

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 9th 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 May 12th 2025.

F. Approval of Bills: \$408.33

G. Public Comment: Items on the Agenda.

H. Old Business: None.

I. New Business:

1. **Budget Public Hearing – FY 24-25 TIFA Budget Amendments**

2. **FY 2024-2025 TIFA Budget Amendments**

3. **Budget Public Hearing - FY 2025-2026 TIFA Budget**

4. **FY 2025-2026 TIFA Budget**

J. Public Comment: Items not on the Agenda.

K. Communications from Board Members:

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

M. Administrative Report: In attendance.

N. Excuse absent Members:

O. Meeting Adjourn:

06/04/2025 08:39 AM
User: JWest
DB: Potterville

CUSTOM INVOICE REPORT FOR CITY OF POTTERVILLE
EXP CHECK RUN DATES 05/15/2025 - 06/18/2025
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: TIFA

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: JODI WEST		
JUNE 2025	FINANCIAL SECRETARIAL DUTIES JUNE 2025	333.33
TOTAL VENDOR JODI WEST		333.33
VENDOR NAME: KAYLA SCHWARTZ		
JUNE 2025	SECRETARIAL DUTIES MONTH OF JUNE 2025	75.00
TOTAL VENDOR KAYLA SCHWARTZ		75.00
GRAND TOTAL:		408.33

Pottersville TIFA Board Minutes
Tuesday, May 12, 2024
@ 5:30 p.m. – Pottersville 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, J. McNett, and J. Lenneman.
 Absent: J. Bristol, L. Ross, and R. Othmer.

Agenda Approval: Motion by Member McNett to approve the agenda, seconded by Member Norman. Motion carried (4-0-3).

Approval of Minutes: Motion by Member McNett to approve the minutes from April 14, 2025, seconded by Member Lenneman. Motion carried (4-0-3).

Approval of Bills: Motion by Member Norman to pay bills totaling \$408.33, seconded by Member Lenneman. Motion carried (4-0-3).

Public Comment: N/A

Old Business: N/A

New Business: N/A

Public Comment: N/A
Liz Ross in attendance at 5:34

Communications from Board: N/A

Next Meeting: Monday, June 09, 2025 at 5:30 p.m.

Administrative Report: Update on Grant: awaiting preliminary score, then adjustments can be made.

Motion to Excuse Absent Members: Motion by Member Norman to excuse Members Bristol and Othmer, seconded by Member McNett (5-0-2).

Motion to Adjourn: Meeting adjourned by Member Nichols at 5:35 p.m.

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

User: JWest

Bank TIFA (TIFA)

DB: Potterville

FROM 05/01/2025 TO 05/31/2025

Reconciliation Record ID: 314

GL Number	Description	Beginning Balance
247-000-001.000	CASH	89,227.68
247-000-003.000	CASH-CERTIFICATES OF DEPOSIT	100,000.00

Beginning GL Balance:	189,227.68
Less: Cash Disbursements	(408.33)
Add: Journal Entries/Other	56.06
Ending GL Balance:	188,875.41

GL Number	Description	Ending Balance
247-000-001.000	CASH	88,875.41
247-000-003.000	CASH-CERTIFICATES OF DEPOSIT	100,000.00

Ending GL Balance:	188,875.41
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Ending Bank Balance:	188,875.41
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Add: Deposits in Transit	0.00
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Less: 0 AP Outstanding Checks	
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Less: 0 PR Outstanding Checks	
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Adjusted Bank Balance	188,875.41
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Unreconciled Difference:	0.00
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REVIEWED BY: 

DATE: 6-2-25

06/04/2025 08:30 AM
User: JWest
DB: Potterville

ACCOUNT BALANCE REPORT FOR CITY OF POTTERVILLE

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PERIOD ENDING 05/31/2025

TIFA

GL NUMBER	DESCRIPTION	BALANCE		2024-25 AMENDED BUDGET	END BALANCE 05/31/2025
		NORMAL	(ABNORMAL)		NORMAL (ABNORMAL)
Assets					
247-000-001.000	CASH	118,099.11			88,875.41
247-000-003.000	CASH-CERTIFICATES OF DEPOSIT	0.00			100,000.00
TOTAL ASSETS		118,099.11			188,875.41
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	196,613.90
247-728-573.000	LOCAL COMMUNITY STABILIZATION	22,561.19		23,732.63	22,685.72
247-728-665.000	INTEREST INCOME	8,320.01		6,000.00	775.68
TOTAL REVENUES		214,691.16		227,999.24	220,075.30
Expenditures					
247-728-703.005	WAGES - OTHER	4,566.64		5,025.00	4,566.64
247-728-727.000	OFFICE EXPENSE	1,000.00		1,120.00	1,000.00
247-728-731.000	PUBLICATION	0.00		300.00	147.50
247-728-801.000	ATTORNEY	0.00		500.00	0.00
247-728-803.000	ENGINEERS FEES	23,841.02		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
247-728-967.000	SIDEWALK AND LIGHTING IMPROVE	104,620.38		0.00	0.00
247-728-970.000	CAPITAL OUTLAY	54,144.78		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	15,282.50		12,945.00	12,945.00
TOTAL EXPENDITURES		257,805.32		114,490.00	121,335.79
Total - All Funds:		0.00		(113,509.24)	0.00

