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, October 10th 2022 at 6:00 p.m.

A. Call the Meeting to Order:

B. Pledge of Allegiance:

C. Roll Call: Members Brian Goodman, Joseph Bristol Jr., Bob Nichols, Vacant Seat, Jon McNett, Elizabeth Ross, Ronald Norman

Members Present: _____

_____

Members Absent: _____

_____

D. Agenda Approval: _____

E. Approval of Minutes:

a) Regular Draft Meeting Minutes from September 12th 2022.

F. Approval of Bank Reconciliation: $127,383.21

G. Approval of Bills: $2,374.83

H. Public Comment: Items on the Agenda**.**

I. Old Business:

- Lansing Road Sidewalk – Phase III Site Location

J. New Business:

- None

K. Public Comment: Items not on the Agenda.

L. Next Meeting: November 14th 2022 at 6:00 pm.

M. Administrative Report: In attendance.

N. Excuse absent Members:

O. Meeting Adjourn:

Potterville TIFA Board Minutes
Monday, September 12, 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, L. Ross, J. McNett and B. Goodman.
Absent: B. Nichols and R. Norman

Agenda Approval: Motion by Member Ross to approve the agenda, seconded by Member Bristol. Motion carried (5-0-2).

Approval of Minutes: Motion by Member Ross to approve the minutes from August 8, 2022, seconded by Member Bristol. Motion carried (5-0-2).

Approval of Bank Reconciliation: Motion by Member Bristol to approve Bank Reconciliation from August 1st – August 31st, 2022, in the amount of $49,556.67, seconded by Member McNett. Motion carried (5-0-2).

Approval of Bills: Motion by Member McNett to pay bills totaling $64,461.10, seconded by Member Goodman. Motion carried (5-0-2).

Public Comment: N/A

New Business:

a) Traffic Calming Design and Cost Opinion – Intersection of East Vermontville & Lansing Road. Board Discussion: Board discusses old versus new plans, traffic standards, permits, etc. Motion by Member Kring to open discussion into going with new design (option B), seconded by Member Bristol. Motion does not pass (1-4-2). Motion by Member Bristol to open discussion into going with option A, the old design minus right-turn arrow in D-cell lane on Lansing Road, seconded by Member Goodman. Motion carried (4-1-2).

b) Lansing Road Sidewalk – Phase III Site Location: Board will consider the options and bring discussions to the table next month.

Public Comment: N/A

Next Meeting: Monday, October 10, 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 7:11

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

DRAFT

10/03/2022 09:54 AM
User: JWest
DB: Potterville

BANK RECONCILIATION FOR CITY OF POTTERVILLE
Bank TIFA (TIFA)
FROM 09/01/2022 TO 09/30/2022
Reconciliation Record ID: 157

GL Number	Description	Beginning Balance
247-000-001.000	CASH	49,556.67

Beginning GL Balance:	49,556.67
Less: Cash Disbursements	(64,461.10)
Add: Journal Entries/Other	142,287.64
Ending GL Balance:	127,383.21

GL Number	Description	Ending Balance
247-000-001.000	CASH	127,383.21

Ending GL Balance:	127,383.21
Ending Bank Balance:	127,458.21
Add: Deposits in Transit	0.00
Less: 1 AP Outstanding Checks	75.00
Less: 0 PR Outstanding Checks	
Adjusted Bank Balance	127,383.21
Unreconciled Difference:	0.00

REVIEWED BY: _____ DATE: 10-4-2022

10/04/2022 09:44 AM
User: JWest
DB: Potterville

CUSTOM INVOICE REPORT FOR CITY OF POTTERVILLE
EXP CHECK RUN DATES 10/10/2022 - 10/10/2022
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: TIFA

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: JODI WEST		
OCT 2022	FINANCIAL SECRETARY DUTIES MONTH OF OCT	333.33
TOTAL VENDOR JODI WEST		333.33
VENDOR NAME: KAYLA SCHWARTZ		
OCT 2022	SECRETARIAL DUTIES OCT 2022	75.00
TOTAL VENDOR KAYLA SCHWARTZ		75.00
VENDOR NAME: WILLIAMS & WORKS		
94922	ENGINEERING SERVICES FOR VERM & LANSING	1,966.50
TOTAL VENDOR WILLIAMS & WORKS		1,966.50
GRAND TOTAL:		2,374.83

10/04/2022 09:37 AM REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE Page: 1/1
User: JWest
DB: Potterville

