

# City of Pottersville - Council Agenda

Thursday, May 21, 2020 – 7:00 p.m. – Pottersville City Hall, 319 N. Nelson Street

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- A. Call to Order:**
- B. Pledge of Allegiance:**
- C. Roll Call:**
- D. Approval of Agenda**
- E. Approval of Minutes**
  - a) Meeting minutes from April 16, 2020.
- F. Approval of Bills**
  - a) General Bills: \$41,540.39
- G. Bank Reconciliations:**
  - a) April 2020 General, Tax and Payroll.
- H. City Manager's Report:** Manager's report in the May 2020 packet.
- I. Public Comment on agenda items:**
- J. Commission/Committee Reports:** Reports in the May 2020 packet.
- K. Department Reports:** Administration- Department reports in the May 2020 packet.
- L. Old Business:**
  - a) Resolution No. 20-0521-01 – Resolution to Consider Amending the City's Tax Increment Finance Authority's Development Plan and Tax Increment Financing Plan and Setting Public Hearing.
- M. New Business:**
  - a) Eaton County Resource Recovery Application.
  - b) Single Waste Hauler.
  - c) Independent Bank Notice of Closure.
  - d) Delinquent Utility Bills.
  - e) Bobcat Quote.
  - f) Replacement of 1 Police Cruiser.
  - g) Re-Opening of City Parks.
  - h) Changing Election Polling Location to the New DPW.
- N. Public Comment on non-agenda items:**
- O. Communication from the Mayor and Council:**
- P. Next Meeting:** Thursday, June 18, 2020 at 7:00 p.m.
- Q. Excuse absent member(s):**
- R. Motion to Adjourn:**

## City of Pottersville - Council Minutes

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

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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 Potter  
                                Member Pulda, Member Nichols  
                                **Absent:** Member Twichell

**Approval of Agenda:** Motion by Mayor Kring to amend the agenda to include the approval of the road project bids, under item "C" new business and to approve the agenda as amended. Supported by Member Potter. Roll call vote. Ayes: Deputy Mayor Lenneman, Member Potter, Member Pulda, Member Nichols, Mayor Kring. Nays: Member Smalley. Motion carried (5-1-1).

**Approval of Minutes:** Motion by Member Smalley to approve the March 19, 2020 minutes. Supported by Member Nichols. Roll call vote. Ayes: Member Nichols, Mayor Kring, Member Pulda, Member Smalley, Deputy Mayor Lenneman, Member Potter. Nays: None. Motion carried (6-0-1).

**Approval of Bills:** Motion by Member Smalley to approve the general bills in the amount of \$52,330.68. Supported by Deputy Mayor Lenneman. Roll call vote. Ayes: Member Smalley, Mayor Kring, Member Potter, Member Pulda, Deputy Mayor Lenneman, Member Nichols. Nays: None. Motion carried (6-0-1).

**Bank Reconciliations:** Motion by Member Nichols to approve the March 2020 general, tax and payroll bank reconciliations. Supported by Deputy Mayor Lenneman. Roll call vote. Ayes: Member Pulda, Mayor Kring, Member Smalley, Member Potter, Member Nichols, Deputy Mayor Lenneman. Nays: None. Motion carried (6-0-1).

**Public Comment on agenda items:** None

**Department Reports:** Chief Barry gave an oral department report.

**New Business:**

- a) 2020 EMC Insurance renewal proposal: Motion by Member Smalley to approve the renewal of the 2020 EMC Insurance policy. Supported by Member Nichols. Roll call vote. Ayes: Member Smalley, Mayor Kring, Member Potter, Member Pulda, Deputy Mayor Lenneman, Member Nichols. Nays: None. Motion carried (6-0-1).
- b) Raymer proposal: Motion by Deputy Mayor Lenneman to approve the Raymer proposal. Supported by Member Potter. Roll call vote. Ayes: Member Smalley, Mayor Kring, Member Pulda, Member Nichols, Member Potter, Deputy Mayor Lenneman. Nays: None. Motion carried (6-0-1).
- c) Road projects: Motion by Member Potter to authorize the City Manager to sign the work contracts for the road projects. Supported by Deputy Mayor Lenneman. Roll call vote. Ayes: Member Nichols, Mayor Kring, Member Pulda, Deputy Mayor Lenneman, Member Potter. Nays: Member Smalley. Motion carried (5-1-1).

**Public comment on non-agenda items:** None

**Communication from the Mayor and Council:** Member Potter inquired about placing signs around the City in support of the graduating class of 2020. Mayor Kring suggested contacting our Zoning Administrator as she has been working with citizens on this project.

**Next Meeting:** Thursday, May 21, 2020 at 7:00 p.m.

**Excuse Absent Member(s):** Motion by Member Nichols to excuse absent Member Twichell. Supported by Member Potter. Roll call vote. Ayes: Mayor Kring, Member Potter, Member Pulda, Deputy Mayor Lenneman, Member Nichols. Nays: Member Smalley. Motion carried (5-1-1).

**Motion to Adjourn:** Motion by Deputy Mayor Lenneman to adjourn. Supported by Member Nichols. Roll call vote. Ayes: Member Nichols, Deputy Mayor Lenneman, Member Pulda, Member Potter, Mayor Kring, Member Smalley. Nays: None. Motion carried (6-0-1).

