City of Potterville - Council Agenda

Thursday, September 17, 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 August 20, 2020.

F. Approval of Bills

a) General Bills: $72,258.36

G. Bank Reconciliations:

a) August 2020

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

I. Public Comment on agenda items:

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

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

L. New Business:

a) Resolution to allow designated position (Manager) to sign MERS Documents with the need to provide approved minutes.
b) Update to the City's existing MERS Defined Benefit Agreement – employee contribution rate increase to 4.42%.
c) Sewer Generator

a. **Public Comment on non-agenda items:**

b. **Communication from the Mayor and Council:**

c. **Next Meeting:** Thursday, October 15, 2020 at 7:00 p.m.

d. **Excuse absent member(s):**

e. **Motion to Adjourn:**

DRAFT

City of Potterville

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

Council Meeting was called to order by Mayor Kring on Thursday, August 20, 2020 at 7:00 p.m. and the Pledge of Allegiance was recited.

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

Approval of Agenda: Motion made by Member Smalley to approve the Agenda. Supported by Deputy Mayor Lenneman. Roll Call Vote. Ayes: Mayor Kring, Deputy Mayor Lenneman, Member Nichols, Member Potter and Member Smalley. Nays: None. Motion carried (5-0).

Approval of Minutes: Motion to approve Meeting minutes from July 16, 2020 made by Member Potter. Supported by Member Nichols. Roll Call Vote. Ayes: Member Smalley, Mayor Kring, Deputy Mayor Lenneman, Member Nichols and Member Potter. Nays: None. Motion carried (5-0).

Approval of Bills: Motion to approve payment of General Bills in amount of $228,716.71 made by Deputy Mayor Lenneman. Supported by Member Smalley. Roll Call Vote. Ayes: Member Smalley, Mayor Kring, Deputy Mayor Lenneman, Member Nichols and Member Potter. Nays: None. Motion carried (5-0).

Bank Reconciliations: Motion by Deputy Mayor Lenneman to approve July 2020 Accounts for General, Tax and Payroll. Supported by Member Potter. Roll Call Vote. Ayes: Member Potter, Member Smalley, Mayor Kring, Deputy Mayor Lenneman and Member Nichols. Nays: None. Motion carried (5-0).

City Manager's Report: Manager's report in packet.

Public Comment on agenda items: None

Commission/Committee Reports: None.

Department Reports: Administration- Department reports in the July 2020 packet. Brandy Hatt from Zoning Administrator shared more information on a Social District. A Social District is a designated place on City property to be used for additional eating area. It could be utilized to accommodate the limited occupancy in food establishments due to Covid-19. The Planning Commission would decide the scope of use and details of the district if the City would decide to move forward with a Social District.

Amend the Agenda: Motion to amend the Agenda to include in new business the Approval of New Land Agreement made by Mayor Kring and Supported by Member Nichols. Roll Call Vote.

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Ayes: Mayor Kring, Member Smalley, Member Potter, Deputy Mayor Lenneman and Member Nichols. Nays: None. Motion carried (5-0).

New Business:

2020-2021 Eaton County Resource Recovery Agreement: Motion by Mayor Kring to cease and desist all operation of Recycle Center and instruct City Manager to remove immediately and not to enter into a new agreement. Supported by Deputy Mayor Lenneman. Roll Call Vote. Ayes: Member Nichols, Member Potter, Mayor Kring and Deputy Mayor Lenneman. Nays: Member Smalley. Motion carried (4-1).

Audit 2020 Letter of Agreement: Motion by Member Potter to have City Manager approve the audit letter with the new date of Monday, August 24. Supported by Member Smalley. Roll Call Vote. Ayes: Deputy Mayor Lenneman, Member Nichols, Member Potter, Member Smalley and Mayor Kring. Nays: None. Motion carried (5-0).

M&K Jetting and Cleaning Catch Basins: Motion by Mayor Kring for M&K Jetting and Cleaning to clean Catch Basins. Supported by Smalley. This is to clean 80 catch basins on westside of town (about 1/3 of town). Roll Call Vote. Ayes: Mayor Kring, Deputy Mayor Lenneman, Member Nichols, Member Potter and Member Smalley. Nays: None. Motion carried (5-0).

Resolution 2000820-07 to Amend Personnel Policy: Motion Mayor Kring to amend the City Personnel Policy to change lunch period. Supported by Member Nichols. The work day would be 8:30 am- 5:00 pm with only 30 minutes for unpaid meal time. Roll Call Vote. Ayes: Mayor Kring, Deputy Mayor Lenneman, Member Nichols, Member Potter and Member Smalley. Nays: None. Motion carried (5-0).

Approval of New Land Agreement: Motion to authorize City Manager to sign Land Agreement with Georgia Fry made by Member Smalley and Supported by Member Potter. Roll Call Vote. Ayes: Member Smalley, Deputy Mayor Lenneman, Mayor Kring, Member Potter and Member Nichols. Nays: None. Motion carried (5-0).

Public Comment on non-agenda items: None

Communication from the Mayor and Council: None

Next Meeting: Thursday, September 17, 2020 at 7:00 p.m.

Excuse absent member: Motion made to excuse Member Pulda by Member Smalley and Supported by Member Potter. Roll Call Vote. Ayes: Member Smalley, Mayor Kring, Deputy Mayor Lenneman, Member Nichols and Member Potter. Nays: None. Motion carried (5-0).

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Excuse absent member: Motion made to excuse Member Twichell by Mayor Kring and Supported by Member Nichols. Roll Call Vote. Ayes: Mayor Kring, Deputy Mayor Lenneman and Member Nichols. Nays: Member Smalley and Member Potter. Motion carried (3-2).

Motion to Adjourn: Motion made by Mayor Kring to adjourn meeting and Supported by Member Potter. Roll Call Vote. Ayes: Member Smalley, Mayor Kring, Deputy Mayor Lenneman, Member Nichols and Member Potter. Motion carried (5-0).

Meeting adjourned at: 7:52 p.m.

Respectfully Submitted by:

Becky Dolman

Interim City Clerk

DRAFT

09/10/2020 03:52 PM
User: JWest
DB: Potterville

CUSTOM INVOICE REPORT FOR CITY OF POTTERVILLE
EXP CHECK RUN DATES 09/17/2020 - 09/17/2020
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: GEN

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR CODE: 0000011150 SOUTHERN MICHIGAN LAND SURVEYING		
BANK CODE: GEN		
20-047A	SURVEY FOR PROPERTY AT MAIN AND DUNBAR	1,860.00
TOTAL BANK CODE: GEN		1,860.00
TOTAL VENDOR 0000011150 SOUTHERN MICHIGAN LAND SUR\		1,860.00
VENDOR CODE: 0000011202 CONCRETE CENTRAL		
BANK CODE: GEN		
M146	GOLD STAIN	403.21
TOTAL BANK CODE: GEN		403.21
TOTAL VENDOR 0000011202 CONCRETE CENTRAL		403.21
VENDOR CODE: 0000011203 M & K JETTING & TELEVISING, INC		
BANK CODE: GEN		
200959	CLEANED 17 CATCH BASINS	1,530.00
TOTAL BANK CODE: GEN		1,530.00
TOTAL VENDOR 0000011203 M & K JETTING & TELEVISING,		1,530.00
VENDOR CODE: 0000011204 COUNTRY SIDE TOWING & RECOVERY		
BANK CODE: GEN		
033301	TOWING- PLOW TRUCK	150.00
TOTAL BANK CODE: GEN		150.00
TOTAL VENDOR 0000011204 COUNTRY SIDE TOWING & RECO\		150.00
VENDOR CODE: 0000011205 SAWYER PEST SERVICES LLC		
BANK CODE: GEN		
HORNETS	EXTERMINATE HORNETS AT PARK	150.00
TOTAL BANK CODE: GEN		150.00
TOTAL VENDOR 0000011205 SAWYER PEST SERVICES LLC		150.00
VENDOR CODE: 00210 ACE HARDWARE-GRAND LEDGE		
BANK CODE: GEN		
AUG 2020	STATEMENT AUG 2020	366.36
TOTAL BANK CODE: GEN		366.36
TOTAL VENDOR 00210 ACE HARDWARE-GRAND LEDGE		366.36
VENDOR CODE: 02060 CITY OF POTTERVILLE		
BANK CODE: GEN		
AUG 2020	WTR/SEWER MONTH OF AUG 2020	462.61
TOTAL BANK CODE: GEN		462.61
TOTAL VENDOR 02060 CITY OF POTTERVILLE		462.61
VENDOR CODE: 02790 DORNBOS SIGN & SAFETY INC.		
BANK CODE: GEN		
INV51140	POLICE DECALS NEW VEHICLE	362.55
TOTAL BANK CODE: GEN		362.55
TOTAL VENDOR 02790 DORNBOS SIGN & SAFETY INC.		362.55
VENDOR CODE: 02990 EATON COUNTY CLERK		
BANK CODE: GEN		
2020-00000033	AUG 2020 PRIMARY COSTS	231.12
TOTAL BANK CODE: GEN		231.12
TOTAL VENDOR 02990 EATON COUNTY CLERK		231.12
VENDOR CODE: 03240 ETNA SUPPLY COMPANY		
BANK CODE: GEN		

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR CODE: 03240 ETNA SUPPLY COMPANY		
BANK CODE: GEN		
S103619234.001	ADAPTER FIX 2" WATER METER	53.00
S103619340.001	PARTS TO REPAIR 2" METER	217.00
TOTAL BANK CODE: GEN		270.00
TOTAL VENDOR 03240 ETNA SUPPLY COMPANY		270.00
VENDOR CODE: 03870 GRANGER CONTAINER SERVICE, INC		
BANK CODE: GEN		
21643295	TRASH MONTH OF SEPT/ RECYCLE MONTH OF AU	817.32
TOTAL BANK CODE: GEN		817.32
TOTAL VENDOR 03870 GRANGER CONTAINER SERVICE, INC		817.32
VENDOR CODE: 04001 HASSEL FREE FUELS INC.		
BANK CODE: GEN		
147866/868/904	GAS MONTH OF AUGUST 2020	1,669.07
147943	GAUGE TOP- AT A GLACE METER TOPPER	11.36
TOTAL BANK CODE: GEN		1,680.43
TOTAL VENDOR 04001 HASSEL FREE FUELS INC.		1,680.43
VENDOR CODE: 04830 KENDAL ELECTRIC INC		
BANK CODE: GEN		
S109437618.001	PHOTOCELL ON PLATE	13.16
TOTAL BANK CODE: GEN		13.16
TOTAL VENDOR 04830 KENDAL ELECTRIC INC		13.16
VENDOR CODE: 05760 MCPHEE ELECTRIC, INC		
BANK CODE: GEN		
25535	REPAIR IRRRIGATION PUMP	381.46
TOTAL BANK CODE: GEN		381.46
TOTAL VENDOR 05760 MCPHEE ELECTRIC, INC		381.46
VENDOR CODE: 06060 MICHIGAN ELECTION RESOURCES		
BANK CODE: GEN		
13306	ELECTION SUPPLIES	104.70
TOTAL BANK CODE: GEN		104.70
TOTAL VENDOR 06060 MICHIGAN ELECTION RESOURCES		104.70
VENDOR CODE: 07190 PHP		
BANK CODE: GEN		
202303152	HEALTH INSURANCE MONTH OF SEPT 2020	6,349.15
TOTAL BANK CODE: GEN		6,349.15
TOTAL VENDOR 07190 PHP		6,349.15
VENDOR CODE: 07490 QUILL CO		
BANK CODE: GEN		
10085269	OFFICE SUPPLIES	242.35
10117028	HAND SANITIZER	62.40
10094861	CHROME SOAP DISPENSER	47.04
TOTAL BANK CODE: GEN		351.79
TOTAL VENDOR 07490 QUILL CO		351.79
VENDOR CODE: 08500 STATE OF MICHIGAN (C)		
BANK CODE: GEN		
20-001496	ACTIVATION OF 3 RADIOS DPW	750.00
TOTAL BANK CODE: GEN		750.00

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR CODE: 08500 STATE OF MICHIGAN (C)		
TOTAL VENDOR 08500 STATE OF MICHIGAN (C)		750.00
VENDOR CODE: 08520 STATE OF MICHIGAN (E)		
BANK CODE: GEN		
551-567066	TOKEN FEE 7/1/20-9/30/20	33.00
TOTAL BANK CODE: GEN		33.00
TOTAL VENDOR 08520 STATE OF MICHIGAN (E)		33.00
VENDOR CODE: 08790 COUNTY JOURNAL THE		
BANK CODE: GEN		
221766	PLANNING COMMISSION PUBLIC HEARING	156.91
TOTAL BANK CODE: GEN		156.91
TOTAL VENDOR 08790 COUNTY JOURNAL THE		156.91
VENDOR CODE: 09717 RON L BRYANT		
BANK CODE: GEN		
SEPT 2020	CLEAN CITY PARK, LAKE ALLIANCE 8/22-9/19	150.00
TOTAL BANK CODE: GEN		150.00
TOTAL VENDOR 09717 RON L BRYANT		150.00
VENDOR CODE: 09799 MENARDS-LANSING WEST		
BANK CODE: GEN		
6564	WOOD, HEX BOLT, T HINGE	76.65
6770	WOOD , DAP GREATSTUFF	153.40
TOTAL BANK CODE: GEN		230.05
TOTAL VENDOR 09799 MENARDS-LANSING WEST		230.05
VENDOR CODE: 09862 SCHAFER'S INC		
BANK CODE: GEN		
37975	MULCH AND STONE	1,471.20
TOTAL BANK CODE: GEN		1,471.20
TOTAL VENDOR 09862 SCHAFER'S INC		1,471.20
VENDOR CODE: 10526 THE PARTS PLACE-CHARLOTTE		
BANK CODE: GEN		
AUG 2020 STATE	AUGUST 2020 STATEMENT	538.06
186685	OIL DRY	18.42
186491	ALTENATOR, CABLE, SERPENTINE BELT	(23.41)
TOTAL BANK CODE: GEN		533.07
TOTAL VENDOR 10526 THE PARTS PLACE-CHARLOTTE		533.07
VENDOR CODE: 10540 WILLIAMS & WORKS		
BANK CODE: GEN		
90789A	ENGINEERING SERVICES THROUGH 7/25/2020	4,804.98
90797	WWTF ACCESS ROAD- THROUGH 7/25/20	1,562.90
90796	CRACK FILL & CHIP SEAL- WORK COMPLETED T	923.48
90795	SIDEWALK & GUARDRAIL IMPROVEMENTS- WORK	2,000.00
TOTAL BANK CODE: GEN		9,291.36
TOTAL VENDOR 10540 WILLIAMS & WORKS		9,291.36
VENDOR CODE: 10748 SITE ONE LANDSCAPE SUPPLY		
BANK CODE: GEN		
102776304-001	BLACK TARP	81.77
TOTAL BANK CODE: GEN		81.77
TOTAL VENDOR 10748 SITE ONE LANDSCAPE SUPPLY		81.77
VENDOR CODE: 10899 APPLIED IMAGING		
BANK CODE: GEN		

