City of Potterville - Council Agenda

Thursday, March 19, 2020 – 7:00 p.m. – Potterville 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 February 20, 2020.

F. Approval of Bills

a) General Bills: $12,960.73

G. Bank Reconciliations:

a) February 2020 General.
b) February 2020 Tax.
c) July 2019 – February 2020 Payroll.

H. City Manager's Report: Manager's report in the March 2020 packet.

I. Public Comment on agenda items:

J. Commission/Committee Reports: Reports in the March 2020 packet.

K. Department Reports: Administration- Department reports in the March 2020 packet.

L. New Business:

a) Public Hearing – Michigan Department of Natural Resources Michigan Recreation Passport Grant Program.
b) Resolution No. 20-0319-01 – Resolution of Support and Full Financial Commitment for the City of Potterville DNR Recreation Passport Grant Application RP20-0026, Entitled "Sunset Hills Park Project" that shall Develop Public "ADA" Access to Existing Park Facilities at the City's Sunset Hills Park.
c) Resolution No. 20-0319-02 – Resolution to Consider Amending the City's Tax Increment Finance Authority Development Plan and Tax Increment Financing Plan and Setting Public Hearing.
d) Water System Supervisory Control and Data Acquisition "SCADA" Project.
e) 2020 Sanitary Sewer Projects.
f) 2020 Road Projects.
g) City Managers Vacation March 20, 2020 – March 26, 2020.

M. Public Comment on non-agenda items:

N. Communication from the Mayor and Council:

O. Next Meeting: Thursday, April 16, 2020 at 7:00 p.m.
P. Excuse absent member(s):
Q. Motion to Adjourn:

Posted on website: 4/12/2020
Updated: Stephanie Wilson, City Clerk

City of Potterville - Council Minutes

Thursday, February 20, 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 Mayor Kring to remove the words "of Appeals" after Zoning Board (item G.) Supported by Member Twichell. All in favor. Motion carried (7-0). Motion by Member Smalley to approve the amended agenda. Supported by Member Nichols. All in favor. Motion carried (7-0).

Approval of Minutes:

a) Motion by Member Twichell to approve the January 16, 2020 meeting minutes. Supported by Member Potter. All in favor. Motion carried (7-0).
b) Motion by Member Twichell to approve the January 16, 2020 closed session meeting minutes. Supported by Member Nichols. All in favor. Motion carried (7-0).

Peter Haefner - City Auditor Presentation: Power point presentation given by Peter Haefner. Discussion between Council, the City Manager and the Auditor.

Brandy Hatt – Zoning Administrator:

a) Resolution No. 20-0220-01 – Resolution to Appoint Zoning Board of Appeals: Motion by Mayor Kring to approve Resolution No. 20-0220-01. Supported by Deputy Mayor Lenneman. 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).
b) Appoint Zoning Board of Appeals Applicants: Motion by Mayor Kring to appoint Ronald Norman. Supported by Member Potter. All in favor. Motion carried (7-0). Motion by Deputy Mayor Lenneman to appoint Larisa Ballard. Supported by Member Twichell. All in favor. Motion carried (7-0). Motion by Deputy Mayor Lenneman to appoint Jonathan McNett. Supported by Member Twichell. All in favor. Motion carried (7-0). Motion by Member Twichell to appoint Michaela Schwartz. Supported by Deputy Mayor Lenneman. All in favor. Motion carried (7-0). Motion by Deputy Mayor Lenneman to appoint Joseph Bristol as the ZBA Member Alternate. Supported by Member Smalley. All in favor. Motion carried (7-0).

Maureen Storie – Spring Clean-Up Presentation: The 2020 Spring Clean-Up will be held on April 18th at 10:00 a.m. The rain date if needed is scheduled for April 25th at 10:00 a.m. Potterville Gives Back is requesting donation from the City, TIFA and Local Business's, their goal is to raise $4,000.00 to help with the purchase of mulch, paint and additional materials needed. An update will be given at the next scheduled Council meeting.

Approval of Bills: Motion by Member Twichell to approve the general bills in the amount of $48,853.87. 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 Deputy Mayor Lenneman to approve the July – December 2019 general and January 2020 general bank reconciliations, and to approve the December 2019 and January 2020 tax bank reconciliations. Supported by Member Twichell. 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: Linda Amy – 412 W. Main Street asked if all bank reconciliations are caught up to date.

DRAFT

Department Reports: Chief Barry gave an oral department report. He stated both Officers have completed the investigation skills training. The department purchased a new laser for speed enforcement. Also, he has re-done the reserve policy and is examining if they need to add another reserve, currently they have three.

New Business:

a) Budget and Truth and Taxation Hearing: Mayor Kring opened the public hearing at 7:35 p.m. Discussion between the City Manager, Aaron Sheridan and Council. Mayor Kring closed the public hearing at 7:54 p.m.
b) Resolution No. 20-0220-02 – Resolution for the Adoption of the 2019-2020 Fiscal Year Budget Amendments: Motion by Mayor Kring to approve Resolution No. 20-0220-02. Supported by Member Smalley. 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).
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: Motion by Mayor Kring to approve Resolution No. 20-0220-03. Supported by Member Twichell. 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) Resolution No. 20-0220-04 – Resolution to Establish Election Inspectors and Receiving Board for the City of Potterville: Motion by Mayor Kring to approve Resolution No. 20-0220-04. Supported by Deputy Mayor Lenneman. 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) Potterville Chamber of Business Membership Renewal: Motion by Deputy Mayor Lenneman to approve the City to be a member of the Chamber of Business and appoint Mayor Kring to sit on the board with the City Manager as the alternate. Supported by Member Twichell. 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) Resolution No. 20-0220-05 – Resolution of Support of the City of Potterville Grant Application to Lansing Economic Area Partnership (LEAP) Public Art for Communities Grant Program with Grant Match of $2,500 and Adoption of a Public Art Policy: Motion by Mayor Kring to approve Resolution No. 20-0220-05. Supported by Member Nichols. 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) Appoint BOR Member/Alternate, TIFA Member Applicant and Planning Commission Applicant: Motion by Member Nichols to appoint Doug Hartson as a Member of the Board of Review and appoint John Davidson as the alternate. Supported by Member Twichell. 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). Motion by Member Twichell to appoint Jonathon McNett to the TIFA board. Supported by Deputy Mayor Lenneman. 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). Motion by Deputy Mayor Lenneman to appoint John Davidson to the Planning Commission. Supported by Member Nichols. 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).
h) Approve Appointed Housing Commission Members: Motion by Member Twichell to approve the appointment of Hannah Myers and Chris Whipple to the Housing Commission. Supported by Member Potter. 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).

Public comment on non-agenda items:

Thomas Vance – 4723 Hartel Road spoke in regard to removing/amending the ordinance of not having Marihuana facilities in the City.
Katherine Schmidt – 221 N. Church Street spoke in regard to not having enough resources to support Marihuana facilities in the City. Also, in regard to her concern with negative treatment she received at the TIFA meeting.
Ron Norman – 502 E. Main Street spoke in regard to his sidewalk not being cleaned from the snow yet.

DRAFT

Communication from the Mayor and Council: Member Twichell thank all the applicants for attending the meeting. Mayor Kring asked Member Smalley if he will be voting no to all bills if Modern Design Electrical has a bill listed. Member Smalley responded with "probably yes".

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

Excuse Absent Member(s): None

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

Meeting adjourned at 8:26 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

March 9, 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 final ***legal*** draft of the City's TIFA Development Plan is on schedule to be presented to the TIFA Board next week Thursday the 12th. Council's review (possibly adoption) is anticipated during the April 16th regular meeting. Williams & Works is planning to introduce a final draft to the public following Public Hearing Notice per Sec. 317 of the TIFA Act (125.4317). City Hall shall 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 Council Resolution language.
2. Included in your packet is a planned Capital Improvement Project proposal with estimated costs to relocate and update the City's aging Water Pressure monitoring system (SCADA). Please review and consideration authorization to be expensed from Water Fund cash balance on hand.
3. The City Parks and Recreation Department has applied for a DNR Recreation Passport Grant for development of "ADA" access to existing Sunset Hills Park facilities. Published notice has been provided for in the City's legal paper of circulation in addition to duplicate Notices being mailed to the Sunset Hills neighborhood. Engineering Plans and cost estimates have been provided to Council for review. The Recreation Passport Grant program has a submission deadline of April 1st and requires adoption of a Council Resolution of Support with Financial Commitment for submission. The Resolution authorizes and commits to the estimated full financial commitment of 25% match, that is an estimated $13,250 of the engineer's total project cost of $53,000. With a budgeted contingency of 10% or $5,300, the total project budget should be forecasted around $58,300. The "grant match expense" of $13,250 plus project budget contingency of $5,300 sums to $18,550 – and is included in your current Parks Fund budget.

4. The City's Well exploration project at MDOT Tract of land south of Sunset Drive is underway with Raymers Co. well drillers, who has completed their 1st drill of ***potentially*** 3 involved in the City's Water project. Dan Whalen, City Engineer, is reviewing test data from this drill, and has provided water samples to an approved water laboratory for analysis. Once Dan has test results and reviews potential flow gallons per minute information, water chemistry, projected flows, firm capacities including any drawdowns from nearby

production wells, he will provide a "feasibility opinion" of the site for Council to consider. His report will provide enough credible evidence and data for Council to make an informed decision if it should wish to continue with the project. I will note - The City's driller did mention to Dan the site yielded a "good" amount of water, or at least a quantity that meets or beats expectations for a test well in this area. It's far too early to provide a more accurate report, but I remain hopeful the site is viable for a production well.

5. As you may have heard – Gizzard Fest is back on! The re-organization of this Event was kicked off by Brandy Hatt, City Zoning Administrator, who has announced it to the media and worked with volunteers to generate materials such as timeline, donor forms, draft site plan, and internet platforms at https://www.gizzardfest.org/ and https://www.facebook.com/gizzardfest/. Brandy intends to report the status of the Special Event to Council on a regular basis. To date - Gizzard sponsors have contributed "earmarked" funds of $1,500 for the event. All City Public Revenues and Expenditures will be appropriately, legally accounted for in accordance with law and general public accounting standards. The City has generated itemized Revenue/Expenditure General Fund Accounts and General Ledger Numbers for the Special Event, that shall be audited and reported to the public. Accurate and true balances for Gizzard Fest shall be presented to public and Council at all times, along with public accounts and fund balances that may carryover, depending on the success of the event, for next year. Go Gizzard! All volunteers are welcome to contact Brandy Hatt if they have an interest in helping out with Gizzard Fest.
6. City Engineer, Brandon Mieras has generated a project proposal/work order for the highest priority Sewer Projects to be added to the City's Capital Improvement Plan (under development). The City's "CIP Plan" as reported last month, shall include high priority asset replacements and outlays pertaining to essential services like City Roads, Water, Sewer and other system improvements as adopted by Council. The Sewer projects that he has outlined in his proposal may start *asap* with your approval. Adequate Sewer Funds are on hand to fund all proposed projects. Depending on the timeline of approval, contractor bids and mobilization, I'd propose Council anticipate a budget amendment prior to July 1st in order to move on any 2020 Sewer projects. Scope of work for these projects include:
    - Replacement of antique power generator at the Waste Water Treatment Facility.
    - Installation of flush valves at primary lift station at Lake Alliance Park.
    - Improvement of ingress/egress access to ***and*** remedy of at least 3 source point locations of ground water infiltration and intrusion to the City's sanitary sewer system near manhole access points East of retired sewer lagoons.
    - Complete the site security fence around Waste Water Treatment Facility perimeter as required per regulatory guidelines.

TREASURER'S REPORT
March 19, 2020

Utility bills—as of 3/10/20 (bills due on 15th) $93,378.45 is outstanding with $27,980.43 over 30 days past due.

Water usage month of Feb (Mar billing): 3,805,209 gallons
Sewer usage month of Feb (Mar billing): 3,797,127 gallons
Ready to service charge-water: $28,010.32
Ready to service charge-sewer: $33,123.71
Total water and sewer billed out from 1/26/20 to 2/24/2020 is $87,332.18

Payroll month of February 2020: $53,820.06 (this includes all payroll taxes + MERS).

Summer tax collection rates through 03/02/20: 97.15%
Winter tax collection rates through 03/02/20: 96.94%

All real property taxes not paid have been turned over to Eaton County for collection. The City is still collecting funds from both manufactured housing communities for real property on leased land. I have settled with the County.

We are live with Invoice Cloud. So far, so good. The target date was 2/26 and we actually went live on 2/27/20. We are requesting residents who want to pay over the phone to contact 1-855-943-2372 vs. calling the office. Calling the 855 number will allow the residents to set up their accounts, pay the amount of money they wish, and overall stream the process. Residents can also pay online by going to the City's website and clicking on pay water/sewer bill. This will direct them to the invoice cloud site where they can do multiple things- including setting up paperless, scheduling future payments, seeing their bill, signing up for text notice and payment. I have attached a graph of the last 10 days of transaction volume through the sight, and customers who have signed up for paperless and a report detailing current monthly summaries. I am expecting much more traffic through the sight this week as water/sewer bills are due. Reminder that there is a small convenience fee to pay via credit/debit card. Residents can always pay in person at City hall and pay by check, money order, cash and debit/credit card. We are unable to process pavilion rentals, zoning fees and youth sign ups via credit or debit card at this time.

Tax and payroll bank reconciliations are current through February.

Respectfully submitted: Jodi West

What are you looking for?

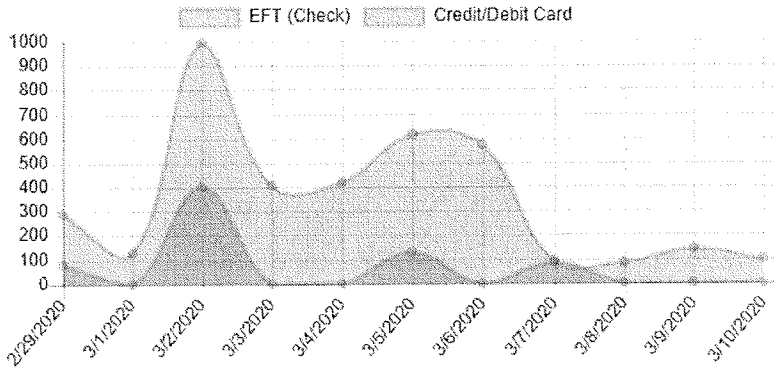
Welcome JODI WEST

Save Layout | Add / Remove Charts

Last 10 Days Transaction Volume

Total Volume
$4,517.60

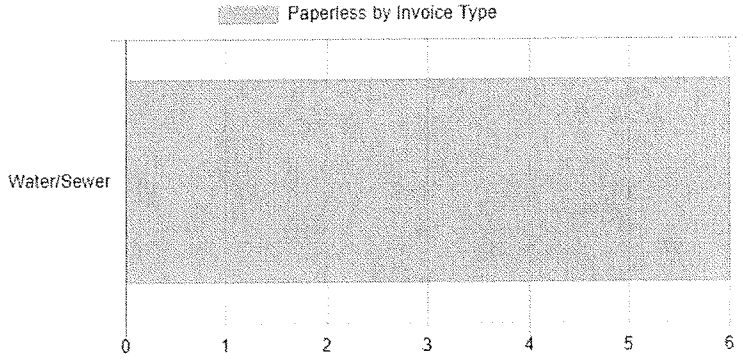
Total Transactions
32



Paperless Summary

Total Paperless Customers
6

Paperless Percentage
0.84%



What are you looking for?

