City of Potterville - Council Agenda

Thursday, January 21, 2021 – 7:00 p.m. – Potterville City Hall, 319 N. Nelson Street

A. Call to Order:

B. Pledge of Allegiance:

C. Roll Call:

D. Approval of Agenda:

E. Approval of Minutes: Meeting minutes from December 17, 2020.

F. Approval of Bills: General Bills: $38,593.83 + $10,824.62 = $49,418.45

G. Bank Reconciliations: December 2020 General, Tax and Payroll

H. City Manager's Report: Manager's report in the January 2021 packet.

I. Public Comment on agenda items:

J. Commission/Committee Reports: Reports in the January 2021 packet.

K. Department Reports: Administration- Department reports in the January 2021 packet.

L. New Business:

a) City Council Officer elections
b) Appointment(s) to Tax Board of Review
c) CN EcoConnections From the Ground Up Grant Agreement
d) Resolution of support and authorization of signature to execute Right of Entry License Agreement between the City of Potterville and Grand Trunk Western Railroad Company
e) Resolution of support and grant match for the City's 2021 application to the Lansing Economic Areas Partnership (LEAP) Public Art Community Grant Program f) City f) City
f) Manager / City Clerk regular annual performance evaluation - Action to enter into closed session under pursuant to the Open Meetings Act MCL.15.268(e) for employee evaluation

M. Public Comment on non-agenda items:

N. Communication from the Mayor and Council:

O. Next Meeting: Thursday, February 18, 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, December 17, 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 City Hall, Member Smalley at City Hall, Member Pulda at City Hall and Member Twichell at City Hall
Absent: None

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

Approval of Minutes: Motion made by Member Pulda to approve November 19, 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 Twichell to approve payment of General Bills in the amount of $101,684.32. 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).

Approval of Bank Reconciliations: Motion made by Member Twichell to approve November 2020 accounts for General, Tax and Payroll. 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).

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

Public Comment on Agenda Items: NONE

Commission/Committee Reports: Member Twichell shared from TIFA. Eaton County Road Commission and Michigan Department of Transportation are expected to approve sidewalk on Vermontville. The M-100 Sign has some issues that are being looked into and should be resolved.

Department Reports: Department Reports in December Council packet

DRAFT

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New Business:

Vermontville Hwy Holiday Street Light Timers and Vermontville Hwy Welcome Sign Light: Mayor Kring made a motion to allow City Manager to seek funding from TIFA to fund these projects. 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).

Public Comment on Non-Agenda Items: Briant Titus, 606 W Vermontville Hwy, shared his concern regarding the speed of traffic on Vermontville Hwy between railroad tracks and stop sign on Nelson.

Communications from Mayor and Council: Member Nichols suggested a radar speed sign to help with speeding on Vermontville Hwy and to move around to other locations. His concern is it is a costly investment. Mayor Deputy Lenneman shared Benton Township Fire Department is still delivering stockings but are not having a large gathering to fill them by volunteers.

Next Meeting is January 21, 2021

Excuse Absent Members: None

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

Meeting Adjourned at 7:32 pm

Respectfully Submitted by:

Becky Dolman
City Clerk

DRAFT

01/04/2021 09:56 AM
User: JWest
DB: Potterville

BANK RECONCILIATION FOR CITY OF POTTERVILLE
Bank GEN (GENERAL POOLED ACCOUNT)
FROM 12/01/2020 TO 12/31/2020
Reconciliation Record ID: 71

GL Number	Description	Beginning 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	
401-000-001.000	CASH	(2,003.41)
590-000-001.000	CASH	120,436.67
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	668,166.68
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	(134,872.53)
704-000-001.000	CASH	
708-000-001.000	CASH	
865-000-001.000	CASH	

Beginning GL Balance:	2,516,118.33
Add: Cash Receipts	79,553.12
Less: Cash Disbursements	(104,125.69)
Less: Payroll Disbursements	(55,388.00)
Add: Journal Entries/Other	27,448.29
Ending GL Balance:	2,463,606.05

GL Number	Description	Ending Balance
101-000-001.000	CASH	973,524.65
202-000-001.000	CASH	197,061.59
203-000-001.000	CASH	80,015.17
208-000-001.000	CASH	(10,893.98)
370-000-001.000	CASH	
401-000-001.000	CASH	(2,590.91)
590-000-001.000	CASH	71,244.81
590-000-010.000	CASH IN BANK - BOND RESERVE	215,300.00
590-000-011.000	CASH IN BANK-REPLACEMENT FUND	103,131.00
591-000-001.000	CASH	642,350.06
591-000-010.000	CASH IN BANK - BOND RESERVE	121,340.00
591-000-011.000	CASH IN BANK-REPLACEMENT FUND	230,531.00
598-000-001.000	CASH	3,379.65
641-000-001.000	CASH	(160,786.99)
704-000-001.000	CASH	
708-000-001.000	CASH	
865-000-001.000	CASH	

Ending GL Balance:		2,463,606.05
Ending Bank Balance:		2,466,133.65
Add: Miscellaneous Transactions		1,782.21
Add: Deposits in Transit		
	VOIDED CHECK DIFFERENTIAL	30.35
		30.35
Less: 4 AP Outstanding Checks		4,340.16
Less: 0 PR Outstanding Checks		
Adjusted Bank Balance		2,463,606.05
Unreconciled Difference:		0.00

REVIEWED BY: _____ DATE: 1-4-2020

01/04/2021 09:27 AM
User: JWest
DB: Potterville

BANK RECONCILIATION FOR CITY OF POTTERVILLE
Bank PR (PAYROLL ACCOUNT)
FROM 12/01/2020 TO 12/31/2020
Reconciliation Record ID: 72

GL Number	Description	Beginning Balance
750-000-001.000	CASH	14,426.28
Beginning GL Balance:		14,426.28
Less: Payroll Disbursements		(6,721.60)
Ending GL Balance:		7,704.68

GL Number	Description	Ending Balance
750-000-001.000	CASH	7,704.68
Ending GL Balance:		7,704.68
Ending Bank Balance:		8,379.70
Add: Deposits in Transit		
	VOIDED CHECKS DIFFERENTIAL	(30.35)
		(30.35)
Less: 0 AP Outstanding Checks		
Less: 5 PR Outstanding Checks		644.67
Adjusted Bank Balance		7,704.68
Unreconciled Difference:		0.00

REVIEWED BY: _____ DATE: 1-4-2020

01/04/2021 09:44 AM
User: JWest
DB: Potterville

BANK RECONCILIATION FOR CITY OF POTTERVILLE
Bank TAX (TAX ACCOUNT)
FROM 12/01/2020 TO 12/31/2020
Reconciliation Record ID: 73

GL Number	Description	Beginning Balance
703-000-001.000	CASH	9,655.21
Beginning GL Balance:		9,655.21
Add: Cash Receipts		86,965.11
Add: Tax Receipts		1,514.62
Less: Cash Disbursements		(67,731.42)
Add: Journal Entries/Other		627.84
Ending GL Balance:		31,031.36

GL Number	Description	Ending Balance
703-000-001.000	CASH	31,031.36
Ending GL Balance:		31,031.36
Ending Bank Balance:		93,793.39
Add: Deposits in Transit		0.00
Less: 4 AP Outstanding Checks		62,762.03
Less: 0 PR Outstanding Checks		
Adjusted Bank Balance		31,031.36
Unreconciled Difference:		0.00

REVIEWED BY: _____ DATE: 1-4-2020

INVOICE NUMBER	DESCRIPTION	AMOUNT
BANK CODE: GEN		
VENDOR CODE: 0000011136 INTERSTATE BATTERIES		
60161604	BATTERIES	156.83
TOTAL VENDOR 0000011136 INTERSTATE BATTERIES		156.83
VENDOR CODE: 0000011158 EATON COUNTY SHERIFF'S DEPARTMENT		
2021-00000012	FULLDAY WORK CREW SERVICE DEC. 3	300.00
TOTAL VENDOR 0000011158 EATON COUNTY SHERIFF'S DEPA		300.00
VENDOR CODE: 0000011201 APEX SEPTIC & EXCAVATING INC		
1299	2020 VERMONTVILLE HWY, SIDEWALK & SUNSET DR. GUARDRAIL	2,718.22
TOTAL VENDOR 0000011201 APEX SEPTIC & EXCAVATING IN		2,718.22
VENDOR CODE: 00210 ACE HARDWARE-GRAND LEDGE		
12/31/2020	DEC STATEMENT	86.05
TOTAL VENDOR 00210 ACE HARDWARE-GRAND LEDGE		86.05
VENDOR CODE: 01310 BRONNERS'S		
6976	NORWAY 14"X50' PINE GARLAND	879.90
8265	CHRISTMAS LIGHTS	528.97
TOTAL VENDOR 01310 BRONNERS'S		1,408.87
VENDOR CODE: 01600 CAPITAL AREA MUNICIPAL CLERKS		
JAN 2021	ANNUAL MEMBERSHIP	20.00
TOTAL VENDOR 01600 CAPITAL AREA MUNICIPAL CLERKS		20.00
VENDOR CODE: 02060 CITY OF POTTERVILLE		
DEC	WATER BILL	565.25
TOTAL VENDOR 02060 CITY OF POTTERVILLE		565.25
VENDOR CODE: 02260 CONSUMERS ENERGY		
DEC	DECEMBER STATEMENT	10,573.52
TOTAL VENDOR 02260 CONSUMERS ENERGY		10,573.52
VENDOR CODE: 02610 DELTA DENTAL		
JAN	DENTAL COVERAGE	562.56
TOTAL VENDOR 02610 DELTA DENTAL		562.56
VENDOR CODE: 02990 EATON COUNTY CLERK		
2021-00000028	NOVEMBER GENERAL ELECTION FEES	306.80
TOTAL VENDOR 02990 EATON COUNTY CLERK		306.80
VENDOR CODE: 03070 EATON COUNTY TREASURER		
ANNUAL	AT LARGE DRAIN TAX	975.00
TOTAL VENDOR 03070 EATON COUNTY TREASURER		975.00
VENDOR CODE: 03870 GRANGER CONTAINER SERVICE, INC		
22041502	SERVICE CHARGE	237.32
TOTAL VENDOR 03870 GRANGER CONTAINER SERVICE, INC		237.32
VENDOR CODE: 04001 HASSEL FREE FUELS INC.		
DEC STATEMENT	GAS	508.30
TOTAL VENDOR 04001 HASSEL FREE FUELS INC.		508.30
VENDOR CODE: 04320 I.T. RIGHT		
20166955	MICROSOFT 365 ANNUAL SERVICE	144.00
TOTAL VENDOR 04320 I.T. RIGHT		144.00
VENDOR CODE: 06060 MICHIGAN ELECTION RESOURCES		
13887	MASTERCARDS FOR QVF	67.10
TOTAL VENDOR 06060 MICHIGAN ELECTION RESOURCES		67.10
VENDOR CODE: 07190 PHP		
203500938	JAN STATEMENT	4,184.60

INVOICE NUMBER	DESCRIPTION	AMOUNT
BANK CODE: GEN		
VENDOR CODE: 07190 PHP		
TOTAL VENDOR 07190 PHP		4,184.60
VENDOR CODE: 07490 QUILL CO		
13368181	W2 AND 1099 FORMS	69.97
13531939	OFFICE SUPPLIES	85.79
13635032	1099 FORMS	18.49
TOTAL VENDOR 07490 QUILL CO		174.25
VENDOR CODE: 09060 UNITED STATES POST OFFICE		
JAN	10 ROLLS OF STAMPS	550.00
TOTAL VENDOR 09060 UNITED STATES POST OFFICE		550.00
VENDOR CODE: 09210 VERIZON WIRELESS		
9870266178	DEC CELL PHONE	406.83
9870595024	SCATA	39.02
TOTAL VENDOR 09210 VERIZON WIRELESS		445.85
VENDOR CODE: 09260 VILLAGE OF DIMONDALE		
DEC STATEMENT	CHIPPER RENTAL	710.40
TOTAL VENDOR 09260 VILLAGE OF DIMONDALE		710.40
VENDOR CODE: 09530 WILLIAMS FARM MACHINERY		
88915	CHAIN SAW AND CHAINS	640.85
TOTAL VENDOR 09530 WILLIAMS FARM MACHINERY		640.85
VENDOR CODE: 09703 MICHIGAN DEPT OF ENVIRONMENTAL		
761-10594643	WATER TEST 10/21/2020	48.00
761-10599964	WATER TEST 11/12/20, 12/8/20,	692.00
TOTAL VENDOR 09703 MICHIGAN DEPT OF ENVIRONMENTAL		740.00
VENDOR CODE: 09799 MENARDS-LANSING WEST		
12435	DRYWALL KNIFE & TOILETS	297.89
12436	SOFTNER SALT	35.82
TOTAL VENDOR 09799 MENARDS-LANSING WEST		333.71
VENDOR CODE: 09988 AIRGAS GREAT LAKES		
9108068777	CD/AR 60	51.88
TOTAL VENDOR 09988 AIRGAS GREAT LAKES		51.88
VENDOR CODE: 10259 HARTLEB AGENCY		
589	CRIME AND BURG	677.80
TOTAL VENDOR 10259 HARTLEB AGENCY		677.80
VENDOR CODE: 10273 WOW!BUSINESS		
JAN STATEMENT	JAN	619.83
TOTAL VENDOR 10273 WOW!BUSINESS		619.83
VENDOR CODE: 10332 MID MI CHIEFS OF POLICE		
ANNUAL	DUES	25.00
TOTAL VENDOR 10332 MID MI CHIEFS OF POLICE		25.00
VENDOR CODE: 10339 WEX BANK		
69324704	GAS	602.18
TOTAL VENDOR 10339 WEX BANK		602.18
VENDOR CODE: 10517 EUROFINS EATON ANALYTICAL, INC		
S374774	RADIUM TEST	185.00
TOTAL VENDOR 10517 EUROFINS EATON ANALYTICAL, INC		185.00
VENDOR CODE: 10526 THE PARTS PLACE-CHARLOTTE		
194697	POWERATED BELTS, MOBIL OIL	194.14
195198	DISPOSABEL GLOVES, BELT, PENETRANT	53.49
195356	DISPOSABLE GLOVES	96.32
195297	GREASE CART	49.90
TOTAL VENDOR 10526 THE PARTS PLACE-CHARLOTTE		393.85

INVOICE NUMBER	DESCRIPTION	AMOUNT
BANK CODE: GEN		
VENDOR CODE: 10731	PRESTON COMMUNITY SERVICES LLC	
DEC. 2020	STATEMENT	1,333.33
	TOTAL VENDOR 10731 PRESTON COMMUNITY SERVICES LLC	1,333.33
VENDOR CODE: 10899	APPLIED IMAGING	
1663933	SERVICE	19.49
	TOTAL VENDOR 10899 APPLIED IMAGING	19.49
VENDOR CODE: 10900	AXON ENTERPRISE, INC.	
SI-1703700	EVIDENCE STORAGE	1,023.00
	TOTAL VENDOR 10900 AXON ENTERPRISE, INC.	1,023.00
VENDOR CODE: 10995	CARDMEMBER SERVICE	
JAN STATEMENT	FRAMES, PICS FOR COUNCIL, GIFT CARDS, INMATE LUNCH, NOTARY FEES, SUPPLIES	565.04
	TOTAL VENDOR 10995 CARDMEMBER SERVICE	565.04
VENDOR CODE: 11101	VREDEVELD HAEFNER LLC	
5025	AUDIT REPORTING	3,100.00
	TOTAL VENDOR 11101 VREDEVELD HAEFNER LLC	3,100.00
VENDOR CODE: 11103	SHARE CORPORATION	
156644	GLASS CLEANER	114.72
	TOTAL VENDOR 11103 SHARE CORPORATION	114.72
VENDOR CODE: 11106	CINTAS CORPORATION #725	
DEC STATEMENT	UNIFORMS	192.16
	TOTAL VENDOR 11106 CINTAS CORPORATION #725	192.16
VENDOR CODE: 11118	HART INTERCIVIC	
082512	ELECTION TABULATOR	2,795.00
	TOTAL VENDOR 11118 HART INTERCIVIC	2,795.00
VENDOR CODE: 11122	CMP DISTRIBUTORS	
66127	ALLOY STEEL POCKET KEY	27.80
	TOTAL VENDOR 11122 CMP DISTRIBUTORS	27.80
VENDOR CODE: 11127	BLUE LINE INNOVATIONS, LLC	
12479	SURVIVAL ARMOR	78.40
	TOTAL VENDOR 11127 BLUE LINE INNOVATIONS, LLC	78.40
VENDOR CODE: MISC	INDEPENDENT BANK OF S MI	
12/23/2020	UB refund for account: VERE-000320-0000 -	43.49
12/23/2020	UB refund for account: PIHI-004935-0000 -	336.38
	TOTAL VENDOR MISC STAR TITLE AGENCY LLC	379.87
	TOTAL BANK CODE: GEN	38,593.83
GRAND TOTAL:		38,593.83