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User: JWest
DB: Potterville

CUSTOM INVOICE REPORT FOR CITY OF POTTERVILLE
EXP CHECK RUN DATES 09/17/2020 - 09/17/2020
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: GEN

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR CODE: 10899 APPLIED IMAGING		
BANK CODE: GEN		
1600231	SERVICE COPIER AGREEMENT MONTH OF AUGUST	36.41
TOTAL BANK CODE: GEN		36.41
TOTAL VENDOR 10899 APPLIED IMAGING		36.41
VENDOR CODE: 10943 ALTOGAS, INC		
BANK CODE: GEN		
344733	PROPANE DELIVERED 4300 SUNSET LANE	774.28
TOTAL BANK CODE: GEN		774.28
TOTAL VENDOR 10943 ALTOGAS, INC		774.28
VENDOR CODE: 11101 VREDEVELD HAEFNER LLC		
BANK CODE: GEN		
4882A	AUDIT SERVICES THROUGH 8/31/20	11,000.00
TOTAL BANK CODE: GEN		11,000.00
TOTAL VENDOR 11101 VREDEVELD HAEFNER LLC		11,000.00
VENDOR CODE: 11103 SHARE CORPORATION		
BANK CODE: GEN		
142901	WASP & HORNET KILLER	171.27
TOTAL BANK CODE: GEN		171.27
TOTAL VENDOR 11103 SHARE CORPORATION		171.27
VENDOR CODE: 11122 CMP DISTRIBUTORS		
BANK CODE: GEN		
64541	3 FLEX BADGES	111.70
TOTAL BANK CODE: GEN		111.70
TOTAL VENDOR 11122 CMP DISTRIBUTORS		111.70
GRAND TOTAL:		40,274.88

INVOICE NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
VENDOR CODE: 0000011203 M & K JETTING & TELEVISING, INC			
201043	M & K JETTING & TELEV	CLEANED CATCH BASINS	1,800.00
2000959A	M & K JETTING & TELEV	CATCH BASIN CLEANING	1,530.00
TOTAL VENDOR 0000011203 M & K JE			3,330.00
VENDOR CODE: 0000011207 PAVEMENT MAINTENANCE SYSTEMS LLC			
201033-01	PAVEMENT MAINTENANCE	CRACK FILL AND CHIP SEAL	15,056.00
TOTAL VENDOR 0000011207 PAVEMENT			15,056.00
VENDOR CODE: 04320 I.T. RIGHT			
20164932	I.T. RIGHT	3' PATCH (WASP TIME SYSTEM)	4.50
20165118	I.T. RIGHT	COMPUTER-POLICE	1,907.25
TOTAL VENDOR 04320 I.T. RIGHT			1,911.75
VENDOR CODE: 07490 QUILL CO			
10323462	QUILL CO	TRASH LINERS/TISSUE/TONER	139.70
10339502	QUILL CO	MOUSEPADS	9.41
TOTAL VENDOR 07490 QUILL CO			149.11
VENDOR CODE: 09210 VERIZON WIRELESS			
9861855080	VERIZON WIRELESS	CELL PHONES MONTH OF AUGUST 2020	440.68
TOTAL VENDOR 09210 VERIZON WIREL			440.68
VENDOR CODE: 09703 MICHIGAN DEPT OF ENVIRONMENTAL			
761-10516196	MICHIGAN DEPT OF ENVI	WATER SAMPLES 7/13-8/10/20	559.00
TOTAL VENDOR 09703 MICHIGAN DEPT			559.00
VENDOR CODE: 09799 MENARDS-LANSING WEST			
7308	MENARDS-LANSING WEST	DUCT TAPE/CRIMPER/REDUCER	55.73
TOTAL VENDOR 09799 MENARDS-LANSI			55.73
VENDOR CODE: 10273 WOW!BUSINESS			
010029399 SEPT20	WOW!BUSINESS	INTERNET/PHONES MONTH OF SEPT 2020	611.79
TOTAL VENDOR 10273 WOW!BUSINESS			611.79
VENDOR CODE: 10339 WEX BANK			
AUGUST 2020	WEX BANK	AUGUST 2020 STATEMENT	219.03
TOTAL VENDOR 10339 WEX BANK			219.03
VENDOR CODE: 10710 LANSING SANITARY SUPPLY, INC			
1094865	LANSING SANITARY SUPP	BATHROOM TOWELS AND TOILET PAPER	381.61
TOTAL VENDOR 10710 LANSING SANIT			381.61
VENDOR CODE: 10731 PRESTON COMMUNITY SERVICES LLC			
AUG 2020	PRESTON COMMUNITY SER	ASSESSING SERVICES MONTH OF AUG 2020	1,333.33
TOTAL VENDOR 10731 PRESTON COMMU			1,333.33
VENDOR CODE: 10734 EMC INSURANCE			
E-07530342	EMC INSURANCE	LIABILITY INSURANCE MONTH OF OCT 2020	4,103.73
TOTAL VENDOR 10734 EMC INSURANCE			4,103.73
VENDOR CODE: 10995 CARDMEMBER SERVICE			
AUGUST 2020	CARDMEMBER SERVICE	AUGUST 2020 STATEMENT	3,661.36
TOTAL VENDOR 10995 CARDMEMBER SE			3,661.36
VENDOR CODE: 11106 CINTAS CORPORATION #725			
AUGUST 2020	CINTAS CORPORATION #7	AUGUST 2020 STATMENT	170.36
TOTAL VENDOR 11106 CINTAS CORPOR			170.36
GRAND TOTAL:			31,983.48

09/08/2020 11:37 AM
User: JWest
DB: Potterville

BANK RECONCILIATION FOR CITY OF POTTERVILLE
Bank GEN (GENERAL POOLED ACCOUNT)
FROM 08/01/2020 TO 08/31/2020
Reconciliation Record ID: 55

Beginning GL Balance:	2,160,031.14
Add: Cash Receipts	178,853.38
Less: Cash Disbursements	(140,877.88)
Less: Payroll Disbursements	(59,320.78)
Add: Journal Entries/Other	81,303.07
Ending GL Balance:	2,219,988.93

GL Number	Description	Ending Balance
101-000-001.000	CASH	443,662.06
202-000-001.000	CASH	165,158.05
203-000-001.000	CASH	152,395.01
208-000-001.000	CASH	12,082.17
370-000-001.000	CASH	
401-000-001.000	CASH	3,572.78
590-000-001.000	CASH	385,319.53
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	503,642.84
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	(22,060.86)
704-000-001.000	CASH	
708-000-001.000	CASH	
865-000-001.000	CASH	

Ending GL Balance:	2,219,988.93
Ending Bank Balance:	2,223,456.35
Add: Miscellaneous Transactions	3,513.83
Add: Deposits in Transit	
09/01/2020 *Deposit ID: 325	84.21
	84.21
Less: 12 AP Outstanding Checks	7,065.46
Less: 0 PR Outstanding Checks	
Adjusted Bank Balance	2,219,988.93
Unreconciled Difference:	0.00

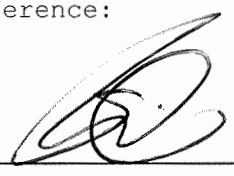
REVIEWED BY: _____ DATE: 9-8-2020

09/08/2020 12:22 PM
User: JWest
DB: Potterville

BANK RECONCILIATION FOR CITY OF POTTERVILLE
Bank PR (PAYROLL ACCOUNT)
FROM 08/01/2020 TO 08/31/2020
Reconciliation Record ID: 58

GL Number	Description	Beginning Balance
750-000-001.000	CASH	7,693.16
Beginning GL Balance:		7,693.16
Add: Payroll Disbursements		3,005.83
Ending GL Balance:		10,698.99

GL Number	Description	Ending Balance
750-000-001.000	CASH	10,698.99
Ending GL Balance:		10,698.99
Ending Bank Balance:		10,614.27
Add: Deposits in Transit		
	LL TRANSFER TO PAYROLL TO COVER CHECK PROCESS THROUGH ACH	445.00
		445.00
Less: 0 AP Outstanding Checks		
Less: 2 PR Outstanding Checks		360.28
	Adjusted Bank Balance	10,698.99
	Unreconciled Difference:	0.00

REVIEWED BY:  DATE: 9-8-2020

09/08/2020 12:12 PM
User: JWest
DB: Potterville

BANK RECONCILIATION FOR CITY OF POTTERVILLE
Bank TAX (TAX ACCOUNT)
FROM 08/01/2020 TO 08/31/2020
Reconciliation Record ID: 57

GL Number	Description	Beginning Balance
703-000-001.000	CASH	419,200.00

Beginning GL Balance:	419,200.00
Add: Cash Receipts	374,921.23
Less: Cash Disbursements	(529,149.15)
Add: Journal Entries/Other	285.46
Ending GL Balance:	265,257.54

GL Number	Description	Ending Balance
703-000-001.000	CASH	265,257.54

Ending GL Balance:		265,257.54
Ending Bank Balance:		299,120.82
Add: Deposits in Transit		
	09/01/2020 *Deposit ID: 326	2,682.61
		2,682.61
Less: 3 AP Outstanding Checks		36,545.89
Less: 0 PR Outstanding Checks		
Adjusted Bank Balance		265,257.54
Unreconciled Difference:		0.00

REVIEWED BY: _____ DATE: 9-8-2020

09/08/2020 04:05 PM
User: ASHERIDAN
DB: Potterville

REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

PERIOD ENDING 09/30/2020

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 09/30/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 09/30/2020 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Revenues						
Dept 000						
101-000-403.000	PROPERTY TAX	557,000.00	109,606.32	0.00	447,393.68	19.68
101-000-403.100	DELINQUENT PROP TAX	676.85	10.66	0.00	666.19	1.57
101-000-403.200	SOLID WASTE TAX	65,355.95	13,795.16	0.00	51,560.79	21.11
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	223.00	0.00	2,528.00	8.11
101-000-452.000	LIQUOR LICENSE	1,683.55	1,889.25	0.00	(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	0.00	273.18	62.23
101-000-477.000	PERMITS	4,000.00	1,210.00	30.00	2,790.00	30.25
101-000-528.000	OTHER FEDERAL GRANTS	0.00	10,055.00	0.00	(10,055.00)	100.00
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	4,784.00	0.00	223,216.00	2.10
101-000-579.000	GRANT REVENUE	11,500.00	859.50	0.00	10,640.50	7.47
101-000-600.000	CHARGES FOR SERVICES - PD	200.00	30.00	0.00	170.00	15.00
101-000-618.000	ADMINISTRATION FEE	28,000.00	6,184.06	0.00	21,815.94	22.09
101-000-655.000	FINES & FORFEITURES	4,300.00	178.20	0.00	4,121.80	4.14
101-000-665.000	INTEREST	31,400.00	558.10	0.00	30,841.90	1.78
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	187,052.25	30.00	961,556.63	16.29
TOTAL REVENUES		1,148,608.88	187,052.25	30.00	961,556.63	16.29
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	0.00	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	0.00	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

