

City of Potterville - Council Agenda

Thursday, August 20, 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 July 16, 2020.
- F. Approval of Bills**
 - a) General Bills: \$227,499.63
- G. Bank Reconciliations:**
 - a) July 2020 Accounts for General, Tax and Payroll.
- H. City Manager's Report:** Manager's report in packet.
- I. Public Comment on agenda items:**
- J. Commission/Committee Reports:** None.
- K. Department Reports:** Administration-Department reports in the August 2020 packet.
- L. New Business:**
 - a. Eaton County Resource Recovery Agreement 10/01/2020 thru 09/30/2021.
 - b. Audit Letter of Agreement and Questionnaire Fiscal Year 2020-2021.
 - c. Storm Drain Catch Basin Jetting and Cleaning Proposal from M&K, Inc.
 - d. Resolution 20-0811-07 To Amend City Personnel Policy – Lunch period.
- M. Public Comment on non-agenda items:**
- N. Communication from the Mayor and Council:**
- O. Next Meeting:** Thursday, September 17, 2020 at 7:00 p.m.
- P. Excuse absent member(s):**
- Q. Motion to Adjourn:**

Council Meeting was called to order by Mayor Kring at Thursday, July 16, 2020 at 7:00 p.m.

Pledge of Allegiance was recited.

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

Absent: Member Twichell

Approval of Agenda: Motion by Member Smalley to approve the agenda. Supported by Member Potter. Roll call vote. Ayes: Member Pulda, Deputy Mayor Lenneman, Mayor Kring, Member Smalley, Member Potter and Member Nichols. Nays: None. Motion carried (6-0)

Approval of Minutes: Motion by Member Potter to approve June 18 and July 9, 2020 minutes. Supported by Member Smalley. Roll call vote. Ayes: Member Pulda, Member Potter, Member Nichols, Mayor Kring, Member Smalley and Deputy Mayor Lenneman. Nays: None. Motion carried (6-0)

Approval of Bills: Motion by Member Nichols to approve payment of General Bills in the amount of \$30,597.80. Supported by Mayor Kring. Roll call vote. Ayes: Member Nichols, Member Pulda, Deputy Mayor Lenneman and Mayor Kring. Nays: Member Smalley and Member Potter. Motion carried (4-2)

Bank Reconciliations: Motion by Member Nichols to approve June 2020 Accounts for General, Tax and Payroll. Supported by Member Potter. Roll call vote. Ayes: Member Potter, Member Nichols, Mayor Kring, Member Smalley, Deputy Mayor Lenneman and Member Pulda. Nays: None. Motion carried (6-0)

City Manager's Report: Included in packet

Public Comment on agenda items: None

Commission/Committee Reports: Reports in the July 2020 packet.

Department Reports: Administration- Department reports in the July 2020 packet. Don Stanley from DPW gave oral report. City's signs are up, Gravel at Park completed, Recycling is still an issue, Mowing is good, all projects are going well, fence up and sidewalk on Vermontville started.

New Business: Water Well Exploration Test Results #2. New well data shows an estimate of 450 gallons per minute compared to #3 has about 350 GPM and #4 well has about 250 GPM. The water quality is good, low RADs, iron is lower but will still need iron removal plant. The results of Test Well No. 2 have confirmed the production capability of the site, and has also confirmed the groundwater quality; the iron and arsenic concentrations are elevated, and the radionuclide parameters are below the allowable limits for drinking water. As with Well Nos. 3

and 4, the groundwater will require treatment to eliminate the nuisance properties of elevated iron. The elevated arsenic concentration in the groundwater will also be removed using the same or similar

Public Comment on non-agenda items: None

Communication from the Mayor and Council: Mayor Kring reminder to continue being respectful to others regarding masks and Covid issues. Member Smalley says signs look good and that Brandy Hatt with Zoning and Planning is doing a good job.

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

Excuse absent member(s): Motion by Deputy Mayor Lenneman to excuse Member Twichell. Supported by Member Pulda. Roll call vote. Ayes: Member Smalley, Deputy Mayor Lenneman, Member Nichols, Member Pulda, Member Potter and Mayor Kring, and. Nays: None. Motion carried (6-0)

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

Meeting adjourned at 7:47 p.m.

Respectfully submitted,
Becky Dolman, Interim City Clerk

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR CODE: 0000011135 EMC INSURANCE		
BANK CODE: GEN		
E-06900374	LIABILITY INSURANCE MONTH AUGUST 2020	3,925.49
TOTAL BANK CODE: GEN		3,925.49
TOTAL VENDOR 0000011135 EMC INSURANCE		3,925.49
VENDOR CODE: 0000011144 MICHAELA SCHWARTZ		
BANK CODE: GEN		
CITY COUNCIL	TOOK MINUTES AT CITY COUNCIL MEETING 5/	225.00
COUNCIL	MEETING 7/9/20	75.00
TOTAL BANK CODE: GEN		300.00
TOTAL VENDOR 0000011144 MICHAELA SCHWARTZ		300.00
VENDOR CODE: 0000011158 EATON COUNTY SHERIFF'S DEPARTMENT		
BANK CODE: GEN		
2020-00000016	WORK CREW SERVICES-LAKE ALLIANCE	300.00
TOTAL BANK CODE: GEN		300.00
TOTAL VENDOR 0000011158 EATON COUNTY SHERIFF'S DEP		300.00
VENDOR CODE: 0000011200 SPECTRUM PRINTERS, INC.		
BANK CODE: GEN		
63901	VOTE TEST DECKS FOR ELECTION	60.00
TOTAL BANK CODE: GEN		60.00
TOTAL VENDOR 0000011200 SPECTRUM PRINTERS, INC.		60.00
VENDOR CODE: 0000011201 APEX SEPTIC & EXCAVATING INC		
BANK CODE: GEN		
CONTRACT APP #1	NEW SIDEWALK VERMONTVILLE & GUARDRAIL S	51,646.09
TOTAL BANK CODE: GEN		51,646.09
TOTAL VENDOR 0000011201 APEX SEPTIC & EXCAVATING I		51,646.09
VENDOR CODE: 00210 ACE HARDWARE-GRAND LEDGE		
BANK CODE: GEN		
JULY 20 STATEMENT	JULY 2020 STATEMENT	533.95
TOTAL BANK CODE: GEN		533.95
TOTAL VENDOR 00210 ACE HARDWARE-GRAND LEDGE		533.95
VENDOR CODE: 00630 APEX SOFTWARE		
BANK CODE: GEN		
310259	ANNUAL MAINTENANCE RENEWAL 9/1/20-9/1/2	235.00
TOTAL BANK CODE: GEN		235.00
TOTAL VENDOR 00630 APEX SOFTWARE		235.00
VENDOR CODE: 00720 AUSTIN-FULLER		
BANK CODE: GEN		
27460	AC NOT WORKING DURING ELECTION	200.98
27449	CITY HALL AIR NOT WORKING	184.50
27451	AIR CONDITIONING TUNE UP DPW	79.95
27447	CITY HALL AIR CONDITIONER NOT WORKING	221.49
TOTAL BANK CODE: GEN		686.92
TOTAL VENDOR 00720 AUSTIN-FULLER		686.92
VENDOR CODE: 01050 BENTON TWP FIRE DEPT.		
BANK CODE: GEN		
118	1ST PAYMENT 20-21 FISCAL YEAR FIRE/EMS	61,200.00
TOTAL BANK CODE: GEN		61,200.00

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR CODE: 01050 BENTON TWP FIRE DEPT.		
TOTAL VENDOR 01050 BENTON TWP FIRE DEPT.		61,200.00
VENDOR CODE: 01350 BS&A SOFTWARE		
BANK CODE: GEN		
130810	ANNUAL SERVICE/SUPPORT FEE (8/1/20 TO 8	3,167.00
TOTAL BANK CODE: GEN		3,167.00
TOTAL VENDOR 01350 BS&A SOFTWARE		3,167.00
VENDOR CODE: 02060 CITY OF POTTERVILLE		
BANK CODE: GEN		
JULY WTR/SWR	JULY WTR/SWER USAGE	499.72
TOTAL BANK CODE: GEN		499.72
TOTAL VENDOR 02060 CITY OF POTTERVILLE		499.72
VENDOR CODE: 02260 CONSUMERS ENERGY		
BANK CODE: GEN		
9318734944	REMOVE POLE AND WIRE NOT BEING USED	2,321.00
JULY 2020	JULY 2020 STATEMENT	6,209.13
5286/8204JULY	LED LIGHTS- MONTH OF JULY 2020	1,178.00
TOTAL BANK CODE: GEN		9,708.13
TOTAL VENDOR 02260 CONSUMERS ENERGY		9,708.13
VENDOR CODE: 02610 DELTA DENTAL		
BANK CODE: GEN		
RIS00002967758	DENTAL INSURANCE MONTH OF AUG 2020	880.74
RIS00003006430	DENTAL INSURANCE MONTH OF SEPT 2020	880.74
TOTAL BANK CODE: GEN		1,761.48
TOTAL VENDOR 02610 DELTA DENTAL		1,761.48
VENDOR CODE: 02790 DORNBOS SIGN & SAFETY INC.		
BANK CODE: GEN		
INV50635	DPW LETTERING-POTTERVILLE DT	121.15
INV50636	SIGN	30.45
TOTAL BANK CODE: GEN		151.60
TOTAL VENDOR 02790 DORNBOS SIGN & SAFETY INC.		151.60
VENDOR CODE: 03050 EATON COUNTY REGISTER OF DEEDS		
BANK CODE: GEN		
PAVILION	RECORD DEED FOR "FARMER MARKET" PAVILIO	60.00
TOTAL BANK CODE: GEN		60.00
TOTAL VENDOR 03050 EATON COUNTY REGISTER OF DEEDS		60.00
VENDOR CODE: 03080 EATON FARM BUREAU CO-OP INC.		
BANK CODE: GEN		
125079	BRUH/STUMP KILLER	96.43
TOTAL BANK CODE: GEN		96.43
TOTAL VENDOR 03080 EATON FARM BUREAU CO-OP INC.		96.43
VENDOR CODE: 03160 ELHORN ENGINEERING		
BANK CODE: GEN		
284246	CHLORINE	102.26
TOTAL BANK CODE: GEN		102.26
TOTAL VENDOR 03160 ELHORN ENGINEERING		102.26
VENDOR CODE: 03240 ETNA SUPPLY COMPANY		
BANK CODE: GEN		
S1032621460.001	THREAD SEALANT	29.50
S103613198.001	WTR FOUNTAINS SOFTBALL COMPLEX	840.00

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR CODE: 03240 ETNA SUPPLY COMPANY		
BANK CODE: GEN		
TOTAL BANK CODE: GEN		869.50
TOTAL VENDOR 03240 ETNA SUPPLY COMPANY		869.50
VENDOR CODE: 03445 FOSTER SWIFT COLLINS & SMITH		
BANK CODE: GEN		
790940	LEGAL FEES MONTH OF JULY 2020	1,865.50
TOTAL BANK CODE: GEN		1,865.50
TOTAL VENDOR 03445 FOSTER SWIFT COLLINS & SMITH		1,865.50
VENDOR CODE: 03720 GORDON'S FOOD SERVICE		
BANK CODE: GEN		
809217307	CONCESSIONS	380.13
809217151	CONCESSION SUPPLIES	276.21
JULY 2020	JULY STATEMENT	902.15
TOTAL BANK CODE: GEN		1,558.49
TOTAL VENDOR 03720 GORDON'S FOOD SERVICE		1,558.49
VENDOR CODE: 03870 GRANGER CONTAINER SERVICE, INC		
BANK CODE: GEN		
21363474	RECYCLING MONTH OF JUNE 2020	3,794.92
21363474A	TRASH SERVICES JULY 2020	230.40
21363964	RECYCLE OVERLOAD CHARGES	12.00
21363964A	OVERPAYMENT	(239.82)
21363964B	RECYCLING MONTH OF JULY 2020	252.86
21461901	RECYCLING CHARGES MONTH OF AUGUST 2020	258.68
21461403	TRASH AND RECYCLING MONTH OF JULY/AUG 2	1,017.32
TOTAL BANK CODE: GEN		5,326.36
TOTAL VENDOR 03870 GRANGER CONTAINER SERVICE, INC		5,326.36
VENDOR CODE: 04001 HASSEL FREE FUELS INC.		
BANK CODE: GEN		
147584/147585	GAS- MONTH OF JULY 2020	685.68
147502/147503	GASOLINE-DPW	484.96
TOTAL BANK CODE: GEN		1,170.64
TOTAL VENDOR 04001 HASSEL FREE FUELS INC.		1,170.64
VENDOR CODE: 04320 I.T. RIGHT		
BANK CODE: GEN		
20165338	BARCODE SCANNER AND STAND	175.73
TOTAL BANK CODE: GEN		175.73
TOTAL VENDOR 04320 I.T. RIGHT		175.73
VENDOR CODE: 04850 KENNEDY INDUSTRIES INC.		
BANK CODE: GEN		
619183	CUT RINGS ON LIFT STATION	8,145.00
618237	FIELD SERVICE FOR WASTE WATER TREATMENT	570.00
TOTAL BANK CODE: GEN		8,715.00
TOTAL VENDOR 04850 KENNEDY INDUSTRIES INC.		8,715.00
VENDOR CODE: 05760 MCPHEE ELECTRIC, INC		
BANK CODE: GEN		
25400	TROUBLE SHOOT LIFT STATION NOT WORKING	2,183.13
TOTAL BANK CODE: GEN		2,183.13
TOTAL VENDOR 05760 MCPHEE ELECTRIC, INC		2,183.13
VENDOR CODE: 06600 MOTOROLA COMMUNICATIONS		

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR CODE: 06600 MOTOROLA COMMUNICATIONS		
BANK CODE: GEN		
8280994800	RADIOS-DPW	6,171.75
TOTAL BANK CODE: GEN		6,171.75
TOTAL VENDOR 06600 MOTOROLA COMMUNICATIONS		6,171.75
VENDOR CODE: 07190 PHP		
BANK CODE: GEN		
201973299	HEALTH INSURANCE MONTH OF AUG 2020	4,444.40
TOTAL BANK CODE: GEN		4,444.40
TOTAL VENDOR 07190 PHP		4,444.40
VENDOR CODE: 07490 QUILL CO		
BANK CODE: GEN		
9357969	BABY CHANGING STATION	183.35
9337776	TONER/TOILET PAPER	184.62
9007551	ADDRESS LABELS/2 HOLE PUNCH	65.47
8480357	OFFICE SUPPLIES- COPY MACHINE PAPER/DES	153.51
TOTAL BANK CODE: GEN		586.95
TOTAL VENDOR 07490 QUILL CO		586.95
VENDOR CODE: 07631 RICK VAN FOSSEN BUILDERS		
BANK CODE: GEN		
0806201	POUR CONCRETE- NEW BBALL COURT- DOWTOWN	16,146.00
TOTAL BANK CODE: GEN		16,146.00
TOTAL VENDOR 07631 RICK VAN FOSSEN BUILDERS		16,146.00
VENDOR CODE: 08400 STANLEY, DONALD		
BANK CODE: GEN		
MILEAGE REIMB	WW TREATMENT CLASS MT PLEASANT 180 MI X	103.50
REIMBURSE	SALT FOR CITY HALL SOFTENER	25.40
TOTAL BANK CODE: GEN		128.90
TOTAL VENDOR 08400 STANLEY, DONALD		128.90
VENDOR CODE: 08780 TERI'S EXCAVATING, INC		
BANK CODE: GEN		
15884	MOVE ROCKS, GRADE TO PUT IN DOCK	3,325.00
TOTAL BANK CODE: GEN		3,325.00
TOTAL VENDOR 08780 TERI'S EXCAVATING, INC		3,325.00
VENDOR CODE: 08790 COUNTY JOURNAL THE		
BANK CODE: GEN		
216101/121/122	PUBLICATIONS FROM FEB NOT PAID	186.80
220417	PUBLIC ACCURACY TEST	65.68
TOTAL BANK CODE: GEN		252.48
TOTAL VENDOR 08790 COUNTY JOURNAL THE		252.48
VENDOR CODE: 09060 UNITED STATES POST OFFICE		
BANK CODE: GEN		
STAMPSA	STAMPS- 10 ROLLS	550.00
TOTAL BANK CODE: GEN		550.00
TOTAL VENDOR 09060 UNITED STATES POST OFFICE		550.00
VENDOR CODE: 09210 VERIZON WIRELESS		
BANK CODE: GEN		
9858055291	MONTHLY CHARGE FOR SCATA- CONTROL PANEL	39.02
9859789672	CELL PHONES MONTH OF JULY 2020	476.96
9860114553	MONTHLY CHARGE FOR SCATA- CONTROL PANEL	39.02