Meeting adjourned at 8:01 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

May 21, 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. Council's Public Hearing and final review of the Amended TIFA Development Plan is back on your agenda for consideration of new Resolution and Notice / Hearing Date consistent with Covid-19 Executive Orders. The new Resolution sets a new hearing date for next month's regular meeting and supplies a Notice with call in numbers for public participation in a teleconference style of public hearing to appear in the paper no less than 20 days prior to the proposed hearing date, per Sections 303 and 317 of Act 57 of the Public Acts of Michigan of 2018.
2. The City should be in receipt of its second test well results regarding drilling upon a tract of land located along Sunset Drive and M-100. If results substantiate prior tests, they would support an educated guess that an underground Aquaphor exists capable of sustaining a municipal production well at this site. This would incentivize me to enter into negotiations at your direction with MDOT for the purchase and acquisition of no less than 5 acres of land at the site. I would keep you apprised of any developmental steps in the process and hope to secure a market price and purchase agreement for your review.
3. Brandon Mieras, City Engineer is currently drafting contracts and bid notices for the City's approved Sewer projects. Bidding will take place in early June. As approved, the scope of work for each project will be detailed and shall be performed by licensed/bonded/insured contractors for a security fence & gate on north side of the sewer treatment property, sewer treatment facility generator that requires EGLE Permit, and sanitary sewer manhole improvements to mitigate "Infiltration and Intrusion" of storm water into sanitary sewer system. Brandon has already issued awards of bids for your City street projects, guardrails and sidewalk improvements. These projects were approved by Council two months ago and should start in June. Finish dates for all your projects should be this Summer. I'll post advanced notice of all street projects for City residents and business owners with contact information in case of any "issues" with any construction. These will be posted on the City's *new* website and social media outlets.
4. DNR Recreation Passport Grant Application for the Sunset Hills project has been submitted with additional materials and maps showing improvement areas. We should know this Fall if the project is to be approved for reimbursement from the DNR. If approved, the City should be able to act quickly to start this project. A total anticipated match for the application was approved by Council at \$13,250 with in "kind services" eligible in the Grants Program from the City's DPW, at approximately \$5,000 in value (not cash). The Sunset Hills Park project provides ADA access to the park, and was bid last month under budget at \$51,110. This low bid amount increases the City's % *match* of cash + in-kind services = \$18,250 to a competitive 35.7%.

# City of Potterville

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5. Notices have been generated for the City residents “Dump your Junk Day” to be held on June 6<sup>th</sup> from 8:00 am to Noon. At this time, I do not anticipate canceling this event and will require all City Staff to maintain proper social distancing from residences with “PPE” precautions taken consistent with other recycling events and Covid-19 Executive Orders. City Residents will be asked to stay in their vehicles for the event, and be served 1 by 1 until dumpster are full. The Fall “Dump your Junk” day, is scheduled for October 24<sup>th</sup>. Both of these services are conditional upon social gathering restrictions as determined by the State Governor. These events are subject to change, cancellation, or delay depending on Covid-19 Prevention Restrictions, Executive Orders and/or additional social distancing rules.

6. As reported to TIFA, I made contact with a representative of the Independent Bank who was able to speak to me regarding their Notice of closure sent to City Hall dated April 28<sup>th</sup>, as provided in your packet. Per the letter, Independent bank is planning on closing its Potterville branch on July 31<sup>st</sup> of this year located at the 2.46 acre property on the corner of Vermontville Hwy and Lansing Road. According to Independent Bank they have no public plan for the property at this time other than a possible interest in maintaining it as an “ATM” drive through. I expressed an interest during my conversation to continue a dialog with Independent Bank – and hope to generate interests in filling the void of essential services that will be caused by this closure. I hope to have Council discuss this issue and consider directing me to enter into negotiations with Independent Bank to either retain Independent Bank at its current location and/or formally request that it, for the good of the Community, list its property for resale to another reputable banking institution.

7. Eaton County Resource Recovery Solid Waste Alternative Grant Program application (deadline June 12<sup>th</sup>) has been received by the Office and may prompt Council to consider continued participation in the County’s “at large” Recycling Program. As reported, the City carries a burden of owning the County’s dump site with escalating costs and known liabilities including health and fiscal risks of environmental contamination and remediation. The total risks for Council to consider is balanced only by +/- \$12,000 in *eligible* reimbursements from the County for Granger, Inc. waste hauling. Site improvements, operation, weekly clean-up, property insurance, and health hazards are not funded. Nor is the County responsible for any incidental cleanup of illegal dumping or abuse of the property in Potterville. Should Council choose to continue the status quo of its recycling method, I will act quickly to complete the City’s application and submit to the County’s Resource Program. Should Council prefer to move away from its current style of a dump site, my recommendation would be to replace the open service with an *acceptable* point of service or direct service to your customers. Delete as many common source drop sites as possible. Progressively, I would recommend a mail survey to your constituents, focus committee recommendation, and thorough review of Potterville’s recycling needs and wants. Then (maybe) act towards soliciting bids for a mixed recycling curbside contract with variable Options most preferred by the majority of your constituents. If a majority exists and if you agree, this approach may or may not involve a franchise agreement for garbage service to be enforced by City Ordinance as discussed in the past; or direct contract between the City for Recycling Options provided by waste/recycling haulers such as Granger, Republic, Waste Management known to operate in the City.

**TREASURER'S REPORT**  
**May 21, 2020**

Utility bills—as of 5/14/20 (bills due on 15<sup>th</sup>) \$70,871.72 is outstanding with \$35,711.48 over 30 days past due. Bills are due on May 15<sup>th</sup> and will not be penalized if paid after the 15<sup>th</sup>. No water shut offs will occur per Governor directives.

Water usage month of Apr (May billing): 3,633,655 gallons

Sewer usage month of Apr (May billing): 3,628,148 gallons

Ready to service charge-water: \$27,948.72

Ready to service charge-sewer: \$33,052.92

Total water and sewer billed out from 3/26/20 to 4/24/20 is \$86,103.85

Payroll month of April 2020: \$52,817.44 (this includes all payroll taxes + MERS).

