

City of Litchfield
TIFA Meeting Minutes
September 24, 2014

I. Call to order

Chairman Ed Smith called to order the regular meeting of the Litchfield TIFA at 7:00pm on September 24, 2014 in Litchfield City Hall.

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

Absent: Roger Winchell

Others Present: Sue Smith Hillsdale - EDP, Bill Rayl – JAMA, Randall A. Yagiela, – Transformation Connection, Doug Terry TIFA Administrator

III. Approval of minutes from last meeting

Motion to approve the minutes from the last meeting- August 13, 2014. Motion by Failing, Second by Nobles. The minutes were approved as presented.

IV. Approval of Balance Sheet and Finances

Motion to approve August 2014 Balance Sheet and Expenditures: Motion by Warren second by Failing; Motion passed.

V. Bills for Approval A motion was made by Failing and seconded by Sanger to approve the payment of bills in the amount of \$106,708.51. Motion passed unanimously.

VI. Manual Checks A motion was made by Failing, seconded by Sanger to approve manual checks in the amount of \$500,921.11. Motion passed.

VII. Leased Space Discussion Chairman Smith opened discussion concerning rental and lease rates for TIFA owned buildings. As we had informed the TIFA Board Members, City Manager Terry informed board members of Hi-Lex's request to lease a portion of the new spec building. Chairman

Smith prepared a schedule for all TIFA owned facilities and read as follows:

First Thirty Days- Free

Second Thirty Days- \$1.00 per sq. ft.

Third Thirty Days - \$2.00 per sq. ft.

90 Days to 364 Days - \$3.00 per sq. ft.

One year or more - \$5.00 per sq. ft.

The above rates shall billed on a monthly basis.

The leased space shall be cleaned, restored, and repaired to original condition.

The City of Litchfield and TIFA shall be held harmless from any damage or theft of products and materials stored on premises.

By consensus instructed both Doug Terry and Ed Smith to develop and adopt a cost and policy for future use of TIFA buildings and property.

VIII. Litchfield Initiative Report

City Manager Terry reported on issues related to the Litchfield Initiative. Terry had reported that much work had been done in trying answer TIFA Board members' questions and concern regarding the Nolan Building and the need for adding additional vocational educational space. Bill Nobles added that conversations with JAMA and other entities such as Jackson Community College have taken place and discussed their long term training goals for our community. Chairman Smith called on Sue Smith of the Hillsdale County Economic Development Partnership to inform TIFA members of the conversations she has conducted with area manufacturers. Sue went on to explain that one of the most difficult situations that manufacturers are facing is a shortage of trained and skilled employees. Chairman Smith called upon Bill Rayl of the Jackson Area Manufacturers Association (JAMA) and in great detail explained how Litchfield is now considered a

geographic center for training workers. He went on to describe JAMA's funding approach. He also described JAMA's support and enthusiasm in developing the Nolan Building as a regional training center. Board member Failing stated he likes the concept but would like see some kind written projections as well as cost figures for income. Randall A. Yagiela, of Transformation Connection informed TIFA Board members that through the Federal Economic Development Administration that they were very impressed with Litchfield and that there was a very good possibility that a grant in partnership was possible to fund the Nolan Building with equipment. Chairman Smith stated he had reviewed the draft *Memorandum of Understanding*, outlining each entities responsibilities and asked questions concerning the repair, maintenance, and operation of the training center. Nobles also apprised the TIFA Board member of conversations with the industrial park business owners and their need for trained workers. Nobles explained to TIFA Board Members of the interest from Jackson College to train and utilize the Nolan building for college and vocational students in the area Chairman Smith was very supportive of the training facility but asked Bill Nobles and Doug Terry to retrieve contractor estimates to see if building a new building would be more advantageous than buying the Nolan Building. It was the consensus of the board that they were very supportive of the project but needed some more information for the next TIFA Board meeting. A motion was made by Warren and seconded by Sanger to table this issue pending architectural review and recommendation at next TIFA meeting.

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

Attested: Douglas K. Terry September 24, 2014