

City of Pottersville - Council Agenda

Thursday, February 18, 2021 – 7:00 p.m. – Pottersville City Hall, 319 N. Nelson Street

A. Call to Order:

B. Pledge of Allegiance:

C. Roll Call:

D. Approval of Agenda:

E. Approval of Minutes: Meeting minutes from January 21, 2021

F. Approval of Bills: General Bills: \$47,036.79

G. Bank Reconciliations: January 2021 General, Tax and Payroll

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

I. Public Comment on agenda items:

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

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

L. New Business:

- a) Resolution to Appeal by letter for Board of Review
- b) Approve City Council's Meeting Dates for 2021
- c) 2021 Road Maintenance Work Orders.
- d) **Public Hearing** – Lansing Road Sidewalk – Phase 1 TIFA Funded Capital Project.
- e) Lansing Road Sidewalk – Phase 1 Project approval/acceptance of ownership of project assets upon completion and final inspection.
- f) Purchase of Equipment with TIFA monetary contribution
- g) City Manager/City Clerk Evaluations (closed session *if* there's to be discussion or back and forth of an employee's eval).

M. Public Comment on non-agenda items:

N. Communication from the Mayor and Council:

O. Next Meeting: Thursday, March 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, January 21, 2021 at 7:00 pm and the Pledge of Allegiance was recited.

Roll Call: Present: Mayor Kring at City Hall, Deputy Mayor Lenneman at residence, Member Nichols at residence, Member Potter at City Hall, Member Smalley at City Hall, and Member Twichell at City Hall

Absent: Member Pulda

Approval of Agenda: Motion by Mayor Kring to amend the Agenda; to remove the Manager/City Clerk evaluations, to add Consideration of reduction of rental fee for DDA pavilion for restaurant use during COVID-19 and to add appointments to ZBA. Supported by Member Smalley. Roll Call Vote: Ayes: Mayor Kring, Deputy Mayor Lenneman, Member Nichols, Member Potter, Member Smalley and Member Twichell. Nays: None. Motion Carried (6-0).

Approval of Minutes: Motion by Member Smalley to amend December 17, 2020 minutes to include "Member Smalley supports Mr. Briant Titus' on traffic speed on Vermontville Hwy. Member Smalley also supports the sidewalk connection for Cherry Street to Independence Commons Residential Community." under Public Comment on Non-Agenda Items. Supported by Member Twichell. Roll Call Vote: Ayes: Mayor Kring, Deputy Mayor Lenneman, Member Nichols, Member Potter and Member Smalley. Nays: Member Twichell. Motion Carried (5-1).

Motion by Member Smalley to approve amended minutes. Supported by Member Potter. Roll Call Vote: Ayes: Mayor Kring, Deputy Mayor Lenneman, Member Nichols, Member Potter and Member Smalley. Nays: Member Twichell. Motion Carried (5-1).

Approval of Bills: Motion by Member Twichell to approve payment of General Bills in the amount of \$49,418.45. Supported by Member Smalley. Roll Call Vote: Ayes: Mayor Kring, Deputy Mayor Lenneman, Member Nichols, Member Potter, Member Smalley and Member Twichell. Nays: none. Motion Carried (6-0).

Approval of Bank Reconciliations: Motion by Member Potter to approve December 2020 accounts for General, Tax and Payroll. Supported by Member Twichell. Roll Call Vote: Ayes: Mayor Kring, Deputy Mayor Lenneman, Member Nichols, Member Potter, Member Smalley and Member Twichell. Nays: None. Motion Carried (6-0).

City Manager's Report: Manager's report is in January 2021 Council packet.

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Public Comment on Agenda Items: Jeff Bussard of 746 Brenneman St., believes the Lockview Meadows road, that has the fog and chip seal road application, is in rapid deterioration with rocks all over. Mr. Bussard would like to know what is the City's solution? The City Manager asked the City's Public Engineer to review it. He will give his recommendations to the City Manager. The City will look at it in the spring. This is typical for the first year. Larisa Ballard of 751 Tim's View St., communicated that it was a sloppy job with overspray and with lots of gravel in storm drains. Ms. Ballard said it sounds like a gravel road when driving on it. Tim Maynard of 747 Tim's View St., desired to share he agreed with previous comments. Another concerned citizen is worried about the mowing in the summer and that stone chips would be thrown. Again, it was said "it feels like a gravel road when driving on it."

Commission/Committee Reports: Member Twichell gave report for TIFA. TIFA awarded CN Railroad America in Bloom matching grant. Also TIFA funds were approved to add a photo eye sensor to the Vermontville Corridor street light outlets photo eye for Holiday Decorations to power off in the daylight.

Department Reports: DPW Director, Don Stanley, commented that he has looked at the Lockview Road fog and chip seal project and feels it is in the normal parameters for this type of project. He reviewed with engineer Brandon, Contractor and himself shortly after it was completed and it was in the condition as expected. This is a maintenance only project a temporary fix to help preserve the road longer.

New Business:

- a) **City Council Officer Elections:** Motion by Member Twichell to retain Bruce Kring as Mayor for 2021. Supported by Deputy Mayor Lenneman. Roll Call Vote: Ayes: Mayor Kring, Deputy Mayor Lenneman, Member Nichols, Member Potter, and Member Twichell. Nays: Member Smalley. Motion Carried (5-1).

Motion by Member Smalley to retain Jennifer Lenneman as Deputy Mayor for 2021. Supported by Member Twichell. Roll Call Vote: Ayes: Mayor Kring, Deputy Mayor Lenneman, Member Nichols, Member Potter, Member Smalley, and Member Twichell. Nays: None. Motion Carried (6-0).

- b) **Appointments to Boards:** Motion by Member Twichell to appoint to Board of Review, Kris Whipple and Marilyn Metzmaker. Supported by Member Smalley. Roll Call Vote: Ayes: Mayor Kring, Deputy Mayor Lenneman, Member Nichols, Member Potter, Member Smalley, and Member Twichell. Nays: None. Motion Carried (6-0).

Motion by Member Smalley to appoint to Zoning Board of Appeals, Monica Baker and Kris Whipple. Supported by Member Twichell. Roll Call Vote: Ayes: Mayor Kring, Deputy Mayor Lenneman, Member Nichols, Member Potter, Member Smalley, and Member Twichell. Nays: None. Motion Carried (6-0).

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- c) **CN EcoConnexions From the Ground Up Grant Agreement:** Motion by Member Twichell to accept the agreement and direct the City Manager to sign the agreement for the City. Roll Call Vote: Ayes: Mayor Kring, Deputy Mayor Lenneman, Member Nichols, Member Potter, Member Smalley, and Member Twichell. Nays: None. Motion Carried (6-0).
- 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:** Motion by Mayor Kring to support and authorize Right of Entry License Agreement. Supported by: Member Twichell. Roll Call Vote: Ayes: Mayor Kring, Deputy Mayor Lenneman, Member Nichols, Member Potter, Member Smalley, and Member Twichell. Nays: None. Motion Carried (6-0).
- e) **Resolution of Support and Grant Match for the City's 2021 application to the Lansing Economic Areas Partnership (LEAP):** Motion by Mayor Kring to support grant match application for LEAP. Supported by Member Smalley. Roll Call Vote: Ayes: Mayor Kring, Deputy Mayor Lenneman, Member Nichols, Member Potter, Member Smalley, and Member Twichell. Nays: None. Motion Carried (6-0).
- f) **Manager/City Clerk regular annual performance evaluations - Removed**
- g) **Reduce Rental Fee on DDA Pavilion to \$50 one-time fee per local establishment to be used during COVID-19 restrictions and reviewed again at March City Council Meeting:** Motion by Member Twichell to support for the reduction of rental fee during the time of MDHHS on restrictions for in person dining in restaurants. Supported by Member Potter. Roll Call Vote: Ayes: Mayor Kring, Deputy Mayor Lenneman, Member Nichols, Member Potter, Member Smalley, and Member Twichell. Nays: None. Motion Carried (6-0).

Public Comment on Non-Agenda Items: Tim Maynard of 747 Tim's View St., asked about location of Council Packet on the website. Jeff Bussard of 746 Brenneman St., stated that there seems to be some feedback on the meeting call, which made it hard to hear everyone. Mr. Bussard asked to have a different solution if we were to continue to have virtual meetings. Another concerned citizen suggested that Lockview subdivision residents be invited to join a walk through concerning the road with City Manager, DPW Director, Engineer and Contractor. Briant Titus of 606 W Vermontville Hwy, gave his support for the Mayor and his dedication to the supporting the U.S. Constitution. Brandy Hatt, Zoning Administrator, Gizzard Fest is moving forward and is scheduled for June 11. The committee is beginning to plan for parade, carnival, 5K race, band and beverage tent.

Communications from Mayor and Council: Member Nichols shared 2020 was first year in many years that there were no changes to the Council and the council is working together well.

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Deputy Mayor Lenneman thanks the council for support for herself and Mayor Kring. Member Potter thanks everyone for his first year on council. Mayor Kring appreciates all the support for Mayor. He also would encourage others to see all the work the DPW is doing at Lake Alliance with the clean up in the woods near the Thornapple waterway. Member Twichell wants to again say he supports Mayor Kring standing up for what is important such as U.S. Constitution. Nichols believes as public official that some believe you can no longer have a personal opinion in public and he disagrees with that. Nichols says we need to find common ground and agree to disagree on some items. Everyone should be able to post whatever they choose.

Next Meeting is February 18, 2021

Excuse Absent Members: Motion by Smalley to excuse Member Pulda. Supported by Member Twichell. Roll Call Vote: Ayes: Mayor Kring, Deputy Mayor Lenneman, Member Nichols, Member Potter, Member Smalley, and Member Twichell. Nays: None. Motion Carried (6-0).

Motion to Adjourn: Motion by Member Twichell and Supported by Member Potter. Roll Call Vote: Ayes: Mayor Kring, Deputy Mayor Lenneman, Member Nichols, Member Potter and Member Twichell. Nays: None. Motion Carried (6-0).

Meeting Adjourned at 8:25 pm

Respectfully Submitted by:

Becky Dolman

City Clerk

User: JWest

Bank GEN (GENERAL POOLED ACCOUNT)

DB: Potterville

FROM 01/01/2021 TO 01/31/2021

Reconciliation Record ID: 75

GL Number	Description	Beginning Balance
101-000-001.000	CASH	973,543.33
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	71,472.35
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	642,563.15
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	

Beginning GL Balance:	2,464,065.36
Add: Cash Receipts	86,386.99
Less: Cash Disbursements	(46,746.57)
Less: Payroll Disbursements	(56,890.05)
Less: Journal Entries/Other	(46,563.03)
Ending GL Balance:	2,400,252.70

GL Number	Description	Ending Balance
101-000-001.000	CASH	910,361.78
202-000-001.000	CASH	209,748.18
203-000-001.000	CASH	73,303.98
208-000-001.000	CASH	(18,381.04)
370-000-001.000	CASH	
401-000-001.000	CASH	(2,590.91)
590-000-001.000	CASH	78,611.20
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	665,068.29
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	(189,550.43)
704-000-001.000	CASH	
708-000-001.000	CASH	
865-000-001.000	CASH	

Ending GL Balance:	2,400,252.70
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Ending Bank Balance:	2,393,312.46
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02/01/2021 01:13 PM

User: JWest

DB: Potterville

BANK RECONCILIATION FOR CITY OF POTTERVILLE

Bank GEN (GENERAL POOLED ACCOUNT)

FROM 01/01/2021 TO 01/31/2021

Reconciliation Record ID: 75

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000007

Add: Miscellaneous Transactions

2,635.63

Add: Deposits in Transit

01/28/2021 Deposit ID: 477

8,283.70

01/29/2021 Deposit ID: 479

4,674.46

12,958.16

Less: 30 AP Outstanding Checks

8,653.55

Less: 0 PR Outstanding Checks

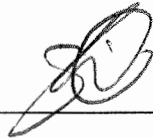
Adjusted Bank Balance

2,400,252.70

Unreconciled Difference:

0.00

REVIEWED BY: _____



DATE: _____

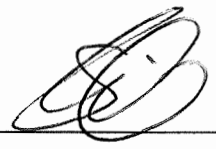
2-2-2021

02/01/2021 12:53 PM
User: JWest
DB: Potterville

BANK RECONCILIATION FOR CITY OF POTTERVILLE
Bank PR (PAYROLL ACCOUNT)
FROM 01/01/2021 TO 01/31/2021
Reconciliation Record ID: 77

GL Number	Description	Beginning Balance
750-000-001.000	CASH	7,673.32
Beginning GL Balance:		7,673.32
Add: Payroll Disbursements		3,573.72
Less: Journal Entries/Other		(402.09)
Ending GL Balance:		10,844.95

GL Number	Description	Ending Balance
750-000-001.000	CASH	10,844.95
Ending GL Balance:		10,844.95
Ending Bank Balance:		10,860.63
Add: Deposits in Transit		0.00
Less: 0 AP Outstanding Checks		
Less: 2 PR Outstanding Checks		15.68
Adjusted Bank Balance		10,844.95
Unreconciled Difference:		0.00

REVIEWED BY: 

DATE: 2-2-2021

02/01/2021 12:58 PM

BANK RECONCILIATION FOR CITY OF POTTERVILLE

Page 1/1

User: JWest

Bank TAX (TAX ACCOUNT)

DB: Potterville

FROM 01/01/2021 TO 01/31/2021

Reconciliation Record ID: 76

GL Number	Description	Beginning Balance
703-000-001.000	CASH	240,029.00
Beginning GL Balance:		240,029.00
Add: Cash Receipts		349,993.53
Add: Tax Receipts		2,475.31
Less: Cash Disbursements		(342,125.88)
Add: Journal Entries/Other		252.63
Ending GL Balance:		250,624.59
GL Number	Description	Ending Balance
703-000-001.000	CASH	250,624.59
Ending GL Balance:		250,624.59
Ending Bank Balance:		305,971.97
Add: Deposits in Transit		
	01/28/2021 Deposit ID: 478	8,456.85
	01/29/2021 Deposit ID: 480	8,859.48
		17,316.33
Less: 6 AP Outstanding Checks		72,663.71
Less: 0 PR Outstanding Checks		
Adjusted Bank Balance		250,624.59
Unreconciled Difference:		0.00

REVIEWED BY: 

DATE: 2-2-2021

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User: JWest
DB: Potterville
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REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

PERIOD ENDING 01/31/2021

		2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	
GL NUMBER	DESCRIPTION	AMENDED BUDGET	01/31/2021	MONTH 01/31/2021	BALANCE	% BDGT
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	USED
Fund 101 - GENERAL FUND						
Revenues						
Dept 000						
101-000-403.000	PROPERTY TAX	557,000.00	563,864.70	1,581.67	(6,864.70)	101.23
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	70,967.94	171.61	(5,611.99)	108.59
101-000-406.000	CITY PENALTY	4,000.00	1,752.51	553.57	2,247.49	43.81
101-000-423.000	TRAILER COURT TAX	2,751.00	1,111.00	0.00	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	2,310.00	90.00	1,690.00	57.75
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	0.00	25,072.00	34.02
101-000-576.000	ST SHARED REV - SALES TAX	228,000.00	94,770.00	0.00	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	130.00	10.00	70.00	65.00
101-000-601.000	FOIA	0.00	85.30	0.00	(85.30)	100.00
101-000-618.000	ADMINISTRATION FEE	28,000.00	21,845.59	1,526.49	6,154.41	78.02
101-000-655.000	FINES & FORFEITURES	4,300.00	1,267.19	155.50	3,032.81	29.47
101-000-665.000	INTEREST	31,400.00	2,250.45	308.20	29,149.55	7.17
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	6.25	6.00	(6.25)	100.00
Total Dept 000		1,148,608.88	920,188.14	4,403.04	228,420.74	80.11
TOTAL REVENUES		1,148,608.88	920,188.14	4,403.04	228,420.74	80.11
Expenditures						
Dept 000						
101-000-698.106	TRANSFER OUT	2,500.00	0.00	0.00	2,500.00	0.00
Total Dept 000		2,500.00	0.00	0.00	2,500.00	0.00
Dept 101 - CITY COUNCIL						
101-101-703.000	SALARIES	4,200.00	2,038.00	0.00	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	0.00	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	166.95	116.95	(66.95)	166.95
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	19,180.02	116.95	5,777.58	76.85
Dept 171 - MAYOR						

PERIOD ENDING 01/31/2021

		2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	
GL NUMBER	DESCRIPTION	AMENDED BUDGET	NORMAL (ABNORMAL)	MONTH 01/31/2021	BALANCE	% BDGT
				INCREASE (DECREASE)	NORMAL (ABNORMAL)	USED
Fund 101 - GENERAL FUND						
Expenditures						
101-171-703.000	SALARIES	1,200.00	660.00	0.00	540.00	55.00
101-171-719.000	FRINGE BENEFITS	91.00	50.49	0.00	40.51	55.48
Total Dept 171 - MAYOR		1,291.00	710.49	0.00	580.51	55.03
Dept 172 - CITY MANAGER						
101-172-703.000	SALARIES	72,575.93	41,513.05	5,582.76	31,062.88	57.20
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	8,594.68	1,500.66	10,656.72	44.64
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	50,673.08	7,083.42	42,189.35	54.57
Dept 209 - ASSESSOR						
101-209-703.000	SALARIES	1,147.51	605.76	80.77	541.75	52.79
101-209-719.000	FRINGE BENEFITS	779.52	319.74	41.83	459.78	41.02
101-209-731.000	PUBLICATION	200.00	0.00	0.00	200.00	0.00
101-209-740.000	SUPPLIES	200.00	68.50	0.00	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	1,817.04	242.27	1,332.96	57.68
101-209-813.000	BOARD OF REVIEW	1,400.00	250.00	0.00	1,150.00	17.86
101-209-818.000	CONTRACT LABOR	15,999.96	7,999.98	2,666.66	7,999.98	50.00
Total Dept 209 - ASSESSOR		24,776.99	11,296.02	3,031.53	13,480.97	45.59
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	14,705.22	2,347.32	31,376.48	31.91
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	6,536.89	264.39	18,573.53	26.03
101-215-731.000	PUBLICATION	300.00	0.00	0.00	300.00	0.00
101-215-740.000	SUPPLIES	450.00	81.42	67.10	368.58	18.09
101-215-741.000	POSTAGE	200.00	0.00	0.00	200.00	0.00
101-215-781.000	COMPUTER SOFTWARE	500.00	0.00	0.00	500.00	0.00
101-215-809.000	TRAINING	300.00	0.00	0.00	300.00	0.00
101-215-818.000	CONTRACT LABOR	0.00	75.00	0.00	(75.00)	100.00
101-215-822.000	ELECTIONS	5,000.00	9,876.91	306.80	(4,876.91)	197.54
101-215-958.000	DUES AND SUBSCRIPTIONS	200.00	253.75	128.75	(53.75)	126.88
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

PERIOD ENDING 01/31/2021

		2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	
GL NUMBER	DESCRIPTION	AMENDED BUDGET	NORMAL (ABNORMAL)	MONTH 01/31/2021	BALANCE	% BDGT
				INCREASE (DECREASE)	NORMAL (ABNORMAL)	USED
Fund 101 - GENERAL FUND						
Expenditures						
Total Dept 215 - CLERK		78,892.12	32,316.10	3,114.36	46,576.02	40.96
Dept 224 - AUDIT						
101-224-807.000	AUDIT	18,000.00	17,350.00	3,100.00	650.00	96.39
Total Dept 224 - AUDIT		18,000.00	17,350.00	3,100.00	650.00	96.39
Dept 253 - TREASURERS OFFICE						
101-253-703.000	SALARIES	62,410.85	35,526.22	4,800.84	26,884.63	56.92
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	11,861.16	2,305.99	9,163.84	56.41
101-253-731.000	PUBLICATION	100.00	0.00	0.00	100.00	0.00
101-253-740.000	SUPPLIES	300.00	108.96	0.00	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	3,678.77	2,998.57	(2,078.77)	229.92
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	53,069.37	10,105.40	34,691.52	60.47
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	851.77	217.76	2,148.23	28.39
101-265-740.400	COMMUNITY HOLIDAY EVENT	400.00	239.98	160.00	160.02	60.00
101-265-740.500	COMMUNITY SPEC EVENTS	900.00	350.26	0.00	549.74	38.92
101-265-741.000	POSTAGE	500.00	234.60	(2.75)	265.40	46.92
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	1,635.57	381.79	364.43	81.78
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	7,460.53	1,489.49	7,825.98	48.80
101-265-958.000	DUES AND SUBSCRIPTIONS	324.00	180.00	0.00	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	16,878.06	2,246.29	18,132.45	48.21
Dept 301 - POLICE						
101-301-703.000	SALARIES	119,365.94	64,547.19	8,358.73	54,818.75	54.08
101-301-703.002	OVERTIME SALARIES	4,600.00	3,261.36	1,413.72	1,338.64	70.90
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	0.00	(1,692.14)	100.00
101-301-719.000	FRINGE BENEFITS	34,072.33	17,740.59	3,150.86	16,331.74	52.07
101-301-725.000	UNIFORM EXPENSES	2,400.00	215.70	104.00	2,184.30	8.99
101-301-740.000	SUPPLIES	7,000.00	2,632.13	1,225.52	4,367.87	37.60
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

