

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, August 9, 2021 at 5:30 p.m.

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

Members Present: _____

Members Absent: _____

4. **Agenda Approval:** _____
5. **Approval of Minutes:**
 - a) Regular Draft Meeting Minutes from July 12th 2021.
6. **Approval of Bank Reconciliation:**
 - a) Bank Reconciliation of \$124,349.78 from period July 1st thru 31th 2021.
7. **Approval of Bills:** \$9,575.75
8. **Public Comment – Items on the Agenda.**
9. **New Business:**
 - a) TIFA Lansing Road Sidewalk Phase I – Pearl Street Culvert Addition
10. **Public Comment – Items not on the Agenda.**
11. **Next Meeting:** September 13th 2021 at 5:30 pm.
12. **Administrative Report:** In attendance.
13. **Excuse absent Members:**
14. **Meeting Adjourn:**

Potterville TIFA Board MinutesMonday, July 12, 2021 @ 5:30 p.m. – Via Teleconference

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

Pledge of Allegiance was recited by all.

Roll Call: **Present:** B. Kring, R. Parker, B. Nichols, L. Ross and J. McNett.
 Absent: J. Bristol.

Agenda Approval: Motion by Member Ross to accept the agenda, seconded by Member Nichols. Motion carried (6-0-0).

Approval of Minutes: Motion by Member Parker to approve the minutes from June 14, 2021, seconded by Member Nichols. Motion carried (6-0-0).

Approval of Bank Reconciliation: Motion by Member Nichols to approve Bank Reconciliation from June 1st – June 30th, 2021, in the amount of \$124,836.57, seconded by Member Ross. Motion carried (6-0-0).

Approval of Bills: Motion by Member Ross to pay bills totaling 492.09, seconded by Member McNett. Motion carried (6-0-0).

Public Comment: None.

New Business:

- a) TIFA Lansing Road Sidewalk Phase II – Preliminary Design and Estimate: Motion by Member Nichols to proceed with the updated phase II estimate from Nelson Street to the front of Lake Alliance in the amount of \$164,040, seconded by Member Parker. Motion carried (6-0-0).

Public Comment: None.

Next Meeting: Monday, August 9, 2021 at 5:30 p.m.

Administrative Report: TIFA Board is looking for 7th member – open discussion

Motion to Excuse Absent Members: Motion by Member Nichols to excuse Member Bristol, seconded by Member Kring. Motion carried (5-0-1).

Motion to Adjourn: Meeting adjourned by Member Kring

Meeting adjourned at 6:03 p.m.

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

08/02/2021 12:02 PM
User: JWest
DB: Potterville

BANK RECONCILIATION FOR CITY OF POTTERVILLE
Bank TIFA (TIFA)
FROM 07/01/2021 TO 07/31/2021
Reconciliation Record ID: 101

GL Number	Description	Beginning Balance
247-000-001.000	CASH	124,836.57
Beginning GL Balance:		124,836.57
Less: Cash Disbursements		(492.09)
Add: Journal Entries/Other		5.30
Ending GL Balance:		124,349.78

GL Number	Description	Ending Balance
247-000-001.000	CASH	124,349.78
Ending GL Balance:		124,349.78
Ending Bank Balance:		124,498.56
Add: Deposits in Transit		
MISC DISCREPANCY- SHIFT FROM IND BANK TO EATON COMMUNITY		1.22
		1.22
Less: 2 AP Outstanding Checks		150.00
Less: 0 PR Outstanding Checks		
Adjusted Bank Balance		124,349.78
Unreconciled Difference:		0.00



REVIEWED BY: _____

DATE: 8-2-2021

08/03/2021 01:40 PM
User: JWest
DB: Potterville

CUSTOM INVOICE REPORT FOR CITY OF POTTERVILLE
EXP CHECK RUN DATES 08/09/2021 - 08/09/2021
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: TIFA

