

City of Pottersville - Council Agenda

Thursday, February 20, 2020 – 7:00 p.m. – Pottersville City Hall, 319 N. Nelson Street

A. Call to Order:

B. Pledge of Allegiance:

C. Roll Call:

D. Approval of Agenda

E. Approval of Minutes

- a) Meeting minutes from January 16, 2020.
- b) Closed Session minutes from January 16, 2020.

F. Peter Haefner – City Auditor: Year End June 30, 2019 Audit Review and Discussion.

G. Brandy Hatt – Zoning Board of Appeals Administrator

- a) Resolution No. 20-0220-01 – Resolution to Appoint Zoning Board of Appeals.
- b) Appoint Zoning Board of Appeals Applicants.

H. Maureen Storie – Spring Clean-Up Presentation.

I. Approval of Bills

- a) General Bills: \$48,853.87

J. Bank Reconciliations:

- a) July through December 2019 General Fund.
- b) January 2020 General Fund.
- c) December and January 2020 Tax.

K. City Manager's Report: Manager's report in the February 2020 packet.

L. Public Comment on agenda items:

M. Commission/Committee Reports: Reports in the February 2020 packet.

N. Department Reports: Administration- Department reports in the February 2020 packet.

O. New Business:

- a) Budget and Truth and Taxation Hearing.
- b) Resolution No. 20-0220-02 – Resolution for the Adoption of the 2019-2020 Fiscal Year Budget Amendments.
- c) Resolution No. 20-0220-03 – Resolution of General Appropriations Act and Establishment of the Tax Millage Rate for Solid Waste Collection Per Public Act 298 of 1917, MCL. 123.261, as Amended.
- d) Resolution No. 20-0220-04 – Resolution to Establish Election Inspectors and Receiving Board for the City of Pottersville.
- e) Pottersville Chamber of Business Membership Renewal.

- f) Resolution No. 20-2002-05 – Resolution of Support of the City of Potterville Grant Application to the Lansing Economic Area Partnership (LEAP) Public Art for Communities Grant Program with Grant Match of \$2,500 and Adoption of a Public Art Policy.
- g) Appoint BOR Member/Alternate, TIFA Member Applicant and Planning Commission Applicant.
- h) Approve Appointed Housing Commission Members.

P. Public Comment on non-agenda items:

Q. Communication from the Mayor and Council:

R. Next Meeting: Thursday, March 19, 2020 at 7:00 p.m.

S. Excuse absent member(s):

T. Motion to Adjourn:

City of Potterville - Council Minutes

Thursday, January 16, 2020 – 7:00 p.m. – Potterville City Hall, 319 N. Nelson Street

Meeting was called to order by Mayor Kring at 7:00 p.m.

Pledge of Allegiance was recited by all.

Roll Call: **Present:** Mayor Kring, Deputy Mayor Lenneman, Member Smalley, Member Twichell, Member Potter, Member Pulda, Member Nichols

Approval of Agenda: Motion by Member Twichell to move public comment for non-agenda items, between items E. and F. on the agenda. Supported by Member Nichols. All in favor. Motion carried (7-0). Motion by Member Twichell to approve the agenda as amended. Supported by Deputy Mayor Lenneman. All in favor. Motion carried (7-0).

Presentation – DPW Operator Certificate of Commendation: Mayor Kring presented a Certificate of Commendation to DPW Operator Charlie Cooper.

Public Comment on non-agenda items:

Jeff Bussard – 746 Brenneman Street spoke in regard to his application for the Planning Commission and Zoning Board of Appeals. He is interested in becoming a member of these committees and inquired as to when appointments would be made.

Ben Cwayna – 1203 Candela Lane, Grand Ledge introduced himself and is running for District Court Judge. More information in regard to his campaign can be found at votebenforjudge.com.

Katherine Schmidt – 221 N. Church Street spoke in regard to her application she submitted for the TIFA board and Zoning Board of Appeals. Also, suggested to the Zoning Board of Appeals be made up of half Council Members and the other half Citizens.

Peter Haefner – City Auditor: Mr. Haefner was not present for the meeting. Motion by Member Twichell to table the City audit until the next Council meeting. Supported by Deputy Mayor Lenneman. All in favor. Motion carried (7-0).

Approval of Minutes:

- a) Motion by Deputy Mayor Lenneman to approve the December 19, 2019 minutes. Supported by Member Nichols. All in favor. Motion carried (7-0).

Approval of Bills: Motion by Member Twichell to approve the general bills in the amount of \$37,938.15. Supported by Deputy Mayor Lenneman. Roll call vote. Ayes: Member Twichell, Mayor Kring, Member Potter, Member Pulda, Deputy Mayor Lenneman, Member Nichols. Nays: Member Smalley. Motion carried (6-1).

Bank Reconciliations: Motion by Member Smalley to table the July 2019 bank reconciliation until the next Council meeting. Supported by Member Twichell. All in favor. Roll call vote. Ayes: Member Pulda, Mayor Kring, Member Smalley, Member Potter, Member Twichell, Member Nichols, Deputy Mayor Lenneman. Nays: None. Motion carried (7-0).

Public Comment on agenda items:

Jeff Bussard – 746 Brenneman Street spoke in regard to the beginning balance on the bank reconciliations and he will refer to his files as to why it may be off. Also, spoke on the importance of bank reconciliation's and that they need to be up to date.

Commission/Committee Reports:

Member Twichell spoke about the concern with having Council Member's on the TIFA board in regard to forming a quorum. He stated that the attorney confirmed that this is not an issue.

Deputy Mayor Lenneman spoke about the Parks Committee and stated a 2020 meeting calendar has been set. They determined they will keep the Christmas event date of the first Saturday in December. The Committee will be working with the church to combine the Easter egg hunt this year. The Spring clean-up has been set for April 18, 2020 at 10:00

a.m. (if it is raining the date will be moved to the following Saturday). Discussion about the Memorial Day parade took place as well.

Department Reports: Chief Barry gave an oral department report.

New Business:

- a) Appoint Mayor and Deputy Mayor: Motion by Member Smalley to appoint Mayor Kring for an additional year as Mayor. Supported by Member Nichols. All in favor. Roll call vote. Ayes: Member Smalley, Mayor Kring, Member Pulda, Member Twichell, Member Nichols, Member Potter, Deputy Mayor Lenneman. Nays: None. Motion carried (7-0). Motion by Mayor Kring to appoint Member Lenneman to Deputy Mayor. Supported by Member Twichell. All in favor. Roll call vote. Ayes: Member Nichols, Mayor Kring, Member Twichell, Member Pulda, Member Smalley, Deputy Mayor Lenneman, Member Potter. Nays: None. Motion carried (7-0).
- b) Approve 2020 Council Meeting Calendar: Motion by Member Twichell to approve the 2020 Council meeting calendar. Supported by Deputy Mayor Lenneman. All in favor. Motion carried (7-0).
- c) Set and Approve 2020 City Committees: Motion by Mayor Kring to appoint Member Nichols to the Planning Commission. Supported by Deputy Mayor Lenneman. All in favor. Roll call vote. Ayes: Member Twichell, Member Smalley, Mayor Kring, Member Potter, Member Pulda, Deputy Mayor Lenneman, Member Nichols. Nays: None. Motion carried (7-0).
- d) Water Tower Pay Request #2: Motion by Member Twichell to approve the water tower pay request #2 in the amount of \$19,800. Supported by Member Pulda. All in favor. Roll call vote. Ayes: Member Smalley, Member Potter, Member Pulda, Member Twichell, Member Nichols, Mayor Kring, Deputy Mayor Lenneman. Nays: None. Motion carried (7-0).
- e) Resolution No. 20-0116-01 – Resolution to Adopt Poverty Exemption Eligibility Requirements, Income Standards/Asset Test and Application for 2020: Motion by Deputy Mayor Lenneman to approve Resolution No. 20-0116-01. Supported by Member Twichell. All in favor. Roll call vote. Ayes: Member Nichols, Mayor Kring, Member Twichell, Member Pulda, Member Smalley, Deputy Mayor Lenneman, Member Potter. Nays: None. Motion carried (7-0).
- f) Automatic utility bill payment distribution: Motion by Mayor Kring to approve the automatic payment of the Consumers Energy bills and WOW bills as they come in. Supported by Member Twichell. All in favor. Roll call vote. Ayes: Member Twichell, Member Smalley, Mayor Kring, Member Potter, Member Pulda, Deputy Mayor Lenneman, Member Nichols. Nays: None. Motion carried (7-0).
- g) Letter of Understanding – Police Holiday and Training Hours: Motion by Mayor Kring to table item g. until after closed session. Supported by Member Pulda. All in favor. Motion carried (7-0). Entered back into open meeting at 8:22 p.m. Motion by Member Twichell to adopt the Letter of Understanding for the Police Department Holiday Schedule, to add Presidents Day and Veterans Day as paid holidays for the Police Department. Supported by Deputy Mayor Lenneman. Roll call vote. Ayes: Member Twichell, Mayor Kring, Member Potter, Member Pulda, Deputy Mayor Lenneman, Member Nichols. Nays: Member Smalley. Motion carried (6-1). Motion by Deputy Mayor Lenneman to adopt the Police Department training schedule of 12 hours paid training when training is out of town, and to revert to the time clock for in town training. Supported by Member Pulda. All in favor. Roll call vote. Ayes: Member Smalley, Member Potter, Member Pulda, Member Twichell, Member Nichols, Mayor Kring, Deputy Mayor Lenneman. Nays: None. Motion carried (7-0).

Closed Session: Motion by Mayor Kring to enter into closed session. Supported by Member Pulda. All in favor. Roll call vote. Ayes: Member Smalley, Mayor Kring, Member Pulda, Member Twichell, Member Nichols, Member Potter, Deputy Mayor Lenneman. Nays: None. Motion carried (7-0). Entered into closed session at 8:08 p.m. Motion by Mayor Kring to return from closed session to open meeting. Supported by Member Pulda. All in favor. Roll call vote. Ayes: Member Nichols, Mayor Kring, Member Twichell, Member Pulda, Member Smalley, Deputy Mayor Lenneman, Member Potter. Nays: None. Motion carried (7-0). Returned from closed session and entered into open meeting at 8:22 p.m.

Communication from the Mayor and Council:

Mayor Kring welcomed the new Council Member's to their first meeting and asked how the MML training went.

Member Potter thanked the City for allowing him to attend the MML training. He was very informed and plans to attend more training classes.

Member Smalley thanked the City for allowing his attendance at the MML training.

Deputy Mayor Lenneman thanked the Council for her appointment as Deputy Mayor.
Member Twichell welcomed the new Council Member's and also thanked the previous Member's for their service.
Mayor Kring thanked the Council for his appointment as Mayor.

Next Meeting: Thursday, February 20, 2020 at 7:00 p.m.

Excuse Absent Member(s): None

Motion to Adjourn: Motion by Deputy Mayor Lenneman to adjourn. Supported by Member Potter. All in favor. Motion carried (7-0).

Meeting adjourned at 8:27 p.m.

Respectfully submitted,

Stephanie Wilson, City Clerk

DRAFT

City of Potterville

319 N. Nelson St. ♦ PO Box 488 ♦ Potterville, MI 48876 ♦ Phone: (517) 645-7641
Fax: (517) 645-7810 ♦ www.pottervillemi.org

February 13, 2020

To: City Council
From: Aaron Sheridan, City Manager
Subject: Manager's Report

Please see report items for this month and let me know if you have questions or comments.
Thank you.

1. The City's TIFA Development Plan has been through its first round of Board edits and currently scheduled for Council review or "Step 6" - City Council Meeting, Public Hearing and Approval of Plan in April. At this meeting, the City Council will hold a public hearing on the TIFA Development and TIF Plan and receive input from the public. Williams & Works engineer Nathan Mehmed will be available at this meeting as a resource for Council and/or the public to discuss any aspect of the Plan document. The noticing requirements for the City Council public hearing are outlined in Sec. 317 of the TIFA Act (125.4317) and include a requirement of 20 days' notice. City Hall will assist with the notice after the TIFA/City attorney reviews the entire Plan update to ensure compliance with the approval requirements of the Act, specifically when it comes to noticing taxing jurisdictions (Eaton County) and Resolution language. TIFA has made strides this quarter in completing its business items, and has made new TIFA materials online via the new City Website @ <https://pottervillemi.org/tax-increment-financing-tifa/#1569971241002-fe22258a-648b>. New materials include the new TIFA and Development Plan Draft, FY Budget 2020, Bylaws, PA Act 57 Report showing except Revenues and Expenditures, minutes, and agendas.
2. Per the City Treasurer and City Clerk's report for this month, the City has reconciled the General, Tax and Payroll Bank Accounts with its Bank statements within a nominal amount of \$351.71 or 0.0132% of the City's "General" reconciled balance. The January 2020 Reconciliation as presented to Council in your packet balances to the penny. The Management goal henceforth is for all financial staff to prioritize accurate and timely bank reconciliations throughout all months of the fiscal year. This priority directive from my Office includes the City Manager, City Clerk and City Treasurer job positions with the Clerk performing the lead as Chief Financial Officer. The Clerk duty shall have support from Manager and Treasurer as needed and when needed, to satisfy this long-term goal. As stated, the Clerk was successful in completing the January Bank Rec to the penny; and I'm extremely confident as a public Manager that the City's Account balances to date are true and may be used in consideration of the 2019-2020 Fiscal Budget Amendments.
3. The 2019-2020 Fiscal Year Budget Amendments are enclosed in the packet with the necessary Budget Adoption Resolution and Appropriation Act Resolution listing total

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General Fund Revenues and Expenditures for the remainder of the fiscal year. Legal Budget Hearing and Truth and Taxation Notice was published in the City's newspaper of general circulation in accordance with law (County Journal), and Public Hearing shall proceed any consideration of adoption of the Fiscal Budget Departmental Budget (by Resolution). The Budget Amendments are comprehensive and performed under the new BS&A Financial Systems. Several General Fund (GF) Notable Revenue adjustments are State Shared Revenue Local Community Stabilization +\$88,810, Transfers in from DDA Dissolution +\$297,659, and Sale of Fixed Assets for +\$24,885. Notable GF Expenditure amendments are new levels of appropriations to the City's Internal Service Fund 641 entitled Equipment Repair & Replacement that is now budgeted to accumulate and allocate appropriate costs internally among the City's various functions for Local Street, Major Street, Water and Sewer Fund activities of assets, depreciation, personnel and other attributable expenses. GF Departmental Appropriations are sub-totaled and listed by line item for your review. The aforementioned General Fund Fire Department appropriation of +\$54,540 to Benton Township is seen for emergency services, and an increase to the Police Department for Capital Outlay (office design and demolition) and Salaries for consideration of a promotion of existing Officer to Chief with additional part-time Police Officer are also included. If any Council would like to "drill down" into any line item amendment, I can provide more information or summary at any time. The proposed 2019-2020 Budget Amendment as included in your Council packet and made available to the public fully fund anticipated expenditures and revenues for all public funds of the City and represent a balanced budget. Again, the Budget materials are prepared for your review and summary with Fund Department Totals that are adopted by Resolution. Line Item amounts have also been supplied to you and the public.

4. The City has completed a full survey of its real property boundaries across the street at 310 North Nelson (DPW Facility), Veterans Park and vacant area off Dunbar Street. The new survey includes a full legal description for the Veteran Park area (Parcel A) and DPW/Park/Police area (Parcel B) that have been recorded with the Eaton County Register of Deeds. The survey is the next step in a preliminary plan for highest and best use of your owned properties across the street. I've reached out to a local builder and performed a site walkthrough with Officer Betts, Don Stanley and Contractor to generate a preliminary layout and cost estimate for a modest Police office space and parking. I strongly recommend that any developmental plan of these areas laid out in the Survey, should be considered holistically, as they are conjoined, and shall impact the future uses of the other. Any plans involving public access should consider architectural services (as required for gov. use), "ADA" design features and modern-day construction codes. Note that any office project would also involve removal of a utility pole obstructing the center of the ingress/egress area of the proposed office. The flow of incompatible use onsite

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such as public vehicle with pedestrian traffic and DPW heavy machinery, needs to be considered if changes and/or improvements are to be designed and approved by Council. Issues like safety, code compliance, "ADA" access and parking (past, present and future) are a priority, and must be considered with public changes in use.

5. Parks and Recreation staff has applied for two public grants for 1) DNR Recreation Passport Grant intended for development of "ADA" access to Sunset Hills Park facilities, and 2) Public Art Grant from Lansing Economic Area Partnership with matching Public Funds to be provided from City TIFA for art at Lake Alliance. The applications would be the City's and are contingent upon Council Resolutions of Support with a deadline of April 1st. Resolution for the Art grant is provided in your packet. The DNR grant Resolution of Support is targeted for next month. Please note - The LEAP Public Art Grant relies upon support and adoption of the City Public Art Policy as a prerequisite for acquisition and maintenance of public art. This is included as an Exhibit B in the Resolution of Support.
6. As reported to Council this month, the City's Well exploration project is scheduled to proceed at MDOT property with the low bidder Raymers, Inc. The City's Engineer Dan Whalen should be able to analyze test results of this drill for quality and quantity of water suitable for a Type I production well. After this phase of the project is complete, he may be able to generate an informed opinion regarding the feasibility of the location for a second test drill and/or a production well. According to Williams and Works Engineer Brandon Mieras, Radium 226 and Radium 228 that are known to exist in the region's water supply, are of some concern because of the relatively long half-life of each, and they emit an alpha particle that can damage tissue in the body if ingested and stored (20% ingested is stored). Alpha particles typically can't penetrate skin and can be stopped by as little as an inch air. Radium is a naturally occurring radioactive element present in varying amounts in rocks and soil within the earth's crust, particularly in the bedrock. Public water supply wells (such as those in this project) are often drilled much deeper and into the bedrock than shallow Type III residential wells, so the wells are where the Radium is going to be - if it's present. In summary, the chief concern with these isotopes in this region is not much their existence per se, but their concentration of maximum contaminant level (MCL) or concentration per million in a liter of water or micrograms intended or to be sourced for public consumption. If the Radium quantity tests too high or too near MCL levels, then Council with the Engineer's analysis will have an opportunity to review cost effective options not limited to exploring other sites and/or methods of Radium treatment.

TREASURER'S REPORT
February 20, 2020

Utility bills—as of 2/13/20 (bills due on 15th) \$89,794.11 is outstanding with \$35,883.00 over 30 days past due.

Water usage month of Jan (Feb billing): 4,539,201 gallons
Sewer usage month of Jan (Feb billing): 4,531,507 gallons
Ready to service charge-water: \$27,997.12
Ready to service charge-sewer: \$33,108.55
Total water and sewer billed out from 12/27/19-1/25/20 is \$92,314.33

Payroll month of January 2020: \$56,453.14 (this includes all payroll taxes + MERS+ council and planning quarterly payment).

Summer tax collection rates through 02/13/20: 96.23%
Winter tax collection rates through 02/13/20: 89.45%

We are scheduled to go live with Invoice Cloud (our new credit /debit card partner) on 2/26/20. We are going through many tutorials to understand the program. The biggest advantage of Invoice Cloud is the ability for it to link with BS&A so reconciling credit card transactions will be less labor intensive.

The State is implementing mandatory chart of account changes. According to the latest information the City will be mandated to switch on July 1, 2022. More information will be provided in the future regarding this changeover.

Pooled cash fund and tax reconciliations are current through January 31, 2020. Vredeveld Haefner was very helpful in getting our books straightened out from July 1-forward. The BS& A system makes bank reconciliations much easier as it is done in the computer system vs. a manual excel sheet. I have attached the bank reconciliations that Vredeveld completed. July and August had slight variances and September, October, November, December had the same variances-\$351.71. After discussion with Vredeveld it was decided that we would put the miscellaneous found dollars to Miscellaneous Income. January pooled cash was balanced to the penny.

Special thanks to Stephanie who has taken over the Accounts Payable functions. She has also been a big help covering the front office during lunches and vacation/absences.

