

City of Litchfield

TIFA Regular Meeting Minutes

January 8, 2020

Call to order

Chairman Ed Smith called to order the regular meeting of the **Litchfield TIFA at 7:00 p.m. on January 8, 2020 in Litchfield City Hall.**

Chairman Smith conducted a roll call. The following persons were present: Ed Smith, Bill Nobles, Matt Wolfinger, O.R. Smith, Mike Warren, and Brendan Sanger

Absent: Don Failing

Others Present: Donna Hecht - Auditor, Jill Barrett - City Treasurer, and Doug Terry - TIFA Administrator

- I. **Minutes:** A motion was made by O.R. Smith and seconded by Bill Nobles to approve the minutes of the Regular TIFA Meeting held on December 11, 2019. Motion passed unanimously.
- II. **Balance Sheet and Revenue & Expenditure Statements:** After board review, a motion was made by Mike Warren and seconded by OR Smith to accept and place on file for audit the December 2019 Balance Sheet & Revenue Report. Motion passed unanimously.
- III. **2018-2019 Annual Audit Report:** Donna Hecht of Condon, Hecht, Bisher and Wade presented the results of the 2018-2019 Litchfield TIFA Audit. Donna Hecht stated her firm is charged with reviewing the financial shape and methodology of TIFA's financial accounting. Donna praised Jill Barrett for her thorough accounting of funds. Donna also stated that compared to other municipalities the City of Litchfield and Litchfield TIFA were in very good financial shape.
- IV. **Corrective Action Plan:** Jill Barrett stated that the Michigan Department of Treasury sent a form letter stating that our expenditures exceeded our revenues. However, she also explained that TIFA will often times accumulate money from one fiscal year to the next and will use funds combined to make expenditures for certain projects. As City Finance

Director, she prepared a letter to the Michigan Department of Treasury responding to their concerns. By TIFA Board consensus, permission was given to send the prepared response letter to the State of Michigan.

- V. **City Standby Generator – Budget Adjustment:** Jill Barrett also asked TIFA to approve an expenditure for a recently installed back-up generator. This purchase has been placed in the annual TIFA Budget for a number of years. However, the administration did not find any line item in this fiscal year budget where it had been included and approved. A motion was made Bill Nobles and seconded by Brendan Sanger to approve the recently purchased generator not to exceed \$20,000. Motion passed unanimously.
- VI. **Bills:** A motion was made by O.R. Smith and seconded by Matt Wolfinger to approve the January bills in the amount of \$5,411.21. Motion passed unanimously.
- VII. **Manual Checks:** A motion was made by Mike Warren and seconded by O.R. Smith to approve the December manual checks in the amount of \$4,045.69. Motion passed unanimously.
- VIII. **Golf Course Discussion and Liquor License:** TIFA Administrator Doug Terry presented a summary of last month's golf course discussion. A motion was made by O.R. Smith and seconded by Bill Nobles to sell the Golf Course and restaurant for \$200,000 with a reverter clause of fifteen (15) years. It was also decided that an accurate survey be completed to assure potential purchasers of land boundaries. Motion passed five to one with Brendan Sanger voting No on the motion. Discussion then ensued concerning the liquor license. Ed Smith explained the possibility of pursuing a State of Michigan "550" Transferable Liquor License. Ed Smith explained that he felt having a liquor license at the golf course would probably help sell the golf course sooner. A motion was by Mike Warren and seconded by O.R. Smith to authorize Doug Terry to actively pursue a liquor license through the attorney and report back the availability and price. Motion passed unanimously.
- IX. **City Manager Report:** Doug Terry reported that he was approached by a couple that are going to pursue a food truck and sales in the industrial park. Doug also reported that he will be meeting with representatives of Merit Inc. to discuss fiber optics within the industrial park.

- X. **Adjournment:** A motion was made by Brendan Sanger and seconded by O.R. Smith to adjourn the January 8, 2020 meeting at 9:02 p.m. Motion passed unanimously.

Attested: Douglas K. Terry, TIFA Administrator, January 8, 2020

