

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, September 12th 2022 at 6:00 p.m.

- 1. Call the Meeting to Order:**
- 2. Pledge of Allegiance:**
- 3. Roll Call:** Members Brian Goodman, Joseph Bristol Jr., Bob Nichols, Bruce Kring, Jon McNett, Elizabeth Ross, Ronald Norman

Members Present: _____

Members Absent: _____

- 4. Agenda Approval:** _____

- 5. Approval of Minutes:**

- a) Regular Draft Meeting Minutes from August 8th 2022.

- 6. Approval of Bank Reconciliation:** \$49,556.67

- 7. Approval of Bills:** \$64,461.10

- 8. Public Comment:** Items on the Agenda.

- 9. Old Business:** None.

- 10. New Business:**

- a. Traffic Calming Design and Cost Opinion – Intersection of East Vermontville & Lansing Road.
- b. Lansing Road Sidewalk – Phase III Site Location

- 11. Public Comment: Items not on the Agenda.**

- 12. Next Meeting:** October 10th 2022 at 6:00 pm.

- 13. Administrative Report:** In attendance.

- 14. Excuse absent Members:**

- 15. Meeting Adjourn:**

Potterville TIFA Board Minutes

Monday, August 8, 2022 @ 6:00 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, L. Ross, J. McNett, R. Norman and B. Goodman.
 Absent: N/A

Agenda Approval: Request by Member Norman to add item to New Business regarding cleanup on Lansing Road. Motion by Member Bristol to add this item and approve agenda as amended, seconded by Member Ross. Motion carried (7-0-0).

Approval of Minutes: Motion by Member Nichols to approve the minutes from July 11, 2022, seconded by Member Goodman. Motion carried (7-0-0).

Approval of Bank Reconciliation: Motion by Member McNett to approve Bank Reconciliation from July 1st – July 31st, 2022, in the amount of \$50,984.91, seconded by Member Ross. Motion carried (7-0-0).

Approval of Bills: Motion by Member Ross to pay bills totaling \$1,430.51, seconded by Member Bristol. Motion carried (7-0-0).

Public Comment: N/A

New Business:

- a) Traffic Calming Design and Cost Opinion – Intersection of East Vermontville / Lansing Road. Board Discussion – Mdot and County standards / mimicking the turn lane coming into town like the one going out or cutting the curb back to expand the lane for safety / speed study request update. Motion by Member Bristol to move forward with this project, spending up to \$21,400, seconded by member Goodman. Motion carried (7-0-0).
- b) Lansing Road Corridor Cleanup – Dollar Store to Lake Alliance, our city limits has pea stone covering the burb and is looking trashy / safety hazard. Director will send email and ask what we can do.

Public Comment: N/A

Next Meeting: Monday, September 12, 2022 at 6:00 p.m.

Administrative Report: In attendance.

Motion to Excuse Absent Members: N/A

Motion to Adjourn: Meeting adjourned by Member Kring at 6:40

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

DRAFT

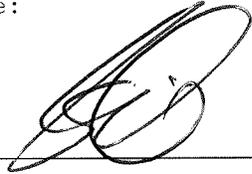
09/07/2022 01:09 PM
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DB: Potterville

BANK RECONCILIATION FOR CITY OF POTTERVILLE
Bank TIFA (TIFA)
FROM 08/01/2022 TO 08/31/2022
Reconciliation Record ID: 153

GL Number	Description	Beginning Balance
247-000-001.000	CASH	50,984.91
Beginning GL Balance:		50,984.91
Less: Cash Disbursements		(1,430.51)
Add: Journal Entries/Other		2.27
Ending GL Balance:		49,556.67

GL Number	Description	Ending Balance
247-000-001.000	CASH	49,556.67
Ending GL Balance:		49,556.67
Ending Bank Balance:		49,556.67
Add: Deposits in Transit		0.00
Less: 0 AP Outstanding Checks		
Less: 0 PR Outstanding Checks		
Adjusted Bank Balance		49,556.67
Unreconciled Difference:		0.00

REVIEWED BY: _____



DATE: _____

9-7-2022

PERIOD ENDING 08/31/2022

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2022 NORM (ABNORM)	2022-23 ORIGINAL BUDGET	YTD BALANCE 08/31/2022 NORM (ABNORM)	ACTIVITY FOR MONTH 08/31/22 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 247 - TAX INCREMENT FINANCING AUTHOR							
Revenues							
Dept 728 - TIFA DEPT							
247-728-401.000	PROPERTY TAXES	166,580.22	171,000.00	0.00	0.00	171,000.00	0.00
247-728-573.000	LOCAL COMMUNITY STABILIZATION	18,570.52	19,000.00	0.00	0.00	19,000.00	0.00
247-728-665.000	INTEREST INCOME	84.62	90.00	4.56	2.27	85.44	5.07
247-728-684.000	MISC INCOME	1,047.12	0.00	0.00	0.00	0.00	0.00
Total Dept 728 - TIFA DEPT		186,282.48	190,090.00	4.56	2.27	190,085.44	0.00
TOTAL REVENUES		186,282.48	190,090.00	4.56	2.27	190,085.44	0.00
Expenditures							
Dept 728 - TIFA DEPT							
247-728-703.005	WAGES - OTHER	4,975.00	4,900.00	816.66	408.33	4,083.34	16.67
247-728-727.000	OFFICE EXPENSE	1,065.58	1,120.00	0.00	0.00	1,120.00	0.00
247-728-731.000	PUBLICATION	0.00	300.00	0.00	0.00	300.00	0.00
247-728-801.000	ATTORNEY	47.00	500.00	0.00	0.00	500.00	0.00
247-728-803.000	ENGINEERS FEES	23,328.45	11,326.56	0.00	0.00	11,326.56	0.00
247-728-807.000	AUDIT	4,500.00	4,650.00	0.00	0.00	4,650.00	0.00
247-728-967.700	CITY IMPROVEMENTS	42.75	0.00	0.00	0.00	0.00	0.00
247-728-970.000	CAPITAL OUTLAY	151,960.13	125,000.00	0.00	0.00	125,000.00	0.00
247-728-992.000	BOND PRINCIPAL	45,000.00	50,000.00	0.00	0.00	50,000.00	0.00
247-728-993.000	BOND INTEREST	19,382.50	17,432.00	0.00	0.00	17,432.00	0.00
Total Dept 728 - TIFA DEPT		250,301.41	215,228.56	816.66	408.33	214,411.90	0.38
TOTAL EXPENDITURES		250,301.41	215,228.56	816.66	408.33	214,411.90	0.38
Fund 247 - TAX INCREMENT FINANCING AUTHOR:							
TOTAL REVENUES		186,282.48	190,090.00	4.56	2.27	190,085.44	0.00
TOTAL EXPENDITURES		250,301.41	215,228.56	816.66	408.33	214,411.90	0.38
NET OF REVENUES & EXPENDITURES		(64,018.93)	(25,138.56)	(812.10)	(406.06)	(24,326.46)	3.23

