

**The City of Potterville Tax Increment Finance Authority**

**Potterville City Hall, 319 N. Nelson Street – [manager@pottervillemi.org](mailto:manager@pottervillemi.org) – (517) 645-7641**

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**TIFA REGULAR MEETING AGENDA**

**Monday, January 11<sup>th</sup> 2021 at 5:30 p.m.**

- 1. Call the Meeting to Order:**
- 2. Pledge of Allegiance:**
- 3. Roll Call:** Members Dustin Twichell, Bruce Kring, Raymond Parker, Joseph Bristol Jr., Bob Nichols, Jon McNett, Elizabeth Ross.

Members Present: \_\_\_\_\_

\_\_\_\_\_

Members Absent: \_\_\_\_\_

\_\_\_\_\_

- 4. Agenda Approval:**
- 5. Approval of Minutes:**
  - a. Regular Meeting Minutes from December 14<sup>th</sup> 2020.
- 6. Approval of Bank Reconciliation:**
  - a. Bank Reconciliation of \$280,570.00 from period December 1<sup>st</sup> - 30<sup>th</sup> 2020.
- 7. Approval of Bills:** \$408.34
- 8. Public Comment – Items on the Agenda.**
- 9. Old Business:**
  - a) TIFA Development District Marketing strategy.
- 10. New Business:**
  - a) TIFA Board Officer Elections.
  - b) Vermontville Hwy Corridor Street Light Proposals (timers/photo eye sensors)
  - c) Pledge for \$2,000 in matching monetary funds for a \$25,000 grant award from Canadian National EcoConnections from the Ground Up “America in Bloom.”
  - d) Public Access to Lake Alliance Park and Lake Alliance Park non-motorized trail.
- 11. Public Comment – Items not on the Agenda.**
- 12. Next Meeting:** Monday, February 8<sup>th</sup> 2021 at 5:30 p.m.
- 13. Administrative Report:** In attendance.
- 14. Excuse absent Members:**
- 15. Meeting Adjourn:**

## Potterville TIFA Board Minutes

Monday, December 14, 2020 @ 5:30 p.m. – Via Teleconference

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Meeting was called to order by D. Twichell via phone conference at 5:30 p.m.

Pledge of Allegiance was recited by all.

**Roll Call:**      **Present:** D. Twichell, B. Kring, R. Parker, B. Nichols, & J. McNett.  
**Absent:** J. Bristol and L. Ross

**Agenda Approval:** Motion to approve agenda by Member Twichell, seconded by Member Parker. Motion carried (5-0-2).

**Approval of Minutes:** Motion by Member Nichols to approve the minutes from November 9, 2020, seconded by Member Twichell. Motion carried (5-0-2).

**Approval of Bank Reconciliation:** Motion by Member Twichell to approve Bank Reconciliation from October 31<sup>st</sup> – November 30<sup>th</sup>, 2020, in the amount of \$284,050.83, seconded by Member Kring. Motion carried (5-0-2).

**Approval of Bills:** Motion by Member Parker to pay bills totaling \$3,516.79, seconded by Member Kring. Motion carried (5-0-2).

**Public Comment:** None.

**Old Business:** None

**New Business:**

- a. Welcome Sign on Vermontville Highway – Consumers Energy Lighting Project. Board discusses and authorizes Director to get quotes for next meeting.
- b. TIFA Development District Marketing Strategy. Board receives update from Member Twichell and tables until 2021.

**Public Comment:** Brandy Hatt, Zoning Commissioner. Board receives updates on projects, permit status, etc.

**Next Meeting:** Monday, January 11, 2021 at 5:30 p.m.

**Administrative Report:** None.

**Motion to Excuse Absent Members:** Motion to excuse J. Bristol and L. Ross by Member Twichell, seconded by Member Parker. Motion carried (5-0-2)

**Motion to Adjourn:** Motion by Member Kring, seconded by Member Twichell. Motion carried (5-0-2).

Meeting adjourned at 5:50 p.m.

