

Agenda
City Commission Meeting
Three Rivers, Michigan
December 4, 2012

1. **Call to Order**

2. **Roll Call**

3. **Invocation**

Father Rob Johansen from Immaculate Conception

4. **Pledge of Allegiance**

5. **Approval of the Agenda**

6. **Presentations and Recognitions**

A. **Fiscal Year 2012 Audit Report**

The Commission will hear from Nate Baldermann of Rehmann Robson.

7. **Approval of Minutes**

A. **Minutes of the Regular Meeting held October 2, 2012**

8. **Public Hearings**

A. **Industrial Development Authority TIF Plan Update**

The Commission will consider updating the IDA TIF plan after hearing public comment.

9. **General Comments**

People addressing the Commission should step to the microphone and state their name and address for the record.

10. **Business**

A. **Communications**

1. **First Commissioner Position Vacancy**

The Commission will consider applicants for the First District Commissioner vacancy.

B. **Consent**

1. **Invoices Payable**

The Commission will consider authorizing payment of the invoices.

2. Historic District Commission Minutes of October 15, 2012

The Commission will consider placing the minutes on file.

3. Historic District Commission Workshop Minutes of November 19, 2012

The Commission will consider placing the minutes on file.

4. Historic District Commission Minutes of November 19, 2012

The Commission will consider placing the minutes on file.

5. Planning Commission Minutes of November 12, 2012

The Commission will consider placing the minutes on file.

6. Cemetery Board Minutes of November 5, 2012

The Commission will consider placing the minutes on file.

7. Industrial Development Authority Minutes of September 13, 2012

The Commission will consider placing the minutes on file.

8. Industrial Development Authority Minutes of October 11, 2012

The Commission will consider placing the minutes on file.

9. Board of Appeals Minutes of November 7, 2012

The Commission will consider placing the minutes on file.

10. Vacation Request

The Commission will consider approving the request.

11. Appointments

A. Appointments to Advisory Boards and Commissions

The Commission will consider any appropriate appointments.

12. City Commission and City Manager's Communications

13. Adjournment

Respectfully submitted,



Joseph A. Bippus
City Manager



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REPORT TO: Honorable Mayor and City Commissioners

FROM: Catherine Lawson, Finance Director
Joseph Bippus, City Manager

SUBJECT: Fiscal Year 2011-2012 Audit Report

MEETING DATE: November 29, 2012

EXECUTIVE SUMMARY: Mr. Nate Baldermann, of Rehmann Robson, the City's independent auditing firm will present an overview of the City's audit report and respond to any questions the City Commission may have regarding the City's audit.

ATTACHMENTS: Fiscal Year 2012 Comprehensive Annual Financial Report (CAFR)

RECOMMENDATION: After hearing Mr. Baldermann's overview of the audit report, the City Commission should accept the audit report for Fiscal Year 2011-2012 and place it on file in the Finance Department.

ALTERNATIVES: As suggested by the Commission.

Respectfully submitted,

A handwritten signature in cursive script, reading "Catherine Lawson".

Catherine Lawson
Finance Director

A handwritten signature in cursive script, reading "Joe Bippus".

Joseph Bippus
City Manager

**Meeting Minutes
City Commission Meeting
Three Rivers, Michigan
November 20, 2012**

1. Call to Order

Mayor Lowry called the regular meeting of the Three Rivers City Commission to order at 6:00 p.m. in the Commission Chambers of City Hall.

2. Roll Call

The following members were present at roll call:

Diane Clay
Daryl Griffith
Alison Haigh

Carolyn McNary
David York
Thomas J. Lowry, Mayor

3. Invocation

Pastor Bob Anderson of the Church of the Nazarene gave the invocation.

4. Pledge of Allegiance

Mayor Lowry led those present in the Pledge of Allegiance.

5. Approval of Agenda

It was moved by Commissioner York and seconded by Commissioner Griffith to approve the agenda as presented.

The motion passed 6-0.

6. Presentations and Recognitions

There were no presentations.

7. Approval of Minutes

A. Minutes of the Regular Meeting held November 5, 2012

It was moved by Commissioner Griffith and seconded by Commissioner McNary to approve the minutes as presented.

The motion passed 6-0.

B. Minutes of the Special Meeting held November 12, 2012

It was moved by Commissioner Griffith and seconded by Commissioner York to approve the minutes as presented.

The motion passed 6-0.

8. Public Hearings

A. Request for Industrial Facilities Tax Exemption from W E Slitt Company

Mayor Lowry opened the floor to public comment at 6:03 p.m. Hearing no comments, he closed the floor to public comment at 6:04 p.m.

It was moved by Commissioner Griffith and seconded by Commissioner York to approve the resolution and IFT agreement.

The motion passed 6-0. Resolution 29-12 was adopted.

B. VxV Ministries Special Exception Use Request

Mayor Lowry opened the floor to public comment at 6:07 p.m.

Tom King, attorney representing the applicant, commented on any potential conflict of interest; reviewed the Michigan Liquor Control Commission (LCC) definition of a church; noted that the intent was not to hinder business and that was part of the lease.

- He also reviewed the requirements of Code Section 30-34(A):
- He noted that the use was not harmful to public welfare in any way;
- He felt part (2) of the section about being injurious to property value was the main concern during public comment at the Planning Commission hearing. He felt that the organization would support the downtown;
- He felt the other major concern was the parking issue. He noted that there were 354 spaces in lots and along the street. VxV had no needs for loading areas.

He noted the need to treat VxV the same as any other public assembly.

Larry Michael Hackenberg of 60321 Constantine felt allowing the use would be setting precedence and felt a church in downtown would set the wrong tone which would impede other adjoining uses.

Angel Johnston of 20 North Main commented on the availability of other locations versus getting an attorney and dividing the town. She felt the mayor had a vested interest in the downtown, so should vote.

Larry Matson of 627 South Constantine felt the Planning Commission had been under pressure when it made its recommendation to approve the application. He thought the commission should listen to the public and there were better locations.

Clayton Lyczynski at 1101 Krumm Avenue noted his increased patronage of downtown events and stores since attending VxV. He was upset about the stereotype that had been portrayed of the organization during public meetings. He saw great value in the downtown receiving the members as customers on a weekly basis. He felt behavior had already been changed and the group had already brought more business downtown.

Shannon Gearhart of 12845 Cool Hollow Road was upset about the comments regarding snake worshipping and painted windows. She felt the use would not cause problems.

Bruce Monroe of 14515 Coon Hollow felt the use would diminish property values and impede normal development in the downtown. He was concerned about setting precedence. He also noted that the LCC would consider the organization a church because of the way the buildings are addressed access to the building.

Shawn Reus of 521 Portage Avenue didn't see the use as detrimental to business or property values. He felt raids at Smokecessories were more likely to do that, and that business was still there. He supported the application.

Danielle Moreland of 34 ½ North Main noted that the Economic Restructuring Committee of the DDA and the DDA had recommended denial of the application. She felt granting the use would give up the power to grow the district. She pointed out that even if action was taken once the group opposed a liquor license, the damage would have already been done. She also felt the use would impede the development of a destination restaurant. Parking was to be used for businesses reinvesting in the downtown. She had lower sales on the nights the group met. She referenced building and business owners who had signed a petition. She also felt there was no conflict of interest for downtown building owners, but a vested interest.

Brian Jones of 52553 Pulver Road commented that he would not come to Three Rivers at all if not for VxV.

John Koller of 700 Walnut, pastor of VxV, was sorry for the conflict and felt public opinion did matter. The decision was if VxV met the 6 criteria for a special exception use, and he felt the criteria were met. He noted federal law about treating religious organizations differently. He reported that VxV was pretty mainstream theology. He noted he had consented to conditions for the remainder of the lease and not opposing other business. He had money to lose, and he felt the code was clear. He commented that he wanted to aggressively support the downtown, and noted marketing initiatives that could have a positive impact working together.

Gus Hilson of 401 Second Avenue felt if it wasn't a formal church, then it was a cult. He asked why the organization would tear the City over money lost.

Kriston Shank of 641 South Grant Avenue attended VxV and brought someone from Indiana to dinner downtown that normally would not go to Three Rivers.

Hearing no other comments, he closed the floor to public comment at 7:00 p.m.

Mayor Lowry felt he did not have a conflict of interest, but a vested interest because he owned a business and lived downtown. He felt he should not be asked to not vote and would not abstain.

City Attorney O'Malley distributed copies of the Charter provision regarding conflict of interest and a summary from the US Department of Justice regarding the Religious Land Use and Institutionalized Persons Act.

Commissioner Haigh asked why VxV moved into the building if they knew it would be an issue.

Commissioner Clay asked by the building was rented to them if they knew it may become a church.

Commissioner Griffith did not feel there was any intention of malice. He pointed out that the City had no say over a private lease, so conditions in the lease were irrelevant. He felt parking was only going to get worse. Another restaurant or theater would take up parking, but spread out over time, not all at once. Those businesses would also be bringing dollars into the downtown. If VxV were to purchase the building, then it would be tax exempt and taken off the tax rolls. He was concerned about the LCC changing the rules, and restaurants would not want to deal with the risk. He also pointed out that there had been a couple startup companies before VxV moved in. Consuming the

building as a church would take away the chance down the road of another for one of the most attractive buildings in the downtown.

Commissioner McNary felt the growth of VxV was inevitable. She was concerned what a church would do to a downtown that the City was struggling to keep attractive. She suggested VxV work with the property owner to minimize the financial loss.

Commissioner York felt the people that served the boards should be supported. He was not opposed to the church, just the location.

Mayor Lowry noted public opinion opposed VxV in the downtown. He referenced a letter sent by Marcia Saunders and a letter to the editor in the Three Rivers Commercial from Ken Baker opposing the use. He reported that there were more vacant buildings 15 years ago, and the business owners still did not want a church in the downtown. He felt the use did not meet criteria 2 or 3 of the Code regarding diminishing property value and impeding normal development. He commented that it was not just about sales, but about the value of the properties and the businesses. He felt Mr. Koller failed to communicate his intentions to people on Main Street and felt Mr. Meyer made contrary statements to people on Main Street.

Commissioner Griffith felt the downtown was the wrong place for a church.

It was moved by Commissioner Griffith and seconded by Commissioner York to recognize that the Planning Commission could not find reasons to deny and did recommend the application, but find that criteria (2) and (3) of 30-34(A) were not met based on previous discussion and deny.

The motion passed 6-0.

9. **General Comments**

Richard Price of 623 S Erie commented on pedestrian safety.

10. **Business**

A. **Communications**

1. **Self-contained Breathing Apparatus**

It was moved by Commissioner Griffith and seconded by Commissioner McNary to approve the purchase of 5 SCBA from Front Line Services Inc. for \$26,000.

The motion passed 6-0.

2. **Hospital Property Donation**

It was moved by Commissioner McNary and seconded by Commissioner York to direct the City Manager to develop an agreement to accept the property.

Discussion included addition of a sidewalk, that the street was in fairly good shape, that people use it as a public street, and the getting options for the entire street.

The motion passed 6-0.

B. Consent Agenda

It was moved by Commissioner Griffith and seconded by Commissioner York to approve the consent agenda as presented.

The motion passed 6-0.

1. Invoices Payable

The Commission authorized payment of the invoices.

2. Fire Department Report of October 2012

The Commission placed the report on file.

3. Check Register Report of October 2012

The Commission placed the report on file.

4. Revenue / Expenditure Report of October 2012

The Commission placed the report on file.

5. Airport Advisory Board Minutes of November 12, 2012

The Commission placed the minutes on file.

6. Downtown Development Authority Minutes of November 9, 2012

The Commission placed the minutes on file.

7. Park Board Minutes of October 17, 2012

The Commission placed the minutes on file.

8. Clean Water Plant Report of October 2012

The Commission placed the report on file.

9. Public Employer Contributions to Medical Benefit Plans

The Commission adopted the Resolution 30-12.

11. Appointments

A. Appointments to Advisory Boards and Commissions

No appointments were made.

12. City Commission and City Manager's Communications

Commissioner McNary asked about Firefighters for Santa.

City Manager Bippus responded that no tax payer money was used. It was strictly employees and donations.

Commissioner Clay commented on the timing of the light on US131.

City Manager Bippus responded that he could ask MDOT to check the timing.

Commissioner Haigh asked about an arrow at the intersection by Menard.

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November 20, 2012

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City Manager Bippus noted that he would mention it to MDOT and that typically a traffic study would be done.

Commissioner York felt the North Main and US 131 intersection was dangerous also.

Commissioner Griffith congratulated new Commissioners Haigh and Clay.

13. Adjournment

It was moved by Commissioner Griffith and seconded by Commissioner York to adjourn the meeting.

The motion passed 6-0.

Mayor Lowry adjourned the meeting at 8:04 p.m.

Respectfully submitted,

Lindsay Howes
City Clerk



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REPORT TO: Honorable Mayor and City Commissioners

FROM: Catherine Lawson, Finance Director
Joseph A. Bippus, City Manager

SUBJECT: Three Rivers Industrial Development Authority – TIF plan update

DATE PREPARED: November 28, 2012

MEETING DATE: December 4, 2012

BACKGROUND: The City established a Tax Increment Financing Authority, on April 4, 1989, to prevent urban deterioration and to provide funds for the payment of public improvements necessary to attract development and promote the economic well-being of the greater Three Rivers area.

The City of Three Rivers Industrial Development Authority has prepared an update to the Three Rivers Area Enterprise Park Development and Tax Increment Financing Plan. The plan updates the work program and schedules of actions contemplated for the Enterprise Park and possible expansion thereto for the period of 2013 through 2023.

