

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, February 9th 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 January 12th 2026.

F. Approval of Bills: \$408.34

G. Public Comment: Items on the Agenda.

H. Old Business: None.

I. New Business:

1. TIFA Chairperson Annual Election

2. TIFA Vice-Chairperson Annual Election

J. Public Comment: Items not on the Agenda.

K. Communications from Board Members:

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

M. Administrative Report: In attendance.

N. Excuse absent Members:

O. Meeting Adjourn:

Potterville TIFA Board Minutes
Monday, January 12, 2026
@ 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:** R. Norman, J. Bristol, L. Ross, J. McNett, J. Lenneman, and R. Othmer.
 Absent: B. Nichols.

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

Approval of Minutes: Motion by Member McNett to approve the minutes from December 8, 2025, seconded by Member Ross. Motion carried (6-0-1).

Approval of Bills: Motion by Member Bristol to pay bills totaling \$21,717.56, seconded by Member Othmer. Motion carried (6-0-1).

Public Comment: N/A

Old Business: N/A

New Business: N/A

Public Comment: N/A

Communications from Board: Member Bristol would like to mention that the streets look nice this season, and that this is a good little town to be a part of.

Next Meeting: Monday, February 9, 2026 at 5:30 p.m.

Administrative Report: Director notes that Board elections are next month; also, grant has been recommended to the committee and is awaiting a draft agreement.

Motion to Excuse Absent Members: N/A

Motion to Adjourn: Meeting adjourned by Member Norman at 5:57 p.m.

Respectfully submitted,
Kayla Schwartz, TIFA Secretary
Approved by TIFA Board _____, 2026.

02/04/2026 11:09 AM
User: JWest
DB: Potterville

CUSTOM INVOICE REPORT FOR CITY OF POTTERVILLE
EXP CHECK RUN DATES 01/13/2026 - 02/09/2026
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: TIFA

Page: 1/1

| INVOICE NUMBER | DESCRIPTION | AMOUNT |
|-----------------------------|--------------------------------------|--------------|
| VENDOR NAME: JODI WEST | | |
| FEB 2026 | FINANCIAL DUTIES MONTH OF FEB 2026 | 333.34 |
| TOTAL VENDOR JODI WEST | | <hr/> 333.34 |
| VENDOR NAME: KAYLA SCHWARTZ | | |
| FEB 2026 | SECRETARIAL DUTIES MONTH OF FEB 2026 | 75.00 |
| TOTAL VENDOR KAYLA SCHWARTZ | | <hr/> 75.00 |
| GRAND TOTAL: | | 408.34 |

02/02/2026 10:34 AM
User: JWest
DB: Potterville

BANK RECONCILIATION FOR CITY OF POTTERVILLE
Bank TIFA (TIFA)
FROM 01/01/2026 TO 01/31/2026
Reconciliation Record ID: 354

| GL Number | Description | Beginning Balance |
|----------------------------|------------------------------|-------------------|
| 247-000-001.000 | CASH | 76,271.10 |
| 247-000-003.000 | CASH-CERTIFICATES OF DEPOSIT | 175,000.00 |
| Beginning GL Balance: | | 251,271.10 |
| Less: Cash Disbursements | | (22,125.89) |
| Add: Journal Entries/Other | | 39,748.07 |
| Ending GL Balance: | | 268,893.28 |

| GL Number | Description | Ending Balance |
|-------------------------------|------------------------------|----------------|
| 247-000-001.000 | CASH | 93,893.28 |
| 247-000-003.000 | CASH-CERTIFICATES OF DEPOSIT | 175,000.00 |
| Ending GL Balance: | | 268,893.28 |
| Ending Bank Balance: | | 268,893.28 |
| Add: Deposits in Transit | | 0.00 |
| Less: 0 AP Outstanding Checks | | |
| Less: 0 PR Outstanding Checks | | |
| Adjusted Bank Balance | | 268,893.28 |
| Unreconciled Difference: | | 0.00 |

