

The City of Potterville Tax Increment Finance Authority

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

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**TIFA REGULAR MEETING AGENDA**

**Monday, December 13<sup>th</sup> 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, Ronald Norman

Members Present: \_\_\_\_\_

\_\_\_\_\_

Members Absent: \_\_\_\_\_

\_\_\_\_\_

- 4. Agenda Approval:** \_\_\_\_\_
- 5. Approval of Minutes:**
  - a) Regular Draft Meeting Minutes from November 8<sup>th</sup> 2021.
- 6. Approval of Bank Reconciliation:**
  - a) Bank Reconciliation of \$181,048.17
- 7. Approval of Bills:** \$1,758.33
- 8. Public Comment:** Items on the Agenda.
- 9. New Business:**
  - a) Review Fiscal Audit Year Ending June 30, 2021.
- 10. Public Comment: Items not on the Agenda.**
- 11. Next Meeting:** January 10<sup>th</sup> 2022 at 5:30 pm.
- 12. Administrative Report:** In attendance.
- 13. Excuse absent Members:**
- 14. Meeting Adjourn:**

**Potterville TIFA Board Minutes**

Monday, November 8, 2021 @ 5:30 p.m. – Potterville City Hall, 319 N. Nelson Street

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

Pledge of Allegiance was recited by all.

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

**Absent:** R. Parker and B. Nichols.

**Agenda Approval:** Motion by Member Kring to amend this agenda including new bills and subsequently approve the agenda as is, seconded by Member Bristol. Motion carried (5-0-2).

**Approval of Minutes:** Motion by Member Ross to approve the minutes from October 11, 2021, seconded by Member Norman. Motion carried (5-0-2).

**Approval of Bank Reconciliation:** Motion by Member Kring to approve Bank Reconciliation from October 1<sup>st</sup> – October 31<sup>st</sup>, 2021, in the amount of \$165,878.32, seconded by Member Ross. Motion carried (5-0-2).

**Approval of Bills:** Motion by Member Kring to pay bills totaling \$3,408.33, seconded by Member Bristol. Motion carried (5-0-2).

**Public Comment:** None.

**New Business:** None.

**Public Comment:** None.

**Next Meeting:** Monday, December 13, 2021 at 5:30 p.m.

**Administrative Report:** In attendance.

**Motion to Excuse Absent Members:** Motion to excuse Members Parker and Nichols by Member Ross, seconded by Member McNett. Motion carried (5-0-2).

**Motion to Adjourn:** Meeting adjourned by Member Kring

Meeting adjourned at 5:42 p.m.

Respectfully submitted,  
Kayla Schwartz, TIFA Secretary

Approved by TIFA Board \_\_\_\_\_, 2021

User: JWest  
DB: Potterville

Bank TIFA (TIFA)  
FROM 11/01/2021 TO 11/30/2021  
Reconciliation Record ID: 118

GL Number	Description	Beginning Balance
247-000-001.000	CASH	165,878.32
Beginning GL Balance:		165,878.32
Less: Cash Disbursements		(3,408.33)
Add: Journal Entries/Other		18,578.18
Ending GL Balance:		181,048.17

GL Number	Description	Ending Balance
247-000-001.000	CASH	181,048.17
Ending GL Balance:		181,048.17
Ending Bank Balance:		181,048.17
Add: Deposits in Transit		0.00
Less: 0 AP Outstanding Checks		
Less: 0 PR Outstanding Checks		
Adjusted Bank Balance		181,048.17
Unreconciled Difference:		0.00

REVIEWED BY: 

DATE: 12-2-21

12/06/2021 02:51 PM  
User: JWest  
DB: Potterville

CUSTOM INVOICE REPORT FOR CITY OF POTTERVILLE  
EXP CHECK RUN DATES 12/13/2021 - 12/13/2021  
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
BANK CODE: TIFA

