

The City of Potterville Tax Increment Finance Authority

Potterville City Hall, 319 N. Nelson Street – (517) 645-7641 – www.pottervillemi.org

TIFA MEETING AGENDA

Monday, June 10th 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. Members Absent: _____

D. Agenda Approval:

E. Approval of Minutes:

1. Draft Meeting Minutes from May 13th 2024

F. Approval of Bills: \$12,506.12

G. Public Comment: Items on the Agenda.

H. Old Business: None.

I. New Business:

1. Lake Alliance Park & City Park Baseball and Softball Infield “Dirt” Project

J. Public Comment: Items not on the Agenda.

K. Communications from Board Members:

L. Next Meeting: July 8th 2024 at 6:00 p.m.

M. Administrative Report: In attendance.

N. Excuse absent Members:

O. Meeting Adjourn:

Potterville TIFA Board Minutes

Monday, May 13, 2024 @ 6:00 p.m. – Potterville City Hall, 319 N. Nelson Street

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, B. Goodman J. McNett, R. Norman, and J. Lenneman.
 Absent: L. Ross

Agenda Approval: Motion by Member Norman to approve the agenda, seconded by Member Lenneman. Motion carried (6-0-1).

Approval of Minutes: Motion by Member Goodman to approve the minutes from April 8, 2024, seconded by Member Bristol. Motion carried (6-0-1).

Approval of Bills: Discussion of local injury on a sidewalk not installed by TIFA, Board discusses this incident and receives verification of our sidewalks being up to code. Director to provide status on Police Vehicle. Motion by Member Norman to pay bills totaling \$106,213.22, seconded by Member Bristol. Motion carried (6-0-1).

Public Comment: N/A

Old Business: N/A

New Business: Lansing Road Sidewalk Phase IV – Director discusses physical inspection with Engineer and upcoming Grant Proposal pertaining to Trail Projects vs Sidewalk. Motion by Member Bristol to spend up to \$10,000 on a feasibility study as relates to this Park Project, seconded by Member Norman. Motion carried (6-0-1).

Public Comment: N/A

Communications from Board: N/A

Next Meeting: Monday, June 10, 2024 at 6:00 p.m.

Administrative Report: In attendance

Motion to Excuse Absent Members: Motion to excuse Member Ross by Member Norman, seconded by Member Lenneman. Motion carried (6-0-1).

Motion to Adjourn: Meeting adjourned by Member Nichols at 6:47 p.m.

Respectfully submitted,
Kayla Schwartz, TIFA Secretary

Approved by TIFA Board _____, 2024

06/07/2024 08:58 AM
User: JWest
DB: Pottersville

CUSTOM INVOICE REPORT FOR CITY OF POTTERVILLE
EXP CHECK RUN DATES 05/14/2024 - 06/10/2024
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: TIFA

Page: 1/1

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: IRON HORSE EXCAVATION LLC PAY APP #2	PAY APPLICATION 2	10,180.79
TOTAL VENDOR IRON HORSE EXCAVATION LLC		10,180.79
VENDOR NAME: JODI WEST JUNE 2024	FINANCIAL DUTIES MONTH OF JUNE 2024	333.33
TOTAL VENDOR JODI WEST		333.33
VENDOR NAME: KAYLA SCHWARTZ JUNE 2024	SECRETARIAL DUTIES JUNE 2024	75.00
TOTAL VENDOR KAYLA SCHWARTZ		75.00
VENDOR NAME: KUSTOM SIGNALS INC 390161	POLICE RADAR- NEW POLICE TRUCK	1,917.00
TOTAL VENDOR KUSTOM SIGNALS INC		1,917.00
VENDOR NAME: WIGHTMAN 87510	LANSING ROAD SIDEWALK PROJECT	8,342.29
TOTAL VENDOR WIGHTMAN		8,342.29
GRAND TOTAL:		20,848.41