Respectfully submitted,

Kayla Schwartz, TIFA Secretary

Approved by TIFA Board \_\_\_\_\_, 2021


01/04/2021 09:21 AM  
User: JWest  
DB: Potterville

BANK RECONCILIATION FOR CITY OF POTTERVILLE  
Bank TIFA (TIFA)  
FROM 12/01/2020 TO 12/31/2020  
Reconciliation Record ID: 74

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| GL Number                  | Description | Beginning Balance |
|----------------------------|-------------|-------------------|
| 247-000-001.000            | CASH        | 284,050.83        |
| Beginning GL Balance:      |             | 284,050.83        |
| Less: Cash Disbursements   |             | (3,516.79)        |
| Add: Journal Entries/Other |             | 35.96             |
| Ending GL Balance:         |             | 280,570.00        |

| GL Number                     | Description | Ending Balance |
|-------------------------------|-------------|----------------|
| 247-000-001.000               | CASH        | 280,570.00     |
| Ending GL Balance:            |             | 280,570.00     |
| Ending Bank Balance:          |             | 280,645.00     |
| Add: Deposits in Transit      |             | 0.00           |
| Less: 1 AP Outstanding Checks |             | 75.00          |
| Less: 0 PR Outstanding Checks |             |                |
| Adjusted Bank Balance         |             | 280,570.00     |
| Unreconciled Difference:      |             | 0.00           |

REVIEWED BY: 

DATE: 1-4-2020

01/06/2021 09:31 AM

User: JWest  
DB: PottervilleCUSTOM INVOICE REPORT FOR CITY OF POTTERVILLE  
EXP CHECK RUN DATES 01/11/2021 - 01/11/2021  
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
BANK CODE: TIFA

Page: 1/1

| INVOICE<br>NUMBER                         | DESCRIPTION                             | AMOUNT |
|---|---|--------|
| VENDOR CODE: 0000011144 MICHAELA SCHWARTZ |   |        |
| BANK CODE: TIFA                           |   |        |
| JAN2021                                   | SECRETARIAL DUTIES MONTH OF JAN 2021    | 75.00  |
| TOTAL BANK CODE: TIFA                     |   | 75.00  |
| TOTAL VENDOR 0000011144 MICHAELA SCHWARTZ |   | 75.00  |
| VENDOR CODE: 09752 JODI WEST              |   |        |
| BANK CODE: TIFA                           |   |        |
| JAN 2021                                  | FINANCIAL SECRETARY DUTIES MONTH OF JAN | 333.34 |
| TOTAL BANK CODE: TIFA                     |   | 333.34 |
| TOTAL VENDOR 09752 JODI WEST              |   | 333.34 |
| GRAND TOTAL:                              |   | 408.34 |

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DB: Potterville

CASH SUMMARY BY FUND FOR CITY OF POTTERVILLE  
FROM 07/01/2020 TO 12/31/2020  
FUND: 247 - TIFA  
CASH ACCOUNTS

Page: 1/1

| Fund | Description                    | Beginning<br>Balance<br>07/01/2020 | Total<br>Debits | Total<br>Credits | Ending<br>Balance<br>12/31/2020 |
|------|--------------------------------|------------------------------------|-----------------|------------------|---------------------------------|
| 247  | TAX INCREMENT FINANCING AUTHOR | 325,165.51                         | 157,635.96      | 202,231.47       | 280,570.00                      |

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## REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

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PERIOD ENDING 12/31/2020 - *TIFA*

