

**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)**

---

**TIFA MEETING AGENDA**

**Monday, December 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:** Draft Meeting Minutes of November 10<sup>th</sup> 2025.

**F. Approval of Bills:** \$175,433.33 (includes Certificate of Deposit investment of \$175,025).

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

**H. Old Business:** None.

**I. New Business:**

1. 2026 TIFA Meeting Calendar Dates

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

**K. Communications from Board Members:**

**L. Next Meeting:** January 12<sup>th</sup> 2026 at 5:30 p.m.

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

**N. Excuse absent Members:**

**O. Meeting Adjourn:**

**Potterville TIFA Board Minutes**  
Monday, November 10, 2025  
@ 5:30 p.m. – Potterville City Hall, 319 N. Nelson Street

---

Meeting was called to order by R. Norman at 5:30 p.m.

Pledge of Allegiance was recited by all.

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

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

**Approval of Minutes:** Motion by Member Ross to approve the minutes from October 13, 2025, seconded by Member Othmer. Motion carried (6-0-1).

**Approval of Bills:** Motion by Member Norman to pay bills totaling \$1,532.08, seconded by Member Ross. Motion carried (6-0-1).

**Public Comment:** N/A

**Old Business:** N/A

**New Business:** N/A

**Public Comment:** N/A

**Communications from Board:** N/A

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

**Administrative Report:** Director provided brief report on Audit.

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

**Motion to Adjourn:** Meeting adjourned by Member Norman at 5:53 p.m.

Respectfully submitted,  
Kayla Schwartz, TIFA Secretary

Approved by TIFA Board \_\_\_\_\_, 2025.

12/03/2025 02:29 PM

User: JWest

DB: Potterville

CUSTOM INVOICE REPORT FOR CITY OF POTTERVILLE  
EXP CHECK RUN DATES 11/11/2025 - 12/08/2025  
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
BANK CODE: TIFA

Page: 1/1

INVOICE NUMBER	DESCRIPTION	AMOUNT
<hr/>		
VENDOR NAME: JODI WEST		
DEC 2025	FINANCIAL SECRETARY DUTIES MONTH OF DEC 2025	333.33
TOTAL VENDOR JODI WEST		<hr/> 333.33
VENDOR NAME: KAYLA SCHWARTZ		
DEC 2025	SECRETARIAL DUTIES MONTH OF DEC 2025	75.00
TOTAL VENDOR KAYLA SCHWARTZ		<hr/> 75.00
VENDOR NAME: THE TAX INCREMENT FINANCE		
TIFA CD 2025	TIFA CD- CONSUMER CREDIT UNION	175,025.00
TOTAL VENDOR THE TAX INCREMENT FINANCE		<hr/> 175,025.00
GRAND TOTAL:		175,433.33

User: JWest

Bank TIFA (TIFA)

DB: Potterville

FROM 11/01/2025 TO 11/30/2025

Reconciliation Record ID: 342

GL Number	Description	Beginning Balance
247-000-001.000	CASH	148,759.95
247-000-003.000	CASH-CERTIFICATES OF DEPOSIT	100,000.00

Beginning GL Balance:	248,759.95
Less: Cash Disbursements	(176,148.75)
Add: Journal Entries/Other	179,016.45
Ending GL Balance:	251,627.65

GL Number	Description	Ending Balance
247-000-001.000	CASH	76,627.65
247-000-003.000	CASH-CERTIFICATES OF DEPOSIT	175,000.00

Ending GL Balance:	251,627.65
--------------------	------------

Ending Bank Balance:	251,244.32
----------------------	------------

Add: Miscellaneous Transactions	175,000.00
---------------------------------	------------

Add: Deposits in Transit	
--------------------------	--

SECRETARY AND FINANCIAL SECRETARY CKS FOR NOV POSTED TO DEC	408.33
---	--------

	408.33
--	--------

Less: 1 AP Outstanding Checks	175,025.00
-------------------------------	------------

