

The City of Potterville Tax Increment Finance Authority

Potterville City Hall, 319 N. Nelson Street – (517) 645-7641 – [www.pottervillemi.org](http://www.pottervillemi.org)

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TIFA MEETING AGENDA

Monday, January 8<sup>th</sup> 2024 at 6:00 p.m.

**A. Call the Meeting to Order:**

**B. Pledge of Allegiance:**

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

1. Members Present: \_\_\_\_\_
2. \_\_\_\_\_
3. Members Absent: \_\_\_\_\_
4. \_\_\_\_\_

**D. Agenda Approval:**

**E. Approval of Minutes:**

1. Draft Meeting Minutes from December 11<sup>th</sup> 2023

**F. Approval of Bills:** \$13,609.71

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

**H. Old Business:** None.

**I. New Business:**

1. Schedule of Public Meetings for 2024

**J. Public Comment:** Items not on the Agenda.

**K. Communications from Board Members:**

**L. Next Meeting:** February 12<sup>th</sup> 2024 at 6:00 p.m.

**M. Administrative Report:** In attendance.

**N. Excuse absent Members:**

**O. Meeting Adjourn:**

## Potterville TIFA Board Minutes

Monday, December 11, 2023 @ 6:00 p.m. – Potterville City Hall, 319 N. Nelson Street

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Meeting was called to order by B. Nichols at 6:00 p.m.

Pledge of Allegiance was recited by all.

**Roll Call:**     **Present:** B. Nichols, J. Bristol, L. Ross, B. Goodman J. McNett, R. Norman, and J. Lenneman.  
                  **Absent:** N/A

**Agenda Approval:** Motion by Member Ross to approve the agenda, seconded by Member Bristol. Motion carried (7-0-0).

**Approval of Minutes:** Motion by Member Ross to approve the minutes from November 13, 2023, seconded by Member McNett. Motion carried (7-0-0).

**Approval of Bills:** Motion by Member Norman to pay bills totaling \$408.33, seconded by Member Ross. Motion carried (7-0-0).

**Public Comment:** N/A

**Old Business:** N/A

### **New Business:**

1.a. TIFA Board Elections for Chairperson – Motion by Member Bristol to nominate Member Nichols as Chairperson, seconded by Member Lenneman. Motion carried (7-0-0) Member Nichols accepts.

1.b. TIFA Board Elections for Vice Chairperson – Motion by Member Lenneman to nominate Member Norman, seconded by Member Nichols. Motion carried (7-0-0). Member Norman accepts.

2. TIFA Sidewalk Phase 3 Lansing Road Sidewalk Preliminary Bid Plans and Estimate – Director discusses plans in packet and notes from Engineer. Board discusses bench location and removal of fee for sign relocation. Motion to accept Phase 3 Lansing Road Sidewalk Preliminary Bid Plans and Estimate by Member Bristol, seconded by Member Norman. Motion carried (7-0-0).

**Public Comment:** N/A

**Communications from Board:** Member Bristol: City’s Holiday Parade was impressive, really shows what a strong community we have.

Member Goodman: Apologies for absences. Merry Christmas and Happy New Year!

Member Nichols: Thank you for the nominations and congratulations to Member Norman.

**Next Meeting:** Monday, January 8, 2024 at 6:00 p.m.

**Administrative Report:** In attendance.

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

**Motion to Adjourn:** Meeting adjourned by Member Nichols at 6:27 p.m.

Respectfully submitted,  
Kayla Schwartz, TIFA Secretary

Approved by TIFA Board \_\_\_\_\_, 2024

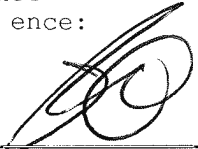
DRAFT

User: JWest  
DB: Potterville

Bank TIFA (TIFA)  
FROM 12/01/2023 TO 12/31/2023  
Reconciliation Record ID: 226

GL Number	Description	Beginning Balance
247-000-001.000	CASH	100,611.91
247-000-003.000	CASH-CERTIFICATES OF DEPOSIT	170,000.00
Beginning GL Balance:		270,611.91
Less: Cash Disbursements		(408.33)
Add: Journal Entries/Other		80.18
Ending GL Balance:		270,283.76

