

City of Litchfield
TIFA Meeting Minutes
April 11, 2018

Call to order

Chairman Ed Smith called to order the regular meeting of the Litchfield TIFA at 7:00 p.m. on April 11, 2018 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 Don Failing

Absent: Brendan Sanger

Others Present: Sally Wade, Julie Games, Hillsdale County Commissioner and Doug Terry, TIFA Administrator

Minutes: A motion was made by Don Failing and seconded by OR Smith to approve the minutes of the Regular TIFA Meeting held on March 14, 2018. Motion passed unanimously.

- I. **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 the March Balance Sheet & Revenue Report. Motion passed unanimously.

- II. **Hawthorn Heights Development Policy:** Doug Terry presented the TIFA Board with a draft of a proposed policy that would address home development in Hawthorn Heights. Terry explained that in anticipation of interested contractors that would be willing to construct needed homes in Hawthorn Heights, the proposed draft policy would provide expectations for all parties in a development partnership scenario. Mike Warren thought the policy was a good initial move toward being prepared as a board. Chairman Smith suggested that no matter what the policy stated that the covenants be followed and enforced. Doug Terry explained that he prepared the proposed policy in anticipation of contractors wanting to build homes in Hawthorn Heights. Doug Terry asked that since it was a draft

policy, the TIFA Board members review the policy and edit with suggested wording changes. After some more discussion, Chairman Smith questioned if we even need a policy so that the TIFA Board could stay flexible with any proposal that may be presented for consideration. No decision at this time however the TIFA Board will give further consideration as interest develops.

- III. **Hawthorn Heights Presentation:** Mrs. Sally Wade of Litchfield, Michigan, presented the TIFA Board with a proposal to construct a house in Hawthorn Heights. The proposal indicated that she and her husband Steve Wade would build a home in possible partnership with TIFA. Mrs. Wade asked why some of the lots in Phases I, II, and III were still vacant. Mrs. Wade presented the TIFA Board with a concept the she and Steve would provide the labor and oversite and TIFA would assume all costs associated the materials. Some of the TIFA Board Members suggested that they would prefer some homes be started and built in Phase IV. After much discussion concerning TIFA participation, development location, and covenant specification requirements, Mrs. Wade indicated that she would review her drawings and plans and would readdress the TIFA Board.
- IV. **Golf Course Roof:** Doug Terry informed the TIFA Board Members that the golf course club house was experiencing a tremendous amount of roof leaks due to the large amount of recent rains, age and condition of the roof at last TIFA Board Meeting in March. At that time the TIFA Board requested Doug Terry to retrieve a quote from Jeff Rossman and to clarify a quote from Bremen Roofing. After discussion by TIFA Board members a motion was made by Bill Nobles and seconded by Mike Warren to authorize Bremen Roofing to replace Golf Course Club House roof not to exceed \$37,000 under Doug Terry's supervision. Motion passed five to one with Don Failing voting in opposition.
- V. **2018-2019 TIFA Budget:** Chairman Smith presented the TIFA Board with the proposed 2018-2019 TIFA Budget. Ed Smith pointed out that there was an increase in administration line item to help the city administration hire a new full time employee for DPW. Doug Terry explained that the work load for DPW services including TIFA mowing has increased. Doug also explained the reimbursement by the State of Michigan for personal property taxes. Don Failing stated that it should be up to City Council and the City Administration to use

money out of General Fund to fund personnel. Doug Terry further explained the labor shortage and how it was important to be able to deliver services that our citizens expect. After more discussion, a motion was made by Mike Warren and seconded by Bill Nobles to adopt the 2018-2019 TIFA Budget. The motion passed five to one with Don Failing voting in opposition to the motion.

- VI. City Manager Report:** Doug Terry reported that the City of Litchfield was preparing to mill and repave Park Street and Warriner Avenue before June 30, 2018. He reported that Mayor OR Smith, TIFA Chairman Ed Smith and he met with representatives from Excell Paving to look at the road problems in Hawthorn Heights No. IV and the road conditions in Phase I, II, and III. After much discussion a motion was made by Don Failing to make the necessary repairs to Hawthorn Heights No. IV, at a cost of \$60,715 as proposed by Excell Paving. The motion was seconded by OR Smith. Motion passed unanimously. Discussion was further held concerning the milling and repaving of Chestnut Street and East and West Birch Streets. A motion was made by OR Smith and seconded by Mike Warren to authorize the milling and repaving of those street as discussed in the amount \$268,345. Motion passed five to one with Don Failing voting in opposition to the motion.
- VII. Bills for Approval:** A motion was made by Don Failing and seconded by OR Smith to approve the April bills in the amount \$17,184.04. Motion passed unanimously.
- VIII. Manual Checks:** A motion was made by Don Failing and seconded by OR Smith to approve the manual checks in the amount of \$500.00. Motion passed unanimously.

Adjournment: A motion was made by OR Smith and seconded by Don Failing to adjourn the April 11, 2018 meeting at 10:15 p.m. Motion passed unanimously.

Attested: Douglas K. Terry, TIFA Administrator, April 11, 2018

6

...the ... of ...

...the ... of ...

...the ... of ...

...the ... of ...

...the ... of ...

...the ... of ...