| GL NUMBER                                  | DESCRIPTION                   | 2020-21<br>AMENDED BUDGET | YTD BALANCE<br>12/31/2020<br>NORMAL (ABNORMAL) | ACTIVITY FOR<br>MONTH 12/31/2020<br>INCREASE (DECREASE) | AVAILABLE<br>BALANCE<br>NORMAL (ABNORMAL) | % BDGT<br>USED |
|--|-------------------------------|---------------------------|--|---|---|----------------|
| Fund 247 - TAX INCREMENT FINANCING AUTHOR  |                               |                           |  |   |   |                |
| Revenues                                   |                               |                           |  |   |   |                |
| Dept 728 - TIFA DEPT                       |                               |                           |  |   |   |                |
| 247-728-401.000                            | PROPERTY TAXES                | 160,233.13                | 132,299.21                                     | 0.00  | 27,933.92                                 | 82.57          |
| 247-728-573.000                            | LOCAL COMMUNITY STABILIZATION | 0.00                      | 12,248.61                                      | 0.00  | (12,248.61)                               | 100.00         |
| 247-728-664.000                            | INTEREST INCOME               | 3,900.00                  | 223.51   | 35.96   | 3,676.49                                  | 5.73           |
| Total Dept 728 - TIFA DEPT                 |                               | 164,133.13                | 144,771.33                                     | 35.96   | 19,361.80                                 | 88.20          |
| TOTAL REVENUES                             |                               | 164,133.13                | 144,771.33                                     | 35.96   | 19,361.80                                 | 88.20          |
| Expenditures                               |                               |                           |  |   |   |                |
| Dept 728 - TIFA DEPT                       |                               |                           |  |   |   |                |
| 247-728-702.000                            | WAGES - OTHER                 | 4,600.00                  | 2,449.99                                       | 408.33  | 2,150.01                                  | 53.26          |
| 247-728-726.000                            | OFFICE EXPENSE                | 1,120.00                  | 0.00   | 0.00  | 1,120.00                                  | 0.00           |
| 247-728-731.000                            | PUBLICATION                   | 300.00                    | 0.00   | 0.00  | 300.00                                    | 0.00           |
| 247-728-801.000                            | ATTORNEY                      | 7,000.00                  | 586.50   | 0.00  | 6,413.50                                  | 8.38           |
| 247-728-803.000                            | ENGINEERS FEES                | 28,200.00                 | 3,375.38                                       | 308.46  | 24,824.62                                 | 11.97          |
| 247-728-807.000                            | AUDIT                         | 4,825.00                  | 4,400.00                                       | 1,400.00  | 425.00                                    | 91.19          |
| 247-728-814.000                            | BANK SERVICE CHARGES          | 30.00                     | 0.00   | 0.00  | 30.00                                     | 0.00           |
| 247-728-967.000                            | SIDEWALK AND LIGHTING IMPROVE | 19,000.00                 | 0.00   | 0.00  | 19,000.00                                 | 0.00           |
| 247-728-967.400                            | ROAD IMPROVEMENTS             | 88,000.00                 | 5,797.50                                       | 0.00  | 82,202.50                                 | 6.59           |
| 247-728-967.700                            | CITY IMPROVEMENTS             | 3,400.00                  | 2,650.00                                       | 1,400.00  | 750.00                                    | 77.94          |
| 247-728-995.000                            | BOND INTEREST                 | 22,502.50                 | 10,901.25                                      | 0.00  | 11,601.25                                 | 48.44          |
| 247-728-996.000                            | BOND PRINCIPAL                | 40,000.00                 | 40,000.00                                      | 0.00  | 0.00                                      | 100.00         |
| Total Dept 728 - TIFA DEPT                 |                               | 218,977.50                | 70,160.62                                      | 3,516.79  | 148,816.88                                | 32.04          |
| TOTAL EXPENDITURES                         |                               | 218,977.50                | 70,160.62                                      | 3,516.79  | 148,816.88                                | 32.04          |
| Fund 247 - TAX INCREMENT FINANCING AUTHOR: |                               |                           |  |   |   |                |
| TOTAL REVENUES                             |                               | 164,133.13                | 144,771.33                                     | 35.96   | 19,361.80                                 | 88.20          |
| TOTAL EXPENDITURES                         |                               | 218,977.50                | 70,160.62                                      | 3,516.79  | 148,816.88                                | 32.04          |
| NET OF REVENUES & EXPENDITURES             |                               | (54,844.37)               | 74,610.71                                      | (3,480.83)  | (129,455.08)                              | 136.04         |

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DB: Potterville

REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE  
Balances as of 12/31/2020

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Fund 247 - TAX INCREMENT FINANCING AUTHOR