Respectfully submitted: Jodi West

Matt Smith - Balances when left - 1/31/19

02/04/2020 03:27 PM

User: JWest

DB: Potterville

BANK RECONCILIATION FOR CITY OF POTTERVILLE

Bank GEN (GENERAL POOLED ACCOUNT)

FROM 07/01/2019 TO 07/31/2019

Reconciliation Record ID: 2

Page 1/2

GL Number	Description	Beginning Balance
101-000-001.000	CASH	267,726.22
202-000-001.000	CASH	124,386.42
203-000-001.000	CASH	139,573.51
208-000-001.000	CASH	75,498.62
370-000-001.000	CASH	
401-000-001.000	CASH	
590-000-001.000	CASH	664,027.16
590-000-010.000	CASH IN BANK - BOND RESERVE	139,800.00
590-000-011.000	CASH IN BANK-REPLACEMENT FUND	73,665.25
591-000-001.000	CASH	808,773.05
591-000-010.000	CASH IN BANK - BOND RESERVE	79,320.00
591-000-011.000	CASH IN BANK-REPLACEMENT FUND	164,664.75
598-000-001.000	CASH	12,403.35
641-000-001.000	CASH	59,346.58
704-000-001.000	CASH	
708-000-001.000	CASH	
865-000-001.000	CASH	

Beginning GL Balance:	2,609,184.91
Add: Cash Receipts	71.46
Less: Journal Entries/Other	(665,292.68)
Ending GL Balance:	1,943,963.69

GL Number	Description	Ending Balance
101-000-001.000	CASH	90,668.99
202-000-001.000	CASH	137,577.52
203-000-001.000	CASH	137,869.71
208-000-001.000	CASH	72,650.61
370-000-001.000	CASH	
401-000-001.000	CASH	
590-000-001.000	CASH	228,274.14
590-000-010.000	CASH IN BANK - BOND RESERVE	139,800.00
590-000-011.000	CASH IN BANK-REPLACEMENT FUND	73,665.25
591-000-001.000	CASH	753,224.94
591-000-010.000	CASH IN BANK - BOND RESERVE	79,320.00
591-000-011.000	CASH IN BANK-REPLACEMENT FUND	164,664.75
598-000-001.000	CASH	12,098.01
641-000-001.000	CASH	54,149.77
704-000-001.000	CASH	
708-000-001.000	CASH	
865-000-001.000	CASH	

Ending GL Balance: 1,943,963.69

Ending Bank Balance: 1,948,069.27

Add: Miscellaneous Transactions 887.40

Add: Deposits in Transit

DEPOSIT IN TRANSIT 490.62
CREDIT CARD DEPOSIT IN TRANSIT 372.19

862.81

Less: 5 AP Outstanding Checks 5,710.93

Less: 0 PR Outstanding Checks

Adjusted Bank Balance 1,944,108.55

Unreconciled Difference: 144.86

DEPOSITS AND OTHER CASH ACCOUNT ACTIVITY

Date	App	Journal	Description	Amount
DEPOSIT/DEBIT ACTIVITY				
07/29/2019	CR	CR	CR SYSTEM RECEIPTS	71.46
TOTAL				71.46

DEPOSITS AND OTHER CASH ACCOUNT ACTIVITY

User: JWest

Bank GEN (GENERAL POOLED ACCOUNT)

DB: Potterville

FROM 08/01/2019 TO 08/30/2019

Reconciliation Record ID: 3

GL Number	Description	Beginning Balance
101-000-001.000	CASH	90,668.99
202-000-001.000	CASH	137,577.52
203-000-001.000	CASH	137,869.71
208-000-001.000	CASH	72,650.61
370-000-001.000	CASH	
401-000-001.000	CASH	
590-000-001.000	CASH	228,274.14
590-000-010.000	CASH IN BANK - BOND RESERVE	139,800.00
590-000-011.000	CASH IN BANK-REPLACEMENT FUND	73,665.25
591-000-001.000	CASH	753,224.94
591-000-010.000	CASH IN BANK - BOND RESERVE	79,320.00
591-000-011.000	CASH IN BANK-REPLACEMENT FUND	164,664.75
598-000-001.000	CASH	12,098.01
641-000-001.000	CASH	54,149.77
704-000-001.000	CASH	
708-000-001.000	CASH	
865-000-001.000	CASH	

Beginning GL Balance:	1,943,963.69
Add: Cash Receipts	230.81
Add: Journal Entries/Other	158,165.03
Ending GL Balance:	2,102,359.53

GL Number	Description	Ending Balance
101-000-001.000	CASH	164,001.76
202-000-001.000	CASH	147,016.94
203-000-001.000	CASH	141,814.79
208-000-001.000	CASH	62,583.50
370-000-001.000	CASH	
401-000-001.000	CASH	
590-000-001.000	CASH	273,279.51
590-000-010.000	CASH IN BANK - BOND RESERVE	139,800.00
590-000-011.000	CASH IN BANK-REPLACEMENT FUND	73,665.25
591-000-001.000	CASH	796,545.67
591-000-010.000	CASH IN BANK - BOND RESERVE	79,320.00
591-000-011.000	CASH IN BANK-REPLACEMENT FUND	164,664.75
598-000-001.000	CASH	12,289.89
641-000-001.000	CASH	47,377.47
704-000-001.000	CASH	
708-000-001.000	CASH	
865-000-001.000	CASH	

Ending GL Balance:	2,102,359.53
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Ending Bank Balance:	2,091,204.58
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Add: Miscellaneous Transactions	284.73
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Add: Deposits in Transit	
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8/30/19 CASH RECIPITS	2,402.38
9/4 UB RECIPITS BOOKED INTO AUGUST	4,519.07
9/5 UB RECIPITS BOOKED INTO AUGUST	2,924.64
CREDIT CARD DEPOSIT IN TRANSIT	1,643.57

	11,489.66
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Less: 4 AP Outstanding Checks	284.77
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Less: 0 PR Outstanding Checks	
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Adjusted Bank Balance	2,102,694.20
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Unreconciled Difference:	334.67
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REVIEWED BY: _____

DATE: _____

02/04/2020 03:29 PM
User: JWest
DB: Potterville

BANK RECONCILIATION FOR CITY OF POTTERVILLE
Bank GEN (GENERAL POOLED ACCOUNT)
FROM 08/31/2019 TO 09/30/2019
Reconciliation Record ID: 16

Beginning GL Balance:	2,102,359.53
Add: Cash Disbursements	962.63
Add: Journal Entries/Other	476,221.80
Ending GL Balance:	<u>2,579,543.96</u>

GL Number	Description	Ending Balance
101-000-001.000	CASH	559,101.73
202-000-001.000	CASH	185,251.39
203-000-001.000	CASH	153,806.03
208-000-001.000	CASH	59,273.30
370-000-001.000	CASH	
401-000-001.000	CASH	
590-000-001.000	CASH	285,014.84
590-000-010.000	CASH IN BANK - BOND RESERVE	139,800.00
590-000-011.000	CASH IN BANK-REPLACEMENT FUND	73,665.25
591-000-001.000	CASH	827,014.15
591-000-010.000	CASH IN BANK - BOND RESERVE	79,320.00
591-000-011.000	CASH IN BANK-REPLACEMENT FUND	164,664.75
598-000-001.000	CASH	11,939.14
641-000-001.000	CASH	40,693.38
704-000-001.000	CASH	
708-000-001.000	CASH	
865-000-001.000	CASH	

Ending GL Balance:	2,579,543.96
Ending Bank Balance:	2,609,791.94
Add: Miscellaneous Transactions	284.73
Add: Deposits in Transit	
DEPOSIT IN TRANSIT CASH	<u>1.10</u>
	1.10
Less: 12 AP Outstanding Checks	30,182.10
Less: 0 PR Outstanding Checks	
Adjusted Bank Balance	2,579,895.67
Unreconciled Difference:	351.71

REVIEWED BY: _____ DATE: _____

User: JWest

DB: Potterville

Bank GEN (GENERAL POOLED ACCOUNT)

FROM 10/01/2019 TO 10/31/2019

Reconciliation Record ID: 4

Beginning GL Balance:

Add: Cash Receipts

Less: Cash Disbursements

Less: Payroll Disbursements

Add: Journal Entries/Other

2,579,543.96
209,130.57
(74,947.84)
(27,668.82)
341,969.65

Ending GL Balance:

3,028,027.52

Ending Bank Balance:

3,047,993.86

Add: Miscellaneous Transactions

284.73

Add: Deposits in Transit

10/31/2019 Deposit ID: 20

11/01/2019 *Deposit ID: 22

CC DIT

896.00

1,294.99

385.62

2,576.61

Less: Outstanding Checks

AP Checks

Check Date	Check Number	Name	Amount
05/16/2019	17944	EATON COUNTY REGISTER OF DEEDS	30.00
06/14/2019	18014	WATER BALANCE-DEPOSIT	91.40
06/14/2019	18015	WATER BALANCE-DEPOSIT	53.37
10/17/2019	18256	ACE HARDWARE-GRAND LEDGE	320.50
10/17/2019	18260	BALL SEPTIC TANK SERVICE	220.00
10/17/2019	18263	CARROT-TOP INDUSTRIES	132.33
10/17/2019	18268	CONSUMERS ENERGY	7,010.43
10/17/2019	18272	DIESEL EQUIPMENT	28.04
10/17/2019	18290	MICHIGAN ELECTION RESOURCES	934.68
10/17/2019	18291	MMTA	75.00
10/17/2019	18294	PARALLEL CONTRACTING	4,785.00
10/17/2019	18297	QUILL CO	742.02
10/17/2019	18300	SCHAFER'S INC	390.00
10/17/2019	18302	STATE OF MICHIGAN (A)	705.00
10/17/2019	18303	THE HAIR COMPANY	100.00
10/17/2019	18307	WEX BANK	459.54
10/17/2019	18308	WILLIAMS & WORKS	5,581.28
10/17/2019	18310	WOW!BUSINESS	360.54
10/17/2019	18311	WOW!BUSINESS	207.95
10/17/2019	18312	WOW!BUSINESS	34.83
10/24/2019	18313		0.00
10/29/2019	18314	UNITED STATES POST OFFICE	214.06

VOIDED 10/24/2019

Total - 22 Outstanding Checks:

22,475.97

Adjusted Bank Balance

3,028,379.23

Unreconciled Difference:

351.71

User: JWest

Bank GEN (GENERAL POOLED ACCOUNT)

DB: Potterville

FROM 11/01/2019 TO 11/29/2019

Reconciliation Record ID: 18

Beginning GL Balance:

Add: Cash Receipts

Less: Cash Disbursements

Less: Payroll Disbursements

Add: Journal Entries/Other

Ending GL Balance:

3,028,027.52
 103,160.13
 (260,172.43)
 (83,291.32)
 666.32
 2,788,390.22

GL Number	Description	Ending Balance
101-000-001.000	CASH	905,510.51
202-000-001.000	CASH	137,018.78
203-000-001.000	CASH	137,849.31
208-000-001.000	CASH	49,139.88
370-000-001.000	CASH	
401-000-001.000	CASH	54,796.07
590-000-001.000	CASH	306,612.34
590-000-010.000	CASH IN BANK - BOND RESERVE	139,800.00
590-000-011.000	CASH IN BANK-REPLACEMENT FUND	73,665.25
591-000-001.000	CASH	762,274.92
591-000-010.000	CASH IN BANK - BOND RESERVE	79,320.00
591-000-011.000	CASH IN BANK-REPLACEMENT FUND	164,664.75
598-000-001.000	CASH	11,394.58
641-000-001.000	CASH	(33,656.17)
704-000-001.000	CASH	
708-000-001.000	CASH	
865-000-001.000	CASH	

Ending GL Balance:

2,788,390.22

Ending Bank Balance:

2,976,048.57

Add: Miscellaneous Transactions

284.73

Add: Deposits in Transit

TRANSFER TO PAYROLL
 11/29 CC TRANSACTIONS NOT POSTED

(2,692.22)
 (184.81)

Less: 52 AP Outstanding Checks

Less: 0 PR Outstanding Checks

(2,877.03)
 184,714.34

Adjusted Bank Balance

Unreconciled Difference:

2,788,741.93
 351.71

REVIEWED BY: _____

DATE: _____

Beginning GL Balance: 2,788,575.03
Add: Cash Receipts 99,896.82
Less: Cash Disbursements (118,500.91)
Less: Payroll Disbursements (55,168.79)
Add: Journal Entries/Other 9,257.11
Ending GL Balance: 2,724,059.26

GL Number	Description	Ending Balance
101-000-001.000	CASH	836,453.46
202-000-001.000	CASH	136,224.82
203-000-001.000	CASH	131,452.13
208-000-001.000	CASH	43,976.76
370-000-001.000	CASH	
401-000-001.000	CASH	46,498.36
590-000-001.000	CASH	313,833.92
590-000-010.000	CASH IN BANK - BOND RESERVE	139,800.00
590-000-011.000	CASH IN BANK-REPLACEMENT FUND	73,665.25
591-000-001.000	CASH	754,111.79
591-000-010.000	CASH IN BANK - BOND RESERVE	79,320.00
591-000-011.000	CASH IN BANK-REPLACEMENT FUND	164,664.75
598-000-001.000	CASH	11,394.58
641-000-001.000	CASH	(7,521.37)
704-000-001.000	CASH	
708-000-001.000	CASH	
865-000-001.000	CASH	

Ending GL Balance: 2,723,874.45
Ending Bank Balance: 2,735,125.41
Add: Miscellaneous Transactions (471.25)
Add: Deposits in Transit 40.00
01/02/2020 *Deposit ID: 76 (2,692.22)
TRANSFER TO PAYROLL 294.47
CC DIT
(2,357.75)
8,070.25

Less: 25 AP Outstanding Checks
Less: 0 PR Outstanding Checks
Adjusted Bank Balance 2,724,226.16
Unreconciled Difference: 351.71

REVIEWED BY: _____ DATE: _____

City of Potterville

City Clerk Report

February 2020

- Currently I am preparing for the March 2020 Election. I have completed the Election Inspector refresh course and also completed additional training for ballot test decks and 2020 Elections. There will be another training class with the County at the end of February. The preliminary test of the ballots was completed on February 4th and I had no issues with the ballots. The Public Accuracy test will be held on February 25th at 10:00 a.m. City Hall will be open on March 7th from 9:00-5:00 for voter registration and AV ballots. This day is dedicated strictly for voters and those looking to register to vote.
- The new website went live on January 24th. A few adjustments were needed and a meeting with the vendor was held on February 3rd for training. The goal now is to start posting the Council meetings and packets on the website.
- The auditor was here to work on bank reconciliations from July-December 2019. Aaron and myself spent some time working through January 2020 and we were able to reconcile to the penny.

Respectfully submitted,

Stephanie Wilson, City Clerk

Beginning GL Balance:

Add: Cash Receipts 2,724,699.01
Less: Cash Disbursements 91,315.93
Less: Payroll Disbursements (62,406.58)
Less: Journal Entries/Other (56,453.14)
Ending GL Balance: (62,624.24)
2,634,530.98

GL Number	Description	Ending Balance
101-000-001.000	CASH	728,484.69
202-000-001.000	CASH	213,874.12
203-000-001.000	CASH	149,418.39
208-000-001.000	CASH	40,461.73
370-000-001.000	CASH	
401-000-001.000	CASH	44,407.67
590-000-001.000	CASH	351,472.56
590-000-010.000	CASH IN BANK - BOND RESERVE	139,800.00
590-000-011.000	CASH IN BANK-REPLACEMENT FUND	73,665.25
591-000-001.000	CASH	780,407.11
591-000-010.000	CASH IN BANK - BOND RESERVE	79,320.00
591-000-011.000	CASH IN BANK-REPLACEMENT FUND	164,664.75
598-000-001.000	CASH	12,403.35
641-000-001.000	CASH	(143,848.64)
704-000-001.000	CASH	
708-000-001.000	CASH	
865-000-001.000	CASH	

Ending GL Balance:

2,634,530.98
2,658,485.64

Ending Bank Balance:

Add: Deposits in Transit

CREDIT CARD RECEIPT NOT ON STATEMENT YET CR#180153 82.28
CREDIT CARD RECEIPT NOT ON STATEMENT YET CR#180154 100.00
CREDIT CARD RECEIPT NOT ON STATEMENT AND RECIEVED CR#180157 221.91
CREDIT CARD RECEIPT NOT ON STATEMENT AND RECIEVED CR#180162 100.00
CREDIT CARD RECEIPT NOT ON STATEMENT AND RECIEVED CR#180165 63.57

Less: 7 AP Outstanding Checks 567.76
Less: 0 PR Outstanding Checks 24,522.42

Adjusted Bank Balance 2,634,530.98
Unreconciled Difference: 0.00

Jon West

REVIEWED BY:

DATE:

2-10-20

01/28/2020 02:09 PM

BANK RECONCILIATION FOR CITY OF POTTERVILLE

Page 1/1

User: JWest

Bank TAX (TAX ACCOUNT)

DB: Potterville

FROM 11/30/2019 TO 12/31/2019

Reconciliation Record ID: 23

GL Number	Description	Beginning Balance
703-000-001.000	CASH	17,587.45
Beginning GL Balance:		17,587.45
Add: Cash Receipts		558,798.87
Less: Tax Receipts		(14,064.42)
Less: Cash Disbursements		(57,685.37)
Less: Journal Entries/Other		(22.69)
Ending GL Balance:		504,613.84

GL Number	Description	Ending Balance
703-000-001.000	CASH	504,613.84
Ending GL Balance:		504,613.84
Ending Bank Balance:		468,397.39
Add: Miscellaneous Transactions		(1.60)
Add: Deposits in Transit		
	01/02/2020 *Deposit ID: 77	14,067.39
	01/02/2020 *Deposit ID: 79	12,907.30
	01/03/2020 *Deposit ID: 81	28,789.60
	01/06/2020 *Deposit ID: 83	14,030.26
	CREDIT CARD-700-023-600-511-90	4.10
		69,798.65
Less: 4 AP Outstanding Checks		33,580.60
Less: 0 PR Outstanding Checks		
Adjusted Bank Balance		504,613.84
Unreconciled Difference:		0.00

REVIEWED BY:



DATE:

1-28-20

02/06/2020 10:24 AM
User: JWest
DB: Potterville

BANK RECONCILIATION FOR CITY OF POTTERVILLE
Bank TAX (TAX ACCOUNT)
FROM 01/01/2020 TO 01/31/2020
Reconciliation Record ID: 26

Page 1/1

GL Number	Description	Beginning Balance
703-000-001.000	CASH	504,613.84
Beginning GL Balance:		504,613.84
Add: Cash Receipts		81,933.06
Less: Cash Disbursements		(515,940.32)
Add: Journal Entries/Other		187.12
Ending GL Balance:		70,793.70
GL Number	Description	Ending Balance
703-000-001.000	CASH	70,793.70
Ending GL Balance:		70,793.70
Ending Bank Balance:		96,214.63
Add: Deposits in Transit		
	CREDIT CARD IN TRANSIT	408.09
		408.09
Less: 3 AP Outstanding Checks		25,829.02
Less: 0 PR Outstanding Checks		
Adjusted Bank Balance		70,793.70
Unreconciled Difference:		0.00

REVIEWED BY: Stephanie Wilson

DATE: 2-11-2020

02/13/2020 04:48 PM
User: SWILSON
DB: Potterville

CUSTOM INVOICE REPORT FOR CITY OF POTTERVILLE
POST DATES 02/20/2020 - 02/20/2020
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Page: 1/4

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR CODE: 0000011150 SOUTHERN MICHIGAN LAND SURVEYING		
BANK CODE: GEN		
19027	SURVEY LOTS 9 & 10, BLOCK 10 PARMENTOR	1,325.00
TOTAL BANK CODE: GEN		1,325.00
TOTAL VENDOR 0000011150 SOUTHERN MICHIGAN LAND SUR		1,325.00
VENDOR CODE: 00210 ACE HARDWARE-GRAND LEDGE		
BANK CODE: GEN		
A737042	PLUMBING/PIPES	158.94
TOTAL BANK CODE: GEN		158.94
TOTAL VENDOR 00210 ACE HARDWARE-GRAND LEDGE		158.94
VENDOR CODE: 01310 BRONNERS'S		
BANK CODE: GEN		
063030	FREIGHT CHARGES	101.10
TOTAL BANK CODE: GEN		101.10
TOTAL VENDOR 01310 BRONNERS'S		101.10
VENDOR CODE: 02060 CITY OF POTTERVILLE		
BANK CODE: GEN		
JANUARY 2020	WATER BILLS	565.23
2019 WINTER TAX	2019 WINTER TAX	28.26
TOTAL BANK CODE: GEN		593.49
TOTAL VENDOR 02060 CITY OF POTTERVILLE		593.49
VENDOR CODE: 02380 CUMMINS BRIDGEWAY, LLC		
BANK CODE: GEN		
S3-58555	KIT, WATER PUMP	377.05
S3-63042	HEATER-ENG COOLANT	238.19
TOTAL BANK CODE: GEN		615.24
TOTAL VENDOR 02380 CUMMINS BRIDGEWAY, LLC		615.24
VENDOR CODE: 02470 D & L FUELS		
BANK CODE: GEN		
JANUARY 2020	FUEL	1,218.68
TOTAL BANK CODE: GEN		1,218.68
TOTAL VENDOR 02470 D & L FUELS		1,218.68
VENDOR CODE: 02610 DELTA DENTAL		
BANK CODE: GEN		
RIS0002607302	DENTAL INSURANCE	880.74
TOTAL BANK CODE: GEN		880.74
TOTAL VENDOR 02610 DELTA DENTAL		880.74
VENDOR CODE: 02670 DETROIT SALT CO		
BANK CODE: GEN		
SI20-04707	ROCK SALT	2,942.05
TOTAL BANK CODE: GEN		2,942.05
TOTAL VENDOR 02670 DETROIT SALT CO		2,942.05
VENDOR CODE: 03160 ELHORN ENGINEERING		
BANK CODE: GEN		
281633	CHLORINE/ 30 GAL DRUM	556.38
TOTAL BANK CODE: GEN		556.38
TOTAL VENDOR 03160 ELHORN ENGINEERING		556.38