User: JWest

DB: Potterville

Fund 247 - TAX INCREMENT FINANCING AUTHOR

Account	Description	2022-23 Amended Budget	YEAR-TO-DATE THRU 08/31/22	Available Balance	% Used
Revenues					
Department 728: TIFA DEPT					
401.000	PROPERTY TAXES	171,000.00	0.00	171,000.00	0.00
573.000	LOCAL COMMUNITY STABILIZATION	19,000.00	0.00	19,000.00	0.00
665.000	INTEREST INCOME				
07/31/2022	GJ INTEREST MONTH OF JULY 2022		114780 2.29 JE# 6719		
08/31/2022	GJ INTEREST MONTH OF AUGUST 2022		115200 2.27 JE# 6731		
665.000	INTEREST INCOME	90.00	4.56	85.44	5.07
Total - Dept 728		190,090.00	4.56	190,085.44	0.00
Total Revenues		190,090.00	4.56	190,085.44	0.00
Expenditures					
Department 728: TIFA DEPT					
703.005	WAGES - OTHER				
07/11/2022	AP FINANCIAL SECRETARIAL DUTIES MONTH OF JU		114421 333.33 Inv #: 'JULY 2022' Vendor '09752'		
07/11/2022	AP SECRETARIAL DUTIES MONTH OF JULY 2022		114422 75.00 Inv #: 'JULY 2022' Vendor '0000011144'		
08/01/2022	AP FINANCIAL SECRETARIAL DUTIES MONTH OF AU		114783 333.33 Inv #: 'AUGUST' Vendor '09752'		
08/01/2022	AP SECRETARIAL DUTIES MONTH OF AUGUST 2022		114782 75.00 Inv #: 'AUGUST 2022' Vendor '0000011144'		
703.005	WAGES - OTHER	4,900.00	816.66	4,083.34	16.67
727.000	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	500.00	0.00	500.00	0.00
803.000	ENGINEERS FEES	11,326.56	0.00	11,326.56	0.00
807.000	AUDIT	4,650.00	0.00	4,650.00	0.00
970.000	CAPITAL OUTLAY	125,000.00	0.00	125,000.00	0.00
992.000	BOND PRINCIPAL	50,000.00	0.00	50,000.00	0.00
993.000	BOND INTEREST	17,432.00	0.00	17,432.00	0.00
Total - Dept 728		215,228.56	816.66	214,411.90	0.38
Total Expenditures		215,228.56	816.66	214,411.90	0.38
NET OF REVENUES AND EXPENDITURES		(25,138.56)	(812.10)	(24,326.46)	

FROM 07/01/2022 TO 08/31/2022

FUND: 247

CASH ACCOUNTS

Fund	Description	Beginning Balance 07/01/2022	Total Debits	Total Credits	Ending Balance 08/31/2022
247	TAX INCREMENT FINANCING AUTHOR	64,220.59	4.56	14,668.48	49,556.67

09/12/2022 11:48 AM
User: JWest
DB: Potterville

CUSTOM INVOICE REPORT FOR CITY OF POTTERVILLE
EXP CHECK RUN DATES 09/12/2022 - 09/12/2022
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: TIFA