PERIOD ENDING 09/30/2022

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2022 NORM (ABNORM)	2022-23 ORIGINAL BUDGET	YTD BALANCE 09/30/2022 NORM (ABNORM)	ACTIVITY FOR MONTH 09/30/22 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	142,284.08	142,284.08	28,715.92	83.21
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	8.12	3.56	81.88	9.02
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	142,292.20	142,287.64	47,797.80	74.86
TOTAL REVENUES		186,282.48	190,090.00	142,292.20	142,287.64	47,797.80	74.86
Expenditures							
Dept 728 - TIFA DEPT							
247-728-703.005	WAGES - OTHER	4,975.00	4,900.00	1,224.99	408.33	3,675.01	25.00
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	912.36	912.36	10,414.20	8.06
247-728-807.000	AUDIT	4,500.00	4,650.00	2,000.00	2,000.00	2,650.00	43.01
247-728-967.700	CITY IMPROVEMENTS	42.75	0.00	1,899.16	1,899.16	(1,899.16)	100.00
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	6,036.51	5,219.85	209,192.05	2.80
TOTAL EXPENDITURES		250,301.41	215,228.56	6,036.51	5,219.85	209,192.05	2.80
Fund 247 - TAX INCREMENT FINANCING AUTHOR:							
TOTAL REVENUES		186,282.48	190,090.00	142,292.20	142,287.64	47,797.80	74.86
TOTAL EXPENDITURES		250,301.41	215,228.56	6,036.51	5,219.85	209,192.05	2.80
NET OF REVENUES & EXPENDITURES		(64,018.93)	(25,138.56)	136,255.69	137,067.79	(161,394.25)	542.02

10/04/2022 09:37 AM
User: JWest
DB: Potterville

MONTHLY BALANCES REPORT FOR CITY OF POTTERVILLE
FROM 07/01/2022 TO 09/30/2022
Bank code: TIFA - TIFA
Account Category: Cash

GL #	DESCRIPTION	NET ACTIVITY DR (CR)	BALANCE 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
September		77,826.54	127,383.21
End Balance 09/30/2022		77,826.54	127,383.21

10/04/2022 09:44 AM
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CASH SUMMARY BY FUND FOR CITY OF POTTERVILLE
FROM 07/01/2022 TO 09/30/2022
FUND: 247
CASH ACCOUNTS

Fund	Description	Beginning Balance 07/01/2022	Total Debits	Total Credits	Ending Balance 09/30/2022
247	TAX INCREMENT FINANCING AUTHOR	64,220.59	142,292.20	79,129.58	127,383.21

10/04/2022 09:45 AM COMPARATIVE BALANCE SHEET FOR CITY OF POTTERVILLE Page: 1/1
User: JWest
DB: Potterville

Fund 247 TAX INCREMENT FINANCING AUTHOR

GL Number	Description	PERIOD ENDED 09/30/2021	PERIOD ENDED 09/30/2022
*** Assets ***			
247-000-001.000	CASH	176,677.88	127,383.21
Total Assets		**176,677.88**	**127,383.21**
*** Liabilities ***			
247-000-202.000	ACCOUNTS PAYABLE	0.00	(59,241.25)
Total Liabilities		**0.00**	**(59,241.25)**
*** Fund Balance ***			
247-000-390.000	FUND BALANCE	114,387.70	114,387.70
Total Fund Balance		**114,387.70**	**114,387.70**
Beginning Fund Balance		**114,387.70**	**114,387.70**
Net of Revenues VS Expenditures - 21-22			**(64,018.93)**
***21-22 End FB/22-23 Beg FB**		**50,368.77**	
Net of Revenues VS Expenditures - Current Year		**62,290.18**	**136,255.69**
Ending Fund Balance		**176,677.88**	**186,624.46**
Total Liabilities And Fund Balance		**176,677.88**	**127,383.21**

* Year Not Closed

10/04/2022 09:45 AM
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DB: Potterville

