

City of Pottersville - Council Agenda

Thursday, January 20, 2022 – 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 December 16, 2021

F. Approval of Bills: General Bills: \$119,697.70+ \$18,416.31= \$138,114.01

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

H. City Manager's Report: Report in the January 20, 2022 packet.

I. Public Comment on agenda items:

J. Commission/Committee Reports: Reports in the January 20, 2022 packet.

K. Department Reports: Administration- Department reports in January 20, 2022 packet.

L. New Business:

- a) Election of Mayor and Deputy Mayor
- b) Utility Rate Study analysis from MRWA
- c) Resolution No. 22-0120-01 to Amend Recreation Bond Fund Agreement
- d) Resolution No. 22-0120-02 to Amend Land & Water Con Fund Agreement
- e) Foster Swift Re-engagement Letter
- f) Pottersville Area Chamber of Business Membership Renewal
- g) Capital Area Community Services' Assistance program agreement
- h) City Manager/City Clerk Evaluations (closed session) MCL15.268(a)

M. Public Comment on non-agenda items:

N. Communication from the Mayor and Council:

O. Next Meeting: Thursday, February 17, 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, Dec. 16, 2021 at 7:00 pm and the Pledge of Allegiance was recited.

Roll Call: Present: Mayor Kring, Deputy Mayor Lenneman, Member Nichols, Member Potter, Member Pulda and Member Smalley.

Absent: Member Rogers

Approval of Agenda: Motion by Deputy Mayor Lenneman. Supported by Member Nichols. Vote: Ayes: 6. Nays: None. Motion Carried (6-0).

Approval of Minutes: Motion by Member Potter to approve November 18, 2021 minutes. Supported by Member Smalley. Vote: Ayes: 6. Nays: None. Motion Carried (6-0).

Approval of Bills: Motion by Member Nichols to approve payment of General Bills in the amount of \$52,556.23. Supported by Deputy Mayor Lenneman. Roll Call Vote: Mayor Kring, Deputy Mayor Lenneman, Member Nichols, Member Potter, Member Pulda and Member Smalley. Nays: None. Motion Carried (6-0).

Approval of Bank Reconciliations: Motion by Member Smalley to approve November 2021 accounts for General, Tax and Payroll. Supported by Member Potter. Roll Call Vote: Mayor Kring, Deputy Mayor Lenneman, Member Nichols, Member Potter, Member Pulda and Member Smalley. Nays: None. Motion Carried (6-0).

City Manager's Report: Manager's report is in December 16, 2021 Council packet. Member Smalley inquired about the new DPW worker's, water and sewer licenses. The City Manager shared that Mr. Love has the same certifications as his predecessor. Member Nichols asked the process of changing the water rates, when and if it is needed. A resolution by the Council is what is necessary.

Public Comment on Agenda Items: None

Commission/Committee Reports: None

Department Reports: Jake Arndt from Benton Township Fire Department shared about the Christmas Stocking program and thanked everyone from the community for the support and assistance in making it happen each year since 1940.

New Business:

Auditor presentation for fiscal year ending June 2021: Mr. Haefner from Vredevelde Haefner, LLC, CPA and Consultants, shared 2020-2021 Fiscal year highlights. Mr. Haefner had multiple

City of Potterville

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charts displaying revenue, expenses and activities, net position, sewer and water fund expenditures and revenues. Mr. Haefner said this was a good audit and the City was well prep

Appoint a Check Signer: Motion by Deputy Mayor Lenneman to appoint Member Nichols as a check signer for the General account. Supported by Member Pulda. Vote: Ayes: 6. Nays: 0. Motion Carried (6-0).

First Right of Refusal for Parcel #23-700-000-613-00: Motion by Member Pulda. Supported by Member Smalley. Roll Call Vote: Ayes: Mayor Kring, Deputy Mayor Lenneman, Member Nichols, Member Potter, Member Pulda and Member Smalley. Nays: None. Motion Carried (6-0).

Resolution No. 21-1216-19 for Poverty Exemption 20212: Motion by Mayor Kring. Supported by Deputy Mayor Lenneman. Roll Call Vote: Ayes: Mayor Kring, Deputy Mayor Lenneman, Member Nichols, Member Potter and Member Pulda. Nays: Member Smalley. Motion Carried (5-1).

2022 Meeting Schedules: Motion by Deputy Mayor Lenneman. Supported by Member Pulda. Roll Call Vote: Ayes: Mayor Kring, Deputy Mayor Lenneman, Member Nichols, Member Potter, Member Pulda and Member Smalley. Nays: None. Motion Carried (6-0).

Public Comment on Non-Agenda Items: None

Communications from Mayor and Council: Deputy Mayor Lenneman commented that the Police are doing a great job in regards to the school threats. Mayor Kring inquired about if the DPW will be using the new trailer to haul the equipment to the job site and also, he would like to see DPW clean up mud with the broom, on the walking path after working in the area.

Next Meeting: January 20, 2022

Excuse Absent Members: Motion by Mayor Kring to excuse Member Rogers. Supported by Member Pulda. Vote: Ayes: 6. Nays: None. Motion Carried (6-0).

Meeting Adjourned at 8:10 pm

Respectfully Submitted by:

Becky Dolman, City Clerk

01/13/2022 02:36 PM

User: RDOLMAN

DB: Potterville

CUSTOM INVOICE REPORT FOR CITY OF POTTERVILLE
 EXP CHECK RUN DATES 12/17/2021 - 01/13/2022
 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			
DEC STATEMENT	ACE HARDWARE-GRAND LED	SUPPLIES	59.82
TOTAL VENDOR ACE HARDWARE-GRAND I			59.82
VENDOR NAME: APPLIED IMAGING			
1873211	APPLIED IMAGING	SERVICE 1/8/-2/7/22 ADDL PAGE CHARGES 12/8/21-1/7/22	26.86
TOTAL VENDOR APPLIED IMAGING			26.86
VENDOR NAME: AUSTIN-FULLER			
27911	AUSTIN-FULLER	FURNACE SERVICE DPW GARGE, REPLACED MOTOR.	617.80
TOTAL VENDOR AUSTIN-FULLER			617.80
VENDOR NAME: AXON ENTERPRISE, INC.			
37834	AXON ENTERPRISE, INC.	EVIDENCE.COM BASIC LICENSE, PROFESSIONAL EVIDENCE.COM LICENSE, EVIDENCE.COM STORAGE	1,203.00
TOTAL VENDOR AXON ENTERPRISE, INC			1,203.00
VENDOR NAME: BOBCAT OF LANSING			
P53039	BOBCAT OF LANSING	REPAIRS	214.71
TOTAL VENDOR BOBCAT OF LANSING			214.71
VENDOR NAME: CARDMEMBER SERVICE			
12/9 -01/05/22	CARDMEMBER SERVICE	CABLES, AED PADS, BELL, GAVEL, BOOTS, VACUUM BAGS, DUTY BELTS, GIFT CARDS, TRASH CANS, BOLTS	2,018.44
TOTAL VENDOR CARDMEMBER SERVICE			2,018.44
VENDOR NAME: CITY OF POTTERVILLE			
11/23-12/23/2021	CITY OF POTTERVILLE	WATER AND SEWER	459.28
TOTAL VENDOR CITY OF POTTERVILLE			459.28
VENDOR NAME: CMP DISTRIBUTORS			
69659	CMP DISTRIBUTORS	POINT BLANK THREAT LEVEL II CONCEALABLE BALLISTIC VEST- COLLINS	665.00
TOTAL VENDOR CMP DISTRIBUTORS			665.00
VENDOR NAME: CONSUMERS ENERGY			
11/23-12/22/21	CONSUMERS ENERGY	UTILITIES	10,494.54
TOTAL VENDOR CONSUMERS ENERGY			10,494.54
VENDOR NAME: CUMMINS BRIDGEWAY, LLC			
S3-27900	CUMMINS BRIDGEWAY, LLC	BLOCK HEATER - TROUBLE SHOOT	607.28
S3-29667	CUMMINS BRIDGEWAY, LLC	REPAIRS	710.91
S3-29670	CUMMINS BRIDGEWAY, LLC	REPAIRS	746.83
TOTAL VENDOR CUMMINS BRIDGEWAY, I			2,065.02
VENDOR NAME: D & L FUELS			
DEC. 15	D & L FUELS	FUEL	2,528.43
TOTAL VENDOR D & L FUELS			2,528.43
VENDOR NAME: DAVIS CONSTRUCTION INC.			
PROJECT # 220028	DAVIS CONSTRUCTION INC	WWTF ACCESS ROAD AND MANHOLE REHABITATION	78,599.61
TOTAL VENDOR DAVIS CONSTRUCTION I			78,599.61
VENDOR NAME: DELTA DENTAL			
3866230	DELTA DENTAL	DENTAL BENEFITS 1/1 - 1/31/2022	883.32
TOTAL VENDOR DELTA DENTAL			883.32
VENDOR NAME: ELHORN ENGINEERING			
290531	ELHORN ENGINEERING	FERROVER IRON, CHLORINE FREE REAGENT, CHLORINE TOTAL REAGENT, STENNER INJECTION, DUCK BILL	334.29
TOTAL VENDOR ELHORN ENGINEERING			334.29

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CUSTOM INVOICE REPORT FOR CITY OF POTTERVILLE
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Page: 2/3

INVOICE NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
VENDOR NAME: GRANGER CONTAINER SERVICE, INC			
23406193	GRANGER CONTAINER SERV	1/01/22	237.32
TOTAL VENDOR GRANGER CONTAINER SE			237.32
VENDOR NAME: LANSING UNIFORM			
91347	LANSING UNIFORM	BOOTS- COLLINS	250.00
TOTAL VENDOR LANSING UNIFORM			250.00
VENDOR NAME: LIFELOC TECHNOLOGIES			
358951	LIFELOC TECHNOLOGIES	PORTABLE BREATH TESTER	270.00
TOTAL VENDOR LIFELOC TECHNOLOGIES			270.00
VENDOR NAME: MICHIGAN CAT			
PD13032076	MICHIGAN CAT	GROMMET	48.12
TOTAL VENDOR MICHIGAN CAT			48.12
VENDOR NAME: MUNICIPAL SUPPLY			
79070	MUNICIPAL SUPPLY	PVC REPLACEMENT NOZZLE	181.30
TOTAL VENDOR MUNICIPAL SUPPLY			181.30
VENDOR NAME: PHP			
213491734	PHP	MEDICAL BENEFITS 1/1-1/31/22	4,915.79
TOTAL VENDOR PHP			4,915.79
VENDOR NAME: PRESTON COMMUNITY SERVICES LLC			
11/1-11/30/2021	PRESTON COMMUNITY SERV	ASSESSING SERVICES	1,333.33
TOTAL VENDOR PRESTON COMMUNITY SE			1,333.33
VENDOR NAME: QUILL CO			
21707637	QUILL CO	STAMP, PAPER, LABELS, HAND SANITIZER	211.51
21939227	QUILL CO	TAX FORMS AND CLEANING SUPPLIES	90.76
TOTAL VENDOR QUILL CO			302.27
VENDOR NAME: STATE OF MICHIGAN (A)			
761-10672969	STATE OF MICHIGAN (A)	WATER TESTING	130.00
TOTAL VENDOR STATE OF MICHIGAN (A)			130.00
VENDOR NAME: THE PARTS PLACE-CHARLOTTE			
220973	THE PARTS PLACE-CHARLO	CHAMP COPPER SPARK PL	2.69
TOTAL VENDOR THE PARTS PLACE-CHAF			2.69
VENDOR NAME: TREVOR LOVE			
DEC.	TREVOR LOVE	COAT AND BIBS	243.25
TOTAL VENDOR TREVOR LOVE			243.25
VENDOR NAME: UNITED STATES POST OFFICE			
JAN 2022	UNITED STATES POST OFF	BILLING JAN 2022	212.72
TOTAL VENDOR UNITED STATES POST C			212.72
VENDOR NAME: UNUM LIFE INSURANCE			
12/1 -12/31/2021	UNUM LIFE INSURANCE	SHORT/LONG TERM DISABILITY INSURANCE	260.68
TOTAL VENDOR UNUM LIFE INSURANCE			260.68
VENDOR NAME: VERIZON WIRELESS			
9896268361	VERIZON WIRELESS	PHONE	570.87
TOTAL VENDOR VERIZON WIRELESS			570.87
VENDOR NAME: VERTALK & VERTALK, INC.			
FILE NO. 7243-21	VERTALK & VERTALK,	IIREVIEW OF MDOT'S APPRAISAL OF REPORT	3,000.00
TOTAL VENDOR VERTALK & VERTALK,			3,000.00
VENDOR NAME: VILLAGE OF DIMONDALE			
2021	VILLAGE OF DIMONDALE	CHIPPER RENTAL THROUGH 12/31/21	1,801.63
TOTAL VENDOR VILLAGE OF DIMONDALE			1,801.63
VENDOR NAME: VISION SERVICE PLAN			

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Page: 3/3

INVOICE NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
VENDOR NAME: VISION SERVICE PLAN			
JAN 2022	VISION SERVICE PLAN	VISION	130.20
TOTAL VENDOR VISION SERVICE PLAN			130.20
VENDOR NAME: VREDEVELD HAEFNER LLC			
5420	VREDEVELD HAEFNER LLC	COMPLETION OF STATE FORMS F-65, ACT 51, 5572, ACT 34 AND ETC FOR FISCAL YR 6/30/21	3,100.00
TOTAL VENDOR VREDEVELD HAEFNER LI			3,100.00
VENDOR NAME: WILLIAMS & WORKS			
93436	WILLIAMS & WORKS	SUNSET DR. TEDF CAT B 2022	168.75
93430	WILLIAMS & WORKS	WWTF ACCESS ROAD	209.56
93426	WILLIAMS & WORKS	ENGINEER OF RECORD	1,481.75
TOTAL VENDOR WILLIAMS & WORKS			1,860.06
VENDOR NAME: WOOD, SAMANTHA			
01/04/2022	WOOD, SAMANTHA	UB refund for account: SUNS-004644-0000 -	49.36
TOTAL VENDOR WOOD, SAMANTHA			49.36
VENDOR NAME: WOW!BUSINESS			
1/6/22-2/5/22	WOW!BUSINESS	INTERNET AND PHONES	627.99
TOTAL VENDOR WOW!BUSINESS			627.99
GRAND TOTAL:			119,697.70

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CUSTOM INVOICE REPORT FOR CITY OF POTTERVILLE

POST DATES 01/14/2022 - 01/20/2022

BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID

BANK CODE: GEN

Page: 1/2

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: AIRGAS GREAT LAKES 9121345669	OXYGEN INDUSTRIAL , ACETYLENE	148.68
TOTAL VENDOR AIRGAS GREAT LAKES		148.68
VENDOR NAME: ALTOGAS, INC 471603	PROPANE	1,749.07
TOTAL VENDOR ALTOGAS, INC		1,749.07
VENDOR NAME: CINTAS CORPORATION #725 12/01/ - 12/31/2021	UNIFORMS	378.26
TOTAL VENDOR CINTAS CORPORATION #725		378.26
VENDOR NAME: CITY OF CHARLOTTE 22-0000776	LAB TESTING 9/24/21 - 12/6/21	924.00
TOTAL VENDOR CITY OF CHARLOTTE		924.00
VENDOR NAME: CMP DISTRIBUTORS 69761	9MM LUGER	270.00
TOTAL VENDOR CMP DISTRIBUTORS		270.00
VENDOR NAME: D & L FUELS 1/1 - 1/15/2022	FUEL	446.45
TOTAL VENDOR D & L FUELS		446.45
VENDOR NAME: DETROIT SALT CO S122-09264	SALT	5,728.94
TOTAL VENDOR DETROIT SALT CO		5,728.94
VENDOR NAME: EATON COUNTY SHERIFF'S DEPARTMENT 2022-00000010 2022-00000012	FULL DAY SERVICE JAN. 13 WORK CREW	300.00 300.00
TOTAL VENDOR EATON COUNTY SHERIFF'S DEPARTMENT		600.00
VENDOR NAME: ELHORN ENGINEERING 290894	CHLOR	523.00
TOTAL VENDOR ELHORN ENGINEERING		523.00
VENDOR NAME: FOSTER SWIFT COLLINS & SMITH 825480	RIGHT OF WAY OF SUNSET TO CITY	738.00
TOTAL VENDOR FOSTER SWIFT COLLINS & SMITH		738.00
VENDOR NAME: MENARDS-LANSING WEST 31074	TOOLS AND POTHOLE PATCH	317.45
TOTAL VENDOR MENARDS-LANSING WEST		317.45
VENDOR NAME: MICHIGAN CAT PD13036012 PD13041014 PD13041595 PD13041013	CLIPS STEP ADAPTER STR BLOCK	62.70 45.02 11.10 18.73
TOTAL VENDOR MICHIGAN CAT		137.55
VENDOR NAME: P.K. CONTRACTING, INC. 215091-1	PAYMENT MARKINGS	5,995.85
TOTAL VENDOR P.K. CONTRACTING, INC.		5,995.85
VENDOR NAME: QUILL CO 22054702	DATE STAMP, STAPLES, PAPERCLIPS, STICKY	95.18
TOTAL VENDOR QUILL CO		95.18
VENDOR NAME: SCHANER, TIFFANI NOV-DEC 2021	MILEAGE AND REIMBURSEMENT FOR CHRISTMAS E	63.57
TOTAL VENDOR SCHANER, TIFFANI		63.57
VENDOR NAME: UNUM LIFE INSURANCE JAN	DISABILITY INS	261.29

