

City of Litchfield

TIFA Meeting Minutes

August 12, 2015

Call to order

Chairman Ed Smith called to order the regular meeting of the **Litchfield TIFA** at 7:00pm on **August 12, 2015** in **Litchfield City Hall**.

Chairman Smith conducted a roll call. The following persons were present: Brendan Sanger, Bill Nobles, Ed Smith, Roger Winchell

Absent: Don Failing, Mike Warren

Others Present: Doug Terry TIFA Administrator,

Minutes: A motion was made by Nobles and seconded by Sanger to approve the minutes of the TIFA Meeting held on July 8, 2015. Motion passed unanimously.

- I. **Balance Sheet and Revenue & Expenditure Statements:** After Board review, a motion was made by Sanger and seconded by Winchell to accept and approve the July Balance Sheet Revenue Report. Motion passed unanimously.

- II. **Litchfield Golf Course Report and Discussion:** Chairman Smith stated that based on the July financial statements for Litchfield Greens, we are starting to see a minimum profit. Smith explained the potential prospect of selling the golf course to a person who has visited the golf course on several occasions. Smith felt she has the financial and managerial ability to develop both the restaurant and the golf course. Ed stated that he will keep the board informed as interest develops. Doug Terry presented a request to the TIFA Board to purchase a used "greens" mower listed for sale by another golf course in northern Michigan. Terry had stated that DPW Superintendent Langhann felt that it would cost less to purchase the proposed mower than to repair the current mower that is in disrepair. A motion was made by Winchell and seconded by Nobles to purchase a "greens" mower in the amount of \$1,800. Motion passed. Doug Terry

addressed the TIFA Board with a request from the four golf leagues at Litchfield Greens to donate \$100.00 to each league for their fun night. A motion was made by Nobles and seconded by Sanger to contribute \$100.00 to the leagues for fun night. Motion passed unanimously. Discussion was raised by Doug Terry for the TIFA Board to consider reducing membership fees for new golfers since the season was half completed. It was the consensus of the TIFA Board members that there should be no adjustment in fees at this time. Chairman Smith reported on a prospective sale of the golf course. Sanger felt we need to have specific certainties and parameters in place with any new owner. Chairman Smith stated his enthusiasm for this potential buyer; however stated his caution in proceeding too fast.

- III. **Litchfield Regional Training Center Report:** Bill Nobles reported on the status of the LRTC. Nobles stated that floor covering would proceed within the next two weeks. The class-room furniture is expected to arrive the week of August 19, 2015.
- IV. **Elementary School Report:** Chairman Smith reported on the plans to convert the old elementary school on North Chicago Street. Work was in process of creating a legal description for the property. Once completed, efforts will be made to split the property from Litchfield Community Schools. Marketing study is still being developed.
- V. **City Manager Report:** City Manager Terry reported that the City of Litchfield is in the process of proceeding to erect a perimeter fence at new DPW Building located 928 Anderson Rd. Terry presented two quotes for fencing. One quote was in the amount \$7,932 to fence only a portion of the property and another quote in the amount of \$16,733 to fence the entire property perimeter. The TIFA Board members by consensus felt the entire property should be fenced. Terry stated he would proceed in that direction. Terry also stated that revenues were being taken in with summer tax collection and were increasing TIFA's cash balance. Also the golf course had a small profit for the month of July.
- VI. **Bills for Approval:** A motion was made by Sanger, seconded by Nobles to approve bills in the amount of \$16,442.71 Motion passed unanimously.

VII. Manual Checks: A motion was made to approve the manual checks in the amount of \$66,044.00 by Sanger, seconded by Winchell. Motion passed unanimously.

VIII. Investments There were no investments this month.

Adjournment A motion was made by Winchell and seconded by Sanger to adjourn the July 8, 2015 meeting at 8:20 pm. Motion passed unanimously.

Attested: Douglas K. Terry, TIFA Administrator August 12, 2015