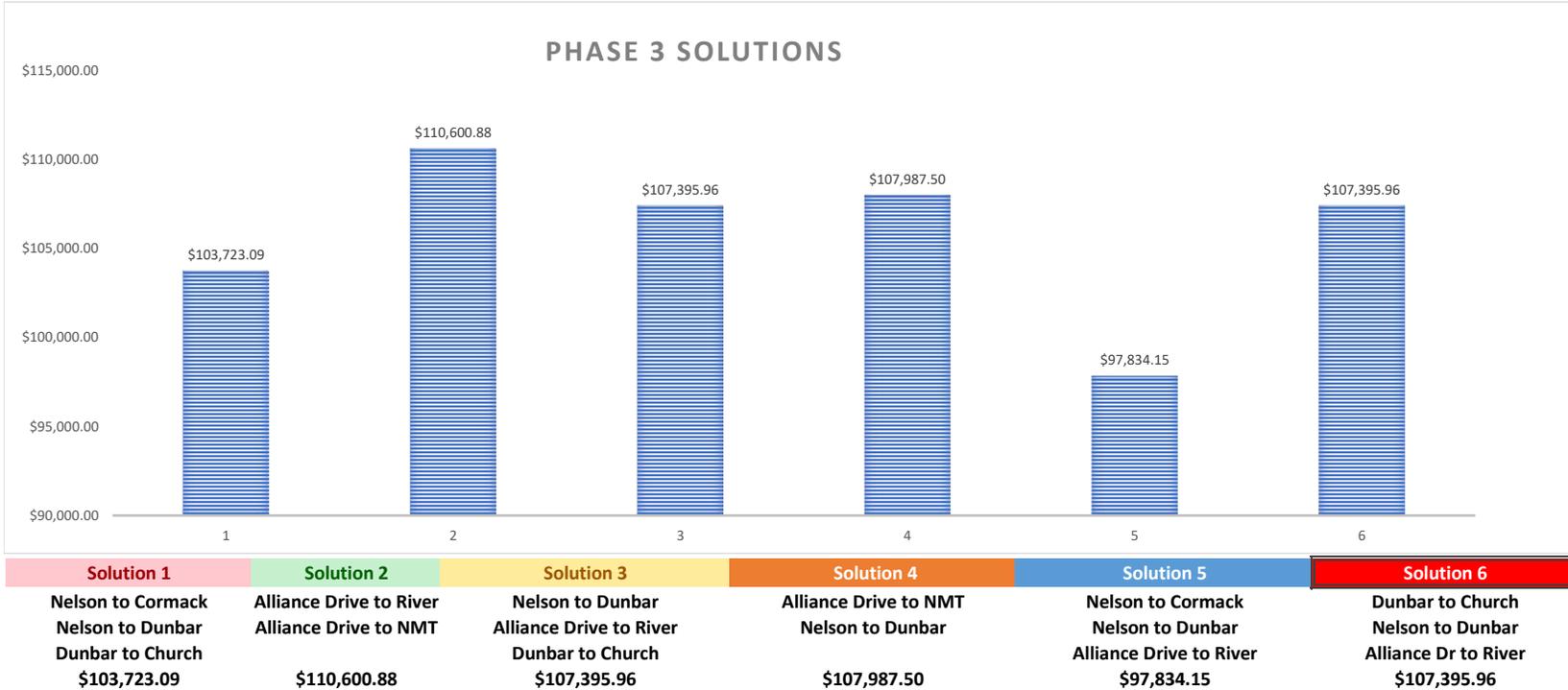
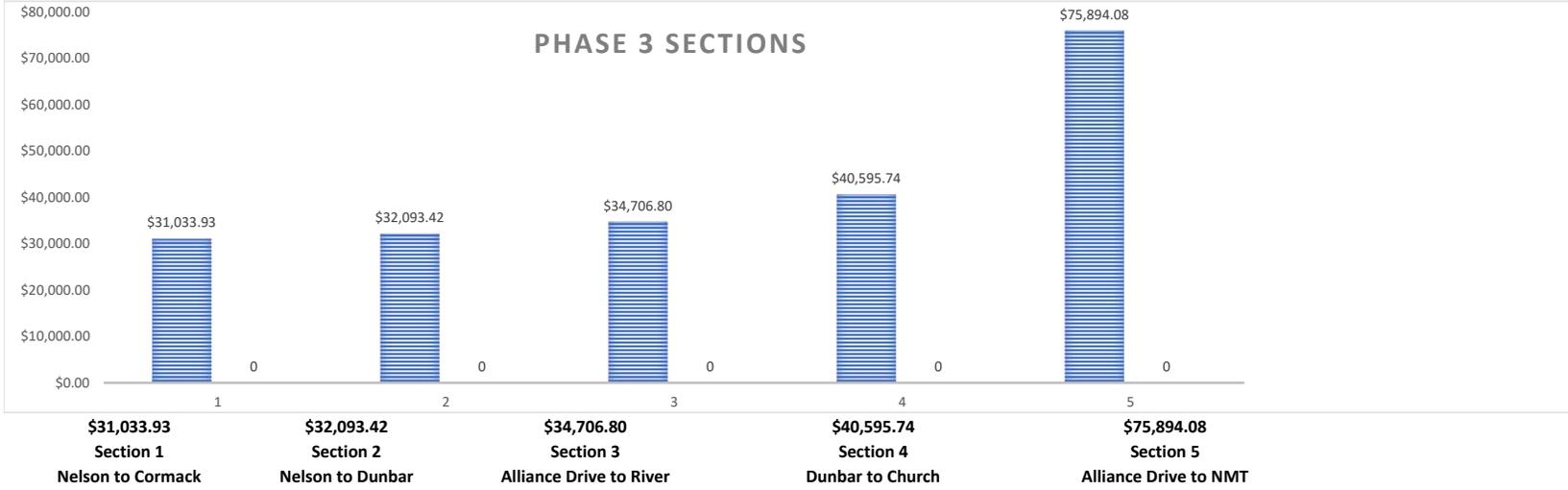
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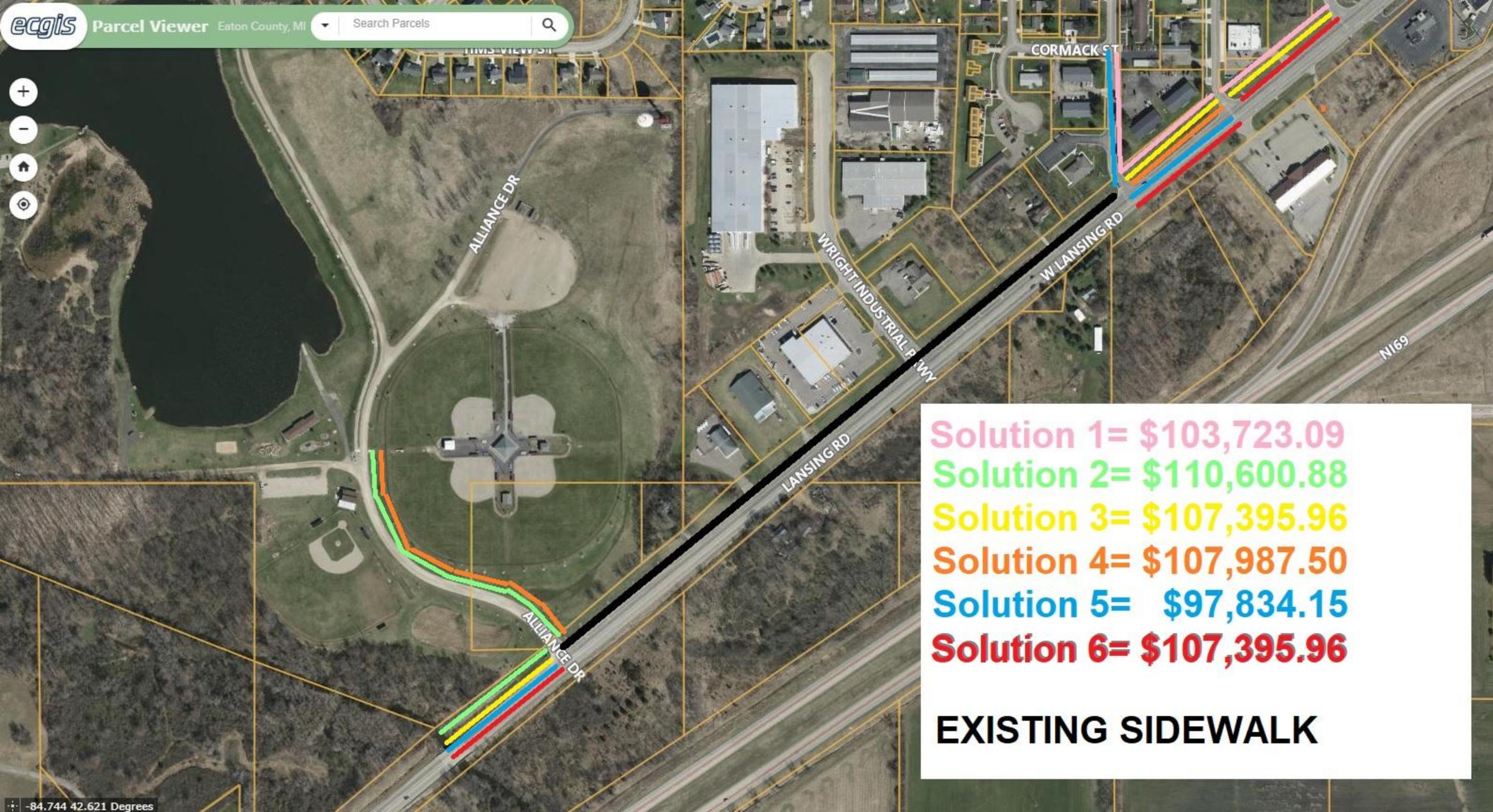
INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: CITY OF POTTERVILLE		
REIMBURSE	EMPLOYEE PD FOR STAPLES FOR LAKE ALLIAN	12.69
TOTAL VENDOR CITY OF POTTERVILLE		12.69
VENDOR NAME: COTTAGE GARDENS		
213557	PLANTS FOR LAKE ALLIANCE SIGN- LANSING	1,193.25
TOTAL VENDOR COTTAGE GARDENS		1,193.25
VENDOR NAME: GALE BRIGGS, INC		
81567	LANDSCAPING STONE- LAKE ALLIANCE SIGN	514.72
81603	LANDSCAPING STONE LAKE ALLIANCE SIGN	82.60
TOTAL VENDOR GALE BRIGGS, INC		597.32
VENDOR NAME: INDEPENDENT BANK		
10012022	TIFA 2013 TAX INCREMENT BONDS, LTGO	59,241.25
