

City of Litchfield
TIFA Meeting Minutes
October 12, 2016

Call to order

Chairman Ed Smith called to order the regular meeting of the Litchfield TIFA at 7:00 p.m. on October 12, 2016 in Litchfield City Hall.

Secretary Mike Warren conducted a roll call. The following persons were present: Bill Nobles, Roger Winchell, Don Failing, Matt Wolfinger, and Brendan Sanger.

Absent: Ed Smith, Brendan Sanger was late and joined the TIFA Board at 7:14pm

Others Present: Steve Wade, Doug Vankampen, Randy Yagiela, Doug Terry, TIFA Administrator

Minutes: A motion was made by Bill Nobles and seconded by Don Failing to approve the minutes of the Regular TIFA Meeting held on September 7, 2016. Motion passed unanimously.

Minutes: A motion was made by Failing and seconded by Winchell to approve the minutes of the Special TIFA Meeting held on September 19, 2016. Motion passed unanimously.

- I. **Balance Sheet and Revenue & Expenditure Statements:** After board review, a motion was made by Winchell and seconded by Don Failing to accept and place on file the September Balance Sheet & Revenue Report. Motion passed unanimously.

- II. **Litchfield District Library Report and Request:** Mr. Steve Wade, chairperson for the Litchfield District Library, presented TIFA Board members with a report on the status of their library expansion project. Mr. Wade informed the board on the completed physical changes to the recently purchased building located on West St. Joe Street. Mr. Wade reported that the Library Board has retained the services of an architect. Mr. Wade further stated that the Library Board was extremely pleased with the amount of progress to date. Mr. Wade

reported on their Board's efforts in fund raising. Mr. Wade reported that the Library Board would like to raise \$250,000 in the first phase of their building project. Mike Warren asked the time frame with regard to fund raising goals. Mr. Wade stated that six months was realistic. Randy Yagiela reported that the Library Board is in the process of applying for several grants. Matt Wolfinger asked what kind of efforts were being made to solicit local contributors. Steve reported that smaller donations were being made. Steve stated that current renovation efforts will cost approximately \$95,000. Steve asked the board if there was any interest on the part of TIFA to help contribute with the cost of renovations. Mike Warren asked the TIFA Board members if they had any questions. Mike stated that because of recent TIFA commitments he would like to see a financial and construction budget. Brendan Sanger stated he did not want to see TIFA commit any funds over a three year basis. He also felt that TIFA should sell the golf course prior to granting any funds. Doug Vankampen explained a sequence of construction progress which is dependent on available money. Don Failing felt we should commit to some financial help. Roger Winchell felt that there is a lot of uncertainty with current TIFA projects. Doug Terry was asked to present an update on current projects in the industrial park. Mike Warren suggested that TIFA could consider that a "draw-down" grant of \$95,000 be offered to cover the renovation costs with the bills to be presented prior to any amounts given to the library. A motion was made by Brendan Sanger to grant \$95,000 to the Litchfield District Library in a "draw-down" arrangement with bills to be presented to TIFA for approval, seconded by Don Failing. Motion passed unanimously. Steve Wade thanked the TIFA Board members for their generous support.

III.

Liquor License - Litchfield Greens Doug Terry presented a

resolution to the TIFA Board for the purpose of refileing with the State of Michigan for a liquor license for Litchfield Greens. Terry had stated that the transfer of the license did not occur in a timely manner, thus creating the necessity of reapplying for the liquor license. The liquor license provides a better marketability of the golf course. A motion was made by Brendan Sanger and seconded by Don Failing to adopt the resolution and forward it on to the State of Michigan. Motion passed unanimously.

- IV. Industrial Pretreatment Program:** Doug Terry presented the TIFA Board with a report on Speedrack. Terry informed the board that a meeting was held with Speedrack's attorney and consultants, DEQ officials and city officials to discuss the necessity of implementing an Industrial Pretreatment Program. Terry recommended to the TIFA Board that a selection of three qualified engineering firms be asked to provide proposals to assist the City of Litchfield with developing an ordinance which protects the city from damaging sewer discharges. A motion was made by Brendan Sanger and seconded by Bill Nobles to appropriate \$25,000 for consultants to assist the city in developing a pretreatment ordinance. Motion passed unanimously.
- V. Annual Economic Development Partnership Dinner:** A motion was made by Don Failing and seconded by Matt Wolfinger to pay \$750 for a table for the EDP Annual Dinner. Motion passed unanimously.
- VI. Bills for Approval:** A motion was made by Don Failing and seconded by Brendan Sanger to pay the September bills in the amount of \$29,436.11. Motion passed unanimously.
- VII. Manual Checks:** A motion was made by Brendan Sanger and seconded by Don Failing to approve the manual checks for September in the amount of \$200,000 bank transfer. Motion passed unanimously.

Adjournment: A motion was made by Brendan Sanger and seconded by Don Failing to adjourn the October 12, 2016 meeting at 8:30 p.m. Motion passed unanimously.

Attested: Douglas K. Terry, TIFA Administrator, October 12, 2016

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