

CITY OF STERLING HEIGHTS
Regular Meeting of the
LOCAL DEVELOPMENT FINANCE AUTHORITY
6633 18 Mile Road, Sterling Heights
VELOCITY BUILDING
February 11th, 2025
8:00 AM

MEETING CALLED TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF AGENDA

Approval of special meeting minutes on 11/26/2024

CONSENT AGENDA

NEW BUSINESS

- 1.) Consider The Operations Coordinator Agreement between the City of Sterling Heights Local Development Finance Authority and Katie Nida, an independent contractor for the role of Operations Coordinator.
- 2.) Consider allowing the programming budget to be used for technical assistance for 2nd stage businesses and those otherwise not qualified for BAF and other grant opportunities.
- 3.) Consider the funding of 50% technology upgrades needed for 2nd stage business, SCI.

OLD BUSINESS

PUBLIC COMMENT

ADJOURNMENT

VELOCITY UPDATES

CITY OF STERLING HEIGHTS
LOCAL DEVELOPMENT FINANCE AUTHORITY
MINUTES OF THE REGULAR MEETING
February 11th, 2025
6633 18 Mile Road, Sterling Heights, MI 48314
Velocity Building

New Business

- 1.) **Consider The Operations Coordinator Agreement between the City of Sterling Heights Local Development Finance Authority and Katie Nida, an independent contractor for the role of Operations Coordinator.**
 - a. Mrs. Macpherson to discuss the role and opportunity.
- 2.) **Consider allowing the programming budget to be used for technical assistance for 2nd stage businesses and those otherwise not qualified for BAF and other grant opportunities.**
 - a. Mrs. Macpherson to discuss the role and opportunity.
- 3.) **Consider the funding of 50% technology upgrades needed for 2nd stage business, SCl.**
 - a. Mrs. Macpherson to discuss the matter



Business of the Local
Development Finance Authority
Sterling Heights, Michigan

Meeting: 1.28.25

AGENDA STATEMENT

Item Title: Consider The Operations Coordinator Agreement between the City of Sterling Heights Local Development Finance Authority and Katie Nida, an independent contractor for the role of Operations Coordinator.

Submitted By: Office of Economic Development

Contact Person/Telephone: Paula Macpherson, Executive Director

Administration (initial as applicable)

Attachments

<input type="checkbox"/>	City Clerk	<input checked="" type="checkbox"/>	Resolution	<input type="checkbox"/>	Minutes
<input type="checkbox"/>	Finance & Budget Director	<input type="checkbox"/>	Ordinance	<input type="checkbox"/>	Plan/Map
<input type="checkbox"/>	City Attorney (as to legal form)	<input checked="" type="checkbox"/>	Contract	<input checked="" type="checkbox"/>	Other
<input type="checkbox"/>	City Manager				
<input type="checkbox"/>	Check box if this agenda item requires billing/revenue collection (fees, etc.) by Treasury Office				

Executive Summary:

Consider Katie Nida for Operations Coordinator

Operations Coordinator

- Oversee and optimize day-to-day operational processes, ensuring they align with organizational goals.
- Collaborate with team to improve workflow efficiency and resource allocation.
- Manage, front desk, schedules and learn reporting systems to ensure operational success.
- Develop and implement policies and procedures that support organizational goals.
- Develop and implement intranet system.

- Other responsibilities as assigned.

Grant Management Preparation

- Assist with researching and identifying grant opportunities aligned with organizational priorities.
- Support the grant application process, including drafting proposals, preparing budgets, and ensuring timely submissions.
- Gain familiarity with grant compliance requirements, reporting standards, and funder expectations to support compliance manager.
- Work closely with the grant managers and compliance team to understand tracking, monitoring, and impact measurement of funded projects.

Leadership Development

- Participate in training programs and educational cohorts to build skills in grant administration and fund management.
- Act as a liaison between the compliance and grant managers to ensure alignment on goals and processes.
- Shadow Executive Director to gain first-hand insight into managing grant application timelines, funding strategies, and program goals.

There will be no budgetary changes- all roles are accounted for in the approved budget. This has been discussed and approved by the Sterling Heights leadership team.

Suggested Action:

MOVED BY:

SECONDED BY:

RESOLVED, to approve the \$50,000 annual Contract with Katie Nida as special Operations Manager for Velocity.