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: CITY OF POTTERVILLE		
92372 W&W	CITY PD INVOICE IN ERROR- TIFA BILL 20/21 (Williams + works - Lansing Rd)	9,013.80
TOTAL VENDOR CITY OF POTTERVILLE		9,013.80
VENDOR NAME: COTTAGE GARDENS		
211238TIEA	FLOWERS FOR SIGN AT ALLIANCE PARK	42.75
TOTAL VENDOR COTTAGE GARDENS		42.75
VENDOR NAME: JODI WEST		
AUGUST 2021	AUGUST 2021 FINANCIAL SECRETARY DUTIES	333.33
TOTAL VENDOR JODI WEST		333.33
VENDOR NAME: KAYLA SCHWARTZ		
AUGUST 2021	SECRETARIAL DUTIES MONTH OF AUGUST 2021	75.00
TOTAL VENDOR KAYLA SCHWARTZ		75.00
VENDOR NAME: PRINTING SYSTEMS		
219047	TIFA PAYABLE CHECKS	110.87
TOTAL VENDOR PRINTING SYSTEMS		110.87
GRAND TOTAL:		9,575.75

08/03/2021 02:00 PM
User: JWest
DB: Potterville

TRIAL BALANCE REPORT FOR CITY OF POTTERVILLE

PERIOD ENDING 07/31/2021 - TIFA

GL NUMBER	DESCRIPTION	BALANCE DEBIT	BALANCE CREDIT
Fund 247 - TAX INCREMENT FINANCING AUTHOR			
Dept 000			
247-000-001.000	CASH	124,349.78	
247-000-202.000	ACCOUNTS PAYABLE		9,208.42
247-000-390.000	FUND BALANCE		205,959.29
Total Dept 000		124,349.78	215,167.71
Dept 728 - TIFA DEPT			
247-728-664.000	INTEREST INCOME		5.30
247-728-702.000	WAGES - OTHER	408.34	
247-728-803.000	ENGINEERS FEES	83.75	
Total Dept 728 - TIFA DEPT		492.09	5.30
Total Fund 247 - TAX INCREMENT FINANCING AUTHOR			
DEFICIENCY OF REVENUES/EXPENDITURES - 2020-21		90,331.14	
		215,173.01	215,173.01

PERIOD ENDING 07/31/2021 - TIFA

GL NUMBER	DESCRIPTION	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	07/31/2021 NORMAL (ABNORMAL)	MONTH 07/31/2021 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 247 - TAX INCREMENT FINANCING AUTHOR						
Revenues						
Dept 728 - TIFA DEPT						
247-728-401.000	PROPERTY TAXES	159,788.72	0.00	0.00	159,788.72	0.00
247-728-573.000	LOCAL COMMUNITY STABILIZATION	12,248.61	0.00	0.00	12,248.61	0.00
247-728-664.000	INTEREST INCOME	400.00	5.30	5.30	394.70	1.33
Total Dept 728 - TIFA DEPT		172,437.33	5.30	5.30	172,432.03	0.00
TOTAL REVENUES		172,437.33	5.30	5.30	172,432.03	0.00
Expenditures						
Dept 728 - TIFA DEPT						
247-728-702.000	WAGES - OTHER	4,900.00	408.34	408.34	4,491.66	8.33
247-728-726.000	OFFICE EXPENSE	1,120.00	0.00	0.00	1,120.00	0.00
247-728-731.000	PUBLICATION	300.00	0.00	0.00	300.00	0.00
247-728-801.000	ATTORNEY	3,000.00	0.00	0.00	3,000.00	0.00
247-728-803.000	ENGINEERS FEES	20,000.00	83.75	83.75	19,916.25	0.42
247-728-807.000	AUDIT	4,650.00	0.00	0.00	4,650.00	0.00
247-728-814.000	BANK SERVICE CHARGES	50.00	0.00	0.00	50.00	0.00
247-728-967.000	SIDEWALK AND LIGHTING IMPROVE	5,000.00	0.00	0.00	5,000.00	0.00
247-728-967.700	CITY IMPROVEMENTS	3,400.00	0.00	0.00	3,400.00	0.00
247-728-970.000	CAPITAL OUTLAY	135,000.00	0.00	0.00	135,000.00	0.00
247-728-995.000	BOND INTEREST	19,383.00	0.00	0.00	19,383.00	0.00
247-728-996.000	BOND PRINCIPAL	45,000.00	0.00	0.00	45,000.00	0.00
Total Dept 728 - TIFA DEPT		241,803.00	492.09	492.09	241,310.91	0.20
TOTAL EXPENDITURES		241,803.00	492.09	492.09	241,310.91	0.20
Fund 247 - TAX INCREMENT FINANCING AUTHOR:						
TOTAL REVENUES		172,437.33	5.30	5.30	172,432.03	0.00
TOTAL EXPENDITURES		241,803.00	492.09	492.09	241,310.91	0.20
NET OF REVENUES & EXPENDITURES		(69,365.67)	(486.79)	(486.79)	(68,878.88)	0.70

