

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, March 10th 2025 at 5:30 p.m.

A. Call the Meeting to Order:

B. Pledge of Allegiance:

C. Roll Call: Members Bob Nichols, Rudy Othmer, 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 February 10th 2025.

F. Approval of Bills: \$5,555.83

G. Public Comment: Items on the Agenda.

H. Old Business: None.

I. New Business: None.

J. Public Comment: Items not on the Agenda.

K. Communications from Board Members:

L. Next Meeting: April 14th 2025 at 5:30 p.m.

M. Administrative Report: In attendance.

N. Excuse absent Members:

O. Meeting Adjourn:

Potterville TIFA Board Minutes
Tuesday, February 10, 2024
@ 5:30 p.m. – Potterville City Hall, 319 N. Nelson Street

Meeting was called to order by B. Nichols at 5:30 p.m.

Pledge of Allegiance was recited by all.

Roll Call: **Present:** B. Nichols, R. Norman, L. Ross, J. McNett, J. Lenneman, and R. Othmer.
 Absent: J. Bristol

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

Approval of Minutes: Motion by Member McNett to approve the minutes from January 13, 2024, seconded by Member Ross. Motion carried (6-0-1).

Approval of Bills: Motion by Member Norman to pay bills totaling \$408.33, seconded by Member Lenneman. Motion carried (6-0-1).

Public Comment: Mayor Lenneman speaks in support of New Business Line Item D believing this would be great for the community helping to find criminals and lost people.

Old Business: N/A

New Business:

- a) Board Elections Chairperson and Vice Chairperson: Member Norman nominates Member Nichols as Chairperson, seconded by Member McNett. Member Nichols accepts the nomination. Motion carried (6-0-1). Member Nichols nominates Member Norman as Vice Chairperson, seconded by Member Ross. Member Norman accepts the nomination. Motion carried (6-0-1).
- b) Public Hearing Michigan DNR Trust Fund Grant Application TF25-0009 – Lake Alliance Park Project: Motion to go into Public Hearing by Member Nichols, seconded by member Ross. Motion carried (6-0-1). Board Discussion. Motion by Member Othmer to support DNR Trust Fund Grant Application TF25-0009 resolution, not to exceed \$192,200, and send to Council, seconded by Member Ross. Motion carried (6-0-1). Motion to close Public Hearing by Member Nichols, seconded by Member Norman. Motion carried (6-0-1).
- c) Eaton County Drain Commission Potter Drain at Large Assessment: Motion by Member Othmer to add special assessment of \$28,694.45 to annual budget, seconded by Member Lenneman. Motion carried (6-0-1).
- d) Police Department K-9 Officer: Motion by Member Norman to spend \$20,000 on the acquisition, training, and equipment of a K-9 Officer, seconded by Member McNett. Motion carried (6-0-1).

Public Comment: N/A

Communications from Board: N/A

Next Meeting: Monday, March 10, 2025 at 5:30 p.m.

Administrative Report: In attendance.

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

Motion to Adjourn: Meeting adjourned by Member Nichols at 6:25 p.m.

Respectfully submitted,
Kayla Schwartz, TIFA Secretary
Approved by TIFA Board _____, 2025.

DRAFT

GL Number	Description	Beginning Balance
247-000-001.000	CASH	65,132.54
247-000-003.000	CASH-CERTIFICATES OF DEPOSIT	100,000.00
Beginning GL Balance:		165,132.54
Less: Cash Disbursements		(5,408.33)
Add: Journal Entries/Other		38,175.62
Ending GL Balance:		197,899.83

GL Number	Description	Ending Balance
247-000-001.000	CASH	97,899.83
247-000-003.000	CASH-CERTIFICATES OF DEPOSIT	100,000.00
Ending GL Balance:		197,899.83
Ending Bank Balance:		197,899.83
Add: Deposits in Transit		0.00
Less: 0 AP Outstanding Checks		
Less: 0 PR Outstanding Checks		
Adjusted Bank Balance		197,899.83
Unreconciled Difference:		0.00

