

City of Pottersville - Council Agenda

Thursday, December 17, 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 November 19, 2020.
- F. Approval of Bills:**
 - a) General Bills: \$101,684.32
- G. Bank Reconciliations:**
 - a) November 2020 General, Tax and Payroll
- H. City Manager's Report:** Manager's report in the December 2020 packet.
- I. Public Comment on agenda items:**
- J. Commission/Committee Reports:** Reports in the December 2020 packet.
- K. Department Reports:** Administration- Department reports in the December 2020 packet.
- L. New Business:**
 - a) Vermontville Hwy Holiday Street Light Timers and Vermontville Hwy Welcome Sign Light
- M. Public Comment on non-agenda items:**
- N. Communication from the Mayor and Council:**
- O. Next Meeting:** Thursday, January 21, 2021 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

This meeting was held by teleconference

City Council Meeting was called to order by Mayor Kring on Thursday, November 19, 2020 at 7:00 pm and the Pledge of Allegiance was recited.

Roll Call: Present: Mayor Kring at City Hall, Deputy Mayor Lenneman at home, Member Nichols at home, Member Potter at home, Member Smalley in vehicle, Member Pulda at home and Member Twichell at home

Absent: None

Approval of Agenda: Motion made by Member Smalley to approve the Agenda. 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).

Approval of Minutes: Motion made by Member Smalley to approve October 15, 2020 and November 4, 2020 minutes. 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).

Approval of Bills: Motion made by Member Potter to approve payment of General Bills in the amount of \$140,186.92. 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).

Approval of Bank Reconciliations: Motion made by Deputy Mayor Lenneman to approve October 2020 accounts for General, Tax and Payroll. 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).

City Manager's Report: Manager's report is in November Council packet.

Public Comment on Agenda Items: Katherine Schmidt of 221 N Church St. reminded council to stay to the meeting rules. Ms. Schmidt asked council to be sure to give clarity to items that are being discussed because of the meeting being virtual. President of Sod Slingsers, Thomas Smyth with Chance Morrison– at Thomas's residence, communicated he did not know why his organization was on the agenda to be discussed. Jeff Bussard of 746 Brenneman St. would like clearer description of new business items on the agenda.

Amendment to Agenda: Motion made by Member Potter to add the MERS Contribution Plan Adoption Agreement Update for Covid-19 work conditions. Supported by Member Nichols. 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).

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New Business:

Presentation from Auditor: Peter Haefner, CPA with Vredevelde Haefner, LLC presented a power point explaining 2019-2020 fiscal year financial audit and answered questions regarding the City's finances.

MERS Retirement Agreement update due to Coved-19 work conditions for Defined Benefit: Motion made by Member Pulda to approve the Defined Benefit Plan adoption agreement. Supported by Member Twichell. 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).

MERS Retirement Agreement update due to Coved-19 work conditions for Defined Contribution: Motion made by Member Nichols to approve the Defined Contribution Plan adoption agreement. Supported by Member Potter. 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).

Sod Slingers Lawn Mower Racing Facility Contract: Member Twichell made a motion to give a 90-day notice to the Sod Slingers Lawn Mower Racing that the City of Potterville is terminating the remainder of the contract. Supported by Deputy Mayor Lenneman. Roll Call Vote: Ayes: Mayor Kring, Deputy Mayor Lenneman, Member Nichols, Member Pulda, and Member Twichell. Nays: Member Potter and Member Smalley. Motion Carried (5-2).

City Clerk Position: Motion made by Member Smalley to hire Becky Dolman as the City of Potterville Clerk Position. Supported by Member Nichols. 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: Jeff Bussard of 746 Brenneman St., Council needs to communicate better especially the items of MERS and Sod Slingers. Thomas Smyth from Sod Slingers is saddened that the council is terminating their contract. Katherine Schmidt of 221 N Church St., shared concern with Lockview Meadows Subdivision road maintenance. Council should consider the checks and balances with council and city manager to allow for a better decision-making process.