| Account                   | Description                                 | 2020-21<br>Amended Budget | YEAR-TO-DATE<br>THRU 12/31/20                           | Available<br>Balance | %<br>Used    |
|---------------------------|---|---------------------------|---|----------------------|--------------|
| <b>Revenues</b>           |   |                           |   |                      |              |
| Department 728: TIFA DEPT |   |                           |   |                      |              |
| 401.000                   | PROPERTY TAXES                              |                           |   |                      |              |
| 08/31/2020                | GJ TAX DEPOSIT                              |                           | 104061 132,299.21 JE# 5996                              |                      |              |
| 401.000                   | PROPERTY TAXES                              | 160,233.13                | 132,299.21  | 27,933.92            | 82.57        |
| 573.000                   | LOCAL COMMUNITY STABILIZATION               |                           |   |                      |              |
| 10/30/2020                | GJ LOCAL COMMUNITY STABILIZATION ACT        |                           | 105290 12,248.61 JE# 6027                               |                      |              |
| 11/02/2020                | GJ LOCAL COMMUNITY STABILIZATION ACT        |                           | 105288 12,248.61 JE# 6025                               |                      |              |
| 11/02/2020                | GJ WRONG DATE                               |                           | 105289 (12,248.61) JE# 6026                             |                      |              |
| 573.000                   | LOCAL COMMUNITY STABILIZATION               | 0.00                      | 12,248.61   | (12,248.61)          | 100.00       |
| 664.000                   | INTEREST INCOME                             |                           |   |                      |              |
| 07/31/2020                | GJ INTEREST MONTH OF JULY 2020              |                           | 103614 36.78 JE# 5977                                   |                      |              |
| 08/31/2020                | GJ INTEREST MONTH OF AUG 2020               |                           | 104062 39.68 JE# 5997                                   |                      |              |
| 09/30/2020                | GJ INTEREST MONTH OF SEPT 2020              |                           | 105030 40.73 JE# 6014                                   |                      |              |
| 10/30/2020                | GJ INTEREST MONTH OF OCT 2020               |                           | 105292 35.50 JE# 6029                                   |                      |              |
| 11/30/2020                | GJ INTEREST MONTH OF NOV 2020               |                           | 105553 34.86 JE# 6067                                   |                      |              |
| 12/31/2020                | GJ INTEREST MONTH OF DEC 2020               |                           | 105987 35.96 JE# 6086                                   |                      |              |
| 664.000                   | INTEREST INCOME                             | 3,900.00                  | 223.51  | 3,676.49             | 5.73         |
| <b>Total - Dept 728</b>   |   | <b>164,133.13</b>         | <b>144,771.33</b>                                       | <b>19,361.80</b>     | <b>88.20</b> |
| <b>Total Revenues</b>     |   | <b>164,133.13</b>         | <b>144,771.33</b>                                       | <b>19,361.80</b>     | <b>88.20</b> |
| <b>Expenditures</b>       |   |                           |   |                      |              |
| Department 728: TIFA DEPT |   |                           |   |                      |              |
| 702.000                   | WAGES - OTHER                               |                           |   |                      |              |
| 08/10/2020                | AP SECRETARY DUTIES TIFA-MONTHS OF JULY/AUG |                           | 103641 150.00 Inv #: 'JUL/AUG 2020' Vendor '0000011144' |                      |              |
| 08/10/2020                | AP FINANCIAL DIRECTOR DUTIES JULY/AUG 2020  |                           | 103642 666.67 Inv #: 'JULY/AUG 2020' Vendor '09752'     |                      |              |
| 09/14/2020                | AP SECRETARY DUTIES MONTH OF SEPT 2020      |                           | 104178 75.00 Inv #: 'SEPT 2020' Vendor '0000011144'     |                      |              |
| 09/14/2020                | AP FINANCE DIRECTOR DUTIES MONTH OF SEPT 20 |                           | 104179 333.33 Inv #: 'SEPT 2020' Vendor '09752'         |                      |              |
| 10/12/2020                | AP SECRETARY DUTIES MONTH OF OCT 2020       |                           | 105065 75.00 Inv #: 'OCT 2020' Vendor '0000011144'      |                      |              |
| 10/12/2020                | AP FINANCIAL DUTIES MONTH OF OCT 2020       |                           | 105066 333.33 Inv #: 'OCT 2020' Vendor '09752'          |                      |              |
| 11/09/2020                | AP FINANCIAL SECRETARY DUTIES MONTH OF NOV  |                           | 105340 333.33 Inv #: 'NOV 2020' Vendor '09752'          |                      |              |
| 11/09/2020                | AP SECRETARIAL DUTIES MONTH OF NOV 20       |                           | 105341 75.00 Inv #: 'NOV 2020' Vendor '0000011144'      |                      |              |
| 12/14/2020                | AP SECRETARIAL DUTIES DEC 2020              |                           | 105701 75.00 Inv #: 'DEC 2020' Vendor '0000011144'      |                      |              |
| 12/14/2020                | AP FINANCIAL DUTIES MONTH OF DEC 2020       |                           | 105702 333.33 Inv #: 'DEC 2020' Vendor '09752'          |                      |              |
| 702.000                   | WAGES - OTHER                               | 4,600.00                  | 2,449.99  | 2,150.01             | 53.26        |
| 726.000                   | OFFICE EXPENSE                              | 1,120.00                  | 0.00  | 1,120.00             | 0.00         |
| 731.000                   | PUBLICATION                                 | 300.00                    | 0.00  | 300.00               | 0.00         |
| 801.000                   | ATTORNEY                                    |                           |   |                      |              |
| 10/12/2020                | AP ATORNEY FEES MONTH OF AUGUST 2020        |                           | 105064 586.50 Inv #: '793677' Vendor '03445'            |                      |              |
| 801.000                   | ATTORNEY                                    | 7,000.00                  | 586.50  | 6,413.50             | 8.38         |
| 803.000                   | ENGINEERS FEES                              |                           |   |                      |              |
| 07/08/2020                | AP DEVELOPMENT PLAN UPDATE- MONTH OF JUNE 2 |                           | 103260 616.02 Inv #: '90532' Vendor '10540'             |                      |              |