PERIOD ENDING 06/30/2021 --TIFA

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	06/30/2021 NORMAL (ABNORMAL)	MONTH 06/30/2021 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 247 - TAX INCREMENT FINANCING AUTHOR						
Revenues						
Dept 728 - TIFA DEPT						
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	350.00	359.33	10.38	(9.33)	102.67
Total Dept 728 - TIFA DEPT		172,387.33	172,396.66	10.38	(9.33)	100.01
TOTAL REVENUES		172,387.33	172,396.66	10.38	(9.33)	100.01
Expenditures						
Dept 728 - TIFA DEPT						
247-728-702.000	WAGES - OTHER	5,000.00	4,899.98	408.33	100.02	98.00
247-728-726.000	OFFICE EXPENSE	1,300.00	1,110.87	110.87	189.13	85.45
247-728-731.000	PUBLICATION	300.00	195.04	0.00	104.96	65.01
247-728-801.000	ATTORNEY	2,000.00	586.50	0.00	1,413.50	29.33
247-728-803.000	ENGINEERS FEES	30,000.00	24,010.43	9,097.55	5,989.57	80.03
247-728-807.000	AUDIT	4,650.00	4,400.00	0.00	250.00	94.62
247-728-814.000	BANK SERVICE CHARGES	50.00	0.00	0.00	50.00	0.00
247-728-823.000	GRANT PROJECTS	2,000.00	2,000.00	0.00	0.00	100.00
247-728-967.000	SIDEWALK AND LIGHTING IMPROVE	6,000.00	4,601.26	0.00	1,398.74	76.69
247-728-967.400	ROAD IMPROVEMENTS	5,797.50	5,797.50	0.00	0.00	100.00
247-728-967.700	CITY IMPROVEMENTS	3,400.00	2,650.00	0.00	750.00	77.94
247-728-970.000	CAPITAL OUTLAY	165,000.00	151,433.72	151,433.72	13,566.28	91.78
247-728-995.000	BOND INTEREST	21,042.50	21,042.50	0.00	0.00	100.00
247-728-996.000	BOND PRINCIPAL	40,000.00	40,000.00	0.00	0.00	100.00
Total Dept 728 - TIFA DEPT		286,540.00	262,727.80	161,050.47	23,812.20	91.69
TOTAL EXPENDITURES		286,540.00	262,727.80	161,050.47	23,812.20	91.69
Fund 247 - TAX INCREMENT FINANCING AUTHOR:						
TOTAL REVENUES		172,387.33	172,396.66	10.38	(9.33)	100.01
TOTAL EXPENDITURES		286,540.00	262,727.80	161,050.47	23,812.20	91.69
NET OF REVENUES & EXPENDITURES		(114,152.67)	(90,331.14)	(161,040.09)	(23,821.53)	79.13

