114-000 INVENTORY-BUILD	.00	.00
494-000-115-000 INVENTORY-LAND	.00	450.89
TOTAL DUE FROM OTHERS		
	-3,560.93	63997.03
TOTAL ASSETS		
LIABILITIES		
494-000-202-000 ACCOUNTS PAYABLE	.00	.00
494-000-214-000 DUE TO OTHER FUN	.00	.00
494-000-339-001 DEFERRED REVENUE	.00	.00
494-000-339-002 DEFERRED REVENUE	.00	.00
TOTAL LIABILITIES		
EQUITY	.00	23331.21
494-000-390-000 FUND BALANCE	-3,560.93	40665.82
CURRENT FUND EQUITY	-3,560.93	63997.03
TOTAL EQUITY	-3,560.93	63997.03
TOTAL LIABI & FUND EQUITY		

Current Per/Yr : MAR/2011

City of Reading
494-REVENUE & EXP
TIFA

Date : 04/29/11 - Fri
Time : 13:22:23

G/L ACCOUNT DESCRIPTION	CURRENT PD THIS YEAR MAR 2011	CURRENT YTD THIS YEAR 2011 09 Months	Budget Current YTD 2011 09 Months	Amended Budget 2011 09 Months	B B	PERCENT OF BUDGET
REVENUES						
494-000-403-001CURRENT PROP TAX-SUMMER	.00	40556.41	49529.64	49529.64	8973.23	82.00
494-000-403-002CURRENT PROP TAX-WINTER	.00	3787.95	5656.19	5656.19	1868.24	67.00
494-000-416-001PERS PROP TAX-SUMMER	.00	325.01	.00	.00	-325.01	.00
494-000-416-002PERS PROP TAX-WINTER	.00	125.88	.00	.00	-125.88	.00
494-000-437-001CURRENT IFT'S-SUMMER	.00	36000.23	37773.36	37773.36	1773.13	95.00
494-000-437-002CURRENT IFT'S-WINTER	.00	.00	5134.55	5134.55	5134.55	.00
494-000-530-000CB&T LOAN	.00	.00	.00	.00	.00	.00
494-000-539-000GRANTS	.00	.00	.00	.00	.00	.00
494-000-664-000INTEREST-INVESTMENTS	188.91	501.96	.00	.00	-501.96	.00
494-000-667-000RENT-FARMING	.00	2880.00	2880.00	2880.00	.00	100.00
494-000-667-002RENT-108 ENTERPRISE DRIVE	.00	.00	.00	.00	.00	.00
494-000-667-003RENT OWED-108 ENTERPRISE	.00	.00	.00	.00	.00	.00
494-000-694-000MISCELLANEOUS	.00	.00	.00	.00	.00	.00
494-000-670-000RENTS OWED	.00	.00	.00	.00	.00	.00
TOTAL REVENUES	188.91	84177.44	100973.74	100973.74	16796.30	83.00
EXPENDITURES						
494-000-702-001ADMINISTRATOR WAGES	.00	.00	.00	.00	.00	.00
494-000-702-002BOOKKEEPING WAGES	56.00	1292.00	2500.00	2500.00	1208.00	52.00
494-000-715-000TIFA-FICA	.00	.00	.00	.00	.00	.00
494-000-716-000TIFA-HEALTH INSURANCE	.00	.00	2343.00	2462.05	2462.05	.00
494-000-717-000TIFA-ADM WORKERS COMP	.00	.00	.00	.00	.00	.00
494-000-727-000OFFICE SUPPLIES	.00	.00	100.00	100.00	100.00	.00
494-000-728-000POSTAGE	.00	.00	100.00	100.00	100.00	.00
494-000-729-000NOTICES/PUBLISHING	.00	.00	.00	.00	.00	.00
494-000-775-000REPAIR & MAINT SUPPLIES	.00	.00	.00	.00	.00	.00
494-000-801-001CONTRACTED SERVICES-MOWING	.00	1490.00	3000.00	3500.00	2010.00	50.00
494-000-801-002CONTRACTED SERVICES-EXCAVATING	.00	.00	.00	.00	.00	.00
494-000-801-003CONTRACTED SERVICES-MAINT	.00	.00	.00	.00	.00	.00
494-000-802-000MEMBERSHIPS & DUES	250.00	250.00	.00	.00	-250.00	.00
494-000-803-000CONFERENCES	.00	.00	.00	.00	.00	.00
494-000-808-000AUDIT	.00	.00	2000.00	2000.00	2000.00	.00
494-000-809-000ENGINEERING	.00	.00	.00	.00	.00	.00
494-000-815-000BANK SERVICE FEE	.00	45.00	45.00	45.00	45.00	100.00
494-000-826-000LEGAL FEES	.00	.00	600.00	600.00	600.00	.00
494-000-853-000TELEPHONE	.00	.00	360.00	360.00	360.00	.00
494-000-860-000TRAVELS/MEALS/LODGE	.00	.00	.00	.00	.00	.00
494-000-880-000COMMUNITY PROMOTION	.00	.00	.00	2185.78	2185.78	.00
494-000-914-000LIABILITY INSURANCE	.00	.00	10000.00	900.00	900.00	.00
494-000-920-000UTILITIES	118.84	1375.86	.00	2100.00	724.14	.00
494-000-921-000PROPERTY TAXES	.00	9133.76	.00	10000.00	866.24	.00
494-000-922-000ROAD CONSTRUCTION	.00	.00	.00	.00	.00	.00
494-000-956-000MISCELLANEOUS	.00	.00	.00	.00	.00	.00
494-000-962-000TIFA-ADM UNEMPLOYMENT	.00	.00	.00	.00	.00	.00