CUSTOM INVOICE REPORT FOR CITY OF POTTERVILLE
EXP CHECK RUN DATES 01/15/2021 - 01/21/2021
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: GEN

INVOICE NUMBER	DESCRIPTION	AMOUNT
BANK CODE: GEN		
VENDOR CODE: 0000011148 CHARLA MALKIN		
JAN	COOKIES FOR CHRISTMAS PARADE	160.00
TOTAL VENDOR 0000011148 CHARLA MALKIN		160.00
VENDOR CODE: 0000011218 CRC - CONTRACTORS RENTAL		
JAN STATEMENT	EQUIPMENT	979.47
TOTAL VENDOR 0000011218 CRC - CONTRACTORS RENTAL		979.47
VENDOR CODE: 02010 CHROUCH COMMUNICATIONS INC.		
1147600	RADIO PROGRAMMING	25.00
11474700	RADIO PROGRAMMING	25.00
11474500	RADIO PROGRAMMININ	25.00
TOTAL VENDOR 02010 CHROUCH COMMUNICATIONS INC.		75.00
VENDOR CODE: 02610 DELTA DENTAL		
RIS000327298	BENEFITS	825.00
TOTAL VENDOR 02610 DELTA DENTAL		825.00
VENDOR CODE: 04001 HASSEL FREE FUELS INC.		
JAN	GAS	1,807.89
TOTAL VENDOR 04001 HASSEL FREE FUELS INC.		1,807.89
VENDOR CODE: 07490 QUILL CO		
13673701	1099 TAX FORMS	7.69
TOTAL VENDOR 07490 QUILL CO		7.69
VENDOR CODE: 09746 NYE UNIFORM		
762684	EMBROIDRY ON CAPS	104.00
TOTAL VENDOR 09746 NYE UNIFORM		104.00
VENDOR CODE: 10097 UNUM LIFE INSURANCE		
0662239-001 9	EMPLOYEE INSURANCE	260.68
TOTAL VENDOR 10097 UNUM LIFE INSURANCE		260.68
VENDOR CODE: 10403 CITY OF CHARLOTTE		
21-0000218	LABORATORY TESTING	490.00
TOTAL VENDOR 10403 CITY OF CHARLOTTE		490.00
VENDOR CODE: 10465 DELAU FIRE SERVICES		
355257	FIRE EXTINGUISHER MAINTENANCE	362.30
TOTAL VENDOR 10465 DELAU FIRE SERVICES		362.30
VENDOR CODE: 10490 VISION SERVICE PLAN		
811433320	BENEFITS	86.04
TOTAL VENDOR 10490 VISION SERVICE PLAN		86.04
VENDOR CODE: 10540 WILLIAMS & WORKS		
91537	WWTF ACCESS ROAD	165.00
91530	SEWER	723.50
TOTAL VENDOR 10540 WILLIAMS & WORKS		888.50
VENDOR CODE: 10677 MID MICHIGAN EMERGENCY EQUIPME		
2400	POLICE CAR LIGHTS	2,401.90
TOTAL VENDOR 10677 MID MICHIGAN EMERGENCY EQUIPME		2,401.90
VENDOR CODE: 10731 PRESTON COMMUNITY SERVICES LLC		
JAN	ASSESSING	1,333.33
TOTAL VENDOR 10731 PRESTON COMMUNITY SERVICES LLC		1,333.33
VENDOR CODE: MISC ADAIR, DARRELL		
01/08/2021	UB refund for account: VERW-000504-0000 -	75.00
01/08/2021	UB refund for account: COTN-000215-0000 -	75.00

CUSTOM INVOICE REPORT FOR CITY OF POTTERVILLE
EXP CHECK RUN DATES 01/15/2021 - 01/21/2021
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: GEN

INVOICE NUMBER	DESCRIPTION	AMOUNT
BANK CODE: GEN		
VENDOR CODE: MISC CONEY, SHELDON		
01/08/2021	UB refund for account: COTS-000131-0000 -	75.00
01/08/2021	UB refund for account: VERW-000119-0000 -	82.01
01/08/2021	UB refund for account: PIHI-004784-0000 -	58.98
01/08/2021	UB refund for account: ELIZ-000111-0000 -	200.00
01/08/2021	UB refund for account: LAUR-000517-0000 -	10.44
01/08/2021	UB refund for account: VERW-000119-0000 -	75.60
01/08/2021	UB refund for account: MAIW-000212-0000 -	63.17
01/08/2021	UB refund for account: SUNS-004610-0000 -	73.07
01/08/2021	UB refund for account: SCEN-004069-0000 -	100.00
01/08/2021	UB refund for account: BREN-000732-0000 -	91.38
01/08/2021	UB refund for account: CHUN-000120-0000 -	63.17
TOTAL VENDOR MISC WRIGHT, SCOTT		1,042.82
TOTAL BANK CODE: GEN		10,824.62
GRAND TOTAL:		10,824.62

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 12/31/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2020 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Revenues						
Dept 000						
101-000-403.000	PROPERTY TAX	557,000.00	562,283.03	2,964.53	(5,283.03)	100.95
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	70,796.33	400.56	(5,440.38)	108.32
101-000-406.000	CITY PENALTY	4,000.00	1,198.94	0.00	2,801.06	29.97
101-000-423.000	TRAILER COURT TAX	2,751.00	1,111.00	483.50	1,640.00	40.39
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	574.20	0.00	148.98	79.40
101-000-477.000	PERMITS	4,000.00	2,220.00	30.00	1,780.00	55.50
101-000-528.000	OTHER FEDERAL GRANTS	0.00	13,055.00	0.00	(13,055.00)	100.00
101-000-543.010	PUBLIC ACT 302 LAW ENF.	518.35	250.00	0.00	268.35	48.23
101-000-573.000	LOCAL COMMUNITY STABILIZATION	150,000.00	83,042.41	0.00	66,957.59	55.36
101-000-575.000	EVIP DISTRIBUTION (A, C, E)	38,000.00	12,928.00	6,464.00	25,072.00	34.02
101-000-576.000	ST SHARED REV - SALES TAX	228,000.00	94,770.00	43,978.00	133,230.00	41.57
101-000-579.000	GRANT REVENUE	11,500.00	5,859.50	0.00	5,640.50	50.95
101-000-600.000	CHARGES FOR SERVICES - PD	200.00	120.00	5.00	80.00	60.00
101-000-601.000	FOIA	0.00	85.30	85.30	(85.30)	100.00
101-000-618.000	ADMINISTRATION FEE	28,000.00	20,319.10	655.90	7,680.90	72.57
101-000-655.000	FINES & FORFEITURES	4,300.00	1,111.69	529.24	3,188.31	25.85
101-000-665.000	INTEREST	31,400.00	1,942.25	317.13	29,457.75	6.19
101-000-671.000	FIXED ASSETS - PD	0.00	42,089.00	0.00	(42,089.00)	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)	0.00	0.81	100.00
101-000-698.000	MISC INCOME	0.00	0.25	0.00	(0.25)	100.00
Total Dept 000		1,148,608.88	915,785.10	55,913.16	232,823.78	79.73
TOTAL REVENUES		1,148,608.88	915,785.10	55,913.16	232,823.78	79.73
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	2,038.00	1,310.00	2,162.00	48.52
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	170.07	100.20	472.53	26.47
101-101-731.000	PUBLICATION	700.00	0.00	0.00	700.00	0.00
101-101-740.000	SUPPLIES	100.00	50.00	0.00	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	16,805.00	0.00	0.00	100.00
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	19,063.07	1,410.20	5,894.53	76.38
Dept 171 - MAYOR						

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 12/31/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2020 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
101-171-703.000	SALARIES	1,200.00	660.00	480.00	540.00	55.00
101-171-719.000	FRINGE BENEFITS	91.00	50.49	36.72	40.51	55.48
Total Dept 171 - MAYOR		1,291.00	710.49	516.72	580.51	55.03
Dept 172 - CITY MANAGER						
101-172-703.000	SALARIES	72,575.93	35,930.29	5,582.76	36,645.64	49.51
101-172-703.004	FAMILIES FIRST CORONAVIRUS RESPONSE ACT	0.00	357.65	0.00	(357.65)	100.00
101-172-719.000	FRINGE BENEFITS	19,251.40	7,094.02	1,177.44	12,157.38	36.85
101-172-740.000	SUPPLIES	200.00	9.79	0.00	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	43,589.66	6,760.20	49,272.77	46.94
Dept 209 - ASSESSOR						
101-209-703.000	SALARIES	1,147.51	524.99	80.76	622.52	45.75
101-209-719.000	FRINGE BENEFITS	779.52	277.91	49.52	501.61	35.65
101-209-731.000	PUBLICATION	200.00	0.00	0.00	200.00	0.00
101-209-740.000	SUPPLIES	200.00	68.50	68.50	131.50	34.25
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	1,574.77	242.28	1,575.23	49.99
101-209-813.000	BOARD OF REVIEW	1,400.00	250.00	100.00	1,150.00	17.86
101-209-818.000	CONTRACT LABOR	15,999.96	5,333.32	0.00	10,666.64	33.33
Total Dept 209 - ASSESSOR		24,776.99	8,264.49	541.06	16,512.50	33.36
Dept 210 - ATTORNEY						
101-210-801.000	ATTORNEY	23,500.00	8,733.00	0.00	14,767.00	37.16
Total Dept 210 - ATTORNEY		23,500.00	8,733.00	0.00	14,767.00	37.16
Dept 215 - CLERK						
101-215-703.000	SALARIES	46,081.70	12,357.90	2,282.96	33,723.80	26.82
101-215-703.003	HAZARD PAY- COVID	0.00	445.00	0.00	(445.00)	100.00
101-215-703.004	FAMILIES FIRST CORONAVIRUS RESPONSE ACT	0.00	144.00	0.00	(144.00)	100.00
101-215-719.000	FRINGE BENEFITS	25,110.42	6,272.50	26.77	18,837.92	24.98
101-215-731.000	PUBLICATION	300.00	0.00	0.00	300.00	0.00
101-215-740.000	SUPPLIES	450.00	14.32	4.91	435.68	3.18
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	9,570.11	2,862.74	(4,570.11)	191.40
101-215-958.000	DUES AND SUBSCRIPTIONS	200.00	125.00	125.00	75.00	62.50
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

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 12/31/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2020 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
Total Dept 215 - CLERK		78,892.12	29,201.74	5,302.38	49,690.38	37.01
Dept 224 - AUDIT						
101-224-807.000	AUDIT	18,000.00	14,250.00	0.00	3,750.00	79.17
Total Dept 224 - AUDIT		18,000.00	14,250.00	0.00	3,750.00	79.17
Dept 253 - TREASURERS OFFICE						
101-253-703.000	SALARIES	62,410.85	30,725.38	4,800.84	31,685.47	49.23
101-253-703.004	FAMILIES FIRST CORONAVIRUS RESPONSE ACT	0.00	480.08	0.00	(480.08)	100.00
101-253-719.000	FRINGE BENEFITS	21,025.00	9,555.17	1,914.46	11,469.83	45.45
101-253-731.000	PUBLICATION	100.00	0.00	0.00	100.00	0.00
101-253-740.000	SUPPLIES	300.00	108.96	98.96	191.04	36.32
101-253-741.000	POSTAGE	1,100.00	430.26	0.00	669.74	39.11
101-253-781.000	COMPUTER SOFTWARE	1,000.00	711.00	0.00	289.00	71.10
101-253-814.000	BANK SERVICE CHARGES	1,600.00	680.20	117.65	919.80	42.51
101-253-960.000	CONFERENCE AND WORKSHOPS	225.04	75.00	0.00	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	42,963.97	6,931.91	44,796.92	48.96
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	634.01	250.48	2,365.99	21.13
101-265-740.400	COMMUNITY HOLIDAY EVENT	400.00	79.98	79.98	320.02	20.00
101-265-740.500	COMMUNITY SPEC EVENTS	900.00	350.26	40.26	549.74	38.92
101-265-741.000	POSTAGE	500.00	237.35	(1.65)	262.65	47.47
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	5,653.50	0.00	(1,953.50)	152.80
101-265-802.000	SERVICE	2,000.00	1,253.78	70.08	746.22	62.69
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	5,971.04	1,232.13	9,315.47	39.06
101-265-958.000	DUES AND SUBSCRIPTIONS	324.00	180.00	180.00	144.00	55.56
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	14,631.77	1,851.28	20,378.74	41.79
Dept 301 - POLICE						
101-301-703.000	SALARIES	119,365.94	56,188.46	8,153.36	63,177.48	47.07
101-301-703.002	OVERTIME SALARIES	4,600.00	1,847.64	653.20	2,752.36	40.17
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	1,692.14	643.92	(1,692.14)	100.00
101-301-719.000	FRINGE BENEFITS	34,072.33	14,589.73	2,337.50	19,482.60	42.82
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	1,406.61	33.00	5,593.39	20.09
101-301-775.000	REPAIRS & MAINT	5,692.48	2,170.85	0.00	3,521.63	38.14
101-301-781.000	COMPUTER SOFTWARE	500.00	0.00	0.00	500.00	0.00
101-301-801.000	ATTORNEY	2,400.00	1,813.50	0.00	586.50	75.56
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

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 12/31/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2020 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
101-301-853.000	TELEPHONE EXPENSE	1,000.00	584.82	105.36	415.18	58.48
101-301-862.000	GAS	6,000.00	1,197.03	0.00	4,802.97	19.95
101-301-959.000	MISC	250.00	0.00	0.00	250.00	0.00
101-301-970.000	CAPITAL OUTLAY	0.00	55,321.25	1,079.34	(55,321.25)	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	141,830.98	13,005.68	82,716.77	63.16
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	117,250.00	56,050.00	5,150.00	95.79
Total Dept 337 - EMS		122,400.00	117,250.00	56,050.00	5,150.00	95.79
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	11.10	(7.26)	119.90	8.47
101-400-731.000	PUBLICATION	415.00	156.91	0.00	258.09	37.81
101-400-803.000	ENGINEERS FEES	13,000.00	8,027.25	0.00	4,972.75	61.75
Total Dept 400 - PLANNING COMMISSION		15,946.00	8,340.26	(7.26)	7,605.74	52.30
Dept 410 - ZONING						
101-410-703.000	SALARIES	36,982.40	18,491.20	2,844.80	18,491.20	50.00
101-410-719.000	FRINGE BENEFITS	3,360.00	1,414.57	217.62	1,945.43	42.10
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	292.43	52.68	457.57	38.99
101-410-960.000	CONFERENCE AND WORKSHOPS	275.00	0.00	0.00	275.00	0.00
Total Dept 410 - ZONING		42,827.40	20,211.67	3,115.10	22,615.73	47.19
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
101-441-810.000	EXPENSE	0.00	4,180.00	4,180.00	(4,180.00)	100.00
101-441-810.020	RECYCLING EXPENSE	15,000.00	7,540.69	3,002.23	7,459.31	50.27
Total Dept 441 - DPW		18,829.00	11,720.69	7,182.23	7,108.31	62.25
Dept 445 - DRAIN AT LARGE						
101-445-810.000	EXPENSE	1,100.00	31.08	31.08	1,068.92	2.83

