

City of Pottersville - Council Agenda

Thursday, November 19, 2020 – 7:00 p.m. – Pottersville City Hall, 319 N. Nelson Street

- A. Call to Order:**
- B. Pledge of Allegiance:**
- C. Roll Call:**
- D. Approval of Agenda**
- E. Approval of Minutes**
 - a) Meeting minutes from October 15, 2020
- F. Approval of Bills**
 - a) General Bills: \$140,186.92
- G. Bank Reconciliations:**
 - a) October 2020
- H. City Manager's Report:** Manager's report in the November 2020 packet.
- I. Public Comment on agenda items:**
- J. Commission/Committee Reports:** Reports in the November 2020 packet.
- K. Department Reports:** Administration- Department reports in the March 2020 packet.
- L. New Business:**
 - a) Presentation from Auditor
 - b) Resolution to adopt Poverty Guidelines
 - c) Adopt Remote Participation Procedure
 - d) MERS Retirement Agreement update due to new Covid-19 work conditions
 - e) Sod Slingers Lawn Mower Racing Facility Contract
 - f) City Clerk Position
- M. Public Comment on non-agenda items:**
- N. Communication from the Mayor and Council:**
- O. Next Meeting:** Thursday, December 17, 2020 at 7:00 p.m.
- P. Excuse absent member(s):**
- Q. Motion to Adjourn:**

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, October 16, 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, Member Smalley, Member Pulda and Member Twichell

Absent: None

Approval of Agenda: Motion made by Member Twichell to approve the Agenda. Supported by Member Pulda. Roll Call Vote. Ayes: Mayor Kring, Deputy Mayor Lenneman, Member Nichols, Member Potter, Member Pulda, Member Smalley and Member Twichell. Nays: None. Motion carried (7-0).

Approval of Minutes: Motion made by Member Smalley to strike in paragraph in Communication from Mayor and Council, "Member Twichell inquired about Member Smalley and Member Potter's last month's vote on excusing absence and asked for explanation." Supported by Member Potter. Roll Call Vote: Ayes: Member Potter and Member Smalley. Nays: Mayor Kring, Deputy Mayor Lenneman, Member Nichols, Member Pulda and Member Twichell. Motion fails (2-5).

Motion made by Member Nichols to correct in Communication from Mayor and Council, "Member Nichols shared TIFA approved up to \$2000 for City's welcome sign at ~~Vermontville corner~~ to Lake Alliance entrance. Supported by Member Twichell." Roll Call Vote: Ayes: Mayor Kring, Deputy Mayor Lenneman, Member Nichols, Member Potter, Member Pulda, Member Smalley and Member Twichell. Nays: None. Motion carried (7-0).

Motion to approve Meeting minutes from September 17, 2020 made by Member Twichell. Supported by Deputy Mayor Lenneman. Supported by Deputy Mayor Lenneman. Roll Call Vote. Ayes: Mayor Kring, Deputy Mayor Lenneman, Member Nichols, Member Potter, Member Pulda, Member Smalley and Member Twichell. Nays: None. Motion carried (7-0).

Approval of Bills: Motion to approve payment of General Bills in amount of \$210616.62 made by Member Twichell. Supported by Member Pulda. Roll Call Vote. Ayes: Mayor Kring, Deputy Mayor Lenneman, Member Nichols, Member Potter, Member Pulda and Member Twichell. Nays: Member Smalley. Motion carried (6-1).

Bank Reconciliations: Motion by Member Twichell to approve September 2020 Accounts for General, Tax and Payroll. Supported by Member Pulda. Roll Call Vote. Ayes: Mayor Kring, Deputy Mayor Lenneman, Member Nichols, Member Potter, Member Pulda and Member Twichell. Nays: Member Smalley. Motion carried (6-1).

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

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Public Comment on agenda items: None

Commission/Committee Reports: Member Nichols shared TIFA had requested a speed study for but it is temporally canceled because of Covid, noting traffic travel is different during this time. Mayor Kring reported for Parks and Recreation that Trick and Treating and the Christmas Event is scheduled. Police Chief Berry is waiting for final details of new vehicle. Don from DPW informed has three bids for forestry of selective harvest of removal of trees near pathways in Lake Alliance.

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

New Business:

Renewal of video Franchise Agreement with WOW. Motion made by Member Twichell to direct City Manager to sign agreement for Renewal of video Franchise Agreement with WOW. Supported by Member Smalley. Ayes: Mayor Kring, Deputy Mayor Lenneman, Member Nichols, Member Potter, Member Pulda, Member Smalley and Member Twichell. Nays: None. Motion carried (7-0).

City Property and Downtown Development Property Quit Claim Deed. Motion by Member Pulda. Supported by Member Twichell. Roll Call Vote. Ayes: Mayor Kring, Deputy Mayor Lenneman, Member Nichols, Member Potter, Member Pulda, Member Smalley and Member Twichell. Nays: None. Motion carried (7-0).

Approve Cummins Inc., contract for sewer generator maintenance agreement: Motion by Deputy Mayor Lenneman. Supported by Member Smalley. Roll Call Vote. Ayes: Mayor Kring, Deputy Mayor Lenneman, Member Nichols, Member Potter, Member Pulda, Member Smalley and Member Twichell. Nays: None. Motion carried (7-0).

Public Comment on non-agenda items: None

Communication from the Mayor and Council: Member Nichols shared TIFA approved up to \$2000 for City's welcome sign at Vermontville corner. Also investigating on speed reduction on Lansing Rd. Member Twichell inquired about Member Smalley and Member Potter's last months vote on excusing absence and asked for explanation. Mayor Kring shared Planning Commission planning for holiday seasons with new decoration on Vermontville corridor like Main Street.

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

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Motion to Adjourn: Motion made by Member Smalley and Supported by Member Twichell. Roll Call Vote. Ayes: Mayor Kring, Deputy Mayor Lenneman, Member Nichols, Member Potter, Member Pulda, Member Smalley and Member Twichell. Nays: None. Motion carried (7-0).

Meeting adjourned at: 7:25 p.m.

Respectfully Submitted by:

Becky Dolman

Interim City Clerk

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 Wednesday, November 4, 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, Member Smalley, Member Pulda and Member Twichell

Absent: None

Approval of Agenda: Motion made by Member Twichell to approve the Agenda. Supported by Member Smalley. Roll Call Vote. Ayes: Mayor Kring, Deputy Mayor Lenneman, Member Nichols, Member Potter, Member Pulda, Member Smalley and Member Twichell. Nays: None. Motion carried (7-0).

Public Comment on agenda items: None

New Business:

7:05 pm Motion made by Member Smalley to enter into closed session under pursuant to the Open Meetings Act MCL.15.268(e) to consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation that could have a detrimental financial effect on the litigating or settlement position of the City. To also review Offer of Settlement regarding specific pending litigation that could have a detrimental financial effect on the litigating or settlement position of the City. Supported by Pulda. Roll Call Vote. Ayes: Mayor Kring, Deputy Mayor Lenneman, Member Nichols, Member Potter, Member Pulda, Member Smalley and Member Twichell. Nays: None. Motion carried (7-0).

7:43 pm Motion made by Member Twichell to end the closed session and return to an open meeting. And Supported by Member Potter. Roll Call Vote. Ayes: Mayor Kring, Deputy Mayor Lenneman, Member Nichols, Member Potter, Member Pulda, Member Smalley and Member Twichell. Nays: None. Motion carried (7-0).

Public Comment on non-agenda items: None

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

Motion to Adjourn: Motion made by Member Twichell and Supported by Deputy Mayor Lenneman. Roll Call Vote. Ayes: Mayor Kring, Deputy Mayor Lenneman, Member Nichols, Member Potter, Member Pulda, Member Smalley and Member Twichell. Nays: None. Motion carried (7-0).

Meeting adjourned at: 7:50 p.m.

Respectfully Submitted by:

Becky Dolman, Interim City Clerk

11/12/2020 09:22 AM
User: JWest
DB: Potterville

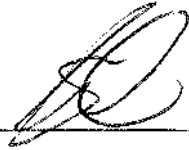
BANK RECONCILIATION FOR CITY OF POTTERVILLE
Bank PR (PAYROLL ACCOUNT)
FROM 10/01/2020 TO 10/31/2020
Reconciliation Record ID: 64

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GL Number	Description	Beginning Balance
750-000-001.000	CASH	7,072.82
Beginning GL Balance:		7,072.82
Add: Payroll Disbursements		4,210.88
Ending GL Balance:		11,283.70

GL Number	Description	Ending Balance
750-000-001.000	CASH	11,283.70
Ending GL Balance:		11,283.70
Ending Bank Balance:		18,116.03
Add: Deposits in Transit		
VOIDED CHECKS DIFFERENTIAL		(30.35)
SHORT TERM DISABILITY CITY PORTION OF MEDICARE AND SOC SEC		548.44
		518.09
Less: 0 AP Outstanding Checks		
Less: 7 PR Outstanding Checks		7,350.42
Adjusted Bank Balance		11,283.70
Unreconciled Difference:		0.00

REVIEWED BY: _____



DATE: _____

11-12-2020

11/12/2020 09:25 AM
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 DB: Potterville

BANK RECONCILIATION FOR CITY OF POTTERVILLE
 Bank GEN (GENERAL POOLED ACCOUNT)
 FROM 10/01/2020 TO 10/31/2020
 Reconciliation Record ID: 63

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Beginning GL Balance:	2,708,429.50
Add: Cash Receipts	178,021.16
Less: Cash Disbursements	(176,815.48)
Less: Payroll Disbursements	(82,783.83)
Less: Journal Entries/Other	(21,479.80)
Ending GL Balance:	2,605,371.55

GL Number	Description	Ending Balance
101-000-001.000	CASH	1,086,109.31
202-000-001.000	CASH	169,337.91
203-000-001.000	CASH	156,284.55
208-000-001.000	CASH	(63.22)
370-000-001.000	CASH	
401-000-001.000	CASH	(1,858.41)
590-000-001.000	CASH	79,642.74
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	627,098.32
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	4,691.35
641-000-001.000	CASH	(79,747.00)
704-000-001.000	CASH	
708-000-001.000	CASH	
865-000-001.000	CASH	

Ending GL Balance: 2,605,371.55

Ending Bank Balance: 2,612,710.53

Add: Miscellaneous Transactions 690.60

Add: Deposits in Transit

11/02/2020 *Deposit ID: 389 90.00

PAYROLL VOID CHECKS 30.35

120.35

Less: 5 AP Outstanding Checks 8,149.93

Less: 0 PR Outstanding Checks

Adjusted Bank Balance 2,605,371.55

Unreconciled Difference: 0.00

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DATE: 11-12-2020

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BANK RECONCILIATION FOR CITY OF POTTERVILLE

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User: JWest

Bank TAX (TAX ACCOUNT)

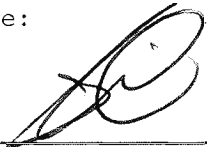
DB: Potterville

FROM 10/01/2020 TO 10/30/2020

Reconciliation Record ID: 66

GL Number	Description	Beginning Balance
703-000-001.000	CASH	13,368.33
Beginning GL Balance:		13,368.33
Add: Cash Receipts		31,320.03
Add: Tax Receipts		3,014.77
Less: Cash Disbursements		(42,728.19)
Less: Journal Entries/Other		(1,277.41)
Ending GL Balance:		3,697.53

GL Number	Description	Ending Balance
703-000-001.000	CASH	3,697.53
Ending GL Balance:		3,697.53
Ending Bank Balance:		21,764.04
Add: Deposits in Transit		0.00
Less: 6 AP Outstanding Checks		18,066.51
Less: 0 PR Outstanding Checks		
Adjusted Bank Balance		3,697.53
Unreconciled Difference:		0.00

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CUSTOM INVOICE REPORT FOR CITY OF POTTERVILLE

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POST DATES 10/19/2020 - 12/20/2020