Current Monthly Summary

Current Month Payment Summary

Payment Type	Number Of Transactions	Total Paid
Credit/Debit Card	27	$3,501.94
EFT (Check)	3	$606.98
Total	30	$4,108.92

Monthly Invoice Summary

Invoice Count
2

Paperless Statistics

Invoice Type	Paperless
Water/Sewer	6

Auto-Pay Statistics

Invoice Type	AutoPay
Water/Sewer	3

Customer Registration Statistics

Customer Count	Registered Count	Registered %
713	10	1.40

Pay By Text Registration Statistics

Customer Count	Registered Count	Registered %
3	3	100.00

BANK RECONCILIATION FOR CITY OF POTTERVILLE
Bank TAX (TAX ACCOUNT)
FROM 02/01/2020 TO 02/28/2020
Reconciliation Record ID: 31

GL Number	Description	Beginning Balance
703-000-001.000	CASH	70,793.70

Beginning GL Balance:	70,793.70
Add: Cash Receipts	250,457.64
Less: Tax Receipts	(4.19)
Less: Cash Disbursements	(309,050.27)
Less: Journal Entries/Other	(46.43)
Ending GL Balance:	12,150.45

GL Number	Description	Ending Balance
703-000-001.000	CASH	12,150.45

Ending GL Balance:		12,150.45
Ending Bank Balance:		288,076.41
Add: Deposits in Transit		
	INVOICE CLOUD TRIAL PAYMENT	(15.00)
		(15.00)
Less: 9 AP Outstanding Checks		275,910.96
Less: 0 PR Outstanding Checks		
Adjusted Bank Balance		12,150.45
Unreconciled Difference:		0.00

REVIEWED BY: _____ DATE: 3-3-2020

BANK RECONCILIATION FOR CITY OF POTTERVILLE
Bank PR (PAYROLL ACCOUNT)
FROM 07/01/2019 TO 07/31/2019
Reconciliation Record ID: 8

GL Number	Description	Beginning Balance
750-000-001.000	CASH	2,087.36
Beginning GL Balance:		2,087.36
Add: Journal Entries/Other		12,047.95
Ending GL Balance:		14,135.31

GL Number	Description	Ending Balance
750-000-001.000	CASH	14,135.31
Ending GL Balance:		14,135.31
Ending Bank Balance:		19,678.68
Add: Miscellaneous Transactions		(5,006.14)
Add: Deposits in Transit		0.00
Less: 0 AP Outstanding Checks		
Less: 7 PR Outstanding Checks		537.23
Adjusted Bank Balance		14,135.31
Unreconciled Difference:		0.00

REVIEWED BY: _____ DATE: 3-11-2020

BANK RECONCILIATION FOR CITY OF POTTERVILLE
Bank PR (PAYROLL ACCOUNT)
FROM 08/01/2019 TO 08/30/2019
Reconciliation Record ID: 10

Beginning GL Balance:	14,135.31
Less: Journal Entries/Other	(1,957.01)
Ending GL Balance:	12,178.30
Ending Bank Balance:	17,420.47
Add: Miscellaneous Transactions	(5,006.14)
Add: Deposits in Transit	0.00
Less: Outstanding Checks	

Payroll Checks

Check Date	Check Number	Name	Amount
08/23/2019	16839	SMITH, COLIN	236.03

Total - 1 Outstanding Checks:	236.03
Adjusted Bank Balance	12,178.30
Unreconciled Difference:	0.00

REVIEWED BY: _____ DATE: 3-11-2020

BANK RECONCILIATION FOR CITY OF POTTERVILLE
Bank PR (PAYROLL ACCOUNT)
FROM 08/31/2019 TO 09/30/2019
Reconciliation Record ID: 11

Beginning GL Balance:	12,178.30
Less: Journal Entries/Other	(5,414.17)
Ending GL Balance:	6,764.13
Ending Bank Balance:	18,556.78
Add: Miscellaneous Transactions	(6,741.17)
Add: Deposits in Transit	
MERS PAYMENT MADE BUT CHECK NOT CUT	(5,043.16)
	(5,043.16)

Less: Outstanding Checks

Payroll Checks

Check Date	Check Number	Name	Amount
09/20/2019	16866	TUCKER, ROBERT	8.32

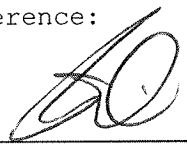
Total - 1 Outstanding Checks:	8.32
Adjusted Bank Balance	6,764.13
Unreconciled Difference:	0.00

REVIEWED BY: _____ DATE: 3-11-2020

BANK RECONCILIATION FOR CITY OF POTTERVILLE
Bank PR (PAYROLL ACCOUNT)
FROM 11/01/2019 TO 11/29/2019
Reconciliation Record ID: 21

GL Number	Description	Beginning Balance
750-000-001.000	CASH	8,182.59
Beginning GL Balance:		8,182.59
Add: Payroll Disbursements		12,213.27
Ending GL Balance:		20,395.86

GL Number	Description	Ending Balance
750-000-001.000	CASH	20,395.86
Ending GL Balance:		20,395.86
Ending Bank Balance:		30,359.73
Add: Miscellaneous Transactions		(6,741.17)
Add: Deposits in Transit		
	TRANSFERRED SHORT COMMON TO PAYROLL	2,692.22
	TRANSFERRED TOO MUCH EL TAX	13.28
	MERS-SEPT- PAYMENT MADE BUT CHECK NOT CUT	(5,043.16)
	MISC	0.01
		(2,337.65)
Less: 0 AP Outstanding Checks		
Less: 3 PR Outstanding Checks		885.05
Adjusted Bank Balance		20,395.86
Unreconciled Difference:		0.00

REVIEWED BY:  DATE: 3-11-2020

BANK RECONCILIATION FOR CITY OF POTTERVILLE
Bank PR (PAYROLL ACCOUNT)
FROM 11/30/2019 TO 12/31/2019
Reconciliation Record ID: 28

Beginning GL Balance:		20,395.86
Less: Payroll Disbursements		(8,908.50)
Ending GL Balance:		11,487.36
Ending Bank Balance:		30,155.61
Add: Miscellaneous Transactions		(6,741.17)
Add: Deposits in Transit		
	TRANSFERRED SHORT COMMON TO PAYROLL	2,692.22
	TRANSFERRED TOO MUCH EL TAX	13.28
	MERS-SEPT-PAYMENT MADE BUT CHECK NOT CUT	(5,043.16)
	MISC	0.01
		(2,337.65)

Less: Outstanding Checks

Payroll Checks

Check Date	Check Number	Name	Amount	
10/18/2019	16873	COLONIAL LIFE	66.54	
12/13/2019	16900	ALERUS FINANCIAL	490.00	VOIDED 01/13/2020
12/27/2019	16901	BUSSARD, JEFFREY	162.99	
12/27/2019	16902	KEPLER, GEORGE	30.83	
12/27/2019	16904	LENNEMAN, JENNIFER	226.26	
12/27/2019	16905	NICHOLS, ROBERT	170.85	
12/27/2019	16906	SCHMIDT, KATHERINE	170.85	
12/31/2019	16908	ALERUS FINANCIAL	440.00	
12/31/2019	16909	ALERUS FINANCIAL	95.76	
12/31/2019	EFT27	MICHIGAN STATE DISBURSEMENT	328.51	
12/31/2019	EFT29	CITY OF EAST LANSING - INCOME TAX	26.56	
12/31/2019	EFT30	MICHIGAN TREASURY DEPT	1,588.71	
12/31/2019	EFT31	MERS	5,045.70	
12/31/2019	EFT34	STATE OF MICHIGAN - BWUC	417.36	
12/31/2019	EFT35	MICHIGAN STATE DISBURSEMENT	328.51	

Total - 15 Outstanding Checks:	9,589.43
Adjusted Bank Balance	11,487.36
Unreconciled Difference:	0.00

REVIEWED BY: _____ DATE: 3-11-2020

BANK RECONCILIATION FOR CITY OF POTTERVILLE
Bank PR (PAYROLL ACCOUNT)
FROM 01/01/2020 TO 01/31/2020
Reconciliation Record ID: 29

Beginning GL Balance:	11,487.36
Add: Payroll Disbursements	4,460.83
Less: Journal Entries/Other	(490.00)
Ending GL Balance:	15,458.19
Ending Bank Balance:	25,933.62
Add: Miscellaneous Transactions	(5,006.14)
Add: Deposits in Transit	
PD STATE UNEMPLOYMENT .49 HIGHER THAN PAID	(0.49)
SHORTED SEPT WITHHOLDING TAXES- MICHIGAN	(209.40)
TRANSFERRED TOO MUCH EAST LANSING TAX	13.28
MERS- SEPT PAYMENT MADE BUT CHECK NOT CUT	(5,043.16)
MISC	0.01
	(5,239.76)

Less: Outstanding Checks

Payroll Checks

Check Date	Check Number	Name	Amount
10/18/2019	16873	COLONIAL LIFE	66.54
12/27/2019	16901	BUSSARD, JEFFREY	162.99

Total - 2 Outstanding Checks:	229.53
Adjusted Bank Balance	15,458.19
Unreconciled Difference:	0.00

REVIEWED BY: _____ DATE: 3-11-2020

BANK RECONCILIATION FOR CITY OF POTTERVILLE
Bank PR (PAYROLL ACCOUNT)
FROM 02/01/2020 TO 02/28/2020
Reconciliation Record ID: 33

GL Number	Description	Beginning Balance
750-000-001.000	CASH	15,458.19
Beginning GL Balance:		15,458.19
Add: Payroll Disbursements		2,859.09
Add: Journal Entries/Other		5,006.14
Ending GL Balance:		23,323.42

GL Number	Description	Ending Balance
750-000-001.000	CASH	23,323.42
Ending GL Balance:		23,323.42
Ending Bank Balance:		28,520.64
Add: Deposits in Transit		
	PD STATE UNEMPLOYMENT .49 HIGHER THAN PAID	(0.49)
	MERS-SEPT PAYMENT MADE BUT NOT CUT	(5,043.16)
	TRANSFERRED TOO MUCH EAST LANSING TAX	13.28
	MISC	0.01
		(5,030.36)
Less: 0 AP Outstanding Checks		
Less: 2 PR Outstanding Checks		166.86
Adjusted Bank Balance		23,323.42
Unreconciled Difference:		0.00

REVIEWED BY: _____ DATE: 3-11-2020

City of Potterville

City Clerk Report

March 2020

- The March 2020 Election was successful. Potterville was the first City/Township to submit their paperwork to the County. We had a total of 453 voters, it was a nice turn out. Out of the 453 voters, 95 voted AV. I also had a lot of new voters that registered and voted on Election day. Currently we have 2,058 registered voters. On April 3rd I have a mandatory Election training class to attend. This will cover additional training for the August and November 2020 Elections.
- I will begin signing up for courses to become a Certified Michigan Municipal Clerk. Some of the course requirements would require me to be out of the office for a week at a time. Once I have dates and a schedule in place to not interfere with my duties for the City I will send those to Council for approval before officially signing up.

Respectfully submitted,

Stephanie Wilson, City Clerk

CUSTOM INVOICE REPORT FOR CITY OF POTTERVILLE
INVOICE DUE DATES 03/19/2020 - 03/19/2020
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: GEN

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR CODE: 0000011152 FREDRICKSON SUPPLY, LLC		
BANK CODE: GEN		
5861	EQUIPMENT SUPPLIES	302.65
TOTAL BANK CODE: GEN		302.65
TOTAL VENDOR 0000011152 FREDRICKSON SUPPLY, LLC		302.65
VENDOR CODE: 03160 ELHORN ENGINEERING		
BANK CODE: GEN		
281950	DUCK BILL	18.44
TOTAL BANK CODE: GEN		18.44
TOTAL VENDOR 03160 ELHORN ENGINEERING		18.44
VENDOR CODE: 03720 GORDON'S FOOD SERVICE		
BANK CODE: GEN		
1213694	CONCESSION SUPPLIES	43.36
TOTAL BANK CODE: GEN		43.36
TOTAL VENDOR 03720 GORDON'S FOOD SERVICE		43.36
VENDOR CODE: 06240 MICHIGAN RURAL WATER		
BANK CODE: GEN		
OIC-0220	MATT LUMBERT ON 2/28/2020	187.50
R7776-7	DON AND MIKE - WASTEWATER OPERATIONS	620.00
R7778	CHARLIE - LAGOON OPERATIONS	155.00
R7788	CHRIS - LAGOON OPERATIONS	155.00
TOTAL BANK CODE: GEN		1,117.50
TOTAL VENDOR 06240 MICHIGAN RURAL WATER		1,117.50
VENDOR CODE: 07190 PHP		
BANK CODE: GEN		
200483362	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		
5108331	CHAIR FOR CLERK/GLUE STICKS	182.18
TOTAL BANK CODE: GEN		182.18
TOTAL VENDOR 07490 QUILL CO		182.18
VENDOR CODE: 08520 STATE OF MICHIGAN (E)		
BANK CODE: GEN		
551-559588	TOKEN FEE	33.00
551-558152	BASIC INVESTIGATOR SCHOOL	300.00
TOTAL BANK CODE: GEN		333.00
TOTAL VENDOR 08520 STATE OF MICHIGAN (E)		333.00
VENDOR CODE: 09210 VERIZON WIRELESS		
BANK CODE: GEN		
9849478465	CELL PHONES	426.32
TOTAL BANK CODE: GEN		426.32
TOTAL VENDOR 09210 VERIZON WIRELESS		426.32
VENDOR CODE: 09530 WILLIAMS FARM MACHINERY		
BANK CODE: GEN		
74979	HOSE	64.22
TOTAL BANK CODE: GEN		64.22

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR CODE: 09530 WILLIAMS FARM MACHINERY		
TOTAL VENDOR 09530 WILLIAMS FARM MACHINERY		64.22
VENDOR CODE: 09703 MICHIGAN DEPT OF ENVIRONMENTAL		
BANK CODE: GEN		
761-10499798	2019 WATER USE REPORT FEE	200.00
761-10462657	WATER	1,369.55
TOTAL BANK CODE: GEN		1,569.55
TOTAL VENDOR 09703 MICHIGAN DEPT OF ENVIRONMENTAL		1,569.55
VENDOR CODE: 09799 MENARDS-LANSING WEST		
BANK CODE: GEN		
96397	SIDEWALL REGISTER	51.92
TOTAL BANK CODE: GEN		51.92
TOTAL VENDOR 09799 MENARDS-LANSING WEST		51.92
VENDOR CODE: 10026 SIRCHIE		
BANK CODE: GEN		
0435951-IN	TEST 15 AND 07	56.00
TOTAL BANK CODE: GEN		56.00
TOTAL VENDOR 10026 SIRCHIE		56.00
VENDOR CODE: 10279 MICHIGAN CAT		
BANK CODE: GEN		
PD10808443	BACKHOE	111.01
TOTAL BANK CODE: GEN		111.01
TOTAL VENDOR 10279 MICHIGAN CAT		111.01
VENDOR CODE: 10526 THE PARTS PLACE-CHARLOTTE		
BANK CODE: GEN		
171763	SNAP RING PLIERS	64.99
172061	HOSE CLAMP/CONNECTOR/CAP	9.54
172059	OIL FILTER/HYDRAULIC OIL	70.45
171971	ANTIFREEZE	63.96
172746	ANTIFREEZE	100.96
408430	CONNECTOR/HOSE CLM	5.55
172893	CIRBRKR	13.60
TOTAL BANK CODE: GEN		329.05
TOTAL VENDOR 10526 THE PARTS PLACE-CHARLOTTE		329.05
VENDOR CODE: 10540 WILLIAMS & WORKS		
BANK CODE: GEN		
89905	WELL TEST	264.00
TOTAL BANK CODE: GEN		264.00
TOTAL VENDOR 10540 WILLIAMS & WORKS		264.00
VENDOR CODE: 10899 APPLIED IMAGING		
BANK CODE: GEN		
1507012	CANON/IR4235	55.91
TOTAL BANK CODE: GEN		55.91
TOTAL VENDOR 10899 APPLIED IMAGING		55.91
VENDOR CODE: 10943 ALTOGAS, INC		
BANK CODE: GEN		
293111	PROPANE	1,299.78
TOTAL BANK CODE: GEN		1,299.78
TOTAL VENDOR 10943 ALTOGAS, INC		1,299.78
VENDOR CODE: 11106 CINTAS CORPORATION #725		

