

Potterville TIFA Board Minutes

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

Meeting was called to order by Joe French at 5:30 p.m.

Pledge of Allegiance was recited by all.

Roll Call: Present: L. Ross, J. French, R. Parker, R. Ross, E. Ross

Agenda Approval: Motion to approve the agenda, seconded. Motion carried. (5-0)

- a. Secretary Vacant/Appoint Secretary – Motion by R. Ross, seconded by R. Parker. Motion carried. (5-0) - Kayla Schwartz is appointed at \$50/meeting to be paid quarterly with Q1 payment at March meeting.
- b. Joe French Resignation – Motion by R. Ross, seconded by E. Ross. Motion carried. (5-0)
- c. Appoint Chair – Appoint R. Ross as Chair – Motion by R. Parker, seconded by E. Ross. Motion carried. (5-0)

Approval of Minutes: Motion to approve the minutes from December 10, 2018, seconded. Motion carried. (5-0)

Approval of Bank Reconciliation: Postponed for new Treasurer to organize bank records, Board approves Treasurer to remove bank records for reconciliation.

Approval of Bills:

- a. Lake Alliance bonds – review postponed until next meeting.
- b. Director Bob Nichols
 - i. Pay quarterly, Q1 payment at March meeting – approved at \$250/meeting.
 - ii. Reimbursements – postponed.
- c. Other Bills – Nichols reimbursement for binders for TIFA and DDA. Split 50/50 between TIFA and DDA. Reimburse quarterly at next meeting.

Public Comment – Items on the Agenda:

Fire Dept. Request – Scott 30 minute carbon cylinder 2216 psi. Motion by E. Ross, seconded by L. Ross. Motion carried. (5-0).

Old Business: None.

New Business:

- a. Approval of 2019 meeting schedule – Motion by E. Ross, seconded by R. Parker. Motion carried. (5-0).
- b. Approve check signers and issuers – postponed.
- c. New Member Application – Morgan Lundquist. Motion by E. Ross, seconded by L. Ross. Motion carried. (4-0)
- d. Approve purchase Safe/Lockbox/Locking Cabinet – Motion by R. Parker for up to \$300, seconded by L. Ross. Motion carried. (5-0).

- e. Approve purchase of printer for up to \$175.
- f. Approve Fire Dept request for Scott 30 minute carbon cylinder 2216 psi for \$4,332.25.
- g. Discussion – Amend Bylaws – postponed until Secretary creates editable Word Version.
- h. Fiscal Year-End June 30, 2018 Audit – use same auditor as City of Potterville at cost up to \$3,000 – Motion by R. Parker, seconded by E. Ross. Motion carried. (5-0).
- i. Look into lights on Vermontville – Motion by R. Parker, seconded by M. Lundquist. Motion carried. (5-0).
- j. Approve second payment to Library for remodel grant at cost of \$7,500 – Motion by R. Parker, seconded by L. Ross. Motion carried. (5-0).

Public Comment – Items Not on the Agenda: None.

Next Meeting: Monday March 11, 2019 at 5:30 p.m.

Excuse Absent Members: Motion by R. Parker, seconded by L. Ross. Motion carried. (5-0).

Motion to Adjourn: Motion by R. Parker, seconded by L. Ross. Motion carried. (5-0).

Meeting adjourned at 6:20

Respectfully submitted,

Kayla Schwartz, TIFA Secretary