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Fund 101 - GENERAL FUND						
Expenditures						
Total Dept 445 - DRAIN AT LARGE		1,100.00	31.08	31.08	1,068.92	2.83
Dept 448 - STREET LIGHTS						
101-448-920.000	UTILITIES	36,000.00	11,958.65	2,746.49	24,041.35	33.22
Total Dept 448 - STREET LIGHTS		36,000.00	11,958.65	2,746.49	24,041.35	33.22
Dept 906 - DEBT SERVICE						
101-906-738.000	TOWNSHIP/MILL	13,000.00	9,960.66	0.00	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	14,588.95	1,542.24	15,909.32	47.84
Total Dept 906 - DEBT SERVICE		68,820.77	46,783.11	1,542.24	22,037.66	67.98
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	539,534.63	106,979.31	551,399.62	49.46
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		1,148,608.88	915,785.10	55,913.16	232,823.78	79.73
TOTAL EXPENDITURES		1,090,934.25	539,534.63	106,979.31	551,399.62	49.46
NET OF REVENUES & EXPENDITURES		57,674.63	376,250.47	(51,066.15)	(318,575.84)	652.37

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 12/31/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2020 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 202 - MAJOR STREET FUND						
Revenues						
Dept 000						
202-000-408.200	SPEC ASSESSMENT ROAD - SUNSET	63.23	2,536.57	17.52	(2,473.34)	4,011.66
202-000-553.000	ACT 51	174,061.97	69,470.88	15,684.57	104,591.09	39.91
202-000-553.300	COUNTY ROAD MILL 2014	40,000.00	38.33	0.00	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	72,045.78	15,702.09	146,979.42	32.89
TOTAL REVENUES		219,025.20	72,045.78	15,702.09	146,979.42	32.89
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
202-463-782.000	STREET MATERIALS & SUPPLIES	0.00	188.82	188.82	(188.82)	100.00
Total Dept 463 - ROUTINE MAINT		178,714.60	188.82	188.82	178,525.78	0.11
Dept 474 - TRAFFIC SIGNS						
202-474-782.000	STREET MATERIALS & SUPPLIES	500.00	11.95	11.95	488.05	2.39
Total Dept 474 - TRAFFIC SIGNS		500.00	11.95	11.95	488.05	2.39
Dept 478 - WINTER MAINT						
202-478-782.000	STREET MATERIALS & SUPPLIES	0.00	128.65	128.65	(128.65)	100.00
Total Dept 478 - WINTER MAINT		0.00	128.65	128.65	(128.65)	100.00
Dept 480 - CONSTRUCTION						
202-480-803.000	ENGINEERS FEES	3,907.56	4,877.37	382.50	(969.81)	124.82
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	35,288.63	382.50	(12,381.07)	154.05
Dept 906 - DEBT SERVICE						
202-906-995.000	BOND INTEREST	7,047.04	3,432.35	0.00	3,614.69	48.71
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	3,432.35	0.00	13,470.69	20.31
TOTAL EXPENDITURES		219,025.20	39,050.40	711.92	179,974.80	17.83
Fund 202 - MAJOR STREET FUND:						
TOTAL REVENUES		219,025.20	72,045.78	15,702.09	146,979.42	32.89
TOTAL EXPENDITURES		219,025.20	39,050.40	711.92	179,974.80	17.83
NET OF REVENUES & EXPENDITURES		0.00	32,995.38	14,990.17	(32,995.38)	100.00

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 12/31/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2020 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 203 - LOCAL STREET FUND						
Revenues						
Dept 000						
203-000-408.200	SPEC ASSESSMENT ROAD - SUNSET	38,838.00	15,507.86	106.91	23,330.14	39.93
203-000-553.000	ACT 51	62,285.00	28,163.41	6,358.48	34,121.59	45.22
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	43,700.97	6,465.39	209,830.95	17.24
TOTAL REVENUES		253,531.92	43,700.97	6,465.39	209,830.95	17.24
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 478 - WINTER MAINT						
203-478-782.000	STREET MATERIALS & SUPPLIES	0.00	128.65	128.65	(128.65)	100.00
Total Dept 478 - WINTER MAINT		0.00	128.65	128.65	(128.65)	100.00
Dept 480 - CONSTRUCTION						
203-480-803.000	ENGINEERS FEES	10,000.00	3,257.44	397.76	6,742.56	32.57
203-480-818.000	CONTRACT LABOR	27,653.60	84,319.88	0.00	(56,666.28)	304.91
Total Dept 480 - CONSTRUCTION		37,653.60	87,577.32	397.76	(49,923.72)	232.59
Dept 740 - SPECIAL MAINT						
203-740-956.000	TREE TRIMMING	0.00	1,300.00	0.00	(1,300.00)	100.00
Total Dept 740 - SPECIAL MAINT		0.00	1,300.00	0.00	(1,300.00)	100.00
Dept 906 - DEBT SERVICE						
203-906-995.000	BOND INTEREST	155,206.67	75,228.07	17,357.76	79,978.60	48.47
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	105,994.57	17,357.76	194,033.60	35.33
TOTAL EXPENDITURES		425,524.07	195,000.54	17,884.17	230,523.53	45.83
Fund 203 - LOCAL STREET FUND:						
TOTAL REVENUES		253,531.92	43,700.97	6,465.39	209,830.95	17.24
TOTAL EXPENDITURES		425,524.07	195,000.54	17,884.17	230,523.53	45.83
NET OF REVENUES & EXPENDITURES		(171,992.15)	(151,299.57)	(11,418.78)	(20,692.58)	87.97

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 12/31/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2020 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 208 - PARK FUND						
Revenues						
Dept 000						
208-000-450.000	3% CABLE T.V.	6,500.00	1,516.70	0.00	4,983.30	23.33
208-000-451.030	CONCESSIONS	5,000.00	8,837.85	0.00	(3,837.85)	176.76
208-000-451.070	FIELD RENTAL	3,093.00	16,297.00	0.00	(13,204.00)	526.90
208-000-451.072	BASEBALL FIELD RENTAL	0.00	1,160.00	0.00	(1,160.00)	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	1,800.00	0.00	0.00	100.00
208-000-571.000	LOCAL GRANT	0.00	1,618.68	0.00	(1,618.68)	100.00
208-000-667.000	PAVILION RENT	1,100.00	480.00	0.00	620.00	43.64
208-000-667.020	TIFA PAVILION - COMMUNITY CEN	2,200.00	600.00	150.00	1,600.00	27.27
208-000-673.200	SALE OF TIMBER	0.00	1,237.50	0.00	(1,237.50)	100.00
208-000-680.001	SPECIAL EVENTS	500.00	1,750.00	0.00	(1,250.00)	350.00
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	36,789.83	150.00	99,298.64	27.03
TOTAL REVENUES		136,088.47	36,789.83	150.00	99,298.64	27.03
Expenditures						
Dept 690 - PARK ADMIN						
208-690-740.000	SUPPLIES	61.14	1,241.93	4.91	(1,180.79)	2,031.29
208-690-803.000	ENGINEERS FEES	9,000.00	2,852.50	0.00	6,147.50	31.69
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	4,094.43	4.91	22,966.71	15.13
Dept 691 - BALL ADMIN						
208-691-703.000	SALARIES	39,540.80	19,684.85	3,041.60	19,855.95	49.78
208-691-703.004	FAMILIES FIRST CORONAVIRUS RESPONSE ACT	0.00	85.55	0.00	(85.55)	100.00
208-691-719.000	FRINGE BENEFITS	16,100.00	7,646.05	1,285.54	8,453.95	47.49
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	58.38	0.00	941.62	5.84
208-691-809.000	TRAINING	550.00	0.00	0.00	550.00	0.00
208-691-853.000	TELEPHONE EXPENSE	800.00	292.43	52.68	507.57	36.55
208-691-913.000	INSURANCE-LIAB & WORKMAN COMP	6,346.81	6,346.81	0.00	0.00	100.00
Total Dept 691 - BALL ADMIN		64,787.61	34,114.07	4,379.82	30,673.54	52.66
Dept 770 - LAKE ALLIANCE MAINTENANCE						
208-770-740.000	SUPPLIES	800.00	655.24	184.20	144.76	81.91
208-770-775.000	REPAIRS & MAINT	3,500.00	3,275.12	0.00	224.88	93.57
208-770-802.000	SERVICE	600.00	3,722.50	0.00	(3,122.50)	620.42
208-770-920.000	UTILITIES	6,897.72	1,032.65	117.26	5,865.07	14.97
Total Dept 770 - LAKE ALLIANCE MAINTENANCE		11,797.72	8,685.51	301.46	3,112.21	73.62
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	400.00	0.00	100.00	80.00

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 12/31/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2020 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 208 - PARK FUND						
Expenditures						
208-771-818.000	CONTRACT LABOR	3,100.00	2,600.00	0.00	500.00	83.87
208-771-920.000	UTILITIES	2,000.00	578.16	149.41	1,421.84	28.91
208-771-970.000	CAPITAL OUTLAY	200.00	0.00	0.00	200.00	0.00
Total Dept 771 - CITY PARK		6,300.00	4,131.12	149.41	2,168.88	65.57
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	990.00	0.00	(190.00)	123.75
208-774-920.000	UTILITIES	500.00	129.38	28.85	370.62	25.88
Total Dept 774 - BASEBALL		2,100.00	1,364.71	28.85	735.29	64.99
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
208-777-775.000	REPAIRS & MAINT	0.00	0.00	(46.40)	0.00	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	1,869.77	353.68	2,130.23	46.74
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	6,892.34	307.28	3,167.66	68.51
Dept 778 - CONCESSIONS						
208-778-703.000	SALARIES	4,000.00	1,828.70	0.00	2,171.30	45.72
208-778-719.000	FRINGE BENEFITS	612.00	224.02	0.00	387.98	36.60
208-778-740.000	SUPPLIES	6,500.00	3,595.18	0.00	2,904.82	55.31
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	5,647.90	0.00	6,784.10	45.43
Dept 779 - SPECIAL EVENTS						
208-779-740.000	SUPPLIES	1,300.00	3,580.97	3,580.97	(2,280.97)	275.46
Total Dept 779 - SPECIAL EVENTS		1,300.00	3,580.97	3,580.97	(2,280.97)	275.46
TOTAL EXPENDITURES		136,088.47	68,511.05	8,752.70	67,577.42	50.34
Fund 208 - PARK FUND:						

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 12/31/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2020 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 208 - PARK FUND						
TOTAL REVENUES		136,088.47	36,789.83	150.00	99,298.64	27.03
TOTAL EXPENDITURES		136,088.47	68,511.05	8,752.70	67,577.42	50.34
NET OF REVENUES & EXPENDITURES		0.00	(31,721.22)	(8,602.70)	31,721.22	100.00

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 12/31/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2020 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	0.00	(12,248.61)	100.00
247-728-664.000	INTEREST INCOME	3,900.00	223.51	35.96	3,676.49	5.73
Total Dept 728 - TIFA DEPT		164,133.13	144,771.33	35.96	19,361.80	88.20
TOTAL REVENUES		164,133.13	144,771.33	35.96	19,361.80	88.20
Expenditures						
Dept 728 - TIFA DEPT						
247-728-702.000	WAGES - OTHER	4,600.00	2,449.99	408.33	2,150.01	53.26
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	0.00	6,413.50	8.38
247-728-803.000	ENGINEERS FEES	28,200.00	3,375.38	308.46	24,824.62	11.97
247-728-807.000	AUDIT	4,825.00	4,400.00	1,400.00	425.00	91.19
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	2,650.00	1,400.00	750.00	77.94
247-728-995.000	BOND INTEREST	22,502.50	10,901.25	0.00	11,601.25	48.44
247-728-996.000	BOND PRINCIPAL	40,000.00	40,000.00	0.00	0.00	100.00
Total Dept 728 - TIFA DEPT		218,977.50	70,160.62	3,516.79	148,816.88	32.04
TOTAL EXPENDITURES		218,977.50	70,160.62	3,516.79	148,816.88	32.04
Fund 247 - TAX INCREMENT FINANCING AUTHOR:						
TOTAL REVENUES		164,133.13	144,771.33	35.96	19,361.80	88.20
TOTAL EXPENDITURES		218,977.50	70,160.62	3,516.79	148,816.88	32.04
NET OF REVENUES & EXPENDITURES		(54,844.37)	74,610.71	(3,480.83)	(129,455.08)	136.04

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 12/31/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2020 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 401 - CAPITAL PROJECT FUND- DOWNTOWN						
Revenues						
Dept 000						
401-000-699.106	TRANSFER IN	2,500.00	0.00	0.00	2,500.00	0.00
Total Dept 000		2,500.00	0.00	0.00	2,500.00	0.00
TOTAL REVENUES		2,500.00	0.00	0.00	2,500.00	0.00
Expenditures						
Dept 729 - DOWNTOWN						
401-729-740.600	LANDSCAPING SUPPLIES	2,000.00	2,655.81	0.00	(655.81)	132.79
401-729-818.000	CONTRACT LABOR	19,000.00	20,012.30	0.00	(1,012.30)	105.33
401-729-967.000	SIDEWALK AND LIGHTING IMPROVE	500.00	987.50	587.50	(487.50)	197.50
Total Dept 729 - DOWNTOWN		21,500.00	23,655.61	587.50	(2,155.61)	110.03
TOTAL EXPENDITURES		21,500.00	23,655.61	587.50	(2,155.61)	110.03
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	23,655.61	587.50	(2,155.61)	110.03
NET OF REVENUES & EXPENDITURES		(19,000.00)	(23,655.61)	(587.50)	4,655.61	124.50

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 12/31/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2020 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 590 - SEWER FUND						
Revenues						
Dept 000						
590-000-642.000	BILLS	142,885.24	78,918.73	10,878.48	63,966.51	55.23
590-000-642.001	FIXED COSTS	400,737.05	202,783.74	33,280.91	197,953.31	50.60
590-000-655.000	FINES & FORFEITURES	15,000.00	1,974.11	1,974.11	13,025.89	13.16
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	286,176.58	46,133.50	327,428.71	46.64
TOTAL REVENUES		613,605.29	286,176.58	46,133.50	327,428.71	46.64
Expenditures						
Dept 527 - ADMINISTRATIVE						
590-527-703.000	SALARIES	20,292.48	8,650.34	1,495.92	11,642.14	42.63
590-527-703.004	FAMILIES FIRST CORONAVIRUS RESPONSE ACT	0.00	780.48	0.00	(780.48)	100.00
590-527-719.000	FRINGE BENEFITS	5,650.00	3,084.21	477.93	2,565.79	54.59
590-527-740.000	SUPPLIES	1,400.00	380.18	0.00	1,019.82	27.16
590-527-741.000	POSTAGE	2,100.00	909.60	100.67	1,190.40	43.31
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	1,844.97	1,844.97	14,155.03	11.53
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	15,649.78	3,919.49	40,792.70	27.73
Dept 556 - DPW						
590-556-740.000	SUPPLIES	10,000.00	5,819.45	212.95	4,180.55	58.19
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	2,133.13	1,570.63	366.87	85.33
590-556-803.000	ENGINEERS FEES	20,000.00	11,200.20	2,774.76	8,799.80	56.00
590-556-818.000	CONTRACT LABOR	250.00	0.00	0.00	250.00	0.00
590-556-920.000	UTILITIES	0.00	3,626.37	3,626.37	(3,626.37)	100.00
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	111,348.50	3,403.50	143,197.00	43.74
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	134,127.65	11,588.21	244,170.13	35.46
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	106,585.62	28,198.12	113,966.38	48.33
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