02/13/2020 04:48 PM

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CUSTOM INVOICE REPORT FOR CITY OF POTTERVILLE

POST DATES 02/20/2020 - 02/20/2020

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 2/4

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR CODE: 03870	GRANGER CONTAINER SERVICE, INC	
BANK CODE: GEN		
20840270	TRASH AND RECYCLE	1,069.82
TOTAL BANK CODE: GEN		1,069.82
TOTAL VENDOR 03870	GRANGER CONTAINER SERVICE, INC	1,069.82
VENDOR CODE: 04001	HASSEL FREE FUELS INC.	
BANK CODE: GEN		
144852	FUEL	471.80
TOTAL BANK CODE: GEN		471.80
TOTAL VENDOR 04001	HASSEL FREE FUELS INC.	471.80
VENDOR CODE: 04320	I.T. RIGHT	
BANK CODE: GEN		
20162831	MAGNETIC STRIPE READER FOR EPOLLBOOK	55.00
TOTAL BANK CODE: GEN		55.00
TOTAL VENDOR 04320	I.T. RIGHT	55.00
VENDOR CODE: 07190	PHP	
BANK CODE: GEN		
200152975	HEALTH INSURANCE	6,349.15
TOTAL BANK CODE: GEN		6,349.15
TOTAL VENDOR 07190	PHP	6,349.15
VENDOR CODE: 07490	QUILL CO	
BANK CODE: GEN		
3910856	DEBBIES PRINTER AND INK	146.99
TOTAL BANK CODE: GEN		146.99
TOTAL VENDOR 07490	QUILL CO	146.99
VENDOR CODE: 08790	COUNTY JOURNAL THE	
BANK CODE: GEN		
214688	ELECTION MEETING PUBLICATION	56.44
TOTAL BANK CODE: GEN		56.44
TOTAL VENDOR 08790	COUNTY JOURNAL THE	56.44
VENDOR CODE: 09210	VERIZON WIRELESS	
BANK CODE: GEN		
9847403771	CELL PHONES	511.32
TOTAL BANK CODE: GEN		511.32
TOTAL VENDOR 09210	VERIZON WIRELESS	511.32
VENDOR CODE: 09799	MENARDS-LANSING WEST	
BANK CODE: GEN		
94438	CAT 6 RJ45 PLUGS	5.27
95187	SUPPLIES	271.37
TOTAL BANK CODE: GEN		276.64
TOTAL VENDOR 09799	MENARDS-LANSING WEST	276.64
VENDOR CODE: 10097	UNUM LIFE INSURANCE	
BANK CODE: GEN		
FEBRUARY 2020	LIFE INSURANCE	234.15
TOTAL BANK CODE: GEN		234.15
TOTAL VENDOR 10097	UNUM LIFE INSURANCE	234.15
VENDOR CODE: 10276	TRUCK & TRAILER SPECIALTIES	

02/13/2020 04:48 PM

CUSTOM INVOICE REPORT FOR CITY OF POTTERVILLE

Page: 3/4

User: SWILSON

POST DATES 02/20/2020 - 02/20/2020

DB: Potterville

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR CODE: 10276 TRUCK & TRAILER SPECIALTIES		
BANK CODE: GEN		
HS0006820	SKID GUARD WRAP CURB	764.22
TOTAL BANK CODE: GEN		764.22
TOTAL VENDOR 10276 TRUCK & TRAILER SPECIALTIES		764.22
VENDOR CODE: 10403 CITY OF CHARLOTTE		
BANK CODE: GEN		
2019-4046	WATER TESTING 10/1/19-10/20/19	630.00
TOTAL BANK CODE: GEN		630.00
TOTAL VENDOR 10403 CITY OF CHARLOTTE		630.00
VENDOR CODE: 10526 THE PARTS PLACE-CHARLOTTE		
BANK CODE: GEN		
171273	EXHAUST PIPE	7.29
169926	HALOGEN SEALED BEAMS/PREMIUM SEALED BEA	38.80
TOTAL BANK CODE: GEN		46.09
TOTAL VENDOR 10526 THE PARTS PLACE-CHARLOTTE		46.09
VENDOR CODE: 10540 WILLIAMS & WORKS		
BANK CODE: GEN		
89718	DRILLING LOCATION MEETING/WORK PLAN AND	757.44
89568	215048 ENGINEER OF RECORD TASKS	2,562.75
TOTAL BANK CODE: GEN		3,320.19
TOTAL VENDOR 10540 WILLIAMS & WORKS		3,320.19
VENDOR CODE: 10705 DUROTECH AUTOMOTIVE		
BANK CODE: GEN		
39819	OIL CHANGE 2017 DODGE	56.85
TOTAL BANK CODE: GEN		56.85
TOTAL VENDOR 10705 DUROTECH AUTOMOTIVE		56.85
VENDOR CODE: 10731 PRESTON COMMUNITY SERVICES LLC		
BANK CODE: GEN		
JANUARY 2020	COMPLETED WORK THROUGH 1/31/2020	1,333.33
TOTAL BANK CODE: GEN		1,333.33
TOTAL VENDOR 10731 PRESTON COMMUNITY SERVICES LLC		1,333.33
VENDOR CODE: 10899 APPLIED IMAGING		
BANK CODE: GEN		
1491211	CANON/IR4235	48.34
TOTAL BANK CODE: GEN		48.34
TOTAL VENDOR 10899 APPLIED IMAGING		48.34
VENDOR CODE: 10999 GRIFFIN, DEBRA		
BANK CODE: GEN		
FEBRUARY 2020	CONFERENCE ROOM TABLE	35.00
TOTAL BANK CODE: GEN		35.00
TOTAL VENDOR 10999 GRIFFIN, DEBRA		35.00
VENDOR CODE: 11101 VREDEVELD HAEFNER LLC		
BANK CODE: GEN		
4686	BANK RECS	8,221.25
TOTAL BANK CODE: GEN		8,221.25
TOTAL VENDOR 11101 VREDEVELD HAEFNER LLC		8,221.25

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CUSTOM INVOICE REPORT FOR CITY OF POTTERVILLE
POST DATES 02/20/2020 - 02/20/2020
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Page: 4/4

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR CODE: 11102 BOBCAT OF LANSING		
BANK CODE: GEN W13012	FRONT SNOW BLOWER/CLUTCH	589.87
TOTAL BANK CODE: GEN		589.87
TOTAL VENDOR 11102 BOBCAT OF LANSING		589.87
VENDOR CODE: 11106 CINTAS CORPORATION #725		
BANK CODE: GEN 4039086163	UNIFORMS	198.07
TOTAL BANK CODE: GEN		198.07
TOTAL VENDOR 11106 CINTAS CORPORATION #725		198.07
VENDOR CODE: 11113 MODERN DESIGN ELECTRICAL		
BANK CODE: GEN I200210505	SERVER AND CAMERA REWORK	693.00
TOTAL BANK CODE: GEN		693.00
TOTAL VENDOR 11113 MODERN DESIGN ELECTRICAL		693.00
VENDOR CODE: 11123 MID-MICHIGAN INTERACTIVE		
BANK CODE: GEN 4697	WEBSITE DESIGN	2,110.00
TOTAL BANK CODE: GEN		2,110.00
TOTAL VENDOR 11123 MID-MICHIGAN INTERACTIVE		2,110.00
VENDOR CODE: 11127 BLUE LINE INNOVATIONS, LLC		
BANK CODE: GEN 11429	SURVIVAL ARMOR	203.93
TOTAL BANK CODE: GEN		203.93
TOTAL VENDOR 11127 BLUE LINE INNOVATIONS, LLC		203.93
GRAND TOTAL:		35,813.07

02/20/2020 12:44 PM

CUSTOM INVOICE REPORT FOR CITY OF POTTERVILLE

Page: 1/1

User: SWILSON

POST DATES 02/21/2020 - 02/21/2020

DB: Potterville

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

INVOICE NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
VENDOR CODE: 0000011135 EMC INSURANCE E-05410391	EMC INSURANCE	LIABILITY INSURANCE	3,972.56
TOTAL VENDOR 0000011135 EMC INSU			3,972.56
VENDOR CODE: 0000011151 CAPITAL ASPHALT 1163/1554	CAPITAL ASPHALT	COLD PATCH	178.90
TOTAL VENDOR 0000011151 CAPITAL			178.90
VENDOR CODE: 00510 AM-PAK MEDICAL EXPRESS 129372/129373/1293 AM-PAK MEDICAL EXPRES	MEDICAL SUPPLIES		586.40
TOTAL VENDOR 00510 AM-PAK MEDICA			586.40
VENDOR CODE: 02470 D & L FUELS 144852	D & L FUELS	FUEL	1,218.68
TOTAL VENDOR 02470 D & L FUELS			1,218.68
VENDOR CODE: 02610 DELTA DENTAL RIS0002654358	DELTA DENTAL	DENTAL INSURANCE	880.74
TOTAL VENDOR 02610 DELTA DENTAL			880.74
VENDOR CODE: 02790 DORNBOS SIGN & SAFETY INC. 48361	DORNBOS SIGN & SAFETY	VINYL DECALS	167.45
TOTAL VENDOR 02790 DORNBOS SIGN			167.45
VENDOR CODE: 03445 FOSTER SWIFT COLLINS & SMITH 780722	FOSTER SWIFT COLLINS	ZBA/PARKS/POLICE ATTORNEY FEES	2,182.18
TOTAL VENDOR 03445 FOSTER SWIFT			2,182.18
VENDOR CODE: 04830 KENDAL ELECTRIC INC S108883491.001	KENDAL ELECTRIC INC	FUSE	46.98
TOTAL VENDOR 04830 KENDAL ELECTR			46.98
VENDOR CODE: 06060 MICHIGAN ELECTION RESOURCES 11351	MICHIGAN ELECTION RES	VOTER ID CARDS	49.50
TOTAL VENDOR 06060 MICHIGAN ELEC			49.50
VENDOR CODE: 06240 MICHIGAN RURAL WATER R7655-6	MICHIGAN RURAL WATER	TRAINING - ACTIVATED SLUDGE	620.00
TOTAL VENDOR 06240 MICHIGAN RURA			620.00
VENDOR CODE: 07490 QUILL CO 4652269	QUILL CO	OFFICE SUPPLIES - INVOICE 4652269/4693621/4715629/4785562	163.02
TOTAL VENDOR 07490 QUILL CO			163.02
VENDOR CODE: 09799 MENARDS-LANSING WEST 88422-88421	MENARDS-LANSING WEST	CONDUIT/DRILL BIT	120.89
TOTAL VENDOR 09799 MENARDS-LANSI			120.89
VENDOR CODE: 10526 THE PARTS PLACE-CHARLOTTE 171307	THE PARTS PLACE-CHARL	3 TERM HEADLIGHT	6.58
TOTAL VENDOR 10526 THE PARTS PLA			6.58
VENDOR CODE: 10540 WILLIAMS & WORKS 89742	WILLIAMS & WORKS	ENGINEER RECORD	2,089.25
TOTAL VENDOR 10540 WILLIAMS & WO			2,089.25
VENDOR CODE: 10995 CARDMEMBER SERVICE FEBRUARY 2020	CARDMEMBER SERVICE	CREDIT CARD BILL	628.33
TOTAL VENDOR 10995 CARDMEMBER SE			628.33
VENDOR CODE: 11133 CARROT-TOP INDUSTRIES 44684000	CARROT-TOP	INDUST PURCH FLAG POLE	129.34
TOTAL VENDOR 11133 CARROT-TOP			129.34
GRAND TOTAL:			13,040.80



Benton Township Fire Department

4713 Hartel Road

Pottersville, MI 48876

Business 517-645-7061 * Fax 517-645-7074

Proudly Serving Benton Township & the City of Pottersville

Monthly Report January 2020

Operational Information:

- E-211 received a Complete Service including Fluid Change, Pump Test, DOT Inspection, pump repairs, brake chambers replaced, seat belt replaced
- A-111 Oil Change & Serviced
- EC Fire & EMS Departments are still planning to change to the new 800 Mhz radio system on February 10th, 2020. BTFD has completed the radio & pager training. Portable Radios and Pagers will be issued to BTFD staff the first week of February. Mobile radios are scheduled to be installed in the apparatus in March 2020
- Eaton County – MABAS Quadrant Response Cards
- BTFD Staff instructed a Fire Safety Program for staff & residents at a local apartment complex
- Overhead Projector in BTFD classroom was replaced

Training:

- 800 MHz radio training, multiple classes were offered @ BTFD

Meetings & Special Events:

- ECCD Fire & EMS radio & pager cutover meeting
- Eaton County – MABAS
- Tri County Emergency Medical Control Board Directors

Calls For Service (CFS):

- **Fire** - 8 City of Pottersville, 9 Benton Township, 3 Mutual Aid
- **EMS** – 25 City of Pottersville, 14 Benton Township, 27 Mutual Aid

Stephanie Wilson

From: Donald Stanley
Sent: Tuesday, February 11, 2020 9:51 AM
To: Stephanie Wilson
Subject: RE: Department Report for February

Council report for DPW February 2020

We have had a couple of snows in January and February and all has gone to plan trucks are running good and snowblowers working well we did have to send our bobcat utv in for maintenance it needed new bearings on the pto shaft all is fixed now and running great. We received our last fill for salt 50 tons Monday the 10th. Our water reliability study is almost finished from Williams and works by Dan Whelan should be completed by next week. We are starting to address the situation of home owners not keeping their sidewalks clear and will be doing so with a letter from myself and Brandy this week this will be a friendly reminder letter to please keep your sidewalks clear within 24 hours of the last snow event. We received quotes for our generator load testing which will also be included in your packets to be done soon hopefully for all water and waste water generators in the city.

Thank you

DPW Director

Donald I Stanley

From: Stephanie Wilson <cityclerk@pottersvillemi.org>
Sent: Monday, February 10, 2020 2:22 PM
To: Aaron Sheridan <manager@pottersvillemi.org>; Tiffany Schaner <tschaner@pottersvillemi.org>; Jodi West <jwest@pottersvillemi.org>; Donald Stanley <dstanley@pottersvillemi.org>; Richard Barry <RBarry@pottersvillemi.org>; Tim James <tjamesbentontwpfire@gmail.com>; Brandy Hatt <zoning@pottersvillemi.org>
Subject: Department Report for February

Please submit your department reports by noon on Thursday the 13th. Thank you.

Stephanie Wilson
City Clerk

Parks & Recreation Report

February 2020

- Parks:
 - Musco Sports Lighting will be here towards the end of February. The weather has not been cooperating well as the ground has been too wet to get the lift on the fields to reach those lights. A return trip has been scheduled. We hope that the weather will cooperate, and the ground will be solid so the fields/grounds will not get damaged by the lift. Also, wire harnesses needed to be ordered as to why some of the lights would not work. Meaning, that some light bulbs did not burn out. It was the wires from the box that travels to the light bulbs that were aged or damaged.
 - The new City's website is live. I sat in on the meeting with the City Clerk and website developer and understood concepts of the website.
 - Still reaching out to book all our fields
 - Parks Committee held their annual meeting. In discussion were events and grants. We are partnering with Sycamore Creek Church for an Easter Event this year. A great opportunity of partnership and building community. Grants for this year is a Public Art Grant and a Recreation Passport Grant.
 - Parks & Recreation Director attended webinars at the end of January that went into a little bit more detail on each of the DNR grants application.
 - We have applied for an art grant that is part of the Lansing Economic Area Partnership (LEAP) program. They will be awarding three grants to municipality, business or organization to commission, that create and install a piece of public art for year-round public display. An ideal location is on the North West side of Lake Alliance Park on a knoll. It is highly visible from traffic and pedestrians and the park gets utilize year-round. This will attract and retain visitors to the City and businesses. Both the City Manager and Parks & Recreation Director worked on completed this grant. An Art Policy will need to be adopted as part of the requirement for LEAP.
 - We are in the progress of applying for a DNR Recreation Passport Grant for Sunset Hills Park. This entails connecting the sidewalks on the park side, adding a parking lot for off-street parking that will meet ADA standards and creating pathways to the bench and picnic shelter behind the play structure. That is phase one of the projects. The purpose of applying is making it accessible for all ages and abilities and providing a safe parking environment. Phase two is entailing a half-court basketball court that can be utilized as a multi-course for Sunset Hills residents and for the community of Potterville.
 - Parks & Recreation Director has meet with the engineer for an illustrative concept of a layout and estimated cost.
 - Both the City Manager and Parks & Recreation Director are working on this to complete.

- Recreation:
 - Program registrations will be going out this month and will be posted in the newspaper, City Hall, schools, website. Our goal is to have increasing numbers of participants and volunteer coaches.
 - Parks & Recreation Director went to the Baseball Pony League Meeting this month. There are some rule changes for our division that we played in last year, and cut-off dates. We are looking forward to the 2020 Season.
 - In coordination with the Potterville's Softball Coach we are working together to get a softball team into a league this year. In addition, to having the Potterville Softball and Baseball Varsity Teams play a double header under the lights out at Lake Alliance Park. The Coach is hoping to get Charlotte on board and make it become an annual thing, where every other year it will be played at Lake Alliance and maybe a possibility of more depending on how this turns out.

Respectfully Submitted By:

Tiffani Schaner
Parks & Recreation Director



City of Potterville

319 N. Nelson St. ♦ PO Box 488 ♦ Potterville, MI 48876 ♦ Phone: (517) 645-7641
Fax: (517) 645-7810 ♦ www.pottervillemi.org

February 13, 2020

To: City of Potterville Council Members

From: Brandy Hatt, Zoning Administrator

Re: Current Projects

Below is a list of the projects I am currently working on for the City of Potterville. Please keep in mind, these projects do not include the day to day commutations or projects with property owners located in the City of Potterville.

- Recodification of City of Potterville Code of Ordinances: We are still in the process of locating the necessary documents to send to Municode. Significant progress has been made in the past month and some documents have been sent to Municode for review.
- Deed research for properties owned by the City of Potterville: While attempting to correct property lines of some of our properties (DDA Pavilion), discrepancies were discovered. I am working to resolve this issue. In addition, I am working to obtain all deeds for all properties owned by and sold by the City of Potterville.
- Surveying of DPW property: This project is now complete. The survey has been recorded with Eaton County Register of Deeds.
- Zoning Ordinance Update: I have received a proposal from Williams and Works to update the Zoning Ordinance; however, but I have countered the proposal. I hope to have an updated proposal to submit to the Planning Commission for review and approval at their February 18, 2020 meeting.
- Capital Improvement Plan (CIP) Update: Williams and Works submitted a dollar amount for the CIP update, but did not give a written proposal to be reviewed by the Planning Commission. I have requested a written proposal to be submitted and reviewed by the Planning Commission at their February 18, 2020 meeting.
- City of Potterville Sign: I have a meeting scheduled for February 19th with a property owner to discuss obtaining property to relocate our city sign which is currently located on Mr. Joe Bristol's property.
- City of Potterville Zoning Board of Appeals: Our attorney has drafted a resolution to be considered by City Council to create a Zoning Board of Appeals separate from City Council. City Council will consider the resolution at their February 20th meeting. I have also given recommendation to Mr. Aaron Sheridan regarding appointments to the Zoning Board of Appeals. City of Potterville Zoning Board of Appeals (Council) will meet on Thursday, February 20, 2020 at 5:30 p.m. to discuss ZBA-2-20-1.
- City Forms: I am working creating new Land Division, Subdivision, Lot Line Adjustment, and Lot Combination Applications.
- Gizzard Fest 2020: Due to significant public interest, the City of Potterville will submit a Special Event Permit Application to host Gizzard Fest during the weekend of July 10, 2020.

Please feel free to contact me directly with any questions or concerns. I can be reached by calling (517) 281-5659 or e-mail Zoning@pottervillemi.org.

"City of Helping Hands"

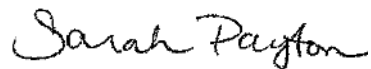
Personal property statements were sent to local businesses in January and are now coming back in. The majority of businesses within the City are eligible for the Small Business Taxpayer Exemption (MCL 211.9o).

Economic Condition Factors and Land Values have been finalized to set assessed values for the year.

2020 assessment notices will be going out in the mail to taxpayers by February 24th.

March Board of Review will be held Monday, March 9th: 9am-3pm and Wednesday, March 11th: 3pm-9pm.

Thanks,

A handwritten signature in black ink that reads "Sarah Payton". The script is cursive and fluid, with the first letters of each word being capitalized and prominent.

Sarah Payton, MAAO

CITY OF POTTERVILLE

RESOLUTION TO APPOINT ZONING BOARD OF APPEALS

Resolution No. 20-0220-01

At a meeting of the City Council of the City of Potterville, Eaton County, Michigan ("City"), held at the City Hall, 319 N. Nelson Street, Potterville, Michigan 48876, on the 20th day of February, 2020, at 7:00 p.m.

PRESENT: _____

ABSENT: _____

The following preamble and resolution was offered by
_____ and seconded by _____.

WHEREAS, the City has the powers and duties to create a zoning board of appeals pursuant to the Michigan Zoning Enabling Act, PA 110 of 2006 *et seq* (the "Act"); and

WHEREAS, Section 601 of the Act and section 24.02 of the City's Zoning Ordinance permit the City Council to either serve as the zoning board of appeals or to appoint members to the zoning board of appeals by a majority vote; and

WHEREAS, the City Council has been serving as the City's zoning board of appeals; and

WHEREAS, the City believes that it is in the best interest of its residents to appoint members to the zoning board of appeals rather than having the City Council serve as the zoning board of appeals.

NOW, THEREFORE, the City Council of the City of Potterville, Eaton County, Michigan, resolves as follows:

1. As soon as members are appointed and serving on the City's zoning board of appeals, the City Council shall no longer act in the capacity of the zoning board of appeals.