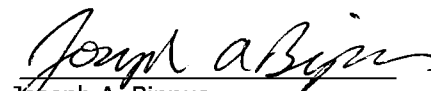
RECOMMENDATION: After listening to citizen comments, the City Commission adopt the attached resolution to update the Three Rivers Enterprise Park Development and Tax Increment Financing Plan.

FISCAL EFFECTS: As stated in the development and Tax Increment Financing Plan.

ALTERNATIVES: As suggested by the Commission.

Respectfully submitted,


Catherine Lawson
Finance Director


Joseph A. Bippus
City Manager

**RESOLUTION OF ADOPTION
CITY OF THREE RIVERS, ST. JOSEPH COUNTY, MICHIGAN
THREE RIVERS AREA ENTERPRISE PARK
DEVELOPMENT AND TAX INCREMENT FINANCING PLAN UPDATE**

WHEREAS, the City Commission of the City of Three Rivers established a Tax Increment Financing Authority, on April 4, 1989, to prevent urban deterioration and to provide funds for the payment of public improvements necessary to attract development and promote the economic well-being of the greater Three Rivers area located in the in the City of Three Rivers, and

WHEREAS, the Board of Directors of the City of Three Rivers Industrial Development Authority has deemed it necessary to update the Development and Tax Increment Financing Plan setting forth revised income and expenditures necessary to be made to meet the objectives of the Authority, and

WHEREAS, Public Act 281 of 1986, as amended, requires the City Commission hold a public hearing prior to the adoption of an Update to the Development and Tax Increment Financing Plan which was held on December 4, 2012, and

WHEREAS, Mayor and Commissioners of the City Commission of the City of Three Rivers do herewith find:

1. The Amended Tax Increment Financing Plan constitutes a public purpose as defined in Public Act 281 of 1986, as amended, and
2. The Amended Tax Increment Financing Plan meets the requirements of Section 15(2) and 12 (1), (2) & (3) of the Act, and
3. The proposed method of financing the proposed development projects is reasonable, feasible and necessary to carry out the purposes of the Act, and
4. The amount of captured assessed value estimated to result from adoption of the Updated Development and Tax Increment Financing Plan is reasonable, and
5. The Updated Development and Tax Increment Financing Plan is in reasonable accord with the approved Master Plan for the City of Three Rivers, and
6. Public services are adequate to carry out the projects cited within the Updated Development and Tax Increment Financing Plan.

NOW THEREFOR BE IT RESOLVED, The City Commission of the City of Three Rivers, St. Joseph County, Michigan, as recommend by the Board of Directors of the City of Three Rivers Industrial Development Authority, do herewith adopt the Updated Development and Tax Increment Financing Plan dated December 2012.

CITY OF THREE RIVERS, MICHIGAN CITY COMMISSION

Adopted this 4th day of December, 2012

Thomas J. Lowry

Mayor

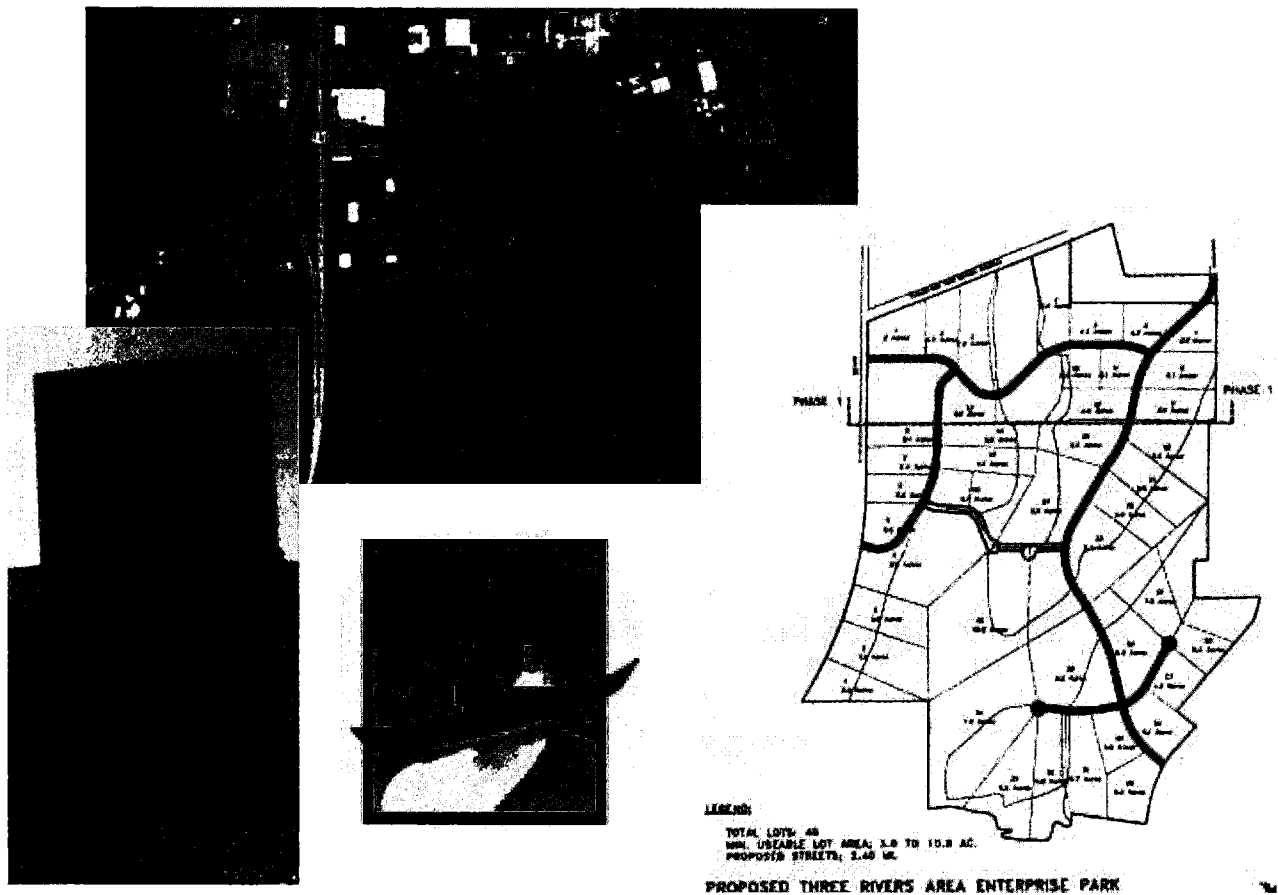
Lindsay Howes
Clerk

CITY THREE RIVERS, MICHIGAN

INDUSTRIAL DEVELOPMENT AUTHORITY

ENTERPRISE PARK

DEVELOPMENT & TAX INCREMENT FINANCING PLAN UPDATE



December 2012

CITY OF THREE RIVERS, MICHIGAN
INDUSTRIAL DEVELOPMENT AUTHORITY
ENTERPRISE PARK
DEVELOPMENT & TAX INCREMENT FINANCING PLAN UPDATE

Prepared for:

City of Three Rivers, Michigan
Industrial Development Authority
City Hall
333 W. Michigan Avenue
Three Rivers, Michigan
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October 1, 2012

Bruce Snook, Secretary,
City of Three Rivers, Michigan
Industrial Development Authority
City Hall
333 W. Michigan Avenue
Three Rivers, Michigan
49093

Dear Mr. Snook:

I am pleased to present the report titled, **CITY THREE RIVERS, MICHIGAN INDUSTRIAL DEVELOPMENT AUTHORITY ENTERPRISE PARK DEVELOPMENT & TAX INCREMENT FINANCING PLAN UPDATE**. This report has been prepared pursuant to the scope of services dated May 14, 2012. It contains a summary of the original *Development and Tax Increment Financing Plan* (dated May 4, 1993) as formally approved by the City Commission. The document has not been amended or updated since adoption.

I have completed a review of the current *Development and Tax Increment Financing Plan*, inspected minutes of the Industrial Development Authority, reviewed applicable City Commission minutes, and interviewed Authority and City staff members in preparation of the update document. The document has been prepared to conform to Section 15 of P.A. 281 of 1986, as amended. This section sets forth legislative requirements for a Tax Increment Financing Authority Development Plan and the process of amending TIFA plans.

You may reproduce this report for general circulation with appropriate reference to the firm, conditions and date of the report. We will be available to answer any questions you may have.

Sincerely,

A handwritten signature in black ink, appearing to read 'C. Eckenstahler', with a stylized flourish at the end.

Charles R. Eckenstahler

CITY OF RHREE RIVERS, MICHIGAN

CITY COMMISSION

Thomas J. Lowry, Mayor
David D. York, Mayor Pro-Tem
Judy Gilchrist, Commissioner
Daryl Griffith, Commissioner
Elbert Foster, Commissioner
Carolyn McNary, Commissioner
Larry Matson, Commissioner

IDA MEMBERS

Steve Lucas, Chairperson
Bruce Snook, Secretary
Dave Allen, Member
James Baker, Member
Tom Brady, Member
Merritt Brown, Member
Kendra Eldridge, Member
Steve Manos, Member
Gary Turner, Member
Barry Visel, Member
Dr. Gary Wheeler, Member

CITY ADMINISTRATION

Joseph A. Bippus, City Manager
Catherine Lawson, Finance Director/City Treasurer
J. Patrick O'Malley, City Attorney

Prepared with assistance provided by:

Charles Eckenstahler
2013 Melrose Drive
Long Beach, Indiana, 46360
219-861-2077

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SECTION ONE

INTRODUCTION

GENERAL OVERVIEW

The Michigan legislature in 1986 approved Public Act 281 titled the *Local Development Financing Authority*

Act. This legislation allows cities to form an authority to:

“encourage local development to prevent conditions of unemployment and promote economic growth; to provide for the establishment of local development finance authorities and to prescribe their powers and duties; to provide for the creation of a board to govern an authority and to prescribe its powers and duties; to provide for the creation and implementation of development plans; to authorize the acquisition and disposal of interests in real and personal property; to permit the issuance of bonds and other evidences of indebtedness by an authority; to prescribe powers and duties of certain public entities and state officers and agencies; to reimburse authorities for certain losses of tax increment revenues; and to authorize and permit the use of tax increment financing.”

Since adoption of this act, many cities and other qualified local governments have sought the use of a Local Development Finance Authority (LDFA) as a means to stimulate economic revitalization of selected geographic areas within their community.

An LDFA can establish a district within the City for which a plan is prepared identifying specific public and private improvements necessary to prevent, or correct deterioration in the district and encourage new business investment. Funding for improvements identified in the plan is provided by tax increment financing through taxes paid on the increased value created within the district by new private investment.

For example, if the LDFA has a current taxable value of \$1,000,000 and new investment, because of implementation of the Plan, increases the taxable valuation to \$2,000,000, the LDFA would capture taxes paid on the new investment of \$1,000,000. While the LDFA would capture one-half of the total taxes paid, the taxes paid on the original \$1,000,000 tax valuation would be distributed to applicable taxing entities.

In application, investments made by the LDFA are funded by the increase in taxes paid by private investment in the district. The taxes paid on the original value of the district continue to be distributed to the applicable taxing entities. Thus in theory, no taxes are lost by any taxing entity because it is assumed that a specific business would not make the investment resulting in the increased tax base of the district, if not, for the implementation of the LDFA Development and Tax Increment Financing Plan.

POWERS OF THE AUTHORITY

Section 7 of the act provides a detailed explanation of the powers of the Board of Directors of the LDFA. These are as follows:

“(a) Study and analyze unemployment, underemployment, and joblessness and the impact of growth upon the authority district or districts.

(b) Plan and propose the construction, renovation, repair, remodeling, rehabilitation, restoration, preservation, or reconstruction of a public facility.

(c) Develop long-range plans, in cooperation with the agency which is chiefly responsible for planning in the municipality, to promote the growth of the authority district or districts, and take the steps that are necessary to implement the plans to the fullest extent possible to create jobs, and promote economic growth.

(d) Implement any plan of development necessary to achieve the purposes of this act in accordance with the powers of the authority as granted by this act.

(e) Make and enter into contracts necessary or incidental to the exercise of the board's powers and the performance of its duties.

(f) Acquire by purchase or otherwise on terms and conditions and in a manner the authority considers proper, own or lease as lessor or lessee, convey, demolish, relocate, rehabilitate, or otherwise dispose of real or personal property, or rights or interests in that property, which the authority determines is reasonably necessary to achieve the purposes of this act, and to grant or acquire licenses, easements, and options with respect to the property.

(g) Improve land, prepare sites for buildings, including the demolition of existing structures, and construct, reconstruct, rehabilitate, restore and preserve, equip, improve, maintain, repair, or operate a building, and any necessary or desirable appurtenances to a building, as provided in section 12(2) for the use, in whole or in part, of a public or private person or corporation, or a combination thereof.

(h) Fix, charge, and collect fees, rents, and charges for the use of a building or property or a part of a building or property under the board's control, or a facility in the building or on the property, and pledge the fees, rents, and charges for the payment of revenue bonds issued by the authority.

(i) Lease a building or property or part of a building or property under the board's control.

(j) Accept grants and donations of property, labor, or other things of value from a public or private source.

(k) Acquire and construct public facilities.

(l) Incur costs in connection with the performance of the board's authorized functions including, but not limited to, administrative costs, and architects, engineers, legal, and accounting fees.

(m) Plan, propose, and implement an improvement to a public facility on eligible property to comply with the barrier free design requirements of the state construction code promulgated under the state construction code act of 1972, Act No. 230 of the Public Acts of 1972."

BACKGROUND – THREE RIVER IDA

Action of the City Commission formed the Three Rivers Industrial Development Authority (IDA) on April 4, 1989, after a formal public hearing on the same date. The IDA is the LDFA for the Enterprise Park.