REVIEWED BY: _____ 

DATE: 2-2-26

TIFA

| GL NUMBER | DESCRIPTION | BALANCE | | 2025-26 AMENDED BUDGET | END BALANCE | |
|---------------------------|-------------------------------|---------|-------------------|---------------------------|-------------|-------------------|
| | | NORMAL | (ABNORMAL) | | NORMAL | (ABNORMAL) |
| Assets | | | | | | |
| 247-000-001.000 | CASH | | 65,132.54 | | | 93,893.28 |
| 247-000-003.000 | CASH-CERTIFICATES OF DEPOSIT | | 100,000.00 | | | 175,000.00 |
| TOTAL ASSETS | | | <u>165,132.54</u> | | | <u>268,893.28</u> |
| Fund Equity | | | | | | |
| 247-000-390.000 | FUND BALANCE | | 90,135.90 | | | 173,521.13 |
| TOTAL FUND EQUITY | | | <u>90,135.90</u> | | | <u>173,521.13</u> |
| 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 | | 62,118.35 |
| 247-728-579.200 | GRANT REVENUE - LOCAL | | 0.00 | 75,450.00 | | 0.00 |
| 247-728-665.000 | INTEREST INCOME | | 551.28 | 3,850.00 | | 4,256.11 |
| 247-728-696.000 | GENERAL OBLIGATION BOND ISSUE | | 0.00 | 0.00 | | 51.78 |
| TOTAL REVENUES | | | <u>182,697.86</u> | <u>301,300.00</u> | | <u>231,826.12</u> |
| Expenditures | | | | | | |
| 247-728-703.005 | WAGES - OTHER | | 2,933.32 | 5,150.63 | | 2,858.32 |
| 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 | | 21,309.22 |
| 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 | | | <u>107,701.22</u> | <u>316,752.08</u> | | <u>136,453.97</u> |
| Total - All Funds: | | | 0.00 | 15,452.08 | | 0.00 |

CASH SUMMARY BY FUND FOR CITY OF POTTERVILLE
FROM 07/01/2025 TO 01/31/2026
FUND: 247
CASH ACCOUNTS

| Fund | Description | Beginning Balance 07/01/2025 | Total Debits | Total Credits | Ending Balance 01/31/2026 |
|------|--------------------------------|------------------------------------|-----------------|------------------|---------------------------------|
| 247 | TAX INCREMENT FINANCING AUTHOR | 173,521.13 | 506,826.12 | 411,453.97 | 268,893.28 |

| GL # | DESCRIPTION | NET ACTIVITY | BALANCE |
|-----------------|------------------------------|--------------|------------|
| | | DR (CR) | 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 |
| | January | 17,622.18 | 93,893.28 |
| | End Balance 01/31/2026 | 17,622.18 | 93,893.28 |
| 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 |
| | January | 0.00 | 175,000.00 |
| | End Balance 01/31/2026 | 0.00 | 175,000.00 |

| GL NUMBER | DESCRIPTION | END BALANCE | | 2025-26 ORIGINAL BUDGET | YTD BALANCE 01/31/2026 | ACTIVITY FOR MONTH 01/31/20 INCREASE (DECR) |
|--|-------------------------------|-------------|----------|-------------------------|------------------------|---|
| | | NORMAL | (ABNORM) | | | |
| 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 | 62,118.35 | 39,705.72 |
| 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 | 4,256.11 | 42.35 |
| 247-728-696.000 | GENERAL OBLIGATION BOND ISSUE | 0.00 | | 0.00 | 51.78 | 0.00 |
| Total Dept 728 - TIFA DEPT | | 220,125.30 | | 301,300.00 | 231,826.12 | 39,748.07 |
| TOTAL REVENUES | | 220,125.30 | | 301,300.00 | 231,826.12 | 39,748.07 |
| Expenditures | | | | | | |
| Dept 728 - TIFA DEPT | | | | | | |
| 247-728-703.005 | WAGES - OTHER | 4,974.97 | | 5,150.63 | 2,858.32 | 408.34 |
| 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 | 21,309.22 | 21,309.22 |
| 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 | 136,453.97 | 21,717.56 |
| TOTAL EXPENDITURES | | 136,740.07 | | 316,752.08 | 136,453.97 | 21,717.56 |
| Fund 247 - TAX INCREMENT FINANCING AUTHOR: | | | | | | |
| TOTAL REVENUES | | 220,125.30 | | 301,300.00 | 231,826.12 | 39,748.07 |
| TOTAL EXPENDITURES | | 136,740.07 | | 316,752.08 | 136,453.97 | 21,717.56 |
| NET OF REVENUES & EXPENDITURES | | 83,385.23 | | (15,452.08) | 95,372.15 | 18,030.51 |
| BEG. FUND BALANCE | | 90,135.90 | | 173,521.13 | 173,521.13 | |
| END FUND BALANCE | | 173,521.13 | | 158,069.05 | 268,893.28 | |