REVIEWED BY: _____



DATE: _____

3-3-25

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: CHER CAR KENNELS		
K9 TRAINING	K9 TRAINING (INTITAL)	5,000.00
TOTAL VENDOR CHER CAR KENNELS		5,000.00
VENDOR NAME: JODI WEST		
MARCH 2025	FINANCIAL SECRETARIAL DUTIES MONTH OF MARCH 25	333.33
TOTAL VENDOR JODI WEST		333.33
VENDOR NAME: KAYLA SCHWARTZ		
MARCH 2025	SECRETARIAL DUTIES MONTH OF MARCH 2025	75.00
TOTAL VENDOR KAYLA SCHWARTZ		75.00
VENDOR NAME: THE COUNTY JOURNAL		
287979	TIFA LAKE ALLIANCE- HEARING NOTICE	147.50
TOTAL VENDOR THE COUNTY JOURNAL		147.50
GRAND TOTAL:		5,555.83

PERIOD ENDING 02/28/2025

TIFA

GL NUMBER	DESCRIPTION	BALANCE		2024-25 AMENDED BUDGET	END BALANCE	
		NORMAL	(ABNORMAL)		NORMAL	(ABNORMAL)
Assets						
247-000-001.000	CASH	120,913.15				97,899.83
247-000-003.000	CASH-CERTIFICATES OF DEPOSIT	170,000.00				100,000.00
TOTAL ASSETS		290,913.15				197,899.83
Fund Equity						
247-000-390.000	FUND BALANCE	161,213.27				90,135.90
TOTAL FUND EQUITY		161,213.27				90,135.90
Revenues						
247-728-401.000	PROPERTY TAXES	183,809.96		198,266.61		197,582.90
247-728-573.000	LOCAL COMMUNITY STABILIZATION	22,561.19		23,732.63		22,685.72
247-728-665.000	INTEREST INCOME	3,113.01		6,000.00		604.86
TOTAL REVENUES		209,484.16		227,999.24		220,873.48
Expenditures						
247-728-703.005	WAGES - OTHER	3,341.65		5,025.00		3,341.65
247-728-727.000	OFFICE EXPENSE	25.00		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	13,876.38		15,000.00		10,428.75
247-728-807.000	AUDIT	4,350.00		4,600.00		4,400.00
247-728-881.000	K9 EXPENSES	0.00		0.00		5,000.00
247-728-970.000	CAPITAL OUTLAY	0.00		20,000.00		27,847.90
247-728-992.000	BOND PRINCIPAL	50,000.00		55,000.00		55,000.00
247-728-993.000	BOND INTEREST	8,191.25		12,945.00		7,091.25
TOTAL EXPENDITURES		79,784.28		114,490.00		113,109.55
Total - All Funds:		0.00		(113,509.24)		0.00

CASH SUMMARY BY FUND FOR CITY OF POTTERVILLE
FROM 07/01/2024 TO 02/28/2025
FUND: 247
CASH ACCOUNTS

Fund	Description	Beginning Balance 07/01/2024	Total Debits	Total Credits	Ending Balance 02/28/2025
247	TAX INCREMENT FINANCING AUTHOR	97,335.57	382,964.73	282,400.47	197,899.83

GL #	DESCRIPTION	NET ACTIVITY DR (CR)	BALANCE DR (CR)
247-000-001.000	CASH	Beg. Balance	97,335.57
	July	(6,865.47)	90,470.10
	August	(4,908.14)	85,561.96
	September	74,224.93	159,786.89
	October	11,524.97	171,311.86
	November	(103,046.96)	68,264.90
	December	(2,765.19)	65,499.71
	January	(367.17)	65,132.54
	February	32,767.29	97,899.83
	End Balance 02/28/2025	32,767.29	97,899.83
247-000-003.000	CASH-CERTIFICATES OF DEPOSIT	Beg. Balance	0.00
	July	0.00	0.00
	August	0.00	0.00
	September	0.00	0.00
	October	0.00	0.00
	November	100,000.00	100,000.00
	December	0.00	100,000.00
	January	0.00	100,000.00
	February	0.00	100,000.00
	End Balance 02/28/2025	0.00	100,000.00