The Enterprise Park **Development and Tax Increment Financing Plan** was approved by the City Commission after public hearing on May 4, 1993 (resolution 12-93) ***"to provide for the acquisition, construction and financing of certain public facilitiesnecessary for the development of thee Three Rivers Enterprise Parkand thereby facilitate the growth and development in the Authority District and other areas of Three Rivers."***

The **Development and Tax Increment Financing Plan** has not been amended since its original adoption.

The Plan states the **Development and Tax Increment Financing Plan** will ***"continue until the final payment of debt or such other point that the developments of public improvements are completed through other means."***

Pursuant to the provision of P.A. 281, terminal date of the **Development and Tax Increment Financing Plan** is May 4 2013 twenty years from the date first adopted. The **Development and Tax Increment Financing Plan** will need to be updated to continue operations of the authority beyond this date.

REASONS FOR PREPARATION OF AN UPDATE

There are many reasons the IDA Board of Directors and the City Commission desire to update the Development Plan, including:

1. The successful completion of many of the projects and programs listed in the original Development Plan,
 2. The long period, almost twenty years, since the Development Plan was prepared,
 3. To update the Development Plan assuring continuation of IDA programs and projects, and
-

4. To provide a Development Plan that details specific projects and programs required to achieve the stated goals of the IDA.

SCOPE OF THE ASSIGNMENT

Charles Eckenstahler was chosen to update the ***Development and Tax Increment Financing Plan*** according to the scope of services dated May 14, 2012. The objectives of the Scope of Services are to:

1. Review the current development plan dated May 4, 1993 and IDA accomplishments,
2. Work with IDA members and the City personnel to identify specific programs and projects contained in the current ***Development and Tax Increment Financing Plan*** that have not been completed but should be carried forward for implementation,
3. Help the IDA members and the City personnel to identify specific programs and projects that should be added to the ***Development and Tax Increment Financing Plan***, and
4. To prepare an Update amendment to the ***Development and Tax Increment Financing Plan*** and assist in the public presentation of the document before adoption of the update by the City Commission.

LIMITATIONS OF ANALYSIS

Charles Eckenstahler does not warrant estimated program or project cost estimates. While cost estimates have been prepared using best available information and experience obtained from similar projects completed, program and project budgets, in some cases, have been prepared without the aid of planning, architectural, engineering, environmental and other professional guidance typically used in the preparation of specific project engineering cost estimates for contractor bidding purposes. While every effort has been made to use the best information available for preparing cost estimates and accompanying program or project budgets, the final budget and projected project cost may vary from the stated estimate and the variation may be material. However, budgets and recommendations presented herein represent the best judgment of the consulting team based on information gathered within the scope of this assignment.

SECTION TWO

SUMMARY OF CURRENT DEVELOPMENT AND TAX INCREMENT FINANCING PLAN

INTRODUCTION

The purpose of this section of the *Development and Tax Increment Financing Plan Update* is to list the accomplishments of the IDA concerning implementation of programs and construction projects set forth in the *Development and Tax Increment Financing Plan* dated May 4, 1893.

DEVELOPMENT PLAN GOAL AND WORK PROGRAM

The *Development and Tax Increment Financing Plan* established a single goals and work program, being:

“The Authority intends to acquire real property (1), extend roads, lighting, landscaping, water lines, storm sewer and sanitary sewer to improve the existing services and to allow construction in vacant portions of the Development Plan Area. The Authority may undertake construction of support facilities, such as recreation, training and health facilities, to enhance the services offered by the Enterprise Park. Improvements are also intended for US-131 and South Lincoln Street. South Lincoln Street must be improved to accommodate heavy trucks. US-131 must be improved to accommodate temporary turning lanes and the eventual permanent reconstruction of the US-131 and M-60 interchange”.

Note (1) : the property contemplated for acquisition totaled 100 acres including administrative and marketing sales services.

To date the IDA has developed the initial portion of the first phase of Enterprise Park containing six businesses employing 48 people.

SECTION THREE

DEVELOPMENT AND TAX INCREMENT FINANCING PLAN UPDATE

MISSION STATEMENT OF THE AUTHORITY

The Board of Directors of the IDA has reconfirmed the original Mission Statement of the IDA as established in the original ***Development and Tax Increment Financing Plan*** and reaffirmed in each annual report to the City Commission.

The Three Rivers Industrial Park Authority mission statement reads as follows:

“TRIDA has the responsibility to undertake activities within designated development districts that will encourage industrial development and create a finance plan for each district, to acquire and dispose of real and personal property, issue bonds or other debt instruments, and to implement tax increment financing.”

LEGAL BASIS FOR THE DEVELOPMENT PLAN

This Development Plan Update is prepared pursuant to requirements of Section 15 of the Local Development Tax Increment Financing Act of 1986, as amended. It addresses the Enterprise Park Development District as defined by City Commission action of May 4, 1989. A descriptive map and legal description are contained in the appendix.

DEVELOPMENT PLAN REQUIREMENTS

This section of the Plan provides specific information required in Section 15 of the Local Development Financing Authority Act. It consists of responses to specific information requested in subsections 2(a) through 2(p), as follows:

Section 15. 2(a) A description of the property to which the plan applies in relation to the boundaries of the authority district and a legal description of the property.

The LDFA boundary is described in the legal description incorporated in the resolution adopted by City Commission May 4, 1989, a copy of which is contained in the appendix. The site contains approximately 193 acres of land area. It addresses Phase I of Enterprise Park and contemplates expansion into Phase II.

Section 15. 2(b) The designation of boundaries of the property to which the plan applies in relation to highways, streets, or otherwise.

Section 15. 2(c) The location and extent of existing streets and other public facilities in the vicinity of the property to which the plan applies; the location, character, and extent of the categories of public and private land uses then existing and proposed for the property to which the plan applies, including residential, recreational, commercial, industrial, educational, and other uses.

A copy of the site development plan, Master Plan Map and Zoning Ordinance map prepared by the City Planning Commission is contained by reference in the appendix. These two maps illustrate the relationship of the boundary to other relevant land uses and transportation routes surrounding the site.

Section 15. 2(d) A description of public facilities to be acquired for the property to which the plan applies, a description of any repairs and alterations necessary to make those improvements, and an estimate of the time required for completion of the improvements.

Public and private infrastructure is contemplated for installation in the rights-of-way illustrated on the site development plan, including construction of new streets and installation of water, sewer, drainage, energy and communication utilities.

Section 15. 2(e) The location, extent, character, and estimated cost of the public facilities for the property to which the plan applies, and an estimate of the time required for completion.

Section 15. 2(f) A statement of the construction or stages of construction planned, and the estimated time of completion of each stage.

A description, of all construction contemplated and financed by the LDFA is contained in the list of projects in this section of this Plan. Construction schedule is dependent upon need and financing, both unknown at this time.

Section 15. 2(g) A description of any portions of the property to which the plan applies, which the authority desires to sell, donate, exchange, or lease to or from the municipality and the proposed terms.

All property except that preserved as open space and right-of-way are to be sold or leased to private interests for the location of new businesses.

Section 15. 2(h) A description of desired zoning changes and changes in streets, street levels, intersections, and utilities.

Enterprise Park has appropriate zoning for intended uses (See zoning map referenced in the appendix).

Section 15. 2(i) An estimate of the cost of the public facility or facilities, a statement of the proposed method of financing the public facility or facilities, and the ability of the authority to arrange the financing.

See schedule of Work Tasks, Section Four for specific information.

Section 15. 2(j) Designation of the person or persons, natural or corporate, to whom all or a portion of the public facility or facilities is to be leased, sold, or conveyed and for whose benefit the project is being undertaken, if that information is available to the authority.

The LDFA has no current sales commitments nor is engaged in negotiation for the sale of property with any party. Therefore there is no known information to report.

Section 15. 2(k) The procedures for bidding for the leasing, purchasing, or conveying of all or a portion of the public facility or facilities upon its completion, if there is no express or implied agreement between the authority and persons, natural or corporate, that all or a portion of the development will be leased, sold, or conveyed to those persons.

The LDFA has established procedures for the transaction of real property sales or property leasing procedures, policies, copies of which are available for inspection at the LDFA office.

Section 15. 2(l) Estimates of the number of persons residing on the property to which the plan applies and the number of families and individuals to be displaced. If occupied residences are designated for acquisition and clearance by the authority, a development plan shall include a survey of the families and individuals to be displaced, including their income and racial composition, a statistical description of the housing supply in the community, including the number of private and public units in existence or under construction, the condition of those in existence, the number of owner-occupied and renter-occupied units, the annual rate of turnover of the various types of housing and the range of rents and sale prices, an estimate of the total demand for housing in the community, and the estimated capacity of private and public housing available to displaced families and individuals.

There are no residential properties or homes in the Enterprise Park. No relocation of families or individuals is contemplated within the scope of the Development and Tax Increment Financing Plan.

Section 15. 2(m) A plan for establishing priority for the relocation of persons displaced by the development.

No relocation of families or individuals is contemplated within the scope of the Development and Tax Increment Financing Plan. Therefore, relocation plans are not required.

Section 15. 2(n) Provision for the costs of relocating persons displaced by the development, and financial assistance and reimbursement of expenses, including litigation expenses and expenses incident to the transfer of title, in accordance with the standards and provisions of the federal uniform relocation assistance and real property acquisition policies act of 1970, 42 U.S.C. 4601 to 4655.

No relocation of families or individuals is contemplated within the scope of the Development and Tax Increment Financing Plan. Therefore, relocation plans are not required.

Section 15. 2(o) A plan for compliance with Act No. 227 of the Public Acts of 1972, being sections 213.321 to 213.332 of the Michigan Compiled Laws.

No relocation of families or individuals is contemplated within the scope of this proposed Development and Tax Increment Financing Plan. Therefore, relocation plans are not required.

Section 15. 2(p) Other material which the authority, local public agency, or governing board considers pertinent.

No added information was deemed necessary for this update.

DEVELOPMENT PLAN - SCHEDULE & BUDGET

The following page contains a description of specific programs and construction projects to be addressed by the LDFA during the term of the ***Development and Tax Increment Financing Plan***.

The accompanying Financial Analysis tables contain information concerning the implementation schedule, estimated cost and sources of funding. The schedule begins in the Year 2013 and ends in the Year 2023. Projects have been scheduled based on priority of need and the ability of the LDFA to finance individual projects.

In the Year 2023, the Authority will consider action to update the ***Development and Tax Increment Financing Plan*** or make recommendation for the rescission of resolution of May 4, 1989 creating the LDFA, action which would terminate the LDFA and end the use of tax increment financing.

The schedule and budget assumes the LDFA will complete all projects before the terminal date, however, where projects require continuation beyond this date, the LDFA will assign completion responsibilities to other City agencies and obligate funds for completion, should a decision to cancel operation of the LDFA be contemplated.

ENTERPRISE PARK

DEVELOPMENT PLAN UPDATE

PROJECTS AND ACTIVITIES

- 1. IDA Administration – Continued & Future Park Development**
Continuation of authority administration, management, promotion and development of the industrial parks including future expansion and infrastructure development as contemplated in the original Williams & Works conceptual development plan.
 - 2. Completion of Monroe Extension**
Final alignment determination and construction of proximate 2,200 lineal feet of street surface, signage, lighting and underground infrastructure, at an estimated cost of \$800,000.
 - 3. Walking Trail Amenity**
Construction of approximately 2,500 lineal feet of hard surface walking trail and amenities with preserved wetland area, at an estimated cost of \$250,000.
 - 4. Phase I Infrastructure**
Final alignment determination for up to 3 southern access ways and construction of proximate 1,300 lineal feet of street surface lighting and undergrounds infrastructure, at an estimated cost of \$500,000.
 - 5. Land Acquisition for Industrial Park Expansion**
Purchase of, at minimum, one additional property for park expansion, 17 acres at \$100,000; plus acquire the rail road rights-of-way to create a common industrial area linking the TRAEP to the manufacturing enterprises and Broadway including construction of a roadway connecting TRAEP to Broadway.
 - 6. Phase II Infrastructure**
Final alignment determination and construction of proximate 1,000 lineal feet of street surface, lighting and underground infrastructure, at an estimated cost of \$400,000.
 - 7. Shovel Ready/Shell Building Construction**
Preparation of plan, specifications and permitting for immediate construction and possible construction of proximate 40,000 square foot building – estimated plans, specification & permitting cost of \$5,000 with actual construction cost to be determined at a future date.
-

SECTION FOUR

DEVELOPMENT FINANCING PLAN UPDATE

DESCRIPTION OF CURRENT FINANCIAL POSITION

Current Assets and Revenue

According to the estimated end of year financial position, the TIF may have a fund balance of approximately \$100,000.

Revenue from the TIFA district is expected to be approximately \$21,500 in fiscal year 2013 and increase annually based on increasing property values. The decrease in revenue is attributable to a decrease in total Taxable Valuation for the tax increment due to the current economic recession and a probable elimination of Michigan's personal property taxes. LDFA members feel the downturn of property tax valuation is a temporary condition as several businesses have shown interest in acquisition of properties in the district however; due to the current economic situation they delayed acquisition.

History of the Tax Increment

The following table shows district tax value information for 1989 and 2012. Analysis of the data shows an average annual compound increase in the tax valuation between 1990 and 2000 of 24 percent. On the average, a new business has located every 4-5 years. LDFA members believe future new occupancy will return the valuation to previous levels.

Expenses

According to City Administration, there has been a long-term agreement for a fixed annual administration service fee of \$2,500. All other expenses address specific projects and programs listed in the development plan.