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REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE  
Balances as of 12/31/2020

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Fund 247 - TAX INCREMENT FINANCING AUTHOR

| Account                          | Description                                 | 2020-21<br>Amended Budget | YEAR-TO-DATE<br>THRU 12/31/20                          | Available<br>Balance | %<br>Used |
|----------------------------------|---|---------------------------|--|----------------------|-----------|
| <b>Expenditures</b>              |   |                           |  |                      |           |
| Department 728: TIFA DEPT        |   |                           |  |                      |           |
| 07/08/2020                       | AP Void Invoice 90532 10540                 |                           | 103264 (616.02) Inv #: '90532' Vendor '10540'          |                      |           |
| 09/14/2020                       | AP VERMONTVILLE AND LANSING RD WORK THRU JU |                           | 104175 1,605.00 Inv #: '90763' Vendor '10540'          |                      |           |
| 09/14/2020                       | AP ALLIANCE LAKE WORK THROUGH 7/25/20       |                           | 104177 1,033.92 Inv #: '90789' Vendor '10540'          |                      |           |
| 11/09/2020                       | AP VERMONTVILL/LANSING RD ENGINEERING SERVI |                           | 105339 395.00 Inv #: '90938' Vendor '10540'            |                      |           |
| 11/09/2020                       | AP ALLIANCE LAKE ROAD WORK THROUGH 9/26/20  |                           | 105342 33.00 Inv #: '91097' Vendor '10540'             |                      |           |
| 12/14/2020                       | AP LASNING RD SIDEWALK PROJECT THROUGH 11/2 |                           | 105709 308.46 Inv #: '91427' Vendor '10540'            |                      |           |
| 803.000                          | ENGINEERS FEES                              | 28,200.00                 | 3,375.38   | 24,824.62            | 11.97     |
| 807.000                          | AUDIT                                       |                           |  |                      |           |
| 09/14/2020                       | AP AUDIT SERVICES THROUGH 8/31/20           |                           | 104176 3,000.00 Inv #: '4882' Vendor '11101'           |                      |           |
| 12/14/2020                       | AP COMPLETION OF TIFA AUDIT 19/20           |                           | 105480 1,400.00 Inv #: '4968A' Vendor '11101'          |                      |           |
| 807.000                          | AUDIT                                       | 4,825.00                  | 4,400.00   | 425.00               | 91.19     |
| 814.000                          | BANK SERVICE CHARGES                        | 30.00                     | 0.00   | 30.00                | 0.00      |
| 967.000                          | SIDEWALK AND LIGHTING IMPROVE               | 19,000.00                 | 0.00   | 19,000.00            | 0.00      |
| 967.400                          | ROAD IMPROVEMENTS                           |                           |  |                      |           |
| 08/28/2020                       | AP BRINE APPLICATION AT ALLIANCE PARK       |                           | 103940 5,797.50 Inv #: '1596' Vendor '0000011195'      |                      |           |
| 967.400                          | ROAD IMPROVEMENTS                           | 88,000.00                 | 5,797.50   | 82,202.50            | 6.59      |
| 967.700                          | CITY IMPROVEMENTS                           |                           |  |                      |           |
| 09/14/2020                       | AP LAND SURVEY- 213 S HARTEL                |                           | 104180 1,250.00 Inv #: '20-047' Vendor '0000011150'    |                      |           |
| 12/14/2020                       | AP LAKE ALLIANCE PARK SIGNS (2)             |                           | 105489 1,400.00 Inv #: 'NOV 13 20' Vendor '0000011141' |                      |           |
| 967.700                          | CITY IMPROVEMENTS                           | 3,400.00                  | 2,650.00   | 750.00               | 77.94     |
| 995.000                          | BOND INTEREST                               |                           |  |                      |           |
| 10/02/2020                       | GJ BOND PAYMENT AND INTEREST                |                           | 105291 10,901.25 JE# 6028                              |                      |           |
| 995.000                          | BOND INTEREST                               | 22,502.50                 | 10,901.25  | 11,601.25            | 48.44     |
| 996.000                          | BOND PRINCIPAL                              |                           |  |                      |           |
| 10/02/2020                       | GJ BOND PAYMENT AND INTEREST                |                           | 105291 40,000.00 JE# 6028                              |                      |           |
| 996.000                          | BOND PRINCIPAL                              | 40,000.00                 | 40,000.00  | 0.00                 | 100.00    |
| Total - Dept 728                 |   | 218,977.50                | 70,160.62  | 148,816.88           | 32.04     |
| Total Expenditures               |   | 218,977.50                | 70,160.62  | 148,816.88           | 32.04     |
| NET OF REVENUES AND EXPENDITURES |   | (54,844.37)               | 74,610.71  | (129,455.08)         |           |