INVOICE NUMBER	DESCRIPTION	PAID BY CHECK AMOUNT NUMBER
CHECK TYPE: PAPER CHECK		
VENDOR NAME: JODI WEST		
DEC 2021	FINANCIAL SECRETARY DUTIES MONTH OF DEC 2021	333.33
TOTAL VENDOR JODI WEST		<u>333.33</u>
VENDOR NAME: KAYLA SCHWARTZ		
DEC 2021	SECRETARIAL DUTIES MONTH OF DEC 2021	75.00
TOTAL VENDOR KAYLA SCHWARTZ		<u>75.00</u>
VENDOR NAME: VREDEVELD HAEFNER LLC		
5367	COMPLETION OF AUDIT 6/30/21	1,350.00
TOTAL VENDOR VREDEVELD HAEFNER LLC		<u>1,350.00</u>
TOTAL CHECK TYPE: PAPER CHECK		<u>1,758.33</u>
GRAND TOTAL:		1,758.33

PERIOD ENDING 11/30/2021

TIFA

GL NUMBER	DESCRIPTION	BALANCE		2021-22 AMENDED BUDGET	END BALANCE	
		NORMAL	11/30/2020 (ABNORMAL)		NORMAL	11/30/2021 (ABNORMAL)
<hr/>						
Assets						
247-000-001.000	CASH		284,050.83		181,048.17	
TOTAL ASSETS			<hr/>		<hr/>	
			284,050.83		181,048.17	
Total - All Funds:			284,050.83	0.00	181,048.17	

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User: JWest  
DB: Potterville

CASH SUMMARY BY FUND FOR CITY OF POTTERVILLE  
FROM 07/01/2021 TO 11/30/2021  
FUND: 247  
CASH ACCOUNTS

Fund	Description	Beginning Balance 07/01/2021	Total Debits	Total Credits	Ending Balance 11/30/2021
247	TAX INCREMENT FINANCING AUTHOR	124,836.57	146,030.23	89,818.63	181,048.17

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DB: Pottersville

MONTHLY BALANCES REPORT FOR CITY OF POTTERVILLE  
FROM 07/01/2021 TO 11/30/2021  
Bank code: TIFA - TIFA  
Account Category: Cash

Page: 1/1

GL #	DESCRIPTION	NET ACTIVITY	BALANCE
		DR (CR)	DR (CR)
247-000-001.000	CASH	Beg. Balance	124,836.57
	July	(486.79)	124,349.78
	August	(9,523.59)	114,826.19
	September	61,851.69	176,677.88
	October	(10,799.56)	165,878.32
	November	15,169.85	181,048.17
	End Balance 11/30/2021	15,169.85	181,048.17