2. Pursuant to the authority granted by the Act and Section 24.02.1 of the City's Zoning Ordinance, the City Council shall, not later than March 31, 2020, appoint five (5) members to the zoning board of appeals. Appointments shall be for a period of one (1), two (2), and three (3) years, respectively, so as nearly as may be to provide for the appointment of an equal number each year. One (1) appointed member of the zoning board of appeals shall be a member of the City's Planning Commission who holds no other municipal office.

3. Pursuant to the authority granted by the Act and Section 24.02.2 of the City's Zoning Ordinance, the City Council shall, not later than March 31, 2020, appoint not more than

two alternates to the zoning board of appeals. The term for each alternate shall commence when appointed and shall terminate on the first day of January after each regular city election.

4. Any resolution inconsistent with this Resolution is hereby rescinded but only to the extent necessary to give this Resolution full force and effect.

YEAS: _____

NAYS: _____

STATE OF MICHIGAN)
) ss.
COUNTY OF EATON)

I, the undersigned duly qualified City Clerk of the City of Potterville, Eaton County, Michigan, do certify the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Potterville at a meeting held on the 20th day of February, 2020.

Stephanie Wilson
City Clerk

27468:00001:4625433-3

CITY OF POTTERVILLE
RESOLUTION NO. 20-0220-02
RESOLUTION FOR THE ADOPTION OF THE
2019-2020 FISCAL YEAR BUDGET AMENDMENTS

WHEREAS, on this 20th day of February 2020 the City Council of the City of Potterville, Michigan, met to discuss the 2019-2020 BUDGET AMENDMENTS provided by the City Manager containing up to date amended revenues and expenditures for the Budget fiscal year July 1, 201 to June 30, 2020, which includes Rural Development Bond Funds and the Sunset Hills Bond Funds, has been presented to the City Council for consideration; and

PRESENT: _____

ABSENT: _____

THEREFORE BE IT RESOLVED, by the City Council of Potterville, Michigan that the 2019-2020 Budget Amendments be adopted for the City of Potterville effective immediately; and

BE IT FURTHER RESOLVED, by the Potterville City Council that the detailed amended 2019-2020 Amended Budget, shall be adopted by Department and include all amended Department totals for the City of Potterville attached to this Resolution as "Exhibit A."

The above Resolution was offered by _____ and supported by _____.

AYES: _____

NAYS: _____

CLERK'S CERTIFICATE

I, the undersigned, the duly qualified and acting City Clerk of the City of Potterville, Eaton County Michigan DO HERBY CERTIFY that the foregoing is a true and complete copy of certain proceeding taken by the City Council of said City at regular meeting held on the February 20th 2020.

Stephanie Wilson, City Clerk

Date

CITY OF POTTERVILLE
RESOLUTION NO. 20-0220-03

RESOLUTION OF GENERAL APPROPRIATIONS ACT AND ESTABLISHMENT OF THE TAX MILLAGE RATE OF 11.9867 FOR THE 2020 TAX PERIOD BEGINNING JULY 1, 2019 AND MILLAGE RATE OF 1.5 TO BE LEVIED ON TAXABLE VALUATION AS EQUALIZED FOR SOLID WASTE COLLECTION PER PUBLIC ACT 298 OF 1917, MCL. 123.261, AS AMENDED.

At a regular meeting of the City Council of the City of Potterville, Eaton County, Michigan, held at the City Hall in said City on the 20th day of February, 2020, at 7:00 p.m.

Present: _____

Absent: _____

The following Resolution was offered by _____ and seconded by _____.

WHEREAS, City Council of the City of Potterville has the authority and obligation to adopt an annual Fiscal Budget and is required by THE TRUTH IN TAXATION ACT of 1982 which complies with Section 16 of the Uniform Budgeting and Accounting Act;

BE IT RESOLVED, the City Council of the City of Potterville adopts the 2019-2020 Fiscal Year Budget by Department, and that this public act shall be considered a General Appropriations Act, and that approval that General Fund Departmental expenditures and revenues as authorized up to, but not to exceed, the total amounts listed below of:

<u>Fund</u>	<u>Revenues</u>	<u>Expenditures</u>
General Fund	\$1,388,263.35	\$1,388,263.35

BE IT FURTHER RESOLVED, City Council of the City of Potterville establishes that the 2020 Millage Rate of 11.9867 be adopted for the City of Potterville and shall be collected by the taxable property tax levy of 11.9867 mills, beginning July 1, 2019; and an additional 1.5 mills to be levied on the taxable valuation as equalized for solid waste collection per Public Act 298 of 1917, MCL 123.261, as amended.

Adopted:

Yeas: _____

Nays: _____

STATE OF MICHIGAN)
) ss.
COUNTY OF EATON)

CLERK'S CERTIFICATE

I, the undersigned, the duly qualified and acting City Clerk of the City of Potterville, Eaton County Michigan DO HERBY CERTIFY that the foregoing is a true and complete copy of certain proceeding taken by the City Council of said City at regular meeting held on the February 20th 2020.

Stephanie Wilson, City Clerk

Date

CITY OF POTTERVILLE
RESOLUTION NO. 20-0220-04

RESOLUTION TO ESTABLISH ELECTION INSPECTORS AND RECEIVING BOARD FOR THE CITY OF POTTERVILLE.

At a regular meeting of the City Council for the City of Potterville, Eaton County, Michigan, held at the City Hall in the City of Potterville on the 20th of February, 2020 at 7:00 p.m. to discuss the appointment for the Election Inspectors and a Receiving Board.

PRESENT: _____

ABESENT: _____

BE IT FURTHER RESOLVED by the City Council of the City of Potterville, Michigan, that the following Election Inspectors are here by appointed to work the March 10, 2020 Election.

Judy Lenneman Katherine Schmidt Jeff Bussard Elizabeth Ross Donald Ross
Georgia Fry Wanda Fitzhugh

BE IT FURTHER RESOLVED by the City Council of the City of Potterville, Michigan, the following Election Inspectors are hereby appointed as a Receiving Board for the March 10, 2020 Election.

Katherine Schmidt Elizabeth Ross

The undersigned certifies that this is a true copy of the appointments for the Election Inspectors and Receiving Board for the City of Potterville according and adopting in the forgoing.

The above Resolution 20-0220-02 was offered by Member _____ and Supported by Member _____.

AYES: _____

NAYS: _____

ABSTAIN: _____

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN

COUNTY OF EATON

Clerk's Certificate

I hereby certify the foregoing to be a true and complete copy of a resolution adopted by the City Council of the City of Potterville, County of Eaton, State of Michigan, at a regular Council meeting held on February 20, 2020 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, and that the minutes of said meeting were kept and will be or have been made available as required by said ACT.

Stephanie Wilson, City Clerk

Date



Potterville Area Chamber of Businesses Potterville - City of Helping Hands

Mission: *To build the bridges between the area businesses, local government, the schools, and churches, and to create an inviting place to live, educate and have fun.*

January 22, 2020

To whom it may concern:

The executive committee would like to thank our current members for their support and participation in the Potterville Area Chamber of Businesses. We would also like give a warm welcome to our new members. It is our hope that we continue to grow and be impactful in Potterville in the years to come. Our meetings typically take place throughout the year on the first Wednesday of each month.

Attached is membership application and dues schedule. Please fill out the form and mail it with your member dues to:

Potterville Area Chamber of Businesses
P.O. Box 76
Potterville, MI 48876

You can also give your form and dues to Loren Smalley, the Chamber treasurer, at the next Chamber meeting on February 5, 2020 at noon at Sycamore Creek Church.

Thank you for your continued support.

Potterville Area Chamber of Businesses

Pennie Lake, President
Mark Aupperlee, Vice President
Kathy Dobie, Secretary
Loren Smalley, Treasurer

www.pottervillechamber.com



Potterville Area Chamber of Businesses Potterville - City of Helping Hands

Mission: *To build the bridges between the area businesses, local government, the schools, and churches, and to create an inviting place to live, educate and have fun.*

MEMBERSHIP APPLICATION / Membership Renewal

The Potterville Area Chamber of Businesses would like to thank you for your support in 2019 and invite you renew your membership, or join our organization. The meetings are typically held on the first Wednesday of each month at 12:00 PM at Sycamore Creek Church – Potterville Campus, located at 105 N. Church St., Potterville. Everyone is welcome to attend.

We celebrate the accomplishments of the past year, and take pride in the support we provide for the improvement of Potterville, and including the following:

- Potterville/Benton Township Fire Department Christmas stocking program
- Community Easter Egg Hunt
- Back-To-School Bash
- Potterville Food Bank
- Community holiday gift baskets
- Promoting the City of Potterville
- Welcoming new businesses into the community
- Sponsoring the welcome to Potterville sign
- Network opportunities to share your business/organization
- Introduced our new website! Check it out at <https://www.pottervillechamber.com/>

ANNUAL DUES (January 1 - December 31)

- 1 to 5 employees \$50.00
- 6 to 15 employees \$60.00
- 16 or more employees \$75.00
- Non-Profit Organizations \$40.00

PLEASE RETURN BOTTOM OF THIS FORM WITH YOUR 2020 DUES. THANK YOU FOR YOUR SUPPORT.

Name of Organization:

Mailing Address:

City/State/Zip:

Phone E-Mail Address:

Representative's Name (Contact Person for Your Business/Organization if different from above)

Please make checks payable to the Potterville Area Chamber of Businesses and mail to P.O. Box 76, Potterville, MI 48876 or give to Loren Smalley, Treasurer.

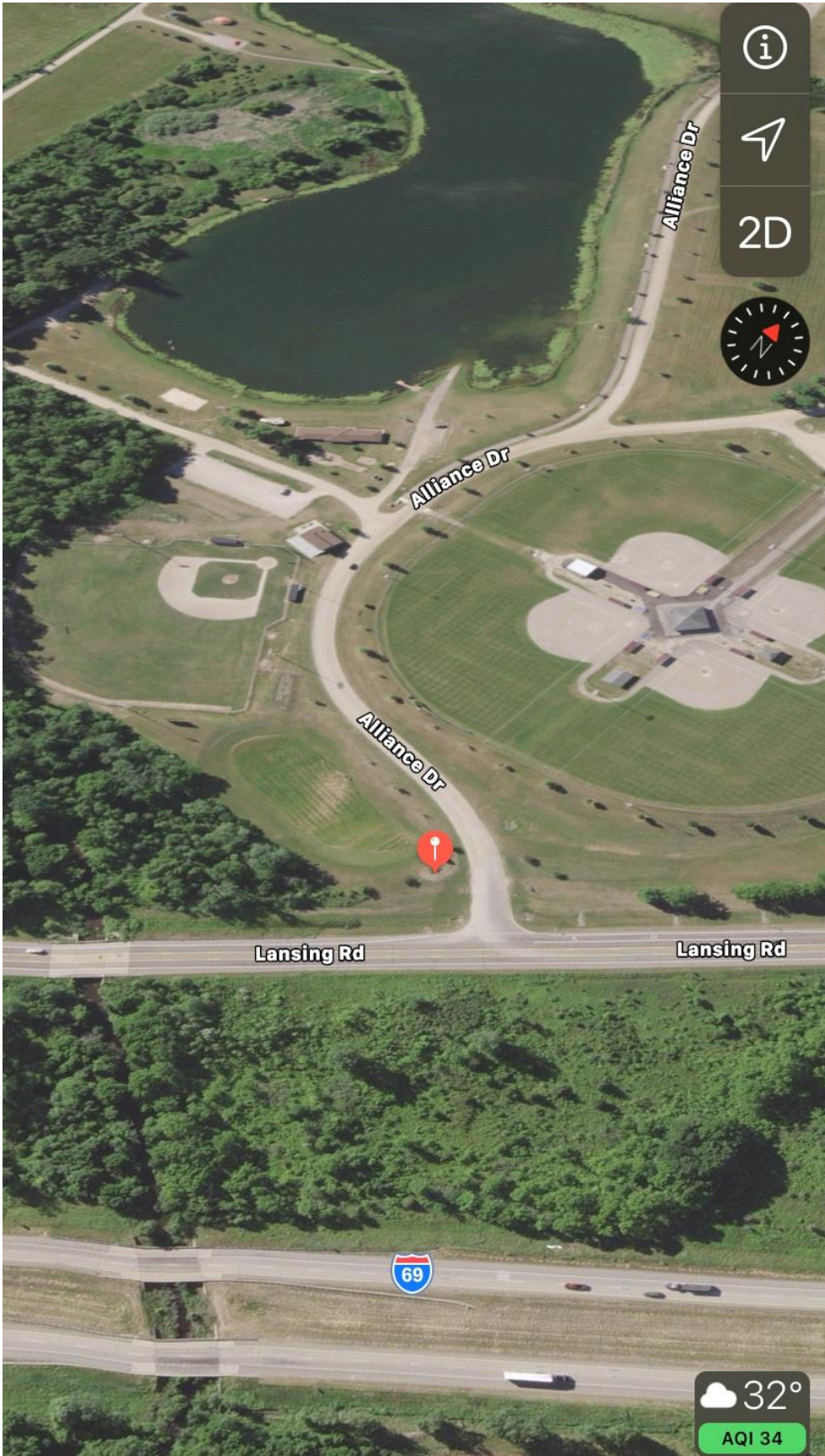
(Membership renewal form 01.22.2020)

The City of Pottersville 2020 Grant Application to the
Lansing Economic Area Partnership (LEAP) Public Art for Communities Program.

January 31st 2020



Lake Alliance - Public Art Primary Site Location



City of Potterville

319 N. Nelson St. ♦ PO Box 488 ♦ Potterville, MI 48876 ♦ Phone: (517) 645-7641
Fax: (517) 645-7810 ♦ www.pottervillemi.org

January 30th 2020

To: Lansing Economic Area Partnership (LEAP)
From: Tiffani Schaner, Parks & Recreation Director
Subject: 2020 City Application to the Lansing Economic Area Partnership (LEAP) Public Art for Communities Grant Program. Deadline January 31st 2020

Introduction:

The purpose of this project is to present engaging tools to increase the public's draw to the City and its premier park at Lake Alliance Park. This park is unique to the area, and hosts annual softball leagues and tournaments known to attract hundreds of visitors and amateur softball participants in a single weekend. It is located within the City's Tax Increment Finance Authority's Development area that has recently finished construction of a baseball stadium and field, adjacent to the high traffic corridor of Lansing Road.

Public Art Policy:

To help guide the new Public Art Program, the City has generated a Public Art Policy to be included for adoption on its next public agenda. The City Council and Board of Directors of the City Tax Increment Finance Authority (TIFA) have also scheduled Resolutions of Support including match amounts, to appear on their public agendas for adoption in February. Drafts of these Resolutions shall be enclosed with this application. If an award of the LEAP Public Art for Communities is provided to the City, it would kick start a *new* Public Art Program and satisfy "placemaking" goals and objectives of professional plans including the 5 Year Parks Plan, Community Master Plan, and TIFA Development Plan.

The City of Potterville has an active Parks Committee that shall act as the City "Ad-Hoc Committee" for its Public Art Program. The Parks Committee will collaborate with the City Manager and City Council to display and attract local artist(s) and art piece(s) under guidance of an adopted Public Art Policy, also provided with this application.

Funding and Support:

The Parks Committee, City Council and TIFA Board Members of Directors are pursuing this grant cooperatively with intent to fund a match of 25% of funds upon approval of Resolutions of Support (w/match amounts). Again, these Resolutions are scheduled to appear on their public agendas February 4th, February 17th and February 20th respectively. Upon acceptance of the grant, the City plans to seek matching dollars with a combination of in-kind services though a letter writing campaign and crowdfunding from residents, and local and regional businesses owners who may

benefit from increased in public draw to the area. Regional businesses include large corporations such as Walmart, Team One Chevrolet, Dick's Sporting Goods, and Tractor Supply.

Social Media community is vital to the decision-making process of the City. Interaction and input it receives from the public, go hand in hand with developmental goals and planning. The City intend to approach its social media followers and apply known crowdfunding mechanisms such as Facebook and GoFundme.com to supplement the Public Art Program. Local markets can be earmarked with this type of campaign and include 54 active businesses, organizations and associations. This includes the Potterville Masonic Lodge, Chamber of Commerce, McDonald's Corporation, Colonial Estates to name a few. Private contributions to the City's Public Art Program are qualified as a tax-deductible.

Timeline for Commission and Installation:

For the installation of a public art piece, we have laid out the below timeline:

- LEAP "RFP" Open for Submission: October 11, 2019 - January 31, 2020
- Review of received proposals: January 31, 2020 - February 15, 2020
- Press Event/Announcement: March 2020
- Funded Community Art Committees Convene to write Artist RFP: Week of March 3, 2020
- Community Call to Artists RFP Open for Submissions: March- May 2020
- Choose Artist/Enter into contract with Artist: May 2020
- Fabrication of Art Piece: June- September 2020
- Unveiling of Art Piece/Press Event: October 2020

Placemaking Efforts:

Potterville is located just south of Michigan's State Capital on I-69 in Eaton County with a thriving community of population growth and development. It has recently completed over 18 million dollars in public infrastructure improvements, and numerous professional plans with Williams & Works Civil Engineers that outlay "placemaking" activities like public art installation as a means to increase business development and attract visitors to Potterville - "The City of Helping Hands". To connect residents and visitors to public art is a major goal (and strategy) of known "placemaking" efforts planned by the City and TIFA. Doing so at Lake Alliance Park will magnify positive results of this placemaking by connecting the most people to art.

Art Location:

A high priority is placing art at the entrance of Lake Alliance Park. It would be installed on the North West side of the main entrance on a knoll, visible from both directions of traffic on Lansing Road. This is an ideal location as it will bring more visitors as they commute to their day to day travels in and around Potterville. City has additional plans of placing artwork throughout the park that draws visitors toward Lake Alliance. The City's Lake Alliance Park entrance has been identified as an ideal space where art could increase the number of people visiting the park, and promote a culture of public art, creativity, and feel of a shared experience among park users. Refer to the enclosed map of the entrance of the park to see this location. The entrance to the park has potential with line of sight to Lansing Road, but lacks excitement, engagement, and a certain inviting feel. The City and TIFA plan to improve the entrance by making it more inviting and welcoming to all visitors.

Lake Alliance Park sits on approximately 66 acres with a 24-acre lake that is open to the public year-round. Amenities include a lighted softball complex, a lighted high school regulation baseball field, non-motorized trails, nature trails, pavilion shelters, a Disc Golf Course and more. As stated, softball and baseball tournaments are held regularly on weekends with visitors from all over Michigan and the Mid-West. It receives a high volume of traffic (vehicles and pedestrians) from tournaments and programs during the Spring, Summer and Fall months of the year.

The traffic count in 2018 from MDOT's NTFA map shows that an Annual Average Daily Traffic (AADT) of 6,278 which is an increase from 2017 of 6,234. For the 2019 year, the traffic count has yet to be accounted for, but the NTFA map shows that the AADT for 2019 is 6,538. The tournaments and programs that take place at Lake Alliance Park has seen an increase in pedestrians as well. For the 2019 year, the City recorded 337 teams for tournaments that consist of an average 16 players per team. This is a total pedestrian count about 5,392, that is in addition to our recreation programs with about 100 pedestrians. Both counts equal a total of about 5,492 park users. In 2018, the ball tournaments held at Lake Alliance saw 303 teams with 16 players per team for a pedestrian count of 4,848 in addition to our programs that brought in about 60 pedestrians for a total of about 4,908. This does not include daily visitors that come to the park. As noted, this park is highly utilized, a wide variety of targeted demographics come and go. Adding art will promote a new and innovative culture to the park.

Site Preparation Outline:

The physical foundation development of the art is planned to be constructed with compacted aggregated, asphalt or concrete displays pedestals or pads, depending on the artwork. The artists proposal shall clearly outline what suits it for display and maintenance. Regular maintenance will be performed by the DPW Staff in combination with private contractors as funded by the City General Fund and Parks Fund.

Maintenance Outline:

Regular park maintenance and security are in place and funded by the City of Pottersville General Fund. City Departments of the General Fund are funded by City's General Operation Tax and development funds as provided from time to time by the City TIFA. Together, these resources are planned to maintain Lake Alliance Park and public art to a high standard. DPW Staff makes routine visits and maintenance checks to Lake Alliance Park daily during operation hours. Police patrol during the weekdays and on the weekends when the park is in high usage. Art piece as defined in a "RFP" and/or any proposal from the artist will be under the City's insurance/liability upon final installation. The City has a coverage of \$25,000 for damages to City property and a deductible of \$250. The art piece once processed will be covered in the City's general liability insurance policy. If additional coverage is needed for the art, it will be determined by all parties involved as to what is deemed the best additional coverage. As for the budget, an anticipated total of about \$12,500 could be expected for each grant award. Maintenance and lighting expenses could be appropriated to the existing Park budget. The City may choose plan to contribute general DPW activities associated with materials and preparation of its public art site - whether that is a podium needed, cement slab, or installation of a plaque after a project is completed. Per the Public Art Policy, the City would plan to maintain its public art pieces.

Conclusion:

The primary goal of this project is to generate “placemaking” for increased business development, and to provide the City with new and engaging tools to improve its public spaces. The intent is to perform this task via the promotion of public art, creativity and a feel of shared experience among local and regional park users.