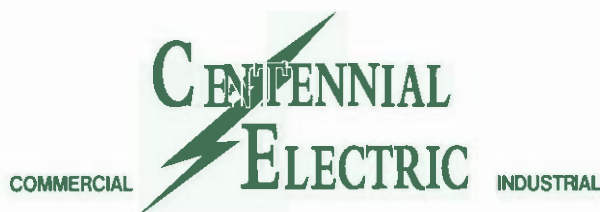
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User: JWest  
DB: Potterville

MONTHLY BALANCES REPORT FOR CITY OF POTTERVILLE  
FROM 07/01/2020 TO 12/31/2020  
Bank code: TIFA - TIFA  
Account Category: Cash

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| GL #                   | DESCRIPTION | NET ACTIVITY | BALANCE    |
|------------------------|-------------|--------------|------------|
|                        |             | DR (CR)      | DR (CR)    |
| 247-000-001.000 CASH   |             | Beg. Balance | 325,165.51 |
| July                   |             | (119,169.44) | 205,996.07 |
| August                 |             | 125,724.72   | 331,720.79 |
| September              |             | (7,256.52)   | 324,464.27 |
| October                |             | (39,611.97)  | 284,852.30 |
| November               |             | (801.47)     | 284,050.83 |
| December               |             | (3,480.83)   | 280,570.00 |
| End Balance 12/31/2020 |             | (3,480.83)   | 280,570.00 |

O 517.543.9900  
F 517.543.9911



PO BOX 490  
POTTERVILLE, MI 48876

1/5/2020

City of Potterville  
319 N. Nelson St  
Potterville, MI 48876

Attn: Aaron Sheridan

RE: Potterville – Street Lighting Receptacle Control

Dear Mr. Sheridan:

Centennial Electric, LLC, is pleased to quote you for the work on the above mentioned project. We have included the following:

Control street lighting receptacles circuits along Vermontville Hwy via below:

- Add contactors to three panel locations to allow control of all receptacle circuits (there appear to be 3 circuits at the west & central locations and five circuits at the east location)
- New contactors to be mounded adjacent to existing contactors.
- Re-wiring of receptacle feeds through new contactors and back to panel is included
- Installation of one new photo eye control circuit to control the new and existing street lighting contactor.
- All work to be during normal business hours
- Electrical permit included

**Total Quote – \$4,380.00**

Please call if you have any questions.

Sincerely,

Mike Bozung  
Estimator/Project Manager  
Centennial Electric llc



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P.O. Box 263 | Pottersville, MI 48876 | Office (517) 645-2300

## Quote #5114-2

January 5, 2021

City of Pottersville  
319 Nelson St  
Pottersville, MI 48876

Attn: Aaron Sheridan

Re: Timers for Streetlight Receptacles

Provide labor and material to install electrical for three new 24 hour timeclocks for control of existing receptacles on street light poles with the following qualifications:

- Install three new contactors and enclosures mounted to three existing electrical services
- Install new conduits from new contactors to existing electrical panels
- Install three new 24 hour timeclocks to control new contactors
- Connect existing receptacle circuits to new contactors controlled through new timeclocks

*Note:* Deduct \$190.00 from Labor and Material total for Photo Eye controls in lieu of Timeclocks

Quote includes the following:

- Permit
- Straight time labor
- Contactors
- Timeclocks
- Existing circuits

Quote does not include the following:

- After hours/ Overtime labor
- New circuits

Labor and Material

\$3,120.00

Quote is valid for 15 days. All work to be completed in a professional manner and in accordance to all pertaining codes, rules and regulations. All work fully guaranteed and insured. If you have any question, please call anytime.