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User: RDOLMAN
DB: Pottersville

CUSTOM INVOICE REPORT FOR CITY OF POTTERVILLE
POST DATES 01/14/2022 - 01/20/2022
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: GEN

Page: 2/2

INVOICE NUMBER	DESCRIPTION	AMOUNT
<hr/>		
VENDOR NAME: UNUM LIFE INSURANCE		
TOTAL VENDOR UNUM LIFE INSURANCE		261.29
VENDOR NAME: VERIZON WIRELESS		
12/6/2021-1/5/2022 UTILITIES		39.02
TOTAL VENDOR VERIZON WIRELESS		<hr/> 39.02
GRAND TOTAL:		18,416.31

01/07/2022 10:46 AM
 User: JWest
 DB: Potterville

BANK RECONCILIATION FOR CITY OF POTTERVILLE
 Bank GEN (GENERAL POOLED ACCOUNT)
 FROM 12/01/2021 TO 12/31/2021
 Reconciliation Record ID: 121

Page 1/1

GL Number	Description	Beginning 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)

Beginning GL Balance:	2,815,471.41
Add: Cash Receipts	71,130.74
Less: Cash Disbursements	(54,192.80)
Less: Payroll Disbursements	(60,496.11)
Less: Journal Entries/Other	(45,782.20)
Ending GL Balance:	2,726,131.04

GL Number	Description	Ending Balance
101-000-001.000	CASH	908,957.46
202-000-001.000	CASH	132,099.70
203-000-001.000	CASH	157,430.69
208-000-001.000	CASH	17,899.94
370-000-001.000	CASH	
401-000-001.000	CASH	5,701.97
590-000-001.000	CASH	22,428.77
590-000-010.000	CASH IN BANK - BOND RESERVE	253,050.00
590-000-011.000	CASH IN BANK-REPLACEMENT FUND	117,864.00
591-000-001.000	CASH	560,978.16
591-000-010.000	CASH IN BANK - BOND RESERVE	142,350.00
591-000-011.000	CASH IN BANK-REPLACEMENT FUND	263,464.00
598-000-001.000	CASH	7,079.26
641-000-001.000	CASH	136,827.09

Ending GL Balance: 2,726,131.04

Ending Bank Balance: 2,734,898.06

Add: Miscellaneous Transactions 483.14

Add: Deposits in Transit

DEPOSIT TO BANK WAS TOO HIGH DUE TO TAX ON WTR CHECK-\$ TRANSFER JA (42.01)

PLANNING COMMISSION BOOKED TO DECEMBER BUT PAID IN JANUARY 2022 (156.10)

(198.11)

Less: 9 AP Outstanding Checks 9,052.05

Less: 0 PR Outstanding Checks

Adjusted Bank Balance 2,726,131.04

Unreconciled Difference: 0.00

REVIEWED BY: 

DATE: 1-7-2022

01/04/2022 03:28 PM

BANK RECONCILIATION FOR CITY OF POTTERVILLE

Page 1/1

User: JWest

Bank TAX (TAX ACCOUNT)

DB: Potterville

FROM 12/01/2021 TO 12/31/2021

Reconciliation Record ID: 120

GL Number	Description	Beginning Balance
703-000-001.000	CASH	17,532.35
Beginning GL Balance:		17,532.35
Add: Cash Receipts		493,120.79
Add: Tax Receipts		1,206.40
Less: Cash Disbursements		(556.47)
Add: Journal Entries/Other		63.42
Ending GL Balance:		511,366.49
GL Number	Description	Ending Balance
703-000-001.000	CASH	511,366.49
Ending GL Balance:		511,366.49
Ending Bank Balance:		511,290.02
Add: Miscellaneous Transactions		41.76
Add: Deposits in Transit		
12/23/2021 Deposit ID: 784		69.87
RECEIVED 5.02 MORE THAN SYSTEM SHOWING PROCESSING- 700-000-615-06		(5.02)
WEAVER- CC NOT PROCESSED FOR WINTER TAXES (REVERSED)		4.95
12/21 DEPOSIT (UB PAID ON SAME CHECK AS DRAIN ASSESSMENT)		(27.86)
		41.94
Less: 1 AP Outstanding Checks		7.23
Less: 0 PR Outstanding Checks		
Adjusted Bank Balance		511,366.49
Unreconciled Difference:		0.00

REVIEWED BY: 

DATE: 1-7-2022

01/04/2022 04:16 PM

BANK RECONCILIATION FOR CITY OF POTTERVILLE

Page 1/1

User: JWest

Bank PR (PAYROLL ACCOUNT)

DB: Potterville

FROM 12/01/2021 TO 12/31/2021

Reconciliation Record ID: 119

GL Number	Description	Beginning Balance
750-000-001.000	CASH	7,612.69
Beginning GL Balance:		7,612.69
Less: Payroll Disbursements		(1,528.19)
Ending GL Balance:		6,084.50

GL Number	Description	Ending Balance
750-000-001.000	CASH	6,084.50
Ending GL Balance:		6,084.50
Ending Bank Balance:		6,692.26
Add: Deposits in Transit		
DIRECT DEPOSIT PLANNING COMMISSION- 12/31 DATE BUT WILL NOT RECEIV		(100.09)
PLANNING COMMISSION TRANSFER TO COVER PAYROLL/TAXES- SCHEDULED FO		156.10
		56.01
Less: 0 AP Outstanding Checks		
Less: 4 PR Outstanding Checks		663.77
Adjusted Bank Balance		6,084.50
Unreconciled Difference:		0.00



REVIEWED BY: _____

DATE: 1-7-2022

01/13/2022 01:40 PM

User: JWest

DB: Potterville

REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

Page: 1/18

PERIOD ENDING 12/31/2021

		2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE		END BALANCE
GL NUMBER	DESCRIPTION	AMENDED BUDGET	12/31/2021 NORM (ABNORM)	MONTH 12/31/21 INCR (DECR)	BALANCE NORM (ABNORM)	% BDGT USED	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	0.00	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	0.00	(862.87)	101.22	73,921.62
101-000-406.000	CITY PENALTY	6,000.00	1,353.85	0.00	4,646.15	22.56	7,131.86
101-000-423.000	TRAILER COURT TAX	2,000.00	655.50	0.00	1,344.50	32.78	2,644.05
101-000-450.000	3% CABLE T.V.	6,000.00	2,622.83	0.00	3,377.17	43.71	9,099.75
101-000-452.000	LIQUOR LICENSE	1,700.00	1,968.45	55.00	(268.45)	115.79	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	3,590.00	1,280.00	(90.00)	102.57	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	13,188.00	6,594.00	24,812.00	34.71	38,789.00
101-000-576.000	ST SHARED REV - SALES TAX	227,000.00	94,716.00	46,780.00	132,284.00	41.73	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	311.25	168.10	(133.25)	174.86	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	0.00	8,217.25	71.07	29,350.56
101-000-655.000	FINES & FORFEITURES	2,000.00	1,583.16	251.13	416.84	79.16	2,701.12
101-000-665.000	INTEREST	3,000.00	1,612.25	237.96	1,387.75	53.74	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	8,965.88	781.00	(8,965.88)	100.00	8,250.43
101-000-694.000	CASH OVER & UNDER	0.00	8.62	7.75	(8.62)	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	71.75	3.00	(71.75)	100.00	9.75
Total Dept 000		1,429,528.00	1,030,991.02	56,157.94	398,536.98	72.12	1,298,493.67
TOTAL REVENUES		1,429,528.00	1,030,991.02	56,157.94	398,536.98	72.12	1,298,493.67
Expenditures							
Dept 101 - CITY COUNCIL							
101-101-703.000	SALARIES	4,200.00	1,347.50	1,007.50	2,852.50	32.08	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	103.08	77.07	411.92	20.02	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	23,447.08	1,084.57	4,506.75	83.88	26,056.93
Dept 171 - MAYOR							
101-171-703.000	SALARIES	1,320.00	570.00	450.00	750.00	43.18	990.00
101-171-719.000	FRINGE BENEFITS	118.45	43.60	34.42	74.85	36.81	75.74

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REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

Page: 2/18

PERIOD ENDING 12/31/2021

GL NUMBER	DESCRIPTION	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED	END BALANCE
		AMENDED BUDGET	12/31/2021 NORM (ABNORM)	MONTH 12/31/21 INCR (DECR)	BALANCE NORM (ABNORM)		06/30/2021 NORM (ABNORM)
Fund 101 - GENERAL FUND							
Expenditures							
Total Dept 171 - MAYOR		1,438.45	613.60	484.42	824.85	42.66	1,065.74
Dept 172 - CITY MANAGER							
101-172-703.000	SALARIES	74,694.26	37,346.40	5,745.60	37,347.86	50.00	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	7,936.81	1,291.91	11,892.13	40.03	14,883.93
101-172-740.000	SUPPLIES	20.00	25.99	0.00	(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	45,309.20	7,037.51	49,784.00	47.65	87,946.50
Dept 209 - ASSESSOR							
101-209-703.000	SALARIES	1,165.00	539.50	83.00	625.50	46.31	1,051.61
101-209-719.000	FRINGE BENEFITS	803.40	301.25	57.13	502.15	37.50	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	1,618.50	249.00	1,531.50	51.38	3,149.53
101-209-813.000	BOARD OF REVIEW	1,400.00	250.00	150.00	1,150.00	17.86	1,116.12
101-209-818.000	CONTRACT LABOR	16,000.00	6,666.65	1,333.33	9,333.35	41.67	15,999.96
Total Dept 209 - ASSESSOR		24,268.40	9,810.90	1,872.46	14,457.50	40.43	23,445.64
Dept 210 - ATTORNEY							
101-210-801.000	ATTORNEY	23,500.00	4,059.00	225.50	19,441.00	17.27	11,275.00
Total Dept 210 - ATTORNEY		23,500.00	4,059.00	225.50	19,441.00	17.27	11,275.00
Dept 215 - CLERK							
101-215-703.000	SALARIES	32,935.00	16,513.55	2,533.44	16,421.45	50.14	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	1,263.29	193.81	7,594.71	14.26	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	0.00	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	5,934.55	745.76	1,065.45	84.78	10,191.76
101-215-958.000	DUES AND SUBSCRIPTIONS	260.00	60.00	0.00	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	0.00	(304.41)	160.88	197.91
Total Dept 215 - CLERK		53,403.00	25,069.33	3,473.01	28,333.67	46.94	49,222.49
Dept 224 - AUDIT							
101-224-807.000	AUDIT	18,000.00	14,500.00	4,500.00	3,500.00	80.56	17,350.00

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REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

Page: 3/18

PERIOD ENDING 12/31/2021

GL NUMBER	DESCRIPTION	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED	END BALANCE
		AMENDED BUDGET	12/31/2021 NORM (ABNORM)	MONTH 12/31/21 INCR (DECR)	BALANCE NORM (ABNORM)		06/30/2021 NORM (ABNORM)
Fund 101 - GENERAL FUND							
Expenditures							
Total Dept 224 - AUDIT		18,000.00	14,500.00	4,500.00	3,500.00	80.56	17,350.00
Dept 253 - TREASURERS OFFICE							
101-253-703.000	SALARIES	64,222.70	32,115.20	4,940.80	32,107.50	50.01	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	13,129.82	2,050.99	8,706.18	60.13	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	497.97	370.22	652.03	43.30	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	1,018.37	215.64	3,681.63	21.67	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	47,857.36	7,577.65	45,626.34	51.19	89,365.41
Dept 265 - CITY HALL							
101-265-703.000	SALARIES	21,503.00	10,389.71	1,520.55	11,113.29	48.32	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	3,930.65	638.94	3,279.35	54.52	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	2,017.29	348.65	1,282.71	61.13	1,807.16
101-265-740.400	COMMUNITY HOLIDAY EVENT	480.00	367.30	187.73	112.70	76.52	239.98
101-265-740.500	COMMUNITY SPEC EVENTS	900.00	885.04	760.04	14.96	98.34	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	261.35	17.45	238.65	52.27	262.30
101-265-775.000	REPAIRS & MAINT	500.00	498.66	0.00	1.34	99.73	424.44
101-265-781.000	COMPUTER SOFTWARE	6,000.00	8,126.00	0.00	(2,126.00)	135.43	5,653.50
101-265-802.000	SERVICE	2,000.00	236.83	96.56	1,763.17	11.84	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	180.00	180.00	144.00	55.56	336.00
101-265-970.000	CAPITAL OUTLAY	500.00	1,832.08	1,832.08	(1,332.08)	366.42	0.00
101-265-980.000	OFFICE EQUIPMENT & FURNITURE	0.00	50.00	50.00	(50.00)	100.00	96.94
Total Dept 265 - CITY HALL		59,117.00	29,089.19	5,632.00	30,027.81	49.21	49,610.17
Dept 301 - POLICE							
101-301-703.000	SALARIES	157,596.40	68,166.07	10,922.10	89,430.33	43.25	124,977.10
101-301-703.002	OVERTIME SALARIES	4,600.00	757.40	(478.21)	3,842.60	16.47	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	16,667.19	2,760.11	20,412.81	44.95	31,372.29
101-301-725.000	UNIFORM EXPENSES	2,400.00	746.04	0.00	1,653.96	31.09	1,698.28
101-301-740.000	SUPPLIES	7,000.00	4,424.57	862.94	2,575.43	63.21	5,050.31
101-301-775.000	REPAIRS & MAINT	5,000.00	1,271.75	0.00	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	1,435.00	41.00	2,265.00	38.78	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	653.78	210.24	1,046.22	38.46	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	740.86	142.78	759.14	49.39	1,224.70
101-301-862.000	GAS	4,500.00	3,119.71	0.00	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

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	98,920.47	14,460.96	130,163.18	43.18	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	0.00	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	0.00	0.00	100.00	117,250.00
Dept 400 - PLANNING COMMISSION							
101-400-703.000	SALARIES	1,400.00	145.00	145.00	1,255.00	10.36	790.00
101-400-719.000	FRINGE BENEFITS	103.00	11.10	11.10	91.90	10.78	60.44
101-400-731.000	PUBLICATION	415.00	102.64	(30.00)	312.36	24.73	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	1,455.84	126.10	15,462.16	8.61	19,007.49
Dept 410 - ZONING							
101-410-703.000	SALARIES	37,537.14	18,768.62	2,887.48	18,768.52	50.00	36,996.62
101-410-719.000	FRINGE BENEFITS	3,465.95	1,435.81	220.89	2,030.14	41.43	3,332.64
101-410-731.000	PUBLICATION	500.00	983.72	0.00	(483.72)	196.74	0.00
101-410-740.000	SUPPLIES	450.00	91.77	91.77	358.23	20.39	95.80
101-410-853.000	TELEPHONE EXPENSE	750.00	497.08	110.41	252.92	66.28	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	21,777.00	3,310.55	21,201.09	50.67	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	0.00	(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	0.00	(7,110.00)	2,131.43	13,771.16
Dept 445 - DRAIN AT LARGE							
101-445-810.000	EXPENSE	1,100.00	42.01	0.00	1,057.99	3.82	1,006.08
Total Dept 445 - DRAIN AT LARGE		1,100.00	42.01	0.00	1,057.99	3.82	1,006.08
Dept 906 - DEBT SERVICE							

01/13/2022 01:40 PM

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REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