PERIOD ENDING 02/28/2025

GL NUMBER	DESCRIPTION	END BALANCE	2024-25	YTD BALANCE	ACTIVITY FOR
		06/30/2024	ORIGINAL	02/28/2025	MONTH 02/28/20
		NORMAL (ABNORM)	BUDGET	NORMAL (ABNORM)	INCREASE (DECR)
Fund 247 - TAX INCREMENT FINANCING AUTHOR					
Revenues					
Dept 728 - TIFA DEPT					
247-728-401.000	PROPERTY TAXES	183,809.96	198,266.61	197,582.90	38,122.04
247-728-573.000	LOCAL COMMUNITY STABILIZATION	22,561.19	23,732.63	22,685.72	0.00
247-728-665.000	INTEREST INCOME	8,404.88	6,000.00	604.86	53.58
Total Dept 728 - TIFA DEPT		214,776.03	227,999.24	220,873.48	38,175.62
TOTAL REVENUES		214,776.03	227,999.24	220,873.48	38,175.62
Expenditures					
Dept 728 - TIFA DEPT					
247-728-703.005	WAGES - OTHER	4,974.97	5,025.00	3,341.65	408.33
247-728-727.000	OFFICE EXPENSE	1,000.00	1,120.00	0.00	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	32,851.21	15,000.00	10,428.75	0.00
247-728-807.000	AUDIT	4,350.00	4,600.00	4,400.00	0.00
247-728-881.000	K9 EXPENSES	0.00	0.00	5,000.00	5,000.00
247-728-967.000	SIDEWALK AND LIGHTING IMPROVE	121,332.94	0.00	0.00	0.00
247-728-970.000	CAPITAL OUTLAY	56,061.78	20,000.00	27,847.90	0.00
247-728-992.000	BOND PRINCIPAL	50,000.00	55,000.00	55,000.00	0.00
247-728-993.000	BOND INTEREST	15,282.50	12,945.00	7,091.25	0.00
Total Dept 728 - TIFA DEPT		285,853.40	114,490.00	113,109.55	5,408.33
TOTAL EXPENDITURES		285,853.40	114,490.00	113,109.55	5,408.33
Fund 247 - TAX INCREMENT FINANCING AUTHOR:					
TOTAL REVENUES		214,776.03	227,999.24	220,873.48	38,175.62
TOTAL EXPENDITURES		285,853.40	114,490.00	113,109.55	5,408.33
NET OF REVENUES & EXPENDITURES		(71,077.37)	113,509.24	107,763.93	32,767.29