PERIOD ENDING 05/31/2024

TIFA

GL NUMBER	DESCRIPTION	BALANCE		2023-24 AMENDED BUDGET	END BALANCE	
		NORMAL	(ABNORMAL)		NORMAL	(ABNORMAL)
Assets						
247-000-001.000	CASH		61,575.55			118,099.11
247-000-003.000	CASH-CERTIFICATES OF DEPOSIT		100,000.00			0.00
TOTAL ASSETS			<u>161,575.55</u>			<u>118,099.11</u>
Fund Equity						
247-000-390.000	FUND BALANCE		50,368.77			161,213.27
TOTAL FUND EQUITY			<u>50,368.77</u>			<u>161,213.27</u>
Revenues						
247-728-401.000	PROPERTY TAXES		175,963.07	183,809.96		183,809.96
247-728-573.000	LOCAL COMMUNITY STABILIZATION		19,395.98	22,561.19		22,561.19
247-728-665.000	INTEREST INCOME		102.94	8,447.02		8,320.01
TOTAL REVENUES			<u>195,461.99</u>	<u>214,818.17</u>		<u>214,691.16</u>
Expenditures						
247-728-703.005	WAGES - OTHER		4,491.64	4,975.00		4,566.64
247-728-727.000	OFFICE EXPENSE		1,123.05	1,125.00		1,000.00
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		5,058.86	28,000.00		23,841.02
247-728-807.000	AUDIT		4,250.00	4,350.00		4,350.00
247-728-967.000	SIDEWALK AND LIGHTING IMPROVE		0.00	150,176.84		104,620.38
247-728-967.700	CITY IMPROVEMENTS		1,899.16	0.00		0.00
247-728-970.000	CAPITAL OUTLAY		0.00	75,000.00		54,144.78
247-728-992.000	BOND PRINCIPAL		50,000.00	50,000.00		50,000.00
247-728-993.000	BOND INTEREST		17,432.50	15,283.00		15,282.50
TOTAL EXPENDITURES			<u>84,255.21</u>	<u>329,709.84</u>		<u>257,805.32</u>
Total - All Funds:			0.00	114,891.67		0.00

CASH SUMMARY BY FUND FOR CITY OF POTTERVILLE
FROM 07/01/2023 TO 05/31/2024
FUND: 247
CASH ACCOUNTS

Fund	Description	Beginning Balance 07/01/2023	Total Debits	Total Credits	Ending Balance 05/31/2024
247	TAX INCREMENT FINANCING AUTHOR	161,213.27	654,791.16	697,905.32	118,099.11

MONTHLY BALANCES REPORT FOR CITY OF POTTERVILLE
 FROM 07/01/2023 TO 05/31/2024
 Bank code: TIFA - TIFA
 Account Category: Cash

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
January		21,621.74		121,905.50
February		(992.35)		120,913.15
March		(63,527.80)		57,385.35
April		(8,177.65)		49,207.70
May		68,891.41		118,099.11
End Balance 05/31/2024		68,891.41		118,099.11
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
January			0.00	170,000.00
February			0.00	170,000.00
March			0.00	170,000.00
April			0.00	170,000.00
May		(170,000.00)		0.00
End Balance 05/31/2024		(170,000.00)		0.00

