

City of Litchfield

TIFA Meeting Minutes

December 12, 2018

Call to order

Chairman Ed Smith called to order the regular meeting of the Litchfield TIFA at 7:00 p.m. on December 12, 2018 in Litchfield City Hall.

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

Absent: Bill Nobles

Others Present: Doug Terry, TIFA Administrator

Minutes: A motion was made by OR Smith and seconded by Don Failing to approve the minutes of the Regular TIFA Meeting held on November 14, 2018 with corrections. 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 November Balance Sheet & Revenue Report. Motion passed unanimously.
- II. Audit of 2017-2018 Fiscal Year: TIFA Administrator Doug Terry presented a preliminary draft of the 2017-2018 Audit for TIFA. Terry had requested that TIFA Board members accept receipt of the audit as prepared by the City of Litchfield auditors C, B, H & W of Hillsdale. Some of the TIFA Board members were concerned of accepting any document suggesting it as "preliminary". After some discussion, a motion was made by Mike Warren to accept receipt of the 2017-2018 TIFA "preliminary" Audit. Motion was seconded by Matt Wolfinger. Motion passed unanimously.
- III. Bills for Approval: A motion was made by OR Smith and seconded by Don Failing to approve the November bills in the amount \$10,445.66. Motion passed unanimously.

- IV. **Manual Checks:** A motion was made by Mike Warren and seconded by OR Smith to approve the manual checks in the amount of \$10,200.00 Motion passed unanimously.
- V. **City Manager Report:** Doug Terry reported on the status NexSolutions refinancing. Terry reported that a recent conversation with Mike Flint indicated that Nex Solutions is working with another finance company and is looking to take another direction refinancing their loan with Comerica.
- VI. **Annual Performance Pay:** A motion was made by Mike Warren and seconded by OR Smith to authorize the issuance of performance pay to all city workers for 2018. \$150.00 and \$75.00 for full-time and part-time respectfully. Motion passed unanimously.

Adjournment: A motion was made by Brendan Sanger and seconded by OR Smith to adjourn the December 12, 2018 meeting at 7:30 p.m. Motion passed unanimously.

Attested: Douglas K. Terry, TIFA Administrator, December 12, 2018