Communications from Mayor and Council: Member Pulda reiterated that the Sod Slinger Lawn Mower Racing Facility Contract both the parties knew there was a termination clause that either party could choose to use. The city council feels this is a financial decision that will benefit the community. Member Potter would have liked the City to reconsider the contract with the Sod Slinger Lawn Mower Racing Facility. Mayor Kring shared the lawsuit between Rosenbrook et al v. City of Potterville et al, Case No: 19-48-NO, Insurance Claim No:

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Z01501056 has been dismissed by Judge John D. Maurer. Case has been dismissed with prejudice.

Next Meeting is December 17, 2020

Excuse Absent Members: None

Motion to Adjourn: Motion made by Member Twichell and Supported by Member Potter. 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).

Meeting Adjourned at 9:20 pm

Respectfully Submitted by:

Becky Dolman

City Clerk

INVOICE NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
VENDOR CODE: 0000011136 INTERSTATE BATTERIES			
60161416	INTERSTATE BATTERIES	BATTERY	427.29
TOTAL VENDOR 0000011136 INTERSTAI			427.29
VENDOR CODE: 0000011211 TIM S. HUNT			
100820/092520	TIM S. HUNT	PAINT BASKETBALL COURT- REPLACE CK018982	650.00
TOTAL VENDOR 0000011211 TIM S. HU			650.00
VENDOR CODE: 0000011217 TCI, INC OF MICHIGAN			
2020#548	TCI, INC OF MICHIGAN	EQUIPMENT RENTAL LOWBOY	437.50
TOTAL VENDOR 0000011217 TCI, INC			437.50
VENDOR CODE: 0000011218 CRC - CONTRACTORS RENTAL			
353913	CRC - CONTRACTORS RENT.	EQUIPMENT RENTAL	2,557.81
TOTAL VENDOR 0000011218 CRC - CON			2,557.81
VENDOR CODE: 0000011219 H.S.V. REDI-MIX, INC			
147141	H.S.V. REDI-MIX, INC	RETAINING WALL BLOCKS	4,180.00
TOTAL VENDOR 0000011219 H.S.V. RE			4,180.00
VENDOR CODE: 0000011220 PLUMMER'S ENVIRONMENTAL SERVICES			
20128950	PLUMMER'S ENVIRONMENTA.	SANITARY AND STORM SEWER INSPECTIONS	2,482.33
TOTAL VENDOR 0000011220 PLUMMER'S			2,482.33
VENDOR CODE: 00210 ACE HARDWARE-GRAND LEDGE			
NOV 2020	ACE HARDWARE-GRAND LED	NOV STATEMENT	193.87
TOTAL VENDOR 00210 ACE HARDWARE-G			193.87
VENDOR CODE: 01050 BENTON-POTTERVILLE FIRE DEPT.			
118-A	BENTON-POTTERVILLE FIR	EMS	56,050.00
TOTAL VENDOR 01050 BENTON-POTTERV			56,050.00
VENDOR CODE: 01310 BRONNERS'S			
5473	BRONNERS'S	LIGHTS	703.92
7816	BRONNERS'S	CHRISTMAS LIGHTS	1,561.70
8069	BRONNERS'S	CHRISTMAS LIGHTS	288.44
7817	BRONNERS'S	GARLAND AND CHRISTMAS LIGHTS	1,026.91
TOTAL VENDOR 01310 BRONNERS'S			3,580.97
VENDOR CODE: 01870 CHARLOTTE LITHOGRAPH INC.			
128316	CHARLOTTE LITHOGRAPH IITAX	AND ASSESSING ENVELOPES	137.00
TOTAL VENDOR 01870 CHARLOTTE LITH			137.00
VENDOR CODE: 02060 CITY OF POTTERVILLE			
NOV 2020	CITY OF POTTERVILLE	WATER AND SEWER	508.96
WINTER 2020	CITY OF POTTERVILLE	DRAIN ASSESSMENTS	31.08
TOTAL VENDOR 02060 CITY OF POTTEF			540.04
VENDOR CODE: 02260 CONSUMERS ENERGY			
NOV 2020	CONSUMERS ENERGY	GAS AND ELECTRIC	6,488.76
NOV. 2020	CONSUMERS ENERGY	STREET LIGHTS	2,534.38
TOTAL VENDOR 02260 CONSUMERS ENEF			9,023.14
VENDOR CODE: 02610 DELTA DENTAL			
RIS0003180433	DELTA DENTAL	DENTAL BENEFITS	578.04
TOTAL VENDOR 02610 DELTA DENTAL			578.04
VENDOR CODE: 02790 DORNBOS SIGN & SAFETY INC.			
INV52408	DORNBOS SIGN & SAFETY	STREET SIGNS VERMONTVILLE	162.00
INV50237	DORNBOS SIGN & SAFETY	MAJOR STREET	26.82
INV50089	DORNBOS SIGN & SAFETY	POSTS	11.95
INV50236	DORNBOS SIGN & SAFETY	PARKS SIGN - NO SWIMMING	184.20
52409	DORNBOS SIGN & SAFETY	NO ANIMALS ON FIELD SIGN	46.40
TOTAL VENDOR 02790 DORNBOS SIGN &			431.37
VENDOR CODE: 03160 ELHORN ENGINEERING			
285815	ELHORN ENGINEERING	CHEMICALS	725.38