PERIOD ENDING 01/31/2021

		2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	
		01/31/2021	MONTH 01/31/2021	BALANCE	% BDGT	
GL NUMBER	DESCRIPTION	AMENDED BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	USED
Fund 101 - GENERAL FUND						
Expenditures						
101-301-853.000	TELEPHONE EXPENSE	1,000.00	686.52	101.70	313.48	68.65
101-301-862.000	GAS	6,000.00	1,799.21	602.18	4,200.79	29.99
101-301-958.000	DUES AND SUBSCRIPTIONS	0.00	25.00	25.00	(25.00)	100.00
101-301-959.000	MISC	250.00	0.00	0.00	250.00	0.00
101-301-970.000	CAPITAL OUTLAY	0.00	56,400.59	1,079.34	(56,400.59)	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	157,892.03	16,061.05	66,655.72	70.32
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 336 - FIRE						
101-336-810.000	EXPENSE	0.00	339.12	339.12	(339.12)	100.00
Total Dept 336 - FIRE		0.00	339.12	339.12	(339.12)	100.00
Dept 337 - EMS						
101-337-810.000	CHANGE ACCOUNT TO "SERVICE"	122,400.00	117,250.00	0.00	5,150.00	95.79
Total Dept 337 - EMS		122,400.00	117,250.00	0.00	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	0.00	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	0.00	7,605.74	52.30
Dept 410 - ZONING						
101-410-703.000	SALARIES	36,982.40	21,336.00	2,844.80	15,646.40	57.69
101-410-719.000	FRINGE BENEFITS	3,360.00	1,782.98	368.41	1,577.02	53.06
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	343.28	50.85	406.72	45.77
101-410-960.000	CONFERENCE AND WORKSHOPS	275.00	0.00	0.00	275.00	0.00
Total Dept 410 - ZONING		42,827.40	23,475.73	3,264.06	19,351.67	54.81
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	0.00	(4,180.00)	100.00
101-441-810.020	RECYCLING EXPENSE	15,000.00	8,527.08	986.39	6,472.92	56.85

PERIOD ENDING 01/31/2021

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	01/31/2021 NORMAL (ABNORMAL)	MONTH 01/31/2021 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
Total Dept 441 - DPW		18,829.00	12,707.08	986.39	6,121.92	67.49
Dept 445 - DRAIN AT LARGE						
101-445-810.000	EXPENSE	1,100.00	1,006.08	975.00	93.92	91.46
Total Dept 445 - DRAIN AT LARGE		1,100.00	1,006.08	975.00	93.92	91.46
Dept 448 - STREET LIGHTS						
101-448-920.000	UTILITIES	36,000.00	14,916.19	2,957.54	21,083.81	41.43
Total Dept 448 - STREET LIGHTS		36,000.00	14,916.19	2,957.54	21,083.81	41.43
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	26,390.53	11,801.58	4,107.74	86.53
Total Dept 906 - DEBT SERVICE		68,820.77	58,584.69	11,801.58	10,236.08	85.13
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	604,717.32	65,182.69	486,216.93	55.43
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		1,148,608.88	920,188.14	4,403.04	228,420.74	80.11
TOTAL EXPENDITURES		1,090,934.25	604,717.32	65,182.69	486,216.93	55.43
NET OF REVENUES & EXPENDITURES		57,674.63	315,470.82	(60,779.65)	(257,796.19)	546.98

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REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

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PERIOD ENDING 01/31/2021

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	01/31/2021 NORMAL (ABNORMAL)	MONTH 01/31/2021 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 202 - MAJOR STREET FUND						
Revenues						
Dept 000						
202-000-408.200	SPEC ASSESSMENT ROAD - SUNSET	63.23	3,258.33	721.76	(3,195.10)	5,153.14
202-000-553.000	ACT 51	174,061.97	83,608.74	14,137.86	90,453.23	48.03
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	86,905.40	14,859.62	132,119.80	39.68
TOTAL REVENUES		219,025.20	86,905.40	14,859.62	132,119.80	39.68
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	0.00	(188.82)	100.00
Total Dept 463 - ROUTINE MAINT		178,714.60	188.82	0.00	178,525.78	0.11
Dept 474 - TRAFFIC SIGNS						
202-474-782.000	STREET MATERIALS & SUPPLIES	500.00	11.95	0.00	488.05	2.39
Total Dept 474 - TRAFFIC SIGNS		500.00	11.95	0.00	488.05	2.39
Dept 478 - WINTER MAINT						
202-478-782.000	STREET MATERIALS & SUPPLIES	0.00	128.65	0.00	(128.65)	100.00
Total Dept 478 - WINTER MAINT		0.00	128.65	0.00	(128.65)	100.00
Dept 480 - CONSTRUCTION						
202-480-803.000	ENGINEERS FEES	3,907.56	4,877.37	0.00	(969.81)	124.82
202-480-818.000	CONTRACT LABOR	19,000.00	32,584.29	2,173.03	(13,584.29)	171.50
Total Dept 480 - CONSTRUCTION		22,907.56	37,461.66	2,173.03	(14,554.10)	163.53
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	41,223.43	2,173.03	177,801.77	18.82
Fund 202 - MAJOR STREET FUND:						
TOTAL REVENUES		219,025.20	86,905.40	14,859.62	132,119.80	39.68
TOTAL EXPENDITURES		219,025.20	41,223.43	2,173.03	177,801.77	18.82
NET OF REVENUES & EXPENDITURES		0.00	45,681.97	12,686.59	(45,681.97)	100.00

PERIOD ENDING 01/31/2021

		2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	
GL NUMBER	DESCRIPTION	AMENDED BUDGET	NORMAL (ABNORMAL)	MONTH 01/31/2021	BALANCE	% BDGT
				INCREASE (DECREASE)	NORMAL (ABNORMAL)	USED
Fund 203 - LOCAL STREET FUND						
Revenues						
Dept 000						
203-000-408.200	SPEC ASSESSMENT ROAD - SUNSET	38,838.00	19,941.32	4,433.46	18,896.68	51.34
203-000-553.000	ACT 51	62,285.00	33,894.87	5,731.46	28,390.13	54.42
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	53,865.89	10,164.92	199,666.03	21.25
TOTAL REVENUES		253,531.92	53,865.89	10,164.92	199,666.03	21.25
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	0.00	(128.65)	100.00
Total Dept 478 - WINTER MAINT		0.00	128.65	0.00	(128.65)	100.00
Dept 480 - CONSTRUCTION						
203-480-803.000	ENGINEERS FEES	10,000.00	3,257.44	0.00	6,742.56	32.57
203-480-818.000	CONTRACT LABOR	27,653.60	84,865.07	545.19	(57,211.47)	306.89
Total Dept 480 - CONSTRUCTION		37,653.60	88,122.51	545.19	(50,468.91)	234.03
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	91,558.99	16,330.92	63,647.68	58.99
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	122,325.49	16,330.92	177,702.68	40.77
TOTAL EXPENDITURES		425,524.07	211,876.65	16,876.11	213,647.42	49.79
Fund 203 - LOCAL STREET FUND:						
TOTAL REVENUES		253,531.92	53,865.89	10,164.92	199,666.03	21.25
TOTAL EXPENDITURES		425,524.07	211,876.65	16,876.11	213,647.42	49.79
NET OF REVENUES & EXPENDITURES		(171,992.15)	(158,010.76)	(6,711.19)	(13,981.39)	91.87

PERIOD ENDING 01/31/2021

		2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	
		01/31/2021	MONTH 01/31/2021	BALANCE	% BDGT	
GL NUMBER	DESCRIPTION	AMENDED BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	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	0.00	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	0.00	99,298.64	27.03
TOTAL REVENUES		136,088.47	36,789.83	0.00	99,298.64	27.03
Expenditures						
Dept 690 - PARK ADMIN						
208-690-740.000	SUPPLIES	61.14	1,241.93	0.00	(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	0.00	22,966.71	15.13
Dept 691 - BALL ADMIN						
208-691-703.000	SALARIES	39,540.80	22,726.45	3,041.60	16,814.35	57.48
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	9,237.96	1,591.91	6,862.04	57.38
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	202.38	144.00	797.62	20.24
208-691-809.000	TRAINING	550.00	0.00	0.00	550.00	0.00
208-691-853.000	TELEPHONE EXPENSE	800.00	343.28	50.85	456.72	42.91
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	38,942.43	4,828.36	25,845.18	60.11
Dept 770 - LAKE ALLIANCE MAINTENANCE						
208-770-740.000	SUPPLIES	800.00	655.24	0.00	144.76	81.91
208-770-775.000	REPAIRS & MAINT	3,500.00	3,575.12	300.00	(75.12)	102.15
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	1,281.33	248.68	5,616.39	18.58
Total Dept 770 - LAKE ALLIANCE MAINTENANCE		11,797.72	9,234.19	548.68	2,563.53	78.27
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

PERIOD ENDING 01/31/2021

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	01/31/2021 NORMAL (ABNORMAL)	MONTH 01/31/2021 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
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	638.35	60.19	1,361.65	31.92
208-771-970.000	CAPITAL OUTLAY	200.00	0.00	0.00	200.00	0.00
Total Dept 771 - CITY PARK		6,300.00	4,191.31	60.19	2,108.69	66.53
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	158.23	28.85	341.77	31.65
Total Dept 774 - BASEBALL		2,100.00	1,393.56	28.85	706.44	66.36
Dept 777 - BALLFIELD						
208-777-740.000	SUPPLIES	1,500.00	4,641.11	0.00	(3,141.11)	309.41
208-777-744.000	YOUTH FEES (UNIFORMS,ETC.)	1,100.00	0.00	0.00	1,100.00	0.00
208-777-745.000	YOUTH UMPIRE FEES	160.00	0.00	0.00	160.00	0.00
208-777-802.000	SERVICE	0.00	381.46	0.00	(381.46)	100.00
208-777-808.000	ADVERTISING	1,800.00	0.00	0.00	1,800.00	0.00
208-777-920.000	UTILITIES	4,000.00	2,219.98	350.21	1,780.02	55.50
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	7,242.55	350.21	2,817.45	71.99
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	5,251.74	1,670.77	(3,951.74)	403.98
Total Dept 779 - SPECIAL EVENTS		1,300.00	5,251.74	1,670.77	(3,951.74)	403.98
TOTAL EXPENDITURES		136,088.47	75,998.11	7,487.06	60,090.36	55.84
Fund 208 - PARK FUND:						
TOTAL REVENUES		136,088.47	36,789.83	0.00	99,298.64	27.03

REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE
PERIOD ENDING 01/31/2021

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 01/31/2021		ACTIVITY FOR MONTH 01/31/2021		AVAILABLE BALANCE		% BDGT USED
			NORMAL	(ABNORMAL)	INCREASE	(DECREASE)	NORMAL	(ABNORMAL)	
Fund 208 - PARK FUND									
TOTAL EXPENDITURES		136,088.47		75,998.11		7,487.06		60,090.36	55.84
NET OF REVENUES & EXPENDITURES		0.00		(39,208.28)		(7,487.06)		39,208.28	100.00

PERIOD ENDING 01/31/2021

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	01/31/2021 NORMAL (ABNORMAL)	MONTH 01/31/2021 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 247 - TAX INCREMENT FINANCING AUTHOR						
Revenues						
Dept 728 - TIFA DEPT						
247-728-401.000	PROPERTY TAXES	160,233.13	159,788.72	27,489.51	444.41	99.72
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	261.35	37.84	3,638.65	6.70
Total Dept 728 - TIFA DEPT		164,133.13	172,298.68	27,527.35	(8,165.55)	104.97
TOTAL REVENUES		164,133.13	172,298.68	27,527.35	(8,165.55)	104.97
Expenditures						
Dept 728 - TIFA DEPT						
247-728-702.000	WAGES - OTHER	4,600.00	2,858.33	408.34	1,741.67	62.14
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	0.00	24,824.62	11.97
247-728-807.000	AUDIT	4,825.00	4,400.00	0.00	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	2,801.26	2,801.26	16,198.74	14.74
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	0.00	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	73,370.22	3,209.60	145,607.28	33.51
TOTAL EXPENDITURES		218,977.50	73,370.22	3,209.60	145,607.28	33.51
Fund 247 - TAX INCREMENT FINANCING AUTHOR:						
TOTAL REVENUES		164,133.13	172,298.68	27,527.35	(8,165.55)	104.97
TOTAL EXPENDITURES		218,977.50	73,370.22	3,209.60	145,607.28	33.51
NET OF REVENUES & EXPENDITURES		(54,844.37)	98,928.46	24,317.75	(153,772.83)	180.38

PERIOD ENDING 01/31/2021

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	01/31/2021 NORMAL (ABNORMAL)	MONTH 01/31/2021 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
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	0.00	(487.50)	197.50
Total Dept 729 - DOWNTOWN		21,500.00	23,655.61	0.00	(2,155.61)	110.03
TOTAL EXPENDITURES		21,500.00	23,655.61	0.00	(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	0.00	(2,155.61)	110.03
NET OF REVENUES & EXPENDITURES		(19,000.00)	(23,655.61)	0.00	4,655.61	124.50

PERIOD ENDING 01/31/2021

		2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE		
GL NUMBER	DESCRIPTION	AMENDED BUDGET	01/31/2021	MONTH 01/31/2021	BALANCE	% BDGT	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	USED	
Fund 590 - SEWER FUND							
Revenues							
Dept 000							
590-000-642.000	BILLS	142,885.24	90,053.48	11,134.75	52,831.76	63.03	
590-000-642.001	FIXED COSTS	400,737.05	236,105.53	33,321.79	164,631.52	58.92	
590-000-655.000	FINES & FORFEITURES	15,000.00	3,785.72	1,811.61	11,214.28	25.24	
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	332,444.73	46,268.15	281,160.56	54.18	
TOTAL REVENUES		613,605.29	332,444.73	46,268.15	281,160.56	54.18	
Expenditures							
Dept 527 - ADMINISTRATIVE							
590-527-703.000	SALARIES	20,292.48	10,199.11	1,548.77	10,093.37	50.26	
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	3,718.15	633.94	1,931.85	65.81	
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	1,184.60	275.00	915.40	56.41	
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	0.00	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	
590-527-920.000	UTILITIES	0.00	4,377.38	4,377.38	(4,377.38)	100.00	
Total Dept 527 - ADMINISTRATIVE		56,442.48	22,484.87	6,835.09	33,957.61	39.84	
Dept 556 - DPW							
590-556-740.000	SUPPLIES	10,000.00	5,819.45	0.00	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	0.00	366.87	85.33	
590-556-803.000	ENGINEERS FEES	20,000.00	12,088.70	888.50	7,911.30	60.44	
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	0.00	(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	0.00	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	135,016.15	888.50	243,281.63	35.69	
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	140,506.87	33,921.25	80,045.13	63.71	
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	

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REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

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PERIOD ENDING 01/31/2021

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT
		AMENDED BUDGET	01/31/2021	MONTH	01/31/2021	NORMAL	(ABNORMAL)	
			NORMAL (ABNORMAL)	INCREASE	(DECREASE)			USED
Fund 590 - SEWER FUND								
Expenditures								
Total Dept 906 - DEBT SERVICE		429,035.00	180,506.87		33,921.25		248,528.13	42.07
TOTAL EXPENDITURES		863,775.26	338,007.89		41,644.84		525,767.37	39.13
Fund 590 - SEWER FUND:								
TOTAL REVENUES		613,605.29	332,444.73		46,268.15		281,160.56	54.18
TOTAL EXPENDITURES		863,775.26	338,007.89		41,644.84		525,767.37	39.13
NET OF REVENUES & EXPENDITURES		(250,169.97)	(5,563.16)		4,623.31		(244,606.81)	2.22

PERIOD ENDING 01/31/2021

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	01/31/2021 NORMAL (ABNORMAL)	MONTH 01/31/2021 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 591 - WATER FUND						
Revenues						
Dept 000						
591-000-608.000	PENALTIES	320.00	145.00	0.00	175.00	45.31
591-000-642.000	BILLS	183,981.36	118,811.69	14,649.07	65,169.67	64.58
591-000-642.001	FIXED COSTS	336,684.00	197,101.22	28,190.54	139,582.78	58.54
591-000-655.000	FINES & FORFEITURES	11,606.18	3,621.49	1,726.15	7,984.69	31.20
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	321,914.40	44,565.76	264,620.14	54.88
TOTAL REVENUES		586,534.54	321,914.40	44,565.76	264,620.14	54.88
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	0.00	570.27	56.13
591-527-741.000	POSTAGE	2,400.00	1,184.58	275.00	1,215.42	49.36
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	3,260.11	275.00	29,977.70	9.81
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	0.00	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	3,568.24	1,415.00	3,131.76	53.26
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	1,927.47	1,067.44	5,494.07	25.97
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	9,024.68	2,482.44	300,883.27	2.91
Dept 906 - DEBT SERVICE						
591-906-995.000	BOND INTEREST	120,523.00	81,149.37	20,955.00	39,373.63	67.33
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	106,149.37	20,955.00	158,316.63	40.14

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PERIOD ENDING 01/31/2021

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 01/31/2021 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 01/31/2021 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 591 - WATER FUND						
Expenditures						
TOTAL EXPENDITURES		607,611.76	118,434.16	23,712.44	489,177.60	19.49
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Fund 591 - WATER FUND:						
TOTAL REVENUES		586,534.54	321,914.40	44,565.76	264,620.14	54.88
TOTAL EXPENDITURES		607,611.76	118,434.16	23,712.44	489,177.60	19.49
NET OF REVENUES & EXPENDITURES		(21,077.22)	203,480.24	20,853.32	(224,557.46)	965.40

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REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

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PERIOD ENDING 01/31/2021

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 01/31/2021 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 01/31/2021 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	0.00	(1,311.70)	100.00
Total Dept 556 - DPW		0.00	8,961.70	0.00	(8,961.70)	100.00
TOTAL EXPENDITURES		0.00	8,961.70	0.00	(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	0.00	(8,961.70)	100.00
NET OF REVENUES & EXPENDITURES		0.00	(8,961.70)	0.00	8,961.70	100.00

PERIOD ENDING 01/31/2021

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	01/31/2021 NORMAL (ABNORMAL)	MONTH 01/31/2021 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 641 - EQUIPMENT REPAIR & REPLACEMENT						
Revenues						
Dept 000						
641-000-674.010	OPERATING TRANSFER-IN	499,048.05	0.00	0.00	499,048.05	0.00
Total Dept 000		499,048.05	0.00	0.00	499,048.05	0.00
TOTAL REVENUES		499,048.05	0.00	0.00	499,048.05	0.00
Expenditures						
Dept 932 - EQUIPMENT REPAIR ACTIVITY						
641-932-703.000	SALARIES	220,918.43	126,861.62	15,227.61	94,056.81	57.42
641-932-703.002	OVERTIME SALARIES	10,538.88	5,046.72	682.00	5,492.16	47.89
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	49,583.80	7,044.72	51,416.20	49.09
641-932-725.000	UNIFORM EXPENSES	2,500.00	1,727.00	192.16	773.00	69.08
641-932-731.000	POSTAGE	0.00	671.28	0.00	(671.28)	100.00
641-932-740.000	SUPPLIES	10,000.00	10,259.76	722.28	(259.76)	102.60
641-932-775.000	REPAIRS & MAINT	12,070.00	5,481.65	1,070.46	6,588.35	45.42
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	0.00	(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	1,610.27	278.43	1,389.73	53.68
641-932-862.000	GAS	11,600.00	6,104.31	1,807.89	5,495.69	52.62
641-932-913.000	INSURANCE-LIAB & WORKMAN COMP	28,820.74	23,193.50	(12.08)	5,627.24	80.48
641-932-920.000	UTILITIES	84,000.00	24,336.93	1,109.12	59,663.07	28.97
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	9,214.50	3,042.75	(4,214.50)	184.29
Total Dept 932 - EQUIPMENT REPAIR ACTIVITY		499,048.05	280,828.26	31,165.34	218,219.79	56.27
TOTAL EXPENDITURES		499,048.05	280,828.26	31,165.34	218,219.79	56.27
Fund 641 - EQUIPMENT REPAIR & REPLACEMENT:						
TOTAL REVENUES		499,048.05	0.00	0.00	499,048.05	0.00
TOTAL EXPENDITURES		499,048.05	280,828.26	31,165.34	218,219.79	56.27
NET OF REVENUES & EXPENDITURES		0.00	(280,828.26)	(31,165.34)	280,828.26	100.00

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REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

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PERIOD ENDING 01/31/2021

GL NUMBER	DESCRIPTION	2020-21 AMENDED BUDGET	YTD BALANCE 01/31/2021 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 01/31/2021 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 703 - SPECIAL TAX ACCOUNT						
Revenues						
Dept 000						
703-000-665.000	INTEREST	0.00	20.56	16.15	(20.56)	100.00
Total Dept 000		0.00	20.56	16.15	(20.56)	100.00
TOTAL REVENUES		0.00	20.56	16.15	(20.56)	100.00
Fund 703 - SPECIAL TAX ACCOUNT:						
TOTAL REVENUES		0.00	20.56	16.15	(20.56)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	20.56	16.15	(20.56)	100.00

PERIOD ENDING 01/31/2021

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	01/31/2021 NORMAL (ABNORMAL)	MONTH 01/31/2021 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
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	(6,144.20)	(819.48)	6,144.20	100.00
750-000-910.015	DISABILITY & LIFE	0.00	(564.96)	(77.04)	564.96	100.00
750-000-910.030	DENTAL AND VISION	0.00	(455.00)	(60.00)	455.00	100.00
Total Dept 000		0.00	(7,164.17)	(956.52)	7,164.17	100.00
TOTAL EXPENDITURES		0.00	(7,164.17)	(956.52)	7,164.17	100.00
Fund 750 - FED TAX OVERPAYMENT:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	(7,164.17)	(956.52)	7,164.17	100.00
NET OF REVENUES & EXPENDITURES		0.00	7,164.17	956.52	(7,164.17)	100.00
TOTAL REVENUES - ALL FUNDS		3,623,075.48	1,924,427.63	147,804.99	1,698,647.85	53.12
TOTAL EXPENDITURES - ALL FUNDS		4,082,484.56	1,769,909.18	190,494.59	2,312,575.38	43.35
NET OF REVENUES & EXPENDITURES		(459,409.08)	154,518.45	(42,689.60)	(613,927.53)	33.63

