

Potterville DDA Board Minutes

SPECIAL MEETING

Monday, June 27, 2019 @ 5:30 p.m. – Potterville City Hall, 319 N. Nelson Street

Meeting was called to order by C. Kirvan at 6:45 p.m.

Roll Call: Present: C. Kirvan, L. Edgar, J. Bristol, J. Temsey, A. Sheridan, M. Storie

Agenda Approval: Motion by J. Bristol/Second by M. Storie. Motion passes (6-0)

Approval of Minutes: Motion by C. Kirvan/Second by A. Sheridan. Motion passes (6-0)

Approval of Bank Reconciliation: Motion by M. Storie/Second by J. Bristol. Motion passes (6-0)

Approval of Bills:

- a. Director & Secretary Pay: Pay Quarterly. Q2 payment at June meeting
 - i. Director = \$750; Secretary = \$100; Secretary Special Meeting = \$50Motion for \$900 in payments by J. Bristol/Second by L. Edgar. Motion passes (6-0)

Public Comment – Items on the Agenda: No comments

Old Business:

- a. Motion to amend Section a as two separate points:
 - i. Acceptance of Resignation of Rodney Ross
 - ii. Removal of dormant Members: Amy McDowell, Alro, and CitizensMotion to send this to city council for discussion by J. Bristol/Second by A. Sheridan. Motion passes (6-0)
- b. Check signers: Add all current members: Joe Bristol, Linda Edgar, Jack Temsey, Maureen Storie, and Aaron Sheridan. Motion by M. Storie/Second by C. Kirvan. Motion passes (6-0)
- c. Update approved calendar with DDA meeting dates: Motion by J. Bristol/Second by A. Sheridan. Motion passes (6-0)
- d. New LED strand lighting for downtown trees – table until D. Twichell is in attendance
- e. PA 57 Section 9:
 - i. Missing TIF Plan – Not in compliance
 1. Motion to send a request to City Council to reset the TIF Plan thereby reducing the tax base for DDA; keeping the funds DDA currently has, but collecting no more while DDA creates a Master Plan. Motion by M. Storie/Second by J. Bristol. Motion passes (5-1)
 - ii. Draft Budget – goes along with TIF and Master Plan. Discussion of the purpose of DDA which is community engagement; DDA has funds but the City does not. Resetting the TIF and Master Plan would reset the budget and allow the City to capture some of that relinquished tax base, thereby better serving the community to utilize the Farmer’s Market building for movie nights, band nights, etc.
 - iii. Website – J. Temsey can create a website to save DDA some money as it is not necessary to have the same security levels as the City. Will try to match the layout and appearance of City Website. The purpose will be to post minutes and notices online – DDA would continue to provide these to the City Clerk to post a copy at City Hall. Tabled until next meeting.

- f. M100 Boardwalk Bill from Williams & Works offer to reduce the invoice to cost from \$23,341.00 to \$10,474.52: Discussion – Motion by J. Bristol/Second by A. Sheridan. Motion passes (6-0)

New Business:

- a. Website – See above, tabled until next meeting.
- b. Mudjacking – work paid for but not complete? A. Sheridan to look into but believes this is weather related.

Public Comment – Items Not on the Agenda: Mike Beck of the Motorcycle Club located at 123 Main Street, owned by the Building Association. New to the community, helped out during the Potterville Gives Back Beautification Project by providing food to community members helping out; would like to help the community more such as they did in Holt with Holt Kids Days or Holt Community Halloween. Requesting help with improvements to the newly purchased building: improving curb appeal, stop erosion, paint, repair broken windows, take down stucco, replace roof. Board provided directions on how to fill out applications for this requested work. Tabled until applications are received.

Next Meeting: Monday July 8, 2019 at 6:30 p.m.

Excuse Absent Member D. Twichell: Motion by J. Bristol/Second by M. Storie. Motion passes (6-0)

Motion to Adjourn: Motion by M. Storie/Second by J. Bristol. Motion passes (6-0)

C. Kirvan declared the meeting adjourned at 6:20pm

Respectfully submitted,

Kayla Schwartz, DDA Secretary