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR CODE: 09210 VERIZON WIRELESS		
BANK CODE: GEN		
TOTAL BANK CODE: GEN		555.00
TOTAL VENDOR 09210 VERIZON WIRELESS		555.00
VENDOR CODE: 09717 RON L BRYANT		
BANK CODE: GEN		
6/27-7/12/20	CLEAN BATHROOMS/WATER FLOWERS IN DEB AB	220.00
07/13-08/16/20	CLEAN CITY PARK BATHS AND LAKE ALLIANCE	150.00
TOTAL BANK CODE: GEN		370.00
TOTAL VENDOR 09717 RON L BRYANT		370.00
VENDOR CODE: 09799 MENARDS-LANSING WEST		
BANK CODE: GEN		
5702	WALL NUTS AND BALLAST	22.45
5678	LED LIGHTS/TUBE GUARD	91.83
5332	WINDOW	655.66
5211	BYPASS LOPPER/MULCH FORK/DROP CLOTH	116.69
97570	BATHROOM FIXTURES	774.50
4265	MISC SUPPLIES-DPW	522.35
4329	STEP LADDER	145.13
4718	VANITY- BATHROOMS CITY HALL	276.19
4720	MASKS AND BATTERIES	129.03
3408	CONCRETE MIX	44.28
3777	DPW SUPPLIES AND BATTERIES	266.51
3778	RETURN ON INV 3777 AND PURCHASE 10' 4X4	15.82
4968	ROLLER/PVC TRIM	69.49
TOTAL BANK CODE: GEN		3,129.93
TOTAL VENDOR 09799 MENARDS-LANSING WEST		3,129.93
VENDOR CODE: 09862 SCHAFER'S INC		
BANK CODE: GEN		
37965	DIAMOND DUST	3,500.00
37946	GOLD MULCH	915.00
TOTAL BANK CODE: GEN		4,415.00
TOTAL VENDOR 09862 SCHAFER'S INC		4,415.00
VENDOR CODE: 10171 LAWITZKE, LISA		
BANK CODE: GEN		
105	ELECTION ADMIN 7/21-8/2/20	445.00
07242020	ELECTION ADMIN 7/2-7/19/20	715.00
TOTAL BANK CODE: GEN		1,160.00
TOTAL VENDOR 10171 LAWITZKE, LISA		1,160.00
VENDOR CODE: 10273 WOW!BUSINESS		
BANK CODE: GEN		
010029399A	INTERNET/PHONES MONTH OF AUGUST 2020	595.65
010029399 JULY 202	INTERNET/ PHONES MONTH OF JULY 2020	597.46
TOTAL BANK CODE: GEN		1,193.11
TOTAL VENDOR 10273 WOW!BUSINESS		1,193.11
VENDOR CODE: 10339 WEX BANK		
BANK CODE: GEN		
JULY 2020	JULY 2020 STATEMENT	364.25
JUNE 2020	JUNE 2020 STATEMENT	260.18
TOTAL BANK CODE: GEN		624.43
TOTAL VENDOR 10339 WEX BANK		624.43
VENDOR CODE: 10412 FIRST ADVANTAGE LNS		
BANK CODE: GEN		
2501072006	RANDOM DRUG TEST COST (CDL)	115.85

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR CODE: 10412 FIRST ADVANTAGE LNS		
BANK CODE: GEN		
TOTAL BANK CODE: GEN		115.85
TOTAL VENDOR 10412 FIRST ADVANTAGE LNS		115.85
VENDOR CODE: 10450 PIONEER MANUFACTURING COMPANY		
BANK CODE: GEN		
INV759671	GAME DAY AEROSOL	491.50
TOTAL BANK CODE: GEN		491.50
TOTAL VENDOR 10450 PIONEER MANUFACTURING COMPANY		491.50
VENDOR CODE: 10490 VISION SERVICE PLAN		
BANK CODE: GEN		
810179772	SEPT 20 SEPT 2020 VISION INSURANCE	184.26
30055508	7&8/20 DENTAL INSURANCE MONTY OF JUNE AND JULY	368.52
TOTAL BANK CODE: GEN		552.78
TOTAL VENDOR 10490 VISION SERVICE PLAN		552.78
VENDOR CODE: 10540 WILLIAMS & WORKS		
BANK CODE: GEN		
90658	WWTF ACCESS ROAD	1,258.00
90657	WWTF GENERATOR REPLACEMENT	297.00
90656	ROAD MAINTENANCE APRIL 26-JUNE 27 20	6,216.99
90655	ENGINEERING PHASE OF VERMONTVILLE SIDEW	1,010.48
90650	MISC ENGINEERING WORK THROUGH 6/27/20	6,799.98
TOTAL BANK CODE: GEN		15,582.45
TOTAL VENDOR 10540 WILLIAMS & WORKS		15,582.45
VENDOR CODE: 10731 PRESTON COMMUNITY SERVICES LLC		
BANK CODE: GEN		
JULY2020	ASSESSING SERVICES MONTH OF JULY 2020	1,333.33
MAY2020	VOID CK 18759 NOT RECEIVED	1,333.33
TOTAL BANK CODE: GEN		2,666.66
TOTAL VENDOR 10731 PRESTON COMMUNITY SERVICES LLC		2,666.66
VENDOR CODE: 10734 EMC INSURANCE		
BANK CODE: GEN		
E-07250344	LIABILITY INSURANCE MONTH OF SEPT 2020	3,957.29
TOTAL BANK CODE: GEN		3,957.29
TOTAL VENDOR 10734 EMC INSURANCE		3,957.29
VENDOR CODE: 10737 FERGUSON ENTERPRISES, INC		
BANK CODE: GEN		
5687518/5689983	BRASS NIPPLE	67.15
TOTAL BANK CODE: GEN		67.15
TOTAL VENDOR 10737 FERGUSON ENTERPRISES, INC		67.15
VENDOR CODE: 10748 SITE ONE LANDSCAPE SUPPLY		
BANK CODE: GEN		
101556544-001	GAMESAVER DRYING AGENT	202.44
102207275-001	RED PACKING CLAY	36.53
TOTAL BANK CODE: GEN		238.97
TOTAL VENDOR 10748 SITE ONE LANDSCAPE SUPPLY		238.97
VENDOR CODE: 10853 OUDBIER INSTRUMENT CO		
BANK CODE: GEN		
9575	BACK UP POWER SUPPLY BAD AT WELL 3	373.00
TOTAL BANK CODE: GEN		373.00

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR CODE: 10853 OUDBIER INSTRUMENT CO		
	TOTAL VENDOR 10853 OUDBIER INSTRUMENT CO	373.00
VENDOR CODE: 10884 UNIVERSAL DESIGNS		
BANK CODE: GEN		
2020-0467	REPAIR IRRIGATION SYSTEM-ALLIANCE PARK	750.00
	TOTAL BANK CODE: GEN	750.00
	TOTAL VENDOR 10884 UNIVERSAL DESIGNS	750.00
VENDOR CODE: 10899 APPLIED IMAGING		
BANK CODE: GEN		
1578910	COPIER SERVICE AGREEMENT	21.80
1565446	COPIER SERVICE AGREEMENT MONTH OF JUNE	53.93
	TOTAL BANK CODE: GEN	75.73
	TOTAL VENDOR 10899 APPLIED IMAGING	75.73
VENDOR CODE: 10995 CARDMEMBER SERVICE		
BANK CODE: GEN		
JULY 20 STATEMENT	JULY 20 STATEMENT	2,738.57
	TOTAL BANK CODE: GEN	2,738.57
	TOTAL VENDOR 10995 CARDMEMBER SERVICE	2,738.57
VENDOR CODE: 11106 CINTAS CORPORATION #725		
BANK CODE: GEN		
14606844	JULY 2020 UNIFORM EXPENSES MONTH OF JULY 2020	212.95
14606844	JUNE 2020 DPW UNIFORMS MONTH OF JUNE 2020	170.36
	TOTAL BANK CODE: GEN	383.31
	TOTAL VENDOR 11106 CINTAS CORPORATION #725	383.31
VENDOR CODE: MISC CORNERSTONE CONCRETE & CONSTRUCTION		
BANK CODE: GEN		
REIMBURSE	DRIVEWAY PERMIT NOT NEEDED PER ZONING A	50.00
ZONING	ZONING REFERRAL REFUND	30.00
8/1/20 PAVILION	CANCELED RESERVATION 7/20/20	75.00
	TOTAL BANK CODE: GEN	155.00
	TOTAL VENDOR MISC LELAND ROSIER	155.00
GRAND TOTAL:		227,499.63

User: JWest

DB: Potterville

PERIOD ENDING 08/31/2020

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	08/31/2020 NORMAL (ABNORMAL)	MONTH 08/31/2020 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Revenues						
Dept 000						
101-000-403.000	PROPERTY TAX	557,000.00	78,154.46	46,382.70	478,845.54	14.03
101-000-403.100	DELINQUENT PROP TAX	676.85	10.66	10.66	666.19	1.57
101-000-403.200	SOLID WASTE TAX	65,355.95	9,836.64	5,838.15	55,519.31	15.05
101-000-406.000	CITY PENALTY	4,000.00	0.00	0.00	4,000.00	0.00
101-000-423.000	TRAILER COURT TAX	2,751.00	0.00	0.00	2,751.00	0.00
101-000-452.000	LIQUOR LICENSE	1,683.55	1,889.25	1,889.25	(205.70)	112.22
101-000-453.000	TELECOM RIGHT OF WAY MAINTENA	7,000.00	0.00	0.00	7,000.00	0.00
101-000-476.000	RECYCLING	723.18	450.00	450.00	273.18	62.23
101-000-477.000	PERMITS	4,000.00	600.00	0.00	3,400.00	15.00
101-000-543.010	PUBLIC ACT 302 LAW ENF.	518.35	0.00	0.00	518.35	0.00
101-000-573.000	LOCAL COMMUNITY STABILIZATION	150,000.00	0.00	0.00	150,000.00	0.00
101-000-575.000	EVIP DISTRIBUTION (A, C, E)	38,000.00	0.00	0.00	38,000.00	0.00
101-000-576.000	ST SHARED REV - SALES TAX	228,000.00	0.00	0.00	228,000.00	0.00
101-000-579.000	GRANT REVENUE	11,500.00	0.00	0.00	11,500.00	0.00
101-000-600.000	CHARGES FOR SERVICES - PD	200.00	15.00	5.00	185.00	7.50
101-000-618.000	ADMINISTRATION FEE	28,000.00	5,186.31	4,230.17	22,813.69	18.52
101-000-655.000	FINES & FORFEITURES	4,300.00	69.30	69.30	4,230.70	1.61
101-000-665.000	INTEREST	31,400.00	275.63	0.00	31,124.37	0.88
101-000-671.000	FIXED ASSETS - PD	0.00	37,089.00	0.00	(37,089.00)	100.00
101-000-673.000	SALE OF FIXED ASSETS	6,000.00	0.00	0.00	6,000.00	0.00
101-000-680.002	SPECIAL EVENTS - FIRE/HOLIDAY	1,500.00	0.00	0.00	1,500.00	0.00
101-000-680.004	SPECIAL EVENTS-GIZZARDFEST	4,000.00	130.00	0.00	3,870.00	3.25
101-000-682.000	REIMBURSEMENT	2,000.00	0.00	0.00	2,000.00	0.00
Total Dept 000		1,148,608.88	133,706.25	58,875.23	1,014,902.63	11.64
TOTAL REVENUES		1,148,608.88	133,706.25	58,875.23	1,014,902.63	11.64
Expenditures						
Dept 000						
101-000-698.106	TRANSFER OUT	2,500.00	0.00	0.00	2,500.00	0.00
Total Dept 000		2,500.00	0.00	0.00	2,500.00	0.00
Dept 101 - CITY COUNCIL						
101-101-703.000	SALARIES	4,200.00	0.00	0.00	4,200.00	0.00
101-101-706.000	RR-CROSSING MAINTENANCE FEE	2,260.00	0.00	0.00	2,260.00	0.00
101-101-719.000	FRINGE BENEFITS	642.60	0.00	0.00	642.60	0.00
101-101-731.000	PUBLICATION	700.00	0.00	0.00	700.00	0.00
101-101-740.000	SUPPLIES	100.00	0.00	0.00	100.00	0.00
101-101-775.000	REPAIRS & MAINT	50.00	0.00	0.00	50.00	0.00
101-101-913.000	INSURANCE-LIAB & WORKMAN COMP	16,805.00	7,882.78	3,957.29	8,922.22	46.91
101-101-960.000	CONFERENCE AND WORKSHOPS	200.00	0.00	0.00	200.00	0.00
Total Dept 101 - CITY COUNCIL		24,957.60	7,882.78	3,957.29	17,074.82	31.58
Dept 171 - MAYOR						
101-171-703.000	SALARIES	1,200.00	0.00	0.00	1,200.00	0.00
101-171-719.000	FRINGE BENEFITS	91.00	0.00	0.00	91.00	0.00
Total Dept 171 - MAYOR		1,291.00	0.00	0.00	1,291.00	0.00

