

# Potterville TIFA Special Meeting Board Minutes

Monday, June 17, 2019 @ 5:30 p.m. – Potterville City Hall, 319 N. Nelson Street

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

Pledge of Allegiance was recited by all

**Roll Call: Present:** Elizabeth Ross, Joe Bristol, Maureen Storie, Dustin Twichell, Jack Temsey

**Agenda Approval:** Motion by E. Ross/Second by D. Twichell. Motion passes (5-0)

**Approval of Minutes:** Motion by D. Twichell/Second by J. Bristol. Motion passes (5-0)

**Approval of Bank Reconciliation:** Motion by E. Ross/Second by M. Storie. Motion passes (5-0)

## Approval of Bills:

- a. Director & Secretary Pay & Reimbursements: Pay Quarterly. Q2 payment at June meeting
  - i. Director = \$750 + Reimbursement (\$84.79 for toner); Secretary = \$100; Secretary Special Meeting = \$50. Total Pay/Reimbursement of \$984.79. Motion by D. Twichell/Second by J. Bristol. Motion passes (5-0)

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

## Old Business:

- a. Removal of members: Motion to amend section (a) to separate member types. Motion by D. Twichell/Second by M. Storie. Motion passes (5-0)
  - i. Accept Resignation of Members: Rodney Ross and Elise Ross. Motion to accept resignation by E. Ross/Second by M. Storie. Motion passes (5-0)
  - ii. Removal of Dormant Member: Amy McDowell. Motion to send this to city council for discussion by D. Twichell/Second by M. Storie. Motion passes (5-0)
- b. Check signers: Add all current members – discussion to add Ray Parker, Elizabeth Ross, Dustin Twichell, Joe Bristol, Jack Temsey, Maureen Storie. Motion by J. Bristol/Second by D. Twichell. Motion passes (5-0)
- c. Update approved calendar with TIFA meeting dates: Motion by M. Storie/Second by J. Bristol. Motion passes (5-0)
- d. Lighting Project Update: D. Twichell has received the lighting pole, it is assembled and ready to be installed next Tuesday or Wednesday. D. Twichell requests for the final payment to Modern Design Electrical be held b supervisor Don Stanley from DPW. Motion by J. Bristol/Second by M. Storie. D. Twichell abstains. Motion passes (4-0)
- e. Purchase Property along Lansing Rd. corridor: Table for further review
- f. PA 57 Section 9:
  - i. Master Plan Discussion: Suggestion by D. Twichell to work with the City, working off of its Master Plan. On a Saturday Board members shall get together to create the Master Plan using the City's as a template

- ii. Review Draft Budget – Review quote from Williams & Works. Decision made to create Master Plan In-House
  - iii. Website Discussion: Would like TIFA to have its own website with a link on the City’s website to TIFA’s. Mayor mentioned the City is revamping its website as well, to meet compliance standards. Table until next meeting.
- g. Lansing Rd. Sidewalk Bill – Williams & Works – discussion. No question the work was done, there are surveys, designs, redesigns, and grants were applied for. Paying this amount would close this issue. Motion by J. Bristol/Second by D. Twichell. Motion passes (5-0)

**New Business:**

- a. Review \$3,250 TIFA audit proposal from external auditors – Motion to use the same auditor the City uses, Mayor anticipates this will be the same company from last year. Motion by M. Storie/Second by J. Bristol. Motion passes (5-0)
- b. Review estimate from Mid-Michigan Interactive: Discussion of piggy-backing on or adding a hyperlink on the City’s website to the TIFA website, would like them to be separate. Quote from Mid-Michigan too high, J. Temsey and J. Bristol to create In-House
- c. Review Grant application for Charlie’s Bar & Grill sign/parking lot Discussion: Application is incomplete, and should be two separate applications – one for the parking lot, and one for the sign. Business Owner should use the TIFA website to review the requirements of the application and upon completion provide to the Board a narrative, project timeline, paint colors, and at least 3 bids for each application. Board would need to know what portion of these repairs insurance covers, or why insurance is not covering these projects. Board will review the new applications and meet with the Business Owner upon completion.

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

**Next Meeting:** Monday July 8, 2019 at 5:30 p.m.

**Excuse Absent Member** – Ray Parker: Motion by D. Twichell/Second by J. Bristol. Motion passes (5-0)

**Motion to Adjourn:** Motion by D. Twichell/Second by J. Bristol. Motion passes (5-0)

J. Temsey declared the meeting adjourned at 6:10pm

Respectfully submitted,

Kayla Schwartz, TIFA Secretary