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CUSTOM INVOICE REPORT FOR CITY OF POTTERVILLE
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INVOICE NUMBER	DESCRIPTION	AMOUNT
BANK CODE: GEN		
VENDOR NAME: ACE HARDWARE-GRAND LEDGE		
JAN STATEMENT	KEYS, SHOVEL, PADLOCKS, BATTERIES, 264.30	264.30
TOTAL VENDOR ACE HARDWARE-GRAND LEDGE		264.30
VENDOR NAME: ALTOGAS, INC		
FEB STATEMENT	PROPANE	1,162.36
TOTAL VENDOR ALTOGAS, INC		1,162.36
VENDOR NAME: AM-PAK MEDICAL AND SAFETY		
131490	MEDICAL SUPPLIES	83.90
131492	MEDICAL SUPPLIES	128.70
131489	MEDICAL SUPPLIES	114.90
131491	MEDICAL SUPPLIES	72.90
TOTAL VENDOR AM-PAK MEDICAL AND SAFETY		400.40
VENDOR NAME: APPLIED IMAGING		
1681112	COPIER	39.74
TOTAL VENDOR APPLIED IMAGING		39.74
VENDOR NAME: BADER & SONS		
JAN STATEMENT	PARTS	131.71
TOTAL VENDOR BADER & SONS		131.71
VENDOR NAME: CINTAS CORPORATION #725		
JAN STATEMENT	UNIFORMS	241.77
TOTAL VENDOR CINTAS CORPORATION #725		241.77
VENDOR NAME: CITY OF POTTERVILLE		
JAN	UTILITIES	1,034.16
TOTAL VENDOR CITY OF POTTERVILLE		1,034.16
VENDOR NAME: CONSUMERS ENERGY		
JAN	GAS AND ELECTRIC	8,513.06
JANUARY	STREET LIGHTS AND LED LIGHT RD	2,148.62
TOTAL VENDOR CONSUMERS ENERGY		10,661.68
VENDOR NAME: CUMMINS BRIDGEWAY, LLC		
S3-95721	FULL SVC W/1.5 HR LB	710.91
S3-96073	FULL SVC W/1.5 HR LB	710.91
S3-96074	FULL SVC W/1.5 HR LB	928.03
S3-96075	FULL SVC W/1.5 HR LB	746.83
TOTAL VENDOR CUMMINS BRIDGEWAY, LLC		3,096.68
VENDOR NAME: DETROIT SALT CO		
S121-03397	ROCK SALT	2,824.87
TOTAL VENDOR DETROIT SALT CO		2,824.87
VENDOR NAME: EATON COUNTY SHERIFF'S DEPARTMENT		
2021-00000015	WORK CREW SERVICES	600.00
2021-00000014	DEC WORK CREW SERVICES 12/10&12/17	600.00
TOTAL VENDOR EATON COUNTY SHERIFF'S DEPARTMENT		1,200.00
VENDOR NAME: FOSTER SWIFT COLLINS & SMITH		
800949	ATTORNEY SERVICES	287.00
TOTAL VENDOR FOSTER SWIFT COLLINS & SMITH		287.00
VENDOR NAME: GRANGER CONTAINER SERVICE, INC		
22141493	FEB. STATEMENT	237.32
TOTAL VENDOR GRANGER CONTAINER SERVICE, INC		237.32
VENDOR NAME: GRIFFIN, DEBRA		
JAN	PARTS TO REPAIR CHAIR	11.84
TOTAL VENDOR GRIFFIN, DEBRA		11.84
VENDOR NAME: MAMC		

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CUSTOM INVOICE REPORT FOR CITY OF POTTERVILLE
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INVOICE NUMBER	DESCRIPTION	AMOUNT
BANK CODE: GEN		
VENDOR NAME: MAMC		
REG.	CONFERENCE FOR CLERK	650.00
TOTAL VENDOR MAMC		650.00
VENDOR NAME: MENARDS-LANSING WEST		
14272	STAIRS COPS GARAGE	607.30
TOTAL VENDOR MENARDS-LANSING WEST		607.30
VENDOR NAME: MICHIGAN DEPT OF ENVIRONMENTAL		
761-10603713	WATER TEST	756.00
TOTAL VENDOR MICHIGAN DEPT OF ENVIRONMENTAL		756.00
VENDOR NAME: NYE UNIFORM		
764053	BASE SHIRT EMBROIDERY	476.00
764782	KNIT SKULL CAPS	156.00
765080	RETURNED CREDIT FOR INVOICE 762684	(104.00)
764052	POLICE UNIFORM	311.50
TOTAL VENDOR NYE UNIFORM		839.50
VENDOR NAME: PHP		
210151777	FEB BENEFITS	4,097.27
TOTAL VENDOR PHP		4,097.27
VENDOR NAME: POTTERVILLE AREA CHAMBER OF		
ANNUAL DUES	ANNUAL MEMBERSHIP	40.00
TOTAL VENDOR POTTERVILLE AREA CHAMBER OF		40.00
VENDOR NAME: PRESTON COMMUNITY SERVICES LLC		
FEB	ASSESSING	1,333.33
TOTAL VENDOR PRESTON COMMUNITY SERVICES LLC		1,333.33
VENDOR NAME: QUILL CO		
14187599A	CREDIT MEMO RETURN USB HUB	(10.18)
14187599	USB HUB	10.18
14187701	TAX FORMS	10.99
14210316	CALENDAR	18.52
14216549	CALENDAR	17.23
14217091	CALENDAR	17.23
14031986	PAPER, KLEENEX, DATE STAMPER	32.79
14029806	DESK CHAIR	112.38
TOTAL VENDOR QUILL CO		209.14
VENDOR NAME: S.A. MORMAN & CO		
684771	DOORS FOR WELLS	9,255.00
TOTAL VENDOR S.A. MORMAN & CO		9,255.00
VENDOR NAME: SHERRY BURKE		
WTR REFUND	VOID CK 19147- REPLACEMENT CK-DEPOSIT REFUND	100.00
TOTAL VENDOR SHERRY BURKE		100.00
VENDOR NAME: THE COUNTY JOURNAL		
226392	COMPOST AND RECYCLING NOTICE	206.28
TOTAL VENDOR THE COUNTY JOURNAL		206.28
VENDOR NAME: THE PARTS PLACE-CHARLOTTE		
196757	LAMP	10.65
TOTAL VENDOR THE PARTS PLACE-CHARLOTTE		10.65
VENDOR NAME: UNITED STATES POST OFFICE		
FEB 2021	WATER/SEWER BILLS MONTH OF FEB 2021	199.76
P,O, BOX 508	ANNUAL FEE FOR P.O. BOX	58.00
TOTAL VENDOR UNITED STATES POST OFFICE		257.76
VENDOR NAME: VERIZON WIRELESS		
9872377406	CELL PHONE	481.83

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CUSTOM INVOICE REPORT FOR CITY OF POTTERVILLE
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INVOICE NUMBER	DESCRIPTION	AMOUNT
BANK CODE: GEN		
VENDOR NAME: VERIZON WIRELESS		
	TOTAL VENDOR VERIZON WIRELESS	481.83
VENDOR NAME: WEST MICHIGAN INTERNATIONAL		
JAN STATEMENT	MIRROR FOR TRUCK 212	804.31
	TOTAL VENDOR WEST MICHIGAN INTERNATIONAL	804.31
VENDOR NAME: WEX BANK		
69860666	JAN FUEL	284.90
	TOTAL VENDOR WEX BANK	284.90
VENDOR NAME: WILLIAMS FARM MACHINERY		
JAN STATEMENT	SUPPLIES	337.64
	TOTAL VENDOR WILLIAMS FARM MACHINERY	337.64
	TOTAL BANK CODE: GEN	41,864.74
GRAND TOTAL:		41,864.74

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CUSTOM INVOICE REPORT FOR CITY OF POTTERVILLE
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BANK CODE: GEN

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INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: AXON ENTERPRISE, INC.		
SI-1715838	EVIDENCE.COM BASIC LICENSE PAYMENT	135.00
TOTAL VENDOR AXON ENTERPRISE, INC.		135.00
VENDOR NAME: BLUE LINE INNOVATIONS, LLC		
12904	UNIFORMS FOR POLICE	334.78
TOTAL VENDOR BLUE LINE INNOVATIONS, LLC		334.78
VENDOR NAME: CARDMEMBER SERVICE		
FEB	SERVER BATTERY, REG. GRANT, SUPPLIES, WINTER GEAR	1,884.59
TOTAL VENDOR CARDMEMBER SERVICE		1,884.59
VENDOR NAME: FOSTER SWIFT COLLINS & SMITH		
802573	JAN, REVIEW CORRESPONDENCE CONSENT JUDGEMENT, TELEPHONE CONF.	369.00
TOTAL VENDOR FOSTER SWIFT COLLINS & SMITH		369.00
VENDOR NAME: HASSEL FREE FUELS INC.		
FEB	GAS	1,017.07
TOTAL VENDOR HASSEL FREE FUELS INC.		1,017.07
VENDOR NAME: MICHIGAN RURAL WATER		
2020-00201	REGISTRATION	75.00
TOTAL VENDOR MICHIGAN RURAL WATER		75.00
VENDOR NAME: PETTY CASH		
FEB	REIMBURSEMENT OF PETTY CASH	94.32
TOTAL VENDOR PETTY CASH		94.32
VENDOR NAME: QUILL CO		
14466119	CALENDAR	24.99
TOTAL VENDOR QUILL CO		24.99
VENDOR NAME: SHARE CORPORATION		
159220	TOOL SET, GLASS CLEANER, PENETRATING OIL, WRENCH	130.12
TOTAL VENDOR SHARE CORPORATION		130.12
VENDOR NAME: THE PARTS PLACE-CHARLOTTE		
197761	SUPPLIES	13.48
TOTAL VENDOR THE PARTS PLACE-CHARLOTTE		13.48
VENDOR NAME: UNITED STATES POST OFFICE		
ASSESS	ASSESSING NOTICES	423.78
TOTAL VENDOR UNITED STATES POST OFFICE		423.78
VENDOR NAME: VERIZON WIRELESS		
9872707784	JAN	39.02
TOTAL VENDOR VERIZON WIRELESS		39.02
VENDOR NAME: WOW!BUSINESS		
FEB STATEMENT	INTERNET	630.90
TOTAL VENDOR WOW!BUSINESS		630.90
GRAND TOTAL:		5,172.05

City of Potterville

000034

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

February 11, 2021

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

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

1. Michigan Department of Transportation (MDOT) Engineering Review for Land Tract 1605 has been completed and approved. This is in regards to the City's wellhead development project and potential land acquisition of about 6-7 acres of property near the corner of Sunset Drive/Hartel Road M-100. Pursuant to this review, MDOT's technical staff will now prepare a sketch a parcel and draft legal instrument for the property to be conveyed to the City. The estimated sale price for the land may be around \$3,500 per acre plus associated costs of a survey and appraisal. The amount is advantageous for the City being a public-to-public sale and within parameters of its budget appropriations for the Water Fund 591. Once a sketch and legal description is prepared, MDOT's appraisal staff will determine Fair Market Value (FMV) for the property rights/interest to be conveyed. The City shall be responsible for costs that are associated with the appraisal. MDOT is required by law to receive FMV when selling property. This process is estimated to take an additional 4-6 months from February.

2. The City's DNR Recreation Passport Land Conversion appeal, as previously reported, has been reviewed by the DNR Recreation Grants Conversion Office, MI Representative Angela Witwer Office, US Senator Gary Peter's Office and the National Parks Service (NPS). I'm pleased to announce that I have heard from Senator Peter's Office that the NPS is willing to work with the City of Potterville and the DNR to resolve its "Conversion" at Sunset Hills Park. I received this news today. Meaning - the City should not have to purchase additional property from private owners in order to satisfy its 16-year-old LWCF conversation issue resulting from the Library use of City Park property. NPS requests the City submit all necessary paperwork for approval and provide contextual evidence to prove the Sunset Hills property was purchased in order to satisfy the mitigation requirements. I expect to have this information to the NPS as soon as possible. The NPS is going through what the DNR has sent over to its Office, and I have a call scheduled with Senator Peter's Office at 11 am tomorrow to discuss remaining steps for NPS acceptance. The timing of the news should allow the City to resolve any outstanding issues with the DNR this year, and potentially avoid conversion penalties from the DNR Recreation Passport Grant Program should the city desire to "re up" its 2020 grant application. I ask the City consider this course of action with slight design changes to the playground approaches and landscaping areas to increase "sustainability" grant points.

3. TIFA Lansing Road Sidewalk – Phase 1 project is scheduled for a public hearing during your regular meeting. Personal invitations have been mailed to impacted landowners in the TIFA development district. Project information has been made available online and reported in local County Journal newspaper. As per my duties as acting TIFA Director I have worked alongside TIFA Board members to evaluate these first steps of the Lansing Road's "street scape"

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improvements, and I'm extremely pleased to present the project for review. TIFA intends to fund the entire project contingent upon the City accepting ownership, operation and maintenance of the expanded sidewalk once it's finished and inspected. TIFA's contribution of public funds are planned at \$123,240 that includes a 10% cost contingency. The projects overall goal is to connect the City's existing resources such as Lake Alliance Park, existing sidewalk grid, businesses areas to high-density residential areas in the heart of its developmental district.

4. It has been discussed and motioned by the TIFA Board to consider long-term demands of its City General Fund obligations and services for operation, maintenance and replacements of enhanced street scape improvements specific to the TIFA Development area. TIFA Board members unanimously support a contribution towards upgrading and/or possibly exchanging current equipment owned by the City, specifically its UTV vehicle, that would be planned to be used extensively for construction, maintenance and operation of the TIFA Phase 1 and Phase 2 projects. TIFA has discussed upgrading this piece of City equipment on the condition of City ownership, maintenance and operation of its project assets and perpetual ownership, insurance and maintenance of the equipment. In fairness to the City's general obligated tax payer, TIFA would expect to upgrade this vehicle at cost to TIFA in exchange for planned increases in maintenance needs of its enhanced facilities associated with TIFA's street scape design – in the TIFA Development District.

5. The City's regular 2020-2021 Fiscal Budget Amendments are being generated this week and have been targeted for action during your regular March meeting. A Budget Hearing and Truth in Taxation Notice will be published in the County Journal in accordance with law and all Departmental Budgets and Fund balances will be made available in advance for review and public input. Accurate cash flow balances for all City (as well as TIFA) accounts have been reconciled successfully for numerous months consecutively and I'm expecting a straight forward mid-budget amendment to be followed up later in June.

6. 2021 Road Maintenance Estimates and Work Orders are enclosed in your meeting packet for review, and requires acceptance of City council. This year's estimates include rubberized crack fill for the non-motorized trail south of Vermontville Hwy and the pathway in Lake Alliance Park connecting the Softball Quad parking lot to the concession stand/bathrooms. Works involves rubberized crack fill of the following roads in Country Lake Estates, Country Lake Dr, Laurens Way, Remway St. and Thornway for total estimated project cost of \$14,000. The work consists of crack fill of roads paved in the 2016 USDA project including Cherry, W. Pearl and Benton streets from Dunbar St. to Hartel Rd, and Church and Cottage streets from Main St. to Lansing Rd or \$30,500. Crack fill the east and west entrance roads to City Park and the City Parking Lot areas = \$7,300. Also crack fill on the nonmotorized path south of W. Vermontville Hwy. and pathway of HMA in the Softball ball field cluster should total around \$7,900. Total estimated project cost of all four areas when bided together is \$59,700 from your MDOT Major Street Funds 202 & 203 and Parks Fund 208.

TREASURER'S REPORT
February 18, 2021

Utility bills—as of 2/11/2021 (bills due on 15th) \$79,654.77 is outstanding with \$40,809.20 over 30 days past due. Bills are due on February 15th. Bills paid after the 15th will be penalized 10% of the outstanding balance.

Water usage month of Feb (Jan billing): 4,287,796 gallons
Sewer usage month of Feb (Jan billing): 4,281,251 gallons
Ready to service charge-water: \$28,106.94
Ready to service charge-sewer: \$33,225.76
Total water and sewer billed out from 12/22/20-01/20/21 is \$90,824.39.

Payroll month of January, 2021: \$56,890.05 (this includes all payroll taxes + MERS, council and planning).

All bank reconciliations (tax, payroll, general pooled) are completed through the month of January, 2021.

Summer tax bills were due Sept 14, 2020. Current collection rate as of 02/11/21: 95.5%. Winter tax bills are due February 16th (14th falls on Sunday and Monday, the 15th, is Presidents Day). Collection rate: 86.8%.

The City did \$219,577.73 in credit card sales last year with Invoice Cloud (which we implemented in February). If the average bill is approximately \$100/ monthly this amounts to 2195 transactions that the City did not have to enter, process and take to the bank. I can't stress how much implementing Invoice Cloud has helped with our daily operations and bank reconciliations.

Aaron and I met with Independent Bank last week to discuss fees, service, investment options and credit card limit. We also talked to Eaton Community Bank (Becky included) about the same items.

Respectfully submitted: Jodi West

City of Potterville

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

From the Clerk's office

The residents of Potterville are taking advantage of the free service of Notary Public at the City Hall.

Last month, I began to compare the City's Qualified Voter File (QVF) hard copy Mastercard to the State's digital file. While reviewing the documents it was quickly discovered that indeed it was a large project ahead to get the two files to match. There are many voters with no signature on our record cards, voters who have no printed Mastercard, and an abundance of voters who have moved that need to be canceled in our records. At this point, 255 new voter cards and voters' cards who needed a signature on our file Mastercard, are now printed and filed. Already, well over 500 canceled voters Mastercards needed to be pulled from our files, just in the first half of the alphabet. The goal was to have completed this by this month but it has taken longer than expected. It should be completed this time next month.

I have had zoom meetings to participate in. The first one, is every four years; each school district's Election Coordinating Committee, must hold a meeting to review the district's election plan. Each plan/agreement spells out the election responsibilities designated to the County Clerk, local clerks and the school district. Another meeting was the quarterly Capital Area Clerks Association. This association allows for great networking among neighboring jurisdictions. For a new clerk, this is helpful with the daily tasks a clerk might have questions with "how to."

I continue to work on completing the additional Election Accreditation training. I have completed 55% of the online course of texts and videos. Recently, I joined in on a webinar on Chart of Accounts that the State of Michigan provided. This will be helpful as the City is required to update/change our Chart of Account numbers by the end of this year and put them in place in our 2022 fiscal year.

Bureau of Elections at the State of Michigan notified us that we needed to perform a Risk Limiting Audits (RLA). Risk limiting audits are used to confirm the accuracy of ballot tabulation machines, by comparing the results from the hand count of the randomly selected paper ballots to the previously printed results from the machines. The City of Potterville had to pull 6 ballots and tabulate the totals for the presidential race. The City Manager assisted in this audit which took us about 2 hours to pull the ballots. Michigan's long-planned statewide audit is expected to confirm within a statistical level of certainty the results. A pilot audit after the presidential primary in March of 2020 already demonstrated the accuracy of Michigan's elections.

If I can be of any assistance please contact me.

Respectfully,

Becky Dolman

Parks & Recreation Department February 2021

Parks:

- Progress continues for the CN Railway “EcoConnexions from the Ground Up “America In Bloom” grant. We have registered as a participant in the National Awards Program which is a requirement of the grant to receive. To sign up for this awards program you do not have to receive a grant, other participants have been involved in this program for years. However, since we received the grant that is in partnership with America In Bloom it is a requirement. Other 2021 participants are from, Kentucky, Illinois, New York, Alabama, Missouri, Washington, Ohio, Indiana, Minnesota, Michigan, Mississippi, Wisconsin, and Florida. Plants, shrubs, trees have been in discussion and a layout is in progress before placing our order. By participating in the National Awards Program there is a Community Profile to do. This is based on the Community as a whole, not just the project area of the CN Railway. There are several categories that are involved floral, landscape, historic, urban forestry, environmental efforts, community vitality, and overall impression. Each category has metrics (subheadings) that will be scored by the judges. Judges will be assigned in March and then reach out to participants. These judges will be able to provide suggestions, recommendations and more on areas in our community that we need help in, what they like in our community that we are doing/planning to do, provide comments and more. Zoom meetings/conference calls will be taking place to discuss all of this, however the community profile must be submitted prior to our first meeting. As a participant in America In Bloom Program, we have been reached out by the Executive Director of the National Garden Bureau about an opportunity to plant an All-America Selections (AAS) Showcase Garden. If interested, we would receive seeds of AAS Winners, at no cost to us and would receive a minimum of 10-12 AAS Winner varieties in 2021. Part of this opportunity is the garden must be on public display, all plants must be labeled with the names, (AAS will provide the labels), and pictures and a verification/application form must be provided to an AAS representative during mid-summer to verify compliance. With this opportunity we can continue our placemaking efforts and beautification strategies.
- The City Manager and Parks & Recreation Director continue to work on the parks conversion. The City Manager has reached out to legislators for assistance as well. We did hear back for the Michigan DNR Conversion Officer earlier this month and has stated that they have provided the National Parks Service (NPS) all the necessary documents pertaining to the conversion status and the NPS team will review and make a determination. The Conversion Officer also mention that reviews typically take 30-60 days which puts us in a crunch for time for this grant cycle which the deadline is April 1 and we were in high hopes of getting this conversion resolved before then so the City would not get penalized again in our grant score.
- The work crew continues to come weekly to help clear out the trees out at Lake Alliance Park. So far with what they have accomplished this winter has made a huge difference in our park, woods, and trails. Things are becoming more visible and safer to utilize.

Recreation:

- With the recent Michigan Department of Health and Human Services order in place for contact sports to resume, it is the plan to offer and provide recreational programs this year with safety precautions, protocols, and guidelines in place and following the Michigan Department of Health and Human Services orders along with local and State. There are

still uncertainties, we'll take them as they come and we know that things can change, and will change quickly whether by the City, Parks & Recreation Department, Michigan Department of Health and Human Services, local and State.

- A Seasonal worker- Parks & Recreation Assistant job posting has been posted and many candidates have applied. We will be going through and reviewing the candidates during our selection process prior to doing interviews. The Parks & Recreation Department has a good selection of candidates to choose from that have experiences in this field/career.
- Contact letters will be going out to potential vendors for our Farmers Market that is planning on taking place on Wednesdays starting in June. We look forward to providing this service to our community and hope to build from it every market day and every year.
- Parks Committee has met this month and receive updates on grants, parks, programs and discussed further of a pocket park being planned during the Lansing Road Sidewalk Project and the purchased of a skid steer and what it will be able to do to our trails.