PERIOD ENDING 11/30/2021

GL NUMBER	DESCRIPTION	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED	END BALANCE
		AMENDED BUDGET	11/30/2021 NORM (ABNORM)	MONTH 11/30/21 INCR (DECR)	BALANCE NORM (ABNORM)		06/30/2021 NORM (ABNORM)
Fund 247 - TAX INCREMENT FINANCING AUTHOR							
Revenues							
Dept 728 - TIFA DEPT							
247-728-401.000	PROPERTY TAXES	159,788.72	127,307.78	0.00	32,480.94	79.67	159,788.72
247-728-573.000	LOCAL COMMUNITY STABILIZATION	12,248.61	18,570.52	18,570.52	(6,321.91)	151.61	12,248.61
247-728-664.000	INTEREST INCOME	400.00	29.81	7.66	370.19	7.45	359.33
247-728-698.000	MISC INCOME	0.00	47.12	0.00	(47.12)	100.00	0.00
Total Dept 728 - TIFA DEPT		172,437.33	145,955.23	18,578.18	26,482.10	84.64	172,396.66
TOTAL REVENUES		172,437.33	145,955.23	18,578.18	26,482.10	84.64	172,396.66
Expenditures							
Dept 728 - TIFA DEPT							
247-728-702.000	WAGES - OTHER	4,900.00	2,116.66	408.33	2,783.34	43.20	4,899.98
247-728-726.000	OFFICE EXPENSE	1,120.00	0.00	0.00	1,120.00	0.00	1,110.87
247-728-731.000	PUBLICATION	300.00	0.00	0.00	300.00	0.00	195.04
247-728-801.000	ATTORNEY	3,000.00	0.00	0.00	3,000.00	0.00	586.50
247-728-803.000	ENGINEERS FEES	20,000.00	10,398.31	0.00	9,601.69	51.99	25,250.88
247-728-807.000	AUDIT	4,650.00	3,000.00	3,000.00	1,650.00	64.52	4,400.00
247-728-814.000	BANK SERVICE CHARGES	50.00	0.00	0.00	50.00	0.00	0.00
247-728-823.000	GRANT PROJECTS	0.00	0.00	0.00	0.00	0.00	2,000.00
247-728-967.000	SIDEWALK AND LIGHTING IMPROVE	5,000.00	0.00	0.00	5,000.00	0.00	4,601.26
247-728-967.400	ROAD IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	5,797.50
247-728-967.700	CITY IMPROVEMENTS	3,400.00	42.75	0.00	3,357.25	1.26	2,650.00
247-728-970.000	CAPITAL OUTLAY	135,000.00	8,595.79	0.00	126,404.21	6.37	151,433.72
247-728-995.000	BOND INTEREST	19,383.00	10,141.25	0.00	9,241.75	52.32	21,042.50
247-728-996.000	BOND PRINCIPAL	45,000.00	45,000.00	0.00	0.00	100.00	40,000.00
Total Dept 728 - TIFA DEPT		241,803.00	79,294.76	3,408.33	162,508.24	32.79	263,968.25
TOTAL EXPENDITURES		241,803.00	79,294.76	3,408.33	162,508.24	32.79	263,968.25
Fund 247 - TAX INCREMENT FINANCING AUTHOR:							
TOTAL REVENUES		172,437.33	145,955.23	18,578.18	26,482.10	84.64	172,396.66
TOTAL EXPENDITURES		241,803.00	79,294.76	3,408.33	162,508.24	32.79	263,968.25
NET OF REVENUES & EXPENDITURES		(69,365.67)	66,660.47	15,169.85	(136,026.14)	96.10	(91,571.59)



Fund 247 - TAX INCREMENT FINANCING AUTHOR

Account	Description	2021-22 Amended Budget	YEAR-TO-DATE THRU 11/30/21	Available Balance	% Used
<b>Revenues</b>					
Department 728: TIFA DEPT					
401.000	PROPERTY TAXES				
09/24/2021	GJ TAX DISTRIBUTION		110566 127,307.78 JE# 6419		
401.000	PROPERTY TAXES	159,788.72	127,307.78	32,480.94	79.67
573.000	LOCAL COMMUNITY STABILIZATION				
11/05/2021	GJ PPT REIMBURSEMENT-LOCAL COMMUNITY STABIL		111140 18,570.52 JE# 6473		
573.000	LOCAL COMMUNITY STABILIZATION	12,248.61	18,570.52	(6,321.91)	151.61
664.000	INTEREST INCOME				
07/31/2021	GJ INTEREST MONTH OF JULY 2021		109076 5.30 JE# 6355		
08/31/2021	GJ INTEREST MONTH OF AUGUST 2021		109558 5.04 JE# 6389		
09/30/2021	GJ INTEREST MONTH OF SEPT 2021		110567 4.73 JE# 6420		
10/31/2021	GJ INTEREST MONTH OF OCT 21		110867 7.08 JE# 6435		
11/30/2021	GJ INTEREST MONTH OF NOV 21		111141 7.66 JE# 6474		
664.000	INTEREST INCOME	400.00	29.81	370.19	7.45
698.000	MISC INCOME				
08/31/2021	GJ MISC INCOME-CK RECEIVED		109559 48.34 JE# 6390		
08/31/2021	GJ MISC INCOME- SWEEP DIFFERENTIAL		109559 (1.22) JE# 6390		
698.000	MISC INCOME	0.00	47.12	(47.12)	100.00
<b>Total - Dept 728</b>		<b>172,437.33</b>	<b>145,955.23</b>	<b>26,482.10</b>	<b>84.64</b>
<b>Total Revenues</b>		<b>172,437.33</b>	<b>145,955.23</b>	<b>26,482.10</b>	<b>84.64</b>
<b>Expenditures</b>					
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'		
08/09/2021	AP SECRETARIAL DUTIES MONTH OF AUGUST 2021		109105 75.00 Inv #: 'AUGUST 2021' Vendor '0000011144'		
08/09/2021	AP AUGUST 2021 FINANCIAL SECRETARY DUTIES		109106 333.33 Inv #: 'AUGUST 2021' Vendor '09752'		
09/02/2021	AP Void Invoice JUNE 2021 0000011144		109611 (75.00) Inv #: 'JUNE 2021' Vendor '0000011144'		
09/13/2021	AP SEPT MEETING, XTRA AUG MEETING AND VOID		110264 225.00 Inv #: 'SEPT 2021' Vendor '0000011144'		
09/13/2021	AP FINANCIAL DUTIES MONTH OF SEPT 2021		110265 333.33 Inv #: 'SEPT 2021' Vendor '09752'		
10/11/2021	AP SECRETARIAL DUTIES MONTH OF OCT 2021		110637 75.00 Inv #: 'OCT 2021' Vendor '0000011144'		
10/11/2021	AP FINANCIAL SECRETARIAL DUTIES OCT 21		110636 333.33 Inv #: 'OCTOBER 21' Vendor '09752'		
11/08/2021	AP FINANCIAL SECRETARIAL DUTIES MONTH OF NO		110921 333.33 Inv #: 'NOV 2021' Vendor '09752'		
11/08/2021	AP SECREATARIAL DUTIES MONTH OF NOV 2021		110922 75.00 Inv #: 'NOV 2021' Vendor '0000011144'		
702.000	WAGES - OTHER	4,900.00	2,116.66	2,783.34	43.20
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				

REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

Balances as of 11/30/2021

Fund 247 - TAX INCREMENT FINANCING AUTHOR

Account	Description	2021-22 Amended Budget	YEAR-TO-DATE THRU 11/30/21	Available Balance	% Used
Expenditures					
Department 728: TIFA DEPT					
07/12/2021	AP LANSING ROAD SIDEWALK PROJECT APRIL 2021		108692 83.75	Inv #: '92192' Vendor '10540'	
08/03/2021	AP REVERSE JE#: 108692 (20-21 FISCAL YEAR)		109103 (83.75)	Inv #: '6362' Vendor ''	
10/11/2021	AP LANSING RD SIDEWALK- PHASE 2- BILLING -		110635 5,757.30	Inv #: '92756' Vendor '10540'	
10/11/2021	AP LANSING RD SIDEWALK PROJECT- THROUGH 8/2		110638 4,641.01	Inv #: '92918' Vendor '10540'	
803.000	ENGINEERS FEES	20,000.00	10,398.31	9,601.69	51.99
807.000	AUDIT				
11/08/2021	AP PROGRESS ON JUNE 30, 2021 AUDIT		110923 3,000.00	Inv #: '5345' Vendor '11101'	
807.000	AUDIT	4,650.00	3,000.00	1,650.00	64.52
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				
08/09/2021	AP FLOWERS FOR SIGN AT ALLIANCE PARK		109107 42.75	Inv#: '211238TIFA' Vendor '0000011230'	
967.700	CITY IMPROVEMENTS	3,400.00	42.75	3,357.25	1.26
970.000	CAPITAL OUTLAY				
08/20/2021	AP LANSING RD SIDEWALK- PHASE 1 - FINAL		110261 8,595.79	Inv#: '220149' Vendor '0000011235'	
970.000	CAPITAL OUTLAY	135,000.00	8,595.79	126,404.21	6.37
995.000	BOND INTEREST				
09/13/2021	AP TIFA 2013 BOND, LTGO		110262 10,141.25	Inv#: 'TIFA BOND' Vendor '0000011228'	
995.000	BOND INTEREST	19,383.00	10,141.25	9,241.75	52.32
996.000	BOND PRINCIPAL				
09/13/2021	AP TIFA 2013 BOND, LTGO		110262 45,000.00	Inv#: 'TIFA BOND' Vendor '0000011228'	
996.000	BOND PRINCIPAL	45,000.00	45,000.00	0.00	100.00
Total - Dept 728		241,803.00	79,294.76	162,508.24	32.79
Total Expenditures		241,803.00	79,294.76	162,508.24	32.79
NET OF REVENUES AND EXPENDITURES		(69,365.67)	66,660.47	(136,026.14)	