DB: Potterville

BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID

BANK CODE: GEN

INVOICE NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
VENDOR CODE: 0000011155 COLE'S TREE SERVICE LLC			
472	COLE'S TREE SERVICE L	TREE REMOVAL	1,300.00
TOTAL VENDOR 0000011155 COLE'S T			1,300.00
VENDOR CODE: 0000011158 EATON COUNTY SHERIFF'S DEPARTMENT			
2020-00000029	EATON COUNTY SHERIFF'	ROAD CREW SERVICE FULL DAY SEPT 2020	300.00
TOTAL VENDOR 0000011158 EATON CO			300.00
VENDOR CODE: 0000011200 SPECTRUM PRINTERS, INC.			
65164	SPECTRUM PRINTERS, IN	ENVELOPES AND VOTE TEST DECK	114.52
TOTAL VENDOR 0000011200 SPECTRUM			114.52
VENDOR CODE: 0000011207 PAVEMENT MAINTENANCE SYSTEMS LLC			
201033-02	PAVEMENT MAINTENANCE	CHIP SEAL	48,029.05
TOTAL VENDOR 0000011207 PAVEMENT			48,029.05
VENDOR CODE: 0000011215 DOLMAN, REBECCA			
MILEAGE REIMB	DOLMAN, REBECCA	MILEAGE REIMBURSEMENT 9/1/20-11/5/20	64.40
TOTAL VENDOR 0000011215 DOLMAN,			64.40
VENDOR CODE: 0000011216 WOODLAND MANAGEMENT SPECIALTIES,			
281	WOODLAND MANAGEMENT S	TIMBER MANAGEMENT - 30% AT CONTRACT SIGNING	247.50
TOTAL VENDOR 0000011216 WOODLAND			247.50
VENDOR CODE: 00210 ACE HARDWARE-GRAND LEDGE			
OCT 20	ACE HARDWARE-GRAND LE	OCT 20 STATEMENT	56.85
TOTAL VENDOR 00210 ACE HARDWARE-			56.85
VENDOR CODE: 00720 AUSTIN-FULLER			
27543	AUSTIN-FULLER	FURNACE TUNE UP DPW GARAGE #2	79.95
27549	AUSTIN-FULLER	FURNACE TUNE UP 320 N NELSON	69.95
27542	AUSTIN-FULLER	FURNACE TUNE UP CITY HALL CHAMBERS	69.95
27541	AUSTIN-FULLER	FURNACE TUNE UP CITY HALL- RECORDS ROOM	79.95
27547	AUSTIN-FULLER	FURNACE TUNE UP WELL 3	79.95
27548	AUSTIN-FULLER	FURNACE TUNE UP WELL#4	79.95
27546	AUSTIN-FULLER	FURNACE TUNE UP POLICE DEPT	69.95
27544	AUSTIN-FULLER	FURNACE TUNE UP DPW GARAGE	69.95
27545	AUSTIN-FULLER	FURNACE TUNE UP 321 N NELSON	79.95
TOTAL VENDOR 00720 AUSTIN-FULLER			679.55
VENDOR CODE: 01350 BS&A SOFTWARE			
132083	BS&A SOFTWARE	TAX SYSTEM ANNUAL SERVICE FEE 11/20-11/20	711.00
TOTAL VENDOR 01350 BS&A SOFTWARE			711.00
VENDOR CODE: 02060 CITY OF POTTERVILLE			
WTR/SWR OCT 20	CITY OF POTTERVILLE	OCT 20 WATER/SEWER	468.76
TOTAL VENDOR 02060 CITY OF POTTE			468.76
VENDOR CODE: 02260 CONSUMERS ENERGY			
OCT 20	CONSUMERS ENERGY	OCTOBER 2020 STREETLIGHT	1,923.08
TOTAL VENDOR 02260 CONSUMERS ENE			1,923.08
VENDOR CODE: 02341 CRANDELL BROS. TRUCKING CO.			
141856	CRANDELL BROS. TRUCKI	TOPSOIL - CITY PARK	400.00
TOTAL VENDOR 02341 CRANDELL BROS			400.00
VENDOR CODE: 02610 DELTA DENTAL			
RIS0003124294	DELTA DENTAL	DENTAL INSURANCE MONTH OF NOV 2020	973.38
TOTAL VENDOR 02610 DELTA DENTAL			973.38
VENDOR CODE: 02790 DORNBOS SIGN & SAFETY INC.			
INV52409	DORNBOS SIGN & SAFETY	NO ANIMALS ON FIELD - 4 SIGNS	46.40
SO104849	DORNBOS SIGN & SAFETY	NO ANIMALS ON FIELD SIGNS	46.40
TOTAL VENDOR 02790 DORNBOS SIGN			92.80
VENDOR CODE: 03160 ELHORN ENGINEERING			

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BANK CODE: GEN

INVOICE NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
VENDOR CODE: 03160	ELHORN ENGINEERING		
285454	ELHORN ENGINEERING	IRON REAGENT	72.00
TOTAL VENDOR 03160 ELHORN ENGINE			72.00
VENDOR CODE: 03445	FOSTER SWIFT COLLINS & SMITH		
795453	FOSTER SWIFT COLLINS	ATTORNEY SERVICES MONTH OF SEPT 2020	6,375.50
797080	FOSTER SWIFT COLLINS	LEGAL SERVICES MONTH OF OCT 20	881.50
TOTAL VENDOR 03445 FOSTER SWIFT			7,257.00
VENDOR CODE: 03720	GORDON'S FOOD SERVICE		
809219268	GORDON'S FOOD SERVICE	CONCESSION SUPPLIES	300.22
809219298	GORDON'S FOOD SERVICE	CONCESSION SUPPLIES	62.21
TOTAL VENDOR 03720 GORDON'S FOOD			362.43
VENDOR CODE: 03870	GRANGER CONTAINER SERVICE, INC		
21848645	GRANGER CONTAINER SER	TRASH/ DUMP YOUR JUNK EVENT- FALL 2020	2,897.32
TOTAL VENDOR 03870 GRANGER CONTA			2,897.32
VENDOR CODE: 04001	HASSEL FREE FUELS INC.		
148391/147388	HASSEL FREE FUELS INC	GAS MONTH OF OCT 2020	649.73
TOTAL VENDOR 04001 HASSEL FREE F			649.73
VENDOR CODE: 04320	I.T. RIGHT		
20166088	I.T. RIGHT	EVENTSENTRY EVENT LOG MONITORING	105.00
20166237	I.T. RIGHT	COMPUTER SERVICE CONTRACT 12/1/20-11/30/21	3,965.00
TOTAL VENDOR 04320 I.T. RIGHT			4,070.00
VENDOR CODE: 04900	KIMBALL MIDWEST		
8349795	KIMBALL MIDWEST	PINS/SCRES/DRIVE GRIP TERMINALS	320.24
TOTAL VENDOR 04900 KIMBALL MIDWE			320.24
VENDOR CODE: 06130	MICHIGAN MUNICIPAL LEAGUE		
21866	MICHIGAN MUNICIPAL LE	CDL CONSORTIUM DRIVERS FEE 1/21-12/31/21	300.00
TOTAL VENDOR 06130 MICHIGAN MUNI			300.00
VENDOR CODE: 06240	MICHIGAN RURAL WATER		
OIC-10-30	MICHIGAN RURAL WATER	OPERATOR SERVICES MATT LUMBERT 10/5 AND 10/14/20	337.50
TOTAL VENDOR 06240 MICHIGAN RURA			337.50
VENDOR CODE: 07190	PHP		
NOV 20	PHP	HEALTH INSURANCE MONTH OF NOV 2020	5,572.40
TOTAL VENDOR 07190 PHP			5,572.40
VENDOR CODE: 08790	COUNTY JOURNAL THE		
OCT STATEMENT	COUNTY JOURNAL THE	OCT 2020 STATEMENT	234.00
TOTAL VENDOR 08790 COUNTY JOURNA			234.00
VENDOR CODE: 09210	VERIZON WIRELESS		
9866037572	VERIZON WIRELESS	CELL PHONE USAGE MONTH OF OCT 2020	496.43
TOTAL VENDOR 09210 VERIZON WIREL			496.43
VENDOR CODE: 09703	MICHIGAN DEPT OF ENVIRONMENTAL		
761-10591122	MICHIGAN DEPT OF ENVI	MICHIGAN SAFE DRINKING WATER ACT YEARLY FEE	1,300.05
761-10585040	MICHIGAN DEPT OF ENVI	LAKE ALLIANCE PARK- BASEBALL COMPLEX	138.12
761-10581644	MICHIGAN DEPT OF ENVI	SOFTBALL COMPLEX ANNUAL FEE	138.12
TOTAL VENDOR 09703 MICHIGAN DEPT			1,576.29
VENDOR CODE: 09799	MENARDS-LANSING WEST		
9324	MENARDS-LANSING WEST	MASKS/SUPPLIES	59.85
TOTAL VENDOR 09799 MENARDS-LANSI			59.85
VENDOR CODE: 10273	WOW!BUSINESS		
010023933 NOV 20	WOW!BUSINESS	PHONE/INTERNET MONTH OF NOV 20	612.25

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INVOICE NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
VENDOR CODE: 10273 WOW!BUSINESS			
	TOTAL VENDOR 10273 WOW!BUSINESS		612.25
VENDOR CODE: 10339 WEX BANK			
0496001875780 OCT	WEX BANK	GASOLINE POLICE MONTH OF OCT 20	301.20
	TOTAL VENDOR 10339 WEX BANK		301.20
VENDOR CODE: 10484 MISS DIG SYSTEM INC			
20210660	MISS DIG SYSTEM INC	MISSDIG ANNUAL FEES	1,418.34
	TOTAL VENDOR 10484 MISS DIG SYST		1,418.34
VENDOR CODE: 10490 VISION SERVICE PLAN			
NOV 20	VISION SERVICE PLAN	OPTICAL INSURANCE MONTH OF NOV 2020	191.87
	TOTAL VENDOR 10490 VISION SERVIC		191.87
VENDOR CODE: 10518 COMPASS MINERALS			
690122	COMPASS MINERALS	SALT	3,188.48
	TOTAL VENDOR 10518 COMPASS MINER		3,188.48
VENDOR CODE: 10526 THE PARTS PLACE-CHARLOTTE			
192097	THE PARTS PLACE-CHARL	CLEAR REPAIR TAPE	3.69
190071	THE PARTS PLACE-CHARL	GLOVES AND OIL FILTER	88.14
188787	THE PARTS PLACE-CHARL	OIL FILTER	25.99
188711	THE PARTS PLACE-CHARL	RETURN OF SUPPLIES	(95.93)
189212	THE PARTS PLACE-CHARL	OIL/ AIR FILTERS	205.47
189484	THE PARTS PLACE-CHARL	OIL/ MISC SUPPLIES	124.22
189486	THE PARTS PLACE-CHARL	PIN CLIP	5.20
190528	THE PARTS PLACE-CHARL	BATTERY JUMP STARTER	169.00
190908	THE PARTS PLACE-CHARL	GLOVES/SUPPLIES	53.94
	TOTAL VENDOR 10526 THE PARTS PLA		579.72
VENDOR CODE: 10540 WILLIAMS & WORKS			
91097A	WILLIAMS & WORKS	ENGINEERING SERVICES THROUGH 9/26/20	2,904.53
91268	WILLIAMS & WORKS	WWTF ACCESS ROAD THROUGH 10/24/20	330.00
91266	WILLIAMS & WORKS	CRACK FILL & CHIP SEAL THROUGH 10/24/20	482.48
91265	WILLIAMS & WORKS	2020 SUNSET DR PARK PASSPORT GRANT	375.00
91117	WILLIAMS & WORKS	CRACK FILL ENGINEERING SERVICES THROUGH 9/26/20	647.48
91116	WILLIAMS & WORKS	ENGINEERING SERVICES PASSPORT GRANT - 9/26/20	617.50
	TOTAL VENDOR 10540 WILLIAMS & WO		5,356.99
VENDOR CODE: 10677 MID MICHIGAN EMERGENCY EQUIPME			
2360	MID MICHIGAN EMERGENC	COMPONENET PARTS FOR NEW PATROL VEHICLE	8,352.00
	TOTAL VENDOR 10677 MID MICHIGAN		8,352.00
VENDOR CODE: 10701 MISSION COMMUNICATIONS, LLC			
1046438	MISSION COMMUNICATION	ANNUAL SERVICE WIRELESS MONITORING WASTEWATER	970.80
	TOTAL VENDOR 10701 MISSION COMMU		970.80
VENDOR CODE: 10731 PRESTON COMMUNITY SERVICES LLC			
OCT 20	PRESTON COMMUNITY SER	ASSESSING SERVICES THROUGH OCT 31,20	1,333.33
	TOTAL VENDOR 10731 PRESTON COMMU		1,333.33
VENDOR CODE: 10734 EMC INSURANCE			
E-08110017	EMC INSURANCE	DECEMBER 20 LIABILITY INSURANCE	4,123.78
BALANCE20	EMC INSURANCE	LIABILITY INSURANCE MONTHS OF JAN 21-JUNE 21	24,622.32
E-07860347	EMC INSURANCE	LIABILITY INSURANCE MONTH OF NOV 20	4,103.78
	TOTAL VENDOR 10734 EMC INSURANCE		32,849.88
VENDOR CODE: 10884 UNIVERSAL DESIGNS			
2020-0941	UNIVERSAL DESIGNS	WINTERSERVICE-IRRIGATION SYSTEM	240.00
	TOTAL VENDOR 10884 UNIVERSAL DES		240.00
VENDOR CODE: 10889 LAFONTAINE CYRYSLER DODGE JEEP			
CHCB74076	LAFONTAINE CYRYSLER D	REPAIR 2015 DODGE CHARGER	2,026.00
	TOTAL VENDOR 10889 LAFONTAINE CY		2,026.00