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PERIOD ENDING 08/31/2020

		2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	
GL NUMBER	DESCRIPTION	AMENDED BUDGET	NORMAL (ABNORMAL)	MONTH 08/31/2020	BALANCE	% BDTG
				INCREASE (DECREASE)	NORMAL (ABNORMAL)	USED
Fund 101 - GENERAL FUND						
Expenditures						
101-253-703.000	SALARIES	62,410.85	7,201.26	2,400.42	55,209.59	11.54
101-253-719.000	FRINGE BENEFITS	21,025.00	2,343.10	938.82	18,681.90	11.14
101-253-731.000	PUBLICATION	100.00	0.00	0.00	100.00	0.00
101-253-740.000	SUPPLIES	300.00	0.00	0.00	300.00	0.00
101-253-741.000	POSTAGE	1,100.00	0.00	0.00	1,100.00	0.00
101-253-781.000	COMPUTER SOFTWARE	1,000.00	0.00	0.00	1,000.00	0.00
101-253-814.000	BANK SERVICE CHARGES	1,600.00	223.10	111.55	1,376.90	13.94
101-253-960.000	CONFERENCE AND WORKSHOPS	225.04	0.00	0.00	225.04	0.00
101-253-980.100	COMPUTER EQUIPMENT	0.00	197.92	0.00	(197.92)	100.00
Total Dept 253 - TREASURERS OFFICE		87,760.89	9,965.38	3,450.79	77,795.51	11.36
Dept 265 - CITY HALL						
101-265-731.000	PUBLICATION	1,400.00	0.00	0.00	1,400.00	0.00
101-265-740.000	SUPPLIES	3,000.00	236.55	211.15	2,763.45	7.89
101-265-740.400	COMMUNITY HOLIDAY EVENT	400.00	0.00	0.00	400.00	0.00
101-265-740.500	COMMUNITY SPEC EVENTS	900.00	0.00	0.00	900.00	0.00
101-265-741.000	POSTAGE	500.00	240.00	0.00	260.00	48.00
101-265-775.000	REPAIRS & MAINT	1,000.00	0.00	0.00	1,000.00	0.00
101-265-781.000	COMPUTER SOFTWARE	3,700.00	1,583.50	1,583.50	2,116.50	42.80
101-265-802.000	SERVICE	2,000.00	688.77	628.77	1,311.23	34.44
101-265-818.000	CONTRACT LABOR	500.00	0.00	0.00	500.00	0.00
101-265-853.000	TELEPHONE EXPENSE	3,000.00	0.00	0.00	3,000.00	0.00
101-265-920.000	UTILITIES	15,286.51	1,706.25	755.18	13,580.26	11.16
101-265-958.000	DUES AND SUBSCRIPTIONS	324.00	0.00	0.00	324.00	0.00
101-265-970.000	CAPITAL OUTLAY	3,000.00	0.00	0.00	3,000.00	0.00
Total Dept 265 - CITY HALL		35,010.51	4,455.07	3,178.60	30,555.44	12.72
Dept 301 - POLICE						
101-301-703.000	SALARIES	119,365.94	13,058.96	4,426.08	106,306.98	10.94
101-301-703.002	OVERTIME SALARIES	4,600.00	219.28	0.00	4,380.72	4.77
101-301-719.000	FRINGE BENEFITS	34,072.33	3,364.11	1,132.39	30,708.22	9.87
101-301-725.000	UNIFORM EXPENSES	2,400.00	0.00	0.00	2,400.00	0.00
101-301-740.000	SUPPLIES	7,000.00	21.19	21.19	6,978.81	0.30
101-301-775.000	REPAIRS & MAINT	5,692.48	0.00	0.00	5,692.48	0.00
101-301-781.000	COMPUTER SOFTWARE	500.00	0.00	0.00	500.00	0.00
101-301-801.000	ATTORNEY	2,400.00	41.00	41.00	2,359.00	1.71
101-301-802.000	SERVICE	1,000.00	0.00	0.00	1,000.00	0.00
101-301-809.000	TRAINING	800.00	0.00	0.00	800.00	0.00
101-301-851.000	RADIO REPAIRS	300.00	0.00	0.00	300.00	0.00
101-301-853.000	TELEPHONE EXPENSE	1,000.00	157.52	119.24	842.48	15.75
101-301-862.000	GAS	6,000.00	364.25	364.25	5,635.75	6.07
101-301-959.000	MISC	250.00	0.00	0.00	250.00	0.00
101-301-970.000	CAPITAL OUTLAY	0.00	1,079.34	1,079.34	(1,079.34)	100.00
101-301-972.000	CAPITAL OUTLAY - POLICE	39,167.00	0.00	0.00	39,167.00	0.00
Total Dept 301 - POLICE		224,547.75	18,305.65	7,183.49	206,242.10	8.15
Dept 302 - POLICE STATE TRAINING						
101-302-810.000	EXPENSE	500.00	0.00	0.00	500.00	0.00

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PERIOD ENDING 08/31/2020

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	08/31/2020 (ABNORMAL)	MONTH 08/31/2020 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
Total Dept 302 - POLICE STATE TRAINING		500.00	0.00	0.00	500.00	0.00
Dept 337 - EMS						
101-337-810.000	CHANGE ACCOUNT TO "SERVICE"	122,400.00	61,200.00	0.00	61,200.00	50.00
Total Dept 337 - EMS		122,400.00	61,200.00	0.00	61,200.00	50.00
Dept 400 - PLANNING COMMISSION						
101-400-703.000	SALARIES	2,400.00	0.00	0.00	2,400.00	0.00
101-400-719.000	FRINGE BENEFITS	131.00	0.00	0.00	131.00	0.00
101-400-731.000	PUBLICATION	415.00	0.00	0.00	415.00	0.00
101-400-803.000	ENGINEERS FEES	13,000.00	0.00	0.00	13,000.00	0.00
Total Dept 400 - PLANNING COMMISSION		15,946.00	0.00	0.00	15,946.00	0.00
Dept 410 - ZONING						
101-410-703.000	SALARIES	36,982.40	4,267.20	1,422.40	32,715.20	11.54
101-410-719.000	FRINGE BENEFITS	3,360.00	326.44	108.81	3,033.56	9.72
101-410-731.000	PUBLICATION	500.00	0.00	0.00	500.00	0.00
101-410-740.000	SUPPLIES	960.00	13.47	13.47	946.53	1.40
101-410-853.000	TELEPHONE EXPENSE	750.00	78.76	59.62	671.24	10.50
101-410-960.000	CONFERENCE AND WORKSHOPS	275.00	0.00	0.00	275.00	0.00
Total Dept 410 - ZONING		42,827.40	4,685.87	1,604.30	38,141.53	10.94
Dept 441 - DPW						
101-441-731.000	PUBLICATION	329.00	0.00	0.00	329.00	0.00
101-441-740.000	SUPPLIES	700.00	0.00	0.00	700.00	0.00
101-441-775.000	REPAIRS & MAINT	2,000.00	0.00	0.00	2,000.00	0.00
101-441-802.000	SERVICE	800.00	0.00	0.00	800.00	0.00
101-441-810.020	RECYCLING EXPENSE	15,000.00	1,291.54	1,038.68	13,708.46	8.61
Total Dept 441 - DPW		18,829.00	1,291.54	1,038.68	17,537.46	6.86
Dept 445 - DRAIN AT LARGE						
101-445-810.000	EXPENSE	1,100.00	0.00	0.00	1,100.00	0.00
Total Dept 445 - DRAIN AT LARGE		1,100.00	0.00	0.00	1,100.00	0.00
Dept 448 - STREET LIGHTS						
101-448-920.000	UTILITIES	36,000.00	1,668.39	1,170.88	34,331.61	4.63
Total Dept 448 - STREET LIGHTS		36,000.00	1,668.39	1,170.88	34,331.61	4.63
Dept 906 - DEBT SERVICE						
101-906-738.000	TOWNSHIP/MILL	13,000.00	0.00	0.00	13,000.00	0.00
101-906-991.000	DEBT SERVICE - PRINCIPAL	25,322.50	22,233.50	0.00	3,089.00	87.80
101-906-995.000	BOND INTEREST	30,498.27	12,107.29	0.00	18,390.98	39.70

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	08/31/2020 NORMAL (ABNORMAL)	MONTH 08/31/2020 INCREASE (DECREASE)	NORMAL (ABNORMAL)			
Fund 101 - GENERAL FUND								
Expenditures								
Total Dept 906 - DEBT SERVICE		68,820.77	34,340.79		0.00	34,479.98	49.90	
Dept 965 - CONTRIBUTIONS TO OTHER FUNDS								
101-965-965.202	CONTRIB TO MAJOR STREET FUND	4,900.00	0.00		0.00	4,900.00	0.00	
101-965-965.203	CONTRIB TO LOCAL STREET FUND	16,934.50	0.00		0.00	16,934.50	0.00	
101-965-965.208	CONTRIB TO PARK FUND	108,000.00	0.00		0.00	108,000.00	0.00	
101-965-965.641	CONTRIB TO EQP REPAIR & REPL	40,577.29	0.00		0.00	40,577.29	0.00	
Total Dept 965 - CONTRIBUTIONS TO OTHER FUNDS		170,411.79	0.00		0.00	170,411.79	0.00	
TOTAL EXPENDITURES		1,090,934.25	167,516.47		33,251.37	923,417.78	15.36	
Fund 101 - GENERAL FUND:								
TOTAL REVENUES		1,148,608.88	133,706.25		58,875.23	1,014,902.63	11.64	
TOTAL EXPENDITURES		1,090,934.25	167,516.47		33,251.37	923,417.78	15.36	
NET OF REVENUES & EXPENDITURES		57,674.63	(33,810.22)		25,623.86	91,484.85	58.62	
BEG. FUND BALANCE		427,841.10	427,841.10					
NET OF REVENUES/EXPENDITURES - 2019-20			59,358.13			59,358.13		
END FUND BALANCE		485,515.73	453,389.01					

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	08/31/2020 NORMAL (ABNORMAL)	MONTH 08/31/2020 INCREASE (DECREASE)	NORMAL (ABNORMAL)			
Fund 202 - MAJOR STREET FUND								
Revenues								
Dept 000								
202-000-408.200	SPEC ASSESSMENT ROAD - SUNSET	63.23	942.08	453.81	(878.85)	1,489.93		
202-000-553.000	ACT 51	174,061.97	0.00	0.00	174,061.97	0.00		
202-000-553.300	COUNTY ROAD MILL 2014	40,000.00	37.41	37.41	39,962.59	0.09		
202-000-699.101	GF CONTRIBUTION	4,900.00	0.00	0.00	4,900.00	0.00		
Total Dept 000		219,025.20	979.49	491.22	218,045.71	0.45		
TOTAL REVENUES		219,025.20	979.49	491.22	218,045.71	0.45		
Expenditures								
Dept 463 - ROUTINE MAINT								
202-463-698.106	TRANSFER OUT	104,646.18	0.00	0.00	104,646.18	0.00		
202-463-699.203	TRANSFER TO LOCAL STREETS	74,068.42	0.00	0.00	74,068.42	0.00		
Total Dept 463 - ROUTINE MAINT		178,714.60	0.00	0.00	178,714.60	0.00		
Dept 474 - TRAFFIC SIGNS								
202-474-782.000	STREET MATERIALS & SUPPLIES	500.00	0.00	0.00	500.00	0.00		
Total Dept 474 - TRAFFIC SIGNS		500.00	0.00	0.00	500.00	0.00		
Dept 480 - CONSTRUCTION								
202-480-803.000	ENGINEERS FEES	3,907.56	0.00	0.00	3,907.56	0.00		
202-480-818.000	CONTRACT LABOR	19,000.00	30,411.26	30,411.26	(11,411.26)	160.06		
Total Dept 480 - CONSTRUCTION		22,907.56	30,411.26	30,411.26	(7,503.70)	132.76		
Dept 906 - DEBT SERVICE								
202-906-995.000	BOND INTEREST	7,047.04	0.00	0.00	7,047.04	0.00		
202-906-996.000	BOND PRINCIPAL	9,856.00	0.00	0.00	9,856.00	0.00		
Total Dept 906 - DEBT SERVICE		16,903.04	0.00	0.00	16,903.04	0.00		
TOTAL EXPENDITURES		219,025.20	30,411.26	30,411.26	188,613.94	13.88		
Fund 202 - MAJOR STREET FUND:								
TOTAL REVENUES		219,025.20	979.49	491.22	218,045.71	0.45		
TOTAL EXPENDITURES		219,025.20	30,411.26	30,411.26	188,613.94	13.88		
NET OF REVENUES & EXPENDITURES		0.00	(29,431.77)	(29,920.04)	29,431.77	100.00		
BEG. FUND BALANCE		153,811.15	153,811.15					
NET OF REVENUES/EXPENDITURES - 2019-20			40,667.70		40,667.70			
END FUND BALANCE		153,811.15	165,047.08					

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR		AVAILABLE	% BDGT USED
		AMENDED BUDGET	08/31/2020 NORMAL (ABNORMAL)	MONTH 08/31/2020 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)		
Fund 203 - LOCAL STREET FUND							
Revenues							
Dept 000							
203-000-408.200	SPEC ASSESSMENT ROAD - SUNSET	38,838.00	5,777.92	2,783.82	33,060.08	14.88	
203-000-553.000	ACT 51	62,285.00	0.00	0.00	62,285.00	0.00	
203-000-553.300	COUNTY ROAD MILL 2014	31,306.00	29.70	29.70	31,276.30	0.09	
203-000-699.000	CONTRIBUTIONS FROM OTHER FUND	74,068.42	0.00	0.00	74,068.42	0.00	
203-000-699.101	GF CONTRIBUTION	47,034.50	0.00	0.00	47,034.50	0.00	
Total Dept 000		253,531.92	5,807.62	2,813.52	247,724.30	2.29	
TOTAL REVENUES		253,531.92	5,807.62	2,813.52	247,724.30	2.29	
Expenditures							
Dept 463 - ROUTINE MAINT							
203-463-698.106	TRANSFER OUT	87,842.30	0.00	0.00	87,842.30	0.00	
Total Dept 463 - ROUTINE MAINT		87,842.30	0.00	0.00	87,842.30	0.00	
Dept 480 - CONSTRUCTION							
203-480-803.000	ENGINEERS FEES	10,000.00	0.00	0.00	10,000.00	0.00	
203-480-818.000	CONTRACT LABOR	27,653.60	21,234.83	21,234.83	6,418.77	76.79	
Total Dept 480 - CONSTRUCTION		37,653.60	21,234.83	21,234.83	16,418.77	56.40	
Dept 906 - DEBT SERVICE							
203-906-995.000	BOND INTEREST	155,206.67	16,753.96	0.00	138,452.71	10.79	
203-906-996.000	BOND PRINCIPAL	144,821.50	30,766.50	0.00	114,055.00	21.24	
Total Dept 906 - DEBT SERVICE		300,028.17	47,520.46	0.00	252,507.71	15.84	
TOTAL EXPENDITURES		425,524.07	68,755.29	21,234.83	356,768.78	16.16	
Fund 203 - LOCAL STREET FUND:							
TOTAL REVENUES		253,531.92	5,807.62	2,813.52	247,724.30	2.29	
TOTAL EXPENDITURES		425,524.07	68,755.29	21,234.83	356,768.78	16.16	
NET OF REVENUES & EXPENDITURES		(171,992.15)	(62,947.67)	(18,421.31)	(109,044.48)	36.60	
BEG. FUND BALANCE		148,067.44	148,067.44				
NET OF REVENUES/EXPENDITURES - 2019-20			66,934.19		66,934.19		
END FUND BALANCE		(23,924.71)	152,053.96				