User: JWest

DB: Potterville

PERIOD ENDING 05/31/2024

GL NUMBER	DESCRIPTION	END BALANCE		YTD BALANCE		ACTIVITY FOR			
		06/30/2023	2023-24	05/31/2024	MONTH	05/31/20			
		NORMAL	(ABNORM	AMENDED	BUDGET	NORMAL	(ABNORM	INCREASE	(DECR
Fund 247 - TAX INCREMENT FINANCING AUTHOR									
Revenues									
Dept 728 - TIFA DEPT									
247-728-401.000	PROPERTY TAXES	175,963.07	183,809.96	183,809.96				0.00	
247-728-573.000	LOCAL COMMUNITY STABILIZATION	19,395.98	22,561.19	22,561.19				0.00	
247-728-665.000	INTEREST INCOME	148.99	8,447.02	8,320.01				5,079.63	
Total Dept 728 - TIFA DEPT		195,508.04	214,818.17	214,691.16				5,079.63	
TOTAL REVENUES		195,508.04	214,818.17	214,691.16				5,079.63	
Expenditures									
Dept 728 - TIFA DEPT									
247-728-703.005	WAGES - OTHER	4,899.97	4,975.00	4,566.64				408.33	
247-728-727.000	OFFICE EXPENSE	1,123.05	1,125.00	1,000.00				(25.00)	
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	28,000.00	23,841.02				460.00	
247-728-807.000	AUDIT	4,250.00	4,350.00	4,350.00				0.00	
247-728-967.000	SIDEWALK AND LIGHTING IMPROVE	0.00	150,176.84	104,620.38				104,620.38	
247-728-967.700	CITY IMPROVEMENTS	1,899.16	0.00	0.00				0.00	
247-728-970.000	CAPITAL OUTLAY	0.00	75,000.00	54,144.78				724.51	
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	15,282.50				0.00	
Total Dept 728 - TIFA DEPT		84,663.54	329,709.84	257,805.32				106,188.22	
TOTAL EXPENDITURES		84,663.54	329,709.84	257,805.32				106,188.22	
Fund 247 - TAX INCREMENT FINANCING AUTHOR:									
TOTAL REVENUES		195,508.04	214,818.17	214,691.16				5,079.63	
TOTAL EXPENDITURES		84,663.54	329,709.84	257,805.32				106,188.22	
NET OF REVENUES & EXPENDITURES		110,844.50	(114,891.67)	(43,114.16)				(101,108.59)	
BEG. FUND BALANCE		50,368.77	161,213.27	161,213.27					
END FUND BALANCE		161,213.27	46,321.60	118,099.11					

Fund 247 - TAX INCREMENT FINANCING AUTHOR

Account	Description	2023-24 Amended Budget	YEAR-TO-DATE THRU 06/30/24	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	
01/31/2024	GJ TAX DISTRIBUTION WINTER		123667 35,149.50	JE# 7194	
401.000	PROPERTY TAXES	183,809.96	183,809.96	0.00	100.00
573.000	LOCAL COMMUNITY STABILIZATION				
10/24/2023	GJ LCSA PPT REIMBURSEMENT		122205 22,561.19	JE# 7144	
573.000	LOCAL COMMUNITY STABILIZATION	22,561.19	22,561.19	0.00	100.00
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	
01/31/2024	GJ INTEREST MONTH OF JAN 2024		123668 81.95	JE# 7195	
02/29/2024	GJ INTEREST MONTH OF FEB 2024		124371 90.99	JE# 7221	
03/31/2024	GJ INTEREST MONTH OF MARCH		124683 84.55	JE# 7248	
04/30/2024	GJ INTEREST MONTH OF APRIL 2024		124994 42.82	JE# 7273	
05/10/2024	GJ CD REDEEMED 5/10/24		125075 5,002.75	JE# 7288	
05/31/2024	GJ INTEREST MONTH OF MAY 24		125346 76.88	JE# 7300	
665.000	INTEREST INCOME	8,447.02	8,320.01	127.01	98.50
Total - Dept 728		214,818.17	214,691.16	127.01	99.94
Total Revenues		214,818.17	214,691.16	127.01	99.94
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'	
01/08/2024	AP SECRETARIAL DUTIES MONTH OF JAN 2024		123252 75.00	Inv #: 'JAN 2024' Vendor '0000011144'	
01/08/2024	AP FINANCIAL SECRETARIAL DUTIES MONTH OF JA		123253 333.33	Inv #: 'JAN 2024' Vendor '09752'	
02/12/2024	AP SECRETARIAL DUTIES MONTH OF FEB 2024		124013 75.00	Inv #: 'FEB 2024' Vendor '0000011144'	