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 12/31/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2020 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 590 - SEWER FUND						
Expenditures						
Total Dept 906 - DEBT SERVICE		429,035.00	146,585.62	28,198.12	282,449.38	34.17
TOTAL EXPENDITURES		863,775.26	296,363.05	43,705.82	567,412.21	34.31
Fund 590 - SEWER FUND:						
TOTAL REVENUES		613,605.29	286,176.58	46,133.50	327,428.71	46.64
TOTAL EXPENDITURES		863,775.26	296,363.05	43,705.82	567,412.21	34.31
NET OF REVENUES & EXPENDITURES		(250,169.97)	(10,186.47)	2,427.68	(239,983.50)	4.07

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 12/31/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2020 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 591 - WATER FUND						
Revenues						
Dept 000						
591-000-608.000	PENALTIES	320.00	145.00	80.00	175.00	45.31
591-000-642.000	BILLS	183,981.36	104,162.62	14,531.71	79,818.74	56.62
591-000-642.001	FIXED COSTS	336,684.00	168,910.68	28,128.20	167,773.32	50.17
591-000-655.000	FINES & FORFEITURES	11,606.18	1,895.34	1,895.34	9,710.84	16.33
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	277,348.64	44,635.25	309,185.90	47.29
TOTAL REVENUES		586,534.54	277,348.64	44,635.25	309,185.90	47.29
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	729.73	231.62	570.27	56.13
591-527-741.000	POSTAGE	2,400.00	909.58	100.67	1,490.42	37.90
591-527-781.000	COMPUTER SOFTWARE	1,500.00	970.80	0.00	529.20	64.72
591-527-803.000	ENGINEERS FEES	15,000.00	300.00	0.00	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	75.00	0.00	425.00	15.00
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	2,985.11	332.29	30,252.70	8.98
Dept 556 - DPW						
591-556-731.000	PUBLICATION	0.00	111.88	0.00	(111.88)	100.00
591-556-740.000	SUPPLIES	6,000.00	3,147.09	725.38	2,852.91	52.45
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	2,153.24	0.00	4,546.76	32.14
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	860.03	860.03	6,561.51	11.59
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	6,542.24	1,585.41	303,365.71	2.11
Dept 906 - DEBT SERVICE						
591-906-995.000	BOND INTEREST	120,523.00	60,194.37	14,461.87	60,328.63	49.94
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	85,194.37	14,461.87	179,271.63	32.21

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 12/31/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2020 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 591 - WATER FUND						
Expenditures						
TOTAL EXPENDITURES		607,611.76	94,721.72	16,379.57	512,890.04	15.59
Fund 591 - WATER FUND:						
TOTAL REVENUES		586,534.54	277,348.64	44,635.25	309,185.90	47.29
TOTAL EXPENDITURES		607,611.76	94,721.72	16,379.57	512,890.04	15.59
NET OF REVENUES & EXPENDITURES		(21,077.22)	182,626.92	28,255.68	(203,704.14)	866.47

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 12/31/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2020 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	0.00	(7,650.00)	100.00
598-556-931.000	DPW MAINT & REPAIR	0.00	1,311.70	1,311.70	(1,311.70)	100.00
Total Dept 556 - DPW		0.00	8,961.70	1,311.70	(8,961.70)	100.00
TOTAL EXPENDITURES		0.00	8,961.70	1,311.70	(8,961.70)	100.00
Fund 598 - STORM DRAIN MAINTENANCE:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	8,961.70	1,311.70	(8,961.70)	100.00
NET OF REVENUES & EXPENDITURES		0.00	(8,961.70)	(1,311.70)	8,961.70	100.00

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 12/31/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2020 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	111,634.01	15,227.60	109,284.42	50.53
641-932-703.002	OVERTIME SALARIES	10,538.88	4,364.72	654.56	6,174.16	41.42
641-932-703.004	FAMILIES FIRST CORONAVIRUS RESPONSE ACT	0.00	1,442.20	0.00	(1,442.20)	100.00
641-932-719.000	FRINGE BENEFITS	101,000.00	42,539.08	5,447.50	58,460.92	42.12
641-932-725.000	UNIFORM EXPENSES	2,500.00	1,534.84	196.34	965.16	61.39
641-932-731.000	POSTAGE	0.00	671.28	0.00	(671.28)	100.00
641-932-740.000	SUPPLIES	10,000.00	9,537.48	1,359.80	462.52	95.37
641-932-775.000	REPAIRS & MAINT	12,070.00	4,411.19	680.47	7,658.81	36.55
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	6,706.15	0.00	(6,706.15)	100.00
641-932-802.000	SERVICE	4,000.00	6,270.07	115.85	(2,270.07)	156.75
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	1,331.84	227.77	1,668.16	44.39
641-932-862.000	GAS	11,600.00	4,296.42	806.98	7,303.58	37.04
641-932-913.000	INSURANCE-LIAB & WORKMAN COMP	28,820.74	23,205.58	0.00	5,615.16	80.52
641-932-920.000	UTILITIES	84,000.00	23,227.81	1,264.20	60,772.19	27.65
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	249,662.92	25,981.07	249,385.13	50.03
TOTAL EXPENDITURES		499,048.05	249,662.92	25,981.07	249,385.13	50.03
Fund 641 - EQUIPMENT REPAIR & REPLACEMENT:						
TOTAL REVENUES		499,048.05	0.00	0.00	499,048.05	0.00
TOTAL EXPENDITURES		499,048.05	249,662.92	25,981.07	249,385.13	50.03
NET OF REVENUES & EXPENDITURES		0.00	(249,662.92)	(25,981.07)	249,662.92	100.00

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 12/31/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2020 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 703 - SPECIAL TAX ACCOUNT						
Revenues						
Dept 000						
703-000-665.000	INTEREST	0.00	4.41	3.37	(4.41)	100.00
Total Dept 000		0.00	4.41	3.37	(4.41)	100.00
TOTAL REVENUES		0.00	4.41	3.37	(4.41)	100.00
Fund 703 - SPECIAL TAX ACCOUNT:						
TOTAL REVENUES		0.00	4.41	3.37	(4.41)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	4.41	3.37	(4.41)	100.00

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 12/31/2020 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2020 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 750 - FED TAX OVERPAYMENT						
Expenditures						
Dept 000						
750-000-814.000	BANK SERVICE CHARGES	0.00	(0.01)	0.00	0.01	100.00
750-000-910.000	HEALTH INSURANCE	0.00	(5,324.72)	(790.96)	5,324.72	100.00
750-000-910.015	DISABILITY & LIFE	0.00	(487.92)	(77.04)	487.92	100.00
750-000-910.030	DENTAL AND VISION	0.00	(395.00)	(60.00)	395.00	100.00
Total Dept 000		0.00	(6,207.65)	(928.00)	6,207.65	100.00
TOTAL EXPENDITURES		0.00	(6,207.65)	(928.00)	6,207.65	100.00
Fund 750 - FED TAX OVERPAYMENT:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	(6,207.65)	(928.00)	6,207.65	100.00
NET OF REVENUES & EXPENDITURES		0.00	6,207.65	928.00	(6,207.65)	100.00
TOTAL REVENUES - ALL FUNDS		3,623,075.48	1,776,622.64	169,038.72	1,846,452.84	49.04
TOTAL EXPENDITURES - ALL FUNDS		4,082,484.56	1,579,414.59	224,882.55	2,503,069.97	38.69
NET OF REVENUES & EXPENDITURES		(459,409.08)	197,208.05	(55,843.83)	(656,617.13)	42.93

City of Potterville

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

January 14, 2021

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. Canadian National (CN) Railroad EcoConnections *From the Ground Up* grant agreement has been provided to Council for review and approval. If approved, the grant agreement would qualify the City to receive reimbursements for a landscape improvement project along the shared CN railroad boundary from Vermontville Hwy thence south and west through Lake Alliance Park. Reimbursements would fund up to $12,500 upon completion of the project no later than December 31st 2021. The grant project budget includes "in-kind" services of $10,500 from the City for vegetation removal and a one-time monetary match of TIFA public funds of $2,000 for purchases of signage, trees, shrubs and landscape materials. The TIFA Board has approved of this grant match and pledges the use of its public funds towards this grant acquisition. Please review the grant agreement and project documents as they outline expectations of CN EcoConnections that shall be met prior to the funds (reimbursements) being let to the City. Mr. Bill Hahn of America in Bloom/CN who sponsors the grant, will contact the Office regarding the project implementation plan upon approval of the agreement. If approved, staff would 1) schedule site preparations including brush and debris removal near Lake Alliance and western areas of the non-motorized trail, 2) draft specifications for landscaping, 3) acquire estimates for acquisition of over fifty flowering shrubs, trees and ground cover items. Professional services would be bid competitively and include planting of large trees or shrubs by design. Major changes to the proposed project location, completion date(s) and/or substantive alterations to the scope of work must be submitted to CN and America in Bloom (AIB) for prior approval. The City and other groups such as the City's Chamber of Commerce, local media, TIFA, Parks Committee, City Council should plan on a ribbon cutting ceremony when the project is finished. It's an important function of this grant program to publicize the project – so I suggest holding it during another event, perhaps 2021 Gizzardfest for maximum exposure. If agreed this would advance the project completion date to the weekend of the June 20th. Vegetation removal would start immediately upon receipt of a railroad right of entry license/permit. I have included copies of the grant budget and plan for your review.

2. Resolution to approve Right of Entry Agreement between Grant Trunk Western Railroad Company (CN Railroad) and the City of Potterville would enable the City to seek entry to the railroad's right of way property and remove vegetation on, over and near the rail tracks in a grant project. Executing this Agreement by authorized Official is a legal requirement of the Agreement, that will enable staff to seek legal license/permission to enter the railroad's right of way areas in its grant project zones south of Vermontville Hwy. to Lake Alliance. Authorized permission to enter the railroad right of way zones would be valid through the term of the

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City's grant project or at least July 1st of 2021. Should the City adhere to its plan and stay a safe distance (at least 25ft) from the tracks it shouldn't incur extraneous costs associated with railroad flagging services and/or railroad area cable location.

3. The City's DNR Recreation Passport Land Conversion issue, as previously reported, has been scheduled to be discussed with City staff and DNR officials in a conference call this week January 14th. Parks Director and I are hopeful this phone call will lead DNR administrators, with the proper authority, to consider the City's circumstances and history behind the Library's use of 0.30 acres of City Park property. It's important for the DNR to consider the body of work and expenses that developed Sunset Hills Park as a "conversion park." And the fact its current status as such or eligibility is being denied simply on grounds of it "being held in public hands" or due to a lack of receipt or paperwork being filed is beyond reason. The City seeks a fair interpretation of the applicable NPS/DNR conversion rule that may allow the City to refile missing correspondences or analysis to officially renew its application of the Sunset Hills Park as it was intended – a NPS/DNR conversion park. I should note this issue has been raised with the Office of the Legislative Director of Representative Angela Witwer Michigan's 71st House District in December, with some success. The Representative's Office has interest in the issue and has asked for a follow-up after the 14th. As a public manager I find it difficult to believe that anyone who acknowledges the facts regarding this issue, would intentionally force a City to fund ANOTHER acquisition of private property for the same purpose of the same park conversion simply because of a lack of receipt or filing of paperwork. The act is redundant, costly, and removes taxable value from the assessment roll. It would severely burden a Parks budget aimed at improving "ADA" access to its existing facilities – not adding more inaccessible park facilities. It's not rational that once a conversation park is practically or substantially completed to a degree, it may *never ever* be allowed to at least renewal and finish its application. Not for any reason. If any applicable statute, rule or guideline does not specifically prohibit this type of interpretation or renewal, then couldn't it be interpreted for administrators to allow reasonable judgement to be made on a case-by-case basis? Even if its agreed between parties that the renewal is in the best interest of the City taxpayers, park users, DNR, and NPS?

4. Resolution to approve the 2021 City of Potterville Grant Application to the Lansing Economic Area Partnership (LEAP) Public Art for Community Grant Program with a monetary match of 25% or $2,500 of a $10,000 grant award offered this year with a deadline of February 12th. If approved, the City could apply for these funds to "place set" public art throughout its jurisdiction and public spaces. If the City agrees to the Resolution and is awarded the 2021 LEAP Public Art prize, it shall adhere to established Public Art Policy and issue a published RFP or "call for artists" for art proposals to be submitted to City Council. The City would choose to purchase, own and display approved art throughout its parks and publicly owned spaces to beautify the City and increase public accessibility to public art.

TREASURER'S REPORT
January 21, 2021

Utility bills—as of 1/14/2021 (bills due on 15th) $66,794.41 is outstanding with $40,868.33 over 30 days past due. Bills are due on January15th. Bills paid after the 15th will be penalized 10% of the outstanding balance.

Water usage month of Dec (Jan billing): 3,723,858 gallons
Sewer usage month of Dec (Jan billing): 3,717,877 gallons
Ready to service charge-water: $28,096.38
Ready to service charge-sewer: $33,213.62
Total water and sewer billed out from 11/22/20 to 12/21/20 is $87,061.20

Payroll month of December, 2020: $55,450.56 (this includes all payroll taxes + MERS, council and planning).

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

Summer tax bills were due Sept 14, 2020. Current collection rate as of 01/11/21: 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: 37.6%.

You will see utility billing refunds on the accounts payable report this month. These amounts are due to residents that have moved and overpaid their water/sewer bills, deposits not refunded during the conversion, and credits that have been on non-active customer accounts that have not been sent back to the homeowner.

W-2's were mailed on 1/14/21. Please let me know if you do not receive.

Respectfully submitted: Jodi West

City of Potterville

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From the Clerk's office

The City of Potterville again has a Notary Public available for their resident's convenience. It is posted on Facebook and the City's web page the availability. Please help get the word out.

Recently I began to compare the City's Qualified Voter File hard copy Mastercard to the State's digital file. While reviewing the documents I quickly realized that it is a large project ahead to get the two files to match. There are many voters with no signature on our record, voters who have no printed Mastercard, and an abundance of voters who have moved that need to be canceled in our records. After 8 hours the first 3 letters of the alphabet are accurate and complete. This is a very important project. The State of Michigan requires we maintain these cards. At our last election in November, the City had complications with its laptop that held the electronic pollbook (the digital records), if we were not able to borrow from another jurisdiction, we would have had to vote by paper. That means using our Mastercard files to verify signatures. Thankfully it all worked out and that did not happen, but if it had, we would have realized just how important the accuracy of those records are. My goal is by our March's meeting to have the file complete and accurate to the State of Michigan's Qualified Voter File.

This month was a time to complete some reports. First was to the State of Michigan for reimbursements for return postage for the absentee ballots. The second one was also to the State for reimbursement to document our expenses for PPE. Then the last report was to show how we used the $5000.00 grant money. Which more than half of that was used to pay our portion of the tabulator. The remainder was used for expenses such as hazard pay for the election workers, hand held scanner to process the absentee voter ballots quicker, additional supplies and PPE.

The next project is creating the documents from this fiscal year and beyond for the oaths of office and minutes in archival books to preserve them for the future.

If I can be of any assistance please contact me.

Respectfully,

Becky Dolman

Parks & Recreation Department
January 2021

Parks:

- We have received notification on our application for the CN Railway "EcoConnections from the Ground Up "America in Bloom" grant and we have been awarded this grant based on community impact and engagement, sustainability, technical assurances and alignment with the program's objectives. With our commitment of beautification at Lake Alliance Park they saw the City's dedication to this project. The City has been awarded for the $25,000 grant amount for this project of Lake Alliance Park and Vermontville Highway Non-Motorized Trail". It is also a reimbursement grant. At this time, there is a grant agreement that is to be reviewed and approved by Council and TIFA Board, with the monetary match of $2,000 from TIFA and is backed up with in-kind service contributions of the City Parks and DPW Departments. This is the first grant opportunity the City has received by the Canadian National EcoConnections from the Ground Up "America in Bloom" and we are very excited to get this project underway.
- The City has another grant opportunity of applying to the Public Art for Communities Grant Program provided by Lansing Economic Area Partnership (LEAP) with additional support from the PNC Foundation. Two grant awards of $10,000 each are up for grabs this year. We applied for this last year and unfortunately was not selected as the competition was tight. We are in high hopes that this year with some changes to our application will increase our chances of obtaining this award. Resolutions and match are going to TIFA and Council meetings for approval.
- The City Manager and Parks & Recreation Director is meeting via teleconference with our Grant Coordinator, DNR Conversion Officer and the Program Manager of the Michigan DNR Land, Water, Conservation Fund (LWCF), Recreation Passport (RPGP) & Marine Safety Grant, to discussed the conversion issue we are still dealing with and hopefully able to get it resolved.