Date : 04/29/11 - Fri
Time : 13:22:23

City of Reading
494-REVENUE & EXP
TIFA

Current Per/Yr : MAR/2011

G/L ACCOUNT DESCRIPTION	CURRENT PD	CURRENT YTD	Budget	Amended	B	PERCENT
	THIS YEAR	THIS YEAR	Current YTD	Budget	B	OF BUDGET
	MAR 2011	2011 09 Months	2011 09 Months	2011 09 Months		
494-000-970-000CAPITAL OUTLAY	.00	.00	.00	.00	.00	.00
494-000-971-000LAND PURCHASE	.00	.00	.00	.00	.00	.00
494-000-974-000LAND IMPROVEMENTS	.00	.00	.00	.00	.00	.00
494-000-990-003CBT-108 ENTERPRISE DRIVE	1817.23	15103.88	21080.00	21080.00	5976.12	72.00
494-000-990-004TIFA-FACADE LOAN-PRINCIPAL	.00	.00	.00	.00	.00	.00
494-000-990-005TIFA-PARKING LOT LOAN	.00	.00	.00	.00	.00	.00
494-000-995-003CBT-108 ENTERPRISE INTEREST	1507.77	14821.12	22636.00	22636.00	7814.88	65.00
494-000-995-004TIFA-FACADES LOAN-INTEREST	.00	.00	.00	.00	.00	.00
494-000-995-005TIFA-PARKIN LOT INTEREST	.00	.00	.00	.00	.00	.00
494-000-999-001TRANSFER TO CIP	.00	.00	49000.00	49000.00	49000.00	.00
TOTAL EXPENSES	3749.84	43511.62	113764.00	119568.83	76057.21	38.00
CURRENT FUND EQUITY	-3560.93	40665.82	-12790.26	-18595.09	-59260.91	-318.00

**READING TIFA
TREASURER'S REPORT
April 30, 2011**

Century Bank & Trust

Cash	\$ 54,115.12
Savings Account	92.22
Checking Account	3,799.54
Certificate of Deposit (3 year)-04/09/2011	
Total Cash	\$ 58,006.88*

Due to Others

Century Bank & Trust- Trust Department	\$500,046.44
TIFA Loan-108 Enterprise (April 30, 2011)	
City of Reading	<u>\$ 25,000.00</u>
2009 Streetscape project	
Total Due to Others	\$525,046.44

Respectfully submitted,
Charles Newton, Treasurer

***Account Activity**

Cash Balance as of 02/28/2010 \$63,546.14

Revenues-

Interest Income 12.98

Expenses-

Accounts Payable (\$2,227.24)

CB&T Loan-108 Enterprise (\$3,325.00)