PERIOD ENDING 08/31/2020

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	08/31/2020 NORMAL (ABNORMAL)	MONTH 08/31/2020 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)			
Fund 208 - PARK FUND								
Revenues								
Dept 000								
208-000-450.000	3% CABLE T.V.	6,500.00	0.00	0.00	6,500.00	0.00		
208-000-451.030	CONCESSIONS	5,000.00	5,064.95	3,607.30	(64.95)	101.30		
208-000-451.070	FIELD RENTAL	3,093.00	7,568.00	(228.00)	(4,475.00)	244.68		
208-000-451.072	BASEBALL FIELD RENTAL	0.00	240.00	5,150.00	(240.00)	100.00		
208-000-451.084	FLAG FOOTBALL	905.00	0.00	0.00	905.00	0.00		
208-000-451.095	LAWN MOWER RACING	1,800.00	0.00	0.00	1,800.00	0.00		
208-000-667.000	PAVILION RENT	1,100.00	295.00	0.00	805.00	26.82		
208-000-667.020	TIFA PAVILION - COMMUNITY CEN	2,200.00	75.00	0.00	2,125.00	3.41		
208-000-680.001	SPECIAL EVENTS	500.00	0.00	0.00	500.00	0.00		
208-000-682.000	REIMBURSEMENT	6,990.47	0.00	0.00	6,990.47	0.00		
208-000-699.101	GF CONTRIBUTION	108,000.00	0.00	0.00	108,000.00	0.00		
Total Dept 000		136,088.47	13,242.95	8,529.30	122,845.52	9.73		
TOTAL REVENUES		136,088.47	13,242.95	8,529.30	122,845.52	9.73		
Expenditures								
Dept 690 - PARK ADMIN								
208-690-740.000	SUPPLIES	61.14	0.00	0.00	61.14	0.00		
208-690-803.000	ENGINEERS FEES	9,000.00	0.00	0.00	9,000.00	0.00		
208-690-818.000	CONTRACT LABOR	18,000.00	0.00	0.00	18,000.00	0.00		
Total Dept 690 - PARK ADMIN		27,061.14	0.00	0.00	27,061.14	0.00		
Dept 691 - BALL ADMIN								
208-691-703.000	SALARIES	39,540.80	4,562.40	1,520.80	34,978.40	11.54		
208-691-719.000	FRINGE BENEFITS	16,100.00	2,095.48	854.47	14,004.52	13.02		
208-691-725.000	UNIFORM EXPENSES	250.00	0.00	0.00	250.00	0.00		
208-691-731.000	PUBLICATION	200.00	0.00	0.00	200.00	0.00		
208-691-740.000	SUPPLIES	1,000.00	0.00	0.00	1,000.00	0.00		
208-691-809.000	TRAINING	550.00	0.00	0.00	550.00	0.00		
208-691-853.000	TELEPHONE EXPENSE	800.00	78.76	59.62	721.24	9.85		
208-691-913.000	INSURANCE-LIAB & WORKMAN COMP	6,346.81	0.00	0.00	6,346.81	0.00		
Total Dept 691 - BALL ADMIN		64,787.61	6,736.64	2,434.89	58,050.97	10.40		
Dept 770 - LAKE ALLIANCE MAINTENANCE								
208-770-740.000	SUPPLIES	800.00	389.27	389.27	410.73	48.66		
208-770-775.000	REPAIRS & MAINT	3,500.00	2,745.07	2,745.07	754.93	78.43		
208-770-802.000	SERVICE	600.00	3,325.00	3,325.00	(2,725.00)	554.17		
208-770-920.000	UTILITIES	6,897.72	204.31	103.31	6,693.41	2.96		
Total Dept 770 - LAKE ALLIANCE MAINTENANCE		11,797.72	6,663.65	6,562.65	5,134.07	56.48		
Dept 771 - CITY PARK								
208-771-740.000	SUPPLIES	500.00	0.00	0.00	500.00	0.00		
208-771-775.000	REPAIRS & MAINT	500.00	0.00	0.00	500.00	0.00		
208-771-818.000	CONTRACT LABOR	3,100.00	370.00	150.00	2,730.00	11.94		
208-771-920.000	UTILITIES	2,000.00	149.05	62.49	1,850.95	7.45		
208-771-970.000	CAPITAL OUTLAY	200.00	0.00	0.00	200.00	0.00		

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PERIOD ENDING 08/31/2020

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 08/31/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 08/31/2020 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 208 - PARK FUND						
Expenditures						
Total Dept 771 - CITY PARK		6,300.00	519.05	212.49	5,780.95	8.24
Dept 772 - SUNSET HILLS PARK						
208-772-775.000	REPAIRS & MAINT	250.00	0.00	0.00	250.00	0.00
Total Dept 772 - SUNSET HILLS PARK		250.00	0.00	0.00	250.00	0.00
Dept 774 - BASEBALL						
208-774-740.000	SUPPLIES	800.00	0.00	0.00	800.00	0.00
208-774-775.000	REPAIRS & MAINT	800.00	750.00	750.00	50.00	93.75
208-774-920.000	UTILITIES	500.00	40.57	0.00	459.43	8.11
Total Dept 774 - BASEBALL		2,100.00	790.57	750.00	1,309.43	37.65
Dept 777 - BALLFIELD						
208-777-740.000	SUPPLIES	1,500.00	4,193.94	4,193.94	(2,693.94)	279.60
208-777-744.000	YOUTH FEES (UNIFORMS,ETC.)	1,100.00	0.00	0.00	1,100.00	0.00
208-777-745.000	YOUTH UMPIRE FEES	160.00	0.00	0.00	160.00	0.00
208-777-808.000	ADVERTISING	1,800.00	0.00	0.00	1,800.00	0.00
208-777-920.000	UTILITIES	4,000.00	377.17	7.12	3,622.83	9.43
208-777-970.000	CAPITAL OUTLAY	1,500.00	0.00	0.00	1,500.00	0.00
Total Dept 777 - BALLFIELD		10,060.00	4,571.11	4,201.06	5,488.89	45.44
Dept 778 - CONCESSIONS						
208-778-703.000	SALARIES	4,000.00	892.64	371.53	3,107.36	22.32
208-778-719.000	FRINGE BENEFITS	612.00	109.36	45.51	502.64	17.87
208-778-740.000	SUPPLIES	6,500.00	2,129.43	1,558.49	4,370.57	32.76
208-778-746.000	CONCESSION - FOOD LICENSE	820.00	0.00	0.00	820.00	0.00
208-778-931.000	DPW MAINT & REPAIR	500.00	0.00	0.00	500.00	0.00
Total Dept 778 - CONCESSIONS		12,432.00	3,131.43	1,975.53	9,300.57	25.19
Dept 779 - SPECIAL EVENTS						
208-779-740.000	SUPPLIES	1,300.00	0.00	0.00	1,300.00	0.00
Total Dept 779 - SPECIAL EVENTS		1,300.00	0.00	0.00	1,300.00	0.00
TOTAL EXPENDITURES		136,088.47	22,412.45	16,136.62	113,676.02	16.47
Fund 208 - PARK FUND:						
TOTAL REVENUES		136,088.47	13,242.95	8,529.30	122,845.52	9.73
TOTAL EXPENDITURES		136,088.47	22,412.45	16,136.62	113,676.02	16.47
NET OF REVENUES & EXPENDITURES		0.00	(9,169.50)	(7,607.32)	9,169.50	100.00
BEG. FUND BALANCE		79,077.98	79,077.98			
NET OF REVENUES/EXPENDITURES - 2019-20			(55,427.70)		(55,427.70)	
END FUND BALANCE		79,077.98	14,480.78			

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT
		AMENDED BUDGET	08/31/2020	MONTH	08/31/2020	NORMAL	(ABNORMAL)	
			NORMAL (ABNORMAL)	INCREASE	(DECREASE)			USED

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DB: Potterville

PERIOD ENDING 08/31/2020

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	08/31/2020 (ABNORMAL)	MONTH 08/31/2020 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 590 - SEWER FUND						
Revenues						
Dept 000						
590-000-642.000	BILLS	142,885.24	29,002.87	12,031.60	113,882.37	20.30
590-000-642.001	FIXED COSTS	400,737.05	69,425.31	36,217.71	331,311.74	17.32
590-000-655.000	FINES & FORFEITURES	15,000.00	0.00	0.00	15,000.00	0.00
590-000-672.000	HOOK UP FEES	2,500.00	2,500.00	0.00	0.00	100.00
590-000-698.300	BOND RESERVE - RD PROJECT 201	17,800.00	0.00	0.00	17,800.00	0.00
590-000-698.310	BOND RESERVE 1-B	10,900.00	0.00	0.00	10,900.00	0.00
590-000-698.320	BOND RESERVE - 2A	9,050.00	0.00	0.00	9,050.00	0.00
590-000-698.400	RRI - RD PROJECT 2014	14,733.00	0.00	0.00	14,733.00	0.00
Total Dept 000		613,605.29	100,928.18	48,249.31	512,677.11	16.45
TOTAL REVENUES		613,605.29	100,928.18	48,249.31	512,677.11	16.45
Expenditures						
Dept 527 - ADMINISTRATIVE						
590-527-703.000	SALARIES	20,292.48	2,308.93	780.48	17,983.55	11.38
590-527-719.000	FRINGE BENEFITS	5,650.00	721.89	241.45	4,928.11	12.78
590-527-740.000	SUPPLIES	1,400.00	181.17	104.41	1,218.83	12.94
590-527-741.000	POSTAGE	2,100.00	382.69	0.00	1,717.31	18.22
590-527-775.000	REPAIRS & MAINT	300.00	0.00	0.00	300.00	0.00
590-527-781.000	COMPUTER SOFTWARE	600.00	0.00	0.00	600.00	0.00
590-527-803.000	ENGINEERS FEES	16,000.00	0.00	0.00	16,000.00	0.00
590-527-807.000	AUDIT	8,000.00	0.00	0.00	8,000.00	0.00
590-527-809.000	TRAINING	2,100.00	0.00	0.00	2,100.00	0.00
Total Dept 527 - ADMINISTRATIVE		56,442.48	3,594.68	1,126.34	52,847.80	6.37
Dept 556 - DPW						
590-556-740.000	SUPPLIES	10,000.00	15.00	0.00	9,985.00	0.15
590-556-743.000	METERS	2,000.00	0.00	0.00	2,000.00	0.00
590-556-775.000	REPAIRS & MAINT	2,500.00	0.00	0.00	2,500.00	0.00
590-556-802.000	SERVICE	2,500.00	0.00	0.00	2,500.00	0.00
590-556-803.000	ENGINEERS FEES	20,000.00	0.00	0.00	20,000.00	0.00
590-556-818.000	CONTRACT LABOR	250.00	0.00	0.00	250.00	0.00
590-556-931.000	DPW MAINT & REPAIR	500.00	0.00	0.00	500.00	0.00
590-556-943.000	EQUIPMENT RENTAL	20.00	0.00	0.00	20.00	0.00
590-556-970.000	CAPITAL OUTLAY	254,545.50	8,145.00	0.00	246,400.50	3.20
590-556-999.000	OPERATING TRANSFER -OUT	85,982.28	0.00	0.00	85,982.28	0.00
Total Dept 556 - DPW		378,297.78	8,160.00	0.00	370,137.78	2.16
Dept 906 - DEBT SERVICE						
590-906-991.000	DEBT SERVICE - PRINCIPAL	156,000.00	40,000.00	0.00	116,000.00	25.64
590-906-995.000	BOND INTEREST	220,552.00	34,471.25	0.00	186,080.75	15.63
590-906-998.100	BOND RESERVE - PH 1	17,800.00	0.00	0.00	17,800.00	0.00
590-906-998.110	BOND RESERVE 1-B	10,900.00	0.00	0.00	10,900.00	0.00
590-906-998.120	BOND RESERVE 2A	9,050.00	0.00	0.00	9,050.00	0.00
590-906-999.100	RRI RESERVE - PH 1	14,733.00	0.00	0.00	14,733.00	0.00
Total Dept 906 - DEBT SERVICE		429,035.00	74,471.25	0.00	354,563.75	17.36

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT
		AMENDED BUDGET	08/31/2020	MONTH	08/31/2020	NORMAL	(ABNORMAL)	
			NORMAL (ABNORMAL)	INCREASE	(DECREASE)			USED
Fund 590 - SEWER FUND								
Expenditures								
TOTAL EXPENDITURES		863,775.26	86,225.93		1,126.34		777,549.33	9.98
Fund 590 - SEWER FUND:								
TOTAL REVENUES		613,605.29	100,928.18		48,249.31		512,677.11	16.45
TOTAL EXPENDITURES		863,775.26	86,225.93		1,126.34		777,549.33	9.98
NET OF REVENUES & EXPENDITURES		(250,169.97)	14,702.25		47,122.97		(264,872.22)	5.88
BEG. FUND BALANCE		3,100,679.96	3,100,679.96					
NET OF REVENUES/EXPENDITURES - 2019-20			170,116.30				170,116.30	
END FUND BALANCE		2,850,509.99	3,285,498.51					

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PERIOD ENDING 08/31/2020

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	08/31/2020 (ABNORMAL)	MONTH 08/31/2020 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 591 - WATER FUND						
Revenues						
Dept 000						
591-000-608.000	PENALTIES	320.00	50.00	50.00	270.00	15.63
591-000-642.000	BILLS	183,981.36	38,172.26	15,799.48	145,809.10	20.75
591-000-642.001	FIXED COSTS	336,684.00	56,149.12	28,078.96	280,534.88	16.68
591-000-655.000	FINES & FORFEITURES	11,606.18	0.00	0.00	11,606.18	0.00
591-000-672.000	HOOK UP FEES	0.00	2,000.00	0.00	(2,000.00)	100.00
591-000-698.000	MISC INCOME	0.00	235.00	235.00	(235.00)	100.00
591-000-698.300	BOND RESERVE - RD PROJECT 201	10,200.00	0.00	0.00	10,200.00	0.00
591-000-698.320	BOND RESERVE - 2A	10,810.00	0.00	0.00	10,810.00	0.00
591-000-698.400	RRI - RD PROJECT 2014	32,933.00	0.00	0.00	32,933.00	0.00
Total Dept 000		586,534.54	96,606.38	44,163.44	489,928.16	16.47
TOTAL REVENUES		586,534.54	96,606.38	44,163.44	489,928.16	16.47
Expenditures						
Dept 527 - ADMINISTRATIVE						
591-527-731.000	PUBLICATION	500.00	0.00	0.00	500.00	0.00
591-527-740.000	SUPPLIES	1,300.00	181.16	104.41	1,118.84	13.94
591-527-741.000	POSTAGE	2,400.00	382.69	0.00	2,017.31	15.95
591-527-781.000	COMPUTER SOFTWARE	1,500.00	0.00	0.00	1,500.00	0.00
591-527-803.000	ENGINEERS FEES	15,000.00	0.00	0.00	15,000.00	0.00
591-527-807.000	AUDIT	8,000.00	0.00	0.00	8,000.00	0.00
591-527-809.000	TRAINING	500.00	0.00	0.00	500.00	0.00
591-527-931.000	DPW MAINT & REPAIR	4,037.81	0.00	0.00	4,037.81	0.00
Total Dept 527 - ADMINISTRATIVE		33,237.81	563.85	104.41	32,673.96	1.70
Dept 556 - DPW						
591-556-740.000	SUPPLIES	6,000.00	728.95	102.26	5,271.05	12.15
591-556-743.000	METERS	22,786.41	0.00	0.00	22,786.41	0.00
591-556-775.000	REPAIRS & MAINT	24,000.00	0.00	0.00	24,000.00	0.00
591-556-802.000	SERVICE	6,700.00	0.00	0.00	6,700.00	0.00
591-556-803.000	ENGINEERS FEES	13,000.00	0.00	0.00	13,000.00	0.00
591-556-920.000	UTILITIES	7,421.54	0.00	0.00	7,421.54	0.00
591-556-970.000	CAPITAL OUTLAY	50,000.00	0.00	0.00	50,000.00	0.00
591-556-999.000	OPERATING TRANSFER -OUT	180,000.00	0.00	0.00	180,000.00	0.00
Total Dept 556 - DPW		309,907.95	728.95	102.26	309,179.00	0.24
Dept 906 - DEBT SERVICE						
591-906-995.000	BOND INTEREST	120,523.00	21,298.75	0.00	99,224.25	17.67
591-906-996.000	BOND PRINCIPAL	90,000.00	25,000.00	0.00	65,000.00	27.78
591-906-998.100	BOND RESERVE - PH 1	10,200.00	0.00	0.00	10,200.00	0.00
591-906-998.120	BOND RESERVE 2A	10,810.00	0.00	0.00	10,810.00	0.00
591-906-999.100	RRI RESERVE - PH 1	32,933.00	0.00	0.00	32,933.00	0.00
Total Dept 906 - DEBT SERVICE		264,466.00	46,298.75	0.00	218,167.25	17.51
TOTAL EXPENDITURES		607,611.76	47,591.55	206.67	560,020.21	7.83