GL Number	Description	Ending Balance
247-000-001.000	CASH	100,283.76
247-000-003.000	CASH-CERTIFICATES OF DEPOSIT	170,000.00
Ending GL Balance:		270,283.76
Ending Bank Balance:		270,283.76
Add: Deposits in Transit		0.00
Less: 0 AP Outstanding Checks		
Less: 0 PR Outstanding Checks		
Adjusted Bank Balance		270,283.76
Unreconciled Difference:		0.00

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

DATE: 1-3-2024

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CUSTOM INVOICE REPORT FOR CITY OF POTTERVILLE  
EXP CHECK RUN DATES 12/15/2023 - 01/08/2024  
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
BANK CODE: TIFA

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: JODI WEST		
JAN 2024	FINANCIAL SECRETARIAL DUTIES MONTH OF J	333.33
TOTAL VENDOR JODI WEST		333.33
VENDOR NAME: KAYLA SCHWARTZ		
JAN 2024	SECRETARIAL DUTIES MONTH OF JAN 2024	75.00
TOTAL VENDOR KAYLA SCHWARTZ		75.00
VENDOR NAME: WIGHTMAN		
84972	GENERAL ENGINEERING THROUGH 11/30/23	2,460.13
85162	GENERAL ENGINEERING THROUGH 12/20/23	10,741.25
TOTAL VENDOR WIGHTMAN		13,201.38
GRAND TOTAL:		13,609.71

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PERIOD ENDING 12/31/2023

TIFA

GL NUMBER	DESCRIPTION	BALANCE		2023-24 AMENDED BUDGET	END BALANCE	
		NORMAL	(ABNORMAL)		NORMAL	(ABNORMAL)
<b>Assets</b>						
247-000-001.000	CASH	141,354.84				100,283.76
247-000-003.000	CASH-CERTIFICATES OF DEPOSIT	0.00				170,000.00
<b>TOTAL ASSETS</b>		<b>141,354.84</b>				<b>270,283.76</b>
<b>Fund Equity</b>						
247-000-390.000	FUND BALANCE	50,368.77				161,213.27
<b>TOTAL FUND EQUITY</b>		<b>50,368.77</b>				<b>161,213.27</b>
<b>Revenues</b>						
247-728-401.000	PROPERTY TAXES	142,284.08		178,000.00		148,660.46
247-728-573.000	LOCAL COMMUNITY STABILIZATION	19,395.98		21,000.00		22,561.19
247-728-665.000	INTEREST INCOME	25.27		150.00		2,940.07
<b>TOTAL REVENUES</b>		<b>161,705.33</b>		<b>199,150.00</b>		<b>174,161.72</b>
<b>Expenditures</b>						
247-728-703.005	WAGES - OTHER	2,449.99		4,900.00		2,524.98
247-728-727.000	OFFICE EXPENSE	0.00		1,120.00		25.00
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	2,878.86		8,000.00		0.00
247-728-807.000	AUDIT	4,250.00		4,500.00		4,350.00
247-728-967.700	CITY IMPROVEMENTS	1,899.16		1,900.00		0.00
247-728-970.000	CAPITAL OUTLAY	0.00		8,000.00		0.00
247-728-992.000	BOND PRINCIPAL	50,000.00		50,000.00		50,000.00
247-728-993.000	BOND INTEREST	9,241.25		15,283.00		8,191.25
<b>TOTAL EXPENDITURES</b>		<b>70,719.26</b>		<b>94,503.00</b>		<b>65,091.23</b>
<b>Total - All Funds:</b>		<b>0.00</b>		<b>(104,647.00)</b>		<b>0.00</b>

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CASH SUMMARY BY FUND FOR CITY OF POTTERVILLE  
FROM 07/01/2023 TO 12/31/2023  
FUND: 247  
CASH ACCOUNTS

Fund	Description	Beginning Balance 07/01/2023	Total Debits	Total Credits	Ending Balance 12/31/2023
247	TAX INCREMENT FINANCING AUTHOR	161,213.27	444,236.72	335,166.23	270,283.76