TOTAL VENDOR INDEPENDENT BANK		59,241.25
VENDOR NAME: JODI WEST		
SEPT 2022	FINANCIAL SECRETARY DUTIES MONTH OF SEP	333.33
TOTAL VENDOR JODI WEST		333.33
VENDOR NAME: KAYLA SCHWARTZ		
SEPT 2022	SECRETARIAL DUTIES MONTH OF SEPT 2022	75.00
TOTAL VENDOR KAYLA SCHWARTZ		75.00
VENDOR NAME: MENARDS-LANSING WEST		
41644	STAPLE/EDGING FOR LAKE ALLIANCE SIGN	95.90
TOTAL VENDOR MENARDS-LANSING WEST		95.90
VENDOR NAME: VREDEVELD HAEFNER LLC		
5666	TIFA AUDIT THROUGH AUGUST 31 2022	2,000.00
TOTAL VENDOR VREDEVELD HAEFNER LLC		2,000.00
VENDOR NAME: WILLIAMS & WORKS		
94755	SIDEWALK PROJECT THOROUGH 07/30/2022	62.75
94753	LANSING AND VERMONTVILLE THROUGH 7/30/2	849.61
TOTAL VENDOR WILLIAMS & WORKS		912.36
GRAND TOTAL:		64,461.10