CUSTOM INVOICE REPORT FOR CITY OF POTTERVILLE
INVOICE DUE DATES 03/19/2020 - 03/19/2020
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: GEN

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR CODE: 11106 CINTAS CORPORATION #725		
BANK CODE: GEN		
4043977674	UNIFORMS	219.09
TOTAL BANK CODE: GEN		219.09
TOTAL VENDOR 11106 CINTAS CORPORATION #725		219.09
VENDOR CODE: 11122 CMP DISTRIBUTORS		
BANK CODE: GEN		
62436	HIGH SPEED GEAR	167.60
TOTAL BANK CODE: GEN		167.60
TOTAL VENDOR 11122 CMP DISTRIBUTORS		167.60
GRAND TOTAL:		12,960.73

BANK RECONCILIATION FOR CITY OF POTTERVILLE
Bank PR (PAYROLL ACCOUNT)
FROM 10/01/2019 TO 10/31/2019
Reconciliation Record ID: 20

GL Number	Description	Beginning Balance
750-000-001.000	CASH	6,764.13
Beginning GL Balance:		6,764.13
Less: Payroll Disbursements		(13,242.67)
Add: Journal Entries/Other		14,661.13
Ending GL Balance:		8,182.59

GL Number	Description	Ending Balance
750-000-001.000	CASH	8,182.59
Ending GL Balance:		8,182.59
Ending Bank Balance:		25,075.45
Add: Miscellaneous Transactions		(6,741.17)
Add: Deposits in Transit		
	TRANSFERED TOO MUCH EAST LANSING TAX	13.28
	MERS PAYMENT MADE BUT CHECK NOT CUT	(5,043.16)
		(5,029.88)
Less: 0 AP Outstanding Checks		
Less: 3 PR Outstanding Checks		5,121.81
Adjusted Bank Balance		8,182.59
Unreconciled Difference:		0.00

REVIEWED BY: _____ DATE: 3-12-20

BANK RECONCILIATION FOR CITY OF POTTERVILLE
Bank GEN (GENERAL POOLED ACCOUNT)
FROM 02/01/2020 TO 02/29/2020
Reconciliation Record ID: 30

Beginning GL Balance:	2,634,720.58
Add: Cash Receipts	112,592.00
Less: Cash Disbursements	(57,055.12)
Less: Payroll Disbursements	(53,820.06)
Add: Journal Entries/Other	72,630.44
Ending GL Balance:	2,709,067.84

GL Number	Description	Ending Balance
101-000-001.000	CASH	763,470.37
202-000-001.000	CASH	230,062.19
203-000-001.000	CASH	152,190.55
208-000-001.000	CASH	40,465.48
370-000-001.000	CASH	
401-000-001.000	CASH	42,981.57
590-000-001.000	CASH	326,512.42
590-000-010.000	CASH IN BANK - BOND RESERVE	177,550.00
590-000-011.000	CASH IN BANK-REPLACEMENT FUND	88,398.25
591-000-001.000	CASH	771,729.46
591-000-010.000	CASH IN BANK - BOND RESERVE	100,330.00
591-000-011.000	CASH IN BANK-REPLACEMENT FUND	197,597.75
598-000-001.000	CASH	12,403.35
641-000-001.000	CASH	(194,623.55)
704-000-001.000	CASH	
708-000-001.000	CASH	
865-000-001.000	CASH	
Ending GL Balance:		2,709,067.84

Ending Bank Balance:		2,727,516.44
Add: Miscellaneous Transactions		1,744.75
Add: Deposits in Transit		
	03/02/2020 *Deposit ID: 154	50.00
		50.00
Less: 25 AP Outstanding Checks		20,266.21
Less: 0 PR Outstanding Checks		
Adjusted Bank Balance		2,709,044.98
Unreconciled Difference:		(22.86)

REVIEWED BY: _____ DATE: 3-12-20

Parks & Recreation Report
March 2020

- Parks
    - With the inconvenient weather, has made it difficult to get Musco and the lift to come back and finish the job of fixing the lights at the Softball Complex. The ground has been wet, muddy and that is not good for a lift to get suck and damage the grounds. We need the ground to be completely solid and hard to hold the lift to complete the job. I will be touching base again with our Field Logistics Supervisor (from Musco) for our region to schedule to complete this project, we are looking at towards the end of March, just in time for the season with weather depending.
    - Parks Committee held their annual meeting. Members from the Dirty Birdie Disc Golf Club presented interest in utilizing the course for a league, maintenance, and hosting a tournament. Park members will be meeting members of the club to walk through the course to see what their perspective is and what is needed to maintain the course later this month. LEAP Public Art Grant and Recreation Passport Grant updates were given. Updates on the Community Spring-Clean from Potterville Gives Back. Easter Event is going well, donations are starting to come in.
    - We applied for the art grant for the Lansing Economic Area Partnership (LEAP) program. The results are in and Potterville was not selected as a recipient for this year's award.
    - Michigan Department of Natural Resources of Michigan Recreation Passport Grant for Sunset Hills Park is in progress, we just need some documentations once a public hearing takes place. Letters of support are coming in, letters were sent out to Sunset Hills residents notify of the grant, and public hearing for input on it. The estimated engineer's project cost is $53,000, of which a 25% match commitment of $13,250. With a budgeted contingency of about 10% ($5,300), we're looking at about $58,300 total.
- Recreation
    - Gizzard Fest is coming back. July 9-11, this is being organized by community members. I have very little involvement in organizing this event. They are reminded that the Special Event Application Permit is to be turned in 90 days prior to the event. Once the application is submitted, everything in the application is final. We are waiting upon receiving this application.
    - Program registrations are out and open. We are seeing interest in our youth baseball for a 10U and 12U team.
    - In coordination with the Potterville's Varsity Softball Coach, for a youth softball team. It is also confirmed that Charlotte is on board of doing a night game out at Lake Alliance. Every year it'll be at Lake Alliance to play under the lights for softball and baseball and Charlotte and Potterville will take turns hosting (being the home team). It is set for this year for Friday, May 22. With Potterville being the hosting team, which is the home team. We are excited to get the school involved in our parks and utilizing the fields.

Respectfully Submitted By:

Tiffani Schaner
Parks & Recreation Director

March Board of Review was held Monday, March 9th: 9am-3pm and Wednesday, March 11th: 3pm-9pm. We only had a few value appeals and veteran exemptions.

Ad Valorem real and personal property assessed and taxable values increased while Special Acts assessed and taxable values decreased for 2020.

Thanks,

Sarah Payton

Sarah Payton, MAAO

City of Potterville

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

March 11, 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.

- Gizzard Fest 2020 update: The City of Potterville, Potterville Area Chamber of Businesses, and community members are making great progress planning Gizzard Fest. Gizzard Fest will be held July 9th, 10th and 11th this year. Our next Community Planning Meeting is Wednesday, March 11th at 6:00 p.m. The new website for Gizzard Fest is live, Gizzardfest.org.
- Recodification of City of Potterville Code of Ordinances: All documents have been sent to Municode for codification. Municode is currently in the process of reformatting our Code of Ordinances.
- Deed research for properties owned by the City of Potterville: While attempting to correct property lines of some of our properties, 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.
- DDA Pavilion: A portion of the property the DDA Pavilion sits on is not owned by the City of Potterville. I have contacted the property owner and will be attending a meeting to discuss the City of Potterville obtaining the property. Once this is accomplished, all properties the DDA Pavilion sits on will be combined to one parcel.
- Zoning Ordinance Update: The Williams and Works Proposal has been signed and returned to Williams and Works. The Planning Commission will hold their first discussion at their March 17, 2020 meeting.
- Capital Improvement Plan (CIP) Update: The Williams and Works Proposal has been signed and returned to Williams and Works. Williams and Works will update the CIP and send to the Planning Commission for review and comments. The Planning Commission will involve Mr. Don Stanley, Director of DPW in the discussion of the CIP update.
- City of Potterville Sign: The previously scheduled meeting with a property owner to discuss obtaining property to relocate our city sign which is currently located on Mr. Joe Bristol's property did not take place. We are still in communication and hope to have resolution by the end of the month.
- Zoning Board of Appeals: The Zoning Board of Appeals will have their first meeting on Tuesday, March 17, 2020 at 6:00 p.m. This meeting will consist of training only.

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.

Stephanie Wilson

From: Donald Stanley
Sent: Tuesday, March 10, 2020 8:40 AM
To: Stephanie Wilson
Subject: RE: March Department Reports

Council report for March 2020 DPW

The DPW is looking at a possible upgrade for our wells and tower communication this is in the for of a scada system.This system would be a very reliable and much needed upgrade for our community .

The scada system would talk to all the wells and filtration plants and the water tower . It also would allow for employees who are on call to see the system first hand on there phone or I pad to keep a close eye on the

System and any possible alarms we might have verses the current system which we have to come in to see anything. This could possibly same unneeded overtime for water issues that arise they might be able to look at

there phone and possible fix the issue with never setting foot on site. i believe this could be a much more reliable system with many more advantages for security and record keeping for the city .We drilled the test well

off of sunset and everything is looking good at this moment we should have test results for this well within the next week or so. This winter has gone very well no issues with equipment or salt looks like are winter might

be coming to and end soon . We are getting ready for our first discharge at the wastewater plant of the year all test came back very good for discharge this will be the first of two that we will do this spring. We have also

ordered the rest of the water meters to complete the upgrade for meters in town this should be done by early summer 2020.

Thank you very much

Donald stanley

From: Stephanie Wilson <cityclerk@pottervillemi.org>
Sent: Thursday, March 5, 2020 4:17 PM
To: Donald Stanley <dstanley@pottervillemi.org>; Tiffany Schaner <tschaner@pottervillemi.org>; Jodi West <jwest@pottervillemi.org>; Richard Barry <RBarry@pottervillemi.org>; Aaron Sheridan <manager@pottervillemi.org>; Assessor <assessor@pottervillemi.org>; Brandy Hatt <zoning@pottervillemi.org>
Subject: March Department Reports

Hi – Please submit your department report no later than Wednesday, March 11th by the end of the day.

CITY OF POTTERVILLE

RESOLUTION NO. 02-0319-01

RESOLUTION OF SUPPORT AND FULL FINANCIAL COMMITMENT FOR THE CITY OF POTTERVILLE DNR RECREATION PASSPORT GRANT APPLICATION RP20-0026, ENTITLED "SUNSET HILLS PARK PROJECT" THAT SHALL DEVELOP PUBLIC "ADA" ACCESS TO EXISTING PARK FACILITIES AT THE CITY'S SUNSET HILLS PARK.

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 19th day of March, 2020 at 7:00 p.m.

Present: _____

Absent: _____

WHEREAS, The City Council of the City of Potterville supports the submission of grant application RP20-0026 to the DNR Recreation Passport Grant Program, as entitled "Sunset Hills Park Project" to develop public "ADA" access to existing park facilities located at Sunset Hills Park, East Gresham Highway, along Sunset Hills Drive in Section 23 of the City of Potterville, property parcel #700-023-100-120-00; and

WHEREAS, the proposed application is supported by the adopted City of Potterville's 5-Year Parks and Recreation Plan; and

WHEREAS, The City Council of the City of Potterville supports and approves of the full financial commitment of the project in the amount of $13,250 that is considered the 25% in matching public funds as required for grant acquisition, in cash and/or force account; and

NOW THEREFORE, BE IT RESOLVED, The City Council of the City of Potterville hereby authorizes submission of the City's grant application RP20-0026 to the DNR Recreation Passport Grant Program, as entitled "Sunset Hills Park Project," and supports and approves of the full financial commitment of the project and 25% grant match of $13,250 of the estimated project cost of $53,000 during the 2020 fiscal year of the State of Michigan.

Those Commission Members voted:

Yeas: _____

Nays: _____

THE RESOLUTION WAS DECLARED ADOPTED.

STATE OF MICHIGAN)
)
COUNTY OF EATON)

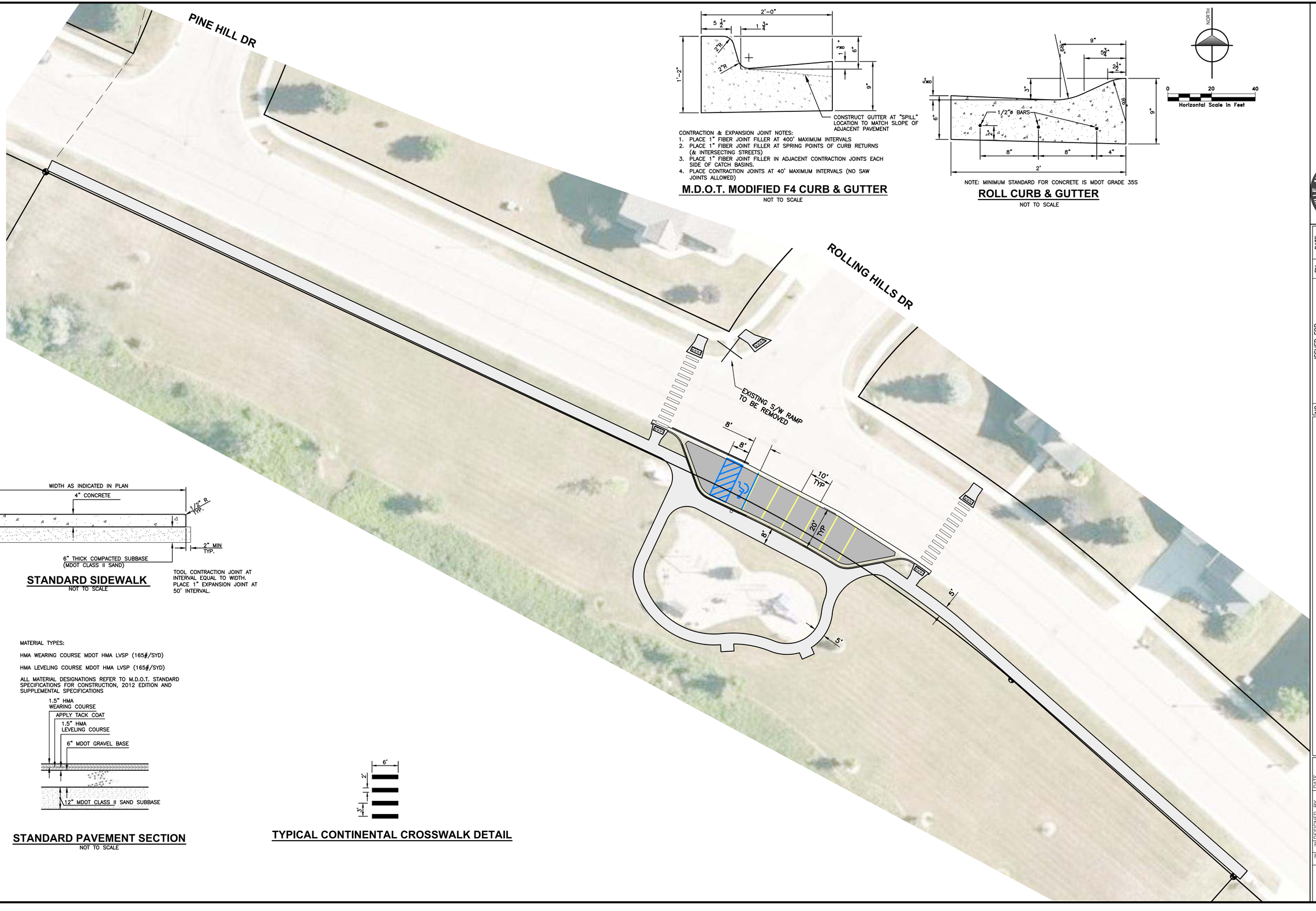
I, the undersigned duly qualified City Clerk of the City of Potterville, Eaton County, Michigan, do certify the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Potterville at a meeting held on the 19th day of March, 2020.

