

City of Pottersville - Council Agenda

Thursday, December 16, 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 November 18, 2021

F. Approval of Bills: General Bills: \$48,497.31-(30.00 voided check) + \$4088.92 = \$52,556.23

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

H. City Manager's Report: Manager's report in the December 16, 2021 packet.

I. Public Comment on agenda items:

J. Commission/Committee Reports: Reports in the December 16, 2021 packet.

K. Department Reports: Administration- Department reports in the December 16, 2021 packet.

L. New Business:

- a) Auditor presentation for fiscal year ending June 2021
- b) Appoint a check signer for General account
- c) First Right of Refusal: Parcel #23-700-000-613-00
- d) Resolution No. 21-1216-19 Poverty Exemption guidelines
- e) 2022 Meeting Schedule

M. Public Comment on non-agenda items:

N. Communication from the Mayor and Council:

O. Next Meeting: Thursday, January 20, 2022 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

City Council Meeting was called to order by Mayor Kring on Thursday, November 18, 2021.

Roll Call: Present: Mayor Kring, Member Potter, Member Smalley and Member Rogers.

Absent: Deputy Mayor Lenneman, Member Nichols and Member Pulda

Approval of Agenda: Motion by Member Smalley to approve Agenda. Supported by Member Rogers. Vote: Ayes: 4. Nays: None. Motion Carried (4-0).

Approval of Minutes: Motion by Member Potter to approve October 21, 2021 minutes. Supported by Member Smalley. Vote: Ayes: 4. Nays: None. Motion Carried (4-0).

Approval of Bills: Motion by Member Potter to approve payment of General Bills in the amount of \$255,944.34. Supported by Member Rogers. Roll Call Vote: Mayor Kring, Member Potter, Member Smalley and Member Rogers. Nays: None. Motion Carried (4-0).

Approval of Bank Reconciliations: Motion by Member Potter to approve October 2021 accounts for General, Tax and Payroll. Supported by Member Smalley. Roll Call Vote: Ayes: Mayor Kring, Deputy Mayor Lenneman, Member Nichols, Member Potter, Member Pulda, Member Smalley and Member Rogers. Nays: None. Motion Carried (4-0).

City Manager's Report: Manager's report is in November 18, 2021 Council packet. Mayor asked about the new staffing change. City Manager confirmed that Mike Bledsoe was leaving and DPW had hired a new water operator. The new operator will be at the next meeting to be introduced.

Public Comment on Agenda Items: Jennifer M. Mannino-Lane of 211 Folk Street spoke to her request of a setback variance for a wheelchair ramp at her home for her daughter.

Commission/Committee Reports: Mayor Kring reminded everyone of the Christmas Parade on December 4, 2021 at 6:00 pm.

Department Reports: Brandy Miller, Zoning Administrator, shared that the city does not have administrative authority to give a variance. The appeal must go through the Zoning Board of Appeals for a setback Variance. HD Automotive on Lansing Road has received a special use permit for repairs and sales of automotive. Allen Edwin Homes has submitted conceptual plans. Chief Barry said they were participating "Fill a Cop Car", on December 4 at the Dollar General.

City of Potterville

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

New Business:

Discussion of Lansing Road/Vermontville Hwy Intersection. Motion by Mayor to table and have a special meeting with council after the administrative meeting when they would have more options and information to discuss possible solutions. Supported by Member Rogers. Vote: Ayes: 4. Nays: None. Motion Carried (4-0).

Letter from Jennifer M. Mannino-Lane regarding an exemption setback variance. Motion by Member Potter to waive the Zoning Board Appeals variance application fee of \$400.00 for Ms. Mannino-Lane. Supported by Member Smalley. Roll Call Vote: Ayes: Mayor Kring, Deputy Mayor Lenneman, Member Nichols, Member Potter, Member Pulda, Member Smalley and Member Rogers. Nays: None. Motion Carried (4-0).

Resolution No. 21-1118-18 Amend the Special Event Fee on the City of Potterville Consolidated Fee Schedule. Motion by Mayor Kring, supported by Member Potter. Roll Call Vote: Ayes: Mayor Kring, Deputy Mayor Lenneman, Member Nichols, Member Potter, Member Pulda, Member Smalley and Member Rogers. Nays: None. Motion Carried (4-0).

Public Comment on Non-Agenda Items: None

Communications from Mayor and Council: Member Potter and Mayor Kring thanked the Clerk's office for a well-run election.

Next Meeting: December 16, 2021

Excuse Absent Members: Motion made by Member Smalley to excuse Deputy Mayor Lenneman, Member Nichols and Member Pulda. Supported by Member Potter. Vote: Ayes: 4. Nays: None. Motion Carried (4-0).

Meeting Adjourned at 8:13 pm

Respectfully Submitted by:

Becky Dolman

City Clerk

12/09/2021 02:04 PM

User: RDOLMAN

DB: Potterville

CUSTOM INVOICE REPORT FOR CITY OF POTTERVILLE
 EXP CHECK RUN DATES 11/19/2021 - 12/09/2021
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: GEN

Page: 1/3

INVOICE NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
VENDOR NAME: ACE HARDWARE-GRAND LEDGE			
STATEMENT	ACE HARDWARE-GRAND LED	FASTNERS, QUICKSET, VELCRO TAPE	68.83
TOTAL VENDOR ACE HARDWARE-GRAND I			68.83
VENDOR NAME: ALL-STAR FLEET SERVICES, LLC			
116821	ALL-STAR FLEET SERVICE	GRADE MAIN ENTRANCE FOR FALL AND WINTER, CUT ARNE RESHAPE DRIVES, FEATHER EDGES, ATTEMPT TO LEVEL	1,250.00
TOTAL VENDOR ALL-STAR FLEET SERVI			1,250.00
VENDOR NAME: APPLIED IMAGING			
1857639	APPLIED IMAGING	12/8/-1/7/21 PRINTER SERVICE	53.69
1840294	APPLIED IMAGING	COPIER SERVICE 11/8/-12/7/21	42.87
TOTAL VENDOR APPLIED IMAGING			96.56
VENDOR NAME: CASH			
DEC	CASH	DRAWER #1 REPLENISHMENT	125.26
DEC. PETTY CASH	CASH	POSTAGE, CARD, STRAWS, TRAILER PLATE	90.65
TOTAL VENDOR CASH			215.91
VENDOR NAME: CHARLOTTE LITHOGRAPH INC.			
129059	CHARLOTTE LITHOGRAPH I	BUSINESS CARDS FOR BRANDY MILLER	91.77
TOTAL VENDOR CHARLOTTE LITHOGRAPE			91.77
VENDOR NAME: CITY OF POTTERVILLE			
10/27-11/22/21	CITY OF POTTERVILLE	UTILITIES	457.95
00186	CITY OF POTTERVILLE	DRAIN TAX ALRO PARK DR	18.48
00187	CITY OF POTTERVILLE	DRAIN TAX 213 S HARTEL RD	23.53
TOTAL VENDOR CITY OF POTTERVILLE			499.96
VENDOR NAME: CONSUMERS ENERGY			
11/1/-11/30/21	CONSUMERS ENERGY	CORRECTED BILL	10.75
10/25/11/2/21	CONSUMERS ENERGY	UTILITIES	9,685.74
TOTAL VENDOR CONSUMERS ENERGY			9,696.49
VENDOR NAME: CORRIGAN OIL CO. NO. II			
7378102-IN	CORRIGAN OIL CO. NO. I	FUEL TANKS AND PUMPS	8,638.70
TOTAL VENDOR CORRIGAN OIL CO. NO.			8,638.70
VENDOR NAME: DELTA DENTAL			
11/23/2021	DELTA DENTAL	DENTAL BENEFITS	825.00
TOTAL VENDOR DELTA DENTAL			825.00
VENDOR NAME: DOLMAN, REBECCA			
DEC.	DOLMAN, REBECCA	LINKSYS SWITCH	37.09
TOTAL VENDOR DOLMAN, REBECCA			37.09
VENDOR NAME: DORNBOS SIGN & SAFETY INC.			
59641	DORNBOS SIGN & SAFETY	RED/WHITE DG TRUCK REFLECTIVE TAPE	114.10
59642	DORNBOS SIGN & SAFETY	PARK SIGNS	263.55
TOTAL VENDOR DORNBOS SIGN & SAFET			377.65
VENDOR NAME: EATON COUNTY REGISTER OF DEEDS			
DEC 2021	EATON COUNTY REGISTER	(FILING OF SUNSET DRIVE	30.00
TOTAL VENDOR EATON COUNTY REGISTE			30.00
VENDOR NAME: FALIN, TARENT			
DEC	FALIN, TARENT	SANTA SERVICES	200.00
TOTAL VENDOR FALIN, TARENT			200.00
VENDOR NAME: FERGUSON WATERWORKS #3386			
0142441	FERGUSON WATERWORKS #3	WATER METERS	2,970.60
TOTAL VENDOR FERGUSON WATERWORKS			2,970.60
VENDOR NAME: FOSTER SWIFT COLLINS & SMITH			
822331	FOSTER SWIFT COLLINS &	REVIEW ADA ISSUES, AND PROSECUTIONS	266.50
TOTAL VENDOR FOSTER SWIFT COLLINS			266.50

12/09/2021 02:04 PM
 User: RDOLMAN
 DB: Potterville

CUSTOM INVOICE REPORT FOR CITY OF POTTERVILLE
 EXP CHECK RUN DATES 11/19/2021 - 12/09/2021
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: GEN

Page: 2/3

INVOICE NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
VENDOR NAME: GORDON'S FOOD SERVICE			
809230813	GORDON'S FOOD SERVICE	CITY HALL SUPPLIES & CHRISTMAS EVENT	107.33
TOTAL VENDOR GORDON'S FOOD SERVIC			107.33
VENDOR NAME: GRANGER CONTAINER SERVICE, INC			
23299073	GRANGER CONTAINER SERV	DECEMBER TRASH SERVICE	237.32
TOTAL VENDOR GRANGER CONTAINER SE			237.32
VENDOR NAME: HUTSON, INC			
9307321	HUTSON, INC	SPRING	2.13
TOTAL VENDOR HUTSON, INC			2.13
VENDOR NAME: INTERSTATE BATTERIES			
110111050	INTERSTATE BATTERIES	GENERATOR	362.73
TOTAL VENDOR INTERSTATE BATTERIES			362.73
VENDOR NAME: LYNDEN OIL COMPANY			
1812374	LYNDEN OIL COMPANY	55 GAL BARREL PUMP SWIVEL UP TIP	35.00
1812177	LYNDEN OIL COMPANY	SHELL ROTELLA T4 TRIPLE PRO 15W40 55 GAL	970.00
1811950	LYNDEN OIL COMPANY	55 GAL. OIL	913.94
TOTAL VENDOR LYNDEN OIL COMPANY			1,918.94
VENDOR NAME: MALONEY CARPET CO.			
G1124218	MALONEY CARPET CO.	CARPET FOR COUNCIL DOWN PAYMENT	1,832.08
TOTAL VENDOR MALONEY CARPET CO.			1,832.08
VENDOR NAME: MENARDS-LANSING WEST			
28301	MENARDS-LANSING WEST	ZIP TIES FOR CHRISTMAS DECORATIONS	92.01
DEC	MENARDS-LANSING WEST	CABLES, TV MOUNT, POTHOLE PATCH,	217.30
TOTAL VENDOR MENARDS-LANSING WEST			309.31
VENDOR NAME: MICHIGAN MUNICIPAL LEAGUE			
4534206	MICHIGAN MUNICIPAL LEA	PAYROLL AUDIT	314.00
TOTAL VENDOR MICHIGAN MUNICIPAL I			314.00
VENDOR NAME: MID MICHIGAN ELECTRICAL			
DEC	MID MICHIGAN ELECTRICAL	FUEL TANKS & PERMIT, REPAIR STREET LIGHT RECEPICALS, DPW SHOP LIGHTS	3,170.00
TOTAL VENDOR MID MICHIGAN ELECTRI			3,170.00
VENDOR NAME: MISS DIG SYSTEM INC			
20220667	MISS DIG SYSTEM INC	ANNUAL MAINTENANCE FEE	1,668.09
TOTAL VENDOR MISS DIG SYSTEM INC			1,668.09
VENDOR NAME: MISSION COMMUNICATIONS, LLC			
1057891	MISSION COMMUNICATIONS	ANNUAL SERVICE	970.80
TOTAL VENDOR MISSION COMMUNICATIC			970.80
VENDOR NAME: PHP			
11/23/2021	PHP	MEDICAL BENEFITS	4,348.79
TOTAL VENDOR PHP			4,348.79
VENDOR NAME: SIRCHIE			
0521812-IN	SIRCHIE	EVIDENCE BAGS	429.19
TOTAL VENDOR SIRCHIE			429.19
VENDOR NAME: STATE OF MICHIGAN (A)			
761-10667235	STATE OF MICHIGAN (A)	APDES ANNUAL PERMIT FEE WWTP	400.00
761-10668780	STATE OF MICHIGAN (A)	WATER TESTS	82.00
761-10669001	STATE OF MICHIGAN (A)	LAKE ALLIANCE WATER TEST	34.00
761-10669002	STATE OF MICHIGAN (A)	WATER TESTS	48.00
TOTAL VENDOR STATE OF MICHIGAN (A)			564.00
VENDOR NAME: THE COUNTY JOURNAL			
239412	COUNTY JOURNAL THE	PUBLICATION OF NOTICE ZBA	139.60
TOTAL VENDOR THE COUNTY JOURNAL			139.60

12/09/2021 02:04 PM

User: RDOLMAN

DB: Potterville

CUSTOM INVOICE REPORT FOR CITY OF POTTERVILLE
 EXP CHECK RUN DATES 11/19/2021 - 12/09/2021
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: GEN