DURATION OF THE TIFA AND DEVELOPMENT DISTRICT

City Commission action forming the LDFA stated the duration of the LDFA to *"continue until the final payment of debt or such other point that the developments of public improvements are completed through other means."* This plan addresses the ten year period 2013 to 2023.

It is presumed a decision to extend LDFA development activities for additional periods would be considered before 2023 and extended with approval of subsequent updates to this Development Plan.

TAX INCREMENT FINANCING PLAN

The Local Development Financing Act requires the LDFA to address several legislative requirements in the Tax Increment Financing Plan. These provide information about funds anticipated to be received by the LDFA and its impact upon taxing jurisdictions. These requirements are found in Section 12(a) through Section 12 (l) of the Act and states that ***“if the board determines that it is necessary for the achievement of the purposes of this act, the board shall prepare and submit a tax increment financing plan to the governing body. The plan shall be in compliance with section 13 and shall include a development plan as provided in section 15.”***

Specifically the Tax Increment Financing Plan must contain, information addressing the following:

(a) A statement of the reasons that the plan will result in the development of captured assessed value that could not otherwise be expected. The reasons may include, but are not limited to, activities of the municipality, authority, or others undertaken before formulation or adoption of the plan in reasonable anticipation that the objectives of the plan would be achieved by some means.

The City Commission recognized in the 1989 that the City did not have the administrative nor financial capacity to develop a business park and formed the IDA under the Michigan LDFA Act for financing purposes. As such, the development would not occur if not for the collective individual commitment of members of the IDA and City Council. There is no other means to undertake the proposed development.

(b) An estimate of the captured assessed value for each year of the plan. The plan may provide for the use of part or all of the captured assessed value or, subject to subsection (3), of the tax increment revenues attributable to the levy of any taxing jurisdiction, but the portion intended to be used shall be clearly stated in the plan. The board or the municipality creating the authority may exclude from captured assessed value a percentage of captured assessed value as specified in the plan or growth in property value resulting solely from inflation. If excluded, the plan shall set forth the method for excluding growth in property value resulting solely from inflation.

See Tables -1 to 6.

(c) The estimated tax increment revenues for each year of the plan.

See Tables -1 to 6.

(d) A detailed explanation of the tax increment procedure.

See Introduction Section of Development Plan (pages 1 and 2).

(e) The maximum amount of note or bonded indebtedness to be incurred, if any.

The amount of the bonded indebtedness will not exceed \$2,000,000 as established in the original *Development and Tax Increment Financing Plan* or as otherwise authorized by City Council action.

(f) The amount of operating and planning expenditures of the authority and municipality, the amount of advances extended by or indebtedness incurred by the municipality, and the amount of advances by others to be repaid from tax increment revenues.

(g) The costs of the plan anticipated to be paid from tax increment revenues as received.

See Tables -1 to 6.

(h) The duration of the development plan and the tax increment plan.

This plan contemplates continuation until the final payment of debt, if incurred, or such other point that the developments of public improvements are completed through other means.

(i) An estimate of the impact of tax increment financing on the revenues of all taxing jurisdictions in which the eligible property is or is anticipated to be located.

See Tables -1 to 6.

(j) A legal description of the eligible property to which the tax increment financing plan applies or shall apply upon qualification as eligible property.

See Appendix.

(k) An estimate of the number of jobs to be created as a result of implementation of the tax increment financing plan.

The IDA estimates that at full development total employment will exceed 1,000 people.

IDA LDFA #1 FINANCIAL ANALYSIS

Table 1 - Historic Taxable Value and Income Data

Year	Taxable Value	TIF Revenue	
		Amount	% Increase
Base			
1993	\$13,000		
2012	\$731,041	\$35,040	
Average Annual Compound Rate of Growth			
	1993-2012	24%	
Future Increase Estimator			
	2013-2015	1.5%	
	2016-2020	3.5%	

Prepared by Eckenstahler 7/24/2012, subject to qualifications and limitations cited on page 6.

IDA LDFA #1 FINANCIAL ANALYSIS

Table 2 - Projected Increase in Taxable Value 10-Year Period

Year	Annual Taxable Valuation		Annual TIF Revenue	
	Total	Increment	Annual	Cumulative
Base	13,000			
2012	731,041	718,041		
2013	742,007	729,007	21,325	21,325
2014	753,137	740,137	21,651	42,976
2015	764,434	751,434	21,981	64,957
2016	775,900	762,900	22,317	87,274
2017	803,057	790,057	23,111	110,385
2018	815,103	802,103	23,464	133,849
2019	827,329	814,329	23,821	157,670
2020	839,739	826,739	24,184	181,854
2021	852,335	839,335	24,553	206,407
2022	865,120	852,120	24,927	231,333

231,333

Future Increase Estimator

2013-2015	1.5%
2016-2020	3.5%

IDA LDFA #1 FINANCIAL ANALYSIS

Table 3 - Capturable Millages

Tax Captured		Millage
City Oper		11.4253
SW Mgmt		0.8750
City Streets		3.6759
Total		15.9762
Ambulance		1.5000
Library		1.6800
Total		3.1800
County General		4.5482
E-911		0.7500
Com. On Aging		0.7500
Road Manlt.		0.9932
Trans, Authority		0.3300
Total		7.3714
Glen Oaks College		2.7249
Grand Total		29.2525

Source: Township Assessor

Prepared by Eckenstahler 7/24/2012, subject to qualifications and limitations cited on page 6.

[illegible]

IDA LDFA #1 FINANCIAL ANALYSIS												
Table 4 - Tax Capture Impact Analysis												
Year	City Oper	Solid Waste	City Street	Ambulance	Library	County General	E-911	Com. On Aging	Road Maint.	Trans. Authority	Glen Oaks College	Grand Total
2013	8,329	638	2,690	1,094	1,225	3,316	547	547	724	241	1,986	21,325
2014	8,456	648	2,721	1,110	1,243	3,366	555	555	735	244	2,017	21,651
2015	8,585	658	2,762	1,127	1,262	3,418	564	564	746	248	2,048	21,981
2016	8,716	668	2,804	1,144	1,282	3,470	572	572	758	252	2,079	22,317
2017	9,027	691	2,904	1,165	1,327	3,593	593	593	785	261	2,153	23,111
2018	9,164	702	2,948	1,203	1,348	3,648	602	602	797	265	2,186	23,464
2019	9,304	713	2,998	1,221	1,368	3,704	611	611	809	269	2,219	23,821
2020	9,446	723	3,039	1,240	1,389	3,760	620	620	821	273	2,253	24,184
2021	9,590	734	3,085	1,259	1,410	3,817	630	630	834	277	2,287	24,553
2022	9,736	746	3,132	1,278	1,432	3,876	639	639	846	281	2,322	24,927
Total	\$90,353	\$6,920	\$29,070	\$11,862	\$13,286	\$35,968	\$5,931	\$5,931	\$7,854	\$2,610	\$21,549	\$231,353

Note: Total may not equal total revenue cited in table 2 due to rounding.

IDA LDFA #1 FINANCIAL ANALYSIS											
Table 6 - 10-Year Cash Flow Projection											
YEAR	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	Total
REVENUE	1	2	3	4	5	6	7	8	9	10	
TIF Revenue	\$21,325	\$21,651	\$21,961	\$22,317	\$23,111	\$23,464	\$23,821	\$24,184	\$24,553	\$24,927	\$231,333
Grants - MDOT											\$0
Grants - MEDC		\$400,000		\$250,000		\$50,000					\$700,000
Donations											\$0
City Contributions											\$0
Loan Proceeds											\$0
Total	\$21,325	\$421,651	\$21,961	\$272,317	\$23,111	\$73,464	\$23,821	\$24,184	\$24,553	\$24,927	\$931,333
EXPENSES											
OPERATING											
Printing	\$1,000	\$1,010	\$1,020	\$1,030	\$1,041	\$1,051	\$1,062	\$1,072	\$1,083	\$1,094	\$9,462
Professional fees	\$1,515	\$1,530	\$1,545	\$1,561	\$1,577	\$1,592	\$1,608	\$1,624	\$1,641	\$1,657	\$15,850
Advertising	\$1,515	\$1,530	\$1,545	\$1,561	\$1,577	\$1,592	\$1,608	\$1,624	\$1,641	\$1,657	\$15,850
Contractual Services	\$3,588	\$3,677	\$3,769	\$3,863	\$3,960	\$4,059	\$4,160	\$4,264	\$4,371	\$4,480	\$40,192
Financial Services	\$1,912	\$1,931	\$1,950	\$1,970	\$1,990	\$2,009	\$2,030	\$2,050	\$2,070	\$2,091	\$20,003
Property Improvements	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Principal Payments	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Administrative	\$2,500	\$2,525	\$2,550	\$2,575	\$2,602	\$2,628	\$2,654	\$2,680	\$2,707	\$2,734	\$26,156
Sub Total	\$12,029	\$12,204	\$12,361	\$12,561	\$12,745	\$12,931	\$13,122	\$13,315	\$13,512	\$13,713	\$128,513
DEVELOPMENT											
Monroe Street	\$0	\$800,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$800,000
Walking Trail	\$0	\$0	\$250,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$250,000
Phase I Infrastructure	\$0	\$0	\$0	\$500,000	\$0	\$0	\$0	\$0	\$0	\$0	\$500,000
Land Acquisition	\$0	\$0	\$0	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000
Phase II Infrastructure	\$0	\$0	\$0	\$0	\$0	\$400,000	\$0	\$0	\$0	\$0	\$400,000
Building permit/shell construction	\$0	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000
Sub Total	\$0	\$805,000	\$250,000	\$600,000	\$0	\$400,000	\$0	\$0	\$0	\$0	\$2,055,000
Total	\$12,029	\$817,204	\$262,361	\$612,661	\$12,745	\$412,931	\$13,122	\$13,315	\$13,512	\$13,713	\$2,183,613
REVENUE OVER EXPENSES	\$9,296	\$395,553	\$240,399	\$340,244	\$10,367	\$339,468	\$10,699	\$10,869	\$11,040	\$11,214	\$1,252,180
CASH FLOW											
Beginning Balance	\$100,000	\$109,296	\$296,257	\$526,656	\$966,901	\$966,534	\$1,196,002	\$1,185,303	\$1,174,434	\$1,163,393	
Operating Cash Flow	\$9,296	\$395,553	\$240,399	\$340,244	\$10,367	\$339,468	\$10,699	\$10,869	\$11,040	\$11,214	\$1,252,180
Annual Loan Repayment P&I		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Ending Balance	\$109,296	\$296,257	\$526,656	\$966,901	\$966,534	\$1,196,002	\$1,185,303	\$1,174,434	\$1,163,393	\$1,152,180	\$8,296,364
Loan											
Current Balance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest Rate	0.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%
Interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Principal Reduction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Prepared by Eckenstahler 7/24/2012, subject to qualifications and limitations cited on page 6.