Respectfully Submitted,

Tiffany Schaner, Parks & Recreation Director



Benton Township Fire Department

4713 Hartel Road

Pottersville, MI 48876

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

Proudly Serving Benton Township & the City of Pottersville

Monthly Report January 2021

Operational Information:

- Still seeing significant amount of COVID 19 related responses
- Utilizing additional personnel for decontamination
- Oil Change & Service was completed A-111
- Hosted an Elkhart Brass Representative for an outdoor nozzle demonstration

Training:

- Air Bags, Ice Rescue Equipment, Truck Inventories, PPE Inspections

Meetings & Special Events:

- Tri County Emergency Medical Control Authority – Board of Directors Meeting
- Eaton County Fire Training Committee Meeting
- BTFD Officer Selection Committee
- BTFD Membership meeting

Calls For Service (CFS):

- **Fire** – 9 City of Pottersville, 16 Benton Township, 4 Mutual Aid
- **EMS** – 29 City of Pottersville, 19 Benton Township, 48 Mutual Aid



City of Potterville

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

February 17, 2021

To: City of Potterville Council Members

From: Brandy Hatt, Zoning Administrator

Re: Report to Council

Below is a list of the projects I am currently working on for the City of Potterville. Please keep in mind, these projects do not include the day-to-day commutations or projects with property owners located in the City of Potterville.

- Recodification of City of Potterville Code of Ordinances: Municode has sent back additional questions and potential changes which have been answered. We hope to have a final draft of the Code of Ordinances in March.
- Zoning Ordinance Update: The Planning Commission will discuss moving forward with this project at their next meeting.
- Planning Commission: The Planning Commission will meet on March 16th to hear a Site Plan Review Application submitted by O'Harrow Construction on behalf of Alro Steel for the construction of a facility visitor restroom building. In addition, the Planning Commission will review the proposed Capital Improvement Plan as submitted by Williams & Works.
- Zoning Board of Appeals: I have scheduled a Zoning Board of Appeals Member training to take place on Tuesday, April 13 at 6:00 p.m.
- Gizzard Fest: The Gizzard Fest Committee is scheduled to meet on Thursday, February 18th at 5:30 p.m.

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

City of Potterville

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Personal property statements were sent to local businesses in January and are now coming back in. The majority of businesses within the City are eligible for the Small Business Taxpayer Exemption (MCL 211.9o).

Economic Condition Factors and Land Values have been finalized to set assessed values for the year.

2021 assessment notices will be going out in the mail to taxpayers by February 22nd.

March Board of Review will be held Monday, March 8th: 9am-3pm and Tuesday, March 9th: 3pm-9pm.

Thanks,

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

Sarah Payton, MAAO

City of Potterville

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

CITY OF POTTERVILLE

RESOLUTION NO. 21-0121-03

RESOLUTION AUTHORIZING A RESIDENT TAXPAYER TO FILE A PROTEST BEFORE THE BOARD OF REVIEW BY LETTER WITHOUT A PERSONAL APPEARANCE

WHEREAS, MCL 211.30(8), permits a City to authorize a resident taxpayer to file his or her protest before the Board of Review by letter without a personal appearance by the taxpayer or his or her agent, and

WHEREAS, the City Assessor recommends that a resident taxpayer be allowed to file his or her protest before the Board of Review without making a personal appearance.

NOW, THEREFORE, BE IT RESOLVED that the City Council authorizes a resident taxpayer to file his or her protest before the Board of Review by letter without a personal appearance by the taxpayer or his or her agent, and City staff shall prepare a statement notifying taxpayers of this option in each assessment notice and on each notice or publication of the meeting of the Board of Review.

Upon roll call vote on the adoption of the resolution,

The following vote "Aye" _____

The following voted "Nay" _____

The following abstained: _____

RESOLUTION DECLARED ADOPTED.

I, the undersigned, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceeding taken by the City Council at a meeting held on the 18th day of February, 2021, and further certify that the above Resolution was adopted at said meeting.

CITY OF POTTERVILLE
COUNTY OF EATON

City of Potterville

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

CITY OF POTTERVILLE MEETING DATES 2021

All meetings at the following address: 319 N Nelson Street, Potterville, MI 48876

TAX INCREMENT FINANCING AUTHORITY (TIFA)	ZONING BOARD OF APPEALS & PLANNING COMMISSION	CITY COUNCIL
Meets the 2nd Monday of each month unless otherwise noted at City Hall at 5:30 p.m.	Meets the 3rd Tuesday of each month unless otherwise noted at City Hall at 6:00 p.m. for ZBA & 7:00 p.m. for PC	Meets the 3rd Thursday of each month unless otherwise noted at City Hall at 7:00 p.m.
Monday, January 11, 2021	Tuesday, January 19, 2021	Thursday, January 21, 2021
Monday, February 8, 2021	Tuesday, February 16, 2021	Thursday, February 18, 2021
Monday, March 8, 2021	Tuesday, March 16, 2021	Thursday, March 18, 2021
Monday, April 12, 2021	Tuesday, April 20, 2021	Thursday, April 15, 2021
Monday, May 10, 2021	Tuesday, May 18, 2021	Thursday, May 20, 2021
Monday, June 14, 2021	Tuesday, June 15, 2021	Thursday, June 17, 2021
Monday, July 12, 2021	Tuesday, July 20, 2021	Thursday, July 15, 2021
Monday, August 9, 2021	Tuesday, August 17, 2021	Thursday, August 19, 2021
Monday, September 13, 2021	Tuesday, September 21, 2021	Thursday, September 16, 2021
Monday, October 11, 2021	Tuesday, October 19, 2021	Thursday, October 21, 2021
Monday, November 8, 2021	Tuesday, November 16, 2021	Thursday, November 18, 2021
Monday, December 13, 2021	Tuesday, December 21, 2021	Thursday, December 16, 2021
<p>The City of Potterville will provide necessary reasonable auxiliary aids and services to individuals with disabilities at the meeting/hearing upon notice to the City. Individuals with disabilities requiring auxiliary aids or services should contact the City by writing or calling (517) 645-7641. The City of Potterville is an equal opportunity provider and employer.</p>		

williams&works

engineers | surveyors | planners

January 16, 2021

Mr. Aaron Sheridan, Manager
City of Potterville
319 N. Nelson St.
Potterville, MI 48876

**Re: 2021 Road Maintenance Projects
Scope Letter and Cost Opinions**

Dear Mr. Sheridan:

Per your direction, our office has begun to take the necessary professional services to complete the following maintenance work on the city's road and park transportation system. The project number for this work is 220167. All four areas are planned to be bid as one project in February, 2021.

1. Crack Fill the following roads in Country Lake Estates; Country Lake Dr, Laurens Way, Remway St. and Thornway. Total estimated project cost is \$14,000.
2. Crack Fill the following roads that were paved in the 2016 USDA project work; Cherry, W. Pearl and Benton streets from Dunbar St. to Hartel Rd, and Church and Cottage streets from Main St. to Lansing Rd. Total estimated project cost is \$30,500.
3. Crack Fill the east and west entrance roads and parking area in Potterville City Park. The total estimated project cost is \$7,300.
4. Crack Fill the following areas in Alliance Lake Park; The nonmotorized path from W. Vermontville Hwy. and Alliance Dr., and the HMA in the ball field cluster. The total estimated project cost is \$7,900.

The total estimated project cost of all four areas when bid together is \$59,700.

You can reach me in the office at (800) 224-1590 or on my cell phone at (616) 644-8520 if you have any questions about our budgets and plan for these tasks.

Respectfully,

Williams & Works

Brandon Mieras, P.E.
Project Manager

Cc: File

City of Pottersville
2021 Road Maintenance Project

Country Lake Estates

Item	Description	Unit	Est. Qty	Unit Price	Amount	Length (ft)	Lanes	Lnmi	HMA Width (ft)	HMA Area (syd)
1	General Conditions, Bonds, Insurance, Max 10%	LS	1	\$1,100.00	\$1,100.00					
2	Overband Crack Fill, Lane	Lnmi	1.36	\$7,300.00	\$9,900.00					
	Thornway	Lnmi	0.21			560	2	0.21	30	1867
	Remway St.	Lnmi	0.16			415	2	0.16	27	1245
	Remway St. Cul-de-Sac	Lnmi	0.15			393	2	0.15	27	1178
	Laurens Way	Lnmi	0.06			160	2	0.06	27	480
	Laurens Way	Lnmi	0.06			160	2	0.06	30	533
	Laurens Way E. Cul-de-Sac	Lnmi	0.15			393	2	0.15	27	1178
	Laurens Way W. Cul-de-Sac	Lnmi	0.15			393	2	0.15	27	1178
	Country Lake Dr.	Lnmi	0.43			1125	2	0.43	27	3375
3	Chip Seal	Syd	0	\$3.00	\$0.00					11033
4	Fog Seal	Syd	0	\$0.75	\$0.00					
5	Traffic Control	LS	1	\$1,000.00	\$1,000.00					
				Total Base Bid:	\$12,000.00					

2016 USDA Roads

Item	Description	Unit	Est. Qty	Unit Price	Amount	Length (ft)	Lanes	Lnmi	HMA Width (ft)	HMA Area (syd)
1	General Conditions, Bonds, Insurance, Max 10%	LS	1	\$2,400.00	\$2,400.00					
2	Overband Crack Fill, Lane	Lnmi	3.13	\$7,300.00	\$22,900.00					
	Cherry St.	Lnmi	0.36			950	2	0.36	28	2956
	Pearl St.	Lnmi	0.36			950	2	0.36	28	2956
	Benton St.	Lnmi	0.36			950	2	0.36	24	2533
	N. Church St.	Lnmi	0.74			1310	3	0.74	40	5822
	S. Church St.	Lnmi	0.45			1200	2	0.45	30	4000
	N. Cottage St.	Lnmi	0.50			1310	2	0.50	24	3493
	S. Cottage St.	Lnmi	0.36			950	2	0.36	24	2533
3	Chip Seal	Syd	0	\$3.00	\$0.00					24293
4	Fog Seal	Syd	0	\$0.75	\$0.00					
5	Traffic Control	LS	1	\$1,000.00	\$1,000.00					
				Total Base Bid:	\$26,300.00					

Park Parking Lot Entrance - West Side (Library Ln.)

Item	Description	Unit	Est. Qty	Unit Price	Amount	Length (ft)	Lanes	Lnmi	HMA Width (ft)	HMA Area (syd)
1	General Conditions, Bonds, Insurance, Max 10%	LS	1	\$200.00	\$200.00					
2	Overband Crack Fill, Lane	Lnmi	0.24	\$7,300.00	\$1,800.00					
	Library Ln.	Lnmi	0.24			640	2	0.24	32	2276
3	Chip Seal	Syd	0	\$3.00	\$0.00					2276
4	Fog Seal	Syd	0	\$0.75	\$0.00					
5	Traffic Control	LS	1	\$500.00	\$500.00					
				Total Base Bid:	\$2,500.00					

Park Parking Lot Entrance - West Side (Murphy Blvd.)

Item	Description	Unit	Est. Qty	Unit Price	Amount	Length (ft)	Lanes	Lnmi	HMA Width (ft)	HMA Area (syd)
1	General Conditions, Bonds, Insurance, Max 10%	LS	1	\$100.00	\$100.00					
2	Overband Crack Fill, Lane	Lnmi	0.11	\$7,300.00	\$800.00					
	Murphy Blvd	Lnmi	0.11			560	1	0.11	20	1244
3	Chip Seal	Syd	0	\$3.00	\$0.00					1244
4	Fog Seal	Syd	0	\$0.75	\$0.00					
5	Traffic Control	LS	1	\$500.00	\$500.00					
				Total Base Bid:	\$1,400.00					

Park Parking Lot

Item	Description	Unit	Est. Qty	Unit Price	Amount	Length (ft)	Lanes	Lnmi	HMA Width (ft)	HMA Area (syd)
1	General Conditions, Bonds, Insurance, Max 10%	LS	1	\$200.00	\$200.00					
2	Overband Crack Fill, Lane	Syd	1600	\$1.00	\$1,600.00					
	Parking Lot (100' x 140')	Lnmi	1600			140	1	0.03	100	1556
3	Chip Seal	Syd	0	\$3.00	\$0.00					1556
4	Fog Seal	Syd	0	\$0.75	\$0.00					
5	Traffic Control	LS	1	\$500.00	\$500.00					
				Total Base Bid:	\$2,300.00					

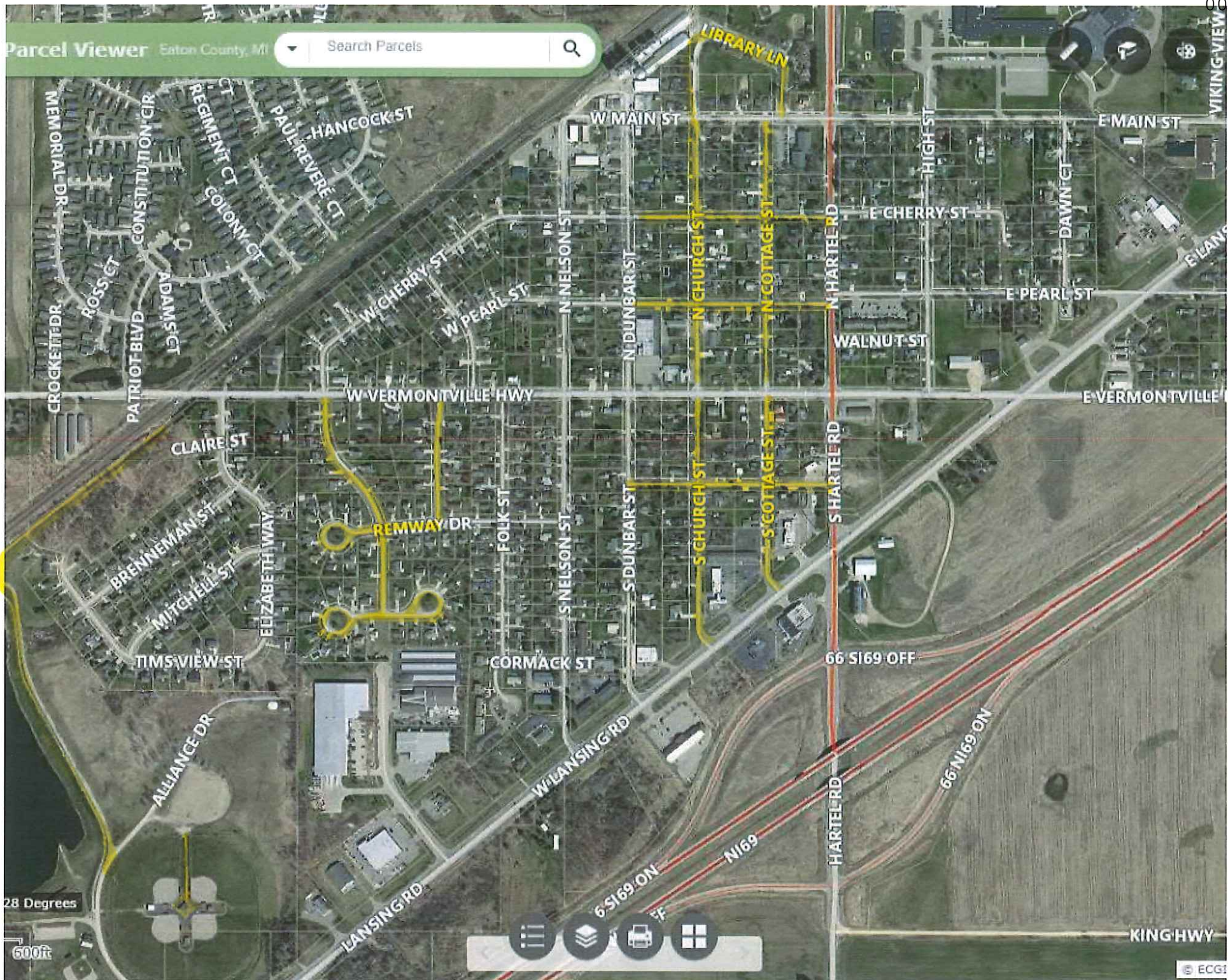
Alliance Lake Park Nonmotorized Path

Item	Description	Unit	Est. Qty	Unit Price	Amount	Length (ft)	Lanes	Lnmi	HMA Width (ft)	HMA Area (syd)
1	General Conditions, Bonds, Insurance, Max 10%	LS	1	\$500.00	\$500.00					
2	Overband Crack Fill, Lane	Lnmi	0.59	\$7,300.00	\$4,300.00					
	Nonmotorized Path	Lnmi	0.59			3100	1	0.59	10	3444
3	Chip Seal	Syd	0	\$3.00	\$0.00					3444
4	Fog Seal	Syd	0	\$0.75	\$0.00					
5	Traffic Control	LS	1	\$500.00	\$500.00					
				Total Base Bid:	\$5,300.00					

Alliance Lake Park Softball HMA

Item	Description	Unit	Est. Qty	Unit Price	Amount	Length (ft)	Lanes	Lnmi	HMA Width (ft)	HMA Area (syd)
1	General Conditions, Bonds, Insurance, Max 10%	LS	1	\$100.00	\$100.00					
2	Overband Crack Fill, Lane	Lnmi	0.11	\$7,300.00	\$800.00					
	Nonmotorized Path	Lnmi	0.11			580	1	0.11	12	773
3	Chip Seal	Syd	0	\$3.00	\$0.00					773
4	Fog Seal	Syd	0	\$0.75	\$0.00					
5	Traffic Control	LS	1	\$500.00	\$500.00					
				Total Base Bid:	\$1,400.00					

Total Construction Cost Lnmi 5.54 \$51,200
Contingency, 5% \$2,600
Engineering, 10% \$5,100
Total Project Cost \$58,900



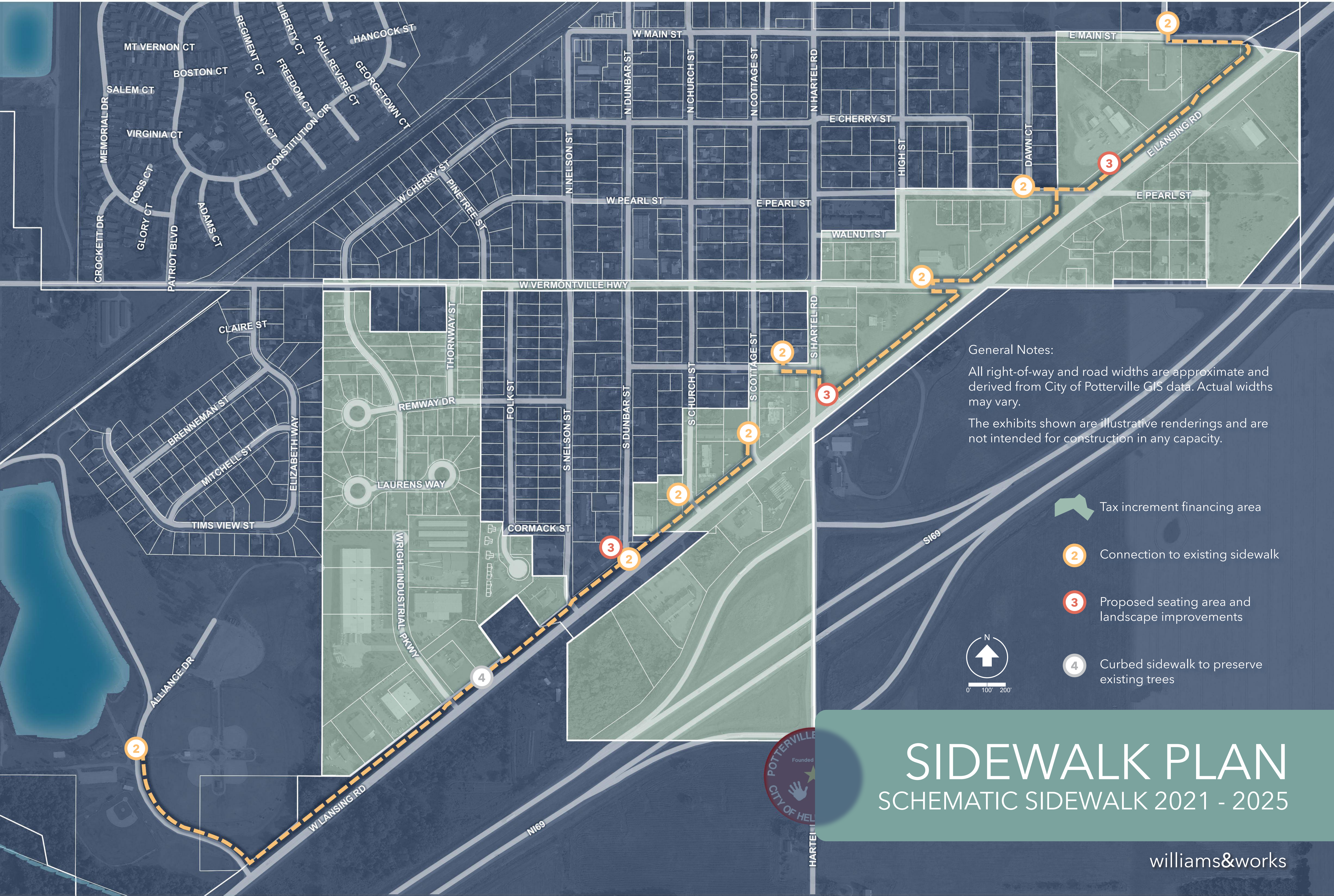
VIKING VIEW



City of Pottersville TIFA

Lansing Rd. Sidewalk Placement Phase 1

Spec		Pay Item		Units	Qty	Unit Price	Total Price
ID	Year	Code	Description				
1	2012	1500001	Mobilization, 10%	LSum	1	\$9,300.00	\$9,300.00
2	2012	2057002	_Machine Grading, Modified	Sta	20	\$500.00	\$10,000.00
3	2012	3010002	Subbase, CIP	Cyd	145	\$15.00	\$2,175.00
4	2012	8030034	Sidewalk Ramp, Conc, 6 inch	Sft	730	\$8.00	\$5,840.00
5	2012	8030044	Sidewalk, Conc, 4 inch	Sft	10200	\$4.50	\$45,900.00
6	2012	2040020	Curb and Gutter, Rem	Ft	130	\$10.00	\$1,300.00
7	2012	8030030	Curb Ramp Opening, Conc	Ft	80	\$28.00	\$2,240.00
8	2012	8030010	Detectable Warning Surface	Ft	25	\$45.00	\$1,125.00
9	2012	8020023	Curb and Gutter, Conc, Det C4	Ft	80	\$28.00	\$2,240.00
10	2012	8020016	Curb and Gutter, Conc, Det B2	Ft	105	\$27.00	\$2,835.00
11	2012	8160101	Slope Restoration, Type B	Syd	1750	\$4.00	\$7,000.00
12			_Pocket Park	LSum	1	\$6,000.00	\$6,000.00
13	2012	2020004	Tree Rem, 6 inch to 18 inch	Ea	2	\$1,000.00	\$2,000.00
14	2012	2020006	Tree Rem, 18 inch to 36 inch	Ea	2	\$1,250.00	\$2,500.00
<u>15</u>	<u>2012</u>	<u>2010001</u>	<u>Clearing</u>	<u>Acre</u>	<u>0.22</u>	<u>\$10,000.00</u>	<u>\$2,200.00</u>
			Total Construction Cost				\$102,700.00
			Contingency, 10%				\$10,270.00
			Survey/Engineering, 10%				\$10,270.00
			Total Project Cost				\$123,240.00



General Notes:

All right-of-way and road widths are approximate and derived from City of Pottersville GIS data. Actual widths may vary.