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CUSTOM INVOICE REPORT FOR CITY OF POTTERVILLE

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BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: GEN

INVOICE NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
VENDOR CODE: 10899 APPLIED IMAGING			
1629835	APPLIED IMAGING	COPIER SERVICE PLAN	44.13
TOTAL VENDOR 10899 APPLIED IMAGI			44.13
VENDOR CODE: 10903 SCHANER, TIFFANI			
REIMBURSEMENT20	SCHANER, TIFFANI	MILEAGE REIMBURSEMENT 10/23 AND 10/25/20	33.12
TOTAL VENDOR 10903 SCHANER, TIFFA			33.12
VENDOR CODE: 10995 CARDMEMBER SERVICE			
OCT 20	CARDMEMBER SERVICE	OCTOBER 20 STATEMENT	366.32
TOTAL VENDOR 10995 CARDMEMBER SE			366.32
VENDOR CODE: 11101 VREDEVELD HAEFNER LLC			
4968	VREDEVELD HAEFNER LLC	COMPLETION OF CITY AUDIT 19/20	1,750.00
TOTAL VENDOR 11101 VREDEVELD HAE			1,750.00
VENDOR CODE: 11103 SHARE CORPORATION			
150416	SHARE CORPORATION	GLOVES	96.22
149038	SHARE CORPORATION	PUNCH AND CHISEL SET	181.07
152487	SHARE CORPORATION	LENS CLEANING TOWLETTES	21.95
TOTAL VENDOR 11103 SHARE CORPORA			299.24
VENDOR CODE: 11106 CINTAS CORPORATION #725			
OCT 20	CINTAS CORPORATION #7	UNIFORM RENTAL MONTH OF OCT 20	261.10
SEPT 20	CINTAS CORPORATION #7	UNIFORMS MONTH OF SEPT 20	253.11
TOTAL VENDOR 11106 CINTAS CORPOR			514.21
VENDOR CODE: 11113 MODERN DESIGN ELECTRICAL			
I201015544	MODERN DESIGN ELECTRI	INSTALL WEATHER RESISTANCE GFCI OUTLET	145.00
TOTAL VENDOR 11113 MODERN DESIGN			145.00
VENDOR CODE: 11122 CMP DISTRIBUTORS			
65408	CMP DISTRIBUTORS	SILENT KEY KEEPER	12.00
TOTAL VENDOR 11122 CMP DISTRIBUT			12.00
VENDOR CODE: 11137 NAPA AUTO PARTS			
191708	NAPA AUTO PARTS	ANTIFREEZE	35.96
TOTAL VENDOR 11137 NAPA AUTO PAR			35.96
GRAND TOTAL:			140,186.92

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GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 10/31/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 10/31/2020 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Revenues						
Dept 000						
101-000-403.000	PROPERTY TAX	557,000.00	559,318.50	11,507.14	(2,318.50)	100.42
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	70,395.77	1,448.24	(5,039.82)	107.71
101-000-406.000	CITY PENALTY	4,000.00	1,198.94	1,158.83	2,801.06	29.97
101-000-423.000	TRAILER COURT TAX	2,751.00	627.50	183.50	2,123.50	22.81
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	1,990.00	290.00	2,010.00	49.75
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	250.00	250.00	268.35	48.23
101-000-573.000	LOCAL COMMUNITY STABILIZATION	150,000.00	83,042.41	83,042.41	66,957.59	55.36
101-000-575.000	EVIP DISTRIBUTION (A, C, E)	38,000.00	6,464.00	6,464.00	31,536.00	17.01
101-000-576.000	ST SHARED REV - SALES TAX	228,000.00	50,792.00	46,008.00	177,208.00	22.28
101-000-579.000	GRANT REVENUE	11,500.00	5,859.50	5,000.00	5,640.50	50.95
101-000-600.000	CHARGES FOR SERVICES - PD	200.00	95.00	35.00	105.00	47.50
101-000-618.000	ADMINISTRATION FEE	28,000.00	19,663.20	349.07	8,336.80	70.23
101-000-655.000	FINES & FORFEITURES	4,300.00	582.45	308.55	3,717.55	13.55
101-000-665.000	INTEREST	31,400.00	1,301.81	404.32	30,098.19	4.15
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
101-000-694.000	CASH OVER & UNDER	0.00	(0.81)	(0.81)	0.81	100.00
101-000-698.000	MISC INCOME	0.00	0.25	0.25	(0.25)	100.00
Total Dept 000		1,148,608.88	851,204.43	156,448.50	297,404.45	74.11
TOTAL REVENUES		1,148,608.88	851,204.43	156,448.50	297,404.45	74.11
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	728.00	308.00	3,472.00	17.33
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	69.87	37.74	572.73	10.87
101-101-731.000	PUBLICATION	700.00	0.00	0.00	700.00	0.00
101-101-740.000	SUPPLIES	100.00	50.00	50.00	50.00	50.00
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	13,507.51	1,521.00	3,297.49	80.38
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	14,355.38	1,916.74	10,602.22	57.52
Dept 171 - MAYOR						
101-171-703.000	SALARIES	1,200.00	180.00	0.00	1,020.00	15.00

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Fund 101 - GENERAL FUND						
Expenditures						
101-171-719.000	FRINGE BENEFITS	91.00	13.77	0.00	77.23	15.13
Total Dept 171 - MAYOR		1,291.00	193.77	0.00	1,097.23	15.01
Dept 172 - CITY MANAGER						
101-172-703.000	SALARIES	72,575.93	24,764.77	8,016.49	47,811.16	34.12
101-172-703.004	FAMILIES FIRST CORONAVIRUS RESPONSE ACT	0.00	357.65	357.65	(357.65)	100.00
101-172-719.000	FRINGE BENEFITS	19,251.40	4,830.61	1,511.74	14,420.79	25.09
101-172-740.000	SUPPLIES	200.00	9.79	9.79	190.21	4.90
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	30,160.73	9,895.67	62,701.70	32.48
Dept 209 - ASSESSOR						
101-209-703.000	SALARIES	1,147.51	363.46	121.16	784.05	31.67
101-209-719.000	FRINGE BENEFITS	779.52	188.81	59.36	590.71	24.22
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	1,090.22	363.40	2,059.78	34.61
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	3,999.99	1,333.33	11,999.97	25.00
Total Dept 209 - ASSESSOR		24,776.99	6,027.48	1,877.25	18,749.51	24.33
Dept 210 - ATTORNEY						
101-210-801.000	ATTORNEY	23,500.00	2,152.50	328.00	21,347.50	9.16
Total Dept 210 - ATTORNEY		23,500.00	2,152.50	328.00	21,347.50	9.16
Dept 215 - CLERK						
101-215-703.000	SALARIES	46,081.70	7,828.26	2,187.00	38,253.44	16.99
101-215-703.004	FAMILIES FIRST CORONAVIRUS RESPONSE ACT	0.00	144.00	144.00	(144.00)	100.00
101-215-719.000	FRINGE BENEFITS	25,110.42	5,757.56	1,306.50	19,352.86	22.93
101-215-731.000	PUBLICATION	300.00	0.00	0.00	300.00	0.00
101-215-740.000	SUPPLIES	450.00	9.41	0.00	440.59	2.09
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	4,493.35	352.57	506.65	89.87
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	18,505.49	3,990.07	60,386.63	23.46

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Fund 101 - GENERAL FUND						
Expenditures						
Dept 224 - AUDIT						
101-224-807.000	AUDIT	18,000.00	12,500.00	1,500.00	5,500.00	69.44
Total Dept 224 - AUDIT		18,000.00	12,500.00	1,500.00	5,500.00	69.44
Dept 253 - TREASURERS OFFICE						
101-253-703.000	SALARIES	62,410.85	21,123.70	6,721.18	41,287.15	33.85
101-253-703.004	FAMILIES FIRST CORONAVIRUS RESPONSE ACT	0.00	480.08	480.08	(480.08)	100.00
101-253-719.000	FRINGE BENEFITS	21,025.00	5,830.88	1,779.19	15,194.12	27.73
101-253-731.000	PUBLICATION	100.00	0.00	0.00	100.00	0.00
101-253-740.000	SUPPLIES	300.00	10.00	10.00	290.00	3.33
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	447.80	113.75	1,152.20	27.99
101-253-960.000	CONFERENCE AND WORKSHOPS	225.04	75.00	75.00	150.04	33.33
101-253-980.100	COMPUTER EQUIPMENT	0.00	197.92	0.00	(197.92)	100.00
Total Dept 253 - TREASURERS OFFICE		87,760.89	28,165.38	9,179.20	59,595.51	32.09
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	383.53	71.38	2,616.47	12.78
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	310.00	310.00	590.00	34.44
101-265-741.000	POSTAGE	500.00	239.00	0.10	261.00	47.80
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	919.72	164.54	1,080.28	45.99
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	271.85	0.00	2,728.15	9.06
101-265-920.000	UTILITIES	15,286.51	4,008.64	1,460.90	11,277.87	26.22
101-265-958.000	DUES AND SUBSCRIPTIONS	324.00	599.00	599.00	(275.00)	184.88
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	8,315.24	2,605.92	26,695.27	23.75
Dept 301 - POLICE						
101-301-703.000	SALARIES	119,365.94	39,404.58	12,872.50	79,961.36	33.01
101-301-703.002	OVERTIME SALARIES	4,600.00	706.86	0.00	3,893.14	15.37
101-301-703.003	HAZARD PAY- COVID	0.00	3,000.00	0.00	(3,000.00)	100.00
101-301-703.004	FAMILIES FIRST CORONAVIRUS RESPONSE ACT	0.00	940.90	940.90	(940.90)	100.00
101-301-719.000	FRINGE BENEFITS	34,072.33	10,047.56	2,986.21	24,024.77	29.49
101-301-725.000	UNIFORM EXPENSES	2,400.00	111.70	0.00	2,288.30	4.65
101-301-740.000	SUPPLIES	7,000.00	1,124.77	882.68	5,875.23	16.07
101-301-775.000	REPAIRS & MAINT	5,692.48	144.85	144.85	5,547.63	2.54
101-301-781.000	COMPUTER SOFTWARE	500.00	0.00	0.00	500.00	0.00
101-301-801.000	ATTORNEY	2,400.00	1,137.00	246.00	1,263.00	47.38
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	377.84	110.16	622.16	37.78
101-301-862.000	GAS	6,000.00	895.83	312.55	5,104.17	14.93
101-301-959.000	MISC	250.00	0.00	0.00	250.00	0.00

		2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	
GL NUMBER	DESCRIPTION	AMENDED BUDGET	10/31/2020	MONTH 10/31/2020	BALANCE	% BDGT
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	USED
Fund 101 - GENERAL FUND						
Expenditures						
101-301-970.000	CAPITAL OUTLAY	0.00	44,810.57	1,079.34	(44,810.57)	100.00
101-301-972.000	CAPITAL OUTLAY - POLICE	39,167.00	0.00	0.00	39,167.00	0.00
101-301-980.100	COMPUTER EQUIPMENT	0.00	1,907.25	0.00	(1,907.25)	100.00
Total Dept 301 - POLICE		224,547.75	104,609.71	19,575.19	119,938.04	46.59
Dept 302 - POLICE STATE TRAINING						
101-302-810.000	EXPENSE	500.00	0.00	0.00	500.00	0.00
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	145.00	0.00	2,255.00	6.04
101-400-719.000	FRINGE BENEFITS	131.00	18.36	0.00	112.64	14.02
101-400-731.000	PUBLICATION	415.00	156.91	0.00	258.09	37.81
101-400-803.000	ENGINEERS FEES	13,000.00	7,481.25	3,620.25	5,518.75	57.55
Total Dept 400 - PLANNING COMMISSION		15,946.00	7,801.52	3,620.25	8,144.48	48.92
Dept 410 - ZONING						
101-410-703.000	SALARIES	36,982.40	12,801.60	4,267.20	24,180.80	34.62
101-410-719.000	FRINGE BENEFITS	3,360.00	979.32	326.44	2,380.68	29.15
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	188.94	55.09	561.06	25.19
101-410-960.000	CONFERENCE AND WORKSHOPS	275.00	0.00	0.00	275.00	0.00
Total Dept 410 - ZONING		42,827.40	13,983.33	4,648.73	28,844.07	32.65
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	1,871.54	0.00	13,128.46	12.48
Total Dept 441 - DPW		18,829.00	1,871.54	0.00	16,957.46	9.94
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						

