

## **Potterville TIFA Board Minutes**

Monday, July 8, 2019 @ 5:30 p.m. – Potterville City Hall, 319 N. Nelson Street

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Meeting was called to order by Jack Temsey at 5:30 p.m.

Pledge of Allegiance was recited by all.

**Roll Call: Present:** L. Ross, D. Twichell, J. Bristol, J. Temsey, M. Storie

**Agenda Approval:** Motion to strike item 9.d. until Applications for Charlie's Bar are received by the Board by D. Twichell/second by J. Bristol. Motion carried. (5-0)

**Approval of Minutes:** Motion to approve the minutes from June 17, 2019 by E. Ross/second by M. Storie. Motion carried. (5-0)

**Approval of Bank Reconciliation:** Motion by E. Ross/second by J. Bristol. Motion carried. (5-0)

### **Approval of Bills:**

- a. Director & Secretary Pay & Reimbursements: Pay Quarterly. Q3 payment at September meeting
- b. Other Bills
  - i. Gabridge & Company: \$575 pre-audit work for last year's audit: Pre-Audit work was done to get TIFA to the point where a full audit could be done, but not originally approved by the TFA Board. Current TIFA Treasurer using a program where no pre-audit work will need to be done from now on. Motion to request an itemized invoice before approving payment by D. Twichell/second by J. Bristol. Motion carried. (5-0)

**Public Comment – Items on the Agenda:** None

### **Old Business:**

- a. Check signers: Members will be contacted by bank to sign documents. All new members on account should go to the bank to sign these documents
- b. PA 57 Section 9:
  - i. Create Master Plan: Once City releases their TIF Plan, TIFA Board members shall get together to create the TIFA Master Plan
  - ii. Draft Budget: Director working with Eaton County Treasurer to complete budget
  - iii. Website: Board reviews TIFA website requirements. Once City releases their website, TIFA Board members shall get together and create the TIFA website
- c. City approved auditor. TIFA approved last month. Need signatures to proceed

### **New Business:**

- a. Potterville Sign(s) Update: Some signs around town could use a new coat of paint. Board would like to fully replace the sign at M100 & Lansing Road – discussion on parcels and location of sign. Suggestion to reach out to artists within the community for designs and/or graphics. Board to look onto design work, donation of parcel and zoning requirements

**Public Comment – Items Not on the Agenda:** None

**Next Meeting:** Monday August 12, 2019 at 5:30 p.m.

**Excuse Absent Member R. Parker:** Motion by J. Bristol/second by D. Twichell. Motion carried. (5-1)

**Motion to Adjourn:** Motion by J. Bristol/second by M. Storie. Motion carried. (5-0)

Meeting adjourned at 6:20

Respectfully submitted,

Kayla Schwartz, TIFA Secretary