All bank reconciliations (tax, payroll, general pooled) are completed through the month of April, 2020.

Respectfully submitted: Jodi West

CITY OF POTTERVILLE  
Delinquent Utility Bills

NOTICE IS HEREBY GIVEN per Section 38-62 of the City Code of Ordinances that: All owners of property within the city that have unpaid utility rates, fees, penalties and charges which have remained unpaid for a period of three months or more, as of May 1, 2020 which have not been paid by May 30, 2020, will be transferred to the tax roll and assessed upon the City tax roll against the properties to which the utility rates, fees, penalties and charges remain unpaid.

Account #	Balance	Parcel
BREN-000725-0000-09	\$22.49	700-057-400-041-00
COTS-000104-0000-06	\$1,839.81	700-000-613-060-00
DUNS-000318-0000-05	\$278.87	700-000-611-025-00
FOLK-000203-0000-03	\$273.35	700-075-600-110-00
FOLK-000206-0000-12	\$1,443.91	700-075-600-270-00
MAIE-000119-0000-02	\$533.60	700-023-400-715-00
NELS-000119-0000-06	\$4.98	700-000-611-065-00
NELS-000206-0000-15	\$173.51	700-075-600-500-00
NELS-000302-0000-02	\$2,041.61	700-026-200-270-00
NELS-000306-0000-02	\$1,978.06	700-026-200-270-00
PEAE-000429-0000-11	\$368.14	700-000-625-080-00
PIHI-004935-0000-03	\$392.39	700-072-000-940-00
REMW-000308-0000-11	\$315.12	700-075-600-090-00
SCEN-004115-0000-02	\$311.81	700-072-000-250-00
SUNS-004585-0000-03	\$1,713.58	700-072-000-600-00
VERW-000119-0000-25	\$296.48	700-000-612-035-00
	\$11,987.71	

# City of Potterville

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City Clerk Report

May 2020

- Preparation for the August 2020 Election has started. Due to social distancing requirements I am currently researching options for an alternative polling location. This may not be necessary however we must be prepared. I have not heard anything yet in regard to the June Election Inspector training classes.
- Due to the notice of Independent Banks location closure, I have been reaching out to multiple banks about the possibility of opening a new branch in the City. Once we obtain more information from Independent Bank and a decision has been made in regard to the location, a marketing packet would be sent out to multiple banks if necessary.

Respectfully submitted,

Stephanie Wilson, City Clerk



User: SWILSON

Bank GEN (GENERAL POOLED ACCOUNT)

DB: Potterville

FROM 04/01/2020 TO 04/30/2020

Reconciliation Record ID: 42

Beginning GL Balance:	2,696,572.89
Add: Cash Receipts	71,931.25
Less: Cash Disbursements	(62,735.96)
Less: Payroll Disbursements	(52,817.44)
Less: Journal Entries/Other	(163,001.35)
Ending GL Balance:	2,489,949.39

GL Number	Description	Ending Balance
101-000-001.000	CASH	691,284.04
202-000-001.000	CASH	185,134.01
203-000-001.000	CASH	122,526.50
208-000-001.000	CASH	22,454.42
370-000-001.000	CASH	
401-000-001.000	CASH	34,921.57
590-000-001.000	CASH	115,764.88
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	542,704.13
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	198,880.49
704-000-001.000	CASH	
708-000-001.000	CASH	
865-000-001.000	CASH	

Ending GL Balance: 2,489,949.39

Ending Bank Balance: 2,495,644.70

Add: Miscellaneous Transactions 1,698.58

Add: Deposits in Transit

05/01/2020 \*Deposit ID: 201 875.70

JULY 2019 CARRYOVER ISSUE (144.77)

214 S CHURCH DOUBLE PAY 189.60

920.53

Less: 10 AP Outstanding Checks 8,314.42

Less: 0 PR Outstanding Checks

Adjusted Bank Balance 2,489,949.39

Unreconciled Difference: 0.00

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

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

05/14/2020 01:45 PM  
User: SWILSON  
DB: Potterville

BANK RECONCILIATION FOR CITY OF POTTERVILLE  
Bank PR (PAYROLL ACCOUNT)  
FROM 04/01/2020 TO 04/30/2020  
Reconciliation Record ID: 41

GL Number	Description	Beginning Balance
750-000-001.000	CASH	25,214.84
Beginning GL Balance:		25,214.84
Less: Payroll Disbursements		(3,342.85)
Less: Journal Entries/Other		(8,472.36)
Ending GL Balance:		13,399.63

GL Number	Description	Ending Balance
750-000-001.000	CASH	13,399.63
Ending GL Balance:		13,399.63
Ending Bank Balance:		13,499.95
Add: Deposits in Transit		0.00
Less: 0 AP Outstanding Checks		
Less: 1 PR Outstanding Checks		100.32
Adjusted Bank Balance		13,399.63
Unreconciled Difference:		0.00

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

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

05/14/2020 01:46 PM  
User: SWILSON  
DB: Potterville

BANK RECONCILIATION FOR CITY OF POTTERVILLE  
Bank TAX (TAX ACCOUNT)  
FROM 04/01/2020 TO 04/30/2020  
Reconciliation Record ID: 39

GL Number	Description	Beginning Balance
703-000-001.000	CASH	6,029.80
Beginning GL Balance:		6,029.80
Add: Cash Receipts		1,405.09
Less: Cash Disbursements		(1,334.18)
Add: Journal Entries/Other		263.08
Ending GL Balance:		6,363.79