The exhibits shown are illustrative renderings and are not intended for construction in any capacity.

-  Tax increment financing area
-  Connection to existing sidewalk
-  Proposed seating area and landscape improvements
-  Curbed sidewalk to preserve existing trees



SIDEWALK PLAN

SCHEMATIC SIDEWALK 2021 - 2025



LANDSCAPE NOTES

UTILITIES

- LANDSCAPE CONTRACTOR SHALL BE RESPONSIBLE FOR THE VERIFICATION OF ALL UNDERGROUND AND OVERHEAD UTILITIES. CONTACT THE LOCAL UNDERGROUND UTILITY SERVICES FOR UTILITY LOCATION AND IDENTIFICATION. IF A CONFLICT WITH UTILITIES EXISTS, NOTIFY OWNER/CONSTRUCTION MANAGER PRIOR TO PLANTING.
- PERFORM EXCAVATION IN THE VICINITY OF UNDERGROUND UTILITIES WITH CARE AND IF NECESSARY, BY HAND. THE CONTRACTOR BEARS FULL RESPONSIBILITY FOR THIS WORK AND DISRUPTION OR DAMAGE TO UTILITIES SHALL BE REPAIRED IMMEDIATELY AT NO EXPENSE TO THE OWNER.
- POLYETHYLENE UTILITY-GRADE ROOT BARRIER PANELS SHALL BE INSTALLED FOR ALL NEW TREE PLANTINGS WITHIN THE PUBLIC RIGHT OF WAY WHERE THERE IS LESS THAN 7' BETWEEN BACK OF CURB AND THE SIDEWALK. PANELS SHALL BE INSTALLED PER MANUFACTURER'S INSTRUCTION IN A LINEAR PLACEMENT WITHIN THE TREE PLANTING AREA, ALONG THE EDGE OF SIDEWALK AND THE EDGE OF THE BACK OF CURB. IF GAS, WATER, OR SEWER UTILITIES EXIST WITHIN A CLOSER PROXIMITY THAN DEFINED BY THE BACK OF CURB AND PUBLIC SIDEWALK, ROOT BARRIERS SHALL BE PLACED ON THE NEAR SIDE OF THE TREE TO DEFLECT TREE ROOT GROWTH INTO IDENTIFIED UTILITIES.

PLANTING

- IF THE LANDSCAPE DESIGNER HAS BEEN CONTACTED FOR CONSTRUCTION ADMINISTRATION, FINAL APPROVAL OF PLANT MATERIAL AND PLANTING LOCATIONS ARE TO BE ACCEPTED BY THE LANDSCAPE DESIGNER PRIOR TO INSTALLATION. THE LANDSCAPE DESIGNER RESERVES THE RIGHT TO ADJUST PLANTS TO EXACT LOCATIONS, REJECT PLANT MATERIALS SHOULD THEY BE DISEASED, DAMAGED, OF POOR-QUALITY STOCK, OR IN THE EVENT THAT SPECIES DO NOT MATCH THE LANDSCAPE SCHEDULE. ANY PLANT SUBSTITUTIONS SHALL BE APPROVED BY THE LANDSCAPE DESIGNER.
- ALL PLANT MATERIAL SHALL BE LOCALLY NURSERY GROWN NO.1 GRADE AND INSTALLED ACCORDING TO ACCEPTED PLANTING PROCEDURES. ALL PLANT MATERIALS SHALL MEET CURRENT AMERICAN ASSOCIATION OF NURSEYMEN STANDARDS.
- QUANTITIES ARE PROVIDED IN BOTH GRAPHIC FORM ON THE PLAN AND WRITTEN FORM IN THE LANDSCAPE SCHEDULE. IT IS THE RESPONSIBILITY OF THE LANDSCAPE CONTRACTOR TO VERIFY COUNTS AND SQUARE FOOTAGES OF PLANT MATERIALS. IF QUANTITIES IN THE LANDSCAPE SCHEDULE DIFFER FROM GRAPHIC INDICATIONS, THEN PLAN GRAPHICS SHALL PREVAIL.
- REMOVE ALL TWINE, WIRE, NURSERY TREE GUARDS, TAGS, PLASTIC POTS AND INORGANIC MATERIAL FROM ROOT BALLS. IF ROOTBALLS ARE COVERED IN A WIRE CAGE, THE REMOVAL OF THE ENTIRE WIRE CAGE WILL BE NECESSARY. FOR PLANTS WHICH HAVE BEEN BALLED AND BURLAPPED, CUT AND REMOVE BURLAP FROM THE TOP 1/3 OF THE ROOTBALL AND AROUND TRUNK PRIOR TO PLANTING.
- FILLY SHREDDED HARDWOOD BARK MULCH, NON-COLORED (NATURAL) OR BROWN IS REQUIRED IN ALL PLANTING BEDS AT A DEPTH OF 3" AFTER COMPACTED BY RAIN OR IRRIGATION. MULCH PER PLANTING DETAILS. ALL PLANTING BEDS SHALL BE EDGED WITH 6" X 12 GAUGE STEEL OR ALUMINUM LANDSCAPE EDGING ALONG BEND BOUNDARIES NOT ADJACENT TO HARDSCAPED SURFACES.
- TREES AND SHRUBS SHALL BE PLANTED IN ACCORDANCE WITH PLANTING DETAILS. INSTALLED TREES AND SHRUBS SHALL BEAR THE SAME RELATION TO FINISHED GRADE AS IT BORE TO EXISTING. IF HEAVY CLAY SOILS ARE EVIDENT, PLANT TREES AND SHRUBS SO THAT APPROXIMATELY 1/4 OF THE ROOT BALL IS ABOVE GRADE AND BACKFILL TO TOP OF ROOT BALL. TREES ARE TO BE PLANTED A MINIMUM OF 4 FEET FROM THE FACE OF ANY BUILDING, EXCEPT AS APPROVED BY THE LANDSCAPE DESIGNER.
- ALL DISTURBED LAWN AREAS SHALL RECEIVE HYDROSEED. DO NOT PLANT SEED UNTIL ACCEPTANCE OF FINISH GRADE AND A WATERING SCHEDULE HAS BEEN ESTABLISHED. ALL SLURRY PREPARATION SHALL BE PERFORMED ON SITE. ALL HYDROSEED APPLICATIONS ARE TO BE APPLIED IN A SWEEPING MOTION FOR UNIFORM APPLICATION.

SOIL PREPARATION

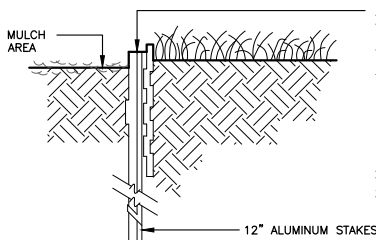
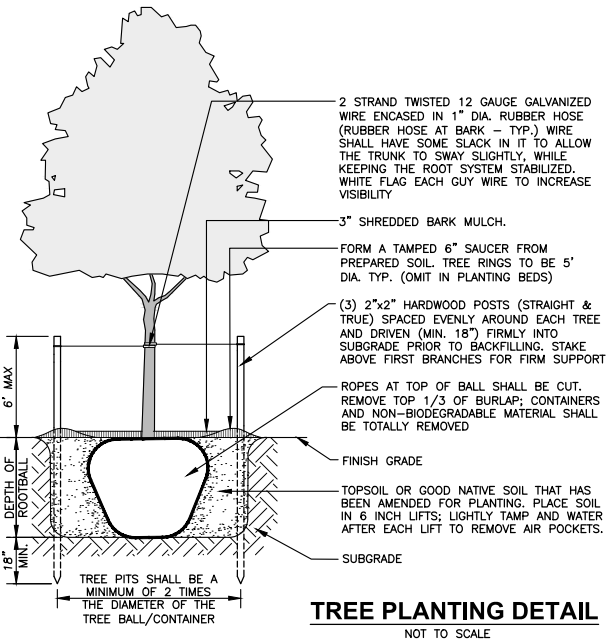
- ALL SOIL EROSION AND SEDIMENTATION CONTROL REGULATIONS SHALL BE STRICTLY FOLLOWED AND COMPLIED WITH DURING SITE EXCAVATION, GRADING, AND INSTALLATION OF REQUIRED LANDSCAPING.
- EXISTING TOPSOIL WHICH IS TO BE DISTURBED SHALL BE REMOVED AND STOCKPILED ON SITE FOR USE AT A LATER DATE. ALL TOPSOIL USED ON SITE SHALL BE FERTILE, SCREENED, FRIABLE SOIL FREE OF STONES 1/2" IN DIAMETER AND LARGER, ROOTS STICKS OR OTHER EXTRANEOUS MATERIAL INCLUDING NOXIOUS WEEDS. ALL LANDSCAPE ISLANDS WITHIN PARKING LOTS SHALL BE BACK FILLED WITH TOPSOIL TO A DEPTH OF 18" MIN.
- CONTRACTOR TO CONDUCT A SOIL EVALUATION TO DETERMINE THE SOIL'S COMPOSITION, COMPACTION RATE, NUTRIENT QUALITIES, ORGANIC CONTENT, PH LEVELS, AND WATER HOLDING CAPABILITIES. THE IDEAL PARTICLE SOIL MIX IS APPROXIMATELY 45% SAND, 40% SILT, 10% CLAY AND 5% ORGANIC MATERIAL WITH SALTS AT 500 PPM AND PH LEVELS BETWEEN 6.0 AND 6.5. TOPSOIL SHALL BE FINE GRADED TO A SMOOTH FINISH, FREE OF LUMPS AND DEPRESSIONS.
- PRIOR TO THE INSTALLATION OF PLANT MATERIAL, SOIL COMPACTION SHALL BE REDUCED TO 80% OR LESS IN ALL PLANTING AREAS. DE-COMPACTION OF THE SOIL SHALL BE PERFORMED BY FIRST REMOVING AND STOCKPILING VIAL TOPSOIL, THEN RIPPING TO A DEPTH OF 6 - 12" AND COVERED BY TOPSOIL. OR REMOVING SOIL DOWN TO 18", THEN RE-INSTALLING LOOSENEED AND AMENDED SOIL.
- AFTER INITIAL SOIL DE-COMPACTION PROCEDURES ARE PERFORMED, SOIL AMENDMENTS SHOULD BE ADDED. ALL AMENDMENTS SHOULD BE MIXED THOROUGHLY WITH EXISTING SOIL AND AN ADDITIONAL SOIL TEST SHOULD BE TAKEN TO ENSURE PROPER SOIL CONDITIONS PRIOR TO PLANTING.

TREE PRESERVATION

- ALL TREES TO BE PRESERVED AS INDICATED ON THE DEMOLITION PLAN SHALL BE PROTECTED BY A PROTECTION FENCING AND INSTALLED PER DETAILS PROVIDED. THE FENCE SHALL BE FIRMLY ANCHORED INTO THE GROUND AND SHALL REMAIN UPRIGHT AND INTACT UNTIL ALL CONSTRUCTION ACTIVITY IS COMPLETE. CONSTRUCTION ACTIVITIES, INCLUDING DRIVING OF MACHINERY OR PEDESTRIAN MOVEMENTS, AND THE STORAGE OF EQUIPMENT SHALL NOT OCCUR WITHIN THESE PROTECTED AREAS.
- WHEN EXCAVATION NEAR A TREE TO BE PROTECTED MUST BE CARRIED OUT, DAMAGE CAN BE LIMITED BY ROOT PRUNING. ROOT PRUNING SHALL BE COMPLETED BEFORE GRADING IS STARTED AND SHALL OCCUR OUTSIDE THE PROTECTIVE FENCING AS SHOWN ON THE PLAN. WHEN ROOT PRUNING IS NECESSARY, CLEAN CUTS PERPENDICULAR TO THE NATURAL GROWTH DIRECTION SHALL BE MADE, EXCAVATED AREAS SHALL BE BACKFILLED WITHIN AN HOUR OF PRUNING, AND WATERING SHALL OCCUR WITHIN 24 HOURS. NOT MORE THAN 33% OF THE CRITICAL ROOT ZONE SHALL BE DISTURBED.

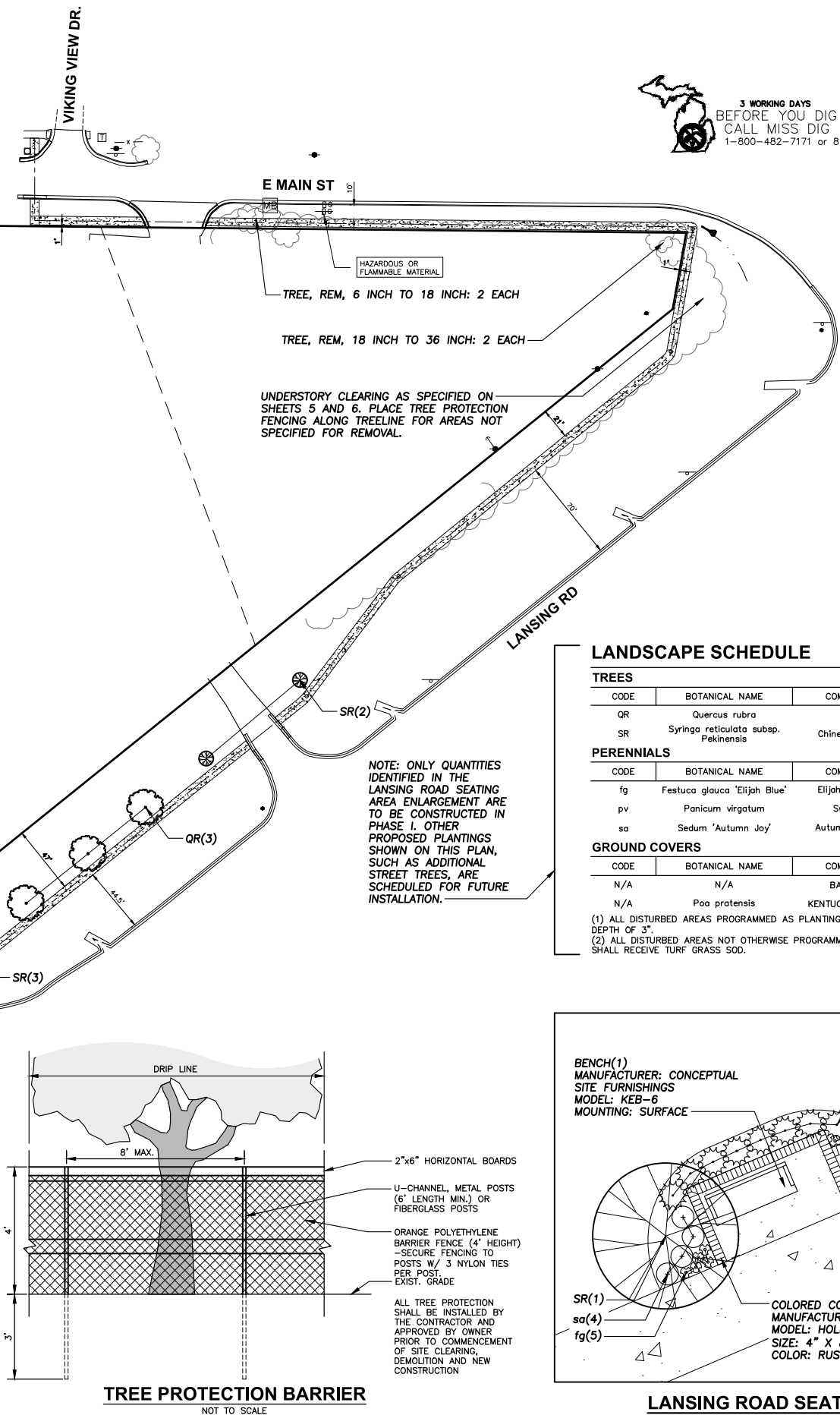
IRRIGATION

- TEMPORARY IRRIGATION WILL BE PROVIDED BY THE CONTRACTOR FOR ONE GROWING SEASON. PLANTINGS WILL BE WATERED BY HAND FOR A MINIMUM OF ONE PLANTING SEASON.
- TREEGATOR® ORIGINAL SLOW RELEASE WATERING BAGS (OR EQUAL) SHALL BE INSTALLED FOR ALL PROPOSED TREES FOR A MINIMUM OF ONE FULL PLANTING SEASON OR ONCE TREES REACH A 3" CALIPER SIZE OR GREATER. INSTALL AND REFILL BAGS PER MANUFACTURER'S INSTRUCTION.



ALUMINUM EDGING DETAIL
NOT TO SCALE

- NOTES
1. SIZE: 3/16" x 4"
 2. FINISH: MILL FINISH



LANDSCAPE SCHEDULE

TREES

CODE	BOTANICAL NAME	COMMON NAME	QUANTITY	SIZE
QR	Quercus rubra	Red Oak	8	2.5" CAL.
SR	Syringa reticulata subsp. Pekinensis	Chinese Tree Lilac	6	1.5" CAL.

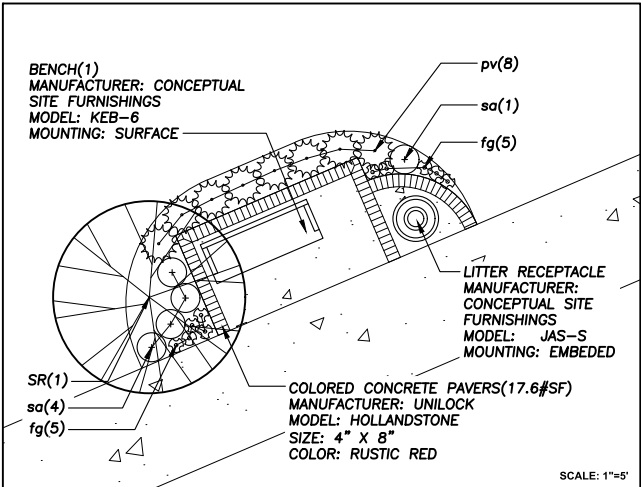
PERENNIALS

CODE	BOTANICAL NAME	COMMON NAME	QUANTITY	SIZE
fg	Festuca glauca 'Elijah Blue'	Elijah Blue Fescue	10	1 GAL.
pv	Panicum virgatum	Switchgrass	8	3 GAL.
sa	Sedum 'Autumn Joy'	Autumn Joy Sedum	5	3 GAL.

GROUND COVERS

CODE	BOTANICAL NAME	COMMON NAME	QUANTITY	SIZE
N/A	N/A	BARK MULCH	AS NEEDED(1)	3" DEPTH
N/A	Poa pratensis	KENTUCKY BLUEGRASS	AS NEEDED(2)	SEED

- (1) ALL DISTURBED AREAS PROGRAMMED AS PLANTING BEDS SHALL RECEIVE BARK MULCH TO A DEPTH OF 3".
- (2) ALL DISTURBED AREAS NOT OTHERWISE PROGRAMMED AS PLANTING BEDS OR FOR PAVING SHALL RECEIVE TURF GRASS SOD.