Fund 247 - TAX INCREMENT FINANCING AUTHOR

Account	Description	2021-22 Amended Budget	YEAR-TO-DATE THRU 07/31/21	Available Balance	% Used
Revenues					
Department 728: TIFA DEPT					
401.000	PROPERTY TAXES	159,788.72	0.00	159,788.72	0.00
573.000	LOCAL COMMUNITY STABILIZATION	12,248.61	0.00	12,248.61	0.00
664.000	INTEREST INCOME				
07/31/2021	GJ INTEREST MONTH OF JULY 2021		109076 5.30		JE# 6355
664.000	INTEREST INCOME	400.00	5.30	394.70	1.33
Total - Dept 728		172,437.33	5.30	172,432.03	0.00
Total Revenues		172,437.33	5.30	172,432.03	0.00
Expenditures					
Department 728: TIFA DEPT					
702.000	WAGES - OTHER				
07/12/2021	AP JULY 2021 FINANCIAL SECRETARIAL DUTIES		108693 333.34		Inv #: 'JULY 2021' Vendor '09752'
07/12/2021	AP JULY 2021 SECRETARIAL DUTIES		108694 75.00		Inv #: 'JULY 2021' Vendor '0000011144'
702.000	WAGES - OTHER	4,900.00	408.34	4,491.66	8.33
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	3,000.00	0.00	3,000.00	0.00
803.000	ENGINEERS FEES				
07/12/2021	AP LANSING ROAD SIDEWALK PROJECT APRIL 2021		108692 83.75		Inv#: '92192' Vendor '10540'
803.000	ENGINEERS FEES	20,000.00	83.75	19,916.25	0.42
807.000	AUDIT	4,650.00	0.00	4,650.00	0.00
814.000	BANK SERVICE CHARGES	50.00	0.00	50.00	0.00
967.000	SIDEWALK AND LIGHTING IMPROVE	5,000.00	0.00	5,000.00	0.00
967.700	CITY IMPROVEMENTS	3,400.00	0.00	3,400.00	0.00
970.000	CAPITAL OUTLAY	135,000.00	0.00	135,000.00	0.00
995.000	BOND INTEREST	19,383.00	0.00	19,383.00	0.00
996.000	BOND PRINCIPAL	45,000.00	0.00	45,000.00	0.00
Total - Dept 728		241,803.00	492.09	241,310.91	0.20
Total Expenditures		241,803.00	492.09	241,310.91	0.20
NET OF REVENUES AND EXPENDITURES		(69,365.67)	(486.79)	(68,878.88)	

08/03/2021 01:53 PM
User: JWest
DB: Potterville

MONTHLY BALANCES REPORT FOR CITY OF POTTERVILLE
FROM 07/01/2021 TO 07/31/2021
Bank code: TIFA - TIFA
Account Category: Cash

GL #	DESCRIPTION	NET ACTIVITY		BALANCE
		DR	(CR)	DR (CR)
247-000-001.000	CASH			
	July			
	End Balance 07/31/2021			
		Beg. Balance		124,836.57
			(486.79)	124,349.78
			(486.79)	124,349.78

08/03/2021 01:47 PM
User: JWest
DB: Potterville

CASH SUMMARY BY FUND FOR CITY OF POTTERVILLE
FROM 07/01/2020 TO 07/31/2021
FUND: 247 (TIFA)
CASH ACCOUNTS

Fund	Description	Beginning Balance 07/01/2020	Total Debits	Total Credits	Ending Balance 07/31/2021
247	TAX INCREMENT FINANCING AUTHOR	325,165.51	461,932.09	662,747.82	124,349.78