Cash Balance as of 02/28/2011 \$58,006.88

Date : 04/29/11 - Fri
 Time : 13:04:43

City of Reading Current Per/Yr : APR/2011
 494-BALANCE SHEET
 TIFA-BALANCE SHEET

G/L ACCOUNT	CURRE THIS APR 2	CURRENT YEAR TO DATE APR 2011
ASSETS		
CASH	-227.24	92.22
494-000-001-000 CASH/CHECKING	-5,325.00	54115.12
494-000-002-000 SAVINGS	12.98	3799.54
494-000-003-000 CERTIFICATE OF D	.00	.00
494-000-004-000 CERTIFICATE OF D	-5,539.26	58006.88
TOTAL CASH	.00	.00
494-000-026-000 TAXES RECEIVBLE-	.00	450.89
494-000-035-000 TAXES RECEIVABLE	.00	.00
494-000-061-000 LOAN RECEIVABLE-	.00	.00
494-000-062-000 LOAN RECEIVABLE-	.00	.00
494-000-084-000 DUE FROM OTHER F	.00	.00
494-000-114-000 INVENTORY-BUILD	.00	.00
494-000-115-000 INVENTORY-LAND	.00	450.89
TOTAL DUE FROM OTHERS		
	-5,539.26	58457.77
TOTAL ASSETS		
LIABILITIES		
494-000-202-000 ACCOUNTS PAYABLE	.00	.00
494-000-214-000 DUE TO OTHER FUN	.00	.00
494-000-339-001 DEFERRED REVENUE	.00	.00
494-000-339-002 DEFERRED REVENUE	.00	.00
TOTAL LIABILITIES		
EQUITY	.00	23331.21
494-000-390-000 FUND BALANCE	-5,539.26	35126.56
CURRENT FUND EQUITY	-5,539.26	58457.77
TOTAL EQUITY	-5,539.26	58457.77
TOTAL LIABI & FUND EQUITY		

Date : 04/29/11 - Fri
Time : 13:04:43

City of Reading
494-REVENUE & EXP
TIFA

Current Per/Yr : APR/2011

G/L ACCOUNT DESCRIPTION	CURRENT PD THIS YEAR APR 2011	CURRENT YTD THIS YEAR 2011 10 Months	Budget Current YTD 2011 10 Months	Amended Budget 2011 10 Months	B B	PERCENT OF BUDGET
REVENUES						
494-000-403-001CURRENT PROP TAX-SUMMER	.00	40556.41	49529.64	49529.64	8973.23	82.00
494-000-403-002CURRENT PROP TAX-WINTER	.00	3787.95	5656.19	5656.19	1868.24	67.00
494-000-416-001PERS PROP TAX-SUMMER	.00	325.01	.00	.00	-325.01	.00
494-000-416-002PERS PROP TAX-WINTER	.00	125.88	.00	.00	-125.88	.00
494-000-437-001CURRENT IFT'S-SUMMER	.00	36000.23	37773.36	37773.36	1773.13	95.00
494-000-437-002CURRENT IFT'S-WINTER	.00	.00	5134.55	5134.55	5134.55	.00
494-000-530-000CB&T LOAN	.00	.00	.00	.00	.00	.00
494-000-539-000GRANTS	.00	.00	.00	.00	.00	.00
494-000-664-000INTEREST-INVESTMENTS	12.98	514.94	.00	.00	-514.94	.00
494-000-667-000RENT-FARMING	.00	2880.00	2880.00	2880.00	.00	100.00
494-000-667-002RENT-108 ENTERPRISE DRIVE	.00	.00	.00	.00	.00	.00
494-000-667-003RENT OWED-108 ENTERPRISE	.00	.00	.00	.00	.00	.00
494-000-694-000MISCELLANEOUS	.00	.00	.00	.00	.00	.00
494-000-670-000RENTS OWED	.00	.00	.00	.00	.00	.00
TOTAL REVENUES	12.98	84190.42	100973.74	100973.74	16783.32	83.00
EXPENDITURES						
494-000-702-001ADMINISTRATOR WAGES	.00	.00	.00	.00	.00	.00
494-000-702-002BOOKKEEPING WAGES	56.00	1348.00	2500.00	2500.00	1152.00	54.00
494-000-715-000TIFA-FICA	.00	.00	.00	.00	.00	.00
494-000-716-000TIFA-HEALTH INSURANCE	.00	.00	2343.00	2462.05	2462.05	.00
494-000-717-000TIFA-ADM WORKERS COMP	.00	.00	.00	.00	.00	.00
494-000-727-000OFFICE SUPPLIES	.00	.00	100.00	100.00	100.00	.00
494-000-728-000POSTAGE	.00	.00	100.00	100.00	100.00	.00
494-000-729-000NOTICES/PUBLISHING	.00	.00	.00	.00	.00	.00
494-000-775-000REPAIR & MAINT SUPPLIES	.00	.00	.00	.00	.00	.00
494-000-801-001CONTRACTED SERVICES-MOWING	.00	1490.00	3000.00	3500.00	2010.00	50.00
494-000-801-002CONTRACTED SERVICES-EXCAVATING	.00	.00	.00	.00	.00	.00
494-000-801-003CONTRACTED SERVICES-MAINT	1850.00	1850.00	.00	.00	-1850.00	.00
494-000-802-000MEMBERSHIPS & DUES	.00	250.00	.00	.00	-250.00	.00
494-000-803-000CONFERENCES	.00	.00	.00	.00	.00	.00
494-000-808-000AUDIT	.00	.00	2000.00	2000.00	2000.00	.00
494-000-809-000ENGINEERING	.00	.00	.00	.00	.00	.00
494-000-815-000BANK SERVICE FEE	.00	45.00	45.00	45.00	.00	100.00
494-000-826-000LEGAL FEES	.00	.00	600.00	600.00	600.00	.00
494-000-853-000TELEPHONE	.00	.00	360.00	360.00	360.00	.00
494-000-860-000TRAVELS/MEALS/LODGE	.00	.00	.00	.00	.00	.00
494-000-880-000COMMUNITY PROMOTION	.00	.00	.00	2185.78	2185.78	.00
494-000-914-000LIABILITY INSURANCE	.00	.00	10000.00	900.00	900.00	.00
494-000-920-000UTILITIES	121.24	1497.10	.00	2100.00	602.90	.00
494-000-921-000PROPERTY TAXES	.00	9133.76	.00	10000.00	866.24	.00
494-000-922-000ROAD CONSTRUCTION	.00	.00	.00	.00	.00	.00
494-000-956-000MISCELLANEOUS	200.00	200.00	.00	.00	-200.00	.00
494-000-962-000TIFA-ADM UNEMPLOYMENT	.00	.00	.00	.00	.00	.00