Fund 247 - TAX INCREMENT FINANCING AUTHOR

Account	Description	2023-24 Amended Budget	YEAR-TO-DATE THRU 06/30/24	Available Balance	% Used
Expenditures					
Department 728: TIFA DEPT					
02/12/2024	AP FINANCIAL DUTIES MONTH OF FEB 2024	124014	333.34	Inv #: 'FEB 2024' Vendor '09752'	
03/11/2024	AP SECRETARIAL DUTIES MONTH OF MARCH 2024	124455	75.00	Inv #: 'MARCH 24' Vendor '0000011144'	
03/11/2024	AP FINANCIAL DUTIES MONTH OF MARCH 2024	124456	333.33	Inv #: 'MARCH 24' Vendor '09752'	
04/08/2024	AP FINANCIAL DUTIES MONTH OF APRIL 2024	124743	333.33	Inv #: 'APRIL 2024' Vendor '09752'	
04/08/2024	AP SECRETARIAL DUTIES MONTH OF APRIL 2024	124744	75.00	Inv #: 'APRIL 2024' Vendor '0000011144'	
05/13/2024	AP FINANCIAL SECRETARIAL DUTIES MONTH OF MA	125065	333.33	Inv #: 'MAY 24' Vendor '09752'	
05/13/2024	AP SECRETARIAL DUTIES MONTH OF MAY 24	125066	75.00	Inv #: 'MAY 24' Vendor '0000011144'	
703.005	WAGES - OTHER	4,975.00	4,566.64		408.36 91.79
727.000	OFFICE EXPENSE				
11/08/2023	AP CERTIFICATE OF DEPOSIT/MEMBERSHIP CREDIT	122256	25.00	Inv #: 'CD' Vendor '0000011360'	
03/11/2024	AP ANNUAL FEE FOR USE OF CHAMBERS, PAPER, C	124458	1,000.00	Inv #: 'OFFICE 23-24' Vendor '02060'	
05/10/2024	GJ CD REDEEMED 5/10/24	125075	(25.00)	JE# 7288	
727.000	OFFICE EXPENSE	1,125.00	1,000.00		125.00 88.89
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				
01/08/2024	AP GENERAL ENGINEERING THROUGH 11/30/23	123250	2,460.13	Inv #: '84972' Vendor '0000011326'	
01/08/2024	AP GENERAL ENGINEERING THROUGH 12/20/23	123251	10,741.25	Inv #: '85162' Vendor '0000011326'	
02/12/2024	AP GENERAL ENGINEERING THROUGH 1/21/24	124012	675.00	Inv #: '853721' Vendor '0000011326'	
03/11/2024	AP GENERAL ENGINEERING THROUGH 021424	124459	1,692.50	Inv #: '86029' Vendor '0000011326'	
04/08/2024	AP GENERAL ENGINEERING HROUGHT 3/22/2024	124742	7,812.14	Inv #: '86494' Vendor '0000011326'	
05/13/2024	AP SIDEWALK PROJECT THROUGH 4/30/24	125067	460.00	Inv #: '87207' Vendor '0000011326'	
803.000	ENGINEERS FEES	28,000.00	23,841.02		4,158.98 85.15
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	4,350.00	4,350.00		0.00 100.00
967.000	SIDEWALK AND LIGHTING IMPROVE				
05/13/2024	AP LANSING ROAD SIDEWALK PHASE 3	125064	104,620.38	Inv #: 'APP 1' Vendor '0000011283'	
967.000	SIDEWALK AND LIGHTING IMPROVE	150,176.84	104,620.38		45,556.46 69.66
970.000	CAPITAL OUTLAY				
03/21/2024	AP 2024 CHEVY SILVERADO	124539	50,866.00	Inv #: '176750' Vendor '0000011374'	
03/29/2024	AP DRAWER STORAGE AND GROWLER FLEET FOR POL	124669	2,179.27	Inv #: '44347' Vendor '10705'	
03/29/2024	AP WINDOW TINTING NEW POLICE TRUCK	124670	375.00	Inv #: '7159' Vendor '0000011376'	
05/13/2024	AP DECALS FOR POLICE TRUCK	125068	375.80	Inv #: 'INV75740' Vendor '02790'	
05/13/2024	AP THERMAL PRINTER FOR POLICE TRUCK	125069	348.71	Inv #: 'NWBD666' Vendor '01780'	
970.000	CAPITAL OUTLAY	75,000.00	54,144.78		20,855.22 72.19
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

