

The City of Potterville Tax Increment Finance Authority

Potterville City Hall, 319 N. Nelson Street – manager@pottervillemi.org – (517) 645-7641

TIFA REGULAR MEETING AGENDA

Monday, September 14, 2020 at 5:30 p.m.

- 1. Call the Meeting to Order:**
- 2. Pledge of Allegiance:**
- 3. Roll Call:** Members Dustin Twichell, Bruce Kring, Raymond Parker, Joseph Bristol Jr., Bob Nichols, Jon McNett, Elizabeth Ross.

Members Present: _____

Members Absent: _____

- 4. Agenda Approval:**
- 5. Approval of Minutes:**
 - a. Regular Meeting Minutes from August 10th 2020.
- 6. Approval of Bank Reconciliation**
 - a. Bank Reconciliation of \$331,720.79 from Period August 1st thru 31st 2020.
- 7. Approval of Bills:**
- 8. Public Comment – Items on the Agenda.**
- 9. Old Business:** None.
- 10. New Business:**
 - a) Alliance Lake Parking Lot Expansion
 - b) Alliance Lake Park Gate
 - c) Sidewalks and/or Non-Motorized Trails
- 11. Public Comment – Items not on the Agenda.**
- 12. Next Meeting:** Monday, October 12th 2020 at 5:30 p.m.
- 13. Administrative Report:** In attendance.
- 14. Excuse absent Members:**
- 15. Meeting Adjourn:**

Potterville TIFA Board Minutes

Monday, August 10, 2020 @ 5:30 p.m. – Via Teleconference

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

Pledge of Allegiance was recited by all.

Roll Call: **Present:** D. Twichell, B. Kring, R. Parker, J. Bristol, B. Nichols, L. Ross and J. McNett.
 Absent: N/A

Agenda Approval: Roll call motion to by D. Twichell, seconded by B. Kring. Motion carried (7-0-0).

Approval of Minutes: Motion by L. Ross to approve the minutes from July 13, 2020, seconded by D. Twichell. Motion carried (7-0-0).

Approval of Bank Reconciliation: Motion to approve Bank Reconciliation from July 1st – July 31st, 2020 by D. Twichell, seconded by J. McNett. Motion carried (7-0-0).

Approval of Bills: Motion to pay bills totaling \$816.67 by L. Ross, seconded by J. Bristol. Motion carried (7-0-0).

Public Comment: None.

Old Business: None.

New Business:

- a. “Traffic Calming” Development – Intersection of Vermontville Hwy./Lansing Rd. – Brandy Hatt, Zoning Administrator, updates Board on discussions with Eaton County Road Commission. Board determines cost outweighs benefit & would like Ms. Hatt to look into the cost of speed reduction signs and/or a traffic light.
- b. Holiday Light Displays – Commercial Corridor Developments: Motion by D. Twichell to purchase longer lasting, reusable garland and lights for the holiday season, seconded by R. Parker. Motion carried (6-0-1).
- c. 2020 Public Audit Agreement and Questionnaire for TIFA Board Members to fill out and return to Director as soon as possible. Motion by D. Twichell to approve Director to sign audit letter with Vredereld Haefner, LLC on behalf of TIFA Board, seconded by B. Kring. Motion carried (6-0-1).

Public Comment: None.

Next Meeting: Monday September 14, 2020 at 5:30 p.m.

Administrative Report: Board to look over Development Packet again for new ideas to discuss at next meeting.

Motion to Excuse Absent Members: N/A

Motion to Adjourn: Motion by D. Twichell, seconded by L. Ross. Motion carried (6-0-1).

Meeting adjourned at 6:20

Respectfully submitted,

Kayla Schwartz, TIFA Secretary

Approved by TIFA Board _____, 2020

09/08/2020 10:29 AM
User: JWest
DB: Potterville

BANK RECONCILIATION FOR CITY OF POTTERVILLE
Bank TIFA (TIFA)
FROM 08/01/2020 TO 08/31/2020
Reconciliation Record ID: 56

| GL Number | Description | Beginning Balance |
|----------------------------|-------------|-------------------|
| 247-000-001.000 | CASH | 205,996.07 |
| Beginning GL Balance: | | 205,996.07 |
| Less: Cash Disbursements | | (6,614.17) |
| Add: Journal Entries/Other | | 132,338.89 |
| Ending GL Balance: | | 331,720.79 |

| GL Number | Description | Ending Balance |
|-------------------------------|-------------|----------------|
| 247-000-001.000 | CASH | 331,720.79 |
| Ending GL Balance: | | 331,720.79 |
| Ending Bank Balance: | | 337,638.07 |
| Add: Deposits in Transit | | 0.00 |
| Less: 2 AP Outstanding Checks | | 5,917.28 |
| Less: 0 PR Outstanding Checks | | |
| Adjusted Bank Balance | | 331,720.79 |
| Unreconciled Difference: | | 0.00 |