Page: 3/3

INVOICE NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
VENDOR NAME: THE PARTS PLACE-CHARLOTTE			
457-217573	THE PARTS PLACE-CHARLO'BATTERY		183.69
457-217580	THE PARTS PLACE-CHARLO'RETURN BATTERY		(50.69)
218445	THE PARTS PLACE-CHARLO'AIR FILTER		38.49
TOTAL VENDOR THE PARTS PLACE-CHAR			171.49
VENDOR NAME: UNITED STATES POST OFFICE			
TAX BILLS 2021	UNITED STATES POST OFF TAX BILLS DEC 2021		354.96
DEC 2021	UNITED STATES POST OFF WATER BILLS- DECEMBER 2021		215.00
TOTAL VENDOR UNITED STATES POST C			569.96
VENDOR NAME: UNUM LIFE INSURANCE			
11/23/2021	UNUM LIFE INSURANCE	SHORT/LONG TERM DISABILITY INSURANCE	260.68
TOTAL VENDOR UNUM LIFE INSURANCE			260.68
VENDOR NAME: VERIZON WIRELESS			
9894026414	VERIZON WIRELESS	12/2/21-1/1/22 SERVICE	658.67
TOTAL VENDOR VERIZON WIRELESS			658.67
VENDOR NAME: VISION SERVICE PLAN			
DEC. 2021	VISION SERVICE PLAN	VISION	115.73
TOTAL VENDOR VISION SERVICE PLAN			115.73
VENDOR NAME: VREDEVELD HAEFNER LLC			
5360	VREDEVELD HAEFNER LLC	COMPLETION OF AUDIT FOR FISCAL 6/30/21	4,500.00
TOTAL VENDOR VREDEVELD HAEFNER LI			4,500.00
VENDOR NAME: WEST MICHIGAN INTERNATIONAL			
X105031988.01	WEST MICHIGAN INTERNAT BRACKET, KIT LOWER HOLDER RH		66.47
TOTAL VENDOR WEST MICHIGAN INTERN			66.47
VENDOR NAME: WILLIAMS & WORKS			
93276	WILLIAMS & WORKS	WWTF ACCESS ROAD	311.75
93272	WILLIAMS & WORKS	ENGINEER OF RECORD	188.25
TOTAL VENDOR WILLIAMS & WORKS			500.00
VENDOR NAME: WILLIAMS FARM MACHINERY			
2389	WILLIAMS FARM MACHINER'CRIMP		14.94
TOTAL VENDOR WILLIAMS FARM MACHIN			14.94
GRAND TOTAL:			48,497.31

12/16/2021 01:36 PM

User: RDOLMAN

DB: Potterville

CUSTOM INVOICE REPORT FOR CITY OF POTTERVILLE
 EXP CHECK RUN DATES 12/10/2021 - 12/16/2021
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: GEN

Page: 1/1

INVOICE NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
VENDOR NAME: CARDMEMBER SERVICE			
11/5-12/7/21	CARDMEMBER SERVICE	HOLIDAY CELEBRATION SUPPLIES, CONFERENCE STAY, POLICE STORAGE, CABLES, PARKS PHONE ASSEC. BATTERY	1,699.46
TOTAL VENDOR CARDMEMBER SERVICE			1,699.46
VENDOR NAME: CHARLA MALKIN			
DEC	CHARLA MALKIN	COOKIES FOR CHRISTMAS CELEBRATION	215.73
TOTAL VENDOR CHARLA MALKIN			215.73
VENDOR NAME: CINTAS CORPORATION #725			
DEC	CINTAS CORPORATION #72	DPW UNIFORMS	260.53
TOTAL VENDOR CINTAS CORPORATION #			260.53
VENDOR NAME: EATON COUNTY CLERK			
2022-00000004	EATON COUNTY CLERK	BALLOT PROGRAMMING, REGISTRATION & ELECTION NOTICE, BOARD OF CANVASSERS	745.76
TOTAL VENDOR EATON COUNTY CLERK			745.76
VENDOR NAME: EMC INSURANCE			
E-18420300	EMC INSURANCE	AUTO	105.29
TOTAL VENDOR EMC INSURANCE			105.29
VENDOR NAME: FIRST ADVANTAGE LNS			
2500932111	FIRST ADVANTAGE LNS	MISC CHARGES AND CLINIC COLLECTION	115.57
TOTAL VENDOR FIRST ADVANTAGE LNS			115.57
VENDOR NAME: STATE OF MICHIGAN (C)			
MI-DEAL #245	STATE OF MICHIGAN (C) 1/1/-12/30/2022 SUBSCRIPTION		180.00
TOTAL VENDOR STATE OF MICHIGAN (C			180.00
VENDOR NAME: STATE OF MICHIGAN (E)			
551-593462	STATE OF MICHIGAN (E) TOKEN FEE 10/1/2021-12/31/2021		33.00
TOTAL VENDOR STATE OF MICHIGAN (E			33.00
VENDOR NAME: THE PARTS PLACE-CHARLOTTE			
220453	THE PARTS PLACE-CHARLO'BAR CHAIN OIL GAL		65.07
TOTAL VENDOR THE PARTS PLACE-CHAF			65.07
VENDOR NAME: VERIZON WIRELESS			
9894366373	VERIZON WIRELESS	11/6-12/5/2021	39.02
TOTAL VENDOR VERIZON WIRELESS			39.02
VENDOR NAME: WOW!BUSINESS			
12/6/-1/5/21	WOW!BUSINESS	CITY INTERNET	629.49
TOTAL VENDOR WOW!BUSINESS			629.49
GRAND TOTAL:			4,088.92

12/02/2021 02:56 PM
 User: JWest
 DB: Potterville

BANK RECONCILIATION FOR CITY OF POTTERVILLE
 Bank GEN (GENERAL POOLED ACCOUNT)
 FROM 11/01/2021 TO 11/30/2021
 Reconciliation Record ID: 117

Page 1/1

GL Number	Description	Beginning Balance
101-000-001.000	CASH	1,413,387.75
202-000-001.000	CASH	221,215.03
203-000-001.000	CASH	33,529.44
208-000-001.000	CASH	(6,615.95)
370-000-001.000	CASH	
401-000-001.000	CASH	3,047.97
590-000-001.000	CASH	74,237.74
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	647,360.28
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	2,079.26
641-000-001.000	CASH	(170,741.37)

Beginning GL Balance:	2,887,802.15
Add: Cash Receipts	93,893.76
Less: Cash Disbursements	(122,120.92)
Less: Payroll Disbursements	(68,190.39)
Add: Journal Entries/Other	24,086.81
Ending GL Balance:	2,815,471.41

GL Number	Description	Ending Balance
101-000-001.000	CASH	1,298,427.17
202-000-001.000	CASH	235,215.31
203-000-001.000	CASH	11,563.56
208-000-001.000	CASH	(12,861.68)
370-000-001.000	CASH	
401-000-001.000	CASH	3,047.97
590-000-001.000	CASH	127,902.15
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	700,818.68
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	2,079.26
641-000-001.000	CASH	(221,023.01)

Ending GL Balance: 2,815,471.41

Ending Bank Balance: 2,900,745.86

Add: Miscellaneous Transactions 3,045.29

Add: Deposits in Transit

11/29/2021 Deposit ID: 754 2,441.58

11/30/2021 Deposit ID: 755 1,481.64

3,923.22

Less: 25 AP Outstanding Checks 92,242.96

Less: 0 PR Outstanding Checks

Adjusted Bank Balance 2,815,471.41

Unreconciled Difference: 0.00

REVIEWED BY: _____



DATE: _____

12-2-21

12/02/2021 10:07 AM
 User: JWest
 DB: Potterville

BANK RECONCILIATION FOR CITY OF POTTERVILLE
 Bank TAX (TAX ACCOUNT)
 FROM 11/01/2021 TO 11/30/2021
 Reconciliation Record ID: 115

Page 1/1

GL Number	Description	Beginning Balance
703-000-001.000	CASH	27,836.35
Beginning GL Balance:		27,836.35
Add: Cash Receipts		8,831.45
Less: Cash Disbursements		(19,319.11)
Add: Journal Entries/Other		183.66
Ending GL Balance:		17,532.35
GL Number	Description	Ending Balance
703-000-001.000	CASH	17,532.35
Ending GL Balance:		17,532.35
Ending Bank Balance:		13,909.28
Add: Miscellaneous Transactions		(0.25)
Add: Deposits in Transit		
12/01/2021 *Deposit ID: 757		3,796.72
		3,796.72
Less: 1 AP Outstanding Checks		173.40
Less: 0 PR Outstanding Checks		
Adjusted Bank Balance		17,532.35
Unreconciled Difference:		0.00

REVIEWED BY: _____



DATE: _____

12-2-21

12/02/2021 10:03 AM

User: JWest

DB: Potterville

BANK RECONCILIATION FOR CITY OF POTTERVILLE

Bank PR (PAYROLL ACCOUNT)

FROM 11/01/2021 TO 11/30/2021

Reconciliation Record ID: 116

Page 1/1

GL Number	Description	Beginning Balance
750-000-001.000	CASH	6,402.96

Beginning GL Balance:	6,402.96
Add: Payroll Disbursements	1,470.96
Less: Journal Entries/Other	(261.23)
Ending GL Balance:	7,612.69

GL Number	Description	Ending Balance
750-000-001.000	CASH	7,612.69

Ending GL Balance:	7,612.69
--------------------	----------

Ending Bank Balance:	8,997.27
----------------------	----------

Add: Deposits in Transit	0.00
--------------------------	------

Less: 0 AP Outstanding Checks	
-------------------------------	--

Less: 5 PR Outstanding Checks	1,384.58
-------------------------------	----------

Adjusted Bank Balance	7,612.69
-----------------------	----------

Unreconciled Difference:	0.00
--------------------------	------

REVIEWED BY: _____



DATE: _____

12-2-21

12/09/2021 11:36 AM
User: JWest
DB: Potterville

REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

Page: 1/18

PERIOD ENDING 11/30/2021

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	YTD BALANCE 11/30/2021 NORM (ABNORM)	ACTIVITY FOR MONTH 11/30/21 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	END BALANCE 06/30/2021 NORM (ABNORM)
Fund 101 - GENERAL FUND							
Revenues							
Dept 000							
101-000-301.000	PROCEEDS OF BORROWING	0.00	0.00	0.00	0.00	0.00	37,089.00
101-000-403.000	PROPERTY TAX	585,000.00	571,234.44	3,875.91	13,765.56	97.65	572,765.81
101-000-403.100	DELINQUENT PROP TAX	200.00	0.00	0.00	200.00	0.00	230.38
101-000-403.200	SOLID WASTE TAX	71,000.00	71,862.87	487.63	(862.87)	101.22	73,921.62
101-000-406.000	CITY PENALTY	6,000.00	1,353.85	200.39	4,646.15	22.56	7,131.86
101-000-423.000	TRAILER COURT TAX	2,000.00	655.50	218.50	1,344.50	32.78	2,644.05
101-000-450.000	3% CABLE T.V.	6,000.00	2,622.83	2,622.83	3,377.17	43.71	9,099.75
101-000-452.000	LIQUOR LICENSE	1,700.00	1,913.45	0.00	(213.45)	112.56	1,889.25
101-000-453.000	TELECOM RIGHT OF WAY MAINTENA	9,400.00	0.00	0.00	9,400.00	0.00	9,424.73
101-000-476.000	RECYCLING	500.00	2,417.65	0.00	(1,917.65)	483.53	2,952.10
101-000-477.000	PERMITS	3,500.00	2,310.00	20.00	1,190.00	66.00	4,490.00
101-000-528.000	OTHER FEDERAL GRANTS	250,000.00	144,024.00	0.00	105,976.00	57.61	13,055.00
101-000-543.010	PUBLIC ACT 302 LAW ENF.	500.00	250.00	0.00	250.00	50.00	500.00
101-000-573.000	LOCAL COMMUNITY STABILIZATION	175,000.00	85,461.77	0.00	89,538.23	48.84	176,549.97
101-000-575.000	EVIP DISTRIBUTION (A, C, E)	38,000.00	6,594.00	0.00	31,406.00	17.35	38,789.00
101-000-576.000	ST SHARED REV - SALES TAX	227,000.00	47,936.00	0.00	179,064.00	21.12	260,924.00
101-000-579.000	GRANT REVENUE	0.00	0.00	0.00	0.00	0.00	7,478.18
101-000-600.000	CHARGES FOR SERVICES - PD	178.00	143.15	30.00	34.85	80.42	185.00
101-000-601.000	FOIA	50.00	0.00	0.00	50.00	0.00	100.30
101-000-618.000	ADMINISTRATION FEE	28,400.00	20,182.75	120.84	8,217.25	71.07	29,350.56
101-000-655.000	FINES & FORFEITURES	2,000.00	1,332.03	368.28	667.97	66.60	2,701.12
101-000-665.000	INTEREST	3,000.00	1,374.29	387.81	1,625.71	45.81	3,583.63
101-000-667.010	DDA PAVILION - FARMERS MARKET	100.00	0.00	0.00	100.00	0.00	50.00
101-000-671.000	FIXED ASSETS - PD	0.00	0.00	0.00	0.00	0.00	5,000.00
101-000-675.000	DONATIONS	0.00	20.00	0.00	(20.00)	100.00	0.00
101-000-680.004	SPECIAL EVENTS-GIZZARDFEST	20,000.00	175.00	0.00	19,825.00	0.88	24,719.00
101-000-682.000	REIMBURSEMENT	0.00	8,184.88	0.00	(8,184.88)	100.00	8,250.43
101-000-694.000	CASH OVER & UNDER	0.00	0.87	0.00	(0.87)	100.00	(0.82)
101-000-697.000	INSURANCE REIMBURSEMENT	0.00	4,715.00	0.00	(4,715.00)	100.00	5,610.00
101-000-698.000	MISC INCOME	0.00	68.75	0.00	(68.75)	100.00	9.75
Total Dept 000		1,429,528.00	974,833.08	8,332.19	454,694.92	68.19	1,298,493.67
TOTAL REVENUES		1,429,528.00	974,833.08	8,332.19	454,694.92	68.19	1,298,493.67
Expenditures							
Dept 101 - CITY COUNCIL							
101-101-703.000	SALARIES	4,200.00	340.00	0.00	3,860.00	8.10	3,110.50
101-101-706.000	RR-CROSSING MAINTENANCE FEE	2,260.00	0.00	0.00	2,260.00	0.00	2,257.00
101-101-719.000	FRINGE BENEFITS	515.00	26.01	0.00	488.99	5.05	270.67
101-101-731.000	PUBLICATION	500.00	0.00	0.00	500.00	0.00	195.04
101-101-740.000	SUPPLIES	200.00	0.00	0.00	200.00	0.00	183.05
101-101-775.000	REPAIRS & MAINT	50.00	0.00	0.00	50.00	0.00	11.84
101-101-913.000	INSURANCE-LIAB & WORKMAN COMP	20,028.83	21,996.50	0.00	(1,967.67)	109.82	20,028.83
101-101-960.000	CONFERENCE AND WORKSHOPS	200.00	0.00	0.00	200.00	0.00	0.00
Total Dept 101 - CITY COUNCIL		27,953.83	22,362.51	0.00	5,591.32	80.00	26,056.93
Dept 171 - MAYOR							
101-171-703.000	SALARIES	1,320.00	120.00	0.00	1,200.00	9.09	990.00
101-171-719.000	FRINGE BENEFITS	118.45	9.18	0.00	109.27	7.75	75.74