Fund 247 - TAX INCREMENT FINANCING AUTHOR

| Account | Description | 2025-26 Amended Budget | YEAR-TO-DATE THRU 01/31/26 | 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 | | |
| 01/17/2026 | GJ TAX DISTRIBUTION WINTER 25-26 | | 135194 39,705.72 JE# 7845 | | |
| 573.000 | LOCAL COMMUNITY STABILIZATION | 24,000.00 | 62,118.35 | (38,118.35) | 258.83 |
| 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 | | |
| 01/31/2026 | GJ INTEREST MONTH OF JAN 2026 | | 135193 42.35 JE# 7844 | | |
| 665.000 | INTEREST INCOME | 3,850.00 | 4,256.11 | (406.11) | 110.55 |
| 696.000 GENERAL OBLIGATION BOND ISSUE | | | | | |
| 12/31/2025 | GJ INTEREST MONTH OF DEC 2025 | | 134683 51.78 JE# 7820 | | |
| 696.000 | GENERAL OBLIGATION BOND ISSUE | 0.00 | 51.78 | (51.78) | 100.00 |
| Total - Dept 728 | | 301,300.00 | 231,826.12 | 69,473.88 | 76.94 |
| Total Revenues | | 301,300.00 | 231,826.12 | 69,473.88 | 76.94 |
| 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' | | |
| 12/08/2025 | AP FINANCIAL SECRETARY DUTIES MONTH OF DEC | | 134114 333.33 Inv #: 'DEC 2025' Vendor '09752' | | |
| 12/08/2025 | AP SECRETARIAL DUTIES MONTH OF DEC 2025 | | 134115 75.00 Inv #: 'DEC 2025' Vendor '0000011144' | | |
| 01/12/2026 | AP FINANCIAL SECRETARY DUTIES MONTH OF JAN | | 134765 333.34 Inv #: 'JAN 2026' Vendor '09752' | | |
| 01/12/2026 | AP SECRETARIAL DUTIES MONTH OF JAN 2026 | | 134766 75.00 Inv #: 'JAN 2026' Vendor '0000011144' | | |
| 703.005 | WAGES - OTHER | 5,150.63 | 2,858.32 | 2,292.31 | 55.49 |
| 727.000 OFFICE EXPENSE | | | | | |

Fund 247 - TAX INCREMENT FINANCING AUTHOR

| Account | Description | 2025-26 Amended Budget | YEAR-TO-DATE THRU 01/31/26 | Available Balance | % Used |
|---|---|---------------------------|-------------------------------|---|--------------|
| Expenditures | | | | | |
| Department 728: TIFA DEPT | | | | | |
| 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' | |
| 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 | 115,144.75 | 172,912.88 | 39.97 |
| Total Expenditures | | 288,057.63 | 115,144.75 | 172,912.88 | 39.97 |
| NET OF REVENUES AND EXPENDITURES | | 13,242.37 | 116,681.37 | (103,439.00) | |