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 09/30/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 09/30/2020 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
Total Dept 171 - MAYOR		1,291.00	0.00	0.00	1,291.00	0.00
Dept 172 - CITY MANAGER						
101-172-703.000	SALARIES	72,575.93	13,956.90	2,791.38	58,619.03	19.23
101-172-719.000	FRINGE BENEFITS	19,251.40	2,627.87	394.96	16,623.53	13.65
101-172-740.000	SUPPLIES	200.00	0.00	0.00	200.00	0.00
101-172-781.000	COMPUTER SOFTWARE	5.10	0.00	0.00	5.10	0.00
101-172-809.000	TRAINING	630.00	0.00	0.00	630.00	0.00
101-172-958.000	DUES AND SUBSCRIPTIONS	200.00	0.00	0.00	200.00	0.00
101-172-980.100	COMPUTER EQUIPMENT	0.00	197.91	0.00	(197.91)	100.00
Total Dept 172 - CITY MANAGER		92,862.43	16,782.68	3,186.34	76,079.75	18.07
Dept 209 - ASSESSOR						
101-209-703.000	SALARIES	1,147.51	201.92	40.38	945.59	17.60
101-209-719.000	FRINGE BENEFITS	779.52	109.67	19.79	669.85	14.07
101-209-731.000	PUBLICATION	200.00	0.00	0.00	200.00	0.00
101-209-740.000	SUPPLIES	200.00	0.00	0.00	200.00	0.00
101-209-741.000	POSTAGE	500.00	0.00	0.00	500.00	0.00
101-209-781.000	COMPUTER SOFTWARE	1,400.00	235.00	0.00	1,165.00	16.79
101-209-810.050	RE INSPECTION - 20%	3,150.00	605.68	121.14	2,544.32	19.23
101-209-813.000	BOARD OF REVIEW	1,400.00	150.00	0.00	1,250.00	10.71
101-209-818.000	CONTRACT LABOR	15,999.96	1,333.33	0.00	14,666.63	8.33
Total Dept 209 - ASSESSOR		24,776.99	2,635.60	181.31	22,141.39	10.64
Dept 210 - ATTORNEY						
101-210-801.000	ATTORNEY	23,500.00	1,824.50	0.00	21,675.50	7.76
Total Dept 210 - ATTORNEY		23,500.00	1,824.50	0.00	21,675.50	7.76
Dept 215 - CLERK						
101-215-703.000	SALARIES	46,081.70	4,912.26	760.50	41,169.44	10.66
101-215-719.000	FRINGE BENEFITS	25,110.42	3,262.44	93.16	21,847.98	12.99
101-215-731.000	PUBLICATION	300.00	0.00	0.00	300.00	0.00
101-215-740.000	SUPPLIES	450.00	0.00	0.00	450.00	0.00
101-215-741.000	POSTAGE	200.00	0.00	0.00	200.00	0.00
101-215-781.000	COMPUTER SOFTWARE	500.00	0.00	0.00	500.00	0.00
101-215-809.000	TRAINING	300.00	0.00	0.00	300.00	0.00
101-215-818.000	CONTRACT LABOR	0.00	75.00	0.00	(75.00)	100.00
101-215-822.000	ELECTIONS	5,000.00	3,804.96	660.00	1,195.04	76.10
101-215-958.000	DUES AND SUBSCRIPTIONS	200.00	0.00	0.00	200.00	0.00
101-215-960.000	CONFERENCE AND WORKSHOPS	200.00	0.00	0.00	200.00	0.00
101-215-980.100	COMPUTER EQUIPMENT	550.00	197.91	0.00	352.09	35.98
Total Dept 215 - CLERK		78,892.12	12,252.57	1,513.66	66,639.55	15.53
Dept 224 - AUDIT						
101-224-807.000	AUDIT	18,000.00	0.00	0.00	18,000.00	0.00
Total Dept 224 - AUDIT		18,000.00	0.00	0.00	18,000.00	0.00

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 09/30/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 09/30/2020 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
Dept 253 - TREASURERS OFFICE						
101-253-703.000	SALARIES	62,410.85	12,002.10	2,400.42	50,408.75	19.23
101-253-719.000	FRINGE BENEFITS	21,025.00	3,090.04	360.07	17,934.96	14.70
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	221.10	0.00	1,378.90	13.82
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	15,511.16	2,760.49	72,249.73	17.67
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	0.00	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	239.45	0.00	260.55	47.89
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	0.00	2,116.50	42.80
101-265-802.000	SERVICE	2,000.00	718.77	0.00	1,281.23	35.94
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	2,103.66	397.41	13,182.85	13.76
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	4,881.93	397.41	30,128.58	13.94
Dept 301 - POLICE						
101-301-703.000	SALARIES	119,365.94	22,081.17	4,617.92	97,284.77	18.50
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	5,438.29	728.56	28,634.04	15.96
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	0.00	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	891.00	0.00	1,509.00	37.13
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	0.00	842.48	15.75
101-301-862.000	GAS	6,000.00	364.25	0.00	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	0.00	(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	30,252.04	5,346.48	194,295.71	13.47
Dept 302 - POLICE STATE TRAINING						
101-302-810.000	EXPENSE	500.00	0.00	0.00	500.00	0.00

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 09/30/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 09/30/2020 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
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	7,112.00	1,422.40	29,870.40	19.23
101-410-719.000	FRINGE BENEFITS	3,360.00	544.06	108.80	2,815.94	16.19
101-410-731.000	PUBLICATION	500.00	0.00	0.00	500.00	0.00
101-410-740.000	SUPPLIES	960.00	13.47	0.00	946.53	1.40
101-410-853.000	TELEPHONE EXPENSE	750.00	78.76	0.00	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	7,748.29	1,531.20	35,079.11	18.09
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	0.00	13,708.46	8.61
Total Dept 441 - DPW		18,829.00	1,291.54	0.00	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	4,043.21	2,374.82	31,956.79	11.23
Total Dept 448 - STREET LIGHTS		36,000.00	4,043.21	2,374.82	31,956.79	11.23
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 AMENDED BUDGET	YTD BALANCE 09/30/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 09/30/2020 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
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	200,647.09	17,291.71	890,287.16	18.39
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		1,148,608.88	187,052.25	30.00	961,556.63	16.29
TOTAL EXPENDITURES		1,090,934.25	200,647.09	17,291.71	890,287.16	18.39
NET OF REVENUES & EXPENDITURES		57,674.63	(13,594.84)	(17,261.71)	71,269.47	23.57

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 09/30/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 09/30/2020 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 202 - MAJOR STREET FUND						
Revenues						
Dept 000						
202-000-408.200	SPEC ASSESSMENT ROAD - SUNSET	63.23	987.14	0.00	(923.91)	1,561.19
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	0.00	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	1,024.55	0.00	218,000.65	0.47
TOTAL REVENUES		219,025.20	1,024.55	0.00	218,000.65	0.47
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	0.00	(11,411.26)	160.06
Total Dept 480 - CONSTRUCTION		22,907.56	30,411.26	0.00	(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	0.00	188,613.94	13.88
Fund 202 - MAJOR STREET FUND:						
TOTAL REVENUES		219,025.20	1,024.55	0.00	218,000.65	0.47
TOTAL EXPENDITURES		219,025.20	30,411.26	0.00	188,613.94	13.88
NET OF REVENUES & EXPENDITURES		0.00	(29,386.71)	0.00	29,386.71	100.00

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 09/30/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 09/30/2020 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 203 - LOCAL STREET FUND						
Revenues						
Dept 000						
203-000-408.200	SPEC ASSESSMENT ROAD - SUNSET	38,838.00	6,052.86	0.00	32,785.14	15.58
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	0.00	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	6,082.56	0.00	247,449.36	2.40
TOTAL REVENUES		253,531.92	6,082.56	0.00	247,449.36	2.40
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	0.00	6,418.77	76.79
Total Dept 480 - CONSTRUCTION		37,653.60	21,234.83	0.00	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	0.00	356,768.78	16.16
Fund 203 - LOCAL STREET FUND:						
TOTAL REVENUES		253,531.92	6,082.56	0.00	247,449.36	2.40
TOTAL EXPENDITURES		425,524.07	68,755.29	0.00	356,768.78	16.16
NET OF REVENUES & EXPENDITURES		(171,992.15)	(62,672.73)	0.00	(109,319.42)	36.44

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 09/30/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 09/30/2020 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
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	6,078.95	0.00	(1,078.95)	121.58
208-000-451.070	FIELD RENTAL	3,093.00	9,231.00	10.00	(6,138.00)	298.45
208-000-451.072	BASEBALL FIELD RENTAL	0.00	240.00	0.00	(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	375.00	0.00	725.00	34.09
208-000-667.020	TIFA PAVILION - COMMUNITY CEN	2,200.00	150.00	0.00	2,050.00	6.82
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	16,074.95	10.00	120,013.52	11.81
TOTAL REVENUES		136,088.47	16,074.95	10.00	120,013.52	11.81
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	7,604.00	1,520.80	31,936.80	19.23
208-691-719.000	FRINGE BENEFITS	16,100.00	2,703.67	292.96	13,396.33	16.79
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	0.00	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	10,386.43	1,813.76	54,401.18	16.03
Dept 770 - LAKE ALLIANCE MAINTENANCE						
208-770-740.000	SUPPLIES	800.00	389.27	0.00	410.73	48.66
208-770-775.000	REPAIRS & MAINT	3,500.00	2,745.07	0.00	754.93	78.43
208-770-802.000	SERVICE	600.00	3,325.00	0.00	(2,725.00)	554.17
208-770-920.000	UTILITIES	6,897.72	204.31	0.00	6,693.41	2.96
Total Dept 770 - LAKE ALLIANCE MAINTENANCE		11,797.72	6,663.65	0.00	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	0.00	2,730.00	11.94
208-771-920.000	UTILITIES	2,000.00	166.64	17.59	1,833.36	8.33
208-771-970.000	CAPITAL OUTLAY	200.00	0.00	0.00	200.00	0.00

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 09/30/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 09/30/2020 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 208 - PARK FUND						
Expenditures						
Total Dept 771 - CITY PARK		6,300.00	536.64	17.59	5,763.36	8.52
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	0.00	50.00	93.75
208-774-920.000	UTILITIES	500.00	69.43	28.86	430.57	13.89
Total Dept 774 - BASEBALL		2,100.00	819.43	28.86	1,280.57	39.02
Dept 777 - BALLFIELD						
208-777-740.000	SUPPLIES	1,500.00	4,230.47	0.00	(2,730.47)	282.03
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	893.15	515.98	3,106.85	22.33
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	5,123.62	515.98	4,936.38	50.93
Dept 778 - CONCESSIONS						
208-778-703.000	SALARIES	4,000.00	1,384.79	77.20	2,615.21	34.62
208-778-719.000	FRINGE BENEFITS	612.00	169.65	9.46	442.35	27.72
208-778-740.000	SUPPLIES	6,500.00	2,188.66	0.00	4,311.34	33.67
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	3,743.10	86.66	8,688.90	30.11
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	27,272.87	2,462.85	108,815.60	20.04
Fund 208 - PARK FUND:						
TOTAL REVENUES		136,088.47	16,074.95	10.00	120,013.52	11.81
TOTAL EXPENDITURES		136,088.47	27,272.87	2,462.85	108,815.60	20.04
NET OF REVENUES & EXPENDITURES		0.00	(11,197.92)	(2,452.85)	11,197.92	100.00

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 09/30/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 09/30/2020 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 247 - TAX INCREMENT FINANCING AUTHOR						
Revenues						
Dept 728 - TIFA DEPT						
247-728-401.000	PROPERTY TAXES	160,233.13	132,299.21	0.00	27,933.92	82.57
247-728-664.000	INTEREST INCOME	3,900.00	76.46	0.00	3,823.54	1.96
Total Dept 728 - TIFA DEPT		164,133.13	132,375.67	0.00	31,757.46	80.65
TOTAL REVENUES		164,133.13	132,375.67	0.00	31,757.46	80.65
Expenditures						
Dept 728 - TIFA DEPT						
247-728-702.000	WAGES - OTHER	4,600.00	816.67	0.00	3,783.33	17.75
247-728-726.000	OFFICE EXPENSE	1,120.00	0.00	0.00	1,120.00	0.00
247-728-731.000	PUBLICATION	300.00	0.00	0.00	300.00	0.00
247-728-801.000	ATTORNEY	7,000.00	0.00	0.00	7,000.00	0.00
247-728-803.000	ENGINEERS FEES	28,200.00	0.00	0.00	28,200.00	0.00
247-728-807.000	AUDIT	4,825.00	0.00	0.00	4,825.00	0.00
247-728-814.000	BANK SERVICE CHARGES	30.00	0.00	0.00	30.00	0.00
247-728-967.000	SIDEWALK AND LIGHTING IMPROVE	19,000.00	0.00	0.00	19,000.00	0.00
247-728-967.400	ROAD IMPROVEMENTS	88,000.00	5,797.50	0.00	82,202.50	6.59
247-728-967.700	CITY IMPROVEMENTS	3,400.00	0.00	0.00	3,400.00	0.00
247-728-995.000	BOND INTEREST	22,502.50	0.00	0.00	22,502.50	0.00
247-728-996.000	BOND PRINCIPAL	40,000.00	0.00	0.00	40,000.00	0.00
Total Dept 728 - TIFA DEPT		218,977.50	6,614.17	0.00	212,363.33	3.02
TOTAL EXPENDITURES		218,977.50	6,614.17	0.00	212,363.33	3.02
Fund 247 - TAX INCREMENT FINANCING AUTHOR:						
TOTAL REVENUES		164,133.13	132,375.67	0.00	31,757.46	80.65
TOTAL EXPENDITURES		218,977.50	6,614.17	0.00	212,363.33	3.02
NET OF REVENUES & EXPENDITURES		(54,844.37)	125,761.50	0.00	(180,605.87)	229.31

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 09/30/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 09/30/2020 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 401 - CAPITAL PROJECT FUND- DOWNTOWN						
Revenues						
Dept 000						
401-000-699.106	TRANSFER IN	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
TOTAL REVENUES		2,500.00	0.00	0.00	2,500.00	0.00
Expenditures						
Dept 729 - DOWNTOWN						
401-729-740.600	LANDSCAPING SUPPLIES	2,000.00	1,345.92	0.00	654.08	67.30
401-729-818.000	CONTRACT LABOR	19,000.00	16,146.00	0.00	2,854.00	84.98
401-729-967.000	SIDEWALK AND LIGHTING IMPROVE	500.00	0.00	0.00	500.00	0.00
Total Dept 729 - DOWNTOWN		21,500.00	17,491.92	0.00	4,008.08	81.36
TOTAL EXPENDITURES		21,500.00	17,491.92	0.00	4,008.08	81.36
Fund 401 - CAPITAL PROJECT FUND- DOWNTOWN:						
TOTAL REVENUES		2,500.00	0.00	0.00	2,500.00	0.00
TOTAL EXPENDITURES		21,500.00	17,491.92	0.00	4,008.08	81.36
NET OF REVENUES & EXPENDITURES		(19,000.00)	(17,491.92)	0.00	(1,508.08)	92.06