12/09/2021 11:36 AM
 User: JWest
 DB: Potterville

REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

Page: 2/18

PERIOD ENDING 11/30/2021

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	YTD BALANCE 11/30/2021 NORM (ABNORM)	ACTIVITY FOR MONTH 11/30/21 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	END BALANCE 06/30/2021 NORM (ABNORM)
Fund 101 - GENERAL FUND							
Expenditures							
Total Dept 171 - MAYOR		1,438.45	129.18	0.00	1,309.27	8.98	1,065.74
Dept 172 - CITY MANAGER							
101-172-703.000	SALARIES	74,694.26	31,600.80	5,745.60	43,093.46	42.31	72,497.22
101-172-703.004	FAMILIES FIRST CORONAVIRUS RESPONSE ACT	0.00	0.00	0.00	0.00	0.00	357.65
101-172-719.000	FRINGE BENEFITS	19,828.94	6,644.90	1,064.94	13,184.04	33.51	14,883.93
101-172-740.000	SUPPLIES	20.00	25.99	25.99	(5.99)	129.95	9.79
101-172-809.000	TRAINING	150.00	0.00	0.00	150.00	0.00	0.00
101-172-958.000	DUES AND SUBSCRIPTIONS	200.00	0.00	0.00	200.00	0.00	0.00
101-172-980.100	COMPUTER EQUIPMENT	200.00	0.00	0.00	200.00	0.00	197.91
Total Dept 172 - CITY MANAGER		95,093.20	38,271.69	6,836.53	56,821.51	40.25	87,946.50
Dept 209 - ASSESSOR							
101-209-703.000	SALARIES	1,165.00	456.50	83.00	708.50	39.18	1,051.61
101-209-719.000	FRINGE BENEFITS	803.40	244.12	43.00	559.28	30.39	620.47
101-209-731.000	PUBLICATION	600.00	0.00	0.00	600.00	0.00	585.12
101-209-740.000	SUPPLIES	200.00	200.00	0.00	0.00	100.00	253.50
101-209-741.000	POSTAGE	500.00	0.00	0.00	500.00	0.00	434.33
101-209-781.000	COMPUTER SOFTWARE	450.00	235.00	0.00	215.00	52.22	235.00
101-209-810.050	RE INSPECTION - 20%	3,150.00	1,369.50	249.00	1,780.50	43.48	3,149.53
101-209-813.000	BOARD OF REVIEW	1,400.00	100.00	0.00	1,300.00	7.14	1,116.12
101-209-818.000	CONTRACT LABOR	16,000.00	5,333.32	1,333.33	10,666.68	33.33	15,999.96
Total Dept 209 - ASSESSOR		24,268.40	7,938.44	1,708.33	16,329.96	32.71	23,445.64
Dept 210 - ATTORNEY							
101-210-801.000	ATTORNEY	23,500.00	3,833.50	0.00	19,666.50	16.31	11,275.00
Total Dept 210 - ATTORNEY		23,500.00	3,833.50	0.00	19,666.50	16.31	11,275.00
Dept 215 - CLERK							
101-215-703.000	SALARIES	32,935.00	13,980.11	2,533.44	18,954.89	42.45	27,933.55
101-215-703.003	HAZARD PAY- COVID	0.00	0.00	0.00	0.00	0.00	445.00
101-215-703.004	FAMILIES FIRST CORONAVIRUS RESPONSE ACT	0.00	0.00	0.00	0.00	0.00	144.00
101-215-719.000	FRINGE BENEFITS	8,858.00	1,069.48	193.80	7,788.52	12.07	7,812.88
101-215-731.000	PUBLICATION	300.00	0.00	0.00	300.00	0.00	0.00
101-215-740.000	SUPPLIES	450.00	377.53	21.28	72.47	83.90	837.37
101-215-741.000	POSTAGE	200.00	116.00	0.00	84.00	58.00	36.00
101-215-781.000	COMPUTER SOFTWARE	500.00	0.00	0.00	500.00	0.00	0.00
101-215-809.000	TRAINING	2,100.00	0.00	0.00	2,100.00	0.00	1,322.77
101-215-818.000	CONTRACT LABOR	100.00	0.00	0.00	100.00	0.00	75.00
101-215-822.000	ELECTIONS	7,000.00	5,188.79	2,278.49	1,811.21	74.13	10,191.76
101-215-958.000	DUES AND SUBSCRIPTIONS	260.00	60.00	60.00	200.00	23.08	226.25
101-215-960.000	CONFERENCE AND WORKSHOPS	200.00	0.00	0.00	200.00	0.00	0.00
101-215-980.100	COMPUTER EQUIPMENT	500.00	804.41	804.41	(304.41)	160.88	197.91
Total Dept 215 - CLERK		53,403.00	21,596.32	5,891.42	31,806.68	40.44	49,222.49
Dept 224 - AUDIT							
101-224-807.000	AUDIT	18,000.00	10,000.00	10,000.00	8,000.00	55.56	17,350.00

12/09/2021 11:36 AM
User: JWest
DB: Potterville

REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

Page: 3/18

PERIOD ENDING 11/30/2021

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	YTD BALANCE 11/30/2021 NORM (ABNORM)	ACTIVITY FOR MONTH 11/30/21 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	END BALANCE 06/30/2021 NORM (ABNORM)
Fund 101 - GENERAL FUND							
Expenditures							
Total Dept 224 - AUDIT		18,000.00	10,000.00	10,000.00	8,000.00	55.56	17,350.00
Dept 253 - TREASURERS OFFICE							
101-253-703.000	SALARIES	64,222.70	27,174.40	4,940.80	37,048.30	42.31	62,170.87
101-253-703.004	FAMILIES FIRST CORONAVIRUS RESPONSE ACT	0.00	0.00	0.00	0.00	0.00	480.08
101-253-719.000	FRINGE BENEFITS	21,836.00	11,078.83	1,780.83	10,757.17	50.74	19,595.76
101-253-731.000	PUBLICATION	100.00	0.00	0.00	100.00	0.00	0.00
101-253-740.000	SUPPLIES	300.00	300.00	0.00	0.00	100.00	286.69
101-253-741.000	POSTAGE	1,150.00	127.75	0.00	1,022.25	11.11	902.17
101-253-781.000	COMPUTER SOFTWARE	900.00	721.00	0.00	179.00	80.11	711.00
101-253-814.000	BANK SERVICE CHARGES	4,700.00	802.73	229.86	3,897.27	17.08	4,945.92
101-253-960.000	CONFERENCE AND WORKSHOPS	75.00	75.00	0.00	0.00	100.00	75.00
101-253-980.100	COMPUTER EQUIPMENT	200.00	0.00	0.00	200.00	0.00	197.92
Total Dept 253 - TREASURERS OFFICE		93,483.70	40,279.71	6,951.49	53,203.99	43.09	89,365.41
Dept 265 - CITY HALL							
101-265-703.000	SALARIES	21,503.00	8,869.16	1,826.39	12,633.84	41.25	18,210.57
101-265-703.004	FAMILIES FIRST CORONAVIRUS RESPONSE ACT	0.00	0.00	0.00	0.00	0.00	780.48
101-265-719.000	FRINGE BENEFITS	7,210.00	3,291.71	401.03	3,918.29	45.65	6,919.71
101-265-731.000	PUBLICATION	500.00	204.28	0.00	295.72	40.86	750.82
101-265-740.000	SUPPLIES	3,300.00	1,648.87	468.45	1,651.13	49.97	1,807.16
101-265-740.400	COMMUNITY HOLIDAY EVENT	480.00	0.00	0.00	480.00	0.00	239.98
101-265-740.500	COMMUNITY SPEC EVENTS	900.00	125.00	125.00	775.00	13.89	504.98
101-265-740.550	COMMUNITY SPEC EVENTS/GIZZARDFEST	15,000.00	110.00	0.00	14,890.00	0.73	11,652.86
101-265-741.000	POSTAGE	500.00	243.90	0.00	256.10	48.78	262.30
101-265-775.000	REPAIRS & MAINT	500.00	498.66	498.66	1.34	99.73	424.44
101-265-781.000	COMPUTER SOFTWARE	6,000.00	8,126.00	3,965.00	(2,126.00)	135.43	5,653.50
101-265-802.000	SERVICE	2,000.00	140.27	0.00	1,859.73	7.01	1,970.43
101-265-818.000	CONTRACT LABOR	400.00	0.00	0.00	400.00	0.00	0.00
101-265-958.000	DUES AND SUBSCRIPTIONS	324.00	0.00	0.00	324.00	0.00	336.00
101-265-970.000	CAPITAL OUTLAY	500.00	0.00	0.00	500.00	0.00	0.00
101-265-980.000	OFFICE EQUIPMENT & FURNITURE	0.00	0.00	0.00	0.00	0.00	96.94
Total Dept 265 - CITY HALL		59,117.00	23,257.85	7,284.53	35,859.15	39.34	49,610.17
Dept 301 - POLICE							
101-301-703.000	SALARIES	157,596.40	57,243.97	10,688.68	100,352.43	36.32	124,977.10
101-301-703.002	OVERTIME SALARIES	4,600.00	1,235.61	157.50	3,364.39	26.86	2,438.23
101-301-703.003	HAZARD PAY- COVID	0.00	0.00	0.00	0.00	0.00	3,000.00
101-301-703.004	FAMILIES FIRST CORONAVIRUS RESPONSE ACT	0.00	0.00	0.00	0.00	0.00	1,692.14
101-301-719.000	FRINGE BENEFITS	37,080.00	13,907.08	2,271.47	23,172.92	37.51	31,372.29
101-301-725.000	UNIFORM EXPENSES	2,400.00	746.04	699.80	1,653.96	31.09	1,698.28
101-301-740.000	SUPPLIES	7,000.00	3,132.44	567.04	3,867.56	44.75	5,050.31
101-301-775.000	REPAIRS & MAINT	5,000.00	1,271.75	55.90	3,728.25	25.44	2,354.36
101-301-781.000	COMPUTER SOFTWARE	500.00	0.00	0.00	500.00	0.00	185.00
101-301-801.000	ATTORNEY	3,700.00	1,394.00	143.50	2,306.00	37.68	2,121.00
101-301-802.000	SERVICE	1,000.00	0.00	0.00	1,000.00	0.00	0.00
101-301-809.000	TRAINING	1,700.00	443.54	43.54	1,256.46	26.09	823.22
101-301-851.000	RADIO REPAIRS	300.00	0.00	0.00	300.00	0.00	0.00
101-301-853.000	TELEPHONE EXPENSE	1,500.00	598.08	139.04	901.92	39.87	1,224.70
101-301-862.000	GAS	4,500.00	3,119.71	49.16	1,380.29	69.33	4,817.86
101-301-958.000	DUES AND SUBSCRIPTIONS	50.00	938.10	0.00	(888.10)	1,876.20	140.00

Page: 4/18

PERIOD ENDING 11/30/2021

		2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE		END BALANCE
GL NUMBER	DESCRIPTION	AMENDED BUDGET	11/30/2021 NORM (ABNORM)	MONTH 11/30/21 INCR (DECR)	BALANCE NORM (ABNORM)	% BDGT USED	06/30/2021 NORM (ABNORM)
Fund 101 - GENERAL FUND							
Expenditures							
101-301-959.000	MISC	250.00	0.00	0.00	250.00	0.00	0.00
101-301-970.000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	49,924.55
101-301-980.100	COMPUTER EQUIPMENT	1,907.25	0.00	0.00	1,907.25	0.00	1,907.25
Total Dept 301 - POLICE		229,083.65	84,030.32	14,815.63	145,053.33	36.68	233,726.29
Dept 302 - POLICE STATE TRAINING							
101-302-810.000	EXPENSE	500.00	0.00	0.00	500.00	0.00	749.40
Total Dept 302 - POLICE STATE TRAINING		500.00	0.00	0.00	500.00	0.00	749.40
Dept 337 - EMS							
101-337-802.000	SERVICE	124,800.00	62,400.00	62,400.00	62,400.00	50.00	117,250.00
101-337-810.000	CHANGE ACCOUNT TO "SERVICE"	0.00	62,400.00	0.00	(62,400.00)	100.00	0.00
Total Dept 337 - EMS		124,800.00	124,800.00	62,400.00	0.00	100.00	117,250.00
Dept 400 - PLANNING COMMISSION							
101-400-703.000	SALARIES	1,400.00	0.00	0.00	1,400.00	0.00	790.00
101-400-719.000	FRINGE BENEFITS	103.00	0.00	0.00	103.00	0.00	60.44
101-400-731.000	PUBLICATION	415.00	132.64	132.64	282.36	31.96	448.97
101-400-803.000	ENGINEERS FEES	15,000.00	1,197.10	0.00	13,802.90	7.98	17,708.08
Total Dept 400 - PLANNING COMMISSION		16,918.00	1,329.74	132.64	15,588.26	7.86	19,007.49
Dept 410 - ZONING							
101-410-703.000	SALARIES	37,537.14	15,881.14	2,887.48	21,656.00	42.31	36,996.62
101-410-719.000	FRINGE BENEFITS	3,465.95	1,214.92	220.90	2,251.03	35.05	3,332.64
101-410-731.000	PUBLICATION	500.00	844.12	0.00	(344.12)	168.82	0.00
101-410-740.000	SUPPLIES	450.00	0.00	0.00	450.00	0.00	95.80
101-410-853.000	TELEPHONE EXPENSE	750.00	386.67	69.52	363.33	51.56	612.39
101-410-960.000	CONFERENCE AND WORKSHOPS	275.00	0.00	0.00	275.00	0.00	0.00
Total Dept 410 - ZONING		42,978.09	18,326.85	3,177.90	24,651.24	42.64	41,037.45
Dept 441 - DPW							
101-441-775.000	REPAIRS & MAINT	250.00	4,800.00	0.00	(4,550.00)	1,920.00	0.00
101-441-802.000	SERVICE	100.00	0.00	0.00	100.00	0.00	0.00
101-441-810.020	RECYCLING EXPENSE	0.00	2,660.00	2,660.00	(2,660.00)	100.00	11,797.84
101-441-818.000	CONTRACT LABOR	0.00	0.00	0.00	0.00	0.00	1,973.32
Total Dept 441 - DPW		350.00	7,460.00	2,660.00	(7,110.00)	2,131.43	13,771.16
Dept 445 - DRAIN AT LARGE							
101-445-810.000	EXPENSE	1,100.00	0.00	0.00	1,100.00	0.00	1,006.08
Total Dept 445 - DRAIN AT LARGE		1,100.00	0.00	0.00	1,100.00	0.00	1,006.08
Dept 906 - DEBT SERVICE							

