

**City of Keego Harbor
Tax Increment Finance Authority (TIFA)
Virtual Meeting Minutes
Monday December 6, 2021**

Call the Meeting to Order: Chairman Daelemans called the meeting to order at 4:00pm

Roll Call:

Present: Chairman Daelemans attending remotely from Oakland County, City of Keego Harbor, State of Michigan
Vice Chairman Emerling attending remotely from Oakland County, City of Keego Harbor, State of Michigan
Secretary Clark attending remotely from Oakland County, City of Keego Harbor, State of Michigan
Mayor Pro Tem Lampl attending remotely from Oakland County, City of Keego Harbor, State of Michigan
Board Member Santia attending remotely from Oakland County, City of Waterford, State of Michigan
Board Member Williams attending remotely from Oakland County, City of Keego Harbor, State of Michigan

Absent: Board Member Ostroske

Motion by Vice Chairman Emerling; seconded by Chairman Daelemans to excuse Board Member Ostroske

Unanimous Roll Call Vote: Ayes: 6 Nays: 0 Motion carried

Staff Present: City Treasurer / TIFA Treasurer Denise Hanley and Administrative Specialist / TIFA Recording Secretary Lori Gilman

Approval of the Agenda:

Motion by Vice Chairman Emerling; seconded by Board Member Williams to approve the agenda for December 6, 2021 virtual meeting

Unanimous Roll Call Vote: Ayes: 6 Nays: 0 Motion carried

Approval of Meeting Minutes:

Motion by Secretary Clark; seconded by Mayor Pro Tem Lampl to approve the TIFA virtual meeting minutes from September 2, 2021

Unanimous Roll Call Vote: Ayes: 6 Nays: 0 Motion carried

PUBLIC COMMENT: (non-agenda items only)

David Emerling – Mr. Emerling stated that he has enjoyed working with the TIFA Board. He added all Boards and Commission Members should work together and treat each other with respect.

New Business:

Financial Report / Audit

Treasurer Hanley reviewed the audit for year ending June 30, 2021 and the Revenue and Expenditure Report for period ending October 31, 2021. She indicated that 95% of the yearly revenue has been received.

Motion by Board Member Williams; seconded by Mayor Pro Tem Lampl to accept the financial reports as presented

Unanimous Roll Call Vote: Ayes: 6 Nays: 0 Motion carried

Watertown Project Update

Board Members discussed the Watertown report provided to City Council at their October meeting. Suggested areas for improvement were at City Beaches, Fran Leaf Park, and Wetland Restoration. CRWC would help with implementation and maintenance of the plan. Board Members will continue discussing ideas applicable for the TIFA district at future meetings. Will continue to monitor grants applied and awarded to the City and review any additional projects in the TIFA district.

Election of Officers

- Chairman
- Vice Chairman
- Secretary
- Treasurer

Nomination by Board Member Santia; seconded by Board Member Williams to appoint Mayor Pro Tem Lampl Chairman of the TIFA Board

No other nominations were made, Mayor Pro Tem Lampl accepted the nomination

Unanimous Roll Call Vote: Ayes: 6 Nays: 0 Motion carried

Nomination by Board Member Williams; seconded by Secretary Clark to re-appoint Vice Chairman Emerling to Vice Chairman of the TIFA Board

No other nominations were made, Vice Chairman Emerling accepted the nomination

Unanimous Roll Call Vote: Ayes: 6 Nays: 0 Motion carried

Nomination by Vice Chairman Emerling; seconded by Board Member Williams to re-appoint Secretary Clark to Secretary of the TIFA Board

No other nominations were made, Secretary Clark accepted the nomination

Unanimous Roll Call Vote: Ayes: 6 Nays: 0 Motion carried

Nomination by Secretary Clark; seconded by Vice Chairman Emerling to re-appoint Deputy Secretary Gilman to Deputy Secretary of the TIFA Board

No other nominations were made, Deputy Secretary Gilman accepted the nomination

Unanimous Roll Call Vote: Ayes: 6 Nays: 0 Motion carried

Nomination by Secretary Clark; seconded by Vice Chairman Emerling to re-appoint Treasurer Hanley to Treasurer of the TIFA Board

No other nominations were made, Treasurer Hanley accepted the nomination

Unanimous Roll Call Vote: Ayes: 6 Nays: 0 Motion carried

Old Business:

Village Plan Update

Mayor Pro Tem Lampl indicated Wade Trim has commenced ordinance review of the Village Plan for the Cass Lake Road Corridor and the 170 ordinance recommendations made by Gibbs Planning Group. A working committee, consisting of Mayor Pro Tem Lampl, Council Member Kalman and Planning Commission Chairman Joel Yoder, will assist the Wade Trim team with questions and guidance to ensure that the drafted ordinance language reflects the vision outlined in the plan. They anticipate this will be a 10-month project. Draft forms of ordinance changes will go to the Planning Commission starting in spring 2022. Board Members asked Mayor Pro Tem Lampl when the first meeting is scheduled with the working committee and Wade Trim and how these ordinances will be grouped at the Planning Commission meetings.

Street Light Pole Project Revision

Terracast made a final revision to the base of the light pole. Currently there are ninety-four light poles in the TIFA District. The City Manager and DPW Foreman have asked for extra bases. The new quote provided for one hundred light poles is for \$57,500.00. Shipping fees are not included on the invoice, Terracast will let us know the fee closer to actual ship date. As production will take 3-4 months, therefore, this project will occur around May or June 2022. Painting the light poles will occur first followed by the installation of the bases.

Board Members would like to confirm color of light pole base, color, and finish of paint for the light pole, how the light pole bases will be shipped, where the light pole bases will be stored, who will complete the installation, payment terms from Terracast and they would like to see a contract from Terracast. City Staff will look to answer all questions and send the contract, once received to City Attorney Tom Ryan for review.

Resolution by Mayor Pro Tem Lampl; seconded by Vice Chairman Emerling to approve \$57,500 for one hundred light pole bases and not to exceed \$10,000.00 for shipping, payment to Terracast of 50% of invoice (excluding shipping) once color is determined and once contract is approved by Attorney Ryan, City Manager Neeb is authorized to sign

Unanimous Roll Call Vote: Ayes: 6

Nays: 0

Motion carried

Adjournment:

Mayor Pro Tem Lampl adjourned the meeting at 5:45pm.

Brian Lampl

Brian Lampl (Dec 29, 2021 20:28 EST)

Brian Lampl

Mayor Pro Tem and Chairman TIFA Board

Lori Gilman

Lori Gilman (Dec 30, 2021 08:25 EST)

Lori Gilman

Administrative Specialist and TIFA
Recording Secretary









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Final Audit Report

2021-12-30

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