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 09/30/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 09/30/2020 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 590 - SEWER FUND						
Revenues						
Dept 000						
590-000-642.000	BILLS	142,885.24	44,348.67	10,702.76	98,536.57	31.04
590-000-642.001	FIXED COSTS	400,737.05	102,742.02	20,693.36	297,995.03	25.64
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	149,590.69	31,396.12	464,014.60	24.38
TOTAL REVENUES		613,605.29	149,590.69	31,396.12	464,014.60	24.38
Expenditures						
Dept 527 - ADMINISTRATIVE						
590-527-703.000	SALARIES	20,292.48	3,760.14	788.61	16,532.34	18.53
590-527-719.000	FRINGE BENEFITS	5,650.00	1,196.41	242.08	4,453.59	21.18
590-527-740.000	SUPPLIES	1,400.00	181.17	0.00	1,218.83	12.94
590-527-741.000	POSTAGE	2,100.00	491.08	0.00	1,608.92	23.38
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	5,628.80	1,030.69	50,813.68	9.97
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 AMENDED BUDGET	YTD BALANCE 09/30/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 09/30/2020 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 590 - SEWER FUND					
Expenditures					
TOTAL EXPENDITURES	863,775.26	88,260.05	1,030.69	775,515.21	10.22
Fund 590 - SEWER FUND:					
TOTAL REVENUES	613,605.29	149,590.69	31,396.12	464,014.60	24.38
TOTAL EXPENDITURES	863,775.26	88,260.05	1,030.69	775,515.21	10.22
NET OF REVENUES & EXPENDITURES	(250,169.97)	61,330.64	30,365.43	(311,500.61)	24.52

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 09/30/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 09/30/2020 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 591 - WATER FUND						
Revenues						
Dept 000						
591-000-608.000	PENALTIES	320.00	65.00	0.00	255.00	20.31
591-000-642.000	BILLS	183,981.36	58,357.04	14,056.78	125,624.32	31.72
591-000-642.001	FIXED COSTS	336,684.00	84,322.06	18,018.98	252,361.94	25.04
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	0.00	(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	144,979.10	32,075.76	441,555.44	24.72
TOTAL REVENUES		586,534.54	144,979.10	32,075.76	441,555.44	24.72
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	0.00	1,118.84	13.94
591-527-741.000	POSTAGE	2,400.00	491.07	0.00	1,908.93	20.46
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	672.23	0.00	32,565.58	2.02
Dept 556 - DPW						
591-556-740.000	SUPPLIES	6,000.00	728.95	0.00	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	0.00	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	47,699.93	0.00	559,911.83	7.85

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 09/30/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 09/30/2020 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 591 - WATER FUND						
Fund 591 - WATER FUND:						
TOTAL REVENUES		586,534.54	144,979.10	32,075.76	441,555.44	24.72
TOTAL EXPENDITURES		607,611.76	47,699.93	0.00	559,911.83	7.85
NET OF REVENUES & EXPENDITURES		(21,077.22)	97,279.17	32,075.76	(118,356.39)	461.54

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 09/30/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 09/30/2020 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
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	46,648.72	9,064.80	174,269.71	21.12
641-932-703.002	OVERTIME SALARIES	10,538.88	1,712.80	342.56	8,826.08	16.25
641-932-719.000	FRINGE BENEFITS	101,000.00	16,427.78	1,381.55	84,572.22	16.27
641-932-725.000	UNIFORM EXPENSES	2,500.00	212.95	0.00	2,287.05	8.52
641-932-740.000	SUPPLIES	10,000.00	3,138.11	0.00	6,861.89	31.38
641-932-775.000	REPAIRS & MAINT	12,070.00	2,597.19	0.00	9,472.81	21.52
641-932-781.000	COMPUTER SOFTWARE	4,600.00	1,583.50	0.00	3,016.50	34.42
641-932-802.000	SERVICE	4,000.00	3,236.08	600.00	763.92	80.90
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	0.00	2,684.94	10.50
641-932-862.000	GAS	11,600.00	1,170.64	0.00	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	10,367.75	4,926.79	73,632.25	12.34
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	0.00	(1,171.75)	123.44
Total Dept 932 - EQUIPMENT REPAIR ACTIVITY		499,048.05	94,317.33	16,315.70	404,730.72	18.90
TOTAL EXPENDITURES		499,048.05	94,317.33	16,315.70	404,730.72	18.90
Fund 641 - EQUIPMENT REPAIR & REPLACEMENT:						
TOTAL REVENUES		499,048.05	0.00	0.00	499,048.05	0.00
TOTAL EXPENDITURES		499,048.05	94,317.33	16,315.70	404,730.72	18.90
NET OF REVENUES & EXPENDITURES		0.00	(94,317.33)	(16,315.70)	94,317.33	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

PERIOD ENDING 09/30/2020

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 09/30/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 09/30/2020 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 703 - SPECIAL TAX ACCOUNT						
Revenues						
Dept 000						
703-000-665.000	INTEREST	0.00	37.14	0.00	(37.14)	100.00
Total Dept 000		0.00	37.14	0.00	(37.14)	100.00
TOTAL REVENUES		0.00	37.14	0.00	(37.14)	100.00
Fund 703 - SPECIAL TAX ACCOUNT:						
TOTAL REVENUES		0.00	37.14	0.00	(37.14)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	37.14	0.00	(37.14)	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

PERIOD ENDING 09/30/2020

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 09/30/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 09/30/2020 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 750 - FED TAX OVERPAYMENT						
Expenditures						
Dept 000						
750-000-910.000	HEALTH INSURANCE	0.00	(2,425.83)	(526.02)	2,425.83	100.00
750-000-910.015	DISABILITY & LIFE	0.00	(214.00)	(42.80)	214.00	100.00
750-000-910.030	DENTAL AND VISION	0.00	(180.00)	(35.00)	180.00	100.00
Total Dept 000		0.00	(2,819.83)	(603.82)	2,819.83	100.00
TOTAL EXPENDITURES		0.00	(2,819.83)	(603.82)	2,819.83	100.00
Fund 750 - FED TAX OVERPAYMENT:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	(2,819.83)	(603.82)	2,819.83	100.00
NET OF REVENUES & EXPENDITURES		0.00	2,819.83	603.82	(2,819.83)	100.00
TOTAL REVENUES - ALL FUNDS		3,623,075.48	637,216.91	63,511.88	2,985,858.57	17.59
TOTAL EXPENDITURES - ALL FUNDS		4,082,484.56	578,650.08	36,497.13	3,503,834.48	14.17
NET OF REVENUES & EXPENDITURES		(459,409.08)	58,566.83	27,014.75	(517,975.91)	12.75

City of Potterville

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

September, 11 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. Michigan Department of Transportation (MDOT) Region and the Transportation Service Center (TSC) staff are satisfied with the City's land acquisition application and site plan drawings for possible purchase of land (4-5 acres) intended to be used for well head development near the corner Sunset Drive and Hartel Road (M-100). On August 28th, Mr. Joe Bonsall, Property Analyst of the MDOT's Development Services Division, informed the City that MDOT has provided preliminary approval of the City's request, and is proceeding to their full Engineering Review stage in their process. After hearing this news, I anticipate MDOT will have a sale price generated for the land in less in 1-2 months. Once MDOT has an offer generated for the purchase of their land, it will be provided to Council for review/action. Assuming the sale price is acceptable to Council, the project could move forward with a purchase with budgeted funds from the Water Fund 591.

2. The City's existing Municipal Employees' Retirement System (MERS) Defined Pension Plan has an employee contribution component that is subject to change, from time to time, due to market conditions and actuarial projections. As a result of the City's MERS actuarial report for all "DB Plan" enrollees has determined that employees must increase their own contribution from 2.97% to 4.42% to meet minimum deposit standards of the City's MERS Agreement as authorized by the 1996 Public Act 220. This change should be expected from time to time by all enrolled employees, and may be performed administratively (in order to maintain the agreed Employer expense cap of 10%) by the Manager by authorized Resolution of council. This Resolution to authorize the Manager to apply this administrative change as determined by MERS has been provided by MERS and is provided in your meeting packet.

3. The Eaton County Recycling Dumpster Site has been removed from City limits and a cost distribution summary has been provided to City Council outlining service levels for composting programs, rubbish removal, "Dump your Junk" events, and curbside leaf and brush activities. Volunteer events like the traditional "Earth Day" events could be considered associated costs of these services and include city employee hourly wages, fringe benefit costs and heavy equipment use if they are incurred. The removal of the County Dumpster site from Lake Alliance Park removes an active threat of hazardous waste contamination of the city public water supply and Lake Alliance. According to EGLE, recent passing of a new environmental rules package, levels of the emerging contaminant PFAS in groundwater near the Eaton County Landfill **now exceed state-mandated maximum contaminant levels**. This landfill site is relatively near Fox Lake County Park and lies northwest of the City limits along East Gresham Highway. It has now been listed on the Michigan PFAS Action Response Team's (MPART) website. The Lansing District Geologist and PFAS site-lead for this site, has been working since this announcement has been made, with the local and state health departments to determine possible health impacts related to this contamination.

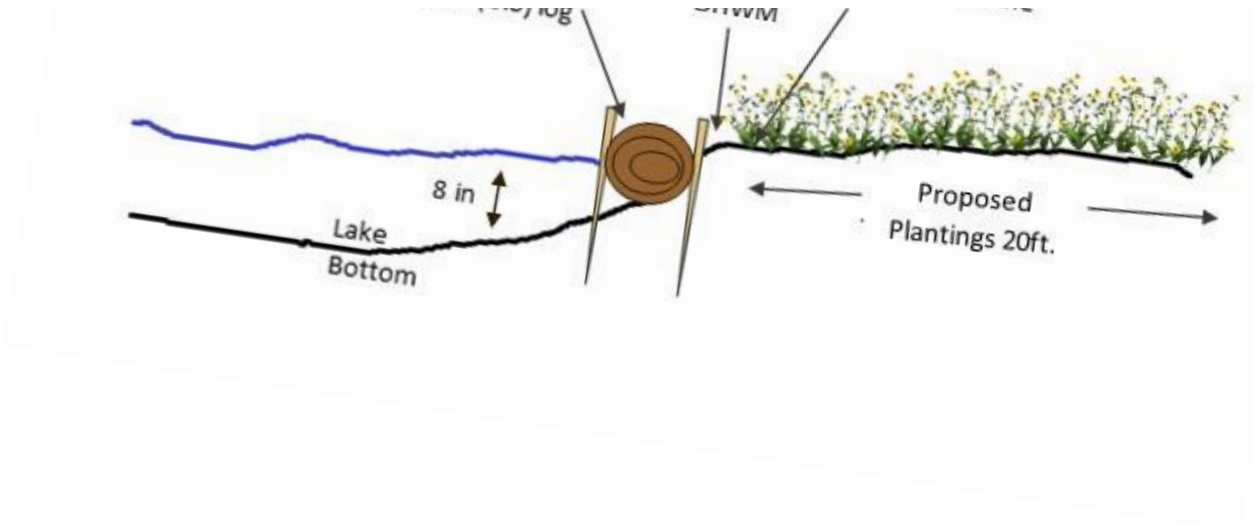
City of Potterville

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Council action to remove the Eaton County dumpsite from the local area of Lake Alliance is a pro-active and preventative step towards avoiding contamination of the City's Lake Alliance and potable water supply. Groundwater is especially vulnerable to contaminants like PHAS and PHOS that are slow to break down and proven to migrate quickly through soils and underground aquaphor. Once these types of chemicals are present in a water supply or natural environment beyond safe levels, it can be an immediate financial and health crisis for local government. Health and environmental hazards associated with PHAS and PHOS, are a serious concern as these chemicals are now strictly regulated by EPA and EGLE have been linked to numerous health diseases including cancer. By removing the site, an elevated risk to local residents has been eliminated; and subsequently, council has saved approximately $12,000 in General Funds and hours of productivity that may (or may not) be planned by Council as it deems appropriate, to fund services involving leaf pickup, brush removal, compost processing, composting hauling, delivery, capital replacement (wood chipper and/or trucks).

4. The City has solicitated bids for a 5-year preventative maintenance agreement from private companies (Cummins, Wolverine and Caterpillar) to "load test" and inspect its backup power generators for the sewer system. This style of preventative maintenance is strongly recommended by the EGLE and numerous sewer/water operating guidelines and is recommended to be performed annually. Load testing of each generator shall be performed once a year for 5 years for all 4 generators, and consist of a minimum of 80% load test for each generator for 1.5 continuous hours. Each test will stress each generator to its functional maximum, and professionally evaluate its performance to identify any issues under planned conditions. Approval of the low bid Agreement would be made by council and cost around $2,500 - $2,800 annually = $13k to $14k over 5-years. Funds are earmarked from the City's Sewer Fund 590.

5. As you may have read in the County Journal newspaper - the *new* City Park Basketball Court is fully cured (28 days), and shall be stained and striped as soon the weather cooperates. The new 50ft x 50ft court, backboard, pole, and hoop are on hand and ready to be installed asap. A local painter has met with staff to review the striping pattern, baseline(s) and perimeter border in a yellow gold color, that will be laid on top of the maroon color surface. Alliance Lake Park is receiving a free upgrade in landscaping around its fishing pier curtesy of the Eaton County Conservation District, that received a zero-match grant to install "Natural Shoreline Biosystems" along the shoreline of Lake Alliance. The project promotes water quality and provides erosion control near the pier with native species planting, low impact ground cover, and "coir logs" made of organic material.



Parks & Recreation Department
September 2020

Parks:

- Tree cutting crew is coming at the end of this month to continue the beautification project out at Lake Alliance. They had to reschedule from last month.
- City Park has received the swing mats as well. The holes underneath the swings have been taken care of and mats have been placed.
- We were reached out by Barry-Eaton Conservation District to install a natural shoreline demonstration plot out at Lake Alliance Park. The purpose of this is to significantly reduce levels of sediment, nutrients, and E. Coli which will improve the water quality within the Thornapple River Watershed. By creating a natural shoreline, it will provide a great educational location for the Potterville Public Schools and surrounding schools to learn about erosions, and the intentions of invasive plants and their job/responsibility they do along the edge of the water and grass to help prevent things such as algae and erosion. It is also a demonstration of what a nature shoreline is, what it looks like and the benefits it provides to nature and the community. This location is ideal as civilians from the surrounding cities come and visit. It is a grant program funded by the EPA through the Great Lakes Restoration Initiative (GLRI) and will be no cost to the City for the installation of the natural shoreline. They brought in a professional landscaper who has ideas of the kind of plants and layout of the plot and are looking to start the installation process this month. We look forward to this project and cannot wait for the results.