Respectfully,

A handwritten signature in black ink, appearing to read 'Tiffani Schaner', written in a cursive style.

Tiffani Schaner
Parks & Recreation Director
City of Pottersville

CC: Aaron Sheridan, City Manager
Bruce Kring, City Mayor
Dustin Twichell, City TIFA Chairman

City of Potterville

319 N. Nelson St. ♦ PO Box 488 ♦ Potterville, MI 48876 ♦ Phone: (517) 645-7641
Fax: (517) 645-7810 ♦ www.pottervillemi.org

PUBLIC ART POLICY

PURPOSE

The placement of public art adds to the unique character and quality of life of a community. Public art can straighten civic identify, community pride, and create a cultural economy. By adding public art to an otherwise ordinary space, it can introduce a surprising, unexpected and energizing element. Public art has the capacity to humanize our urban and suburban environment.

Public art can be the foundation for the creation of a “sense of place” in a public space. Placemaking as it is known in planning is known to promote people’s health, happiness, and wellbeing. Developing a sense of place helps people identify with their region and with each other and thus creates a sense of community. Create placemaking animates public spaces, rejuvenates structures and streetscapes, improves local business viability and public safety, and brings diverse people together to be inspired.

Ultimately, the goal of placemaking and the use of public art is to create a feeling that our community is a special place and distinct from anywhere else. With this policy, the City Parks Committee and City Council seeks to provide opportunity for creating exciting and attractive public spaces that are used and enjoyed by Potterville residents, workers, businesses, and visitors.

GOALS

The Community is committed to providing public art of exceptional quality that adds to the community vibrancy and identity. The Community strives to:

- Use public art to help express the Community’s history and cultural heritage.
- Foster the public’s understanding and enjoyment of the public art.
- Use public art as a means to foster the community’s sense of spirit, pride, and development.
- Enrich the quality of life for the community and the region by creating exciting, appealing, and harmonious public spaces.
- Integrate public art into new community facilities.
- Enhance the Community image locally, regionally and nationally.
- Recognize public art’s contribution in economic development.

PUBLIC ART COVERED

Public art, as defined by this policy, encompasses the broadest definition of visual art including the imaginative use and interplay of all artistic disciplines. Public art determined by council to be governed by this policy shall be visually or physically accessible to the public. This shall include all art acquired by County Funds/Grants, donated to the Community and/or provided by a private entity for community benefit.

PARKS COMMITTEE

As needed, the Parks Committee shall review the City’s public art policy activities and provide recommendations to the Parks & Recreation Director, City Manager and/or City Council regarding the Public Art Policy. For the purposes of the Policy, The Parks Committee shall expect to provide informed input and written recommendations, regarding determinations of the Policy as provided by the City Manager and City Council. Recommendation of the Parks Committee may include but are not limited to

City of Potterville

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public art site locations, releasing RFPs for artwork, selection of winning artists and/or awards, contracts with artists of public art, fabrication, assembly, placement, and/or coordination and dedication of art pieces. The Parks Committee shall be a recommending body to the City Manager and City Council for the purposes of this Policy. The Parks Committee should be comprised of an informed and diverse group of citizens representing Potterville City neighborhoods, businesses, associations, artists, architects, landscape architects, engineers, urban designers, etc. All members of the Parks Committee should be free of conflict of interest or the potential for financial gain.

ART SELECTION PROCESS

The phases below outline a suggested program for carrying out a public art project. These phases are intended to be guidelines, as it is recognized that each Committee of public art is unique, and adjustments will need to be tailored to each individual project.

Phase One: Creation of Request for Proposals (RFP). The City Manager shall seek written recommendation of the Parks Committee for a Public Art RFP(s) to be reviewed and considered by City Council for approval/denial. In regard to this Policy, all authorized RFPs for Public Art Projects must be presented to Parks Committee and approved by City Council.

- Prior to the draft RFP by the City Manager, the Parks Committee shall meet to assess the specific needs, requirements and expectations of the public art installation. It is recommended that the Parks Committee establish scoring criteria to be included in any Public Art RFP. This scoring criteria should be provided to the City Manager for inclusion in the RFP draft to be considered for approval/denial by City Council.
- With agreement and approval on the RFP and Public Art Project, the Manager shall send out the approved RFP to artists that includes project specifics regarding the location, style or nature of the placement, type and theme of project, and a budget. The RFP shall be distributed to artists locally, throughout Michigan and nationally, to encourage equal opportunity and cultural diversity.
- Applicants may be asked for the following:
 - Small scale model or rough draft of a three-dimensional work (when appropriate as determined by the City) or complete drawing of a two-dimensional work.
 - Drawings or photographs that demonstrate the relationship of the artwork to the site.
 - Material samples for the artwork and any relevant construction materials.
 - Installation details.
 - Description of routine maintenance and estimate of maintenance costs
 - Artist's resume.
 - Statement of Interest of the project from Artist.
 - Budget.

Phase Two: Artist Selection and Contracts. Proposed gifts, loans, creation, and selection of Public Art will be reviewed by the City Council with a recommendation of the Parks Committee for final action. The following criteria will be used in any recommendation:

- Use of local artists.
- Quality and condition of the artwork.

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- Context in the Community's collection. For example, Does the artwork enhance the existing collection and/or add diversity of inventory or art on hand. Or both?
- How does the piece engage the public?
- Are the materials appropriate/safe/beneficial for public use? All age groups and demographics?
- Is the piece more or less susceptible to vandalism or graffiti?
- Durability of artwork.
- Ability to maintain the artwork.
- Aesthetic merit.

City Public Art Contracts shall be agreed to in writing and authorized by all interested parties regarding ownership and/or use of Public Art. They shall be considered legal contracts and executed by the City Manager upon review of the City Attorney and authorization of City Council. Art ownership shall be transferred to the City at the time of installation with no rights remaining with the artists. The contract should protect the City from the artists duplicating the exact work for sale to others unless agreed to in the Contract with appropriate considerations for proceeds of sales of art on display by the City.

During design and installation, the City shall work with the artist to ensure all objectives of display are being met. Once the art is installed, the City shall hold a dedication ceremony to formally introduce the art and the artist will be identified with an appropriate physical acknowledgement such as a sign or plaque on site.

Phase Three: Documentation/Evaluation. As needed, the Parks Committee will review the Public Art guidelines and provide recommendations to the City Manager and City Council, to determine how the City can be improved to better meet the community's needs and interests, and goals of the public art program, especially immediately following a selection.

Periodically, the City will review the Public Art guidelines to determine how they can be improved to better meet the community's needs and interests, and the goals of the public art program, especially immediately following a selection.

GENERAL GUIDELINES

- Donated or loaned artwork will include identifying plaques.
- All donated works will become part of the City's art collection and as such may be relocated or decommissioned.
- Monetary donations to help fund public art acquisitions including memorial displays may be accepted by City, and City Council shall endeavor to plan and budget General Fund outlays for purpose of operation, maintenance, replacement and/or purchase of Public Art.
- Memorial art shall not ordinarily honor a living person, unless that person has made a significant and unique contribution to the City's Public Art Program or to the City. Any nomination and/or approval of such a Committee or memorial of a living person must be approved by unanimous consent or affirmation of City Council by means roll call vote at a regular meeting of the entire sitting members of City Council. A waiting period of at least 1 year from the date of the council approval shall proceed any installation activity of such a Committee or memorial for a living person.

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- Relocation and/or decommission of the City's public art is at the sole discretion of the City Council. It is recommended and encouraged that any relocation and/or decommission of any public art shall be with the written recommendation of the Parks Committee, and with due consideration of:
 - The condition or security of the artwork cannot be reasonably guaranteed in its present location.
 - The art presents a public safety risk or unacceptable hazardous condition to the public.
 - The artwork is damaged and repair is not feasible or approved by City Council.
 - Significant changes in use, character, or actual design of the site of public display. This may justify re-evaluation of the art work's relationship to the site and result in relocation or removal.
 - The artwork requires excessive maintenance or has failures of design or workmanship.
 - Any new or existing Right-of-Way or easement access that is determined necessary by the City. This may also include activities associated maintenance of public property and/or land as performed by the City or its authorized agents. This may include activities involved with City grant projects, construction, and/or landscaping activities as authorized by the City.
 - The City will endeavor to financially support the installation and maintenance of its public art whenever possible within the constraints of its adopted annual fiscal budget.

Policy adopted by Council Resolution _____ during the regular meeting held _____ 2020:

Stephanie Wilson

City Clerk

City of Potterville

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Fax: (517) 645-7810 ♦ www.pottervillemi.org

REQUEST FOR PROPOSAL PUBLIC ART AT LAKE ALLIANCE PARK

Project Summary

The City of Potterville seeks to commission site-specific artwork for Lake Alliance Park that engages citizens and increases public draw to its park amenities. Artists or artist teams are invited to submit qualifications and concept designs for the project that include design, fabrication and installation of artistic elements. The project shall comprise of a signature piece for the Alliance Lake Park entrance with an option for artist to include proposed sites throughout the interior of the Park. The design and/or scope of services should be all inclusive of any professional design services needed for proper installation, execution and completion of the public art project.

Project Background

The City of Potterville (population nearly 2,800) is located just south of Michigan's State Capital on I-69, in Eaton County a thriving community that continually grows in development. It has recently completed over 18 million dollars in public infrastructure improvements, as well as professional plans with Williams & Works Civil Engineers outlaying "placemaking" activities such as placement of public art to increase draw to parks and development Districts throughout Potterville - "The City of Helping Hands". Connecting visitors and local residents to public art is a goal (and strategy) of planned "placemaking" activities. Performing these activities at Lake Alliance Park, the City's premier park asset, will magnify the positive results of connecting the public to public art.

Artist Eligibility

Any artist or team of artists interested in creating an outdoor art, sculpture or series of sculptures with 3D elements at Lake Alliance Park is eligible to submit a proposal to the City. The City is an equal opportunity employer and provider. All proposed projects must be completed no later than September 30th 2020. All eligible applicants shall include a complete proposal with resume portfolio and references, and pictures of sample work to the City of Potterville.

Goals

Create a 3D piece of public art that is durable and suitable for outdoor environments. Public art must be attractive to all ages and demographics. It must be safe *and* engaging. Public art should demonstrate artistic excellence and design. It shall be planned to be completed on time and within budget.

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Location

The primary space for placement is a small knoll north west of the Lake Alliance Park entrance from Lansing Road. Secondary spaces are available throughout the interior of the park, if requested by artist(s) and included in the proposal. If proposed by artist, these secondary sites should complement the main public art piece at the entrance of the park and draw public attention from heavy traffic area of Lansing Road toward the interior amenities of the park. These include baseball and softball facilities, children's playground, pavilion, nature trails, a concession building, and a 26-acre lake with boat or kayak launch with fishing piers. Additional imagery of primary space and/or secondary spaces are available upon request.

Application Requirements

A narrative and design illustrating the concept of the proposal is required for each submission. Provide all information regarding the proposed art work such as dimensions, material(s) to be used, source of materials, method to be used to anchor the piece to a foundation or structure (if applicable), timeline for completion, budget, projected maintenance needs, etc.

Key Activities

Proposals shall include and be responsible for the following:

Identify artist/artwork that activates park space by responding to community needs, site conditions, terrain and existing use patterns. Secure any permits if necessary, from the City and/or Eaton County.

Manage installation of the artwork, and cover all expenses related to fabrication, labor, supervision, insurance, and maintenance of the artwork throughout the installation period.

Return park to its original condition at the end of the installation period.

All proposal components must be made available in digital format.

No submission fees. Artists/artist teams may submit more than one application.

The project budget shall not exceed \$10,000 for an artist or team of collaborative artists. The budget shall include all fees and expenses associated with the project including any artist fees, installation, supplies, materials, maintenance, equipment rental, shipping, storage, freight, travel-related expenses, and all other applicable costs.

Images of previously completed works are required, accompanied by information regarding dimensions, materials, budget and location of other public works. Contact information for references is encouraged.

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The submission deadline for Proposal is 4:00 p.m. March 31st 2020.

ALL QUALIFIED PROPOSALS SHALL BE EMAILED OR FAXED TO THE CITY CLERK at cityclerk@pottervillemi.org no later than 4:00 p.m., March 31st 2020. Submittal of proposals by US Mail are allowed if made to:

Potterville City Clerk
319 N. Nelson Street
Potterville, MI 48876

The City Clerk shall be the contact for inquiries regarding any aspect of this request for proposal. Questions will be accepted until the deadline. All questions or inquiries should be sent via email to the City Clerk at cityclerk@pottervillemi.org

Policies

Artists will retain ownership of design ideas submitted with this proposal. Upon signing of a contract between the artist(s) and the City of Potterville, the ownership of the design and the artwork produced for the public art shall become the property of the City of Potterville.

Only full and complete proposals shall be eligible for review. Proposals will be reviewed by the City Parks Committee and City Council. City Council shall make final determinations of all proposals and final selections of public art. The City of Potterville is not obligated to award a contract from among the proposals received in response to this RFP. Compensation, insurance and all other issues associated with the completion of the public art will be included in the contract between the artist(s) and the City.

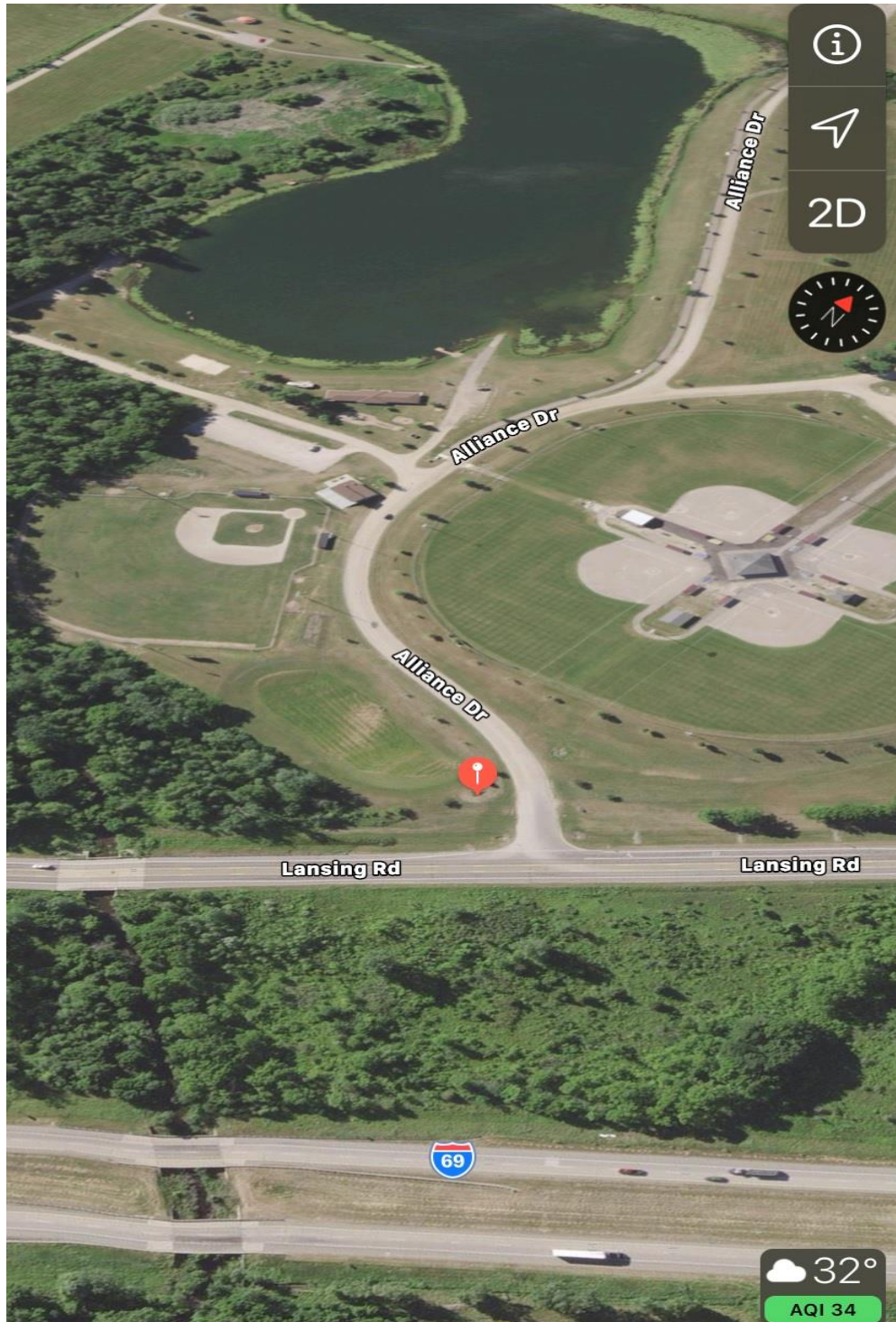
Site Specifications and Information

The public art will be installed, maintained and operated by the City at the designated primary site on a knoll located NW of the main entrance of the park entrance of Alliance Drive and Lansing Road. The public art shall face Lansing Road with clear lines of sight of vehicular traffic, park users and pedestrians entering and exiting the park from Alliance Drive. If requested by the artist(s), secondary sites in addition to the primary site may be included in the proposal. Secondary sites exist throughout the interior park that may be suitable for public art near the park's interior amenities. More information regarding site information may be provided by the City upon request.

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Lake Alliance - Public Art Primary Site Location



City of Potterville

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January 30, 2020

Re: Supporting 2020 Public Art Program

Dear City Business Owner,

The City of Potterville is working in cooperation with Lansing Economic Area Partnership (LEAP) Public Art Program to bring you public art displays around town and Lake Alliance Park. With the acquisition of grant funds this year, the City plans to showcase professional artistic displays at Lake Alliance Park, and create exciting spaces for the enjoyment of Potterville residents, workers, businesses, and visitors.

The City has applied for a Lansing Economic Area Partnership (LEAP) Public Art for Communities Program Grant and a Public Art Policy to guide their public art program. The first installation of public art will be at the entrance to Lake Alliance Park just off Lansing Road. With high visibility of traffic and pedestrians present, this site is ideal for visitors to experience exciting new professional art. With enough support and enthusiasm, local businesses and surrounding areas are expected to benefit from increased draw of the public to Lake Alliance.

In the future the City plans to place artwork throughout Lake Alliance Park for an Art Trail. This is ambitious, and we are asking for your support and assistance with “in kind” donations or monetary contributions to help sustain the new Public Art Program.

With your support, the City and LEAP will be able to fulfill “placemaking” goals of development and improve the community using art’s interpretive meaning, value and characteristics. Please help us support the arts by sending a donation to Potterville City Hall (319 N. Nelson) with this letter attached, or mail a check to Potterville City Hall, P.O Box 488, Potterville, MI 48876 with a memo “public art program”. Contributions provided to the City’s for the Public Art Program are tax deductible. If you have questions regarding the City’s Public Art Program or Art Policy, please contact Tiffani Schaner, Parks & Recreation Director at 517-645-7641 and/or email to tschaner@pottervillemi.org.

Thank you for your support and interest.

Respectfully,

Tiffani Schaner
Parks & Recreation Director
City of Potterville

CITY COUNCIL OF THE CITY POTTERVILLE

RESOLUTION OF SUPPORT OF THE CITY OF POTTERVILLE GRANT APPLICATION TO THE LANSING ECONOMIC AREA PARTNERSHIP (LEAP) PUBLIC ART FOR COMMUNITES GRANT PROGRAM WITH GRANT MATCH OF \$2,500 AND ADOPTION OF A PUBLIC ART POLICY.

At a meeting of the City Council of the City of Potterville (“Authority”), Eaton County, Michigan, held at on the _____ day of _____, 2020 at _____ p.m.

PRESENT: _____

ABSENT: _____

The following Resolution was offered by _____ and seconded by _____.

WHEREAS, The City Council recognizes that public ownership, maintenance and placement of art positively impacts the character and quality of life for residents and visitors to the City of Potterville; and

WHEREAS, The City Council recognizes that adding public art to City parks and open spaces is “placemaking” and improves the appeal and attractiveness of public spaces and is consistent with goals of professional Plan studies as adopted by City Council; and

WHEREAS, The City Council supports The City of Potterville Grant Application 2020 to the Lansing Economic Area Partnership (LEAP) Public Art for Community Grant Program as enclosed as “Exhibit A”; and

WHEREAS, The City Council adopts the Public Art Policy as required by Lansing Economic Area Partnership grant program that includes general guidelines for operating its public art program with stated purpose, goals, types of public art, duties of the Parks Committee acting as “Ad-Hoc” Art Committee, art selection processes as enclosed as “Exhibit B”; and

WHEREAS, The City Council finds value in recommendations and opinions of its Parks Committee in matters pertaining to the operation and planned improvements of City Parks and recreation;

WHEREAS, The City Council recognizes that its Parks Committee shall act as the “Ad-Hoc” Art Committee as required by Lansing Economic Area Partnership grant program pursuant to the Public Art Policy as enclosed as “Exhibit B”; and

WHEREAS, The City Council shall act as fiduciary agent for its grant application and commit to a match of 25% or \$2,500 of the maximum grant amount of \$10,000 from the Lansing Economic Area Partnership (LEAP) Public Art Community Grant Program; and

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

- YEAS: _____

NAYS: _____

STATE OF MICHIGAN)
) ss.
COUNTY OF EATON)

Stephanie Wilson, City Clerk

THE CITY POTTERVILLE TAX INCREMENT FINANCE AUTHORITY (TIFA)

RESOLUTION OF SUPPORT OF THE CITY OF POTTERVILLE 2020 GRANT APPLICATION TO THE LANSING ECONOMIC AREA PARTNERSHIP (LEAP) PUBLIC ART FOR COMMUNITIES GRANT PROGRAM AND CONTRIBUTION OF TIFA PUBLIC FUNDS IN THE AMOUNT OF \$2,500 IN MATCH FOR THE CITY'S GRANT APPLICATION.