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MONTHLY BALANCES REPORT FOR CITY OF POTTERVILLE
FROM 07/01/2022 TO 08/31/2022
Bank code: TIFA - TIFA
Account Category: Cash

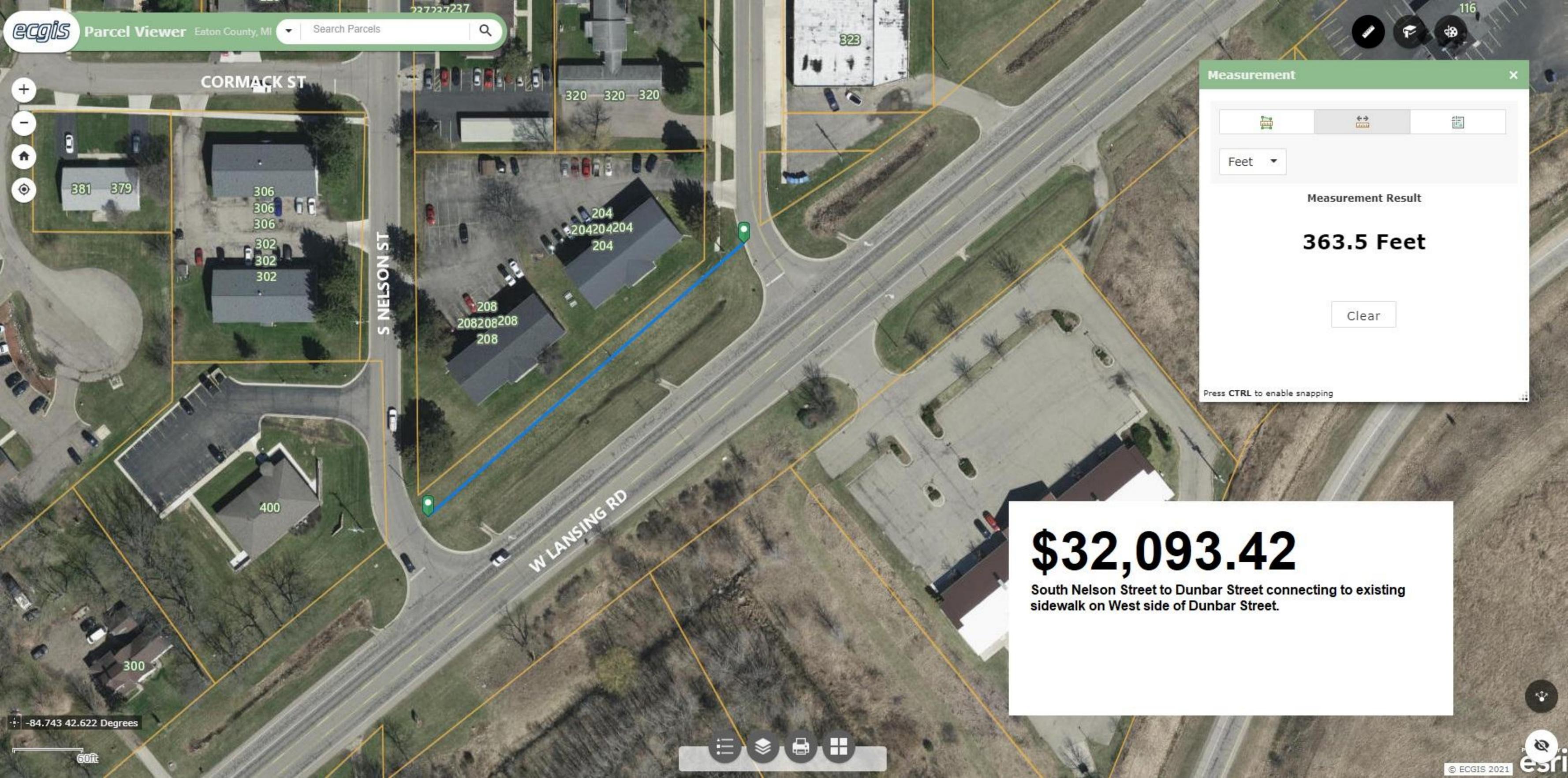
GL #	DESCRIPTION	NET ACTIVITY		BALANCE	
		DR	(CR)	DR	(CR)
247-000-001.000	CASH				
		Beg. Balance		64,220.59	
	July	(13,235.68)		50,984.91	
	August	(1,428.24)		49,556.67	
	End Balance 08/31/2022	(1,428.24)		49,556.67	





Solution 1= \$103,723.09
Solution 2= \$110,600.88
Solution 3= \$107,395.96
Solution 4= \$107,987.50
Solution 5= \$97,834.15
Solution 6= \$107,395.96

EXISTING SIDEWALK



Measurement

Feet

Measurement Result

363.5 Feet

Clear

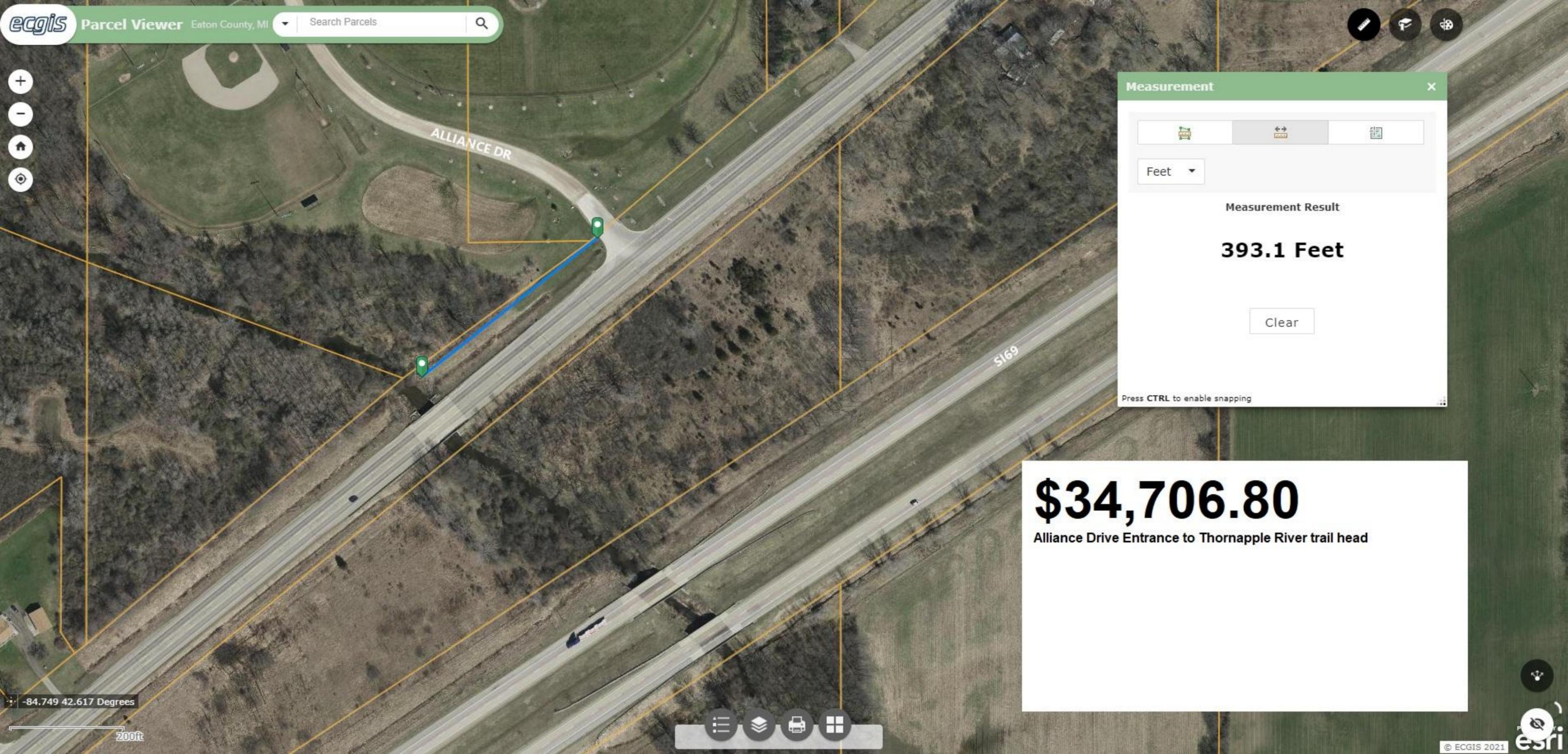
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\$32,093.42

South Nelson Street to Dunbar Street connecting to existing sidewalk on West side of Dunbar Street.

