

Potterville DDA Board Minutes

Monday, March 11, 2019 @ 5:30 p.m. – Potterville City Hall, 319 N. Nelson Street

Meeting was called to order by L. Edgar at 6:30 p.m.

Pledge of Allegiance was recited by all.

Roll Call: Present: C. Kirvam/Library, R. Ross, L. Edgar, D. Twitchell

- a. Appoint Secretary – Kayla Schwartz – Motion by D. Twitchell, seconded by R. Ross. Motion carried. (4-0)

Agenda Approval: Motion to approve the agenda, seconded. Motion carried. (4-0)

Approval of Minutes: Motion to approve the minutes from December 10, 2018, seconded. Motion carried. (4-0)

Approval of Bank Reconciliation:

- a. Director will provide monthly bank reconciliations – Motion by R. Ross, seconded by D. Twitchell. Motion carried. (4-0)
- b. Error in Checks Feb 2019. DDA Checks and TIFA Checks backwards. TIFA should write check to DDA for \$11,832.25 (\$7,500 Library and \$4,332.25 First Due) and DDA should write check to TIFA for \$5,028.25 (\$2,719 Comcast and \$2,309.25 Sheldon) – Motion by R. Ross, seconded by L. Edgar. Motion carried. (4-0)

Approval of Bills:

- a. Director & Secretary Pay & Reimbursements – Motion approve reimbursements, seconded. Motion carried. (4-0)
 - i. Pay quarterly. Q1 payment at March meeting – Motion by D. Twitchell, seconded by C. Kirvam. Motion carried. (4-0)

Public Comment – Items on the Agenda:

- b. Update Veteran’s Memorial Park – D. Twitchell will bring estimates to next meeting

Old Business: None

New Business:

- a. Approval of 2019 meeting schedule – Motion by R. Ross, seconded by L. Edgar. Motion carried. (4-0)
- b. Approve Resignation of Joe French – Motion by R. Ross, seconded by D. Twitchell. Motion carried. (4-0)

- c. Lighting Project – Modern Electric Quote – Motion by R. Ross to pay \$4k down with remainder upon completion, seconded by L. Edgar. Motion carried. (3-0) – D. Twitchell abstained
- d. Williams and Works Invoices – Postpone until receipt of itemized invoices
- e. Approve check signers and issuers – remove Joe/Rodney, adding Dustin/Carol – Motion by R. Ross, seconded by D. Twitchell. Motion carried. (4-0)
- f. TIFA checking account is interest bearing, but DDA is not. Consider switching to interest bearing account similar to TIFA and consider other higher short-term interest-bearing options with current bank for a portion of funds not immediately being drawn upon – Postpone while Director looks into options (Board approval 4-0)
- g. Discussion - Amend Bylaws (See Article VIII, Section 2) - Postpone
- h. Prepare Budget For 18/19 (unless already completed) and 19/20. Locate 17/18 Budget – Postpone, Director to meet with auditor prior to next DDA meeting
- i. Discussion - Future Projects
 - i. Community Wide Holiday Decorating ~ Thanksgiving serving hot cocoa/smores at pavilion including High School/Boyscout Decorating Competitions
 - ii. Small Business Saturday
 - iii. Pathway from McDonalds to Lake Alliance – in DDA District
 - iv. Pathway from M-100 to Gresham – Director to obtain more info
 - v. Create DDA website separate from City of Potterville

Public Comment – Items Not on the Agenda:

- a. Earth Day Cleanup April 27, 2019 (consider helping with Mulch and other fees) – Marie from Potterville Gives Back

Next Meeting: Monday April 15, 2019 at 6:30 p.m.

Excuse Absent Members: Motion by R. Ross, seconded by D. Twitchell. Motion carried. (4-0)

Motion to Adjourn: Motion by R. Ross, seconded by D. Twitchell. Motion carried. (4-0)

Meeting adjourned at 7:25

Respectfully submitted,

Kayla Schwartz, DDAA Secretary