Fund 247 - TAX INCREMENT FINANCING AUTHOR

Account	Description	2023-24 Amended Budget	YEAR-TO-DATE THRU 06/30/24	Available Balance	% Used
Expenditures					
Department 728: TIFA DEPT					
993.000	BOND INTEREST				
10/01/2023	AP BOND PRINCIPAL AND INTEREST PAYMENT		120993 8,191.25	Inv #: 'BOND 10/1/23'	Vendor '0000011228'
03/11/2024	AP TIFA 2013 TAX INCREMENT BONDS INTEREST		124457 7,091.25	Inv #: 'BOND INT 24'	Vendor '0000011228'
993.000	BOND INTEREST	15,283.00	15,282.50	0.50	100.00
Total - Dept 728		329,709.84	257,805.32	71,904.52	78.19
Total Expenditures		329,709.84	257,805.32	71,904.52	78.19
NET OF REVENUES AND EXPENDITURES		(114,891.67)	(43,114.16)	(71,777.51)	

06/03/2024 11:33 AM
User: JWest
DB: Potterville

BANK RECONCILIATION FOR CITY OF POTTERVILLE
Bank TIFA (TIFA)
FROM 05/01/2024 TO 05/31/2024
Reconciliation Record ID: 252

GL Number	Description	Beginning Balance
247-000-001.000	CASH	49,207.70
247-000-003.000	CASH-CERTIFICATES OF DEPOSIT	170,000.00

Beginning GL Balance: 219,207.70
Less: Cash Disbursements (106,213.22)
Add: Journal Entries/Other 5,104.63
Ending GL Balance: 118,099.11

GL Number	Description	Ending Balance
247-000-001.000	CASH	118,099.11
247-000-003.000	CASH-CERTIFICATES OF DEPOSIT	

Ending GL Balance: 118,099.11

Ending Bank Balance: 118,099.11
Add: Deposits in Transit 0.00
Less: 0 AP Outstanding Checks
Less: 0 PR Outstanding Checks

Adjusted Bank Balance 118,099.11
Unreconciled Difference: 0.00

REVIEWED BY: 

DATE: 6-3-24

City of Potterville

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

To: TIFA
From: Tiffani Falin, Parks & Recreation Director
Subject: Ball Field Dirt

The City of Potterville owns and operates six (6) ball field diamonds that are utilized every year for practices and games. Lake Alliance Park is the most used, as there is a Softball Complex with four (4) softball fields, and a high school regulation baseball field. City Park is a little league baseball field. The City has organizations, leagues, travel teams, and especially youth program teams that heavily use the fields.

From practices, games and tournaments each field has increased in usage over the past several years. As the increase continues, field maintenance is a priority which to maintain the fields, we need to make sure the fields are level. Having ball diamonds with a level playing ground provides safety to the players. This helps so the ball does not have bad hops and rolls on the ground rather than hard bouncing, which can cause injury. Lips on the fields (where the infield dirt and outfield grass meet) also are a major part of the diamond. If the dirt is not level with the grass it creates a “lip” meaning when the ball rolls from the infield to the outfield, the “lip” creates a ramp or a hill and that can also cause injury, as well as improper drainage that results in delays and safety concerns.

Weather is also a factor. Ball diamonds are like sponges. They have a limit as to how much water they can hold. Currently, the best fields in this area are the Softball Fields. But even then, with a constant heavy downpour, the fields flood. With this type of rain, the rain is so heavy that when the fields cannot hold any more water, it creates low areas, and pushes the dirt out and off the fields where it creates divots or humps. The Lake Alliance Baseball field does not do well with rain. This is due to the low level of dirt on the field. Home Plate area needs to be raised (which is where the dirt comes in) to level the area and the other area is the lip as well. City Park Baseball field does good during rainfall with only some low areas. However, the more activity each field sees the more the dirt moves around and creates more low areas.