APPENDICES

1. District Legal Description
2. District Boundary Map
3. Future Land Use and Zoning Map
4. Enterprise Park Plan Map

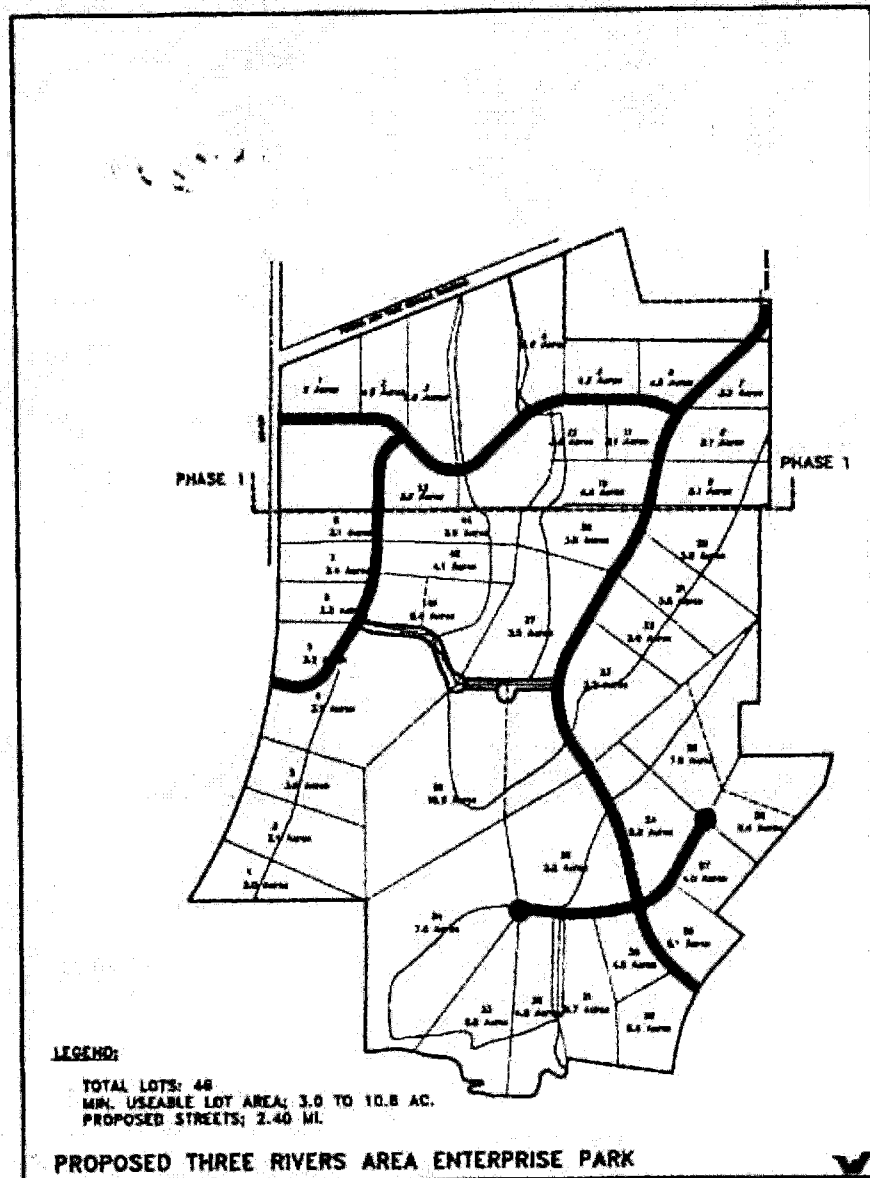
ENTERPRISE PARK LEGAL DESCRIPTION

That part of the South 1/2 of the Southwest Fractional 1/4 of Section 19, Town 6 South, Range 11 West, City of Three Rivers, St. Joseph county, Michigan and also that part of the Southeast 1/4 of Section 24, Town 6 South, Range 12 West, City of Three Rivers, St. Joseph County, Michigan described as: commencing at the East 1/4 corner of said Section 24, thence South 000 55' 42" West 945.82 feet along the east line of said section 24 to a point on the southerly right-of-way of the former New York Central Railroad (100 feet wide) for the PLACE OF BEGINNING OF THIS DESCRIPTION; thence continuing South 000 55' 42" West 578.82 feet along the east line of said Section 24 to a point which is 231.5 feet South 000 55' 42" West from the northwest corner of the South 1/2 of the Southwest Fractional 1/4 of said Section 19; thence South 890 07' 42" East (formerly described as North 890 57' 30" East) 1386.00 feet parallel with the north line of said South 1/2 of the Southwest Fractional 1/4 of section 19 to the Southeast corner of Lincoln Avenue; thence South 000 56' 18" West (formerly described as South 000 06' 30" East) 1098.20 feet to a point being on the South line of said Section 19, said point being 1386.00 feet South 890 14' 08" East from the Southwest corner of said section 19; thence North 890 14' 08" West (formerly described as South 890 56' 04" West) 1386.00 feet along the south line of said section 19 to the Southwest corner of said section 19; thence South 000 55' 42" West 18.5 feet along the east line of said Section 24 to the Southeast corner of said Section 24; thence North 890 51' 28" West 1908.75 feet along the south line of said section 24 to a point on the easterly right-of-way of Highway US-131, said point being 60.0 feet perpendicular measure from the center line of the North Bound Lane of said highway; thence North 010 04' 34" East 953.69 feet along said easterly right-of-way line to the southerly right-of-way line of the former New York Central Railroad; thence North 680 54' 56" East 2056.00 feet along the southerly right-of-way line of said former New York Central Railroad to the place of beginning. Containing 4,052,469.18 square feet (93.03 Acres).

LAND USE PLAN

Reference is made to the map contained in the
City of Three Rivers Comprehensive Plan
and Zoning Ordinance Map.

ENTERPRISE PARK PLAN



User: LESLIE

DB: Three Rivers

EXP CHECK RUN DATES 12/05/2012 - 12/05/2012

UNJOURNALIZED

OPEN

Agenda Item

10B-1

Vendor Name	Invoice Date	Description	Amount
1. A-1 ASPHALT INC			
	11/14/2012	640 S GRANT ASPHALT-IN TWO LIFTS 13A	963.00
2. ANDY J EGAN CO			
	11/27/2012	PREVENTIVE SAFETY & MAINTENANCE INSPECTI	432.00
3. BAKER & TAYLOR COMPANY			
	10/15/2012	CREDIT	(17.00)
	10/02/2012	BOOKS - BLANKET	503.30
	10/01/2012	BOOKS - BLANKET	199.75
	10/02/2012	BOOKS - BLANKET	95.68
	10/05/2012	BOOKS - BLANKET	140.95
	10/03/2012	BOOKS - BLANKET	229.51
	10/04/2012	BOOKS - BLANKET	49.21
	10/08/2012	BOOKS - BLANKET	214.04
	10/09/2012	BOOKS - BLANKET	205.84
	10/11/2012	BOOKS - BLANKET	219.15
	10/11/2012	BOOKS - BLANKET	122.49
	10/12/2012	BOOKS - BLANKET	138.28
	10/16/2012	BOOKS - BLANKET	58.00
	10/18/2012	BOOKS - BLANKET	127.86
	10/19/2012	BOOKS - BLANKET	296.01
	10/23/2012	BOOKS - BLANKET	436.56
	10/23/2012	BOOKS - BLANKET	87.87
	10/22/2012	BOOKS - BLANKET	169.14
	10/25/2012	BOOKS - BLANKET	133.20
	10/26/2012	BOOKS - BLANKET	126.22
	10/29/2012	BOOKS - BLANKET	78.13
	10/31/2012	BOOKS - BLANKET	692.14
	10/30/2012	BOOKS - BLANKET	539.47
	10/31/2012	BOOKS - BLANKET	270.60
	10/31/2012	BOOKS - BLANKET	52.05
		TOTAL	5,168.45
4. CHIEF SUPPLY			
	09/10/2012	REF PO 37744 MOURNING BAND	21.27
5. COMPUTRAIN ENTERPRISES, INC.			
	11/07/2012	PCCOP SUPPORT	62.50
6. CORNERSTONE INSPECTIONS			
	11/15/2012	ADMINISTRATIVE INSPECTIONS	104.00
	11/15/2012	BUILDING TRADE INSPECTIONS	2,260.00
		TOTAL	2,364.00
7. D.L. MILLER ELECTRIC INC.			
	11/15/2012	REPAIR AA&M & UNION ST PUMP-ELECTRICAL	3,060.30
8. DELL COMPUTER CORP			
	11/01/2012	SCANNERS	414.49
	11/02/2012	SCANNERS	699.98
	11/08/2012	SCANNERS	(414.49)
		TOTAL	699.98
9. DEMCO, INC.			
	11/20/2012	LIBRARY SUPPLIES	112.39
10. DRAKES FUEL SERVICE			
	11/01/2012	AMOCO PREMIER DIESEL	1,516.94
	11/08/2012	AMOCO PREMIER DIESEL	834.93
	11/20/2012	FUEL/OIL/GAS	552.35
	11/20/2012	AMOCO PREMIER DIESEL	1,720.03
		TOTAL	4,624.25

11. EMERGENCY VEHICLE PRODUCTS

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EXP CHECK RUN DATES 12/05/2012 - 12/05/2012

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Vendor Name	Invoice Date	Description	Amount
	11/07/2012	VEHICLE REPAIRS-SPARTAN 2142	145.50
	11/09/2012	VEHICLE REPAIRS- 224	4,025.51
		TOTAL	4,171.01
12. FARM PLAN			
	11/28/2012	PARTS, OIL, LABOR	160.46
	11/28/2012	PARTS, OIL, LABOR	141.62
	11/28/2012	PARTS, OIL, LABOR	157.68
	11/28/2012	PARTS, OIL, LABOR	4.49
		TOTAL	464.25
13. FASTENAL			
	11/06/2012	SUPPLIES	43.70
	11/06/2012	MISC SUPPLIES	17.99
	11/06/2012	MISC SUPPLIES	5.21
	11/07/2012	SUPPLIES	51.44
	11/07/2012	SUPPLIES	41.80
	11/08/2012	SUPPLIES	139.27
	11/08/2012	MISC SUPPLIES	13.02
	11/09/2012	SUPPLIES	17.74
	11/12/2012	MISC SUPPLIES	12.38
	11/12/2012	MISC SUPPLIES	15.86
		TOTAL	358.41
14. FISHER WELDING, INC.			
	11/02/2012	FABRICATION WORK & REPAIRS TO GATE SG-2	1,734.85
15. FLEIS & VANDERBRINK			
	11/16/2012	DESIGN ENGINEERING FOR MURAL MALL	13,450.00
16. FOSTER SWIFT			
	11/14/2012	LEGAL SERVICE	342.00
17. FREDERICKSON SUPPLY			
	11/19/2012	PARTS	1,317.26
18. FREIGHTLINER			
	11/09/2012	PARTS	154.36
19. HACH CHEMICAL COMPANY			
	11/09/2012	SUPPLIES	102.00
	11/12/2012	SUPPLIES	105.00
	11/13/2012	SUPPLIES	751.09
		TOTAL	958.09
20. HILL ROM COMPANY			
	10/31/2012	IV RENTALS	152.52
21. HURST MECHANICAL INC.			
	11/12/2012	ANNUAL HVAC & BACKFLOW PREVENTER SERVICE	2,844.50
22. J.C. & SONS TREE SERVICE			
	11/06/2012	TREE/STUMP REMOVALS	476.75
23. KENDALL ELECTRIC, INC.			
	11/08/2012	ELECTRICAL PARTS	172.80
	11/05/2012	ELECTRICAL PARTS	8.59
	11/06/2012	MISC LAMPS/BATTERIES	19.28
	11/07/2012	ELECTRICAL PARTS	159.24
	11/07/2012	ELECTRICAL SUPPLIES	95.79
	11/08/2012	ELECTRICAL PARTS	2.88
	11/13/2012	MISC LAMPS/BATTERIES	16.32
	11/13/2012	ELECTRICAL PARTS	67.16
		TOTAL	542.06
24. KRAMER, RON			
	10/22/2012	PROGRAM FEE	200.00

Vendor Name	Invoice Date	Description	Amount
25. KRUM PUMP	11/12/2012	AMT SAMPLE PUMP	2,335.46
26. KSS	11/07/2012	CUSTODIAL SUPPLIES	144.66
27. L.D. DOSCA INC.	11/08/2012	SRF THRU CHANGE ORDER #3	118,898.34
	11/08/2012	SRF THRU CHANGE ORDER #3 CITY ONLY	7,836.24
		TOTAL	126,734.58
28. LOWRY'S BOOKS	11/08/2012	BOOKS	75.02
	11/19/2012	BOOKS	74.25
	11/19/2012	BOOKS	18.34
		TOTAL	167.61
29. MAD SCIENCE OF GREATER KALAMAZ	10/29/2012	CHILDREN'S PRGRAM	165.00
30. NAPA AUTO PARTS	11/28/2012	PARTS	61.84
	11/28/2012	PARTS	125.74
	11/28/2012	PARTS	29.90
	11/28/2012	PARTS	31.08
	11/28/2012	PARTS	119.50
	11/28/2012	PARTS	105.54
	11/28/2012	PARTS	46.57
	11/28/2012	PARTS	12.29
	11/28/2012	PARTS	49.26
	11/28/2012	PARTS	52.23
	11/28/2012	PARTS	198.00
	11/28/2012	PARTS	151.96
	11/28/2012	PARTS	16.54
	11/28/2012	PARTS	7.55
	11/28/2012	PARTS	16.03
	11/28/2012	PARTS	35.52
	11/28/2012	PARTS	8.72
	11/28/2012	PARTS	58.96
	11/28/2012	PARTS	44.66
	11/28/2012	PARTS	83.21
	11/28/2012	PARTS	8.98
	11/28/2012	PARTS	166.79
	11/28/2012	PARTS	219.00
	11/28/2012	PARTS	9.49
	11/28/2012	PARTS	61.11
	11/28/2012	PARTS	19.74
	11/28/2012	PARTS	28.20
	11/28/2012	PARTS	8.70
	11/28/2012	PARTS	3.43
	11/28/2012	PARTS	20.94
		TOTAL	1,801.48
31. NORTHERN CONST SERVICES CORP	11/19/2012	DRIVEWAY @ 201 W LINCOLN ON SOUTH ST	6,555.00
	11/19/2012	EAST/ADAMS & EAST/HOFFMAN MANHOLES	750.00
	11/19/2012	GARDEN ST MILLING-PULVERIZE/SHAPE UP TO	6,450.00
		TOTAL	13,755.00
32. OFFICE MAX-A BOISE COMPANY	11/02/2012	STAMP & OFFICE SUPPLIES	115.75
	11/13/2012	STAMP & OFFICE SUPPLIES	221.40

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EXP CHECK RUN DATES 12/05/2012 - 12/05/2012

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Vendor Name	Invoice Date	Description	Amount
	11/13/2012	STAMP & OFFICE SUPPLIES	199.98
	11/16/2012	OFFICE SUPPLIES	120.15
		TOTAL	657.28
33. O'MALLEY LAW OFFICE	11/08/2012	LEGAL SERVICES	4,693.24
34. POLYDYNE, INC.	11/08/2012	POLYMER	2,576.00
	11/14/2012	POLYMER	2,576.00
	11/20/2012	POLYMER	2,576.00
		TOTAL	7,728.00
35. PRAXAIR DISTRIBUTION, INC.	11/08/2012	MEDICAL OXYGEN	93.01
	11/15/2012	MEDICAL OXYGEN	110.09
	11/15/2012	FUEL/GAS/OIL AND WELDING SUPPLIES	160.75
		TOTAL	363.85
36. QUILL CORPORATION	11/02/2012	OFFICE SUPPLIES	26.97
	11/02/2012	OFFICE SUPPLIES	37.60
	11/05/2012	OFFICE SUPPLIES	69.40
	11/05/2012	OFFICE SUPPLIES	53.99
	11/06/2012	OFFICE SUPPLIES	13.11
	11/07/2012	OFFICE SUPPLIES	155.54
	11/14/2012	OFFICE SUPPLIES	15.29
		TOTAL	371.90
37. RICHLAND MACHINE & PUMP CO.	11/19/2012	WEINMAN PUMP (MODEL 6UH-VBM, SERIAL 783-	5,288.00
38. ROSE PEST SOLUTIONS	11/12/2012	PEST CONTROL	49.00
39. SHERRY LABORATORIES	11/16/2012	NH4 TESTING & 1631 MERCURY	51.00
40. SHRED IT USA INC	11/09/2012	SHREDDING SERVICES	119.00
41. STAPLES BUSINESS ADVANTAGE	11/10/2012	OFFICE SUPPLIES	17.83
	11/17/2012	OFFICE SUPPLIES	55.49
		TOTAL	73.32
42. THE LIBRARY STORE INC	10/23/2012	AUDIO SECURITY STRIPS	297.87
43. THREE RIVERS COMMERCIAL NEWS	10/16/2012	ADVERTISING	209.36
44. THREE RIVERS HEALTH	11/05/2012	BLOOD DRAWS-TROY PALMER	38.00
	11/15/2012	BLOOD DRAWS-ETHAN RHODES	38.00
		TOTAL	76.00
45. UNIQUE MANAGEMENT SERVICES	11/01/2012	PROGRAM SUPPLIES	169.15
46. USA TODAY	12/10/2012	SUBSCRIPTION	208.00
47. WARSAW SUPPLY INC.	11/09/2012	MISC SUPPLIES	189.20
48. WASTE MANAGEMENT INC	11/13/2012	DUMP PASSES	460.01