ACCOUNT BALANCE REPORT FOR CITY OF POTTERVILLE

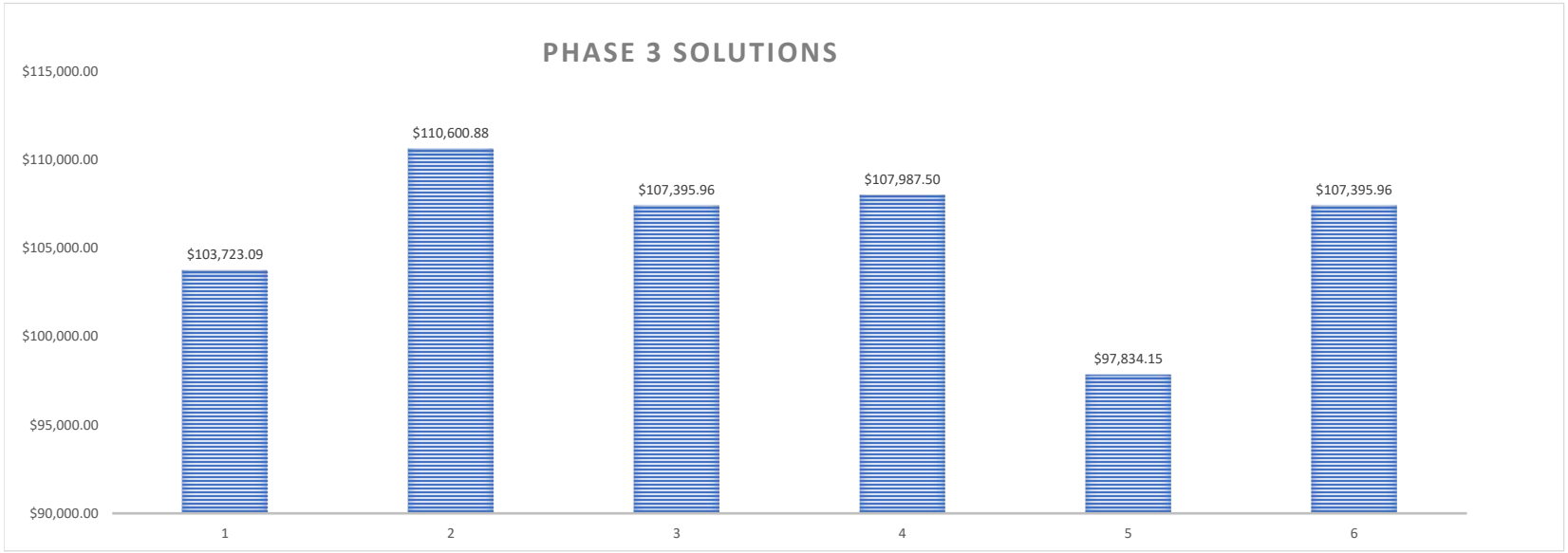
Page: 1/1

PERIOD ENDING 09/30/2022

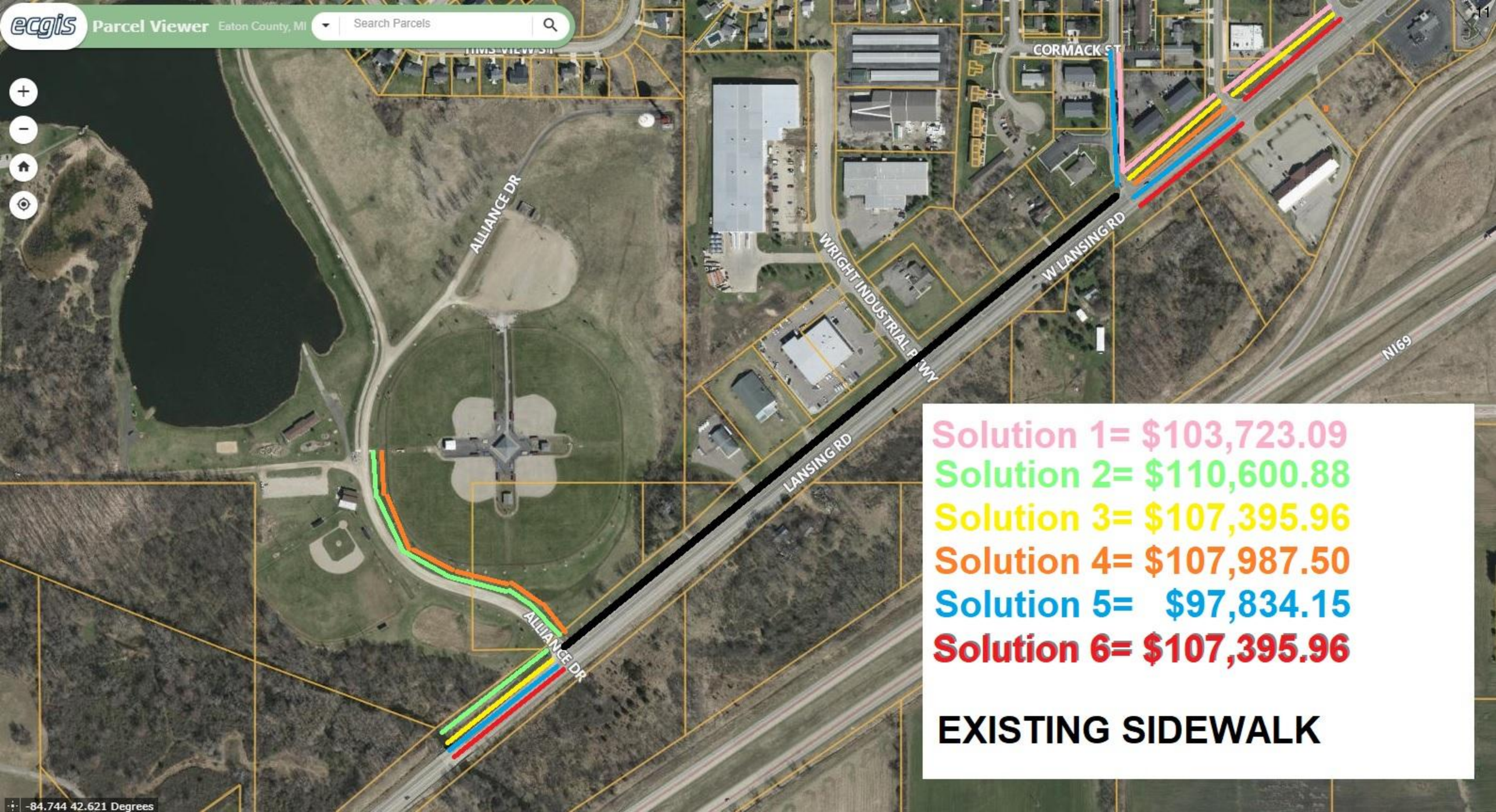
TIFA

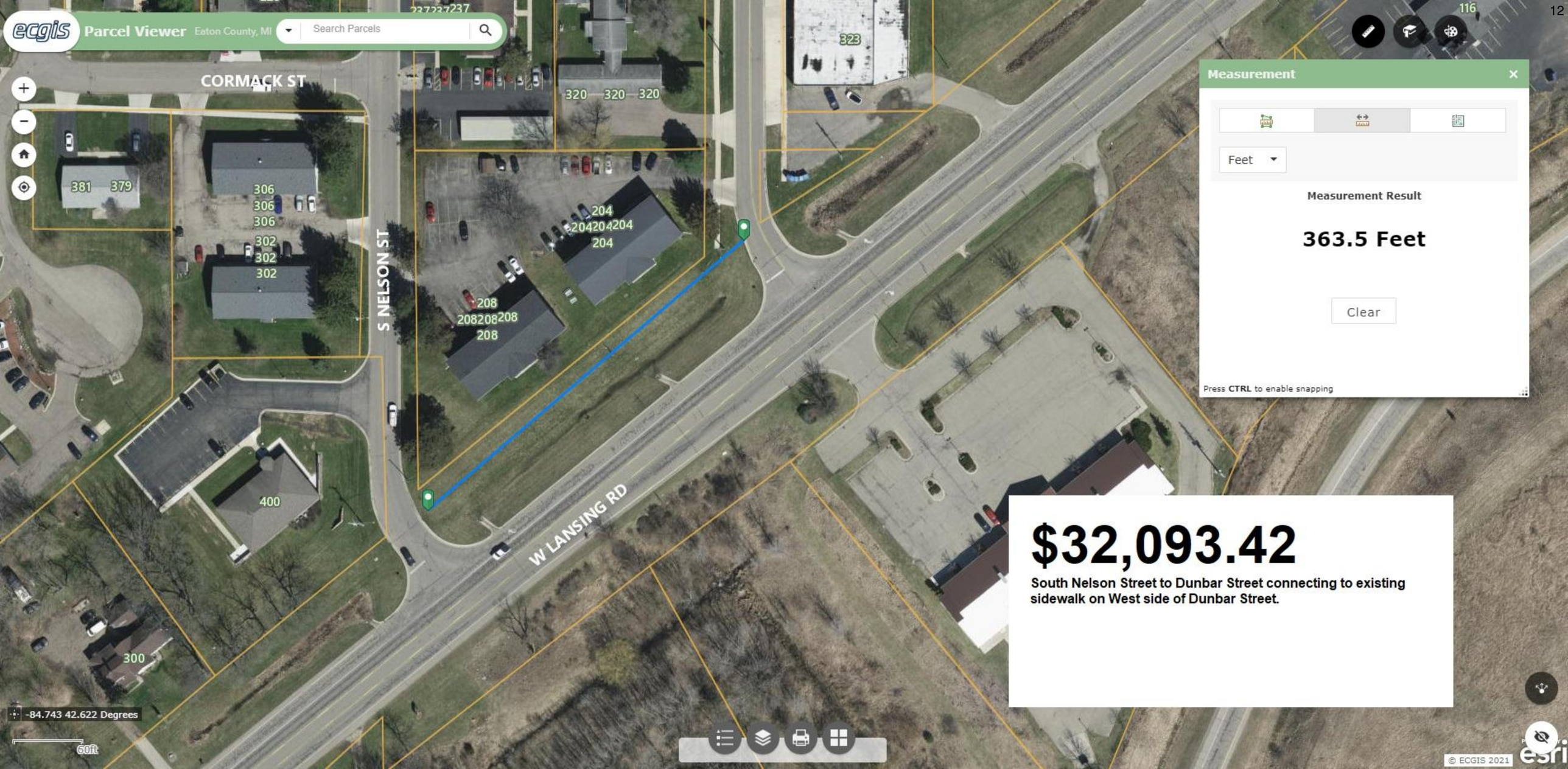
GL NUMBER	DESCRIPTION	BALANCE 09/30/2021 NORMAL (ABNORMAL)	2022-23 AMENDED BUDGET	END BALANCE 09/30/2022 NORMAL (ABNORMAL)
Assets				
247-000-001.000	CASH	176,677.88		127,383.21
TOTAL ASSETS		176,677.88		127,383.21
Liabilities				
247-000-202.000	ACCOUNTS PAYABLE	0.00		(59,241.25)
TOTAL LIABILITIES		0.00		(59,241.25)
Fund Equity				
247-000-390.000	FUND BALANCE	114,387.70		114,387.70
TOTAL FUND EQUITY		114,387.70		114,387.70
Revenues				
247-728-401.000	PROPERTY TAXES	127,307.78	171,000.00	142,284.08
247-728-573.000	LOCAL COMMUNITY STABILIZATION	0.00	19,000.00	0.00
247-728-665.000	INTEREST INCOME	15.07	90.00	8.12
247-728-684.000	MISC INCOME	47.12	0.00	0.00
TOTAL REVENUES		127,369.97	190,090.00	142,292.20
Expenditures				
247-728-703.005	WAGES - OTHER	1,300.00	4,900.00	1,224.99
247-728-727.000	OFFICE EXPENSE	0.00	1,120.00	0.00
247-728-731.000	PUBLICATION	0.00	300.00	0.00
247-728-801.000	ATTORNEY	0.00	500.00	0.00
247-728-803.000	ENGINEERS FEES	0.00	11,326.56	912.36
247-728-807.000	AUDIT	0.00	4,650.00	2,000.00
247-728-967.700	CITY IMPROVEMENTS	42.75	0.00	1,899.16
247-728-970.000	CAPITAL OUTLAY	8,595.79	125,000.00	0.00
247-728-992.000	BOND PRINCIPAL	45,000.00	50,000.00	0.00
247-728-993.000	BOND INTEREST	10,141.25	17,432.00	0.00
TOTAL EXPENDITURES		65,079.79	215,228.56	6,036.51
Total - All Funds:		0.00	25,138.56	(64,018.93)