12/17/2020 03:59 PM
User: RDOLMAN
DB: Pottersville

CUSTOM INVOICE REPORT FOR CITY OF POTTERVILLE
POST DATES 11/21/2020 - 12/20/2020
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: GEN

INVOICE NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
VENDOR CODE: 03160 ELHORN ENGINEERING			
TOTAL VENDOR 03160 ELHORN ENGINEE			725.38
VENDOR CODE: 03240 ETNA SUPPLY COMPANY			
S103803501.001	ETNA SUPPLY COMPANY	SUPPLIES	232.50
TOTAL VENDOR 03240 ETNA SUPPLY CC			232.50
VENDOR CODE: 03720 GORDON'S FOOD SERVICE			
809220236	GORDON'S FOOD SERVICE	CHRISTMAS EVENT	40.26
TOTAL VENDOR 03720 GORDON'S FOOD			40.26
VENDOR CODE: 03870 GRANGER CONTAINER SERVICE, INC			
21944858	GRANGER CONTAINER SERV	TRASH SERVICE	237.32
TOTAL VENDOR 03870 GRANGER CONTAI			237.32
VENDOR CODE: 04001 HASSEL FREE FUELS INC.			
148509/148510	HASSEL FREE FUELS INC.	FUEL DPW	806.98
TOTAL VENDOR 04001 HASSEL FREE FU			806.98
VENDOR CODE: 04900 KIMBALL MIDWEST			
8432338	KIMBALL MIDWEST	WHEEL, AND ASSORTMENT	388.94
8451139	KIMBALL MIDWEST	ASSORTMENT	189.74
TOTAL VENDOR 04900 KIMBALL MIDWES			578.68
VENDOR CODE: 05950 MICHIGAN ASSN OF CLERKS			
DEC.	MICHIGAN ASSN OF CLERK	MEMBERSHIP TO ASSOC. OF CLERKS	60.00
TOTAL VENDOR 05950 MICHIGAN ASSN			60.00
VENDOR CODE: 06060 MICHIGAN ELECTION RESOURCES			
13862	MICHIGAN ELECTION RESO	QVF MASTER & ID CARDS	32.74
TOTAL VENDOR 06060 MICHIGAN ELECT			32.74
VENDOR CODE: 07190 PHP			
203212701	PHP	DEC. 2020 HEALTH INS	3,944.39
TOTAL VENDOR 07190 PHP			3,944.39
VENDOR CODE: 07490 QUILL CO			
12568398	QUILL CO	INK TONER	106.76
144560368	QUILL CO	OFFICE SUPPLIES	165.14
TOTAL VENDOR 07490 QUILL CO			271.90
VENDOR CODE: 08370 ST. REGIS CULVERT, INC.			
114470	ST. REGIS CULVERT, INC	NUTS, BOLTS & WASHERS FOR SNOW BLADES	257.30
TOTAL VENDOR 08370 ST. REGIS CULV			257.30
VENDOR CODE: 08500 STATE OF MICHIGAN (C)			
DEC STATEMENT	STATE OF MICHIGAN (C)	MI DEAL	180.00
TOTAL VENDOR 08500 STATE OF MICH			180.00
VENDOR CODE: 08520 STATE OF MICHIGAN (E)			
551-570869	STATE OF MICHIGAN (E)	POLICE ACCESS TO LEIN	33.00
TOTAL VENDOR 08520 STATE OF MICH			33.00
VENDOR CODE: 08530 STATE OF MICHIGAN			
761-10593089	STATE OF MICHIGAN	ANNUAL PERMIT FEE WWTP	400.00
TOTAL VENDOR 08530 STATE OF MICH			400.00
VENDOR CODE: 09210 VERIZON WIRELESS			
9868476537	VERIZON WIRELESS	SCATA CONTROL PANEL	17.06
9868145009	VERIZON WIRELESS	DEC. STATEMENT	421.43
TOTAL VENDOR 09210 VERIZON WIRELE			438.49
VENDOR CODE: 09799 MENARDS-LANSING WEST			
11288	MENARDS-LANSING WEST	CABLE TIES	79.98
TOTAL VENDOR 09799 MENARDS-LANSIN			79.98
VENDOR CODE: 10097 UNUM LIFE INSURANCE			