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT
		AMENDED BUDGET	08/31/2020	MONTH	08/31/2020	NORMAL	(ABNORMAL)	
			(ABNORMAL)	INCREASE	(DECREASE)			USED
Fund 591 - WATER FUND								
Fund 591 - WATER FUND:								
TOTAL REVENUES		586,534.54	96,606.38		44,163.44		489,928.16	16.47
TOTAL EXPENDITURES		607,611.76	47,591.55		206.67		560,020.21	7.83
NET OF REVENUES & EXPENDITURES		(21,077.22)	49,014.83		43,956.77		(70,092.05)	232.55
BEG. FUND BALANCE		2,933,164.13	2,933,164.13					
NET OF REVENUES/EXPENDITURES - 2019-20			(242,249.77)				(242,249.77)	
END FUND BALANCE		2,912,086.91	2,739,929.19					

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PERIOD ENDING 08/31/2020

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	08/31/2020 (ABNORMAL)	MONTH 08/31/2020 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 641 - EQUIPMENT REPAIR & REPLACEMENT						
Revenues						
Dept 000						
641-000-674.010	OPERATING TRANSFER-IN	499,048.05	0.00	0.00	499,048.05	0.00
Total Dept 000		499,048.05	0.00	0.00	499,048.05	0.00
TOTAL REVENUES		499,048.05	0.00	0.00	499,048.05	0.00
Expenditures						
Dept 932 - EQUIPMENT REPAIR ACTIVITY						
641-932-703.000	SALARIES	220,918.43	28,077.54	9,456.89	192,840.89	12.71
641-932-703.002	OVERTIME SALARIES	10,538.88	1,027.68	342.56	9,511.20	9.75
641-932-719.000	FRINGE BENEFITS	101,000.00	13,230.43	5,413.38	87,769.57	13.10
641-932-725.000	UNIFORM EXPENSES	2,500.00	212.95	212.95	2,287.05	8.52
641-932-740.000	SUPPLIES	10,000.00	3,138.11	2,638.23	6,861.89	31.38
641-932-775.000	REPAIRS & MAINT	12,070.00	2,597.19	2,597.19	9,472.81	21.52
641-932-781.000	COMPUTER SOFTWARE	4,600.00	1,583.50	1,583.50	3,016.50	34.42
641-932-802.000	SERVICE	4,000.00	2,636.08	2,636.08	1,363.92	65.90
641-932-809.000	TRAINING	1,000.00	0.00	0.00	1,000.00	0.00
641-932-853.000	TELEPHONE EXPENSE	3,000.00	315.06	238.48	2,684.94	10.50
641-932-862.000	GAS	11,600.00	1,170.64	1,170.64	10,429.36	10.09
641-932-913.000	INSURANCE-LIAB & WORKMAN COMP	28,820.74	0.00	0.00	28,820.74	0.00
641-932-920.000	UTILITIES	84,000.00	5,440.96	450.73	78,559.04	6.48
641-932-958.000	DUES AND SUBSCRIPTIONS	0.00	735.00	0.00	(735.00)	100.00
641-932-970.000	CAPITAL OUTLAY	5,000.00	6,171.75	6,171.75	(1,171.75)	123.44
Total Dept 932 - EQUIPMENT REPAIR ACTIVITY		499,048.05	66,336.89	32,912.38	432,711.16	13.29
TOTAL EXPENDITURES		499,048.05	66,336.89	32,912.38	432,711.16	13.29
Fund 641 - EQUIPMENT REPAIR & REPLACEMENT:						
TOTAL REVENUES		499,048.05	0.00	0.00	499,048.05	0.00
TOTAL EXPENDITURES		499,048.05	66,336.89	32,912.38	432,711.16	13.29
NET OF REVENUES & EXPENDITURES		0.00	(66,336.89)	(32,912.38)	66,336.89	100.00
BEG. FUND BALANCE		55,390.89	55,390.89			
NET OF REVENUES/EXPENDITURES - 2019-20			(6,085.10)		(6,085.10)	
END FUND BALANCE		55,390.89	(17,031.10)			
TOTAL REVENUES - ALL FUNDS		3,456,442.35	351,270.87	163,122.02	3,105,171.48	10.16
TOTAL EXPENDITURES - ALL FUNDS		3,842,007.06	489,249.84	135,279.47	3,352,757.22	12.73
NET OF REVENUES & EXPENDITURES		(385,564.71)	(137,978.97)	27,842.55	(247,585.74)	35.79
BEG. FUND BALANCE - ALL FUNDS		6,898,032.65	6,898,032.65			
END FUND BALANCE - ALL FUNDS		6,512,467.94	6,793,367.43			

08/03/2020 11:35 AM

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BANK RECONCILIATION FOR CITY OF POTTERVILLE

Bank GEN (GENERAL POOLED ACCOUNT)

FROM 07/01/2020 TO 07/31/2020

Reconciliation Record ID: 52

Page 1/1

Beginning GL Balance:	2,303,617.86
Add: Cash Receipts	161,421.68
Less: Cash Disbursements	(117,936.37)
Less: Payroll Disbursements	(57,711.90)
Less: Journal Entries/Other	(130,693.46)
Ending GL Balance:	2,158,697.81

GL Number	Description	Ending Balance
101-000-001.000	CASH	350,649.88
202-000-001.000	CASH	182,698.31
203-000-001.000	CASH	172,217.75
208-000-001.000	CASH	20,190.75
370-000-001.000	CASH	
401-000-001.000	CASH	20,975.00
590-000-001.000	CASH	348,773.94
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	463,684.07
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	12,341.35
641-000-001.000	CASH	23,290.76
704-000-001.000	CASH	
708-000-001.000	CASH	
865-000-001.000	CASH	

Ending GL Balance: 2,158,697.81

Ending Bank Balance: 2,167,278.36

Add: Miscellaneous Transactions 2,146.90

Add: Deposits in Transit 0.00

Less: 9 AP Outstanding Checks 10,727.45

Less: 0 PR Outstanding Checks

Adjusted Bank Balance 2,158,697.81

Unreconciled Difference: 0.00

REVIEWED BY: 

DATE: 8-3-2020

08/03/2020 11:27 AM
User: JWest
DB: Potterville

BANK RECONCILIATION FOR CITY OF POTTERVILLE
Bank PR (PAYROLL ACCOUNT)
FROM 07/01/2020 TO 07/31/2020
Reconciliation Record ID: 53

Page 1/1

GL Number	Description	Beginning Balance
750-000-001.000	CASH	844.78

Beginning GL Balance:	844.78
Add: Payroll Disbursements	6,848.38
Ending GL Balance:	7,693.16

GL Number	Description	Ending Balance
750-000-001.000	CASH	7,693.16

Ending GL Balance:	7,693.16
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Ending Bank Balance:	7,880.20
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Add: Deposits in Transit	0.00
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Less: 0 AP Outstanding Checks	
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Less: 2 PR Outstanding Checks	187.04
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Adjusted Bank Balance	7,693.16
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Unreconciled Difference:	0.00
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REVIEWED BY: 

DATE: 8-3-2020

08/03/2020 11:46 AM
User: JWest
DB: Potterville

BANK RECONCILIATION FOR CITY OF POTTERVILLE
Bank TAX (TAX ACCOUNT)
FROM 07/01/2020 TO 07/31/2020
Reconciliation Record ID: 54

Page 1/1

GL Number	Description	Beginning Balance
703-000-001.000	CASH	423.80
Beginning GL Balance:		423.80
Add: Cash Receipts		518,726.61
Add: Tax Receipts		4.72
Less: Cash Disbursements		(99,994.54)
Add: Journal Entries/Other		39.41
Ending GL Balance:		419,200.00

GL Number	Description	Ending Balance
703-000-001.000	CASH	419,200.00
Ending GL Balance:		419,200.00
Ending Bank Balance:		419,200.00
Add: Deposits in Transit		0.00
Less: 0 AP Outstanding Checks		
Less: 0 PR Outstanding Checks		
Adjusted Bank Balance		419,200.00
Unreconciled Difference:		0.00

REVIEWED BY: 

DATE: 8-3-2020

August 12, 2020

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

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

1. The City has submitted a revised property layout to MDOT showing a proposed municipal well site on MDOT owned land (to be purchased by the City contingent MDOT's Offer and Council review) that satisfies MDOT's needs of retaining at least 20 feet from the toe of slope of the Hartel Road (M-100), and movement of the 54' long property line at the south east corner 25' west, that reduces the 590.7'south property line to 565.7'. The City's ask to acquire MDOT land encompasses 5 acres of property located on northwest of Hartel Road/Sunset Drive. It runs approximately 501 feet south from the corner of the intersection less a 25' x 501' long rectangular section removed for MDOT road maintenance. Based on a comparable land purchase from MDOT made last year, I'd guesstimate MDOT's price for this acreage (if they agree to sell) to be around \$18,000 for the 5 acres. The City's Budget accounts for these funds from its Water Fund, and city council may target these funds for the project should MDOT provide an offer to sell.
2. Potterville City Bank reconciliations of its public accounts have been smoother since the advent of Invoice Cloud Credit Card Receipting and BS&A integrated Financials Systems, that is evident in your month to month financials and zero amounts of unreconciled balances as reported this month. This is a major accomplishment for the City, as well as a goal of its financial actions plan of 2019 as submitted to the State Dept. of Treasury. The improvement has led the Office to accelerate this year's start date of the public audit to August 24th (a week earlier than stated in the auditor letter). This is the earliest I have ever participated in a public audit for a municipal office, and comes after review and discussion with employees involved with financial duties. Along with cleaner books, the earlier date should help facilitate earlier submission of the City's financial statements to State Dept. of Treasury and provide ample time for review of any draft schedules, MDOT/MERS/Treasury reports, and/or fund balances. Please note the Auditor's letter of agreement for this audit is provided in council's packet for approval, along with Vredeveld Haefner LLC standard fraud questionnaire to be completed by council members. Please complete the questionnaire and provide it to the Office in a sealed envelope and/or provide to the auditor directly via email, fax or hand delivery.
3. The City has received word from Williams & Works Engineers that the DNR Passport Grant Program should (accept or denial) the City's current application no later than December of this year. Due to Covid-19 there was some delay with the State's determination. If the project is accepted, it would fund 75% of a development project (approximately \$59,384) to develop "ADA" access to the pre-existing City facilities at Sunset Park. This project calls for a match amount from City Council approved by Resolution of \$13,250 as budgeted in the Parks Fund Budget. Should reimbursement funds be awarded by the DNR Recreation Passport Grant Committee in December, the project would commence as early as Spring 2021 with approximately \$5,000 worth (not cash) in estimated site work to be provided by DPW Staff and Equipment.

4. As provided to City Council earlier this week, Eaton County Board of Commissioner has approved its 2020-2021 Solid Waste Alternatives Grant Program (SWAG) grant funds for Granger dumpster hauling at the County's recycle site at Lake Alliance Park. The award is set at \$10,200 which is less \$1,800 from last year's amount and includes zero eligible funds for operations, maintenance, safety, public health or hazardous waste dump containment as requested by the City. Due to this denial of necessary funds, I feel compelled as a fiduciary of the City, to report to Council that the County's site is at serious risk of a health/environmental emergency provided Eaton County and/or the SWAG Grant Committee continues to defund or not prioritize the importance of this site's condition. The City's attempt to bring multiple issues to the attention of the Resource Recovery Director has been successful, however zero funds have been provided to or promised to rectify any problems. As such, I recommend council deny this current agreement on the basis that the Program insufficiently funds or addresses the needs of the local partners safety, health, and security. No matching funds or reimbursement has been offered by the County to rectify any of the numerous issues and hazards this site poses to your residents. As such, I recommend council and/or an exploratory committee work with Eaton County Resource Recovery to develop more effective and less hazardous means of recycling for your residents. I feel compelled to report to you that repeated abuses of waste dumps have been documented at this site, including chemical waste containers that have been provided to you and to the Eaton County Resource Recovery Director. Given this information and the County's prevailing policy of underfunding these sites, I feel your council is out of options. The County offers no alternative solution at this time other you "shouldering the burden" again... If asked, I would offer a quick solution to facilitate a new location in the area, and suggest Fox Park be used as an alternative site that is in the area, yet further from the City's water system assets, and easier for the County to operate. City residents may continue to participate in the County's Resource Recovery Program at no additional cost, and council may take its time and wait until alternate events and programs become available through the SWAG program. The new director of the Eaton County Resource Recovery Department has been great so far communicating to the City, and I believe she is actively reviewing (with purpose) alternative styles of recycling that includes more residents, is sustainable, and satisfies the needs of partners in the Program.

5. In accordance with recommended EGLE maintenance actions for Storm Sewer Systems (non-treated water) and at the recommendation of your DPW Director, Don Stanley - I ask Council to approve the competitive estimate enclosed in your packet from M&K Jetting & Televising, Inc. for labor and equipment to clean-out and flush storm drain catch basins based on priority of need. The estimate includes services for 80 catch basins for an approximate cost of \$7,200 to be expensed from the City's Storm Drain Maintenance Fund with fund balance of \$12,341. Employing a large industrial vector truck and using a professional service as oppose to hand shoveling catches is a superior method of cleaning these types of facilities effectively on a long-term basis, and is a widely accepted technique of preventing avoid flood damage to private property and public utilities. Storm Catch basins are critical infrastructure and included in all modern storm sewer system designs that remove solids such as gravel, sand, oils, and organic material carried by rain events, floods, and storm water runoff into public travel ways and parking lots. Catch basins typically contain elevated concentrations of metals (attached to the solids) from street runoff or drainage from industrial, commercial and residential properties. EGLE, Water Resources Division (WRD) and Waste Management and Radiological Protection Division (WMRPD) generally oversee environmental regulations pertaining to catch basin clean outs. The Michigan Occupational Safety and Health Administration (MIOSHA) within the Department of Licensing and Regulatory Affairs (LARA) oversee confined space entry and other worker health and safety standards. In

the past, the waste generated from the catch basin cleaning activities was typically discharged back into the storm sewer system. This type of discharge is unauthorized per Part 31, Water Resources Protection (Part 31) of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA) and is therefore illegal. The combined solid and liquid waste stream (solid/liquid waste) from cleaning storm sewers systems is legally defined as “liquid industrial waste” pursuant to Part 121, Liquid Industrial Wastes (Part 121) of NREPA

[http://www.legislature.mi.gov/\(S\(zvl1mjlr0sjerkjn24su4vpl\)\)/mileg.aspx?page=getobject&objectname=mcl-451-1994-ii-3-121&highlight=](http://www.legislature.mi.gov/(S(zvl1mjlr0sjerkjn24su4vpl))/mileg.aspx?page=getobject&objectname=mcl-451-1994-ii-3-121&highlight=)

6. For your consideration is Resolution 20-0811-07 to Amend the City of Pottersville Personnel Policy to remove the City’s Office Staff 1-hour unpaid lunch hour requirement and replace it with the *preferred* (by all employees) half-hour unpaid lunch period. This adjustment would not impact total hours worked in a day or a given work week and would gain a half hour of production during the busiest period of the day from 12:30 pm to 1:00 pm., in exchange for a half hour in the morning from 8:00 am to 8:30 am that is the slowest period of the day. As proposed, the normal start time in the Office would be 8:30 am with availability or flex time made available to City Treasurer, Clerk or Manager to meet earlier by appointment at the request of a council member or constituent. It’s my belief this request would lessen flex time in the morning of existing employee(s), and satisfy employees who do not want or need an hour lunch... Given the business, the controls in place for time reporting, and preferences of your current employees I see the request as a win for the employer (increases productivity at no added expense) and employees who see value in a shorter lunch break.