$31,033.93	$32,093.42	$34,706.80	$40,595.74	$75,894.08
Section 1	Section 2	Section 3	Section 4	Section 5
Nelson to Cormack	Nelson to Dunbar	Alliance Drive to River	Dunbar to Church	Alliance Drive to NMT



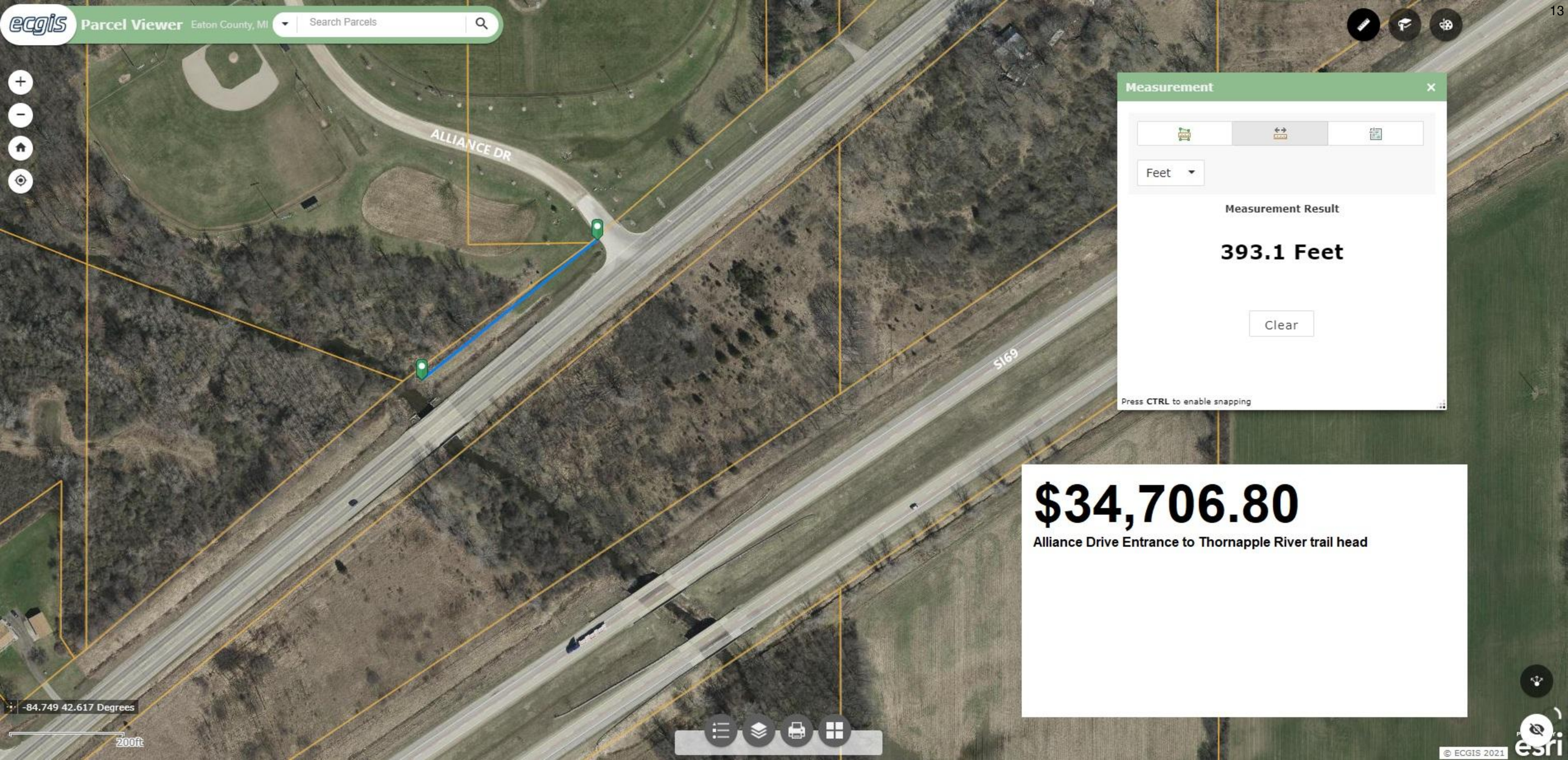
Solution 1	Solution 2	Solution 3	Solution 4	Solution 5	Solution 6
Nelson to Cormack Nelson to Dunbar Dunbar to Church	Alliance Drive to River Alliance Drive to NMT	Nelson to Dunbar Alliance Drive to River Dunbar to Church	Alliance Drive to NMT Nelson to Dunbar	Nelson to Cormack Nelson to Dunbar Alliance Drive to River	Dunbar to Church Nelson to Dunbar Alliance Dr to River
$103,723.09	$110,600.88	$107,395.96	$107,987.50	$97,834.15	$107,395.96