GL #	DESCRIPTION	NET ACTIVITY	BALANCE
		DR (CR)	DR (CR)
247-000-001.000	CASH	Beg. Balance	61,213.27
July		(361.00)	60,852.27
August		146,157.61	207,009.88
September		(58,463.10)	148,546.78
October		20,173.58	168,720.36
November		(68,108.45)	100,611.91
December		(328.15)	100,283.76
End Balance 12/31/2023		(328.15)	100,283.76
247-000-003.000	CASH-CERTIFICATES OF DEPOSIT	Beg. Balance	100,000.00
July		0.00	100,000.00
August		0.00	100,000.00
September		0.00	100,000.00
October		0.00	100,000.00
November		70,000.00	170,000.00
December		0.00	170,000.00
End Balance 12/31/2023		0.00	170,000.00



PERIOD ENDING 12/31/2023

GL NUMBER	DESCRIPTION	END BALANCE	2023-24	YTD BALANCE	ACTIVITY FOR
		06/30/2023 NORMAL (ABNORM)	ORIGINAL BUDGET	12/31/2023 NORMAL (ABNORM)	MONTH 12/31/20 INCREASE (DECR)
Fund 247 - TAX INCREMENT FINANCING AUTHOR					
Revenues					
Dept 728 - TIFA DEPT					
247-728-401.000	PROPERTY TAXES	175,963.07	178,000.00	148,660.46	0.00
247-728-573.000	LOCAL COMMUNITY STABILIZATION	19,395.98	21,000.00	22,561.19	0.00
247-728-665.000	INTEREST INCOME	148.99	150.00	2,940.07	80.18
Total Dept 728 - TIFA DEPT		195,508.04	199,150.00	174,161.72	80.18
TOTAL REVENUES		195,508.04	199,150.00	174,161.72	80.18
Expenditures					
Dept 728 - TIFA DEPT					
247-728-703.005	WAGES - OTHER	4,899.97	4,900.00	2,524.98	408.33
247-728-727.000	OFFICE EXPENSE	1,123.05	1,120.00	25.00	0.00
247-728-731.000	PUBLICATION	0.00	300.00	0.00	0.00
247-728-801.000	ATTORNEY	0.00	500.00	0.00	0.00
247-728-803.000	ENGINEERS FEES	5,058.86	8,000.00	0.00	0.00
247-728-807.000	AUDIT	4,250.00	4,500.00	4,350.00	0.00
247-728-967.700	CITY IMPROVEMENTS	1,899.16	1,900.00	0.00	0.00
247-728-970.000	CAPITAL OUTLAY	0.00	8,000.00	0.00	0.00
247-728-992.000	BOND PRINCIPAL	50,000.00	50,000.00	50,000.00	0.00
247-728-993.000	BOND INTEREST	17,432.50	15,283.00	8,191.25	0.00
Total Dept 728 - TIFA DEPT		84,663.54	94,503.00	65,091.23	408.33
TOTAL EXPENDITURES		84,663.54	94,503.00	65,091.23	408.33
Fund 247 - TAX INCREMENT FINANCING AUTHOR:					
TOTAL REVENUES		195,508.04	199,150.00	174,161.72	80.18
TOTAL EXPENDITURES		84,663.54	94,503.00	65,091.23	408.33
NET OF REVENUES & EXPENDITURES		110,844.50	104,647.00	109,070.49	(328.15)
BEG. FUND BALANCE		50,368.77	161,213.27	161,213.27	
END FUND BALANCE		161,213.27	265,860.27	270,283.76	

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REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE  
Balances as of 12/31/2023