Less: 0 PR Outstanding Checks	
-------------------------------	--

Adjusted Bank Balance	251,627.65
-----------------------	------------

Unreconciled Difference:	0.00
--------------------------	------

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

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

12-2-25

12/03/2025 02:09 PM  
 User: JWest  
 DB: Potterville

ACCOUNT BALANCE REPORT FOR CITY OF POTTERVILLE

Page: 1/1

PERIOD ENDING 11/30/2025

TIFA

GL NUMBER	DESCRIPTION	BALANCE		2025-26 AMENDED BUDGET	END BALANCE	
		NORMAL	(ABNORMAL)		NORMAL	(ABNORMAL)
Assets						
247-000-001.000	CASH		68,264.90			76,627.65
247-000-003.000	CASH-CERTIFICATES OF DEPOSIT		100,000.00			175,000.00
TOTAL ASSETS			168,264.90			251,627.65
Liabilities						
247-000-202.000	ACCOUNTS PAYABLE		0.00			408.33
TOTAL LIABILITIES			0.00			408.33
Fund Equity						
247-000-390.000	FUND BALANCE		90,135.90			90,135.90
TOTAL FUND EQUITY			90,135.90			90,135.90
Revenues						
247-728-401.000	PROPERTY TAXES		159,460.86	198,000.00		165,399.88
247-728-573.000	LOCAL COMMUNITY STABILIZATION		22,685.72	24,000.00		22,412.63
247-728-579.200	GRANT REVENUE - LOCAL		0.00	75,450.00		0.00
247-728-665.000	INTEREST INCOME		465.73	3,850.00		4,213.76
TOTAL REVENUES			182,612.31	301,300.00		192,026.27
Expenditures						
247-728-703.005	WAGES - OTHER		2,041.66	5,150.63		2,041.65
247-728-727.000	OFFICE EXPENSE		0.00	1,150.00		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		8,102.50	30,000.00		1,123.75
247-728-807.000	AUDIT		4,400.00	4,600.00		4,400.00
247-728-823.000	GRANT PROJECTS		0.00	150,900.00		0.00
247-728-970.000	CAPITAL OUTLAY		27,847.90	30,000.00		45,883.93
247-728-990.100	DRAIN ASSESSMENT- COUNTY		0.00	28,694.45		0.00
247-728-992.000	BOND PRINCIPAL		55,000.00	55,000.00		55,000.00
247-728-993.000	BOND INTEREST		7,091.25	10,457.00		5,853.75
TOTAL EXPENDITURES			104,483.31	316,752.08		114,328.08
Total - All Funds:			0.00	15,452.08		83,385.23

12/03/2025 02:10 PM  
User: JWest  
DB: Potterville

CASH SUMMARY BY FUND FOR CITY OF POTTERVILLE

Page: 1/1

FROM 07/01/2024 TO 11/30/2025

FUND: 247  
CASH ACCOUNTS

Fund	Description	Beginning Balance 07/01/2024	Total Debits	Total Credits	Ending Balance 11/30/2025
247	TAX INCREMENT FINANCING AUTHOR	97,335.57	850,211.82	695,919.74	251,627.65

12/03/2025 02:10 PM  
User: JWest  
DB: Potterville

MONTHLY BALANCES REPORT FOR CITY OF POTTERVILLE  
FROM 07/01/2025 TO 11/30/2025  
Bank code: TIFA - TIFA  
Account Category: Cash

Page: 1/1

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
September		77,683.49	128,464.67
October		20,295.28	148,759.95
November		(72,132.30)	76,627.65
End Balance 11/30/2025		(72,132.30)	76,627.65
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		75,000.00	175,000.00
End Balance 11/30/2025		75,000.00	175,000.00

PERIOD ENDING 11/30/2025

GL NUMBER	DESCRIPTION	END BALANCE	2025-26	YTD BALANCE	ACTIVITY FOR
		06/30/2025	ORIGINAL	11/30/2025	MONTH 11/30/20
		NORMAL (ABNORM	BUDGET	NORMAL (ABNORM	INCREASE (DECR
Fund 247 - TAX INCREMENT FINANCING AUTHOR					
Revenues					
Dept 728 - TIFA DEPT					
247-728-401.000	PROPERTY TAXES	196,613.90	198,000.00	165,399.88	0.00
247-728-573.000	LOCAL COMMUNITY STABILIZATION	22,685.72	24,000.00	22,412.63	0.00
247-728-579.200	GRANT REVENUE - LOCAL	0.00	75,450.00	0.00	0.00
247-728-665.000	INTEREST INCOME	825.68	3,850.00	4,213.76	4,016.45
Total Dept 728 - TIFA DEPT		220,125.30	301,300.00	192,026.27	4,016.45
TOTAL REVENUES		220,125.30	301,300.00	192,026.27	4,016.45
Expenditures					
Dept 728 - TIFA DEPT					
247-728-703.005	WAGES - OTHER	4,974.97	5,150.63	2,041.65	408.33
247-728-727.000	OFFICE EXPENSE	1,000.00	1,150.00	25.00	25.00
247-728-731.000	PUBLICATION	147.50	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	10,428.75	30,000.00	1,123.75	1,123.75
247-728-807.000	AUDIT	4,400.00	4,600.00	4,400.00	0.00
247-728-823.000	GRANT PROJECTS	0.00	150,900.00	0.00	0.00
247-728-881.000	K9 EXPENSES	19,995.95	0.00	0.00	0.00
247-728-970.000	CAPITAL OUTLAY	27,847.90	30,000.00	45,883.93	0.00
247-728-990.100	DRAIN ASSESSMENT- COUNTY	0.00	28,694.45	0.00	0.00
247-728-992.000	BOND PRINCIPAL	55,000.00	55,000.00	55,000.00	0.00
247-728-993.000	BOND INTEREST	12,945.00	10,457.00	5,853.75	0.00
Total Dept 728 - TIFA DEPT		136,740.07	316,752.08	114,328.08	1,557.08
TOTAL EXPENDITURES		136,740.07	316,752.08	114,328.08	1,557.08
Fund 247 - TAX INCREMENT FINANCING AUTHOR:					
TOTAL REVENUES		220,125.30	301,300.00	192,026.27	4,016.45
TOTAL EXPENDITURES		136,740.07	316,752.08	114,328.08	1,557.08
NET OF REVENUES & EXPENDITURES		83,385.23	(15,452.08)	77,698.19	2,459.37
BEG. FUND BALANCE		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	251,219.32	