08/03/2021 01:46 PM
User: JWest
DB: Potterville

ACCOUNT BALANCE REPORT FOR CITY OF POTTERVILLE
PERIOD ENDING 07/31/2021

TIFA

GL NUMBER	DESCRIPTION	BALANCE		2021-22 AMENDED BUDGET	END BALANCE	
		NORMAL	(ABNORMAL)		NORMAL	(ABNORMAL)
Assets						
247-000-001.000	CASH		205,996.07			124,349.78
TOTAL ASSETS			<u>205,996.07</u>			<u>124,349.78</u>
Total - All Funds:			205,996.07	0.00		124,349.78

SDVGC

5501 E. Clinton Trail
Eaton Rapids, MI 48827
517-663-5635 fax 517-663-6050



Williams & Works

To: Brandon Mieras, PE
549 Ottawa Ave. NW
Grand Rapids, MI 49503

Project No. 220149

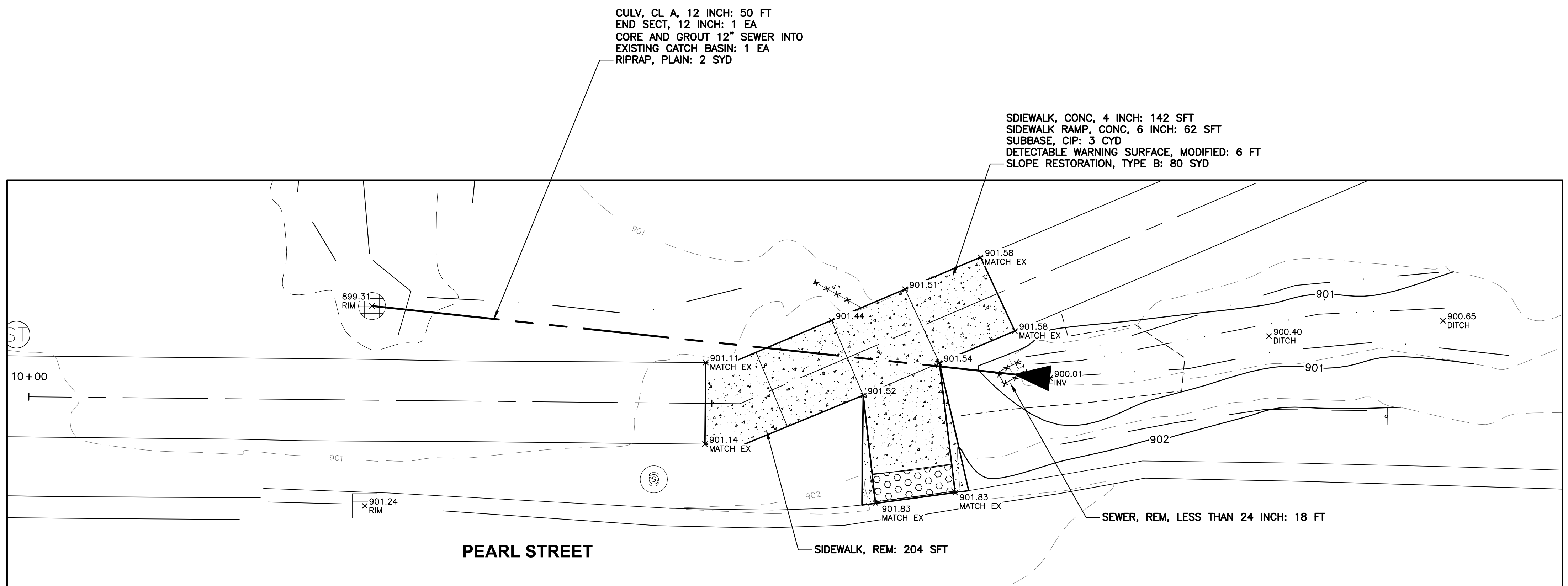
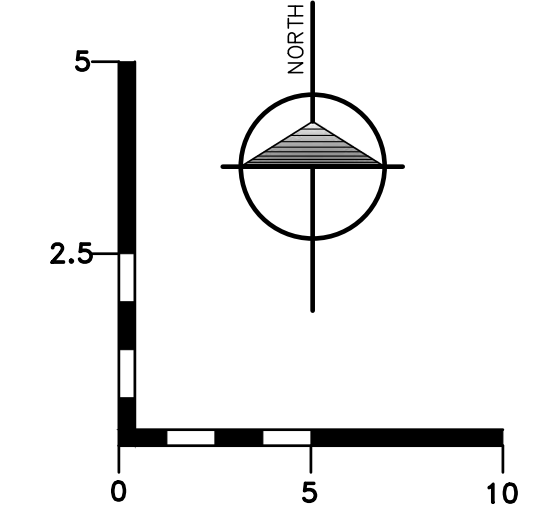
8/5/2021