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DB: Pottersville

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POST DATES 11/21/2020 - 12/20/2020
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: GEN

INVOICE NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
VENDOR CODE: 10097 UNUM LIFE INSURANCE			
NOV2020	UNUM LIFE INSURANCE	LIFE INSURANCE	237.01
OCT 2020	UNUM LIFE INSURANCE	LIFE INSURANCE	308.49
TOTAL VENDOR 10097 UNUM LIFE INSU			545.50
VENDOR CODE: 10273 WOW!BUSINESS			
DEC STATEMENT	WOW!BUSINESS	DEC STA TEMENT	615.92
TOTAL VENDOR 10273 WOW!BUSINESS			615.92
VENDOR CODE: 10412 FIRST ADVANTAGE LNS			
2501022011	FIRST ADVANTAGE LNS	RANDOM DRUG TEST CDL	115.85
TOTAL VENDOR 10412 FIRST ADVANTAG			115.85
VENDOR CODE: 10526 THE PARTS PLACE-CHARLOTTE			
194157	THE PARTS PLACE-CHARLO	COUPLER, FITTINGS, ADAPTER	66.61
193966	THE PARTS PLACE-CHARLO	HYDRAULIC HOSE AND FITTINGS	486.60
TOTAL VENDOR 10526 THE PARTS PLAC			553.21
VENDOR CODE: 10540 WILLIAMS & WORKS			
91413	WILLIAMS & WORKS	MAJOR AND LOCAL ROAD ENGINEER	610.26
9419	WILLIAMS & WORKS	WWTF GENERATOR REPLACEMENT PROJECT	1,296.49
91420	WILLIAMS & WORKS	WWTF ACCESS ROAD	548.48
90461	WILLIAMS & WORKS	WWTF ACCESS ROAD	3,403.50
90459A	WILLIAMS & WORKS	ROAD AMP, WWTF FENCE, WEST SIDE PS	2,944.76
TOTAL VENDOR 10540 WILLIAMS & WOF			8,803.49
VENDOR CODE: 10737 FERGUSON ENTERPRISES, INC			
0118035	FERGUSON ENTERPRISES, I	WATER SUPPLIES	54.72
TOTAL VENDOR 10737 FERGUSON ENTEF			54.72
VENDOR CODE: 10899 APPLIED IMAGING			
1646621	APPLIED IMAGING	COPY SERVICE AGREEMENT FOR NOV	70.08
TOTAL VENDOR 10899 APPLIED IMAGIN			70.08
VENDOR CODE: 10995 CARDMEMBER SERVICE			
DECEMBER STATEMENT	CARDMEMBER SERVICE	THRESHOLD, CLEANING SUPPLIES, POSTAGE, SIGN, HARDWARE	498.43
TOTAL VENDOR 10995 CARDMEMBER SEF			498.43
VENDOR CODE: 11106 CINTAS CORPORATION #725			
NOV 2020	CINTAS CORPORATION #72	UNIFORMS	196.34
TOTAL VENDOR 11106 CINTAS CORPORA			196.34
VENDOR CODE: 11108 WESTBEND MUTUAL INSURANCE CO			
NOP2450912	WESTBEND MUTUAL INSURA	CLERK BOND	55.00
TOTAL VENDOR 11108 WESTBEND MUTUA			55.00
VENDOR CODE: 11113 MODERN DESIGN ELECTRICAL			
1201126552	MODERN DESIGN ELECTRIC	POST RECEPTACLE & SWITCH FOR CHRISTMAS TREE	587.50
TOTAL VENDOR 11113 MODERN DESIGN			587.50
GRAND TOTAL:			101,684.32