At a meeting of the City of Potterville Tax Increment Finance Authority ("TIFA"), Eaton County, Michigan, held at on the _____ day of ____, 2020 at _____ p.m.

PRESENT: _____

ABSENT: _____

The following Resolution was offered by _____ and seconded by _____.

WHEREAS, TIFA recognizes the City of Potterville's public ownership, maintenance and placement of art positively impacts the character and quality of life of residents and visitors to the Development Area of TIFA; and

WHEREAS, TIFA recognizes that contributing public funds to the installation of public art at Lake Alliance Park and other public spaces within the TIFA Development Area, is "placemaking" and improves the appeal and attractiveness of public space; and

WHEREAS, "placemaking" within the TIFA Development Area is consistent with stated goals of the TIFA Development Plan; and

WHEREAS, TIFA supports the City Council's Grant Application 2020 to the Lansing Economic Area Partnership (LEAP) Public Art for Community Grant Program as enclosed as "Exhibit A"; and

WHEREAS, TIFA is a component unit of government of the City of Potterville that will benefit as a result of the installation of public art at Lake Alliance Park pursuant to a City grant acquisition from the Lansing Economic Area Partnership (LEAP) Public Art for Communities Grant Program; and

WHEREAS, TIFA commits to provide the City of Potterville \$2,500 in TIFA public funds as a match for the City's 2020 grant application to Lansing Economic Area Partnership (LEAP) Public Art for Communities Grant Program;

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:



1000 S Washington Avenue, Suite #201
Lansing, Michigan 48910-1682
P: (517) 702-3387 | F: (517) 702-3390
purelansing.com

Request for Proposals Public Art for Communities 2020

The Lansing Economic Area Partnership (LEAP) is currently accepting proposals from municipalities, businesses and organizations within Ingham, Eaton and Clinton counties interested in receiving funding to commission and install a piece of public art. The LEAP Public Art for Communities program with additional support from the PNC Foundation will award three grants of \$10,000 each for the municipality, business or organization to commission, create and install the piece of public art for year-round public display.

Arts and cultural strategies help to reveal and enhance the underlying identity — the unique meaning, value, and character — of the physical and social space of a community. In this way, the community's character can be expressed through the activation of a place.

LEAP believes that these public art installations positively impact our communities through:

- Furthering our image and place into one of sophistication and creativity, exhibiting world-class arts and cultural opportunities.
- Strategically and specifically positioning various forms of public art to spur economic growth and attract/retain business and talent.
- Institutionalizing policies and procedures on how arts and culture can be successfully implemented within a municipal body.

The most successful applicants will identify a key, central, public location that is highly visible or recognizable to a significant and regular flow of foot and car traffic. Beyond visibility, we want the public to enjoy the art and feel that the placement greatly enhances the physical aesthetic. Applicants should consider how the community will utilize, interact and feel ownership over the piece. The perfect piece should be specific to the community and its residents.

Definition of Public Art: Public Art is a uniquely created piece of physical artwork, such as a sculpture, statue, mural, or bike rack that will permanently endure the site, activities, and weather. It must not be political or obscene in nature.

Eligibility

- The request for proposal is open to any municipality, business or organization located in Ingham, Eaton or Clinton counties.
- Scoring of applications will be weighted toward LEAP community and business members.
- Applications must be submitted by a representative of the community's municipal body acting on behalf of the municipal body.
 - If a neighborhood organization plans to apply, they must partner with and secure a letter of support from their municipal governing body.

- If a business plans to apply, they must partner with and secure a letter of support from their municipal governing body.
- Municipal governments will serve as fiduciary agents.
- Applicants need to show the existence and/or adoption of a public art policy for their community. The policy must be in progress at the time of the application and adopted by the time the award is made.
 - Two templates of public art policies are available at: www.purelansing.com/publicart.
- Art pieces must be created by an artist with additional points awarded for artists from Michigan and specifically the tri-county region.
- Ability to complete this project within LEAP's fiscal year, with an unveiling event taking place prior to October 31, 2020.

Deadline

The deadline for submission is **4:00 p.m. Friday, January 31, 2020**. Please email applications to: Dillon Rush, Tri-County Development & Placemaking Manager, dillon@purelansing.com. Do feel encouraged to contact Dillon prior to the deadline with questions and/or ideas!

Submission

Please include the following items in your written request:

- Evidence of existence and/or adoption of a public art policy for the community (if in process, please explain when it is planned to be adopted).
 - Plans to seek matching dollars from the private sector or community in the form of crowd funding or contribution (matching dollars are not required but encouraged).
 - Plans to seek in-kind support for the project in the form of landscaping, maintenance, lighting, etc.
- Narrative of the municipality's efforts and priority of placemaking initiatives.
- Description on how the public art piece will contribute to the distinct identity for the area and specific place(ment).
 - Examples of other placemaking initiatives in the community.
- Discussion of how the art piece located at a specific place will enhance business development efforts and attract/retain talent and new businesses to that specific area.
- Description, including photo or map, of the location of the public art piece.
- Information related to the visibility of the location (traffic counts, pedestrian counts, etc.).
- Submission of a site prep outline, physical foundation development, continuous maintenance plan, insurance/liability issues and final installation budget and plan.
- Description of community plans to jury the artists/art pieces.
 - Suggestions for committee members that will draft the RFP and/or jury the pieces.

- Timetable for the commission and installation of the public art piece (Timeline suggestion, see below.)
 - LEAP RFP Open for Submissions: October 11, 2019 – January 31, 2020
 - Review of received proposals: January 31 – February 15, 2020
 - Press Event/Announcement: Week of March 1, 2020
 - Funded Community Art Committees Convene to write Artist RFP: Week of March 1, 2020
 - Community Call to Artists RFP Open for Submissions: March - May 2020
 - Choose Artist/Enter into contract with Artist: May 2020
 - Fabrication of Art Piece: June - September 2020
 - Unveiling of Art Piece/Press Event: October 2020

Selection Process

LEAP's Placemaking Workgroup will serve as the review panel that will recommend submission(s) to LEAP's President & CEO for award approval.

Selection Criteria

The selection will be based on the following criteria:

- Does the community have a public art policy in place or in process?
- How engaged is the community in creating a sense of place for the region?
- Does the project increase the sense of place for resident and visitors?
- Does this project impact potential business investment and talent in the area?
- Is the placement of the piece in a high visibility location?
- Does the community plan to offer a match/in kind donation to the grant dollars?
- Is the applicant a LEAP member?

Award

The awards will be announced publicly at a press event in early March. Applicants will be notified prior to the public announcement. Grantees will receive 50% of the grant dollars at the time of contract with LEAP and 50% upon completion of the final report and installation of the piece. **Applicants must not publicly reveal notification of award without written consent by LEAP or a LEAP-led public announcement.**

Questions

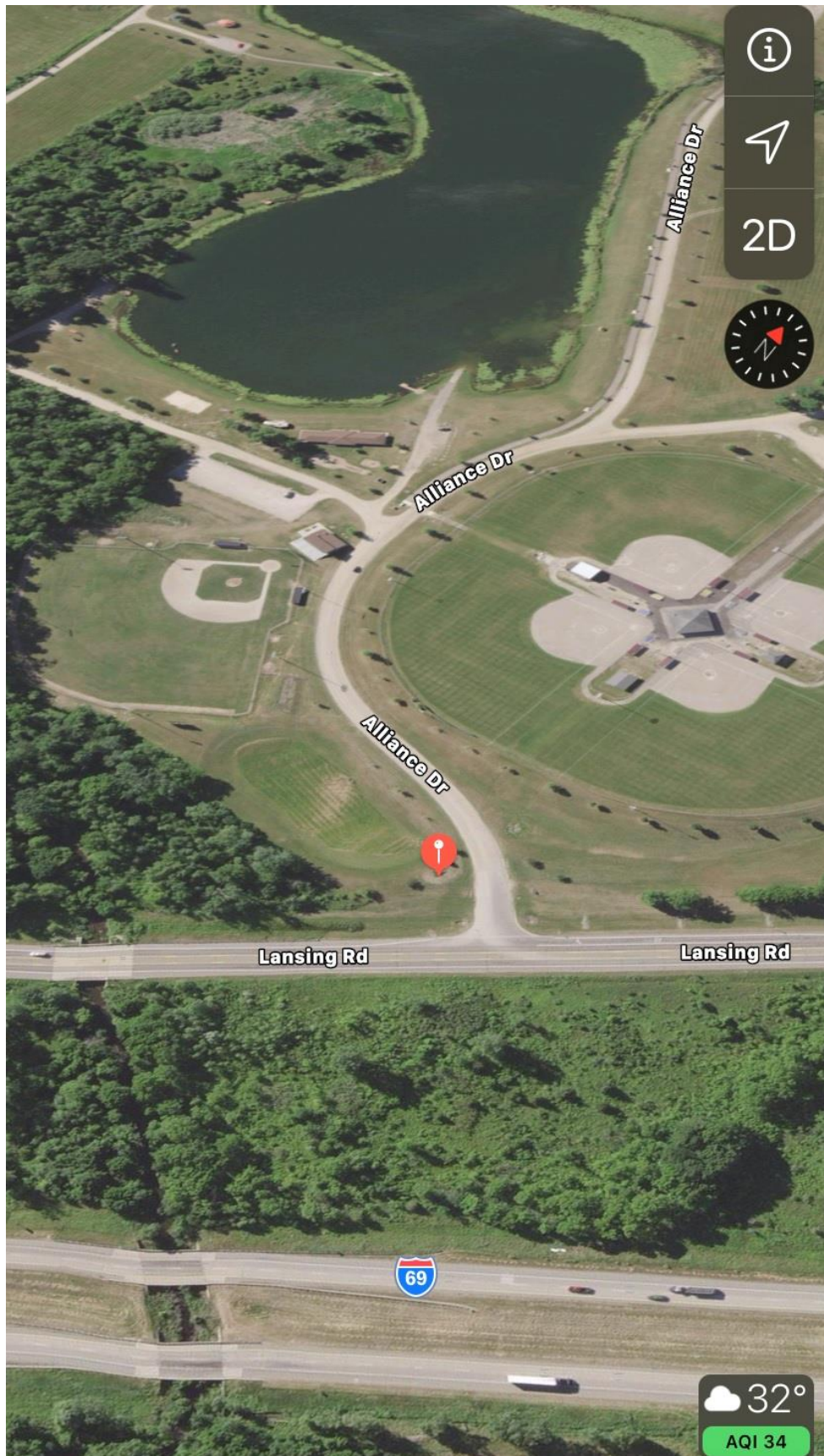
Please direct any questions to Dillon Rush at the Lansing Economic Area Partnership (LEAP) at dillon@purelansing.com or 517.331.0069.

The City of Pottersville 2020 Grant Application to the
Lansing Economic Area Partnership (LEAP) Public Art for Communities Program.

January 31st 2020



Lake Alliance - Public Art Primary Site Location



City of Potterville

319 N. Nelson St. ♦ PO Box 488 ♦ Potterville, MI 48876 ♦ Phone: (517) 645-7641
Fax: (517) 645-7810 ♦ www.pottervillemi.org

January 30th 2020

To: Lansing Economic Area Partnership (LEAP)
From: Tiffani Schaner, Parks & Recreation Director
Subject: 2020 City Application to the Lansing Economic Area Partnership (LEAP) Public Art for Communities Grant Program. Deadline January 31st 2020

Introduction:

The purpose of this project is to present engaging tools to increase the public's draw to the City and its premier park at Lake Alliance Park. This park is unique to the area, and hosts annual softball leagues and tournaments known to attract hundreds of visitors and amateur softball participants in a single weekend. It is located within the City's Tax Increment Finance Authority's Development area that has recently finished construction of a baseball stadium and field, adjacent to the high traffic corridor of Lansing Road.

Public Art Policy:

To help guide the new Public Art Program, the City has generated a Public Art Policy to be included for adoption on its next public agenda. The City Council and Board of Directors of the City Tax Increment Finance Authority (TIFA) have also scheduled Resolutions of Support including match amounts, to appear on their public agendas for adoption in February. Drafts of these Resolutions shall be enclosed with this application. If an award of the LEAP Public Art for Communities is provided to the City, it would kick start a *new* Public Art Program and satisfy "placemaking" goals and objectives of professional plans including the 5 Year Parks Plan, Community Master Plan, and TIFA Development Plan.

The City of Potterville has an active Parks Committee that shall act as the City "Ad-Hoc Committee" for its Public Art Program. The Parks Committee will collaborate with the City Manager and City Council to display and attract local artist(s) and art piece(s) under guidance of an adopted Public Art Policy, also provided with this application.

Funding and Support:

The Parks Committee, City Council and TIFA Board Members of Directors are pursuing this grant cooperatively with intent to fund a match of 25% of funds upon approval of Resolutions of Support (w/match amounts). Again, these Resolutions are scheduled to appear on their public agendas February 4th, February 17th and February 20th respectively. Upon acceptance of the grant, the City plans to seek matching dollars with a combination of in-kind services though a letter writing campaign and crowdfunding from residents, and local and regional businesses owners who may

benefit from increased in public draw to the area. Regional businesses include large corporations such as Walmart, Team One Chevrolet, Dick's Sporting Goods, and Tractor Supply.

Social Media community is vital to the decision-making process of the City. Interaction and input it receives from the public, go hand in hand with developmental goals and planning. The City intend to approach its social media followers and apply known crowdfunding mechanisms such as Facebook and GoFundme.com to supplement the Public Art Program. Local markets can be earmarked with this type of campaign and include 54 active businesses, organizations and associations. This includes the Potterville Masonic Lodge, Chamber of Commerce, McDonald's Corporation, Colonial Estates to name a few. Private contributions to the City's Public Art Program are qualified as a tax-deductible.

Timeline for Commission and Installation:

For the installation of a public art piece, we have laid out the below timeline:

- LEAP "RFP" Open for Submission: October 11, 2019 - January 31, 2020
- Review of received proposals: January 31, 2020 - February 15, 2020
- Press Event/Announcement: March 2020
- Funded Community Art Committees Convene to write Artist RFP: Week of March 3, 2020
- Community Call to Artists RFP Open for Submissions: March- May 2020
- Choose Artist/Enter into contract with Artist: May 2020
- Fabrication of Art Piece: June- September 2020
- Unveiling of Art Piece/Press Event: October 2020

Placemaking Efforts:

Potterville is located just south of Michigan's State Capital on I-69 in Eaton County with a thriving community of population growth and development. It has recently completed over 18 million dollars in public infrastructure improvements, and numerous professional plans with Williams & Works Civil Engineers that outlay "placemaking" activities like public art installation as a means to increase business development and attract visitors to Potterville - "The City of Helping Hands". To connect residents and visitors to public art is a major goal (and strategy) of known "placemaking" efforts planned by the City and TIFA. Doing so at Lake Alliance Park will magnify positive results of this placemaking by connecting the most people to art.

Art Location:

A high priority is placing art at the entrance of Lake Alliance Park. It would be installed on the North West side of the main entrance on a knoll, visible from both directions of traffic on Lansing Road. This is an ideal location as it will bring more visitors as they commute to their day to day travels in and around Potterville. City has additional plans of placing artwork throughout the park that draws visitors toward Lake Alliance. The City's Lake Alliance Park entrance has been identified as an ideal space where art could increase the number of people visiting the park, and promote a culture of public art, creativity, and feel of a shared experience among park users. Refer to the enclosed map of the entrance of the park to see this location. The entrance to the park has potential with line of sight to Lansing Road, but lacks excitement, engagement, and a certain inviting feel. The City and TIFA plan to improve the entrance by making it more inviting and welcoming to all visitors.

Lake Alliance Park sits on approximately 66 acres with a 24-acre lake that is open to the public year-round. Amenities include a lighted softball complex, a lighted high school regulation baseball field, non-motorized trails, nature trails, pavilion shelters, a Disc Golf Course and more. As stated, softball and baseball tournaments are held regularly on weekends with visitors from all over Michigan and the Mid-West. It receives a high volume of traffic (vehicles and pedestrians) from tournaments and programs during the Spring, Summer and Fall months of the year.

The traffic count in 2018 from MDOT's NTFA map shows that an Annual Average Daily Traffic (AADT) of 6,278 which is an increase from 2017 of 6,234. For the 2019 year, the traffic count has yet to be accounted for, but the NTFA map shows that the AADT for 2019 is 6,538. The tournaments and programs that take place at Lake Alliance Park has seen an increase in pedestrians as well. For the 2019 year, the City recorded 337 teams for tournaments that consist of an average 16 players per team. This is a total pedestrian count about 5,392, that is in addition to our recreation programs with about 100 pedestrians. Both counts equal a total of about 5,492 park users. In 2018, the ball tournaments held at Lake Alliance saw 303 teams with 16 players per team for a pedestrian count of 4,848 in addition to our programs that brought in about 60 pedestrians for a total of about 4,908. This does not include daily visitors that come to the park. As noted, this park is highly utilized, a wide variety of targeted demographics come and go. Adding art will promote a new and innovative culture to the park.

Site Preparation Outline:

The physical foundation development of the art is planned to be constructed with compacted aggregated, asphalt or concrete displays pedestals or pads, depending on the artwork. The artists proposal shall clearly outline what suits it for display and maintenance. Regular maintenance will be performed by the DPW Staff in combination with private contractors as funded by the City General Fund and Parks Fund.

Maintenance Outline:

Regular park maintenance and security are in place and funded by the City of Pottersville General Fund. City Departments of the General Fund are funded by City's General Operation Tax and development funds as provided from time to time by the City TIFA. Together, these resources are planned to maintain Lake Alliance Park and public art to a high standard. DPW Staff makes routine visits and perform maintenance checks to Lake Alliance Park during operation hours. Police patrol during the weekdays and weekends when the park is in high use. Art pieces as defined in a "RFP" and/or any proposal from the artist will be under the City's insurance/liability upon final installation. The City has a coverage of \$25,000 for damages to City property and a deductible of \$250. The art piece, once processed, will be covered in the City's general liability insurance policy. If additional coverage is needed for the art, it will be determined by all parties involved as to what is deemed the best additional coverage. As for the budget, an anticipated total of about \$12,500 could be expected for each grant award. Maintenance and lighting expenses could be appropriated to the existing Park budget. The City may choose to plan to contribute general DPW activities associated with materials and preparation of its public art site - whether that is a podium needed, cement slab, or installation of a plaque after a project is completed. Per the Public Art Policy, the City would plan to maintain its public art pieces.

Conclusion:

The primary goal of this project is to generate “placemaking” for increased business development, and to provide the City with new and engaging tools to improve its public spaces. The intent is to perform this task via the promotion of public art, creativity, and a feel of shared experience among local and regional park users.

Respectfully,

Tiffani Schaner
Parks & Recreation Director
City of Pottersville

CC: Aaron Sheridan, City Manager
Bruce Kring, City Mayor
Dustin Twichell, City TIFA Chairman

City of Potterville

319 N. Nelson St. ♦ PO Box 488 ♦ Potterville, MI 48876 ♦ Phone: (517) 645-7641
Fax: (517) 645-7810 ♦ www.pottervillemi.org

PUBLIC ART POLICY

PURPOSE

The placement of public art adds to the unique character and quality of life of a community. Public art can straighten civic identify, community pride, and create a cultural economy. By adding public art to an otherwise ordinary space, it can introduce a surprising, unexpected and energizing element. Public art has the capacity to humanize our urban and suburban environment.

Public art can be the foundation for the creation of a “sense of place” in a public space. Placemaking as it is known in planning is known to promote people’s health, happiness, and wellbeing. Developing a sense of place helps people identify with their region and with each other and thus creates a sense of community. Create placemaking animates public spaces, rejuvenates structures and streetscapes, improves local business viability and public safety, and brings diverse people together to be inspired.

Ultimately, the goal of placemaking and the use of public art is to create a feeling that our community is a special place and distinct from anywhere else. With this policy, the City Parks Committee and City Council seeks to provide opportunity for creating exciting and attractive public spaces that are used and enjoyed by Potterville residents, workers, businesses, and visitors.

GOALS

The Community is committed to providing public art of exceptional quality that adds to the community vibrancy and identity. The Community strives to:

- Use public art to help express the Community’s history and cultural heritage.
- Foster the public’s understanding and enjoyment of the public art.
- Use public art as a means to foster the community’s sense of spirit, pride, and development.
- Enrich the quality of life for the community and the region by creating exciting, appealing, and harmonious public spaces.
- Integrate public art into new community facilities.
- Enhance the Community image locally, regionally and nationally.
- Recognize public art’s contribution in economic development.

PUBLIC ART COVERED

Public art, as defined by this policy, encompasses the broadest definition of visual art including the imaginative use and interplay of all artistic disciplines. Public art determined by council to be governed by this policy shall be visually or physically accessible to the public. This shall include all art acquired by County Funds/Grants, donated to the Community and/or provided by a private entity for community benefit.