RE: Additional Storm on E. Pearl st. to relieve the flooding caused by the new sidewalk.

12" CL A Culvert	50	ft.	\$	66.13	per lft	\$3,306.50
12" CL A End section 1		ea.	\$	400.00	ea.	\$ 400.00
						\$ -
Remove concrete	204	sft	\$	3.06	per sft	\$ 624.24
4" Sidewalk	142	sft	\$	4.50	per sft	\$ 639.00
6" Sidewalk	62	sft	\$	6.84	per sft	\$ 424.08
ADA	6	ft	\$	38.40	per Lft	\$ 230.40
						\$ -
Slope restoration	80	syds	\$	5.75	per syd	\$ 460.00
					Total	\$6,084.22

Should you have any questions or concerns, please do not hesitate to call.

Submitted by
Shawn Mills Project Manager
SDVGC

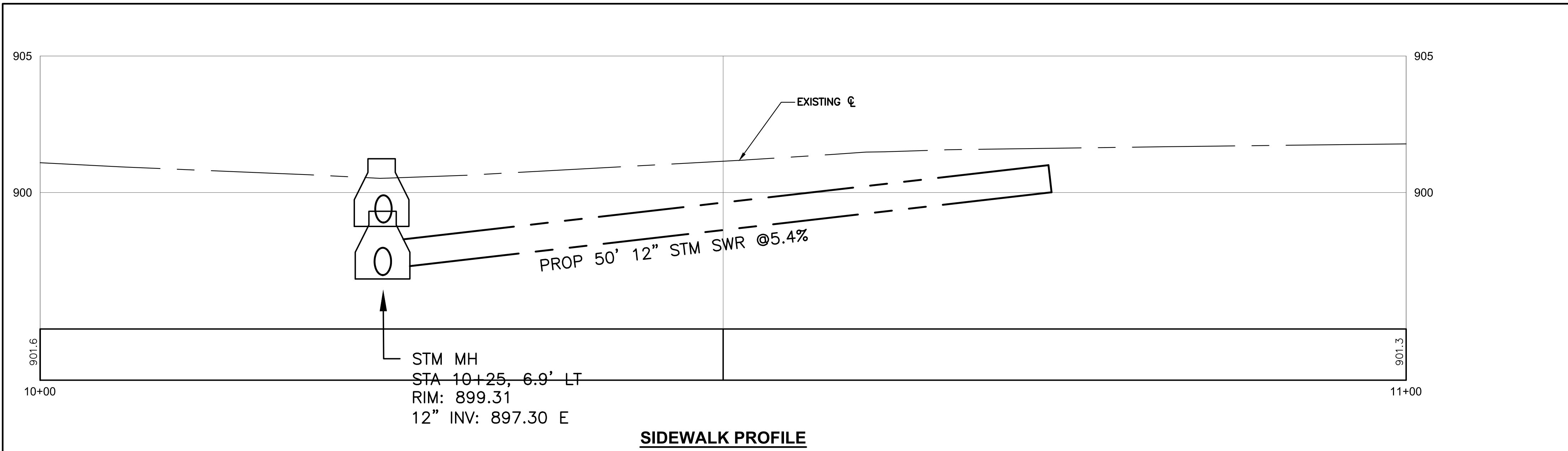


LEGEND

EXISTING LAND FEATURES

	BENCHMARK		FIRE HYDRANT
	MONUMENT		WATER VALVE
	MONUMENT BOX		GAS VALVE
	RIGHT OF WAY MARKER		GAS METER
	U.G. UTILITY MARKER		WATER METER
	SIGN		TELEPHONE RISER
	GUY ANCHOR		ELECTRIC METER
	UTILITY POLE		CATCH BASIN
	LIGHT POLE		ROUND CATCH BASIN
	POST		STORM MANHOLE
	SHRUB		SANITARY MANHOLE
	TREE		ELECTRIC MANHOLE
	MAILBOX		TELEPHONE MANHOLE
			WATER MANHOLE

(ELEV) — EXISTING CONTOURS



QUANTITIES THIS SHEET

QTY	UNIT	ITEM DESCRIPTION
204	SFT	SIDEWALK, REM
18	FT	SEWER, REM, LESS THAN 24 INCH
142	SFT	SIDEWALK, CONC, 4 INCH
62	SFT	SIDEWALK RAMP, CONC, 6 INCH
3	CYD	SUBBASE, CIP
6	FT	DETECTABLE WARNING SURFACE, MODIFIED
50	FT	CULV, CL A, 12 INCH
1	EA	END SECTION, 12 INCH
1	EA	CORE AND GROUT 12 INCH SEWER INTO EXISTING CATCH BASIN
