The City of Potterville Tax Increment Finance Authority

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

TIFA REGULAR MEETING AGENDA

Monday, June 14th 2021 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 May 10th 2021.

6. Approval of Bank Reconciliation:

- a) Bank Reconciliation of \$276,668.24 from period May 1st thru 31st 2021.
- 7. Approval of Bills: \$151,842.05
- 8. Public Comment Items on the Agenda.
- 9. New Business:
 - a) TIFA Budget Amendments Fiscal Year 2020-2021.
 - b) TIFA Budget Fiscal Year 2021-2022.
 - c) TIFA Sidewalk Street Lighting Engineering Concepts

10. Public Comment – Items not on the Agenda.

- **11. Next Meeting:** July 12th 2021 at 5:30 pm.
- **12. Administrative Report:** In attendance.
- 13. Excuse absent Members:
- 14. Meeting Adjourn:

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, J. Bristol, R. Parker, B. Nichols, L. Ross and J. McNett.

Absent: N/A

Agenda Approval: Motion by Member Ross to approve agenda, seconded by Member Bristol. Motion carried (7-0-0).

Approval of Minutes: Motion by Member Kring to approve the minutes from April 12, 2021, seconded by Member McNett. Motion carried (7-0-0).

Approval of Bank Reconciliation: Motion by Member Bristol to approve Bank Reconciliation from April 1st – April 30th, 2021, in the amount of \$277,940.08, seconded by Member Twichell. Motion carried (7-0-0).

Approval of Bills: Motion by Member Ross to pay bills totaling \$1,274.58, seconded by Member Twichell. Motion carried (7-0-0).

Public Comment: None.

New Business:

- a) TIFA Development Zone Street Scape, Place Setting, Capital Development and improvements to right-of-ways and public squares – Motion by Member Twichell to have TIFA Director contact Williams & Works for lighting layout on sidewalk project, seconded by Member Parker. Motion carried (7-0-0).
- b) Lake Alliance Park "Fitness Park" Development and Capital Development Board discusses options and potential costs, sending to Parks Committee for further discussion
- c) Lake Alliance Park Swimming Signage Development and Capital Development Board discusses options and potential costs, waiting on water tests to see if this will happen

Public Comment: None.

Next Meeting: Monday, June 14, 2021 at 5:30 p.m.

Administrative Report: None.

Motion to Excuse Absent Members: N/A

Motion to Adjourn: Motion by Member Kring, seconded by Member Bristol. Motion carried (7-0-0).

Meeting adjourned at 6:18 p.m.

Respectfully submitted, Kayla Schwartz, TIFA Secretary Approved by TIFA Board _____, 2021

06/09/2021 04:01 PM User: JWest DB: Potterville	BANK RECONCILIATION FOR CITY OF POTTERVILLE Bank TIFA (TIFA) FROM 05/01/2021 TO 05/31/2021 Reconciliation Record ID: 94	Page 1/1
GL Number	Description	Beginning Balance
247-000-001.000	CASH	277,940.08
Beginning GL Baland Less: Cash Disburse Add: Journal Entrie	ements	277,940.08 (277,940.08) 276,668.24
Ending GL Balance:		276,668.24
GL Number	Description	Ending Balance
247-000-001.000	CASH	276,668.24
Ending GL Balance:		276,668.24
Ending Bank Balance	e:	277,668.24
Add: Deposits in T:	ransit BANK ERROR INDEPENDENT BANK (NEW ONLINE MODULE)	(1,000.00)
Less: 0 AP Outstand Less: 0 PR Outstand		
	ed Bank Balance hciled Difference:	276,668.24 0.00
REVIEWED BY:	<u>A</u>	DATE:

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06/09/2021 04:16 PM MONTHLY BALANCES REPORT FOR CITY OF POTTERVILLE FROM 07/01/2020 TO 05/31/2021 Bank code: TIFA - TIFA Account Category: Cash