Recreation:

- Programs and events are being discussed and getting a jump start. Plans are in motion for a Farmers Market, collaborations with businesses and organizations, Easter, and Memorial Day.
- There are still uncertainties everyone is still facing. We are preparing for programs such as forms are in the process of being updated to get a jump start so we can have a quick turnaround to get things started upon the requirements to safely return.
- Christmas Decorations have been properly taken care of and stored away until next year.
- In the process of getting credit card machines for the concessions stands to provide more methods of taking transactions. This will increase profits for the parks fund and provide funds to be put back into the parks for development.
- Parks & Recreation Director is going to a virtual recreation grants workshop that is being provided by the Department of Natural Resources (DNR) which goes over the topics of process and requirements to apply for grants, supporting the acquisition or development of a public outdoor recreation facility and more.

Respectfully Submitted,

Tiffani Schauer, Parks & Recreation Director

All permit information has been entered into the system and finishing entering new build data.

Working on Economic Condition Factors and Land Values to set property values for 2021.

Mailed out personal property statements to businesses January 5th. They are due back to the City by February 20th.

Thanks,



Sarah Payton, MAAO

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
December 2020

Operational Information:

- Generator on E-211 – the new generator was installed, works great
- State of Michigan completed the BTFD EMS Agency License inspection - no violations noted, renewal of Agency License issued
- Due to COVID 19 new Albuterol Meter Dose Inhalers have been placed on the ambulances
- Provided EMS Standby for the COVID 19 Vaccinations at Barry Eaton District Health Department
- Rescue Resources performed annual service on our extrication tools
- Assisted with filling the Christmas Stockings
- Old Brush Truck 218 was returned to the State of Michigan - DNR
- A-110 had oil leak repaired, new oil pan gasket, and serviced. Thanks to Durotech Auto for a quick turn around
- Overhead door spring on the ambulance bay broke New Years Eve; it's repaired and back in-service. Thanks to Carey Garage Door service for the prompt repairs over the Holiday

Training:

- 3 EMS Training Classes on MI-TRAIN

Meetings & Special Events:

- City of Potterville Holiday Parade
- Tri County Emergency Medical Control Authority – Agency Directors Meeting
- Tri County Emergency Medical Control Authority – Special Board of Directors Meeting
- Eaton County Emergency Management Meeting
- Eaton County Fire Training Committee Meeting
- BTFD Officer Selection Committee
- Assisted with Christmas Stocking deliveries
- BTFD Membership meeting

Calls For Service (CFS):

- **Fire** – 6 City of Potterville, 9 Benton Township, 4 Mutual Aid
- **EMS –** 21 City of Potterville, 15 Benton Township, 44 Mutual Aid

America in Bloom
PO Box 44005
Columbus, OH 43204-0005
614-453-0744
aib@AmericaInBloom.org
AmericaInBloom.org

December 22, 2020

CN EcoConnexions From the Ground Up

A Community Greening Grant Program of CN and America in Bloom

Grant Agreement

Potterville, Michigan agrees to satisfactorily complete the "Lake Alliance Park and Vermontville Hwy Non-Motorized Trail CN Railroad Project" and accepts the following grant terms:

1. Submit a proposal with site plan, list of plants, care and maintenance plans, and budget.

2. All efforts should be made to complete the project by December 31, 2021. Any changes to project location, completion date, or substantive changes to the scope of work must be submitted to America in Bloom (AIB) for prior approval.

3. Complete the project as budgeted. Budget deviations of greater than 10% must be submitted to AIB for prior approval. Costs that exceed the grant award of $25,000 will not be reimbursed.

4. Document all expenditures eligible for reimbursement and submit receipts and proof of payment with a Final Report to AIB.

5. Contribute at least half of the cost of the project through the purchase of goods and services or with in-kind contributions of goods and services. Matching contributions must also be documented. Include dates of service, names of contributors, and value for all in-kind services.

6. Install and maintain plants as describe in the Request for Proposals and maintain plantings as per your proposed maintenance plan. Continue appropriate maintenance in perpetuity.

7. Involve community partners as described in your proposal, enhancing community participation whenever possible.

8. Coordinate project planning and implementation with America in Bloom (AIB) representatives. Accommodate AIB request for information, site visits and meetings.

9. Participate in the America in Bloom National Awards Program by enrolling in the 2021 edition by February 28, 2021. Registration fees are allowable as a matching contribution.

10. Hold a celebratory event to recognize community partners, project accomplishments and CN's financial support and AIB's technical assistance. Coordinate planning with CN and AIB representatives.

11. Install a sign or marker at project location indicating project partners were America in Bloom and the *CN EcoConnexions From the Ground Up* program.

12. Acknowledge "*CN EcoConnexions From the Ground Up"* as the source of funds in all outreach and press material. Acknowledge America in Bloom as a program partner in all outreach and press material.

Note: Funds will not be disbursed until the project is complete, a final report with receipts has been submitted, a sign or marker has been installed, a media event held, and AIB national awards program registration has been submitted.

Accepted:

_____

For the Grant Recipient (Print name) Title

_____

Signature Date

Laura Kunkle, America in Bloom Executive Director



CN EcoConnexions: America in Bloom GRANT BUDGET 2021
CITY OF POTTERVILLE, EATON COUNTY, MICHIGAN

Project Expense Line Item DescrIptions	Cash Contribution	In-Kind Contribution	CN/AIB Grant Contribution	Total
55 Trees @ $150 per Tree (Landscape Contractor unit price per Tree)			$8,250	$8,250
15 Shrubs @ $50 per Shrub (Landscape Contractor unit price per Shrub)			$750	$750
10.5 hours of site prepration (City DPW/Parks & Recreation owned and operated heavy machinery - Grader, Loader with Backhoe at $100/hour x 10.5 hours)		$10,500		$10,500
Labor to plant Trees (Landscape Contractor unit price of per Shrub $50)	$2,000		$2,750	$4,750
Labor to plant Shrubs (Landscape Contractor unit price of per Shrub $50)			$750	
Total	**$2,000**	**$10,500**	**$12,500**	**$25,000**

*Project "Request for Proposal" for all Landscape Contractor Labor and Material shall be published by the City of Potterville and reviewed for completeness by City council.
Lowest competitive bid shall be accepted by City Council for all Landscape Contractor Labor and Materials.

Lake Alliance Park and Vermontville Highway
Non-Motorized Trail CN Railroad Project
Site Plan

City of Potterville

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

FROM: Tiffani Schaner, Parks & Recreation Director

TO: Aaron Sheridan, City Manager

DATE: October 12, 2020

SUBJECT: America in Bloom-Plants, Shrubs, Trees Location

This project coincides with a Natural Shoreline landscape project currently underway at the Southwest corner of Lake Alliance. With the America in Bloom Grant opportunity, the City will be able to landscape the North side of the Lake area parallel to the CN Railroad along the non-motorized trail with beautiful landscaping that ties multiple park features together.

The location of the plants, shrubs and trees are a key factor into our grant application and layout of the Lake Alliance Park. The CN Railroad travels Northeast and West through the City of Potterville. It goes through downtown, Potterville Public Schools district, City Park, and Lake Alliance Park. The CN Railroad travels alongside a non-motorized trail that leads civilians to the back of our Lake Alliance Park. Along the trail and back of the Lake is the CN Railroad where landscaping is needed. Numerous trees that are at the end of its lifetime and branches are falling down which is a safety hazard for the civilians that utilize the park for workouts and exercise such as walking, running, bicycling, etc... Plants and shrubs are dying off as they have not been properly maintained and with the hollow trees, and branches falling is harming the other plants there. It is time to improve the soils, expand the plant life along the CN Railroad and further our beautification goal that is in our Five-Year Parks & Recreation Plan. Beautifying the location on the Northwest corner behind Lake Alliance and continuing on the non-motorize trail up to Vermontville Highway, will be the opportunity to educate, encourage the use of plants, flowers, trees, community involvement, lifestyle enhancements, boost civic pride and contribute to the ecosystem.

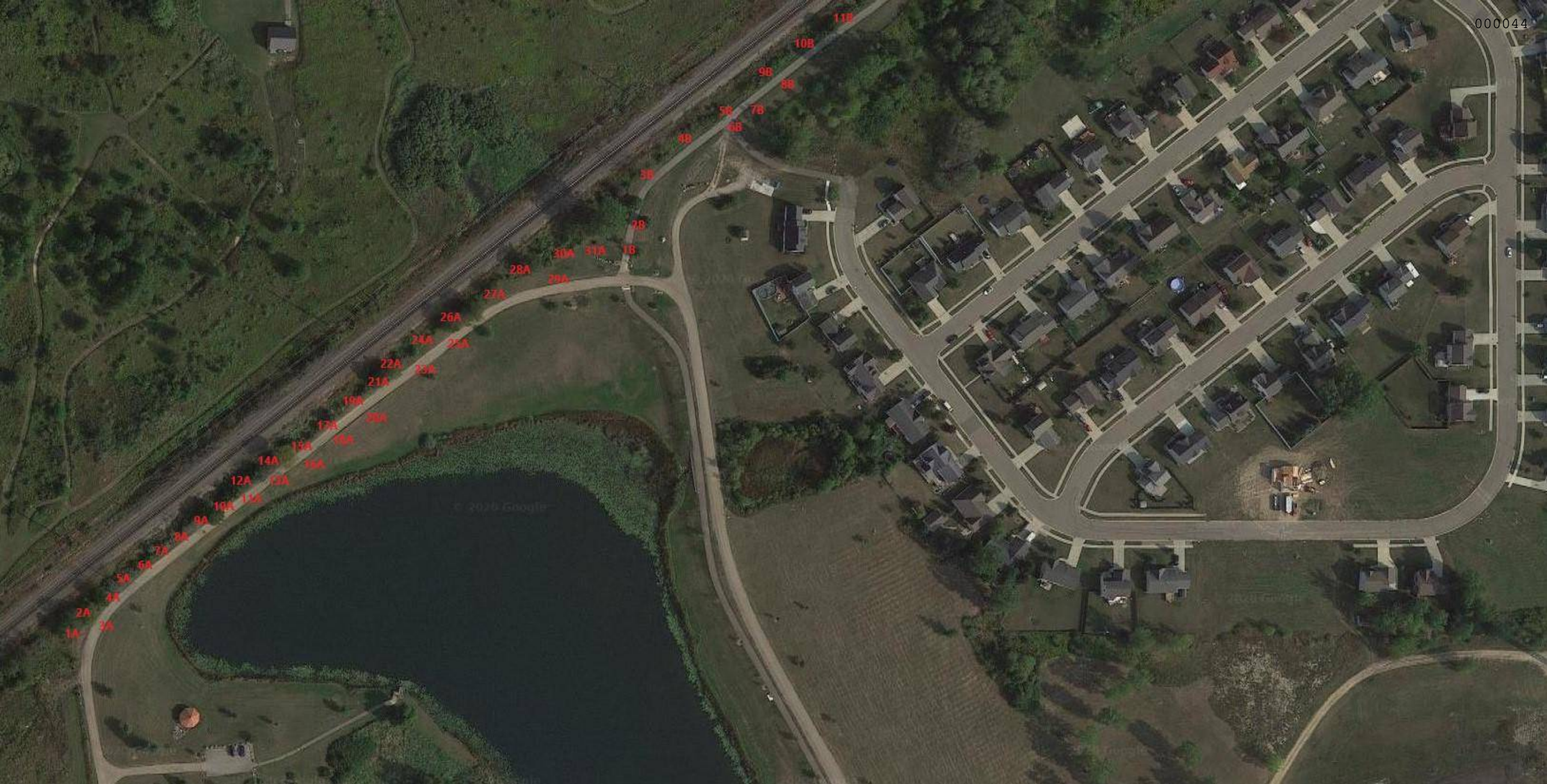
There are three focal points along the area. The first is at the back of the lake in Lake Alliance Park and it will be the Northwest corner. The second is where the non-motorized trail enters Lake Alliance Park, with the third at the entrance to Lake Alliance Park off of Vermontville Highway. These locations have the opportunity for trees such as Magnolia Ann Trees, Easter Redbud “Rising Sun” Tree, Purple Prince Crabapple and Old Fashion Bleeding Hearts.

As mentioned, the City has a non-motorized trial that connects from Vermontville Highway and Lake Alliance parallel to the CN Railroad. This location is ideal for a Sky Tower Ginkgo Tree. These trees will follow the trial leading into Lake Alliance Park and provide a welcoming, beautiful nature trail for all to enjoy. The location that is left will be the from the Northwest corner of Lake Alliance and where the non-motorize trail enters the park. This location is being proposed for flowers, plants and shrubs. Such as Azalea Bixby, Azalea Framingham, Azalea Narcissiflora,

Azalea Poukhanense Compacta, Rhododendron Biloxi Blues, Rhododendron PJM, Rhododendron Ramapo, Rhododendron Weston's Pink Diamond.

If awarded this grant, it will provide the opportunity to the civilians of education, enhance a health lifestyle, encourage active enjoyment, economic vitality, contribute to the ecosystem such as air and water quality improvements and beautify the environment.


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1A Back in the Northwest corner of Lake Alliance in Lake Alliance Park.



2A Northwest corner of Lake Alliance in Lake Alliance Park.



3A Northwest corner looking to the East of the CN Railway.



4A Following along the North part of Lake Alliance and the CN Railway.



5A Following along the North part of Lake Alliance and the CN Railway.



6A Following along the North part of Lake Alliance and the CN Railway.



7A Following along the North part of Lake Alliance and the CN Railway.



8A Following along the North part of Lake Alliance and the CN Railway.



9A Following along the North part of Lake Alliance and the CN Railway.



10A Following along the North part of Lake Alliance and the CN Railway.



11A Following along the North part of Lake Alliance and the CN Railway.



12A Following along the North part of Lake Alliance and the CN Railway.



13A Following along the North part of Lake Alliance and the CN Railway.



14A Following along the North part of Lake Alliance and the CN Railway.



15A Following along the North part of Lake Alliance and the CN Railway.



16A Following along the North part of Lake Alliance and the CN Railway.



17A Following along the North part of Lake Alliance and the CN Railway.



18A Following along the North part of Lake Alliance and the CN Railway.



19A Following along the North part of Lake Alliance and the CN Railway.



20A Following along the North part of Lake Alliance and the CN Railway.



21A Following along the North part of Lake Alliance and the CN Railway.



22A. Following along the North part of Lake Alliance and the CN Railway, fence is through the tree.



23A Following along the North part of Lake Alliance and the CN Railway.



24A Following along the North part of Lake Alliance and the CN Railway.



25A Following along the North part of Lake Alliance and the CN Railway.



26A Following along the North part of Lake Alliance and the CN Railway.



27A Following along the North part of Lake Alliance and the CN Railway.



28A Northeast corner of Lake Alliance and the CN Railway.



29A Northeast corner of Lake Alliance and the CN Railway.



30A Northeast corner of Lake Alliance and the CN Railway.



31A Northeast corner of Lake Alliance and CN Railway.



1B Northeast corner of Lake Alliance, non-motorized trail leading to Vermontville Highway.



2B Non-motorized trail alongside CN Railway.



3B Northeast on non-motorized trail alongside CN Railway.



4B Northeast of non-motorized trail alongside CN Railway.



5B Non-motorized trail alongside CN Railway, connecting to pathway into Lockview Meadows.



6B Looking to the Northwest of Lake Alliance, non-motorized trail and CN Railway.



7B Looking Northeast on non-motorized trail towards Vermontville Highway alongside CN Railway.



8B Right of the non-motorized trail.



9B Northeast on non-motorized trail towards Vermontville Highway alongside CN Railway.



10B Northeast on non-motorized trail towards Vermontville Highway alongside CN Railway.