12/03/2025 02:13 PM  
User: JWest  
DB: Potterville

REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE  
Balances as of 11/30/2025

Page: 1/2

Fund 247 - TAX INCREMENT FINANCING AUTHOR

Account	Description	2025-26 Amended Budget	YEAR-TO-DATE THRU 11/30/25	Available Balance	% Used
Revenues					
Department 728: TIFA DEPT					
401.000	PROPERTY TAXES				
09/20/2025	GJ TAX DISBURSEMENT SUMMER 2025		133301 165,399.88 JE# 7769		
401.000	PROPERTY TAXES	198,000.00	165,399.88	32,600.12	83.54
573.000	LOCAL COMMUNITY STABILIZATION				
10/24/2025	GJ LOCAL COMMUNITY STABILIZATION		133632 22,412.63 JE# 7787		
573.000	LOCAL COMMUNITY STABILIZATION	24,000.00	22,412.63	1,587.37	93.39
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		
09/30/2025	GJ INTEREST MONTH OF SEPT 2025		133379 45.32 JE# 7774		
10/31/2025	GJ INTEREST MONTH OF OCTOBER 2025		133655 77.28 JE# 7790		
11/21/2025	GJ CASHED OUT CD AT MATURITY		133900 3,924.90 JE# 7807		
11/30/2025	GJ INTEREST MONTH OF NOV 2025		133902 91.55 JE# 7808		
665.000	INTEREST INCOME	3,850.00	4,213.76	(363.76)	109.45
Total - Dept 728		301,300.00	192,026.27	109,273.73	63.73
Total Revenues		301,300.00	192,026.27	109,273.73	63.73
Expenditures					
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'		
09/08/2025	AP FINANCIAL SECRETARY DUTIES MONTH OF SEPT		132448 333.33 Inv #: 'SEPT 2025' Vendor '09752'		
09/08/2025	AP SECRETARIAL DUTIE MONTH OF SEPT 2025		132449 75.00 Inv #: 'SEPT 2025' Vendor '0000011144'		
10/13/2025	AP SECRETARIAL DUTIES MONTH OF OCT 2025		133420 75.00 Inv #: 'OCT 2025' Vendor '0000011144'		
10/13/2025	AP FINANCIAL DUTIES MONTH OF OCT 2025		133421 333.33 Inv #: 'OCT 2025' Vendor '09752'		
11/10/2025	AP FINANCIAL DUTIES MONTH OF NOV 2025		133718 333.33 Inv #: '11/25' Vendor '09752'		
11/10/2025	AP SECRETARIAL DUTIES MONTH OF NOV 2025		133719 75.00 Inv #: 'NOV 2025' Vendor '0000011144'		
703.005	WAGES - OTHER	5,150.63	2,041.65	3,108.98	39.64
727.000	OFFICE EXPENSE				
11/25/2025	AP TIFA CD- CONSUMER CREDIT UNION		133872 25.00 Inv#: 'TIFA CD 2025' Vendor '0000011360'		
727.000	OFFICE EXPENSE	1,150.00	25.00	1,125.00	2.17
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				
11/10/2025	AP LAKE ALLIANCE FEASIBILITY STUDY THROUGH		133717 1,123.75 Inv#: '98047' Vendor '0000011326'		