Katie Nida

Kbnida89@gmail.com / 336-497-8470 / Washington, Michigan

Summary

Goal-driven Business Professional with more than ten years of progressive sales and solutions experience. Exceptional business acumen, administrative strengths, and program management abilities. Highly adaptable and coachable with a strong desire to succeed.

Experience

House Manager

Self-Employed • Washington, Michigan

09/2019 - Present

- Primary caregiver for two children.
- Manage household expenses, creating detailed and effective budgets.
- Support multiple competing needs, schedules and priorities.
- Create and coordinate a detailed calendar of activities and events including academics, appointments, meetings and travel.

Mortgage Loan Originator

Rocket Pro powered by Rocket Mortgage • Washington, MI

08/2021 - 08/2022

- Maintain referral relationships and approach leads.
- Explained to customers different types of loans and credit options that were available, as well as terms of those services.
- Assisted customers with completing loan applications accurately and efficiently by providing guidance throughout the entire process.

Immigration Specialist

Populus Group • Troy, MI

07/2018 - 09/2019

- Acted as a liaison between customers and Populus Group's internal immigration counsel on acquiring work authorization visas.
- Worked closely with HR and Recruiting in hiring process involving sponsorship.
- Connected with visa holders and assessed their eligibility and visa status for cost and speed to market.
- Analyzed foreign nationals' eligibility for various visa categories based on their personal circumstances.
- Advised clients on matters relating to employment authorization documents applications, renewals, extensions, replacements.

Education

Bachelor's Degree in Communication Studies

The University of North Carolina at Greensboro • Greensboro, NC

12/2011

Skills

Microsoft Office, Computer Skills, Sales, Time Management, Negotiation, Microsoft Outlook, Account Management, Team player, Communication skills, Leadership, Documentation review

OPERATIONS COORDINATOR AGREEMENT

This Velocity Operations Coordinator (“Agreement”), dated February 1, 2025 (the “Effective Date”), is between the City of Sterling Heights Local Development Finance Authority (“Authority” or “LDFA”) and Katie Nida, an independent consultant (“Consultant”). Consultant and the Authority are sometimes referred to herein each as a “Party” and together as the “Parties.”

RECITALS

A. The Michigan Legislature enacted Public Act 248 of 2000 to amend 1986 PA 281 to promote the development of high technology businesses throughout the State of Michigan (“Act”);

B. The Michigan Economic Development Corporation (“MEDC”) was authorized by Public Act 105 of 2008 to designate three additional Certified Technology Parks within the State of Michigan by December 31, 2008;

C. On December 30, 2008, the MEDC, the City of Sterling Heights (“City”), and the Authority entered into the Sterling Heights SmartZone Agreement, as permitted under Section 12a(3) of the Act, for the designation of an Authority District to be subsequently identified as a SmartZone and to establish the terms and conditions of that designation (“Sterling Heights SmartZone”);

D. All Tax Increment Revenues received by the Authority from the Sterling Heights SmartZone may be expended by the Authority for all purposes and in those amounts authorized under the Act and the approved Tax Increment Financing Plan (“TIFP”);

E. Consultant acknowledges the overall mission of the Sterling Heights SmartZone and all related services, programs, and events conducted therein, is to promote the incubation of early stage companies and related local job creation primarily among technology-based entrepreneurial and newly formed companies, and the Authority’s desire to expand the tax base within the geographic boundaries of the Authority District. In furtherance of these missions, Consultant will participate in the operation of an entrepreneurial and incubation services program for the purposes of commercializing technology and fostering the primary growth of new, technology-based businesses within the City, and the surrounding Macomb County community (such entrepreneurial and incubation services program being the “Velocity Center Incubator.” The Velocity Center Incubator will strive to foster an environment of entrepreneurship, innovation, and collaboration to support the launch of these new businesses while assisting in the growth of existing companies predominantly in the areas of Manufacturing, Engineering and Technology (such new businesses and existing companies utilizing the VCI being referred to hereinafter as “clients”).