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Fund 101 - GENERAL FUND						
Expenditures						
101-448-920.000	UTILITIES	36,000.00	7,305.04	3,261.83	28,694.96	20.29
Total Dept 448 - STREET LIGHTS		36,000.00	7,305.04	3,261.83	28,694.96	20.29
Dept 906 - DEBT SERVICE						
101-906-738.000	TOWNSHIP/MILL	13,000.00	9,960.66	9,960.66	3,039.34	76.62
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	13,046.71	939.42	17,451.56	42.78
Total Dept 906 - DEBT SERVICE		68,820.77	45,240.87	10,900.08	23,579.90	65.74
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	362,387.98	73,298.93	728,546.27	33.22
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		1,148,608.88	851,204.43	156,448.50	297,404.45	74.11
TOTAL EXPENDITURES		1,090,934.25	362,387.98	73,298.93	728,546.27	33.22
NET OF REVENUES & EXPENDITURES		57,674.63	488,816.45	83,149.57	(431,141.82)	847.54

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Fund 202 - MAJOR STREET FUND						
Revenues						
Dept 000						
202-000-408.200	SPEC ASSESSMENT ROAD - SUNSET	63.23	2,519.05	22.53	(2,455.82)	3,983.95
202-000-553.000	ACT 51	174,061.97	37,620.45	0.00	136,441.52	21.61
202-000-553.300	COUNTY ROAD MILL 2014	40,000.00	38.33	0.92	39,961.67	0.10
202-000-699.101	GF CONTRIBUTION	4,900.00	0.00	0.00	4,900.00	0.00
Total Dept 000		219,025.20	40,177.83	23.45	178,847.37	18.34
TOTAL REVENUES		219,025.20	40,177.83	23.45	178,847.37	18.34
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	4,494.87	2,894.87	(587.31)	115.03
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	34,906.13	2,894.87	(11,998.57)	152.38
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	34,906.13	2,894.87	184,119.07	15.94
Fund 202 - MAJOR STREET FUND:						
TOTAL REVENUES		219,025.20	40,177.83	23.45	178,847.37	18.34
TOTAL EXPENDITURES		219,025.20	34,906.13	2,894.87	184,119.07	15.94
NET OF REVENUES & EXPENDITURES		0.00	5,271.70	(2,871.42)	(5,271.70)	100.00

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Fund 203 - LOCAL STREET FUND						
Revenues						
Dept 000						
203-000-408.200	SPEC ASSESSMENT ROAD - SUNSET	38,838.00	15,400.95	137.47	23,437.05	39.65
203-000-553.000	ACT 51	62,285.00	15,251.37	0.00	47,033.63	24.49
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	30,682.02	137.47	222,849.90	12.10
TOTAL REVENUES		253,531.92	30,682.02	137.47	222,849.90	12.10
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	1,729.72	406.24	8,270.28	17.30
203-480-818.000	CONTRACT LABOR	27,653.60	36,290.83	0.00	(8,637.23)	131.23
Total Dept 480 - CONSTRUCTION		37,653.60	38,020.55	406.24	(366.95)	100.97
Dept 906 - DEBT SERVICE						
203-906-995.000	BOND INTEREST	155,206.67	36,925.16	20,171.20	118,281.51	23.79
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	67,691.66	20,171.20	232,336.51	22.56
TOTAL EXPENDITURES		425,524.07	105,712.21	20,577.44	319,811.86	24.84
Fund 203 - LOCAL STREET FUND:						
TOTAL REVENUES		253,531.92	30,682.02	137.47	222,849.90	12.10
TOTAL EXPENDITURES		425,524.07	105,712.21	20,577.44	319,811.86	24.84
NET OF REVENUES & EXPENDITURES		(171,992.15)	(75,030.19)	(20,439.97)	(96,961.96)	43.62

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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	8,837.85	1,476.40	(3,837.85)	176.76
208-000-451.070	FIELD RENTAL	3,093.00	13,880.00	466.00	(10,787.00)	448.76
208-000-451.072	BASEBALL FIELD RENTAL	0.00	360.00	80.00	(360.00)	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	480.00	40.00	620.00	43.64
208-000-667.020	TIFA PAVILION - COMMUNITY CEN	2,200.00	300.00	150.00	1,900.00	13.64
208-000-680.001	SPECIAL EVENTS	500.00	0.00	0.00	500.00	0.00
208-000-682.000	REIMBURSEMENT	6,990.47	1,492.10	0.00	5,498.37	21.34
208-000-699.101	GF CONTRIBUTION	108,000.00	0.00	0.00	108,000.00	0.00
Total Dept 000		136,088.47	25,349.95	2,212.40	110,738.52	18.63
TOTAL REVENUES		136,088.47	25,349.95	2,212.40	110,738.52	18.63
Expenditures						
Dept 690 - PARK ADMIN						
208-690-740.000	SUPPLIES	61.14	1,237.02	187.02	(1,175.88)	2,023.26
208-690-803.000	ENGINEERS FEES	9,000.00	1,860.00	0.00	7,140.00	20.67
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	3,097.02	187.02	23,964.12	11.44
Dept 691 - BALL ADMIN						
208-691-703.000	SALARIES	39,540.80	13,601.65	4,476.85	25,939.15	34.40
208-691-703.004	FAMILIES FIRST CORONAVIRUS RESPONSE ACT	0.00	85.55	85.55	(85.55)	100.00
208-691-719.000	FRINGE BENEFITS	16,100.00	5,127.29	1,553.57	10,972.71	31.85
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	11.98	11.98	988.02	1.20
208-691-809.000	TRAINING	550.00	0.00	0.00	550.00	0.00
208-691-853.000	TELEPHONE EXPENSE	800.00	188.94	55.09	611.06	23.62
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	19,015.41	6,183.04	45,772.20	29.35
Dept 770 - LAKE ALLIANCE MAINTENANCE						
208-770-740.000	SUPPLIES	800.00	471.04	0.00	328.96	58.88
208-770-775.000	REPAIRS & MAINT	3,500.00	2,975.12	0.00	524.88	85.00
208-770-802.000	SERVICE	600.00	3,475.00	0.00	(2,875.00)	579.17
208-770-920.000	UTILITIES	6,897.72	798.43	490.20	6,099.29	11.58
Total Dept 770 - LAKE ALLIANCE MAINTENANCE		11,797.72	7,719.59	490.20	4,078.13	65.43
Dept 771 - CITY PARK						
208-771-740.000	SUPPLIES	500.00	552.96	0.00	(52.96)	110.59
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	2,600.00	2,080.00	500.00	83.87
208-771-920.000	UTILITIES	2,000.00	368.56	139.73	1,631.44	18.43

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Fund 208 - PARK FUND						
Expenditures						
208-771-970.000	CAPITAL OUTLAY	200.00	0.00	0.00	200.00	0.00
Total Dept 771 - CITY PARK		6,300.00	3,521.52	2,219.73	2,778.48	55.90
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	245.33	0.00	554.67	30.67
208-774-775.000	REPAIRS & MAINT	800.00	750.00	0.00	50.00	93.75
208-774-920.000	UTILITIES	500.00	100.53	31.10	399.47	20.11
Total Dept 774 - BASEBALL		2,100.00	1,095.86	31.10	1,004.14	52.18
Dept 777 - BALLFIELD						
208-777-740.000	SUPPLIES	1,500.00	4,641.11	0.00	(3,141.11)	309.41
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
208-777-802.000	SERVICE	0.00	381.46	0.00	(381.46)	100.00
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	1,516.09	622.94	2,483.91	37.90
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	6,538.66	622.94	3,521.34	65.00
Dept 778 - CONCESSIONS						
208-778-703.000	SALARIES	4,000.00	1,828.70	443.91	2,171.30	45.72
208-778-719.000	FRINGE BENEFITS	612.00	224.02	54.37	387.98	36.60
208-778-740.000	SUPPLIES	6,500.00	3,199.63	481.99	3,300.37	49.23
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	5,252.35	980.27	7,179.65	42.25
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	46,240.41	10,714.30	89,848.06	33.98
Fund 208 - PARK FUND:						
TOTAL REVENUES		136,088.47	25,349.95	2,212.40	110,738.52	18.63
TOTAL EXPENDITURES		136,088.47	46,240.41	10,714.30	89,848.06	33.98
NET OF REVENUES & EXPENDITURES		0.00	(20,890.46)	(8,501.90)	20,890.46	100.00

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		AMENDED BUDGET	10/31/2020	MONTH	10/31/2020	BALANCE		
			NORMAL (ABNORMAL)	INCREASE	(DECREASE)	NORMAL (ABNORMAL)		USED

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GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 10/31/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 10/31/2020 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
247-728-573.000	LOCAL COMMUNITY STABILIZATION	0.00	12,248.61	12,248.61	(12,248.61)	100.00
247-728-664.000	INTEREST INCOME	3,900.00	152.69	35.50	3,747.31	3.92
Total Dept 728 - TIFA DEPT		164,133.13	144,700.51	12,284.11	19,432.62	88.16
TOTAL REVENUES		164,133.13	144,700.51	12,284.11	19,432.62	88.16
Expenditures						
Dept 728 - TIFA DEPT						
247-728-702.000	WAGES - OTHER	4,600.00	1,633.33	408.33	2,966.67	35.51
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	586.50	586.50	6,413.50	8.38
247-728-803.000	ENGINEERS FEES	28,200.00	2,638.92	0.00	25,561.08	9.36
247-728-807.000	AUDIT	4,825.00	3,000.00	0.00	1,825.00	62.18
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	1,250.00	0.00	2,150.00	36.76
247-728-995.000	BOND INTEREST	22,502.50	10,901.25	10,901.25	11,601.25	48.44
247-728-996.000	BOND PRINCIPAL	40,000.00	40,000.00	40,000.00	0.00	100.00
Total Dept 728 - TIFA DEPT		218,977.50	65,807.50	51,896.08	153,170.00	30.05
TOTAL EXPENDITURES		218,977.50	65,807.50	51,896.08	153,170.00	30.05
Fund 247 - TAX INCREMENT FINANCING AUTHOR:						
TOTAL REVENUES		164,133.13	144,700.51	12,284.11	19,432.62	88.16
TOTAL EXPENDITURES		218,977.50	65,807.50	51,896.08	153,170.00	30.05
NET OF REVENUES & EXPENDITURES		(54,844.37)	78,893.01	(39,611.97)	(133,737.38)	143.85

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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	2,655.81	5.00	(655.81)	132.79
401-729-818.000	CONTRACT LABOR	19,000.00	20,012.30	2,259.30	(1,012.30)	105.33
401-729-967.000	SIDEWALK AND LIGHTING IMPROVE	500.00	255.00	255.00	245.00	51.00
Total Dept 729 - DOWNTOWN		21,500.00	22,923.11	2,519.30	(1,423.11)	106.62
TOTAL EXPENDITURES		21,500.00	22,923.11	2,519.30	(1,423.11)	106.62
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	22,923.11	2,519.30	(1,423.11)	106.62
NET OF REVENUES & EXPENDITURES		(19,000.00)	(22,923.11)	(2,519.30)	3,923.11	120.65

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Fund 590 - SEWER FUND						
Revenues						
Dept 000						
590-000-642.000	BILLS	142,885.24	55,730.61	11,430.18	87,154.63	39.00
590-000-642.001	FIXED COSTS	400,737.05	136,225.55	33,404.66	264,511.50	33.99
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	194,456.16	44,834.84	419,149.13	31.69
TOTAL REVENUES		613,605.29	194,456.16	44,834.84	419,149.13	31.69
Expenditures						
Dept 527 - ADMINISTRATIVE						
590-527-703.000	SALARIES	20,292.48	6,373.94	1,613.81	13,918.54	31.41
590-527-703.004	FAMILIES FIRST CORONAVIRUS RESPONSE ACT	0.00	601.62	601.62	(601.62)	100.00
590-527-719.000	FRINGE BENEFITS	5,650.00	2,169.39	714.73	3,480.61	38.40
590-527-740.000	SUPPLIES	1,400.00	380.18	23.11	1,019.82	27.16
590-527-741.000	POSTAGE	2,100.00	700.29	101.24	1,399.71	33.35
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	10,225.42	3,054.51	46,217.06	18.12
Dept 556 - DPW						
590-556-740.000	SUPPLIES	10,000.00	5,606.50	5,591.50	4,393.50	56.07
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	225.00	225.00	2,275.00	9.00
590-556-803.000	ENGINEERS FEES	20,000.00	5,736.91	3,230.03	14,263.09	28.68
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	107,945.00	99,800.00	146,600.50	42.41
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	119,513.41	108,846.53	258,784.37	31.59
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	78,387.50	43,916.25	142,164.50	35.54
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	118,387.50	43,916.25	310,647.50	27.59

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GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 10/31/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 10/31/2020 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 590 - SEWER FUND						
Expenditures						
TOTAL EXPENDITURES		863,775.26	248,126.33	155,817.29	615,648.93	28.73
Fund 590 - SEWER FUND:						
TOTAL REVENUES		613,605.29	194,456.16	44,834.84	419,149.13	31.69
TOTAL EXPENDITURES		863,775.26	248,126.33	155,817.29	615,648.93	28.73
NET OF REVENUES & EXPENDITURES		(250,169.97)	(53,670.17)	(110,982.45)	(196,499.80)	21.45