12/01/2020 03:00 PM
User: JWest
DB: Potterville

BANK RECONCILIATION FOR CITY OF POTTERVILLE
Bank TAX (TAX ACCOUNT)
FROM 10/31/2020 TO 11/30/2020
Reconciliation Record ID: 68

GL Number	Description	Beginning Balance
703-000-001.000	CASH	3,697.53
Beginning GL Balance:		3,697.53
Add: Cash Receipts		5,647.19
Add: Journal Entries/Other		310.49
Ending GL Balance:		9,655.21

GL Number	Description	Ending Balance
703-000-001.000	CASH	9,655.21
Ending GL Balance:		9,655.21
Ending Bank Balance:		9,655.21
Add: Deposits in Transit		0.00
Less: 0 AP Outstanding Checks		
Less: 0 PR Outstanding Checks		
Adjusted Bank Balance		9,655.21
Unreconciled Difference:		0.00

REVIEWED BY:  _____

DATE: 12-10-2020

12/02/2020 12:14 PM
User: JWest
DB: Potterville

BANK RECONCILIATION FOR CITY OF POTTERVILLE
Bank PR (PAYROLL ACCOUNT)
FROM 11/01/2020 TO 11/30/2020
Reconciliation Record ID: 67

GL Number	Description	Beginning Balance
750-000-001.000	CASH	10,735.26
Beginning GL Balance:		10,735.26
Add: Payroll Disbursements		3,138.57
Add: Journal Entries/Other		552.45
Ending GL Balance:		14,426.28

GL Number	Description	Ending Balance
750-000-001.000	CASH	14,426.28
Ending GL Balance:		14,426.28
Ending Bank Balance:		15,160.79
Add: Deposits in Transit		
VOIDED CHECKS DIFFERENTIAL		(30.35)
TRANSFER FROM 101 TO 750 TO COVER COST		552.44
		522.09
Less: 0 AP Outstanding Checks		
Less: 6 PR Outstanding Checks		1,256.60
Adjusted Bank Balance		14,426.28
Unreconciled Difference:		0.00



REVIEWED BY: _____

DATE: 12-10-2020

Beginning GL Balance: 2,605,371.55
 Add: Cash Receipts 89,766.03
 Less: Cash Disbursements (140,834.45)
 Less: Payroll Disbursements (55,358.60)
 Add: Journal Entries/Other 17,174.22
 Ending GL Balance: 2,516,118.75

GL Number	Description	Ending Balance
101-000-001.000	CASH	1,024,609.48
202-000-001.000	CASH	182,071.42
203-000-001.000	CASH	91,433.95
208-000-001.000	CASH	(2,291.28)
370-000-001.000	CASH	(2,003.41)
401-000-001.000	CASH	120,437.09
590-000-001.000	CASH	177,550.00
590-000-010.000	CASH IN BANK - BOND RESERVE	88,398.25
590-000-011.000	CASH IN BANK-REPLACEMENT FUND	668,166.68
591-000-001.000	CASH	100,330.00
591-000-010.000	CASH IN BANK - BOND RESERVE	197,597.75
591-000-011.000	CASH IN BANK-REPLACEMENT FUND	4,691.35
598-000-001.000	CASH	(134,872.53)
641-000-001.000	CASH	
704-000-001.000	CASH	
708-000-001.000	CASH	
865-000-001.000	CASH	
Ending GL Balance:		2,516,118.75
Ending Bank Balance:		2,568,491.09
Add: Miscellaneous Transactions		3,190.97
Add: Deposits in Transit		6,254.54
		30.35
		6,284.89
		61,848.20
Less: 16 AP Outstanding Checks		2,516,118.75
Less: 0 PR Outstanding Checks		0.00
Adjusted Bank Balance		
Unreconciled Difference:		