Page: 5/18

PERIOD ENDING 12/31/2021

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	YTD BALANCE 12/31/2021 NORM (ABNORM)	ACTIVITY FOR MONTH 12/31/21 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	END BALANCE 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	6,476.04	1,079.34	6,523.96	49.82	10,974.74
101-906-995.000	BOND INTEREST	29,067.37	25,705.50	12,990.78	3,361.87	88.43	29,770.20
Total Dept 906 - DEBT SERVICE		78,906.07	65,124.52	14,070.12	13,781.55	82.53	76,618.65
Dept 965 - CONTRIBUTIONS TO OTHER FUNDS							
101-965-965.203	CONTRIB TO LOCAL STREET FUND	333,279.11	150,000.00	150,000.00	183,279.11	45.01	43,229.74
101-965-965.208	CONTRIB TO PARK FUND	69,626.53	35,000.00	35,000.00	34,626.53	50.27	69,594.74
101-965-965.401	CONTRIB TO CAPITAL PROJECT FUND	2,654.00	2,654.00	2,654.00	0.00	100.00	2,654.00
101-965-965.590	CONTRIBUTION TO SEWER FUND	104,000.00	104,000.00	104,000.00	0.00	100.00	92,069.24
101-965-965.598	CONTRIB TO STORM DRAIN MAINT	5,000.00	5,000.00	5,000.00	0.00	100.00	0.00
101-965-965.641	CONTRIB TO EQP REPAIR & REPL	99,628.97	85,000.00	85,000.00	14,628.97	85.32	107,240.59
Total Dept 965 - CONTRIBUTIONS TO OTHER FUNDS		614,188.61	381,654.00	381,654.00	232,534.61	62.14	314,788.31
TOTAL EXPENDITURES		1,505,082.00	900,989.50	445,508.85	604,092.50	59.86	1,173,292.71
Fund 101 - GENERAL FUND:							
TOTAL REVENUES		1,429,528.00	1,030,991.02	56,157.94	398,536.98	72.12	1,298,493.67
TOTAL EXPENDITURES		1,505,082.00	900,989.50	445,508.85	604,092.50	59.86	1,173,292.71
NET OF REVENUES & EXPENDITURES		(75,554.00)	130,001.52	(389,350.91)	(205,555.52)	172.06	125,200.96

01/13/2022 01:40 PM

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REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

Page: 6/18

PERIOD ENDING 12/31/2021

GL NUMBER	DESCRIPTION	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED	END BALANCE
		AMENDED BUDGET	12/31/2021 NORM (ABNORM)	MONTH 12/31/21 INCR (DECR)	BALANCE NORM (ABNORM)		06/30/2021 NORM (ABNORM)
Fund 202 - MAJOR STREET FUND							
Revenues							
Dept 000							
202-000-408.200	SPEC ASSESSMENT ROAD - SUNSET	1,757.18	22,504.79	336.00	(20,747.61)	1,280.73	6,944.26
202-000-553.000	ACT 51	175,000.00	73,251.58	16,736.64	101,748.42	41.86	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	96,032.77	17,072.64	120,724.41	44.30	248,951.05
TOTAL REVENUES		216,757.18	96,032.77	17,072.64	120,724.41	44.30	248,951.05
Expenditures							
Dept 463 - ROUTINE MAINT							
202-463-699.203	TRANSFER TO LOCAL STREETS	87,500.00	45,000.00	45,000.00	42,500.00	51.43	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	75,000.00	75,000.00	22,001.83	77.32	97,001.83
Total Dept 463 - ROUTINE MAINT		188,001.83	122,783.80	120,000.00	65,218.03	65.31	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	1,327.00	0.00	1,673.00	44.23	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	6,429.32	0.00	6,570.68	49.46	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	0.00	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	0.00	27,944.66	10.65	16,720.70
TOTAL EXPENDITURES		232,777.82	132,544.45	120,000.00	100,233.37	56.94	235,325.88
Fund 202 - MAJOR STREET FUND:							
TOTAL REVENUES		216,757.18	96,032.77	17,072.64	120,724.41	44.30	248,951.05
TOTAL EXPENDITURES		232,777.82	132,544.45	120,000.00	100,233.37	56.94	235,325.88
NET OF REVENUES & EXPENDITURES		(16,020.64)	(36,511.68)	(102,927.36)	20,491.04	227.90	13,625.17

01/13/2022 01:40 PM

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REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

Page: 7/18

PERIOD ENDING 12/31/2021

GL NUMBER	DESCRIPTION	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED	END BALANCE
		AMENDED BUDGET	12/31/2021 NORM (ABNORM)	MONTH 12/31/21 INCR (DECR)	BALANCE NORM (ABNORM)		06/30/2021 NORM (ABNORM)
Fund 203 - LOCAL STREET FUND							
Revenues							
Dept 000							
203-000-408.200	SPEC ASSESSMENT ROAD - SUNSET	10,722.82	17,978.09	2,064.00	(7,255.27)	167.66	42,375.74
203-000-553.000	ACT 51	62,285.00	29,560.74	6,649.85	32,724.26	47.46	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	45,000.00	45,000.00	42,500.00	51.43	87,500.00
203-000-699.101	GF CONTRIBUTION	333,279.11	150,000.00	150,000.00	183,279.11	45.01	43,229.74
Total Dept 000		525,092.93	244,222.93	203,713.85	280,870.00	46.51	287,408.37
TOTAL REVENUES		525,092.93	244,222.93	203,713.85	280,870.00	46.51	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	25,000.00	25,000.00	22,842.30	52.26	47,842.30
Total Dept 463 - ROUTINE MAINT		47,842.30	27,020.00	25,000.00	20,822.30	56.48	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	0.00	2,875.00	66.18	5,955.18
203-480-818.000	CONTRACT LABOR	105,000.00	8,615.69	0.00	96,384.31	8.21	89,852.02
Total Dept 480 - CONSTRUCTION		113,500.00	14,240.69	0.00	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	89,113.17	32,846.72	66,449.13	57.28	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	121,040.67	32,846.72	264,722.88	31.38	298,264.49
TOTAL EXPENDITURES		548,855.85	162,301.36	57,846.72	386,554.49	29.57	443,213.99
Fund 203 - LOCAL STREET FUND:							
TOTAL REVENUES		525,092.93	244,222.93	203,713.85	280,870.00	46.51	287,408.37
TOTAL EXPENDITURES		548,855.85	162,301.36	57,846.72	386,554.49	29.57	443,213.99
NET OF REVENUES & EXPENDITURES		(23,762.92)	81,921.57	145,867.13	(105,684.49)	344.75	(155,805.62)

01/13/2022 01:40 PM

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REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

Page: 8/18

PERIOD ENDING 12/31/2021

GL NUMBER	DESCRIPTION	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT	END BALANCE
		AMENDED BUDGET	12/31/2021	MONTH 12/31/21	BALANCE		06/30/2021
			NORM (ABNORM)	INCR (DECR)	NORM (ABNORM)	USED	NORM (ABNORM)

01/13/2022 01:40 PM

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REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

Page: 9/18

PERIOD ENDING 12/31/2021

GL NUMBER	DESCRIPTION	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED	END BALANCE
		AMENDED BUDGET	12/31/2021 NORM (ABNORM)	MONTH 12/31/21 INCR (DECR)	BALANCE NORM (ABNORM)		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	14,404.00	2,067.00	3,596.00	80.02	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	1,680.00	1,000.00	70.00	96.00	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	35,000.00	35,000.00	60,626.53	36.60	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	69,267.54	38,067.00	74,361.99	48.23	151,402.48
TOTAL REVENUES		143,629.53	69,267.54	38,067.00	74,361.99	48.23	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	0.00	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	1,250.00	1,250.00	1,250.00	50.00	5,144.00
Total Dept 690 - PARK ADMIN		31,100.00	12,181.65	1,250.00	18,918.35	39.17	24,966.49
Dept 691 - BALL ADMIN							
208-691-703.000	SALARIES	43,951.94	26,253.28	3,131.08	17,698.66	59.73	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	11,991.62	1,711.32	6,167.28	66.04	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	0.00	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	497.53	198.49	302.47	62.19	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	48,506.76	5,040.89	25,092.91	65.91	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	1,192.85	87.85	(692.85)	238.57	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	606.00	101.00	3,544.00	14.60	1,865.79
Total Dept 770 - LAKE ALLIANCE MAINTENANCE		5,950.00	2,387.70	188.85	3,562.30	40.13	13,389.00

01/13/2022 01:40 PM

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REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

Page: 10/18

PERIOD ENDING 12/31/2021

		2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	END BALANCE	
GL NUMBER	DESCRIPTION	AMENDED BUDGET	NORM (ABNORM)	MONTH 12/31/21 INCR (DECR)	NORM (ABNORM)	% BDGT 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	718.93	87.85	(118.93)	119.82	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	750.95	189.81	1,249.05	37.55	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	2,225.28	277.66	2,774.72	44.51	8,580.77
Dept 772 - SUNSET HILLS PARK							
208-772-775.000	REPAIRS & MAINT	100.00	297.85	87.85	(197.85)	297.85	0.00
Total Dept 772 - SUNSET HILLS PARK		100.00	297.85	87.85	(197.85)	297.85	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	0.00	960.00	20.00	2,246.00
208-774-920.000	UTILITIES	500.00	278.00	31.41	222.00	55.60	364.32
Total Dept 774 - BASEBALL		2,500.00	568.00	31.41	1,932.00	22.72	3,404.40
Dept 777 - BALLFIELD							
208-777-740.000	SUPPLIES	5,000.00	1,404.96	1.96	3,595.04	28.10	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	3,172.40	389.81	1,427.60	68.97	4,838.43
Total Dept 777 - BALLFIELD		11,141.46	5,539.36	391.77	5,602.10	49.72	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	0.00	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	138.75	36.95	(138.75)	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	7,701.93	36.95	4,999.93	60.64	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	79,408.53	7,305.38	62,934.46	55.79	149,452.62

01/13/2022 01:40 PM

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REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

Page: 11/18

PERIOD ENDING 12/31/2021

GL NUMBER	DESCRIPTION	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT	END BALANCE
		AMENDED BUDGET	12/31/2021	MONTH 12/31/21	BALANCE		06/30/2021
			NORM (ABNORM)	INCR (DECR)	NORM (ABNORM)	USED	NORM (ABNORM)
Fund 208 - PARK FUND							
Fund 208 - PARK FUND:							
TOTAL REVENUES		143,629.53	69,267.54	38,067.00	74,361.99	48.23	151,402.48
TOTAL EXPENDITURES		142,342.99	79,408.53	7,305.38	62,934.46	55.79	149,452.62
NET OF REVENUES & EXPENDITURES		1,286.54	(10,140.99)	30,761.62	11,427.53	788.24	1,949.86

01/13/2022 01:40 PM

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REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

Page: 12/18

PERIOD ENDING 12/31/2021

GL NUMBER	DESCRIPTION	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE		END BALANCE
		AMENDED BUDGET	12/31/2021 NORM (ABNORM)	MONTH 12/31/21 INCR (DECR)	BALANCE NORM (ABNORM)	% BDGT USED	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	0.00	(6,321.91)	151.61	12,248.61
247-728-664.000	INTEREST INCOME	400.00	37.47	7.66	362.53	9.37	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	145,962.89	7.66	26,474.44	84.65	172,396.66
TOTAL REVENUES		172,437.33	145,962.89	7.66	26,474.44	84.65	172,396.66
Expenditures							
Dept 728 - TIFA DEPT							
247-728-702.000	WAGES - OTHER	4,900.00	2,524.99	408.33	2,375.01	51.53	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	4,350.00	1,350.00	300.00	93.55	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	81,053.09	1,758.33	160,749.91	33.52	263,968.25
TOTAL EXPENDITURES		241,803.00	81,053.09	1,758.33	160,749.91	33.52	263,968.25
Fund 247 - TAX INCREMENT FINANCING AUTHOR:							
TOTAL REVENUES		172,437.33	145,962.89	7.66	26,474.44	84.65	172,396.66
TOTAL EXPENDITURES		241,803.00	81,053.09	1,758.33	160,749.91	33.52	263,968.25
NET OF REVENUES & EXPENDITURES		(69,365.67)	64,909.80	(1,750.67)	(134,275.47)	93.58	(91,571.59)

01/13/2022 01:40 PM

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REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

Page: 13/18

PERIOD ENDING 12/31/2021

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	YTD BALANCE 12/31/2021 NORM (ABNORM)	ACTIVITY FOR MONTH 12/31/21 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	END BALANCE 06/30/2021 NORM (ABNORM)
Fund 401 - CAPITAL PROJECT FUND- DOWNTOWN							
Revenues							
Dept 000							
401-000-699.106	TRANSFER IN	2,654.00	2,654.00	2,654.00	0.00	100.00	2,654.00
Total Dept 000		2,654.00	2,654.00	2,654.00	0.00	100.00	2,654.00
TOTAL REVENUES		2,654.00	2,654.00	2,654.00	0.00	100.00	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	2,654.00	2,654.00	0.00	100.00	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	2,654.00	2,654.00	(2,489.39)	1,612.30	(18,016.73)

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REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

Page: 14/18

PERIOD ENDING 12/31/2021

		2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE		END BALANCE
GL NUMBER	DESCRIPTION	AMENDED BUDGET	12/31/2021 NORM (ABNORM)	MONTH 12/31/21 INCR (DECR)	BALANCE NORM (ABNORM)	% BDGT USED	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	75,117.07	18.57	67,768.17	52.57	150,031.32
590-000-642.001	FIXED COSTS	400,737.05	202,997.42	54.60	197,739.63	50.66	402,800.99
590-000-655.000	FINES & FORFEITURES	12,000.00	8,211.39	1,148.51	3,788.61	68.43	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	104,000.00	104,000.00	0.00	100.00	92,069.24
Total Dept 000		662,122.29	390,325.88	105,221.68	271,796.41	58.95	635,079.30
TOTAL REVENUES		662,122.29	390,325.88	105,221.68	271,796.41	58.95	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	2,970.60	2,970.60	(1,970.60)	297.06	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	1,828.96	0.00	20,171.04	8.31	14,291.67
590-556-965.600	CONTRIBUTION TO 641 LABOR & EQUIPMENT	135,000.00	135,000.00	135,000.00	0.00	100.00	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	227,924.22	137,970.60	65,395.23	77.71	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	137,653.75	61,100.00	78,499.25	63.68	212,834.24
Total Dept 906 - DEBT SERVICE		376,153.00	178,653.75	61,100.00	197,499.25	47.49	212,834.24
TOTAL EXPENDITURES		672,472.45	408,603.63	199,070.60	263,868.82	60.76	686,531.63
Fund 590 - SEWER FUND:							
TOTAL REVENUES		662,122.29	390,325.88	105,221.68	271,796.41	58.95	635,079.30
TOTAL EXPENDITURES		672,472.45	408,603.63	199,070.60	263,868.82	60.76	686,531.63
NET OF REVENUES & EXPENDITURES		(10,350.16)	(18,277.75)	(93,848.92)	7,927.59	176.59	(51,452.33)

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REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

Page: 15/18

PERIOD ENDING 12/31/2021

GL NUMBER	DESCRIPTION	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT	END BALANCE
		AMENDED BUDGET	12/31/2021 NORM (ABNORM)	MONTH 12/31/21 INCR (DECR)	BALANCE NORM (ABNORM)	USED	06/30/2021 NORM (ABNORM)
Fund 591 - WATER FUND							
Revenues							
Dept 000							
591-000-608.000	PENALTIES	280.00	180.00	90.00	100.00	64.29	145.00
591-000-642.000	BILLS	183,981.36	98,764.63	24.48	85,216.73	53.68	198,145.76
591-000-642.001	FIXED COSTS	336,684.00	169,111.05	47.52	167,572.95	50.23	338,136.97
591-000-655.000	FINES & FORFEITURES	12,000.00	7,959.24	1,086.18	4,040.76	66.33	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	276,014.92	1,248.18	258,930.44	51.60	550,844.99
TOTAL REVENUES		534,945.36	276,014.92	1,248.18	258,930.44	51.60	550,844.99
Expenditures							
Dept 527 - ADMINISTRATIVE							
591-527-731.000	PUBLICATION	250.00	111.88	0.00	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	1,615.68	212.72	2,884.32	35.90	4,348.24
591-527-781.000	COMPUTER SOFTWARE	1,500.00	991.99	970.80	508.01	66.13	970.80
591-527-809.000	TRAINING	0.00	310.00	0.00	(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	5,055.22	1,183.52	2,694.78	65.23	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	35.94	35.94	1,964.06	1.80	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	6,755.58	400.00	(55.58)	100.83	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	90,000.00	90,000.00	85,923.20	51.16	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	157,927.53	90,435.94	97,007.47	61.95	342,759.21
Dept 906 - DEBT SERVICE							
591-906-995.000	BOND INTEREST	117,973.00	79,530.62	34,870.62	38,442.38	67.41	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	104,530.62	34,870.62	105,442.38	49.78	119,676.99
TOTAL EXPENDITURES		472,658.00	267,513.37	126,490.08	205,144.63	56.60	469,674.28
Fund 591 - WATER FUND:							
TOTAL REVENUES		534,945.36	276,014.92	1,248.18	258,930.44	51.60	550,844.99
TOTAL EXPENDITURES		472,658.00	267,513.37	126,490.08	205,144.63	56.60	469,674.28
NET OF REVENUES & EXPENDITURES		62,287.36	8,501.55	(125,241.90)	53,785.81	13.65	81,170.71