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GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 10/31/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 10/31/2020 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	73,324.46	15,031.04	110,656.90	39.85
591-000-642.001	FIXED COSTS	336,684.00	112,643.86	28,253.16	224,040.14	33.46
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	188,268.32	43,284.20	398,266.22	32.10
TOTAL REVENUES		586,534.54	188,268.32	43,284.20	398,266.22	32.10
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	498.11	141.06	801.89	38.32
591-527-741.000	POSTAGE	2,400.00	700.28	101.24	1,699.72	29.18
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	300.00	300.00	14,700.00	2.00
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	1,498.39	542.30	31,739.42	4.51
Dept 556 - DPW						
591-556-740.000	SUPPLIES	6,000.00	2,349.71	1,620.76	3,650.29	39.16
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	270.00	0.00	23,730.00	1.13
591-556-802.000	SERVICE	6,700.00	417.05	(141.95)	6,282.95	6.22
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	3,036.76	1,478.81	306,871.19	0.98
Dept 906 - DEBT SERVICE						
591-906-995.000	BOND INTEREST	120,523.00	45,732.50	24,433.75	74,790.50	37.95
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	70,732.50	24,433.75	193,733.50	26.75
TOTAL EXPENDITURES		607,611.76	75,267.65	26,454.86	532,344.11	12.39

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REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE
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GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	10/31/2020 NORMAL (ABNORMAL)	MONTH	10/31/2020 (DECREASE)	NORMAL	(ABNORMAL)	
Fund 591 - WATER FUND								
Fund 591 - WATER FUND:								
TOTAL REVENUES		586,534.54	188,268.32		43,284.20		398,266.22	32.10
TOTAL EXPENDITURES		607,611.76	75,267.65		26,454.86		532,344.11	12.39
NET OF REVENUES & EXPENDITURES		(21,077.22)	113,000.67		16,829.34		(134,077.89)	536.13

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GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 10/31/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 10/31/2020 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 598 - STORM DRAIN MAINTENANCE						
Expenditures						
Dept 556 - DPW						
598-556-818.000	CONTRACT LABOR	0.00	7,650.00	4,320.00	(7,650.00)	100.00
Total Dept 556 - DPW		0.00	7,650.00	4,320.00	(7,650.00)	100.00
TOTAL EXPENDITURES		0.00	7,650.00	4,320.00	(7,650.00)	100.00
Fund 598 - STORM DRAIN MAINTENANCE:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	7,650.00	4,320.00	(7,650.00)	100.00
NET OF REVENUES & EXPENDITURES		0.00	(7,650.00)	(4,320.00)	7,650.00	100.00

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REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE
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GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 10/31/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 10/31/2020 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	80,659.18	24,887.61	140,259.25	36.51
641-932-703.002	OVERTIME SALARIES	10,538.88	3,052.48	997.12	7,486.40	28.96
641-932-703.004	FAMILIES FIRST CORONAVIRUS RESPONSE ACT	0.00	1,442.20	1,442.20	(1,442.20)	100.00
641-932-719.000	FRINGE BENEFITS	101,000.00	30,296.60	8,190.89	70,703.40	30.00
641-932-725.000	UNIFORM EXPENSES	2,500.00	383.31	0.00	2,116.69	15.33
641-932-731.000	POSTAGE	0.00	671.28	671.28	(671.28)	100.00
641-932-740.000	SUPPLIES	10,000.00	6,982.30	1,388.05	3,017.70	69.82
641-932-775.000	REPAIRS & MAINT	12,070.00	3,730.72	802.95	8,339.28	30.91
641-932-781.000	COMPUTER SOFTWARE	4,600.00	1,583.50	0.00	3,016.50	34.42
641-932-782.000	STREET MATERIALS & SUPPLIES	0.00	3,517.67	3,517.67	(3,517.67)	100.00
641-932-802.000	SERVICE	4,000.00	4,136.08	0.00	(136.08)	103.40
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	810.88	275.48	2,189.12	27.03
641-932-862.000	GAS	11,600.00	2,839.71	0.00	8,760.29	24.48
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	21,543.66	10,707.21	62,456.34	25.65
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	168,556.32	52,880.46	330,491.73	33.78
TOTAL EXPENDITURES		499,048.05	168,556.32	52,880.46	330,491.73	33.78
Fund 641 - EQUIPMENT REPAIR & REPLACEMENT:						
TOTAL REVENUES		499,048.05	0.00	0.00	499,048.05	0.00
TOTAL EXPENDITURES		499,048.05	168,556.32	52,880.46	330,491.73	33.78
NET OF REVENUES & EXPENDITURES		0.00	(168,556.32)	(52,880.46)	168,556.32	100.00

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REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE
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GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 10/31/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 10/31/2020 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 703 - SPECIAL TAX ACCOUNT						
Revenues						
Dept 000						
703-000-665.000	INTEREST	0.00	0.88	(71.36)	(0.88)	100.00
Total Dept 000		0.00	0.88	(71.36)	(0.88)	100.00
TOTAL REVENUES		0.00	0.88	(71.36)	(0.88)	100.00
Fund 703 - SPECIAL TAX ACCOUNT:						
TOTAL REVENUES		0.00	0.88	(71.36)	(0.88)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.88	(71.36)	(0.88)	100.00

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REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE
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GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 10/31/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 10/31/2020 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 750 - FED TAX OVERPAYMENT						
Expenditures						
Dept 000						
750-000-910.000	HEALTH INSURANCE	0.00	(3,742.80)	(790.95)	3,742.80	100.00
750-000-910.015	DISABILITY & LIFE	0.00	(333.84)	(77.04)	333.84	100.00
750-000-910.030	DENTAL AND VISION	0.00	(275.00)	(60.00)	275.00	100.00
Total Dept 000		0.00	(4,351.64)	(927.99)	4,351.64	100.00
TOTAL EXPENDITURES		0.00	(4,351.64)	(927.99)	4,351.64	100.00
Fund 750 - FED TAX OVERPAYMENT:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	(4,351.64)	(927.99)	4,351.64	100.00
NET OF REVENUES & EXPENDITURES		0.00	4,351.64	927.99	(4,351.64)	100.00
TOTAL REVENUES - ALL FUNDS		3,623,075.48	1,474,840.10	259,153.61	2,148,235.38	40.71
TOTAL EXPENDITURES - ALL FUNDS		4,082,484.56	1,133,226.00	400,445.54	2,949,258.56	27.76
NET OF REVENUES & EXPENDITURES		(459,409.08)	341,614.10	(141,291.93)	(801,023.18)	74.36

City of Potterville

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

November 12, 2020

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

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

1. A City grant application for \$1,685 in relief from the Coronavirus Emergency Supplemental Funding (CESF) grant program has been accepted by the Michigan State Police and US Department of Justice. CESF Grant reimbursements are for approved COVID-19 public safety, prevention and preparation expenses only and include necessary overtime of police officers for covering officers during testing periods, police gasmask canisters/filters, and tactical PPE (hand sanitizers, *washable* facemasks and heavy-duty disposable gloves) for the 2020-2021 year.

2. A second City grant application was also successful from the Coronavirus Aid, Relief, and Economic Security (CARES) Act, that shall reimburse the City \$3,000.00 (\$1,000 per eligible law enforcement officer) for hazard pay premiums to police who performed hazardous duty or working involving physical hardship related to COVID-19.

3. Provided in your packet is The Potterville Sod Slingers Lawn Mower Racing Facility Contract that expires upon conclusion of the 2021 Season (concludes in October). The Contract was reviewed in 2019 and includes a specific Option for termination upon 90 day written notice by the City for "any reason" should Sod Slingers fail to uphold any obligations such as reporting insurance or payment for use of public property. To date Sod Slingers has yet to provide payment for their 2020 season in any seasonal or monthly installment, and the total amount of \$1,800 is outstanding. Per the Contract, maintenance lawn care has been upheld by the City without *any* monetary reimbursement from the user. City provides roughly 2 hours per week, \$14.22 per hour, for 32 weeks of manpower and commercial lawn mowing equipment, equipment maintenance, and string trimming with small equipment around the outside of the track and parking areas according to the Contract. This cost was approximately \$910.08 for mowing not including costs for fuel or outlay of equipment. It is also Sod Slingers responsibility to comply with local ordinances (noise/lighting/parking/garbage), state and federal laws, insurance requirements naming the City as additional insured. Should the City terminate the contract, Sod Slingers is responsible to remove all associated equipment, materials, infrastructure, fixtures, and accessories within 90 days of Notice from City Council. Failure to do so also authorizes the City to remove said assets and dispose of them at cost to the Sod Slingers organization.

4. The City's existing MERS Retirement Agreements need to be updated per the request of MERS due to new Covid-19 Work Conditions. This includes the closed/discontinued Defined Benefit Plan Adoption Agreement Addendum and open enrollment Defined Contribution Plan Adoption Agreement Addendum. The updates are generally meant to more clearly define "types" of Employee Classifications like Temporary Employees, Part-Time Employees, Seasonal Employee and more detailed descriptions for varying types of compensation categories like elective deferrals of employee premiums/contributions (non-applicable to the City as Policy dictates that it not to contribute towards employee 457 Supplement Retirement Plan, FSA or HSA). The Agreement amendments impacts no status changes to either of the City's current Plans.

City of Potterville

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5. DNR Recreation Passport Grant score for the Sunset Hills Park Project has been provided a respectable 145 out of 250 that without a point deduction of -25 for an unresolved “Conversation” of City Park property to the Library, had high hopes for acceptance, I believe, for \$34,800. This current issues of an unresolved conversion of City owned grant-assisted site (City Park) apparently was never resolved in 2008-2010, and is outstanding... as a result the Recreation Passport application was negatively impacted, as will all future City applications to DNR programs for as long as the conversation exist. As many planned goals in your Parks Planned depend heavily upon DNR grants and matching dollars, I have directed Tiffani Schaner to set this as her #1 Priority in this off-season. The City Office is in contact with its DNR Grant Coordinator Andrea Stay to inquire if it’s original site property of Sunset Hills Park is still eligible to satisfy the original “conversation” or if the City will be forced to add new park lands equal or greater than the Library’s use.

6. The City’s 2019-2020 FY Audit and Financial Statements should be released to council and Office staff soon, and Peter Haefner, Public Auditor is scheduled for a live presentation to Council at the November meeting. Peter will be presenting the City’s finances and answering any questions you may have regarding his audit and/or reporting to the State. I will have the audit available online as soon it is submitted to the State Treasury Department.

7. I have met with DPW Director Don Stanley and Plummer’s Environmental Services for a price estimate to video tape (CCTV) storm and sanitary sewer mains in the Sunset Hills Subdivision (Est. 2000) that are exhibiting signs of erosion in at least two areas. If erosion is evident, it can be a sign that sewer mains are damaged or separated causing excess water to saturate the asphalt and sinkhole points along the main. This removes the compaction under surfaces and causes areas and manholes to sink or crack. A CCTV project is a common step in helping to determine weak spots in underground sewer systems and what type of fix is required. It is made digital and added to the City’s existing GIS Mapping systems. The sewer system in Sunset Hills is fairly modern and should be in good shape, but has yet to checked or videoed like others areas were during Rural Development projects. If all goes well, the Office Plans to determine weak spots for pipe replacements and manhole rehabilitation then prepared the subsurface for a new layer of asphalt in 2022.

8. To date I have interviewed two qualified candidates for the job position of City Clerk, as noticed to Council, online, and outside the City Hall as of October 29th. After performing these interviews, I firmly believe Council has a viable candidate for this position, and opportunity to hire an extremely qualified and experienced City Clerk. The position may be sworn in by council at the November meeting.

9. TIFA has unanimously approved to invest in its Lansing Road corridor and install an enhanced 6-foot concrete sidewalk in phases from Main Street to Lake Alliance Park that will connect multiple dead ends of the City’s existing network of residential sidewalks to its developmental District. TIFA will seek City Council’s formal approval of the project once plan drawings and engineer’s estimate are generated. I have spoken to the TIFA Engineer who will schedule a site walk and start design plans this month.

TREASURER'S REPORT
November 19, 2020

Utility bills—as of 11/10/20 (bills due on 15th) \$102,381.22 is outstanding with \$38,653.60 over 30 days past due. Bills are due on November 15th and will not be penalized if paid after the 15th.

Water usage month of Oct (Nov billing): 4,160,411 gallons
Sewer usage month of Oct (Nov billing): 4,153,946 gallons
Ready to service charge-water: \$28,113.10
Ready to service charge-sewer: \$33,247.96
Total water and sewer billed out from 9/23/20 to 10/22/20 is \$90,048.07

Payroll month of October 2020: \$82,783.83 (this includes all payroll taxes+ MERS. October was a 3 pay month).