11B Northeast on non-motorized trail towards Vermontville Highway alongside CN Railway.



12B Space between the non-motorized trail and the CN Railway, it's a steep slope.



13B Space between the non-motorized trail and the CN Railway, it's a steep slope.



14B Northeast on non-motorized trail towards Vermontville Highway alongside CN Railway.



15B Northeast on non-motorized trail towards Vermontville Highway alongside CN Railway.



16B Space between the non-motorized trail and the CN Railway.



17B Looking Northeast towards Vermontville Highway, and space between non-motorized trail and CN Railway.



18B Looking Northeast towards Vermontville Highway and landscaping on both sides of the non-motorized trail.



19B Northeast on non-motorized trail towards Vermontville Highway alongside CN Railway.



20B Northeast on non-motorized trail towards Vermontville Highway alongside CN Railway.



21B Northeast on non-motorized trail towards Vermontville Highway alongside CN Railway.



22B Intersection of the non-motorized trail, CN Railway and Vermontville Highway.



23B North on non-motorized trail alongside CN Railway and Vermontville Highway.



24B Northwest on non-motorized trail alongside CN Railway and Vermontville Highway intersection.



25B Space between non-motorized trail and CN Railway.



26B Space between non-motorized trail and CN Railway.

CITY OF POTTERVILLE
RESOULTION NO. _____

RESOULTION OF APPROVAL AND AUTHROIZATION OF SIGNATURE OF CITY OFFICIAL TO EXECUTE THE RIGHT OF ENTRY LICENSE AGREEMENT BETWEEN THE CITY OF POTTERVILLE AND THE GRAND TRUNK WESTERN RAILROAD COMPANY.

At a regular meeting of the City Council of the City of Potterville, Eaton County, Michigan, held at the City Hall in said City on the 21st day of January, 2021, at 7:00 p.m.

Present: _____

Absent: _____

The following Resolution was offered by _____ and seconded by _____.

WHEREAS, the City Council of the City of Potterville has the authority to approve of and authorize signature of an Official of the City Council to execute the Right of Entry License Agreement between the City of Potterville and the Grand Trunk Western Railroad Company as enclosed as "Exhibit A"; and

WHEREAS, this Resolution shall not be signed and/or executed by the same City Official who signs the Right of Entry License Agreement as enclosed as "Exhibit A"; and

WHEREAS, it is a requirement of the Grand Truck Western Railroad Company that proper due diligence be taken on behalf of the City to obtain proper permission and authorization from Grand Trunk Western Railroad Company through "Exhibit A" prior to activity taken by the City or its authorized agents in an attempt to enter its shared boundary areas and clear vegetation on, over and near the Railroad Company's track and/or right-of-way as described in "Exhibit A";

THEREFORE, be it resolved by the Potterville City Council to approve the Right of Entry License Agreement as enclosed as "Exhibit A" and authorize the City Mayor to Sign and Execute said "Exhibit A" as enclosed.

All resolutions and part of resolutions insofar as they conflict with the provisions of this resolution shall be and the same are hereby rescinded.

Adopted:

Yeas: _____

Nays: _____

STATE OF MICHIGAN)

)ss.

COUNTY OF EATON)

I, the undersigned, the duly qualified and acting City Clerk of the City of Potterville, Eaton County, Michigan, DO HEREBY CERTIFY that the foregoing Resolution is a true and complete copy of certain proceedings taken by the City Council of said City at a regular meeting held on the 21st day of January, 2021.

_____

Rebecca Dolman, City Clerk

“EXHIBIT A”

Right of Entry License Agreement between City of Potterville and Grand Trunk Western Railroad Company.

IMPORTANT NOTICE

CORPORATIONS

License must be signed by the President or a Vice President of the Corporation or Company, or be accompanied by a certified resolution of the Board of Directors authorizing execution by a lesser official.

PARTNERSHIP

License must be signed by all of the partners.

MUNICIPALITIES OR GOVERNMENTAL AGENCIES

License must be accompanied by a certified resolution authorizing the official signing the License to execute on behalf of the Governmental Body. The resolution should not be certified by the same official who executed the License.

RIGHT OF ENTRY LICENSE AGREEMENT

Grand Trunk Western Railroad Company (hereinafter called Railroad Company) hereby grants pursuant to this Right of Entry License Agreement (hereinafter called License) to **City of Potterville, 319 North Nelson Street, Potterville, MI 48876, Telephone 517-645-7641 (**hereinafter called the Licensee) license and permission, at the Licensee's sole cost, risk and expense, to enter the Railroad Company's property in the vicinity of **between N. Stewart Road and Vermontville Highway, Potterville, MI, Railroad Milepost 207.13 to 208.26, FLINT Subdivision, DOT# 285015C and 283619A for vegetation clearing** on, over and near Railroad Company's tracks and right-of-way, as generally shown on Location Exhibit, attached hereto and made a part hereof.

This License does not include the right to perform any utility work in the Railroad Company's right of way. Contact Joe Wojcik at 708-332-4739 to obtain a utility permit/maintenance number for any utility work.

Licensee shall pay to Railroad Company upon execution of this License the sum of **$1.00** for the privileges granted by this License. The aforesaid sum is not refundable in the event Licensee elects not to enter upon Railroad Company's property or in the event Railroad Company elects to terminate this License for any reason whatsoever.

Licensee shall not enter Railroad Company's premises for the purpose as set forth above without having first given Railroad Company's Engineering Manager or their authorized representative at least five (5) working days advance notice of the date Licensee plans to commence the work.

Railroad Company shall have the right, but not the duty, to require Licensee to furnish detailed plans prior to entry upon the premises and to view and inspect any activity or work on or above Railroad Company's property. If in the sole opinion of the authorized representative of Railroad Company any said activity or work is undesirable for any reason, Railroad Company shall have the right to terminate this License at once.

Railroad Company shall have the right, but not the duty, to restrict Licensee's activity on Railroad Company's property in any way that Railroad Company may, in its sole opinion, deem necessary from time to time and shall also have the right, but not the duty, to require Licensee to adopt and take any safety precautions that Railroad Company may, in its sole opinion, deem necessary from time to time. No work shall be performed or equipment located within twenty-five feet (25') of the centerline of the nearest railroad track without the expressed permission of Railroad Company's Engineering Manager or their duly authorized representative and then only when either the track has been removed from service or Railroad Company flag protection is provided.

Railroad Company may, at Licensee's sole cost, risk and expense, furnish whatever protective services it considers necessary, including, but not limited to, flag protection, and inspectors.

Licensee shall at all times conduct its work in accordance with any and all "Special Provisions" which may be appended hereto which, by reference hereto, are hereby made a part hereof.

AS A CONSIDERATION AND AS A CONDITION, WITHOUT WHICH THIS LICENSE WOULD NOT HAVE BEEN GRANTED, LICENSEE AGREES TO INDEMNIFY AND SAVE HARMLESS RAILROAD COMPANY, ITS PARENTS, AFFILIATES, AND THEIR DIRECTORS,

OFFICERS, EMPLOYEES AND AGENTS AND TO ASSUME ALL LIABILITY FOR DEATH OR INJURY TO ANY PERSONS, INCLUDING, BUT NOT LIMITED TO, OFFICERS, EMPLOYEES, AGENTS, PATRONS AND LICENSEES OF THE PARTIES HERETO, AND FOR ALL LOSS, DAMAGE OR INJURY TO ANY PROPERTY, INCLUDING, BUT NOT LIMITED TO, THAT BELONGING TO THE PARTIES HERETO, TOGETHER WITH ALL EXPENSES, ATTORNEYS' FEES AND COSTS INCURRED OR SUSTAINED BY RAILROAD COMPANY, WHETHER IN DEFENSE OF ANY SUCH CLAIMS, DEMANDS, ACTIONS AND CAUSES OF ACTION OR IN THE ENFORCEMENT OF THE INDEMNIFICATION RIGHTS HEREBY CONFERRED, IN ANY MANNER OR DEGREE CAUSED BY, ATTRIBUTABLE TO OR RESULTING FROM THE EXERCISE OF THE RIGHTS HEREIN GRANTED, OR THE FAILURE OF LICENSEE TO CONFORM TO CONDITIONS OF THIS LICENSE, WORK PERFORMED BY RAILROAD COMPANY FOR LICENSEE UNDER THE TERMS OF THIS LICENSE OR THE CONSTRUCTION, MAINTENANCE, REPAIR, RENEWAL, ALTERATION, CHANGE, RELOCATION, EXISTENCE, PRESENCE, USE, OPERATION OR REMOVAL OF ANY STRUCTURE INCIDENT THERETO, OR FROM ANY ACTIVITY CONDUCTED ON OR OCCURRENCE ORIGINATING ON THE AREA COVERED BY THIS LICENSE, REGARDLESS OF ANY NEGLIGENCE OF RAILROAD COMPANY, ITS OFFICERS, EMPLOYEES AND AGENTS. SAID LICENSEE AGREES ALSO TO RELEASE, INDEMNIFY AND SAVE HARMLESS RAILROAD COMPANY, ITS OFFICERS, EMPLOYEES AND AGENTS FROM ALL LIABILITY TO LICENSEE, ITS OFFICERS, EMPLOYEES, AGENTS OR PATRONS, RESULTING FROM RAILROAD OPERATIONS AT OR NEAR THE AREA IN WHICH LICENSE IS TO BE EXERCISED, WHETHER OR NOT THE DEATH, INJURY OR DAMAGE RESULTING THEREFROM MAY BE DUE TO WHOLE OR IN PART TO THE NEGLIGENCE OF RAILROAD COMPANY, ITS OFFICERS, EMPLOYEES OR AGENTS. AT THE ELECTION OF RAILROAD COMPANY, LICENSEE, UPON NOTICE TO THAT EFFECT, SHALL ASSUME OR JOIN IN THE DEFENSE OF ANY CLAIM BASED UPON ALLEGATIONS PURPORTING TO BRING SAID CLAIM WITHIN THE COVERAGE OF THIS SECTION.

Before commencing work and until this License shall be terminated, Licensee shall provide and maintain the following insurance in form and amount with companies satisfactory to and as approved by Railroad Company.

a. Statutory Workers Compensation and Employer's Liability insurance.

b. Automobile Liability in an amount not less than $1,000,000 dollars combined single limit.

c. Commercial General Liability (occurrence form) in an amount not less than $5,000,000 dollars per occurrence, with an aggregate limit of not less than $10,000,000 dollars. The Policy must name Railroad Company and its Parents as additional insured in the following form:

Grand Trunk Western Railroad Company and its Parents
Attn: Thomas Brasseur
700 Pershing Road
Pontiac, MI 48340
248-452-4854 (Office)
thomas.brasseur@cn.ca

If the commercial general liability policy required herein contains any exclusions related to doing business or undertaking construction or demolition on, near, or adjacent to railroad facilities; such exclusion must be removed through issuance of endorsement CG 24 17, or a similar endorsement approved by Railroad Company in its sole discretion prior to the commencement of work hereunder.

d. In the event the privileges provided herein to Licensee involve any work that could result in the discharge, spillage, disposal, release or escape of any Hazardous Material or petroleum product onto the Railroad Company's property, Licensee shall purchase and maintain in effect at all times during the term of this License a Contractor's Pollution Liability policy in an amount not less than two million dollars ($2,000,000) combined single limit (and with a deductible not to exceed $50,000) insuring Railroad against any and all damages, costs, liabilities and expenses resulting from on- or off-site bodily injury (including death to any person), on or off-site loss, damage or destruction of property (including that belonging to the parties hereto), and on-or off-site cleanup costs (including expenses incurred in the investigation, removal, remediation, neutralization, or immobilization of contaminated soils, surface water, groundwater or any other contamination) growing out of or incidental to any discharge, spillage, disposal, release, or escape of any Hazardous Material or petroleum product arising therefrom. For purposes of this Agreement , the term "Hazardous Material" shall include, without limit, any flammable explosives, radioactive materials, hazardous materials, hazardous wastes, hazardous or toxic substances, or related materials defined in the Comprehensive Environmental Response, Compensation and Liability Act of 1980, as amended (42 U.S.C. §§ 9601, et seq.), the Hazardous Material Transportation Act, as amended (49 U.S.C. §§ 1801, et seq.), the Resource Conservation and Recovery Act, as amended (42 U.S.C. §§ 6901 et seq.), the Toxic Substances Control Act, as amended (15 U.S.C. §§ 2601, et seq.), similar laws or ordinances enacted by any state, county or municipality in which the Property is located, or in the regulations adopted and publications promulgated pursuant to any of the above, as such laws or regulations now exist or may exist in the future.

   Licensee is required to advise Railroad Company by thirty (30) day advance written notice when any work to be performed under this License may require Pollution Liability Insurance pursuant to the previous paragraph.

Before commencing work, Licensee shall deliver to Railroad Company a certificate of insurance evidencing the foregoing coverage, and upon request, Licensee shall deliver a certified, true and complete copy of the policy or policies at its sole cost and expense. The policies shall provide for not less than thirty (30) days prior written notice to Railroad Company of cancellation of or any material change in, the policies, and shall contain the waiver of right of subrogation.

It is understood and agreed that the foregoing insurance coverage is not intended to, and shall not, relieve Licensee from or serve to limit Licensee's liability under the indemnity provisions of this License or any applicable agreement.

It is further understood and agreed that, so long as this License shall remain in force or until the Licensee's work is complete and Licensee shall have vacated the Railroad Company's property (whichever shall be later), Railroad Company shall have the right, from time to time, to revise the amount or form of insurance coverage provided as circumstances or changing economic conditions may require. Railroad Company shall give Licensee written notice of any such requested change at least thirty (30) days prior to the date of expiration of the then existing policy or policies; and Licensee agrees to, and shall, thereupon provide Railroad Company with certificates reflecting such revised policy or policies thereof.

If a contractor is to be employed by Licensee, then, before any work is commenced hereunder, Licensee shall establish, to the reasonable satisfaction of Railroad Company, that either (i) the contractor has in place insurance policies covering its own work that comply with

the required insurance coverages, limits and terms applicable to Licensee, or (ii) the contractor is fully covered under Licensee's insurance policies.

Railroad Company's exercise or failure to exercise any rights under this License shall not relieve Licensee of any responsibility under this License, including, but not limited to, the obligation to indemnify Railroad Company as herein provided.

Cost and expense for work performed by Railroad Company, as referred to in this License, shall consist of the actual cost of labor, materials, equipment and other plus Railroad Company's standard additives in effect at the time the work is performed.

This License is revocable at the option and discretion of Railroad Company upon notice to Licensee, and shall not be transferred or assigned. Unless sooner revoked by Railroad Company, extended at request of Licensee and granted by Railroad Company in writing, or relinquished by act of Licensee, this License shall terminate on **Thursday, July 01, 2021**.

Upon termination of this License, Licensee shall remove all of its property, leaving Railroad Company's premises in a neat and safe condition satisfactory to Railroad Company's Engineering Manager or their authorized representative, failing which Railroad Company may remove said materials from its premises at Licensee's sole cost, risk and expense, or at its option, may deem such property as abandoned and henceforth owned by Railroad Company, with no compensation for Licensee whatsoever.

Grand Trunk Western Railroad Company

By: _____

Print Name: Thomas Brasseur

Title: Manager of Public Works

ACCEPTED:

City of Potterville

By: _____

Print Name: _____

Title: _____

Date: _____

SPECIAL PROVISIONS

RELATIVE TO FLAGGING AND OTHER PROTECTION OF RAILROAD COMPANY TRAFFIC AND FACILITIES DURING CONSTRUCTION ADJACENT AND ABOVE, ON OR ACROSS, THE PROPERTY OF, OR ON, ABOVE AND BENEATH THE TRACKS OF THE CN

The Licensee shall, before entering upon the property of Railroad Company for performance of any work, secure a fully executed right of entry license from Railroad Company's Engineering Manager or their authorized representative for the occupancy and use of Railroad Company's property. Licensee shall confer with Railroad Company relative to requirements for railroad clearances, operation and general safety regulations.