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REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

Page: 16/18

PERIOD ENDING 12/31/2021

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	YTD BALANCE 12/31/2021 NORM (ABNORM)	ACTIVITY FOR MONTH 12/31/21 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDT USED	END BALANCE 06/30/2021 NORM (ABNORM)
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REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

Page: 17/18

PERIOD ENDING 12/31/2021

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	YTD BALANCE 12/31/2021 NORM (ABNORM)	ACTIVITY FOR MONTH 12/31/21 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	END BALANCE 06/30/2021 NORM (ABNORM)
Fund 598 - STORM DRAIN MAINTENANCE							
Revenues							
Dept 000							
598-000-699.101	GF CONTRIBUTION	5,000.00	5,000.00	5,000.00	0.00	100.00	0.00
Total Dept 000		5,000.00	5,000.00	5,000.00	0.00	100.00	0.00
TOTAL REVENUES		5,000.00	5,000.00	5,000.00	0.00	100.00	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	5,000.00	5,000.00	0.00	100.00	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)	3,699.61	5,000.00	(6,399.61)	137.02	(8,961.70)

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REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

Page: 18/18

PERIOD ENDING 12/31/2021

GL NUMBER	DESCRIPTION	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED	END BALANCE
		AMENDED BUDGET	12/31/2021 NORM (ABNORM)	MONTH 12/31/21 INCR (DECR)	BALANCE NORM (ABNORM)		06/30/2021 NORM (ABNORM)
Fund 641 - EQUIPMENT REPAIR & REPLACEMENT							
Revenues							
Dept 000							
641-000-674.010	OPERATING TRANSFER-IN	555,396.30	410,000.00	410,000.00	145,396.30	73.82	574,099.51
Total Dept 000		555,396.30	410,000.00	410,000.00	145,396.30	73.82	574,099.51
TOTAL REVENUES		555,396.30	410,000.00	410,000.00	145,396.30	73.82	574,099.51
Expenditures							
Dept 932 - EQUIPMENT REPAIR ACTIVITY							
641-932-703.000	SALARIES	264,621.30	135,284.67	16,493.05	129,336.63	51.12	219,798.73
641-932-703.002	OVERTIME SALARIES	8,000.00	5,986.76	1,550.24	2,013.24	74.83	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	41,192.80	6,307.78	49,447.20	45.45	72,119.38
641-932-725.000	UNIFORM EXPENSES	3,000.00	1,137.91	260.53	1,862.09	37.93	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	19,135.99	1,523.03	3,864.01	83.20	24,420.71
641-932-743.000	METERS	0.00	4,515.15	0.00	(4,515.15)	100.00	0.00
641-932-775.000	REPAIRS & MAINT	15,000.00	16,169.35	547.73	(1,169.35)	107.80	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	0.00	10,681.00	2.90	9,978.28
641-932-802.000	SERVICE	8,500.00	13,198.32	115.57	(4,698.32)	155.27	8,440.71
641-932-809.000	TRAINING	1,000.00	971.80	0.00	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	1,784.79	285.63	1,315.21	57.57	3,083.15
641-932-862.000	GAS	12,000.00	7,614.28	0.00	4,385.72	63.45	12,420.11
641-932-913.000	INSURANCE-LIAB & WORKMAN COMP	26,000.00	22,921.17	105.29	3,078.83	88.16	25,956.34
641-932-920.000	UTILITIES	117,000.00	48,933.29	9,851.27	68,066.71	41.82	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	14,737.50	2,985.00	(4,737.50)	147.38	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	333,974.78	40,025.12	271,421.52	55.17	579,804.77
TOTAL EXPENDITURES		605,396.30	333,974.78	40,025.12	271,421.52	55.17	579,804.77
Fund 641 - EQUIPMENT REPAIR & REPLACEMENT:							
TOTAL REVENUES		555,396.30	410,000.00	410,000.00	145,396.30	73.82	574,099.51
TOTAL EXPENDITURES		605,396.30	333,974.78	40,025.12	271,421.52	55.17	579,804.77
NET OF REVENUES & EXPENDITURES		(50,000.00)	76,025.22	369,974.88	(126,025.22)	152.05	(5,705.26)
TOTAL REVENUES - ALL FUNDS		4,247,562.92	2,670,471.95	839,142.95	1,577,090.97	62.87	3,921,330.03
TOTAL EXPENDITURES - ALL FUNDS		4,431,577.80	2,367,689.10	998,005.08	2,063,888.70	53.43	4,030,896.56
NET OF REVENUES & EXPENDITURES		(184,014.88)	302,782.85	(158,862.13)	(486,797.73)	164.54	(109,566.53)

28

City of Potterville

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

January 12, 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 Eaton County Drain Commissioner will be performing public drain maintenance within its right of way easement near the corner of East Main Street and Hartel Road. The work is intended to improve the pipe and remove no less than one blockage of tree root intrusion in the "Potter & Drain Extension" owned and operated by the Eaton County Drain Commission. The "Potter & Drain Extension" was first established October 2, 1909, surveyed February 5, 1942 and runs parallel to and towards the Abel Drain open ditch behind CN Railway and granary silos owned by Citizens LLC. In late June of 2021, this drain experienced a heavy flow event that backed up along the east side of Dawn Court. The storm water was observed behind numerous homes along Dawn Court and south towards the corner of Pearl Street and Lansing Road. The new maintenance work is associated with a large tree that was removed at 406 North Hartel Road which was blocking a large portion of the drain. I'm also told that after the root ball is removed the Drain Commission will be replacing about 90 feet of old drain tile that connects to the box culvert located on the east side of the Hartel Road sidewalk. The work is primarily intended to improve the flow of storm water through this section of drain that was at least partially blocked due to root intrusion. I was told this Fall by an Eaton Drain Commission staff member that plans are to video tape this drain once maintenance is complete in order to ascertain the condition of the drain from Hartel Road to Dawn Court. I will be following up with the Drain Office and Council once this maintenance work is complete. Due to the obvious inadequacy of the drain as seen last year, I believe it's imperative the City obtain a status check on the "Potter & Drain Extension" as well as the Abel Drain that acts as a primary collector of storm water for the east side of the City.

2. The Michigan Rural Water Association (MRWA) Utility Rate Study is complete and shall be provided to Council at its meeting. Potterville Fees for Water and Sewer services are available online and amended from time to time by City Council Resolution per City Charter. City Fees are developed to be fairly distributed across all customer types and sizes that demand varying degrees of use upon the taxpayer owned assets, capital replacement schedules, maintenance and operations. The City of Potterville is an equal opportunity employer and provider, and bases its utility fees and fee structures on empirical analysis and professional objectified review.

3. The Local Road Improvement Project for Sunset Hills Drive that was awarded a 50% grant from MDOT, will start on schedule this Spring, after the Bid Notice. Design Plans and Contract Specifications are reviewed by Council and MDOT. I'd expect all project documents to be generated by the engineer this month, and provided to MDOT for an April Construction timeline. Project processes that involving Category B Grant funds are mostly the same as a normal street project, and involve only a couple additional steps of review of MDOT. A public bid notice is provided, bid opening take place and recorded, and competitive bids are received. A low bidder is recommended to the Council by the public engineer and ultimately selected if in budget (\$200,000). Once Council approves of a low bid, the project may proceed per Contract specifications. This Sunset Hills project is the first phase of road maintenance that, hopefully, will resurface all of Sunset Hills's streets that were missed in the USDA Bond construction. The latest section to be replaced starts on the east side of Sunset Hills Drive and consists of a standard "crush, reshape and pave"

City of Potterville

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of 31 feet of asphalt for about 950 feet. It will include separate sections of 30 feet each for Hill Top Drive and Beechwood Court. A section of concrete sidewalk in Sunset Hills that was omitted from the Planning Commission's Sunset Hills Development Plan circa 1999, should also be added during this project if costs are in line with the Budget. This omitted sidewalk breaks up a system of pedestrian walkway that is located near 4702 Sunset Drive. While this sidewalk is NOT an eligible MDOT Category B grant expense, it should only be \$4,000 - \$5,000 in additional expense. If the budget allows, I'd like to add this work item at some time perhaps during the project or shortly thereafter whenever is most convenient.

4. The City of Potterville has an opportunity to partner with the Capital Area Community Services, Inc. (CACS) and help disperse 1.5 million dollars of direct assistance for residents in the Clinton, Eaton, Ingham and Shiawassee Counties for up to \$650 per household towards paying for delinquent water and sewer bills. After review and approval of Council of a Memo of Understanding Form, as provided, between the Michigan Department of Human Services / CACS, the City would be eligible to apply for the subsistence funds on behalf of local households and customers of Low income. Funds are good through 9/30/2023. The City would follow MDHHS guidelines to disperse funds direct towards residential accounts whom qualify. Qualified account holders must: be a residential account, be in arrears or disconnect status, be under 150% Federal Poverty Limit and/or actively receiving Temporary Assistance for Needy Families (TANF), Food Assistance Program/Supplemental Nutrition Assistance Program, State Emergency Relief (SER), Social Security Supplemental Income (SSI). In order for CACS to be able to make payments to the City, the City would need to submit a fully completed MOU (as provided to Council) to the State of Michigan with CACS listed as a partner. The City would need to approve the MOU and submit a completed W-9 to the State. The City would then register with the MDHHS in SIGMA Vendor Self Service (VSS) to receive LIHWAP SER payments.

TREASURER'S REPORT
January 20, 2022

American Rescue Plan Act: The City has received our first installment of \$144,024 in funds through the Coronavirus Local Fiscal Recovery Fund effective 10/19/21. The remaining \$144,024 will be received 12 months later (October 2022).

Utility bills—as of 12/31/21 (bills due on 15th) \$23,905.40 is outstanding with \$22,017.05 over 30 days past due.

Water usage month of Dec (Jan billing): 4,217,438 gallons
 Sewer usage month of Dec (Jan billing): 4,211,020 gallons
 Ready to service charge-water: \$28,103.35
 Ready to service charge-sewer: \$33,240.99
 Total water and sewer billed out from 11/23-12/23/21 is \$90,395.49.

Payroll month of November, 2021: \$60,897.38 (this includes all payroll taxes + MERS+ council, planning and board of review).

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. Summer tax collection: 96.8% Winter tax collection: 59.1%

W2's were mailed on 1/12/22. Please let me know if you do not receive one.

Jodi West
 Treasurer

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 – January 2022

This last month I was able to be a part of a couple webinars. One of them was on the upcoming election cycles for 2022. It was discussing the steps and procedures to prepare for the logic and accuracy testing. This is a vital step to insuring we have an accurate and fraud free election. It was helpful and a great reminder of the importance of each step in the process of preparing for an election. Before I know it, the election cycle will begin again. The City of Potterville will not have a May election; there are no school proposals for Potterville residents at this time.

One of the tasks I have been working on is preparing for the end of year reports. While preparing to print 1099's for our Accounts Payables, I began an audit to confirm if we had a W-9 for each vendor and if not to request one from each of them. The City of Potterville has many vendors, so that is quite a job to keep up on the documents. While updating all the documents, it was a perfect time to attach them to the accounts payable program to each individual vendor. So, another area of the City is becoming more digitalized with our documents.

Just a reminder to Jennifer, Bruce, Mike and Paul to stop in the office to take your oath of office for your new term. I am in the office on Mon. (1-5), Tu & Th (8:30-5) and Fridays (8:30-12:30).

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

Respectfully,

Becky Dolman,

City of Potterville

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

January 2022

From the office of the Parks & Recreation Department for the City of Potterville:

The Parks Department has been doing administrative work and getting things updated for the upcoming season and for when the parks will open again.

- We have applied back in December for the America in Bloom grant that we received in 2021 to expand the project area at Lake Alliance and to complete the area. We were notified that we did not receive the America in Bloom Grant for the 2022 year.
- The Michigan DNR Conversion Officer has sent over the Land and Water Conservation Fund Amendment to Project Agreement due to Conversion & the Recreation Bond Fund Amendment to Project Agreement due to Conversion. Both needs the City's authorization of signatures. I am requesting the City to obtain the proper signatures needed so we can send it back to the MDNR Conversion Officer who will then obtain their signatures. Upon completion of all signatures needed, we will be provided with the finalized documents to have on records for resolving this conversion.
- I will be taking the lead on completing the project and working closely with Ms. Fry on a memorial item that will be placed in our Veterans Park.
- So far 25 out of 32 weekends are filled for the ball fields with more in the process of being booked.
- A list of improvements to the parks and ball fields is being made for improvements and upgrades. This includes tools that are needed to be replaced or are needed to fully provide for the workload the department does.
- Through an auction we were able to secure and purchase trash cans that will be replacing the barrels out at Lake Alliance Park. This will make it easier to transport, dump and look nicer.
- We have the tree crew back. They have been coming weekly again since it is in their slow season.
- Market Day is making its come back again this year. We are hoping that with the survey responses we get, we will get more vendors to participate and more of the community to come see the vendors.

The Recreation Department has been doing administrative work as well and getting things updated for the upcoming season, bringing new things for the community, and making improvements

- Program registration forms are being updated for the 2022 year.
- Brainstorming on other programs to offer this year such as implementing a sand volleyball program for adults, starting a "Smart Start" program which is a parent-child participation program, possibly bringing a science show during the summer.
- I will be taking the Certified Parks & Recreation Exam to further my education.
- This year the mParks Conference, which is March 6-9, is in Traverse City. This conference and trade show theme is "Connected: Shore 2 Shore".
- Holiday decorations are put away. Thank you to the DPW for the coordination and assistance.
- Job Postings for Seasonal help will be up on the website and to the County Journal. Looking for field maintenance, concession/recreation workers.

Respectfully Submitted,

Tiffani Schauer, 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

January 11, 2022

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. I hope to have a variance application before the end of this month.
- **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 will meet on January 25, 2021 to discuss a preliminary site condominium development which proposes the creation of seventy-nine parcels for single family homes on parcel 700-023-400-051-05. This may go before council in February dependent on the outcome of the Planning Commission Meeting.
- **Zoning Board of Appeals:** The Zoning Board of Appeals met on December 14, 2021 and approved 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. Ms. Mannino-Lane has obtained her Zoning Referral for construction of the ramp.
- **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 meet on January 18th.

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

City of Potterville

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

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

Working on Economic Condition Factors and Land Values to set property values for 2022.

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

Training for Board of Review members will be held in January and February.

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 December 2021

Operational Information:

- Computer and Server Upgrades, equipment is ordered, project is still moving forward
- Ambulance Staffing – 2 New Paramedic/Firefighters have started, additional interviews will take place after January 01, 2022
- Department Apparatus
- Annual Inspection & Service of the extrication equipment

Training:

- Community Relations
- Department Updates

Meetings & Special Events:

- Shop with a Hero
- City of Pottersville Holiday Parade
- TCEMCA Agency Directors meeting
- TCEMCA Board of Directors meeting
- Phone conference – BTFD Membership Meeting

Calls for Service (CFS):

- **Fire** – 14 City of Pottersville, 14 Benton Township, 2 Mutual Aid
- **EMS** – 17 City of Pottersville, 23 Benton Township, 73 Mutual Aid

City of Potterville

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

RESOLUTION NO. 22-0120-01

At a regular meeting of the City Council of the City of Potterville, Eaton County, Michigan, held at the City Hall at 319 N. Nelson Street, Potterville, MI 48876, on the 20th day of January 2022, at 7:00 p.m.

