

# Potterville TIFA Board Minutes

Monday, November 18, 2019 @ 5:30 p.m. – Potterville City Hall, 319 N. Nelson Street

Meeting was called to order by D. Twichell at 5:35 p.m.

Pledge of Allegiance was recited by all.

## Roll Call:

- a. **Present:** L. Ross, L. Smalley, R. Parker, D. Twichell and B. Kring  
**Absent:** J. Temsey, J. Bristol and B. Nichols

**Amended Agenda Approval:** Motion by L. Smalley, seconded by R. Parker Motion carried. (5-0).

**Approval of Minutes:** Per D. Twichell section b. should specify that the vacant lots would be connected to the city water system. Motion by L. Smalley to approve the minutes from October 14, 2019 as amended, seconded by B. Kring. Motion carried. (5-0).

**Approval of Bank Reconciliation:** Motion by B. Kring to approve bank reconciliation, seconded by L. Ross. Motion carried. (5-0).

## Approval of Bills:

- a. \$2,663.00: Brian Terrell to Foster & Swift. Motion by B. Kring, seconded by R. Parker. Motion carried. (5-0).

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

**Old Business:** None.

## New Business:

- a. Legal Response to TIF Plan Update:
  - i. Board questions if bonds would be possible to provide the option of spending money outside the district. Nathan suggests using more broad categories in the TIF Plan in order to obtain bonds and Brandi notes that the Board should update the Capital Improvement Plan along with the TIF Update.
- b. Draft Meeting #1 TIF Plan Update:
  - i. Nathan discusses TIF Plan updates with Board, going through his provided packet. Board looks at water/sewer maps with the intention of creating an expansion project on the TIF Plan. Next step would be to meet with Benton Township to discuss shared services and/or City to annex the territory in questions. City Manager discusses legal agreements to avoid the annexation process.
  - ii. Nathan points out that adding specific projects to the TIF Plan would require more frequent updates to said Plan; however, using a broader spectrum of “water system expansion” for example, would not require the same frequent updates as the Board could specify a term. Board agrees on short term to be set at 0-2 years, mid-term to be 3-5 and long-term set at 6-10 years. Board Director stresses that the Board keep bond payments in mind as there can be penalties for early payoffs.
  - iii. Board discusses options to slow down traffic and attract people to the business district on Lansing Road – adding a round-about on Vermontville would need MDOT and the Road Commission and would be a 5-10 year plan. Nathan discusses corridors, medians, Michigan turns and other options to slow traffic while allowing for pedestrian connections – all options to cover while going over the Planner Memo.

- c. Planner Memo – Ideas and Successful concepts.
  - i. Board goes back to the idea of slowing traffic using a median with street trees and/or lighting, possibly adding more infrastructure and working on beautification of the city at the same time as promoting the business district. Nathan would like each Board Member to fill out the Planner Memo with yes or no answers to get a general idea of what to include in the TIF Plan so we can also discuss marketing and advertising projects to help draw in new business. B. Kring agrees because the road should only go through construction once, so all ideas should be brought to the table now.
- d. Draft Fiscal Year Budget 2019-2020.
  - i. Board Director discusses draft fiscal budget showing prior years’ budgets as well as options to pay off bonds early using higher principal payments – weighing the benefit of a project against penalties for early payoff, reminding the Board to anticipate new and recurring costs. D. Twichell would like to add legal and engineering categories to the budget as well as remove the expense and supplies categories. Board Director wonders if we need a specific budget meeting to approve a 2019-2020 budget – he will check with the attorney.
- e. “Turn on the Lights” proposal for Lake Alliance Park.
  - i. Parks and Rec Director, Tiffani Shaner, brings a proposal to the Board. Most of the lights at Lake Alliance are more than 20 years old and more than half are burned out which is a safety hazard for ball players and attendees. The installer was Musco for which Tiffani provided a quote for them to come out and provide maintenance on all lights and fixtures. D. Twichell comments that Musco has patented fixtures that only work with Musco bulbs and that it would be more expensive to purchase these bulbs and have a private contractor install them. Another benefit of having their contractors do the maintenance is that Musco contractors will have all ballasts, lenses, fuses, etc., on their trucks, whereas a private contractor would need to order these parts after coming out which would require a second trip. Board uses a formula assuming 18% replacement on top of the \$14,200 needed to replace all bulbs. Motion by B Kring to repair all fixtures at Lake Alliance authorizing Musco contractors to make needed repairs while not to exceeding \$20,000, seconded by R. Parker. Motion carried. (5-0).
  - ii. On the same topic Board discusses repairing/replacing with LED fixtures, the lights on the sledding hill at Lake Alliance. Motion by R. Parker to have the Board Director obtain quotes and go with the lowest bid, not to exceed \$2,000, seconded by L. Ross. Motion carried. (5-0).

**Public Comment – Items Not on the Agenda:** Board also discusses safety issues at Lake Alliance Park and how to avoid them – gates, wireless cameras, etc. – ideas to be discussed at the next meeting.

**Next Meeting:** Monday December 9, 2019 at 5:30 p.m.

**Excuse Absent Members:** Motion by L. Smalley, seconded by R. Parker. Motion carried. (3-2).

**Motion to Adjourn:** Motion by D. Twichell, seconded by R. Parker. Motion carried. (5-0).

Meeting adjourned at 7:40

Respectfully submitted,  
Kayla Schwartz, TIFA Secretary  
Approved by TIFA Board December 9, 2019