REVIEWED BY:  _____

DATE: 9-8-2020

| INVOICE NUMBER | DESCRIPTION | AMOUNT |
|--|---|-----------|
| VENDOR CODE: 0000011144 MICHAELA SCHWARTZ | | |
| BANK CODE: TIFA | | |
| SEPT 2020 | SECRETARY DUTIES MONTH OF SEPT 2020 | 75.00 |
| TOTAL BANK CODE: TIFA | | 75.00 |
| TOTAL VENDOR 0000011144 MICHAELA SCHWARTZ | | 75.00 |
| VENDOR CODE: 0000011150 SOUTHERN MICHIGAN LAND SURVEYING | | |
| BANK CODE: TIFA | | |
| 20-047 | LAND SURVEY- 213 S HARTEL | 1,250.00 |
| TOTAL BANK CODE: TIFA | | 1,250.00 |
| TOTAL VENDOR 0000011150 SOUTHERN MICHIGAN LAND SUR | | 1,250.00 |
| VENDOR CODE: 0000011195 LEAVITT & STARCK | | |
| BANK CODE: TIFA | | |
| 1596 | BRINE APPLICATION AT ALLIANCE PARK | 5,797.50 |
| TOTAL BANK CODE: TIFA | | 5,797.50 |
| TOTAL VENDOR 0000011195 LEAVITT & STARCK | | 5,797.50 |
| VENDOR CODE: 09752 JODI WEST | | |
| BANK CODE: TIFA | | |
| SEPT 2020 | FINANCE DIRECTOR DUTIES MONTH OF SEPT 2 | 333.33 |
| TOTAL BANK CODE: TIFA | | 333.33 |
| TOTAL VENDOR 09752 JODI WEST | | 333.33 |
| VENDOR CODE: 10540 WILLIAMS & WORKS | | |
| BANK CODE: TIFA | | |
| 90789 | ALLIANCE LAKE WORK THROUGH 7/25/20 | 1,033.92 |
| 90763 | VERMONTVILLE AND LANSING RD WORK THRU J | 1,605.00 |
| TOTAL BANK CODE: TIFA | | 2,638.92 |
| TOTAL VENDOR 10540 WILLIAMS & WORKS | | 2,638.92 |
| VENDOR CODE: 11101 VREDEVELD HAEFNER LLC | | |
| BANK CODE: TIFA | | |
| 4882 | AUDIT SERVICES THROUGH 8/31/20 | 3,000.00 |
| TOTAL BANK CODE: TIFA | | 3,000.00 |
| TOTAL VENDOR 11101 VREDEVELD HAEFNER LLC | | 3,000.00 |
| GRAND TOTAL: | | 13,094.75 |

CASH SUMMARY BY FUND FOR CITY OF POTTERVILLE

FROM 08/01/2020 TO 08/31/2020

FUND: 247 - TIFA

CASH ACCOUNTS

| Fund | Description | Beginning Balance 08/01/2020 | Total Debits | Total Credits | Ending Balance 08/31/2020 |
|------|--------------------------------|------------------------------------|-----------------|------------------|---------------------------------|
| 247 | TAX INCREMENT FINANCING AUTHOR | 205,996.07 | 132,338.89 | 6,614.17 | 331,720.79 |

09/09/2020 02:12 PM
User: JWest
DB: Potterville

MONTHLY BALANCES REPORT FOR CITY OF POTTERVILLE
FROM 07/01/2020 TO 08/31/2020
Bank code: TIFA - TIFA
Account Category: Cash

Page: 1/1

| GL # | DESCRIPTION | NET ACTIVITY | | BALANCE | |
|-----------------|------------------------|--------------|------|------------|------|
| | | DR | (CR) | DR | (CR) |
| 247-000-001.000 | CASH | | | | |
| | July | | | | |
| | August | | | | |
| | End Balance 08/31/2020 | | | | |
| | | Beg. Balance | | 325,165.51 | |
| | | (119,169.44) | | 205,996.07 | |
| | | 125,724.72 | | 331,720.79 | |
| | | 125,724.72 | | 331,720.79 | |

| GL NUMBER | DESCRIPTION | BALANCE DEBIT | BALANCE CREDIT |
|--------------------|-------------------|------------------|-------------------|
| 247-000-001.000 | CASH | 331,720.79 | |
| 247-000-390.000 | FUND BALANCE | | 259,818.37 |
| 247-728-401.000 | PROPERTY TAXES | | 132,299.21 |
| 247-728-664.000 | INTEREST INCOME | | 76.46 |
| 247-728-702.000 | WAGES - OTHER | 816.67 | |
| 247-728-967.400 | ROAD IMPROVEMENTS | 5,797.50 | |
| Total - All Funds: | | 392,194.04 | 392,194.04 |