12/09/2021 11:36 AM
 User: JWest
 DB: Potterville

REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

Page: 5/18

PERIOD ENDING 11/30/2021

GL NUMBER	DESCRIPTION	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED	END BALANCE
		AMENDED BUDGET	11/30/2021 NORM (ABNORM)	MONTH 11/30/21 INCR (DECR)	BALANCE NORM (ABNORM)		06/30/2021 NORM (ABNORM)
Fund 101 - GENERAL FUND							
Expenditures							
101-906-738.000	TOWNSHIP/MILL	9,961.00	9,870.48	0.00	90.52	99.09	9,960.66
101-906-991.000	DEBT SERVICE - PRINCIPAL	26,877.70	23,072.50	0.00	3,805.20	85.84	25,912.60
101-906-991.500	DEBT PRINCIPAL & INTEREST	0.00	0.00	0.00	0.00	0.00	0.45
101-906-992.000	PRINCIPAL & INTEREST - PATROL CAR	13,000.00	5,396.70	1,079.34	7,603.30	41.51	10,974.74
101-906-995.000	BOND INTEREST	29,067.37	12,714.72	0.00	16,352.65	43.74	29,770.20
Total Dept 906 - DEBT SERVICE		78,906.07	51,054.40	1,079.34	27,851.67	64.70	76,618.65
Dept 965 - CONTRIBUTIONS TO OTHER FUNDS							
101-965-965.203	CONTRIB TO LOCAL STREET FUND	333,279.11	0.00	0.00	333,279.11	0.00	43,229.74
101-965-965.208	CONTRIB TO PARK FUND	69,626.53	0.00	0.00	69,626.53	0.00	69,594.74
101-965-965.401	CONTRIB TO CAPITAL PROJECT FUND	2,654.00	0.00	0.00	2,654.00	0.00	2,654.00
101-965-965.590	CONTRIBUTION TO SEWER FUND	104,000.00	0.00	0.00	104,000.00	0.00	92,069.24
101-965-965.598	CONTRIB TO STORM DRAIN MAINT	5,000.00	0.00	0.00	5,000.00	0.00	0.00
101-965-965.641	CONTRIB TO EQP REPAIR & REPL	99,628.97	0.00	0.00	99,628.97	0.00	107,240.59
Total Dept 965 - CONTRIBUTIONS TO OTHER FUNDS		614,188.61	0.00	0.00	614,188.61	0.00	314,788.31
TOTAL EXPENDITURES		1,505,082.00	454,670.51	122,937.81	1,050,411.49	30.21	1,173,292.71
Fund 101 - GENERAL FUND:							
TOTAL REVENUES		1,429,528.00	974,833.08	8,332.19	454,694.92	68.19	1,298,493.67
TOTAL EXPENDITURES		1,505,082.00	454,670.51	122,937.81	1,050,411.49	30.21	1,173,292.71
NET OF REVENUES & EXPENDITURES		(75,554.00)	520,162.57	(114,605.62)	(595,716.57)	688.46	125,200.96

12/09/2021 11:36 AM
 User: JWest
 DB: Potterville

REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

Page: 6/18

PERIOD ENDING 11/30/2021

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	YTD BALANCE 11/30/2021 NORM (ABNORM)	ACTIVITY FOR MONTH 11/30/21 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	END BALANCE 06/30/2021 NORM (ABNORM)
Fund 202 - MAJOR STREET FUND							
Revenues							
Dept 000							
202-000-408.200	SPEC ASSESSMENT ROAD - SUNSET	1,757.18	22,168.79	0.00	(20,411.61)	1,261.61	6,944.26
202-000-553.000	ACT 51	175,000.00	56,514.94	18,470.36	118,485.06	32.29	200,517.13
202-000-553.300	COUNTY ROAD MILL 2014	40,000.00	276.40	0.00	39,723.60	0.69	41,489.66
Total Dept 000		216,757.18	78,960.13	18,470.36	137,797.05	36.43	248,951.05
TOTAL REVENUES		216,757.18	78,960.13	18,470.36	137,797.05	36.43	248,951.05
Expenditures							
Dept 463 - ROUTINE MAINT							
202-463-699.203	TRANSFER TO LOCAL STREETS	87,500.00	0.00	0.00	87,500.00	0.00	87,500.00
202-463-782.000	STREET MATERIALS & SUPPLIES	3,500.00	2,783.80	0.00	716.20	79.54	1,074.59
202-463-965.600	CONTRIBUTION TO 641 LABOR & EQUIPMENT	97,001.83	0.00	0.00	97,001.83	0.00	97,001.83
Total Dept 463 - ROUTINE MAINT		188,001.83	2,783.80	0.00	185,218.03	1.48	185,576.42
Dept 474 - TRAFFIC SIGNS							
202-474-782.000	STREET MATERIALS & SUPPLIES	250.00	0.00	0.00	250.00	0.00	252.25
Total Dept 474 - TRAFFIC SIGNS		250.00	0.00	0.00	250.00	0.00	252.25
Dept 478 - WINTER MAINT							
202-478-782.000	STREET MATERIALS & SUPPLIES	250.00	0.00	0.00	250.00	0.00	128.65
Total Dept 478 - WINTER MAINT		250.00	0.00	0.00	250.00	0.00	128.65
Dept 480 - CONSTRUCTION							
202-480-803.000	ENGINEERS FEES	3,000.00	1,138.75	1,138.75	1,861.25	37.96	4,951.37
202-480-818.000	CONTRACT LABOR	10,000.00	5,102.32	0.00	4,897.68	51.02	27,696.49
Total Dept 480 - CONSTRUCTION		13,000.00	6,241.07	1,138.75	6,758.93	48.01	32,647.86
Dept 906 - DEBT SERVICE							
202-906-990.000	SUNSET HILLS RD ASSESS- COUNTY	14,053.33	0.00	0.00	14,053.33	0.00	0.00
202-906-995.000	BOND INTEREST	6,662.66	3,331.33	3,331.33	3,331.33	50.00	6,864.70
202-906-996.000	BOND PRINCIPAL	10,560.00	0.00	0.00	10,560.00	0.00	9,856.00
Total Dept 906 - DEBT SERVICE		31,275.99	3,331.33	3,331.33	27,944.66	10.65	16,720.70
TOTAL EXPENDITURES		232,777.82	12,356.20	4,470.08	220,421.62	5.31	235,325.88
Fund 202 - MAJOR STREET FUND:							
TOTAL REVENUES		216,757.18	78,960.13	18,470.36	137,797.05	36.43	248,951.05
TOTAL EXPENDITURES		232,777.82	12,356.20	4,470.08	220,421.62	5.31	235,325.88
NET OF REVENUES & EXPENDITURES		(16,020.64)	66,603.93	14,000.28	(82,624.57)	415.74	13,625.17

12/09/2021 11:36 AM
 User: JWest
 DB: Potterville

REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

Page: 7/18

PERIOD ENDING 11/30/2021

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	YTD BALANCE 11/30/2021 NORM (ABNORM)	ACTIVITY FOR MONTH 11/30/21 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	END BALANCE 06/30/2021 NORM (ABNORM)
Fund 203 - LOCAL STREET FUND							
Revenues							
Dept 000							
203-000-408.200	SPEC ASSESSMENT ROAD - SUNSET	10,722.82	15,914.09	0.00	(5,191.27)	148.41	42,375.74
203-000-553.000	ACT 51	62,285.00	22,910.89	7,487.79	39,374.11	36.78	81,288.84
203-000-553.300	COUNTY ROAD MILL 2014	31,306.00	1,684.10	0.00	29,621.90	5.38	33,014.05
203-000-699.001	CONTRIBUTIONS FROM MAJOR STREET FUND	87,500.00	0.00	0.00	87,500.00	0.00	87,500.00
203-000-699.101	GF CONTRIBUTION	333,279.11	0.00	0.00	333,279.11	0.00	43,229.74
Total Dept 000		525,092.93	40,509.08	7,487.79	484,583.85	7.71	287,408.37
TOTAL REVENUES		525,092.93	40,509.08	7,487.79	484,583.85	7.71	287,408.37
Expenditures							
Dept 463 - ROUTINE MAINT							
203-463-782.000	STREET MATERIALS & SUPPLIES	0.00	2,020.00	0.00	(2,020.00)	100.00	0.00
203-463-965.600	CONTRIBUTION TO 641 LABOR & EQUIPMENT	47,842.30	0.00	0.00	47,842.30	0.00	47,842.30
Total Dept 463 - ROUTINE MAINT		47,842.30	2,020.00	0.00	45,822.30	4.22	47,842.30
Dept 478 - WINTER MAINT							
203-478-782.000	STREET MATERIALS & SUPPLIES	250.00	0.00	0.00	250.00	0.00	0.00
Total Dept 478 - WINTER MAINT		250.00	0.00	0.00	250.00	0.00	0.00
Dept 480 - CONSTRUCTION							
203-480-803.000	ENGINEERS FEES	8,500.00	5,625.00	5,625.00	2,875.00	66.18	5,955.18
203-480-818.000	CONTRACT LABOR	105,000.00	8,615.69	3,500.00	96,384.31	8.21	89,852.02
Total Dept 480 - CONSTRUCTION		113,500.00	14,240.69	9,125.00	99,259.31	12.55	95,807.20
Dept 740 - SPECIAL MAINT							
203-740-956.000	TREE TRIMMING	1,500.00	0.00	0.00	1,500.00	0.00	1,300.00
Total Dept 740 - SPECIAL MAINT		1,500.00	0.00	0.00	1,500.00	0.00	1,300.00
Dept 906 - DEBT SERVICE							
203-906-990.000	SUNSET HILLS RD ASSESS- COUNTY	82,757.28	0.00	0.00	82,757.28	0.00	0.00
203-906-995.000	BOND INTEREST	155,562.30	56,266.45	20,328.67	99,295.85	36.17	150,033.09
203-906-996.000	BOND PRINCIPAL	147,443.97	31,927.50	0.00	115,516.47	21.65	148,231.40
Total Dept 906 - DEBT SERVICE		385,763.55	88,193.95	20,328.67	297,569.60	22.86	298,264.49
TOTAL EXPENDITURES		548,855.85	104,454.64	29,453.67	444,401.21	19.03	443,213.99
Fund 203 - LOCAL STREET FUND:							
TOTAL REVENUES		525,092.93	40,509.08	7,487.79	484,583.85	7.71	287,408.37
TOTAL EXPENDITURES		548,855.85	104,454.64	29,453.67	444,401.21	19.03	443,213.99
NET OF REVENUES & EXPENDITURES		(23,762.92)	(63,945.56)	(21,965.88)	40,182.64	269.10	(155,805.62)

12/09/2021 11:36 AM
 User: JWest
 DB: Potterville

REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

Page: 8/18

PERIOD ENDING 11/30/2021

GL NUMBER	DESCRIPTION	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT	END BALANCE
		AMENDED BUDGET	11/30/2021	MONTH 11/30/21	BALANCE		06/30/2021
			NORM (ABNORM)	INCR (DECR)	NORM (ABNORM)	USED	NORM (ABNORM)