Page:	1/1

CT #	DESCRIPTION	NET ACTIVITY DR (CR)	BALANCE DR (CR)	
GL #	DESCRIPTION			****
247-000-001.000 0	CASH	Beg. Balance	325,165.51	
July		(119,169.44)	205,996.07	
August		125,724.72	331,720.79	
September		(7,256.52)	324,464.27	
October		(39,611.97)	284,852.30	
November		(801.47)	284,050.83	
December		(3,480.83)	280,570.00	
January		24,317.75	304,887.75	
February		(8,902.48)	295,985.27	
March		(6,225.57)	289,759.70	
April		(11,819.62)	277,940.08	
May		(1,271.84)	276,668.24	
End Balance 05/31	1/2021	(1,271.84)	276,668.24	

06/09/2021 04:17 PM User: JWest DB: Potterville		CASH SUMMARY BY FUND FOR CITY OF POTTERVILLE FROM 07/01/2020 TO 05/31/2021 FUND: 247 CASH ACCOUNTS ーTIFA			ge:	1/1
Fund	Description	Beginning Balance 07/01/2020	Total Debits	Total Credits		Ending Balance 05/31/2021
247	TAX INCREMENT FINANCING AUTHOR	325,165.51	461,916.41	510,413.68		276,668.24

06/09/2021 04:12 PM TRIAL BALANCE REPORT FOR CITY OF POTTERVILLE PERIOD ENDING 05/31/2021

Page: 1/1

TNG	05/31	/2021	-TIFA	

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DB: Potterville	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
	CREMENT FINANCING AUTHOR		
Dept 000			
247-000-001.000	CASH	276,668.24	
247-000-390.000	FUND BALANCE		205,959.29
Total Dept 000		276,668.24	205,959.29
TOCAL Dept 000		·····	
Dept 728 - TIFA DI	EPT		
247-728-401.000	PROPERTY TAXES		159,788.72
247-728-573.000	LOCAL COMMUNITY STABILIZATION		12,248.61
247-728-664.000	INTEREST INCOME		348.95
247-728-702.000	WAGES - OTHER	4,491.65	
247-728-726.000	OFFICE EXPENSE	1,000.00	
247-728-731.000	PUBLICATION	195.04	
247-728-801.000	ATTORNEY	586.50	
247-728-803.000	ENGINEERS FEES	14,912.88	
247-728-807.000	AUDIT	4,400.00	
247-728-823.000	GRANT PROJECTS	2,000.00	
247-728-967.000	SIDEWALK AND LIGHTING IMPROVE	4,601.26	
247-728-967.400	ROAD IMPROVEMENTS	5,797.50	
247-728-967.700	CITY IMPROVEMENTS	2,650.00	
247-728-995.000	BOND INTEREST	21,042.50	
247-728-996.000	BOND PRINCIPAL	40,000.00	
Total Dept 728 - '	יידרא הרבסיי	101,677.33	172,386.28
IOCAL Dept 720 -			
Total Fund 247 - '	TAX INCREMENT FINANCING AUTHOR	378,345.57	378,345.57

CUSTOM INVOICE REPORT FOR CITY OF POTTERVILLE EXP CHECK RUN DATES 06/14/2021 - 06/14/2021 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID BANK CODE: TIFA

Page: 1/1

INVOICE NUMBER	DESCRIPTION	AMOUNT
	BOBCAT OF LANSING	30,163.00
E05248	COMPACT TRUCK LOADER COMPONENT PARTS (SKID STEER)	,
E05247	BOBCATE TRACK LOADER (SKID STEER	30,830.00
TOTAL	, VENDOR BOBCAT OF LANSING	60,993.00
VENDOR NAME:		90,440.72
PAY APP #1	LANSING RD SIDEWALK-PHASE 1	
TOTAL	VENDOR CONTRACTING	90,440.72
VENDOR NAME: JUNE 2021	JODI WEST FINANCIAL SECRETARIAL DUTIES MONTH OF JUNE 2021	333.33
TOTAL	, VENDOR JODI WEST	333.33
VENDOR NAME: JUNE 2021	KAYLA SCHWARTZ SECRETARIAL DUTIES MONTH OF JUNE 2021	75.00
TOTAL	, VENDOR KAYLA SCHWARTZ	75.00
GRAND TOTAL:		151,842.05