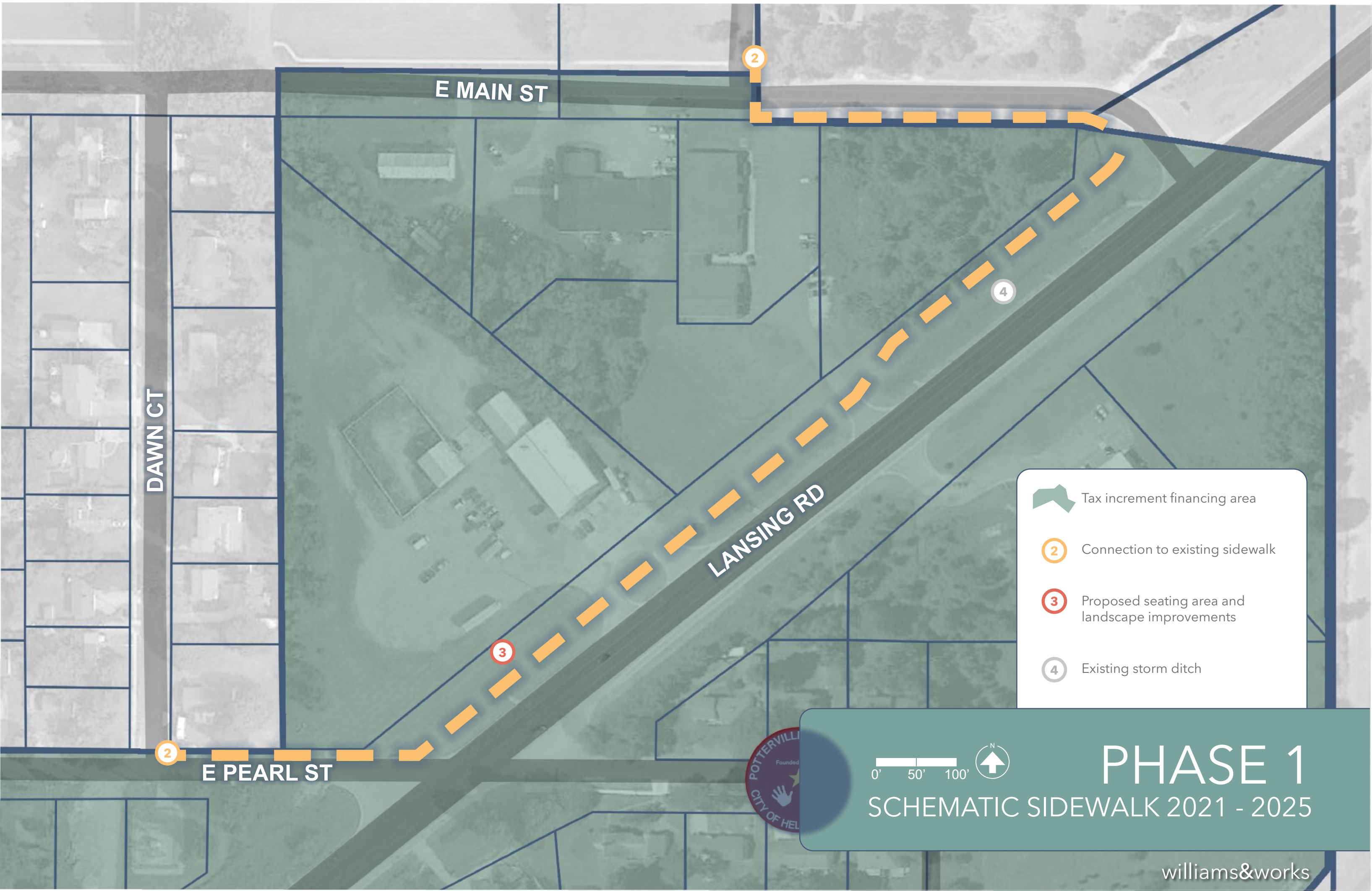
LANSENG ROAD SEATING AREA

STA 14+00

NO.	ISSUED FOR	BY	DATE
1.	OWNER REVIEW	BM	1/20/2021
2.	EATON COUNTY REVIEW	BM	1/20/2021
3.	CONTRACTOR BID	BM	1/29/2021

DESIGNED BY	DATE	DRAWN BY	DATE	CHECKED BY	DATE
M. RAKESTRAW	2/2021	M. RAKESTRAW	2/2021	B. MIERAS	2/2021

PROJECT: 220149
FILE: cpland.dwg







DAWN CT

E MAIN ST

E PEARL ST

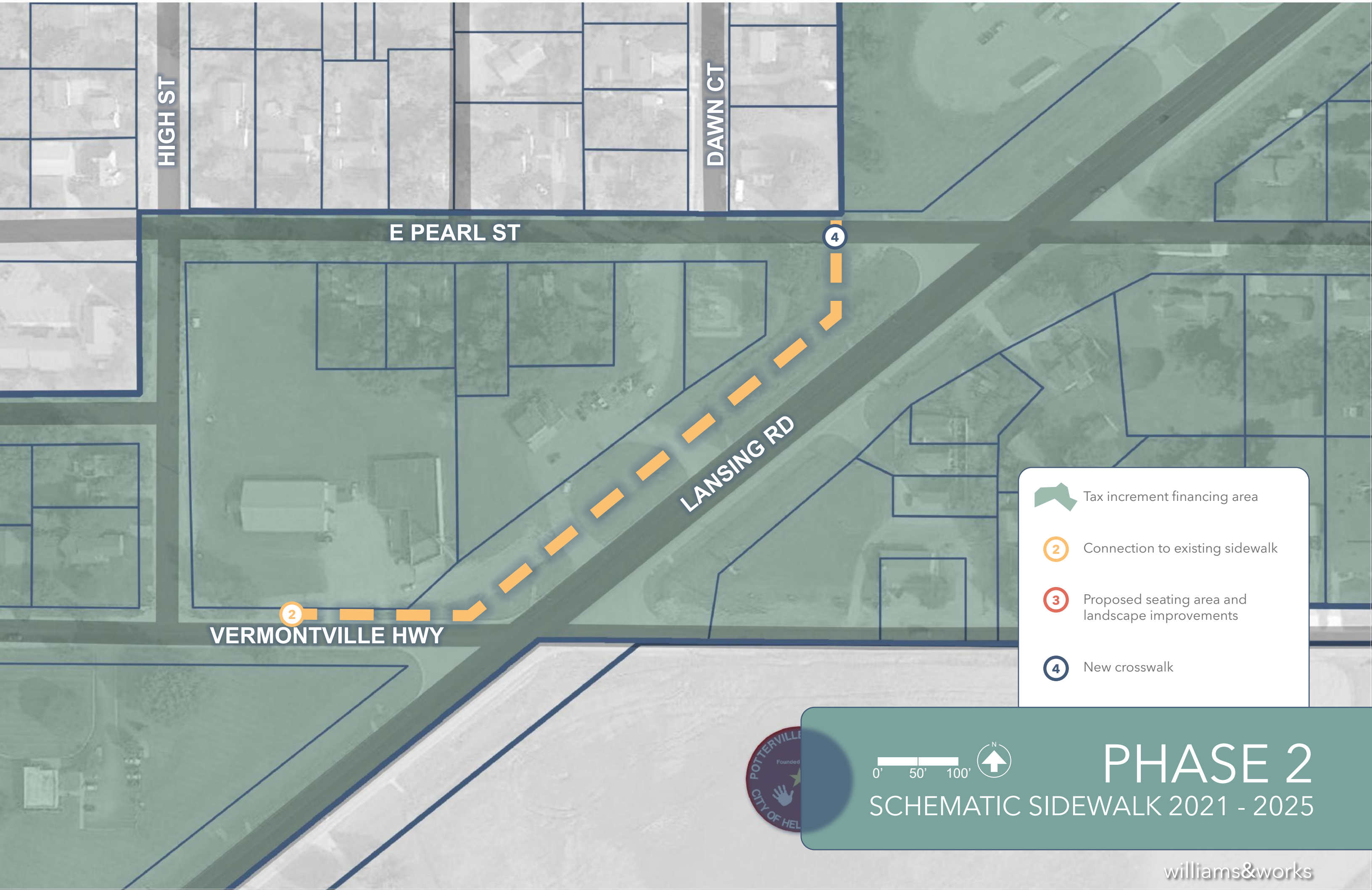
LANSING RD


-  Tax increment financing area
-  Connection to existing sidewalk
-  Proposed seating area and landscape improvements
-  Existing storm ditch



PHASE 1

SCHEMATIC SIDEWALK 2021 - 2025

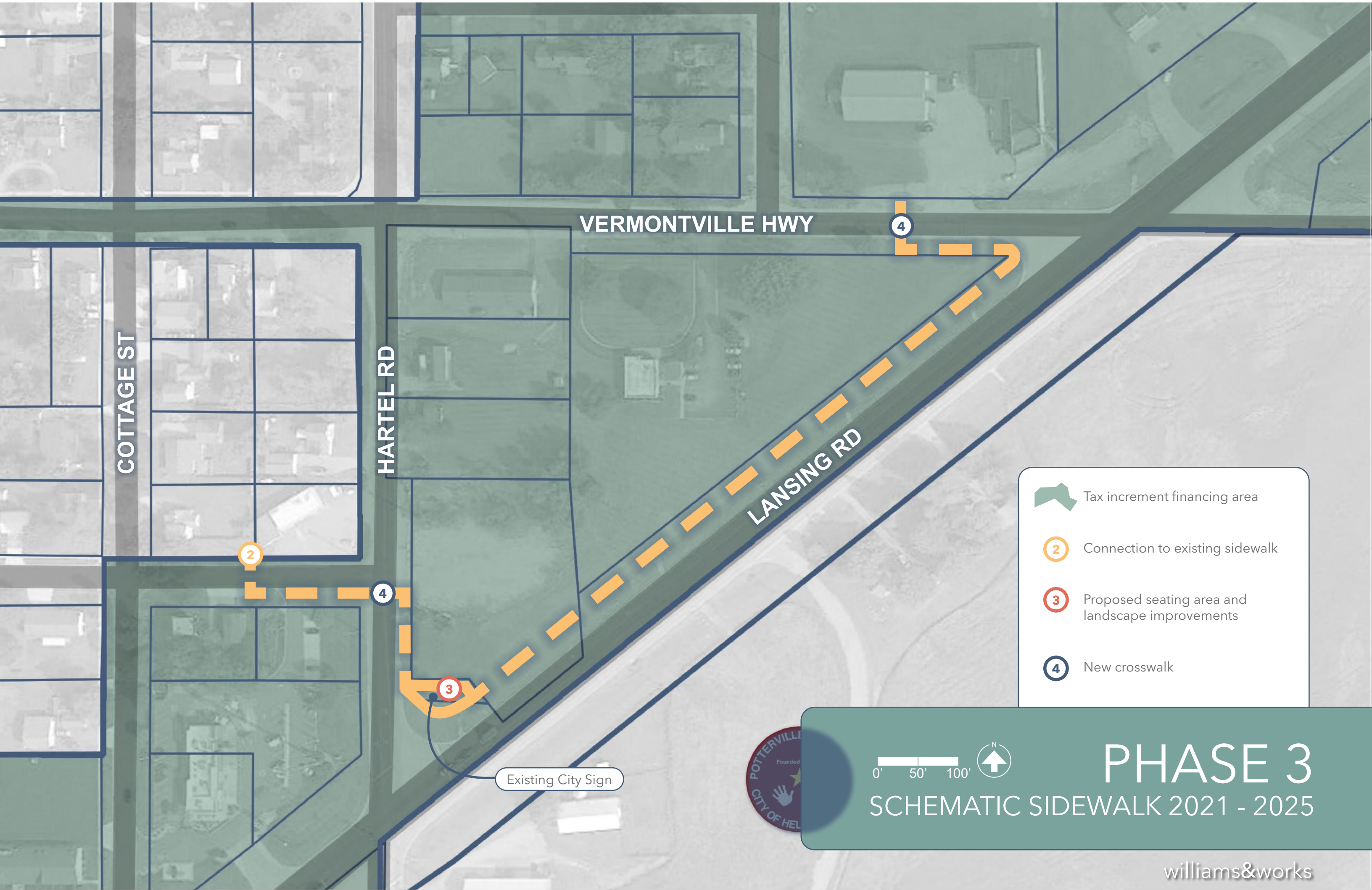


-  Tax increment financing area
-  Connection to existing sidewalk
-  Proposed seating area and landscape improvements
-  New crosswalk



PHASE 2

SCHEMATIC SIDEWALK 2021 - 2025



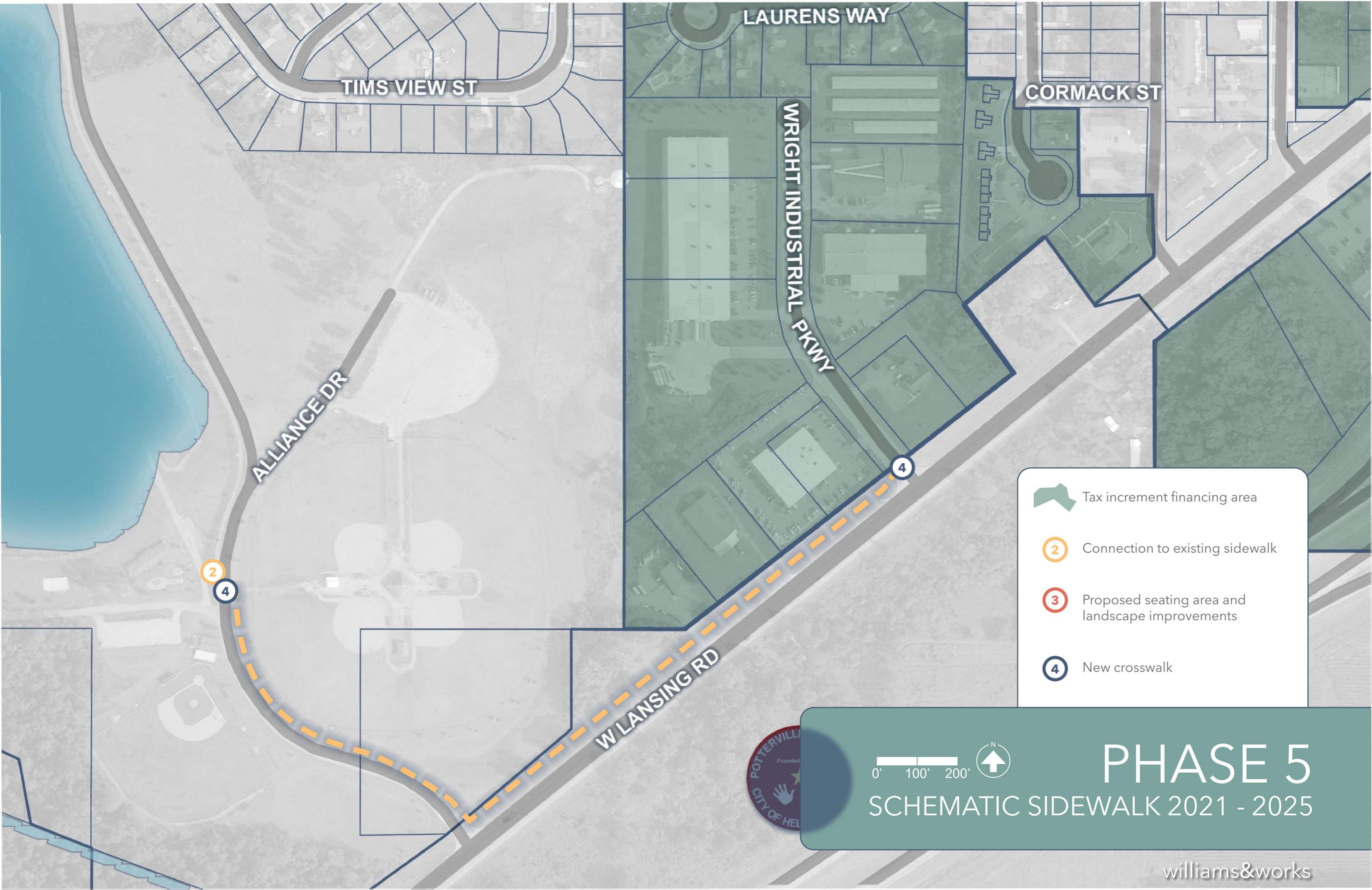
-  Tax increment financing area
-  Connection to existing sidewalk
-  Proposed seating area and landscape improvements
-  New crosswalk



PHASE 3

SCHEMATIC SIDEWALK 2021 - 2025







Typical seating area elements are displayed in the above illustration. These artistic renderings show how seating, landscaping, trees, and artistic touches can transform the streetspace and create passive rest areas for pedestrians.

- 1 Feature element (sign, art, etc.)
- 2 Bench seating with landscaping
- 3 Landscaped corners
- 4 Decorative sidewalk detail



