

**REGULAR DDA MINUTES**  
**September 18, 2013**  
**5:00 PM**

Jack Smith called the meeting to order at 5:00 PM.

**Present:** Chairman Jack Smith, Ed Smith, Jessica Bills, Teresa Bonifield, Mary Stanton and Tom Sawdey.

**Absent:** Cindy Paletis,

**Also Present:** Manager, Douglas Terry and Clerk, Susan Ballinger

**Approval of Minutes** --Jessica moved to approve the minutes of the July 17, 2013 Regular Meeting, supported by Mary. Motion Carried.

**Treasurer's Report** -- Tom moved to approve the Treasurer's Report in the amount of \$3,233.46 seconded by Mary. Motion Carried.

**Unfinished Business:**

**New Business:**

Approve Facade Application 2013-3 Harold Wolfinger-Library Building-  
Tom moved to approve Facade Application 2013-3, seconded by Teresa. Motion Carried.

**Bills for Approval** -- Teresa moved to approve the bills in the amount of \$1643.74 and charge to the proper accounts, seconded by Tom. Motion Carried.

**Manual Checks** -- None

**Stage** - Jack talked about the idea of having a portable stage made for the Sweet Corn Day Festival to help cut costs from the festival budget. The stage would be built from a lower trailer possibly donated from Randy Hawkes. The trailer would have canvass sides and it would be properly wired so that we could use it at other locations around the city. This would allow for more festivities in the city. Clerk, Ballinger stated that she had spoke with Dale Smith who was responsible for raising the \$2,100.00 for a stage and he was happy to let the funds be used towards a portable stage. Dale's only request was that in some way the stage must have a dedication in memory of Michael Ray.

**Transfer of Real & Personal Property** -Manager, Terry stated that any time a municipality by resolution or ordinance creates a board it becomes a sub-unit of government and when that happens the created board is eligible to own property both real and personal. As such, if a board is ever dissolved and own property those assets need to be returned to the city. A resolution was created to be presented to city council at next month's meeting, so that if anything that the DDA purchases like the photographs' on display downtown and the DDA board was to dissolve those assets would become property of the City of Litchfield. The resolution includes both real and personal property. Jack stated it only makes since to do this and he agrees and he would like to see the asset of the photographs off their books. The board agreed to have the resolution include real property, personal property, and any/all assets including cash.

**Tax Disbursements** - Jack asked when would the DDA receive their tax disbursement. Clerk, Ballinger stated that Treasurer, Pelham normally doesn't do the tax disbursement's to DDA and Tifa until after settlement with the county is completed which is in March.

**Flags** -Manager, Terry informed the board that the Litchfield Terrier flags were taken down and the American flags will go up on November 11th. Also, some are needing to be replaced. Jack said that the board should consider replacement of the flags in next year's budget.

Jack informed the board that he was currently working with some people to bring a Health Care Facility to Litchfield from one of the hospitals in the area and it would be located in the same building were the Physio Therapy was located. The board continued discussion on the pros/cons of bringing a Health Care Facility to Litchfield.

**Adjourn** – Jessica moved to adjourn at 6:00pm, supported by Tom. Motion carried.

Respectfully submitted,  
Susan Ballinger, Clerk