Present:

Absent:

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

**RESOLUTION TO APPROVE RECREATION BOND FUND AMENDMENT
TO PROJECT AGREEMENT DUE TO CONVERSION,
PROJECT# BF90-138, AMENDMENT #1 FOR THE POTTERVILLE CITY PARK**

WHEREAS, the City Council of the City of Potterville (“The City”) approves of the Recreation Bond Fund Amendment to Project Agreement Due to Conversation, Project# BF90-138, Amendment #1 for the Potterville City Park as enclosed as “Exhibit A”; and

WHEREAS, the Michigan Department of Natural Resources and “The City” mutually agree to approve of the said Agreement as enclosed as “Exhibit A”; and

WHEREAS, The City has reviewed “Exhibit A” as enclosed, and finds it to be in the best interests of the health, safety and welfare of the City of Potterville.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

The City Council of the City of Potterville approves of the Recreation Bond Fund Amendment to Project Agreement Due to Conversation, Project# BF90-138, Amendment #1 for the Potterville City Park as enclosed as “Exhibit A”, and hereby directs the City Mayor and City Clerk to execute the said Agreement and provide an executed copy to the Michigan Department of Natural Resources.

Any and all resolutions that are in conflict with this Resolution are hereby repealed, but only to the extent necessary to give this Resolution full force and effect.

City of Potterville

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

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 20th of January, 2022.

Becky Dolman

City Clerk

"EXHIBIT A"



Michigan Department of Natural Resources - Grants Management

RECREATION BOND FUND AMENDMENT TO PROJECT AGREEMENT DUE TO CONVERSION

Grantee:	<u>City of Potterville</u>
Project Title:	<u>Potterville City Park</u>
Project Location:	<u>City of Potterville, Eaton County</u>
Project and Amendment Number:	<u>BF90-138, Amendment #1</u>

This amendment to the Agreement listed above, entered into between the Michigan Department of Natural Resources ("DEPARTMENT") and the CITY of POTTERVILLE in the county of EATON ("GRANTEE"), is to resolve a conversion of a grant-assisted site, indicated above at Project Location.

The DEPARTMENT and the GRANTEE mutually agree to amend the Agreement as follows:

"Project area" as defined by the grant listed above is revised as shown and described in Appendix A to this amendment. This amendment deletes .297 acres from the project area of the original Agreement or as may have been revised by previous amendment.

"Mitigation area" has been secured by the GRANTEE, as documented by the GRANTEE and approved by the DEPARTMENT. The mitigation area consists of 14.31 acres, of non-adjacent mitigation property creating Sunset Hills Park, as shown and described in Appendix B to this amendment. The long-term obligations of the Recreation Bond Fund apply to the mitigation area.

All other provisions of the Agreement shall be continued in full force and effect.

The amendment may be executed separately by the parties and is not effective until both the GRANTEE and the DEPARTMENT have signed it.

This amendment modifies an Agreement that was approved by resolution of the GRANTEE'S governing body. It is the sole responsibility of the GRANTEE to determine if its laws, policies, or procedures require approval by its governing body before execution of this amendment by the GRANTEE.

By signature of this amendment, the GRANTEE certifies that: (please check appropriate box below)

☐ Approval of the amendment by its governing body is not required.

☐ The amendment has been approved by resolution, true copy attached.

Project and Amendment Number: BF90-138, Amendment #1

GRANTEE**SIGNED:****WITNESSED:**

By: _____ By: _____

Title: _____

Date: _____

MICHIGAN DEPARTMENT OF NATURAL RESOURCES**SIGNED:****WITNESSED:**

By: _____ By: _____

Dan Lord, Manager
Grants Management**EFFECTIVE DATE:** _____

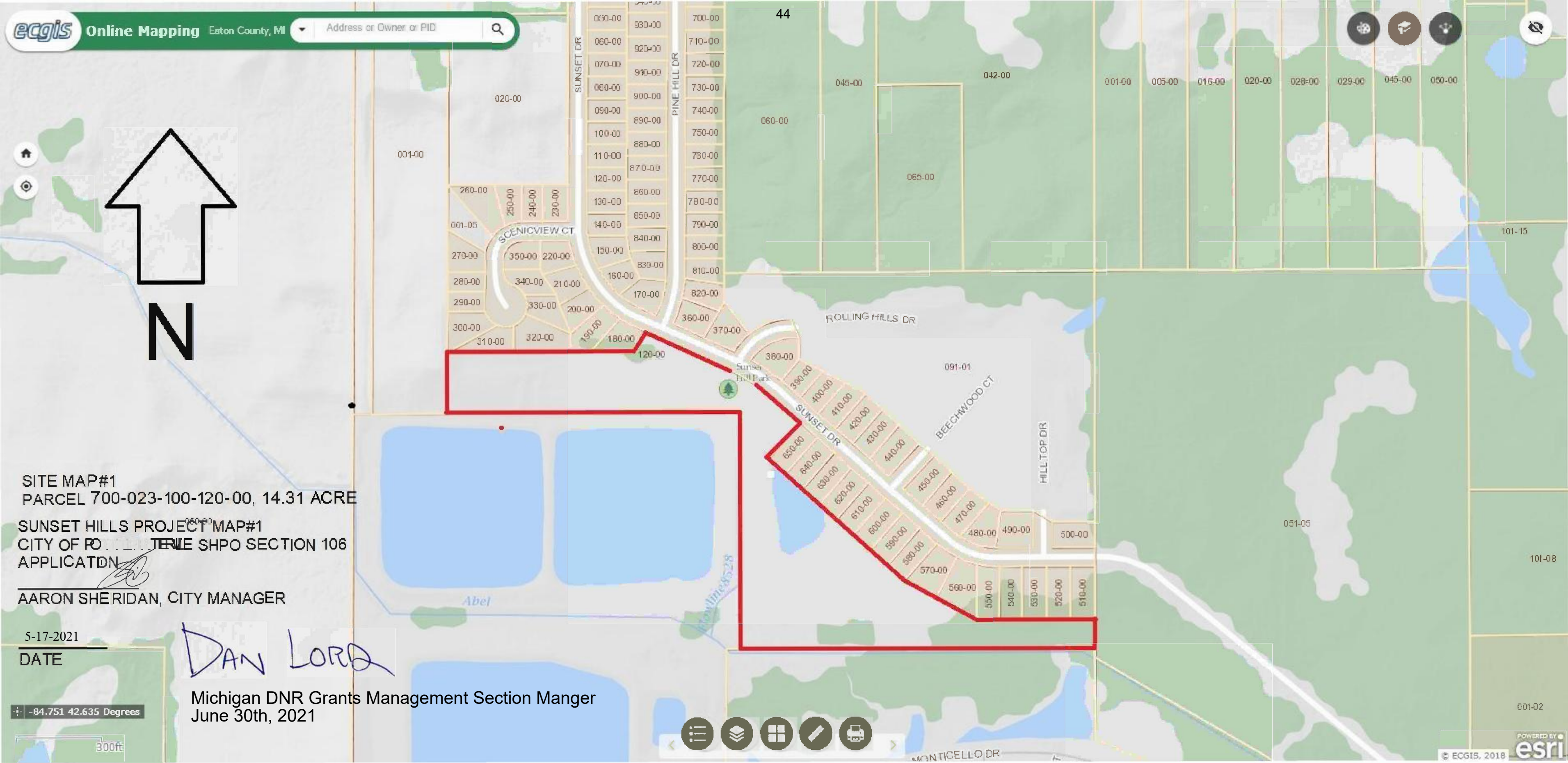
APPENDIX A

RECREATION BOND FUND

PROJECT AGREEMENT and AMENDMENT BF90-138, Amendment #1

**Legal Description and Boundary Map of the REVISED Project Area
Due to Conversion**

APPENDIX B
RECREATION BOND FUND
PROJECT AGREEMENT and AMENDMENT BF90-138, Amendment #1
Legal Description and Boundary Map of the Mitigation Area



SITE MAP#1
PARCEL 700-023-100-120-00, 14.31 ACRE
SUNSET HILLS PROJECT MAP#1
CITY OF PORTLAND TOWN SHPO SECTION 106
APPLICATION

AARON SHERIDAN, CITY MANAGER

5-17-2021
DATE
DAN LORD
Michigan DNR Grants Management Section Manger
June 30th, 2021

-84.751 42.635 Degrees

300ft

RESOLUTION OF DECLARATION and NOTICE OF THE CITY OF POTTERTVILLE OF LONG-TERM AND PERPETUAL CONSERVATION AND USE OF SUNSET HILLS PARK FOR PUBLIC OUTDOOR RECREATION.

RESOLUTION NO. 21-0520-09

At a regular meeting of the City Council of the City of Pottertville, Eaton County, Michigan, held at the City Hall in said City on the 20th day of May, 2021, at 7:00 p.m.

Present: Mayor Kring, Deputy Mayor Lenneman, Member Nichols, Member Potter, Member Pulda, Member Smalley, and Member Twichell.

Absent: None

The following Resolution was offered by Mayor Kring and seconded by Member Pulda.

This Declaration made this day of 20th day of June 2021, by City Council of the City of Pottertville a Michigan municipal corporation, 319 North Nelson Street, being the owner of all the property described as:

That part of the Northwest ¼ of Section 23, T3N, R4W, Benton Township, Eaton County, Michigan, described as: Beginning at the Center of Section 23, T3N, R4W; thence N89°49'49"W, 1,255.79 feet along the East-West ¼ line of said Section 23; thence N00°24'58"E, 839.99 feet; thence N89°49'49"W, 1,023.90 feet; thence N00°32'39"E, 200.00 feet; thence S89°49'49"E, 654.66 feet; thence N30°00'55"E, 84.35 feet; thence S64°57'16"E, 336.69 feet; thence Southeasterly 164.11 feet along a curve to the right, having a radius of 567.00 feet, a central angle of 16°35'00", and a long chord of 163.54 feet, bearing S56°39'46"E, thence S48°22'16"E, 135.74 feet; thence S41°37'44"W, 165.00 feet; thence S48°22'16"E, 640.10 feet; thence S59°38'35"E, 287.94 feet; thence S89°49'49"E, 414.99 feet to the North-South ¼ line of said Section 23; thence S00°17'17"W, 100.00 feet along the North-South ¼ line of Section 23 to the point of beginning. Contains 14.311 acres. Subject to easements for watermain, sanitary sewer, storm drains and detention basins for storm water control.

Herein after referred to as the Property, attached hereto, located in the City of Pottertville, Eaton County, Michigan, hereby makes the following declaration regarding uses to which the Property may be put.

WITNESSETH:

The declaration contained herein is based on the following factual recitals:

A. The City of Pottertville has developed the Property, in part, through the grant of money from the Land and Water Conservation Fund.

B. As a condition of the grant by the DNR, The City of Pottertville has agreed to impose certain restrictions on the Property.

NOW, THEREFORE, the City of Council of the City of Pottertville hereby declares that the portion of the property identified as the project area is and shall be held, transferred, sold, conveyed, leased, occupied and used subject to the obligation hereinafter set forth, all of which shall run with the land.

The lands included in this deed were developed by the City of Pottertville with funding assistance from the Land and Water Conservation Fund pursuant to project agreement 26-00503 between the Michigan Department of Natural Resources and the City of Pottertville,

executed on November 15th 1973. The project agreement describes certain requirements to ensure the long-term conservation of the property and its use for public outdoor recreation. The City of Pottersville is placing this notice on record as confirmation of its obligations as set forth in the project agreement, including the requirement that the consent of the Michigan Department of Natural Resources and the Land and Water Conservation Fund is required prior to the conveyance of any rights or interest in the property to another entity, or Those Council Members voted:

Yeas: Mayor Kring, Deputy Mayor Lenneman, Member Nichols, Member Potter, Member Pulda, Member Smalley, and Member Twichell.

Nays: None

Absent: None

RESOLUTION DECLARED ADOPTED: May 20, 2021

STATE OF MICHIGAN)

) ss.

COUNTY OF EATON)

CLERK'S CERTIFICATE

I, Becky Dolman, the duly qualified and acting City Clerk of the City of Pottersville, 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 May 20, 2020.

Becky Dolman

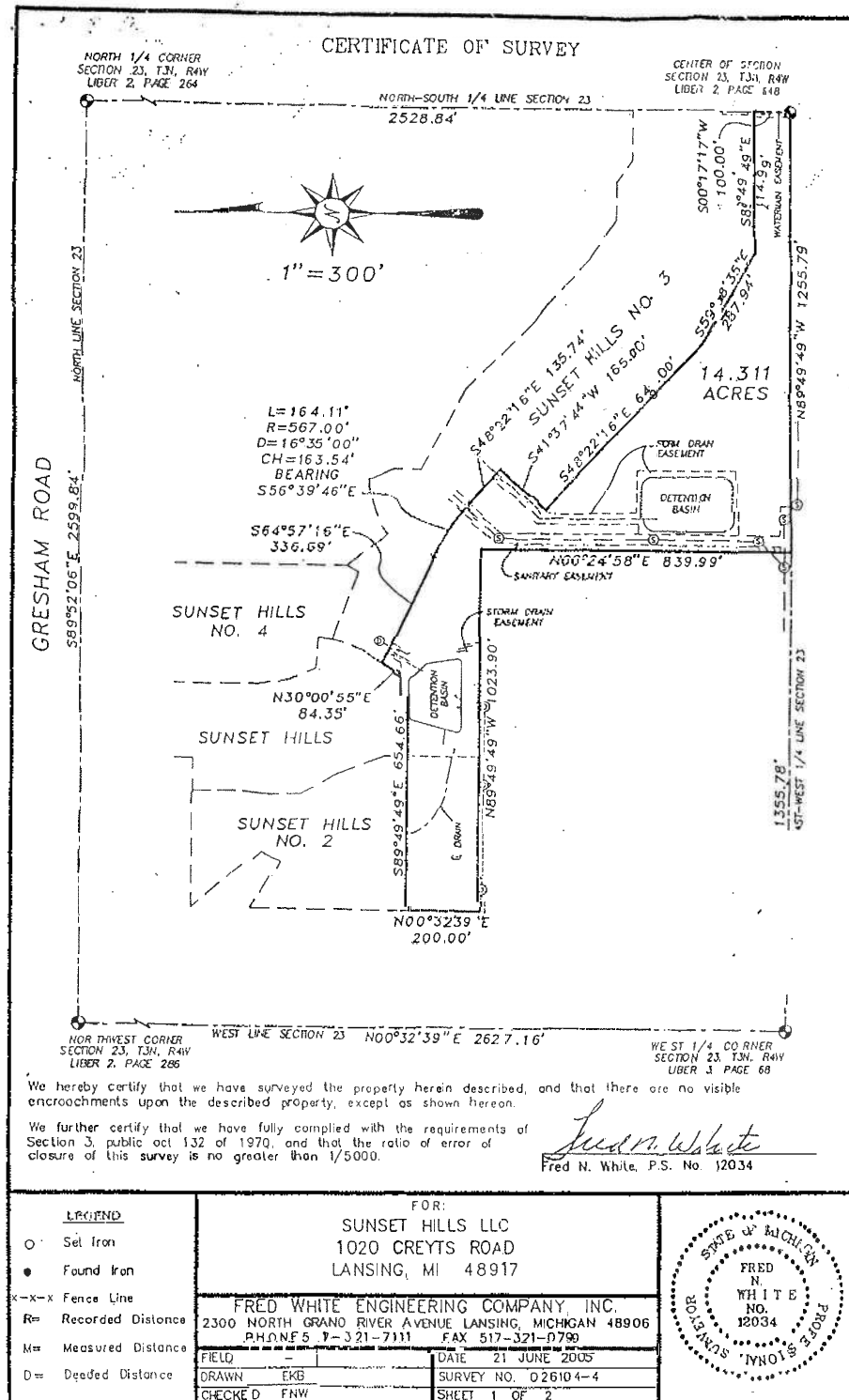
City Clerk

319 N Nelson Street

Pottersville, MI 48876

*Prepared by: Becky Dolman
Clerk, City of Pottersville
319 N. Nelson St.
Pottersville, MI 48876
BMD*

"EXHIBIT A"



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. 22-0120-02

At a regular meeting of the City Council of the City of Potterville, Eaton County, Michigan, held at the City Hall at 319 N. Nelson Street, Potterville, MI 48876, on the 20th day of January 2022, at 7:00 p.m.

Present:

Absent:

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

RESOLUTION TO APPROVE LAND AND WATER CONSERVATION FUND AMENDMENT TO PROJECT AGREEMENT DUE TO CONVERSION PROJECT# 26-00503, AMENDMENT #1 FOR THE POTTERVILLE CITY PARK.

WHEREAS, the City Council of the City of Potterville (“The City”) approves of the Land and Water Conservation Fund Amendment to Project Agreement Due to Conversation Project# 26-00503, Amendment #1 for the Potterville City Park as enclosed as “Exhibit A”; and

WHEREAS, the Michigan Department of Natural Resources and “The City” mutually agree to approve of the said Agreement as enclosed as “Exhibit A”; and

WHEREAS, The City has reviewed “Exhibit A” as enclosed, and finds it to be in the best interests of the health, safety and welfare of the City of Potterville.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The City Council of the City of Potterville approves of the Land and Water Conservation Fund Amendment to Project Agreement Due to Conversation Project# 26-00503, Amendment #1 for the Potterville City Park as enclosed as “Exhibit A”, and hereby directs the City Mayor and City Clerk to execute the said Agreement and provide an executed copy to the Michigan Department of Natural Resources.

