

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, March 14<sup>th</sup> 2022 at 5:30 p.m.**

- 1. Call the Meeting to Order:**
- 2. Pledge of Allegiance:**
- 3. Roll Call:** Members Bruce Kring, Vacant Seat, 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 February 14<sup>th</sup> 2022.
- 6. Approval of Bank Reconciliation:** \$217,711.94
- 7. Approval of Bills:** \$2,364.37
- 8. Public Comment:** Items on the Agenda.
- 9. New Business:**
  - a) None.
- 10. Public Comment: Items not on the Agenda.**
- 11. Next Meeting:** April 11<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, February 14, 2022 @ 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, B. Nichols, L. Ross, J. McNett and R. Norman.  
                  **Absent:** N/A

**Agenda Approval:** Motion by Member Kring to amend this agenda, adding New Business line item b) Promotional Items for New Member Search and then approve the amended agenda as is, seconded by Member Nichols. Motion carried (6-0-0).

**Approval of Minutes:** Motion by Member Bristol to approve the minutes from January 10, 2022, seconded by Member Norman. Motion carried (6-0-0).

**Approval of Bank Reconciliation:** Motion by Member Nichols to approve Bank Reconciliation from January 1<sup>st</sup> – January 31<sup>st</sup>, 2021, in the amount of \$206,893.16, seconded by Member McNett. Motion carried (6-0-0).

**Approval of Bills:** Motion by Member Ross to pay bills totaling \$1,227.84, seconded by Member Bristol. Motion carried (6-0-0).

**Public Comment:** None.

**New Business:**

- a) Lansing Road Sidewalk Phase II – Acceptance of Low Bid and Authorize Project Contract No. 220149.02. Board Discussion. Motion by Member Bristol to accept the low bid and authorize project contract number 220149.02, seconded by Member Norman. Motion carried (6-0-0).
- b) Promotional Items for New Member Search – Board Discussion. Motion by Member Bristol to allow TIFA Director to spend up to \$200 in marketing on Facebook ads and mailers, seconded by Member Nichols. Motion carried (6-0-0).

**Public Comment:** None.

**Next Meeting:** Monday, March 14, 2022 at 5:30 p.m.

**Administrative Report:** In attendance.

**Motion to Excuse Absent Members:** N/A

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

Meeting adjourned at 5:43 p.m.

Respectfully submitted,  
Kayla Schwartz, TIFA Secretary  
Approved by TIFA Board \_\_\_\_\_, 2022

03/01/2022 03:48 PM  
User: JWest  
DB: Potterville

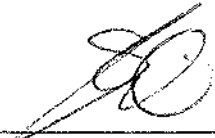
BANK RECONCILIATION FOR CITY OF POTTERVILLE  
Bank TIFA (TIFA)  
FROM 02/01/2022 TO 02/28/2022  
Reconciliation Record ID: 130

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GL Number	Description	Beginning Balance
247-000-001.000	CASH	206,893.16
Beginning GL Balance:		206,893.16
Less: Cash Disbursements		(1,227.84)
Add: Journal Entries/Other		12,046.62
Ending GL Balance:		217,711.94

GL Number	Description	Ending Balance
247-000-001.000	CASH	217,711.94
Ending GL Balance:		217,711.94
Ending Bank Balance:		217,711.94
Add: Deposits in Transit		0.00
Less: 0 AP Outstanding Checks		
Less: 0 PR Outstanding Checks		
Adjusted Bank Balance		217,711.94
Unreconciled Difference:		0.00

REVIEWED BY: \_\_\_\_\_



DATE: 3-3-2022

User: JWest

POST DATES 03/14/2022 - 03/14/2022

DB: Potterville

BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID

BANK CODE: TIFA

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: CHARLOTTE LITHOGRAPH INC.		
501327	POSTCARDS LOOKING FOR TIFA MEMBERS	32.00
TOTAL VENDOR CHARLOTTE LITHOGRAPH INC.		32.00
VENDOR NAME: JODI WEST		
MARCH 2022	FINANCIAL SECRETARY DUTIES MONTH OF MAR	333.33
TOTAL VENDOR JODI WEST		333.33
VENDOR NAME: KAYLA SCHWARTZ		
MAR 2022	SECRETARIAL DUTIES MARCH 2022	75.00
TOTAL VENDOR KAYLA SCHWARTZ		75.00
VENDOR NAME: QUILL CO		
23251356A	NAMEPLATE - MCNETT	16.79
TOTAL VENDOR QUILL CO		16.79
VENDOR NAME: WILLIAMS & WORKS		
93812	LANSING RD SIDEWALK- THROUGH 1/29/22	1,907.25
TOTAL VENDOR WILLIAMS & WORKS		1,907.25
GRAND TOTAL:		2,364.37