Fund 247 - TAX INCREMENT FINANCING AUTHOR

Account	Description	2023-24 Amended Budget	YEAR-TO-DATE THRU 12/31/23	Available Balance	% Used
Revenues					
Department 728: TIFA DEPT					
401.000	PROPERTY TAXES				
08/03/2023	GJ SUMMER 23 TAX DISTRIBUTION		120349 148,660.46 JE# 7068		
401.000	PROPERTY TAXES	178,000.00	148,660.46	29,339.54	83.52
573.000	LOCAL COMMUNITY STABILIZATION				
10/24/2023	GJ LCSA PPT REIMBURSEMENT		122205 22,561.19 JE# 7144		
573.000	LOCAL COMMUNITY STABILIZATION	21,000.00	22,561.19	(1,561.19)	107.43
665.000	INTEREST INCOME				
07/31/2023	GJ INTEREST MONTH OF JULY 23- EATON FED		120318 0.07 JE# 7054		
07/31/2023	GJ INTEREST MONTH OF JULY 2023		120319 47.26 JE# 7055		
08/31/2023	GJ INTEREST MONTH OF AUGUST 23		120945 155.45 JE# 7084		
08/31/2023	GJ INT MONTH OF AUG (EATON FED)		120946 0.03 JE# 7085		
09/30/2023	GJ INTEREST MONTH OF SEPT 2023		121897 136.48 JE# 7118		
10/31/2023	GJ INTEREST MONTH OF OCT 23		122206 120.72 JE# 7145		
11/07/2023	GJ CD MATURED - INDEPENDENT BANK		122258 2,287.50 JE# 7157		
11/30/2023	GJ INTEREST MONTH OF NOV 2023		122501 112.38 JE# 7162		
12/31/2023	GJ INTEREST MONTH OF DEC 23		123197 80.18 JE# 7175		
665.000	INTEREST INCOME	150.00	2,940.07	(2,790.07)	1,960.
Total - Dept 728		199,150.00	174,161.72	24,988.28	87.45
Total Revenues		199,150.00	174,161.72	24,988.28	87.45
Expenditures					
Department 728: TIFA DEPT					
703.005	WAGES - OTHER				
07/10/2023	AP FINANCIAL SECRETARIAL DUTIES JULY 2023		119976 333.33 Inv #: 'JULY 2023' Vendor '09752'		
07/10/2023	AP SECRETARIAL DUTIES JULY 2023		119978 75.00 Inv #: 'JULY 2023' Vendor '0000011144'		
07/10/2023	AP CHANGED PAYMENT METHOD TO ACH		120314 75.00 Inv #: 'JULY 2023A' Vendor '0000011144'		
08/10/2023	AP Void Invoice JULY 2023 0000011144		120422 (75.00) Inv #: 'JULY 2023' Vendor '0000011144'		
08/14/2023	AP SECRETARIAL DUTIES MONTH OF AUG 2023		120450 75.00 Inv #: 'AUG 2023' Vendor '0000011144'		
08/14/2023	AP FINANCIAL SECRETARY DUTIES MONTH OF AUG		120451 333.33 Inv #: 'AUG 2023' Vendor '09752'		
09/11/2023	AP SECRETARIAL DUTIES MONTH OF SEPT 2023		120994 75.00 Inv #: 'SEPT 2023' Vendor '0000011144'		
09/11/2023	AP FINANCIAL SECRETARIAL DUTIES MONTH OF SE		120995 333.33 Inv #: 'SEPT 2023' Vendor '09752'		
10/09/2023	AP SECRETARIAL DUTIES MONTH OF OCT 23		121961 75.00 Inv #: 'OCT 23' Vendor '0000011144'		
10/09/2023	AP FINANCIAL SECRETARIAL DUTIES MONTH OF OC		121962 333.33 Inv #: 'OCT 23' Vendor '09752'		
11/13/2023	AP SECRETARIAL DUTIES NOVEMBER AND SPECIAL		122292 150.00 Inv #: 'NOV 2023' Vendor '0000011144'		
11/13/2023	AP FINANCIAL SECRETARIAL DUTIES NOV 2023		122293 333.33 Inv #: 'NOV 2023' Vendor '09752'		
12/11/2023	AP SECRETARIAL DUTIES MONTH OF DEC 23		122576 75.00 Inv #: 'DEC 2023' Vendor '0000011144'		
12/11/2023	AP FINANCIAL SECRETARIAL DUTIES DEC 23		122577 333.33 Inv #: 'DEC 2023' Vendor '09752'		
703.005	WAGES - OTHER	4,900.00	2,524.98	2,375.02	51.53
727.000	OFFICE EXPENSE				
11/08/2023	AP CERTIFICATE OF DEPOSIT/MEMBERSHIP CREDIT		122256 25.00 Inv #: 'CD' Vendor '0000011360'		
727.000	OFFICE EXPENSE	1,120.00	25.00	1,095.00	2.23
731.000	PUBLICATION	300.00	0.00	300.00	0.00