-84.743 42.622 Degrees





Measurement [Close]

[Measure] [Line] [Area]

Feet [Dropdown]

Measurement Result

393.1 Feet

[Clear]

Press CTRL to enable snapping

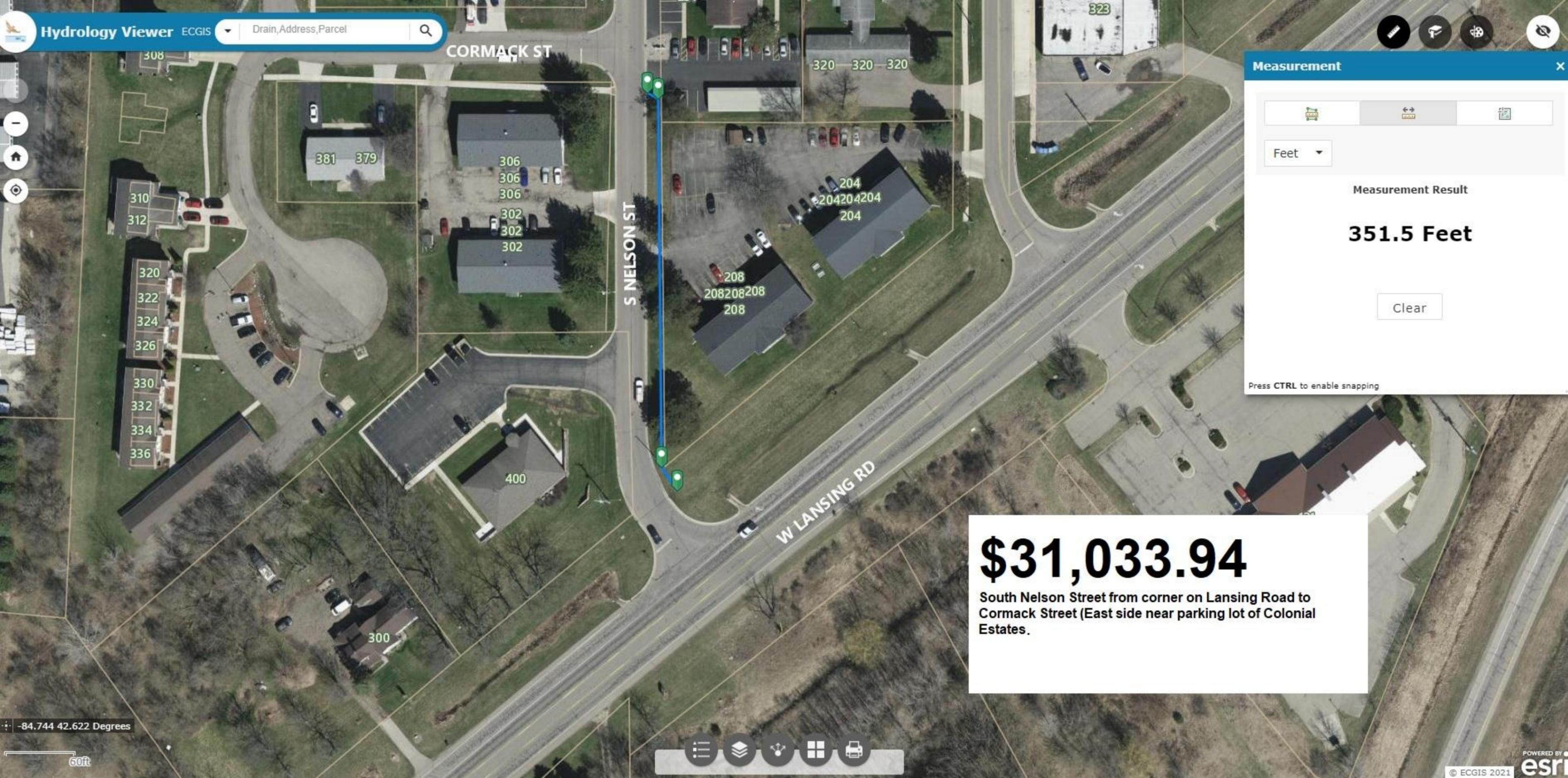
\$34,706.80

Alliance Drive Entrance to Thornapple River trail head

-84.749 42.617 Degrees

200ft





Measurement

Feet

Measurement Result

351.5 Feet

Clear

Press CTRL to enable snapping

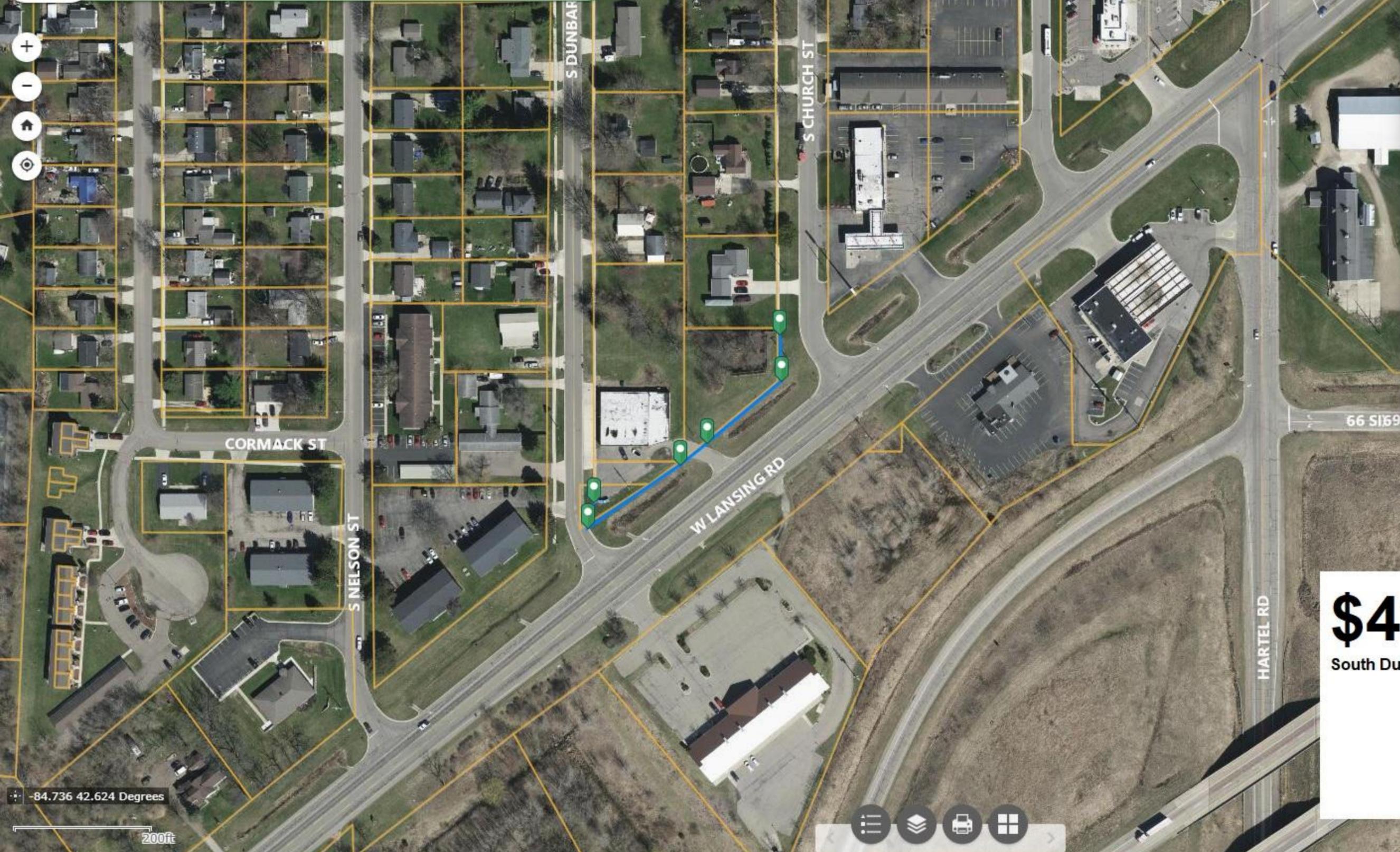
\$31,033.94

South Nelson Street from corner on Lansing Road to Cormack Street (East side near parking lot of Colonial Estates).

-84.744 42.622 Degrees

60ft





Measurement

Feet

Measurement Result

459.8 Feet

Clear

Press CTRL to enable snapping

\$40,595.74
 South Dunbar to South Church Street to existing sidewalk

-84.736 42.624 Degrees





Measurement [Close]

[Measure] [Double Arrow] [Clipboard]

Feet [Dropdown]

Measurement Result

859.6 Feet

Clear

Press CTRL to enable snapping

\$75,894.08

Alliance Drive entrance of Lake Alliance Park to end of Non-Motorized Trail near access point to Softball field complex.

-84.751 42.619 Degrees

200ft



williams&works

engineers | surveyors | planners

September 8, 2022

Mr. Aaron Sheridan, Manager
City of Pottersville
317 N. Nelson St.
Pottersville, MI 48876

**Re: Vermontville Hwy. and Lansing Rd. Intersection
Safety Improvements Update**

Dear Mr. Sheridan:

The goal of obtaining mutual agreement with the Eaton County Road Commission (ECRC) on the attached pavement marking plan created with the goal of making the intersection of Vermontville Hwy. and Lansing Rd. safer has not been obtained. The ECRC has stated the proposed markings are in the exclusive jurisdiction of the City of