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

Summer tax bills were due Sept 14, 2020. Current collection rate as of 10/8/20: 94.7%
Winter tax bills will be sent out on or before 12/1/20. Winter tax bills are due February 16th (14th falls on Sunday and Monday, the 15th, is Presidents Day).

At this time, the last date the new chart of accounts may be instituted for the City is June 30, 2023. Recommended implementation date is July 1, 2022.

Respectfully submitted: Jodi West

City of Potterville

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

From the City Clerk's Office

Tuesday, November 3, 2020 was an amazing day! It made history with record breaking voter turnout. In the City of Potterville, the Absentee Voter requests increased 420% from the General 2016 election. Even more unheard of was the 97% returned rate of the Absentee Ballots. Because of the large number of in person voting the Election Inspectors were not able to process the absentee ballots during the day as they usually do. So, at 8:00 pm they began to open and process the ballots. They did a great job and we were out of the City Hall by 12:30 am. Which is pretty good considering they processed 594 absentee ballots.

We had eleven election workers working over 160+ hours together. The chairman, election inspectors, receiving board, Aaron, Brandy and myself all worked together to produce a successful election. It was a beautiful day outside which certainly helped keep everyone in good spirits as they waited to vote. Since 2016, the City of Potterville's registered voters have increase 257 voters. The day of election I registered 23 new voters and accepted 23 surrendered ballots from those who changed their mind and wanted to vote in person. It has been my privilege to run the City of Potterville's last two elections. As we wait to hear the final results, we can rest assured that Eaton County's tabulator machines are not from Dominion.

Friday, November 13th I am participating in an online Freedom of Information Act class that will sure to be helpful as we move forward in the Clerk's duties. The goal next will be to obtain a Notary of Public license.

Sincerely,

Becky Dolman

Parks & Recreation Department November 2020

Parks:

- It's been previously mentioned that the City of Potterville applied for a Michigan DNR Recreation Passport this year. Last month we received our preliminary scores in which additional information was uploaded and submitted. This month we've received our final score for this Grant cycle. Our score increased by fifty-five points which puts us in good standing. Applications and the Recreation Passport Grant recommended projects are then submitted to the DNR Director for final recommendation. Once the final recommendations have been approved/chosen, we will know if we made it for this grant cycle.
- The CN Railway "EcoConnections From the Ground Up" which is administered by America in Bloom grant was submitted last month. We will be notified around December 31 of the status of our application.
- The new signage for Lake Alliance Park has been completed and delivered to City Hall. The signs were done by Terrell Associates as the previous City Signs throughout and within City limits were. Next step is the installation of the sign which may not happen until Springtime.

Recreation:

- Basketball court was opened last month. Positive feedback has been received from the community and overall are pleased with the result and kids are enjoying the game of basketball again.
- We have completed our season. The statistics for this season are 601 games and 499 teams came to the City of Potterville and visited our parks. This is a decrease of three games and an increase of 172 teams from the previous year. All six fields were utilized this year and brought people from all over the State and nearby States as well. With the visitors it brought economic stability to all local businesses in our City. Businesses thrived from these players when they come to the City and we are proud to be a part of increasing stability. With all things considered this year, we took measures for the safety and health of all involved such as players, umpires, spectators, staff and organization staff. With the measures taken, we had not received any report throughout the entire season of any cases from the tournaments and/or games that took place at any of the ball fields. We are very glad to hear this and we took the steps that were needed to still have some normalcy of a season.
- The Benton Township Emergency Services Association utilized the downtown pavilion again this Halloween for their trick or treating with safety precautions in mind. The JAF Motorcycle Club also did their activity for Halloween same as last year, and positive feedback was received by all.
- The Screamin' Banshee/Blarney Stone Race held their race on October 25 at Lake Alliance Park. Volunteers were at intersections and directing runners for the race. Safety precautions were taking, face masks, gloves, sanitations, etc. The race mirrored another race known as Capital City River Run that put modifications as well. It was an open-time race, where runners had a certain time frame to start. It was an event where runners got

their check-in bags, ran the race, got participation bag and it was done. We were please to see how it was run with the modifications they put in place and areas that they used were well taken care of and cleaned-up well.

- Potterville's Christmas Event is Saturday, December 5, 2020 at 6:00 p.m. with the parade, refreshments, tree lighting, etc. Modifications and safety precautions will be taking place for the event.
- Parks Committee Report: Discussion was held on the progress of the Christmas Event, coordinating with the parties that have been secured, parade route, and decorations. Holiday House Contest is up and running, we will see how the community does this year.
- I am furthering my education and continuing my studies for the CPRP Exam which will be taken in mid-November.

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 October 2020

Operational Information:

- COVID-19 is still with us
- PHS Football game standby's
- Eaton County Fire School – 3 BTFD Members attending
- New 4G Modems for the LifePak 15 Cardiac Monitors have been shipped
- Fire Prevention Week – Participated with area Agencies at Mt. Hope Park in Delta Township
- Apparatus Bay & Station Apron Repaired
- Fire Extinguisher's Annual Service was completed
- Generator on E-211 is out of service, waiting on repair quote
- City of Potterville – Silversmith Data system program for the Water Supply System
- New Steer Tires installed on A-111

Training:

- The Lockout LLC installed Lockout Trainer at the Fire Station
- Lockout Kit Training
- Chainsaws, Ventilation Saws, Rescue Saws
- Review of hand tools on the apparatus

Meetings & Special Events:

- TCEMCA Board Meeting
- TCEMCA Agency Directors Meeting
- Eaton County Fire Training Committee
- Stryker LIFEPAK 15 Upgrade

Calls For Service (CFS):

- **Fire** – 5 City of Potterville, 15 Benton Township, 1 Mutual Aid
- **EMS** – 23 City of Potterville, 24 Benton Township, 35 Mutual Aid

City of Potterville

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CITY OF POTTERVILLE RESOLUTION NO. 20-1119-09

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

PRESENT:

ABSENT:

RESOLUTION TO ADOPT POVERTY EXEMPTION ELIGIBILITY REQUIREMENTS, INCOME STANDARDS/ASSET TEST AND APPLICATION FOR 2021

WHEREAS, the homestead of persons who, in the judgment of the Board of Review, by reason of poverty, are unable to contribute to the public charges is eligible for exemption in whole or part from taxation under the General Property Tax Act; and

WHEREAS, the Potterville City Council is required by Section 7u of the General Property Tax Act, Public Act 206 of 1893 (MCL 211.7u), to adopt guidelines for poverty exemptions; and

WHEREAS, the following (1.) Eligibility Requirements, (2.) Income Standards/Asset Test, and (3) Poverty Exemption Application have been developed to comply with MCL 211.7u:

(1.) ELIGIBILITY REQUIREMENTS

In order to be eligible for the poverty exemption, the claimant must do all of the following *on an annual basis*:

- 1) Own and occupy as a homestead the property for which the exemption is requested.
- 2) File a Claim with the City Manager, Assessor or the Board of Review after January 1, 2021 but before the day prior to the last day of the Board of Review on a form provided by the local assessing unit.

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- 3) Provide Federal and State income tax returns for all persons residing in the homestead including any property tax credit returns.
- 4) Produce a valid driver's license or other form of identification if requested.
- 5) Produce a deed, land contract, or other evidence of ownership of the property for which an exemption is being requested, if requested.
- 6) Meet the federal poverty income standards adopted by the governing body of the local assessing unit.
- 7) Meet the asset levels set by the governing body of the local assessing unit.

A claimant may Request a Poverty Exemption and Appeal the Property's Assessment to the City of Potterville March Board of Review.

(2.) **INCOME STANDARDS/ASSET TEST**

The following are the federal poverty income standards that the United States Office of Management and Budget recommend that federal departments and agencies use. The City of Potterville has adopted these Income Levels for the basis of granting "Poverty Exemptions." These amounts are adjusted annually.

To be eligible for a poverty exemption in the City of Potterville for 2021 your income MAY NOT exceed these guidelines. If your income exceeds the levels listed below, you do not qualify for a Poverty Exemption:

1 person.....	\$ 12,760
2 persons.....	\$ 17,240
3 persons.....	\$ 21,720
4 persons.....	\$ 26,200
5 persons.....	\$ 30,680
6 persons.....	\$ 35,160
7 persons.....	\$ 39,640
8 persons.....	\$ 44,120
For Each Additional Person add.....	\$ 4,480

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MAXIMUM ASSET STANDARDS TO BE ELIGIBLE FOR A POVERTY EXEMPTION

(PA 390 of 1994 states that the poverty exemption guidelines established by the governing body of the local assessing unit shall include an asset level test)

The City of Potterville has adopted the following MAXIMUM ASSET STANDARDS for a household to be eligible for a POVERTY EXEMPTION. The below asset levels DO NOT include the value of your homestead.

1 person	\$ 24,280
2 persons	\$ 32,920
3 persons.....	\$ 41,560
4 persons.....	\$ 50,200
5 persons.....	\$ 58,840
6 persons.....	\$ 67,480
7 persons.....	\$ 76,120
8 persons or more.....	\$ 84,760

If applicant household assets exceed this amount, the applicant is NOT eligible for a POVERTY EXEMPTION unless other identifiable and verifiable circumstances may be present.

(3.) POVERTY EXEMPTION APPLICATION

I/We, _____, being the owner(s) and resident(s) of the property listed below, apply for tax relief under MCL 211.7u of the General Property Tax Act.

Property Code Number _____

Property Address: _____ Phone () _____

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Marital Status: _____

Age of Applicant: _____ Age of Spouse: _____

Number of Dependents: _____ Age of Dependents: (1.) _____ (2.) _____
(3.) _____ (4.) _____
(5.) _____ (6.) _____
(7.) _____ (8.) _____

Have you applied for Homestead Property Tax Credit this Year? _____

How much was your Property Tax Credit? _____

**ATTACH A COPY OF 1040 CR AND FEDERAL OR STATE INCOME TAX RETURN, IF
FILED FOR THE CURRENT YEAR.**

REAL ESTATE: Is home paid for? _____ Unpaid balance: _____

Name of Mortgage Co. _____ Monthly Payment: _____

How long have you lived at this residence? _____

Do you own, or are you buying any other property? _____

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If so, list below:

Property Address	Name of Owner	Assessed Value	Amount and Date of Last Taxed Paid

Income earned from above property \$ _____

Name of Employer: _____

Address: _____

Phone No. () _____

Name of Spouse’s Employer: _____

Address: _____

Phone No. () _____

List all income from salaries, Social Security, rents, pensions, unemployment compensation, disability, government pensions, workers’ compensation, dividends, claims and judgments from lawsuits, alimony, child support and any other source.

Source of Income	Monthly or Annual Income

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SAVINGS AND INVESTMENTS: List all savings owned by you or your spouse, including savings accounts, postal savings, credit union shares, certificates of deposit, cash, stocks, bonds or similar investments.

Name of Financial Institution or Investments	Amount on Deposit	Name on Account	Value of Investment

LIFE INSURANCE: List all policies held by you and your spouse.

Insured	Amount of Policy	Amt. Paid Monthly	Paid Up Policy	Name of Beneficiary	Relationship to Insured

MOTOR VEHICLES IN HOUSEHOLD:

Make	Year	Monthly Payment	Balance Owed

LIST ALL PERSONS LIVING IN HOUSEHOLD (Attach additional sheets if necessary)

Last Name	First Name	Age	Relationship to Claimant	Place of Employment	Contribution to Family Income

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PERSONAL DEBTS (Attach additional sheets if necessary)

Creditor	Purpose of Debt	Date of Debt	Original Balance	Monthly Payment	Balance Owed

MONTHLY EXPENSES:

UTILITIES _____ FOOD _____ PHONE _____

CLOTHING _____ HEAT _____ CAR EXPENSES _____

OTHER (Specify) _____

OTHER ASSETS: List all other assets and their value that are owned or controlled by you.

Type of Asset	Value	Owner

City of Potterville

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REASON FOR REQUESTING EXEMPTION: _____

NOTICE: Any willful misstatements or misrepresentations made on this form may constitute perjury, which, under the law, is a felony punishable by fine or imprisonment.

NOTE: Do not sign until witnessed by the City Manager, Assessor, Chair of the Board of Review or Notary Public.

The undersigned, being duly sworn, deposes and says that the statements made in the foregoing application are true and that he/she has no money, income or property other than mentioned herein.

Petitioner

Subscribed and sworn this _____ day of _____, 2021

Assessor, City Manager, Board of Review Member or Notary Public

City of Potterville

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This Application must be received (not postmarked) no later than December 13, 2021 at 4:00 P.M.:

Meeting Address: Potterville City Hall
319 N. Nelson St.
Potterville, Michigan 48876

Mailing Address: Potterville City Assessor
PO Box 488
Potterville, Michigan 48876

NOW, THEREFORE, BE IT HEREBY RESOLVED, pursuant to MCL 211.7u, that the **City of Potterville, Eaton County**, adopts the above eligibility requirements, income standards, asset test and application for the March Board of Review to implement.