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EXP CHECK RUN DATES 12/05/2012 - 12/05/2012

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OPEN

Vendor Name	Invoice Date	Description	Amount
49. WIRED BY DESIGN	11/08/2012	LIGHTS FOR #71	255.00
TOTAL - ALL VENDORS			211,037.17
FUND TOTALS:			
Fund 101 - GENERAL FUND			9,166.47
Fund 203 - LOCAL STREET FUND			6,555.00
Fund 204 - MUNICIPAL STREET FUND			6,926.75
Fund 213 - INDUSTRIAL DEVELOPMENT AUTH			209.36
Fund 214 - DOWNTOWN DEVELOPMENT AUTHORITY			160.46
Fund 230 - SOLID WASTE MANAGEMENT FUND			460.01
Fund 271 - LIBRARY OPERATIONS FUND			7,360.66
Fund 292 - GRANTS (VARIOUS)			13,450.00
Fund 505 - AMBULANCE FUND			4,460.07
Fund 590 - SEWER FUND			153,626.54
Fund 591 - WATER FUND			869.28
Fund 661 - MOTOR POOL FUND			7,792.57

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INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF THREE RIVERS

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EXP CHECK RUN DATES 11/27/2012 - 11/27/2012

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OPEN

Vendor Name	Invoice Date	Description	Amount
1. LAKE MICHIGAN MAILERS INC.	11/27/2012	WINTER TAX MAILING	989.55
TOTAL - ALL VENDORS			989.55
FUND TOTALS:			
Fund 101 - GENERAL FUND			989.55

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EXP CHECK RUN DATES 11/21/2012 - 11/21/2012

UNJOURNALIZED

OPEN

Vendor Name	Invoice Date	Description	Amount
1. COMCAST CABLE COMMUNICATIONS			
	11/14/2012	INTERNET CLEAN WATER PLANT	72.29
2. DEGRAAF'X INC.			
	11/16/2012	CAT-BROCHURES, POSTERS, HANDOUTS	604.00
3. FIFTH THIRD BANK			
	11/05/2012	NOVEMBER STMT	371.39
4. FRONTIER			
	11/13/2012	NOVEMBER BILL	623.77
	11/13/2012	NOVEMBER BILL	141.08
	11/13/2012	OCTOBER BILL	34.47
	11/01/2012	NOVEMBER BILL	97.12
	11/16/2012	NOVEMBER BILL	32.43
		TOTAL	928.87
5. MI CONF TEAMSTERS WELFARE FUND			
	11/05/2012	DECEMBER 2012 HEALTH	40,034.50
	11/05/2012	DECEMBER 2012 HEALTH	13,805.00
	11/05/2012	DECEMBER 2012 HEALTH	1,760.25
	11/05/2012	DECEMBER 2012 HEALTH	16,566.00
		TOTAL	72,165.75
6. MICHIGAN MUNICIPAL LEAGUE			
	11/12/2012	INS ENDORS-516 8TH ST	369.00
7. NEOFUNDS BY NEOPOST			
	10/31/2012	POSTAGE	1,000.00
8. RELIANCE STANDARD LIFE INS CO.			
	12/01/2012	DECEMBER VOL LIFE	614.06
	12/01/2012	DECEMBER STD & LIFE	2,813.36
		TOTAL	3,427.42
9. SAMUEL SMALLCOMBE			
	10/18/2012	REIMB UNDERCOVER TECHNIQUES TRIP	25.96
10. UNITED HEALTHCARE			
	10/10/2012	CALL T20120660-KITCHEN, BRANDY	578.04
11. UNITED MEDICAL RESOURCES			
	08/13/2012	CALL 20121170-BLOOD, GARY	411.88
12. WESTERN MI ASSOC OF FIRE CHIEFS			
	10/05/2012	ANNUAL MEMBERSHIP DUES	40.00
TOTAL - ALL VENDORS			79,994.60
FUND TOTALS:			
Fund 101 - GENERAL FUND			2,139.36
Fund 214 - DOWNTOWN DEVELOPMENT AUTHORITY			604.00
Fund 271 - LIBRARY OPERATIONS FUND			468.51
Fund 505 - AMBULANCE FUND			1,084.84
Fund 590 - SEWER FUND			104.72
Fund 662 - INSURANCE BENEFITS			75,593.17

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EXP CHECK RUN DATES 11/16/2012 - 11/16/2012

UNJOURNALIZED

OPEN

Vendor Name	Invoice Date	Description	Amount
1. BETTE GAVE	11/07/2012	ELECTION WORKER	274.00
2. BEVERLY SIMMONS	11/07/2012	ELECTION WORKER	243.00
3. CLARA JASPER	11/07/2012	ELECTION WORKER	264.00
4. COMMERCIAL PROPERTY MAINTENANC	10/29/2012	LAWN CARE: 10/2, 10/10, 10/24	1,380.00
5. CRIPPS EXCAVATING INC	11/05/2012	216 N GRANT AVE	1,910.00
6. EVELYN STEARS	11/07/2012	ELECTION WORKER	249.00
7. FRONTIER	11/04/2012	269-273-1242	83.73
8. GLENN DANE	11/07/2012	ELECTION WORKER	249.00
9. HOLLY STEPHENSON	11/07/2012	ELECTION WORKER	249.00
10. INDIANA MICHIGAN POWER CO	11/06/2012	042-327-785-0-8-11-12	9,241.42
11. JAMES BURCHARD	11/07/2012	ELECTION WORKER	171.00
12. JANELL HART	11/07/2012	ELECTION WORKER	322.00
13. MICHIGAN MUNICIPAL LEAGUE	11/06/2012	ADD'L WC FOR 7/1/11 - 7/1/12	10,368.00
14. PATRICIA DANE	11/07/2012	ELECTION WORKER	249.00
15. PTS	11/12/2012	INCIDENT SAFETY CLASS-NEWBRE, S. BLACKBU	130.00
16. REBECCA DRUMM	11/07/2012	ELECTION WORKER	268.00
17. RICHARD IMGRUND	11/07/2012	ELECTION WORKER	274.00
18. SEMCO ENERGY, INC.	10/25/2012	100 JEFFERSON ST CHAPPEL	18.28
	10/30/2012	900 ARNOLD ST, WELL 7	40.11
	10/30/2012	333 W MICHIGAN AVE	1,181.30
	10/30/2012	920 W MICHIGAN AVE	201.37
	10/31/2012	1015 S LINCOLN AVE DPW GARAGE	156.45
	10/31/2012	409 WOLF RD DRYER	254.36
	10/31/2012	409 WOLF RD PRESCREEN	95.61
	11/01/2012	104 SPRING ST	21.80
	11/01/2012	906 S CONSTANTINE ST	31.67
	11/01/2012	409 WOLF RD BLOWER	331.75
	10/30/2012	552 N DOUGLAS AVE	36.94
TOTAL			2,369.64
19. SHELL OIL COMPANY	11/05/2012	079024428	11,454.67
20. ST JOSEPH COUNTY TREASURER	11/10/2012	BOSCY & EATON MTT DOCKETS	88,114.46
21. THREE RIVERS CHAMBER OF COMMER	11/08/2012	REIMB MTG AND STORAGE	400.00
22. US BANK EQUIPMENT FINANCE	11/10/2012	MONITORS/DEFIB. CONTRACT PAYMENT 11/27/1	2,130.87
23. VICTORIA IMGRUND	11/07/2012	ELECTION WORKER	249.00
24. WAGEWORKS	11/16/2012	FSA MONTHLY ADMIN FEE FOR OCT	50.00

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INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF THREE RIVERS

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EXP CHECK RUN DATES 11/16/2012 - 11/16/2012

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Vendor Name	Invoice Date	Description	Amount
TOTAL - ALL VENDORS			130,693.79
FUND TOTALS:			
Fund 101 - GENERAL FUND			60,485.00
Fund 204 - MUNICIPAL STREET FUND			20,184.04
Fund 213 - INDUSTRIAL DEVELOPMENT AUTH			1,780.00
Fund 230 - SOLID WASTE MANAGEMENT FUND			3,800.60
Fund 271 - LIBRARY OPERATIONS FUND			8,398.28
Fund 505 - AMBULANCE FUND			9,532.19
Fund 590 - SEWER FUND			5,201.42
Fund 591 - WATER FUND			3,161.07
Fund 661 - MOTOR POOL FUND			7,733.19
Fund 662 - INSURANCE BENEFITS			10,418.00

Handwritten initials: JW, CC

Meeting Minutes
Three Rivers Local Historic Commission
October 15, 2012, 3pm
Chamber office

1. Call to Order

The meeting was called to order by Chairman Rob Vander Giessen-Reitsma at 3:00 p.m.

2. Roll Call

The following members were present at roll call:

Jim Nerad	Caryn Wilson	Kathy Bingaman
Peggy Deames	Rob Vander Giessen-Reitsma	
DDA Director Christy Trammell	City Clerk Lindsay Howes	
City Attorney Pat O'Malley	City Manager Joe Bippus	
Building Official Glenn Lindsey		

Members: Pat Green and Betty Kerley were absent.

3. Approval of Agenda

It was moved by Bingaman and seconded by Wilson to approve the agenda

The motion passed 5-0.

4. Approval of the Minutes

It was moved by Wilson and seconded by Bingaman to approve the minutes with changes noting on 6 B that Bingaman abstained rather than dissented.

The motion passed 5-0

5. Citizen Comments

City Manager Joe Bippus spoke to the HDC about additional support from the City and the Lindsay Howes and Pat O'Malley would be available at the meetings

6. Business Actions

- A. **54 Railroad Dr. Belle Epoque Sign Alteration**, Bingaman explained a minor change that would be made to the sign. Wilson made a motion to approve

- the change and Deames seconded. The motion passed 4-0 with Bingaman abstaining since she is painting the sign.
- B. **51 N. Main** – Building owner Tim Raakman had an application for an alteration for the entrance of the building which would make it handicap accessible but would make a significant alteration to the historic integrity of the building. After discussion with Glenn Lindsay and the HDC, Raakman withdrew his application.
 - C. **36 N. Main** Building owner Scott Wilson was present to discuss his application for window replacement. At the September meeting, the HDC had requested he provide more information about the type of windows he was proposing be installed. Wilson provided a brochure from the company but was unsure of what window he would like to have installed. He withdrew his application and left the meeting. Nerad made a motion to approve his application and then withdrew it due to lack of details.
 - D. **68 N. Main** – DDA Mural Mall Project application, Chairman Rob explained the project to the HDC and the plans were reviewed. Wilson motioned to approve the application and Deames seconded. Motion passed 5-0
 - E. **109 Portage Ave.** James Sherman requested an approval for painting the front of his building to match the colors of 107 building. Wilson made a motion for approval, Deames seconded and the motion passed 4-1 with Nerad dissenting.
 - F. **21 N. Main** Sign application status – There was no update from the building owner. Glenn Lindsay recommended issuing a violation siting 27-16 as the part of the ordinance it violates. Bingaman made a motion to have O'Malley write a letter to the building owner and to put the deed restriction on the deed, Wilson seconded. Motion passed 5-0
 - G. **6 N. Main** Pink Paisley Poppy Emporium Nerad had applied for a COA and was approved to repaint his building in the summer. The work has not been done yet and Nerad stated that he was waiting for clarification because paint does not require a permit. Need to get clarification from Pat O'Malley.
 - H. **Review Design Guidelines** – Wilson made a motion to set a date for a work session specific for the Design Guidelines Bingaman. The motion passed 5-0. It was requested to have Amanda Reintjes from the MHPN at the work session.
 - I. **Change of Meeting Time** – At the September meeting, it was requested to have discussion regarding the time of the meeting and a possible change. The request was withdrew and the meetings will continue to be held on the 3rd Monday of the month at 3pm.
7. **Miscellaneous** – Discussion occurred regarding the procedures and ordinances and clarification was requested from the City.
- Danielle Moreland asked about the satellite dish and a sign on 47 N. Main. Wilson made a motion to send an unauthorized work violation to the owner at 45 N. Main for the satellite dish. Motion was seconded by Deames and passed 5-0. It was requested to add 47 N. Main to the November agenda.

8. Adjournment

It was moved by Bingaman and seconded by Wilson to adjourn.

The motion passed 5-0.

Chairman Rob Vander Giessen-Reitsma adjourned the meeting at 5:20pm.