F. On July 1, 2024, the Authority, approved Consultant as its new Velocity Lead EIR & Gateway Representative for the Sterling Heights SmartZone and authorized entering into an agreement whereby the Authority engaged Consultant to connect Velocity Center Incubator tenants and coworking tenants with resources to grow their businesses, lead initiatives designed to build a strong and vibrant community at Velocity Center Incubator and connecting early stage tech companies with MEDC programs and resources.

Now therefore, Consultant and Authority agree as follows:

1. **Payment for Consultant Services.** Authority shall cause Consultant to be paid a total of \$50,000.00 for services as outlined in this Agreement, paid in twelve (12) equal month installments. Consultant shall invoice the Authority no later than the first of the month for services to be provided during that month. The Authority agrees to pay the invoice in full within ten (10) business days of receipt from consultant. In the event this Agreement is terminated for any reason whatsoever, Consultant shall be entitled to all monies due through the date of termination and the Authority will promptly reimburse the Contractor for all expenses incurred in the performance of her duties under this Agreement.

2. **Consultant Services.** Consultant shall provide the following service (the “Work”):

Operations Coordination

- Oversee and optimize day-to-day operational processes, ensuring they align with organizational goals.
- Collaborate with team to improve workflow efficiency and resource allocation.
- Manage, front desk, schedules and learn reporting systems to ensure operational success.
- Develop and implement policies and procedures that support organizational goals.
- Develop and implement intranet system.
- Other responsibilities as assigned.

Grant Management Preparation

- Assist with researching and identifying grant opportunities aligned with organizational priorities.
- Support the grant application process, including drafting proposals, preparing budgets, and ensuring timely submissions.
- Gain familiarity with grant compliance requirements, reporting standards, and funder expectations to support compliance manager.
- Work closely with the grant managers and compliance team to understand tracking, monitoring, and impact measurement of funded projects.

Leadership Development

- Participate in training programs and educational cohorts to build skills in grant administration and fund management.

- Act as a liaison between the compliance and grant managers to ensure alignment on goals and processes.
- Shadow Executive Director to gain first-hand insight into managing grant application timelines, funding strategies, and program goals.

3. **Term.** The agreement shall be 12 months from the Effective Date, and shall automatically renew, unless or until otherwise terminated pursuant to Section 3(L) of this Agreement below.

4. **Representation of Consultant.** Consultant makes the following representations and warranties:

- (a) Consultant has expertise in the field covered by this Agreement and shall commit the necessary time and resources to complete the Work.
- (b) In performing the Work, Consultant shall not infringe any trade secrets, copyright or patent of a third party.
- (c) This Agreement is not in conflict with any other agreement or obligation which Consultant has with any third party.
- (d) Consultant shall comply with all federal, state and local laws and regulations pertaining to the performance of this Agreement.
- (e) Consultant agrees to devote the necessary time to fulfill his obligations under this Agreement, and shall use best efforts to prioritize his service under this Agreement over other commitments or services provided to third parties.

5. **Severability of Provisions.** If any provision of this Agreement, or its application to any Party or circumstance, is invalid or unenforceable, the remainder of this Agreement and the application of that provision to other Parties or circumstances is not affected but will be enforced to the extent permitted by law.

6. **Governing Law.** This Agreement is made and entered into in the State of Michigan and shall in all respects be interpreted, enforced and governed under the laws of the State of Michigan.

7. **Captions.** The captions, headings, and titles in this Agreement are intended for the convenience of the reader and not intended to have any substantive meaning or to be interpreted as part of this Agreement.

8. **Jurisdiction and Venue.** Any disputes between the Parties over the meaning, interpretation, or implementation of the terms, covenants or conditions of this Agreement that cannot be resolved by informal discussions between the Parties conducted in good faith, may be submitted to the appropriate courts of the State of Michigan.

9. **Amendment.** This Agreement may be amended, or an alternative form of the Agreement adopted only upon written agreement signed by each of the Parties, after any municipal approval as required by law.

10. **Independent Contractors.** The Parties agree that at all times and for all purposes under the terms of this Agreement each Party's relationship to any other Party is that of an independent contractor. Each Party will be solely responsible for the acts of its own employees, agents, and servants. No liability, right, or benefit arising out of any employer/employee relationship, either express or implied, shall arise or accrue to any Party as a result of this Agreement.