Pottersville, with the exception of the right turn arrow, and it is not their place to approve modifications to the roads outside their jurisdiction. ECRC cautioned against making any changes to the intersection that are not supported by a traffic study that concludes the proposed changes will have the desired impact of making the intersection safer by reducing the likelihood of a serious crash.

The pavement marking plan was previously revised to accommodate ECRCs comments, as verbalized to W&W. The plan shows a pavement marking island on Vermontville Hwy. separating a right turn lane tight to the curb, and a thru/left turn lane along the centerline of the road. The plan is mirrored on each side of Vermontville Hwy. The purpose of the markings is to provide enhanced lane delineation, and to discourage a vehicle from entering the intersection between a car waiting to turn right and a car waiting to turn left or go straight. Stop bars would also be provided parallel to Lansing Rd. The thru/left turn lane would start a 12' wide and flare out to a width of 24' at the stop bar to allow for a more perpendicular stop at Lansing Rd. for better visibility, if a driver so chose. In addition, consideration to adding the traffic sign shown below on Vermontville Hwy. should be given.



Downloaded from
www.williams-works.com

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Share

The pavement marking plans were created using guidance from the AASHTO Green Book, the MMUTCD, the MDOT Intersection Guide, 2008, and comments from the ECRC. Past practices were also researched, as were other intersections with Lansing Rd. in the area.

The following design references are cited.