11/30/2020 Deposit ID: 406
 PAYROLL VOID CHECKS



REVIEWED BY: _____ DATE: 12-10-2020

City of Potterville

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December 10, 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. As reported in the County Journal, the City and TIFA are entering preliminary planning stages of an expanded sidewalk project along the northwest side of the Lansing Road corridor. Project plans and engineering estimates can precipitate council review, discussion and hearings/input in January and/or February of 2021. If all goes well the project could break ground as early as Spring after review of bids and acceptance of council. As soon as the project's preliminary designs and estimates are available, the City and TIFA should notify owners of immediate impact (in the corridor) as well as Notice the public. As proposed, the 6 foot "expanded" sidewalk is a key feature in TIFA's Commercial Development planning, and a first step in corridor development that is adjacent to pedestrian facilities. It's apparent after walking the site from Main Street (near the Potterville High School) to Lake Alliance Park with the engineer, that the NW side Lansing Road is "ideal" for such a project such as it will not require easements, little if any culverts (maybe 2 small size), no bridge spans, nonexistent wetlands, and very little tree removal. The proposed path will link numerous sidewalk dead ends, installed from the City's Rural Development Projects, to numerous businesses and apartment complexes. The project is proposed entirely within the Lansing Road right-of-way controlled the Eaton County Road Commission and deeded to the State of Michigan and should have minimal impact on personal property frontages. It is to be funded entirely by TIFA over phases of construction. The term would be perhaps 5 years total for 100% construction. The phase in method is the opposite approach of what had been done in the past, and will help keep costs manageable and within normal budget parameters— meaning no need for added revenues or debt. In the upcoming weeks, I expect the engineer to generate design plans, estimates, check utility placements, and communicate with Eaton County Road Commission and MDOT regarding the limited use of their right-of-way for the project. I will keep you appraised of the project as we move forward in the planning process.

2. The Vermontville Highway holiday lights and garland, parks and Pavilion decorations were installed by City DPW employees, Mayor Kring, and Tiffani Schaner from the City's Parks Department. All new decorations were purchased with a combination of TIFA and City General Funds, and only high-quality exterior commercial grade lights and wires were used. The high quality of materials will allow the City to effectively reuse the decorations for years with little cost for replacement. The new light arrangements on Vermontville look nice I'm told, but has promoted an ask for competitive estimates from contractors to install master electrical timers for at least three control panels along Vermontville Hwy for "day time off" functions for the Vermontville street light outlets. The scope of this project is around \$3,000-\$4,000 and would be similar to the Main Street's lights. Once timers are installed it will allow day time "off" functions that conserve electricity and bulb life. I have also put in a request to TIFA to consider funding a light feature at the *new* Vermontville Hwy Welcome Sign that was funded by TIFA this Summer (but owned, operated and maintained by the City). The west portion of Vermontville Hwy is in the TIFA district, and marketing and enhanced lighting is a feature in the TIFA Development Plan.

3. City vital records are on schedule to be digitized in January starting with property parcel files, deeds, property transfer affidavits, land division records, record cards, Assessment Apex sketches,

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development “as-builts,” utility plan designs, variances, special uses granted by the Planning Commission and Zoning Board of Appeals. The project scope should include large plan documents for public utilities, and subdivisions/site condos developments and open up remote access and functionality for planning and zoning purposes. Numerous permanently retained documents in Potterville have yet to be digitally backed in a computer database, and their use is significantly inhibited as they are not readily accessible or available on BS&A systems. This is a notable deficiency in the City’s record keeping, and has led to legal issues and punitive damages in the past. The computer records project has been a priority since last year, that if completed, will save staff hours for Management, Zoning, City Assessor/Treasurer, and Utility Operators. Better record keeping via computers and digital documents translates into more accurate assessments, smoother planning and review activities, zoning referrals and interpretations, faster permitting, speedier FOIAs and requests for information of customers, sub-contractors, residents, homeowners and developers of vacant land or unfinished areas like Lock View and Sunset Hills subdivisions. Having digital access to Potterville’s vital records including “as-builts” will greatly increase remote capabilities in the field when paired with installed BS&A systems and Silversmith GIS mapping – both systems that the City invested in 2019. Modern day recording keeping procedures should be encouraged and prioritized as it is known to mitigate risks of lost or damage documents for legal defense and/or insurance issues. Its good business practice and safeguard compliances with State retention schedules for multiple Depts.