Recreation:

- Basketball hoop has been put together, paint has arrived for the basketball court at City Park, we just need the weather to cooperate to start the next steps in completion of this project.
- We are at the end of our season, where ball games are hit or miss. With schools starting back up, teams lose players for whatever the circumstances may be; puts a struggle on getting enough teams to play and fully committed.
- Ball fields have been utilized during the week as we have a league using the baseball field through September and beginning of October. City Park Ball field will be having a few more games on it this season in September and October.
- Tournaments are slowing down, which is typical about this time, many organizations/associations are at the end of their season, and most tournaments that do take place will see a low turnout in teams just based on weather, their players, the quantity of teams that are fully committed to playing in a tournament and based on when the tournaments occur. We have seen many curveballs this year and we have handle them quite well. Our season does not end until the end of October which gives us about just a month left of the season.
- Parks Committee Meeting: Discussion was held as the holiday season is amongst us, and determination of a farmers market this year, during this pandemic. With how late the season already is, and by the time discussions were started to do a farmers market, we were already behind in the season. If we want to make this successful, to benefit

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from the Office of Clerk

September 2020

As the Interim Clerk for the City, I am continually learning the ins and outs of the clerk's role. While taking care of the daily tasks it has allowed me to research topics of the past and gain knowledge to better understand the different job duties. Some of the tasks that I have been completing are confirming all the minutes and resolutions for the year are printed, signed and inserted in the binders, completing FOIA's, preparing council packets and of course minutes for the council.

Although, I am learning more of the different jobs of the City Clerk, still the majority of my time currently is preparing for the November 3, 2020 Presidential Election. I continue to do more online education for the election process. Each day there are many absentee voter applications to process that have come into the City by mail, drop box and online. This election will set records and we will many times exceed the number of absentee voters than ever before. To make sure the City's records stay accurate I have brought the electronic Qualified Voter File current with all the new and canceled registered voters, address and name changes as well as the hard copy master card file. Recently I ordered the supplies the City will need to process absentee voters. The State of Michigan is reimbursing jurisdictions for return postage for absentee ballots for each voter so we will include postage on each return envelope.

The ballots are scheduled to arrive by September 19th to allow us to have time to get the MOVE ballots (overseas and military) out on time. I will do the preliminary test Tuesday, September 22nd. The rest of the processed absentee ballot applications will be sent out to the voters by September 24th. Currently, I am working on creating the schedule for election inspectors and making sure everyone is trained. I have scheduled Election Commission Meeting for Tuesday, October 6, 2020 and the Public Accuracy Test for Tuesday, October 20, 2020.

If I can be of any assistance to you please feel free to contact me. I am in the office on Tuesdays and Thursdays, 8:30-5:00 and Monday and Fridays as needed.

Becky Dolman
Interim City Clerk

the community, it was voted to table it for this year as we are already in mid-September and not able to offer a long enough market season was a factor. We are continuing the planning process and will be ready for the 2021 season when things settle down and we can offer a long season that we can provide to the community. The holiday season is upon us and we are looking into getting the downtown ready for the fall seasons such as pumpkins, cornstalks, etc. Christmas event has begun as the date was set last year to be on the first Saturday in December to be consistent. Christmas Event is on Saturday, December 5, 2020 at 6:00 p.m. Some things are changing such as a new layout, bringing in color and expanding the garland on the light poles which will be going on Vermontville Highway.

- I am continuing my studies for the CPRP Exam that I will be taking this Fall.
- I have completed the training for the baseball field management and have received my certification. I look forward to implementing what I learned in training into the ball fields that we have and upkeeping on maintenance as well.

Respectfully Submitted by,
Tiffani Schaner, Parks & Recreation Director

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
August 2020

Operational Information:

- COVID-19 – MDHHS FAQ's for EMS Responders
- Hot weather awareness, Heat related emergencies
- Garage doors serviced & repaired
- New Front Loading Washing Machine

Training:

- Drivers Training Review & Competency Course
- Provide updates for novel Coronavirus 2019 (COVID-19)

Meetings & Special Events:

- ECFCA
- ECCD Fire/EMS Committee
- ECFCA-Training Committee

Calls For Service (CFS):

- **Fire** – 8 City of Potterville, 11 Benton Township, 2 Mutual Aid
- **EMS –** 21 City of Potterville, 26 Benton Township, 37 Mutual Aid

Potterville Police Department

Chief Richard Barry

319 N. Nelson St. • Potterville • MI • 48876 • Ph. (517) 645-7802 • Fax (517) 645-7810

Dear Councilors,

I may not be able to make this month's council meeting, so I wanted to put together a paper report. Our biggest items recently are the new and old patrol vehicles and their current status along with the recent break-ins throughout the city.

The new Ford Interceptor has been received and the decals on the sides and rear of the vehicle have been installed. The Interceptor did come with some lights and sirens pre-installed on the exterior of the vehicle, however, we are currently waiting for an opening at Mid-Michigan Emergency Equipment (MMEE) to have the remainder of the necessary equipment installed. This extra equipment includes our radio, computer, prisoner screens and seat and additional exterior lighting. This is currently a few weeks out as of my last update from MMEE.

Once the equipment from the white Charger is removed and installed inside the Interceptor, we can complete the pending repair and initiate the sale. I currently have two parties that have expressed interest in the vehicle, one of which has already inspected it and is interested.

In the past month, we have had a large amount of items stolen from inside of vehicle around town, and three vehicle that were stolen. All three vehicle have been recovered from the Lansing area. After investigation at one of the recovery locations, I was able to observe video evidence of the vehicle being dropped off by suspects in one of the other stolen vehicles. At this time we do not have anybody in custody for those offenses but the investigation is ongoing. It is important to note that all the vehicles that had items stolen out of them were left unlocked, and the three vehicles that were stolen were unlocked and also had the keys inside. This occurs around the same time every year, and is mostly juveniles that are involved.

The police department is beginning our preparation for our tri-annual LEIN audit currently, which is a check on all of our policies, security, and audits our LEIN criminal history checks that are performed within the past three years. This will be completed by the end of October and will serve as proof that our agency is in compliance with the state and federal policies and laws put in place for access to our digital systems we have access to.

In the last month, the police department has been involved in 166 total incidents with 123 of them being self-initiated and 43 being calls for service.

Respectfully Submitted,

Chief R. Barry

City of Potterville

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September 9, 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.

- Three Zoning Referral's were issued during the month of August.
- Enforcements: Ten new enforcements were opened in the month of August. The violations include, but are not limited to blight (misc. junk and debris including junk vehicles), construction without permits, and grass.
- Recodification of City of Potterville Code of Ordinances: Municode will begin the legal review of our Code of Ordinances next week. We expect to have our first rough draft during the month of October.
- Social District: Our local business owner no longer wishes to peruse a Social District. The Planning Commission will be made aware of the past interest and be given the option to still create the Social District; I would expect this to be part of the Zoning Ordinance update if the Planning Commission chooses to move forward.
- DDA Pavilion: The survey for the DDA Pavilion property is now complete. It has been sent to our attorney for the completion of a deed.
- City of Potterville Sign (corner of Lansing Road and Hartel): The property was surveyed. While the sign is mostly on the property as legally described, the landscape area is encroaching on the neighboring property. I will work with the TIFA Board to facilitate the project of moving the sign.
- Zoning Board of Appeals: Training will be held for the Zoning Board of Appeals Members in October.
- Planning Commission: The Planning Commission will meet on Tuesday, September 15th to hear a Special Use Permit Application for Group Daycare (up to 12 children).

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 Potterville

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CITY OF POTTERVILLE

RESOLUTION NO. 20-0811-08

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 17th day of September, 2020, at 7:00 p.m.

PRESENT:

ABSENT:

The following preamble and resolution were offered by Mayor Kring and seconded by Council Member

RESOLUTION TO ALLOW DESIGNATED POSITION (Manager) TO SIGN MERS DOCUMENTS WITH THE NEED TO PROVIDE APPROVED MINUTES

This Resolution is entered into under the provisions of 1996 PA 220 and the Municipal Employees' Retirement System of Michigan ("MERS") Plan Document, as each may be amended.

.

WHEREAS, The City of Potterville ("Employer") is a participating municipality with the Municipal Employees' Retirement System of Michigan ("MERS") and has adopted one or more retirement, insurance, investment or other post-employment benefit products administered by MERS;

WHEREAS, MERS requires signatures of an authorized representative of the Employer to execute contracts with MERS, the entry of which is authorized by the governing body and permitted under the applicable MERS Plan Document(s);

WHEREAS, the Employer wishes to designate certain job position(s), the holder(s) of which may sign MERS' contracts relating to the adoption, amendment and termination of MERS' products, and defined benefit service credit purchase approvals on behalf of Employer to implement decisions and actions of the governing body;

WHEREAS, this Resolution is not intended to apply to MERS forms or any other MERS document except as specifically mentioned herein,

Therefore, the Governing Body resolves:

City of Potterville

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

The holders of the following job position(s) are hereby *Authorized Officials* that can sign: (1) MERS Adoption Agreements, Resolutions, Participation Agreements, Administrative Services Agreements, Withdrawal Agreements and any other contracts between MERS and the Employer with respect to Employer's participation in any MERS-administered product and any amendments and addendums thereto, and (2) MERS Defined Benefit service credit purchase approvals:

City Manager Aaron Sheridan

This Resolution may be revoked in writing or amended by the Governing Body at any time, provided that it will not be effective until such writing or amended Resolution is received by MERS. The Governing Body agrees that MERS may rely upon this Resolution as conferring signing authority upon the holders of the above job position(s) to bind Employer with respect to MERS.

Adopted at a regular/special meeting of the Governing Body on Thursday, September 20, 2020.

Authorized signature (must be currently in a position named above):

_____
Name: Aaron Sheridan

Title: City Manager

Witness signature: _____

Witness name: _____

Witness title: _____

Defined Benefit Plan Adoption Agreement

MERS Municipal Employees' Retirement System
1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711 www.mersofmich.com

The Employer, a participating municipality or participating court within the state of Michigan, hereby agrees to adopt and administer the MERS Defined Benefit Plan provided by the Municipal Employees' Retirement System of Michigan, as authorized by 1996 PA 220, in accordance with the MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

I. Employer Name City of Potterville **Municipality #:** 2313

If new to MERS, please provide your municipality's fiscal year: _____ through _____.
Month Month

II. Effective Date

Check one:

A. ☐ If this is the **initial** Adoption Agreement for this group, the effective date shall be the first day of _____, 20___.

☐ This municipality or division is new to MERS, so vesting credit prior to the **initial** MERS effective date by each eligible employee shall be credited as follows (choose one):

- ☐ All prior service from date of hire
- ☐ Prior service proportional to assets transferred; all service used for vesting
- ☐ Prior service and vesting service proportional to assets transferred
- ☐ No prior service but grant vesting credit
- ☐ No prior service or vesting credit

☐ Link this new division to division number _____ for purposes of determining contributions (Unless otherwise specified, the standard transfer/rehire rules apply)

B. ☑ If this is an **amendment** of an existing Adoption Agreement (Defined Benefit division number 01), the effective date shall be the first day of July, 20 20. *Please note:* You only need to mark ***changes*** to your plan throughout the remainder of this Agreement.

C. ☐ If this is a **temporary benefit** that lasts 2-6 months, the effective dates of this temporary benefit are from ___/01/___ through ___/___/___ for Defined Benefit division number _____.
Last day of month
Please note: You only need to mark ***changes*** to your plan throughout the remainder of this Agreement.

D. ☐ If this is to **separate employees** *from an existing Defined Benefit division* (existing division number(s) _____) into a new division, the effective date shall be the first day of _____, 20____.

E. ☐ If this is to merge division(s) _____ into division(s) _____, the effective date shall be the first of _____, 20____.

Defined Benefit Plan Adoption Agreement

III. Eligible Employees

Only those Employees eligible for MERS membership may participate in the MERS Defined Benefit Plan. The following groups of employees are eligible to participate:

_____
(Name of Defined Benefit division – e.g. All Full Time Employees, or General after 7/01/13)

❒ Only retirees will be in this division.

These employees are (check one or both):

❒ In a collective bargaining unit (attach cover page, retirement section, signature page)

❒ Subject to the same personnel policy

To receive one month of service credit (check one):

❒ An employee shall work 10 _____ hour days.

❒ An employee shall work _____ hours in a month.

All employees as classified under eligible employees, whether full or part time, who meet this criteria must be reported to MERS. If you change your current day of work definition to be more restrictive, the new definition only applies to employees hired after the effective date.

To further define eligibility, check all that apply:

❒ **Probationary Periods** are allowed in one-month increments, no longer than 12 months. During this introductory period, the Employer will not report or provide service time for this period, including retroactively. Service will begin after the probationary period has been satisfied.

The probationary period will be _____ month(s).

❒ **Temporary employees** in a position normally requiring less than a total of 12 whole months of work in the position may be *excluded* from membership. These employees must be notified in writing by the participating municipality that they are excluded from membership within 10 business days of date of hire or execution of this Agreement.

The temporary exclusion period will be _____ month(s).