GL Number	Description	Ending Balance
703-000-001.000	CASH	6,363.79
Ending GL Balance:		6,363.79
Ending Bank Balance:		6,369.22
Add: Deposits in Transit		0.00
Less: 1 AP Outstanding Checks		5.43
Less: 0 PR Outstanding Checks		
Adjusted Bank Balance		6,363.79
Unreconciled Difference:		0.00

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

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

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR CODE: 0000011155 COLE'S TREE SERVICE LLC		
BANK CODE: GEN		
376	TREE REMOVAL	1,665.00
TOTAL BANK CODE: GEN		1,665.00
TOTAL VENDOR 0000011155 COLE'S TREE SERVICE LLC		1,665.00
VENDOR CODE: 0000011158 EATON COUNTY SHERIFF'S DEPARTMENT		
BANK CODE: GEN		
2020-00000008	WORK CREW SERVICES	600.00
TOTAL BANK CODE: GEN		600.00
TOTAL VENDOR 0000011158 EATON COUNTY SHERIFF'S DEPT		600.00
VENDOR CODE: 0000011165 GALLS		
BANK CODE: GEN		
015449475	FLARES	144.14
TOTAL BANK CODE: GEN		144.14
TOTAL VENDOR 0000011165 GALLS		144.14
VENDOR CODE: 00210 ACE HARDWARE-GRAND LEDGE		
BANK CODE: GEN		
A752158	THERMOCOUPLE	12.99
TOTAL BANK CODE: GEN		12.99
TOTAL VENDOR 00210 ACE HARDWARE-GRAND LEDGE		12.99
VENDOR CODE: 02060 CITY OF POTTERVILLE		
BANK CODE: GEN		
APRIL 2020	WATER BILL	445.80
TOTAL BANK CODE: GEN		445.80
TOTAL VENDOR 02060 CITY OF POTTERVILLE		445.80
VENDOR CODE: 02610 DELTA DENTAL		
BANK CODE: GEN		
RIS0002747804	DENTAL INSURANCE	880.74
TOTAL BANK CODE: GEN		880.74
TOTAL VENDOR 02610 DELTA DENTAL		880.74
VENDOR CODE: 03160 ELHORN ENGINEERING		
BANK CODE: GEN		
282659	EL-CHLOR 30/GAL DRUM	647.00
TOTAL BANK CODE: GEN		647.00
TOTAL VENDOR 03160 ELHORN ENGINEERING		647.00
VENDOR CODE: 03445 FOSTER SWIFT COLLINS & SMITH		
BANK CODE: GEN		
785922	LEGAL OPINION	738.00
TOTAL BANK CODE: GEN		738.00
TOTAL VENDOR 03445 FOSTER SWIFT COLLINS & SMITH		738.00
VENDOR CODE: 03870 GRANGER CONTAINER SERVICE, INC		
BANK CODE: GEN		
21181567	TRASH PICK-UP	237.32
TOTAL BANK CODE: GEN		237.32
TOTAL VENDOR 03870 GRANGER CONTAINER SERVICE, INC		237.32
VENDOR CODE: 04850 KENNEDY INDUSTRIES INC.		
BANK CODE: GEN		

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR CODE: 04850 KENNEDY INDUSTRIES INC.		
BANK CODE: GEN		
617872	SEWER PROJECT FIELD TECHNICIAN ONSITE	4,823.00
TOTAL BANK CODE: GEN		4,823.00
TOTAL VENDOR 04850 KENNEDY INDUSTRIES INC.		4,823.00
VENDOR CODE: 04950 KUSTOM SIGNALS INC		
BANK CODE: GEN		
571587	PROLASER	2,195.00
TOTAL BANK CODE: GEN		2,195.00
TOTAL VENDOR 04950 KUSTOM SIGNALS INC		2,195.00
VENDOR CODE: 06110 MICHIGAN MUNICIPAL LEAGUE		
BANK CODE: GEN		
10423205	WORKMAN COMP INSURANCE POLICY RENEWAL 7/	4,343.00
TOTAL BANK CODE: GEN		4,343.00
TOTAL VENDOR 06110 MICHIGAN MUNICIPAL LEAGUE		4,343.00
VENDOR CODE: 06240 MICHIGAN RURAL WATER		
BANK CODE: GEN		
OIC 04-20	MATT LUMBERT	150.00
TOTAL BANK CODE: GEN		150.00
TOTAL VENDOR 06240 MICHIGAN RURAL WATER		150.00
VENDOR CODE: 07190 PHP		
BANK CODE: GEN		
201063183	HEALTH INSURANCE	6,349.15
TOTAL BANK CODE: GEN		6,349.15
TOTAL VENDOR 07190 PHP		6,349.15
VENDOR CODE: 08790 COUNTY JOURNAL THE		
BANK CODE: GEN		
217192	BID PUBLICATIONS	392.08
TOTAL BANK CODE: GEN		392.08
TOTAL VENDOR 08790 COUNTY JOURNAL THE		392.08
VENDOR CODE: 09210 VERIZON WIRELESS		
BANK CODE: GEN		
9853639132	CELL PHONES	425.92
TOTAL BANK CODE: GEN		425.92
TOTAL VENDOR 09210 VERIZON WIRELESS		425.92
VENDOR CODE: 09530 WILLIAMS FARM MACHINERY		
BANK CODE: GEN		
01099	FINANCE CHARGE	53.27
TOTAL BANK CODE: GEN		53.27
TOTAL VENDOR 09530 WILLIAMS FARM MACHINERY		53.27
VENDOR CODE: 09781 BANNASCH WELDING, INC		
BANK CODE: GEN		
2195764	REPAIR	1,075.00
TOTAL BANK CODE: GEN		1,075.00
TOTAL VENDOR 09781 BANNASCH WELDING, INC		1,075.00
VENDOR CODE: 09799 MENARDS-LANSING WEST		
BANK CODE: GEN		