Prior to any entry onto Railroad Company's property, employees and/or contractor(s) of Licensee doing work shall determine by the guidelines hereinafter provided and by the work to be performed the level of safety training to be required.

All employees and/or contractor(s) of Licensee not hired by Railroad Company that will work on CN property are required to have minimum www.contractororientation.com.

a. EXCEPTION: Railroad Company has exempted those it classifies as "Delivery Persons" from this training. This will include contractors such as UPS, FedEx, trucking companies, etc. who merely access the property to supply materials or equipment.

All employees and/or contractor(s) of Licensee hired by Railroad Company which will work on Railroad Company property are required to have minimum CN Safety and Security Awareness training, in addition to undergoing a background check. This training and background check must be obtained through the eRailSafe.com website. If not done before, the contractor must contact e-RailSafe at 855-383-7434 to be issued either a vendor number or issued instructions on obtaining a non –railroad contractor vendor number prior to accessing the noted website. Minimum information required of the Licensee and/or their contractor when contacting e-Rail Safe is Name, Address, Telephone, Contact Person for State Projects, DOT Contract Number, and the AAR/DOT Number. This training is good for a period of two years.

a. EXCEPTION: Railroad Company has exempted those employees of contractors providing paving services at a road crossing under construction or repair from this requirement.

b. EXCEPTION: Railroad Company has exempted those it classifies as "Delivery Persons" from this training. This will include contractors such as UPS, FedEx, trucking companies, etc. who merely access the property to supply materials or equipment.

All employees and/or contractor(s) of Licensee hired by Railroad Company, whose duties include and who are engaged in the inspection, construction, maintenance, or repair of railroad track, bridges, roadway, signal and communication systems, roadway facilities, or roadway machinery that will work foul of or have the potential to foul a live track are considered Roadway Workers under FRA regulations and CN Policy. They must complete the On-Track Safety Training course approved by Railroad Company and provided by:

R.R. Safety – AMR, LLC
Address: P.O. Box 489
Mercer, WI 54547
Telephone: (920) 517-1677
Email: rrsafetytraining@yahoo.com

This training must be repeated at least once each calendar year.

a. EXCEPTION: Railroad Company has exempted those employees of contractors providing paving services at a road crossing under construction or repair from this requirement.

b. EXCEPTION: Railroad Company has exempted those it classifies as "Delivery Persons" from this training. This will include contractors such as UPS, FedEx, trucking companies, etc. who merely access the property to supply materials or equipment.

c. All the employees and/or contractor(s) of Licensee who will operate on-track machinery or those who will provide protection for other employees and/or contractor(s) of Licensee must also be trained on CN US Operating Rules pertaining to their duties. They must take and pass the required examination. This training is good for a period of two years.

d. "Potential to foul a live track" is considered, at a minimum, to be working within twenty-five feet of the track; or as otherwise to be determined by CN Design & Construction Department.

The employees, contractor(s) , and/or agents of the Licensee and/or its contractor shall qualify for, and make available for inspection to Railroad Company's employees or other authorized personnel at all times while on Railroad Company property, a photo identification issued by www.e-railsafe.com, along with at least one other government-issued form of identification. Licensee and/or their contractor shall bear all costs of compliance with the requirements of this Section. Railroad Company reserves the right to bar any of employees or agents of Licensee and/or their contractor from Railroad Company's property at any time for any reason.

Licensee and/or any contractor engaged on their behalf, shall at all times conduct work in a manner satisfactory to the Engineering Manager of Railroad Company, or their authorized representative, and shall exercise care so as to not damage the property of Railroad Company, or that belonging to any other grantees, licensees, permittees or tenants of Railroad Company, or to interfere with railroad operations.

Engineering Manager of Railroad Company, or their authorized representative, will at all times have jurisdiction over the safety of railroad operations., The decision of the Engineering Manager or their authorized representative as to procedures which may affect the safety of railroad operations shall be final, and Licensee and/or their contractor shall be governed by such decision.

All work shall be conducted in such a manner as will assure the safety of Railroad Company. Railroad Company's authorized representative shall have the right, but not the duty, to require certain procedures to be used or to supervise the work on Railroad Company's property.

Should any damage occur to Railroad Company property as a result of the authorized or unauthorized operations of Licensee and/or their contractor and Railroad Company deems it

necessary to repair such damage or perform any work for the protection of its property or operations, the Licensee and/or their contractor, as the case may be, shall promptly reimburse Railroad Company for the actual cost of such repairs or work. For the purpose of these Special Provisions, actual cost shall be deemed to include the direct cost of any labor, materials, equipment, or contract expense plus Railroad Company's current standard additives in each instance.

If the work requires the construction of a temporary grade crossing across the track(s) of Railroad Company, Licensee and/or their contractor shall make the necessary arrangements and execute Railroad Company's temporary grade crossing agreement for the construction, protection, maintenance, and later removal of such temporary grade crossing. The cost of such temporary grade crossing construction and later removal shall be prepaid to Railroad Company. Additional costs for repairs, maintenance or protection will be paid within thirty (30) days upon receipt of bill(s) therefore.

Licensee and/or their contractor shall at no time cross Railroad Company's property or tracks with vehicles or equipment of any kind or character, except at such temporary grade crossing as may be constructed as outlined herein, or at any existing and open public grade crossing. Operation over such crossing shall be at the direction and method of Railroad Company's Engineering Manager or their authorized representative.

Railroad Company may, at Licensee's and/or their contractor's sole cost, risk and expense, furnish whatever protective services it considers necessary, including, but not limited to, flagger(s), inspector(s), and stand-by personnel. Flagging protection, inspection services, or standby personnel required by Railroad Company for the safety of railroad operations because of work being conducted by Licensee and/or their contractor, or in connection therewith, will be provided by Railroad Company and the cost of Licensee and shall be prepaid to Railroad Company by Licensee and/or their contractor. Flagging protection, inspection services, or standby personnel, necessary or provided in excess of prepayment amounts will be billed at the proper rates and will be promptly paid by overnight delivery.

In the event Railroad Company is unable to furnish protective services at the desired time or on the desired date(s), or if Licensee's prepayment for such services is exhausted and not replenished by Licensee and/or their contractor, Licensee and/or their contractor shall not perform any work on Railroad Company's property until such time and date(s) that appropriate Railroad Company services can be made available and/or appropriate prepayment is received. It is understood that Railroad Company shall not be liable for any delay or increased costs incurred by Licensee and/or their contractor owing to Railroad Company's inability or failure to have appropriate protective services available at the time or on the date requested.

Licensee and/or their contractor shall request and secure flagging protection by written notice to Railroad Company using CN's "Request for Flagging Services" form. This form must be submitted at least ten (10) working days in advance of proposed performance of any work or access to Railroad Company's property.

Flagging protection will be required during any operation involving direct and potential interference with Railroad Company's tracks or traffic. This may include but is not limited to fouling of railroad operating clearances, reasonable proximity of accidental hazard to railroad traffic, work within twenty-five (25) feet horizontally of the nearest centerline of any railroad track, any work over any railroad track, or in any other condition that Railroad Company deems protective services necessary, which may include work on or off Railroad Company's property more than twenty-five (25) feet from the nearest centerline of any railroad track, such as any equipment extension (including but not limited to a crane boom) that will reach or has the potential to reach within twenty-five (25) feet of any track.

Licensee and/or their contractor shall request, prepay, and secure Railroad Company signal facility locates by written notice to Railroad Company along with submission of CN's "Request for Flagging Services" form at least ten (10) working days in advance of proposed performance of any work or access to Railroad Company property. Notice to Railroad Company does not fulfill or satisfy any other notification requirements for utility locates for non-railroad facilities.

Railroad Company may require that prior to digging, trenching, or boring activities on or near Railroad Company property, or beneath any railroad track, an on-site meeting be conducted with Railroad Company's Signal Department representative. No digging, trenching or boring activities shall be conducted in the proximity of any known buried Railroad Company signal cables without Railroad Company's Signal Department representative being present.

The rate of pay for Railroad Company employees will be the prevailing hourly rate for not less than eight (8) hours for the class of labor at regular rates during regularly assigned work hours, and at overtime rates outside of regular hours and in accordance with Labor Agreements or Schedules plus Railroad Company's current standard additives in each instance.

Wage rates are subject to change, at any time, by law or agreement between Railroad Company and employees, and may be retroactive because of negotiations or a ruling by an authorized Governmental Agent. If the wage rates are changed, Licensee and/or their contractor shall pay on the basis of the new rates and/or additives.

No digging, trenching, or boring on Railroad Company property shall be conducted without Railroad Company's written approval of the plans that were furnished to Railroad Company's Engineering Manager at least thirty (30) in advance of the excavation.

The following temporary clearances are the minimum that must be maintained at all times during any operation on or adjacent to Railroad Company property:

Vertical:	22'-0" (7.00 m) above top of highest rail within 12'-0" (3.81 m) of the centerline of any track
Horizontal:	12'-0" (3.81 m) from centerline of the nearest track, measured at right angles thereto

If lesser clearances than the above are required for any part of the work, Licensee and/or their contractor shall secure written authorization from Railroad Company's Engineering Manager for such lesser clearances in advance of the start of that portion of the work.

No materials, supplies, or equipment will be stored within twenty-five (25) feet from the centerline of any railroad track, measured at right angles thereto.

Licensee and/or their contractor will be required upon the completion of the work to remove from within the limits of Railroad Company's property all machinery, equipment, surplus materials, false work, rubbish or temporary buildings, and to leave said property in a condition satisfactory to the Engineering Manager of Railroad Company or their authorized representative.

Nothing in these Special Provisions shall be construed to place any responsibility on Railroad Company for the quality or conduct of the work performed by Licensee and/or their contractor hereunder. Any approval given or supervision exercised by Railroad Company hereunder, or failure of Railroad Company to object to any work done, material used, or method of operation shall not be construed to relieve Licensee and/or their contractor of any obligations pursuant hereto or under the License these Special Provisions are appended to.

Accepted: _____

Print Name: _____

Date: _____

City of Potterville

REQUIREMENTS TO PROVIDE FLAGGING PROTECTION AND CABLE LOCATION FOR PROJECTS ON OR IN THE VICINITY OF CN PROPERTY

(Hereinafter called "Railroad")
(Revised: Effective December 4th, 2018)

NOTE: Flagging and/or Cable Locate fees may apply

A utility or contractor shall not commence, or carry on, any work for installation, maintenance, repair, changing or renewal of any FACILITY, under, over, on, or near RAILROAD property at any location without giving notice to the RAILROAD authorized representative at the RAILROAD's office located at Homewood, IL. If in the opinion of the RAILROAD the presence of an authorized representative of the RAILROAD is required to supervise the same, the RAILROAD shall render bills to the utility or contractor for all expenses incurred by it for such supervision. This includes all labor costs for flagmen or cable locate supplied by the RAILROAD to protect RAILROAD operation, and for the full cost of furnishing, installation and later removal of any temporary supports for said tracks, as the RAILROAD's Chief Engineer's Office may deem necessary.

A flagman is required any time any work is performed (i) under or across any Railroad track, regardless of whether said work involves a physical presence on the surface of the Railroad property; (ii) on the surface of the Railroad property within twenty-five (25) feet horizontally of the centerline of any railroad track; or (iii) on, near, or over Railroad property if the work may potentially encroach (intentionally or unintentionally) within twenty-five (25) feet from the centerline of any railroad track. Causes of potential encroachment include but are not limited to equipment that has the potential to swing, pivot, extend or mechanically fail. Potential encroachment must also account for a distance of one-half the length of the largest load that any equipment may lift. Additionally, Railroad reserves the right to require a flagman for work on Railroad property not meeting the above criteria when there are other conditions or considerations that would indicate the need for a flagman to safeguard Railroad's operations, property and safety of any person.

Cable Location
A cable location of RAILROAD owned facilities may be required prior to the start of any work based on the RAILROAD's review of the proposed project. The purpose of cable location is to identify and protect Signal & Communication cables that have been installed to provide power, signal control, and wayside communications. These cables are vital to a safe and reliable railway operation. The cable locate will be performed by a qualified RAILROAD employee.

The cost for a cable location is $350.00, and must be prepaid by check before RAILROAD will undertake the cable locate work.

Outside contractors are prohibited from driving on, along, or across any track that does not have a CN installed crossing. They may utilize an existing public crossing. The practice of allowing rubber tired equipment to operate over track with no crossing is strictly prohibited. Exceptions to this rule will require the express approval from CN Engineering.

Prior to any project being started, the RAILROAD requires a "Request for Flagging Services and Cable Location" form to be completed and submitted, including check for prepayment based on the number of days and hours flagging protection will be required and also prepayment for cable location as necessary. Separate checks must be issued for flagging protection and cable location. You must have an agreement with a CN railroad subsidiary, such as a Right of Entry, Permit, License, or Formal Agreement in addition to any necessary flagging before you may enter CN property.

Request for Flagging Services and Cable Location

U.S.

Requests and inquiries must be directed to:

Flagging-US
17641 South Ashland Ave.
Homewood, IL 60430
Flagging_US@CN.CA

Is this a continuation of an existing project? Yes No

If YES, please provide your Service Order #_____

All blanks below must be completely filled in before any flagman request will be honored.

Work Authorization:

Right of Entry/License/Permit No.: _____

Dated: _____ Railroad: _____

Does your Right of Entry/License/Permit require a Railroad Cable Locate? **Yes** ☐ ☐ **No**

You must have an agreement with a CN railroad subsidiary, such as a Right of Entry, Permit, License or Formal Agreement in addition to any necessary flagging before you may enter CN property.

Project Information: ***Please submit a detailed map of the location where protection is being requested.***

Street Location/Intersection_____ City/State_____

Railroad Milepost_____ Railroad Subdivision_____

Description of work being performed: _____

_____

Location for flagman to report: _____

Name of Site Contact: _____Site Contact Phone: (___) ___ - ____ Alt: (___) ___ -

Requested Dates/Times: ***Dates requested are subject to flagman availability. Minimum 5 business days advance notice required.***

Requested Dates for Flagging Protection: _____, _____, _____, _____, _____,_____,

Project Starting time: _____Anticipated Ending Time: _____ Anticipated # Hours per Day: _____ *Flagmen start and end time may vary based on type of protection required.

Billing Information: ***All blanks spaces must be filled out***

Company Name: _____Requestor Name: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

CN required online training must be completed before Flagman Protection will be scheduled.

Prepayment must be received before Flagging Protection will be scheduled. There is an 8 hour minimum per day. The base rate per day for Flagman Protection is $1,300.00 for 10 hours; this includes 2 overtime hours for flagman to set up/take down protection if needed. Additional overtime hours must be prepaid at the rate of $150.00 per hour. Weekends and Holidays must be prepaid at the overtime rate with a $1,500.00 / 10 hour minimum. Any prepayment for additional days or overtime not used can be refunded.

Railroad Cable Location must be prepaid, the cost is $350.00 per locate.

Separate Checks must be issued for Flagging Protection and Cable Location. Checks should be made payable to the railroad subsidiary listed on your Right of Entry/Permit/License or, Formal Agreement.

Company Phone: _____ Company Fax: _____ E-Mail: _____

THIS COMPLETED FORM MUST BE SENT WITH A MAP, PREPAYMENT CHECK(S), AND PROOF OF INSURANCE TO:
US-FLAGGING / 17641 SOUTH ASHLAND AVE. HOMEWOOD, IL 60430

I agree to pay for flagging services as requested: _____

(SIGN AND PRINT NAME)

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CITY COUNCIL OF THE CITY POTTERVILLE

RESOLUTION NO._____

RESOLUTION TO SUPPORT OF THE 2021 CITY OF POTTERVILLE GRANT APPLICATION TO THE LANSING ECONOMIC AREA PARTNERSHIP (LEAP) PUBLIC ART FOR COMMUNITY GRANT PROGRAM WITH GRANT MATCH OF $2,500 AND ADOPTION OF A PUBLIC ART POLICY.

At a meeting of the City Council of the City of Potterville ("Authority"), Eaton County, Michigan, held at on the _____ day of ____, 2021 at _____ p.m.