IV. Provisions

Valuation Date: _____, 20____

1. Review the valuation results

It is recommended that your MERS representative presents and explains the valuation results to your municipality before adopting. Please choose one:

❒ Our MERS representative presented and explained the valuation results to the _____ on _____.
(Board, Finance Cmte, etc.) (mm/dd/yyyy)

❒ As an authorized representative of this municipality, I _____ (Name) _____ (Title) waive the right for a presentation of the results.

Defined Benefit Plan Adoption Agreement

This Adoption Agreement will be implemented in conjunction with a current actuarial valuation certified by a MERS actuary that sets contribution rates.

Annually, the MERS actuary will conduct an actuarial valuation to determine the employers' contribution rates. Employers are responsible for payment of said contributions at the rate, in the form and at the time that MERS determines.

2. Benefit Multiplier (1%-2.5%, increments of 0.05%) _____ % (max 80% for multipliers over 2.25%)

   ☐ Check here if multiplier will be effective for existing active members' future service only (Bridged Benefit as of effective date on page 1)

   If checked, select one below:

   ☐ Termination Final Average Compensation (calculated over the members entire wage history)

   ☐ Frozen Final Average Compensation (FAC is calculated twice, once for the timeframe that matches the original multiplier, and once for the new multiplier)

3. Final Average Compensation (Min 3 yr, increments of 1 yr) _____ years

4. Vesting (5 -10 yrs, increments of 1 yr) _____ years

5. Normal Retirement Age will be the later of: _____ (any age from 60-70), or the vesting provision selected above (#4).

6. Required employee contribution (Increments of 0.01%) 4.42 %

7. Compensation for the Defined Benefit Plan means the salary or wages paid to an employee for personal services rendered while a member of MERS. Compensation and any applicable employee contributions must be reported to MERS on a monthly basis.

   Employers shall define compensation using the following options (choose one):

   ☐ Compensation including all items as allowed in the MERS Plan Document (Section 14).
   If anything varies, specify here:

   Included: _____

   Excluded: _____

   ☐ Base wages only.
   If any items should be included, specify here:

   Included: _____

   ☐ Medicare taxable wages as reported on W2.

   ☐ Wages plus amounts otherwise not reported as gross compensation, such as elected amounts for Section 125(a) or 457(b) deferrals.

Defined Benefit Plan Adoption Agreement

8. Unreduced Early Retirement/Service Requirements:

❒ Age 50 – 54_____ Service between 25 and 30 years _____
❒ Age 55 – 65_____ Service between 15 and 30 years _____
❒ Service only (must be any number from 20 – 30 years accrued service): _____
❒ Age + Service Points (total must be from 70 – 90): _____ points

9. Other
   - ❒ Surviving Spouse will receive _____% of Straight Life benefit without a reduction to the employee's benefit
   - ❒ Duty death or disability enhancement (add up to additional 10 years of service credit not to exceed 30 years of service)
   - ❒ Deferred Retirement Option Program (DROP)
   - ❒ Annuity Withdrawal Program (AWP)

     Calculation of the actuarial equivalent of the lump sum distribution made under AWP will be done using:
     - ❒ Interest rate for employee contributions as determined by the Retirement Board, or
     - ❒ MERS' assumed rate of return as of the date of the distribution.

10. Cost-of-Living Adjustment

❒ All **current** retirees as of effective date ❒ Retirees who retire **between** ____/01/____ and ____/01/____	❒ **Future** retirees who retire after effective date
Increase of _____% or $_____ per month	Increase of _____% or $_____ per month
Select one: ❒ Annual automatic increase ❒ One-time increase	❒ Annual automatic increase
Select one: ❒ Compounding ❒ Non-compounding	Select one: ❒ Compounding ❒ Non-compounding
Employees must be retired _____ months (6-12 months, increments of 1 month)	Employees must be retired _____ months (6-12 months, increments of 1 month)

❒ Check here if the existing COLA will be bridged for active participants as of the effective date selected on this form. Benefits accrued for service after the effective date will have no COLA increase applied.

Defined Benefit Plan Adoption Agreement

11. Service Credit Purchase Estimates are:
    - ❒ Not permitted
    - ❒ Permitted

V. Appointing MERS as the Plan Administrator

The Employer hereby agrees to the provisions of this *MERS Defined Benefit Plan Adoption Agreement* and appoints MERS as the Plan Administrator pursuant to the terms and conditions of the Plan. The Employer also agrees that in the event of any conflict between the MERS Plan Document and the MERS Defined Benefit Plan Adoption Agreement, the provisions of the Plan Document control.

VI. Modification Of The Terms Of The Adoption Agreement

If the Employer desires to amend any of its elections contained in this Adoption Agreement, including attachments, the Governing Body or Chief Judge, by resolution or official action accepted by MERS, must adopt a new Adoption Agreement. The amendment of the new Agreement is not effective until approved by MERS.

VII. Enforcement

1. The Employer acknowledges that the Michigan Constitution of 1963, Article 9, Section 24, provides that accrued financial benefits arising under a public Employer's retirement plan are a contractual obligation of the Employer that may not be diminished or impaired, and prohibits the use of the Employer's required current service funding to finance unfunded accrued liabilities.
2. The Employer agrees that, pursuant to the Michigan Constitution, its obligations to pay required contributions are contractual obligations to its employees and to MERS and may be enforced in a court of competent jurisdiction;
3. In accordance with the Constitution and this Agreement, if at any time the balance standing to the Employer's credit in the reserve for employer contributions and benefit payments is insufficient to pay all service benefits due and payable to the entity's retirees and beneficiaries, the Employer agrees and covenants to promptly remit to MERS the amount of such deficiency as determined by the Retirement Board within thirty (30) days notice of such deficiency.
4. The Employer acknowledges that wage and service reports are due monthly, and the employee contributions (if any) and Employer contributions are due and payable monthly, and must be submitted in accordance with the MERS Enforcement Procedure for Prompt Reporting and Payment, the terms of which are incorporated herein by reference.
5. Should the Employer fail to make its required contribution(s) when due, the retirement benefits due and payable by MERS on behalf of the entity to its retirees and beneficiaries may be suspended until the delinquent payment is received by MERS. MERS may implement any applicable interest charges and penalties pursuant to the MERS Enforcement Procedure for Prompt Reporting and Payment and Plan Document Section 79, and take any appropriate legal action, including but not limited to filing a lawsuit and reporting the entity to the Treasurer of the State of Michigan in accordance with MCL 141.1544(d), Section 44 of PA 436 of 2012, as may be amended.
6. The Employer acknowledges that changes to the Employer's MERS Defined Benefit Plan must be made in accordance with the MERS Plan Document and applicable law, and agrees that MERS will not administer any such changes unless the MERS Plan Document and applicable law permit same, and MERS is capable of administering same.

Defined Benefit Plan Adoption Agreement

VIII. Execution

Authorized Designee of Governing Body of Municipality or Chief Judge of Court

The foregoing Adoption Agreement is hereby approved by _____ on the _____ day of _____, 20_____.
(Name of Approving Employer)

Authorized signature: _____

Title: _____

Received and Approved by the Municipal Employees' Retirement System of Michigan

Dated: _____ , 20_____ Signature: _____
(Authorized MERS Signatory)

Michigan CAT

Account Number: 5581

Quotation#: 206672

CSA Quote

Bill to:
City of Potterville

Potterville, Michigan

Ship to:
City of Potterville
4229 Vermontville Rd
Potterville, Michigan 48876

General information

Contact name: Aaron Sheridan
Phone number: (517) 645-7641
Unit number: Waste Water Treatmen
Manufacturer: CUMMINS
Model: NTA855
Serial number: 30105479
Effective date: 2020-09-04
Expiration date: 2020-12-31
Meter:

Description	Unit Price	Quantity	Ext Price
Level 2 Annual PM Inspection/Oil Change Preventative maintenance level 2 includes an oil sample, 72 point inspection, oil change, oil filter and fuel filter change. Performed annually.	**$675.00**	**5**	**$3,375.00**
90 Minute Load Bank Test, 80% load Due with PM2 Load Bank test will apply a load to the generator that will test its overall condition; testing the fuel system, power output, voltage regulation, leaks and overheat condition. Load bank test also removes any wet stacking conditions present. *Load bank tests must be scheduled and performed with a Level 1 or Level 2 PM service visit otherwise an additional travel charge will apply.* ** Load bank tests must be scheduled and performed with a Level 1 or Level 2 PM service visit otherwise an additional travel charge will apply **	**$475.00**	**5**	**$2,375.00**

Sub-total **$5,750.00**

Total **$5,750.00**

***NOTE: TAX AND FREIGHT CHARGES ARE ADDITIONAL TO PRICES LISTED ABOVE.**

Michigan CAT

Account Number: 5581

Quotation#: 206673

CSA Quote

Bill to:
City of Potterville

Potterville, Michigan

Ship to:
City of Potterville
425 Hardtail
Potterville, Michigan 48876

General information

Contact name: Aaron Sheridan
Phone number: (517) 645-7641
Unit number: Lift Station
Manufacturer: ONAN
Model: GGHE5773950
Serial number: H060966088
Effective date: 2020-09-04
Expiration date: 2020-12-31
Meter:

Description	Unit Price	Quantity	Ext Price
Level 2 Annual PM Inspection/Oil Change Preventative maintenance level 2 includes an oil sample, 72 point inspection, oil change, oil filter and fuel filter change. Performed annually.	**$550.00**	**5**	**$2,750.00**
90 Minute Load Bank Test, 80% load Due with PM2 Load Bank test will apply a load to the generator that will test its overall condition; testing the fuel system, power output, voltage regulation, leaks and overheat condition. Load bank test also removes any wet stacking conditions present. *Load bank tests must be scheduled and performed with a Level 1 or Level 2 PM service visit otherwise an additional travel charge will apply.* ** Load bank tests must be scheduled and performed with a Level 1 or Level 2 PM service visit otherwise an additional travel charge will apply **	**$475.00**	**5**	**$2,375.00**

Sub-total **$5,125.00**

Total **$5,125.00**

***NOTE: TAX AND FREIGHT CHARGES ARE ADDITIONAL TO PRICES LISTED ABOVE.**

Michigan CAT

Account Number: 5581

Quotation#: 206674

CSA Quote

Bill to:
City of Potterville

Potterville, Michigan

Ship to:
City of Potterville
425 Hardtail
Potterville, Michigan 48876

General information

Contact name: Aaron Sheridan
Phone number: (517) 645-7641
Unit number: Well Head #2
Manufacturer: KOHLER
Model: 80RZ
Serial number: 361331
Effective date: 2020-09-04
Expiration date: 2020-12-31
Meter:

Description	Unit Price	Quantity	Ext Price
Level 2 Annual PM Inspection/Oil Change Preventative maintenance level 2 includes an oil sample, 72 point inspection, oil change, oil filter and fuel filter change. Performed annually.	**$550.00**	**5**	**$2,750.00**
90 Minute Load Bank Test, 80% load Due with PM2 Load Bank test will apply a load to the generator that will test its overall condition; testing the fuel system, power output, voltage regulation, leaks and overheat condition. Load bank test also removes any wet stacking conditions present. *Load bank tests must be scheduled and performed with a Level 1 or Level 2 PM service visit otherwise an additional travel charge will apply.* ** Load bank tests must be scheduled and performed with a Level 1 or Level 2 PM service visit otherwise an additional travel charge will apply **	**$475.00**	**5**	**$2,375.00**

Sub-total	**$5,125.00**
Total	**$5,125.00**

***NOTE: TAX AND FREIGHT CHARGES ARE ADDITIONAL TO PRICES LISTED ABOVE.**

Michigan CAT

Account Number: 5581

Quotation#: 206675

CSA Quote

Bill to:
City of Potterville

Potterville, Michigan

Ship to:
City of Potterville
425 Hardtail
Potterville, Michigan 48876

General information

Contact name: Aaron Sheridan
Phone number: (517) 645-7641
Unit number: Well Head #3
Manufacturer: ONAN
Model: GGHH5629019
Serial number: G030528946
Effective date: 2019-08-29
Expiration date: 2020-05-31
Meter:

Description	Unit Price	Quantity	Ext Price
Level 2 Annual PM Inspection/Oil Change Preventative maintenance level 2 includes an oil sample, 72 point inspection, oil change, oil filter and fuel filter change. Performed annually.	**$550.00**	**5**	**$2,750.00**
90 Minute Load Bank Test, 80% load Due with PM2 Load Bank test will apply a load to the generator that will test its overall condition; testing the fuel system, power output, voltage regulation, leaks and overheat condition. Load bank test also removes any wet stacking conditions present. *Load bank tests must be scheduled and performed with a Level 1 or Level 2 PM service visit otherwise an additional travel charge will apply.* ** Load bank tests must be scheduled and performed with a Level 1 or Level 2 PM service visit otherwise an additional travel charge will apply **	**$475.00**	**5**	**$2,375.00**

Sub-total **$5,125.00**

Total **$5,125.00**

***NOTE: TAX AND FREIGHT CHARGES ARE ADDITIONAL TO PRICES LISTED ABOVE.**

WOLVERINE POWER SYSTEMS
GENERATORS & MOBILE POWER PRODUCTS
SALES · RENTALS · SERVICE & PARTS
24/7 EMERGENCY SERVICE
1.800.485.8068
WOLVERINEPOWER.COM

September 9, 2020

CITY OF POTTERVILLE
319 NORTH NELSON
EATON, MI 48876

We would like to offer you one of our scheduled maintenance programs for your backup power system. Regular scheduled maintenance is a vital part to keeping your generators functional and ready to work when you need them.

Below you will find options for providing regular maintenance on your generators and their respective pricing. You will find a detailed description of what is included in each program on the enclosed Maintenance Program Checklist. To sign up, simply check your preferred level of maintenance, along with the month you would like us to start, and return the signed agreement to us within sixty (60) days to secure the rates quoted below.

