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, January 12th 2026 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 December 8th 2025.

F. **Approval of Bills:** $21,717.50

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

H. **Old Business:** None.

I. **New Business:**

1. None.

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

K. **Communications from Board Members:**

L. **Next Meeting:** February 9th 2026 at 5:30 p.m.

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

N. **Excuse absent Members:**

O. **Meeting Adjourn:**

Potterville TIFA Board Minutes
Monday, December 8, 2025
@ 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, J. Bristol, L. Ross, J. McNett, J. Lenneman, and R. Othmer.
Absent: N/A

Agenda Approval: Motion by Member Othmer to approve the agenda, seconded by Member Ross. Motion carried (7-0-0).

Approval of Minutes: Motion by Member Ross to approve the minutes from November 10, 2025, seconded by Member Lenneman. Motion carried (7-0-0).

Approval of Bills: Motion by Member Norman to pay bills totaling $175,433.33, seconded by Member Bristol. Motion carried (7-0-0).

Public Comment: N/A

Old Business: N/A

New Business: 2026 TIFA Meeting Calendar Dates – Motion to approve my Member Ross, seconded by Member Othmer. Motion carried (7-0-0).

Public Comment: N/A

Communications from Board: N/A

Next Meeting: Monday, January 12, 2026 at 5:30 p.m.

Administrative Report: In attendance.

Motion to Excuse Absent Members: N/A

Motion to Adjourn: Meeting adjourned by Member Nichols at 5:36 p.m.

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

CUSTOM INVOICE REPORT FOR CITY OF POTTERVILLE
EXP CHECK RUN DATES 12/09/2025 - 01/12/2026
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: TIFA

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: EATON COUNTY TREASURER		
DRAIN 2026	POTTER DRAIN ASSESSMENT YEAR 1	21,309.22
	TOTAL VENDOR EATON COUNTY TREASURER	21,309.22
VENDOR NAME: JODI WEST		
JAN 2026	FINANCIAL SECRETARY DUTIES MONTH OF JAN 2026	333.34
	TOTAL VENDOR JODI WEST	333.34
VENDOR NAME: KAYLA SCHWARTZ		
JAN 2026	SECRETARIAL DUTIES MONTH OF JAN 2026	75.00
	TOTAL VENDOR KAYLA SCHWARTZ	75.00
GRAND TOTAL:		21,717.56

BANK RECONCILIATION FOR CITY OF POTTERVILLE
Bank TIFA (TIFA)
FROM 12/01/2025 TO 12/31/2025
Reconciliation Record ID: 343

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

Beginning GL Balance:	251,627.65
Less: Cash Disbursements	(408.33)
Add: Journal Entries/Other	51.78
Ending GL Balance:	251,271.10

GL Number	Description	Ending Balance
247-000-001.000	CASH	76,271.10
247-000-003.000	CASH-CERTIFICATES OF DEPOSIT	175,000.00

Ending GL Balance:		251,271.10
Ending Bank Balance:		250,862.77
Add: Deposits in Transit		
	POSTED DEC WAGES TO JANUARY 2026	408.33
		408.33
Less: 0 AP Outstanding Checks		
Less: 0 PR Outstanding Checks		
Adjusted Bank Balance		251,271.10
Unreconciled Difference:		0.00

REVIEWED BY: ______________________ DATE: 1-5-25

PERIOD ENDING 12/31/2025

TIFA

GL NUMBER	DESCRIPTION	BALANCE 12/31/2024 NORMAL (ABNORMAL)	2025-26 AMENDED BUDGET	END BALANCE 12/31/2025 NORMAL (ABNORMAL)
Assets				
247-000-001.000	CASH	65,499.71		76,271.10
247-000-003.000	CASH-CERTIFICATES OF DEPOSIT	100,000.00		175,000.00
TOTAL ASSETS		165,499.71		251,271.10
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		173,521.13
TOTAL FUND EQUITY		90,135.90		173,521.13
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	510.12	3,850.00	4,213.76
247-728-696.000	GENERAL OBLIGATION BOND ISSUE	0.00	0.00	51.78
TOTAL REVENUES		182,656.70	301,300.00	192,078.05
Expenditures				
247-728-703.005	WAGES - OTHER	2,524.99	5,150.63	2,449.98
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	10,428.75	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		107,292.89	316,752.08	114,736.41
Total - All Funds:		0.00	15,452.08	0.00

CASH SUMMARY BY FUND FOR CITY OF POTTERVILLE
FROM 07/01/2024 TO 12/31/2025
FUND: 247
CASH ACCOUNTS

Fund	Description	Beginning Balance 07/01/2024	Total Debits	Total Credits	Ending Balance 12/31/2025
247	TAX INCREMENT FINANCING AUTHOR	97,335.57	850,263.60	696,328.07	251,271.10

MONTHLY BALANCES REPORT FOR CITY OF POTTERVILLE
FROM 07/01/2025 TO 12/31/2025
Bank code: TIFA - TIFA
Account Category: Cash

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
December		(356.55)	76,271.10
End Balance 12/31/2025		(356.55)	76,271.10
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
December		0.00	175,000.00
End Balance 12/31/2025		0.00	175,000.00

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2025 NORMAL (ABNORM	2025-26 ORIGINAL BUDGET	YTD BALANCE 12/31/2025 NORMAL (ABNORM	ACTIVITY FOR MONTH 12/31/20 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	0.00
247-728-696.000	GENERAL OBLIGATION BOND ISSUE	0.00	0.00	51.78	51.78
Total Dept 728 - TIFA DEPT		220,125.30	301,300.00	192,078.05	51.78
TOTAL REVENUES		220,125.30	301,300.00	192,078.05	51.78
Expenditures					
Dept 728 - TIFA DEPT					
247-728-703.005	WAGES - OTHER	4,974.97	5,150.63	2,449.98	408.33
247-728-727.000	OFFICE EXPENSE	1,000.00	1,150.00	25.00	0.00
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	0.00
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	114,736.41	408.33
TOTAL EXPENDITURES		136,740.07	316,752.08	114,736.41	408.33
Fund 247 - TAX INCREMENT FINANCING AUTHOR:					
TOTAL REVENUES		220,125.30	301,300.00	192,078.05	51.78
TOTAL EXPENDITURES		136,740.07	316,752.08	114,736.41	408.33
NET OF REVENUES & EXPENDITURES		83,385.23	(15,452.08)	77,341.64	(356.55)
BEG. FUND BALANCE		90,135.90	173,521.13	173,521.13	
END FUND BALANCE		173,521.13	158,069.05	250,862.77	

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'		

Fund 247 - TAX INCREMENT FINANCING AUTHOR

Account	Description	2025-26 Amended Budget		YEAR-TO-DATE THRU 11/30/25		Available Balance	% Used
Expenditures							
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
Total - Dept 728		288,057.63		114,328.08		173,729.55	39.69
Total Expenditures		288,057.63		114,328.08		173,729.55	39.69
NET OF REVENUES AND EXPENDITURES		13,242.37		77,698.19		(64,455.82)	