Stephanie Wilson, City Clerk

City of Potterville
Sunset Hills Park Sidewalk and Parking

Cost Opinion

No.	Description	Units	Quantity	Unit Price	Total Price
1	GC, OH&P (10% Max.)	LSUM	1	$4,820	$4,820
2	Excavation, Earth	Cyd	268	$10	$2,680
3	Subbase, Sidewalk, CIP	Cyd	88	$10	$880
4	Sidewalk Ramp, Conc, 4 inch	Sft	55	$10	$550
5	Pavt, Rem	Syd	5	$10	$50
6	Curb Ramp Opening, Conc	Ft	36	$28	$1,008
7	Detectable Warning Surface	Ft	25	$40	$1,000
8	Sidewalk, Conc, 4 inch	Sft	4464	$5	$22,320
9	Driveway Opening, Conc, Det M	Ft	126	$25	$3,150
10	Curb and Gutter, Rem	Ft	140	$10	$1,400
11	Subbase, CIP	Cyd	70	$10	$700
12	Agg Base, 6 inch	Syd	210	$10	$2,100
13	HMA, LVSP	Ton	45	$125	$5,625
14	Curb & Gutter, Conc, Roll Curb	Ft	9	$22	$198
15	Curb & Gutter, Conc, Detail F4	Ft	145	$22	$3,190
16	Pavement Markings/Signs	LSUM	1	$2,000	$2,000
17	Restoration	Syd	225	$6	$1,350
	Total Construction Cost Opinion				$53,000



CONTRACTION & EXPANSION JOINT NOTES:
1. PLACE 1" FIBER JOINT FILLER AT 400' MAXIMUM INTERVALS
2. PLACE 1" FIBER JOINT FILLER AT SPRING POINTS OF CURB RETURNS (& INTERSECTING STREETS)
3. PLACE 1" FIBER JOINT FILLER IN ADJACENT CONTRACTION JOINTS EACH SIDE OF CATCH BASINS.
4. PLACE CONTRACTION JOINTS AT 40' MAXIMUM INTERVALS (NO SAW JOINTS ALLOWED)

M.D.O.T. MODIFIED F4 CURB & GUTTER
NOT TO SCALE

NOTE: MINIMUM STANDARD FOR CONCRETE IS MDOT GRADE 35S

ROLL CURB & GUTTER
NOT TO SCALE

STANDARD SIDEWALK
NOT TO SCALE

TOOL CONTRACTION JOINT AT INTERVAL EQUAL TO WIDTH. PLACE 1" EXPANSION JOINT AT 50' INTERVAL.

MATERIAL TYPES:

HMA WEARING COURSE MDOT HMA LVSP (165#/SYD)

HMA LEVELING COURSE MDOT HMA LVSP (165#/SYD)

ALL MATERIAL DESIGNATIONS REFER TO M.D.O.T. STANDARD SPECIFICATIONS FOR CONSTRUCTION, 2012 EDITION AND SUPPLEMENTAL SPECIFICATIONS

STANDARD PAVEMENT SECTION
NOT TO SCALE

TYPICAL CONTINENTAL CROSSWALK DETAIL

williams&works
engineers | surveyors | planners
616.224.1500 phone | http://williams-works.com
5540 Glenwood Ave NW | Grand Rapids, MI 49503

POTTERVILLE, MICHIGAN Founded in 1835 CITY OF HELPING HANDS

NO.	ISSUED FOR	BY	DATE
1.	OWNER REVIEW	BM	03/05/20

CITY OF POTTERVILLE
EATON COUNTY, MICHIGAN
2020 SUNSET DR PARK IMPROVEMENTS

PHASE 1 PLAN

DESIGNED BY	DATE
D HUDELSON	2/2020
DRAWN BY	DATE
D HUDELSON	2/2020
CHECKED BY	DATE
B MIERAS	3/5/20

PROJECT 220018
FILE plt-layout

SHEET NO. 1

Mar 05, 2020 - 3:25pm P:\Projects\220018 Potterville Sunset Dr Park\220018CV\Plt-Layout.dwg, XREFs: [opt] [opt] [xrfr Bound:220018...

QUOTE

OUDBIER INSTRUMENT CO.

4136 Ranchero Dr.
Dorr, MI. 49323
Phone Number (269) 792-4404

Date: 3/6/2020
Job Number:

City of Potterville
319 N. Nelson
Potterville, MI. 48876
Attn: Aaron

We are pleased to submit the following cost estimate:

Job Description: Water System SCADA

MATERIALS

QUANTITY	DESCRIPTION	PRICE	TOTAL
1	Replace existing Well control system Radios - MCR Orbit Spread Spectrum Antennas and wiring Allen Bradley Micrologix Logic Controllers Automation Direct 10" HMI Precision digital indicators (at remote sites for tank level) Cellular access point 30"x24"x12" Fiberglass Panel Miscellanious relayws and hardware Installation and startup Use existing panels except at the DPW (new)	$ 33,720.00	$ 33,720.00
		Total	$ 33,720.00

GE
Digital Energy

MDS™ Orbit MCR-900

A Flexible 900MHz Unlicensed Router for Cost Effective Industrial Deployments

GE's MDS Orbit MCR-900 is a high performing 900MHz unlicensed wireless router. It is built on GE's MDS extensive experience in wireless industrial communications and uses proprietary state-of-the-art Frequency Hopping Spread Spectrum (FHSS) algorithms to offer low latency networking in the 900MHz unlicensed spectrum with effective interference avoidance.

The MDS Orbit MCR-900 allows for traditional point to multipoint deployments for SCADA and other industrial applications. In addition, its integrated routing, switching, Quality of Service (QoS) and security as well as the support for a variety of wireless technologies and topologies position it as a true convergence and OPEX-saving platform in industrial M2M networks.

The MDS Orbit MCR-900 supports additional wireless technologies including global 3G (AT&T), 4G LTE, and Wi-Fi to allow for compatibility in a variety of design scenarios.

Key Benefits

- High performance interference avoidance and very low latency 900MHz technologies along with advanced Quality of Service functionalities enable determinism for critical and industrial applications
- Support for a variety of network topologies, integrated routing and switching in addition to simultaneous cellular uplinks effectively extend industrial networks into rural and Field Area Networks
- A holistic cyber security framework protects the users, the network and assets and allows operators to meet stringent government and corporate cyber security requirements
- Rugged durable design, wide temperature range and low power consumption provide deployment life extension in the harshest of environments while protecting CAPEX investment

Applications

Oil & Gas

- Well Head and Production Pad Automation
- Pipeline Monitoring and Control
- WiFi for Field Operations

Utility

- DA & AMI convergence
- Renewables Protection & Control with IEC® 61850
- Substation Device Monitoring and Video Surveillance

Water & Wastewater

- Level, Pressure and Flow Monitoring
- Pipeline Monitoring and Control

Heavy Industrial

- Heavy Machinery Monitoring
- Excavation Machine Control
- Facility Wide Network Extension to Offsite Areas

imagination at work

Optimum Flexibility

- Point to Point, Multipoint, Store & Forward and self-healing topologies allow for flexible deployment
- Integrated routing and switching enable support for a variety of design scenarios
- Scalable data rates from 125Kbps to 1.25Mbps with varying sensitivity
- Multiple interface options include Ethernet, Serial, USB, Cellular and Wi-Fi

Comprehensive Security

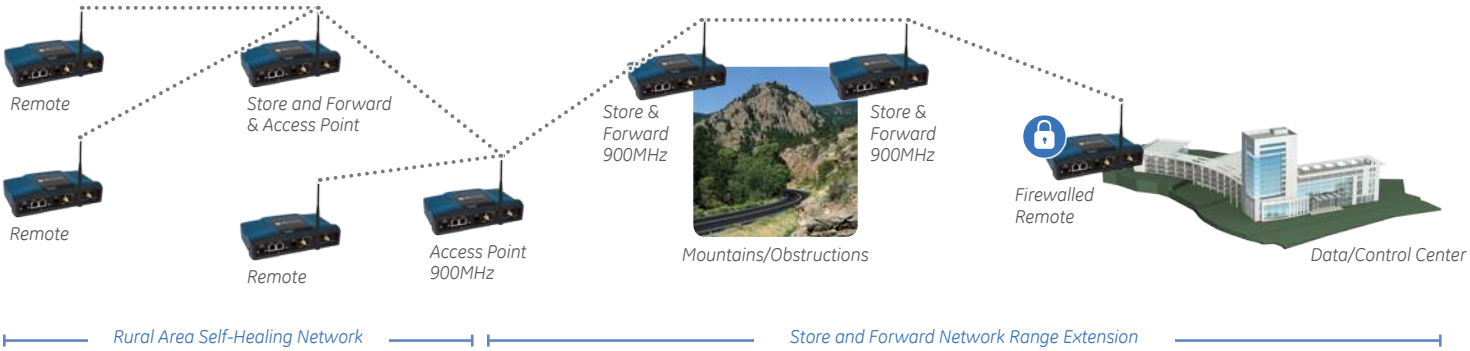
- Advanced firewall protects users and network assets against intrusion
- IPSec VPN enables secure enterprise-class encrypted communication
- Secure Boot protects integrity of firmware
- Extensive X.509 digital certificate management simplifies provisioning
- Integration with enterprise systems via RADIUS, AAA, SCEP, SNMPv3 and Syslog

Deterministic Performance

- High performing 900MHz unlicensed FHSS router
- Low latency for critical and demanding protection applications
- Advanced Quality of Service ensures deterministic application performance
- Designed to endure harsh environments:
  - Enhanced ESD protection
  - Extended temperature (-40 to +70 C)
  - Class 1/Div 2 & IEEE ® 1613 compliance

GE's MDS Orbit MCR-900 Deployment Examples

MDS Orbit as Enabler for Classic Multipoint Communication with Coverage Extension Into Rural Areas



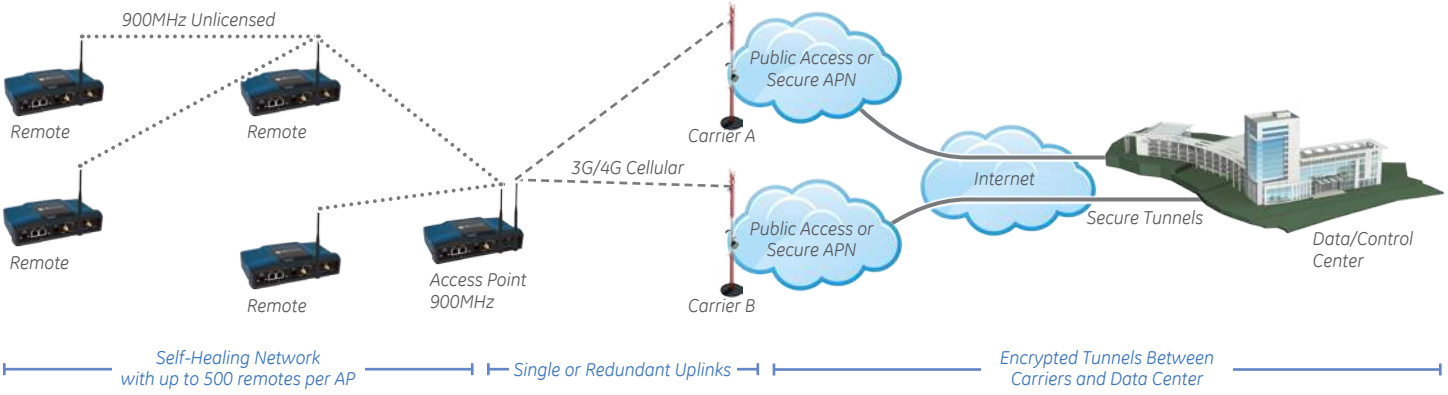
Features

- MDS Orbit's flexible 900MHz unlicensed deployment architectures as well as support of > 30 miles per segment with effective FHSS interference avoidance make it an ideal enabler for the expansion of network coverage into remote and rural areas
- A large scalability of remotes per Access Point expands network coverage into massive footprints
- High performance Store and Forward technology allows repeaters to be daisy chained for up to 8 hops in series to extend network range through mountainous or rugged terrain
- Stateful firewalling as well as RF and IPSec encryption ensure protection of data, users and network assets from intrusion

Application Examples

Oil & gas production fields, oil pipeline monitoring & control, Distribution Automation Field Area Networks, water & waste water, municipalities

MDS Orbit as 900MHz Unlicensed Gateway with Multiple Encrypted Uplinks Through Public Carriers



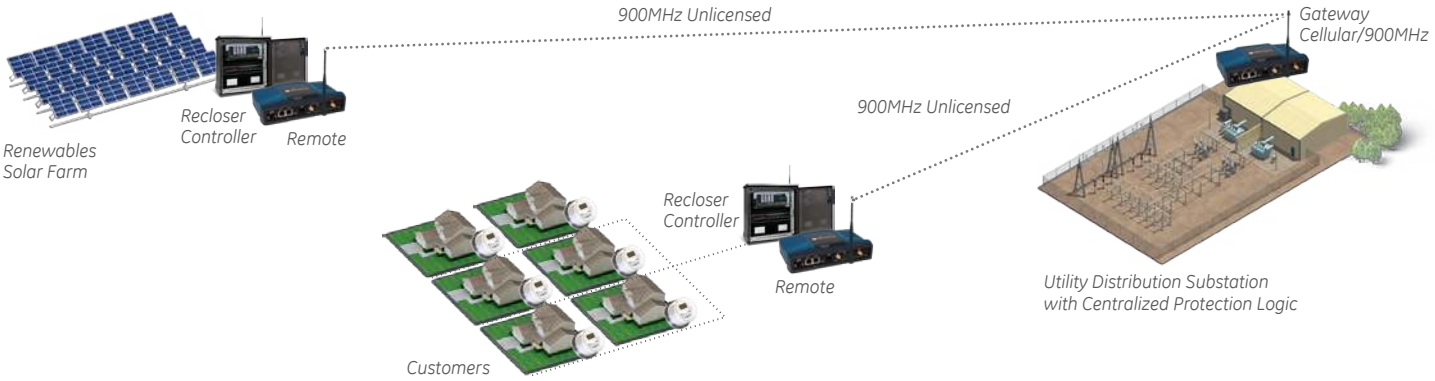
Features

- MDS Orbit MCR-900 supports a second wireless card which could be 4G LTE or 3G Global, with the latter supporting dual SIMs
- The large remotes scalability of MDS Orbit MCR-900 allows to cost-effectively expand network coverage to hundreds of sites with a single cellular uplink thus saving on OPEX by eliminating recurring per-site cellular subscription fees
- Stateful firewalling as well IPSec encryption can be applied on 900MHz or Cellular links to augment network security for critical applications and protect against intrusions

