

**City of Litchfield**  
**TIFA Regular Meeting Minutes**  
November 13, 2019

**Call to order**

**Chairman Ed Smith** called to order the regular meeting of the Litchfield TIFA at 7:00 p.m. on November 13, 2019 in Litchfield City Hall.

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

**Absent:** None

**Others Present:** Jack Smith and Doug Terry, TIFA Administrator

- I. **Minutes:** A motion was made by Mike Warren and seconded by OR Smith to approve the minutes of the Regular TIFA Meeting held on October 9, 2019. Motion passed unanimously.
- II. **Balance Sheet and Revenue & Expenditure Statements:** After board review, a motion was made by O.R. Smith and seconded by Don Failing to accept and place on file for audit the October 2019 Balance Sheet & Revenue Report. Motion passed unanimously.
- III. **Jack Smith Golf Course Proposal:** Chairman Ed Smith called on Jack Smith to discuss Litchfield Greens. Jack Smith presented a written proposal to the TIFA Board to consider him either purchasing the golf course or representing TIFA in identifying a credible purchaser. He further explained he would try and find a serious buyer. Ed Smith explained that TIFA should receive any monies in excess of the selling if the property is sold in the future. Jack Smith presented several ideas how he could approach potential buyers. Jack Smith also outlined a plan where he would purchase the golf course and then would sell it to a third party that would maintain it a golf course. He felt that because of the other properties attached to the golf course property we must determine a realistic purchase price. After brief discussion, the TIFA Board members asked TIFA Administrator, Doug Terry to have staff assemble the improvement costs and estimate a possible selling point for the TIFA Board's consideration.

- IV. **LRTC Marketing Proposal:** Bill Nobles, LRTC Director presented a report on the current finances of the Litchfield Regional Training Center. Bill also presented a "Mission and Objective" statement. He further presented a marketing proposal that would provide a new web-site design and social media page to give better exposure for training opportunities. Mike Warren commented that it will probably take at least four months to measure any results due to a marketing strategy. A motion was made by Brendan Sanger to approve \$3,000 for a marketing proposal with Andrew Stella for the LRTC. Don Failing seconded the motion. Motion was passed unanimously.
- V. **Engineering Proposal:** Doug Terry presented a civil engineering proposal by Jones & Henry for the purpose of studying the impacts of a possible expansion of Livonia Tool. More specifically, the study would look at the "well-head" protection area within close proximity of a proposed access road that may be needed by Livonia Tool. Doug Terry further explained that expansion could have an impact on the current DPW building and property as well. A motion was made by OR Smith and seconded by Matt Wolfinger to approve the Jones & Henry Proposal not to exceed \$4,000. Motion passed unanimously
- VI. **Golf Cart Purchase:** Doug Terry presented a memo prepared by DPW Superintendent Tony Langhann. The memo indicated his desire to replace some of the aged golf carts at Litchfield Greens. Through Tony's efforts he has been in discussion with Mr. Al Blonde, Grounds Superintendent at the Medalist Golf Course in Marshall, Michigan to purchase five (5) Yamaha Electric Golf Carts at \$1,780.00 each for a total \$8,900.00. A motion was made by Don Failing and seconded O.R. Smith to purchase the golf carts as presented. Motion passed unanimously.
- VII. **Bills:** A motion was made by Mike Warren and seconded by O.R. Smith to approve the November bills in the amount of \$592,058.09. Motion passed unanimously.
- VIII. **Manual Checks:** A motion was made by O.R. Smith and seconded by Brendan Sanger to approve the October manual checks in the amount of \$2,335.00. Motion passed unanimously.
- IX. **Adjournment:** A motion was made by Brendan Sanger and seconded by O.R. Smith to adjourn the November 13, 2019 meeting at 8:50 p.m. Motion passed unanimously.

**Attested: Douglas K. Terry, TIFA Administrator, November 13, 2019**