User: JWest		ND EXPENDITURE REPORT F PERIOD ENDING 05/				
DB: Potterville		PERIOD ENDING 057		ACTIVITY FOR	AVAILABLE	
DD. 100000101110		2020-21	YTD BALANCE 05/31/2021	MONTH 05/31/2021	BALANCE	% BDGI
GL NUMBER	DESCRIPTION	AMENDED BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	USEL
Eurod 247 - TAY INC	REMENT FINANCING AUTHOR					
Revenues	NEMENT PERMOTING NOTHON					
Dept 728 - TIFA DE	۲					
247-728-401.000	PROPERTY TAXES	159,788.72	159,788.72	0.00	0.00	100.00
247-728-573.000	LOCAL COMMUNITY STABILIZATION	12,248.61	12,248.61	0.00	0.00	100.00
247-728-664.000	INTEREST INCOME	400.00	348.95	2.74	51.05	87.24
Total Dept 728 - T	IFA DEPT	172,437.33	172,386.28	2.74	51.05	99.97
TOTAL REVENUES		172,437.33	172,386.28	2.74	51.05	99.97
Expenditures						
Dept 728 - TIFA DE					100.25	07 64
247-728-702.000	WAGES - OTHER	4,600.00	4,491.65	408.33	108.35 120.00	97.64 89.29
247-728-726.000	OFFICE EXPENSE	1,120.00	1,000.00	0.00	120.00	89.29 65.01
247-728-731.000	PUBLICATION	300.00	195.04	0.00 0.00	2,413.50	19.55
247-728-801.000	ATTORNEY	3,000.00	586.50	866.25	5,087.12	74.56
247-728-803.000	ENGINEERS FEES	20,000.00	14,912.88	0.00	250.00	94.62
247-728-807.000	AUDIT	4,650.00	4,400.00	0.00	50.00	0.00
247-728-814.000	BANK SERVICE CHARGES	50.00		0.00	2,500.00	44.44
247-728-823.000	GRANT PROJECTS	4,500.00	2,000.00	0.00	130,638.74	3.40
247-728-967.000	SIDEWALK AND LIGHTING IMPROVE	135,240.00	4,601.26 5,797.50	0.00	0.00	100.00
247-728-967.400	ROAD IMPROVEMENTS	5,797.50 3,400.00	2,650.00	0.00	750.00	77.94
247-728-967.700	CITY IMPROVEMENTS	59,000.00	2,650.00	0.00	59,000.00	0.00
247-728-970.000	CAPITAL OUTLAY	21,043.00	21,042.50	0.00	0.50	100.00
247-728-995.000 247-728-996.000	BOND INTEREST BOND PRINCIPAL	40,000.00	40,000.00	0.00	0.00	100.00
Total Dept 728 - T	IFA DEPT	302,700.50	101,677.33	1,274.58	201,023.17	33.59
TOTAL EXPENDITURES	5	302,700.50	101,677.33	1,274.58	201,023.17	33.59
	REMENT FINANCING AUTHOR:				E1 06	00.07
TOTAL REVENUES		172,437.33	172,386.28	2.74	51.05	99.97
TOTAL EXPENDITURES		302,700.50	101,677.33	1,274.58	201,023.17	33.59
NET OF REVENUES &	FYDENDITURES	(130,263.17)	70,708.95	(1, 271.84)	(200,972.12)	54.28

REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

Balances as of 05/31/2021

Fund 247 - TAX INCREMENT FINANCING AUTHOR

Account	Description	2020-21 Amended Budget		YEAR-TO-DATE THRU 05/31/21	Available Balance	% Used
Revenues Departmen 401.000	nt 728: TIFA DEPT PROPERTY TAXES					
08/31/202 01/31/202			104061 106730	132,299.21 JE# 5996 27,489.51 JE# 6104		
401.000	PROPERTY TAXES	159,788.72		159,788.72	0.00	100.00
573.000 10/30/202 11/02/202 11/02/202	20 GJ LOCAL COMMUNITY STABILIZATION ACT		105290 105288 105289	12,248.61 JE# 6027 12,248.61 JE# 6025 (12,248.61) JE# 6026		
573.000	LOCAL COMMUNITY STABILIZATION	12,248.61		12,248.61	0.00	100.00
664.000	INTEREST INCOME					
07/31/202 08/31/202 09/30/202 10/30/202 11/30/202 12/31/202 02/28/202 03/31/202 04/30/202 05/31/202 05/31/202	20GJINTEREST MONTH OF AUG 202020GJINTEREST MONTH OF SEPT 202020GJINTEREST MONTH OF OCT 202020GJINTEREST MONTH OF NOV 202020GJINTEREST MONTH OF DEC 202021GJINTEREST MONTH OF JAN 202121GJINTEREST MONTH OF FEB 202121GJINTEREST MONTH OF ARRCH 202121GJINTEREST MONTH OF APRIL 202121GJINTEREST MONTH OF APRIL 202121GJINTEREST EATON FEDERAL		$\begin{array}{c} 103614\\ 104062\\ 105030\\ 105292\\ 105553\\ 105987\\ 106749\\ 107323\\ 107629\\ 107916\\ 108282\\ 108283\\ \end{array}$	$\begin{array}{cccccccccccccccccccccccccccccccccccc$		
664.000	INTEREST INCOME	400.00		348.95	51.05	87.24
Total - I	Dept 728	172,437.33		172,386.28	51.05	99.97
Total Rev	venues	172,437.33		172,386.28	51.05	99.97
Expenditu Departmer 702.000	ures nt 728: TIFA DEPT WAGES - OTHER					
08/10/202 08/10/202 09/14/202 10/12/202 10/12/202 11/09/202 12/14/202 01/11/202 01/11/202 02/08/202 03/08/202 03/08/202 04/12/202	20APFINANCIAL DIRECTOR DUTIES JULY/AUG 20320APSECRETARY DUTIES MONTH OF SEPT 202020APFINANCE DIRECTOR DUTIES MONTH OF SEPT20APSECRETARY DUTIES MONTH OF OCT 202020APFINANCIAL DUTIES MONTH OF OCT 202020APFINANCIAL DUTIES MONTH OF OCT 202020APFINANCIAL SECRETARY DUTIES MONTH OF NOV 2020APSECRETARIAL DUTIES MONTH OF NOV 2020APSECRETARIAL DUTIES MONTH OF NOV 2020APFINANCIAL DUTIES MONTH OF DEC 202021APFINANCIAL SECRETARY DUTIES MONTH OF JA21APSECRETARIAL DUTIES MONTH OF JAN 202121APFINANCIAL SECRETARIAL DUTIES MONTH OF FEB 202121APFINANCIAL DUTIES MONTH OF MARCH 202221APFINANCIAL DUTIES MONTH OF MARCH 202121APFINANCIAL DUTIES MONTH OF APRIL 202121APSECRETARIAL DUTIES MONTH OF APRIL 2021	20 20 OV AN FE 1 1	$\begin{array}{c} 103641\\ 103642\\ 104178\\ 104179\\ 105065\\ 105066\\ 105340\\ 105341\\ 105701\\ 105702\\ 106421\\ 106422\\ 106812\\ 106813\\ 107385\\ 107386\\ 107700\\ 107701\end{array}$	150.00 Inv #: 'JUL/AU 666.67 Inv #: 'JULY/AU 75.00 Inv #: 'SEPT 2 333.33 Inv #: 'SEPT 2 75.00 Inv #: 'OCT 20 333.33 Inv #: 'OCT 20 333.33 Inv #: 'OCT 20 333.33 Inv #: 'NOV 20 75.00 Inv #: 'NOV 20 75.00 Inv #: 'DEC 20 333.33 Inv #: 'DEC 20 333.34 Inv #: 'DEC 20 333.34 Inv #: 'DEC 20 333.34 Inv #: 'DEC 20 333.33 Inv #: 'DEC 20 333.34 Inv #: 'JAN 20 75.00 Inv #: 'JAN 20 75.00 Inv #: 'JAN 20 75.00 Inv #: 'JAN 20 75.00 Inv #: 'FEB 20 75.00 Inv #: 'FEB 20 75.00 Inv #: 'MARCH 333.33 Inv #: 'APRIL 333.33 Inv #: 'APRIL	UG 2020' Vendor '0975 020' Vendor '00000112 020' Vendor '09752' 20' Vendor '09752' 20' Vendor '09752' 20' Vendor '09752' 20' Vendor '000001114 20' Vendor '000001114 20' Vendor '09752' 21' Vendor '09752' 21' Vendor '000001114 21' Vendor '09752' 2021' Vendor '09752' 2021' Vendor '09752' 2021' Vendor '09752'	52' 44' 44' 44' 44' 1144'

REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

Page: 2/3

Balances as of 05/31/2021

Fund 247 - TAX INCREMENT FINANCING AUTHOR

Account	Description	2020-21 Amended Budget		YEAR-TO-DATE THRU 05/31/21	Available Balance	% Used
Expenditur	es					
Department 05/10/2021 05/10/2021			107979 107980	75.00 Inv #: 333.33 Inv #:	'MAY 2021' Vendor '000001114 'MAY 2021' Vendor '09752'	4'
702.000	WAGES - OTHER	4,600.00		4,491.65	108.35	97.64
726.000	OFFICE EXPENSE					
02/08/2021	AP CITY HALL USAGE AND EXPENSES FOR MONTHLY		106811	1,000.00 Inv #:	'CITY HALL' Vendor '02060'	
726.000	OFFICE EXPENSE	1,120.00		1,000.00	120.00	89.29
731.000	PUBLICATION					
03/08/2021	AP NOTICE OF BUDGET HEARING		107388	195.04 Inv #:	'229064' Vendor '08790'	
731.000	PUBLICATION	300.00		195.04	104.96	65.01
801.000	ATTORNEY					
10/12/2020	AP ATORNEY FEES MONTH OF AUGUST 2020		105064	586.50 Inv #:	'793677' Vendor '03445'	
801.000	ATTORNEY	3,000.00		586.50	2,413.50	19.55
803.000	ENGINEERS FEES					
07/08/2020 07/08/2020 09/14/2020 11/09/2020 11/09/2020 12/14/2020 02/08/2021 03/08/2021 03/08/2021 05/10/2021	APVoid Invoice 90532 10540APVERMONTVILLE AND LANSING RD WORK THRU JUAPALLIANCE LAKE WORK THROUGH 7/25/20APVERMONTVILL/LANSING RD ENGINEERING SERVIAPALLIANCE LAKE ROAD WORK THROUGH 9/26/20APALLIANCE LAKE ROAD WORK THROUGH 9/26/20APLASNING RD SIDEWALK PROJECT THROUGH 11/2APLANSING RD UTILITY DRAWING SEARCHAPLANSING RD SIDEWALK PROJECT THROUGH 12/3APLANSING SIDEWALK PROJECT THROUGH 2/27/21APLANSING SIDEWALK PROJECT THROUGH 2/27/21		103260 103264 104175 104177 105339 105342 105709 106808 106809 107387 107699 107978	<pre>(616.02) Inv #: 1,605.00 Inv #: 1,033.92 Inv #: 395.00 Inv #: 33.00 Inv #: 308.46 Inv #: 66.00 Inv #: 5,455.75 Inv #: 3,852.00 Inv #: 1,297.50 Inv #:</pre>	'90532' Vendor '10540' '90532' Vendor '10540' '90763' Vendor '10540' '90789' Vendor '10540' '90938' Vendor '10540' '91427' Vendor '10540' '91530A' Vendor '10540' '91544' Vendor '10540' '91699' Vendor '10540' '91823' Vendor '10540'	
803.000	ENGINEERS FEES	20,000.00		14,912.88	5,087.12	74.56
807.000	AUDIT					
09/14/2020 12/14/2020			$104176 \\ 105480$	3,000.00 Inv #: 1,400.00 Inv #:	'4882' Vendor '11101' '4968A' Vendor '11101'	
807.000	AUDIT	4,650.00		4,400.00	250.00	94.62
814.000	BANK SERVICE CHARGES	50.00		0.00	50.00	0.00
823.000	GRANT PROJECTS					
02/08/2021	AP AMERICAN BLOOM GRANT- TIFA DONATION		106810		'GRANT ' Vendor '02060'	
823.000	GRANT PROJECTS	4,500.00		2,000.00	2,500.00	44.44
967.000	SIDEWALK AND LIGHTING IMPROVE			0 001 07 7 "		
01/11/2021 03/18/2021			106433 107495	2,801.26 Inv #: 1,800.00 Inv #:	'25811' Vendor '05760' 'I210317575' Vendor '11113'	0.17
967.000	SIDEWALK AND LIGHTING IMPROVE	135,240.00		4,601.26	130,638.74	3.40
967.400	ROAD IMPROVEMENTS					

REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

Balances as of 05/31/2021

Fund 247 - TAX INCREMENT FINANCING AUTHOR

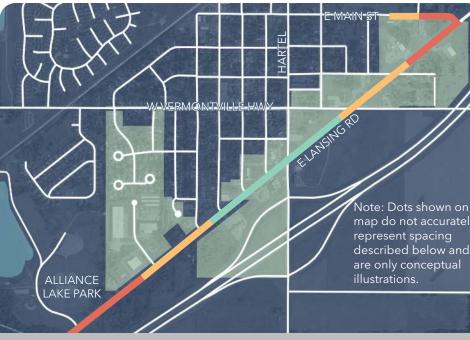
Account Description	2020-21 Amended Budget		YEAR-TO-DATE THRU 05/31/21	Available Balance	% Used
Expenditures Department 728: TIFA DEPT 08/28/2020 AP BRINE APPLICATION AT ALLIANCE	PARK	103940	5,797.50 Inv #: '1596' \	/endor '0000011195'	
967.400 ROAD IMPROVEMENTS	5,797.50		5,797.50	0.00	100.00
967.700 CITY IMPROVEMENTS					
09/14/2020 AP LAND SURVEY- 213 S HARTEL 12/14/2020 AP LAKE ALLIANCE PARK SIGNS (2)		104180 105489	1,250.00 Inv #: '20-047' 1,400.00 Inv #: 'NOV 13	' Vendor '0000011150' 20' Vendor '00000111	41'
967.700 CITY IMPROVEMENTS	3,400.00		2,650.00	750.00	77.94
970.000 CAPITAL OUTLAY	59,000.00		0.00	59,000.00	0.00
995.000 BOND INTEREST					
10/02/2020 GJ BOND PAYMENT AND INTEREST 04/01/2021 GJ INTEREST PAYMENT FOR LTGO TIFA	BOND	105291 107838	10,901.25 JE# 6028 10,141.25 JE# 6173		
995.000 BOND INTEREST	21,043.00		21,042.50	0.50	100.00
996.000 BOND PRINCIPAL					
10/02/2020 GJ BOND PAYMENT AND INTEREST		105291	40,000.00 JE# 6028		
996.000 BOND PRINCIPAL	40,000.00		40,000.00	0.00	100.00
Total - Dept 728	302,700.50		101,677.33	201,023.17	33.59
Total Expenditures	302,700.50		101,677.33	201,023.17	33.59
NET OF REVENUES AND EXPENDITURES	(130,263.17)		70,708.95	(200,972.12)	