12/09/2021 11:36 AM
 User: JWest
 DB: Potterville

REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

Page: 9/18

PERIOD ENDING 11/30/2021

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	YTD BALANCE 11/30/2021 NORM (ABNORM)	ACTIVITY FOR MONTH 11/30/21 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	END BALANCE 06/30/2021 NORM (ABNORM)
Fund 208 - PARK FUND							
Revenues							
Dept 000							
208-000-450.000	3% CABLE T.V.	6,800.00	0.00	0.00	6,800.00	0.00	0.00
208-000-451.030	CONCESSIONS	14,000.00	15,688.54	0.00	(1,688.54)	112.06	18,352.48
208-000-451.070	FIELD RENTAL	18,000.00	12,337.00	0.00	5,663.00	68.54	26,096.00
208-000-451.072	BASEBALL FIELD RENTAL	1,160.00	225.00	0.00	935.00	19.40	1,240.00
208-000-451.084	FLAG FOOTBALL	0.00	1,080.00	0.00	(1,080.00)	100.00	0.00
208-000-451.090	YOUTH FEES	3,000.00	0.00	0.00	3,000.00	0.00	2,975.00
208-000-451.092	YOUTH DONATIONS	0.00	0.00	0.00	0.00	0.00	450.00
208-000-451.095	LAWN MOWER RACING	0.00	0.00	0.00	0.00	0.00	1,800.00
208-000-571.000	LOCAL GRANT	0.00	0.00	0.00	0.00	0.00	12,285.64
208-000-667.000	PAVILION RENT	800.00	365.00	0.00	435.00	45.63	1,330.00
208-000-667.020	TIFA PAVILION - COMMUNITY CEN	1,000.00	825.00	0.00	175.00	82.50	1,950.00
208-000-673.200	SALE OF TIMBER	0.00	0.00	0.00	0.00	0.00	9,050.00
208-000-680.001	SPECIAL EVENTS	1,750.00	680.00	200.00	1,070.00	38.86	2,190.00
208-000-682.000	REIMBURSEMENT	1,493.00	0.00	0.00	1,493.00	0.00	2,088.62
208-000-699.101	GF CONTRIBUTION	95,626.53	0.00	0.00	95,626.53	0.00	69,594.74
208-000-699.103	CONTRIBUTION FROM TIFA	0.00	0.00	0.00	0.00	0.00	2,000.00
Total Dept 000		143,629.53	31,200.54	200.00	112,428.99	21.72	151,402.48
TOTAL REVENUES		143,629.53	31,200.54	200.00	112,428.99	21.72	151,402.48
Expenditures							
Dept 690 - PARK ADMIN							
208-690-740.000	SUPPLIES	1,400.00	1,666.65	0.00	(266.65)	119.05	1,907.71
208-690-803.000	ENGINEERS FEES	1,200.00	595.00	358.75	605.00	49.58	3,029.50
208-690-810.100	GRANT EXPENSE	26,000.00	8,670.00	0.00	17,330.00	33.35	14,885.28
208-690-818.000	CONTRACT LABOR	2,500.00	0.00	0.00	2,500.00	0.00	5,144.00
Total Dept 690 - PARK ADMIN		31,100.00	10,931.65	358.75	20,168.35	35.15	24,966.49
Dept 691 - BALL ADMIN							
208-691-703.000	SALARIES	43,951.94	23,122.20	3,179.83	20,829.74	52.61	41,758.83
208-691-703.004	FAMILIES FIRST CORONAVIRUS RESPONSE ACT	0.00	0.00	0.00	0.00	0.00	85.55
208-691-719.000	FRINGE BENEFITS	18,158.90	10,280.30	1,459.00	7,878.60	56.61	15,101.17
208-691-725.000	UNIFORM EXPENSES	250.00	0.00	0.00	250.00	0.00	0.00
208-691-731.000	PUBLICATION	200.00	0.00	0.00	200.00	0.00	320.68
208-691-740.000	SUPPLIES	1,000.00	764.33	16.22	235.67	76.43	252.38
208-691-809.000	TRAINING	0.00	0.00	0.00	0.00	0.00	200.00
208-691-853.000	TELEPHONE EXPENSE	800.00	299.04	69.52	500.96	37.38	612.39
208-691-913.000	INSURANCE-LIAB & WORKMAN COMP	9,238.83	9,000.00	0.00	238.83	97.41	9,085.64
Total Dept 691 - BALL ADMIN		73,599.67	43,465.87	4,724.57	30,133.80	59.06	67,416.64
Dept 770 - LAKE ALLIANCE MAINTENANCE							
208-770-740.000	SUPPLIES	800.00	588.85	0.00	211.15	73.61	883.89
208-770-775.000	REPAIRS & MAINT	500.00	1,105.00	0.00	(605.00)	221.00	5,509.32
208-770-802.000	SERVICE	500.00	0.00	0.00	500.00	0.00	5,130.00
208-770-920.000	UTILITIES	4,150.00	505.00	101.00	3,645.00	12.17	1,865.79
Total Dept 770 - LAKE ALLIANCE MAINTENANCE		5,950.00	2,198.85	101.00	3,751.15	36.96	13,389.00

12/09/2021 11:36 AM
 User: JWest
 DB: Potterville

REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

Page: 10/18

PERIOD ENDING 11/30/2021

GL NUMBER	DESCRIPTION	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT	END BALANCE
		AMENDED BUDGET	11/30/2021 NORM (ABNORM)	MONTH 11/30/21 INCR (DECR)	BALANCE NORM (ABNORM)	USED	06/30/2021 NORM (ABNORM)
Fund 208 - PARK FUND							
Expenditures							
Dept 771 - CITY PARK							
208-771-740.000	SUPPLIES	500.00	287.40	0.00	212.60	57.48	3,895.08
208-771-775.000	REPAIRS & MAINT	600.00	631.08	0.00	(31.08)	105.18	580.00
208-771-818.000	CONTRACT LABOR	1,800.00	468.00	0.00	1,332.00	26.00	2,600.00
208-771-920.000	UTILITIES	2,000.00	561.14	67.11	1,438.86	28.06	1,505.69
208-771-970.000	CAPITAL OUTLAY	100.00	0.00	0.00	100.00	0.00	0.00
Total Dept 771 - CITY PARK		5,000.00	1,947.62	67.11	3,052.38	38.95	8,580.77
Dept 772 - SUNSET HILLS PARK							
208-772-775.000	REPAIRS & MAINT	100.00	210.00	0.00	(110.00)	210.00	0.00
Total Dept 772 - SUNSET HILLS PARK		100.00	210.00	0.00	(110.00)	210.00	0.00
Dept 774 - BASEBALL							
208-774-740.000	SUPPLIES	800.00	0.00	0.00	800.00	0.00	794.08
208-774-745.000	YOUTH UMPIRE FEES	0.00	50.00	0.00	(50.00)	100.00	0.00
208-774-775.000	REPAIRS & MAINT	1,200.00	240.00	240.00	960.00	20.00	2,246.00
208-774-920.000	UTILITIES	500.00	246.59	0.00	253.41	49.32	364.32
Total Dept 774 - BASEBALL		2,500.00	536.59	240.00	1,963.41	21.46	3,404.40
Dept 777 - BALLFIELD							
208-777-740.000	SUPPLIES	5,000.00	1,403.00	0.00	3,597.00	28.06	6,003.99
208-777-744.000	YOUTH FEES (UNIFORMS,ETC.)	1,000.00	812.00	0.00	188.00	81.20	1,588.97
208-777-745.000	YOUTH UMPIRE FEES	160.00	150.00	0.00	10.00	93.75	450.00
208-777-802.000	SERVICE	381.46	0.00	0.00	381.46	0.00	381.46
208-777-920.000	UTILITIES	4,600.00	2,782.59	0.00	1,817.41	60.49	4,838.43
Total Dept 777 - BALLFIELD		11,141.46	5,147.59	0.00	5,993.87	46.20	13,262.85
Dept 778 - CONCESSIONS							
208-778-703.000	SALARIES	4,200.00	1,558.31	0.00	2,641.69	37.10	2,417.36
208-778-719.000	FRINGE BENEFITS	681.86	201.79	0.00	480.07	29.59	332.10
208-778-740.000	SUPPLIES	7,000.00	5,556.45	938.06	1,443.55	79.38	9,182.85
208-778-746.000	CONCESSION - FOOD LICENSE	820.00	0.00	0.00	820.00	0.00	820.00
208-778-814.000	BANK SERVICE CHARGES	0.00	101.80	16.24	(101.80)	100.00	214.28
208-778-920.000	UTILITIES	0.00	246.63	0.00	(246.63)	100.00	0.00
Total Dept 778 - CONCESSIONS		12,701.86	7,664.98	954.30	5,036.88	60.35	12,966.59
Dept 779 - SPECIAL EVENTS							
208-779-740.000	SUPPLIES	250.00	0.00	0.00	250.00	0.00	5,465.88
Total Dept 779 - SPECIAL EVENTS		250.00	0.00	0.00	250.00	0.00	5,465.88
TOTAL EXPENDITURES		142,342.99	72,103.15	6,445.73	70,239.84	50.65	149,452.62

12/09/2021 11:36 AM
 User: JWest
 DB: Potterville

REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

Page: 11/18

PERIOD ENDING 11/30/2021

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	YTD BALANCE 11/30/2021 NORM (ABNORM)	ACTIVITY FOR MONTH 11/30/21 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	END BALANCE 06/30/2021 NORM (ABNORM)
Fund 208 - PARK FUND							
Fund 208 - PARK FUND:							
TOTAL REVENUES		143,629.53	31,200.54	200.00	112,428.99	21.72	151,402.48
TOTAL EXPENDITURES		142,342.99	72,103.15	6,445.73	70,239.84	50.65	149,452.62
NET OF REVENUES & EXPENDITURES		1,286.54	(40,902.61)	(6,245.73)	42,189.15	3,179.27	1,949.86

12/09/2021 11:36 AM
 User: JWest
 DB: Potterville

REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

Page: 12/18

PERIOD ENDING 11/30/2021

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	YTD BALANCE 11/30/2021 NORM (ABNORM)	ACTIVITY FOR MONTH 11/30/21 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	END BALANCE 06/30/2021 NORM (ABNORM)
Fund 247 - TAX INCREMENT FINANCING AUTHOR							
Revenues							
Dept 728 - TIFA DEPT							
247-728-401.000	PROPERTY TAXES	159,788.72	127,307.78	0.00	32,480.94	79.67	159,788.72
247-728-573.000	LOCAL COMMUNITY STABILIZATION	12,248.61	18,570.52	18,570.52	(6,321.91)	151.61	12,248.61
247-728-664.000	INTEREST INCOME	400.00	29.81	7.66	370.19	7.45	359.33
247-728-698.000	MISC INCOME	0.00	47.12	0.00	(47.12)	100.00	0.00
Total Dept 728 - TIFA DEPT		172,437.33	145,955.23	18,578.18	26,482.10	84.64	172,396.66
TOTAL REVENUES		172,437.33	145,955.23	18,578.18	26,482.10	84.64	172,396.66
Expenditures							
Dept 728 - TIFA DEPT							
247-728-702.000	WAGES - OTHER	4,900.00	2,116.66	408.33	2,783.34	43.20	4,899.98
247-728-726.000	OFFICE EXPENSE	1,120.00	0.00	0.00	1,120.00	0.00	1,110.87
247-728-731.000	PUBLICATION	300.00	0.00	0.00	300.00	0.00	195.04
247-728-801.000	ATTORNEY	3,000.00	0.00	0.00	3,000.00	0.00	586.50
247-728-803.000	ENGINEERS FEES	20,000.00	10,398.31	0.00	9,601.69	51.99	25,250.88
247-728-807.000	AUDIT	4,650.00	3,000.00	3,000.00	1,650.00	64.52	4,400.00
247-728-814.000	BANK SERVICE CHARGES	50.00	0.00	0.00	50.00	0.00	0.00
247-728-823.000	GRANT PROJECTS	0.00	0.00	0.00	0.00	0.00	2,000.00
247-728-967.000	SIDEWALK AND LIGHTING IMPROVE	5,000.00	0.00	0.00	5,000.00	0.00	4,601.26
247-728-967.400	ROAD IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	5,797.50
247-728-967.700	CITY IMPROVEMENTS	3,400.00	42.75	0.00	3,357.25	1.26	2,650.00
247-728-970.000	CAPITAL OUTLAY	135,000.00	8,595.79	0.00	126,404.21	6.37	151,433.72
247-728-995.000	BOND INTEREST	19,383.00	10,141.25	0.00	9,241.75	52.32	21,042.50
247-728-996.000	BOND PRINCIPAL	45,000.00	45,000.00	0.00	0.00	100.00	40,000.00
Total Dept 728 - TIFA DEPT		241,803.00	79,294.76	3,408.33	162,508.24	32.79	263,968.25
TOTAL EXPENDITURES		241,803.00	79,294.76	3,408.33	162,508.24	32.79	263,968.25
Fund 247 - TAX INCREMENT FINANCING AUTHOR:							
TOTAL REVENUES		172,437.33	145,955.23	18,578.18	26,482.10	84.64	172,396.66
TOTAL EXPENDITURES		241,803.00	79,294.76	3,408.33	162,508.24	32.79	263,968.25
NET OF REVENUES & EXPENDITURES		(69,365.67)	66,660.47	15,169.85	(136,026.14)	96.10	(91,571.59)

12/09/2021 11:36 AM
 User: JWest
 DB: Potterville

REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

Page: 13/18

PERIOD ENDING 11/30/2021

GL NUMBER	DESCRIPTION	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED	END BALANCE
		AMENDED BUDGET	11/30/2021 NORM (ABNORM)	MONTH 11/30/21 INCR (DECR)	BALANCE NORM (ABNORM)		06/30/2021 NORM (ABNORM)
Fund 401 - CAPITAL PROJECT FUND- DOWNTOWN							
Revenues							
Dept 000							
401-000-699.106	TRANSFER IN	2,654.00	0.00	0.00	2,654.00	0.00	2,654.00
Total Dept 000		2,654.00	0.00	0.00	2,654.00	0.00	2,654.00
TOTAL REVENUES		2,654.00	0.00	0.00	2,654.00	0.00	2,654.00
Expenditures							
Dept 729 - DOWNTOWN							
401-729-740.600	LANDSCAPING SUPPLIES	1,489.39	0.00	0.00	1,489.39	0.00	1,489.39
401-729-818.000	CONTRACT LABOR	500.00	0.00	0.00	500.00	0.00	18,193.84
401-729-943.000	EQUIPMENT RENTAL	500.00	0.00	0.00	500.00	0.00	0.00
401-729-967.000	SIDEWALK AND LIGHTING IMPROVE	0.00	0.00	0.00	0.00	0.00	987.50
Total Dept 729 - DOWNTOWN		2,489.39	0.00	0.00	2,489.39	0.00	20,670.73
TOTAL EXPENDITURES		2,489.39	0.00	0.00	2,489.39	0.00	20,670.73
Fund 401 - CAPITAL PROJECT FUND- DOWNTOWN:							
TOTAL REVENUES		2,654.00	0.00	0.00	2,654.00	0.00	2,654.00
TOTAL EXPENDITURES		2,489.39	0.00	0.00	2,489.39	0.00	20,670.73
NET OF REVENUES & EXPENDITURES		164.61	0.00	0.00	164.61	0.00	(18,016.73)