User: JWest

DB: Potterville

PERIOD ENDING 08/31/2020 - TIFA

| GL NUMBER | DESCRIPTION | 2020-21 AMENDED BUDGET | YTD BALANCE 08/31/2020 NORM (ABNORM) | ACTIVITY FOR MONTH 08/31/20 INCR (DECR) | AVAILABLE BALANCE NORM (ABNORM) | % B DGT USED | 2020-21 ORIGINAL BUDGET |
|--|-------------------------------|---------------------------|--|---|---------------------------------------|-----------------|-------------------------------|
| Fund 247 - TAX INCREMENT FINANCING AUTHOR | | | | | | | |
| Revenues | | | | | | | |
| Dept 728 - TIFA DEPT | | | | | | | |
| 247-728-401.000 | PROPERTY TAXES | 160,233.13 | 132,299.21 | 132,299.21 | 27,933.92 | 82.57 | 160,233.13 |
| 247-728-664.000 | INTEREST INCOME | 3,900.00 | 76.46 | 39.68 | 3,823.54 | 1.96 | 3,900.00 |
| Total Dept 728 - TIFA DEPT | | 164,133.13 | 132,375.67 | 132,338.89 | 31,757.46 | 80.65 | 164,133.13 |
| TOTAL REVENUES | | 164,133.13 | 132,375.67 | 132,338.89 | 31,757.46 | 80.65 | 164,133.13 |
| Expenditures | | | | | | | |
| Dept 728 - TIFA DEPT | | | | | | | |
| 247-728-702.000 | WAGES - OTHER | 4,600.00 | 816.67 | 816.67 | 3,783.33 | 17.75 | 4,600.00 |
| 247-728-726.000 | OFFICE EXPENSE | 1,120.00 | 0.00 | 0.00 | 1,120.00 | 0.00 | 1,120.00 |
| 247-728-731.000 | PUBLICATION | 300.00 | 0.00 | 0.00 | 300.00 | 0.00 | 300.00 |
| 247-728-801.000 | ATTORNEY | 7,000.00 | 0.00 | 0.00 | 7,000.00 | 0.00 | 7,000.00 |
| 247-728-803.000 | ENGINEERS FEES | 28,200.00 | 0.00 | 0.00 | 28,200.00 | 0.00 | 28,200.00 |
| 247-728-807.000 | AUDIT | 4,825.00 | 0.00 | 0.00 | 4,825.00 | 0.00 | 4,825.00 |
| 247-728-814.000 | BANK SERVICE CHARGES | 30.00 | 0.00 | 0.00 | 30.00 | 0.00 | 30.00 |
| 247-728-967.000 | SIDEWALK AND LIGHTING IMPROVE | 19,000.00 | 0.00 | 0.00 | 19,000.00 | 0.00 | 19,000.00 |
| 247-728-967.400 | ROAD IMPROVEMENTS | 88,000.00 | 5,797.50 | 5,797.50 | 82,202.50 | 6.59 | 88,000.00 |
| 247-728-967.700 | CITY IMPROVEMENTS | 3,400.00 | 0.00 | 0.00 | 3,400.00 | 0.00 | 3,400.00 |
| 247-728-995.000 | BOND INTEREST | 22,502.50 | 0.00 | 0.00 | 22,502.50 | 0.00 | 22,502.50 |
| 247-728-996.000 | BOND PRINCIPAL | 40,000.00 | 0.00 | 0.00 | 40,000.00 | 0.00 | 40,000.00 |
| Total Dept 728 - TIFA DEPT | | 218,977.50 | 6,614.17 | 6,614.17 | 212,363.33 | 3.02 | 218,977.50 |
| TOTAL EXPENDITURES | | 218,977.50 | 6,614.17 | 6,614.17 | 212,363.33 | 3.02 | 218,977.50 |
| Fund 247 - TAX INCREMENT FINANCING AUTHOR: | | | | | | | |
| TOTAL REVENUES | | 164,133.13 | 132,375.67 | 132,338.89 | 31,757.46 | 80.65 | 164,133.13 |
| TOTAL EXPENDITURES | | 218,977.50 | 6,614.17 | 6,614.17 | 212,363.33 | 3.02 | 218,977.50 |
| NET OF REVENUES & EXPENDITURES | | (54,844.37) | 125,761.50 | 125,724.72 | (180,605.87) | 229.31 | (54,844.37) |
| BEG. FUND BALANCE | | 259,818.37 | 259,818.37 | | | | 259,818.37 |
| NET OF REVENUES/EXPENDITURES - 2019-20 | | | (53,859.08) | | (53,859.08) | | |
| END FUND BALANCE | | 204,974.00 | 331,720.79 | | | | 204,974.00 |

