

Potterville TIFA Board Minutes

Monday, September 9, 2019 @ 5:30 p.m. – Potterville City Hall, 319 N. Nelson Street

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

Pledge of Allegiance was recited by all.

Roll Call: Present: L. Ross, J. Bristol, D. Twichell

Agenda Approval: Motion to approve the agenda, seconded. Motion carried. (3-0).

Approval of Minutes: Motion by L. Ross to approve the minutes from July 8, 2019, seconded by D. Twichell. Motion carried. (3-0).

Approval of Bank Reconciliation: J. Bristol questions a Fixed Asset charge, City Manager to look into what equipment is owned by TIFA at Lake Alliance. Pending this information: Motion by D. Twichell, seconded by L. Ross. Motion carried. (3-0).

Approval of Bills:

- a. Director & Secretary Pay & Reimbursements: Pay quarterly, Q3 payment at September meeting. Director \$750. Secretary \$150.
- b. Other Bills:
 - i. Gabridge & Company: \$575 pre-audit work for last year's audit.
 - ii. Reimburse City for \$139.60 for posting TIFA calendar in County Journal.

Motion to pay \$1614.60 in total bills by L. Ross, seconded by D. Twichell. Motion carried. (3-0).

Public Comment – Items on the Agenda: None.

Old Business:

- a. Check signers: Members will be contacted by bank to sign documents.
- b. Potterville Sign:
 - i. City Manager has cost estimate from Terrell Associates in the amount of \$772 to refurbish this sign that includes labor and materials to scrape, prime, and repaint its same colors on the front and back. The vendor comes highly recommended and has offered to change any colors of the sign upon request – Board requests that this sign mimic the colors of the sign located at the school. Motion by D. Twichell, seconded by L. Ross. Motion carried. (3-0).
 - ii. City Manager offered to generate proposals on behalf of the City to replace sign if TIFA is going in that direction. Would need to know approved cost parameters to proceed – Postponed until 2020.
 - iii. City Manager Request: The Potterville City welcome sign facing north bound traffic on Lansing Road near Nelson Street access point is also an eyesore. This is

a medium sized sign that is severely faded and falling over. This sign was originally purchased from Dornbos sign company out of Charlotte – Board would also like to see designs for the sign located on Dunbar, 3 proposed designs, including solar lighting, up to \$6,000 (\$3,000 for each) with final approval by City Manager and final colors to be approved by City Council. Motion by D. Twichell, seconded by J. Bristol. Motion carried. (3-0).

c. PA 57 Section 9:

i. Create Master Plan / Draft Budget / General Compliance

1. Board would like City Manager to act as interim Director. Motion by D. Twichell, seconded by L. Ross. Motion carried. (3-0).

2. Board will contract Williams & Works, up to \$15,000 to create a budget that includes at least \$60,000 to service bonds and 10% for blight. Motion by L. Ross, seconded by D. Twichell. Motion carried. (3-0).

ii. For Next Meeting: Need Williams & Works here to discuss Draft Budget as well as expanding development further down Lansing Road. Board would also like to see some business and property owners from this location at the next meeting.

d. TIFA Audit approved and beginning now.

e. Review updated grant application for Charlie's Bar & Grill Sign and Driveway:

i. Board is denying both applications for the following reasons: the sign was damaged due to a storm, the sign is not being fully replaced but instead changing lights on the same sign, these lights do not improve the property or the taxpayers district; TIFA already provided funds for the driveway, funds are to be used for development of the district not for improvement of existing businesses. Motion by D. Twichell, seconded by J. Bristol. Motion carried. (3-0).

New Business:

a. Resignation of Director Bob Nichols. Motion by D. Twichell, seconded by L. Ross. Motion carried. (3-0).

Public Comment – Items Not on the Agenda: None.

Next Meeting: Monday October 14, 2019 at 5:30 p.m.

Excuse Absent Members: Motion by L. Ross, seconded by D. Twichell. Motion carried. (3-0).

Motion to Adjourn: Motion by D. Twichell, seconded by L. Ross. Motion carried. (3-0).

Meeting adjourned at 6:30

Respectfully submitted,

Kayla Schwartz, TIFA Secretary

Approved by TIFA Board October 14, 2019