Balances as of 11/30/2025

## Fund 247 - TAX INCREMENT FINANCING AUTHOR

Account	Description	2025-26 Amended Budget	YEAR-TO-DATE THRU 11/30/25	Available Balance	% Used
<b>Expenditures</b>					
Department 728: TIFA DEPT					
803.000	ENGINEERS FEES	30,000.00	1,123.75	28,876.25	3.75
807.000	AUDIT				
09/08/2025	AP TIFA AUDIT THROUGH 8/31/25		132454 3,250.00	Inv #: '6915' Vendor '11101'	
10/13/2025	AP COMPLETION OF AUDIT 24-25		133422 1,150.00	Inv #: '6957' Vendor '11101'	
807.000	AUDIT	4,600.00	4,400.00	200.00	95.65
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'	
09/03/2025	AP FIELD RENOVATIONS- BASEBALL FIELD - ALLI		132447 11,700.00	Inv #: '08112025' Vendor '0000011398'	
09/08/2025	AP 3 SPEED SIGNS		132450 11,549.63	Inv #: 'SIN045986' Vendor '0000011432'	
10/13/2025	AP POSTS FOR SPEED SIGNS		133419 457.25	Inv #: 'INV83657A' Vendor '02790'	
10/13/2025	AP HARDWARE FOR SPEED SIGN POSTS		133418 179.05	Inv #: 'INV83696A' Vendor '02790'	
970.000	CAPITAL OUTLAY	30,000.00	45,883.93	(15,883.93)	152.95
992.000	BOND PRINCIPAL				
10/01/2025	AP BOND AND INTEREST PAYMENT FALL 2025		133280 55,000.00	Inv#: 'TIFABOND25' Vendor '04380'	
992.000	BOND PRINCIPAL	55,000.00	55,000.00	0.00	100.00
993.000	BOND INTEREST				
10/01/2025	AP BOND AND INTEREST PAYMENT FALL 2025		133280 5,853.75	Inv#: 'TIFABOND25' Vendor '04380'	
993.000	BOND INTEREST	10,457.00	5,853.75	4,603.25	55.98
<b>Total - Dept 728</b>		<b>288,057.63</b>	<b>114,328.08</b>	<b>173,729.55</b>	<b>39.69</b>
<b>Total Expenditures</b>		<b>288,057.63</b>	<b>114,328.08</b>	<b>173,729.55</b>	<b>39.69</b>
<b>NET OF REVENUES AND EXPENDITURES</b>		<b>13,242.37</b>	<b>77,698.19</b>	<b>(64,455.82)</b>	

# 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 2026

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

<b>TAX INCREMENT FINANCING AUTHORITY (TIFA)</b>	<b>ZONING BOARD OF APPEALS &amp; PLANNING COMMISSION</b>	<b>CITY COUNCIL</b>
Meets on the <b>2nd Monday</b> of each month unless otherwise noted at City Hall at 5:30 p.m.	Meets on the <b>3<sup>rd</sup> Tuesday</b> of each month unless otherwise noted at City Hall at 6:00 p.m. for ZBA & 7:00 p.m. for PC	Meets the <b>3rd Thursday</b> of each month unless otherwise noted at City Hall at 6:00 p.m.
Monday, January 12, 2026	Tuesday, January 20, 2026	Thursday, January 15, 2026
Monday, February 9, 2026	Tuesday, February 17, 2026	Thursday, February 19, 2026
Monday, March 9, 2026	Tuesday, March 17, 2026	Thursday, March 19, 2026
Monday, April 13, 2026	Tuesday, April 21, 2026	Thursday, April 16, 2026
Monday, May 11, 2026	Tuesday, May 19, 2026	Thursday, May 21, 2026
Monday, June 8, 2026	Tuesday, June 16, 2026	Thursday, June 18, 2026
Monday, July 13, 2026	Tuesday, July 21, 2026	Thursday, July 16, 2026
Monday, August 10, 2026	Tuesday, August 18, 2026	Thursday, August 20, 2026
Monday, September 14, 2026	Tuesday, September 15, 2026	Thursday, September 17, 2026
Monday, October 12, 2026	Tuesday, October 20, 2026	Thursday, October 15, 2026
Monday, November 9, 2026	Tuesday, November 17, 2026	Thursday, November 19, 2026
Monday, December 14, 2026	Tuesday, December 15, 2026	Thursday, December 17, 2026

The City of Potterville will provide necessary reasonable auxiliary aid 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.