PRESENT: _____

_____

ABSENT: _____

_____

The following Resolution was offered by _____ and seconded by _____.

WHEREAS, City Council of the City of Potterville (Council) recognizes that public ownership, maintenance and placement of art positively impacts the character and quality of life for residents and visitors to the City of Potterville; and

WHEREAS, Council recognizes that adding public art to City parks and open space(s) is a "placemaking" activity and improves the appeal and attractiveness of public spaces and consistent with the goals of professional Plans as adopted by City Council; and

WHEREAS, Council supports the 2021 City of Potterville Grant Application to the Lansing Economic Area Partnership (LEAP) Public Art for Community Grant Program as enclosed as "Exhibit A"; and

WHEREAS, Council adheres to its established Public Art Policy as required by Lansing Economic Area Partnership grant program that includes general guidelines for operating its public art program with stated purpose, goals, types of public art, duties of the Parks Committee acting as "Ad-Hoc" Art Committee; and

WHEREAS, Council finds value in recommendations and opinions of its Parks Committee in matters pertaining to the operation and planned improvements of City Parks and recreation; and

WHEREAS, Council recognizes that its Parks Committee shall act as the "Ad-Hoc" Art Committee as required by Lansing Economic Area Partnership grant program pursuant to the Public Art Policy; and

WHEREAS, Council shall act as fiduciary agent for its grant application and commit to a match of 25% or $2,500 of the maximum grant amount of $10,000 from the Lansing Economic Area Partnership (LEAP) Public Art Community Grant Program; and

WHEREAS, Council shall seek contributions for its grant match commitment of at least 25% from its component unit of government City Tax Increment Finance Authority as well local/regional businesses that share in the mutual benefit of improving upon the quality of life of residents and commercial interests by means of public art;

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The City Council approves the 2021 City of Potterville Grant Application to the Lansing Economic Area Partnership (LEAP) Public Art for Community Grant Program enclosed as "Exhibit A".
2. The City Council adheres to its established Public Art Policy, as adopted.
3. The City Council recognizes that the City Parks Committee shall perform roles and responsibilities as an "Ad-Hoc" Arts Committee pursuant to the adopted Public Art Policy, as required by the Lansing Economic Area Partnership (LEAP) Public Art Community Grant Program.
4. The City Council shall act as fiduciary agent to The City of Potterville Grant Application 2021 to the Lansing Economic Area Partnership (LEAP) Public Art for Community Grant Program and commit to a monetary match of 25% or $2,500 of the maximum grant amount of $10,000 from the Lansing Economic Area Partnership (LEAP) Public Art Community Grant Program.
5. All resolutions or motions and parts of resolutions or motions in conflict with this Resolution are hereby repealed to the extent of such conflict.

YEAS: _____

NAYS: _____

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN)
) ss.
COUNTY OF EATON)

I, the undersigned, the duly qualified and acting Clerk of the City of Potterville, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the City Council at a meeting held on the _____ day of _____, 2021, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required under the Open Meetings Act.

_____
Becky Dolman, City Clerk

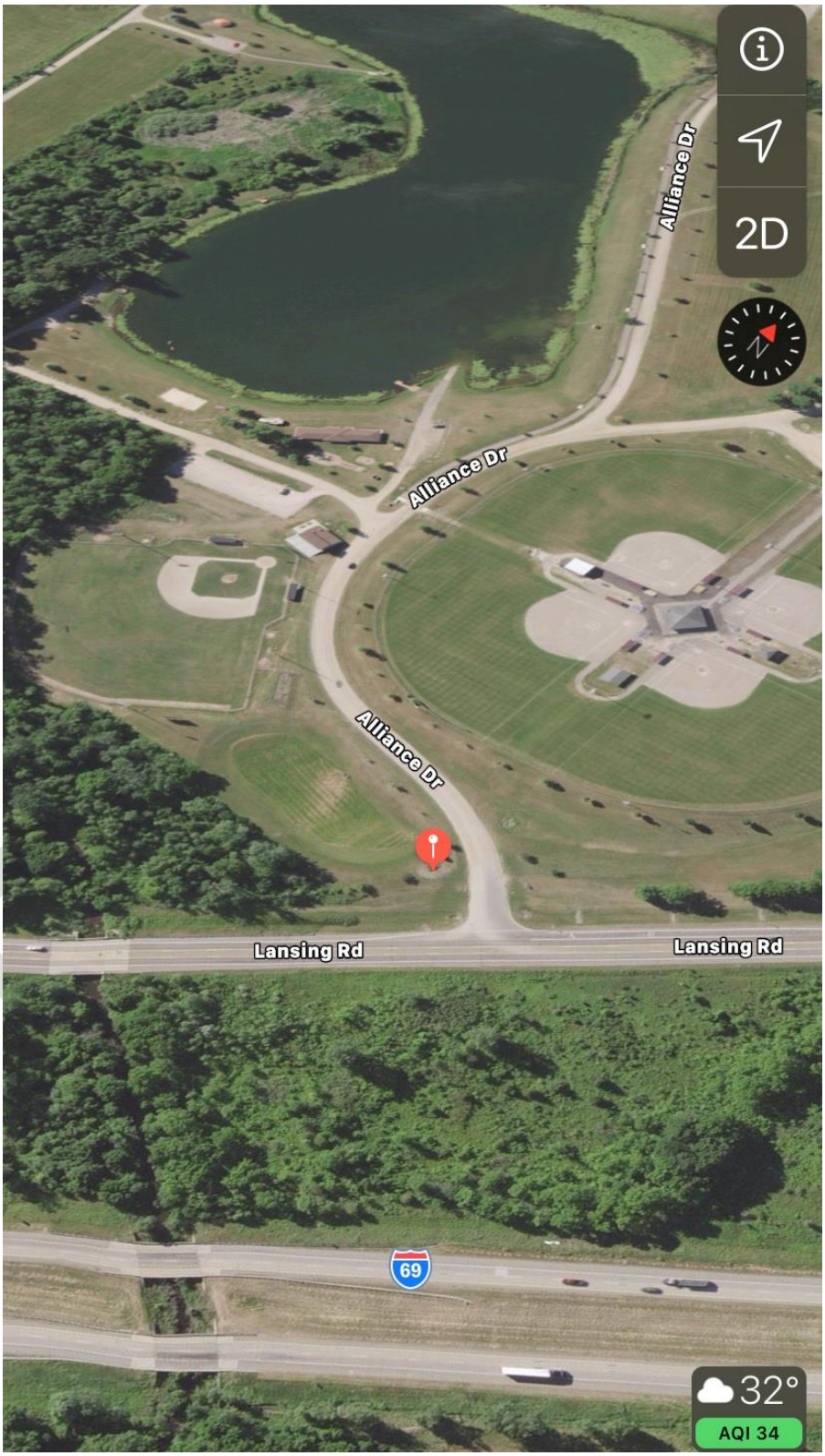
“EXHIBIT A”

2021 City of Potterville Grant Application to the Lansing Economic Area Partnership (LEAP)
Public Art for Community Grant Program.

City of Potterville

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

Lake Alliance - Public Art Primary Site Location



City of Potterville

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

To: Lansing Economic Area Partnership (LEAP)

From: Tiffani Schaner, Parks & Recreation Director

Subject: 2021 City of Potterville Grant Application to the Lansing Economic Area Partnership (LEAP) Public Art for Communities Grant Program. Deadline February 12, 2021

Introduction:

The City of Potterville is located just South of Michigan's State Capital on I-69 in Eaton County with a thriving community of population growth and development. It has recently completed over 18 million dollars in public infrastructure improvements and numerous professional plans with Williams & Works Civil Engineers that outlay "placemaking" that capitalizes on local community's assets and promoting health, active enjoyment, economic vitality, enhancing the look and feel of the City and engaging tools to increase the public's draw to the City and the features of the community. What draws visitors and community members to Potterville are our park systems. We have four parks throughout the City with the largest one being Lake Alliance Park that provides a variety of amenities and usage that draws community members and visitors. Not just from the surrounding areas but all over Michigan as Lake Alliance Park provides softball and baseball fields that are highly used in addition to the nature trails throughout the park where it is year-round usage.

Public Art Policy:

To help guide the new Public Art Program, the City has provided a Public Art Policy that is in place that has been adopted by resolution at the February 2020 City Council Meeting. The City Council and Board of Directors of the City Tax Increment Finance Authority (TIFA) by resolutions of Supporting the City's 2021 Grant application and to provide a monetary match of 25% or $2,500 in TIFA Public Funds for the grant. If an award of the LEAP Public Art for Communities is provided to the City, it would start a new Public Art Program and satisfy "placemaking" goals and objectives of professional plans including the 5-Year Parks & Recreation Plan, Community Master Plan and TIFA Development Plan.

The City of Potterville has an active Parks Committee that has monthly meetings and shall act as the City "Ad-Hoc Committee" for its Public Art Program. The Parks Committee will collaborate with the City Manager and City Council to display and attract local artist(s) and art piece(s) under guidance of the adopted Public Art Policy.

Funding and Support:

The Parks Committee, City Council and TIFA Board Members of Directors are pursuing this grant cooperatively with the intent to fund a match of 25% of funds upon approval of Resolutions of Support (with match amounts). TIFA Board Members of Directors have approved the Resolution of support and match amount. The Resolution is on the City Council public agenda for their meeting on January 21st respectively. Upon acceptance of the grant, the City plans to seek matching dollars with a combination of in-kind services through letter writing campaign and crowdfunding from residents, local and regional businesses owners who will benefit from increased public draw to the area. Regional businesses include large corporations such as Walmart, Team One Chevrolet, Dick's Sporting Goods and Tractor Supply Company.

The social media community is a vital tool to the decision-making process of the City. Interaction and input we receive from the public, go hand and hand with developmental goals and planning. The City intend to approach its social media platform and followers by applying known crowdfunding mechanisms such as Facebook and GoFundme.com to supplement the Public Art Program. Local markets can be earmarked with this type of campaign and include 54 active businesses, organizations and associations. This includes the Potterville Masonic Lodge, Chamber of Commerce, McDonald's Corporation, Colonial Estates to name a few. Private contributions to the City's Public Art Program are qualified as tax-deductible.

Timeline for Commission and Installation:

For the installation of a public art piece, we have laid out the below timeline:

- LEAP "RFP" Open for Submission: January 8, 2021- February 12, 2021
- Funded Community Art Committees Convene to write Artist RFP: January- February 2021
- Review of received proposals: February 15- February 26, 2021
- Press Event/Announcement: March 2021
- Community Call to Artists RFP Open for Submissions: March-April 2021
- Choose Artist/Enter into contract with Artist: May 2021
- Fabrication of Art Piece: June- September 2021
- Unveiling of Art Piece/Press Event with LEAP and PNC Foundation: October 2021

Placemaking Efforts:

With a sense of community, the City of Potterville has provided civilians with a great amount of pride in the tool of natural beauty or beautification. In the past year, the City received a Shoreline Preservation grant from the Great Lakes Restoration initiative administered by the United State Environmental Protection Agency and Michigan Conservation District that is located near the rock pier and shoreline planting area at Lake Alliance Park. The City also received the Canadian National EcoConnections From the Ground Up "America in Bloom" grant. This provides beautification along the Canadian National (CN) Railroad from Lake Alliance Park and Vermontville Highway Non-Motorized Trail. Both grants coincide with each other as we continue to work on engaging the tool of natural beautification in our City. We are continuing our placemaking efforts, and the City has high ambitions to provide the community with more character in our public spaces through the unique meaning, value and character of the community by featuring public art. Placemaking efforts of public art planned by the City and TIFA is a major

goal and strategy. Public art benefits the community and visitors by encouraging economic development, attract businesses and tourism, provide cultural opportunities, improve the environment and public health.

Art Location:

With all the efforts the City of Potterville has done on placemaking thus far, the priority of placing public art in the City is a must. Choosing a location that will best fit the needs and bringing the arts and cultural into Potterville which is the start of something new will benefit businesses, civilians and public spaces. Pedestrian counts and traffic counts are the key factors of the decision making of the location. With high visibility, year-round usage, the public art piece would be installed on the North West side of the main entrance on a knoll of Lake Alliance Park, visible from both directions of traffic on Lansing Road. Lansing Road provides a great amount of traffic and pedestrian counts as Lake Alliance Park is the most used park in the City. This park is 66 acres with a 24-acre lake that is open to the public year-round. Amenities include a lighted softball complex, a lighted high school regulation baseball field, non-motorized trails, nature trails, the Thornapple River, pavilion shelters, playground, horseshoe pit, fishing, a sand volleyball court, a Disc Golf Course and a sledding hill. Visitors come to the park for all aspects: running, walking, biking, nature trails, picnics, ball games and tournaments that are hosted on the weekdays and weekends that bring visitors from all over the State and neighboring States. In 2020, our fields at Lake Alliance Park saw 601 games and 509 teams, plus all the spectators and daily park users. This is an increase in both from 2019. Visitors still come in the winter months to fish, walk, run, sled, nature trails or even nature watch. With a new entrance sign going into place this Spring and more landscaping to occur, adding public art here will increase participation, visitors, promote a culture of art, creativity, a feel of shared experience, excitement, engagement and enhance the look and feel of our public spaces. Refer to the enclosed map of the entrance of the park to see this location.

For this location to display the public art the traffic count in 2019 from MDOT's NTFA map shows that the Annual Average Daily Traffic (AADT) of 6,538. For the 2020 year, the traffic count has yet to be provided for the record. This shows an increase from the past years. As for pedestrian counts, there were 509 teams with an average of 14 players per team of 7,126 players. Plus, the addition of each players' spectators as well as daily visitors to the park year-round. This park is highly utilized by a wide variety of targeted demographics year-round and adding art will promote a new and innovative culture to the park.

Site Preparation Outline:

The physical foundation development of the art piece is planned to be constructed with compacted aggregated, asphalt or concrete display pedestals or pads; depending on the artwork that is to be display and the amount of space that is needed. The request artists proposal shall clearly outline what is being asked for the display and the maintenance. Regular maintenance will be performed by DPW Staff in combination with private contractors as funded by the City General Fund and Parks Fund.

Maintenance Outline:

Regular park maintenance and security are in place and funded by the City of Potterville General Fund. City Departments of the General Fund are funded by City's General Operation Tax and

Development Funds as provided from time to time by the City TIFA. Together, these resources are planned to maintain Lake Alliance Park and public art to a high standard. DPW Staff makes routine visits and perform maintenance checks to Lake Alliance Park during operating hours. Police patrol during the weekdays and weekends when the park is in high use. Art pieces as defined in a "RFP" and/or any proposal from the artist will be under the City's insurance/liability upon final installation. The City has a coverage of $25,000 for damages to City property and a deductible of $250. The art piece, once processed, will be covered in the City's general liability insurance policy. If additional coverage is needed for the art, it will be determined by all parties involved as to what is deemed the best additional coverage. As for the budget, an anticipated total of about $12,500 could be expected for each grant award. Maintenance and lighting expenses could be appropriated to the existing Park budget. The City may choose to plan to contribute general DPW activities associated with materials and preparation of its public art site - whether that is a podium needed, cement slab, or installation of a plaque after a project is completed. Per the Public Art Policy, the City would plan to maintain the public art pieces.

Conclusion:

The City of Potterville is an ideal location to display public art as it is located right off I-69, M-100 and Lansing Road. All roads and highways have heavy traffic as they are used for commuting to work, business travels, shipment travels, and others. Many visitors come year-round and increasing our placemaking will enhance business development and provide the City with new and engaging tools to improve public spaces. As mention above, we are well on our way of providing placemaking and we continue to strive for more. The primary purpose of public art is to generate a sense of understanding of the arts and cultural strategies that promote public art, creativity and a feel of shared experience among local and regional commuters in the City.

Respectfully,



Tiffani Schaner
Parks & Recreation Director
City of Potterville

CC: Aaron Sheridan, City Manager
Bruce Kring, City Mayor
Dustin Twichell, City TIFA Chairman