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR CODE: 09799 MENARDS-LANSING WEST		
BANK CODE: GEN		
99521	BULLCRETE POTHOLE PATCH	76.50
TOTAL BANK CODE: GEN		76.50
TOTAL VENDOR 09799 MENARDS-LANSING WEST		76.50
VENDOR CODE: 10055 PEERLESS MIDWEST INC		
BANK CODE: GEN		
499044	REPLACEMENT VALVE	963.10
TOTAL BANK CODE: GEN		963.10
TOTAL VENDOR 10055 PEERLESS MIDWEST INC		963.10
VENDOR CODE: 10290 GRAND TRUNK WESTERN		
BANK CODE: GEN		
91519303	MI SIGNAL & GATES ON MPLE TRACK	2,257.00
TOTAL BANK CODE: GEN		2,257.00
TOTAL VENDOR 10290 GRAND TRUNK WESTERN		2,257.00
VENDOR CODE: 10339 WEX BANK		
BANK CODE: GEN		
65263712	FUEL	209.21
TOTAL BANK CODE: GEN		209.21
TOTAL VENDOR 10339 WEX BANK		209.21
VENDOR CODE: 10517 EUROFINS EATON ANALYTICAL, INC		
BANK CODE: GEN		
S354455	RADIUM TEST	185.00
TOTAL BANK CODE: GEN		185.00
TOTAL VENDOR 10517 EUROFINS EATON ANALYTICAL, INC		185.00
VENDOR CODE: 10540 WILLIAMS & WORKS		
BANK CODE: GEN		
90223	2020 SIDEWALKS	2,929.25
90206	ENGINEER RECORD WATER/SEWER	3,512.50
90225	2020 ROAD MAINTANANCE - CRUSH/SHAPE	2,049.00
902226	2020 CRACK FILL AND CHIP SEAL	604.50
90224	2020 SUNSET DRIVE PASSPORT GRANT	2,723.43
TOTAL BANK CODE: GEN		11,818.68
TOTAL VENDOR 10540 WILLIAMS & WORKS		11,818.68
VENDOR CODE: 10734 EMC INSURANCE		
BANK CODE: GEN		
JULY 2020	INSURANCE RENEWAL LIABILITY INSURANCE	47,046.00
TOTAL BANK CODE: GEN		47,046.00
TOTAL VENDOR 10734 EMC INSURANCE		47,046.00
VENDOR CODE: 10899 APPLIED IMAGING		
BANK CODE: GEN		
1537754	CANON/IR4235	9.63
TOTAL BANK CODE: GEN		9.63
TOTAL VENDOR 10899 APPLIED IMAGING		9.63
VENDOR CODE: 10943 ALTOGAS, INC		
BANK CODE: GEN		
306288	FINANCE CHARGE	19.50
TOTAL BANK CODE: GEN		19.50

05/14/2020 03:53 PM  
User: SWILSON  
DB: Pottersville

CUSTOM INVOICE REPORT FOR CITY OF POTTERVILLE  
INVOICE DUE DATES 05/21/2020 - 05/21/2020  
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
BANK CODE: GEN

Page: 4/4

INVOICE NUMBER	DESCRIPTION	AMOUNT
<hr/>		
VENDOR CODE: 10943	ALTOGAS, INC	
	TOTAL VENDOR 10943 ALTOGAS, INC	19.50
VENDOR CODE: 10995	CARDMEMBER SERVICE	
BANK CODE: GEN		
MAY 2020	CREDIT CARD BILL	97.28
	TOTAL BANK CODE: GEN	<hr/> 97.28
	TOTAL VENDOR 10995 CARDMEMBER SERVICE	<hr/> 97.28
VENDOR CODE: 11102	BOBCAT OF LANSING	
BANK CODE: GEN		
P40331	REPAIR	72.20
	TOTAL BANK CODE: GEN	<hr/> 72.20
	TOTAL VENDOR 11102 BOBCAT OF LANSING	<hr/> 72.20
VENDOR CODE: 11106	CINTAS CORPORATION #725	
BANK CODE: GEN		
4047149149	UNIFORMS	169.88
	TOTAL BANK CODE: GEN	<hr/> 169.88
	TOTAL VENDOR 11106 CINTAS CORPORATION #725	<hr/> 169.88
VENDOR CODE: 11111	RLI SURETY	
BANK CODE: GEN		
RSB7020499-1	SURETY BOND FOR PUBLIC OFFICIALS 7/1/20-	485.00
	TOTAL BANK CODE: GEN	<hr/> 485.00
	TOTAL VENDOR 11111 RLI SURETY	<hr/> 485.00
GRAND TOTAL:		88,586.39

## DPW Council report for May 2020

Good evening council members for the Month of May the DPW has been busy since we came back to work full time on 5-04-2020 . We started our first week back with chipping in town and it has gone very well we will be finished with chipping on 5-15-2020. We also had Fedawa construction finish painting and punch list items at water tower and they also finished the tank at iron removal plant 2 in the park. When we put the well in the park back online after the painting we had a few issues and had to call Ron Odibere from Odibere instruments to find the problem him and I worked all day Wednesday the 13<sup>th</sup> and found that a squirrel or rodent had chewed through flexible conduit and ruined a few wires we replaced said wires and conduit and all is back up and running fine now. Ron is also the person putting in our new scada system for the wells and should have everything and be installing the system in new DPW garage in the next 2-3 weeks. We also had Raymer well drilling back out for the second test well off sunset drive the well drilled very well and we have high expectations for test results in next few weeks .If this all goes well we will be moving forward as to the purchase of the land from state and getting bids from drillers for new well and iron plant at that point . W also brought Brad Boyce back to work to help with the mowing and all has been going very well we are running all three mowers 3 days a week at the moment to keep up with the constant growing grass . We are currently getting bids for possible 2 new zero turn mowers as one of ours has over 1900 hours on it and its getting very costly to repair and is over 15 years old the other mower is roughly 10 years old and has almost a 1000 hours on it and will start to need lots of repairs in near future we are getting bids for trade ins on both mowers and replacement from Badders John deere and Bob Cat of Lansing for scagg mowers . WE also finished our last wastewater discharge of the spring and all went well with that. The well 1 removal project by city hall has started and consumers was out to remove gas and electric this last week and peerless Midwest is scheduled to be in Wednesday and Thursday next week to remove the actual well pump and cement it shut at that point I can have a large dumpster from granger brought in to dispose of all the building as we demolish it and turn that area back to parking lot. Thank you for your time and as always if you have any concerns or complaints feel free to contact me .