Date : 04/29/11 - Fri
Time : 13:04:43

City of Reading
494-REVENUE & EXP
TIFA

Current Per/Yr : APR/2011

G/L ACCOUNT DESCRIPTION

CURRENT PD THIS YEAR APR 2011	CURRENT YTD THIS YEAR 2011 10 Months	Budget Current YTD 2011 10 Months	Amended Budget 2011 10 Months	B B	PERCENT OF BUDGET
494-000-970-000CAPITAL OUTLAY	.00	.00	.00	.00	.00
494-000-971-000LAND PURCHASE	.00	.00	.00	.00	.00
494-000-974-000LAND IMPROVEMENTS	.00	.00	.00	.00	.00
494-000-990-003CBT-108 ENTERPRISE DRIVE	1661.70	16765.58	21080.00	21080.00	4314.42 80.00
494-000-990-004TIFA-FACADE LOAN-PRINCIPAL	.00	.00	.00	.00	.00
494-000-990-005TIFA-PARKING LOT LOAN	.00	.00	.00	.00	.00
494-000-995-003CBT-108 ENTERPRISE INTEREST	1663.30	16484.42	22636.00	22636.00	6151.58 73.00
494-000-995-004TIFA-FACADES LOAN-INTEREST	.00	.00	.00	.00	.00
494-000-995-005TIFA-PARKIN LOT INTEREST	.00	.00	.00	.00	.00
494-000-999-001TRANSFER TO CIP	.00	.00	49000.00	49000.00	49000.00 .00
TOTAL EXPENSES	5552.24	49063.86	113764.00	119568.83	70504.97 43.00
CURRENT FUND EQUITY	-5539.26	35126.56	-12790.26	-18595.09	-53721.65 -275.00

City of Reading
TIFA
Accounts Payable
April 2011

Check Date	Check #	Amount	Vendor	Description
4/12/2011	1835	200.00	HILLSDALE COUNTY TREASURER	Demolition Permit-County Insp
4/12/2011	1836	1,850.00	DAVE SANTURE	REMOVAL OF SHINGLES
4/12/2011	1837	10.00	CITY OF READING	209 S. Main-Utility Bill
4/12/2011	1837	10.00	CITY OF READING	229 S. Main-Utility Bill
4/12/2011	1837	10.00	CITY OF READING	108 E> Cherry-Utility Bill
4/12/2011	1837	45.62	CITY OF READING	128 S. Main-Utility Bill
4/12/2011	1837	45.62	CITY OF READING	108 Enterprises-Utility Bill
4/12/2011	1838	56.00	Denise Potter	March Meeting Minutes

