

City of Litchfield
TIFA Meeting Minutes
March 12, 2014

I. Call to order

Chairman Ed Smith called to order the regular meeting of the Litchfield TIFA at 7:00pm on March 12, 2014 in Litchfield City Hall.

II. Chairman Smith conducted a roll call. The following persons were present: Roger Winchell, Don Failing, Bill Nobles, Ed Smith

Absent: Mike Warren, Brendan Sanger

III. Approval of minutes from last meeting

Motion to approve the minutes from the last meeting- February 12, 2014. Motion by Don Failing, Second by Roger Winchell. The minutes were approved as presented.

IV. Approval of Balance Sheet and Finances

Motion to approve February 2014 Balance Sheet and Expenditures: Motion by Roger Winchell second by Don Failing; Motion passed.

V. New business & Visitors

Chairman Smith recognized Michelle Caldwell from County National Bank and Mary Cooley from Caldwell Banker. Mrs. Caldwell informed the TIFA Board members of an exciting plan to help perspective buyers finance a new home in Litchfield's Hawthorn Heights phase IV. Mrs. Caldwell described a financing program of 1.9% for the first twelve months and a low interest rate after that for five years. The program is designed to help perspective buyers to build and locate to Litchfield. She further stated that through the efforts of Caldwell Banker and TIFA, that CNB is excited to help market and promote the development of Hawthorn Heights. Discussion also included reaching out to contractors and developers.

VI. Litchfield Initiative Update

Bill Nobles presented the TIFA Board members with a update on the progress of training in the area. Mr. Nobles stated that the Jackson Area Manufactures Association (JAMA) is very interested in continuing partnering with the Litchfield Initiative, TIFA and area manufactures. Discussion was brought up about a new training site located in industrial park. TIFA Administrator Doug Terry presented a time-line of discussions and actions associated with a possible acquirement of a building. Mr. Nobles assured the board members that he would keep them apprised of discussions and progress prior to extending any offers. Discussion also included any renovations and equipment necessary for training. Mr. Rayl offered that JAMA and others would probably provide the equipment.

VII. 2014-2015 Budget

TIFA Chairman Ed Smith presented the proposed TIFA Budget for fiscal year 2014-2015. He had advised members of different projects that could be pursued and developed during this next fiscal year. A motion was made by Don Failing and seconded by Roger Winchell to adopt a resolution to submit to Litchfield City Council adopting the TIFA Budget for fiscal year 2014-2015. Motion was adopted.

VIII. Condominium Update

Chairman Smith requested the TIFA Board to allow Chairman Smith to review and approve the condominium construction bills for Brigham Construction at 423 E. Birch Street. Motion by Don Failing and seconded by Bill Nobles, to allow Chairman Smith approve the construction bills for the 423 E. Birch street Condominium project. Motion was adopted.

IX. Golf Course Update

Chairman Smith requested the TIFA Board to authorize payment for current Golf Course bills up to \$70,000. Motion by Bill Nobles and seconded by Don Failing. Motion approved.

X. Investments

Motion by Bill Nobles and seconded by Roger Winchell to request City Treasurer Jill Pelham to reinvest two CDs expiring on 3/12/14 and 4/08/14 for 3 to 6 months at best rate. Motion approved.

XI. Bills for Approval

Motion by Roger Winchell, seconded by Bill Nobles to approve the Bills for March 2014 in the amount of \$499,709.83 Motion approved. Manual Checks for February. Motion by Don Failing, seconded by Bill Nobles to approve manual checks in the amount of \$6,000. Motion approved.

Motion to Adjourn. Motion by Bill Nobles and seconded Don Failing Motion approved at 9:15pm

Attested : Douglas K. Terry, TIFA Administrator

Bills for Approval. A motion was made by Failing and seconded by Nobles to approve the payment of bills in the amount of \$8,743.25. Motion passed unanimously.

City Manager Report. City Manager Terry asked the board to discuss a proposal to list Hawthorne Heights lots for sale. After brief discussion and with board consensus to allow City Manager Terry to make arrangements to list the vacant properties to be listed with Caldwell-Banker Realty for six (6) months with review. City Manager Terry also informed the board on the efforts of the Hillsdale Economic Partnership (EDP) to pursue federal funds through the Economic Development Administration (EDA) for the purpose of developing a medical clinic to benefit the industrial park and city residents. A motion was made by Sanger and seconded by Nobles to direct staff to work with EDP to pursue a grant with a match of \$500,000 for a medical facility. Motion passed unanimously. City Manager Terry gave a brief report on the near completion of city hall improvements.

Adjournment: Motion by Failing, seconded by Sanger to Adjourn. Motion Passed unanimously.

Attested: Douglas K. Terry November 13, 2013