Fund 247 - TAX INCREMENT FINANCING AUTHOR

Account	Description	2023-24 Amended Budget	YEAR-TO-DATE THRU 12/31/23	Available Balance	% Used
Expenditures					
801.000	Department 728: TIFA DEPT ATTORNEY	500.00	0.00	500.00	0.00
803.000	ENGINEERS FEES	8,000.00	0.00	8,000.00	0.00
807.000	AUDIT				
07/31/2023	AP AUDIT OF 22-23 THROUGH 7/31/23		120452 2,250.00	Inv #: '6053' Vendor '11101'	
10/09/2023	AP AUDITOR BILL- PAID BY CITY- REIMBURSE CI		121960 2,100.00	Inv #: '6075' Vendor '02060'	
807.000	AUDIT	4,500.00	4,350.00	150.00	96.67
967.700	CITY IMPROVEMENTS	1,900.00	0.00	1,900.00	0.00
970.000	CAPITAL OUTLAY	8,000.00	0.00	8,000.00	0.00
992.000	BOND PRINCIPAL				
10/01/2023	AP BOND PRINCIPAL AND INTEREST PAYMENT		120993 50,000.00	Inv #: 'BOND 10/1/23' Vendor '0000011228'	
992.000	BOND PRINCIPAL	50,000.00	50,000.00	0.00	100.00
993.000	BOND INTEREST				
10/01/2023	AP BOND PRINCIPAL AND INTEREST PAYMENT		120993 8,191.25	Inv #: 'BOND 10/1/23' Vendor '0000011228'	
993.000	BOND INTEREST	15,283.00	8,191.25	7,091.75	53.60
Total - Dept 728		94,503.00	65,091.23	29,411.77	68.88
Total Expenditures		94,503.00	65,091.23	29,411.77	68.88
NET OF REVENUES AND EXPENDITURES		104,647.00	109,070.49	(4,423.49)	

# City of Potterville

319 N. Nelson St. ♦ PO Box 488 ♦ Potterville, MI 48876 ♦ Phone: (517) 645-7641  
Fax: (517) 645-7810 ♦ [www.pottervillemi.org](http://www.pottervillemi.org)

## CITY OF POTTERVILLE MEETING DATES 2024

All meetings are held at the City Hall at 319 N Nelson Street, Potterville, MI 48876

<b>TAX INCREMENT FINANCING AUTHORITY (TIFA)</b>  Meets the <b>2nd Monday</b> of each month unless otherwise noted at City Hall at 6:00 p.m.	<b>ZONING BOARD OF APPEALS &amp; PLANNING COMMISSION</b>  Meets the <b>3rd Tuesday</b> of each month unless otherwise noted at City Hall at 6:00 p.m. for ZBA & 7:00 p.m. for PC	<b>CITY COUNCIL</b>  Meets the <b>3rd Thursday</b> of each month unless otherwise noted at City Hall at 6:00 p.m.
Monday, January 8, 2024	Tuesday, January 16, 2024	Thursday, January 18, 2024
Monday, February 12, 2024	Tuesday, February 20, 2024	Thursday, February 15, 2024
Monday, March 11, 2024	Tuesday, March 19, 2024	Thursday, March 21, 2024
Monday, April 08, 2024	Tuesday, April 16, 2024	Thursday, April 18, 2024
Monday, May 13, 2024	Tuesday, May 21, 2024	Thursday, May 16, 2024
Monday, June 10, 2024	Tuesday, June 18, 2024	Thursday, June 20, 2024
Monday, July 08, 2024	Tuesday, July 16, 2024	Thursday, July 18, 2024
Monday, August 12, 2024	Tuesday, August 20, 2024	Thursday, August 15, 2024
Monday, September 9, 2024	Tuesday, September 17, 2024	Thursday, September 19, 2024
Monday, October 14, 2024	Tuesday, October 15, 2024	Thursday, October 17, 2024
Tuesday, November 12, 2024	Tuesday, November 19, 2024	Thursday, November 21, 2024
Monday, December 9, 2024	Tuesday, December 17, 2024	Thursday, December 19, 2024

The City of Potterville will provide necessary reasonable auxiliary aids and services to individuals with disabilities at the meeting/hearing upon notice to the City. Individuals with disabilities requiring auxiliary aids or services should contact the City by writing to [cityclerk@pottervillemi.org](mailto:cityclerk@pottervillemi.org) or calling (517)645-7641. The City of Potterville is an equal opportunity provider and employer.