

Potterville TIFA Board Minutes

Monday, October 14, 2019 @ 5:30 p.m. – Potterville City Hall, 319 N. Nelson Street

Meeting was called to order by D. Twichell at 5:30 p.m.

Pledge of Allegiance was recited by all.

Roll Call:

- a. **Present:** L. Ross, L. Smalley, R. Parker, J. Bristol, D. Twichell, B. Nichols and B. Kring
Absent: J. Temsey
- b. **Chair Removal:** Motion by D. Twichell to remove J. Temsey as Chair, seconded by J. Bristol. Motion carried (7-0).
- c. **Chair Assignment:** Motion by B. Kring to name D. Twichell as Chair and J. Bristol as Deputy Chair, seconded by R. Parker. Motion carried (7-0).

Amended Agenda Approval: Motion to approve the agenda as now amended, seconded. Motion carried. (7-0).

Approval of Minutes: Per L. Smalley section e. should state grant instead of grand. Motion by L. Ross to approve the minutes from September 9, 2019 as amended, seconded by B. Nichols. Motion carried. (7-0).

Approval of Bank Reconciliation: Per B. Nichols the only change since the printed bank records was a bond payment totaling \$51,601.24 for both principal and interest; the new amount as of October 1 is \$339,750.82. Motion by J. Bristol to approve bank reconciliation, seconded by L. Ross. Motion carried. (7-0).

Approval of Bills:

- a. Lake Alliance bonds – autopay for \$51,601.24 as mentioned above.

Public Comment – Items on the Agenda: Dylan Rush from Lansing Economic Area Partnership (LEAP) introduces himself to Board and looks forward to working with our community in the future.

Old Business: None.

New Business:

- a. Welcome TIFA Members – Bruce Kring, Loren Smalley and Bob Nichols.
- b. Williams & Works Engineers Letter of Scope – TIFA Plan and Fiscal Budget: Nathan discusses timelines and draft workshop meetings to get TIFA updated to current compliance standards and suggests having any/all involved stakeholders be present at the next workshop meeting as the Board would like to consider this the first workshop meeting. Nathan will send a more detailed list, but things to discuss for the TIF Plan could include properties, facilities, lighting, water systems, paths, investments, project options, etc. D. Twichell would like to discuss extending the current water system to connect vacant lots to the city water system so that when those lots are purchased they are already annexed in, giving the owners the option of blocking off and not using the city water system. J. Bristol would like to discuss ideas for new development to raise property value, or having TIFA develop the property and then sell; Nathan explains that any property purchased would need to be within

the TIFA District and/or development area and some expansions may require annexation but TIFA would need an attorney to say if expanding here would reset the base. The TIF plan currently meets standards and can be amended annually so this does not need to be included until after the City has annexed the areas in question. Brandy and Aaron compare maps looking at these areas, she confirms that these areas appear to be those of least resistance. B. Nichols wonders about obtaining grants to create paths at Lake Alliance and/or looking into the old sidewalk plans from there to McDonalds.

Dylan Rush suggests things that benefit the district such as business and industrial attraction; businesses are looking for communities with a labor force where people live, work, and play all in the same area, industrial property owners are looking for site readiness, engineering, existing infrastructure.

Board discusses ways to draw attention to our business district such as a speed reduction down Lansing Road, curbs, street trees, lighting, pedestrian paths, medians, a round-about, etc. – Nathan says most of this is through the road commission because of county roads. B. Nichols notes that this is planning meeting 1 of 5, because of noticing requirement and wanting to include the opinions of district residents, he suggests putting the current TIF Plan on the website with notice of amendments coming March of 2020 – Motion by J. Bristol, seconded by R. Parker. Motion carried. (7-0). Motion to approve Scope of Work, not to exceed \$15,000, by J. Bristol, seconded by L. Ross. Motion carried (7-0).

- i. Motion by J. Bristol to name city attorney as TIFA attorney, seconded by L. Smalley. Motion carried. (7-0). City Manager will get Nathan's questions to the attorney on behalf of TIFA.
- c. TIFA Financial Services – BS&A Public Accounts Payable, Payroll, Federal Income Reporting, Credit Audit Preparation, Reconciliation of Bank Account(s), Bond Payment, Cash Receipting, Check Issuance: The plan is to loop TIFA's funds into the City's BS&A, appointing a Financial Officer who is not required to be at each meeting, and a Director position for planning/contracts who is NOT a superior of the Financial Officer. Check signers to remain the same. Motion by J. Bristol to loop an amount not to exceed \$5,000/year to do all of TIFA's financials - \$1,000 to the City, \$4,000 to the Financial Officer, seconded by R. Parker. Motion carried. (7-0).
- d. TIFA Director Services: Brandy agrees to reconsider in 2020, Aaron agrees to stay on until then.

Public Comment – Items Not on the Agenda: None.

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

Excuse Absent Members: Motion by L. Smalley, seconded by R. Parker. Motion carried. (6-1).

Motion to Adjourn: Motion by J. Bristol, seconded by R. Parker. Motion carried. (7-0).

Meeting adjourned at 7:40

Respectfully submitted,

Kayla Schwartz, TIFA Secretary

Approved by TIFA Board November 18, 2019