

**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, September 8<sup>th</sup> 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 August 11<sup>th</sup> 2025.

**F. Approval of Bills:** \$23,657.96

**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:** October 13<sup>th</sup> 2025 at 5:30 p.m.

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

**N. Excuse absent Members:**

**O. Meeting Adjourn:**

**Pottersville TIFA Board Minutes**  
Tuesday, August 11, 2025  
@ 5:30 p.m. – Pottersville City Hall, 319 N. Nelson Street

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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 Norman to approve the agenda, seconded by Member Othmer. Motion carried (6-0-1).

**Approval of Minutes:** Motion by Member McNett to approve the minutes from July 14, 2025, 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 Ross. Motion carried (6-0-1).

**Public Comment:** N/A

**Old Business:** N/A

**New Business:** Radar Speed Sign Purchase – Director shares research and options, Board discusses. Motion by Member Nichols to purchase discussed traffic solutions with additional extra brackets, up to \$500, seconded by Member Lenneman. Motion carried (6-0-1).

**Public Comment:** N/A

**Communications from Board:** N/A

**Next Meeting:** Monday, September 8, 2025 at 5:30 p.m.

**Administrative Report:** N/A

**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 6:10 p.m.

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

User: JWest

Bank TIFA (TIFA)

DB: Potterville

FROM 08/01/2025 TO 08/31/2025

Reconciliation Record ID: 327

GL Number	Description	Beginning Balance
247-000-001.000	CASH	51,157.71
247-000-003.000	CASH-CERTIFICATES OF DEPOSIT	100,000.00
Beginning GL Balance:		151,157.71
Less: Cash Disbursements		(408.33)
Add: Journal Entries/Other		31.80
Ending GL Balance:		150,781.18

GL Number	Description	Ending Balance
247-000-001.000	CASH	50,781.18
247-000-003.000	CASH-CERTIFICATES OF DEPOSIT	100,000.00
Ending GL Balance:		150,781.18
Ending Bank Balance:		150,781.18
Add: Deposits in Transit		0.00
Less: 0 AP Outstanding Checks		
Less: 0 PR Outstanding Checks		

Adjusted Bank Balance

150,781.18

Unreconciled Difference:

0.00

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

DATE: \_\_\_\_\_

9-2-25

09/04/2025 01:49 PM  
User: JWest  
DB: Potterville

CUSTOM INVOICE REPORT FOR CITY OF POTTERVILLE  
EXP CHECK RUN DATES 09/08/2025 - 09/08/2025  
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
BANK CODE: TIFA

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INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: ALL TRAFFIC SOLUTIONS, INC SIN045986	3 SPEED SIGNS	11,549.63
TOTAL VENDOR ALL TRAFFIC SOLUTIONS, INC		11,549.63
VENDOR NAME: JODI WEST SEPT 2025	FINANCIAL SECRETARY DUTIES MONTH OF SEPT 2025	333.33
TOTAL VENDOR JODI WEST		333.33
VENDOR NAME: JOHN ARENS 08112025	FIELD RENOVATIONS- BASEBALL FIELD - ALLIANCE PARK	11,700.00
TOTAL VENDOR JOHN ARENS		11,700.00
VENDOR NAME: KAYLA SCHWARTZ SEPT 2025	SECRETARIAL DUTIE MONTH OF SEPT 2025	75.00
TOTAL VENDOR KAYLA SCHWARTZ		75.00
GRAND TOTAL:		23,657.96