2	SYD	RIPRAP, PLAIN
80	SYD	SLOPE RESTORATION, TYPE B
2	STA	MACHINE GRADING, MODIFIED

NO.	ISSUED FOR	DATE
1.	OWNER REVIEW	1/20/2021
2.	EATON COUNTY REVIEW	3/3/2021
3.	CONTRACTOR BID	

CITY OF POTTERVILLE TIFA
POTTERVILLE, EATON COUNTY, MICHIGAN
LANSING ROAD SIDEWALK - PHASE 1
PEARL ST. CULVERT

DESIGNED BY	DATE	CHECKED BY	DATE
D. MICKEVICH	7/30/21	B. MIERAS	8/2/21
D. MICKEVICH	7/30/21		

PROJECT: 220149
 FILE: PitPlan.dwg
10
 SHEET NO.

THE CONTRACTOR IS CAUTIONED THAT THE LOCATION AND/OR ELEVATION OF EXISTING UTILITIES AS SHOWN ON THESE PLANS IS BASED ON RECORDS OF THE VARIOUS UTILITY COMPANIES, AND WHERE POSSIBLE, MEASUREMENTS TAKEN IN THE FIELD. THE INFORMATION IS NOT RELED ON TO BE EXACT OR COMPLETE. FOR PROTECTION OF UNDERGROUND UTILITIES, AND IN CONFORMANCE WITH PUBLIC ACT 53, 1974, THE CONTRACTOR SHALL CALL TOLL FREE 1-800-482-7171 OR 811, A MINIMUM OF THREE FULL WORKING DAYS EXCLUDING SATURDAYS, SUNDAYS, AND HOLIDAYS, PRIOR TO BEGINNING EACH EXCAVATION IN AREAS WHERE PUBLIC UTILITIES HAVE NOT BEEN PREVIOUSLY LOCATED. ALL "MISS DIG" PARTICIPATING MEMBERS WILL BE THUS ROUTINELY NOTIFIED. THIS DOES NOT RELIEVE THE CONTRACTOR FROM NOTIFYING UTILITY OWNERS WHO MAY NOT BE A PART OF THE "MISS DIG" SYSTEM. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO RELOCATE ALL EXISTING UTILITIES WHICH CONFLICT WITH THE PROPOSED IMPROVEMENTS SHOWN ON THE PLANS.