PERIOD ENDING 02/28/2022

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	YTD BALANCE 02/28/2022 NORM (ABNORM)	ACTIVITY FOR MONTH 02/28/22 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	END BALANCE 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	166,580.22	12,038.65	(6,791.50)	104.25	159,788.72
247-728-573.000	LOCAL COMMUNITY STABILIZATION	12,248.61	18,570.52	0.00	(6,321.91)	151.61	12,248.61
247-728-664.000	INTEREST INCOME	400.00	53.20	7.97	346.80	13.30	359.33
247-728-698.000	MISC INCOME	0.00	1,047.12	0.00	(1,047.12)	100.00	0.00
Total Dept 728 - TIFA DEPT		172,437.33	186,251.06	12,046.62	(13,813.73)	108.01	172,396.66
TOTAL REVENUES		172,437.33	186,251.06	12,046.62	(13,813.73)	108.01	172,396.66
Expenditures							
Dept 728 - TIFA DEPT							
247-728-702.000	WAGES - OTHER	4,900.00	3,341.66	408.34	1,558.34	68.20	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	11,305.37	819.50	8,694.63	56.53	25,250.88
247-728-807.000	AUDIT	4,650.00	4,500.00	0.00	150.00	96.77	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	82,926.82	1,227.84	158,876.18	34.30	263,968.25
TOTAL EXPENDITURES		241,803.00	82,926.82	1,227.84	158,876.18	34.30	263,968.25
Fund 247 - TAX INCREMENT FINANCING AUTHOR:							
TOTAL REVENUES		172,437.33	186,251.06	12,046.62	(13,813.73)	108.01	172,396.66
TOTAL EXPENDITURES		241,803.00	82,926.82	1,227.84	158,876.18	34.30	263,968.25
NET OF REVENUES & EXPENDITURES		(69,365.67)	103,324.24	10,818.78	(172,689.91)	148.96	(91,571.59)

TIFA

GL NUMBER	DESCRIPTION	BALANCE		2021-22 AMENDED BUDGET	END BALANCE	
		NORMAL	(ABNORMAL)		NORMAL	(ABNORMAL)
<hr/>						
Assets						
247-000-001.000	CASH		295,985.27		217,711.94	
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TOTAL ASSETS			295,985.27		217,711.94	
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Total - All Funds:			295,985.27	0.00	217,711.94	

CASH SUMMARY BY FUND FOR CITY OF POTTERVILLE  
FROM 07/01/2021 TO 02/28/2022  
FUND: 247  
CASH ACCOUNTS

Fund	Description	Beginning Balance 07/01/2021	Total Debits	Total Credits	Ending Balance 02/28/2022
247	TAX INCREMENT FINANCING AUTHOR	124,836.57	186,326.06	93,450.69	217,711.94

03/08/2022 02:27 PM  
User: JWest  
DB: Potterville

MONTHLY BALANCES REPORT FOR CITY OF POTTERVILLE  
FROM 07/01/2021 TO 02/28/2022  
Bank code: TIFA - TIFA  
Account Category: Cash

GL #	DESCRIPTION	NET ACTIVITY		BALANCE
		DR	(CR)	DR (CR)
247-000-001.000	CASH			
	July			
	August			
	September			
	October			
	November			
	December			
	January			
	February			
	End Balance 02/28/2022			