Mayor

Clerk

**City of Potterville
Potterville Sod Slingers Lawn Mower Racing
Facility Contract**

This Agreement between the City of Potterville (the "City") a municipal corporation, P.O. Box 488, 319 N. Nelson St., Potterville, MI 48876 and Potterville Sod Slingers Lawn Mower Racing ("Sod Slingers") for the purpose of providing authorization to utilize the Lawn Mower Race Track in the back of Lake Alliance Park for the 2019-2021 Season.

This Agreement is hereby effective for a term commencing on the date signed and will expire at the conclusion of the 2021 season.

Terms of Agreement

A. Defined Terms:

1. **Building:** Constructing, erecting, or assembling any structure, permanent or temporary, on, above, or adjacent to any part of Lake Alliance Park. This definition does not include use of tents.
2. **Event:** Any party, ceremony, gathering, race, occasion or occurrence, planned or spontaneous, which is sponsored, promoted, or funded by Sod Slingers or its affiliates at Lake Alliance Park.
3. **Excavating:** Digging, removing, altering, or manipulating the earth in any way and for any purpose.
4. **Maintenance:** Upkeep and general care for all real and personal property utilized by Sod Slingers, including but not limited to: the Race Track, Pit Area, Race Tower, and any area affected by an event held by Sod Slingers or its affiliates. Maintenance includes but is not limited to: lawn care, cleanup, repairs, construction, excavation, and water damage restoration (e.g. flooding on the track).
5. **Safety Barrier:** A physical barrier separating spectators from the Race Track and Pit Area that offers reasonable protection from any anticipated danger associated with lawn mower racing or vehicle repair.
6. **Seasonal Payment:** An option for payment offered by the City in which Sod Slingers may split the total expense of their monthly payments into two lump sum payments at the beginning and end of the season, respectively.
7. **Spring Preparation:** Maintenance, lawn care, repairs, or alterations necessary to prepare the Race Track, Pit Area, Race Tower, or any anticipated area Sod Slingers will use, for the upcoming spring season. All Spring Preparation must be complete before the deadline specified within this Agreement.
8. **Trash Removal:** Removal and proper disposal of all trash, waste, refuse, or litter created by any event hosted by Sod Slingers or its affiliates, including but not limited to: concessions, trash bins, recycle bins, promotional and marketing materials, or outside waste brought in by guests of the event.
9. **Winterizing:** Maintenance, lawn care, repairs, or alterations necessary to prepare the Race Track, Pit Area, Race Tower, or any infrastructure used by Sod Slingers, for the upcoming Winter season. All reasonable efforts should be made to reduce the harmful effects of winter weather and ensure the preservation of Lake Alliance Park for the following Spring. All Winterizing must be complete before the deadline specified in this Agreement.

B. Rights and Responsibilities

1. The City is responsible for providing ongoing maintenance, including lawn care, around the outside area of the Race Track and all areas of Lake Alliance Park not being utilized by Sod Slingers.
2. The City retains sole control and authority over all lawn care decisions, including but not limited to: height of the grass, landscaping, and terrain alteration.
3. The City has the right to refuse, reject, or enjoin any action anticipated or ongoing upon its property by any party, including Sod Slingers.
4. The City has the right to enforce its laws, civil and criminal, through the use of law enforcement when reasonable and necessary.
5. The City has the right to terminate this contract with a 90-day notice for any reason, or without reason, as the City sees fit. Sod Slingers is subject to a 3-year contract with a rental and use fee of \$150.00 per month of use, occupation or reservation under this contract.
6. Use, occupation, or reservation for any time during a calendar month will subject Sod Slingers to payment for the full month under this Agreement.
7. Payment may be tendered in full at any time. Payment may be tendered in Seasonal Payments, or as a monthly fee.
8. All fees must be paid in full on the first of the month before use, occupation, or reservation occurs.
9. Sod Slingers is responsible for all maintenance of the rented area and any area utilized by an Event, including but not limited to: the Race Track, Pit Area, and Race Tower, Concession/Grilling Areas, and Stands/Observation Areas.
10. Sod Slingers is responsible for all Trash Removal within the rented area or any area utilized by an Event, including but not limited to: the Race Track, Pit Area, Race Tower, Concession/Grilling Areas, and Stands/Observation Areas.
11. Sod Slingers is responsible for providing a Safety Barrier to protect spectators.
12. Sod Slingers is required to present schedules to the City at least 12 week(s) in advance of each season. Sod Slingers is responsible for Winterizing the rental space at the conclusion of the season. All Winterizing must be completed by November of each year.
13. Sod Slingers is responsible for all Spring Preparation for the rental space prior to the beginning of the season. All Spring Preparation must be completed by May of each year.
14. Sod Slingers must present the City with valid liability insurance each year indicating a minimum of \$1,000,000 in coverage, and naming the City as an additional insured. Sod Slingers must comply with all carrier regulations and policy provisions.
15. Sod Slingers must defend, indemnify and hold harmless the City for any liability arising from an Event held at Lake Alliance Park.
16. Sod Slingers must comply with all local ordinances, state and federal laws. Sod Slingers is responsible for removal of all equipment, materials, infrastructure, fixtures, and accessories within 90 days of the termination of this agreement. Failure to remove within 90 days authorizes the City to remove and dispose of Sod Slinger's personal property and assess the cost of removal to Sod Slingers.
17. Any building or excavation must have prior written approval from the City.
18. Any grilling or open flames must have prior written approval from the City Fire Chief and must be restricted to a designated area indicated by the Chief.

19. This agreement may automatically terminate for any of the following reasons: 90-day notice from either party, a violation of state or local law, a violation of this Agreement, failure to maintain adequate insurance, failure to pay outstanding fees before the conclusion of the season, or abandonment/nonuse of the rental space.

Thomas Smyth President
 Printed Name & Title of Authorized Rep.
 Potterville Sod Slingers Lawn Mower Racing

Thomas Smyth
 Signature

4-22-2014
 Date

[Signature]
 Parks & Recreation Department or Authorized Rep.
 City of Potterville, Michigan

4-22-2014
 Date

ELECTRONIC PARTICIPATION PROCEDURE

I. Purpose

The City of Potterville desires to have full attendance and participation by all members of the City's public bodies. Subject to the requirements of the Open Meetings Act ("OMA"), the City must adopt procedures to accommodate the absence of any member of the Public Body for any reason permitted by the OMA. This Procedure shall only apply to meetings that are required to be open to the public pursuant to the OMA.

II. Definitions

For purposes of this Electronic Participation Procedure, the following definitions shall apply:

- A. *City.* "City" shall mean the City of Potterville.
- B. *Members.* "Members" include any City Council Member, Planning Commissioner, ZBA Member or other member of any Public Body.
- C. *Public Body.* "Public Body" shall include the City Council, Planning Commission, Zoning Board of Appeals and other public body, as defined by the OMA, that is part of the City.

III. Application

Because participation and interaction with fellow Members of the Public Body is important, all Members should strive to attend meetings in person if permitted. However, the OMA does permit Members to participate electronically in limited circumstances. This Procedure is intended to allow for electronic participation under the following circumstances:

- A. *Until December 31, 2020 (and retroactive to March 18, 2020):* Members of the Public Body may have an electronic meeting for any reason. A physical place is not required for an electronic meeting. Members of the Public Body and public participants who participate electronically in a meeting are considered present and in attendance at the meeting for all purposes. All Members of the Public Body and public participants may attend electronically.
- B. *From January 1, 2021 to December 31, 2021.* A Member of the Public Body may attend and participate in a public meeting electronically for any of the following reasons:
 - 1. Military duty.
 - 2. A medical condition (a medical condition means an illness, injury, disability, or other health-related condition), or

3. A statewide or local state of emergency or state of disaster declared pursuant to law or charter by the governor or a local official or local governing body that would risk the personal health or safety of members of the public or the Members of the Public Body if the meeting were held in person. For the purpose of permitting an electronic meeting due to a local state of emergency or state of disaster, this subdivision applies only as follows:

- a. To permit the electronic attendance of a Member of the Public Body who resides in the affected area.
- b. To permit the electronic meeting of a Public Body that usually holds its meetings in the affected area.

C. *After December 31, 2021.* The Public Body may only allow electronic attendance by a Member to accommodate that Member's absence due to military duty. Only those Members absent due to military duty may participate electronically.

IV. Procedures for Electronic Participation by Members

The Public Body has adopted the following procedures for electronic participation at meetings:

A. *Notice of Absence.* If a Member cannot be physically present at the main location for any meeting ("Main Meeting Location") but can participate electronically by electronic means, the Member must provide the City Manager and Mayor reasonable notice (ideally at least 24 hours) so that the Public Body may post notice of the electronic meeting 18 hours in advance. The notice shall include how to contact that Member who is participating electronically in sufficient time before a meeting of the Public Body to provide input on any business that will come before the Public Body.

B. *Two-Way Communication Required.* If the Public Body holds an electronic meeting or a meeting in which one or more Members participate electronically, the meeting must be held in a manner that permits 2-way communication so that Members of the Public Body can hear and be heard by other members of the Members of the Public Body, and so that public participants can hear Members of the Public Body and can be heard by Members of the Public Body and other participants during a public comment period. The Public Body may use technology to facilitate typed public comments during the meeting submitted by members of the public participating in the meeting that may be read to or shared with members of the Members of the Public Body and other participants to satisfy the requirements:

- 1. That members of the public be heard by others during the electronic meeting, and
- 2. That members of the public be permitted to address the electronic meeting.

C. *Receipt of Information by Virtual Participant.* A Member who participates in a meeting electronically must have access to technology that allows the Member to receive the board packet or other documents before the meeting. If material is handed out at the meeting, the Public Body must send a copy to a Member participating electronically, if feasible, or reasonably describe or summarize the contents of the document.

D. *Notice on Website.* If a Member is participating in a meeting electronically, as permitted by this Procedure and the OMA, the Public Body must provide notice to the public that the Member(s) will be attending electronically. The notice must be posted at least 18 hours in advance of the meeting on the home page of the City's website or on a separate webpage dedicated to public notices for non-regularly scheduled or electronic public meetings that is accessible through a prominent and conspicuous link on the website's homepage that clearly describes its purpose for public notification of non-regularly scheduled or electronic public meeting. The notice must include the following:

1. Why the Public Body is meeting electronically.
2. How members of the public may participate in the meeting electronically. If a telephone number, internet address, or both are needed to participate, that information must be provided specifically.
3. How members of the public may contact Members of the Public Body to provide input or ask questions on any business that will come before the public body at the meeting.
4. How persons with disabilities may participate in the meeting.

E. *Agenda on Website.* Because the City directly or indirectly maintains an official internet presence that includes monthly or more frequent updates of public meeting agendas or minutes, the Public Body shall, on a portion of the website that is fully accessible to the public, make the agenda available to the public at least 2 hours before the electronic meeting begins. This publication of the agenda does not prohibit subsequent amendment of the agenda at the meeting.

E. *Vote; Quorum.* Members who are participating in a meeting electronically are counted when determining whether a quorum is present and have full discussion and voting rights.

F. *Public Announcement.* At each meeting, there shall be a public announcement as follows:

1. For each Member attending the meeting electronically, a public announcement at the outset of the meeting shall be made and included in the meeting minutes, that the Member is in fact attending the meeting electronically. This announcement does not require the public body to reveal the reason for electronic attendance.

2. If the Member is attending the meeting electronically for a purpose other than for military duty, the Member's announcement must further identify specifically the member's physical location by stating the county, city, township, or village and state from which he or she is attending the meeting electronically.

G. *Minutes.* For each Member attending the meeting electronically, the public announcement mentioned above in Section IV.F must be included in the meeting minutes identifying the Members that are in fact attending the meeting electronically

V. Rules of Electronic Participation by the Public

A. *Public Comment.* Until December 31, 2020, members of the public may attend and participate electronically in electronic meetings. On and after January 1, 2021, or at any in-person meetings held until December 31, 2021 members of the public may only participate electronically to the extent permitted by the OMA.

B. *Conditions to Public Comment.* The Public Body shall not, as a condition of participating in an electronic meeting, require a person to register or otherwise provide his or her name or other information or otherwise to fulfill a condition precedent to attendance, other than mechanisms established and required by the Public Body necessary to permit the person to participate in a public comment period of the meeting.

C. *Reasonable Rules.* The Public Body's rules for public comment, including time limits, shall apply to electronic public comment periods.

VI. Recording of Rules

These Procedures must be kept on file with the City Manager.

Defined Benefit Plan Adoption Agreement Addendum



1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

www.mersofmich.com

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

I. Effective Date

The effective date shall be the first day of **January, 2021**.

