

**City of Litchfield**  
**TIFA Meeting Minutes**  
August 13, 2014

**I. Call to order**

Chairman Ed Smith called to order the regular meeting of the Litchfield TIFA at 7:00pm on August 13, 2014 in Litchfield City Hall.

**II. Chairman Smith conducted a roll call. The following persons were present: Roger Winchell, Brendon Sanger, Don Failing, Bill Nobles, Ed Smith Mike Warren**

**Absent: None**

**III. Approval of minutes from last meeting**

Motion to approve the minutes from the last meeting- July 9, 2014. Motion by Failing, Second by Warren. The minutes were approved as presented.

**IV. Approval of Balance Sheet and Finances**

Motion to approve June 2014 Balance Sheet and Expenditures: Motion by Warren second by Winchell; Motion passed.

**V. Bills for Approval** A motion was made by Failing and seconded by Warren to approve the payment of bills in the amount of \$117,495.57. Motion passed unanimously.

**VI. Manual Checks** A motion was made by Warren, seconded by Failing to approve manual checks in the amount of \$500,893.11. Motion passed.

**VII. Leased Space Discussion** City Manager Terry informed board members of Hi-Lex's request to lease a portion of the new spec building. Board members requested information be gathered on lease costs per square foot for buildings in the surrounding area including Hillsdale County. Discussion also included the suggestion that rent could include the first thirty days free and a tier system be developed where after the first six months' rent would increase. Also that provisions should include some

type of vacation of premises be in place in an agreement. By consensus instructed both Doug Terry and Ed Smith to develop a cost and policy for future use of TIFA buildings and property.

### **VIII. City Manager Report**

City Manager Terry reported on issues related to the Litchfield Initiative. Terry had reported that much work had been done in trying answer TIFA Board members' questions and concern regarding the Nolan Building and the need for adding additional vocational educational space. Bill Nobles added that conversations with JAMA and other entities such as Jackson Community College have taken place and discussed their long term training goals for our community. Terry went on to state that prior to making any arrangements for utilizing any future space provided TIFA, a *memorandum of understanding* or some kind of agreement outlining terms, length of service, collections of tuition, rent and utility payment responsibility. Nobles also apprised the TIFA Board members of a possible grant opportunity through the Federal Economic Development Agency. A grant program could pay for equipment used for training. The TIFA Board was pleased with the amount of work that had taken place to pursue an additional vocational training facility. More information would be given at the next TIFA Board meeting in September.

**Adjournment:** Motion by Failing, seconded by Sanger to Adjourn. Motion Passed unanimously.

**Attested:** Douglas K. Terry August 14, 2014