SEATING AREA

SCHEMATIC SIDEWALK 2021 - 2025

CITY OF POTTERVILLE TIFA

POTTERVILLE, EATON COUNTY, MICHIGAN

LANSING ROAD SIDEWALK - PHASE 1



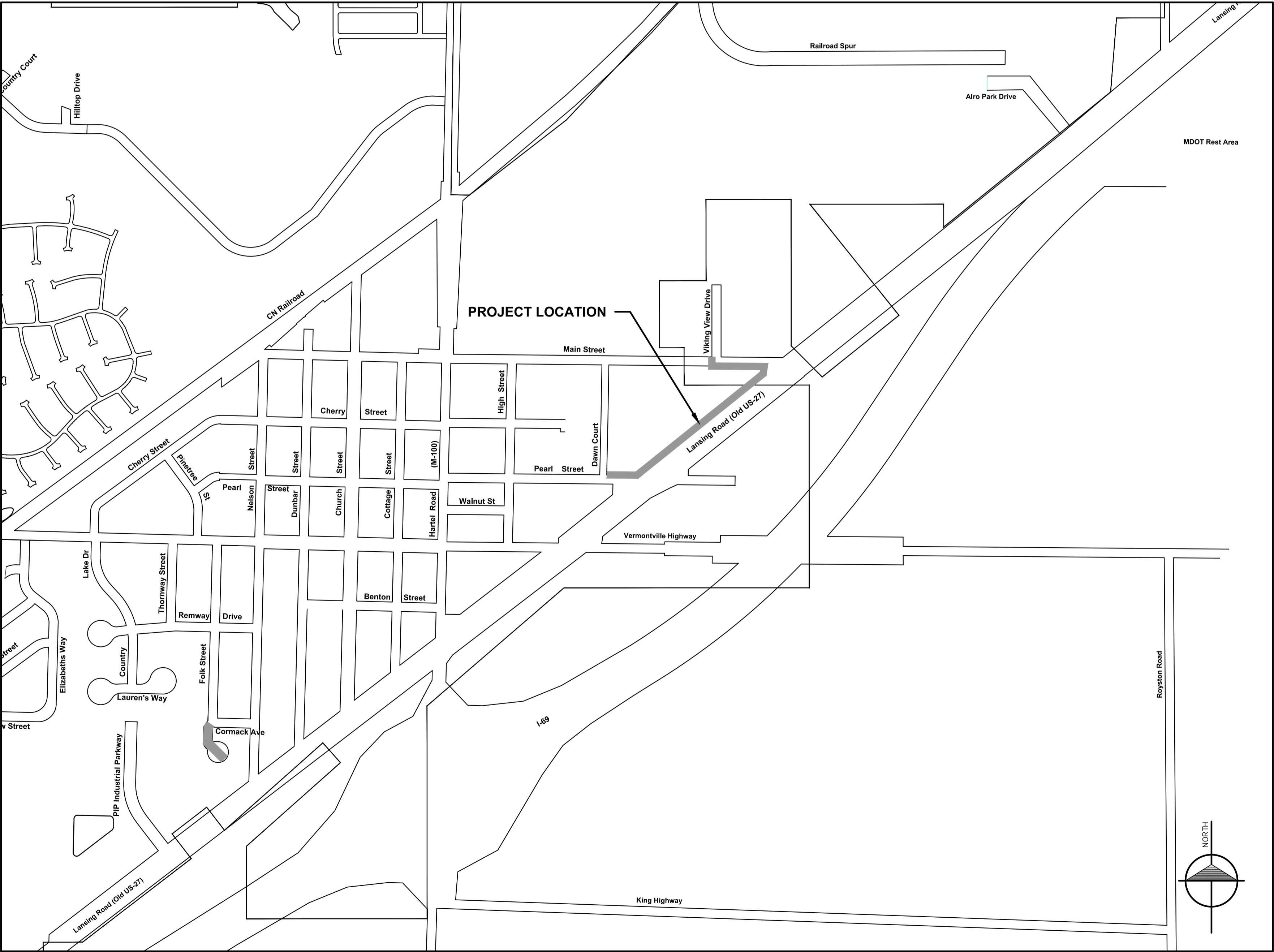
VICINITY MAP



LEGEND

PROJECT AREA

1 SHEET NUMBER



LOCATION MAP
NOT TO SCALE

INDEX OF SHEETS

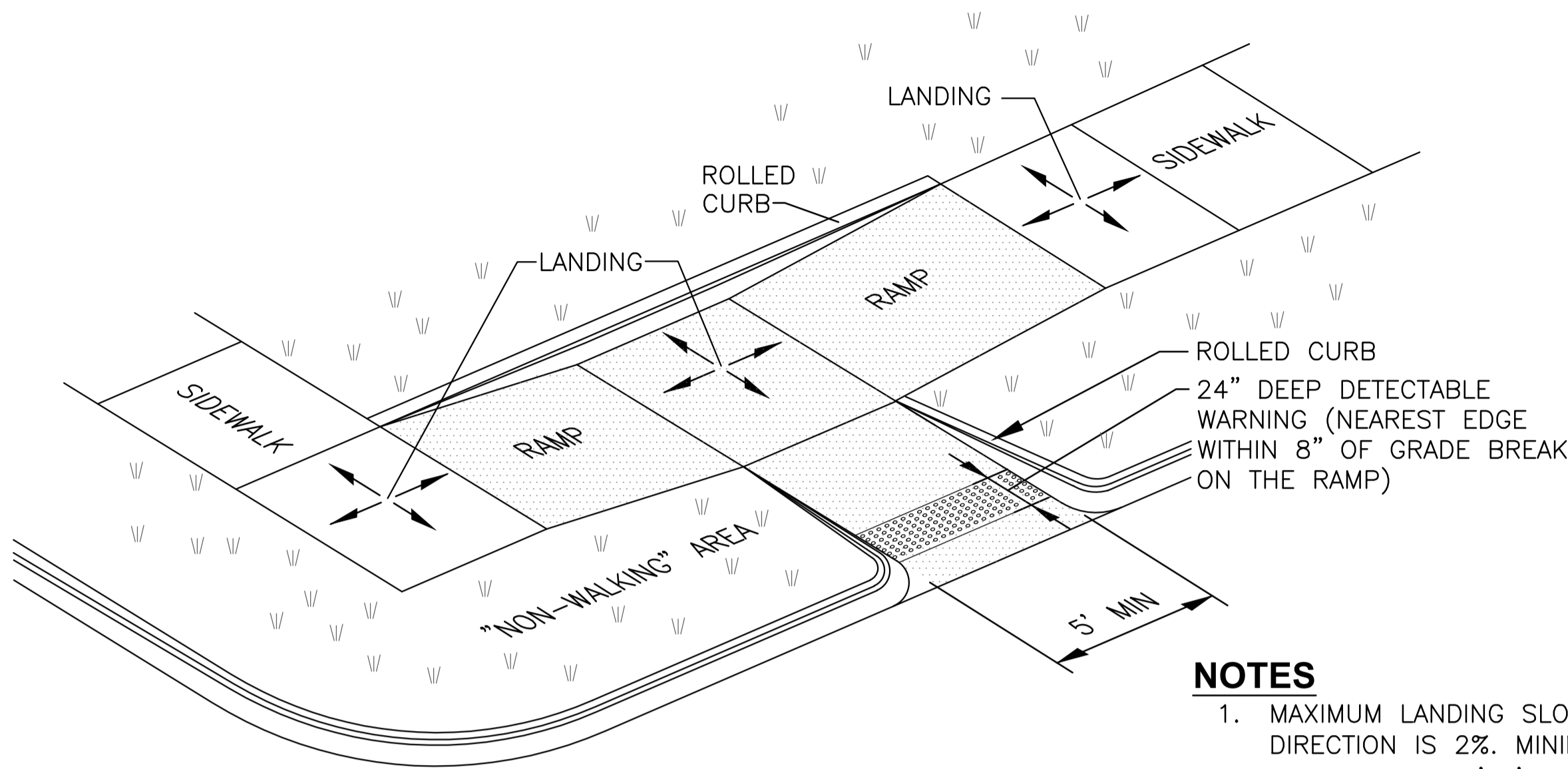
1	COVER SHEET
2-3	DETAILS/TYPICALS
4-6	SIDEWALK PLAN
7	GRADING DETAILS



NO.	ISSUED FOR	BY	DATE
1.	OWNER REVIEW	BM	1/20/2021
2.	EATON COUNTY REVIEW	BM	1/20/2021
3.	CONTRACTOR BID	BM	1/29/2021

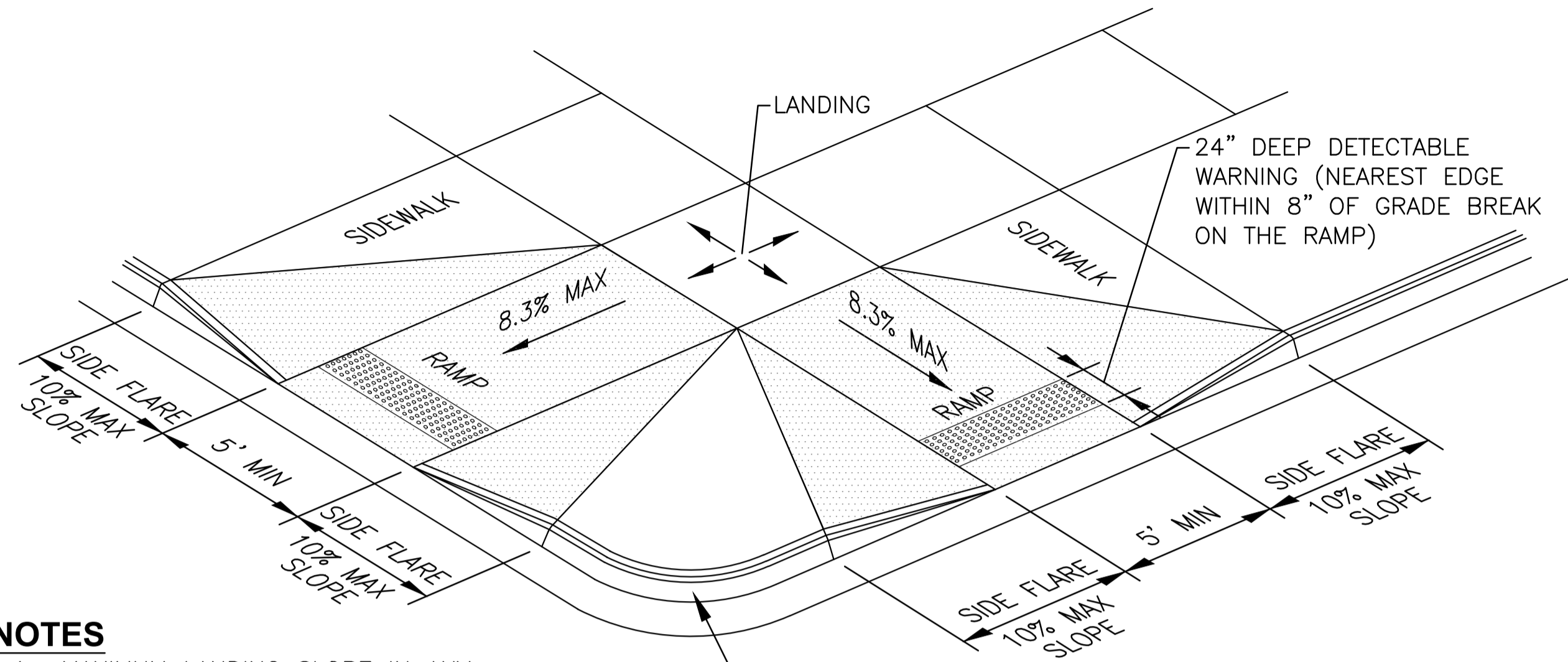
CITY OF POTTERVILLE TIFA
POTTERVILLE, EATON COUNTY, MICHIGAN
LANSING ROAD SIDEWALK - PHASE 1
COVER SHEET

DESIGNED BY	DATE	3/2020
K. BASSETT		
DRAWN BY	DATE	3/2020
K. BASSETT		
CHECKED BY	DATE	-
B. MIERAS		
PROJECT	220028	
FILE	01-Cover	
1	SHEET NO.	



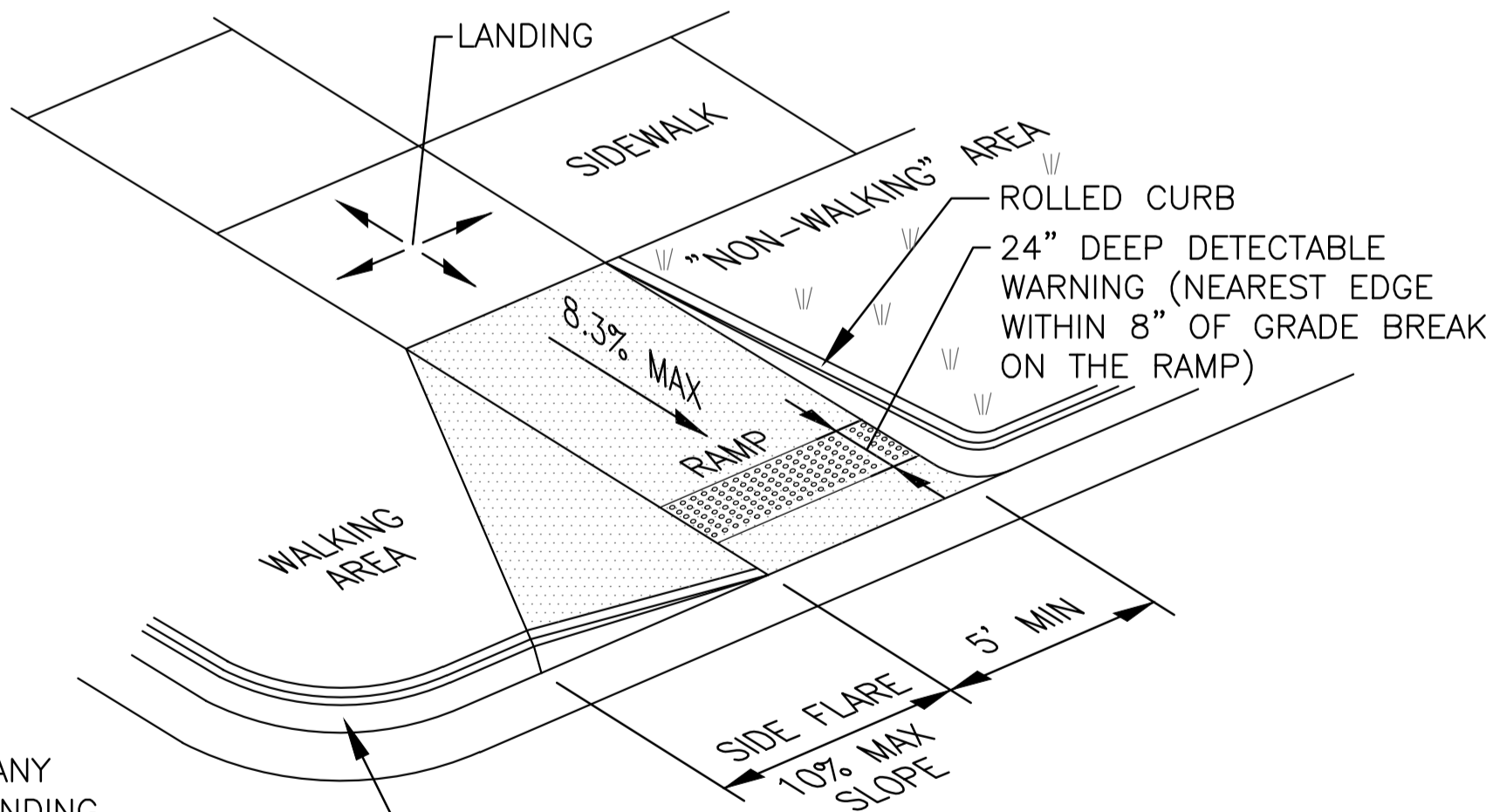
- NOTES**
1. MAXIMUM LANDING SLOPE IN ANY DIRECTION IS 2%. MINIMUM LANDING DIMENSION IS 5'x5'.
 2. MAXIMUM CROSS SLOPE ON RAMP IS THE SAME AS THAT FOR SIDEWALK (2%). RUNNING SLOPE IS 5%-7% (8.3% MAX)
 3. REFER TO MDOT STANDARD DETAIL R-28 SERIES FOR MORE INFORMATION.

SIDEWALK RAMP TYPE C
(COMBINATION RAMP)
NO SCALE



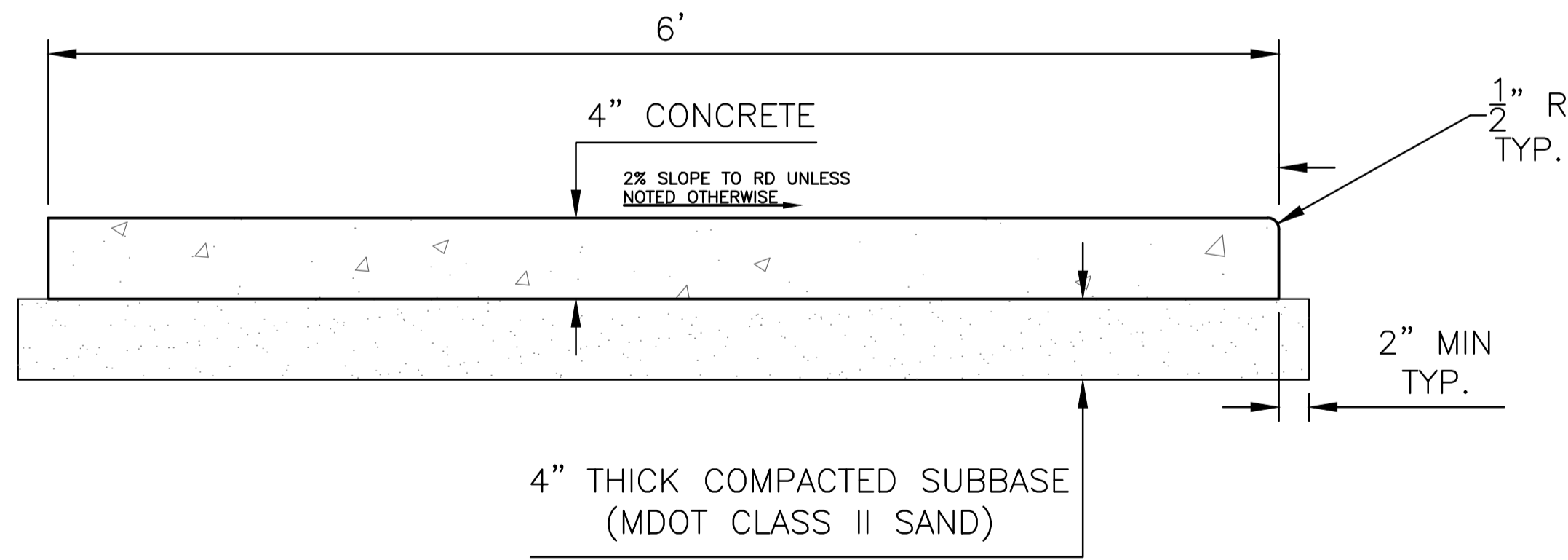
- NOTES**
1. MAXIMUM LANDING SLOPE IN ANY DIRECTION IS 2%. MINIMUM LANDING DIMENSION IS 5'x5'.
 2. MAXIMUM CROSS SLOPE ON RAMP IS THE SAME AS THAT FOR SIDEWALK (2%).
 3. REFER TO MDOT STANDARD DETAIL R-28 SERIES FOR MORE INFORMATION.

SIDEWALK RAMP TYPE F
NO SCALE



- NOTES**
1. MAXIMUM LANDING SLOPE IN ANY DIRECTION IS 2%. MINIMUM LANDING DIMENSION IS 5'x5'.
 2. MAXIMUM CROSS SLOPE ON RAMP IS THE SAME AS THAT FOR SIDEWALK (2%). RUNNING SLOPE IS 5%-7% (8.3% MAX)
 3. REFER TO MDOT STANDARD DETAIL R-28 SERIES FOR MORE INFORMATION.

SIDEWALK RAMP TYPE RF
(ROLLED, PARALLEL SIDES)
NO SCALE



STANDARD SIDEWALK
NOT TO SCALE



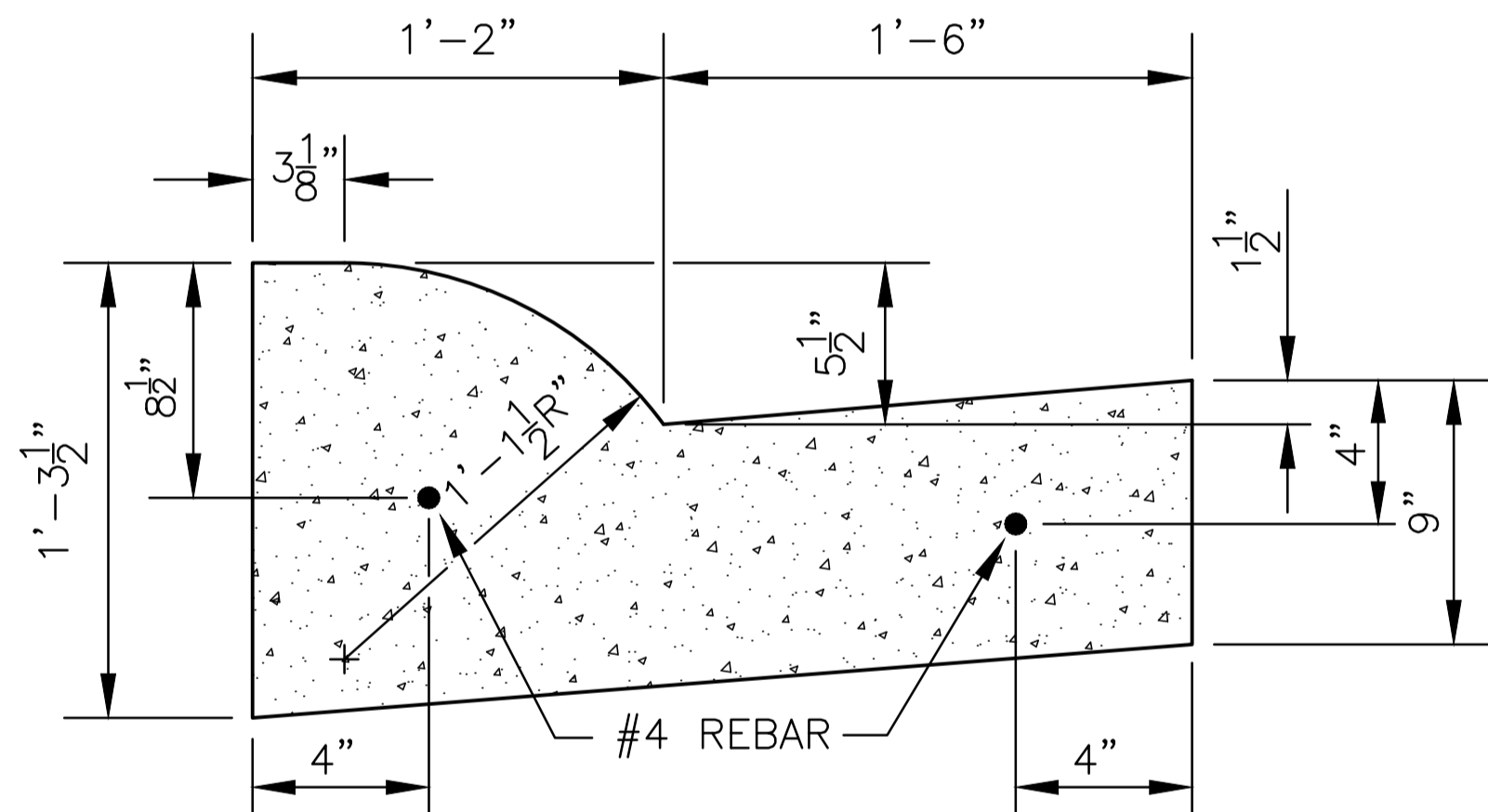
NO.	ISSUED FOR	BY	DATE
1.	OWNER REVIEW	BM	-
2.	EATON COUNTY REVIEW	BM	1/20/2021
3.	CONTRACTOR BID	BM	1/29/2021

CITY OF POTTERVILLE TIFA POTTERVILLE, EATON COUNTY, MICHIGAN LANSGING ROAD SIDEWALK - PHASE 1	
DETAILS	

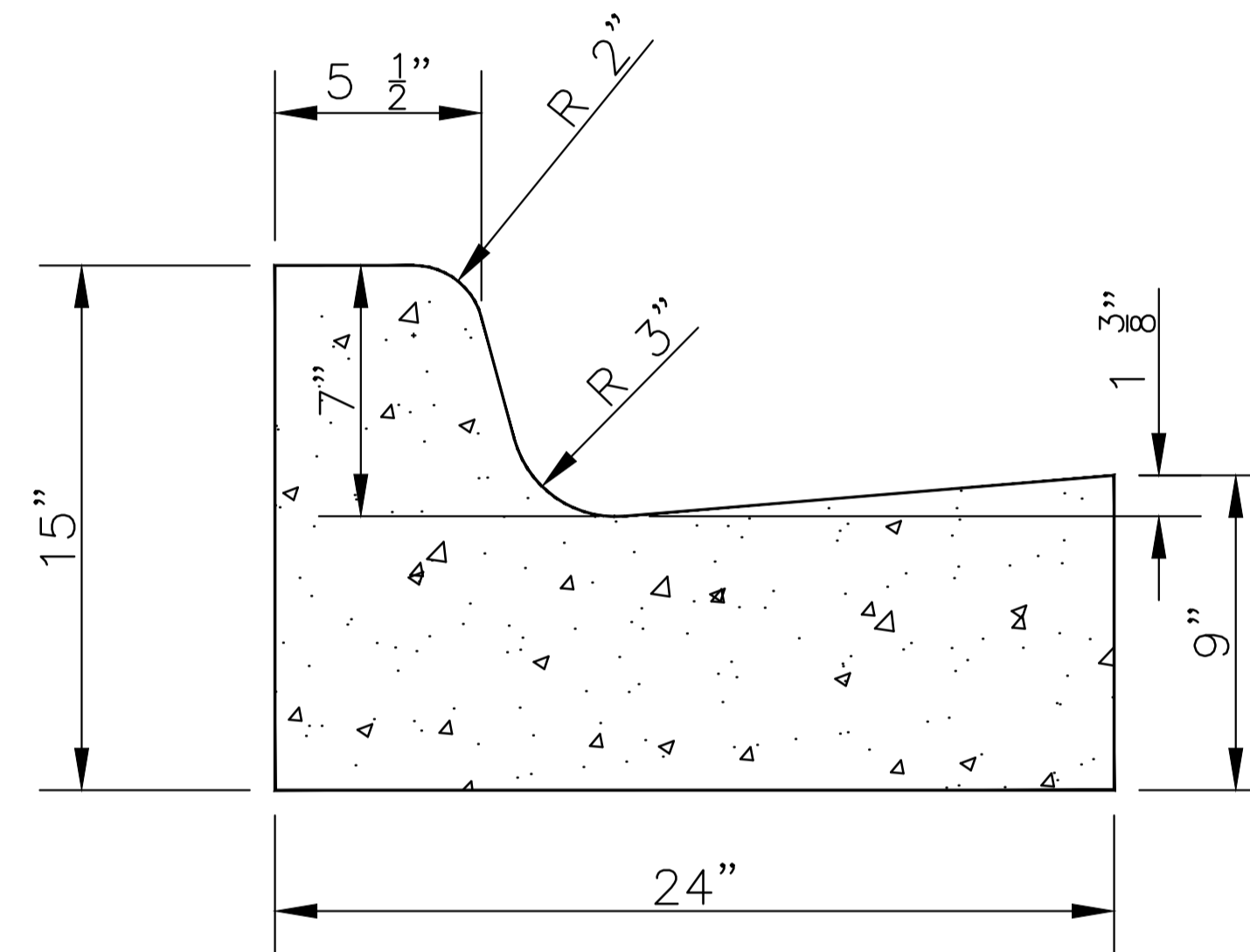
DESIGNED BY	DATE
D. MICKEVICH	1/20/21
DRAWN BY	DATE
D. MICKEVICH	1/20/21
CHECKED BY	DATE
B. MIERAS	-

