

MINUTES

TIFA Review Committee

June 8, 2026, 4:30 PM

2nd Floor Conference Room – Hillsdale City Hall

I. Call to Order at 4:32 PM

- a. Members Present: Andrew Gelzer, Chris Sumnar, Cindy Bieszk, Greg Stuchell, and Luke Robson
- b. Public Present: Olivia Smith (Zoning Administrator, TIFA Secretary/Treasurer)
- c. Members Absent: None

II. Communications

- a. Bieszk presented her research of grants awarded by the TIFA Board. Discussion took place and the Committee members thanked her for compiling that information. Will become an appendix of the pending Development Plan update.

III. Rules of Procedure Review

- a. Gelzer introduced a discussion framework to the Committee: What relationships have developed or events have taken place that are not addressed in the current rules?
 - i. TIFA is now a property owner and manager of that property
- b. Discussion took place regarding appointments and any statutory requirements.
- c. #4 – Removal of Members & #14 – Quorum
 - i. Lengthy discussion took place regarding quorum requirements due to recent chronic absences.
 - ii. Brainstorming regarding the number of absences that would occur before the TIFA Board recommends removal to Mayor and City Council. Desired some sort of system that would cause an “automatic trigger”.
 1. Honor code signed by all members
 2. An attendance sheet that has a view of the entire year
 - iii. The adoption of a One Voice Policy that would also trigger recommendation of removal if abused.
- d. #7 – Officers
 - i. Duties, as currently written, do not label what responsibilities are delegated to the Chair or the Vice Chair.
 1. Duties should be clear so that they can be delegated
 - ii. What duties are strictly held by the full Board?
 - iii. Discussion regarding emergency powers and their delegation

Bieszk left at 5:07 PM. Quorum still met.

- e. External Relationships

- i. The Committee reviewed historical and existing external relationships that TIFA is involved in:
 - 1. DPS – Downtown snow removal
 - 2. State – Grant for Dawn Theater rehabilitation
- ii. TIFA should be involved with outside entities more than it has in the past
- iii. Should campaign State entities for project funding
- iv. Amend or introduce language that TIFA cannot take on an expenditure unless it is included or aligns with their Development Plan. Discussion took place brainstorming that language:
 - 1. “A financial decision cannot be made in the same meeting that it was introduced.”
 - 2. “Any decision that will materially alter the budget.”
 - 3. “Long-term commitments that pass multiple budget cycles.”
 - 4. Major decisions vs. routine business
- f. Dawn Theater Organization & #15 Committees
 - i. There is currently no organizational chart
 - ii. A committee’s purpose, authority, review, and sunset provision need to be specified – for the sake of Board function and transparency with the public.
 - 1. “Mission and Vision” statement for each committee
 - iii. When is a subcommittee created and what is that process? Make it uniform across all subcommittees.
 - 1. How does the Board grant the subcommittee authority?
 - iv. Delegate more duties to subcommittees so that work load is easier on full Board
 - 1. Have their minutes and action items as part of full Board consent agenda
 - v. Create a subcommittee to annual review TIFA contracts
 - vi. Gelzer – Should a periodic review of the *Rules of Procedure* take place?
 - 1. Robson – Every 10 years, TIFA shall establish a review committee to review the *Rules of Procedure* alongside the Development plan.
 - 2. Sumnar – Per statute, the Development Plan requires review every 10 years. TIFA Board shall also review existing committees and their *Rules of Procedure*.
- g. Gelzer – In closing, the rules, as they currently exist, are legally adequate. The goal of this review is to materially improve them or clarify them.

IV. Adjourned at 5:53 PM

- a. Motion by Gelzer to adjourn. Second by Robson. All in favor. Motion passed.