User: JWest
DB: Potterville

Balances as of 02/28/2025

Fund 247 - TAX INCREMENT FINANCING AUTHOR

Account	Description	2024-25 Amended Budget	YEAR-TO-DATE THRU 02/28/25	Available Balance	% Used
Revenues					
Department 728: TIFA DEPT					
401.000	PROPERTY TAXES				
09/14/2024	GJ TAX DISTRIBUTION SUMMER 24		127522 159,460.86 JE# 7431		
02/06/2025	GJ WINTER TAX DISTRIBUTION DEPOSIT		129577 38,122.04 JE# 7541		
401.000	PROPERTY TAXES	198,266.61	197,582.90	683.71	99.66
573.000	LOCAL COMMUNITY STABILIZATION				
10/28/2024	GJ LCSA PAYMENT		127952 22,685.72 JE# 7458		
573.000	LOCAL COMMUNITY STABILIZATION	23,732.63	22,685.72	1,046.91	95.59
665.000	INTEREST INCOME				
07/31/2024	GJ INTEREST MONTH OF JULY 2024		126178 74.63 JE# 7383		
08/31/2024	GJ INTEREST MONTH OF AUG 2024		126681 70.59 JE# 7411		
09/30/2024	GJ INTEREST MONTH OF SEPT 2024		127711 96.55 JE# 7447		
10/31/2024	GJ INTEREST- MONTH OF OCT 2024		127995 120.09 JE# 7463		
11/30/2024	GJ INTEREEST MONTH OF NOV 2024		128272 103.87 JE# 7497		
12/31/2024	GJ INTEREST MONTH OF DEC 2024		128982 44.39 JE# 7514		
01/31/2025	GJ INTEREST MONTH OF JAN 2025		129539 41.16 JE# 7530		
02/28/2025	GJ INTEREST MONTH OF FEB 2025		130173 53.58 JE# 7549		
665.000	INTEREST INCOME	6,000.00	604.86	5,395.14	10.08
Total - Dept 728		227,999.24	220,873.48	7,125.76	96.87
Total Revenues		227,999.24	220,873.48	7,125.76	96.87
Expenditures					
Department 728: TIFA DEPT					
703.005	WAGES - OTHER				
07/08/2024	AP SECRETARIAL DUTIES MONTH OF JULY 2024		125754 75.00 Inv #: 'JULY 2024' Vendor '0000011144'		
07/08/2024	AP FINANCIAL SECRETARIAL DUTIES MONTH OF JU		125753 333.33 Inv #: 'JULY 2024' Vendor '09752'		
08/12/2024	AP SECRETARIAL DUTIES AUGUST 2024		126288 75.00 Inv #: 'AUG 2024' Vendor '0000011144'		
08/12/2024	AP FINANCIAL DUTIES MONTH OF AUG 2024		126289 333.33 Inv #: 'AUG 2024' Vendor '09752'		
09/04/2024	AP SEPT 2024 FINANCIAL DUTIES		127051 333.33 Inv #: 'SEPT 2024' Vendor '09752'		
09/09/2024	AP SECRETARIAL DUTIES SEPT 2024		127052 75.00 Inv #: 'SEPT 2024' Vendor '0000011144'		
10/14/2024	AP SECRETARIAL DUTIES MONTH OF OCT 2024		127789 75.00 Inv #: 'OCT2024' Vendor '0000011144'		
10/14/2024	AP FINANCIAL DUTIES MONTH OF OCT 2024		127790 333.34 Inv #: 'OCT2024' Vendor '09752'		
11/12/2024	AP SECRETARIAL DUTIES MONTH OF NOV 2024		128037 75.00 Inv #: 'NOV 2024' Vendor '0000011144'		
11/12/2024	AP FINANCIAL SECRETARIAL DUTIES MONTH OF NO		128036 333.33 Inv #: 'NOV 2024' Vendor '09752'		
12/09/2024	AP SECRETARIAL DUTIES MONTH OF DEC (AND SPE		128372 150.00 Inv #: 'DEC 2024' Vendor '0000011144'		
12/09/2024	AP FINANCIAL DUTIES MONTH OF DEC 2024		128371 333.33 Inv #: 'DEC 2024' Vendor '09752'		
01/13/2025	AP SECRETARIAL DUTIES MONTH OF JAN 2025		129228 75.00 Inv #: 'JAN 2025' Vendor '0000011144'		
01/13/2025	AP FINANCIAL SECRETARIAL DUTIES MONTH OF JA		129227 333.33 Inv #: 'JAN 2025' Vendor '09752'		
02/10/2025	AP SECRETARIAL DUTIES MONTH OF FEB 2025		129876 75.00 Inv #: 'FEB 2025' Vendor '0000011144'		
02/10/2025	AP FINANCIAL SECRETARY DUTIES MONTH OF FEB		129875 333.33 Inv #: 'FEB 2025' Vendor '09752'		
703.005	WAGES - OTHER	5,025.00	3,341.65	1,683.35	66.50
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