Page: 3/3



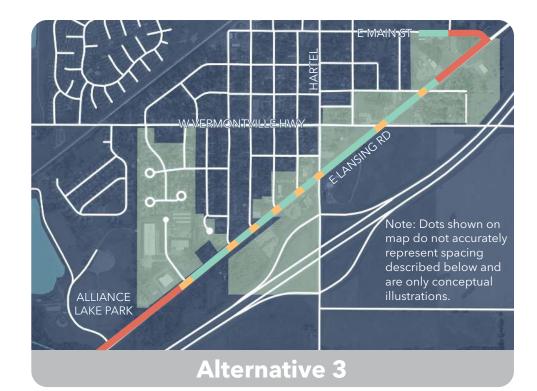
Alternative 1

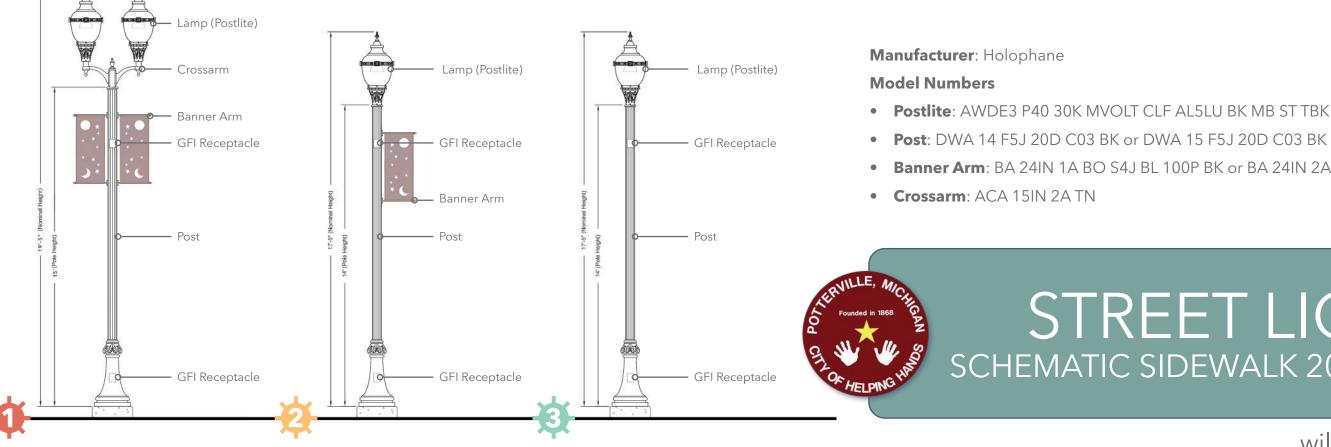
Gateway Lights: Two lamps, two banners, 20 feet tall (including footing), 200' on center spacing Typical Street Lights: Single lamp, no banners, 20 feet tall (including footing), 150' on center spacing



Alternative 2

- Gateway Lights: Two lamps, two banners, 20 feet tall (including footing), 200' on center spacing
- Transition Lights: Single lamp, one banner, 18 feet tall (including footing), 150' on center spacing
- Typical Street Lights: Single lamp, no banners, 18 feet tall (including footing), 150' on center spacing





- Gateway Lights: Two lamps, two banners, 20 feet tall (including footing), 200' on center spacing
- Street Lights at Intersections: Single lamp, one banner, 18 feet tall (including footing), on each side of road near corners or crosswalks beyond the gateway lights
 - Typical Street Lights: Single lamp, no banners, 18 feet tall (including footing), 150' on center spacing

Banner Arm: BA 24IN 1A BO S4J BL 100P BK or BA 24IN 2A BO S4J BL 100P BK

STREET LIGHTS SCHEMATIC SIDEWALK 2021 - 2025

williams&works