AUGUST 2020 - CITY CLERK REPORT

Now that I have completed my first month at the City of Pottersville, I can say I have truly enjoyed working in the office. Thank you to everyone for your assistance and welcoming me.

Being previously trained with Elections Accreditation Course made it possible for me to quickly be refreshed in the Qualified Voter File program. This allowed me to efficiently fulfill absent voter application requests and voter registrations in a timely manner. Since beginning at the City, I have additionally completed further election training online that allowed me to be brought up to date on the current procedures. I worked the required hours determined by Bureau of Elections on Friday, Saturday and Monday prior to the election to accommodate any absentee voting and late registrations. Consultant Lisa Lawitzke worked along side of me along the way leading up to the election. Lisa's assistance was invaluable. At this point Lisa will be available on a "as needed basis only."

The day of the election went very smoothly. The City received 326 absent voter requests for ballots with 256 ballots being returned on time. The 256 absent voter ballots were processed during the day amongst the 252 in person voters. The Election Inspectors successfully serviced 508 voters for the August 4, 2020 Primary Election. Because of the experienced election inspectors, the election went smoothly. Jeff Bussard, Chairman, was very knowledgeable and communicated well to keep the Clerk's office up to date with the election process. The election team was completed and cleaned up by 9:30 PM. It was a pleasure to be able to observe how the City operates for an election. Now on to prepare for the November 3, 2020 General Election.

Since the election, I have begun to review the Clerk's other rolls, so I may become familiar to expand my responsibilities over time. I look forward to the challenges ahead and working along side with the City Council, Manager and staff. If I can be of any assistance please let me know. As of now my current schedule in the office is Tues. and Thurs. 8-5 with additional hours Monday and Friday as needed.

Sincerely,

Rebecca A. Bolman

TREASURER'S REPORT
August 20, 2020

Utility bills—as of 8/13/20 (bills due on 15th) \$82,473.95 is outstanding with \$30,842.47 over 30 days past due. Bills are due on August 15th and will not be penalized if paid after the 15th. Governor had indicated that water may not be turned off until 12/31/20.

Water usage month of July (Aug billing): 4,041,081 gallons
Sewer usage month of July (Aug billing): 4,036,415 gallons
Ready to service charge-water: \$28,040.24
Ready to service charge-sewer: \$33,173.23
Total water and sewer billed out from 6/24/20-7/23/20 is \$92,297.60

Payroll month of July 2020: \$57,711.90 (this includes all payroll taxes + MERS).

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

It's tax season again! Summer tax bills were sent at the end of June. The current tax bill due date is 9/14/20. Current collection rate: 25.5%

Auditors are now scheduled to be in the week of 8/24/20 due to treasurer vacation plans week of 8/31/20.

Respectfully submitted: Jodi West

Parks & Recreation Department

August 2020

Parks:

- Tree cutting crew is scheduled again towards the end of this month to continue the beautification project out at Lake Alliance.
- Playground at Lake Alliance is getting renovated: new swings have been ordered and delivered, horses have been refurbished, play equipment has a fresh new coat of paint on it, swing mats have been ordered and delivered, cushion chips have been placed at the playground. It looks very nice and well needed.
- I have reached out to multiple resources about a farmer's market, the plan is to have a farmer's market in Potterville.

Recreation:

- Ball fields have been utilized during the week and on the weekends.
- We have clay that we will be putting down in the baseball pitching mound as it is very soft and after every game, we see that many pitchers like to dig holes where they land once they follow through with their pitching motion. We want to make sure that the landing is stable, and not soft.
- We've received our ball field dirt to put on the fields that will help with the ditches and to help some fields that are starting to show rocks which is a hazard on ball fields.
- Basketball Court at City Park has the cement slab poured already and we are in the settling stage to where before it can get paint on, it must set for a certain amount of days.
- Thus far, we have seen 283 games and 197 teams for tournaments on the weekends at Lake Alliance Park Baseball and Softball fields and 42 games and 56 teams during the weekdays at Lake Alliance and City Park Baseball. Which puts us as a total at this moment: 325 games and 253 teams have visited Potterville.
- This month is the big Seniors Tournament. This brings in different players from different States, this year there are six states representing in this tournament. We have looked forward to this all season as well as Greater Lansing Sports Authority. A total of about forty (40 teams) are coming.
- I have found a training for a baseball field management certificate that I am currently in the middle of taking. The training is free and will help field maintenance for proper grooming and it will benefit our fields.

Respectfully Submitted by,

Tiffani Schaner, Parks & Recreation Director

August 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.

- Five Zoning Referral's were issued during the month of July. One Zoning Referral was denied due to failure to meet the required setbacks.
- Pet Pantry: We have a local high school senior who has requested to construct, install, and maintain a pet pantry similar to food pantry that is located in the corner of our City Hall parking lot. The pet pantry will be used for donation of food and other pet items. After conversations with other city officials, I have given approval for the construction and placement of the proposed pet pantry.
- Social District: A local business owner has approached the city regarding PA 124 of 2020 (attached), which allows for a local governmental unit to designate a social district. I will be present at the meeting to further discuss this topic. If the city chooses to move forward with a social district, the Planning Commission would be required to work on an amendment to our current Zoning Ordinance.
- Recodification of City of Potterville Code of Ordinances: Municode has assigned our Code Attorney. Reorganization of our Code of Ordinances has begun. We still have many months of work to be done, but we will continue to work on this project diligently.
- DDA Pavilion: A portion of the property the DDA Pavilion sits on was not owned by the City of Potterville the Masonic Lodge signed the deed for the property, the deed has been recorded. We have hired a surveyor to survey the five parcels the pavilion sits on. Once the survey is complete, the properties will be combined to one parcel.
- Zoning Ordinance Update: Our Zoning Ordinance has been set to Williams and Works. This process is a very public process and will not commence until the Planning Commission is able to hold an in person public 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 (corner of Lansing Road and Hartel): The current property owner has given approval to have our attorney draft a deed for the transfer of property to the City of Potterville. I will be working with the adjacent property owner and Eaton County Road Commission/MDOT to obtain an easement to the property for sign maintenance. I have requested a quote for a survey of this property and potential easement area. I will work with the TIFA Board to facilitate the project.
- Zoning Board of Appeals: Due to Covid-19 the Zoning Board of Appeals has not yet met. I may conduct a training only for the Zoning Board of Appeals Members in August or September. This training will not be held at City Hall if City Hall is not open to the public.
- Planning Commission: Due to Covid-19 the August meeting has been cancelled.

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

"City of Helping Hands"



Benton Township Fire Department

4713 Hartel Road

Potterville, MI 48876

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

Proudly Serving Benton Township & the City of Potterville

Monthly Report July 2020

Operational Information:

- COVID-19 operational plans are still in place, including - Decontamination area on the apparatus bay, restricted access to the fire station, & ECCD COVID 19 screening of all calls.
- Hot weather awareness, related emergencies
- City of Potterville replaced/updated the fire station water meter with remote read capabilities
- Bed Bugs, Bullseye Pest Defense from Charlotte treated the Station

Training:

- Fire Hose Loads & Hose Deployment, Fire Attack
- Infection Control, Decontamination
- Provide updates for novel Coronavirus 2019 (COVID-19)

Meetings & Special Events:

- Tri County Emergency Medical Control Authority Board of Directors

Calls For Service (CFS):

- **Fire** - 8 City of Potterville, 6 Benton Township, 3 Mutual Aid
- **EMS** – 28 City of Potterville, 17 Benton Township, 40 Mutual Aid

Act No. 124
 Public Acts of 2020
 Approved by the Governor
 July 1, 2020
 Filed with the Secretary of State
 July 1, 2020
 EFFECTIVE DATE: July 1, 2020

**STATE OF MICHIGAN
 100TH LEGISLATURE
 REGULAR SESSION OF 2020**

Introduced by Reps. Webber, Sabo, Steven Johnson, Bollin, Slagh, Rendon, Paquette, Crawford, Hall, Huizenga, Kahle, Lightner, Meerman, Hood, Elder, Leutheuser and Reilly

ENROLLED HOUSE BILL No. 5781

AN ACT to amend 1998 PA 58, entitled “An act to create a commission for the control of the alcoholic beverage traffic within this state, and to prescribe its powers, duties, and limitations; to provide for powers and duties for certain state departments and agencies; to impose certain taxes for certain purposes; to provide for the control of the alcoholic liquor traffic within this state and to provide for the power to establish state liquor stores; to prohibit the use of certain devices for the dispensing of alcoholic vapor; to provide for the care and treatment of alcoholics; to provide for the incorporation of farmer cooperative wineries and the granting of certain rights and privileges to those cooperatives; to provide for the licensing and taxation of activities regulated under this act and the disposition of the money received under this act; to prescribe liability for retail licensees under certain circumstances and to require security for that liability; to provide procedures, defenses, and remedies regarding violations of this act; to provide for the enforcement and to prescribe penalties for violations of this act; to provide for allocation of certain funds for certain purposes; to provide for the confiscation and disposition of property seized under this act; to provide referenda under certain circumstances; and to repeal acts and parts of acts,” by amending section 1021 (MCL 436.2021), as amended by 2013 PA 235, and by adding section 551.

The People of the State of Michigan enact:

Sec. 551. (1) The governing body of a local governmental unit may designate a social district that contains a commons area that may be used by qualified licensees that obtain a social district permit. A governing body of a local governmental unit shall not designate a social district that would close a road unless the governing body receives prior approval from the road authority with jurisdiction over the road. If the governing body of a local governmental unit designates a social district that contains a commons area under this section, the governing body must define and clearly mark the commons area with signs. The governing body shall establish local management and maintenance plans, including, but not limited to, hours of operation, for a commons area and submit those plans to the commission. The governing body shall maintain the commons area in a manner that protects the health and safety of the community. Subject to this subsection, the governing body may revoke the designation if it determines that the commons area threatens the health, safety, or welfare of the public or has become a public nuisance. Before revoking the designation, the governing body must hold at least 1 public hearing on the proposed revocation. The governing body shall give notice as required under the open meetings act, 1976 PA 267, MCL 15.261 to 15.275, of the time and place of the public hearing before the public hearing. The governing body shall file the designation or the revocation of the designation with the commission. As used in this subsection:

(a) “Local road agency” means a county road commission or designated county road agency or city or village that is responsible for the construction or maintenance of public roads within this state.

(b) “Road authority” means a local road agency or the state transportation department.

(2) Subject to subsection (3), the holder of a social district permit may sell alcoholic liquor for consumption within the confines of a commons area if both of the following requirements are met:

(a) The holder of the social district permit only sells and serves alcoholic liquor on the holder's licensed premises.

(b) The holder of the social district permit only serves alcoholic liquor to be consumed in the commons area in a container to which all of the following apply:

(i) The container prominently displays the social district permittee's trade name or logo or some other mark that is unique to the social district permittee under the social district permittee's on-premises license.

(ii) The container prominently displays a logo or some other mark that is unique to the commons area.

(iii) The container is not glass.

(iv) The container has a liquid capacity that does not exceed 16 ounces.

(3) If the commission issues a special license to a special licensee located in a social district, the holder of a social district permit shall not sell and serve alcoholic liquor under subsection (2) during the effective period of the special license.

(4) A purchaser may remove a container of alcoholic liquor sold by a holder of a social district permit under subsection (2) from the social district permittee's licensed premises if both of the following conditions are met:

(a) Except as otherwise provided in subdivision (b), the purchaser does not remove the container from the commons area.

(b) While possessing the container, the purchaser does not enter the licensed premises of a social district permittee other than the social district permittee from which the purchaser purchased the container.

(5) The consumption of alcoholic liquor from a container described in subsection (2)(b) in the commons area as allowed under this section may only occur during the legal hours for the sale of alcoholic liquor by the social district permittee.

(6) A qualified licensee whose licensed premises is shared by and contiguous to a commons area in a social district designated by the governing body of a local governmental unit under this section may obtain from the commission an annual social district permit as provided in this section. The social district permit must be issued for the same period and may be renewed in the same manner as the license held by the applicant. The commission shall develop an application for a social district permit and shall charge a fee of \$250.00 for a social district permit. An application for a social district permit must be approved by the governing body of the local governmental unit in which the applicant's place of business is located before the application is submitted to the commission and before the permit is granted by the commission. The \$250.00 permit fee under this subsection must be deposited into the liquor control enforcement and license investigation revolving fund under section 543(9).

(7) This section does not apply after December 31, 2024.

(8) As used in this section:

(a) "Commons area" means an area within a social district clearly designated and clearly marked by the governing body of the local governmental unit that is shared by and contiguous to the premises of at least 2 other qualified licensees. Commons area does not include the licensed premises of any qualified licensee.

(b) "Local governmental unit" means a city, township, village, or charter authority.

(c) "Qualified licensee" means any of the following:

(i) A retailer that holds a license, other than a special license, to sell alcoholic liquor for consumption on the licensed premises.

(ii) A manufacturer with an on-premises tasting room permit issued under section 536.

(iii) A manufacturer that holds an off-premises tasting room license issued under section 536.

(iv) A manufacturer that holds a joint off-premises tasting room license issued under section 536.

Sec. 1021. (1) The commission shall not require a licensee to sell or serve food to a purchaser of alcoholic liquor. The commission shall not require a class A hotel or class B hotel to provide food services to registered guests or to the public.

(2) Except as otherwise provided in section 551 and subsection (3), a purchaser shall not remove alcoholic liquor sold by a vendor for consumption on the premises from those premises.

(3) A vendor licensed to sell wine on the premises may allow an individual who has purchased a meal and who has purchased and partially consumed a bottle of wine with the meal, to remove the partially consumed bottle from the premises on departure. This subsection does not allow the removal of any additional unopened bottles of wine unless the vendor is licensed as a specially designated merchant. The licensee or the licensee's clerk, agent, or employee shall cap the bottle or reinsert a cork so that the top of the cork is level with the lip of the bottle. The

transportation or possession of the partially consumed bottle of wine shall be in compliance with section 624a of the Michigan vehicle code, 1949 PA 300, MCL 257.624a.

(4) This act and rules promulgated under this act do not prevent a class A or B hotel designed to attract and accommodate tourists and visitors in a resort area from allowing its invitees or guests to possess or consume, or both, on or about its premises alcoholic liquor purchased by the invitee or guest from an off-premises retailer and does not prevent a guest or invitee from entering and exiting the licensed premises with alcoholic liquor purchased from an off-premises retailer.