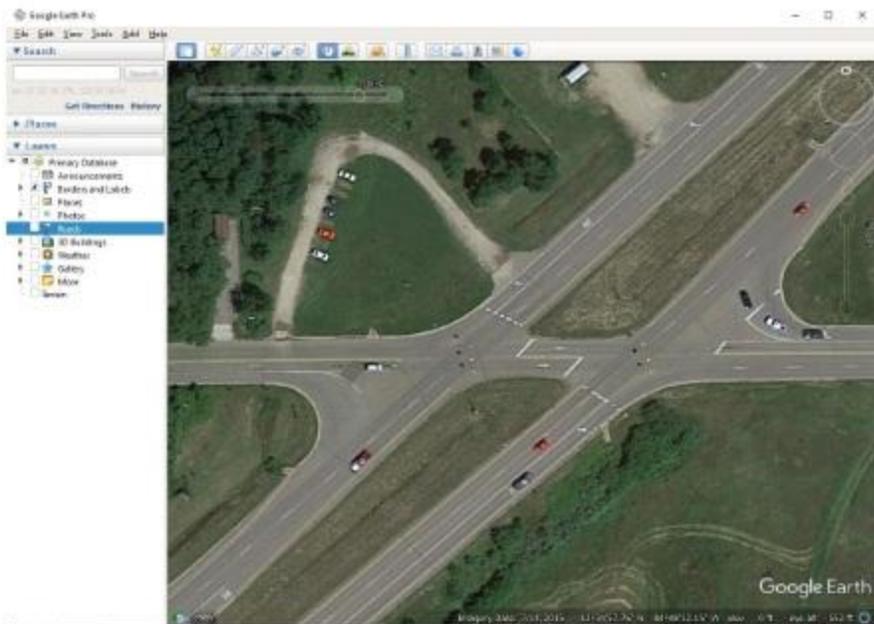
MDOT Michigan Intersection Guide 2008

Chapter 5.1 Improve Visibility of Intersection by Providing Enhanced Signing and Delineation.

Chapter 7.2 Provide Lane Assignment Signing or Markings at Complex Intersections.

Appendix E

For additional reference, a screen capture of the intersection of Lansing Rd. and Packard Hwy. is shown below. This intersection has a similar skew as the Vermontville Hwy. intersection, but Lansing Rd. is divided and there are no left turns. The pavement markings at this intersection closely resemble the ones on the attached plan.



An ECRC permit would be required for the right turn arrow proposed for southbound Lansing Rd. and for any traffic control necessary while the pavement markings are being applied. If so instructed, the attached plans will be submitted for an ECRC permit.

Mr. Sheridan
Page 3 of 3
September 8, 2022

The decision to move forward with this work without the mutual agreement of the ECRC or the support of a traffic study is solely for the City of Pottersville to make.

Sincerely,

Williams & Works



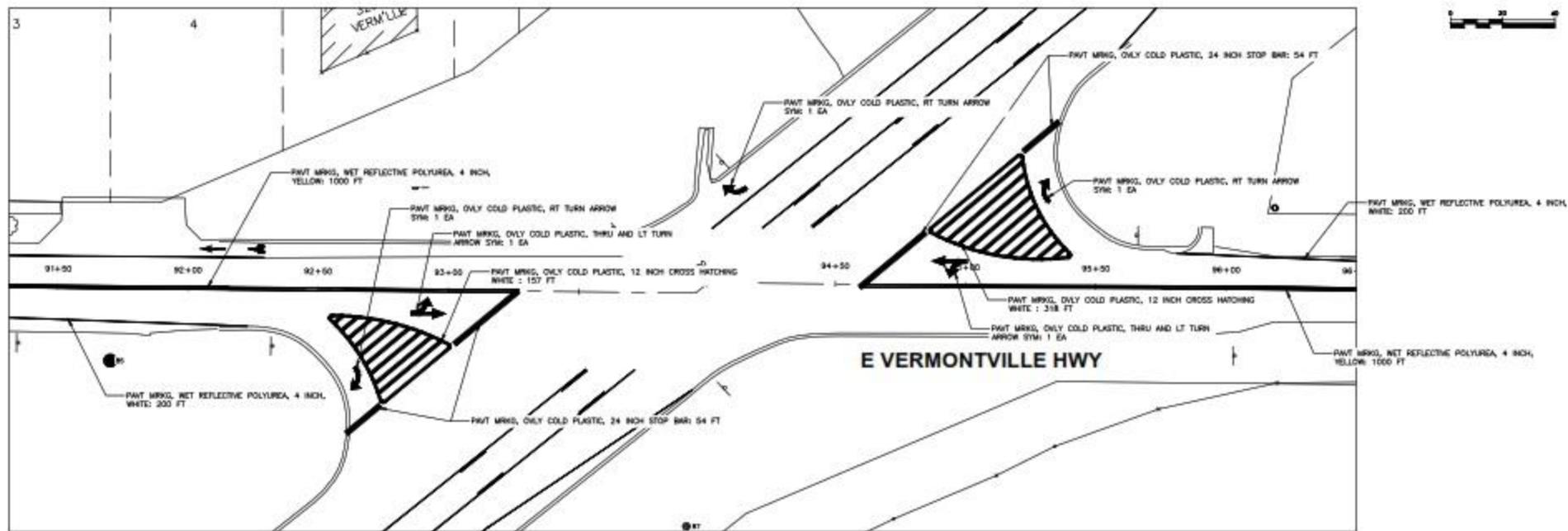
Brandon Mieras
Sep 8 2022 3:18 PM

Brandon Mieras, P.E.
Principal

Enclosure: Pavement Marking Plan 8-16-2022 (Not for Construction)
Sketch of Markings

Cc: File

LANSING RD



PAVEMENT MARKING PLAN

QUANTITIES THIS SHEET

QTY	UNIT	ITEM DESCRIPTION
475	FT	PAVT MKNG, ONLY COLD PLASTIC, 12 INCH CROSS HATCHING, WHITE
106	FT	PAVT MKNG, ONLY COLD PLASTIC, 24 INCH, STOP BAR
212	SFT	RECESSING PAVT MKNG, TRANSV
800	FT	REM SPEC MKNG
400	FT	PAVT MKNG, WET REFLECTIVE POLYUREA, 4 INCH, WHITE
2000	FT	PAVT MKNG, WET REFLECTIVE POLYUREA, 4 INCH, YELLOW
2	EA	PAVT MKNG, ONLY COLD PLASTIC, THRU AND LT TURN ARROW SYM
3	EA	PAVT MKNG, ONLY COLD PLASTIC, RT TURN ARROW SYM

NOT FOR CONSTRUCTION

CITY OF POTTERVILLE
 EATON COUNTY, MICHIGAN
 VERMONTVILLE & LANSING INTERSECTION
 PAVEMENT MARKING PLAN

DATE	04/03/22	DATE	06/16/22
DESIGNED BY	D. MCKENNA	CHECKED BY	D. MCKENNA
DRAWN BY	J. MCKENNA	DATE	04/03/22
PROJECT NO.	2200886	DATE	06/16/22
FILE	PE-Layout		
SHEET NO.	2		