	Program Price	Starting Month
☐ **Level 1** Maintenance Program *on 4 units** (Includes One (1) Visit Annually – Major only)	***$ 1,890***	_____
☐ **1.5 HR Load Bank** test *on 4 units**	***$ 1,320***	*To be performed during the PM visit*

*See below list of your units and price breakdown

	Site	Address	Make	Model#	Serial#	kW	Major	1.5 Hr LB
1	Lift Station	301 Alliance Dr.	Onan	GGHH	H140729758	100	$ 430	$ 330
2	WWTP	4249 E. Vermontville	Onan	44FDR7012	JL92631-10158	180	$ 600	$ 330
3	Well#2	425 Hartell Rd.	Kohler	80RZ82	361331	80	$ 430	$ 330
4	Well#3	4556 Hartell Rd.	Onan	GGHH	G030528946	100	$ 430	$ 330
							$1,890	$1,320

Scheduling Contact/s: _____ Phone# & Email _____

This agreement renews annually and payment is due after each inspection. Prices do not include applicable tax or surcharges and are subject to change with a 60-day written notice. Customer must submit 30-day written notice to cancel this agreement and any related inspections. Wolverine Power Systems reserves to the right to cancel this agreement at any time and is not liable for any losses or contingent liabilities arising from the operation of this system or the failure of this system to operate.

_____
Authorized By

_____ _____
Signature Date

Please send completed documents to one of the following:

Mail: Wolverine Power Systems
3229 80th Avenue
Zeeland, MI 49464

Fax# (616) 879-0045

Email: service@wolverinepower.com

WOLVERINE POWER SYSTEMS
GENERATORS & MOBILE POWER PRODUCTS
SALES · RENTALS · SERVICE & PARTS
24/7 EMERGENCY SERVICE
1.800.485.8068
WOLVERINEPOWER.COM

ENGINE-DRIVEN GENERATOR MAINTENANCE PROGRAMS

Level 1 Maintenance Program Checklist

One scheduled visit per year which includes, but is not limited to:

- Battery and Charger Inspection of:
  - Fluid Level
  - Voltage
  - Cable & Connections
  - Charger output
- Engine, Inspection of:
  - Oil Pressure
  - Cranking Voltage
  - Safety Shutdowns and Pre-Alarms
  - Crankcase Blow-by
  - Lube Level
  - Spark Plugs
  - Leaks
  - Abnormal Noise or Vibration
  - Alternator Output
- Generator Inspection of:
  - Exciter
  - Stator
  - Brushes & Holders
  - Collector Rings
  - AC Windings
- Fuel System Inspection
  - Flex Fuel Lines
  - Leaks
- Control Panel Inspection
  - Voltage Regulator
  - Engine Monitors
  - Wiring & Relays
  - Indicator Bulbs
  - Connections
- Regular Maintenance - Annually
  - Change Engine Oil & Oil Filter
  - Change Fuel Filter (As needed – Additional Charge)
  - Adjust Valve Lash
  - Lubricate Generator Bearings
  - Replace Spark Plugs (As needed - Additional Charge)
  - Change Air Filter (As needed – Additional Charge)
- Regular Maintenance – Every 3 Years
  - Replace Engine Coolant (Additional Charge – T&M)
  - Change Batteries (Additional Charge)
  - Change Block Heater Hoses (Additional Charge – T&M)

Level 2 Maintenance Program Checklist

Two scheduled visits per year which include, but is not limited to:

- Battery and Charger Inspection of:
  - Fluid Level
  - Voltage
  - Cable & Connections
  - Charger output
- Engine, Inspection of:
  - Oil Pressure
  - Cranking Voltage
  - Safety Shutdowns and Pre-Alarms
  - Crankcase Blow-by
  - Lube Level
  - Spark Plugs
  - Leaks
  - Abnormal Noise or Vibration
  - Alternator Output
- Generator Inspection of:
  - Exciter
  - Stator
  - Brushes & Holders
  - Collector Rings
  - AC Windings
- Fuel System Inspection
  - Flex Fuel Lines
  - Leaks
- Control Panel Inspection
  - Voltage Regulator
  - Engine Monitors
  - Wiring & Relays
  - Indicator Bulbs
  - Connections

One of the scheduled visits will also include:

- Regular Maintenance - Annually
  - Change Engine Oil & Oil Filter
  - Change Fuel Filter (As needed – Additional Charge)
  - Adjust Valve Lash
  - Lubricate Generator Bearings
  - Replace Spark Plugs (As needed - Additional Charge)
  - Change Air Filter (As needed – Additional Charge)
- Regular Maintenance – Every 3 Years
  - Replace Engine Coolant (Additional Charge – T&M)
  - Change Batteries (Additional Charge)
  - Change Block Heater Hoses (Additional Charge – T&M)

LOAD-BANKING OPTION

Load Bank testing is a practical method of testing the generator's output under realistic circumstances. Providing on-demand power is the essential directive for a generator. Exercising at less than 100% full-rated load can cause inferior or older systems to run less reliably. Load bank testing rids the exhaust ports and valves of carbon and cylinder-bore buildup, as well as reveals frail electrical components. This can be performed without disabling or interrupting the generator's capabilities. This is normally a process for customers in which we incrementally increase the kW load and record several different readings on a 15-minute interval. Load bank testing will insure that your generator complies with the industry code requirement of NFPA-110, Standard for Emergency and Standby Power Systems.

Sales and Service

1/30/2020

City Of Potterville
319 N. Nelson
Potterville, MI 48876
RE: Planned Maintenance Proposal

Dear Jesse Trout,

Cummins Sales and Service is a premier engine and power generation systems provider committed to delivering fast and proven solutions to our customers. We are pleased to offer you a Planned Maintenance Proposal for your review and approval. Due to the critical nature of your standby power system, this Agreement was developed based on your specific needs and equipment to ensure maximum performance and reliability.

Benefits of Planned Maintenance

- Improves system reliability.
- Maintenance performed by certified technicians specifically trained in power generation.
- PM customers receive preferred service for unscheduled emergency repairs.
- Creation of a service record for customer equipment.
- Additional maintenance recommendations documented at that time.
- Scheduling managed by Cummins Sales and Service to ensure timely maintenance intervals.
- Eliminates administrative burden, covers equipment from multiple vendors.

Please sign, date and return the enclosed Agreement to our office along with any purchase documentation necessary so we can tend to your servicing needs. Planned Maintenance Agreements are "auto-renewed" annually prior to the end of your agreement. Should you have any questions or require additional information on this or any other subject relating to your equipment, please feel free to contact me. We look forward to the opportunity to earn your trust and business.

Sincerely,

James Sweeney

James Sweeney
Planned Equipment Maintenance Territory Manager
Office: (616) 988-8682
Cell: (616) 485-1568
Email: james.sweeney@cummins.com

Sales and Service

Cummins Inc.
3715 Clay Avenue SW
Grand Rapids, MI 49548
Phone: (616) 538-2250
Fax: (616) 281-3177

PLANNED EQUIPMENT MAINTENANCE AGREEMENT

Customer Address	Customer Contact		Quote Information	
City Of Potterville	Name:	Jesse Trout	Quote Date:	1/30/2020
319 N. Nelson	Phone:	573-820-1760	Quote Expires:	3/30/2020
Potterville, MI 48876	Cell:		Quote ID:	QT-55975
Customer #: 173355	Fax:	517-645-7810	Quoted By:	James Sweeney
Payment Type: Prepaid	E-mail:	jtrout@pottervillemi.org	Quote Term:	5 Year

Site Name:Lift Station

(301 Alliance Drive Potterville MI 48876)

Unit Name: Lift Station
Make: Onan
Model: GGHH
S/N: H140729758
Size: 100kW
ATS Qty: 1
Notes:

Year	Month of 1st Service	Service Type	Qty	Sell Price	Extended Price
1	March	Inspection	1	$245.93	$245.93
1	March	Loadbank (1.5 Hrs)	1	$386.98	$386.98
				Year 1 Total:$632.91	
2	March	Inspection	1	$245.93	$245.93
2	March	Loadbank (1.5 Hrs)	1	$386.98	$386.98
				Year 2 Total:$632.91	
3	March	Inspection	1	$252.26	$252.26
3	March	Loadbank (1.5 Hrs)	1	$396.19	$396.19
				Year 3 Total:$648.45	
4	March	Inspection	1	$258.78	$258.78
4	March	Loadbank (1.5 Hrs)	1	$405.68	$405.68
				Year 4 Total:$664.46	
5	March	Inspection	1	$265.49	$265.49
5	March	Loadbank (1.5 Hrs)	1	$415.45	$415.45
				Year 5 Total:$680.94	

Site Name:Waste Water Plant

(4249 E. Vermontville Potterville MI 48876)

Unit Name: Waste Water Plant
Make: Onan
Model: 44FDR7012
S/N: JL-92631-1015-8
Size: 180kW
ATS Qty: 1
Notes:

Year	Month of 1st Service	Service Type	Qty	Sell Price	Extended Price
1	March	Inspection	1	$245.93	$245.93
1	March	Loadbank (1.5 Hrs)	1	$418.98	$418.98
				Year 1 Total:$664.91	
2	March	Inspection	1	$245.93	$245.93
2	March	Loadbank (1.5 Hrs)	1	$418.98	$418.98
				Year 2 Total:$664.91	
3	March	Inspection	1	$252.26	$252.26
3	March	Loadbank (1.5 Hrs)	1	$428.19	$428.19
				Year 3 Total:$680.45	
4	March	Inspection	1	$258.78	$258.78
4	March	Loadbank (1.5 Hrs)	1	$437.68	$437.68
				Year 4 Total:$696.46	
5	March	Inspection	1	$265.49	$265.49
5	March	Loadbank (1.5 Hrs)	1	$447.45	$447.45

				Year 5 Total:	$712.94

Site Name:Well #2

(425 Hartel Road Potterville MI 48876)

Unit Name: Kohler - Well #2
Make: Kohler
Model: 80RZ82
S/N: 361331
Size: 80kW
ATS Qty: 1
Notes:

Year	Month of 1st Service	Service Type	Qty	Sell Price	Extended Price
1	March	Inspection	1	$200.07	$200.07
1	March	Loadbank (1.5 Hrs)	1	$379.98	$379.98
				Year 1 Total:	$580.05
2	March	Inspection	1	$200.07	$200.07
2	March	Loadbank (1.5 Hrs)	1	$379.98	$379.98
				Year 2 Total:	$580.05
3	March	Inspection	1	$205.02	$205.02
3	March	Loadbank (1.5 Hrs)	1	$389.19	$389.19
				Year 3 Total:	$594.21
4	March	Inspection	1	$210.12	$210.12
4	March	Loadbank (1.5 Hrs)	1	$398.68	$398.68
				Year 4 Total:	$608.80
5	March	Inspection	1	$215.38	$215.38
5	March	Loadbank (1.5 Hrs)	1	$408.45	$408.45
				Year 5 Total:	$623.83

Site Name:Well #3

(4556 Hartel Road Potterville MI 48876)

Unit Name: Well #3 Onan
Make: Onan
Model: GGHH
S/N: G030528946
Size: 100kW
ATS Qty: 1
Notes:

Year	Month of 1st Service	Service Type	Qty	Sell Price	Extended Price
1	March	Inspection	1	$245.93	$245.93
1	March	Loadbank (1.5 Hrs)	1	$386.98	$386.98
				Year 1 Total:	$632.91
2	March	Inspection	1	$245.93	$245.93
2	March	Loadbank (1.5 Hrs)	1	$386.98	$386.98
				Year 2 Total:	$632.91
3	March	Inspection	1	$252.26	$252.26
3	March	Loadbank (1.5 Hrs)	1	$396.19	$396.19
				Year 3 Total:	$648.45
4	March	Inspection	1	$258.78	$258.78
4	March	Loadbank (1.5 Hrs)	1	$405.68	$405.68
				Year 4 Total:	$664.46
5	March	Inspection	1	$265.49	$265.49
5	March	Loadbank (1.5 Hrs)	1	$415.45	$415.45
				Year 5 Total:	$680.94

Year 1 Total:*	$2,510.78
Year 2 Total:*	$2,510.78
Year 3 Total:*	$2,571.56
Year 4 Total:*	$2,634.18
Year 5 Total:*	$2,698.65
Total Agreement Amount:*	**$12,925.95**

Quote does not include applicable taxes

Sales and Service

Cummins Inc.
3715 Clay Avenue SW
Grand Rapids, MI 49548
Phone: (616) 538-2250

PLANNED EQUIPMENT MAINTENANCE AGREEMENT

Customer Address	Customer Contact		Quote Information	
City Of Potterville	Name:	Jesse Trout	Quote Date:	1/30/2020
319 N. Nelson	Phone:	573-820-1760	Quote Expires:	3/30/2020
Potterville, MI 48876	Cell:		Quote ID:	QT-55975
Customer #: 173355	Fax:	517-645-7810	Quoted By:	James Sweeney
Payment Type: Prepaid	E-mail:	jtrout@pottervillemi.org	Quote Term:	5 Year

Total Agreement Amount:* **$12,925.95**

Quote does not include applicable taxes

Total Agreement Amount Does Not Include Applicable Taxes. Please call (855) 879-6135 or Email pm.service@cummins.com for invoice total prior to sending payment.

Planned Equipment Maintenance Agreements are designed with an automatic renewal provision. Details of this provision are listed in the "Planned Equipment Maintenance Agreement Terms and Conditions". If you do not wish to participate in the auto renew option, please check the box below to opt out.

☐ Opt out of Automatic Renewal.

Selection Required for Load Bank Test

Readings will be taken every 15 minutes, unless otherwise specified.

*If no selection is made, we will perform this option by default

☐ *Annual Load Bank Test, NFPA 110, 8.4.2.3 The generator set will be loaded to a load factor of not less than 50% of the EPS kW nameplate rating for 30 minutes, load will then be increased to a load factor not less than 75% of the EPS kW nameplate rating for 60 minutes for a total run time of 1.5 continuous hours.