4. As you know the City’s premier summer festival, Gizzardfest, was rescheduled last year due to raising health concerns of the Covid-19 pandemic. That said - its return is highly anticipated this Summer over the weekend of June 11-12th and event planners are soon to schedule a meeting to agree upon details and schedules for contractor agreements, permits, volunteers, entertainment, sponsors, food vendors, etc.... Event donors have already contributed \$4,130 in cash savings as seed money to kick start the event – and I (for one) am ready to help put Gizzardfest BACK on the map of Michigan. Updated Gizzardfest information is available online @ <https://www.gizzardfest.org/> . Imminent FDA approval of a Covid-19 vaccine has morale high for the event, and will keep council (and TIFA Board Members) appraised as we approach the Spring season.

TREASURER'S REPORT
December 17, 2020

Utility bills—as of 12/8/2020 (bills due on 15th) \$87,448.67 is outstanding with \$38,838.40 over 30 days past due. Bills are due on November 15th and we will be penalizing any amounts that are paid after the 15th.

Water usage month of Nov (Dec billing): 3,639,805 gallons
Sewer usage month of Nov (Dec billing): 3,634,145 gallons
Ready to service charge-water: \$28,071.58
Ready to service charge-sewer: \$33,189.32
Total water and sewer billed out from 10/23/20 to 11/21/20 is \$90,048.07

Payroll month of November, 2020: \$55,358.60 (this includes all payroll taxes + MERS).

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

Summer tax bills were due Sept 14, 2020. Current collection rate as of 12/09/20: 94.9%. Winter tax bills were sent 11/30/20. Winter tax bills are due February 16th (14th falls on Sunday and Monday, the 15th, is Presidents Day). Collection rate: 2.7%.

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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From the City Clerk's Office

December 2020

I have completed the process of accounts payables for December. Over-all the step of creating an invoice was familiar but what can be at times a challenge is considering which general ledger number to use for each department to be billed correctly. Over time it will be much easier to be more acquainted with the activities of each department. It is important with budgeting for these transactions to be completed accurately.

While sorting and reviewing documents, it has helped myself to be familiar with the business of the City and Clerk's office. One of the goals is to organize the files, digital and hard copy, so it is possible for any person to be able to logically find needed documents as they are requested. Another project is to remove duplicate copies and documents that have exceeded the retention time frame. This is an ongoing task of creating procedures that help the Clerk's office to be efficient and well organized to serve the Council, Staff and residents of the City of Potterville.

Completing the online Freedom of Information Act class that was very helpful to move forward in the Clerk's duties. I have applied to obtain a Notary of Public license from the State of Michigan. The approval process is about 4-6 weeks.

Each month I hope to become more experience with preparing the council packets and developed what works best to meet the council needs. In regards to the agenda; it is used as an outline or a plan for the items to be discussed at your meeting. The items should have only a brief description. The agenda should not say what action the council might or might not take. Each council member and the public have a packet that shares the additional information that will be used to determine the action needed or not needed. So, each month as the agenda is created, it will be set as a brief description for the plan of the meeting with additional information included in the council packet. If I can be of any assistance please reach out to me.