II. Employer name Pottersville, City of

Municipality number 231301

This is an amendment of the existing Adoption Agreement for the MERS Defined Benefit.

Any changes to plan provisions apply to employees in the division on the effective date, as well as to new hires ongoing. Definitions will apply for all service accrued after the effective date.

Division number 23130101

Division name on file with MERS General

III. Plan Eligibility

Only those employees eligible for MERS membership may participate in the MERS Defined Benefit. If an employee classification is **included** in the plan, then employees that meet this definition will receive service credit if they work the required number of hours to meet the service credit qualification defined below. All eligible employees must be reported to MERS.

Using your Division Name above, expand on the employee classifications that are eligible to participate in MERS. For example, if Division is "General," please insert specific classifications that are eligible for MERS such as "Clerical Staff," "Elected Officials," "Library Director," etc.:

City Manager, Treasurer, DPW, Parks Director, Police department and office clerical.

Employee classification contains **public safety employees:** ☒ Yes ☐ No

Public safety employees include: law enforcement, parole and probation officers, employees responsible for emergency response (911 dispatch, fire service, paramedics, etc.), public works, and other skilled support personnel (equipment operators, etc.).

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Pottersville, City of

DIV: 23130101

If you elect to include a special classification (chart below), then the employee will be required to meet the Service Credit Qualification as defined under section IV (Provisions) in order to earn a month of service. Excluded classification will require additional information below.

To further define eligibility (select all that apply):

Employee Classification	Included	Excluded	Not Employed
Temporary Employees: Those who will work for the municipality fewer than _____ months in total.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Part-Time Employees: Those who regularly work fewer than _____ per _____.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seasonal Employees: Those who will work for the municipality from _____ to _____ only.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Voter-Elected Officials	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Appointed Officials: An official appointed to a voter-elected office.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Contract Employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Probationary Periods (select one):

- ☒ Service will begin after the probationary period has been satisfied. Probationary periods are allowed in one-month increments, no longer than 12 months. During this probationary period, the employer will not report or provide service.

The probationary period will be 3 month(s).

Comments:

- ☐ Service will begin with the employee's date of hire (no Probationary Period). Effective with the date of hire, wages paid and any associated contributions must be submitted to MERS.

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Pottersville, City of

DIV: 23130101

IV. Provisions

1. Service Credit Qualification

To clarify how eligible employees earn service credit, please indicate how many hours per month an eligible employee needs to work. For example, if you require 10 eight-hour days, this would be 80 hours per month. If an 'hour per day' has been defined (like ten 7-hour days), electing 70 hours will be required. Employees must meet the definition of Plan Eligibility in order to earn service credit under the plan.

To receive one month of service credit, an employee shall work (or be paid for as if working)

80 hours in a month.

2. Leaves of Absence

Indicate by checking the boxes below, whether the potential for service credit will be allowed if an eligible employee is on one of the following types of leave, regardless of meeting the service credit qualification criteria.

Regardless whether an eligible employee is awarded service credit while on the selected type(s) of leave:

- MERS will skip over these months when determining the FAC amount for benefit calculations.
- Third-party wages **are not** reported for leaves of absence.
- Employers **are not** required to remit employer contributions based on leaves of absence when no wages are paid by the employer. However, an employer may submit additional voluntary contributions for the period of the leave in an amount determined by the employer.
- For **contributory divisions**, employee contributions are required for service credit to be retained. Employee contributions will be collected based on the Service Credit Qualification. Employers will calculate employee contributions due using the employee's current hourly rate (prior to leave). For example if 120 hours is required for service credit, then employee contributions shall be equal to 120 hours times the employee's hourly rate. Employees have three times the length of leave, to a maximum of five years, to pay required employee contributions. Leaves of absence are required to be reported to MERS, including the employee's start and end date per month, along with the employee's hourly rate.

Type of Leave	Service Credit Granted	Service Credit Excluded
Short- and Long-Term Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Workers' Compensation	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Unpaid Family Medical Leave Act (FMLA)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other: _____ For example, sick and accident, administrative, educational, sabbatical, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other 2: _____ Additional leave types as above	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Leaves of absence due to military service are governed by the Federal *Uniformed Services Employment and Reemployment Rights Act* of 1994 (USERRA), IRC 414(u), effective January 1, 2007, IRC 401(a)(37).

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Pottersville, City of

DIV: 23130101

3. Definition of Compensation

The Definition of Compensation is used to calculate a participant's final average compensation and is used in determining both employer and employee contributions. Wages paid to employees, calculated using the elected definition, must be reported to MERS.

Select your Definition of Compensation here. If you choose to customize your definition, skip this table and proceed to page 5.

	<input type="radio"/> Base Wages	<input type="radio"/> Box 1 Wages	<input checked="" type="radio"/> Gross Wages
Types of Compensation			
Regular Wages Salary or hourly wage X hours PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified) On-call pay	All Regular Wages included	All Regular Wages included	All Regular Wages included
Other Wages Shift differentials Overtime Severance issued over time (weekly/bi-weekly)	Excluded	All Other Wages included	All Other Wages included
Lump Sum Payments PTO cash-out Longevity Bonuses Merit pay Job certifications Educational degrees Moving expenses Sick payouts Severance (if issued as lump sum)	Excluded	All Lump Sum Payments included	All Lump Sum Payments included
Taxable Payments Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement) Prizes, gift cards Personal use of a company car Car allowance	Excluded	All Taxable Payments included	All Taxable Payments included
Reimbursement of Nontaxable Expenses (as defined by the IRS) Gun, tools, equipment, uniform Phone Fitness Mileage reimbursement Travel through an accountable plan (i.e. tracking mileage for reimbursement)	Excluded	Excluded	Excluded
Types of Deferrals			
Elective Deferrals of Employee Premiums/Contributions 457 employee and employer contributions 125 cafeteria plan, FSAs and HSAs IRA contributions	All Elective Deferrals included	Excluded	All Elective Deferrals included
Types of Benefits			
Nontaxable Fringe Benefits of Employees Health plan, dental, vision benefits Workers compensation premiums Short- or Long-term disability premiums Group term or whole life insurance < \$50,000	All Nontaxable Fringe Benefits included	Excluded	All Nontaxable Fringe Benefits included
Mandatory Contributions Defined Benefit employee contributions MERS Health Care Savings Program employee contributions	All Mandatory Contributions included	Excluded	All Mandatory Contributions included
Taxable Fringe Benefits Clothing reimbursement Stipends for health insurance opt out payments Group term life insurance > \$50,000	Excluded	Excluded	All Taxable Fringe Benefits included
Other Benefits / Lump Sum Payments Workers compensation settlement payments	Excluded	Excluded	All Other Lump Sum Benefits included

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Potterville, City of

DIV: 23130101

SKIP THIS TABLE if you selected one of the standard definitions of compensation on page 4.

☒ **CUSTOM:** If you choose this option, you must select boxes in each section you would like to include in your Definition of Compensation. You will be responsible for additional reporting details to track custom definitions.

Types of Compensation

Regular Wages

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> Salary or hourly wage X hours | <input type="checkbox"/> On-call pay |
| <input type="checkbox"/> PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified) | <input type="checkbox"/> Other: _____ |

Other Wages apply: YES ☐ NO ☐

- | | |
|--|--|
| <input type="checkbox"/> Shift differentials | <input type="checkbox"/> Severance issued over time (weekly/bi-weekly) |
| <input type="checkbox"/> Overtime | <input type="checkbox"/> Other: _____ |

Lump Sum Payments apply: YES ☐ NO ☐

- | | |
|---|--|
| <input type="checkbox"/> PTO cash-out | <input type="checkbox"/> Educational degrees |
| <input type="checkbox"/> Longevity | <input type="checkbox"/> Moving expenses |
| <input type="checkbox"/> Bonuses | <input type="checkbox"/> Sick payouts |
| <input type="checkbox"/> Merit pay | <input type="checkbox"/> Severance (if issued as lump sum) |
| <input type="checkbox"/> Job certifications | <input type="checkbox"/> Other: _____ |

Taxable Payments apply: YES ☐ NO ☐

- | | |
|---|--|
| <input type="checkbox"/> Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement) | <input type="checkbox"/> Car allowance |
| <input type="checkbox"/> Prizes, gift cards | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Personal use of a company car | |

Reimbursement of Nontaxable Expenses (as defined by the IRS) apply: YES ☐ NO ☐

- | | |
|---|---|
| <input type="checkbox"/> Gun, tools, equipment, uniform | <input type="checkbox"/> Mileage reimbursement |
| <input type="checkbox"/> Phone | <input type="checkbox"/> Travel through an accountable plan (i.e. tracking mileage for reimbursement) |
| <input type="checkbox"/> Fitness | <input type="checkbox"/> Other: _____ |

Types of Deferrals

Elective Deferrals of Employee Premiums/Contributions apply: YES ☐ NO ☐

- | | |
|--|--|
| <input type="checkbox"/> 457 employee and employer contributions | <input type="checkbox"/> IRA contributions |
| <input type="checkbox"/> 125 cafeteria plan, FSAs and HSAs | <input type="checkbox"/> Other: _____ |

Types of Benefits

Nontaxable Fringe Benefits of Employees apply: YES ☐ NO ☐

- | | |
|--|--|
| <input type="checkbox"/> Health plan, dental, vision benefits | <input type="checkbox"/> Group term or whole life insurance < \$50,000 |
| <input type="checkbox"/> Workers compensation premiums | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Short- or Long-term disability premiums | |

Mandatory Contributions apply: YES ☐ NO ☐

- | | |
|--|---------------------------------------|
| <input type="checkbox"/> Defined Benefit employee contributions | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> MERS Health Care Savings Program employee contributions | |

Taxable Fringe Benefits apply: YES ☐ NO ☐

- | | |
|---|---|
| <input type="checkbox"/> Clothing reimbursement | <input type="checkbox"/> Group term life insurance > \$50,000 |
| <input type="checkbox"/> Stipends for health insurance opt out payments | <input type="checkbox"/> Other: _____ |

Other Benefits / Lump Sum Payments apply: YES ☐ NO ☐

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> Workers compensation settlement payments | <input type="checkbox"/> Other: _____ |
|---|---------------------------------------|

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Pottersville, City of DIV:23130101

V. Execution:

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

This foregoing Addendum is hereby approved by City of Pottersville

at a Board Meeting which took place on: (mm/dd/yyyy)

Authorized Signature:

Printed Name:

Title:

Date:

I understand that approved board minutes are required to complete this request.

Board minutes should be sent to: DataCollectionProject@mersofmich.com

City of Potterville

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

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

PUBLIC NOTICE JOB POSTING FOR CITY CLERK

Salary Range

\$19.23-\$22.63 per hour depending on qualifications.

Employment Type

Regular part-time employee, up to 24 hours per week. Benefits not included.

Department

Clerk Department 215 of General Fund 101.

Description

Chief Financial Officer of the City under direct supervision of City Council pursuant to City Charter. Works alongside City Manager and City Treasurer in an office environment to reconcile a public audit, administer/operate BS&A Software systems and financial records for payroll, accounts payable, accounts receivable and general ledger of accounts consistent with Generally Accepted Standards of Accounting. Duties also consist of local public administration of elections, public notices, meeting minutes, public contracts, and city social media platforms in accordance with law, specifically the Open Meetings Act and General Retention Schedules as adopted by the State of Michigan.

Job Skills

Administrator skills of BS&A Software systems and ability to organize and administer local elections for the City of Potterville. Expert skills in public communication, public minute taking, communications, and financial record keeping in a professional office environment. Proficient understanding and skill at reading public budgets and interpreting financial records/worksheets. High aptitude with Office technologies including but not limited to computer software systems such as Microsoft Office, Outlook and Excel. Qualified skill of administering local municipal records, financial ledgers, bank accounts and other public financial records involving general ledgers, accounts payable, and/or payroll.

Qualifications

Minimum of requirement of High School Diploma, valid Michigan driver's license. Qualified professional certification or association with an emphasis in public finance and/or public administration. Accredited professional history of working in an office environment and local government, with a working background in finance and record keeping. Must have acute knowledge of BS&A Financial Software systems with an emphasis of the Accounts Payable General Ledger Module or others listed above. Must have prior experience in public elections and credited experience being responsible for public financial records in compliance with General Accepted Standard of Accounting. Professional history and background interpreting local government ordinances, budgets, fiscal audits is encouraged.

To Apply

Submit a City of the Potterville Employment Application https://pottervillemi.org/wp-content/uploads/2019/10/Potterville_Employment_Application_Sept_17_2013_1.pdf with cover letter, resume and list of professional references to the Potterville City Hall Attn: City Manager, 319 North Nelson, Potterville, MI 48876. Electronic submissions are accepted and shall be emailed to the City Manager at manager@pottervillemi.org. All applications and professional materials must be received by City Hall no later than 5:00 p.m., November 16th of 2020. The City of Potterville is an equal opportunity employer and provider.