Application Examples

Advanced Metering Infrastructure (AMI) gateways, Distribution Automation Field Area Networks, water & waste water, municipalities, oil & gas production fields

Implementing Renewables Protection & Control with the IEC 61850 Protocol using MDS Orbit



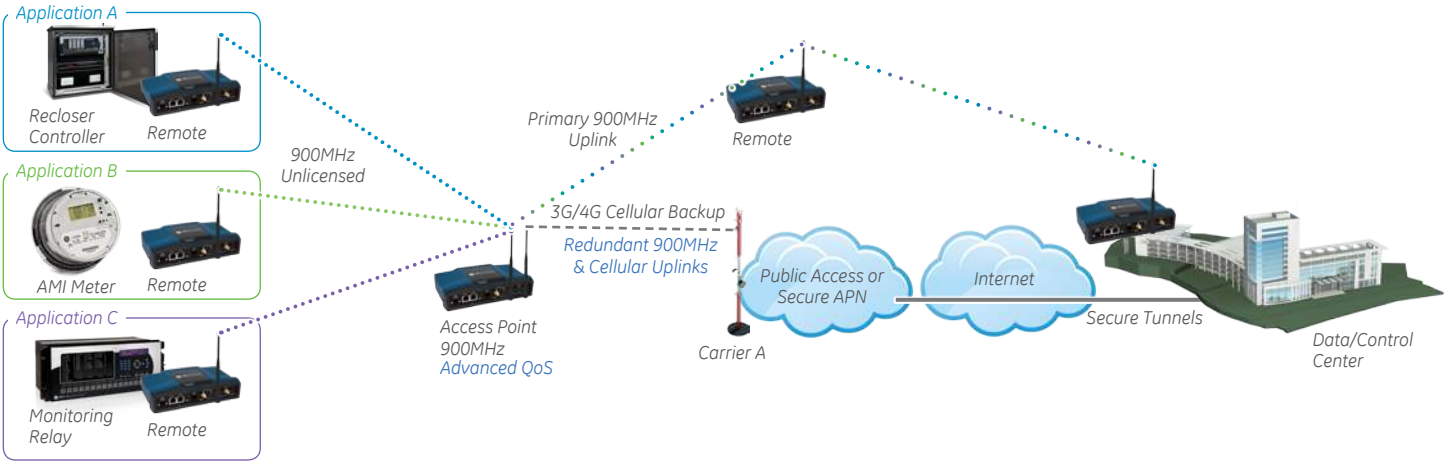
Features

- MDS Orbit's high performance 900MHz unlicensed technology can transport IEC 61850 GOOSE Ethernet frames natively. It allows for data rates of up to 1.25Mbps with a latency tunable to as low as 5msec. This along with advanced Quality of Service facilitate advanced Distribution Automation applications such as Renewables/Distributed generation Protection & Control which demand low latency and network determinism
- A large scalability of remote enables cost-effective coverage of large customer and asset footprints
- Stateful firewalling as well as RF and IPSec encryption enable network operators to meet NERC® CIP / EPCIP and other stringent cyber security requirements by encrypting communication links and protecting network assets and users against intrusion

Application Examples

Distributed Generation/Renewables Protection & Control, Distribution Automation, critical infrastructure control, other protection applications

MDS Orbit as a Network Convergence Enabler for Multiple Simultaneous Applications



Features

- MDS Orbit supports advanced QoS functionality which allow it to prioritize egress traffic based on Layer 2- Layer 4 classifications. In this fashion, critical applications are assigned to the priority queue and are switched first to meet application requirements.
- Orbit is capable of up to 5 site-to-site IPSec VPN tunnels per device which give it flexibility to secure critical application paths as needed. Furthermore, Orbit supports a stateful firewall to protect the network and assets against intrusion.
- Orbit's support of multiple wireless technologies, including 4G LTE, 3G Global, 900MHz unlicensed and Wi-Fi in addition to its simultaneous support for bridging and routing make it an ideal network convergence platform.

Application Examples

Converged Distribution Automation (Protection, Control, SCADA, Metering, AMI etc..), Oil & Gas production fields (SCADA, control, Workforce, Video Monitoring)

MDS Orbit MCR-900 Specifications

900MHZ UNLICENSED

- Operating Modes: Access Point, Remote, Store & Forward
- Technology: Point-to-Point, Point-to-multipoint,
- Data Rates/Sensitivity:
  - 125 Kbps/-105 dBm
  - 250 Kbps/-103 dBm
  - 500 Kbps/-99 dBm
  - 1.0 Mbps/-95 dBm
  - 1.25 Mbps/-95 dBm
- Latency: tunable to <5 msec one-way
- Output Impedance: 50 Ohms
- Frequency: 902-928 MHz
- Frequency Masks: 16 masks, up to 5 channels per mask
- Spreading method: FHSS, DTS
- Occupied Bandwidth 152 to 1320 kHz, up to 80 channels
- Modulation 2, 4-level GFSK, Dwell Time 10-300 msec
- Carrier Power 100 mW – 1W, Range > 30 miles
- Media Access: Patent pending proprietary design, advanced interference avoidance, error detection, retransmission, auto repeat guaranteed collision free data, and dynamic fragmentation

CELLULAR 3G OPTION

- GSM, GPRS, EDGE,HSPA+ 850/900/1800/1900 MHz
- UMTS, HSPA, HSPA+ 800/850/900/1700/1900/2100
- Region/Carrier: Global PTCRB, GCF certification, /AT&T, Vodafone, Claro*, Rogers*, Telus*, Bell*,
- Max Throughput: 21 Mbps downlink/5 Mbps uplink
- Typical Throughput: 5.5 Mbps downlink/0.3 Mbps uplink

CELLULAR 4G OPTION

- LTE Release 8 700MHz
- CDMA Band class 0 (850 MHz) & class1 (1900 MHz)
- Region/Carrier: U.S. /Verizon
- Max Throughput: 50 Mbps downlink/25 Mbps uplink
- Typical Throughput: 21 Mbps downlink/10 Mbps uplink

WI-FI OPTION

- Standard IEEE 802.11 b/g/n
- Operating Modes: Access Point, Station
- AP Networking: Dual SSID with VLAN mapping
- Security: WPA/WPA2 PSK, Enterprise, SSID hiding

CYBER SECURITY

- Tunneling: IPSec VPN compatible with Enterprise VPN concentrators
- Firewall: Stateful Packet Inspection Layer 2-4, Access Control Lists, NAT
- 900 unlicensed Encryption: AES-CCM 128/256 bit with auto key rotation
- Authentication: RADIUS, PSK, EAP/TLS, PKI
- Certificates: X.509, SCEP, PEM, DER
- Boot Security: Digitally signed firmware

NETWORKING TECHNOLOGIES

- Full IEEE 802.3 Layer 2 switching with Spanning Tree, VLANs, IGMP
- Layer 3 static routing
- Routing and Bridging from/to any interface (as applicable)
- Advanced L2-L4 Quality of Service
- Protocols: NAT, DHCP, ICMP, UDP, TCP, ARP, NTP, FTP, SFTP, TFTP, DNS
- Serial: TCP server, Modbus/TCP, Modbus RTU, TCP client, UDP Unicast and Multicast, BSAP, and DNP3

MANAGEMENT

- HTTP, HTTPS, SSH, NETCONF, local console
- SNMPv1/v2/v3, MIB-II, Enterprise MIB
- Syslog and Syslog-over-TLS, MDS PulseNET compatible

ENVIRONMENTAL & AGENCY APPROVALS

- Voltage: 10-60VDC
- Maximum Power Consumption: 4.3W (4G), 3.2W (3G), ~5.3W (900MHz)
- Typical Power Consumption: 4.0W (4G), 2,5W (3G), 3.2W (900MHz)
- Operating Temperature: -40º to 70º C (-40º to 158º F) 900MHz modem
- Humidity: 95% at 60º C (140º F) non-condensing
- Case: Die Cast Aluminum
- Dimensions: (1.75 H x 8.0 W x 4.8 D in.) | Weight: 2 lbs
- Mounting Options: Integrated DIN Rail mount, Standard bracket
- FCC Part 15, IC, ETSI / CE (3G and WiFi models)
- CSA Class 1, Div. 2, IEEE 1613
- UL as it is in process and will be complete by time of publication also required for GE2GE opportunities

Ordering

Orbit MCR Platform – Radio Configuration Options

MX -	*	*	*	*	*	*	*	*	*	Description
Choose Media 1	C									Carrier
	T									Interoperable
	N									Proprietary
Choose Media 2		T								Interoperable
		C								Carrier
		X								None
Choose Media Type 1			E4V							3G/4G LTE US Verizon
			W51							WiFi b/g/n
			U91							Unlicensed 900 MHz
			3G1							3G GSM World
Choose Media Type 2				W51						WiFi b/g/n
				E4V						3G/4G LTE US Verizon
				3G1						3G GSM World
				N						None
Choose Platform					1					2 Ethernet 1 Serial
					2					1 Ethernet 2 Serial
Choose Regulatory/Country						F				F – FCC/IC
						E				E - ETSI
						B				B- Brazil
						A				A - Australia
						M				M - Mexico
Choose Mounting							D			DIN
							S			Standard Indoor
							N			None
Safety								U		UL/CSA Class 1 Div 2
								E		CE/ETSI
Option Set									N	None
									D	Dual SIM Support

GE Digital Energy

175 Science Parkway
Rochester, NY 14620
Tel: +1-585-242-9600
Email: gedigitalenergy@ge.com

GEDigitalEnergy.com

IEC is a registered trademark of Commission Electrotechnique Internationale.
IEEE is a registered trademark of the Institute of Electrical Electronics Engineers, Inc.
NERC is a registered trademark of North American Electric Reliability Council.
GE, the GE monogram, MDS and Orbit are trademarks of the General Electric Company.
GE reserves the right to make changes to specifications of products described at any time without notice and without obligation to notify any person of such changes.
Copyright 2014, General Electric Company.

GEA-12812(E)
English
141126

imagination at work

LISTEN. THINK. SOLVE.℠

ESSENTIAL COMPONENTS

LOGIC

MicroLogix 1100 / 1763 Small Logic Controllers

MicroLogix 1100

With online editing and a built-in 10/100 Mbps EtherNet/IP port for peer-to-peer messaging, the MicroLogix 1100 controller adds greater connectivity and application coverage to the MicroLogix™ family of Allen-Bradley controllers. This next generation controller's built-in LCD screen displays controller status, I/O status, and simple operator messages; enables bit and integer manipulation; offers digital trim pot functionality, and a means to make operating mode changes (Prog / Remote / Run).

By combining all the features that have made the existing MicroLogix controllers successful with industrial EtherNet/IP, embedded DH-485 / Modbus™ RTU networking, and the ability for an operator to interface to the control program through the LCD screen, the MicroLogix 1100 controller may be all you need and more.

APPLICATIONS:

The MicroLogix 1100 is particularly well suited to meet the needs of SCADA RTU, packaging, and material handling applications. With even more memory for data logging and recipe than the MicroLogix 1500, the MicroLogix 1100 is great for remote monitoring and for applications that are memory intensive, but require limited I/O.

Features:

- Online editing
- Built-in 10/100 Mbps EtherNet/IP port for messaging
- Isolated RS-232/RS-485 combo port
- Ten digital inputs, two analog inputs, six digital outputs on each controller
- One embedded 40kHz high-speed counter (on controllers with dc inputs)
- Two 40kHz high-speed PTO/PWM outputs (on controllers with dc outputs)
- Embedded LCD for controller and I/O status and simple operator interface for messages, and bit/integer monitoring and manipulation
- 4K words user program memory and 4K words user data memory
- Up to 128K bytes for data logging and 64K bytes for recipe
- Embedded Web server
- Email support
- CIP generic messaging support

MicroLogix 1100 Controller

The MicroLogix 1100 combines all the features you demand in a compact controller, with EtherNet/IP messaging, online editing, a built-in LCD screen on every controller and a versatile combination of I/O.

The embedded 10/100 Mbps EtherNet/IP port for peer-to-peer messaging offers users high speed connectivity between controllers and the ability to access, monitor and program from the factory floor to anywhere an Ethernet connection is available. An embedded Web server allows a user to custom configure data from the controller to be displayed as a web page. Furthermore, a second RS-232/RS-485 combo port provides a host of different point-to-point and network protocols.

With online editing, modifications can be made to a program while it is running, making fine tuning of an operating control system possible, including PID loops.

The built-in LCD screen allows the user to monitor data within the controller, optionally modify that data, and interact with the control program. The LCD displays status for embedded digital I/O and controller functions, and acts as a pair of digital trim pots to allow a user to tweak and tune a program. The user program can now use a new LCD instruction to send, and optionally receive, information through the display, providing real time program interaction. A user configurable start up screen allows the user to personalize the controller to identify the machine it is used on, the designer of the control system, or the name of the company that uses it. Communication port status and communication toggle function, operating mode status, and battery status monitoring are among the many features of the LCD screen.

For small applications, the embedded I/O in this controller may represent all of the control required. There are 10 digital inputs, 6 digital outputs, and 2 analog inputs on every controller, with the ability to add digital, analog, RTD, and thermocouple modules to customize the controller for your application. On versions of the controller with dc inputs, there is a high speed counter, and on the dc output version, two PTO/PWM (pulse train outputs and pulse width modulated) outputs, enabling the controller to support simple motion applications.

Communications

The combo Communication Channel 0 port provides isolated RS-232 and RS-485 electrical compatibility (on separate pins). This port supports the same protocols as the MicroLogix 1200 and MicroLogix 1500:

- DF1 Full Duplex / DF1 Half Duplex Master & Slave / DF1 Radio Modem
- DH-485 (supported directly using the 1763-NC01 RS-485 cable on this port; or using the RS-232 port and existing cables, a 1761-NET-AIC and external power is required for networking)
- Modbus™ RTU Master and RTU Slave (supported directly using the 1763-NC01 RS-485 cable on this port, or using the RS-232 port and existing cables, a 1761-NET-AIC and external power is required for networking)
- ASCII

Communication Channel 1 with embedded RJ45 port supports EtherNet/IP for peer-to-peer messaging:

- 10/100 Mbps port with support for BOOTP, DHCP, & SNMP capability directly from the controller
- Automatically assign IP address through DHCP or BOOTP, or configure using RSLogix 500 programming software
- Monitor your IP address through the LCD screen (or use the write-on nameplate)
- Supports CIP
- Allows controllers to exchange data with other controllers through messaging (does not support scanning of I/O on Ethernet adapters)

Expansion

Use up to four 1762 I/O modules (also used to expand the MicroLogix 1200 controllers) to increase your I/O count, as well as provide flexibility of I/O for your application.

Modules include:
Inputs – 120V ac, 24V dc sink/source, analog, RTD, and thermocouple
Outputs – 120 to 240V ac, 24V dc sourcing, relay (including high current isolated), and analog

RSLogix™ 500 Programming Software

Supporting the Allen-Bradley SLC 500 and MicroLogix families of processors, RSLogix 500 was the first PLC programming software to offer unbeatable productivity with an industry-leading user interface. RSLogix 500 software offers:

- Flexible, easy-to-use editors
- Diagnostics and troubleshooting tools
- Powerful, time-saving features & functionality
- A world-class user interface designed for first time power users

Accessories

The MicroLogix 1100 accessories include:

- Memory module: 1763-MM1 - provides memory for program backup transport and can be useful to update programs in the field.
- RS-485 cable: 1763-NC01- used on Communication Channel 0 to provide daisy chain connection for DH-485 and Modbus RTU Master/Slave networks.