TOTAL 2,227.24

CITY OF READING
TIFA
ACCOUNTS PAYABLE
MAY 2, 2011

Checks

Check Date	Check #	Amount	Vendor	Description
5/2/2011	1839	44.42	CITY OF READING	128 S. Main
5/2/2011	1839	10.00	CITY OF READING	108 E. Cherry Street
5/2/2011	1839	44.42	CITY OF READING	108 Enterprise Drive
5/2/2011	1839	10.00	CITY OF READING	229 S. Main
5/2/2011	1839	10.00	CITY OF READING	209 S. Main
5/2/2011	1840	12,500.00	CITY OF READING	2009 Streetscape Cont w/MDOT
5/2/2011	1840	450.00	CITY OF READING	Jan-Mar Bookkeeping
5/2/2011	1840	112.23	CITY OF READING	Jan-Mar MGU-108 Enterprise
5/2/2011	1840	66.77	CITY OF READING	Jan-Mar Consumers Strt Lts Ent
TOTAL		13,247.84		

CITY MANAGERS REPORT
TO TIFA
May 2, 2011

- The DPW will be removing the building on the corner of Silver and Main Streets next week. We are short one DPW employee since the end of March, so they are a little short handed, but will remove that building next week and are having some fill delivered for that job. The House will probably be done a little later as they are working to catch up on mowing.
- I was able to attend a Small Town and Rural Development Conference at Crystal Mountain in Thompsonville April 18th-20th. I shared mileage and a hotel room with Christine Bowman, City of Hillsdale Economic Development Director and received a scholarship from Consumers Energy which paid for the conference registration fees. The Governor was there as a Guest Speaker and discussed his new administration and their approach to economic and community development in Michigan. It was a very informative conference with a lot of great information and excellent networking opportunities. A few of the topics discussed were Creating a Business Resource Center in local libraries, Shared Services: A New Reality for Small Communities, USDA Rural Development Programs, Helping Small Towns Succeed and Community Success in the New Economy.
- We are working to close out the grant paperwork for the Rental Rehab project for Ron Gow's building.
- Retail Success Academy: SCMW received a Regional Entrepreneurial Collaborative grant to help with Community Awareness by embracing the role its communities perform in energizing entrepreneurship, by creating a community based circle of support for entrepreneurial development and small business support and also to identify and access and leverage all available entrepreneurial development and small business assets. So a steering committee was formed which includes partners from the Cities of Hillsdale and Reading, Hillsdale Business Association, County Chamber, Jonesville Business Association, Reading Chamber and the Hillsdale County EDP to develop a Curriculum to present a retail Success Academy for Hillsdale County. Participants will register for an 8 week course to learn everything from creating financials, doing inventory, marketing and also customer service to either grow their existing business or to help with a new business startup. We are still in the planning stages for this program, but I believe that the academy will run from July through October. I will keep you apprised as to the progress we make as we move forward.
- March 21st Terry Vear and I, representing the HTP presented an opportunity to the Reading Rotary for the HTP and Rotary to work together to help create Entrepreneurial Networking Events. The presentation has been given to four of the local Rotaries in the County of which each one will host a quarterly Entrepreneurial Networking Event by selecting a relevant topic and speaker from the Rotary ranks, Offer refreshments, include significant networking time for the entrepreneurs and Rotarians then to be repeated annually by each Rotary. Hillsdale Rotary held the first event on March 31st and the topic was Using Facebook and Social Media to Promote your business. The idea behind the effort would benefit the entrepreneurs by

creating an access to local experts, regular networking opportunities and by increasing business knowledge and valuable contacts. For the Rotaries it would create a pool of potential new members and increase community awareness of Rotary and its mission

- At the April meeting of the Hillsdale County EDP Board the Board hired Sue Smith as full time EDP Director for Hillsdale County and are currently looking at funding possibilities to hire an additional staff member to assist in the Commercial and Downtown area for Hillsdale County.
- The City Council approved at the last regular Council Meeting to pay the remainder of the dues to the Hillsdale County EDP, so the EDP Dues for 2011 have been paid in full.
- I have enclosed a copy of the progress report from Sue Smith, Director, Hillsdale County EDP.