There are materials out there like Washington Park mix which is a red color, and it helps fields as it is more of a clay material that keeps fields firm and helps with drainage of the field with fine texture, softer footing, soft bounce (rather than the hard bounces the fields do now) and good water retention. Having good water retention and high drainage will help all the fields significantly and can help lower the amount of time consumed working on field maintenance that is taking place currently. There is an infield mix material, that helps with good drainage, and good water retention, that has a combination of clay material as well. It is a fine texture, and

footing. There are materials that can do the bare minimum such as filling in holes. However, that would only help fix minor areas for short-term that can get you through whichever event, it will not help for a long-term effect, which is what we are after.

At this point, the fields need dirt to keep having the fields in proper playing condition. With the dirt comes leveling of the fields, home plate work and mound work; regrading the fields, lip work and adjusting the base anchors in the ground, someone in this profession that has done these will be doing the work. John Arens has done multiple ball fields working with many schools in the surrounding areas. He recently did Potterville Public Schools fields last year. Currently he just finished a project, so he can get this project on his work schedule quickly and complete it in a timely manner. Additionally, he is estimating doing one field at a time and should only take a few days each. This is great news, to get this project completed.

With your help, we'd be able to bring in more teams and activity to the fields and we'll continue to see an increase of tournaments, travel teams, etc. coming to Potterville which is an economic boost to the local businesses and City.

In the documents to follow you will see rough estimates of square yards of the fields, as well as some cost estimates, picture examples of areas of what was previously mentioned above on multiple fields.

Cost Estimates:

These are rough estimates:

- John Arens: has a supplier in Dansville for an infield mix material-he will be sending a work plan prior to the meeting.
- Hammond Farms:
 - Washington Ball Mix delivered from our Hammond Farms yard and in direct shipments to Potterville the Summer of 2024. The Washington Ball Mix is delivered in 40-44 ton loads with a lead time of 7-10 days on average. Hammond Farms sells the materials by the yard compared to the ton and we are able to deliver 10 yards of each at one time. Normally most will set up a direct ship and if they need a smaller amount to finish up the project they will pick it up from our Dimondale location or set up a delivery through our store.
 - Washington Ball Mix- Direct Ship
 - \$110.60 per ton delivered
 - 10 yard load from Hammond Farms
 - \$2,018.74 Total
 - For example if we got 80 yards:
 - Delivered from Hammond Farms yard
 - Washington Ball Mix- \$16,149.92
 - Direct ship:
- Washington Ball Mix- \$331.80 (roughly 105 loose tons = 80-84 Yards)

CITY of POTTERVILLE

SOFTBALL FIELD RENOVATION OUTLINE

PURPOSE OF PROPOSAL

The purpose of this proposal is to define the primary goal and the work to be performed as part of upgrades to the City of Potterville Lake Alliance Parks four softball fields. When completed, the fields must meet the following conditions:

- Must meet current regulations for intended age groups
- Must provide for player safety
- Must be capable of supporting play from age-appropriate athletes.
- Must offer excellent visual presentation
- Must not cause additional maintenance requirements

The recommendations, materials, and methods proposed have been proven to be effective, efficient, and sustainable. City of Potterville staff will be consulted prior to the undertaking of any work, all work will be performed with their prior knowledge and approval, and status updates will be relayed as the project progresses.

EXISTING FIELD ASSESSMENT

Frequent play has caused significant wear to the four primary softball fields at Lake Alliance Park. Holes have developed around bases, at home plate, and in front of pitcher's mounds, while in other infield areas the dirt surface has become elevated as the material piles up. A substantial lip has been created at the edge of the outfield grass and the infield skin due to both dragging practices, and material flow caused by wind or heavy water flow. This traps any runoff and also creates a tripping hazard for players. As material has been moved either through play or erosion, base anchors are no longer at the correct height to hold bases in the proper position. The fields do not match the quality of the supporting facilities – walkways, structures, etc., which are in very good condition. Work on all field surfaces can improve their playability, function, and presentation.

The fields are designed to support various levels of play from youth to adult leagues. Multiple base anchor positions are present, and overall, the infield surfaces are larger than needed. It is possible to modify each field to improve playability while reducing regular maintenance and pre-game prep.