12/09/2021 11:36 AM
 User: JWest
 DB: Potterville

REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

Page: 14/18

PERIOD ENDING 11/30/2021

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	YTD BALANCE 11/30/2021 NORM (ABNORM)	ACTIVITY FOR MONTH 11/30/21 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	END BALANCE 06/30/2021 NORM (ABNORM)
Fund 590 - SEWER FUND							
Revenues							
Dept 000							
590-000-520.000	GAIN/LOSS ON SALE OF FA	0.00	0.00	0.00	0.00	0.00	(25,108.00)
590-000-642.000	BILLS	142,885.24	75,098.50	8,938.77	67,786.74	52.56	150,031.32
590-000-642.001	FIXED COSTS	400,737.05	202,942.82	33,383.11	197,794.23	50.64	402,800.99
590-000-655.000	FINES & FORFEITURES	12,000.00	7,062.88	1,136.68	4,937.12	58.86	12,785.75
590-000-672.000	HOOK UP FEES	2,500.00	0.00	0.00	2,500.00	0.00	2,500.00
590-000-699.101	GF CONTRIBUTION	104,000.00	0.00	0.00	104,000.00	0.00	92,069.24
Total Dept 000		662,122.29	285,104.20	43,458.56	377,018.09	43.06	635,079.30
TOTAL REVENUES		662,122.29	285,104.20	43,458.56	377,018.09	43.06	635,079.30
Expenditures							
Dept 527 - ADMINISTRATIVE							
590-527-775.000	REPAIRS & MAINT	3,000.00	0.00	0.00	3,000.00	0.00	2,840.05
590-527-913.000	INSURANCE-LIAB & WORKMAN COMP	0.00	2,025.66	0.00	(2,025.66)	100.00	0.00
Total Dept 527 - ADMINISTRATIVE		3,000.00	2,025.66	0.00	974.34	67.52	2,840.05
Dept 556 - DPW							
590-556-740.000	SUPPLIES	11,819.45	11.16	0.00	11,808.29	0.09	5,819.45
590-556-743.000	METERS	1,000.00	0.00	0.00	1,000.00	0.00	0.00
590-556-775.000	REPAIRS & MAINT	1,000.00	0.00	0.00	1,000.00	0.00	0.00
590-556-802.000	SERVICE	2,500.00	0.00	0.00	2,500.00	0.00	3,143.13
590-556-803.000	ENGINEERS FEES	22,000.00	1,517.21	454.75	20,482.79	6.90	14,291.67
590-556-965.600	CONTRIBUTION TO 641 LABOR & EQUIPMENT	135,000.00	0.00	0.00	135,000.00	0.00	146,091.59
590-556-968.000	DEPRECIATION EXPENSE	0.00	0.00	0.00	0.00	0.00	298,108.00
590-556-970.000	CAPITAL OUTLAY	120,000.00	88,113.50	0.00	31,886.50	73.43	3,403.50
Total Dept 556 - DPW		293,319.45	89,641.87	454.75	203,677.58	30.56	470,857.34
Dept 906 - DEBT SERVICE							
590-906-991.000	DEBT SERVICE - PRINCIPAL	160,000.00	41,000.00	0.00	119,000.00	25.63	0.00
590-906-995.000	BOND INTEREST	216,153.00	76,553.75	0.00	139,599.25	35.42	212,834.24
Total Dept 906 - DEBT SERVICE		376,153.00	117,553.75	0.00	258,599.25	31.25	212,834.24
TOTAL EXPENDITURES		672,472.45	209,221.28	454.75	463,251.17	31.11	686,531.63
Fund 590 - SEWER FUND:							
TOTAL REVENUES		662,122.29	285,104.20	43,458.56	377,018.09	43.06	635,079.30
TOTAL EXPENDITURES		672,472.45	209,221.28	454.75	463,251.17	31.11	686,531.63
NET OF REVENUES & EXPENDITURES		(10,350.16)	75,882.92	43,003.81	(86,233.08)	733.16	(51,452.33)

12/09/2021 11:36 AM
 User: JWest
 DB: Potterville

REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

Page: 15/18

PERIOD ENDING 11/30/2021

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	YTD BALANCE 11/30/2021 NORM (ABNORM)	ACTIVITY FOR MONTH 11/30/21 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	END BALANCE 06/30/2021 NORM (ABNORM)
Fund 591 - WATER FUND							
Revenues							
Dept 000							
591-000-608.000	PENALTIES	280.00	90.00	0.00	190.00	32.14	145.00
591-000-642.000	BILLS	183,981.36	98,740.15	11,743.83	85,241.21	53.67	198,145.76
591-000-642.001	FIXED COSTS	336,684.00	169,063.53	28,198.70	167,620.47	50.21	338,136.97
591-000-655.000	FINES & FORFEITURES	12,000.00	6,873.06	1,090.65	5,126.94	57.28	12,182.26
591-000-672.000	HOOK UP FEES	2,000.00	0.00	0.00	2,000.00	0.00	2,000.00
591-000-698.000	MISC INCOME	0.00	0.00	0.00	0.00	0.00	235.00
Total Dept 000		534,945.36	274,766.74	41,033.18	260,178.62	51.36	550,844.99
TOTAL REVENUES		534,945.36	274,766.74	41,033.18	260,178.62	51.36	550,844.99
Expenditures							
Dept 527 - ADMINISTRATIVE							
591-527-731.000	PUBLICATION	250.00	111.88	111.88	138.12	44.75	659.72
591-527-740.000	SUPPLIES	1,500.00	0.00	0.00	1,500.00	0.00	1,195.87
591-527-741.000	POSTAGE	4,500.00	1,402.96	215.00	3,097.04	31.18	4,348.24
591-527-781.000	COMPUTER SOFTWARE	1,500.00	21.19	0.00	1,478.81	1.41	970.80
591-527-809.000	TRAINING	0.00	310.00	310.00	(310.00)	100.00	0.00
591-527-913.000	INSURANCE-LIAB & WORKMAN COMP	0.00	2,025.67	0.00	(2,025.67)	100.00	0.00
591-527-931.000	DPW MAINT & REPAIR	0.00	0.00	0.00	0.00	0.00	63.45
Total Dept 527 - ADMINISTRATIVE		7,750.00	3,871.70	636.88	3,878.30	49.96	7,238.08
Dept 556 - DPW							
591-556-731.000	PUBLICATION	111.80	0.00	0.00	111.80	0.00	111.88
591-556-740.000	SUPPLIES	6,000.00	780.26	0.00	5,219.74	13.00	5,377.85
591-556-743.000	METERS	2,000.00	0.00	0.00	2,000.00	0.00	0.00
591-556-775.000	REPAIRS & MAINT	2,000.00	1,825.00	0.00	175.00	91.25	2,108.04
591-556-802.000	SERVICE	6,700.00	6,191.58	0.00	508.42	92.41	5,385.24
591-556-803.000	ENGINEERS FEES	7,200.00	1,030.75	0.00	6,169.25	14.32	300.00
591-556-965.600	CONTRIBUTION TO 641 LABOR & EQUIPMENT	175,923.20	0.00	0.00	175,923.20	0.00	175,923.20
591-556-968.000	DEPRECIATION EXPENSE	0.00	0.00	0.00	0.00	0.00	153,553.00
591-556-970.000	CAPITAL OUTLAY	55,000.00	57,500.00	0.00	(2,500.00)	104.55	0.00
Total Dept 556 - DPW		254,935.00	67,327.59	0.00	187,607.41	26.41	342,759.21
Dept 906 - DEBT SERVICE							
591-906-995.000	BOND INTEREST	117,973.00	44,660.00	0.00	73,313.00	37.86	119,676.99
591-906-996.000	BOND PRINCIPAL	92,000.00	25,000.00	0.00	67,000.00	27.17	0.00
Total Dept 906 - DEBT SERVICE		209,973.00	69,660.00	0.00	140,313.00	33.18	119,676.99
TOTAL EXPENDITURES		472,658.00	140,859.29	636.88	331,798.71	29.80	469,674.28
Fund 591 - WATER FUND:							
TOTAL REVENUES		534,945.36	274,766.74	41,033.18	260,178.62	51.36	550,844.99
TOTAL EXPENDITURES		472,658.00	140,859.29	636.88	331,798.71	29.80	469,674.28
NET OF REVENUES & EXPENDITURES		62,287.36	133,907.45	40,396.30	(71,620.09)	214.98	81,170.71

12/09/2021 11:36 AM
 User: JWest
 DB: Potterville

REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

Page: 16/18

PERIOD ENDING 11/30/2021

GL NUMBER	DESCRIPTION	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT	END BALANCE
		AMENDED BUDGET	11/30/2021 NORM (ABNORM)	MONTH 11/30/21 INCR (DECR)	BALANCE NORM (ABNORM)		06/30/2021 NORM (ABNORM)

12/09/2021 11:36 AM
 User: JWest
 DB: Pottersville

REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

Page: 17/18

PERIOD ENDING 11/30/2021

GL NUMBER	DESCRIPTION	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE		END BALANCE
		AMENDED BUDGET	11/30/2021 NORM (ABNORM)	MONTH 11/30/21 INCR (DECR)	BALANCE NORM (ABNORM)	% BDGT USED	06/30/2021 NORM (ABNORM)
Fund 598 - STORM DRAIN MAINTENANCE							
Revenues							
Dept 000							
598-000-699.101	GF CONTRIBUTION	5,000.00	0.00	0.00	5,000.00	0.00	0.00
Total Dept 000		5,000.00	0.00	0.00	5,000.00	0.00	0.00
TOTAL REVENUES		5,000.00	0.00	0.00	5,000.00	0.00	0.00
Expenditures							
Dept 556 - DPW							
598-556-818.000	CONTRACT LABOR	7,700.00	1,234.39	0.00	6,465.61	16.03	7,650.00
598-556-931.000	DPW MAINT & REPAIR	0.00	66.00	0.00	(66.00)	100.00	1,311.70
Total Dept 556 - DPW		7,700.00	1,300.39	0.00	6,399.61	16.89	8,961.70
TOTAL EXPENDITURES		7,700.00	1,300.39	0.00	6,399.61	16.89	8,961.70
Fund 598 - STORM DRAIN MAINTENANCE:							
TOTAL REVENUES		5,000.00	0.00	0.00	5,000.00	0.00	0.00
TOTAL EXPENDITURES		7,700.00	1,300.39	0.00	6,399.61	16.89	8,961.70
NET OF REVENUES & EXPENDITURES		(2,700.00)	(1,300.39)	0.00	(1,399.61)	48.16	(8,961.70)

12/09/2021 11:36 AM
 User: JWest
 DB: Potterville

REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

Page: 18/18

PERIOD ENDING 11/30/2021

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	YTD BALANCE 11/30/2021 NORM (ABNORM)	ACTIVITY FOR MONTH 11/30/21 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	END BALANCE 06/30/2021 NORM (ABNORM)
Fund 641 - EQUIPMENT REPAIR & REPLACEMENT							
Revenues							
Dept 000							
641-000-674.010	OPERATING TRANSFER-IN	555,396.30	0.00	0.00	555,396.30	0.00	574,099.51
Total Dept 000		555,396.30	0.00	0.00	555,396.30	0.00	574,099.51
TOTAL REVENUES		555,396.30	0.00	0.00	555,396.30	0.00	574,099.51
Expenditures							
Dept 932 - EQUIPMENT REPAIR ACTIVITY							
641-932-703.000	SALARIES	264,621.30	118,791.62	25,995.55	145,829.68	44.89	219,798.73
641-932-703.002	OVERTIME SALARIES	8,000.00	4,436.52	748.74	3,563.48	55.46	9,266.14
641-932-703.004	FAMILIES FIRST CORONAVIRUS RESPONSE ACT	0.00	0.00	0.00	0.00	0.00	1,442.20
641-932-719.000	FRINGE BENEFITS	90,640.00	34,885.02	6,189.06	55,754.98	38.49	72,119.38
641-932-725.000	UNIFORM EXPENSES	3,000.00	877.38	243.37	2,122.62	29.25	3,253.01
641-932-731.000	POSTAGE	1,200.00	0.00	0.00	1,200.00	0.00	501.28
641-932-740.000	SUPPLIES	23,000.00	16,617.61	2,624.29	6,382.39	72.25	24,420.71
641-932-743.000	METERS	0.00	4,515.15	4,515.15	(4,515.15)	100.00	0.00
641-932-775.000	REPAIRS & MAINT	15,000.00	15,621.62	638.40	(621.62)	104.14	23,918.35
641-932-781.000	COMPUTER SOFTWARE	4,335.00	0.00	0.00	4,335.00	0.00	4,333.50
641-932-782.000	STREET MATERIALS & SUPPLIES	11,000.00	319.00	319.00	10,681.00	2.90	9,978.28
641-932-802.000	SERVICE	8,500.00	13,082.75	4,452.48	(4,582.75)	153.91	8,440.71
641-932-809.000	TRAINING	1,000.00	971.80	345.00	28.20	97.18	1,118.92
641-932-810.000	EXPENSE	0.00	0.00	0.00	0.00	0.00	96.93
641-932-853.000	TELEPHONE EXPENSE	3,100.00	1,499.16	317.13	1,600.84	48.36	3,083.15
641-932-862.000	GAS	12,000.00	7,614.28	580.04	4,385.72	63.45	12,420.11
641-932-913.000	INSURANCE-LIAB & WORKMAN COMP	26,000.00	22,501.88	21.71	3,498.12	86.55	25,956.34
641-932-920.000	UTILITIES	117,000.00	36,955.98	3,291.72	80,044.02	31.59	116,786.67
641-932-958.000	DUES AND SUBSCRIPTIONS	1,000.00	72.00	0.00	928.00	7.20	1,000.00
641-932-968.000	DEPRECIATION EXPENSE	0.00	0.00	0.00	0.00	0.00	21,101.00
641-932-970.000	CAPITAL OUTLAY	10,000.00	11,752.50	0.00	(1,752.50)	117.53	20,769.36
641-932-970.010	CAPITAL OUTLAY-PLOW TRUCK	6,000.00	0.00	0.00	6,000.00	0.00	0.00
Total Dept 932 - EQUIPMENT REPAIR ACTIVITY		605,396.30	290,514.27	50,281.64	314,882.03	47.99	579,804.77
TOTAL EXPENDITURES		605,396.30	290,514.27	50,281.64	314,882.03	47.99	579,804.77
Fund 641 - EQUIPMENT REPAIR & REPLACEMENT:							
TOTAL REVENUES		555,396.30	0.00	0.00	555,396.30	0.00	574,099.51
TOTAL EXPENDITURES		605,396.30	290,514.27	50,281.64	314,882.03	47.99	579,804.77
NET OF REVENUES & EXPENDITURES		(50,000.00)	(290,514.27)	(50,281.64)	240,514.27	581.03	(5,705.26)
TOTAL REVENUES - ALL FUNDS							
TOTAL REVENUES - ALL FUNDS		4,247,562.92	1,831,329.00	137,560.26	2,416,233.92	43.11	3,921,330.03
TOTAL EXPENDITURES - ALL FUNDS		4,431,577.80	1,364,774.49	218,088.89	3,066,803.31	30.80	4,030,896.56
NET OF REVENUES & EXPENDITURES		(184,014.88)	466,554.51	(80,528.63)	(650,569.39)	253.54	(109,566.53)