The county has approved assessed values for the year. They will be approving taxable values in June.

All deeds, PTAs, and PREs from the past two months have been processed.

Field work has not started yet for the recommended 20% per class per year due to the current COVID-19 situation. We plan to start as soon as allowable.

Thanks,

A handwritten signature in cursive script that reads "Sarah Payton".

Sarah Payton, MAAO

## **Parks & Recreation Department May 2020**

### **Parks:**

- Beautifying the woods/trees project out at Lake Alliance is at a halt right now due to COVID-19 restrictions and policies and procedures the jail work crew has put into place. I have reached out to the Officer and he is supposed to be getting updates soon and will let us know the outcome of when they can start back up again.
- Our grant application for the Sunset Hills Project for the Michigan Department of Natural Resources Recreation Passport Grant has been re-submitted with the additional information that was needed. It will go through another round of review.
- We do have some staff working at the parks such as mowing, weeding, etc. to keep and maintain the parks in addition to getting some projects done such as painting, prepping, inventory that we can catch up that is typically and normally done by May, while maintaining social distancing, (six feet apart), and following procedures and guidelines that have been put into place.
- The NSA has also put the ball season on hold for now for the entire country. They are also taking the extra precaution, following CDC guidelines, States, etc. to make sure we are all being safe. They have also filled up the fall season (which is the end of our season) to reschedule those tournaments that have not been able to play.
- Musco Lighting will be coming back to finish the project in Mid-May as well. With our State and the technician State there was some rescheduling that took place and we're to this point of where work can begin again.

### **Recreation:**

- We still have a 10U baseball team with the Pony League. The Pony League is supposed to be making their final decision in mid-May about the ball season and if they will be moving forward. Again, all of us are following State, CDC, facilities, and more guidelines, regulations, policies and procedures that are being in place due to COVID-19. If the season is to be cancelled, there will need to be refunds as the service was not provide to the participants.
- Parks Committee has met via teleconference regarding Memorial Day. We have been in touch with Chief James who has provided an idea to do something for Memorial Day and we would like to move forward with it. We will be in touch with Chief James to make Memorial Day something that we can all honor those who have served and get the community involved in a safe, social distancing manner. Planning is in progress and once there is more of a solid format, it will be provided and once hearing back from Chief James as well.

Respectfully Submitted by,

Tiffani Schaner, Parks & Recreation Director

**RESOLUTION NO. 20-0521-01**

**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 \_\_\_\_\_ day of \_\_\_\_\_, 2020, at \_\_:\_\_.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 \_\_:00 p.m. on \_\_\_\_\_, 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 \_\_\_\_\_, 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 \_\_\_\_\_ day of \_\_\_\_\_, 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 by teleconference during the regular meeting of City Council on June 18<sup>th</sup> 2020 at 7:00 p.m., at the City Hall, 319 N. Nelson Street, Potterville, Michigan 48876, to hear and consider objections or other comments regarding the proposed Amended Plan, and all other matters relating to the Amended Plan. The public hearing will be held by teleconference due to Governor's Executive Orders regarding the State of Michigan Declaration of Emergency COVID-19 - Community Mitigation Guidelines. The public is encouraged to call in during the hearing and provide their input and public comment. To enter the public hearing, call (866) 951-1151. When prompted enter conference number 231-530-799.

Please contact the City Clerk at (517) 224-8103 if you have any questions regarding this Notice or the public hearing. 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 call into the teleconference to be heard at the public hearing.

Written comments regarding the Amended Plan should be submitted to the City Clerk and will be considered during 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 and available online from the City TIFA website at <https://pottervillemi.org/tax-increment-financing-tifa/> . 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.