(5) Notwithstanding section 901(6), an on-premises licensee may, in a manner as determined by that licensee, allow for the consumption of wine that is produced by a wine maker, a small wine maker, or an out-of-state entity that is the substantial equivalent of a wine maker or small wine maker and that is brought into the licensed premises in its original sealed container by a consumer who is not prohibited under this act from possessing wine. The licensee shall not allow the consumer to remove a partially consumed bottle of wine brought by the consumer unless the licensee or the licensee's clerk, agent, or employee caps the bottle or reinserts the cork so that the top of the cork is level with the lip of the bottle. The licensee may charge a corkage fee for each bottle of wine brought by the consumer and opened on the premises by the licensee or the licensee's clerk, agent, or employee. This subsection does not exempt the licensee or the consumer from any other applicable requirements, responsibilities, or sanctions imposed under this act.

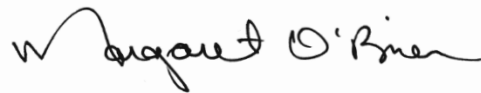
Enacting section 1. This amendatory act does not take effect unless all of the following bills of the 100th Legislature are enacted into law:

- (a) Senate Bill No. 942.
- (b) House Bill No. 5811.

This act is ordered to take immediate effect.



Clerk of the House of Representatives



Secretary of the Senate

Approved _____

Governor



EATON COUNTY RESOURCE RECOVERY

1045 Independence Blvd
Charlotte, MI 48813

(517) 543-3686 Office
(517) 543-8457 Fax

Morgan Feldpausch
Coordinator

July 22, 2020

City of Pottersville
319 N. Nelson Street
Pottersville, MI 48876

JUL 27 2020

Dear Aaron Sheridian,

The Eaton County Board of Commissioners approved the recommended grant funding for your project under the 2020-2021 Solid Waste Alternatives Grant Program.

Enclosed you will find the criteria that was used to develop funding recommendations and distributions.

Enclosed you will also find two copies of the agreement to be signed by the authorized agent for your program. Grantees will be expected to fulfill their duties and responsibilities and will be monitored to determine compliance. If you wish to participate in the Grant Program, please sign both copies of the agreement and return one to the Eaton County Department of Resource Recovery by **August 31, 2020**. If you do not wish to participate in the Grant Program, return the paperwork with a letter stating your rejection of the agreement and the funds will be reallocated.

Grant reporting forms, the **Financial Report for Reimbursement** and **Summary of Project Accomplishments**, will be sent prior to quarterly deadlines. Complete the appropriate information and attach invoices and receipts, where applicable, to receive reimbursement. Failure to comply by providing specific details will result in the suspension of your grant.

As always, if you have any questions, please do not hesitate to contact the Department at (517) 543-3686 or via email at MFeldpausch@eatoncounty.org. Congratulations and best wishes for a successful year of resource recovery!

Sincerely,

Morgan Feldpausch
Resource Recovery Coordinator

Enclosures



2020-2021 EATON COUNTY SOLID WASTE ALTERNATIVES GRANT PROGRAM AGREEMENT

CITY OF POTTERVILLE

This agreement is entered into by **Eaton County**, hereafter referred to as the **County**, and the **City of Potterville** hereafter referred to as the **Grantee**. The **County** desires to provide financial assistance through the 2020-2021 Solid Waste Alternative Grant Program to resource recovery projects consistent with P.A. 451 (Part 115), Eaton County Solid Waste Management Plan (as updated). The **Grantee** has submitted an application for grant funds, which details the proposed project objectives and budget. The Designated Implementing Agency, Public Works and Planning Committee, and Board of Commissioners have approved the grant recommendations provided by the **Department of Resource Recovery**, hereafter referred to as the **Department**, based upon the information submitted by the **Grantee** as a full and accurate description of the proposed project.

THEREFORE, the **County** hereby offers the **Grantee** financial assistance subject to the scope of services and the terms of this agreement.

GENERAL PROJECT INFORMATION

<u>GRANTEE</u>	<u>MAILING ADDRESS</u>	<u>PROJECT #</u>	<u>APPROVED FUNDS</u>
CITY OF POTTERVILLE	319 N. NELSON STREET POTTERVILLE MI 48	53018-0008	\$10,500.00

PROJECT OBJECTIVES AND BUDGET

Grant funds will be utilized for the line items specified below.

RECYCLING DROP-OFF CENTER	\$10,500.00
TOTAL	\$10,500.00

TERMS OF THE AGREEMENT

1. **Source of Funds:** The **County**'s payment of funds for purposes of this Agreement is subject to and conditional upon the availability of funds for such purposes, being the Eaton County Recycling Surcharge. Eligibility for grant funding is conditional upon the resource recovery project being made available to all county residents. No commitment is made by the **County** to continue or expand such activities beyond the grant period, October 1, 2020 to September 30, 2021. The **County** may terminate this Agreement immediately upon written notice to the **Grantee** at any time prior to the completion of this Agreement if, in the opinion of the **County**, funding becomes unavailable for this service or such funds are restricted.
 2. **Other Sources of Funding:** The **Grantee** guarantees that any programs funded by the **County** under this agreement shall not be financed by any source.
 3. **Examination and Maintenance of Records:** The **Grantee** shall permit the **County**, or any of its identified agents, access to the facilities being utilized at any reasonable time to observe the operation of the program. Further, the **Grantee** shall retain all books, records, or other documents relevant to this Agreement for two (2) years after the Agreement expires, at their cost, and any persons duly authorized by the **County** shall have full access to and the right to examine and audit any material during said period. If an audit is initiated prior to the expiration of the two-year period, and extends beyond that period, all documents shall be maintained until the audit has been completed. The **County** shall provide findings and recommendations of audits to the **Grantee**. The **County** shall adjust future payments if the findings of an audit indicate over or underpayment to the **Grantee** in the period prior to the audit. If no payments are due and owing, the **Grantee** shall immediately refund all amounts which may be due the **County**.
 4. **Insurance Coverage:** The **Grantee** shall provide and maintain public liability insurance in such amounts as necessary to cover all claims which may arise out of the **Grantee**'s operations under the
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2020-2021 EATON COUNTY SOLID WASTE ALTERNATIVES GRANT PROGRAM AGREEMENT

Eaton County Department of Resource Recovery
1045 Independence Blvd
Charlotte, MI 48813

The **Grantee** must obtain approval from the **County** to alter any line items in the approved budget. The **Grantee** must provide adequate information regarding the necessity for the line item transfer. The budget must stay within the original budget approved in this Agreement. Further, the **Grantee** must submit all reimbursement requests within 15 days of the end of the Fiscal Year to be considered for the Agreement grant cycle.

COUNTY DUTIES AND RESPONSIBILITIES

1. **Program Administration:** The **County** shall administer the 2020-2021 Solid Waste Alternatives Grant Program. The **Department** will provide all reporting forms necessary for submittal. Reports, forms, etc. not provided by the **Department** will not be acceptable without prior approval.
2. **Payment:** The **County** shall complete its processing of payment to the **Grantee** within ten (10) working days after receipt of the **Grantee's** Financial Report for Reimbursement form provided no line item transfers have been requested. If a line item transfer has been requested, reimbursement will be delayed until proper approval has been granted for the request.

The **County** reserves the right to defer or disallow payment of any claim submitted by the **Grantee** for failure to document and provide records, statistics, receipts and information to the **County** as required by this Agreement. Any funds not disbursed as part of this Agreement shall be retained by the **County** for use in future projects.

3. **Program Compliance Monitoring:** The **County** shall monitor the **Grantee's** compliance with the project objectives through the Summary of Project Accomplishments form (provided by the **Department**), meetings with **Grantees**, and site visits. Project accomplishments will be examined to ensure that the project is being administered effectively and efficiently. The **County** may request corrective action when there are indications of areas of substantial noncompliance with the terms of this Agreement on the part of the **Grantee**. The **Department** shall function as the Designated Implementing Agency (the actual committee having been dissolved in the 1999 Solid Waste Management Plan Update).

IN WITNESS WHEREOF, the **County** and the **Grantee** have caused this Agreement to be executed by their respective officers duly authorized to do so.

Signed at Eaton County, by:

Terrance Augustine, Chairman
Eaton County Board of Commissioners

Authorized Signature
Grantee

Date

Date

Witness

Witness



2020-2021 EATON COUNTY SOLID WASTE ALTERNATIVES GRANT PROGRAM AGREEMENT

CITY OF POTTERVILLE

This agreement is entered into by **Eaton County**, hereafter referred to as the **County**, and the **City of Potterville** hereafter referred to as the **Grantee**. The **County** desires to provide financial assistance through the 2020-2021 Solid Waste Alternative Grant Program to resource recovery projects consistent with P.A. 451 (Part 115), Eaton County Solid Waste Management Plan (as updated). The **Grantee** has submitted an application for grant funds, which details the proposed project objectives and budget. The Designated Implementing Agency, Public Works and Planning Committee, and Board of Commissioners have approved the grant recommendations provided by the **Department of Resource Recovery**, hereafter referred to as the **Department**, based upon the information submitted by the **Grantee** as a full and accurate description of the proposed project.

THEREFORE, the **County** hereby offers the **Grantee** financial assistance subject to the scope of services and the terms of this agreement.

GENERAL PROJECT INFORMATION

<u>GRANTEE</u>	<u>MAILING ADDRESS</u>	<u>PROJECT #</u>	<u>APPROVED FUNDS</u>
CITY OF POTTERVILLE	319 N. NELSON STREET POTTERVILLE MI 48	53018-0008	\$10,500.00

PROJECT OBJECTIVES AND BUDGET

Grant funds will be utilized for the line items specified below.

RECYCLING DROP-OFF CENTER	\$10,500.00
TOTAL	\$10,500.00

TERMS OF THE AGREEMENT

1. **Source of Funds:** The **County's** payment of funds for purposes of this Agreement is subject to and conditional upon the availability of funds for such purposes, being the Eaton County Recycling Surcharge. Eligibility for grant funding is conditional upon the resource recovery project being made available to all county residents. No commitment is made by the **County** to continue or expand such activities beyond the grant period, October 1, 2020 to September 30, 2021. The **County** may terminate this Agreement immediately upon written notice to the **Grantee** at any time prior to the completion of this Agreement if, in the opinion of the **County**, funding becomes unavailable for this service or such funds are restricted.
 2. **Other Sources of Funding:** The **Grantee** guarantees that any programs funded by the **County** under this agreement shall not be financed by any source.
 3. **Examination and Maintenance of Records:** The **Grantee** shall permit the **County**, or any of its identified agents, access to the facilities being utilized at any reasonable time to observe the operation of the program. Further, the **Grantee** shall retain all books, records, or other documents relevant to this Agreement for two (2) years after the Agreement expires, at their cost, and any persons duly authorized by the **County** shall have full access to and the right to examine and audit any material during said period. If an audit is initiated prior to the expiration of the two-year period, and extends beyond that period, all documents shall be maintained until the audit has been completed. The **County** shall provide findings and recommendations of audits to the **Grantee**. The **County** shall adjust future payments if the findings of an audit indicate over or underpayment to the **Grantee** in the period prior to the audit. If no payments are due and owing, the **Grantee** shall immediately refund all amounts which may be due the **County**.
 4. **Insurance Coverage:** The **Grantee** shall provide and maintain public liability insurance in such amounts as necessary to cover all claims which may arise out of the **Grantee's** operations under the
-

SOLID WASTE ALTERNATIVE GRANT RECIPIENT FINANCIALS					
	Average County Contribution and Investment	Average per tons per year**	Average Cost of Diversion (County Contribution) - Per Ton	Estimated Total Operational Cost	Estimated Total Diversion Cost - Per Ton
Potterville	\$10,642.00	46.098	\$234.70	\$45,144.99	\$979.33

** Including only paper products, glass, metal, and plastic (NOT including other materials or composting)

meijer
Pool Sanitizer

**Swimming Pool
Chlorination
Solution**

Active ingredient

Ingredient	Weight %
Sodium Hypochlorite	10.00%
Other Ingredients	90.00%
TOTAL	100.00%

100.00%

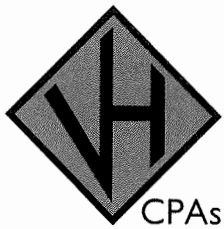
KEEP OUT OF REACH OF CHILDREN.
DANGER (See additional precautions on side panel)

FIRST AID: If swallowed:

[illegible]

NET CONTENTS:
1 GALLON (3.78L)





Vredeveld Haefner LLC

CPAs and Consultants
10302 20th Avenue
Grand Rapids, MI 49534
Fax (616) 828-0307

Douglas J. Vredeveld, CPA
(616) 446-7474
Peter S. Haefner, CPA
(616) 460-9388

July 31, 2020

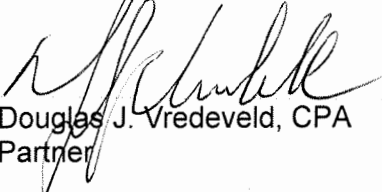
City Council
City of Potterville
319 N. Nelson St.
Potterville, MI 48876

Effective two-way communication between Vredeveld Haefner LLC and the City Council is important to understanding matters related to the audit and in developing a constructive working relationship. The attached engagement letter provides information regarding our responsibilities under generally accepted auditing standards and the planned scope and timing of the scheduled audit engagement. We will also provide you with timely communications regarding the results of our audit upon completion of the engagement.

We are requesting input from the City Council for the purpose of planning the scheduled audit engagement. This input may be provided through the completion of the attached questionnaire or by a direct meeting of an engagement partner and the City Council or a City Council Member.

If you have questions about this letter or any aspects of the scheduled audit engagement we would be happy to discuss it further with the City Council, we can be reached at the telephone numbers listed above or via website links at vh-cpas.com. We appreciate your assistance and the opportunity to be of service to the City.

Sincerely,
Vredeveld Haefner LLC



Douglas J. Vredeveld, CPA
Partner

City of Potterville
Audit Questionnaire for the Governing Board

To help us with the process of planning the audit engagement, please provide your input on the following topics.

Identify any of the following which occurred during the year being audited: (significant financial activity/highlights, significant changes in the organization or its operating environment, significant change in staffing, service levels, or operations)

Provide any information, and or suspicions you have regarding fraud, or suspected fraud within your organization in the year being audited. Please identify the nature and magnitude of the fraud or suspected fraud, who perpetrated it, how it occurred, how it was detected, etc.

Please identify any concerns you have regarding the integrity or competence of senior management.

How does the Board exercise oversight in the organization's assessment of the risks of fraud and the programs and controls the organization has established to mitigate those risks?

Where in your organization do you believe fraud could occur?

Please provide any additional information which you believe may be relevant to the audit process.

Are there additional analysis or specific procedures you would like to have performed in addition to our audit procedures?

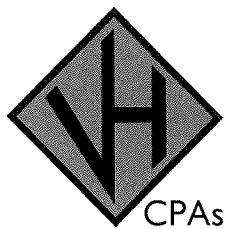
Please return your completed questionnaire to:



Vredeveld Haefner LLC
10302 20th Ave. NW
Grand Rapids, MI 49534

Completed by: _____

Title: _____



Vredevelde Haefner LLC

CPAs and Consultants
10302 20th Avenue
Grand Rapids, MI 49534
Fax (616) 828-0307

Douglas J. Vredevelde, CPA
(616) 446-7474
Peter S. Haefner, CPA
(616) 460-9388

July 31, 2020

City Council
City of Potterville
319 N. Nelson St.
Potterville, MI 48876

We are pleased to confirm our understanding of the services we are to provide the City of Potterville, Michigan for the year ended June 30, 2020. We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the City of Potterville as of and for the year ended June 30, 2020. Accounting standards generally accepted in the United States provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City of Potterville's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City of Potterville's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis.
2. Schedules of Funding Progress and Employer Contributions
3. Major fund budget to actual comparisons.