City of Potterville

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

November 18, 2021

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

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

1. The Michigan Rural Water Association (MRWA) Utility Rate Study is nearly complete. It will be available for review of Council and/or the general public for your January meeting. The study provided by MRWA is a valuable tool for local units throughout Michigan to use when establishing fair and balanced fee structures for a wide range of customers types (small residential vs. larger commercial or industrial) as seen in Potterville. Either by necessity or by choice, all local municipalities in the State that provide public water and sewer services, must meet or exceed high standards of quality, repair, replacement, operation and maintenance as expected by the US EPA and the State EGLE. If local units hold Revenue Bonds, such as Potterville, it is necessary that it also comply with bond covenants / legal agreements that protect the interests of the bond financiers - as adopted by Council with USDA Rural Development. These agreements make it clear that best practices such as adequate debt ratios (Total Debts/Total Assets) and rate reviews are being kept and performed in be sure revenues are keeping up with costs of inflation as well as changes in markets for materials, labor costs and/or increased quality standards. Generally speaking, the proverbial "short cut" or past budgeting practice to refuse or ignore customer fee rates for extended periods of time is not recommended or acceptable by the State and USDA Rural Development. Federal and State standards for water quality and sewer discharges in Michigan have increased, and oversight of State EGLE is more prevalent than in prior generations – this I believe (for good reason) is due directly to the health crisis involving the City of Flint and the failure of other local governments to deliver safe drink water to its customers. The MRWA study was requested recently by Potterville's bond provider from USDA Rural Development; and shall provide recommendations to City officials regarding its fee schedule that fund its "revenue bond" debt and operational standards of modern-day utilities. These are not General Obligation bonds intended to be funded by General Operation Taxes, but suppose to be funded by customer fees and charges of the actual service of public water and sewer. As of June 30, 2021 the City of Potterville was obligated to 7 "Revenue Bonds" for its Wastewater and Water Systems (page 34 in the 2021 Audit) equaling \$11,150,000 in long term debt outstanding to the USDA. In order to protect this investment, the USDA recommends this type of study to be performed with an expectation of normal frequent changes in fees that are more easily implemented than large jumps corrective fee amounts. The last major changes to Potterville Utility Fees consisted of a large-scale adjustment adopted 8-23-2010, that severely impacted all customers including numerous homeowners on 5/8-inch meters. The next rate increase was applied 6 years later June 27, 2016, which exempted homeowners from an increase to their Fixed rate but increased both usage rates 4% (Water) and 5% (Sewer) per thousand gallons of used for all customers types large & small and Fixed rate for large customers over 5/8-meter size. No change in 2017 were adopted. The most recent change was a small inflation type increase was in 2018 for +1.3% to water and +1.7% usage rates per 1,000 gallons per month. No "fixed rate" cost increase adjustment was made at this time, or at all since 2016. An example of inflation and escalating costs since this period...a cumulative price increase is advertised at about 15% since 2016. The current "year-over-year" inflation rate for the current year (2020-2021) is listed at 6.22%. In other words, a dollar today only buys 86.78% of what it could buy back in 2016. Or \$100 in 2016, is equivalent in purchasing for about \$115.24 in goods and services today.

City of Potterville

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

2. The City's 2022 America In Bloom application has been submitted by Parks and Recreation Department with a focus on improving the North of Lake Alliance Park that is adjacent to the CN Railway line. The application is a continuation of the City's successful 2020 America in Bloom grant project. That is intended improve the aesthetic and landscaping along a section of CN Railroad (2,280 feet) that runs through the City's highest profile park (Lake Alliance Park) and will be combined with the existing 31 concrete potted plants (also located downtown adjacent to the CN Railway. The two project areas are two zones of "high impact" looked favorably by the AIB judges. The proposed project area at Lake Alliance Park is approximately 22,800 square feet and publicly accessible, and utilized year-round no added cost to Park users. Currently very little landscaping exists in this area behind the Lake where thousands of guests from Potterville's famous "Gizzard Fest", national/regional/State baseball and softball tournaments, and Public-School Cross-Country teams utilize the park. Athletic practices for local schools and other organizations frequent this area for 5k, 10k races; and park users walk, run, and ride their bicycles around the Lake year-round. Michigan State Troopers utilize the Lake Alliance Park for K9 trainings. If funded, the project would revitalize the look of the Park and provide \$12,500 in expense reimbursements for landscaping items.

3. Again – this is a reminder to all who are fortunate enough to give this Holiday Season, the City is hosting a Holiday "Hope Tree" at City Hall this year– so if you know someone or a local family that is in need this holiday season, please consider passing along the news regarding the 2021 Hope Tree and Christmas Baskets charitable events. The "Hope Tree" w/applications for gifts and gift baskets will be will be accessible to the public during normal business hours of weekdays 8:30 am to 5:00 pm. Qualifying families need to live in Potterville School District and/or attend Potterville Schools. By completing the form, applicants are giving permission for all organizations to share the necessary information. Applicants agree that they will not seek similar assistance elsewhere or return any gifts for monetary gain.

5. The Fiscal Audit and financial reports are now available to the public and online for both the City and TIFA government bodies. The City Audit has many reliable benchmarks that can help the public realize the numerous gains the City has made recently (IE reduced debt, capital investment and cash savings) using strict accounting standards that are accepted by the Federal Government and State of Michigan. The information contains in this third-party assessment of the City Financials is objective and available to your constituents and the public at all times. It includes comprehensive reports for Fund Revenues, Expenses, Fund Balances, Long-Term Debt, Government Operations and Enterprise Funds that include your Sewer and Water Funds... While the Audit may be daunting to digest at first sight, it does consist of narrative in Sections for. Please take your time and read through it and encourage the public to review it in detail. Please don't hesitate to ask if you have questions. Mr. Peter Haefner, City Auditor, who was a college level educator, is attending the December meeting to present a power point analysis. I have found his analysis in the past to be a valuable source of data that puts the financials into perspective. Some audit financial highlights are your Business Type Activities increasing the City's net position by \$29,720, continued financial capital improvement investment in the City infrastructure and capital assets, continued administration through BS&A Management Systems, accurate FY Budgets adopted and amended that did not exceed Dept. parameters (no Budget variances!!), consistent "clean" bank reconciliations, governmental activities increased or sustained with positive net position of \$5,666,910 and business-type activities ending with positive net position of \$5,694,254. These highlights include an unassigned General Fund "rain day" held at \$674,777 that was 56% of your total General Fund Expenditures and transfers out.

TREASURER'S REPORT
December 16, 2021

Utility bills—as of 11/30/2021 (bills due on 15th) \$29,352.15 is outstanding with \$21,220.34 over 30 days past due.

Water usage month of Nov (Dec billing): 2,998,710 gallons

Sewer usage month of Nov (Dec billing): 2,993,905 gallons

Ready to service charge-water: \$28,177.79

Ready to service charge-sewer: \$33,326.49

Total water and sewer billed out from 10/27/21-11/22/21 is \$82,295.64

Payroll month of November, 2021: \$68,190.39 (this includes all payroll taxes + MERS+ election payroll).

Audit has been completed and all supplemental reports have been submitted to the State.

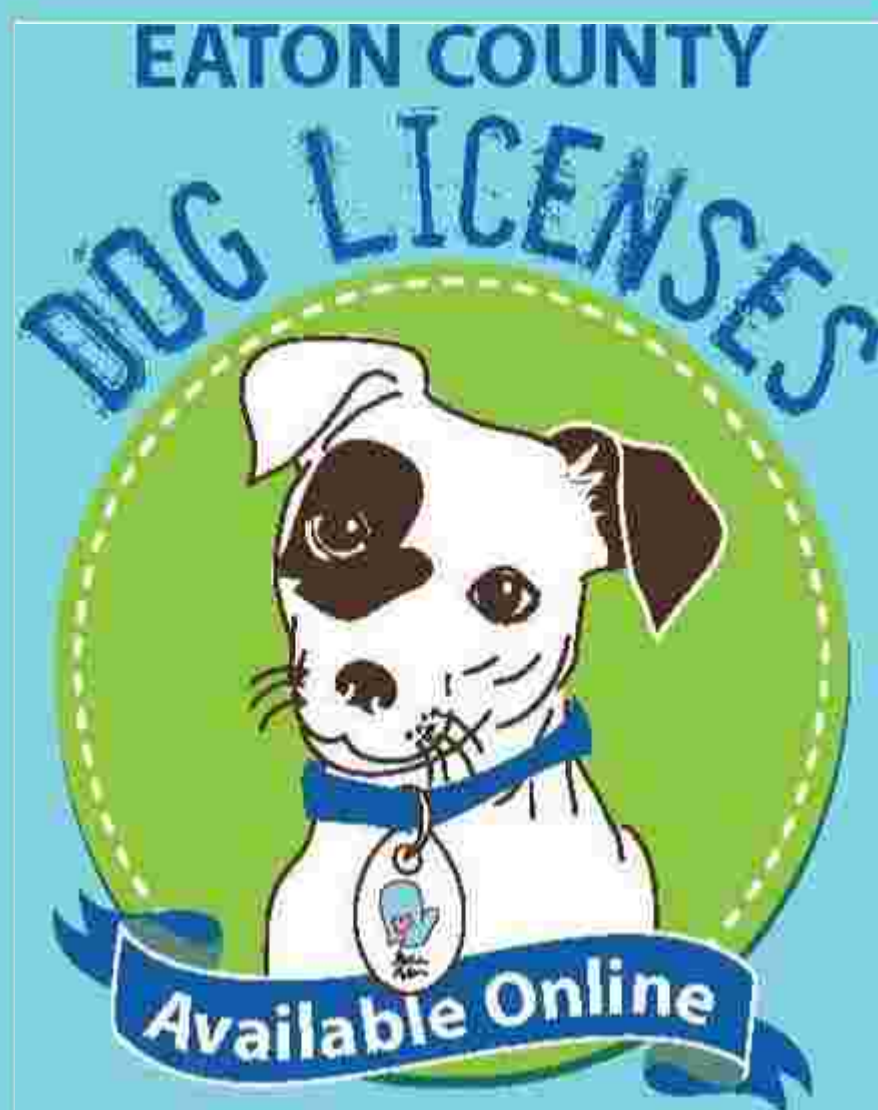
Winter tax bills have been mailed and are due without penalty and interest until 2/14/22.

Tax bills (both summer and winter) may continue to be paid here at the city until 2/28/22.

After 2/28/22, real property tax bills are turned over to Eaton County for collection.

Personal property and real property on leased land may continue to be paid here at the city.

Dog Licenses may be purchased at Eaton County. Please see the attached brochure from Eaton County regarding how to purchase a dog license for your dog.



Keep them safe with a license. It's the law!

An Eaton County dog license is required for all dogs four months or older. Licensing provides good pet identification, ensures dogs are vaccinated for rabies, and proves you are its owner.

Licensed Dates are Based on Vaccination Dates

A renewal notice will be mailed to licensed pet owners 30 days prior to their annual renewal date. One and three-year licenses are available. To purchase a three-year license, a valid rabies vaccination must be good for three years. A license will not become delinquent until the last day of the month in which the rabies vaccination expires.

Eaton County License Rates:

Base Fee	1-Year license	3-Year License
Female / Male	\$20	\$55
Spayed / Neutered	\$15	\$40

The penalty for a late license is \$20 in addition to the base fee.



www.eatoncountytreasurer.org

Buy Online: What You Need to Purchase Online:
(new licenses and renewals)
Proof of valid rabies vaccination and proof of spay or neuter (if applicable) must be uploaded to make an online purchase. Photos of documents from mobile phones will be accepted.
www.eatoncountytreasurer.org



License can be purchased at:

- The Eaton County Treasurer's dog license website listed below, 24 hours daily.
- The Eaton County Treasurer's office at 1045 Independence Blvd. in Charlotte from 8:00 a.m. to 5:00 p.m. daily.
- Eaton County Humane Society at 129 N. Main in Olivet.
- By mail (download the license form at www.eatoncountytreasurer.org)
- Town and Country Animal Hospital at 3110 S. Cochran in Charlotte.
- Charlotte Veterinary Hospital at 122 Lansing St. in Charlotte.
- Snow Animal Clinic at 617 Michigan St. in Eaton Rapids. For clinic customers only.



Renew by Mail

Save time and gas money by downloading a printable dog license application from the treasurer's website at www.eatoncountytreasurer.org and mail it with:

1. Proof of a valid rabies vaccination from a licensed veterinarian. (Your documents will be returned with a new dog tag)
2. Proof of spay or neuter
3. A self-addressed, stamped envelope to:
Eaton County Treasurer
1045 Independence Blvd
Charlotte, MI 48813



Bob Robinson
Eaton County Treasurer
1045 Independence Blvd
Charlotte, MI 48813
(517) 543-4262
treasurer@eatencounty.org
www.eatoncountytreasurer.org



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 – December 2021

This month has been a continuation of sorting and organizing files and the office area. If you have not seen yet the office has been moved around to assist in being more visible to the residents and allowing us to see the foyer better. This week the DPW guys are finishing installing the security for the TV/monitor which will allow us to know when there is someone in the foyer.

The time following the election is a time to complete reports and follow up with updating our records to keep an accurate database. The next few months will have continuation of election training and ordering the needed supplies for the upcoming election year for the Governor.

This month I fulfilled a third Freedom of Information Requests regarding the grant we received last year from Center for Tech and Civic Life COVID-19 Response. We used the funds to purchase another tabulator to be used for Absentee Ballot processing. I have also been contacted to ask if we have ever received funds from a private organization before and how would this affect our budget if we were not allowed to in the future. FOIA's are a pretty regular part of my duties and it can be quite interesting compiling the requested information.

It was a pleasure to assist at the Christmas Celebration this last week. The parade and lighting of the Christmas Tree made a wonderful evening.