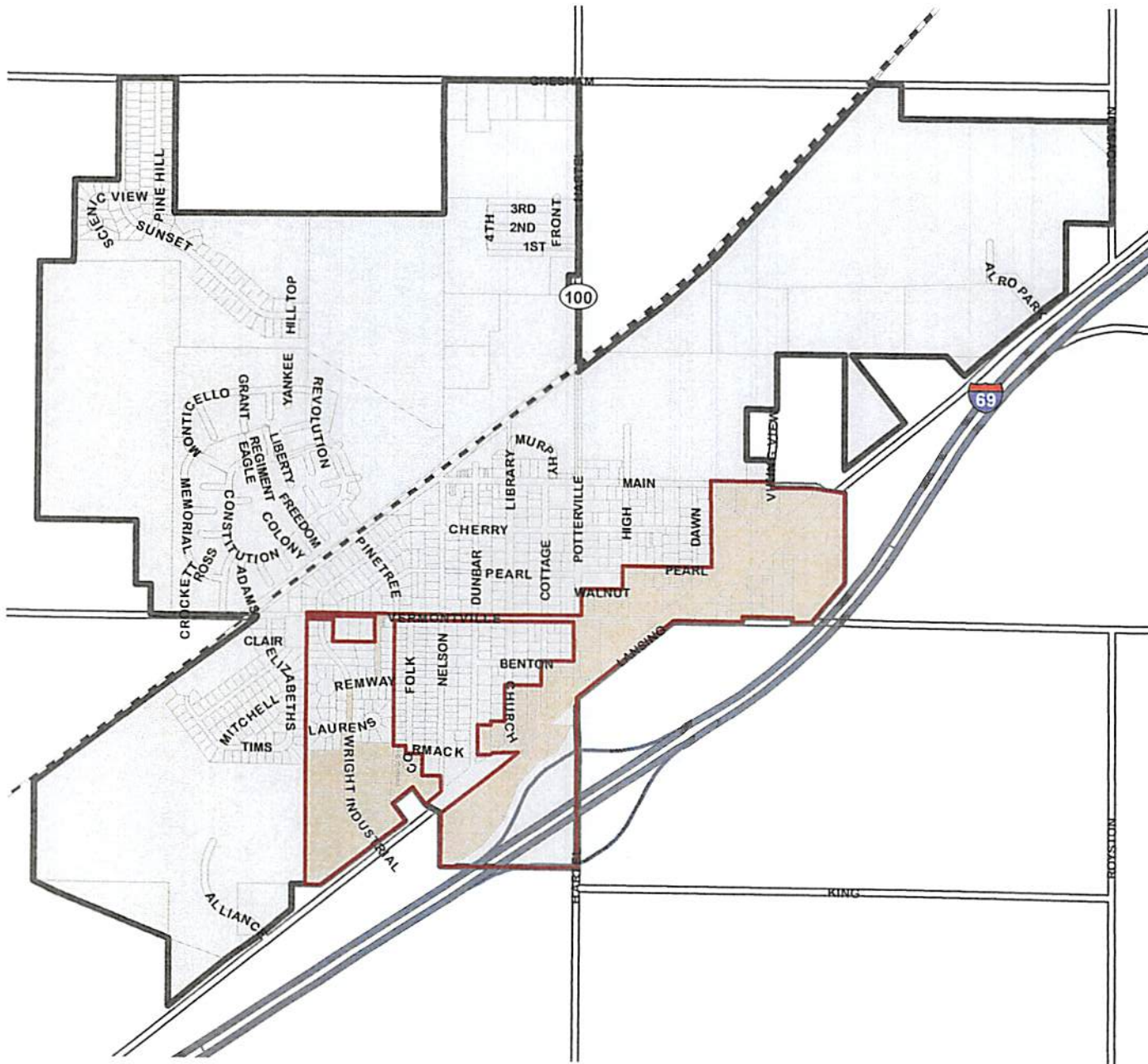
This Notice was authorized by the City Council of the City of Potterville.

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

# City of Potterville TIFA

Eaton County, Michigan

## Figure 1: TIFA Location



-  City of Potterville
-  TIFA Boundary
-  Development Area

1 inch = 1,500 feet



**williams&works**  
engineers surveyors planners



Data Sources: Michigan CGI, Eaton County GIS



# EATON COUNTY RESOURCE RECOVERY SOLID WASTE ALTERNATIVES GRANT PROGRAM

2020-2021 GRANT APPLICATION PACKET

## GRANT INFORMATION

This packet is designed to provide assistance with proposals for the Fiscal Year 2020-2021 Solid Waste Alternatives Grant. *Please read the entire packet before submitting your Grant Proposal.* If you have any questions about the process, please contact the Eaton County Department of Resource Recovery at (517) 543-3686, or via email at [recycle@eatoncounty.org](mailto:recycle@eatoncounty.org).

Funds are available for the 2020-2021 Solid Waste Alternatives Grant program to assist municipalities and non-profit organizations with their county-wide efforts for initiation and enhancement of resource recovery programs. Specific information regarding the grant program follows.

## FUNDING

Funding availability is based exclusively on the Eaton County Solid Waste Ordinance Recycling Surcharge. No guarantees are expressed or implied beyond the Ordinance's capability to produce grant funds. Please note that resources are limited and not all grant applications may receive funding.

## TIMELINE

Activity	Timeline
Grant packets sent to municipalities and non-profit organizations	Current
Grant application submission	<b>June 12, 2020, 5:00PM - Deadline</b>
Grant requests compiled by Department of Resource Recovery	June 15 – June 26, 2020
Department of Resource Recovery develops recommendations	June 29 – July 10, 2020
Public Works & Planning Committee reviews recommendations of Department of Resource Recovery *	July 8, 2020
Public Works & Planning Committee renders decision and recommendations to the Eaton County Board of Commissioners*	July 8, 2020
Eaton County Board of Commissioners renders decision and communication (including grant agreements) sent to applicants*	July 15, 2020
Submission of grant agreements to Resource Recovery	<b>August 24, 2020 - Deadline</b>
2020-2021 Solid Waste Alternatives Grant Cycle	October 1, 2020 – September 30, 2021

\*These activities will occur at regularly scheduled meetings.



## EVALUATION CRITERIA

Eaton County encourages grant applicants to develop projects that will assure long term viability for resource recovery activities. All grant applications will be reviewed based on the following criteria:

- Completeness - all grant applications must be complete. A detailed report of the proposed project and budget is required.
- Timeliness - all grant proposals must be received by the deadline (**June 12, 2020 by 5:00 PM**) to receive consideration. No exceptions.
- Projections - all grant proposals must include projected recycling and/or composting totals for the project.
- Efficiency - grant proposals must make efficient and effective use of funds. Cooperative efforts will be given precedence over individual projects.
- Neatness – no handwritten proposals will be considered.
- Special Considerations – applicants who demonstrate innovative ideas or improved techniques will be given special consideration.