MicroLogix - A Family of Success

All members of the MicroLogix and SLC™ 500 families share a host of commonalities - from a common instruction set and industry- leading RSLogix 500™ programming software, to compatible network and HMI devices. These systems are designed to work seamlessly - within a single machine or across your entire factory.

All MicroLogix controllers are DIN-rail and panel mountable, as well as UL listed, C-UL Certified, and Class 1, Division 2 and CE compliant for conformity to necessary global standards. Your use of one controller within the family is an investment in the future, as your applications change and grow, allowing you to easily move from one level of control to another.

PRODUCT SPECIFICATIONS

MicroLogix 1100	1763-L16AWA	1763-L16BWA	1763-L16BBB	1763-L16DWD
Input Power	120/240V ac		24V dc	12V dc - 24V dc
Memory	non-volatile battery backed RAM			
User Program / User Data Space	4K / 4K			
Data Logging / Recipe Storage	Up to 128K bytes for data logging and up to 64K bytes for recipe (recipe memory subtracted from available data logging)			
Battery Back-up	Yes			
Back-up Memory Module	Yes			
Digital Inputs	Ten 120V ac	Six 24V dc, Four fast 24V dc		Six 12V dc / 24V dc, Four fast 12V dc / 24V dc
Analog Inputs	Embedded, two in local, with additional 1762 analog modules			
Digital Outputs	Six relay		Two relay, Two 24V dc FET, Two fast 24V dc FET	Six Relay
Serial Ports	One RS-232 / RS-485 Combo Port			
Serial Protocols	DF1 Full Duplex, DF1 Half Duplex Master/Slave, DF1 Radio Modem, DH-485, Modbus RTU Master/Slave, ASCII			
Ethernet Ports	One 10/100 port			
Ethernet Protocols	EtherNet/IP messaging only			
Trim Potentiometers	Two digital			
High-Speed Inputs (Pulse Catch)		Four @ 40kHz input (1ch)	Four @ 40 kHz input (1ch)	Four @ 40 kHz input (1ch)
Real Time Clock	Yes (embedded)			
PID	Yes (multiple loops only limited by program and stack memory)			
PWM /PTO			Two @ 40 kHz	
Dual Axis Servo control			Through embedded PTO	
Embedded LCD	Yes			
Floating Point Math	Yes			
Online Editing	Yes			
Operating Temperature	-20°C to +65°C (-4°F to +149°F)			
Storage Temperature	-40°C to +85°C (-40°F to +185°F)			

www.rockwellautomation.com

Power, Control and Information Solutions

Americas: Rockwell Automation, 1201 South Second Street, Milwaukee, WI 53204-2496 USA, Tel: (1) 414.382.2000, Fax: (1) 414.382.4444
Europe/Middle East/Africa: Rockwell Automation SA/NV, Vorstlaan/Boulevard du Souverain 36, 1170 Brussels, Belgium, Tel: (32) 2 663 0600, Fax: (32) 2 663 0640
Asia Pacific: Rockwell Automation, Level 14, Core F, Cyberport 3, 100 Cyberport Road, Hong Kong, Tel: (852) 2887 4788, Fax: (852) 2508 1846

Publication 1763-PP001B-EN-P – March 2007 — Supersedes Publication 1763-PP001A-EN-P – July 2005

Copyright ©2007 Rockwell Automation, Inc. All Rights Reserved. Printed in USA.

williams&works
engineers | surveyors | planners

March 9, 2020

Mr. Aaron Sheridan, Manager
City of Potterville
319 N. Nelson St.
Potterville, MI 48876

Re: 2020 Sanitary Sewer Projects
Scope Letter and Cost Opinions

Dear Mr. Sheridan:

Per your direction, our office will undertake the necessary professional services for the following four projects on the city's sanitary sewer system.

1. Access Road from WWTP to Sunset Dr.: Williams & Work prepared a preliminary drawing and cost estimate for this work back in July 2018. At that time, the estimated total project cost was approximately $110,000. The total project cost estimate has been updated to reflect 2020 construction costs and is now $150,000. The updated cost estimate and drawing prepared in 2018 are attached to this letter. Proposed engineering costs are shown in the estimate, and include permitting.
2. Addition of Mix/Flush Valve in the West Side Pump Station: Williams & Works previously reached out to Kennedy Industries regarding problems at the lift station with a buildup of floatable material and clogging issues from flushable wipes/rages. Kennedy provided a quote for a mixing/flush valve to be installed on the volute of one of the two pumps, and a cutting ring for each pump of approximately $7,500. That quote is attached to this letter. Installation of the parts and the limited engineering anticipated on this project are expected to be approximately $3,000. Budget $11,000 for this work.
3. Replace Standby Generator at the WWTP: The existing generator is a 180kW diesel generator with an external fuel tank. The automatic transfer switch was replaced with the 2017 improvements, along with the external fuel tank. Our office would work with Century AE to prepare the necessary electrical drawings needed for this project. Budget $130,000 for this work, including about $13,000 for electrical engineering. A budgetary quote from WW Williams is attached to this letter.
4. New fence and Gate: Over 5,800 feet of fence and one gate has been identified as priority needs by the city. The expected cost should be around $15/lft, plus a few thousand for a manual gate, and warning signs. Budget approximately $105,000 for this work. That would include the limited professional time need to bid this project.

You can reach me in the office at (800) 224-1590 or on my cell phone at (616) 644-8520 if you have any questions about our budgets and plan for these tasks.

Respectfully,

Williams & Works

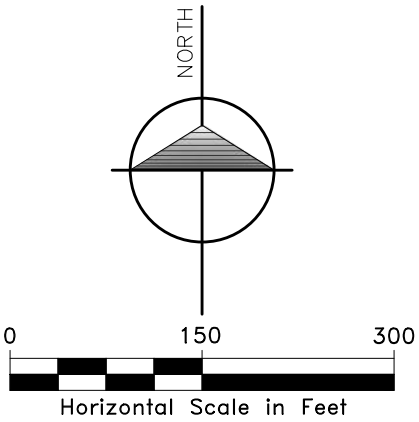
Brandon Mieras, P.E.
Project Manager

Enclosure: Access Road Preliminary Plan 7-2018
Access Road Cost Opinion 3-2020
Kennedy Quote 11527
WW Williams Generator Budget Proposal

Cc: File

MANHOLE REHABILITATION

POTTERVILLE, MICHIGAN
WILLIAMS & WORKS, JULY 25, 2018



Williams & Works

549 Ottawa Ave., N.W., Grand Rapids, Michigan 49503

Phone: (616) 224-1500 Fax: (616) 224-1501

Engineer's Opinion of Cost

Project: Sunset Dr to WWTF Sanitary Manhole Rehabilitation **Project No.:**

4175 E Vermontville Ave

Location: Potterville, Michigan

Work: 14' Gravel Access Road, 4' Above Grade, 3:1 Slope

Item No.	Work Item	Unit	Est. Quantity	Unit Price	Amount
1	Embankment, CIP	Cyd	3225	$14	$45,150
2	Machine Grading	Sta	10	$1,000	$10,000
3	Erosion Control, Silt Fence	Ft	2040	$2.00	$4,080
4	Aggregate Base, 8 inch	Syd	1555	$14	$21,770
5	Geotextile, Separator	Syd	4222	$3.00	$12,667
6	Culv, Cl A, 24 inch	Ft	40	$65	$2,600
7	Slope Restoration, Type B	Syd	2668	$3.00	$8,004
8	Sanitary Structure, Chimney Raising	Ea	3	$850	$2,550
9	Manhole Lining	Ea	3	$8,000	$24,000
10					
11					
12					
13					
14					
15					
16					
17					
18					

Subtotal	**$130,821**
Construction Contingencies @ 10%	**$13,082**
Engineering @ 5%	**$6,541**
Estimated Total Project Cost	**$150,444**

By:	Nathan Breese, E.I.T.	**Date:**	*Mar-20*	**Chk'd:**	B. Mieras, P.E.

KENNEDY INDUSTRIES | INNOVATE SOLVE MONITOR REPAIR

QUOTATION		
DATE	NUMBER	PAGE
2/10/2018	0011527	1 of 1

BILL TO
CITY OF POTTERVILLE
317 N. NELSON
POTTERVILLE, MI 48876

Accepted By: _____

Company: _____

Date: _____

PO# : _____

ATTENTION:
DON STANLEY dstanley@pottervillemi.org

WE ARE PLEASED TO PROPOSE THE FOLLOWING FOR YOUR CONSIDERATON:

CUSTOMER REF/ PO#	JOB TITLE	SLP	SHIPPING TYPE
	WEST SIDE PUMP STATION, FLYGT, PARTS, WASTEWATER	MJH/HLL	BEST WAY PP&ADD

QTY	PART	DESCRIPTION	UNIT PRICE	EXTENDED
1.00	5565101	FLYGT,VALVE,FLUSH	$3,307.00	$3,307.00
2.00	7041100	FLYGT,RING,INSERT HC	$2,084.00	$4,168.00

WE DO NOT INCLUDE: FREIGHT, TAXES, ACCESSORIES, INSTALLATION OR ASSEMBLY OF ANY COMPONENTS.

SHIPMENT: CURRENTLY WE HAVE THE MIX FLUSH VALVE IN STOCK SUBJECT TO PRIOR SALE. THE INSERT RINGS WOULD BE 1-2 WEEKS AFTER RECEIPT OF ORDER.

WE APPRECIATE THIS OPPORTUNITY TO QUOTE AND LOOK FORWARD TO BEING OF FUTURE SERVICE.

SINCERELY,

MARK HEMEYER/HEATHER LAKE

This quote is subject to and incorporates by reference Kennedy Industries, Inc.'s ("Kennedy") Terms & Conditions and Customer Warranty available at www.kennedyind.com which will be provided by email upon written request. Kennedy reserves the right to changes the Terms & Conditions and Customer Warranty for future orders. By accepting this quote and/or issuing a purchase order relative to this quote, buyer expressly agrees to the provisions set forth in the Terms & Conditions and Customer Warranty posted on Kennedy's website.

CREDIT CARD PAYMENTS ARE SUBJECT TO AN ADDITIONAL 3% CHARGE
NO TAXES OF ANY KIND ARE INCLUDED IN THIS PROPOSAL

TOTAL: $7,475.00

P.O. Box 930079 Wixom, MI 48393 - 4925 Holtz Drive Wixom, MI 48393 - Phone: 248-684-1200 - Fax: 248-684-6011

www.KennedyInd.com

To:	Williams and Works	Attn:	Brandon
Project:	Potterville 180KW	Quote#:	321250110
Date Issued:	3/9/2020	Expiration:	7/31/2020
Reply To:	Luke Cushway, 313-236-5819, LCushway@WWWilliams.com		

Scope of Supply

Brandon: The below proposal is for a 180KW Mercedes Powered Diesel Generator. I optioned this as a fairly basic generator in a Sound Level 2 enclosure without a fuel tank. We can easily integrate into an existing above ground fuel tank and existing transfer switch. I priced a few adders for additional sound attenuation, extended warranty, and service costs. Base bid pricing includes freight to the jobsite and startup / commissioning of unit. Offloading by others.

- On the remote fuel tank: We have to consider fuel return backpressure. There will always be fuel returned from the rail on the engine since it is a common rail fuel system. Best case would be to gravity feed back to the main tank, but I know this isn't always possible. Applications engineering on my end can help with calculations to stay ensure we stay within MTU's guidelines. Typically, if we keep the main tank as close to the generator as possible, we will be fine.

- On the ATS: MTU uses a Basler DGC Series controller so any 2-wire start from any brand ATS will work fine. We can program contact close, or contact open to start depending on ATS configuration

- MTU uses the same engine and alternator for their 180KW/200KW, so if it would be beneficial to the owner to back up additional loads, you can option the 200KW unit for about 3% cost increase.

- If you want to verify generator sizing, send me info on your existing loads including type of equipment, voltage, starting method, and a schedule of the order that the loads are needed to come on line, and I can use my MTU sizing software to get you a report

- See technical specification for generator info and drawings.

MTU Onsite Energy 180kW/225kVA UL2200 Generator Set

One (1) MTU Onsite Energy, Diesel Engine Driven Generator Set, Standby rated at 0.8 PF, 480Y/277 Volt 3 Phase, equipped as follows for OUTDOOR application:

Engine:

- DS180 Mercedes-Benz Model:OM926LA, Inline-6, 7.2L, EPA Tier 3 Certified
- Integral Closed Crankcase Ventilation System
- **MTU Standby Rating Average Load Factor = 85%**
- Engine Coolant 50/50 Mix, and Engine Oil

Cooling System:

- Unit Mounted Radiator, 50°C (122°F)Capability
- Qty. One (1), Engine Jacket Water Heater, -20°F Block Heater, 2500W, with ball type isolation valves. (240V 1PH input)

Starting System, Qty One (1):

- Electric Starting Motor, 24VDC
- Battery Charging Alternator
- Qty. One (1), Battery Set, , 24VDC Lead Acid type with battery rack and cables.
- Qty One (1), NRG 22-10-RCLS, 10 amp Battery Charger. Shipped Loose. 120VAC input required.

Instrumentation & Controls:

- Isochronous Electronic Governor (frequency reg. +/- .25%)
- MGC 1510 Control Panel, Unit Mounted
  - MGC 1510 Standard Features: Phase Imbalance (47), Overvoltage (59),Undervoltage (27), Underfrequency (81U), Overfrequency (81O) 7 Digital Inputs, 3 Dedicated Analog Inputs; Outputs: 3 Digital Form A 5-amp, 4 Digital Form A 2-amp
  - MGC 1520 Standard Features: : Phase Imbalance (47), Overvoltage (59),Undervoltage (27), Underfrequency (81U), Overfrequency (81O) 7 Digital Inputs, Outputs: 3 Digital Form A 5-amp, 4 Digital Form A 2-amp

Qty. One (1), Remote Annunciator Panel – NFPA 110 (Shipped Loose)

- Remote E-Stop (Shipped Loose)

Generator (Alternator):

- Brushless, 2/3 Pitch, **Permanent Magnet Generator (PMG)** Alternator rated for **180kW/225kVA** at Choose an item.temp rise.
- PM300 Voltage Regulator: 1.0% regulation. Includes Voltage adjust rheostat, EMI filter, and V/Hz Roll-off. Fully encapsulated construction.

Circuit Breaker:

- Factory Mounted
  - 300 Amp 3 Pole, 100% Rated, LSI

To:	Williams and Works	Attn:	Brandon
Project:	Potterville 180KW	Quote#:	321250110
Date Issued:	3/9/2020	Expiration:	7/31/2020
Reply To:	Luke Cushway, 313-236-5819, LCushway@WWWilliams.com		

Generator Enclosure:

- Level 2 Basic Sound Attenuated Enclosure
- Steel Construction
- Sound performance: **89** dB(A) at 23 feet
- Wind Rated at 130 mph

Exhaust System:

- Critical Grade Silencer with Stainless Steel Flex, Elbow and Rain cap.

Vibration Isolators:

- Vibration Isolators: Elastomeric Pad Isolators (Standard)

Warranty:

- 2 Yr/3000 Hour Basic Standby Limited Warranty from MTU

(MTU Onsite Energy manufacturer's warranty commences on the date that W.W.Williams completes generator startup.)

Instruction Manuals:

- O-M Manuals, Electronic Copy
- O-M Manuals, Hard Copy: One (1) Set

Factory Testing:

- Standard Factory Test at 0.8 power factor with Certified Test Report

Onsite Services:

- NFPA 110 Startup inspection includes with Four (4) hour load bank test using portable resistive load bank, to be completed during normal business hours, Monday thru Friday (excluding holidays). Additional trips or hours onsite, due to construction or other delays beyond our control, will be billed at extra cost at prevailing rates.
- Training of operating personnel
- Simulated power outage test using available site loads during start-up.