Fund 247 - TAX INCREMENT FINANCING AUTHOR

Account	Description	2024-25 Amended Budget	YEAR-TO-DATE THRU 02/28/25	Available Balance	% Used
Expenditures					
Department 728: TIFA DEPT					
801.000	ATTORNEY	500.00	0.00	500.00	0.00
803.000	ENGINEERS FEES				
07/17/2024	AP LANSING ROAD SERVICES THROUGHT 07/172024		126286 335.00	Inv #: '88544' Vendor '0000011326'	
07/17/2024	AP ENGINEERING WORK LAKE ALLIANCE THROUGH 0		126287 3,567.50	Inv #: '88545' Vendor '0000011326'	
09/09/2024	AP DRAFT PRELIMINARY EST FOR SIDEWALK CONNEC		127055 585.00	Inv #: '88546' Vendor '0000011326'	
10/14/2024	AP GENERAL ENGINEERING THROUGH 09/15/2024		127787 872.50	Inv #: '89777' Vendor '0000011326'	
11/12/2024	AP GENERAL ENGINEERING THROUGHT 10/13/24 (R		128035 2,742.50	Inv #: '90501' Vendor '0000011326'	
12/09/2024	AP GENERAL ENGINEERING THROUGH 11/15/24		128370 2,326.25	Inv #: '91002' Vendor '0000011326'	
803.000	ENGINEERS FEES	15,000.00	10,428.75	4,571.25	69.53
807.000	AUDIT				
09/09/2024	AP AUDIT PROGRESS ON 23-24 TIFA STATEMENT		127054 3,250.00	Inv #: '6501' Vendor '11101'	
10/14/2024	AP COMPLETION OF AUDIT AND QUALIFYING STATE		127786 1,150.00	Inv #: '6548' Vendor '11101'	
807.000	AUDIT	4,600.00	4,400.00	200.00	95.65
881.000	K9 EXPENSES				
02/20/2025	AP K9 TRAINING (INTITAL)		130055 5,000.00	Inv #: 'K9 TRAINING' Vendor '0000011408'	
881.000	K9 EXPENSES	0.00	5,000.00	(5,000.00)	100.00
970.000	CAPITAL OUTLAY				
09/09/2024	AP COMPONENT PARTS TO NEW POLICE SILVERADO		127053 18,997.90	Inv #: '108988' Vendor '0000011393'	
10/14/2024	AP FIELD RENOVATIONS		127788 8,850.00	Inv #: '09192024' Vendor '0000011398'	
970.000	CAPITAL OUTLAY	20,000.00	27,847.90	(7,847.90)	139.24
992.000	BOND PRINCIPAL				
09/11/2024	CD SUMMARY CD 09/11/2024		127124 55,000.00		
09/11/2024	CD BOND PRINCIPAL		127125 (55,000.00)	Check#: '3329 TIFA' Vendor '0000011228'	
10/01/2024	AP OCT BOND AND INTEREST PAYMENT- TIFA		127123 55,000.00	Inv #: 'BOND PAYMENT' Vendor '0000011228'	
992.000	BOND PRINCIPAL	55,000.00	55,000.00	0.00	100.00
993.000	BOND INTEREST				
09/11/2024	CD SUMMARY CD 09/11/2024		127124 7,091.25		
09/11/2024	CD BOND INTEREST		127125 (7,091.25)	Check#: '3329 TIFA' Vendor '0000011228'	
10/01/2024	AP OCT BOND AND INTEREST PAYMENT- TIFA		127123 7,091.25	Inv #: 'BOND PAYMENT' Vendor '0000011228'	
993.000	BOND INTEREST	12,945.00	7,091.25	5,853.75	54.78
Total - Dept 728		114,490.00	113,109.55	1,380.45	98.79
Total Expenditures		114,490.00	113,109.55	1,380.45	98.79
NET OF REVENUES AND EXPENDITURES		113,509.24	107,763.93	5,745.31	