**Note** - Operational expenses for pre-existing programs (i.e. - public works leaf collections, Christmas tree pick-ups, etc.) will not be given consideration under the Eaton County Solid Waste Alternatives Grant Program.

## REIMBURSEMENT PROCEDURES

Grantees will submit forms for reimbursement of funds quarterly, at a minimum. This does not preclude grantees from requesting reimbursement on an as-needed basis within each quarter. The Department will provide a financial report form for documentation of project expenses that fall into the line items originally set forth in the grant agreement. After review and approval of the documentation, funds will be disbursed.

## REPORTING REQUIREMENTS

A Summary of Project Accomplishments form and Materials Recovery Sheet must be completed by the grantee on a quarterly basis. Year-To-Date updates are acceptable when submitting the Materials Recovery Sheet, but they must be prepared within the designated time frame. **Failure to submit these forms in a timely manner during the reporting period will lead to a suspension of grant funds.**

<u>REPORTING PERIOD</u>		<u>REPORT DEADLINE</u>
1 <sup>st</sup> Quarter	October 1- December 31	January 31
2 <sup>nd</sup> Quarter	January 1 – March 31	April 30
3 <sup>rd</sup> Quarter	April 1 - June 30	July 31
4 <sup>th</sup> Quarter	July 1 – September 30	October 15

## GRANT SUBMITTAL

All grant materials including the application and any other necessary attachments should be submitted to:

EATON COUNTY DEPARTMENT OF RESOURCE RECOVERY  
1045 INDEPENDENCE BLVD  
CHARLOTTE MI 48813

Questions may be directed to Morgan Feldpausch, Resource Recovery Coordinator, at (517) 543-3686.



# EATON COUNTY RESOURCE RECOVERY SOLID WASTE ALTERNATIVES GRANT PROGRAM

2020-2021 GRANT APPLICATION FORM

	CURRENT INFORMATION	CORRECTIONS
GRANT APPLICANT	CITY OF POTTERVILLE	
CONTACT PERSON	AARON SHERIDIAN	
ADDRESS	319 N NELSON ST POTTERVILLE MI 48876	
PHONE NUMBER	517-645-7641 EXT 204	
EMAIL	<a href="mailto:manager@pottervillemi.org">manager@pottervillemi.org</a>	
PROJECT ADDRESS	515 ALLIANCE DR POTTERVILLE MI 48876	
FUNDS REQUESTED		

SUMMARY OF PROJECT (ATTACH ADDITIONAL SHEETS AS NECESSARY) PLEASE PROVIDE DETAILS.

Blank area for project summary details.

**MATERIALS RECOVERY DATA (CURRENT TOTALS AND PROJECTED INCREASES FOR THE NEXT FISCAL YEAR)**

CURRENT (2019-2020) DIVERSION	PROJECTED (2020-2021) DIVERSION
Total Tons Recycled: _____	Total Tons to be Recycled: _____
Total Tons Composted: _____	Total Tons to be Composted: _____

You **must** provide projections for resource recovery program(s).

**PROJECT BUDGET (INDICATE PROPOSED BUDGET AND COMPLETION DATE)**

DESCRIPTION OF BUDGET LINE ITEM (BE AS DESCRIPTIVE AS POSSIBLE)	EXPENSE	COMPLETION DATE

\_\_\_\_\_  
Signature

*By signing this application, I certify that: I have read and understand the application and instructions; the information provided is true and accurate to the best of my knowledge; and I agree to the terms of the Grant Agreement as set forth by the County.*

\_\_\_\_\_  
Date

**Note: The County requires the grantee to submit written requests to increase, decrease or change established budget line items.**

Solid Waste Alternative Grant proposals are due no later than 5:00pm, Friday, June 12, 2020.  
Please submit proposals to:

Eaton County Department of Resource Recovery c/o Morgan Feldpausch, Coordinator 1045 Independence Blvd Charlotte MI 48813
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## Product Quotation

Quotation Number: 30517D031503  
 Date: 2020-05-14 10:28:33

Ship to	Bobcat Dealer	Bill To
City of Potterville 319 N Nelson Potterville, MI 48876 Phone: 1-517-667-9524	Bobcat of Lansing, Lansing, MI 3237 WEST MILLER ROAD LANSING MI 48911-4431 Phone: (517) 394-1155 Fax: (517) 394-1550  Contact: Gary Rawlings Phone: 517-394-1155 Fax: 517-394-1550 E Mail: r.gary@bobcatoflansing.com	City of Potterville 319 N Nelson Potterville, MI 48876 Phone: 1-517-667-9524

Description	Part No	Qty	Price Ea.	Total
Scag SCZ72V-37BV-EFI Cheetah	8A44	1	\$14,417.00	\$14,417.00
Scag SCZII-61V-37BV-EFI Cheetah II	8A36	1	\$13,750.00	\$13,750.00
Total of Items Quoted				<b>\$28,167.00</b>
Trade-in	John Deere M#-777 2005 S#- TC0777C040532			<b>(\$1,000.00)</b>
Trade-in	John Deere Z930M 2013 S#- 1TC930MGVDT010902			<b>(\$3,034.00)</b>
Discount	Fleet discount			<b>(\$5,633.00)</b>
Quote Total - US dollars				<b>\$18,500.00</b>

**Notes:**

All prices subject to change without prior notice or obligation. This price quote supersedes all preceding price quotes.

<b>Customer Acceptance:</b>  <b>Authorized Signature:</b>  <b>Print:</b> _____ <b>Sign:</b> _____ <b>Date:</b> _____	<b>Purchase Order:</b> _____
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