PROJECT	220149
FILE	DETAILS-2

1. PLACE 1" FIBER JOINT FILLER AT 400' MAXIMUM INTERVALS
2. PLACE 1" FIBER JOINT FILLER AT SPRING POINTS OF CURB RETURNS (& INTERSECTING STREETS)
3. PLACE 1" FIBER JOINT FILLER IN ADJACENT CONTRACTION JOINTS EACH SIDE OF CATCH BASINS
4. PLACE CONTRACTION JOINTS AT 40' MAXIMUM INTERVALS (NO SAW JOINTS ALLOWED)



NOT TO SCALE

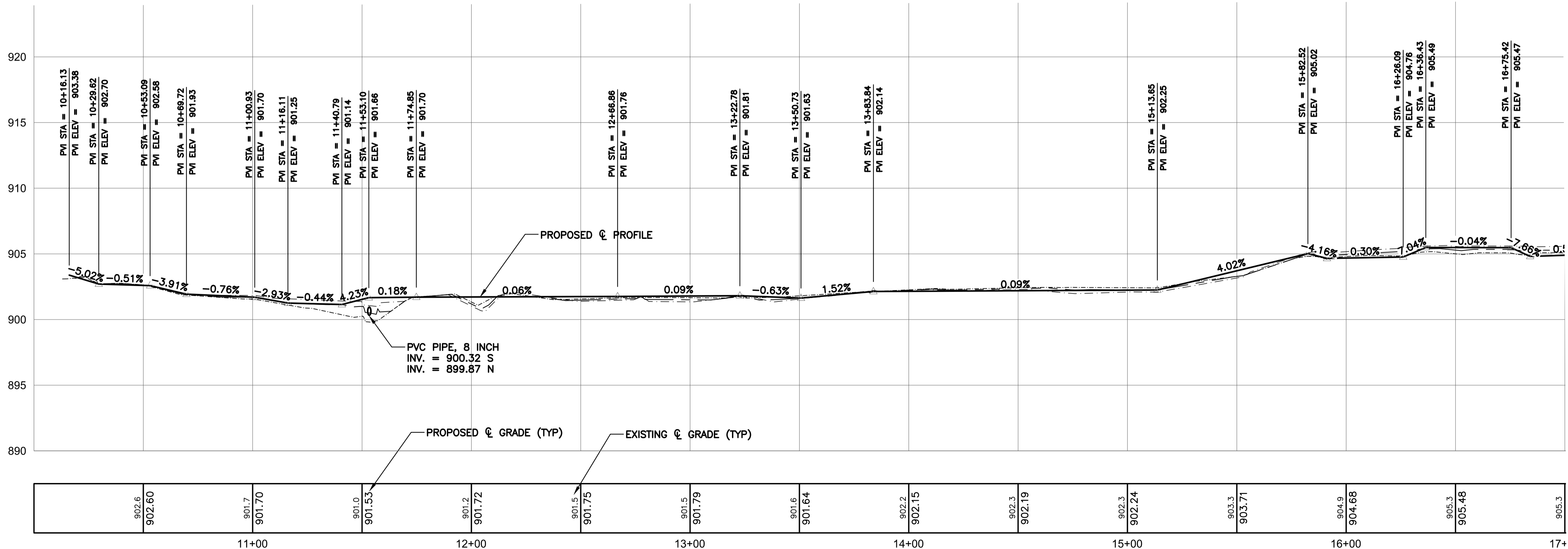


NOTE: CONTRACTION JOINTS MUST BE PLACED EVERY 10 FEET AND EXPANSION JOINTS TO BE PLACED A MINIMUM OF 350 FEET APART AND AT ALL SPRING POINTS ON CURVES. CONCRETE IS 0.0632 CYD/FT. LANE TIES TO BE OMITTED.

NOT TO SCALE

<div> <div>3</div> <div>SHEET</div> </div>	<div> <div>DETAILS-3</div> <div>FILE</div> </div>	<div> <div>220149</div> <div>PROJECT</div> </div>	DESIGNED BY	DATE	<div> <div>CITY OF POTTERVILLE TIFA</div> <div>POTTERVILLE, EATON COUNTY, MICHIGAN</div> <div>LANSING ROAD SIDEWALK - PHASE 1</div> </div>	<div> <div>NO.</div> <div>ISSUED FOR</div> </div>	<div> <div>BY</div> <div>DATE</div> </div>
			D MICKEVICH	1/2021			
			DRAWN BY	DATE			
			D MICKEVICH	1/2021			
			CHECKED BY	DATE			
			B MIERAS	-			

Jun 29, 2021 11:30am P:\Projects\220149 Potterville Sidewalk\220149CV\Plan-Profile-1D-STA.dwg, REF: [op] [cp] [ls]



THE CONTRACTOR IS CAUTIONED THAT THE LOCATION AND/OR ELEVATION OF EXISTING UTILITIES AS SHOWN ON THESE PLANS IS BASED ON RECORDS OF THE VARIOUS UTILITY COMPANIES, AND WHERE POSSIBLE, MEASUREMENTS TAKEN IN THE FIELD. THE INFORMATION IS NOT RELIED ON TO BE EXACT OR COMPLETE. FOR PROTECTION OF UNDERGROUND UTILITIES, AND IN CONFORMANCE WITH PUBLIC ACT 53, 1974, THE CONTRACTOR SHALL CALL TOLL FREE 1-800-482-7171 OR 311, A MINIMUM OF THREE FULL WORKING DAYS, EXCLUDING SATURDAYS, SUNDAYS, AND HOLIDAYS, PRIOR TO BEGINNING EACH EXCAVATION IN AREAS WHERE PUBLIC UTILITIES HAVE NOT BEEN PREVIOUSLY LOCATED. ALL "MISS DIG" PARTICIPATING MEMBERS WILL BE THIS ROUTINELY NOTIFIED. THIS DOES NOT RELIEVE THE CONTRACTOR FROM NOTIFYING UTILITY OWNERS WHO MAY NOT BE A PART OF THE "MISS DIG" SYSTEM. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO RELOCATE ALL EXISTING UTILITIES WHICH CONFLICT WITH THE PROPOSED IMPROVEMENTS SHOWN ON THE PLANS.

QUANTITIES THIS SHEET

QTY	UNIT	ITEM DESCRIPTION
34	FT	CURB AND GUTTER, REM
3574	SFT	SIDEWALK, CONC, 4 INCH
294	SFT	SIDEWALK RAMP, CONC, 6 INCH
15	FT	DETECTABLE WARNING SURFACE, MODIFIED
56.5	CYD	SUBBASE, CIP
109	FT	CURB AND GUTTER, CONC, DET B2
609	SYD	SLOPE RESTORATION, TYPE B
8	FT	CULV, CL A, CPV, 8 INCH
7	STA	MACHINE GRADING, MODIFIED
11	FT	SPILLWAY, CONC

- ### LEGEND
- #### EXISTING LAND FEATURES
- BENCHMARK
 - MONUMENT
 - MONUMENT BOX
 - RIGHT OF WAY MARKER
 - U.G. UTILITY MARKER
 - SIGN
 - GUY ANCHOR
 - UTILITY POLE
 - LIGHT POLE
 - POST
 - SHRUB
 - TREE
 - MAILBOX
 - FIRE HYDRANT
 - WATER VALVE
 - GAS VALVE
 - GAS METER
 - WATER METER
 - TELEPHONE RISER
 - ELECTRIC METER
 - CATCH BASIN
 - ROUND CATCH BASIN
 - UTILITY MANHOLE
 - STORM MANHOLE
 - SANITARY MANHOLE
 - ELECTRIC MANHOLE
 - TELEPHONE MANHOLE
 - WATER MANHOLE
- (ELEV) - EXISTING CONTOURS

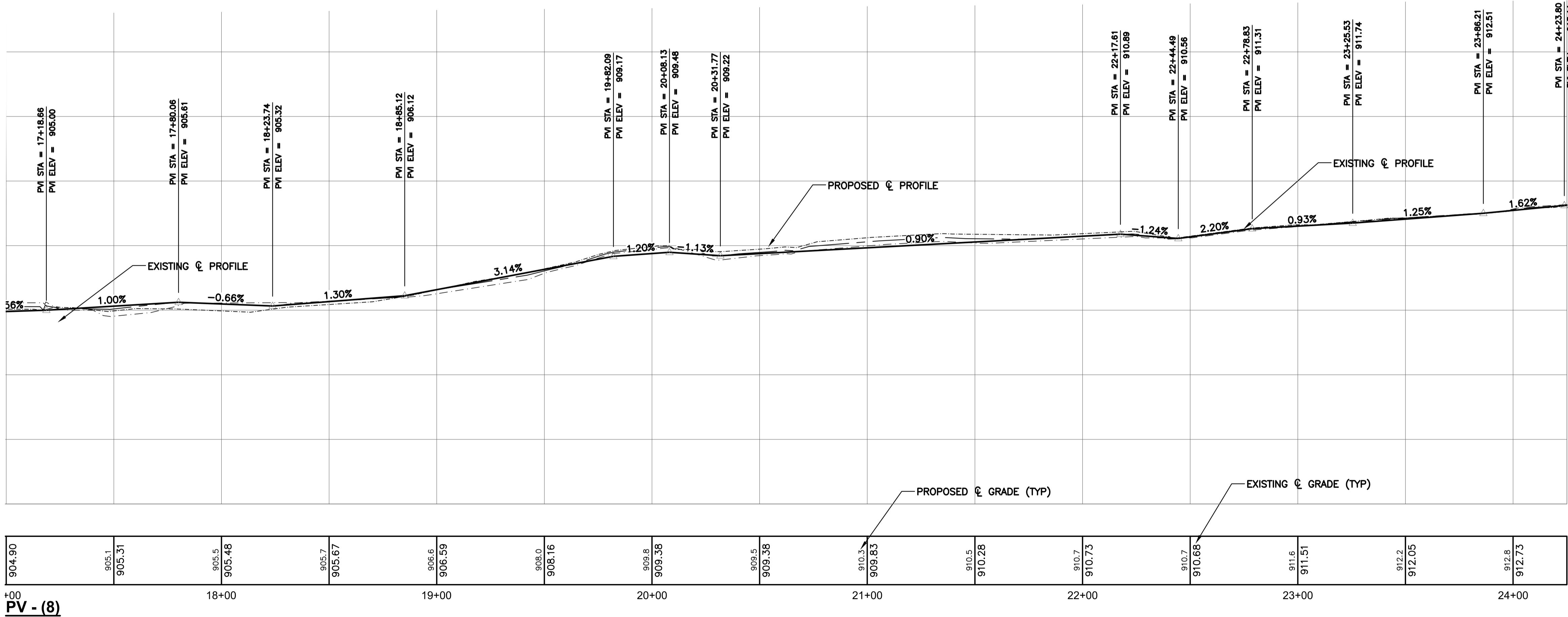
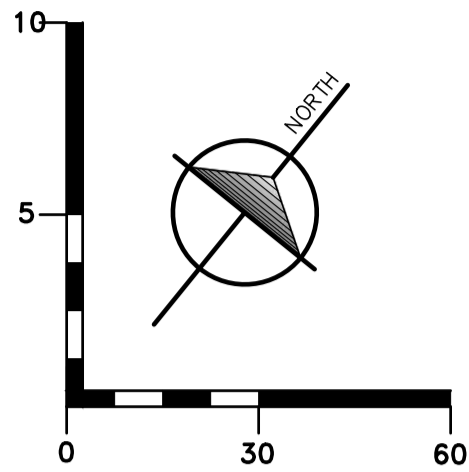
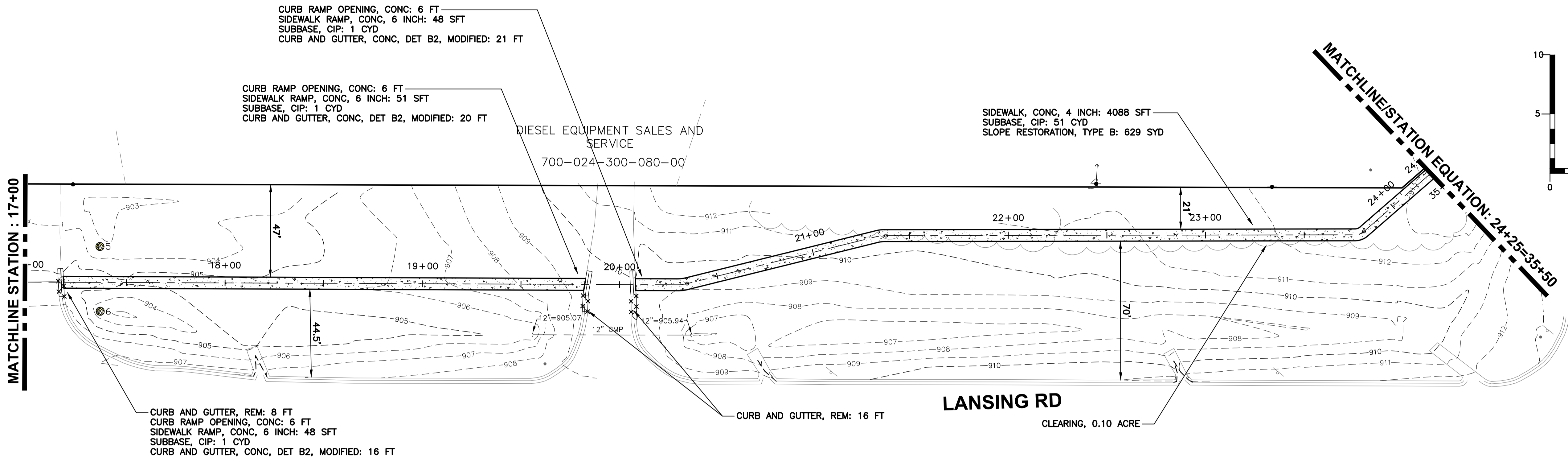


NO.	ISSUED FOR	BY	DATE
1.	OWNER REVIEW	BM	1/20/2021
2.	EATON COUNTY REVIEW	BM	1/29/2021
3.	CONTRACTOR BID	BM	

CITY OF POTTERVILLE TIFA
POTTERVILLE, EATON COUNTY, MICHIGAN
LANSING ROAD SIDEWALK - PHASE 1

PLAN & PROFILE - STA: 10+00 TO STA: 17+00

DESIGNED BY	DATE	DRAWN BY	DATE	CHECKED BY	DATE
DM/BM	1/2021	D MCKEVICH	1/2021	N NAME	
PROJECT	220149	FILE	Pit-PlanProf		



QUANTITIES THIS SHEET		
QTY	UNIT	ITEM DESCRIPTION
24	FT	CURB AND GUTTER, REM
4088	SFT	SIDEWALK, CONC, 4 INCH
99	SFT	SIDEWALK RAMP, CONC, 6 INCH
54	CYD	SUBBASE, CIP
57	FT	CURB AND GUTTER, CONC, DET B2
629	SYD	SLOPE RESTORATION, TYPE B
.10	ACRE	CLEARING
8	STA	MACHINE GRADING, MODIFIED

williams&works
engineers | planners
surveyors

616.224.1500 phone
649 Ottawa Ave NW
Grand Rapids, MI 49503

POTTERVILLE, MICHIGAN
FOUNDED IN 1840

SONW
SONW
SONW

ISSUED FOR	DATE	BY	NO.
OWNER REVIEW	1/20/2021	BM	1.
EATON COUNTY REVIEW	1/20/2021	BM	2.
CONTRACTOR BID	1/29/2021	BM	3.

CITY OF POTTERVILLE TIFA
POTTERVILLE, EATON COUNTY, MICHIGAN
LANSING ROAD SIDEWALK - PHASE 1

PLAN & PROFILE - STA: 17+00 TO STA: 35+50

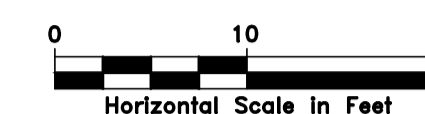
DESIGNED BY	DATE	DRAWN BY	DATE	CHECKED BY	DATE
DM/BM	1/20/21	D MCKEVICH	1/20/21	N NAME	

PROJECT: 220149

FILE: Pit-PlanProf

5

SHEET NO.





Bobcat®

Product Quotation

Quotation Number: 32875D033807

Date: 2021-02-08 14:30:13

Ship to	Bobcat Dealer	Bill To
City of Potterville 319 N Nelson Potterville, MI 48876 Phone: 1-517-667-9524	Bobcat of Lansing, Lansing, MI 3237 WEST MILLER ROAD LANSING MI 48911-4431 Phone: (517) 394-1155 Fax: (517) 394-1550	City of Potterville 319 N Nelson Potterville, MI 48876 Phone: 1-517-667-9524
	----- Contact: Kyle Christensen Phone: 517-394-1155 Fax: 517-394-1550 Cellular: 517-204-5750 E Mail: c.kyle@bobcatoflansing.com	

Description	Part No	Qty	Price Ea.	Total
T64 T4 Bobcat Compact Track Loader	M0363	1	\$41,242.00	\$41,242.00
68.0 HP Tier 4 V2 Bobcat Engine	Lift Path: Vertical			
Auxiliary Hydraulics: Variable Flow	Lights, Front and Rear LED			
Backup Alarm	Operator Cab			
Bob-Tach	Includes: Adjustable Vinyl Suspension Seat, Top and			
Bobcat Interlock Control System (BICS)	Rear Windows, Parking Brake, Seat Bar and Seat Belt			
Controls: Bobcat Standard	Roll Over Protective Structure (ROPS) meets SAE-J1040			
Cylinder Cushioning - Lift, Tilt	and ISO 3471			
Engine/Hydraulic Performance De-rate Protection	Falling Object Protective Structure (FOPS) meets SAE-			
Glow Plugs (Automatically Activated)	J1043 and ISO 3449, Level I; (Level II is available			
Horn	through Bobcat Parts)			
Instrumentation: Standard 5" Display (Rear Camera Ready)	Parking Brake: Spring Applied, Pressure Released			
with Keyless Start, Engine Temperature and Fuel Gauges,	(SAPR)			
Hour meter, RPM and Warning Indicators. Includes	Solid Mounted Carriage with 4 Rollers			
maintenance interval notification, fault display, job codes,	Tracks: Rubber, 12.6" Wide			
quick start, auto idle, and security lockouts.	Warranty: 2 years, or 2000 hours whichever occurs first			
Lift Arm Support	Machine IQ Telematics			
Factory Installed P29 Performance Package	M0363-P06-P29	1	\$4,080.00	\$4,080.00
Power Bob Tach	Dual Direction Bucket Positioning			
Attachment Control	Automatic Ride Control			
Two-Speed	Reversing Fan			
C68 Comfort Package	M0363-P07-C68	1	\$5,440.00	\$5,440.00
"Enclosed Cab with HVAC	Heated Cloth Air Ride Suspension Seat			
Sound Reduction	Premium LED Lights			
Touch Display with Radio & Bluetooth	Rear View Camera"			
Selectable Joystick Controls	M0363-R01-C04	1	\$568.00	\$568.00
Total of Items Quoted				\$51,330.00
Quote Total - US dollars				\$51,330.00

Notes:

Quote is based off state bid contract

All prices subject to change without prior notice or obligation. This price quote supersedes all preceding price quotes.
--

Customer Acceptance:	Purchase Order: _____
----------------------	-----------------------

Authorized Signature:

Print: _____ **Sign:** _____ **Date:** _____



Product Quotation

Quotation Number: 32875D033802

Date: 2021-02-08 14:33:01

Ship to	Bobcat Dealer	Bill To
City of Potterville 319 N Nelson Potterville, MI 48876 Phone: 1-517-667-9524	Bobcat of Lansing, Lansing, MI 3237 WEST MILLER ROAD LANSING MI 48911-4431 Phone: (517) 394-1155 Fax: (517) 394-1550 ----- Contact: Kyle Christensen Phone: 517-394-1155 Fax: 517-394-1550 Cellular: 517-204-5750 E Mail: c.kyle@bobcatoflansing.com	City of Potterville 319 N Nelson Potterville, MI 48876 Phone: 1-517-667-9524

Description	Part No	Qty	Price Ea.	Total
Dealer Installed 48" 4K Heavy Duty Pallet Fork Teeth	6540182	1	\$231.00	\$231.00
Attachments 15C Auger Drive Unit	6809442	1	\$1,484.00	\$1,484.00
--- Standard Duty Bit, 18"	6666895	1	\$515.00	\$515.00
--- Auger 15C/H, 30C/H Mounting Frame	6812980	1	\$319.00	\$319.00
66" Brushcat (Std Flow)	7234049	1	\$5,109.00	\$5,109.00
66" Root Grapple	7168343	1	\$2,926.00	\$2,926.00
Soil Conditioner, 72-in Hydraulic Angle and Depth	7135945	1	\$7,378.00	\$7,378.00
72" Snow V-Blade	6958576	1	\$3,448.00	\$3,448.00
4K Heavy Duty Pallet Fork Frame	7294305	1	\$335.00	\$335.00
68" Angle Broom	7337703	1	\$4,487.00	\$4,487.00
		Total for these items		\$26,232.00
Description	Part No	Qty	Price Ea.	Total
Attachments 68" Heavy Duty Bucket	7272679	1	\$803.00	\$803.00 ✓
--- Bolt-On Cutting Edge, 68"	6718006	1	\$216.00	\$216.00
		Total for these items		\$1,019.00

Total of Items Quoted **\$27,251.00**
 Quote Total - US dollars **\$27,251.00**

Notes:

Quote Based off Mi State Contract

All prices subject to change without prior notice or obligation. This price quote supersedes all preceding price quotes.

Customer Acceptance:

Purchase Order: _____

Authorized Signature:

Print: _____ Sign: _____ Date: _____