Respectfully submitted,

*Zach Vorce*

Zach Vorce

# Estimate

Modern Design Electrical, L.L.C.  
PO Box 37  
Pottersville, MI 48876  
duston@mdecontractor.com

Billing Address  
City Of Pottersville  
319 N Nelson  
Pottersville, MI 48876

Estimate Number: E201214560  
Estimate Date: Dec 14, 2020  
Payment Terms: Due upon Receipt  
Estimate Amount: 1,900.00  
Created By: Duston Twichell

Project  
Service

| Item Name   | Quantity | Unit Price | Total    |
|---|----------|------------|----------|
| Bid Price<br>Pole receptacle control boxes  | 3.00     | 550.00     | 1,650.00 |
| Permit<br>Permit fees are estimated and will be billed as actual cost incurred, plus a \$75 processing fee. | 1.00     | 250.00     | 250.00   |

Comments:  
>construct and install (3) contactor boxes with photo-eye control, to turn on/off post light receptacles.

Subtotal: \$ 1,900.00  
Estimate Amount \$ 1,900.00

**Terms & Conditions:**

In executing a contract with Modern Design Electrical (MDE), you accept responsibility to pay all fees as they are outlined in your estimate or invoice. MDE reserves the right to charge penalties and interest on balances not paid by their due date. MDE warrants all labor for a period of one year from the installation date. Warranty covers labor on items that have failed under normal operating conditions and have not been altered by anyone other than MDE staff. Materials will be covered for the term of their OEM warranty only. MDE agrees to adhere to their contracted price (unless additional work outside the original scope, is required to complete the original task) and install all materials in a neat and workman like manner and in a timely fashion. Should any project cease, or become inactive for a period of more than 30 days, due to reasons outside of MDE control, MDE reserves the right for a pro-rata invoice to be submitted for all materials and any labor performed to date; invoice will be due upon receipt. Credit card transactions that are disputed or refunded, will be subject to processing fees. Refunded payments will be made by check and mailed within 10 business days of MDE receiving a written request, explaining the reason for the refund. Any refunds or liability shall not exceed the value of service provided, less material expenses and processing fees. Modern Design Electrical reserves the right to remove any and all unused materials, delivered to the site by Modern Design Electrical or it's suppliers. All tools and equipment provided by Modern Design Electrical, will remain the property of Modern Design Electrical.



# Lake Alliance Park CN Railroad Landscapes

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Landscapes provided by CN EcoConnections "From the Ground Up" and America In Bloom grant award.

CN EcoConnections "From the Ground Up" supports collaborative greening projects that enhance landscapes in communities neighboring CN Railroad corridors across North America.

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**America in Bloom**  
 PO Box 44005  
 Columbus, OH 43204-0005  
 614-453-0744  
[aib@AmericaInBloom.org](mailto:aib@AmericaInBloom.org)  
[AmericaInBloom.org](http://AmericaInBloom.org)

December 22, 2020

## ***CN EcoConnexions From the Ground Up***

A Community Greening Grant Program of CN and America in Bloom

### **Grant Agreement**

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

1. Submit a proposal with site plan, list of plants, care and maintenance plans, and budget.
2. All efforts should be made to complete the project by December 31, 2021. Any changes to project location, completion date, or substantive changes to the scope of work must be submitted to America in Bloom (AIB) for prior approval.
3. Complete the project as budgeted. Budget deviations of greater than 10% must be submitted to AIB for prior approval. Costs that exceed the grant award of \$25,000 will not be reimbursed.
4. Document all expenditures eligible for reimbursement and submit receipts and proof of payment with a Final Report to AIB.
5. Contribute at least half of the cost of the project through the purchase of goods and services or with in-kind contributions of goods and services. Matching contributions must also be documented. Include dates of service, names of contributors, and value for all in-kind services.
6. Install and maintain plants as describe in the Request for Proposals and maintain plantings as per your proposed maintenance plan. Continue appropriate maintenance in perpetuity.
7. Involve community partners as described in your proposal, enhancing community participation whenever possible.
8. Coordinate project planning and implementation with America in Bloom (AIB) representatives. Accommodate AIB request for information, site visits and meetings.
9. Participate in the America in Bloom [National Awards Program](#) by enrolling in the 2021 edition by February 28, 2021. Registration fees are allowable as a matching contribution.
10. Hold a celebratory event to recognize community partners, project accomplishments and CN's financial support and AIB's technical assistance. Coordinate planning with CN and AIB representatives.
11. Install a sign or marker at project location indicating project partners were America in Bloom and the *CN EcoConnexions From the Ground Up* program.
12. Acknowledge "*CN EcoConnexions From the Ground Up*" as the source of funds in all outreach and press material. Acknowledge America in Bloom as a program partner in all outreach and press material.