We have also been engaged to report on supplementary information other than RSI that accompanies the City's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole:

1. Combining and individual fund financial statements and schedules.

Audit Objectives

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and

will include tests of the accounting records of the City of Potterville and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the City of Potterville's financial statements. Our report will be addressed to the governing board of the City. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control over financial reporting and compliance, and the result of that testing, and not to provide an opinion on the effectiveness of the government's internal control on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the City of Potterville is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, an unavoidable risk exists that some material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We may request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Controls

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City of Potterville's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

If you request, we will also assist in preparing the financial statements and related notes of the City of Potterville in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for designing, implementing, establishing and maintaining effective internal controls, relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for ensuring that management is reliable and financial information is reliable and properly recorded. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management,

(2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the management of the City however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Vredevelde Haefner LLC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the State of Michigan or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Vredevelde Haefner LLC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may

intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

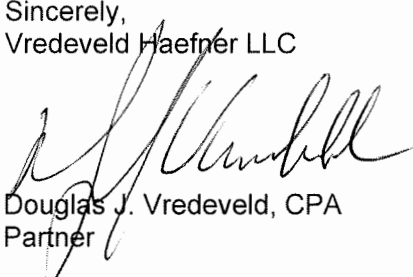
The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the State of Michigan. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit on approximately August 31, 2020 and to issue our reports no later than December 31, 2020. Peter Haefner is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$14,250 for the audit and \$3,100 for the additional compliance items as detailed in our proposal dated June 5, 2020. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to the City of Potterville and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,
Vredeveld Haefner LLC



Douglas J. Vredeveld, CPA
Partner

RESPONSE:

This letter correctly sets forth the understanding of the City of Potterville.

By:

Title:

Date:



2341 Enterprise St. Jackson, MI 49203
(517)783-1819

Work Proposal

Proposal Number:	Date: 7/15/2020	Prepared By: Mark
Submitted to: City of Potterville	Job Name: Catch Basin Cleaning	Contact Person Don Stanley
Street: 319 N Nelson	Street:	Phone (517)667-9524
City & State Potterville, MI 48876	City & State: City of Potterville	2 nd Phone or Fax: dstanley@pottervillemi.org

WORK TO BE PERFORMED	PAYMENT TERMS
Catch Basin Cleaning	NET 60

WE HEREBY PROPOSE TO FURNISH ALL THE MATERIALS AND PERFORM ALL THE LABOR NECESSARY FOR THE COMPLETION OF:	
Cleaning out approximately 80 catch basins at \$90.00 each.	
This price includes labor and disposal	
TOTAL	\$7,200.00

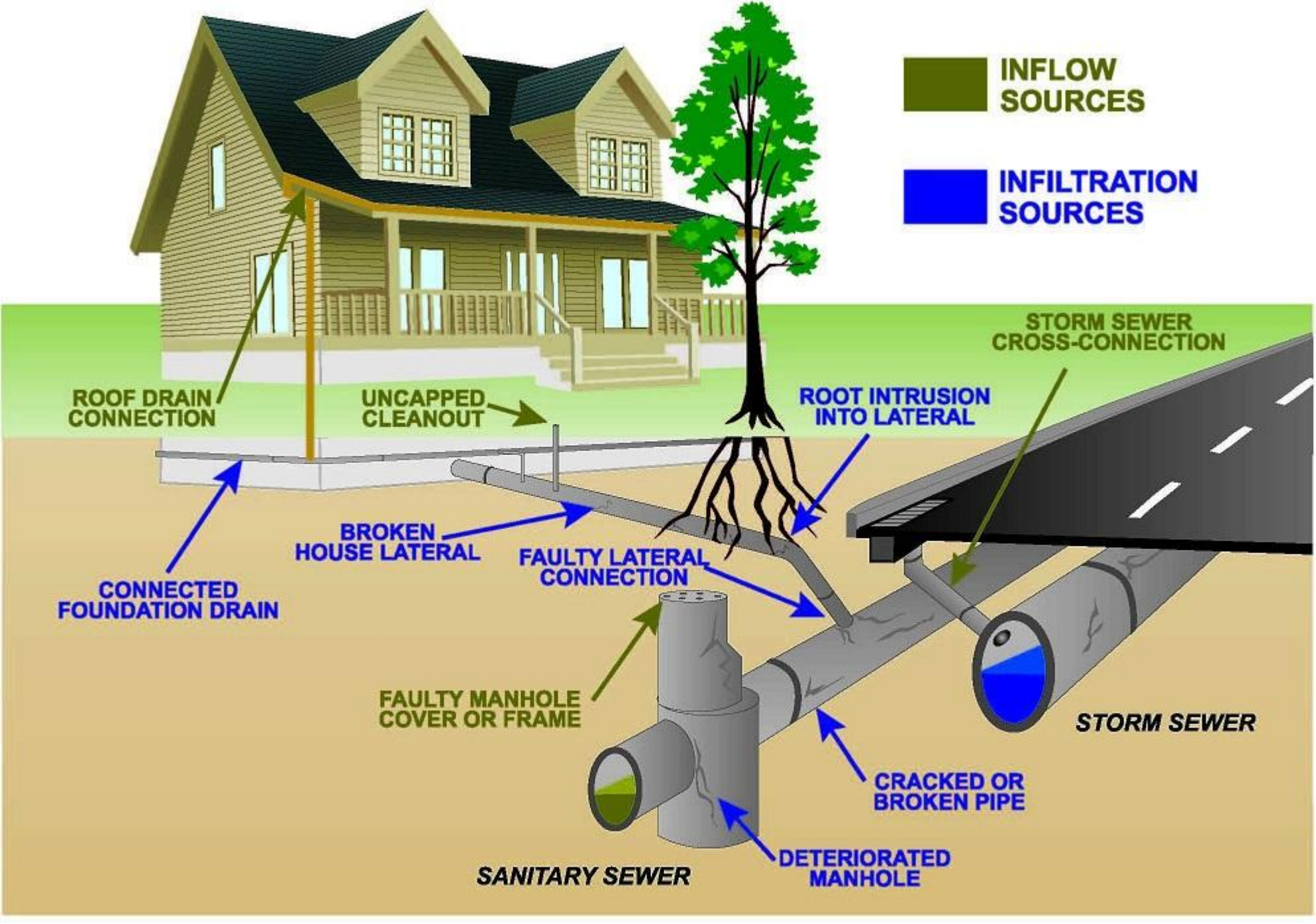
THANK YOU FOR YOUR BUSINESS!
IF YOU HAVE ANY QUESTIONS PLEASE DON'T HESITATE TO CALL

To accept this quote sign here and return:

Signature: _____

Date: _____





Application Views

- GL Details
- Manual Journal Entry
- Tables: Chart of Accounts
- Program Setup

Quick Search

GL Number	F4
All Journal Entries	F5
Manual Jnl Entries	F6


Notifications

Recurring Journal Entries

- 4 by amount...
- None by percent
- [View All Recurring JEs](#)


Unposted Journal Entries:

- None

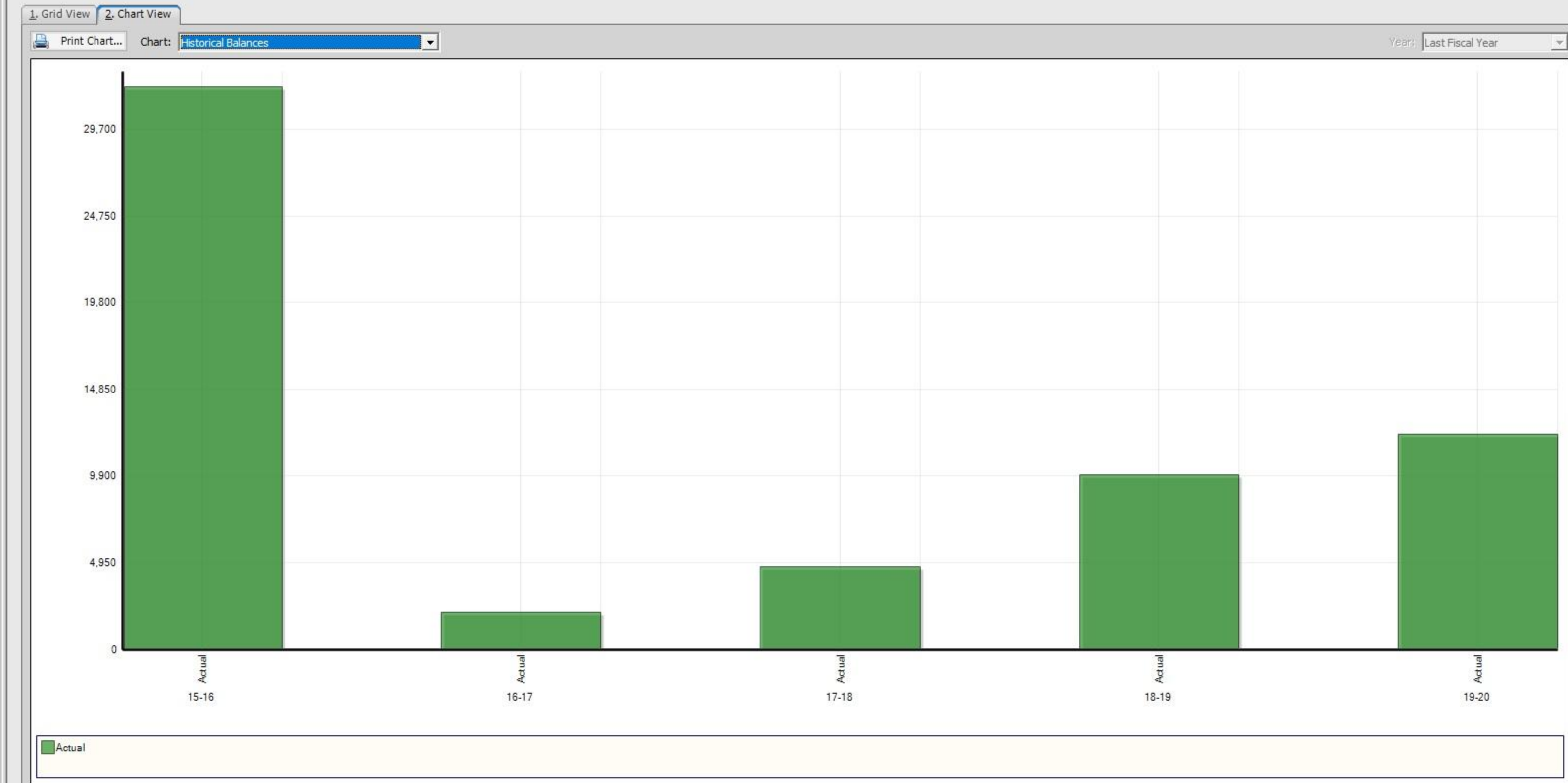


GL.NET
by BS&A SOFTWARE

[BS&A Message Center](#)

View GL Number:  **FUND BALANCE**

Fund: 598 STORM DRAIN MAINTENANCE
Department: 000 <NoDescription>
Category/Type: Fund Equity - Unassigned



GL Period Details For 598-000-390.000

Fund: 598 STORM DRAIN MAINTENANCE
Department: 000 <No Description>
Account: 390.000 FUND BALANCE
Category/Type: Fund Equity - Unassigned

Period	DR Activity	CR Activity	Net Activity Balance	DR (CR)
07/01/2018	0.00	0.00	0.00	(10,018.33)
07/31/2018	0.00	0.00	0.00	(10,018.33)
08/31/2018	0.00	0.00	0.00	(10,018.33)
09/30/2018	0.00	0.00	0.00	(10,018.33)
10/31/2018	0.00	0.00	0.00	(10,018.33)
11/30/2018	0.00	0.00	0.00	(10,018.33)
12/31/2018	0.00	0.00	0.00	(10,018.33)
01/31/2019	0.00	0.00	0.00	(10,018.33)
02/28/2019	0.00	0.00	0.00	(10,018.33)
03/31/2019	0.00	0.00	0.00	(10,018.33)
04/30/2019	0.00	0.00	0.00	(10,018.33)
05/31/2019	0.00	0.00	0.00	(10,018.33)
06/30/2019	0.00	0.00	0.00	(10,018.33)
07/01/2019	0.00	0.00	0.00	(12,341.35)
07/31/2019	0.00	0.00	0.00	(12,341.35)
08/31/2019	0.00	0.00	0.00	(12,341.35)
09/30/2019	0.00	0.00	0.00	(12,341.35)
10/31/2019	0.00	0.00	0.00	(12,341.35)
11/30/2019	0.00	0.00	0.00	(12,341.35)
12/31/2019	0.00	0.00	0.00	(12,341.35)
01/31/2020	0.00	0.00	0.00	(12,341.35)
02/29/2020	0.00	0.00	0.00	(12,341.35)
03/31/2020	0.00	0.00	0.00	(12,341.35)
04/30/2020	0.00	0.00	0.00	(12,341.35)
05/31/2020	0.00	0.00	0.00	(12,341.35)
06/30/2020	0.00	0.00	0.00	(12,341.35)
07/31/2020	0.00	0.00	0.00	(12,341.35)
08/31/2020	0.00	0.00	0.00	(12,341.35)
09/30/2020	0.00	0.00	0.00	(12,341.35)
10/31/2020	0.00	0.00	0.00	(12,341.35)
11/30/2020	0.00	0.00	0.00	(12,341.35)
12/31/2020	0.00	0.00	0.00	(12,341.35)

CITY OF POTTERVILLE
RESOLUTION NO. 20-0811-07

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

PRESENT: _____

ABSENT: _____

The following preamble and resolution were offered by Council Member _____ and seconded by Council Member _____:

RESOLUTION TO AMEND THE CITY OF POTTERVILLE PERSONNEL POLICY

WHEREAS, the Potterville City Council is responsible for the administration and operation of public programs, services and facilities within its boundaries; and

WHEREAS, the City's ability to perform these functions and to improve these services are directly related to its employees and retirees; and

WHEREAS, the City of Potterville is an Equal Opportunity Provider and Employer and City Council shall adopt uniform personnel rules and regulations that apply to all employees in a Personnel Policy that is amended and kept up to date from time to time by City Council Resolution; and

WHEREAS, the Personnel Policy provides uniform rules and guidelines to improve city operations, management of employees and the delivery of city services to the public; and

WHEREAS, it is widely considered good business practice for the City Manager and City Council to review the Personnel Policy periodically with the intent to improve operations and public services;

WHEREAS, amendments to the City of Potterville Personnel Policy shall be by Resolution of the City Council only and shall go into effective immediately

WHEREAS, all updates to the Personnel Policy to distributed to all City employees;

NOW, THEREFORE, IT IS RESOVLED AS FOLLOWS:

1. The City of Potterville shall reduce its current 1-hour lunch period to ½. hour.
2. The City of Potterville shall change the start of the regular work and pay period by ½ hour to 8:30 a.m. (from 8:00 a.m.) for Office Staff.
3. The City of Potterville normal workweek for full-time employees shall remain the same and consist of forty (40) hours.
4. The City of Potterville normal workday shall also remain the same and consist of eight (8) hours.
5. This Resolution shall not change or amend Section 3.2 Hours of Work of the City of Potterville Personnel Policy.

AYES: _____

NAYS: _____

RESOLUTION DECLARED ADOPTED

DATE: _____

 BECKY DOLMAN
 ITERIM CITY CLERK