11. **Insurance.** Consultant shall be named as an additional insured on all insurance coverage maintained by the City of Sterling Heights and/or the City of Sterling Heights LDFA in connection with the Velocity Center Incubator. To the fullest extent permitted by law, the City of Sterling Heights LDFA shall defend, indemnify and hold Consultant harmless from and against any and all claims, actions, damages, expenses (including reasonable attorneys' fees), losses or liabilities incurred by or asserted against Consultant; provide that the City of Sterling Heights and/or the City of Sterling Heights LDFA shall not be required to indemnify Consultant for any loss or claim to the extent such loss or claim is due to the negligence or willful misconduct of Consultant.

12. **Contractor Insurance.** Contractor shall maintain shall provide or cause to be provided, sufficient property, casualty, and liability insurance coverage to support its services under this Agreement, and as may otherwise be required by applicable federal, national, state and local laws and regulations; and shall name the City of Sterling Heights, the Authority, and their elected and appointed officials, employees, and agents as an additional insured on such policies; and provide the Authority with a certificate of insurance, evidencing the foregoing upon execution of this Agreement and from time to time as the Authority may request.

Contractor shall, at a minimum, maintain the following insurance: (1) Statutorily required Worker's Compensation and Employer Liability (to the extent Consultant has employee of its own); (2) Commercial General Liability coverage for \$1,000,000 for bodily injury and property damage for each occurrence; (3) Business Automobile Liability coverage of \$1,000,000 for Bodily Injury Liability (each person/occurrence) and Property Damage Liability coverage of \$1,000,000 for each occurrence.

13. **Counterpart Signatures.** This Agreement may be signed in counterparts. The counterparts taken together shall constitute a single instrument and agreement.

14. **No Waiver.** No waiver by any Party of any breach of obligations, agreements or covenants herein will be a waiver of any subsequent breach of any obligation, agreement or covenant, nor will any forbearance by any Party to seek a remedy for any breach by another Party to this Agreement be a waiver of any rights or remedies with respect to such or any subsequent breach, nor will any express waiver by any Party be deemed to apply to any other existing or subsequent right to remedy any default by another Party to this Agreement. No waiver by a Party of any default or breach by another Party to this Agreement in the performance of any of the covenants or obligations under this Agreement can be deemed to have been made by a Party unless contained in a writing executed by an authorized representative of the waiving Party. No Party waives any immunity, governmental or otherwise, provided by law.

15. **Termination.** This Agreement will terminate by the first to occur of the following:

- (a) An action, other than one caused by an event of default, by any of the following means that voids, suspends, terminates, or revokes the approval by MEDC of the Authority District as the area in which the Authority may establish a SmartZone or the authorization for the Authority to capture and use Tax Increment Revenues to support the services outlined herein.
- (b) Court order;
- (c) Any ruling, bulletin, order, administrative or executive decision of the State of Michigan, State of Michigan Tax Commission, any State of Michigan official, or State of Michigan commission, authority, body or employee with authority to make such determination or take such action;
- (d) State or federal legislative action;
- (e) The involuntary dissolution or liquidation of the Authority;
- (f) the termination of the Sterling Heights SmartZone Agreement by the MEDC and/or the local governing body;
- (g) This Agreement may be terminated by either Party for any reason, or no reason at all, after delivery of sixty (60) days written notice to the other Party. After the termination is effective, each Party shall make a final payment of outstanding financial obligations, if any, owed to the other Party within thirty (30) days of the effective date of the termination.

16. **Entire Agreement.** This Agreement sets forth the entire agreement between the Parties and replaces and supersedes all prior agreements or understandings between them. To the extent that the City and/or Sterling Heights LDFA had in place any other agreement with any party other than Consultant with regard to the Work within the Sterling Heights SmartZone building located at 6633 18 Mile Road, Sterling Heights, MI 48314, the parties to this Agreement acknowledge that it is the intention and determination of City and Sterling Heights LDFA that such agreement is superseded by this Agreement.

The Parties have executed this Agreement by their duly authorized representatives as of the Effective Date.

**CITY OF STERLING HEIGHTS
LOCAL DEVELOPMENT FINANCE
AUTHORITY**

By:

Its: Chairperson

By:

Its: Secretary

Date: _____, 2025

Consultant
Katie Nida

Date: _____, 2025

SECONDED BY:

EMAIL FROM SCI:

Hi Paula,

It was a pleasure meeting you over Teams today. I appreciate you trying to get this on the agenda for January.