ecgis
Parcel Viewer
Eaton County, MI
Search Parcels
ALLIANCE DR
WRIGHT INDUSTRIAL PKWY
CORMACK ST
W LANSING RD
LANSING RD
NI69
ALLIANCE DR
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
-84.744 42.621 Degrees



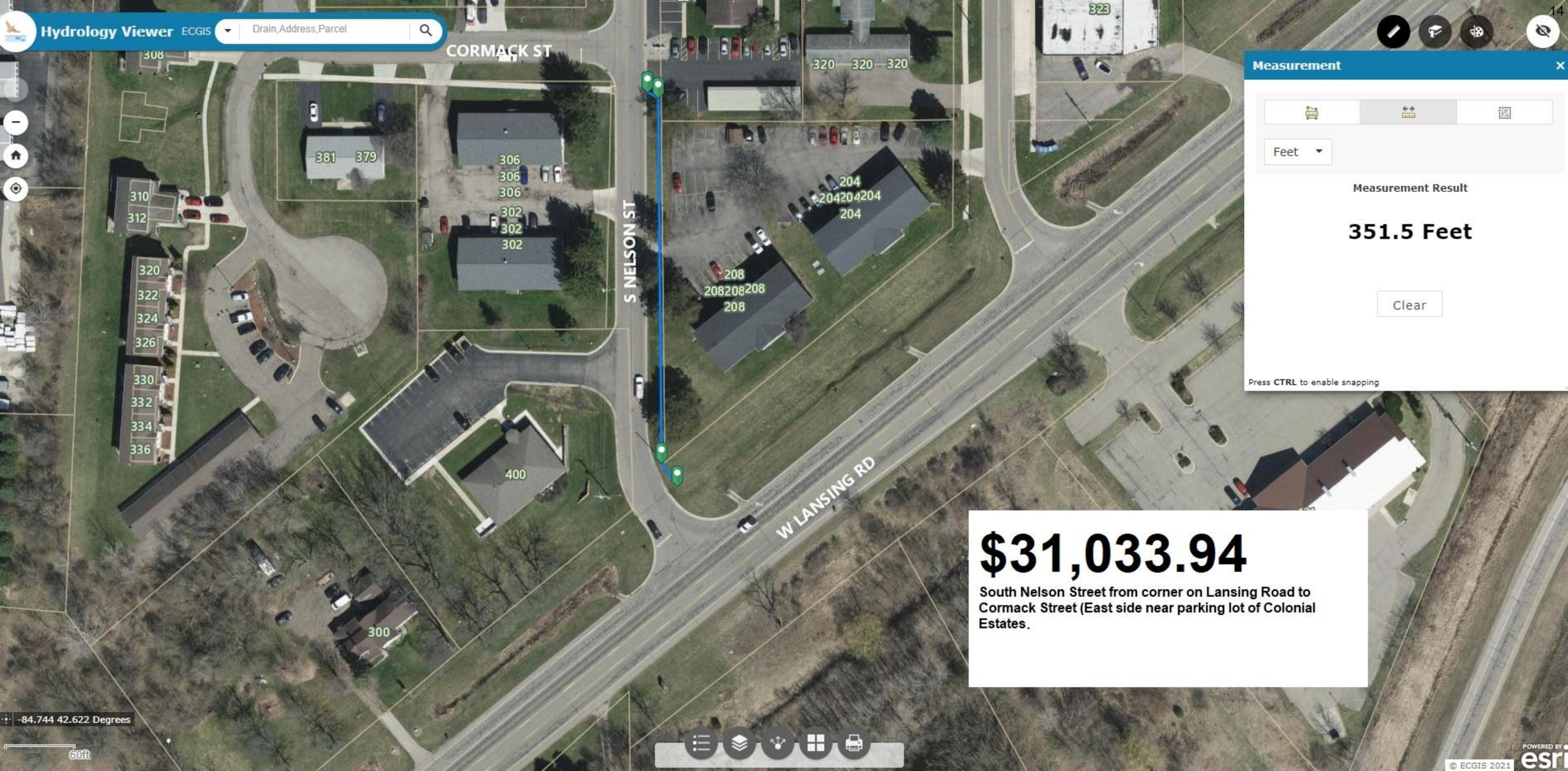
$32,093.42

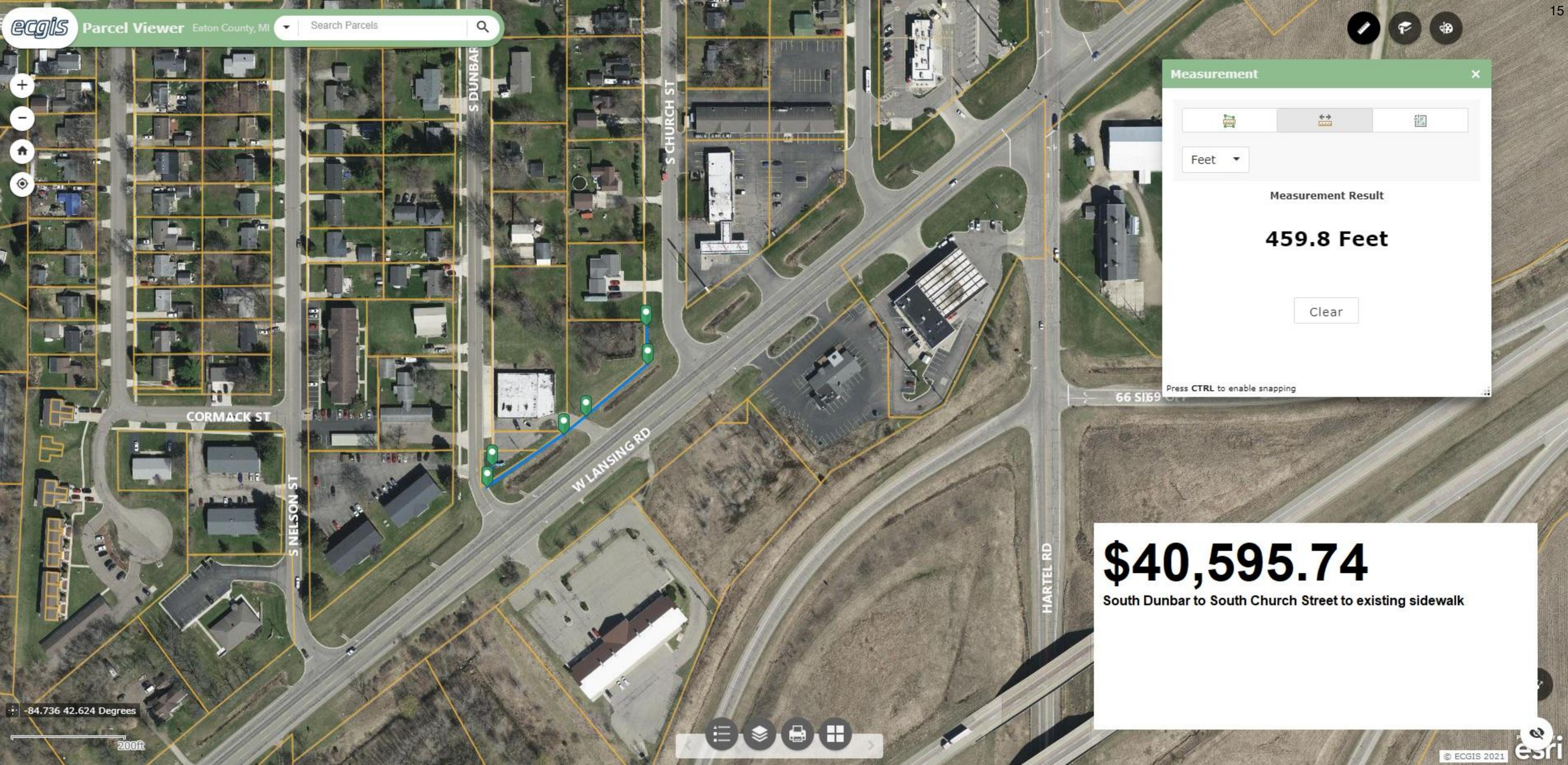
South Nelson Street to Dunbar Street connecting to existing sidewalk on West side of Dunbar Street.



