

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, April 11th 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 March 14th 2022.
- 6. Approval of Bank Reconciliation:** \$206,106.32
- 7. Approval of Bills:** \$1,710.58
- 8. Public Comment:** Items on the Agenda.
- 9. New Business:**
 - a) TIFA Board Member Appointment Recommendation
- 10. Public Comment: Items not on the Agenda.**
- 11. Next Meeting:** May 9th 2022 at 5:30 pm.
- 12. Administrative Report:** In attendance.
- 13. Excuse absent Members:**
- 14. Meeting Adjourn:**

Potterville TIFA Board Minutes

Monday, March 14, 2022 @ 5:30 p.m. – Potterville City Hall, 319 N. Nelson Street

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, J. McNett and R. Norman.
 Absent: L. Ross

Agenda Approval: Motion by Member Bristol to approve the agenda, seconded by Member Nichols. Motion carried (5-0-1).

Approval of Minutes: Motion by Member Norman to approve the minutes from February 14, 2022, seconded by Member McNett. Motion carried (5-0-1).

Approval of Bank Reconciliation: Motion by Member Nichols to approve Bank Reconciliation from February 1st – February 28th, 2022, in the amount of \$217,711.94, seconded by Member Bristol. Motion carried (5-0-1).

Approval of Bills: Motion by Member Nichols to pay bills totaling \$11,605.62, seconded by Member Bristol. Motion carried (5-0-1).

Public Comment: None.

New Business: None.

Public Comment: None.

Next Meeting: Monday, April 11, 2022 at 5:30 p.m.

Administrative Report: Promotional Items for New Member Search - The \$200 was spent on a Facebook push and printing. The office has received no calls or emails. There was one person who stopped in, but no further interest has been shown. Board continues Member Search.

Motion to Excuse Absent Members: Board excuses Member Ross (5-0-1).

Motion to Adjourn: Meeting adjourned by Member Kring.

Meeting adjourned at 5:38 p.m.

Respectfully submitted,
Kayla Schwartz, TIFA Secretary
Approved by TIFA Board _____, 2022

04/04/2022 10:35 AM
User: JWest
DB: Potterville

BANK RECONCILIATION FOR CITY OF POTTERVILLE
Bank TIFA (TIFA)
FROM 03/01/2022 TO 03/31/2022
Reconciliation Record ID: 134

GL Number	Description	Beginning Balance
247-000-001.000	CASH	217,711.94
Beginning GL Balance:		217,711.94
Less: Cash Disbursements		(11,605.62)
Ending GL Balance:		206,106.32

GL Number	Description	Ending Balance
247-000-001.000	CASH	206,106.32
Ending GL Balance:		206,106.32
Ending Bank Balance:		206,190.35
Add: Deposits in Transit		(9.03)
		(9.03)
Less: 1 AP Outstanding Checks		75.00
Less: 0 PR Outstanding Checks		
Adjusted Bank Balance		206,106.32
Unreconciled Difference:		0.00

REVIEWED BY:  _____

DATE: 4-4-2022

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: CITY OF POTTERVILLE		
CITY HALL 2022	CITY HALL USAGE AND EXPENSES FOR MONTHL	1,000.00
TOTAL VENDOR CITY OF POTTERVILLE		1,000.00
VENDOR NAME: JODI WEST		
APRIL 2022	FINANCIAL SECRETARIAL DUTIES MONTH OF A	333.33
TOTAL VENDOR JODI WEST		333.33
VENDOR NAME: KAYLA SCHWARTZ		
APRIL 2022	APRIL 2022 SECRETARIAL DUTIES	75.00
TOTAL VENDOR KAYLA SCHWARTZ		75.00
VENDOR NAME: WILLIAMS & WORKS		
93955	LANSING SIDEWALK PROJECT- PHASE 2 THROU	302.25
TOTAL VENDOR WILLIAMS & WORKS		302.25
GRAND TOTAL:		1,710.58

TIFA

GL NUMBER	DESCRIPTION	BALANCE		2021-22 AMENDED BUDGET	END BALANCE	
		NORMAL	(ABNORMAL)		NORMAL	(ABNORMAL)
Assets						
247-000-001.000	CASH		289,759.70			206,106.32
TOTAL ASSETS			<u>289,759.70</u>			<u>206,106.32</u>
Total - All Funds:			289,759.70	0.00		206,106.32

04/05/2022 12:07 PM
User: JWest
DB: Potterville

CASH SUMMARY BY FUND FOR CITY OF POTTERVILLE
FROM 07/01/2021 TO 03/31/2022
FUND: 247
CASH ACCOUNTS

Fund	Description	Beginning Balance 07/01/2021	Total Debits	Total Credits	Ending Balance 03/31/2022
247	TAX INCREMENT FINANCING AUTHOR	124,836.57	186,335.09	105,065.34	206,106.32