2. Any and all resolutions that are in conflict with this Resolution are hereby repealed, but only to the extent necessary to give this Resolution full force and effect.

City of Potterville

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

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 20th day of January, 2022.

Becky Dolman

City Clerk

"EXHIBIT A"



Michigan Department of Natural Resources - Grants Management

LAND AND WATER CONSERVATION FUND AMENDMENT TO PROJECT AGREEMENT DUE TO CONVERSION

Grantee:	<u>City of Pottersville</u>
Project Title:	<u>Pottersville City Park</u>
Project Location:	<u>City of Pottersville, Eaton County</u>
Project and Amendment Number:	<u>26-00503, Amendment #1</u>

This amendment to the Agreement listed above, entered into between the Michigan Department of Natural Resources ("DEPARTMENT") and the CITY of POTTERSVILLE in the county of EATON ("GRANTEE"), is to resolve a conversion of a grant-assisted site, indicated above at Project Location.

The DEPARTMENT and the GRANTEE mutually agree to amend the Agreement as follows:

"Project area" as defined by the grant listed above is revised as shown and described in Appendix A to this amendment. This amendment deletes .297 acres from the project area of the original Agreement or as may have been revised by previous amendment.

"Mitigation area" has been secured by the GRANTEE, as documented by the GRANTEE and approved by the DEPARTMENT. The mitigation area consists of 14.31 acres, of non-adjacent mitigation property creating Sunset Hills Park, as shown and described in Appendix B to this amendment. The long-term obligations of the Land and Water Conservation Fund apply to the mitigation area.

All other provisions of the Agreement shall be continued in full force and effect.

The amendment may be executed separately by the parties and is not effective until both the GRANTEE and the DEPARTMENT have signed it.

This amendment modifies an Agreement that was approved by resolution of the GRANTEE'S governing body. It is the sole responsibility of the GRANTEE to determine if its laws, policies, or procedures require approval by its governing body before execution of this amendment by the GRANTEE.

By signature of this amendment, the GRANTEE certifies that: (please check appropriate box below)

☐ Approval of the amendment by its governing body is not required.

☐ The amendment has been approved by resolution, true copy attached.

Project and Amendment Number: 26-000503, Amendment #1

GRANTEE**SIGNED:****WITNESSED:**

By: _____ By: _____

Title: _____

Date: _____

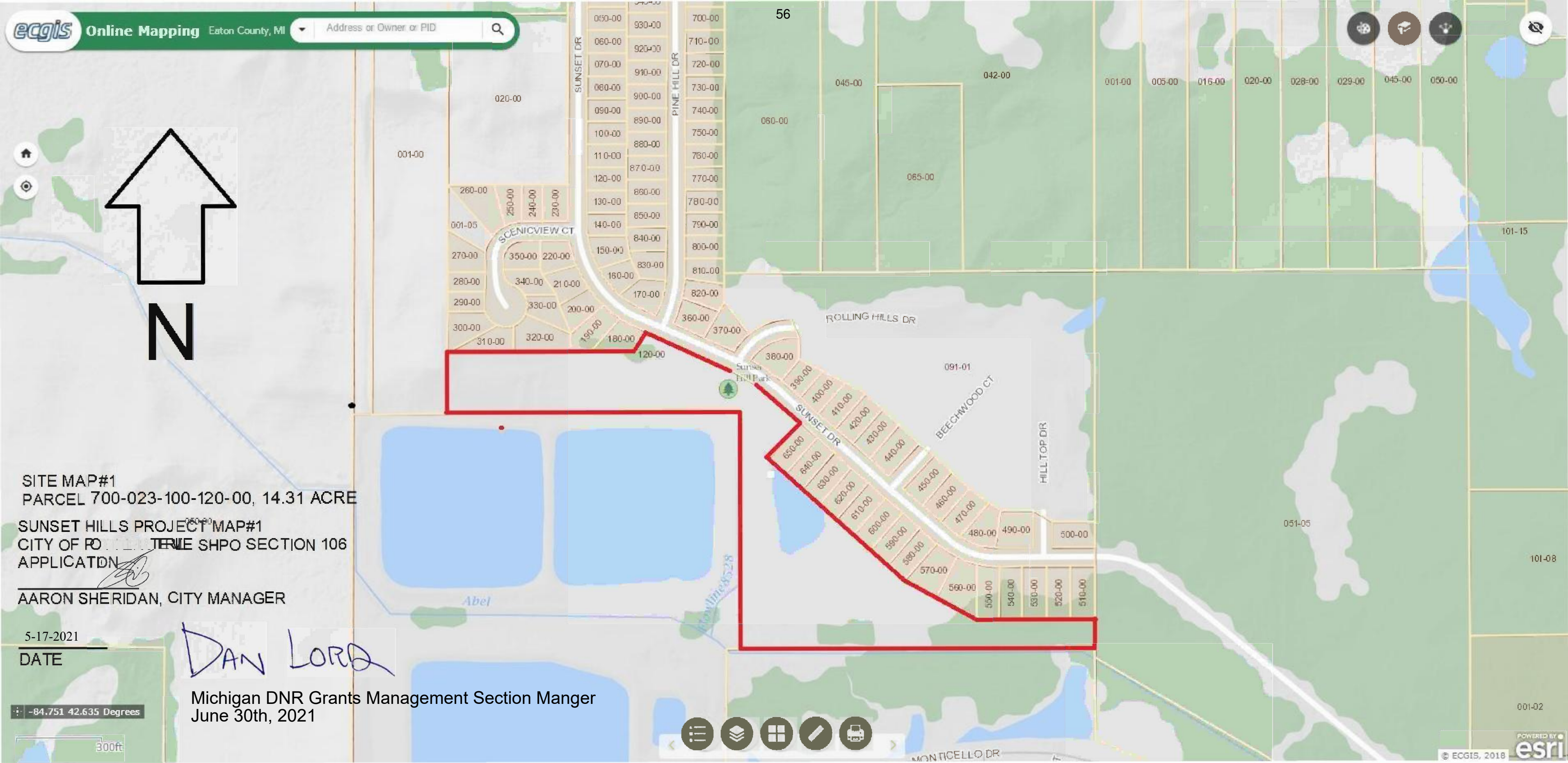
MICHIGAN DEPARTMENT OF NATURAL RESOURCES**SIGNED:****WITNESSED:**

By: _____ By: _____

Dan Lord, Manager
Grants Management**EFFECTIVE DATE:** _____

APPENDIX A**LAND AND WATER CONSERVATION FUND
PROJECT AGREEMENT and AMENDMENT 26-00503, Amendment #1****Legal Description and Boundary Map of the REVISED Project Area
Due to Conversion**

APPENDIX B**LAND AND WATER CONSERVATION FUND
PROJECT AGREEMENT and AMENDMENT 26-00503, Amendment #1****Legal Description and Boundary Map of the Mitigation Area**



SITE MAP#1
PARCEL 700-023-100-120-00, 14.31 ACRE
SUNSET HILLS PROJECT MAP#1
CITY OF PORT HURON SHPO SECTION 106
APPLICATION

AARON SHERIDAN, CITY MANAGER

5-17-2021

DATE

DAN LORD

Michigan DNR Grants Management Section Manger
June 30th, 2021

-84.751 42.635 Degrees

300ft

RESOLUTION OF DECLARATION and NOTICE OF THE CITY OF POTTERTVILLE OF LONG-TERM AND PERPETUAL CONSERVATION AND USE OF SUNSET HILLS PARK FOR PUBLIC OUTDOOR RECREATION.

RESOLUTION NO. 21-0520-09

At a regular meeting of the City Council of the City of Pottertville, Eaton County, Michigan, held at the City Hall in said City on the 20th day of May, 2021, at 7:00 p.m.

Present: Mayor Kring, Deputy Mayor Lenneman, Member Nichols, Member Potter, Member Pulda, Member Smalley, and Member Twichell.

Absent: None

The following Resolution was offered by Mayor Kring and seconded by Member Pulda.

This Declaration made this day of 20th day of June 2021, by City Council of the City of Pottertville a Michigan municipal corporation, 319 North Nelson Street, being the owner of all the property described as:

That part of the Northwest ¼ of Section 23, T3N, R4W, Benton Township, Eaton County, Michigan, described as: Beginning at the Center of Section 23, T3N, R4W; thence N89°49'49"W, 1,255.79 feet along the East-West ¼ line of said Section 23; thence N00°24'58"E, 839.99 feet; thence N89°49'49"W, 1,023.90 feet; thence N00°32'39"E, 200.00 feet; thence S89°49'49"E, 654.66 feet; thence N30°00'55"E, 84.35 feet; thence S64°57'16"E, 336.69 feet; thence Southeasterly 164.11 feet along a curve to the right, having a radius of 567.00 feet, a central angle of 16°35'00", and a long chord of 163.54 feet, bearing S56°39'46"E, thence S48°22'16"E, 135.74 feet; thence S41°37'44"W, 165.00 feet; thence S48°22'16"E, 640.10 feet; thence S59°38'35"E, 287.94 feet; thence S89°49'49"E, 414.99 feet to the North-South ¼ line of said Section 23; thence S00°17'17"W, 100.00 feet along the North-South ¼ line of Section 23 to the point of beginning. Contains 14.311 acres. Subject to easements for watermain, sanitary sewer, storm drains and detention basins for storm water control.

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A. The City of Pottertville has developed the Property, in part, through the grant of money from the Land and Water Conservation Fund.

B. As a condition of the grant by the DNR, The City of Pottertville has agreed to impose certain restrictions on the Property.

NOW, THEREFORE, the City of Council of the City of Pottertville hereby declares that the portion of the property identified as the project area is and shall be held, transferred, sold, conveyed, leased, occupied and used subject to the obligation hereinafter set forth, all of which shall run with the land.

The lands included in this deed were developed by the City of Pottertville with funding assistance from the Land and Water Conservation Fund pursuant to project agreement 26-00503 between the Michigan Department of Natural Resources and the City of Pottertville,

executed on November 15th 1973. The project agreement describes certain requirements to ensure the long-term conservation of the property and its use for public outdoor recreation. The City of Potterville is placing this notice on record as confirmation of its obligations as set forth in the project agreement, including the requirement that the consent of the Michigan Department of Natural Resources and the Land and Water Conservation Fund is required prior to the conveyance of any rights or interest in the property to another entity, or Those Council Members voted:

Yeas: Mayor Kring, Deputy Mayor Lenneman, Member Nichols, Member Potter, Member Pulda, Member Smalley, and Member Twichell.

Nays: None

Absent: None

RESOLUTION DECLARED ADOPTED: May 20, 2021

STATE OF MICHIGAN)

) ss.

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 May 20, 2020.

Becky Dolman

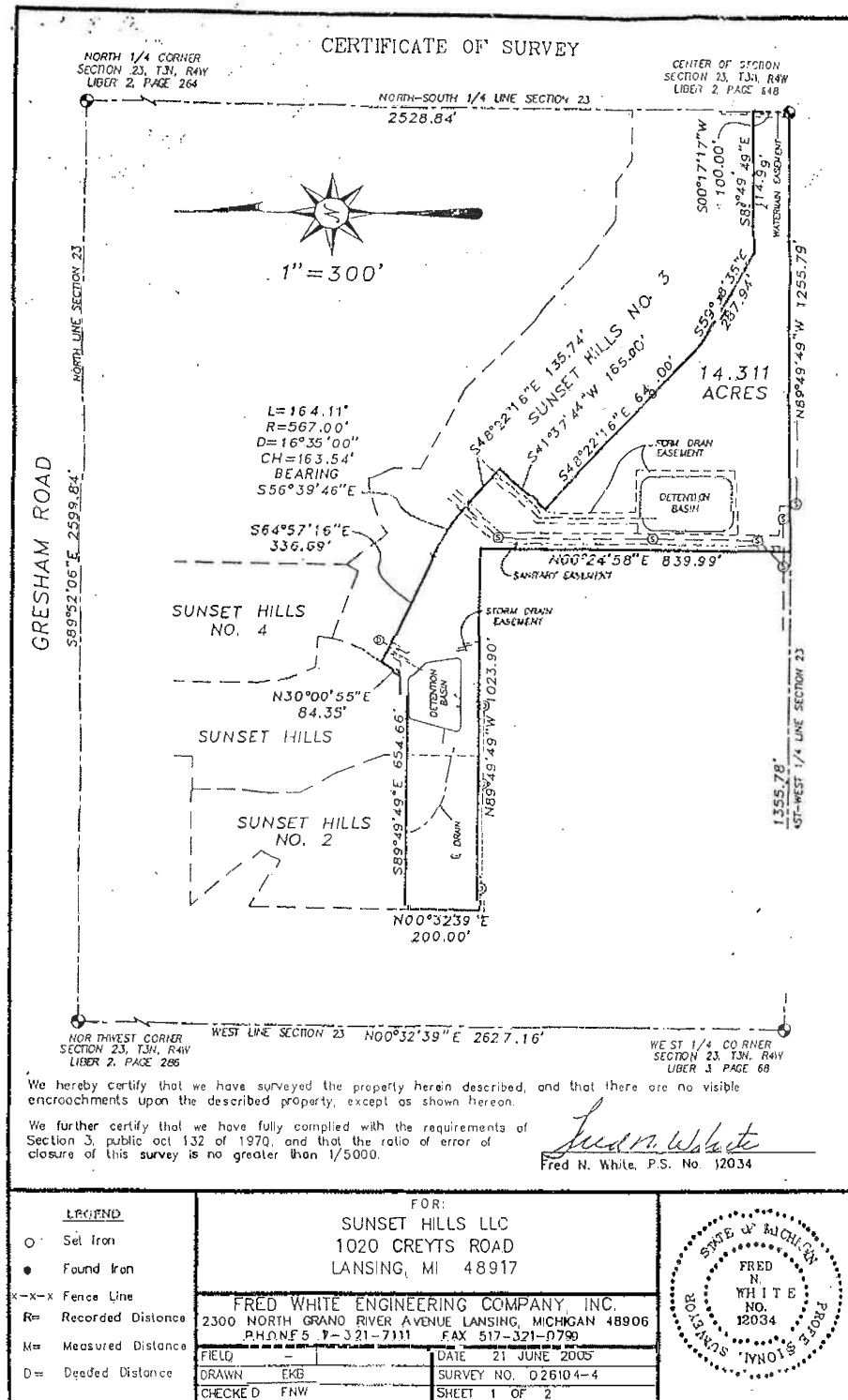
City Clerk

319 N Nelson Street

Potterville, MI 48876

*Prepared by: Becky Dolman
Clerk, City of Potterville
319 N. Nelson St.
Potterville, MI 48876
BMD*

"EXHIBIT A"



FOSTER SWIFT

FOSTER SWIFT COLLINS & SMITH PC | ATTORNEYS

Lansing | Southfield | Grand Rapids | Detroit | Holland | St. Joseph

Lansing

313 S. Washington Square
Lansing, MI 48933

Detroit

333 W. Fort Street – Suite 1400
Detroit, MI 48226

Walter S. Foster

1878-1961

Richard B. Foster

1908-1996

Theodore W. Swift

1928-2000

John L. Collins

1926-2001

Webb A. Smith

Scott A. Storey

Charles A. Janssen

Charles E. Barbieri

Scott I. Mandel

Michael D. Sanders

Brent A. Titus

Brian G. Goodenough

Matt G. Hrebec

Deanna Swisher

Thomas R. Meagher

Douglas A. Mielock

Scott A. Chernich

Paul J. Millenbach

Dirk H. Beckwith

Brian J. Renaud

Lynwood P. VandenBosch

Lawrence Korolewicz

James B. Doezeza

Anne M. Seuryneck

Michael D. Homier

David M. Lick

Scott H. Hogan

Richard C. Kraus

Benjamin J. Price

Southfield

2841 I Northwestern Highway – Suite 500
Southfield, MI 48034

Holland

151 Central Avenue – Suite 260
Holland, MI 49423

Michael R. Blum

Jonathan J. David

Andrew C. Vredenburg

Jack A. Siebers

Julie I. Pershman

Todd W. Hoppe

Jennifer B. Van Regenmortel

Thomas R. TerMaat

Frederick D. Dilley

David R. Russell

Joel C. Farrar

Laura J. Genovick

Karl W. Butcher, Jr.