$34,706.80

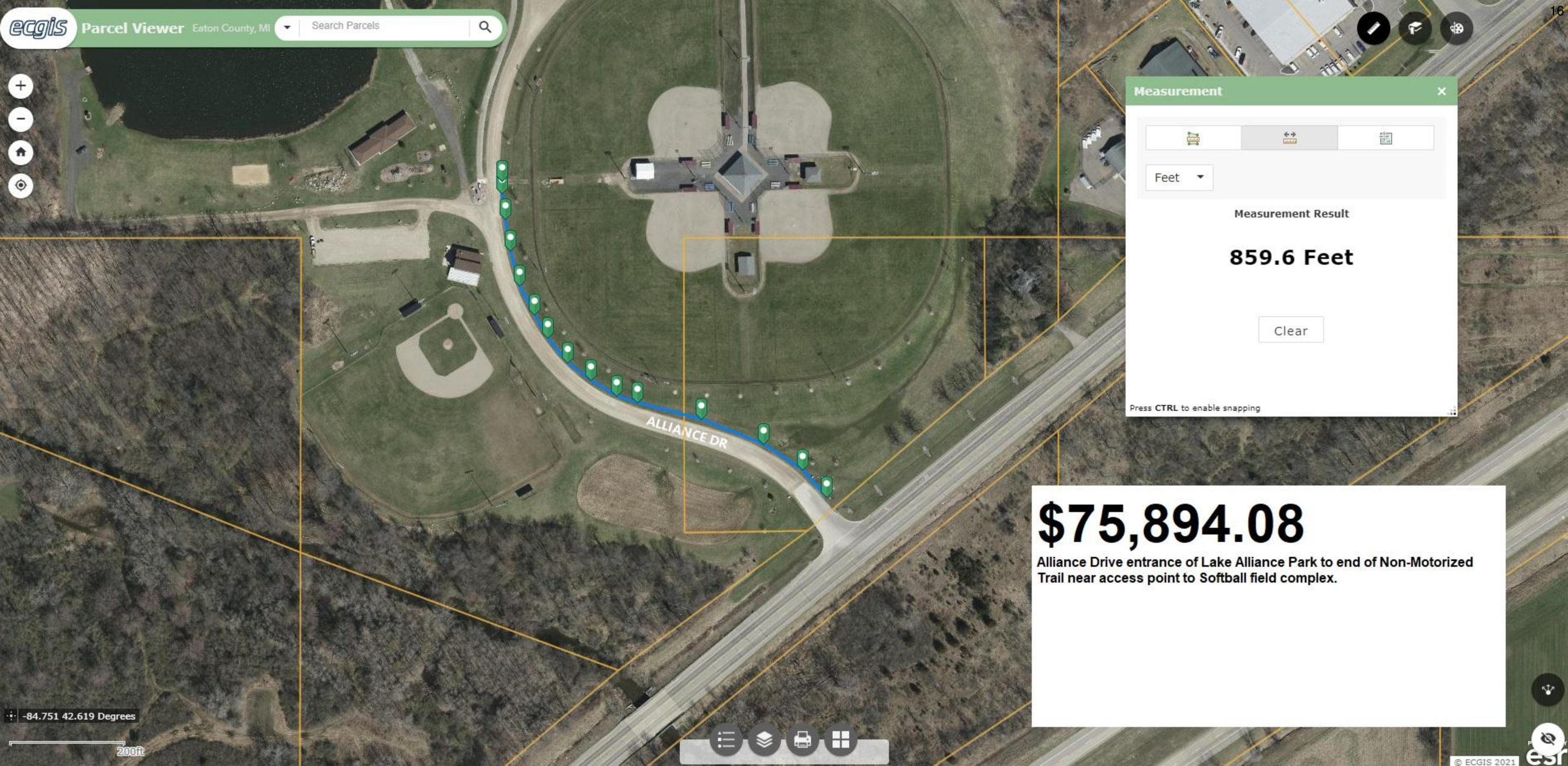
Alliance Drive Entrance to Thornapple River trail head


Hydrology Viewer
ECGIS
Drain,Address,Parcel
CORMACK ST
S NELSON ST
W LANSING RD
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
© ECGIS 2021



$40,595.74

South Dunbar to South Church Street to existing sidewalk



$75,894.08

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

silversmith data
crafting critical information systems
Potterville, MI
Welcome asheridan Logout
View: Normal
Maint Log
Work Order
Reports
Search
Settings
Schedules
Assets
Addresses
City Building
Culverts
Curb Boxes
Fresh Water Wells
Hydrants
Lead Inspection
PVB Valves
Sanitary Manholes
Storage (Garages)
Storm Catch Basins
Stormwater Manholes
Base Lines
Force Mains
Railroads
Rivers
Roads
Sanitary Pipe
Sanitary Pipe As-Builts
Storm Lines
Water Mains
Water Structure Lines
Boundaries
Easements(Polygon)
Lakes
Land Parcels
WATER MAIN
42.621384 : -84.742795