Respectfully submitted,

Christy Trammell
Executive Director, Three Rivers DDA

Workshop Minutes
Three Rivers Local Historic Commission
November 19, 2012
Chamber office

1. Call to Order

The meeting was called to order by Chair Vander Giessen-Reitsma at 1:30 p.m.

2. Roll Call

The following members were present at roll call:

Jim Nerad

Kathy Bingaman

Pat Green

Rob Vander Giessen-Reitsma

Caryn Wilson

Peggy Deames

Betty Kerley was absent.

3. Approval of Agenda

It was moved by Wilson and seconded by Nerad to approve the agenda.

The motion passed 6-0.

4. Citizen Comments

There were no citizen comments

5. Business Actions

a. Design Guidelines

Draft design guidelines were reviewed. They would be a source to refer to, but did not allow for much flexibility. Demolition and new construction were not addressed. The national standards could be in there as just a short overview. The standards for rehabilitation were good to be there, but a table of contents and map would be helpful.

Amanda Reintjes with Michigan Historic Preservation Network and the National Trust for Historic Preservation, noted that a broader sense for alterations should be noted along with consideration of what materials are available. If the materials were not available, then alternate materials could be used.

Ms. Reintjes noted that an overview of violation procedures should be addressed.

The final draft would use pictures from the City of Three Rivers.

Ms. Reintjes noted that the violation letters should come from the City liason, not the Commission Chair. Discussion included that Glenn Lindsey

was already serving the City in that capacity and was familiar with violation procedures.

Ms. Reintjes noted guidelines could be written into ordinance (enforceable) or used as general guidelines. If guidelines were not followed, it is up to the HDC whether to approve the application based on the facts in each individual case. If the Commission were to veer from the guidelines, the minutes should document the reason. Once the HDC makes the decision, then it is enforceable.

Ms. Reintjes noted color was not typically addressed because it was not permanent. Detroit property owners had a palette to choose from. Repainting was maintenance, but painting and unpainted surface should go before the Commission. Roof maintenance should not be addressed, but anything that changed the shape of the roof should be.

The DDA office would be a more convenient place to point people than the Building Official for assistance and forms because of regular office hours.

b. Historic District Ordinance

The Historic District Ordinance was reviewed along with the design guidelines.

c. Commissioner Roles

Commissioner roles were reviewed along with the design guidelines.

6. Adjournment

It was moved by Wilson and seconded by Bingaman to adjourn.

The motion passed 6-0.

Chairman Vander Giessen-Reitsma adjourned the meeting at 2:55 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Lindsay Howes".

Lindsay Howes
City Clerk

Meeting Minutes
Three Rivers Local Historic Commission
November 19, 2012
Chamber office

1. Call to Order

The meeting was called to order by Chair Vander Giessen-Reitsma at 3:00 p.m.

2. Roll Call

The following members were present at roll call:

Jim Nerad	Kathy Bingaman	Pat Green
Rob Vander Giessen-Reitsma	Caryn Wilson	Peggy Deames

Betty Kerley was absent.

3. Approval of Agenda

It was moved by Deames and seconded by Nerad to approve the agenda with the additions of 51 and 56 North Main applications.

The motion passed 6-0.

4. Approval of Minutes of October 15, 2012

It was moved by Deames and seconded by Nerad to approve the minutes.

The motion passed 6-0.

5. Citizen Comments

There were no citizen comments

6. Business Actions

a. 41 North Main Street – Up in Smoke

The sign would be exactly the same as the front or hand painted. It would be drilled into new masonry block.

It was moved by Wilson and seconded by Bingaman to approve the application.

The motion passed 6-0.

b. 51 North Main Street

Vander Geissen-Reitsma noted he was involved in the design process.

It was moved by Bingaman and seconded by Green to approve the application.

The motion passed 6-0.

c. 56 North Main Street

It was moved by Wilson and seconded by Nerad to approve the application.

The motion passed 6-0.

d. 47 North Main Street – Gostola Sign

Discussion included that the sign was still operational and the ability to prohibit lighting the sign if it already exists. By consent, the Commission asked that the owner be advised that City Code Section 30-19(C)(6) required the sign to be removed when no longer doing business.

e. 21 North Main – Pub 21 Sign

Discussion included that City Attorney O'Malley and Building Official Glenn Lindsey would work on the violation. There was no longer a pending sale.

f. Review Design Guidelines

A new draft of guidelines needed to be updated.

g. Appoint New Secretary

It was moved by Green and seconded by Bingaman to appoint Wilson as the secretary.

The motion passed 6-0.

7. Miscellaneous

Ms. Reintjes offered to send examples of rules. City Clerk Howes offered to provide a copy of "The Meeting Will Come to Order."

8. Next Meeting – December 17, 2012 at 3 p.m.

9. Adjournment

It was moved by Green and seconded by Wilson to adjourn.

The motion passed 6-0.

Chairman Vander Giessen-Reitsma adjourned the meeting at 3:42 p.m.

Respectfully submitted,



Lindsay Howes
City Clerk

**Meeting Minutes
Planning Commission Meeting
Three Rivers, Michigan
November 12, 2012**

1. Call to Order

Chair LeTourneau called the regular meeting of the Three Rivers Planning Commission to order at 6:45 p.m. in the Commission Chambers of City Hall.

2. Roll Call

The following members were present at roll call:

John Booko	Gary LeTourneau
Chad Ely	Bruce Monroe
Augustus Hilson	Robert Vanderaa

Dave Miller joined the meeting at 6:46 p.m.

3. Approval of Agenda

It was moved by Vanderaa and seconded by Miller to approve the agenda without item 7a.

The motion passed 7-0.

4. Approval of Minutes

A. Minutes of Regular Meeting on October 1, 2012

It was moved by Ely and seconded by Monroe to approve the minutes as presented.

The motion passed 7-0.

5. Public Hearings

A. Application for Special Use Permit – Golden Touch Salon, 1108 W Michigan

Chair LeTourneau opened the floor to public comment at 6:50 p.m. Hearing no comments, he closed the floor to public hearing at 6:51 p.m.

It was moved by Hilson and seconded by Vanderaa to postpone action until the next meeting since no one from the business was present.

The motion passed 7-0.

B. Application for Special Use Permit – VxV Ministries, 54 North Main Street

Chair LeTourneau opened the floor to public comment at 6:52 p.m.

Tom King, representing VxV Ministries, noted that the special use was permitted if conditions were met. He noted concern about the Michigan Liquor Control Commission (LCC) 500' rule regarding churches. He noted the organization did

not meet the LCC's definition of a church since it was a multi-use building. VxV would have no rights to request a hearing for a liquor license application.

By consent, the Planning Commission allowed Mr. King more time since he was speaking on behalf of the applicant.

Mr. King reviewed the conditions in the City's ordinance. He felt the use was not detrimental to public health and welfare; he felt the use was not injurious to property values; there were sufficient utilities and adequate parking. He cited the federal Religious Land Use and Institutionalized Persons Act. He noted the organization was using an empty store front.

Angel Johnston of 20 North Main asked for a unanimous vote opposing the application; noted the difficulties working with the LCC; and noted availability of other locations.

Danielle Moreland of 34 ½ North Main commented on the zoning and commerce of the central business district; noted that the building owner had stated that the downtown was not a good place for a church; questioned the legality of evicting based on requesting an LCC hearing; felt the difference with stores is that the parking went for money invested in the downtown and downtown employees; noted opposition from the DDA; and noted a petition signed by business and land owners.

Evert Harrison of Mendon opposed the application because of the viability of businesses such as the Riviera.

Peggy Deames of 210 East Street and owner of Love Your Mother was concerned about setting a precedence.

Shawn Reus, owner of Paisano's, had seen increased foot traffic in his restaurant because of the organization. He noted that he would prefer a church to some of the other businesses.

Tom Lowry of 53 ½ North Main, owner of Lowry's Books, noted that Ambassadors for Christ Church should not be used as a precedence; noted that shopping malls did not have churches for a reason; noted the building owner's decision to not allow the church in his strip mall on the north side of town; felt that a church is injurious to property values because it was a disincentive for business investment; felt parking was already a problem; expressed concern that the church would grow.

John Koller of 700 Walnut noted that he appreciated the spirit in the room; stated he did not want division, but believed he could help the downtown; cited evidence that churches can increase area foot traffic; noted the LCC definition of a church did not include VxV Ministries; and felt the petition circulated was based on incorrect information.

Clayton Lyczynski noted he had become aware of the downtown since VxV began meeting at 54 North Main.

Hearing no other comments, he closed the floor to public hearing at 7:32 p.m.

Discussion included:

- LeTourneau reviewed the code requirements and process and noted that the organization fit the State's definition of an assembly, similar to the Carnegie;
- Special conditions about not opposing or hindering liquor applications;
- Studies distributed by Mr. King could be negated by other studies;
- Church in downtown would diminish property values;
- Concern about setting precedence;
- Organization could become a church as defined by the LCC;
- Conflict of interest on the board;
- Only a 5-year lease with intent to outgrow the space;
- Number of empty buildings in the downtown;
- Did not seem to be detrimental to the health and welfare of the community;
- It was noted that there was public concern regarding property values, but the organization had to be treated like any other business;
- Normal development could be affected because of precedence;
- Churches are assemblies of people;
- Building does come in to play for the LCC;
- Property owners had discretion to deny the request;
- Utilities were okay;
- Harmony Fest brought more people than VxV did;
- Conditions could be set;
- City Code described place of worship as building along with accessory buildings that people regularly assembled to worship;
- VxV needed to be treated the same as a non-religious institution would be;
- Churches could not be excluded from a jurisdiction;
- Fact driven issue, and every case was different.

It was moved by Hilson and seconded by Monroe to recommend denial because the special use would impede growth downtown.

Monroe asked to abstain because he owned property adjacent to the building.

He was approved to abstain on the issue by a 5-2 vote with Miller and Hilson dissenting; and Ely and Monroe abstaining.

Ely asked to abstain because the applicant was family.

He was approved to abstain on the issue by a 7-0 vote.

The motion failed 2-3 with Booko, LeTourneau, and Vanderaa dissenting; and Ely and Monroe abstaining.

It was moved by Ely and seconded by Booko to recommend approval of the special exception use to the City Commission.

Discussion included the lease expiration on September 30, 2015 and potential to oppose liquor licenses.

Ely and Booko amended their motion to include conditions to terminate the special use by September 30, 2015 and that the applicant will not oppose any application for liquor licenses or any other permitted use in B-3 district as authorized by the Zoning Ordinances.

The motion passed 4-1 with Hilson dissenting.

6. **General Comments**

There were no general comments.

7. **Business**

A. **Training Review**

The item was removed from the agenda.

8. **Miscellaneous**

There were no miscellaneous comments.


9. **Adjournment**

It was moved by Ely and seconded by Vanderaa to adjourn the meeting.

The motion passed 7-0.

Chair LeTourneau adjourned the meeting at 8:35 p.m.

Respectfully submitted,


Lindsay Howes
City Clerk

Cemetery Board Meeting
November 5, 2012

Ken Baker called meeting to order at 6 P.M.

Roll Call: Present-Ken Baker, Charolette Baker, Brenda Smith, Barb Hines, Melissa Ash
(Pres. of Friends of Riverside), John Ash, and Sexton.
Absent: Norm Stutesman

Business:

1. Fall clean up-should be completed by Thanksgiving per sexton.
 2. Foundations-no more foundations to be poured as of November 1st. There's a back log of 5 to be done.
-

Miscellaneous:

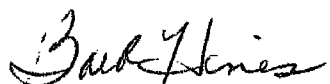
1. Internet-may use same set up as Fire Dept with WIFI. Lindsey is ordering.
2. Tree removal-5 trees have been removed. Sexton checking on where the funds came from to have this work done.
3. Three foundations had been poured for benches(donated). The Women's Club is donating for 3 next spring plus there are 2 others donated also.
4. Ernie Knapp Memorial has given \$380 to Friends of Riverside for a tree to be planted.
5. Friends of Riverside members and Cemetery Board members are not to approach citizens that are violating the cemetery rules-report all violations to the Sexton.
6. Need signs for NO PARKING on circle side of Veterans Memorial.
7. Had great police support on Halloween night-no vandalism. Sexton patrolled the cemetery for four hours.

Brenda made a motion that the cemetery board Sexton purchase a message center to replace the one that has been destroyed by vandals. Seconded by Charolette. Passed

Charolette made a motion that the Sexton check into the cost of purchasing security cameras for the cemetery. Sexton to contact Dave's Security for more information and cost. Seconded by Brenda. Passed

Barb made a motion to adjourn at 6:27 P.M. Brenda seconded. Passed

Respectfully submitted,



Barb Hines, Secretary

**THREE RIVERS INDUSTRIAL DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS MEETING
September 13, 2012**

Call to order – The regular monthly meeting of the Three Rivers Industrial Development Authority (TRIDA) Board of Directors, held at the Three Rivers Area Chamber of Commerce office in downtown Three Rivers, was called to order at 7:33 a.m. by Chairman Steve Lucas.

Roll call – Present: Dave Allen, Jim Baker, Tom Brady, Merritt Brown, Steve Lucas, Steve Manos, Bruce Snook, Gary Turner, Gary Wheeler and Barry Visel.

Absent: Kendra Eldridge.

Also present: City Manager Joe Bippus, Finance Director Cathy Lawson and Chuck Eckenstahler. Adam Brent of Premium Compost Company was also a guest later in the meeting.

Approval of minutes – Snook noted that Turner had reported a need to correct the minutes as drafted to indicate that he was present and that Gary Wheeler was absent. *Motion by Brady to approve the minutes of the meeting held on August 9, 2012, with the attendance correction. Second by Allen. Motion carried.*

Approval of financial reports – *Motion by Wheeler to approve the June 2012 financial statements. Second by Brown. Motion carried.*

Bills to be paid – Lucas noted invoices from TRUGREEN (\$100) and Chuck Eckenstahler (\$1,500) that had been submitted to the city for payment.