Mindi M. Johnson

Ray H. Linterton, II

Jack L. Van Coevering

Anna K. Gibson

Patricia J. Scott

Nicholas M. Oertel

Alicia W. Birch

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Michael J. Liddane

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Clifford L. Hammond

Matthew S. Fedor

Andrea Badalucco

John W. Mashni

Stefania Gisinondi

Leslie A. Abdoo

Julie L. Hamlet

Michael C. Zahrt

Gilbert M. Frimet

Stephen W. Smith

Mark T. Koerner

Warren H. Krueger, III

Sarah J. Gabis

Amanda Afion Martin

Steven J. Tjapkes

Jacquelyn A. Dupier

Scott R. Forbush

Taylor A. Gas

Rachel G. Olney

Tyler J. Olney

Mark J. DeLuca

Thomas K. Dillon

Robert A. Easterly

Robert A. Hamor

Michael A. Cassar

Hilary J. McDaniel Stafford

Emily R. Wisniewski

Amanda J. Dernovshek

Grand Rapids

1700 E. Bekline NE – Suite 200
Grand Rapids, MI 49525

St. Joseph

800 Ship Street – Suite 105
St. Joseph, MI 49085

Lyda H. Kessler

Brandon M. H. Schumacher

Alexander J. Thibodeau

Cody A. Mont

Alaina M. Nelson

Caroline N. Renner

Joseph B. Gale

Sydney T. Steele

DeVaughn J. Swanson

Kaitlyn E. Mantley

Kathrine A. Ruttkofsky

Anthony M. Dalimonte

Jim W. Scales

Marah M. Silverstein

Writer's Direct Phone: 616.726.2230

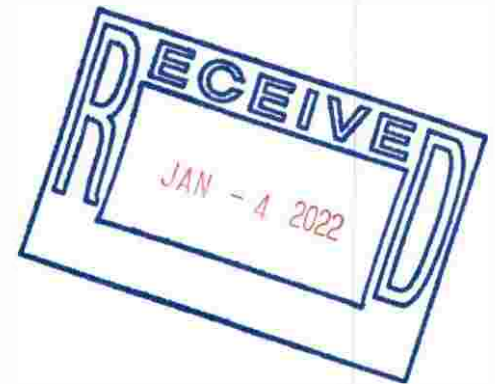
Fax: 517.367.7120

Reply To: Grand Rapids

Email: MHomier@fosterswift.com

December 28, 2021

Aaron Sheridan, City Manager
City of Pottersville
P.O. Box 488
Pottersville, MI 48876-0488



Re: 2022 Rate Letter

Dear Aaron:

Foster Swift Collins & Smith PC is grateful for our long relationship with the City of Pottersville. We continue to be committed to providing excellent legal services for our clients in a prompt and efficient manner at reasonable rates.

As part of our business plan, we periodically review our billing rates for our clients. The City's current rate of \$205 for general counsel work was established in 2010 and we have not increased those rates during the past 4 years. However, due to increased business expenses and other inflationary pressure, it necessary to adjust our hourly billing rate for the City of Pottersville to \$225 an hour for general counsel work effective January 1, 2020. After 2022, there will be a yearly hourly rate increase of not more than 5% unless otherwise agreed to by the City and the firm. The rate for bond work and other specialty work, if necessary, will be discussed with the City at the time such work is required.

We believe that our fee structure remains very reasonable, especially given our expertise and experience in providing legal services to the City. We value our client relationship with the City of Pottersville, and we will continue to work as efficiently as possible while providing outstanding legal services.

FOSTER SWIFT

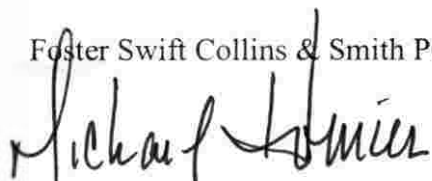
FOSTER SWIFT COLLINS & SMITH PC | ATTORNEYS

City of Pottersville
December 28, 2021
Page 2

We ask that you present the attached new engagement letter to the city council and send a signed copy of the engagement back to us. If you have any questions, please do not hesitate to contact me.

Sincerely,

Foster Swift Collins & Smith PC

A handwritten signature in black ink, appearing to read "Michael D. Homier". The signature is written in a cursive, flowing style.

Michael D. Homier

MDH:az

99999:AZINT:6008684-1

FOSTER SWIFT

FOSTER SWIFT COLLINS & SMITH PC | ATTORNEYS

Lansing | Southfield | Grand Rapids | Detroit | Holland | St. Joseph

Lansing313 S. Washington Square
Lansing MI 48933**Detroit**333 W. Fort Street – Suite 1400
Detroit MI 48226Walter S. Foster
1878-1961
Richard B. Foster
1908-1996
Theodore W. Swift
1928-2000
John L. Collins
1926-2001Webb A. Smith
Scott A. Storey
Charles A. Janssen
Charles E. Barbieri
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Kathryn E. Manley
Kathrine A. Rutkofsky

Writer's Direct Phone: 616.726.2230

Fax: 517.367.7120

Reply To: Grand Rapids

Email: MHomier@fosterswift.com

December 28, 2021

Aaron Sheridan, City Manager
City of Pottersville
P.O. Box 488
Pottersville, MI 48876-0488

Re: 2022 Updated Engagement Agreement

Dear Aaron:

We are pleased that the City of Pottersville (the "City") has decided to continue the long relationship with Foster Swift (the "Firm") as the City's attorney. It is customary in the legal profession to initiate a relationship between an attorney and client through an engagement letter. This engagement letter will serve as an agreement about the nature and scope of our relationship with the City and will supersede and replace any previous agreements between the City and the Firm.

We will serve as the City's attorney for an indefinite period of time when we are in receipt of a signed copy of this letter approved by the City. This signed letter acknowledges the City's understanding of the legal fees for the work we undertake for the City.

Our services to the City will be billed on the basis of hourly rates for the time incurred. Hourly rates differ between attorneys and subject matter, but are generally in the range of \$200 per hour to \$550 per hour. My standard hourly rate is \$450 per hour. However, we are sensitive to governmental budgets and offer our municipal clients a substantial reduction for public work.

FOSTER SWIFT

FOSTER SWIFT COLLINS & SMITH P.C. ATTORNEYS

City of Pottersville
December 28, 2021
Page 2 of 6

The hourly rate for our general counsel services provided to the City will be capped at \$205 per hour meaning that regardless of the attorney working on a particular matter, the City will never be billed more than \$205 per hour for general counsel services.

Specialty counsel serviced involving environmental issues, labor negotiations, liquor licenses and laws, bond and public finance work, public-private partnerships and condemnation and eminent domain will be billed at different rates and will be discussed prior to commencing any work. That specialty work will be initiated through a letter agreement or other approval by the City, but all of the other terms and conditions of this engagement letter will otherwise be applicable to work initiated under such letter agreement.

The hourly rate for legal services we provide to the City will remain in effect until December 31, 2022, after which the Firm may adjust its rate annually, but not by more than 5% unless otherwise agreed to by the City and the Firm. The City will also be billed for photocopies and other out-of-pocket expenses by the Firm on the City's behalf. The costs and attorney fees will be billed monthly. **Our invoices will be sent by e-mail, unless you direct us to send them in some other fashion.** If an invoice is not timely paid, a late charge may be added to any portion not paid within thirty (30) days. The late charge will be computed at the rate of .58% per month (7% annual) starting thirty (30) days after the date of the invoice.

Based on the information you have provided, the Firm believes that its representation of the City complies with the Michigan Rules of Professional Conduct. However, if we determine that a conflict of interest arises during this engagement, the Firm may take appropriate steps to remedy the conflict, including withdrawal.

Our responsibility in representing the City is, of course, to do so in a manner that is consistent with the customary professional practices and requirements for handling the City's legal matters. In turn, we will need the City's full and timely cooperation. This will likely include providing us with various materials relating to the matters for which the City is utilizing our services. Further, the City agrees that our work may be authorized and directed by any individual, officer or agent of the City, unless the City advises us to the contrary in writing.

The Firm will pursue the City's legal matters conscientiously and without delay, but with regard for the Firm's workload and the nature of the legal system. The Firm will keep the City reasonably informed about the status of this matter and welcomes requests for information.

We have enjoyed the many years working with the City and intend to continue our mutually rewarding and enduring relationship with the City as its legal counsel. Nevertheless, the City is free to terminate our services at any time by written notice to us to that effect.

FOSTER SWIFT

FOSTER SWIFT COLLINS & SMITH PC | ATTORNEYS

City of Pottersville
December 28, 2021
Page 3 of 6

We may also terminate our services to the City, by written notice to the City to that effect, if the City unreasonably fails to cooperate with us, if our monthly statements are not paid in a timely manner, or if we determine that our continued representation of the City would violate the rules of professional responsibility applicable to lawyers or would otherwise be impractical.

If the City terminates our representation, the Firm will return to the City any original materials in the Firm's files that belong to the City. The Firm will dispose of its files (including the Firm's work product) related to City matters as it sees fit.

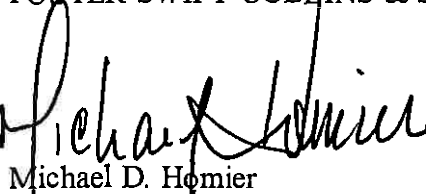
This engagement letter is intended to govern all of the legal services that we may render to the City unless and until the Firm and the City mutually agree in writing to a different arrangement with respect to providing our legal services to the City.

Should you have any questions, please do not hesitate to call us. If the City agrees with the above, please execute this engagement letter at the bottom on behalf of the City.

We look forward to continuing to serve the City of Pottersville.

Sincerely,

FOSTER SWIFT COLLINS & SMITH PC



Michael D. Homier

MDH:ajz

FOSTER SWIFT

FOSTER SWIFT COLLINS & SMITH PC | ATTORNEYS

City of Pottersville
December 28, 2021
Page 4 of 6

AGREED:

CITY OF POTTERVILLE

By: _____

Its: _____

Dated: _____

Email Address for Invoices:

99999:AZINT:6008818-1

Additional Terms of Engagement**Scope of Engagement:**

Our engagement is on behalf of the parties expressly named in our agreement. As way of example, our representation of an entity does not include a representation of the interests of the individuals that are directors, shareholders, or officers of that entity.

Cooperation:

You agree to fully, accurately, and truthfully disclose to us all facts that may be relevant to the matter or that we may otherwise request to keep us apprised of developments relating to the matter. You agree to cooperate fully with us in all matters related to the preparation and presentation of your claims. We will be relying on the completeness and accuracy of the information you provide when we perform our services.

No Promise or Guarantee of Results:

You agree that we have made no promises or guarantees regarding the outcome of your case. Either at the beginning or during the course of our representation, we may express our opinions or beliefs concerning the matter or various courses of action and the results that might be anticipated. Any such statement made by any attorney, employee, or agent of our firm is intended to be an expression of opinion only, based on information available to us at the time, and must not be construed by you as a promise or guarantee of any particular result. In addition, the advice and communications we render on your behalf are not intended to be disseminated to or relied on by any other parties without our prior written consent.

Consultations with Internal and Outside Counsel to the Firm:

We represent a large number of clients on a wide variety of complex matters. In the course of our representation, we may consult with the firm's internal counsel with expertise in legal ethics issues and in the past have considered such consultations to be attorney-client privileged. Recent court rulings have indicated that in some circumstances such consultations may not be deemed privileged. Our firm believes that expert advice and analysis regarding legal ethics issues would positively benefit our clients.

You agree that if we determine during the course of the representation that it is either necessary or appropriate to consult with our firm's internal counsel or outside counsel to the firm, we have your consent to do so and that our representation of you shall not, thereby, waive any attorney-client privilege.

E-mail Policy:

Our firm's attorneys, employees, and agents may utilize e-mail for communications in this matter unless you notify us, in writing, not to use this means of communication. Unless you request in writing that we encrypt out-going e-mail and we have agreed in writing to reasonable and mutually acceptable protocols, documents sent to you by e-mail will not be encrypted.

Our firm expends reasonable efforts to exclude any virus or other defect that might affect any computer or IT system from our e-mails and electronic documents. We do not accept liability for any loss or damage resulting from the use of commercial software, or the receipt or use of electronic communications from us containing a virus or defect that was not created by us.

Circular 230 Notices:

Congress has passed legislation imposing reporting requirements and penalties, which the IRS has implemented by amending Circular 230 and setting forth various rules about written tax advice. As a result, you may notice that we will often have a Circular 230 statement on written communications about reliance on what you receive.

Attorney's Lien:

All payments by way of recovery, award, judgment, or settlement to you from third parties shall be made jointly payable to you and us. If you obtain a monetary judgment or award, we shall have a lien on the proceeds to the extent of any of our unpaid fees, disbursements, or other charges.

Relationship Term:

When we have completed the specific professional legal services agreed to in this engagement, our attorney-client relationship shall end, regardless of the date you are billed or pay for our services.

Any agreement to provide non-professional services (facilities use, file storage, copies of old client files) does not revive the attorney-client relationship. The newsletters, e-mails, or other publications that we may occasionally send to you containing general updates on areas of the law of interest to you do not revive an attorney-client relationship.

Future Representation:

If our attorney-client relationship has ended, we have no obligation to represent you in connection with related matters unless we have agreed to do so in writing in our engagement agreement. Regardless of whether we are representing you in other matters, we have no duty to accept new engagements from you unless mutually agreed.

Potterville Area Chamber of Businesses

Potterville - City of Helping Hands

Mission: *To build the bridges between the area businesses, local government, the schools, and churches, and to create an inviting place to live, educate and have fun.*

January 1, 2022

To whom it may concern:

The executive committee would like to thank our current members for their support and participation in the Potterville Area Chamber of Businesses. We would also like to give a warm welcome to our new members. It is our hope that we continue to grow and be impactful in Potterville in the years to come. Our meetings typically take place throughout the year on the first Wednesday of each month.

Attached is membership application and dues schedule. Please fill out the form and mail it with your member dues to:

Potterville Area Chamber of Businesses
P.O. Box 76
Potterville, MI 48876

You can also give your form and dues to Loren Smalley, the Chamber treasurer, at the next Chamber meeting on February 2, 2022 at noon at Sycamore Creek Church please check website or facebook page to make sure its not being held virtually.

Thank you for your continued support.

Potterville Area Chamber of Businesses

Pennie Lake, President
Mark Aupperlee, Vice President
Loren Smalley, Treasurer

www.pottervillechamber.com

Potterville Area Chamber of Businesses

Potterville - City of Helping Hands

Mission: *To build the bridges between the area businesses, local government, the schools, and churches, and to create an inviting place to live, educate and have fun.*

MEMBERSHIP APPLICATION / Membership Renewal

The Potterville Area Chamber of Businesses would like to thank you for your support in 2021 and invite you to renew your membership, or join our organization. The meetings are typically held on the first Wednesday of each month at 12:00 PM at Sycamore Creek Church – Potterville Campus, located at 105 N. Church St., Potterville. Everyone is welcome to attend.

We have added friends of the chamber. You can support the chamber now without being a business. Are you a community member that enjoys what we do for the community and businesses? become a friend of the chamber.

We celebrate the accomplishments of the past year despite the pandemic, In acknowledgement of 2021 being a weird year, take pride in the support we provide for the improvement of Potterville, including the following:

- Promoting & Supporting the return of Gizzard Fest
- Ribbon cutting ceremonies
- 1st annual Trunk n Treat
- Welcoming our new business directory
- Potterville/Benton Township Fire Department Christmas stocking program
- Welcoming new businesses into the community and network opportunities to share your business/organization
- Community holiday gift baskets
- Our website <https://www.pottervillechamber.com/>

ANNUAL DUES (January 1 - December 31)

- Friends of the Chamber
(non business owners) \$20.00
- 1 to 5 employees \$50.00
- 6 to 15 employees \$60.00
- 16 or more employees \$75.00
- Non-Profit Organizations \$40.00

PLEASE RETURN BOTTOM OF THIS FORM WITH YOUR 2022 DUES. THANK YOU FOR YOUR SUPPORT.

Name of Organization:

Mailing Address:

City/State/Zip:

Phone E-Mail Address:

Representative's Name (Contact Person for Your Business/Organization if different from above)

Please make checks payable to the Potterville Area Chamber of Businesses and mail to P.O. Box 76, Potterville, MI 48876 or give to Loren Smalley, Treasurer.