☐ 50% of the EPS nameplate kW rating for 30 minutes, followed by 75% of the EPS nameplate kW rating for 60 minutes, for a total of 1.5 continuous hours

☐ 80% of the EPS nameplate kW rating for 1.5 continuous hours

☐ Other – Please Specify _____

Please return signed agreement to:
Cummins Inc.
Attn: PEM Administration Group
21810 Clessie Court
New Hudson, MI 48165
Fax 248-573-1960
Email: pm.service@cummins.com

Seller hereby agrees to sell to Buyer, and Buyer hereby agrees to buy from Seller, the foregoing products/services upon the terms and conditions set forth in the "Planned Equipment Maintenance Agreement Terms and Conditions" attached hereto, which are hereby incorporated herein by reference.

Customer Approval (Quote ID QT-55975)	Cummins Inc. Approval
Signature:_____	Signature:_____
Date: _____	Date: _____

PLANNED MAINTENANCE AGREEMENT TERMS AND CONDITIONS

These Planned Maintenance Agreement Terms and Conditions, together with the Quote on the front side and the Scope of Services, are hereinafter referred to as this "Agreement" and shall constitute the entire agreement between the customer identified in the Quote ("Customer") and Cummins Inc. ("Cummins") and supersede any previous agreement or understanding (oral or written) between the parties with respect to the subject matter of this Agreement. In the event of any inconsistency between this Agreement and any purchase order, terms and conditions or other document produced or delivered by Customer, the terms and conditions of this Agreement shall take precedence

1. SCOPE OF SERVICES; PERFORMANCE OF SERVICES. Cummins shall perform the maintenance ("Services") on the equipment identified in the Quote ("Equipment") in accordance with the schedule specified in the Quote. The Services include those services defined in the "Service Event" section of the Quote. No additional services or materials are included in this Agreement unless agreed upon by the parties in writing. Unless otherwise indicated in the Quote, Cummins will provide the labor and tools necessary to perform the Services and shall keep Customer's property free from accumulation of waste materials caused by Cummins' operations. Either party may terminate this Agreement with or without cause by providing thirty (30) days written notice to the other.

2. CUSTOMER OBLIGATIONS. Customer shall provide Cummins safe access to Customer's site and arrange for all related services and utilities necessary for Cummins to perform the Services. During the performance of the Services, Customer shall fully and completely secure all or any part of any facility where the Equipment is located to remove and mitigate any and all safety issues and risks, including but not limited to facility occupants, customers, invitees, or any third party and or property damage or work interruption arising out of the Services. Customer shall make all necessary arrangement to address and mitigate the consequences of any electrical service interruption which might occur during the Services. CUSTOMER IS RESPONSIBLE FOR OPERATING AND MAINTAINING THE EQUIPMENT IN ACCORDANCE WITH THE OWNER'S MANUAL FOR THE EQUIPMENT.

3. PAYMENT TERMS. Unless otherwise agreed to by the parties in writing and subject to credit approval by Cummins, payments are due thirty (30) days from the date of the invoice. If Customer does not have approved credit with Cummins, as solely determined by Cummins, payments are due in advance or at the time of supply of the Services. If payment is not received when due, in addition to any rights Cummins may have at law, Cummins may charge Customer eighteen percent (18%) interest annually on late payments, or the maximum amount allowed by law. Customer agrees to pay all Cummins' costs and expenses (including all reasonable attorneys' fees) related to Cummins' enforcement and collection of unpaid invoices, or any other enforcement of this Agreement by Cummins. Unless otherwise stated, the Quote excludes all applicable local, state, or federal sales and/or use or similar taxes which Cummins is required by applicable laws to collect from Customer and shall be stated on the invoice.

4. DELAYS. Any performance dates indicated in this Agreement are estimated and not guaranteed. Cummins shall not be liable for any delays in performance however occasioned, including any that result directly or indirectly from acts of Customer or causes beyond Cummins' control, including but not limited to acts of God, accidents, fire, explosions, flood, unusual weather conditions, acts of government authority, or labor disputes.

5. WARRANTY. Cummins shall perform the Services in a reasonable and workmanlike manner. Parts and components supplied under this Agreement are governed by the express written manufacturer's limited warranty. No other warranty for parts or components is provided under this Agreement. All Services shall be free from defects in workmanship for a period of ninety (90) days after completion of Services. In the event of a warrantable defect in workmanship of Services supplied under this Agreement ("Warrantable Defect"), Cummins' obligation shall be solely limited to correcting the Warrantable Defect. Cummins shall correct the Warrantable Defect where (i) such Warrantable Defect becomes apparent to Customer during the warranty period; (ii) Cummins receives written notice of any Warrantable Defect within thirty (30) days following discovery by Customer; and (iii) Cummins has determined that there is a Warrantable Defect. Warrantable Defects remedied under this provision shall be subject to the remaining warranty period of the original warranty of the Services. New parts supplied during the remedy of Warrantable Defects are warranted for the balance of the warranty period still available from the original warranty of such parts. The remedies set forth in this Section 5 shall not be deemed to have failed of their essential purpose so long as Cummins is willing to correct defective Services or refund the purchase price therefor.

6. LIMITATIONS OF WARRANTIES AND LIABILITY.

THE REMEDIES PROVIDED IN THE LIMITED WARRANTY AND THIS AGREEMENT ARE THE SOLE AND EXCLUSIVE WARRANTIES AND REMEDIES PROVIDED BY CUMMINS TO THE CUSTOMER UNDER THIS AGREEMENT. EXCEPT AS SET OUT IN THE WARRANTY AND THIS AGREEMENT, AND TO THE EXTENT PERMITTED BY LAW, CUMMINS EXPRESSLY DISCLAIMS ALL OTHER REPRESENTATIONS, WARRANTIES, ENDORSEMENTS, AND CONDITIONS OF ANY KIND, EXPRESS OR IMPLIED, INCLUDING, WITHOUT LIMITATION, ANY STATUTORY OR COMMON LAW IMPLIED REPRESENTATIONS, WARRANTIES AND CONDITIONS OF FITNESS FOR A PURPOSE OR MERCHANTABILITY.

NOTWITHSTANDING ANY OTHER TERM OF THIS AGREEMENT, IN NO EVENT SHALL CUMMINS, ITS OFFICERS, DIRECTORS, EMPLOYEES, OR AGENTS BE LIABLE TO CUSTOMER OR ANY THIRD PARTY FOR ANY INDIRECT, INCIDENTAL, SPECIAL, PUNITIVE, OR CONSEQUENTIAL DAMAGES OF ANY KIND (INCLUDING WITHOUT LIMITATION DOWNTIME, LOSS OF PROFIT OR REVENUE, LOSS OF DATA, LOSS OF OPPORTUNITY, DAMAGE TO GOODWILL, AND DAMAGES CAUSED BY DELAYS) IN ANY WAY RELATED TO OR ARISING FROM CUMMINS' SUPPLY OF PARTS OR SERVICES UNDER THIS AGREEMENT. IN NO EVENT SHALL CUMMINS' LIABILITY TO CUSTOMER OR ANY THIRD PARTY CLAIMING DIRECTLY THROUGH CUSTOMER OR ON CUSTOMER'S BEHALF UNDER THIS AGREEMENT EXCEED THE TOTAL COST OF PARTS AND SERVICES SUPPLIED BY CUMMINS UNDER THIS AGREEMENT. BY ACCEPTANCE OF THIS AGREEMENT, CUSTOMER ACKNOWLEDGES CUSTOMER'S SOLE REMEDY AGAINST CUMMINS FOR ANY LOSS SHALL BE THE REMEDY PROVIDED HEREIN.

7. INDEMNITY. Customer shall indemnify, defend and hold harmless Cummins from and against any and all claims, actions, costs, expenses, damages and liabilities, including reasonable attorneys' fees, brought against or incurred by Cummins related to or arising out of this Agreement or the Services supplied under this Agreement (collectively, the ("Claims"), where such Claims were caused or contributed to by, in whole or in part, the acts, omissions, fault or negligence of the Customer. Customer shall present any Claims covered by this indemnity to its insurance carrier unless Cummins directs that the defense will be handled by Cummins' legal counsel at Customer's expense.

8. CONFIDENTIALITY. Each party shall keep confidential any information received from the other that is not generally known to the public and at the time of disclosure, would reasonably be understood by the receiving party to be proprietary or confidential, whether disclosed in oral, written, visual, electronic or other form, and which the receiving party (or agents) learns in connection with this Agreement including, but not limited to: (a) business plans, strategies, sales, projects and analyses; (b) financial information, pricing, and fee structures; (c) business processes, methods and models; (d) employee and supplier information; (e) specifications; and (f) the terms and conditions of this Agreement. Each party shall take necessary steps to ensure compliance with this provision by its employees and agents.

9. GOVERNING LAW. This Agreement and all matters arising hereunder shall be governed by and construed in accordance with the laws of the State of Indiana without giving effect to any choice or conflict of law provision. The parties agree that the courts of the State of Indiana shall have exclusive jurisdiction to settle any dispute or claim arising in connection with this Agreement.

10. INSURANCE. Upon Customer's request, Cummins will provide to Customer a Certificate of Insurance evidencing Cummins' relevant insurance coverage.

11. ASSIGNMENT. This Agreement shall be binding on the parties and their successors and assigns. Customer shall not assign this Agreement without the prior written consent of Cummins.

12. INTELLECTUAL PROPERTY. Any intellectual property rights created by either party, whether independently or jointly, in the course of the performance of this Agreement or otherwise related to Cummins pre-existing intellectual property or subject matter related thereto, shall be Cummins' property. Customer agrees to assign, and does hereby assign, all right, title, and interest to such intellectual property to Cummins. Any Cummins pre-existing intellectual property shall remain Cummins' property. Nothing in this Agreement shall be deemed to have given Customer a licence or any other rights to use any of the intellectual property rights of Cummins.

13. MISCELLANEOUS. Cummins shall be an independent contractor with respect to the Services performed under this Agreement. All notices under this Agreement shall be in writing and be delivered personally, mailed via first class certified or registered mail, or sent by a nationally recognized express courier service to the addresses set forth in the Quote. No amendment of this Agreement shall be valid unless it is writing and signed by the parties hereto. Failure of either party to require performance by the other party of any provision hereof shall in no way affect the right to require such performance at any time thereafter, nor shall the waiver by a party of a breach of any of the provisions hereof constitute a waiver of any succeeding breach. Any provision of this Agreement that is invalid or unenforceable shall not affect the validity or enforceability of the remaining terms hereof.

14. ON-CALL SERVICES. Upon Customer's request, Cummins shall provide on-call services (repair, emergency work or other) on the Equipment ("On-call Services"). Any On-call Services shall be invoiced to the Customer at the Cummins current hour rate (including traveling) and shall be governed by the terms and conditions of this Agreement.

Sales and Service

Scope of Services

Power Generation System Planned Equipment Maintenance

INSPECTION
(MONTHLY, QUARTERLY, OR ONE-TIME PER YEAR)

Battery & Battery Charger System
- Check battery charger functions
- Cable connections, termination cleanliness and security
- Check electrolyte level, vent caps of all cells in the starting batteries
- Battery Conductance Test

Fuel System
- Inspect main tank/day tank fuel level
- Inspect day tank controls and pumps. Test operate day tank controls (where available)
- Inspect all fuel hoses, clamps, pipes, components, and fittings
- Inspect governor linkage
- Visually inspect rupture/containment basin
- Water in Fuel Test - Sub-base, day tanks
- Optional - fuel sample for laboratory analysis*

Engine Cooling System
- Inspect all hoses and clamps for leaks, coolant level and condition
- Inspect radiator cap and filler neck condition
- Inspect drive belts, observe alignment and deflection
- Observe coolant heater operations
- Utilize DCA test strip to record coolant properties
- Inspect radiator surfaces, shrouds, and barriers for obstruction
- Visually inspect low temperature after cooler coolant
- Optional –coolant sampling*

Engine & Lubrication System
- Inspect lubrication system (visually check oil level)
- Inspect crankcase ventilation system
- Inspect spark ignited ignition system

Intake/Exhaust System
- Inspect air cleaner element and entire intake system
- Inspect exhaust system and rain cap
- Inspect louver operations

Generator Controls & Power Connections
- Visually inspect all engine mounted wiring, senders, and devices
- Visually inspect all control mounted components and wiring
- Lamp test all lights and indicators
- Visually inspect breaker and power connections
- Manually operate generator main breaker(s) open and closed*

*NOTE: Will not exercise breakers or contactors on a paralleling device.

Generator Operations
- Start and observe generator and equipment operations
- Verify engine and generator safeties for proper operation
- System test with or without load

Automatic Transfer Switch
(Paralleling Switchgear, Bypass Switchgear, Manual Transfer Switches)
- Visually inspect all power and control wiring
- Visually inspect switch mechanism and enclosure
- Visually inspect controls and time delays settings
- Verify function of exercise clock

FULL SERVICE
(INCLUDES INSPECTION)

Operational & Functional Review of Generator Critical Components
- Inspect engine cooling fan & fan drives for excessive wear or shaft wobble
- Check all pulleys, belt tensioners, slack adjusters & idler pulleys for travel, wear & overall condition
- Inspect/lubricate drive bearings, gear or belt drives, lovejoy and other shaft connecting hardware

Lubrication Oil and Filtration Service
- Change engine lubrication oil
- Change primary lubrication and bypass filters
- Change fuel filters
- Post lube service operation of genset (unloaded) at rated temperature
- Optional - oil sample for laboratory analysis*

***Additional Charge**

Any additional repairs, parts or services which are required will be brought to the attention of the owner. Repairs will only be made after proper authorization from the owner is given to Cummins Sales and Service. Any additional repairs, maintenance or service performed by Cummins Sales and Service for a Planned Equipment Maintenance Agreement holder will be at current Cummins Sales and Service labor rates.