To:	Williams and Works	Attn:	Brandon
Project:	Potterville 180KW	Quote#:	321250110
Date Issued:	3/9/2020	Expiration:	7/31/2020
Reply To:	Luke Cushway, 313-236-5819, LCushway@WWWilliams.com		

NET PRICE, F.O.B. FACTORY, FREIGHT ALLOWED : $31,732.00	
OPTIONS: (CUSTOMER TO INDICATE ACCEPTANCE ON PURCHASE ORDER)	
1. ADDER TO OPTION SOUND LEVEL 3 ENCLSOURE RATED AT 73DB	**$2,125**
2. ADDER FOR 5-YEAR COMPREHENSIVE WARRANTY	**$1,300**
3. ADDER FOR 1 YEAR, SEMI ANNUAL SERVICE CONTRACT. SERVICES AT 6 MONTH INTERVALS	**$1,100**

This quote is based on standard MTU Onsite Energy (previously MTU-Detroit Diesel) equipment intended to meet, or be substantially comparable to, our understanding of the project requirements only, based on review of:

No drawings or specifications have been reviewed.

W.W.Williams RESERVES THE RIGHT TO CORRECT ERRORS OR OMISSIONS.

Price DOES NOT include the following:
Any Applicable Local, State, or Federal Taxes
Offloading of and/or installation of the equipment at the job site, including ship loose items
Fuel for start-up and testing

Lead Times: Estimated delivery of this product is approximately **14 - 16 Weeks** from date of submittal approval and/or release for manufacturing. . Please note that this is an estimate, and actual ship date could vary. In no event will we be responsible for any delay damages, liquidated damages, or any other late fees or penalties. If a specific ship date is required for this project, we must be notified in writing prior to date of order and we will accept or reject the order depending on all factors involved. We will not accept back charges or penalties unless we have agreed in writing to do so.

Terms: Net 30, upon Delivery of Equipment, With Approved Credit, Otherwise C.O.D. - A 1 ½% (18% APR) Finance Charge Will Be Applied To All Accounts Past Due. 90% OF JOB TOTAL MUST BE PAID *BEFORE* START-UP IS PERFORMED. **Terms and Conditions include those on the last page of this document.**

To:	Williams and Works	Attn:	Brandon
Project:	Potterville 180KW	Quote#:	321250110
Date Issued:	3/9/2020	Expiration:	7/31/2020
Reply To:	Luke Cushway, 313-236-5819, LCushway@WWWilliams.com		

Luke Cushway
Power Generation Sales
The W.W. Williams Company, LLC

If a purchase order is written, we will also require that you sign and date this proposal in the following space provided. Please include this signed proposal with your purchase order.

DATE: _____ ACCEPTED FIRM NAME: _____ BY: _____

TERMS AND CONDITIONS

These Terms and Conditions apply to all sales transactions with The W.W. Williams Company, LLC, including quotations, purchase orders, service orders, sales orders, or similar documents:

1. **Terms Exclusive.** These Terms and Conditions and the applicable quotation, purchase order, service order, sales order or similar document constitute the complete, exclusive and final agreement (collectively, the "Agreement") of the buyer ("Buyer") and The W.W. Williams Company, LLC ("Williams"). All other additional or conflicting terms or conditions which may now or in the future appear on Buyer's acknowledgment, purchase order, or other similar document are expressly objected to by Williams without future notification and shall be null and void. These Terms and Conditions may only be modified, superseded or altered in writing signed by both parties. Buyer's acceptance of any performance by Williams shall be taken as Buyer's acceptance of these Terms and Conditions.

2. **Prices.** Prices are subject to change or withdrawal without notice. Unless otherwise stated in the Agreement, prices may be adjusted to and invoiced at Williams's price list in effect at the time of the shipment of goods or furnishing of the services. Unless otherwise stated in the Agreement, prices are exclusive of applicable taxes, excises, duties, quotation fees or other governmental impositions which Williams may be required to pay or collect on behalf of Buyer.

3. **Payment Terms; Security Interest.** Extensions of credit by Williams are subject to credit approval by Williams in its sole discretion, which may be modified or revoked by Williams at any time. Unless otherwise stated in the Agreement, payment shall be due and payable in full and without setoff within 15 days following delivery of the goods or completion of the services. Any payment not made when due shall be subject to a carrying charge of one and one-half percent (1 ½%) per month on the unpaid balance until paid in full. Buyer expressly grants to Williams a security interest in any goods, or a mechanic's or garage keeper's lien, as applicable, in respect of any services, to secure payment of the purchase price therefore and any other amounts or charges owed by Buyer to Williams. Buyer authorizes Williams (but Williams is not obligated) to file a financing statement or take such action as Williams deems advisable to evidence and perfect its security interest.

4. **Delivery; Force Majeure.** Unless otherwise stated in the Agreement, delivery of the goods, and services, if any, shall be F.O.B. point of shipment. Any delivery date specified is approximate only. Acceptance of shipment by a common carrier shall constitute tender of delivery. Upon tender of delivery, risk of loss shall pass to Buyer. Title shall pass to Buyer when the full price has been paid. Partial shipments may be made and payments therefore shall become due in accordance with the terms hereof as shipments are made and invoices rendered. If Williams is not able to meet the delivery date specified by reason of any force majeure event beyond Williams's control, including (but not limited to) war, governmental requests, restrictions or regulations, fire, flood, casualty, accident, or other acts of God, strikes or other difficulties with employees, supplier delays, delay or inability to obtain goods, labor, equipment, material and service through Williams's usual sources, failure, refusal or delay of any carrier to transport materials, or any other similar event, Williams shall not be liable therefor and may, in its discretion without prior notice to Buyer, postpone the delivery date(s) under this Agreement for a time which is reasonable under all the circumstances. Acceptance of the goods or services shall constitute a waiver of all claims for damages.

5. **Standard Limited Warranty; Limitations of Liability.** The Williams Standard Limited Warranty and the limitations of liability contained therein, attached as Exhibit A hereto, shall apply to the purchase and sale of goods and services under this Agreement.

6. **Indemnification.** Buyer shall indemnify, defend, and hold harmless Williams, its directors, officers, employees and their respective affiliates against any claim, demand, complaint, liability, loss, cost, damage and/or expense (including attorneys' fees, costs and expenses of litigation and settlements) incurred by Williams arising out of or as a result of this Agreement, except to the extent caused by the negligence of Williams.

7. **Claims.** Unless otherwise stated in the Agreement, claims respecting the condition of goods, compliance with specifications, or any other matter affecting goods shipped or services provided to Buyer, must be made promptly and in no event later than twenty (20) days after receipt of the goods by Buyer or the furnishing of the services by Williams. Failure of Buyer to make a claim within such 20-day period shall be deemed an unqualified acceptance of the goods or services by Buyer. Buyer shall set aside, protect, and hold such goods (without charge to Williams) without further processing until Williams has an opportunity to inspect and advise of the disposition, if any, to be made of such goods. In no event shall any goods be returned, reworked, or scrapped by Buyer without the express written authorization of Williams.

8. **Default and Williams's Remedies.** If Buyer fails to make timely payment on any sale of goods or services from Williams to Buyer, Williams, in addition to any other remedies available to it, may at its option, (a) defer further shipment or services until such payments are made and satisfactory credit arrangements are reestablished or (b) cancel the balance of any order, and Buyer shall not have any cause of action or be entitled to any offset, counterclaim, or recoupment against Williams by reason of such action. In the event of Buyer's default, Williams may exercise any and all remedies set forth in this Agreement, any other agreement between the parties, and applicable law, all of which rights and remedies are cumulative.

9. **Collection Costs and Attorney Fees.** Buyer agrees to pay all of Williams's costs and expenses incurred in collecting payments due from Buyer (including without limitation reasonable attorney fees and costs and expenses of any collection agency).

10. **Return Policy**. Returns must be accompanied by this invoice and in the original, unopened box or packaging. A 15% restocking charge will be applied to all returned items. No returns on electrical items. No returns on special order items. No returns after 30 days from invoice date.

11. **Technical Assistance.** Unless otherwise stated in the Agreement: (a) any technical advice provided by Williams with respect to the use of goods or services furnished to Buyer shall be provided as a courtesy without charge and without warranty; (b) Williams assumes no obligation and disclaims all liability for any such advice or for any results occurring as a result of the application of such advice; and (c) Buyer shall have sole responsibility for selection and specification of the goods and services appropriate for the end use of such goods or services.

12. **Miscellaneous**. This Agreement will be governed by the laws of the State of Ohio. The exclusive venue for any dispute related to this Agreement shall be the federal and state courts located in Columbus, Ohio. If any of the provisions hereof shall be held invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall in no way be affected or impaired thereby. The individual rights and remedies of Williams reserved herein shall be cumulative and additional to any other or further remedies provided in law or equity. Waiver by Williams of performance or inaction with respect to Buyer's breach of any provision hereof, or failure of Williams to enforce any provision hereof which may establish a defense or limitation of liability, shall not be deemed a waiver of future compliance therewith or a course of performance modifying such provision, and such provision shall remain in full force and effect as written.

13. **Entire Agreement.** This Agreement, including without limitation the Terms and Conditions and any other document incorporated herein by reference, constitutes the sole and entire agreement between Buyer and Williams with respect to any order or sale of goods or furnishing of services to Buyer, superseding completely any prior or contemporaneous oral or written communications.

EXHIBIT A

W.W.Williams
CONSIDER IT DONE.

The W.W. Williams Company, LLC

Standard Limited Warranty

Limited warranty for parts and equipment:

The sole warranty provided for any part or equipment sold by The W.W. Williams Company, LLC ("Williams") is to assign the warranty offered by the manufacturer or supplier to the Buyer. WILLIAMS MAKES NO REPRESENTATION OR WARRANTY TO THE EFFECTIVENESS OR EXTENT OF SUCH MANUFACTURER OR SUPPLIER WARRANTY. WILLIAMS EXPRESSLY DISCLAIMS ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, WITHOUT LIMITATION, ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, and does not assume or authorize any other person to assume for it any liability in connection with the sale.

Limited warranty for services:

Williams warrants its workmanship for a period of ninety (90) days from the date the services are performed (the "Warranty Period"). This warranty covers defects in Williams's workmanship that are discovered during the Warranty Period. Buyer's sole remedy, and Williams's only liability, for Williams's breach of its service warranty shall be, at Williams's option, (i) reperforming the defective services; or (ii) refunding the purchase price paid for the defective services. WILLIAMS EXPRESSLY DISCLAIMS ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, WITHOUT LIMITATION, ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, and does not assume or authorize any other person to assume for it any liability in connection with the sale.

Limitations of Liability:

IN NO EVENT SHALL WILLIAMS BE LIABLE FOR ANY PUNITIVE, INDIRECT, INCIDENTAL, CONSEQUENTIAL, SPECIAL OR UNKNOWN DAMAGES, INCLUDING BUT NOT LIMITED TO, LOSS OF PROPERTY OR EQUIPMENT, LOSS OF DATA, LOSS OF USE, LOSS OF TIME, LOSS OF REVENUE, LOSS OF PROFIT, OR LOSS OF INCOME, WHETHER THE DAMAGES BE IN CONTRACT OR TORT.

WILLIAMS'S TOTAL LIABILITY FOR ANY PARTS, EQUIPMENT, OR SERVICES SOLD SHALL NOT EXCEED THE AMOUNT PAID TO WILLIAMS FOR SUCH PARTS, EQUIPMENT, OR SERVICES CAUSING THE LIABILITY.

RESOLUTION NO. 20-0319-02

CITY OF POTTERVILLE

RESOLUTION TO CONSIDER AMENDING THE CITY'S TAX INCREMENT FINANCE AUTHORITY'S DEVELOPMENT PLAN AND TAX INCREMENT FINANCING PLAN and SETTING PUBLIC HEARING

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 19th day of March, 2020, at 7:00 p.m.

PRESENT: _____

ABSENT: _____

The following resolution was offered by _____ and supported by _____.

WHEREAS, Sections 303 and 317 of Act 57 of the Public Acts of Michigan of 2018, as amended ("Act 57"), provides that the City Council may amend the Potterville Tax Increment Finance Authority's Development Plan and Tax Increment Financing Plan (the "Plan"); and

WHEREAS, Act 57 requires that the City Council conduct a public hearing before amending the Plan (the "Amended Plan"), and provide notice of the public hearing to designated parties and the general public; and

WHEREAS, the Board of the City of Potterville Tax Increment Finance Authority ("TIFA") has recommended that the City Council adopt the Amended Plan; and

WHEREAS, the City wishes to consider amending the Plan.

NOW, **THEREFORE**, BE IT RESOLVED AS FOLLOWS:

1. The City Council will consider the Amended Plan at a public hearing at a meeting of the City Council at 7:00 p.m. on April 16, 2020 at the City Hall, 319 N. Nelson Street,

Potterville, Michigan 48876, at which any owner of real property within the district of the TIFA and any other resident or taxpayer of the City, and any relevant taxing authorities, may appear and be heard.

2. The City Clerk shall cause to be published a notice of public hearing in a newspaper of general circulation within the City twice prior to the public hearing. The first publication of the notice shall be not less than 20 days and not more than 40 days prior to the time set for the public hearing, and a proof of publication of such notice shall be filed with the City Clerk.

3. The City Clerk, not less than 20 days prior to the public hearing, shall give the property taxpayers within the district of the TIFA written notice by first class mail of the public hearing. Not less than 20 days before the public hearing on April 16, 2020, the notice of public hearing shall also be provided by certified mail to the governing body of each taxing unit that levies taxes that would be subject to the capture if the Amended Plan is approved.

4. The form of the notice of public hearing to be mailed and published shall be substantially as set forth in **Exhibit A**, with such modifications as are deemed necessary by the City Manager to ensure that notice is provided as required hereunder and under Act 57.

5. All actions heretofore taken by City officials, employees, and agents with respect to the proposed Amended Plan and proceedings under Act 57 are hereby ratified and confirmed.

6. Any and all resolutions that are in conflict with this Resolution are hereby repealed to the extent necessary to give this Resolution full force and effect.

YEAS: _____

NAYS: _____

THE RESOLUTION WAS DECLARED ADOPTED.

STATE OF MICHIGAN)
)
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 19th day of March, 2020.

_____
Stephanie Wilson, City Clerk

EXHIBIT A

CITY OF POTTERVILLE
COUNTY OF EATON, MICHIGAN

NOTICE OF PUBLIC HEARING

AMENDMENT OF THE POTTERVILLE TAX INCREMENT FINANCE AUTHORITY'S DEVELOPMENT PLAN AND TAX INCREMENT FINANCING PLAN

NOTICE IS HEREBY GIVEN that the City Council of the City of Potterville, Eaton County, Michigan, wishes to consider the Potterville Tax Increment Finance Authority's Amended Development Plan and Tax Increment Financing Plan (the "Amended Plan"), pursuant to Act 57 of the Public Acts of Michigan of 2018, as amended.

TAKE NOTICE that the City Council of the City of Potterville will hold a public hearing at a meeting of the City Council on April 16, 2020 at 7:00 p.m., at the City Hall, 319 N. Nelson Street, Potterville, Michigan 48876, to hear and consider any objections or other comments regarding the proposed Amended Plan and all other matters relating to the Amended Plan. Any owners within the district of the Tax Increment Finance Authority and any other citizens or taxpayer or property owner in the City, or other interested parties, may appear and be heard at the public hearing.