CASH SUMMARY BY FUND FOR CITY OF POTTERVILLE
FROM 07/01/2024 TO 05/31/2025
FUND: 247
CASH ACCOUNTS

Fund	Description	Beginning Balance 07/01/2024	Total Debits	Total Credits	Ending Balance 05/31/2025
247	TAX INCREMENT FINANCING AUTHOR	97,335.57	383,135.55	291,595.71	188,875.41

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MONTHLY BALANCES REPORT FOR CITY OF POTTERVILLE
FROM 07/01/2024 TO 05/31/2025
Bank code: TIFA - TIFA
Account Category: Cash

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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
March		(7,318.64)	90,581.19
April		(1,353.51)	89,227.68
May		(352.27)	88,875.41
End Balance 05/31/2025		(352.27)	88,875.41
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
March		0.00	100,000.00
April		0.00	100,000.00
May		0.00	100,000.00
End Balance 05/31/2025		0.00	100,000.00

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REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

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PERIOD ENDING 05/31/2025

GL NUMBER	DESCRIPTION	END BALANCE	2024-25	YTD BALANCE	ACTIVITY FOR
		06/30/2024	ORIGINAL	05/31/2025 MONTH	05/31/20
		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	196,613.90	0.00
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	775.68	56.06
Total Dept 728 - TIFA DEPT		214,776.03	227,999.24	220,075.30	56.06
TOTAL REVENUES		214,776.03	227,999.24	220,075.30	56.06
Expenditures					
Dept 728 - TIFA DEPT					
247-728-703.005	WAGES - OTHER	4,974.97	5,025.00	4,566.64	408.33
247-728-727.000	OFFICE EXPENSE	1,000.00	1,120.00	1,000.00	0.00
247-728-731.000	PUBLICATION	0.00	300.00	147.50	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	0.00
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	12,945.00	0.00
Total Dept 728 - TIFA DEPT		285,853.40	114,490.00	121,335.79	408.33
TOTAL EXPENDITURES		285,853.40	114,490.00	121,335.79	408.33
Fund 247 - TAX INCREMENT FINANCING AUTHOR:					
TOTAL REVENUES		214,776.03	227,999.24	220,075.30	56.06
TOTAL EXPENDITURES		285,853.40	114,490.00	121,335.79	408.33
NET OF REVENUES & EXPENDITURES		(71,077.37)	113,509.24	98,739.51	(352.27)
BEG. FUND BALANCE		161,213.27	90,135.90	90,135.90	
END FUND BALANCE		90,135.90	203,645.14	188,875.41	

REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE
Balances as of 05/31/2025

Fund 247 - TAX INCREMENT FINANCING AUTHOR

Account	Description	2024-25 Amended Budget	YEAR-TO-DATE THRU 05/31/25	Available Balance	% Used
Expenditures					
Department 728: TIFA DEPT					
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'		
03/14/2025	AP INTEREST PAYMENT TIFA BOND (24-25)		130264 5,853.75 Inv #: 'TIFA LTGO 24-25' Vendor '04380'		
993.000	BOND INTEREST	12,945.00	12,945.00	0.00	100.00
Total - Dept 728		114,490.00	121,335.79	(6,845.79)	105.98
Total Expenditures		114,490.00	121,335.79	(6,845.79)	105.98
NET OF REVENUES AND EXPENDITURES		113,509.24	98,739.51	14,769.73	

		2023-24	2023-24	2024-25	2024-25	2024-25	2025-26
			ACTIVITY		ACTIVITY	AMENDED	PROPOSED
GL NUMBER	DESCRIPTION	BUDGET		BUDGET	THRU 06/30/25	BUDGET	BUDGET
TOTAL ESTIMATED REVENUES		2,405,809.49	2,496,160.71	1,531,215.05	1,440,578.13	1,587,559.91	1,468,099.00

		2023-24	2023-24	2024-25	2024-25	2024-25	2025-26
			ACTIVITY		ACTIVITY	AMENDED	PROPOSED
GL NUMBER	DESCRIPTION	BUDGET		BUDGET	THRU 06/30/25	BUDGET	BUDGET
Dept 171 - MAYOR							
101-171-703.000	SALARIES	660.00	570.00	850.00	540.00	660.00	850.00
101-171-719.000	FRINGE BENEFITS	55.00	43.61	85.00	41.32	85.00	85.00
Totals for dept 171 - MAYOR		715.00	613.61	935.00	581.32	745.00	935.00

		2023-24	2023-24	2024-25	2024-25	2024-25	2025-26
			ACTIVITY		ACTIVITY	AMENDED	PROPOSED
GL NUMBER	DESCRIPTION	BUDGET		BUDGET	THRU 06/30/25	BUDGET	BUDGET
Dept 223 - AUDIT							
101-223-807.000	AUDIT	21,850.00	21,850.00	22,250.00	20,050.00	20,050.00	22,500.00
Totals for dept 223 - AUDIT		21,850.00	21,850.00	22,250.00	20,050.00	20,050.00	22,500.00

