

**CITY OF KEEGO HARBOR
TAX INCREMENT FINANCE AUTHORITY (TIFA)
MEETING MINUTES
MONDAY, DECEMBER 16, 2019**

Call the Meeting to Order: Chairman Daelemans called the meeting to order at 6:00pm

Roll Call:

Present: Chairman Paul Daelemans, Vice-Chairman David Emerling, Secretary Leslie Clark, Chuck Svaluto and Sue William.

Commissioners Gino Santia and Commissioner Pat Ostroske joined the meeting at 7:00 PM.

Staff Present: City Manager Jered Ottenwess and City Clerk Tammy Neeb

Public Comments:

No one addressed the Commissioners, Closed to Public Comment

Approval of Meeting Minutes:

Motion to approve the October 7, 2019 TIFA Meeting Minutes by Vice- Chairman Emerling; seconded by Secretary Clark.

Ayes: 5

Nays: 0

Motion carried

New Business:

Informational Meeting Pursuant to MCL 125.4910(4)

The following are initiatives that have been pursued/acted on this year:

- Gibbs Planning Group Market Analyses completed in September 2019
- Streetlight expenditures switched from General Fund to TIFA Fund as part of FY19-20 Budget
- Pathway between Cass Lake Road and Fran Leaf Park (in progress)
- Streetlight and banner rehabilitation (in progress)
- Mural at Sunset Park (in progress)

The City staff is working on processing all statutorily required documentation to the new City website. This will be completed by December 27, 2019.

Sidewalk Tractor Purchase Approval

The City Department of Public Works (DPW) clears snow from sidewalks in the City, on Cass Lake Road and Orchard Lake road. DPW has utilized an articulating tractor manufactured by Power Trac for several years. In addition, this type of articulating tractor supports multiple attachments for a variety of functions year-round, such as grass cutting, post hole digging, and lifting. The City (utilizing the TIFA Fund) purchased the Power Trac tractor in used condition in

The Power Trac tractor has been out of service since May 2019. To fix it, the motor and wire harness will need to be replaced. DPW Foreman Corey Mills has worked with multiple small

engine repair technicians to diagnose the problem and procure pricing for replacement parts. Total cost for parts would be approximately \$5,200, not including labor.

Corey has worked with several dealerships to get manufacturer price for new equipment:

- Avant \$41,200 Fork, V-blade, Price does not include snow blower attachment
- Steiner \$32,188 V-blade, Snow Blower Price includes manufacturer 20% discount
- Ventrac \$45,490 V-blade, Versa Loader Price does not include snow blower attachment

City Council had discussion about the purchase of a new tractor at the November Council Meeting, the matter was tabled. FY19-20 Budget Amendment is on the agenda December 19, 2019 council meeting to authorize up to \$35,000 for a new tractor from the TIFA Fund.

Commissioners discussed that this purchase is justifiable under TIFA, the sidewalks need to be cleared. The TIFA board can approve up to \$35,000. The Power Trac could be repaired and still purchase a new piece of equipment.

Motion by Commissioner Emerling to approve up to \$35,000 of TIFA funds to amend the City budget for the purchase of snow removal equipment, support by Secretary Clark.

Ayes: 5

Nays: 0

Motion carried

Pathway Planning and Design Discussion

The SAW Grant is not eligible to fund a concept plan for this pathway. If TIFA is going to pursue construction of this pathway. Manager Ottenwess presented an agreement with HRC to design and bid the project, with a cost of \$9,800.00. Manager Ottenwess has been in contact with the developer, DDR Construction/rick Del Rose, of 2074 Cass Lake Road to obtaining digital files that would allow us to create new plan sheets based on data compiled as part of the development of that property. TIFA directed Ottenwess to reach out to Landscape companies; Creative Brick, AguaFina Gardens and Mikes Grassers for quotes on design of this project.

Streetlight Banner and Lights Discussion


The City is still working on identifying vendor who would provide estimate for rehabilitation for the streetlight poles. Chairman Daelemans has received some information on banners for streetlights. More information is needed before this project can move forward.

Mural at Sunset Park Discussion


The mural donated to the City by Emerling's is being held at the DPW building. TIFA members asked if the mural could be hung from a local business. More information is needed on this matter, and should be reviewed with City Planner Jason Smith in accordance to the City ordinances.

Adjournment:

Chairman Daelemans adjourned the meeting at 7:40 pm.


Paul Daelemans

Chairman TIFA Board


Jennifer Gilman
Keego Harbor, Administrative Clerk