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

Accepted:

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For the Grant Recipient (Print name)

Title

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Signature

Date

Laura Kunkle, America in Bloom Executive Director

A handwritten signature in black ink that reads "Laura Kunkle". The script is fluid and cursive, with the first name "Laura" and last name "Kunkle" clearly distinguishable.

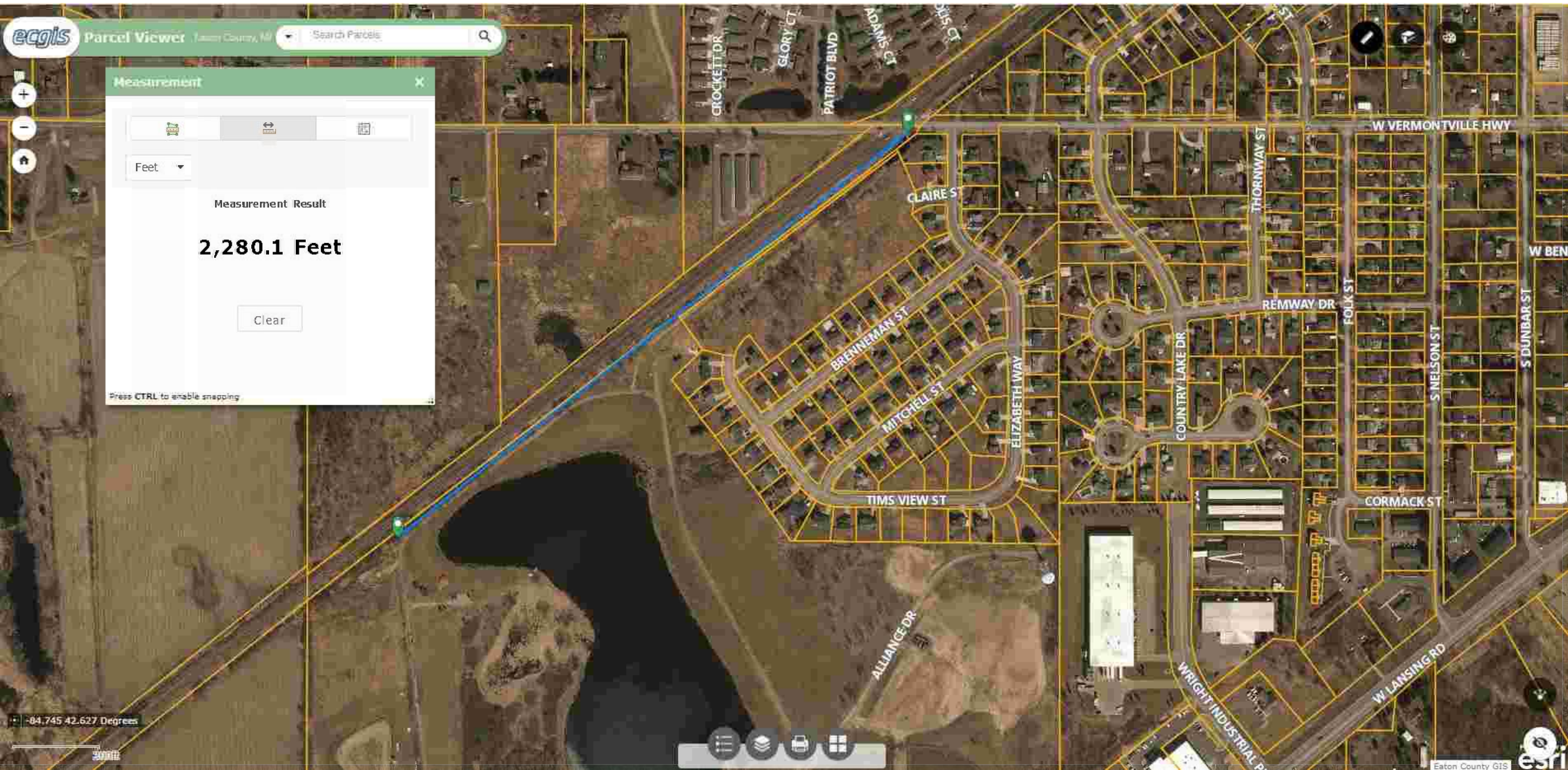


CN EcoConnexions: America in Bloom GRANT BUDGET 2021  
CITY OF POTTERVILLE, EATON COUNTY, MICHIGAN

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

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





Measurement

Feet

Measurement Result

**2,280.1 Feet**

Clear

Press CTRL to enable snapping