Sincerely,

Becky Dolman

Parks & Recreation Department December 2020

Parks:

- We have received notification that our application grant for Sunset Hills Park was not recommended by the DNR Director and was not awarded. We can reapply for this exact grant for the next grant cycle which are due April 1 of each year. We would follow the same process except most of the work is done and new meetings would be needed.
- The Conversion from the library being built in the City Park is putting a hold on future grants. We are continuously working with the Michigan DNR Conversion Officer and the National Park Service (NPS) about this conversion and how to get it resolved so the City will not get penalized for this in the future grants.
- As we are aware, we have not received word on our application for the CN Railway “EcoConnections From the Ground Up”. We are currently working with CN about cleaning up the trees and bushes along the railway. Tagging of trees/bushes are on the back side of Lake Alliance Park and throughout the non-motorize trail. These are to be removed as with the grant; landscaping of new trees, bushes and other landscaping are planned to be planted as part of the beautifying project.
- Some vandalism took place at Lake Alliance Park and downtown Pavilion. These matters are being handle by the Police Department.

Recreation:

- The City decorated the light poles on Vermontville Highway, and downtown. Banners were changed, lights and other Christmas decoration were put up the first week of December.
- The City held its Christmas Event on Saturday, December 5. There was a total of ten parade participants however day of, only eight showed up. The parade route was extended through the City so more homes were included so residents could see it from their homes and/or friends/family’s house or driveway. It also gave more viewing spaces for social distance. The City’s tree was lite by Santa, no gathering at the tree took place. There were refreshments made by A La Mode Ice Cream that were prepacked and sealed. It made it easier and safer to distribute. Overall, it was a nice celebration for Potterville and providing the community a service that is well needed this year. The Parks & Recreation Department would like to thank all those involved in assembling the decorations, the labor, and helping at the event. We hope we were able to provide some holiday cheer.
- For furthering skills and education in this field, researching trainings and webinars are taking place.

Respectfully Submitted by,

Tiffani Schauer, Parks & Recreation Director



Benton Township Fire Department

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Potterville, MI 48876

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Monthly Report November 2020

Operational Information:

- COVID-19 responses & transports are increasing; multiple hours are spent decontaminating personnel, ambulances, fire apparatus, equipment and the fire station.
- N95 Respirator Masks are getting expensive & hard to find, to increase the safety of the personnel & increase our respiratory protection we have purchased half masks with P-100 filters. Many members have completed the fit testing for the new masks; we still have a few members that have not been issued the new mask due to lack of compliance for fit testing.
- To minimize the exposure and contact during patient care & decontamination we have purchased chemical resistant coveralls, work coveralls, & gowns.
- Over the past 10 months expenditures for personal protection equipment (PPE) & disinfecting supplies has significantly increased. These expenditures are for the health & safety of our personnel, their families, and the citizens we serve.
- Captain Joe Schwartz passed away; Captain Schwartz provided 21 years of service to the City of Potterville & Benton Township. Our thoughts and prayers are with his wife and family.
- Generator on E-211 – the new generator will be installed the first week of December.
- A-111 was serviced

Training:

- Honeywell 7700 Respirator In-service
- Honeywell 7700 Respirator Fit Testing

Meetings & Special Events:

- TCEMCA Board Meeting
- Eaton County Emergency Management Meeting
- Eaton County Fire Chiefs Association Meeting
- Eaton County Central Dispatch Fire & EMS Committee Meeting
- Eaton County Fire Training Committee Meeting
- BTFD Officer Selection Committee
- Captain Joe Schwartz's Memorial Service

Calls For Service (CFS):

- **Fire** – 4 City of Potterville, 11 Benton Township, 3 Mutual Aid
- **EMS** – 19 City of Potterville, 15 Benton Township, 47 Mutual Aid

Per the Eaton County Equalization studies, there will be an increase in *assessed* value for the City in 2021: Residential- approx. 7%, Commercial- approx. 3.4%, and Industrial- approx. 0.4%

Per the State of Michigan Bulletin 17 of 2020 the Inflation Rate Multiplier for use in the 2021 capped value formula is 1.014, so taxpayers will see a 1.4% increase in their *taxable* value next year.

Inputting drawings, data, and photos (from field work) into the system is complete.

December Board of Review will be held on December 15th, 2020 to correct qualified errors, etc.

Thanks,

A handwritten signature in black ink that reads "Sarah Payton". The signature is written in a cursive, flowing style.

Sarah Payton, MAAO