MONTHLY BALANCES REPORT FOR CITY OF POTTERVILLE
FROM 07/01/2021 TO 03/31/2022
Bank code: TIFA - TIFA
Account Category: Cash

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
	December	(1,750.67)	179,297.50
	January	27,595.66	206,893.16
	February	10,818.78	217,711.94
	March	(11,605.62)	206,106.32
	End Balance 03/31/2022	(11,605.62)	206,106.32

User: JWest

DB: Potterville

PERIOD ENDING 03/31/2022

GL NUMBER	DESCRIPTION	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT	END BALANCE
		AMENDED BUDGET	03/31/2022 NORM (ABNORM)	MONTH 03/31/22 INCR (DECR)	BALANCE NORM (ABNORM)	USED	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	0.00	(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	0.00	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	0.00	(13,813.73)	108.01	172,396.66
TOTAL REVENUES		172,437.33	186,251.06	0.00	(13,813.73)	108.01	172,396.66
Expenditures							
Dept 728 - TIFA DEPT							
247-728-702.000	WAGES - OTHER	4,900.00	3,749.99	408.33	1,150.01	76.53	4,899.98
247-728-726.000	OFFICE EXPENSE	1,120.00	48.79	48.79	1,071.21	4.36	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	13,212.62	1,907.25	6,787.38	66.06	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	85,291.19	2,364.37	156,511.81	35.27	263,968.25
TOTAL EXPENDITURES		241,803.00	85,291.19	2,364.37	156,511.81	35.27	263,968.25
Fund 247 - TAX INCREMENT FINANCING AUTHOR:							
TOTAL REVENUES		172,437.33	186,251.06	0.00	(13,813.73)	108.01	172,396.66
TOTAL EXPENDITURES		241,803.00	85,291.19	2,364.37	156,511.81	35.27	263,968.25
NET OF REVENUES & EXPENDITURES		(69,365.67)	100,959.87	(2,364.37)	(170,325.54)	145.55	(91,571.59)

Fund 247 - TAX INCREMENT FINANCING AUTHOR

Account	Description	2021-22 Amended Budget	YEAR-TO-DATE THRU 03/31/22	Available Balance	% Used
Revenues					
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 5.04 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		
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		
03/31/2022	GJ INTEREST INCOME MARCH 2022		113328 (9.03) JE# 6557		
03/31/2022	GJ INTEREST INCOME MONTH OF MARCH 2022		113329 9.03 JE# 6558		
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
Total - Dept 728		172,437.33	186,251.06	(13,813.73)	108.01
Total Revenues		172,437.33	186,251.06	(13,813.73)	108.01
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'		
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 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'		

User: JWest

Balances as of 03/31/2022

DB: Potterville

Fund 247 - TAX INCREMENT FINANCING AUTHOR

Account	Description	2021-22 Amended Budget	YEAR-TO-DATE THRU 03/31/22	Available Balance	% Used
Expenditures					
Department 728: TIFA DEPT					
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'	
02/14/2022	AP FINANCIAL SECRETARIAL DUTIES MONTH OF FE	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'	
03/14/2022	AP SECRETARIAL DUTIES MARCH 2022	113112	75.00	Inv #: 'MAR 2022' Vendor '0000011144'	
03/14/2022	AP FINANCIAL SECRETARY DUTIES MONTH OF MARC	113113	333.33	Inv #: 'MARCH 2022' Vendor '09752'	
702.000	WAGES - OTHER	4,900.00	3,749.99	1,150.01	76.53
726.000	OFFICE EXPENSE				
03/14/2022	AP NAMEPLATE - MCNETT	113111	16.79	Inv #: '23251356A' Vendor '07490'	
03/14/2022	AP POSTCARDS LOOKING FOR TIFA MEMBERS	113108	32.00	Inv #: '501327' Vendor '01870'	
726.000	OFFICE EXPENSE	1,120.00	48.79	1,071.21	4.36
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'	
03/14/2022	AP LANSING RD SIDEWALK- THROUGH 1/29/22	113109	1,907.25	Inv #: '93812' Vendor '10540'	
803.000	ENGINEERS FEES	20,000.00	13,212.62	6,787.38	66.06
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'	

Fund 247 - TAX INCREMENT FINANCING AUTHOR

Account	Description	2021-22 Amended Budget	YEAR-TO-DATE THRU 03/31/22	Available Balance	% Used
Expenditures					
Department 728: TIFA DEPT					
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	85,291.19	156,511.81	35.27
Total Expenditures		241,803.00	85,291.19	156,511.81	35.27
NET OF REVENUES AND EXPENDITURES		(69,365.67)	100,959.87	(170,325.54)	