If I can be of any assistance, please contact me.

Respectfully,

Becky Dolman,

Parks & Recreation Department December 2021

Parks:

- Our application for the America in Bloom grant program has been submitted, our project scope is the long stretch behind Lake Alliance at Lake Alliance Park in addition to the 31 potted plants that are in downtown Pottersville. We are anticipating of receiving this grant award again and are waiting until the end of December to be notify of their decision. We hope we can continue our placemaking efforts in our beautification project that will accomplish many of our goals in the Master Plan and the 5 Year Parks & Recreation Plan.
- Parents have been reaching out for youth sporting programs as they are eager to get back into the season. We are too. Forms are being updated and working with the Pony League and School District Athletic Coaches to get more involvement with them.
- Working with State Directors on their schedules of ball fields. Being updated on what took place at Convention and the changes that were made. Planning for big numbers of teams coming to Pottersville.
- Parks & Recreation Director received a thank you card of appreciation from the Pottersville's McDonalds for notifications, so they were able to prepare and have enough staffing on all the weekends during the season. And that they appreciate all that we do.
- We received word from the Grants Management of the Michigan Department of Natural Resources that our Recreation Passport Grant Application was not recommended by the DNR Director. With this, we did not get awarded the grant this year. On the plus side, we finally resolved the long outstanding conversion, and next grant cycle we will be able to be more competitive with other applicants.
- New rule signs for the parks have arrived, the Parks & Recreation Director will coordinate with DPW to get these rule signs posted.

Recreation:

- With the help of the DPW department, City Manager, and office Staff, we were able to get the Christmas Decorations up earlier this year and settled to have the extra time to add final details for the City.
- The City's Annual Christmas Event took place. We were pleased to see that the downtown streets were filled with residents and visitors once again. Our parade participants increase this year. It was a successful event to bring to our community and provide them with a fun filled night. The Parks & Recreation Department is already completing the event summary report and starting a folder for next year's event. Santa was able to make the event even more spectacular as he helped us light up the City's tree. A La Mode Ice Cream made the Christmas cookies again. We always look forward to those sweet treats every year.
- The Best Holiday House Contest is back this year! This is in its 5th year, and we don't plan on stopping this. Pottersville residents can participate, just by decorating their houses. Judges do not enter homeowners property. Judging is based on a scoring criterion and what is seen from a curbs eye view. There is still time to enter; contact

the Parks & Recreation Director at parks@pottervillemi.org to enter and judging day is Tuesday, December 21, 2021. Participants are to make sure that they are registered with the City of Potterville Parks & Recreation Department, ensure that all lights, animations, and decorations are in place, activated and on. Judges goes out at 6:00 p.m.

- Currently in the process of researching for furthering education whether that is conferences, webinars, trainings, etc. and studying for the CPRP Exam: Certified Parks & Recreation Exam.

Respectfully Submitted,

Tiffani Schaner, Parks & Recreation Director

City of Potterville

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

Please review and approve the Poverty Exemption resolution for 2022. MCL 211.7u provides for a property tax exemption for the principal residence of persons who, by reason of poverty, are unable to contribute to the public charges. For purposes of the poverty exemption “principal residence” means how principal residence exemption and qualified agricultural property are defined in MCL 211.7dd. The exemption does not apply to property of a corporation. MCL 211.7u requires local units to adopt guidelines that must include the specific income and asset levels of the applicant and the total household income and assets.

Per the Eaton County Equalization studies, there will be an increase in *assessed* value for the City in 2022: Residential- approx. 11.5%, Commercial- approx. 11%, and Industrial- approx. 7%

Per the State of Michigan Bulletin 15 of 2021 the Inflation Rate Multiplier for use in the 2022 capped value formula is 1.033, so taxpayers will see a 3.3% increase in their *taxable* value next year.

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

December Board of Review will be held on December 14th, 2021 to correct qualified errors, etc.

Thanks,


Sarah Payton, MAAO



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 November 2021

Operational Information:

- Computer and Server Upgrades, equipment is ordered, project is moving forward
- Ambulance staffing
- Bay 2 overhead door opening system replaced
- Ambulance 110 repairs included heater hose, glow plugs, glow plug module
- Station snowplow cleaned up painted & ready to go, and used a couple of times
- Annual fire extinguisher inspections are complete

Training:

- 1 member attended ACLS & PALS Recertification
- Phone conference – Membership

Meetings & Special Events:

- TCEMCA Agency Directors meeting
- Phone conference – BTFD Membership Meeting

Calls for Service (CFS):

- **Fire** – 15 City of Pottersville, 13 Benton Township, 4 Mutual Aid
- **EMS** – 27 City of Pottersville, 20 Benton Township, 56 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

Council report for December 2021

Good evening council,

The DPW has put up all Christmas decorations in December and all are working well. We had the new fuel tanks installed at the new garage, behind City Hall, they are all wired and up to code and in service now. We have had a couple of snow events and all has been very well with no issues or break downs. We also hired our new water and sewer person, Trevor Love, previously from the city of Springport. He took the position with us in late November, after Mike Bledsoe announced, he was leaving to seek employment at the Board of Water and Light and we wish him well. Trevor has some of his water and sewer licenses and will be testing for the rest. He is fitting in very well and seems to have a great work ethic and a good handle on the job. We just finished our last sewer discharge of the fall and everything went very well. We are currently working on clearing trees and brush from the new property where the new well will be going.

Don



City of Potterville

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

December 9, 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.

- **Enforcement:** I am working with Just Wood & Steel on a variance application for the location of their sheds; the sheds are required to be located fifty (50) feet from the road right-of-way, they are currently located at the Lansing Road Right-of-Way.
- **City of Potterville Code of Ordinances:** Chief Barry and I have discussed and will begin working on the materials necessary to include yard waste discharged in the right-of-way as a violation in the Code of Ordinances.
- **Planning Commission:** The Planning Commission met on November 16th. They approved SUP-11-21-2, a request by Kelley Dean and Nicholas Davison for a Special Use Permit to operate an outdoor vehicle sales business at 505 E. Lansing Road.
- **Zoning Board of Appeals:** The Zoning Board of Appeals will meet on December 14th to hear ZBA-12-21-1, a Request by Jennifer Mannino-Lane for a variance from Zoning Ordinance Section 16.01 to construct a handicap ramp compliant with ADA guidelines to be located approximately twenty-two (22) feet from the Folk Street Right-of-Way rather than the required setback of thirty-five (35) feet; variance amount requested is thirteen (13) feet. The property is located at 211 Folk Street, Potterville.
- **Gizzard Fest:** Gizzard Fest is scheduled to take place on June 10th and 11th 2022. Gizzard Fest 2021 was a success made possible through a partnership between the city and Chamber of Businesses. The Gizzard Fest Committee is compiled of city staff, chamber board members, and residents of the City of Potterville. The Gizzard Fest Committee will begin meeting in January of 2022 to plan this event.

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.

EATON COUNTY TREASURER



Bob Robinson

1045 Independence Blvd • Charlotte, Michigan 48813
(517) 543-4262 Fax: (517) 543-9983

November 1, 2021

Jodi West
PO Box 488
319 N. Nelson St.
Pottersville, MI 48876

1202 0171

Dear Jodi West:

The office of the Eaton County Treasurer foreclosed on property code #700-000-613-060-00, March 31, 2021 for unpaid property taxes.

Pursuant to PA123 of 1999, the property was offered first right of refusal to the State of Michigan and subsequently offered to the City of Pottersville and the County of Eaton for purchase. All three units declined the purchase of the property.

The property was offered for sale at a Public Auction in September of 2021 and remained unsold. It was re-offered for sale in October of 2021 and remained unsold.

Public Act 123 of 1999 states that a property that remains unsold after the final public auction will be transferred to the unit in which the property is located on December 30 immediately succeeding the date of the sale.

The property referenced in this letter will be transferred to the City of Pottersville on December 30, 2021 unless the city objects to the transfer of the property in writing to the Eaton County Treasurer prior to that date. If the township declines the transfer of the property, the Eaton County Treasurer will retain possession of the property and all taxes for 2021 shall be cancelled.

Please contact me if you have any questions related to this matter.

Sincerely,

Bob Robinson, Treasurer

Cc: Aaron Sheridan, City Manager

City of Potterville

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

RESOLUTION NO. 21-1216-19

At the regular meeting of the City Council of the City of Potterville, Eaton County, Michigan, held in the City of Potterville City Hall, 319 N. Nelson Street, Potterville, MI 48876, on the 16th day of December, 2021, at 7:00 p.m.

PRESENT:

ABSENT:

The following Resolution was offered by _____ and seconded by _____

RESOLUTION TO ADOPT POVERTY EXEMPTION ELIGIBILITY REQUIREMENTS, INCOME STANDARDS/ASSET TEST AND APPLICATION FOR 2022

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

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

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

(1.) ELIGIBILITY REQUIREMENTS

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

- 1) Own and occupy as a homestead the property for which the exemption is requested.
- 2) File a Claim with the City Manager, Assessor or the Board of Review after January 1, 2022 but before the day prior to the last day of the Board of Review on a form provided by the local assessing unit.
- 3) Provide Federal and State income tax returns for all persons residing in the homestead including any property tax credit returns.
- 4) Produce a valid driver's license or other form of identification if requested.
- 5) Produce a deed, land contract, or other evidence of ownership of the property for which an exemption is being requested, if requested.

City of Potterville

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

- 6) Meet the federal poverty income standards adopted by the governing body of the local assessing unit.
- 7) Meet the asset levels set by the governing body of the local assessing unit.

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

(2.) INCOME STANDARDS/ASSET TEST

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

To be eligible for a poverty exemption in the City of Potterville for 2022 your income MAY NOT exceed these guidelines. If your income exceeds the levels listed below, you do not qualify for a Poverty Exemption:

1 person.....	\$ 12,880
2 persons.....	\$ 17,420
3 persons.....	\$ 21,960
4 persons.....	\$ 26,500
5 persons.....	\$ 31,040
6 persons.....	\$ 35,580
7 persons.....	\$ 40,120
8 persons.....	\$ 44,660
For Each Additional Person add.....	\$ 4,540

MAXIMUM ASSET STANDARDS TO BE ELIGIBLE FOR A POVERTY EXEMPTION

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

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

1 person	\$ 24,280
2 persons	\$ 32,920

City of Potterville

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

3 persons.....	\$ 41,560
4 persons.....	\$ 50,200
5 persons.....	\$ 58,840
6 persons.....	\$ 67,480
7 persons.....	\$ 76,120
8 persons or more.....	\$ 84,760

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

(3.) POVERTY EXEMPTION APPLICATION

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

Property Code Number _____

Property Address: _____ Phone () _____

Marital Status: _____ Age of Applicant: _____ Age of Spouse: _____

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

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

How much was your Property Tax Credit? _____

City of Potterville

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

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

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

Name of Mortgage Co. _____ Monthly Payment: _____

How long have you lived at this residence? _____

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

If so, list below:

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

Income earned from above property \$ _____

Name of Employer: _____

Address: _____

Phone No. () _____

Name of Spouse's Employer: _____

Address: _____

Phone No. () _____

City of Potterville

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

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

Source of Income	Monthly or Annual Income

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

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

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

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

MOTOR VEHICLES IN HOUSEHOLD:

Make	Year	Monthly Payment	Balance Owed

City of Potterville

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

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

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

PERSONAL DEBTS (Attach additional sheets if necessary)

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

MONTHLY EXPENSES:

UTILITIES _____ FOOD _____ PHONE _____

CLOTHING _____ HEAT _____ CAR EXPENSES _____

OTHER (Specify) _____

City of Potterville

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

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

Type of Asset	Value	Owner

REASON FOR REQUESTING EXEMPTION: _____

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

City of Potterville

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

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

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

Petitioner

Subscribed and sworn this _____ day of _____, 2022

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

This Application must be received (not postmarked) no later than December 13, 2022 at 4:00 P.M.:

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

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

City of Potterville

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

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

Those Council Members voted:

Yeas:

Nays:

Absent:

RESOLUTION DECLARED ADOPTED

STATE OF MICHIGAN
COUNTY OF EATON

CLERK'S CERTIFICATE

I, Becky Dolman, the duly qualified and acting City Clerk of the City of Potterville, Eaton County Michigan DO HERBY CERTIFY that the foregoing is a true and complete copy of certain proceeding taken by the City Council of said City at regular meeting held on the December 16, 2021.

Becky Dolman

City Clerk

City of Potterville

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

CITY OF POTTERVILLE MEETING DATES 2022

All meetings are held at the City Hall at 319 N Nelson Street, Potterville, MI 48876

TAX INCREMENT FINANCING AUTHORITY (TIFA) Meets the 2nd Monday of each month unless otherwise noted at City Hall at 5:30 p.m.	ZONING BOARD OF APPEALS & PLANNING COMMISSION 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	CITY COUNCIL Meets the 3rd Thursday of each month unless otherwise noted at City Hall at 7:00 p.m.
Monday, January 10, 2022	Tuesday, January 18, 2022	Thursday, January 20, 2022
Monday, February 14, 2022	Tuesday, February 15, 2022	Thursday, February 17, 2022
Monday, March 14, 2022	Tuesday, March 15, 2022	Thursday, March 17, 2022
Monday, April 11, 2022	Tuesday, April 19, 2022	Thursday, April 21, 2022
Monday, May 9, 2022	Tuesday, May 17, 2022	Thursday, May 19, 2022
Monday, June 13, 2022	Tuesday, June 21, 2022	Thursday, June 16, 2022
Monday, July 11, 2022	Tuesday, July 19, 2022	Thursday, July 21, 2022
Monday, August 8, 2022	Tuesday, August 16, 2022	Thursday, August 18, 2022
Monday, September 12, 2022	Tuesday, September 20, 2022	Thursday, September 15, 2022
Monday, October 10, 2022	Tuesday, October 18, 2022	Thursday, October 20, 2022
Monday, November 14, 2022	Tuesday, November 15, 2022	Thursday, November 17, 2022
Monday, December 12, 2022	Tuesday, December 20, 2022	Thursday, December 15, 2022

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 to cityclerk@pottervillemi.org or calling (517)645-7641. The City of Potterville is an equal opportunity provider and employer.