Fund 247 - TAX INCREMENT FINANCING AUTHOR

| Account | Description | 2020-21 Amended Budget | YEAR-TO-DATE THRU 08/31/20 | Available Balance | % Used |
|---------------------------|---|---------------------------|---|----------------------|-----------|
| Revenues | | | | | |
| Department 728: TIFA DEPT | | | | | |
| 401.000 | PROPERTY TAXES | | | | |
| 08/31/2020 | GJ TAX DEPOSIT | | 104061 132,299.21 JE# 5996 | | |
| 401.000 | PROPERTY TAXES | 160,233.13 | 132,299.21 | 27,933.92 | 82.57 |
| 664.000 | INTEREST INCOME | | | | |
| 07/31/2020 | GJ INTEREST MONTH OF JULY 2020 | | 103614 36.78 JE# 5977 | | |
| 08/31/2020 | GJ INTEREST MONTH OF AUG 2020 | | 104062 39.68 JE# 5997 | | |
| 664.000 | INTEREST INCOME | 3,900.00 | 76.46 | 3,823.54 | 1.96 |
| Total - Dept 728 | | 164,133.13 | 132,375.67 | 31,757.46 | 80.65 |
| Total Revenues | | 164,133.13 | 132,375.67 | 31,757.46 | 80.65 |
| Expenditures | | | | | |
| Department 728: TIFA DEPT | | | | | |
| 702.000 | WAGES - OTHER | | | | |
| 08/10/2020 | AP SECRETARY DUTIES TIFA-MONTHS OF JULY/AUG | | 103641 150.00 Inv #: 'JUL/AUG 2020' Vendor '0000011144' | | |
| 08/10/2020 | AP FINANCIAL DIRECTOR DUTIES JULY/AUG 2020 | | 103642 666.67 Inv #: 'JULY/AUG 2020' Vendor '09752' | | |
| 702.000 | WAGES - OTHER | 4,600.00 | 816.67 | 3,783.33 | 17.75 |
| 726.000 | OFFICE EXPENSE | 1,120.00 | 0.00 | 1,120.00 | 0.00 |
| 731.000 | PUBLICATION | 300.00 | 0.00 | 300.00 | 0.00 |
| 801.000 | ATTORNEY | 7,000.00 | 0.00 | 7,000.00 | 0.00 |
| 803.000 | ENGINEERS FEES | | | | |
| 07/08/2020 | AP DEVELOPMENT PLAN UPDATE- MONTH OF JUNE 2 | | 103260 616.02 Inv #: '90532' Vendor '10540' | | |
| 07/08/2020 | AP Void Invoice 90532 10540 | | 103264 (616.02) Inv #: '90532' Vendor '10540' | | |
| 803.000 | ENGINEERS FEES | 28,200.00 | 0.00 | 28,200.00 | 0.00 |
| 807.000 | AUDIT | 4,825.00 | 0.00 | 4,825.00 | 0.00 |
| 814.000 | BANK SERVICE CHARGES | 30.00 | 0.00 | 30.00 | 0.00 |
| 967.000 | SIDEWALK AND LIGHTING IMPROVE | 19,000.00 | 0.00 | 19,000.00 | 0.00 |
| 967.400 | ROAD IMPROVEMENTS | | | | |
| 08/28/2020 | AP BRINE APPLICATION AT ALLIANCE PARK | | 103940 5,797.50 Inv#: '1596' Vendor '0000011195' | | |
| 967.400 | ROAD IMPROVEMENTS | 88,000.00 | 5,797.50 | 82,202.50 | 6.59 |
| 967.700 | CITY IMPROVEMENTS | 3,400.00 | 0.00 | 3,400.00 | 0.00 |
| 995.000 | BOND INTEREST | 22,502.50 | 0.00 | 22,502.50 | 0.00 |
| 996.000 | BOND PRINCIPAL | 40,000.00 | 0.00 | 40,000.00 | 0.00 |

REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE
Balances as of 08/31/2020

Fund 247 - TAX INCREMENT FINANCING AUTHOR

| Account | Description | 2020-21 Amended Budget | YEAR-TO-DATE THRU 08/31/20 | Available Balance | % Used |
|--------------|----------------------------------|---------------------------|-------------------------------|----------------------|-----------|
| Expenditures | | | | | |
| | Department 728: TIFA DEPT | | | | |
| | Total - Dept 728 | 218,977.50 | 6,614.17 | 212,363.33 | 3.02 |
| | Total Expenditures | 218,977.50 | 6,614.17 | 212,363.33 | 3.02 |
| | NET OF REVENUES AND EXPENDITURES | (54,844.37) | 125,761.50 | (180,605.87) | |