FIELD CONDITIONS

The infield surface of each field is expansive and requires considerable time to prep. The dirt surface itself, (also called the infield skin) consists of a mixture of very fine clay, crushed stone chips, and silt mixed with a fine grain sand. It's a material that can provide an excellent playing surface for a municipal style field, but a few simple maintenance practices are key. This surface tends to drain very well as water percolates through, but grading control is critical.

Overall grading of the infield needs to be improved. The edge where dirt meets grass needs to be recut for a crisp, smooth transition, and for an age-appropriate field size. The outfield grass of each field is fairly well established but exhibits a lack of nutrients.

WORKING SOLUTIONS

There are four tasks that will definitely improve playability of all fields. They are:

- **Remove outfield grass lip.** Recutting the outfield grass edge will eliminate a playing hazard and better define the infield.
- **Add additional infield material.** This will help level infield surfaces and blending new infield material into the existing mix will provide a surface well suited to a municipal field and the athletes using it.
- **Grade for proper drainage.** Grade the field so that it drains correctly, with no ponding at bases, pitcher's mound, etc.
- **Reset and replace base anchors, home plate, and pitcher's rubber.** This would reestablish base positions, and bring them to a height matching the new infield surfaces.

WORK PLAN

The steps required for the renovation and improvements of both fields would be:

- Consult with City of Potterville to determine which fields are to be prioritized and the ages / player leagues using each.
- Establish new infield arc and dirt/grass transition line
- Grade existing infield skin for proper drainage
- Install infield mix amendment and blend thoroughly into existing surface
- Regrade for drainage
- Raise and reposition base anchors, home plate, and pitching rubbers

COST OF PROPOSAL and TIME FRAME

The cost to complete the work plan above would be \$8,850.

It is understood that the City of Potterville would like to complete the renovation as soon as possible. Thanks to the completion of a similar project and the availability of infield material, it would be possible to begin the work within 10 days. The work encompassed in this plan would be completed in mid-summer of 2024.

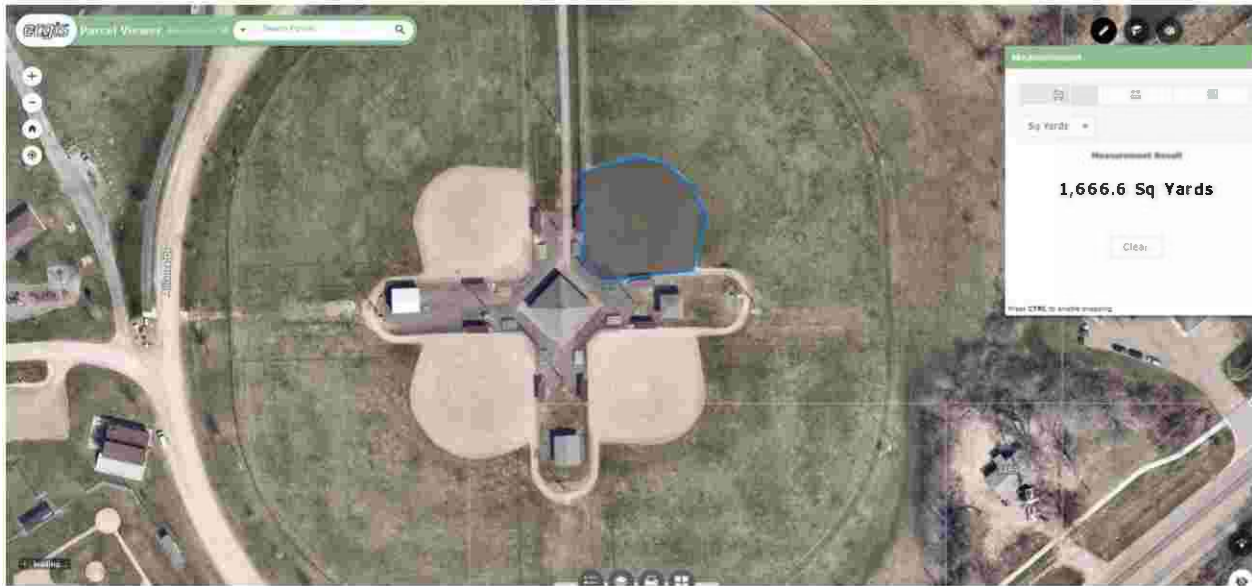
This would require no other participation in working hours or resources from the City of Potterville, other than the time associated with updates and supervisory approval roles.

