

September 10, 2018

The City of Reading (City) will provide Administrative and Support Services to the City of Reading Tax Increment Finance Authority (TIFA).

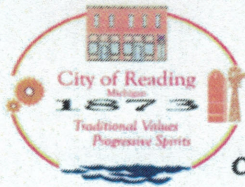
The City agrees to provide such services as necessary to support the day to day functions and long term strategic goals of the TIFA. These duties may include, but are not limited to the following.

- Providing general oversight of all business matters, including preparation of annual budget and monthly meeting minutes and meeting packets (agenda, communications, supporting documentation)
- Attending regularly scheduled TIFA meetings, and other City of Reading meetings on an as needed basis
- Serving as liaison to the Reading City Council, Staff, Boards and Commissions, as well as, County, Regional, and State community and economic development officials and agencies, and persons with business interests in the TIFA District
- Promotion of the economic well-being of the TIFA District, including marketing, retention, and attraction efforts for the City of Reading Industrial Park
- Completion of grant applications (including research, writing, oversight)
- Writing and dissemination of Request for Proposals (RFP) for services or items necessary to conduct TIFA business, programs, or initiatives.
- The City will take care of normal maintenance items such as clearing snow from TIFA owned sidewalks and parking areas. Mowing and trimming and general clean-up of downtown parking lots.
- The City will provide bookkeeping services
- Performing other duties as identified and/or assigned from time-to-time by the TIFA Board

This contract will also include monthly Street Light Fees for Enterprise Drive as well as East/West Downtown Parking Lots.

The City of Reading is a member of and has a close working relationship with the Hillsdale County Economic Development Partnership which can be very helpful in providing networking and resources to develop and accomplish the goals from above.

The City takes care of taking applications for IFT's, setting up the required hearings, publishing notices and annually files IFT reports with the State of Michigan Department of Treasury.



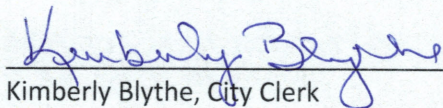
City of Reading • 113 S. Main St. • Reading, MI 49274 • (517) 283-2604

This City will provide a “go to” place for TIFA related services and information. City Hall is open to the Public Mondays thru. Thursdays from 8:00 AM to Noon and from 1:00 PM to 5:00.

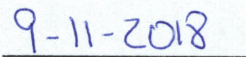
Under this Proposal, TIFA agrees to pay the City \$24,000/year to be paid in equal monthly installments of \$2000/month.

Randy Sanders, TIFA President
Tracy Donihue, Mayor

I, the undersigned, the duly qualified and acting clerk for the City of Reading, Hillsdale County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of an agreement between the Reading Tax Increment Finance Authority and the City of Reading, approved by the Reading TIFA Board at a regular meeting held on the 10th day of September, 2018 and also approved by the Reading City Council at a regular meeting held on the 11th day September, 2018, and further certify that the above agreement was adopted at said meeting(s).



Kimberly Blythe, City Clerk



Date