Economic Development Partnership of Hillsdale County
Director's Report
May 7, 2011

Alsons

MOC1 will be on-site at Alsons on dates requested by employees. Alsons/Masco will be paying for the service. Training May 3rd Intro to PC's May 5th Internet Navigation, May 16th, 17th, 19th Microsoft Excel Basic, May 23rd, 24th and 26th Microsoft Word Basic.

The Anderson's Inc.

We met with their corporate representatives who make the investment decisions for the operations in North America and Mexico to discuss future infrastructure needs. We had a follow up meeting with the local management team to get inventory of future capital projects

Metaldyne

A new Human Resources Manager has been hired and works closely with SCMW for hiring/training needs. They are using the job fit profile as part of their hiring process.

Hillsdale Community Health Center

Now that hiring is underway in several departments, the Managers are beginning to utilize the Job Fit patterns developed for their area. Jim Lautenschleger will be doing a Job Fit presentation for the Managers on May 9th and will address questions arising from use.

Vertical Wind Turbines

I have been contacted by the MEDC regarding a possible attraction project. Communities throughout the Mid-West are being considered and in Michigan location interests range from Detroit and Holland to Hillsdale County. With incentives being cut at the State level, local incentives are highly desirable. A SCMW! Workforce proposal has been prepared to be included in the attraction package. The facility at 651 Beck Street was of interest and information was provided. I also sent information on the Alson's building as it is a good fit for the type of facility they are seeking. A building in excellent condition with 27 foot ceilings, over 100,000 square foot plus office space, with room to expand was very attractive.

Training

The Michigan Manufacturing Technology Center provided a free session "Quoting but not Closing" at our Service Center for Employers on April 26th that was well received.

On June 16th we will be hosting an Employer Resource Day. Many resources are available to employers at no cost due to their affiliation with the State or Federal Government.

This workshop will provide an understanding of what resources are available and how to access them. MMTTC will be doing a workshop titled "Front Office Inefficiencies", Penny Southwell from the Procurement Technical Assistance Center will be presenting Historically Underutilized Business Zones and the opportunity Hillsdale Companies have to bid on contracts. Our entire County is a HUB zone, but you have to be registered to take advantage of the program.

Fred Jimenez, a Health and Safety Trainer will be doing a session on Lifting Techniques, Preventing Back Injuries and Ergonomics. He has many other offerings and all training is at no cost.

BPU

A comprehensive proposal is being prepared for presentation to Rick Rose and then to his Board for their meeting on May 9, 2011 at 7:00 pm.

In reviewing their strategic plan I believe the EDP can provide a substantial amount of the services at the level needed. Some of the work is already being done by the EDP that is equal or greater than requested.

Business Attraction

While business attraction is not the primary focus of resource implementation having a plan in place that can be quickly executed is vital.

We will address

- Marketing available properties
- Development of Brochures
- Building Relationships
- Establishment of a response team

Business Retention and Expansion

A Certified Economic Development Strategy was established with Hillsdale, Jackson and Lenawee with Region II in the fall of 2010 and is one of the BPU goals.

Retention and Expansion should truly be the main focus of our time, energy and resources. A media awareness blitz is necessary to make the community aware that we are working to preserve and grow jobs locally and provide assistance for business investments.

- This will encourage a greater number of responses from businesses to a retention/expansion survey.
- Increase business retention visits
- Provide an ongoing venue to report on BR&E

Economic Gardening

While this term has many definitions, for our purposes I would like to focus on:

- A great emphasis on the growth of our Agriculture and Food Processing activities in the County.
- Establishing a Farm to School initiative
- Agri-Tourism
- Farm to Factory

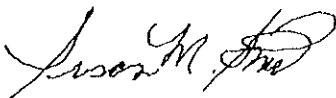
Encouraging growth in key segments of existing manufacturing:

- Local start ups
- Second stage company expansions
- Continued market and product diversification

Discussions on integrating the K-12+ students into business and business into the schools needs to begin SOON. The time to educate, communicate and participate is now.

The BPU proposal will include how the above work will be approached and executed.

Respectfully submitted



Susan M. Smith