As discussed, we submitted an **Industry 4.0 grant through MEDC** which has not been funded federally (too many applications to fund from what we were advised by Todd Seibert, Macomb County.)

Our file was approved for the grant; however, we've been in a holding pattern since May 1, 2024. Below is the link for the grant program.

[Industry 4.0 Technology Implementation Grant | Michigan Business](#)

Standard Components, LLC's application was upgrading the software & controllers for quality-control inspection purposes. The costs involved surpass \$45K. This would be implemented through a 3rd party (see attached scope information.) The Industry 4.0 grant would cover 50% of the costs and we would request the same level of funding through the City of Sterling Heights. Our application would be to include a 50% split on these costs (the Industry 4.0 grant was to cap at \$25K.) The timeline to implement would be within 6 weeks from receipt of funding.

This investment would help our company by modernizing and automating a quality control function that provides inspection for our product before they are utilized by Lockheed Martin and Gulfstream (to name examples.)

100% of our products are certified before shipment due to the critical nature, so this remains a critical step to meet compliance requirements and maintain our reputation in the industry.

It would retain and attract additional business and help sustain 10% of our workforce. We have over 40 employees and we will require additional staff as we grow our business with this technology enhancement.

This would serve as a financial relief given the 24 years of investment here at our facilities. We've been organically growing our business over the years and have exhausted other channels such as bank debt and equity investment.

We would like to get this done in Q1-2025. Please let me know if you have any questions or need any additional information to support the upcoming board meeting.

Thank you.

Sincerely,
Daniel Honer
CEO



38100 Commerce Drive
Sterling Heights, MI 48312
www.tarus.com

Quotation

4871

Contact: Ed Rocheleau

Ph: (586) 977-1400

Fax: (586) 977-3294

Email: service@tarus.com

TO Standard Components LLC
44208 Phoenix Drive
Sterling Heights MI 48314
USA

Phone: (586) 323-9700

Fax: 586.323.9390

Ref: S/N: TPINCL1400146253

SHIP TO Standard Components LLC
44208 Phoenix Drive
Sterling Heights MI 48314
USA

Phone: (586) 323-9700

Fax: (586) 323-9390

Date	Inquiry Reference	Delivery Promise	FOB	Terms	Expiration
02/21/2024	Retrofit to EAGLE PANTEC CONTROLLER and EAGLE WIRELESS PAD JOG BOX WITH PCDMIS	3 - 4 weeks ARO	OUR DOCK	OTHER	05/21/2024

Tarus is pleased to offer this quotation.

Line	Item	Description	Quantity	UM	Unit Price	Total
1	Labor	Remove all old Tarus Controller parts,, wire in all reader head , motor / tacho , probe head to new EAGLE PANTEC Digital Controller.. Install and configure EAGLE jog box. Configure all axes and commission machine inside PANTEC wizard. Full controller error compensation map.. Full B89 volumetric calibration. Includes all travel and expenses and shipping. Tarus to also assist with the installation of PCDMIS software , configure and test.	1		\$45,228.00	\$45,228.00
2	SOFTWARE	PCDMIS 2024 CAD ++ SOFTWARE , INCLUDES 1 YEAR SMA AGREEMENT	1			Included
3	MDU-T;CONTROLLER 001	SERVER MOBILE CABINET UNIT	1	EA		Included
4	34606	CONTROLLER EAGLE PRO/3, 115VAC 3 AXIS SERVO DRIVE FOR DC-BRUSH MOTORS, 550VA NOMINAL INPUT POWER, DRIVE POWER 5A/60 V, BUILT-IN MAINS SUPPLY, EXTENDABLE WITH VARIOUS OPTION BOARDS, ALL IN A 3U 19" HOU	1	EA		Included
4.1	34621	REMOTE CONTROL UNIT EAGLE PAD RC WIRELESS	1	EA		Included
TOTAL USD						\$45,228.00

Thank you for this opportunity.

PAYMENT TERMS: 60% WITH PO , 40% AT COMPLETION

CUSTOMER TO PROVIDE NEW PC
ANY PCDMIS SOFTWARE TRAINING WILL BE ADDITIONAL