PARKS COMMITTEE

As needed, the Parks Committee shall review the City’s public art policy activities and provide recommendations to the Parks & Recreation Director, City Manager and/or City Council regarding the Public Art Policy. For the purposes of the Policy, The Parks Committee shall expect to provide informed input and written recommendations, regarding determinations of the Policy as provided by the City Manager and City Council. Recommendation of the Parks Committee may include but are not limited to

City of Potterville

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public art site locations, releasing RFPs for artwork, selection of winning artists and/or awards, contracts with artists of public art, fabrication, assembly, placement, and/or coordination and dedication of art pieces. The Parks Committee shall be a recommending body to the City Manager and City Council for the purposes of this Policy. The Parks Committee should be comprised of an informed and diverse group of citizens representing Potterville City neighborhoods, businesses, associations, artists, architects, landscape architects, engineers, urban designers, etc. All members of the Parks Committee should be free of conflict of interest or the potential for financial gain.

ART SELECTION PROCESS

The phases below outline a suggested program for carrying out a public art project. These phases are intended to be guidelines, as it is recognized that each Committee of public art is unique, and adjustments will need to be tailored to each individual project.

Phase One: Creation of Request for Proposals (RFP). The City Manager shall seek written recommendation of the Parks Committee for a Public Art RFP(s) to be reviewed and considered by City Council for approval/denial. In regard to this Policy, all authorized RFPs for Public Art Projects must be presented to Parks Committee and approved by City Council.

- Prior to the draft RFP by the City Manager, the Parks Committee shall meet to assess the specific needs, requirements and expectations of the public art installation. It is recommended that the Parks Committee establish scoring criteria to be included in any Public Art RFP. This scoring criteria should be provided to the City Manager for inclusion in the RFP draft to be considered for approval/denial by City Council.
- With agreement and approval on the RFP and Public Art Project, the Manager shall send out the approved RFP to artists that includes project specifics regarding the location, style or nature of the placement, type and theme of project, and a budget. The RFP shall be distributed to artists locally, throughout Michigan and nationally, to encourage equal opportunity and cultural diversity.
- Applicants may be asked for the following:
 - Small scale model or rough draft of a three-dimensional work (when appropriate as determined by the City) or complete drawing of a two-dimensional work.
 - Drawings or photographs that demonstrate the relationship of the artwork to the site.
 - Material samples for the artwork and any relevant construction materials.
 - Installation details.
 - Description of routine maintenance and estimate of maintenance costs
 - Artist's resume.
 - Statement of Interest of the project from Artist.
 - Budget.

Phase Two: Artist Selection and Contracts. Proposed gifts, loans, creation, and selection of Public Art will be reviewed by the City Council with a recommendation of the Parks Committee for final action. The following criteria will be used in any recommendation:

- Use of local artists.
- Quality and condition of the artwork.

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- Context in the Community's collection. For example, Does the artwork enhance the existing collection and/or add diversity of inventory or art on hand. Or both?
- How does the piece engage the public?
- Are the materials appropriate/safe/beneficial for public use? All age groups and demographics?
- Is the piece more or less susceptible to vandalism or graffiti?
- Durability of artwork.
- Ability to maintain the artwork.
- Aesthetic merit.

City Public Art Contracts shall be agreed to in writing and authorized by all interested parties regarding ownership and/or use of Public Art. They shall be considered legal contracts and executed by the City Manager upon review of the City Attorney and authorization of City Council. Art ownership shall be transferred to the City at the time of installation with no rights remaining with the artists. The contract should protect the City from the artists duplicating the exact work for sale to others unless agreed to in the Contract with appropriate considerations for proceeds of sales of art on display by the City.

During design and installation, the City shall work with the artist to ensure all objectives of display are being met. Once the art is installed, the City shall hold a dedication ceremony to formally introduce the art and the artist will be identified with an appropriate physical acknowledgement such as a sign or plaque on site.

Phase Three: Documentation/Evaluation. As needed, the Parks Committee will review the Public Art guidelines and provide recommendations to the City Manager and City Council, to determine how the City can be improved to better meet the community's needs and interests, and goals of the public art program, especially immediately following a selection.

Periodically, the City will review the Public Art guidelines to determine how they can be improved to better meet the community's needs and interests, and the goals of the public art program, especially immediately following a selection.

GENERAL GUIDELINES

- Donated or loaned artwork will include identifying plaques.
- All donated works will become part of the City's art collection and as such may be relocated or decommissioned.
- Monetary donations to help fund public art acquisitions including memorial displays may be accepted by City, and City Council shall endeavor to plan and budget General Fund outlays for purpose of operation, maintenance, replacement and/or purchase of Public Art.
- Memorial art shall not ordinarily honor a living person, unless that person has made a significant and unique contribution to the City's Public Art Program or to the City. Any nomination and/or approval of such a Committee or memorial of a living person must be approved by unanimous consent or affirmation of City Council by means roll call vote at a regular meeting of the entire sitting members of City Council. A waiting period of at least 1 year from the date of the council approval shall proceed any installation activity of such a Committee or memorial for a living person.

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- Relocation and/or decommission of the City's public art is at the sole discretion of the City Council. It is recommended and encouraged that any relocation and/or decommission of any public art shall be with the written recommendation of the Parks Committee, and with due consideration of:
 - The condition or security of the artwork cannot be reasonably guaranteed in its present location.
 - The art presents a public safety risk or unacceptable hazardous condition to the public.
 - The artwork is damaged and repair is not feasible or approved by City Council.
 - Significant changes in use, character, or actual design of the site of public display. This may justify re-evaluation of the art work's relationship to the site and result in relocation or removal.
 - The artwork requires excessive maintenance or has failures of design or workmanship.
 - Any new or existing Right-of-Way or easement access that is determined necessary by the City. This may also include activities associated maintenance of public property and/or land as performed by the City or its authorized agents. This may include activities involved with City grant projects, construction, and/or landscaping activities as authorized by the City.
 - The City will endeavor to financially support the installation and maintenance of its public art whenever possible within the constraints of its adopted annual fiscal budget.

Policy adopted by Council Resolution _____ during the regular meeting held _____ 2020:

Stephanie Wilson

City Clerk

CITY COUNCIL OF THE CITY POTTERVILLE

Resolution No. 20-0220-05

RESOLUTION OF SUPPORT OF THE CITY OF POTTERVILLE GRANT APPLICATION TO THE LANSING ECONOMIC AREA PARTNERSHIP (LEAP) PUBLIC ART FOR COMMUNITES GRANT PROGRAM WITH GRANT MATCH OF \$2,500 AND ADOPTION OF A PUBLIC ART POLICY.

At a meeting of the City Council of the City of Potterville (“Authority”), Eaton County, Michigan, held at on the 20th day of February, 2020 at 7:00 p.m.

PRESENT: _____

ABSENT: _____

The following Resolution was offered by _____ and seconded by _____.

WHEREAS, The City Council recognizes that public ownership, maintenance and placement of art positively impacts the character and quality of life for residents and visitors to the City of Potterville; and

WHEREAS, The City Council recognizes that adding public art to City parks and open spaces is “placemaking” and improves the appeal and attractiveness of public spaces and is consistent with goals of professional Plan studies as adopted by City Council; and

WHEREAS, The City Council supports The City of Potterville Grant Application 2020 to the Lansing Economic Area Partnership (LEAP) Public Art for Community Grant Program as enclosed as “Exhibit A”; and

WHEREAS, The City Council adopts the Public Art Policy as required by Lansing Economic Area Partnership grant program that includes general guidelines for operating its public art program with stated purpose, goals, types of public art, duties of the Parks Committee acting as “Ad-Hoc” Art Committee, art selection processes as enclosed as “Exhibit B”; and

WHEREAS, The City Council finds value in recommendations and opinions of its Parks Committee in matters pertaining to the operation and planned improvements of City Parks and recreation;

WHEREAS, The City Council recognizes that its Parks Committee shall act as the “Ad-Hoc” Art Committee as required by Lansing Economic Area Partnership grant program pursuant to the Public Art Policy as enclosed as “Exhibit B”; and

WHEREAS, The City Council shall seek contributions for its grant match commitment of at least 25% from its component unit of government City Tax Increment Finance Authority as well local/regional businesses that share in the common benefit of improving the quality of life of the community, and increasing public draw to parks;

1. The City Council approves The City of Potterville Grant Application 2020 to the Lansing Economic Area Partnership (LEAP) Public Art for Community Grant Program enclosed as “Exhibit A”.
2. The City Council adopts the Public Art Policy enclosed as “Exhibit B”.
3. The City Council recognizes that the City Parks Committee shall perform the roles and responsibilities as an “Ad-Hoc” Arts Committee pursuant to the adopted Public Art Policy, as required by the Lansing Economic Area Partnership (LEAP) Public Art Community Grant Program.
4. The City Council shall act as fiduciary agent to The City of Potterville Grant Application 2020 to the Lansing Economic Area Partnership (LEAP) Public Art for Community Grant Program and commit to a match of 25% or \$2,500 of the maximum grant amount of \$10,000 from the Lansing Economic Area Partnership (LEAP) Public Art Community Grant Program.
5. All resolutions or motions and parts of resolutions or motions in conflict with this Resolution are hereby repealed to the extent of such conflict.

NAYS:

STATE OF MICHIGAN)
) ss.
COUNTY OF EATON)

Stephanie Wilson, City Clerk

ZBA Applicants

- Ronald Norman
- Larisa Ballard
- Katherine Schmidt
- Jeff Bussard
- Jonathan McNett
- John Davidson
- Joseph Bristol
- Michaela Schwartz

TIFA Applicants

- Katherine Schmidt
- Jeff Bussard
- John Davidson
- Jonathon McNett

Board of Review

- Doug Hartson
- John Davidson

Housing Commission

- Hannah Myers
- Chris Whipple

Planning Commission

- Jeff Bussard
- John Davidson



Brandy Spoke with Ron

City of Potterville

Cell#
(517) 881-2714

Citizen Involvement Application

319 N. Nelson St. ♦ PO Box 488 ♦ Potterville, MI 48876 ♦ Phone: (517) 645-7641
Fax: (517) 645-7810 ♦ www.pottervillemi.org

Last Name: <u>NORMAN</u>	First Name: <u>RONALD</u>	Middle Initial: <u>J</u>
Street Address: <u>502 E. MAIN ST</u>		City/State/Zip: <u>POTTERVILLE</u>
Home Phone: <u>517 645 7354</u>	Business Phone:	Cell Phone:
Employer: <u>N/A</u>	Occupation:	Years of Service:
Email: <u>RNORMAN-48876@yahoo.com</u>	Are you at least 18 year of age: <u>Yes</u> No (circle one)	

EDUCATION

School	Name & Location of School	Course of Study	From: To:	Did You Graduate	Degree or Diploma
High School	<u>Robbins, Tenn</u>		<u>1961</u>	<u>1965</u>	<u>✓</u>
College	<u>1) Tenn Tech</u>				
	<u>2) Spring Arbor</u>	<u>Management</u>	<u>1990-91</u>	<u>yes</u>	<u>yes</u>
Other					

PREVIOUS PUBLIC SERVICE EXPERIENCE

Local School Board	Position: _____
Township Level	Position: _____
City Level	Position: <u>Planning Com 4 yrs City Council 6 yrs</u>
County Level	Position: _____
State Level	Position: _____
Other	Position: _____

CITY OF POTTERVILLE BOARD, COMMITTEE, OR COMMISSION INTERESTED IN BEING APPOINTED TO

Please check all that apply

<input type="checkbox"/> Board of Review	<input type="checkbox"/> Housing Commission
<input type="checkbox"/> Tax Increment Finance Authority (TIFA)	<input type="checkbox"/> Park Committee
<input type="checkbox"/> Downtown Development Authority (DDA)	<input type="checkbox"/> Planning Commission
<input type="checkbox"/> Election Worker	<input checked="" type="checkbox"/> Zoning Board of Appeals
<input type="checkbox"/> Fire Board	<input type="checkbox"/> Other: _____

REFERENCES

Name: _____	Phone Number: _____	Occupation: _____
Name: _____	Phone Number: _____	Occupation: _____

Have you ever been convicted of an offense other than a traffic violation? Yes No (circle one)

The policy for appointment of candidates to the various public service positions is based on the following criteria: Desire to serve, experience, expertise, availability of time to serve, and maintenance of equitable geographic representation. In most instances it will be desirable to develop further information through a personal interview.

This application will be retained by the City of Potterville for two years from the date of receipt. Please return this form to the Office of the Clerk, City of Potterville.

I Certify that the above statements are true to the best of my knowledge.

Signature: [Signature] Date: 2-6-20



FEB 10 2020

City of Potterville

Citizen Involvement Application

319 N. Nelson St. ♦ PO Box 488 ♦ Potterville, MI 48876 ♦ Phone: (517) 645-7641
Fax: (517) 645-7810 ♦ www.pottervillemi.org

Last Name: <u>Ballard</u>		First Name: <u>Larisa</u>		Middle Initial: <u>L.</u>	
Street Address: <u>751 Tims View Street</u>		City/State/Zip: <u>Potterville, MI 48876</u>			
Home Phone: <u>517-202-0573</u>		Business Phone: <u>755-1070</u>		Cell Phone:	
Employer: <u>Lansing Schools</u>		Occupation: <u>Teacher</u>		Years of Service: <u>29</u>	
Email: <u>larisa-ballard@yahoo.com</u>		Are you at least 18 year of age: <u>Yes</u> No (circle one)			
EDUCATION					
School	Name & Location of School	Course of Study	From: To:	Did You Graduate	Degree or Diploma
High School	<u>Hert High School, Hert, MI</u>	<u>College Prep</u>	<u>1982-1986</u>	<u>yes</u>	<u>Diploma</u>
College	<u>1) Central Michigan University</u>	<u>BS in Ed.</u>	<u>1986-1991</u>	<u>yes</u>	<u>BS in Education</u>
	<u>2) LCC, GVSU, SVSU, BCU,</u>	<u>Continuing</u>	<u>1991 to</u>		<u>continuing</u>
Other	<u>MSU</u>	<u>Ed. Courses</u>	<u>current</u>		<u>Credit work</u>
PREVIOUS PUBLIC SERVICE EXPERIENCE					
Local School Board	Position: _____				
Township Level	Position: _____				
City Level	Position: <u>City Council</u>				
County Level	Position: _____				
State Level	Position: _____				
Other	Position: _____				
CITY OF POTTERVILLE BOARD, COMMITTEE, OR COMMISSION INTERESTED IN BEING APPOINTED TO Please check all that apply					
<input type="checkbox"/> Board of Review	<input type="checkbox"/> Housing Commission				
<input type="checkbox"/> Tax Increment Finance Authority (TIFA)	<input type="checkbox"/> Park Committee				
<input type="checkbox"/> Downtown Development Authority (DDA)	<input type="checkbox"/> Planning Commission				
<input type="checkbox"/> Election Worker	<input checked="" type="checkbox"/> Zoning Board of Appeals				
<input type="checkbox"/> Fire Board	<input type="checkbox"/> Other: _____				
REFERENCES					
Name: <u>Debby Mansel</u>	Phone Number: <u>517-881-6540</u>	Occupation: <u>H.R. MSU</u>			
Name: <u>Victor Celentino</u>	Phone Number: <u>517-285-9049</u>	Occupation: <u>Ingham Co. Commissioner</u>			
Have you ever been convicted of an offense other than a traffic violation? Yes <input checked="" type="radio"/> No (circle one)					

The policy for appointment of candidates to the various public service positions is based on the following criteria: Desire to serve, experience, expertise, availability of time to serve, and maintenance of equitable geographic representation. In most instances it will be desirable to develop further information through a personal interview.

This application will be retained by the City of Potterville for two years from the date of receipt. Please return this form to the Office of the Clerk, City of Potterville.

I Certify that the above statements are true to the best of my knowledge.

Signature: _____

Larisa Ballard

Date: _____

February 1, 2020



City of Potterville

Citizen Involvement Application

319 N. Nelson St. ♦ PO Box 488 ♦ Potterville, MI 48876 ♦ Phone: (517) 645-7641
Fax: (517) 645-7810 ♦ www.pottervillemi.org

Last Name: <u>Schmidt</u>		First Name: <u>Katherine</u>		Middle Initial: <u>L</u>	
Street Address: <u>221 N. Church St.</u>		City/State/Zip: <u>Potterville</u>			
Home Phone: <u>517-667-8569 (cell)</u>		Business Phone:		Cell Phone:	
Employer: <u>Student State Scholarship Inspector</u>		Occupation: <u>Communications Director</u>		Years of Service: <u>1.3 yrs.</u>	
Email:		Are you at least 18 year of age: Yes No (circle one)			
EDUCATION					
School	Name & Location of School	Course of Study	From: To:	Did You Graduate	Degree or Diploma
High School	<u>Schmidt Home School</u>	<u>H.S.</u>	<u>2003-2007</u>	<u>2007</u>	<u>H.S. Diploma</u>
College	<u>1) Thomas Edison State College</u>	<u>Bachelor of Arts</u>	<u>2008-2009</u>	<u>2009</u>	<u>BA - English</u>
	<u>2)</u>				
Other					
PREVIOUS PUBLIC SERVICE EXPERIENCE					
Local School Board	Position:				
Township Level	Position:				
City Level	Position:	<u>City Council, Precinct Delegate, Election Chair</u>			
County Level	Position:				
State Level	Position:				
Other	Position:	<u>Community Organizations like Victorian Days, FLAP, Potterville Straight Up.</u>			
CITY OF POTTERVILLE BOARD, COMMITTEE, OR COMMISSION INTERESTED IN BEING APPOINTED TO Please check all that apply					
<input type="checkbox"/>	Board of Review	<input type="checkbox"/>	Housing Commission		
<input checked="" type="checkbox"/>	Tax Increment Finance Authority (TIFA)	<input type="checkbox"/>	Park Committee		
<input type="checkbox"/>	Downtown Development Authority (DDA)	<input type="checkbox"/>	Planning Commission		
<input checked="" type="checkbox"/>	Election Worker	<input checked="" type="checkbox"/>	Zoning Board of Appeals		
<input type="checkbox"/>	Fire Board	<input type="checkbox"/>	Other:		
REFERENCES					
Name: <u>Aaron Sheridan</u>		Phone Number: <u>616-990-1980</u>	Occupation: <u>City Manager</u>		
Name: <u>Brandy Hatt</u>		Phone Number: <u>517-749-2307</u>	Occupation: <u>Zoning Administrator</u>		
Have you ever been convicted of an offense other than a traffic violation? Yes <input checked="" type="radio"/> No (circle one)					

The policy for appointment of candidates to the various public service positions is based on the following criteria: Desire to serve, experience, expertise, availability of time to serve, and maintenance of equitable geographic representation. In most instances it will be desirable to develop further information through a personal interview.

This application will be retained by the City of Potterville for two years from the date of receipt. Please return this form to the Office of the Clerk, City of Potterville.

I Certify that the above statements are true to the best of my knowledge.

Signature: Katherine L. Schmidt

Date: 12/18/2019



City of Potterville

Citizen Involvement Application

319 N. Nelson St. ♦ PO Box 488 ♦ Potterville, MI 48876 ♦ Phone: (517) 645-7641
Fax: (517) 645-7810 ♦ www.pottervillemi.org

Last Name: <u>Bussard</u>	First Name: <u>Jeffrey</u>	Middle Initial: <u>A</u>
Street Address: <u>746 Brennen</u>	City/State/Zip: <u>Potterville MI 48876</u>	
Home Phone: <u>517 898 4264</u>	Business Phone:	Cell Phone:
Employer: <u>MIANG</u>	Occupation: <u>Military</u>	Years of Service: <u>17</u>
Email: <u>Buzzard263@yahoo.com</u>	Are you at least 18 year of age: Yes <input checked="" type="radio"/> No (circle one)	

EDUCATION					
School	Name & Location of School	Course of Study	From: To:	Did You Graduate	Degree or Diploma
High School	<u>Chippewa Valley HS</u>	<u>Education</u>		<u>X</u>	<u>Yes</u>
College	1) <u>Wayne State</u>	<u>Education</u>		<u>X</u>	<u>Yes</u>
	2)				
Other					

PREVIOUS PUBLIC SERVICE EXPERIENCE

Local School Board	Position:	
Township Level	Position:	
City Level	Position:	<u>City Council 8 years</u>
County Level	Position:	
State Level	Position:	
Other	Position:	

CITY OF POTTERVILLE BOARD, COMMITTEE, OR COMMISSION INTERESTED IN BEING APPOINTED TO

Please check all that apply

<input type="checkbox"/> Board of Review	<input type="checkbox"/> Housing Commission
<input checked="" type="checkbox"/> Tax Increment Finance Authority (TIFA)	<input type="checkbox"/> Park Committee
<input type="checkbox"/> Downtown Development Authority (DDA)	<input checked="" type="checkbox"/> Planning Commission
<input checked="" type="checkbox"/> Election Worker	<input checked="" type="checkbox"/> Zoning Board of Appeals
<input type="checkbox"/> Fire Board	<input type="checkbox"/> Other:

REFERENCES

Name: <u>Aaron Sherman</u>	Phone Number: <u>(616) 990-1980</u>	Occupation: <u>City of Potterville</u>
Name: <u>Stephanie Wilson</u>	Phone Number: <u>(517) 285-7237</u>	Occupation: <u>City of Potterville</u>

Have you ever been convicted of an offense other than a traffic violation? Yes ☐ No ☒ (circle one)

The policy for appointment of candidates to the various public service positions is based on the following criteria: Desire to serve, experience, expertise, availability of time to serve, and maintenance of equitable geographic representation. In most instances it will be desirable to develop further information through a personal interview.