PERIOD ENDING 08/31/2025

TIFA

		BALANCE		END BALANCE	
		08/31/2024		08/31/2025	
GL NUMBER	DESCRIPTION	NORMAL	(ABNORMAL)	2025-26 AMENDED BUDGET	NORMAL (ABNORMAL)
<hr/>					
Assets					
247-000-001.000	CASH		85,561.96		50,781.18
247-000-003.000	CASH-CERTIFICATES OF DEPOSIT		0.00		100,000.00
TOTAL ASSETS			<hr/> 85,561.96		<hr/> 150,781.18
Fund Equity					
247-000-390.000	FUND BALANCE		90,135.90		90,135.90
TOTAL FUND EQUITY			<hr/> 90,135.90		<hr/> 90,135.90
Revenues					
247-728-401.000	PROPERTY TAXES		0.00	198,000.00	0.00
247-728-573.000	LOCAL COMMUNITY STABILIZATION		0.00	24,000.00	0.00
247-728-579.200	GRANT REVENUE - LOCAL		0.00	75,450.00	0.00
247-728-665.000	INTEREST INCOME		145.22	3,850.00	74.71
TOTAL REVENUES			<hr/> 145.22	<hr/> 301,300.00	<hr/> 74.71
Expenditures					
247-728-703.005	WAGES - OTHER		816.66	5,150.63	816.66
247-728-727.000	OFFICE EXPENSE		0.00	1,150.00	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		3,902.50	30,000.00	0.00
247-728-807.000	AUDIT		0.00	4,600.00	0.00
247-728-823.000	GRANT PROJECTS		0.00	150,900.00	0.00
247-728-970.000	CAPITAL OUTLAY		0.00	30,000.00	21,998.00
247-728-990.100	DRAIN ASSESSMENT- COUNTY		0.00	28,694.45	0.00
247-728-992.000	BOND PRINCIPAL		0.00	55,000.00	0.00
247-728-993.000	BOND INTEREST		0.00	10,457.00	0.00
TOTAL EXPENDITURES			<hr/> 4,719.16	<hr/> 316,752.08	<hr/> 22,814.66
Total - All Funds:					
			0.00	15,452.08	83,385.23

CASH SUMMARY BY FUND FOR CITY OF POTTERVILLE  
FROM 07/01/2024 TO 08/31/2025  
FUND: 247  
CASH ACCOUNTS

Fund	Description	Beginning Balance 07/01/2024	Total Debits	Total Credits	Ending Balance 08/31/2025
247	TAX INCREMENT FINANCING AUTHOR	97,335.57	383,260.26	329,814.65	150,781.18

09/03/2025 02:54 PM  
User: JWest  
DB: Pottersville

MONTHLY BALANCES REPORT FOR CITY OF POTTERVILLE  
FROM 07/01/2025 TO 08/31/2025  
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	73,521.13
July		(22,363.42)	51,157.71
August		(376.53)	50,781.18
End Balance 08/31/2025		(376.53)	50,781.18
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
End Balance 08/31/2025		0.00	100,000.00

PERIOD ENDING 08/31/2025

GL NUMBER	DESCRIPTION	END BALANCE	2025-26		YTD BALANCE	ACTIVITY FOR
		06/30/2025	ORIGINAL	2025-26	08/31/2025	MONTH 08/31/2025
		NORMAL (ABNORMAL)	BUDGET	AMENDED BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)
Fund 247 - TAX INCREMENT FINANCING AUTHOR						
Revenues						
Dept 728 - TIFA DEPT						
247-728-401.000	PROPERTY TAXES	196,613.90	198,000.00	198,000.00	0.00	0.00
247-728-573.000	LOCAL COMMUNITY STABILIZATION	22,685.72	24,000.00	24,000.00	0.00	0.00
247-728-579.200	GRANT REVENUE - LOCAL	0.00	75,450.00	75,450.00	0.00	0.00
247-728-665.000	INTEREST INCOME	825.68	3,850.00	3,850.00	74.71	31.80
Total Dept 728 - TIFA DEPT		220,125.30	301,300.00	301,300.00	74.71	31.80
TOTAL REVENUES		220,125.30	301,300.00	301,300.00	74.71	31.80
Expenditures						
Dept 728 - TIFA DEPT						
247-728-703.005	WAGES - OTHER	4,974.97	5,150.63	5,150.63	816.66	408.33
247-728-727.000	OFFICE EXPENSE	1,000.00	1,150.00	1,150.00	0.00	0.00
247-728-731.000	PUBLICATION	147.50	300.00	300.00	0.00	0.00
247-728-801.000	ATTORNEY	0.00	500.00	500.00	0.00	0.00
247-728-803.000	ENGINEERS FEES	10,428.75	30,000.00	30,000.00	0.00	0.00
247-728-807.000	AUDIT	4,400.00	4,600.00	4,600.00	0.00	0.00
247-728-823.000	GRANT PROJECTS	0.00	150,900.00	150,900.00	0.00	0.00
247-728-881.000	K9 EXPENSES	19,995.95	0.00	0.00	0.00	0.00
247-728-970.000	CAPITAL OUTLAY	27,847.90	30,000.00	30,000.00	21,998.00	0.00
247-728-990.100	DRAIN ASSESSMENT- COUNTY	0.00	28,694.45	28,694.45	0.00	0.00
247-728-992.000	BOND PRINCIPAL	55,000.00	55,000.00	55,000.00	0.00	0.00
247-728-993.000	BOND INTEREST	12,945.00	10,457.00	10,457.00	0.00	0.00
Total Dept 728 - TIFA DEPT		136,740.07	316,752.08	316,752.08	22,814.66	408.33
TOTAL EXPENDITURES		136,740.07	316,752.08	316,752.08	22,814.66	408.33
Fund 247 - TAX INCREMENT FINANCING AUTHOR:						
TOTAL REVENUES		220,125.30	301,300.00	301,300.00	74.71	31.80
TOTAL EXPENDITURES		136,740.07	316,752.08	316,752.08	22,814.66	408.33
NET OF REVENUES & EXPENDITURES		83,385.23	(15,452.08)	(15,452.08)	(22,739.95)	(376.53)
BEG. FUND BALANCE		90,135.90	90,135.90	90,135.90	90,135.90	
NET OF REVENUES/EXPENDITURES - 2024-25					83,385.23	
END FUND BALANCE		173,521.13	74,683.82	74,683.82	150,781.18	



REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE  
 Balances as of 08/31/2025

Fund 247 - TAX INCREMENT FINANCING AUTHOR

Account	Description	2025-26 Amended Budget	YEAR-TO-DATE THRU 08/31/25	Available Balance	% Used
<b>Revenues</b>					
Department 728: TIFA DEPT					
401.000	PROPERTY TAXES	198,000.00	0.00	198,000.00	0.00
573.000	LOCAL COMMUNITY STABILIZATION	24,000.00	0.00	24,000.00	0.00
579.200	GRANT REVENUE - LOCAL	75,450.00	0.00	75,450.00	0.00
665.000	INTEREST INCOME				
07/31/2025	GJ INTEREST MONTH OF JULY 2025		131881 42.91 JE# 7699		
08/31/2025	GJ INTEREST MONTH OF AUG 2025		132339 31.80 JE# 7740		
665.000	INTEREST INCOME	3,850.00	74.71	3,775.29	1.94
Total - Dept 728		301,300.00	74.71	301,225.29	0.02
Total Revenues		301,300.00	74.71	301,225.29	0.02
<b>Expenditures</b>					
Department 728: TIFA DEPT					
703.005	WAGES - OTHER				
07/14/2025	AP SECRETARIAL DUTIES MONTH OF JULY 2025		131603 75.00 Inv #: 'JULY 2025' Vendor '0000011144'		
07/14/2025	AP FINANCIAL DUTIES MONTH OF JULY 2025		131604 333.33 Inv #: 'JULY 2025' Vendor '09752'		
08/11/2025	AP SECRETARIAL DUTIES MONTH OF AUG 2025		132042 75.00 Inv #: 'AUG 2025' Vendor '0000011144'		
08/11/2025	AP FINANCIAL SECRETARIAL DUTIES MONTH OF AU		132043 333.33 Inv #: 'AUG 2025' Vendor '09752'		
703.005	WAGES - OTHER	5,150.63	816.66	4,333.97	15.86
727.000	OFFICE EXPENSE	1,150.00	0.00	1,150.00	0.00
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	30,000.00	0.00	30,000.00	0.00
807.000	AUDIT	4,600.00	0.00	4,600.00	0.00
823.000	GRANT PROJECTS	150,900.00	0.00	150,900.00	0.00
970.000	CAPITAL OUTLAY				
07/14/2025	AP CHEETAH 2 LAWNMOWER (72V)		131601 11,399.00 Inv #: 'KC1267173' Vendor '0000011390'		
07/14/2025	AP CHEETAH 2 LAWNMOWER (61V)		131602 10,599.00 Inv #: 'KC1267187' Vendor '0000011390'		
970.000	CAPITAL OUTLAY	30,000.00	21,998.00	8,002.00	73.33
992.000	BOND PRINCIPAL	55,000.00	0.00	55,000.00	0.00
993.000	BOND INTEREST	10,457.00	0.00	10,457.00	0.00
Total - Dept 728		288,057.63	22,814.66	265,242.97	7.92
Total Expenditures		288,057.63	22,814.66	265,242.97	7.92