Written comments regarding the Amended Plan should be submitted to the City Clerk and will be considered at the public hearing. The Amended Plan (including maps, plats and a description of the development plan in the Amended Plan) is available for public inspection at the City Clerk's office at City Hall. The Amended Plan does not alter the existing boundaries of the TIFA district. All aspects of the Amended Plan will be open for discussion at the public hearing. A description of the development area in the Amended Plan in relation to highways, streams and otherwise is attached to this notice.

All interested persons may attend and participate. Persons with disabilities needing assistance to participate may call the City of Potterville Office at (517) 645-7641. A 48-hour advance notice is necessary for accommodation.

This Notice was authorized by the City Council of the City of Potterville.

Stephanie Wilson, City Clerk
City of Potterville
319 N. Nelson Street
Potterville, MI 48876
(517) 645-7641

27468:00017:4691550-1

williams&works
engineers | surveyors | planners

March 10, 2020

Mr. Aaron Sheridan, Manager
City of Potterville
319 N. Nelson St.
Potterville, MI 48876

Re: 2020 Road Maintenance Projects
Scope Letter and Cost Opinions

Dear Mr. Sheridan:

Per your direction, our office has undertaken the necessary professional services for the following four projects on the city's road and sidewalk transportation system. All four projects are planned to be bid on April 14, 2020.

1. 2020 Sidewalk and Guardrail Improvements (W&W No. 220017). This project includes removal and replacement of sidewalk and driveways on Vermontville Hwy. between Dunbar St. and Cottage St; and approximately 400' of guardrail on Sunset Dr. on the first curve west of M-100. Total estimated project cost is $63,000.
2. Sunset Hill Park Improvements (W&W No. 220018). This project includes placing sidewalk across the area occupied by Sunset Hills Park, and around the playground area, providing 6 parking spaces (one handicapped space), and two crosswalks and ADA ramps. Total estimated project cost is $60,000.
3. 2020 Road Maintenance – Crush & Shape/Fill (W&W No. 220028). Crush and shape and HMA fill on the Folk St. cul-de-sac, and Scenic View Ct. The total estimated project cost is $116,000.
4. 2020 Road Maintenance – Crack Fill and Chip Seal (W&W No. 220029). Crack Fill and Chip Seal the following roads: Elizabeth Way, Claire St., Brenneman St., Mitchell St. and Tims View St. The total estimated project cost is $39,000.

You can reach me in the office at (800) 224-1590 or on my cell phone at (616) 644-8520 if you have any questions about our budgets and plan for these tasks.

Respectfully,

Williams & Works

Brandon Mieras, P.E.
Project Manager

Cc: File

CITY OF POTTERVILLE
2020 STREET RESURFACING PROJECT

ARTICLE 1-SCHEDULE OF PRICES

For the entire Work outlined in these Contract Documents complete as specified, using equipment and materials only of the type and manufacturers where specifically named, the following unit and lump sum prices:

Item	Description	Unit	Est Quant.	Unit Price	Amount
1	General Conditions, Bonds, Insurance, Max 10%	LS	1	$_____	$_____
2	Erosion Control, Inlet Protection Fabric Drop	Ea	2	$_____	$_____
3	Dr Structure Cover, Adj, Case 1	Ea	3	$_____	$_____
4	HMA Base Crushing and Shaping	Syd	4,020	$_____	$_____
5	Material, Suprplus and Unsuitable, Rem, LM	Cyd	370	$_____	$_____
6	HMA, LVSP	Ton	730	$_____	$_____
7	Traffic Control	LS	1	$_____	$_____
				Total Base Bid:	$_____

ARTICLE 2-MATERIAL AND EQUIPMENT ALTERNATES

The Contract Documents stipulate that the Base Bid price shall include materials and equipment selected from the designated items and manufacturers listed therein. This is done to establish uniformity in bidding and to establish standards of quality for the items named.

If the BIDDER wishes to quote alternate items for consideration by the OWNER, he may do so under this Article. A complete description of the item and the proposed price differential are to be provided. Unless approved at the time of award, substitutions, where items are specifically named, will be considered only in accordance with the terms set forth in the General Conditions.

Item No.	Description	Add/Deduct Amount (Dollars)

ARTICLE 3-TIME ALTERNATE

If the BIDDER takes exception to the time(s) stipulated in Article 3 - Contract Time of the Agreement, he is requested to stipulate below his proposed time for performance of the Work. Consideration will be given to time in evaluating bids.

ARTICLE 4-SUBCONTRACTOR LISTING

Bid is submitted on the basis of the use of the following Subcontractors:

WORK ITEM	FIRM	CITY

Please note if work is to be performed by BIDDER. Failure to list Subcontractors with the Bid waives BIDDER'S rights to a change in Contract Time or Price or withdrawal of Bid and Bid Security; in the event OWNER has reasonable objection to any Subcontractor.

OWNER shall have the right to reject any Subcontractor for reasonable cause. If Subcontractors are not identified in the Bid, the BIDDER/CONTRACTOR shall engage a Subcontractor acceptable to OWNER and waives the right to withdraw Bid and Bid Security, and further, waives right to a change in Contract Time or Price due to failure to list.

CITY OF POTTERVILLE
2020 STREET RESURFACING PROJECT

City of Potterville
319 N Nelson St
Potterville, MI 48876

Gentlemen:

ARTICLE 1-CONTRACT PRICE

Having carefully examined the site of the proposed Work; being fully informed of the conditions to be met in the prosecution and completion of the Work; having read and examined the Contract Documents applicable to this Work and agreeing to be bound thereby; the undersigned proposes to perform all services, and furnish all necessary labor, materials, tools, and equipment to complete the Work described in the Contract Documents for the amounts set forth in the accompanying Bid Form.

ARTICLE 2-CONTRACT TIME

If awarded a Contract, undersigned agrees to prosecute the Work regularly and diligently to ensure full completion within the Contract Time(s) indicated in the Agreement.

ARTICLE 3-LIQUIDATED DAMAGES

The undersigned agrees that liquidated damages, in the amount stipulated in the Agreement, shall be assessed for each day that expires after the completion time(s), stipulated in the Agreement, until the Work is complete.

ARTICLE 4 -BIDDER'S QUALIFICATIONS

The undersigned agrees to furnish, upon request, a list of projects of a similar nature completed in the last 3 years.

ARTICLE 5-WAIVER

The undersigned certifies the price(s) entered in the Bid Form are correct and complete and that all information given or furnished in connection therewith is correct, complete and submitted as intended. The undersigned waives any right to:

5.1 claims he may now have or which may accrue to him,

5.2 refuse to execute the Contract if awarded to him,

5.3 demand the return of the Bid Security,

5.4 be relieved from any obligation by reason of any errors, mistakes or omissions, subject to right of withdrawal of Bid as provided in the Instructions to Bidders.

ARTICLE 6-BID NON-COLLUSIVE

The undersigned certifies that this Proposal is fair, genuine and not collusive or sham, and has not in any manner, directly or indirectly, agreed or colluded with any other person, firm or association to submit a sham Bid, to refrain from bidding, or in any way to fix the amount of this Bid or that of any other BIDDER, or to secure any advantage against the OWNER. The undersigned further certifies that no officer or employee of the OWNER is personally or financially interested, directly or indirectly, in this Bid or in the undersigned.

ARTICLE 7-BID SECURITY

The undersigned encloses a Bid Security in the form and amount required by the Advertisement. The undersigned agrees to contract for the Work and to furnish the necessary Bonds, Insurance Certificates and other information, as stipulated in the Instructions to Bidders. If this Proposal shall be accepted by the OWNER and the undersigned shall fail to contract as aforesaid and to furnish the required Bonds, Insurance Certificates and other information, then the

undersigned shall be considered to have abandoned the Contract and the Bid Security accompanying this Proposal shall become due and payable to the OWNER.

ARTICLE 8-OWNERS' RIGHTS

In submitting this Bid, it is understood that the right is reserved by the OWNER to accept any Bid, or reject any or all Bids, or to waive irregularities and/or informalities in any Bid and to make the award in any manner deemed in the best interest of the OWNER.

ARTICLE 9-RECEIPT OF ADDENDA

Receipt of Addenda _____ through _____ is acknowledged.

SIGNED THIS _____ DAY OF _____, 2020.

_____ (Firm Name)	_____ (Signature)
_____ (Street Address)	_____ (Name Printed)
_____ (City, State and Zip)	_____ (Title)
_____ (Telephone No.)	

LEGAL STATUS OF BIDDER: (Fill out appropriate form and cross out others.)

*Joint BIDDERS including:

Firm Name	City	State
_____	_____	_____
_____	_____	_____
_____	_____	_____

We hereby authorize _____ to sign the Bid on behalf of the firms listed:

_____	_____
Signature and Title	Firm
_____	_____
Signature and Title	Firm
_____	_____
Signature and Title	Firm

*A Corporation, duly organized in good standing and doing business under the laws of the state of _____, for whom _____ bearing the office title of _____ whose signature is affixed to this proposal, is duly authorized to execute contracts. If a foreign corporation, the BIDDER states this corporation is qualified to and will register in state in which project Work is located.

*A Partnership, all members of which with address are:

_____	_____
_____	_____
_____	_____
_____	_____

*An Individual whose name with address is:

_____	_____

CITY OF POTTERVILLE
2020 ROAD MAINTENANCE CRACK FILL AND CHIP SEAL PROJECT

ARTICLE 1-SCHEDULE OF PRICES

For the entire Work outlined in these Contract Documents complete as specified, using equipment and materials only of the type and manufacturers where specifically named, the following unit and lump sum prices:

Item	Description	Unit	Est Quant.	Unit Price	Amount
1	General Conditions, Bonds, Insurance, Max 10%	LS	1	$_____	$_____
2	Overband Crack Fill, Lane	Lnmi	1.72	$_____	$_____
3	Chip Seal	Syd	12,075	$_____	$_____
4	Traffic Control	LS	1	$_____	$_____
				Total Base Bid:	$_____

ARTICLE 2-MATERIAL AND EQUIPMENT ALTERNATES

The Contract Documents stipulate that the Base Bid price shall include materials and equipment selected from the designated items and manufacturers listed therein. This is done to establish uniformity in bidding and to establish standards of quality for the items named.

If the BIDDER wishes to quote alternate items for consideration by the OWNER, he may do so under this Article. A complete description of the item and the proposed price differential are to be provided. Unless approved at the time of award, substitutions, where items are specifically named, will be considered only in accordance with the terms set forth in the General Conditions.

Item No.	Description	Add/Deduct Amount (Dollars)

ARTICLE 3-TIME ALTERNATE

If the BIDDER takes exception to the time(s) stipulated in Article 3 - Contract Time of the Agreement, he is requested to stipulate below his proposed time for performance of the Work. Consideration will be given to time in evaluating bids.

ARTICLE 4-SUBCONTRACTOR LISTING

Bid is submitted on the basis of the use of the following Subcontractors:

WORK ITEM	FIRM	CITY

Please note if work is to be performed by BIDDER. Failure to list Subcontractors with the Bid waives BIDDER'S rights to a change in Contract Time or Price or withdrawal of Bid and Bid Security; in the event OWNER has reasonable objection to any Subcontractor.

OWNER shall have the right to reject any Subcontractor for reasonable cause. If Subcontractors are not identified in the Bid, the BIDDER/CONTRACTOR shall engage a Subcontractor acceptable to OWNER and waives the right to withdraw Bid and Bid Security, and further, waives right to a change in Contract Time or Price due to failure to list.

CITY OF POTTERVILLE
2020 ROAD MAINTENANCE CRACK FILL AND CHIP SEAL PROJECT

City of Potterville
319 N Nelson St
Potterville, MI 48876

Gentlemen:

ARTICLE 1-CONTRACT PRICE

Having carefully examined the site of the proposed Work; being fully informed of the conditions to be met in the prosecution and completion of the Work; having read and examined the Contract Documents applicable to this Work and agreeing to be bound thereby; the undersigned proposes to perform all services, and furnish all necessary labor, materials, tools, and equipment to complete the Work described in the Contract Documents for the amounts set forth in the accompanying Bid Form.

ARTICLE 2-CONTRACT TIME

If awarded a Contract, undersigned agrees to prosecute the Work regularly and diligently to ensure full completion within the Contract Time(s) indicated in the Agreement.

ARTICLE 3-LIQUIDATED DAMAGES

The undersigned agrees that liquidated damages, in the amount stipulated in the Agreement, shall be assessed for each day that expires after the completion time(s), stipulated in the Agreement, until the Work is complete.

ARTICLE 4 -BIDDER'S QUALIFICATIONS

The undersigned agrees to furnish, upon request, a list of projects of a similar nature completed in the last 3 years.

ARTICLE 5-WAIVER

The undersigned certifies the price(s) entered in the Bid Form are correct and complete and that all information given or furnished in connection therewith is correct, complete and submitted as intended. The undersigned waives any right to:

5.1 claims he may now have or which may accrue to him,

5.2 refuse to execute the Contract if awarded to him,

5.3 demand the return of the Bid Security,

5.4 be relieved from any obligation by reason of any errors, mistakes or omissions, subject to right of withdrawal of Bid as provided in the Instructions to Bidders.

ARTICLE 6-BID NON-COLLUSIVE

The undersigned certifies that this Proposal is fair, genuine and not collusive or sham, and has not in any manner, directly or indirectly, agreed or colluded with any other person, firm or association to submit a sham Bid, to refrain from bidding, or in any way to fix the amount of this Bid or that of any other BIDDER, or to secure any advantage against the OWNER. The undersigned further certifies that no officer or employee of the OWNER is personally or financially interested, directly or indirectly, in this Bid or in the undersigned.

ARTICLE 7-BID SECURITY

The undersigned encloses a Bid Security in the form and amount required by the Advertisement. The undersigned agrees to contract for the Work and to furnish the necessary Bonds, Insurance Certificates and other information, as stipulated in the Instructions to Bidders. If this Proposal shall be accepted by the OWNER and the undersigned shall fail to contract as aforesaid and to furnish the required Bonds, Insurance Certificates and other information, then the

undersigned shall be considered to have abandoned the Contract and the Bid Security accompanying this Proposal shall become due and payable to the OWNER.

ARTICLE 8-OWNERS' RIGHTS

In submitting this Bid, it is understood that the right is reserved by the OWNER to accept any Bid, or reject any or all Bids, or to waive irregularities and/or informalities in any Bid and to make the award in any manner deemed in the best interest of the OWNER.

ARTICLE 9-RECEIPT OF ADDENDA

Receipt of Addenda _____ through _____ is acknowledged.

SIGNED THIS _____ DAY OF _____, 2020.

_____ (Firm Name)	_____ (Signature)
_____ (Street Address)	_____ (Name Printed)
_____ (City, State and Zip)	_____ (Title)
_____ (Telephone No.)	

LEGAL STATUS OF BIDDER: (Fill out appropriate form and cross out others.)

*Joint BIDDERS including:

Firm Name	City	State
_____	_____	_____
_____	_____	_____
_____	_____	_____

We hereby authorize _____ to sign the Bid on behalf of the firms listed:

_____ Signature and Title	_____ Firm
_____ Signature and Title	_____ Firm
_____ Signature and Title	_____ Firm

*A Corporation, duly organized in good standing and doing business under the laws of the state of _____, for whom _____ bearing the office title of _____ whose signature is affixed to this proposal, is duly authorized to execute contracts. If a foreign corporation, the BIDDER states this corporation is qualified to and will register in state in which project Work is located.

*A Partnership, all members of which with address are:

_____	_____
_____	_____
_____	_____
_____	_____

*An Individual whose name with address is:

_____	_____