

City of Litchfield
TIFA Meeting Minutes
June 21, 2017

Call to order

Chairman Ed Smith called to order the regular meeting of the Litchfield TIFA at 7:00 p.m. on June 21, 2017 at the Litchfield Regional Training Center.

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

Absent: Roger Winchell

Others Present: Sue Smith EDP Director, Jill Barrett City Treasurer, Doug Terry - TIFA Administrator

Minutes: A motion was made by Nobles and seconded by Wolfinger to approve the minutes of the Regular TIFA Meeting held on May 10, 2017. Motion passed unanimously.

- I. **Balance Sheet and Revenue & Expenditure Statements:** After board review, a motion was made by Wolfinger and seconded by Nobles to accept and place on file the May Balance Sheet & Revenue Report. Motion passed unanimously.
- II. **Budget Amendments:** City Treasurer Jill Barrett provided the TIFA Board Members with a proposed resolution amending the 2016-2017 TIFA Budget. After brief discussion, a motion was made by Sanger and seconded by Wolfinger to approve adjusting budget amendments as presented. Motion passed unanimously.

Litchfield Regional Training Center Report: City Treasurer Jill Barrett presented the TIFA Board Members an accounting of the expenditures which have taken place with regards to the LRTC. Jill also asked the board to amend its original motion from November 2014 to exceed the original \$200,000 in building improvements. Mike Warren suggested that it was assumed that the function of the LRTC fell under TIFA's financial supervision and responsibility. Hillsdale County EDP Director Sue Smith made a presentation to the TIFA board on the efforts of manufacturing training. She emphasized that our success with local employers has benefitted our industrial park. Bill Nobles, Executive Director of LRTC, explained the purpose and direction of pursuing a proprietary school and the revenue benefits of sponsoring different training and classes. He further explained the reach out to our own Litchfield students and our desire to retain those students for life-long employment. The TIFA board was presented a tour of the facility and then reconvened for discussion. Board members had questions for both Bill Nobles and Doug Terry. Doug informed the board that Bill Nobles had done an excellent job of pacing necessary improvements balanced with conservative financial expenditures. Doug further explained that the completion of the training center was near

completion however there were “punch list” items that still needed to be pursued to complete the building. Board discussion then took place concerning the necessary funds to complete this project. A motion was made by Brendan Sanger and seconded by Don Failing to amend the original motion of stating \$200,000 for building improvements to increase by \$50,000 for the completion of the LRTC. Chairman Ed Smith asked for any questions or comments on the motion. It was discussed that any future funds beyond the \$50,000 should be reviewed by the TIFA board. Motion passed unanimously.

- III. **City Manager Report:** Doug Terry reported that he along with Mayor Smith have been monitoring the dewatering process at the HI-Lex building site. Doug had also reported that he has been in discussions with Doug Todd, Berkshire Hathaway, concerning the possible purchase of the Gonzalez building. Chairman Ed Smith also reported on discussions concerning Consumers Energy and upgrades for the industrial park and the city of Litchfield.
- IV. **Bills for Approval:** A motion was made by Warren and seconded by Failing to pay the May bills in the amount of \$33,790.72. Motion passed unanimously.
- V. **Manual Checks:** A motion was made by Warren and seconded by Nobles to approve the manual checks in the amount of \$263,875.23. Motion passed unanimously.
- VI. **CD Transfer:** A motion was made by Warren and seconded by Sanger to approve the action of the Treasurer investing the maturity of a Huntington Bank CD to Flagstar Bank Savings.

Adjournment: A motion was made by Failing and seconded by Sanger to adjourn the June 21, 2017 meeting at 8:55 p.m. Motion passed unanimously.

Attested: Douglas K. Terry, TIFA Administrator, June 21, 2017