Communications – None.

Three Rivers Area Enterprise Park (TRAEP)

Update on prospects – Baker provided an update regarding Premium Compost Company which has indicated interest in the TRAEP and indicated that, if the TRIDA approved the project and it moved forward, it would require completion of the road from the back 30 acres to Wolf Road “rather quickly” as well as a building outside the covenants. Various topics related to the proposed project were discussed. In view of the anticipated presence by Adam Brent of Premium Compost Company later in the meeting, Baker suggested that if TRIDA members had questions about the project, they should pose them to him.

Phase 2 of electrical extension – Lucas noted that “there has been some activity out there” – flagging and brush cut back. Brown said he talked with AEP the previous week and “they are marking for installation now.”

Broadband for the TRAEP – There was nothing new to report.

Road extension/future utility planning – Design engineering for William R. Monroe Boulevard extension – Brown reported receipt of a map from Mostrom & Associates and said it was sent, along with an invoice, “about 2 ½ weeks ago.” Brown said, “If you would like me to, I can contact Hurley & Stewart and push them a little.” Lucas said, “If you can do that for us, that would be good.”

Project to prepare LDFA Development Plan and TIF Plan for TRAEP – Chuck Eckenstahler reported on a presentation to the Community Development Meeting on August 23rd and said, “I think we had a very positive conversation.” He said, “Today what I would like to do is to begin to discuss how we wrap things up and get this before the city commission for final action.” He noted that Snook had sent TRIDA members “the full report, minus financials.” He indicated that two pages – the list of projects and Table 6, the ten-year cash flow projection – are the two new tables in the document that need to be stated. “Everything else is required by legislation.” Eckenstahler said those two items “really capture where we’re going as a TIF organization and how we anticipate spending the funds.” He explained the process for establishing the required public hearing and seeking city commission approval of a resolution regarding the updated plan. Discussion followed regarding revenue expectations under the extended plan. Eckenstahler also commented on the Premium Compost Company project and suggested the possible use of “conditional rezoning” allowed under the Michigan Zoning Enabling Act.

Quotes from Pavement Restoration of Kalamazoo for maintenance of Monroe Boulevard and KDF Drive – Quotes secured by Brown for micro-surfacing and crack sealing were reviewed and discussed. Lawson said other quotes would have to be obtained and Brown said it would have to go out to bid and added, “Quite frankly, it’s not going to happen this year because the season is too late and you require hot, sunny days to dry the micro-surface.” Brown suggested putting the work out for bid in the spring and said, “You might consider doing the crack sealing this fall because that’s going to seal any cracks that are going to allow the water in to freeze, possibly.” Lucas noted a \$7,500 limit for projects without bidding and Brown said that crack sealing would be less than that amount. *Motion by Baker to do crack sealing on all segments identified in the quotes. Second by Visel. Motion carried.* Lawson indicated she would contact the contractor in regard to the crack sealing work.

Premium Compost Company – Adam Brent – Lucas welcomed Adam Brent of Premium Compost Company and Baker asked him to provide an update on his project and indicated there would be several questions for him to respond to. Brent proceeded to provide such an update, responded to questions including information about a building for winter composting, and said, “I think we’re looking at a spring start.”

Three Rivers Airport Industrial Park – Lucas indicated that conversation with City Manager Joe Bippus about the TRAIP would be deferred until the October meeting. Snook noted that he had talked with Von Washington, Jr. of Southwest Michigan First and said he is scheduled to be on hand for the October meeting.

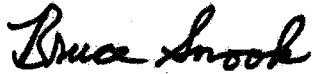
Payment to Three Rivers Area Chamber of Commerce for support through use of Chamber office for meetings and storage of records – Consideration of a memo regarding an annual payment to the Three Rivers Area Chamber of Commerce in recognition of the meeting space, coffee service

and a place in the basement for storing TRIDA records led to a *motion by Visel to make a payment of \$200 to the Three Rivers Area Chamber of Commerce for 2012 and to pay \$200 yearly ongoing. Second by Manos. Motion carried.*

Next meeting – The next meeting is scheduled for October 11, 2012.

Adjournment – The meeting adjourned at 9:12 a.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Bruce Snook".

Bruce Snook, Secretary
Three Rivers Industrial Development Authority

**THREE RIVERS INDUSTRIAL DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS MEETING
October 11, 2012**

Call to order – The regular monthly meeting of the Three Rivers Industrial Development Authority (TRIDA) Board of Directors, held at the Three Rivers Area Chamber of Commerce office in downtown Three Rivers, was called to order at 7:31 a.m. by Chairman Steve Lucas.

Roll call – Present: Jim Baker, Tom Brady, Merritt Brown, Kendra Eldridge, Steve Lucas, Steve Manos, Bruce Snook, Gary Turner and Barry Visel. Dave Allen arrived at 7:33 a.m. and Gary Wheeler at 7:34 a.m., thus making a full complement of board members in attendance.

Also present: Von Washington, Jr., Associate Vice President of Southwest Michigan First

Lucas noted that Washington was on hand for conversation about Southwest Michigan First that was slated to occur later in the meeting regarding Southwest Michigan First.

Approval of minutes – *Motion by Visel to approve the minutes of the meeting held on September 13, 2012. Second by Manos. Motion carried.*

Approval of financial reports – Lucas noted that the packet for the meeting included the final audited report for the fiscal year that ended on June 30, 2012 as well as revised financial reports for July and August 2012. Also included were financial reports for September 2012. *Motion by Visel to approve the financial statements. Second by Brady. Motion carried.* Lucas noted that the July statement indicates one more payment remains after which the mortgage on property purchased to create the Three Rivers Area Enterprise Park (TRAEP) will be paid off.

Bills to be paid – Lucas noted that payments were being processed for lawn care services and another installment for Chuck Eckenstahler (\$1,500) regarding his work on the application for extension of the Development and Tax Increment Financing (TIF) Plan for the TRAEP.

Communications – Lucas reported on correspondence from TRUGREEN regarding renewal of vegetation control for 2013. The discussion led to a *motion by Visel to continue with TRUGREEN for 2013 and authorize Lucas to “add a couple hundred bucks to do the cracks down the road.” Second by Brady. Motion carried.*

Lucas also mentioned the retention pond area and said, “That has actually gotten away from us a little bit.” He said he had met with Chris Warner of Commercial Property Maintenance and looked over the retention pond area. He said, because of the growth of trees in the area, the cost for addressing the situation will be more than what the group might have expected when it authorized him earlier to proceed with maintenance work. Lucas said Warner came up with a price of \$1,200 to clean up the area. The consensus of the group was to proceed and Lucas said he would have Warner move forward with the cleanup. He said, “Once they get done with that, it’ll be at a place where it can be easily maintained from year to year.”

Three Rivers Area Enterprise Park (TRAEP)

Update on prospects – Regarding Premium Compost Company, Baker said, “Adam is just working away on his financing.”

Phase 2 of electrical extension – Lucas said, “I’m not exactly sure where we’re at with that. I do know there’s some activity out there with the power company just from my observation of being out at the park.”

Broadband for the TRAEP – There was nothing new to report.

Road extension/future utility planning – Design engineering for William R. Monroe Boulevard extension – There was nothing new to report. Brown said he would contact Hurley & Stewart to get an update.

Project to prepare LDFA Development Plan and TIF Plan for TRAEP – Snook reported an e-mail from Chuck Eckhenstahler in which he provided an update the plan he has been putting together. Snook said, “Basically, I think we’re near finalization of the plan.” He also noted receipt of information from City Clerk Lindsay Howes regarding publication of notices and mailing of letters associated with the Development and TIF Plan extension and said he subsequently received a ‘proof of publication’ from the *Three Rivers Commercial-News*. Snook said, “We’re aiming at a public hearing at the December 4th city commission meeting after which there would be action by the city commission on the resolution that would basically put this in place. So, I think everything is on track within the scheduling parameters.”

Quotes from Pavement Restoration of Kalamazoo for maintenance of Monroe Boulevard and KDF Drive – Snook noted he had sent an e-mail in to Finance Director Cathy Lawson regarding the status of the crack sealing project authorized by the TRIDA in September and Brown offered to “contact Pavement Restoration directly” to check on the matter.

Premium Compost Company – Adam Brent – Lucas noted that the topic had been discussed during the update on TRAEP prospects. Baker asked about getting one of the buildings proposed as part of the project to fit the covenants and city ordinance. Visel mentioned having the building be in step with city zoning and suggested getting Adam Brent of Premium Compost Company to give specifications regarding the structure. Brown said, “I think, at the very least, you should contact Glenn Lindsey and get him on board.”

Three Rivers Airport Industrial Park – There was discussion regarding hearing “jet sounds” from the airport, a conversation with City Manager Joe Bippus about the TRAIP that’s now scheduled for the TRIDA meeting in November, and the status of the Mittler building in the TRAIP. There was also a request to invite Amy Roth, director of the Three Rivers Department of Public Services, to attend the November meeting to participate in the TRAIP conversation.

Von Washington, Jr., Associate Vice President, Southwest Michigan First – Von Washington, Jr. introduced himself, shared information about his varied life and work, Southwest Michigan First, and his current employment and work with the organization. He noted that his office is in the Three Rivers Area Chamber of Commerce building and his major concern is Three Rivers. Conversation with TRIDA members followed.

Other business – There was conversation about the \$400,000 donation by American Axle & Manufacturing to the City of Three Rivers and the 10,000-square-foot addition planned by Tamara Tool, Inc., one of the occupants of the TRAEP.

Next meeting – The next meeting is scheduled for November 8, 2012.

Adjournment – The meeting adjourned at 8:43 a.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Bruce Snook". The signature is written in a cursive, flowing style.

Bruce Snook, Secretary
Three Rivers Industrial Development Authority

**Meeting Minutes
Board of Appeals Meeting
Three Rivers, Michigan
November 7, 2012**

1. Call to Order

Chair LeTourneau called the regular meeting of the Three Rivers Board of Appeals to order at 12:00 p.m. in the Commission Chambers of City Hall.

2. Roll Call

The following members were present at roll call:

Marilyn Cheney

Gary LeTourneau

Brian Chobot

Mary Miholer-O'Connor

Janell Hart

William Roberts

Kevin Hall was absent.

3. Approval of the Agenda

It was moved by Chobot and seconded by O'Connor to approve the agenda.

The motion passed 6-0.

4. Approval of the Minutes

A. Minutes of October 10, 2012

It was moved by Cheney and seconded by O'Connor to approve the minutes as presented.

The motion passed 6-0.

5. Public Hearings

A. Variance Request at 219 Fourth Avenue

Chair LeTourneau opened the floor to public comment at 12:04 p.m.

Matthew Smith, applicant, reviewed the request citing similar properties, the rough condition of the house, and the improvement to the neighborhood once complete. It would be his primary residence once complete.

Chair LeTourneau closed the floor to public comment at 12:08 p.m.

Discussion included:

Special condition was that the garage was not useable; it was a tight lot size, and a inconvenient placement on the lot;

The special condition was not created by the applicant;

There was not another place you could put it;

The variance would not be granting any special privileges.

It was moved by Hart and seconded by Chobot to approve the variance application.

Discussion included a the prior review of the requirements.

The motion passed 6-0.

6. **General Comments**

There were no general comments.

7. **Business**

No other business was scheduled.

8. **Miscellaneous**

Chobot asked about the project at the old Consumers Concrete.

LeTourneau asked for updated copies of the code to all members.

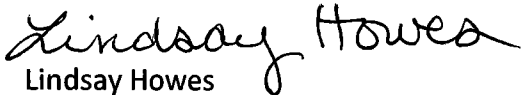
9. **Adjournment**

It was moved by O'Connor and seconded by Chobot to adjourn.

The motion passed 6-0.

The meeting adjourned at 12:24 p.m.

Respectfully submitted,



Lindsay Howes
City Clerk



333 West Michigan Avenue • Three Rivers, Michigan 49093
269.273.1075 • www.threeriversmi.org
Fax: 269.273.3132

REPORT TO: Honorable Mayor and City Commission

FROM: Joseph A. Bippus, City Manager

SUBJECT: Vacation Payout

DATE: December 4, 2012

EXECUTIVE SUMMARY: The City Manager is requesting to cash out up to 40 hours of vacation time. The allotted hours are available.

RECOMMENDATION: It is recommended that the City Commission approve the request.

Respectfully submitted by,

A handwritten signature in black ink, appearing to read "Joe Bippus".

Joseph A. Bippus

City Manager



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269.273.1075 • www.threeriversmi.org
Fax: 269.273.3132

REPORT TO: Honorable Mayor and City Commissioners
FROM: Joseph A. Bippus, City Manager
SUBJECT: Appointments to Advisory Boards and Commissions
MEETING DATE: December 4, 2012

BACKGROUND: The following is a list of the City's Advisory Boards and Commissions with vacancies and the number of vacancies which currently exist.

<u>NAME</u>	<u>VACANCIES</u>	<u>TERM</u>
Airport Industrial Park Board	2	03/01/2014 03/01/2013
Brownfield Redevelopment Authority	1	03/01/2015
Cemetery Board	1	03/01/2013
Local Officers Compensation Comm	1	03/01/2015
Park Board	1	03/01/2014
Planning Commission	1	03/01/2013

Citizen Interest Forms

No current forms.

RECOMMENDATION:

No recommendations at this time.

Respectfully submitted,

Joseph A. Bippus
City Manager