The above outline represents an effective, proven plan, and when completed the softball fields at Lake Alliance Park would definitely be improved for their current and future user groups. Should you have any questions or concerns, as always, feel free to ask. I'm happy to work with you!

Thanks again

John Arens
989-640-9925

Lake Alliance Softball Complex:





Lake Alliance Baseball Field:







City Park Baseball Field:









Batters box and home plate-
low spots.



Multiple areas on each field with low spots.



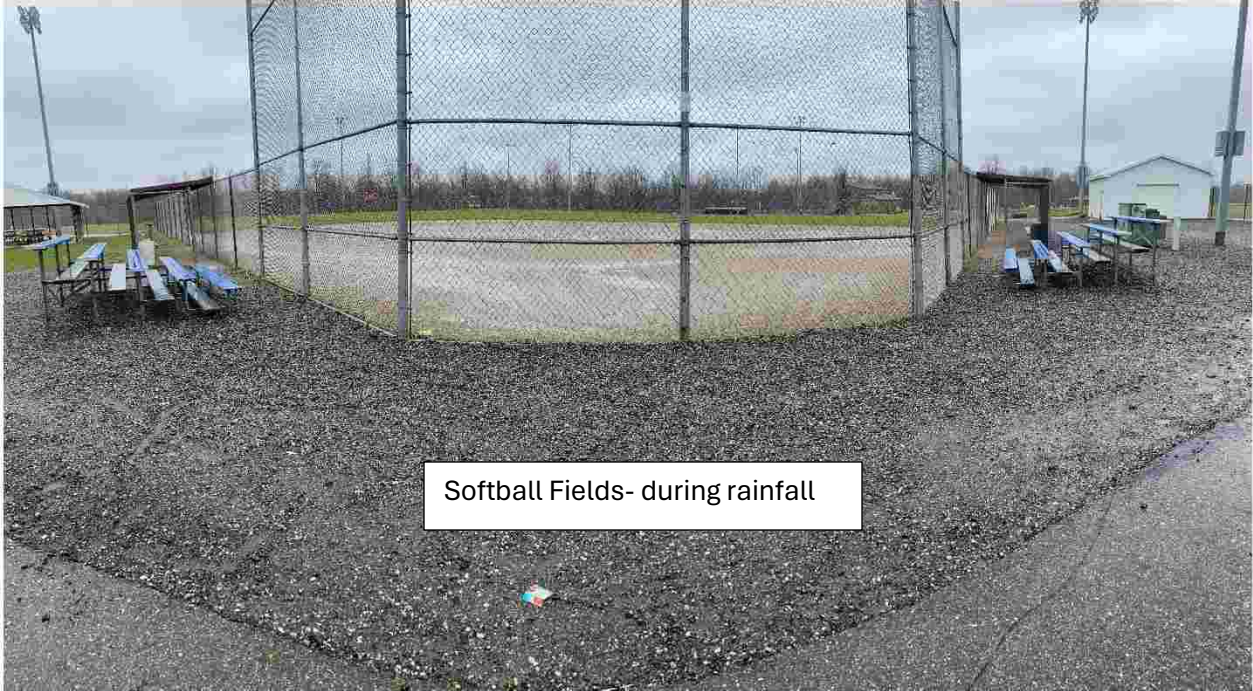
Lake Alliance Baseball Field
after a rainfall



Lake Alliance Baseball Field-during
rainfall







Softball Fields- during rainfall







Pitching Mound area



Pitching Rubber: dirt should be at the top part of the rubber- see black line