User: JWest

Balances as of 02/28/2022

DB: Potterville

Fund 247 - TAX INCREMENT FINANCING AUTHOR

Account	Description	2021-22 Amended Budget	YEAR-TO-DATE THRU 02/28/22	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		
01/28/2022	GJ TAX DISTRIBUTION - CK 4841		112351 9,059.73 JE# 6522		
01/28/2022	GJ TAX DISTRIBUTION CK 4858		112352 18,174.06 JE# 6523		
02/26/2022	GJ TAX DISTRIBUTION DEPOSIT		112998 12,038.65 JE# 6533		
401.000	PROPERTY TAXES	159,788.72	166,580.22	(6,791.50)	104.25
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 5.84 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		
12/31/2021	GJ INTEREST MONTH OF DEC 21		111819 7.66 JE# 6487		
01/31/2022	GJ INTEREST MONTH OF JAN 2022		112353 7.76 JE# 6524		
02/28/2022	GJ INTEREST MONTH OF FEB 2022		112999 7.97 JE# 6534		
664.000	INTEREST INCOME	400.00	53.20	346.80	13.30
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		
01/28/2022	GJ REIMBURSEMENT FOR SURETY BOND		112350 1,000.00 JE# 6521		
698.000	MISC INCOME	0.00	1,047.12	(1,047.12)	100.00
<b>Total - Dept 728</b>		<b>172,437.33</b>	<b>186,251.06</b>	<b>(13,813.73)</b>	<b>108.01</b>
<b>Total Revenues</b>		<b>172,437.33</b>	<b>186,251.06</b>	<b>(13,813.73)</b>	<b>108.01</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 NOV		110921 333.33 Inv #: 'NOV 2021' Vendor '09752'		
11/08/2021	AP SECRETARIAL DUTIES MONTH OF NOV 2021		110922 75.00 Inv #: 'NOV 2021' Vendor '0000011144'		
12/13/2021	AP SECRETARIAL DUTIES MONTH OF DEC 2021		111223 75.00 Inv #: 'DEC 2021' Vendor '0000011144'		
12/13/2021	AP FINANCIAL SECRETARY DUTIES MONTH OF DEC		111224 333.33 Inv #: 'DEC 2021' Vendor '09752'		
01/10/2022	AP SECRETARIAL DUTIES JAN 2022		111952 75.00 Inv #: 'JAN 2022' Vendor '0000011144'		
01/10/2022	AP FINANCIAL SECRETARIAL DUTIES JAN 2022		111953 333.33 Inv #: 'JAN 2022' Vendor '09752'		

Fund 247 - TAX INCREMENT FINANCING AUTHOR

Account	Description	2021-22 Amended Budget	YEAR-TO-DATE THRU 02/28/22	Available Balance	% Used
<b>Expenditures</b>					
Department 728: TIFA DEPT					
02/14/2022	AP FINANCIAL SECRETARIAL DUTIES MONTH OF FEB		112709 333.34	Inv #: 'FEB 2022' Vendor '09752'	
02/14/2022	AP SECRETARIAL DUTIES MONTH OF FEB 2022		112710 75.00	Inv #: 'FEB 2022' Vendor '0000011144'	
702.000	WAGES - OTHER	4,900.00	3,341.66	1,558.34	68.20
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				
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'	
01/10/2022	AP LANSING SIDEWALK PROJECT- WORK COMPLETED		111954 87.56	Inv #: '93432' Vendor '10540'	
02/14/2022	AP PROFESSIONAL SERVICES BILLING TO OCT 02		112708 610.50	Inv #: '93091' Vendor '10540'	
02/14/2022	AP PROFESSIONAL SERVICES THROUGH 12/31/21		112707 209.00	Inv #: '93627' Vendor '10540'	
803.000	ENGINEERS FEES	20,000.00	11,305.37	8,694.63	56.53
807.000	AUDIT				
11/08/2021	AP PROGRESS ON JUNE 30, 2021 AUDIT		110923 3,000.00	Inv #: '5345' Vendor '11101'	
12/13/2021	AP COMPLETION OF AUDIT 6/30/21		111222 1,350.00	Inv #: '5367' Vendor '11101'	
01/10/2022	AP COMPLETION OF REQUIRED TIFA REPORTING FO		111955 150.00	Inv #: '5427' Vendor '11101'	
807.000	AUDIT	4,650.00	4,500.00	150.00	96.77
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
<b>Total - Dept 728</b>		<b>241,803.00</b>	<b>82,926.82</b>	<b>158,876.18</b>	<b>34.30</b>

Balances as of 02/28/2022

Fund 247 - TAX INCREMENT FINANCING AUTHOR

Account	Description	2021-22 Amended Budget	YEAR-TO-DATE THRU 02/28/22	Available Balance	% Used
Expenditures					
	Total Expenditures	241,803.00	82,926.82	158,876.18	34.30
NET OF REVENUES AND EXPENDITURES		(69,365.67)	103,324.24	(172,689.91)	