This application will be retained by the City of Potterville for two years from the date of receipt. Please return this form to the Office of the Clerk, City of Potterville.

I Certify that the above statements are true to the best of my knowledge.

Signature: [Signature] Date: 19/Dec/19



Brandy spoke with 2/3/2020

City of Potterville

Citizen Involvement Application

319 N. Nelson St. ♦ PO Box 488 ♦ Potterville, MI 48876 ♦ Phone: (517) 645-7641

Fax: (517) 645-7810 ♦ www.pottervillemi.org

Last Name: <u>McNitt</u>	First Name: <u>Jonathan</u>	Middle Initial: <u>W</u>
Street Address: <u>219 Constitution Cir</u>	City/State/Zip: <u>Potterville, MI 48876</u>	
Home Phone: <u>517-202-1267</u>	Business Phone: <u>517-645-4200</u>	Cell Phone: <u>517-202-1267</u>
Employer: <u>Durotech Automotive</u>	Occupation: <u>owner repair shop</u>	Years of Service: <u>10</u>
Email: <u>mcnitt7@yahoo.com</u>	Are you at least 18 year of age: <input checked="" type="radio"/> Yes <input type="radio"/> No (circle one)	

EDUCATION

School	Name & Location of School	Course of Study	From: To:	Did You Graduate	Degree or Diploma
High School	<u>Addison High School Addison MI</u>	<u>General</u>	<u>82-86</u>	<u>yes</u>	<u>Diploma</u>
College	1) _____	_____	_____	_____	_____
	2) _____	_____	_____	_____	_____
Other	_____	_____	_____	_____	_____

PREVIOUS PUBLIC SERVICE EXPERIENCE

Local School Board	Position: _____
Township Level	Position: _____
City Level	Position: _____
County Level	Position: _____
State Level	Position: _____
Other	Position: _____

CITY OF POTTERVILLE BOARD, COMMITTEE, OR COMMISSION INTERESTED IN BEING APPOINTED TO

Please check all that apply

<input type="checkbox"/> Board of Review	<input type="checkbox"/> Housing Commission
<input checked="" type="checkbox"/> Tax Increment Finance Authority (TIFA)	<input type="checkbox"/> Park Committee
<input type="checkbox"/> Downtown Development Authority (DDA)	<input type="checkbox"/> Planning Commission
<input type="checkbox"/> Election Worker	<input checked="" type="checkbox"/> Zoning Board of Appeals
<input type="checkbox"/> Fire Board	<input type="checkbox"/> Other: _____

REFERENCES

Name: <u>Erik Cooley</u>	Phone Number: <u>517-645-4778</u>	Occupation: <u>owner Diesel Equipment</u>
Name: <u>Aaron Sheridan</u>	Phone Number: <u>office of 14911</u>	Occupation: <u>City of Potterville</u>

Have you ever been convicted of an offense other than a traffic violation? Yes ☐ No ☒ (circle one)

The policy for appointment of candidates to the various public service positions is based on the following criteria: Desire to serve, experience, expertise, availability of time to serve, and maintenance of equitable geographic representation. In most instances it will be desirable to develop further information through a personal interview.

This application will be retained by the City of Potterville for two years from the date of receipt. Please return this form to the Office of the Clerk, City of Potterville.

I Certify that the above statements are true to the best of my knowledge.

Signature: [Signature] Date: 1-13-2020



Brandy ~~Light~~ Mess.

City of Potterville

Citizen Involvement Application

319 N. Nelson St. ♦ PO Box 488 ♦ Potterville, MI 48876 ♦ Phone: (517) 645-7641

Fax: (517) 645-7810 ♦ www.pottervillemi.org

Last Name: <u>Davidson</u>		First Name: <u>Bohr</u>		Middle Initial:
Street Address: <u>113 S. 1st St</u>		City/State/Zip: <u>Potterville MI 48876</u>		
Home Phone: <u>810-4813-7095</u>		Business Phone:	Cell Phone:	
Employer: <u>Retired</u>		Occupation:	Years of Service:	
Email:		Are you at least 18 year of age: <u>Yes</u> No (circle one)		

EDUCATION

School	Name & Location of School	Course of Study	From: To:	Did You Graduate	Degree or Diploma
High School				<u>Yes</u>	<u>Diploma</u>
College	1)				
	2)				
Other					

PREVIOUS PUBLIC SERVICE EXPERIENCE

Local School Board	Position:
Township Level	Position: <u>Former ZBA - Master Plan Committee</u>
City Level	Position: <u>Assistant Fire Chief</u>
County Level	Position:
State Level	Position:
Other	Position:

CITY OF POTTERVILLE BOARD, COMMITTEE, OR COMMISSION INTERESTED IN BEING APPOINTED TO

Please check all that apply

<input checked="" type="checkbox"/> Board of Review	<input type="checkbox"/> Housing Commission
<input checked="" type="checkbox"/> Tax Increment Finance Authority (TIFA)	<input type="checkbox"/> Park Committee
<input type="checkbox"/> Downtown Development Authority (DDA)	<input checked="" type="checkbox"/> Planning Commission
<input checked="" type="checkbox"/> Election Worker	<input checked="" type="checkbox"/> Zoning Board of Appeals
<input type="checkbox"/> Fire Board	<input type="checkbox"/> Other:

REFERENCES

Name: <u>Boyd West</u>	Phone Number: <u>City Hall</u>	Occupation: <u>City Treasurer</u>
Name: <u>Aaron Sheridan</u>	Phone Number: <u>City Hall</u>	Occupation: <u>City Manager</u>

Have you ever been convicted of an offense other than a traffic violation? Yes No (circle one)

The policy for appointment of candidates to the various public service positions is based on the following criteria: Desire to serve, experience, expertise, availability of time to serve, and maintenance of equitable geographic representation. In most instances it will be desirable to develop further information through a personal interview.

This application will be retained by the City of Potterville for two years from the date of receipt. Please return this form to the Office of the Clerk, City of Potterville.

I Certify that the above statements are true to the best of my knowledge.

Signature: [Signature] Date: 1-10-2020



Brandy Spoke w/

City of Potterville

Citizen Involvement Application

319 N. Nelson St. ♦ PO Box 488 ♦ Potterville, MI 48876 ♦ Phone: (517) 645-7641

Fax: (517) 645-7810 ♦ www.pottervillemi.org

Last Name: <u>Bristol</u>	First Name: <u>Joseph</u>	Middle Initial: <u>J</u>
Street Address: <u>4982 Sunset Dr</u>		City/State/Zip: <u>Potterville MI 48876</u>
Home Phone: <u>517 645 927 7912</u>	Business Phone: <u>517 645 2120</u>	Cell Phone: <u>517 927 7912</u>
Employer: <u>Joes Potterville Fire Dept.</u>	Occupation: <u>Owner</u>	Years of Service: <u>30</u>
Email: <u>jbdance@sbccglobal.net</u>	Are you at least 18 year of age: <u>(Yes)</u> No (circle one)	

EDUCATION

School	Name & Location of School	Course of Study	From: To:	Did You Graduate	Degree or Diploma
High School	<u>Potterville High School</u>	<u>gen ed.</u>	<u>85/89</u>	<u>Yes</u>	<u>Diploma</u>
College	1) <u>MSU</u>	<u>Food Service</u>	<u>89/93</u>	<u>yes</u>	<u>Degree B.S.</u>
	2)				
Other					

PREVIOUS PUBLIC SERVICE EXPERIENCE

Local School Board	Position: <u>DDA member</u>
Township Level	Position: _____
City Level	Position: <u>DDA / TIFA member Chamber President</u>
County Level	Position: _____
State Level	Position: _____
Other	Position: _____

CITY OF POTTERVILLE BOARD, COMMITTEE, OR COMMISSION INTERESTED IN BEING APPOINTED TO

Please check all that apply

<input type="checkbox"/> Board of Review	<input type="checkbox"/> Housing Commission
<input type="checkbox"/> Tax Increment Finance Authority (TIFA)	<input type="checkbox"/> Park Committee
<input type="checkbox"/> Downtown Development Authority (DDA)	<input type="checkbox"/> Planning Commission
<input type="checkbox"/> Election Worker	<input checked="" type="checkbox"/> Zoning Board of Appeals
<input type="checkbox"/> Fire Board	<input type="checkbox"/> Other: _____

REFERENCES

Name: _____	Phone Number: _____	Occupation: _____
Name: _____	Phone Number: _____	Occupation: _____

Have you ever been convicted of an offense other than a traffic violation? Yes (No) (circle one)

The policy for appointment of candidates to the various public service positions is based on the following criteria: Desire to serve, experience, expertise, availability of time to serve, and maintenance of equitable geographic representation. In most instances it will be desirable to develop further information through a personal interview.

This application will be retained by the City of Potterville for two years from the date of receipt. Please return this form to the Office of the Clerk, City of Potterville.

I Certify that the above statements are true to the best of my knowledge.

Signature: [Signature] Date: 1/27/00



Brandy L/M 2/3/2020

City of Potterville

Citizen Involvement Application

319 N. Nelson St. ♦ PO Box 488 ♦ Potterville, MI 48876 ♦ Phone: (517) 645-7641
Fax: (517) 645-7810 ♦ www.pottervillemi.org

Last Name: <u>Schwartz</u>	First Name: <u>Michaela (Kayla)</u>	Middle Initial: <u>A.</u>
Street Address: <u>210 E. Main St.</u>	City/State/Zip: <u>Potterville, MI 48876</u>	
Home Phone: <u>—</u>	Business Phone: <u>—</u>	Cell Phone: <u>517-588-1802</u>
Employer: <u>—</u>	Occupation: <u>—</u>	Years of Service: <u>—</u>
Email: <u>KSchwartz04@yahoo.com</u>	Are you at least 18 year of age: <u>Yes</u> No (circle one)	

EDUCATION					
School	Name & Location of School	Course of Study	From To:	Did You Graduate	Degree or Diploma
High School	<u>Charlotte High School</u>	<u>general</u>	<u>2003</u>	<u>YES</u>	<u>Diploma</u>
College	<u>1) University of Phoenix</u>	<u>Health Care Admin</u>	<u>2012</u>	<u>YES</u>	<u>Associates</u>
	<u>2)</u>				
Other					

PREVIOUS PUBLIC SERVICE EXPERIENCE

Local School Board	Position: <u>—</u>
Township Level	Position: <u>—</u>
City Level	Position: <u>Secretary - TIFA and DDA</u>
County Level	Position: <u>—</u>
State Level	Position: <u>—</u>
Other	Position: <u>—</u>

CITY OF POTTERVILLE BOARD, COMMITTEE, OR COMMISSION INTERESTED IN BEING APPOINTED TO

Please check all that apply

<input type="checkbox"/> Board of Review	<input type="checkbox"/> Housing Commission
<input type="checkbox"/> Tax Increment Finance Authority (TIFA)	<input type="checkbox"/> Park Committee
<input type="checkbox"/> Downtown Development Authority (DDA)	<input type="checkbox"/> Planning Commission
<input type="checkbox"/> Election Worker	<input checked="" type="checkbox"/> Zoning Board of Appeals
<input type="checkbox"/> Fire Board	<input type="checkbox"/> Other: <u>—</u>

REFERENCES

Name: <u>Elise Ross (TIFA)</u>	Phone Number: <u>517-224-6427</u>	Occupation: <u>retired</u>
Name: <u>Bob Nichols (former Director TIFA & DDA)</u>	Phone Number: <u>517-333-2981</u>	Occupation: <u>CRA</u>

Have you ever been convicted of an offense other than a traffic violation? Yes No (circle one)

The policy for appointment of candidates to the various public service positions is based on the following criteria: Desire to serve, experience, expertise, availability of time to serve, and maintenance of equitable geographic representation. In most instances it will be desirable to develop further information through a personal interview.

This application will be retained by the City of Potterville for two years from the date of receipt. Please return this form to the Office of the Clerk, City of Potterville.

I Certify that the above statements are true to the best of my knowledge.

Signature: [Signature] Date: 11/19/19

williams&works

engineers | surveyors | planners

February 17, 2020

Ms. Brandy Hatt, Zoning Administrator
City of Potterville
319 N. Nelson
Potterville, MI 48876

**Re: City of Potterville
2020 Capital Improvement Plan Update
Scope and Budget**

Dear Ms. Hatt:

This letter is intended to communicate the scope of services our firm plans to provide for an updated Capital Improvement Plan (CIP), and our fee for those services.

The city last undertook a Capital Improvement Plan in 2009. Williams & Works is proposing to update that CIP in a similar fashion, with the addition of trails and sidewalks. Since that last CIP, the city has undertaken nearly \$20M of capital improvements to its water, sanitary sewer, storm sewer, roads, trails and sidewalks.

Our update will cover the storm water drainage system, the wastewater collection system, the wastewater treatment system, the water supply and treatment system, the water distribution system, roads, trails and sidewalks. Updated maps of those system will be provided, a list of identified needs and project cost estimates will be developed for the next 10-year period, and a discussion of possible funding sources for the identified capital improvements will be included in the updated CIP. Discussions with city staff, and site evaluations will be conducted as part of the determination of future needs in the study period.

Because of our familiarity with the city's infrastructure system, our proposed fee for this CIP update is \$5,000.

If you have any questions in regard to this scope of work and budget, please call or email me.

Respectfully,

Williams & Works

Brandon Mieras
Feb 17 2020 1:36 PM

Brandon Mieras, P.E.
Project Manager

Cc: Aaron Sheridan, City of Potterville
File

williams&works

engineers | surveyors | planners

February 17, 2020

Ms. Brandy Hatt, Zoning Administrator
City of Potterville
319 N. Nelson
Potterville, MI 48876

Re: Zoning Ordinance Update Proposal (Revised)

Dear Ms. Hatt:

This letter proposal is submitted in response to your request for an update to the City of Potterville Zoning Ordinance. We anticipate a targeted approach to updating the Zoning Ordinance which will lead to a comprehensive update with significant contributions from City staff. Of course, we can tailor our approach if the City prefers a scope of work or budget that departs from this proposal. The work scope and process described can be customized to achieve any purpose not sufficiently addressed in this letter.

At the outset of the process, we anticipate that City staff will assist the Planning Commission in a complete audit of the Zoning Ordinance that includes a summary of issues as well as a list of desired changes, by article. We will review the audit and Zoning Ordinance document carefully with City staff and Planning Commission to identify provisions that must be retained, as well as any others that are ineffective. We anticipate that there will likely be many carry-over provisions and standards, but the implementation of this proposal will likely result in a new and significantly revised Zoning Ordinance document.

This process will be largely driven by the Planning Commission and Zoning Administrator, or a subcommittee consisting of Planning Commission members, Council members, and others as appropriate. The balance of this letter outlines our approach, staff, and professional fees.

Zoning Ordinance Update. The tasks outlined below are organized by Ordinance section. As we work through the document, we will meet with the Planning Commission (or a subcommittee) to review sections of the Ordinance on an as-needed basis. Before a meeting, we will provide a draft of the proposed amendments for discussion at a subsequent meeting. Proposed changes to existing language will typically be highlighted or otherwise identified for quick reference. As Ordinance sections are completed, they will be collectively forwarded to the City to ensure that each of us is reviewing the same draft. This is helpful for cross-referencing, review, editing, and simply understanding how the Ordinance is coming together. While we have identified certain tasks that will be led by City staff, we will be available for technical assistance and review of those tasks, as needed.

The following outlines our recommended approach to revising the existing Zoning Ordinance, based on our understanding:

1. Land Uses and District Dimensional Standards. The first step in updating the Zoning Ordinance will be to review and update permitted and special land uses within the City. This will be the initial step in the process because many of the land uses may be grouped, ungrouped, or renamed. Additionally, we will add special land uses for each zoning district to aid in clarifying what is permitted in each district, with particular attention towards land uses in commercial zoning districts. Determining permitted and special land uses at the outset helps to eliminate reworking the definitions since all land uses will be defined. We anticipate that City staff will assist with this portion of the assignment.
2. Zoning Districts and Zoning Map. Additional revisions discussed during the meeting noted in Task 1 above will be reviewed to confirm that the new titles of land uses are satisfactory and that the permitted and special land uses in each district are appropriate. We will make any necessary revisions to the Zoning Map and ensure that all recent rezonings have been accurately reflected on a revised Zoning Map.
3. General Provisions. General Provisions are regulations that apply generally to all properties in the City. In the existing Zoning Ordinance, the section pertaining to General Provisions is fairly limited and will likely need significant expansion. We anticipate that one meeting will need to be held to review General Provisions.
4. Nonconformities. We will review and likely expand nonconforming provisions to provide additional clarity regarding nonconforming buildings and structures, nonconforming uses, nonconforming lots, and related issues.
5. Parking. We will review and edit standards for parking, based on Planning Commission guidance, current patterns in the community, policies in the new Master Plan, and best planning practices.
6. Signs and Billboards. We will review and edit standards for signs and billboards to align provisions with the Reed v. Town of Gilbert case regarding content-based restrictions on signage. Edits to this article will require input from the City Attorney at the outset regarding the approach to the updated provisions.
7. Special Land Uses, Site Plan Review, Administration, and Enforcement. Zoning provisions pertaining to site plan review processes will be updated and revised as necessary. Additionally, we will clarify standards for reviewing special land uses and, where appropriate, add specific standards for certain special land uses. Additionally, language pertaining to the overall administration and enforcement of the Ordinance will be revised to improve clarity and to comply with State statutes.
8. Definitions. Once the draft Ordinance is reasonably complete and finalized, we anticipate that staff will take the lead to update the definitions. We anticipate that the article containing definitions will expand significantly to incorporate definitions for all

permitted and special uses in addition to terms commonly used throughout the document.

9. Compilation and Comprehensive Edit. The final step will be to complete any remaining sections and provisions and forward the draft to the Planning Commission for review. It is recommended that the City have its Attorney review the draft once it is completed. We assume the revision process can be handled without significant citizen input or public participation workshops. However, if the City desires to obtain citizen input for this project, we can provide a number of suggestions.
10. Ordinance Finalization. Once we receive Attorney comments and any further adjustments from the City, we will incorporate the final edits and deliver it to the Planning Commission for public hearing and recommendation to the City Council for adoption. Once the Zoning Ordinance is adopted, we will provide the City with electronic copies of the document and map suitable for posting on the City website (PDF). We can also assist with printing and binding the final Zoning Ordinance, or that can be handled by City personnel. If we provide printed copies, we will provide the copies, including tabs and a color zoning map, at cost.

Professional Staff. We propose that the City be served by Nathan Mehmed, AICP with assistance provided by Andy Moore, AICP. Professional resumes for the Williams & Works planning group can be provided upon request.

Public Input and Educational Efforts. This project will be a significant undertaking that will affect all properties in the City. Accordingly, it may be appropriate to hold public input sessions as the Ordinance is being drafted, such as open houses or focus group meetings. Additionally, we can conduct training sessions to educate City officials and residents regarding understanding and using the new Ordinance. This is not a required component of the Zoning Ordinance update, and the City may select to hold as many (or as few) meetings and educational sessions as desired. However, we find that these activities are useful in promoting awareness and understanding of the new ordinance among city officials and the public.

Timeline and Professional Fees. We anticipate that this assignment will take 9-12 months to complete. We propose to update the City's Zoning Ordinance as outlined in this letter for the fees outlined below. The not-to-exceed fee includes all out of pocket expenses such as mileage and printing of all materials except for copies of the final plan document. Our fee for the update assumes our attendance at a total of four meetings with the City Planning Commission, staff, or a subcommittee, not including optional public input sessions. One meeting will be reserved for the public hearing.

Zoning Ordinance Update.....	\$10,000
Optional Public Input and Educational Efforts (per meeting).....	\$2,000

Professional fees are proposed to be billed to the City on a monthly reimbursable basis, where Williams & Works will invoice the City each month for work completed during the previous month. Invoices will include a breakdown of what tasks were completed during the previous month. This approach, coupled with the timeframe, will allow the City the flexibility to budget for this assignment over two fiscal years, if desired.

If this approach is acceptable, please sign in the box below, which will amend our existing Professional Services Agreement insofar as the terms of this proposal.

I trust that this letter will be useful to you and the City. We are grateful for the opportunity to continue our work with the City of Potterville and we sincerely appreciate you for thinking of the planners at Williams & Works to assist you with this assignment.

Of course, if there are questions or concerns, always feel free to contact me any time.

Sincerely,

Williams & Works

(via email)

Nathan Mehmed, AICP
Senior Planner

(via email)

Andy Moore, AICP
Executive + Planner

<p align="center"><i>Accepted for City of Potterville</i></p> <p>Approved by: _____</p> <p>Signature: _____</p> <p>Title: _____</p> <p>Date: _____</p> <p>Optional Public Input (circle one): YES NO</p> <p>Number of Optional Public Input Sessions: _____</p>
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