(Membership renewal form 01.01.2022)

Michigan Department of Health and Human Services

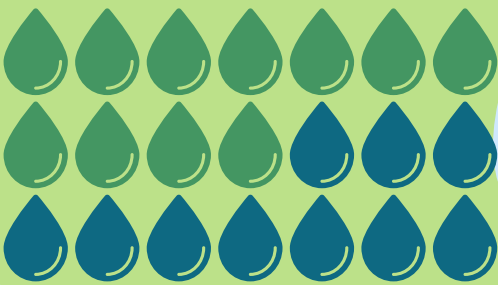
Low Income Household Water Assistance Program

Water/Wastewater Provider Information

Funding is administered through local MDHHS Offices and Community Action Agencies statewide until September 30, 2023, unless depleted prior to that date.

Provider Participation

To be eligible for payment, providers must complete a LIHWAP Participation Agreement before receiving payments on behalf of eligible customers. The agreement is valid for the duration of the program. A LIHWAP payment shall guarantee service for at least 90 days after receipt of payment.



Allowable Services

Direct payment assistance for household accounts in arrears or disconnect status, including reconnection fees when services have been disconnected.

For households that have had their water disconnected or are facing disconnection, LIHWAP funding may pay the full cost that will reconnect or prevent disconnection of service even if it includes costs other than water (e.g. trash, cable, etc.).

Client Eligibility

Qualified account holders must:

- Be a residential account.
- Be in arrears or disconnect status.
- Be under 150% Federal Poverty Limit and/or actively receiving Temporary Assistance for Needy Families (TANF), Food Assistance Program/Supplemental Nutrition Assistance Program (FAP/SNAP), State Emergency Relief (SER), Social Security Supplemental Income (SSI).



Outreach

It is the expectation that Community Action Agencies work with water and wastewater providers as well as other community partners in their service area to provide outreach to increase program awareness.

For more information

Contact your local Community Action Agency or MDHHS-LIHWAP@michigan.gov.

MEMORANDUM OF UNDERSTANDING NUMBER:**Between****THE STATE OF MICHIGAN****MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES****And**

PARTNER / ENTITY NAME Capital Area Community Services, Inc.	PRIMARY CONTACT Miguel Rodriguez
EMAIL Miguel@cacsmi.org	TELEPHONE 517-482-6281

And

PARTNER / ENTITY NAME	PRIMARY CONTACT
EMAIL	TELEPHONE - -

MDHHS CONTACT	NAME Ben Gulker	TELEPHONE 517-285-8053	EMAIL MDHHS-LHWAP@michigan.gov
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MEMORANDUM OF UNDERSTANDING SUMMARY

BRIEF DESCRIPTION OF PURPOSE	Agreement between the water/wastewater provider, Community Action Agency and MDHHS for participation in the Low Income Household Water Assistance Program.
BEGIN DATE	END DATE September 30, 2023

The individual or officer signing this agreement certifies by his or her signature that he or she is authorized to sign this agreement on behalf of the responsible governing board, official or agency.

Capital Area Community Services, Inc.

Michigan Department of Health and Human Services

Signature of Authorized Designee

Signature of Director or Authorized Designee

Print Name / Title

Jeanette Hensler
Director-Grants Division, Bureau of Grants and Purchasing
Print Name / Title

Date

Date

Signature of Authorized Designee

Print Name / Title

Date

Memorandum of Understanding Number:

This Memorandum of Understanding (MOU) establishes the responsibilities and procedures for the Michigan Department of Health and Human Services (MDHHS), Capital Area Community Services, Inc. (Capital Area Community Services, Inc. [CACS]), and (_____) for the purpose described below.

1. Background

Access to safe and affordable drinking water and wastewater services is a fundamental element of health, safety, and well-being for households across America. Yet water affordability is a significant and growing concern in communities across the country, and many communities have faced significant challenges related to water safety, aging water infrastructure, and even water shortages due to drought. Moreover, water affordability concerns and the growing crisis of household indebtedness disproportionately impacting low-income individuals and communities of color can be related to multiple adverse household impacts in terms of service disconnections and lien sales, leading to home foreclosures and evictions.

For many low-income households across America, water affordability needs have been significantly exacerbated by the COVID-19 public health crisis, and while water is required to follow the federal guidance from the Centers for Disease Control and Prevention (CDC) advising washing hands frequently in order to reduce the transmission of Covid-19, the pandemic has made it significantly more difficult for individuals and families to pay their home drinking water and wastewater bills.

While water costs and accessibility vary significantly from state to state, the Low Income Household Water Assistance Program (LIHWAP) provides critical nationwide emergency support on behalf of low-income households so that these households are not forced to choose between paying for water services and other necessities like housing, food, and medicine.

2. Purpose

As recommended in Information Memorandum LIHPWAP-IM-2021-02 issued from the US Department of Health and Human Services, agreements are to be put into place between participating parties of the Low Income Household Water Assistance Program (LIHWAP) to ensure payments made on behalf of low-income households are processed efficiently and in the best interest of the household. Participating parties include MDHHS, the Community Action Agency (CAA) and Water/Wastewater Utility (Utility) referenced on Page 1 of this agreement.

3. Period of Agreement

This MOU becomes effective on the date signed by all parties through September 30, 2023.

Memorandum of Understanding Number:

4. Work Statement of Each Party

- a. The utility, MDHHS and the CAA will:
 - 1) Follow Low-Income Water Assistance Program (LIHWAP) policies and procedures in the Community Services Policy Manual 1405.
 - 2) Agree to not release any private data, to any third party without written authorization from the subject of the data.
 - 3) Collaborate to ensure continuation or reconnection of service to households determined eligible for LIHWAP benefits.
 - 4) Establish a dispute resolution process to resolve issues arising during the term of this agreement.
 - 5) Encourage regular payments from the household.
 - 6) Work together to ensure LIHWAP payments are appropriately applied to accounts and used for LIHWAP services as designated by the CAA.
- b. The MDHHS and CAA will:
 - 1) Determine customer eligibility.
 - 2) Issue payment directly to the utility on behalf of the customer to resolve the arrearage and ensure continuation or reconnection of service.
- c. The utility will:
 - 1) Ensure LIHWAP eligible households are not treated adversely compared to other households.
 - 2) Not disconnect services for 90 days after payment is received on behalf of a customer. If the account is in arrears after 90 days, a new disconnection notice must be issued if applicable.
 - 3) Not charge the eligible household any more than the difference between the normal charge for the service and the payment amount received or expected from the Michigan Department of Health and Human Services (MDHHS) or Community Action Agency (CAA).
 - 4) Supply account number format to the CAA.
 - 5) Timely provide at the request of the customer, the CAA or MDHHS, information on applicant households' home water costs, bill payment history, or arrearage history. This information will be provided in the format requested.
 - 6) Register with the MDHHS in [SIGMA Vendor Self Service](#) to receive LIHWAP SER payments if not a currently registered vendor.
 - 7) Use the warrant or EFT date as the LIHWAP payment date.
 - 8) Apply all LIHWAP payments to the household's account within 5 business days of receipt of payment.
 - 9) Apply the assistance payments to arrears and applicable fees with reconnection services only. Payments resulting in a credit on the customer's account balance are not allowable.
 - 10) Process and refund any refunds requested by the CAA or MDHHS within 60 business days. The refund must include the client's name, service address, and the MDHHS case number, if available.
 - 11) Not charge an eligible household, the MDHHS, or CAA any administrative fees for providing services.

Memorandum of Understanding Number:

- 12) Accept all customer payments.
- 13) Use LIHWAP funds to pay for home water and sewer costs, as designated by the CAA and MDHHS.
- 14) Continue or reconnect service to households as negotiated by the CAA on behalf of the household.
- 15) When addressing household water emergencies, accept early notification authorization by telephone, fax, or electronic communication.
- 16) Notify the CAA or MDHHS if there is reason to believe LIHWAP funds have been misused.
- 17) Comply with the provisions of Act 453, PA 1976, which prohibits discrimination on the basis of race, color, religion, national origin, age, sex, height, weight, or marital status.

Each party shall furnish all labor, equipment, materials, and supplies necessary for the performance of the MOU activities, and meet operational standards, unless otherwise specified above.

5. Termination & Amendments

A party may terminate this MOU at any time by giving 30 days prior written notice to the other parties. This MOU may be amended upon written approval of all parties at any time.

This MOU contains all the terms and conditions agreed upon by the parties. No other understanding, oral or otherwise, regarding the subject matter of this MOU will be deemed to exist or to bind any of the parties.

6. Notices

All notices and other communications required or permitted under this MOU must be in writing and will be considered given and received: (a) when verified by written receipt if sent by courier; (b) when actually received if sent by mail without verification of receipt; or (c) when verified by automated receipt or electronic logs if sent by facsimile or email.

If to MDHHS:	If to Capital Area Community Services, Inc.:
<i>Ben Gulker</i> <i>MEAP Specialist</i> <i>MDHHS-LIHWAP@michigan.gov</i>	<i>Miguel Rodriguez</i> <i>Executive Director</i> <i>Miguel@cacsmi.org</i> <i>517-482-6281, x675</i>
If to _____:	
<i>[Name]</i>	
<i>[Title]</i>	
<i>[Email]</i>	
<i>[Phone]</i>	

Memorandum of Understanding Number:

7. Reserved**8. MDHHS Data**

All data and information provided to CACS and/or [REDACTED] by or on behalf of MDHHS, and all data and information derived therefrom, is the exclusive property of MDHHS ("MDHHS Data"); this definition is to be construed as broadly as possible. Upon request, CACS and/or [REDACTED] must provide to MDHHS, or a third party designated by MDHHS, all MDHHS Data within 10 calendar days of the request and in the format requested by MDHHS. CACS and/or [REDACTED] will assume all costs incurred in compiling and supplying MDHHS Data. No MDHHS Data may be used for any marketing purposes.

CACS and [REDACTED] shall comply with all MDHHS physical and IT security policies and standards which will be made available upon request.

9. Non-Disclosure of Confidential Information

The parties acknowledge that each party may be exposed to or acquire communication or data of the other parties that is confidential, privileged communication not intended to be disclosed to third parties. The provisions of this Section survive the termination of this MOU.

- a. Meaning of Confidential Information. For the purposes of this MOU, the term "Confidential Information" means all information and documentation of the other parties that:
 - 1) Has been marked "confidential" or with words of similar meaning, at the time of disclosure by such party;
 - 2) If disclosed orally or not marked "confidential" or with words of similar meaning, was subsequently summarized in writing by the disclosing party and marked "confidential" or with words of similar meaning;
 - 3) Should reasonably be recognized as confidential information of the disclosing party;
 - 4) Is unpublished or not available to the general public; or
 - 5) Is designated by law as confidential.

The term "Confidential Information" does not include any information or documentation that was:

- 1) Subject to disclosure under the Michigan Freedom of Information Act (FOIA);
- 2) Already in the possession of the receiving party without an obligation of confidentiality;
- 3) Developed independently by the receiving party, as demonstrated by the receiving party, without violating the disclosing party's proprietary rights;

Memorandum of Understanding Number:

- 4) Obtained from a source other than the disclosing party without an obligation of confidentiality;
- 5) Publicly available when received, or thereafter became publicly available (other than through any unauthorized disclosure by, through, or on behalf of, the receiving party).

For purposes of this MOU, in all cases and for all matters, MDHHS Data is deemed to be Confidential Information.

- b. Obligation of Confidentiality. The parties agree that they will use Confidential Information solely for the purposes of this MOU. The parties agree to hold all Confidential Information in strict confidence and not to copy, reproduce, sell, transfer, or otherwise dispose of, give or disclose such Confidential Information to third parties other than employees, agents, or subcontractors of a party who have a need to know in connection with this MOU or to use such Confidential Information for any purposes whatsoever other than the performance of this MOU. The parties agree to advise and require their respective employees, agents, and subcontractors of their obligations to keep all Confidential Information confidential. Disclosure to a subcontractor is permissible when all of the following are met:

- 1) Use of a subcontractor is authorized under this MOU;
- 2) The disclosure is necessary or otherwise naturally occurs in connection with work that is within the subcontractor's responsibilities; and
- 3) CACS and/or [REDACTED] obligates the subcontractor in a written contract to maintain MDHHS's Confidential Information in confidence.

At MDHHS's request, any employee of Capital Area Community Services, Inc. [CACS] and/or or any subcontractor may be required to execute a separate agreement to be bound by the provisions of this Section.

- c. Cooperation to Prevent Disclosure of Confidential Information. Each party must use its best efforts to assist the other parties in identifying and preventing any unauthorized use or disclosure of any Confidential Information. Each party must notify the other parties within one business day after discovering any unauthorized use or disclosure of Confidential Information. Each party will cooperate with the other parties to regain possession of Confidential Information, to prevent further unauthorized use or disclosure of Confidential information, and to notify any appropriate person of the unauthorized use or disclosure of Confidential Information. In addition, each party must advise the other parties immediately in the event the party learns or has reason to believe that any person who has had access to Confidential Information has violated or intends to violate the terms of this MOU and each party will cooperate with the other parties in seeking injunctive or other equitable relief against any such person.

Memorandum of Understanding Number:

- d. Remedies for Breach of Obligation of Confidentiality. Each party acknowledges that breach of its obligation of confidentiality may give rise to irreparable injury to the other parties, which damage may be inadequately compensable in the form of monetary damages. Accordingly, a party may seek and obtain injunctive relief against the breach or threatened breach of the foregoing undertakings, in addition to any other legal remedies which may be available, to include, in the case of MDHHS, at the sole election of MDHHS, the immediate termination, without liability to MDHHS, of this MOU or any Statement of Work corresponding to the breach or threatened breach.
- e. Surrender of Confidential Information upon Termination. Upon termination of this MOU or a Statement of Work, in whole or in part, each party must, within five calendar days from the date of termination, return to the other parties any and all Confidential Information received from the other parties, or created or received by a party on behalf of the other parties, which are in such party's possession, custody, or control; provided, however, that Capital Area Community Services, Inc. [CACS] and/or _____ must return MDHHS Data to MDHHS following the timeframe and procedure described further in this MOU. Should Capital Area Community Services, Inc. [CACS], _____, or MDHHS determine that the return of any non-MDHHS Data Confidential Information is not feasible, such party must destroy the non-MDHHS Data Confidential Information and must certify the same in writing within five calendar days from the date of termination to the other parties.

10. Compliance with Laws

CACS and _____ must comply with all applicable federal, state, and local laws, administrative rules and regulations.

11. Nondiscrimination

Under the Elliott-Larsen Civil Rights Act, 1976 PA 453, MCL 37.2101, et seq., and the Persons with Disabilities Civil Rights Act, 1976 PA 220, MCL 37.1101, et seq., Capital Area Community Services, Inc. [CACS], _____, and its subcontractors agree not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status or mental or physical disability. Breach of this covenant is a material breach of this MOU.

12. Unfair Labor Practice

Under MCL 423.324, MDHHS may void any Contract with a Contractor or subcontractor who appears on the Unfair Labor Practice register compiled under MCL 423.322.

Memorandum of Understanding Number:

13. Governing Law

This MOU is exclusively governed, construed, and enforced in accordance with Michigan law, excluding choice-of-law principles, and all claims relating to or arising out of this MOU are governed by Michigan law, excluding choice-of-law principles. Any dispute arising from this MOU must be resolved in Michigan Court of Claims. Capital Area Community Services, Inc. [CACCS] and _____ consent to venue in the Michigan Court of Claims, and waive any objections, such as lack of personal jurisdiction or forum non conveniens. Capital Area Community Services, Inc. [CACCS] and _____ must appoint agents in Michigan to receive service of process.

14. Force Majeure

A party will not be in breach of this MOU because of any failure arising from any disaster or acts of God that are beyond their control and without their fault or negligence. Each party will use commercially reasonable efforts to resume performance. Capital Area Community Services, Inc. [CACCS] and _____ will not be relieved of a breach or delay caused by its subcontractors. If immediate performance is necessary to ensure public health and safety, MDHHS may immediately contract with a third party.

15. Dispute Resolution

The parties will endeavor to resolve any MOU dispute in accordance with this provision. The dispute will be referred to the parties' respective Program Managers. Such referral must include a description of the issues and all supporting documentation. The parties must submit the dispute to a senior executive if unable to resolve the dispute within 15 business days. The parties will continue performing while a dispute is being resolved, unless the dispute precludes performance.

Litigation to resolve the dispute will not be instituted until after the dispute has been elevated to the parties' respective senior executive, and either senior executive concludes that resolution is unlikely, or fails to respond within 15 business days. The parties are not prohibited from instituting formal proceedings: (a) to avoid the expiration of statute of limitations period; (b) to preserve a superior position with respect to creditors; or (c) where a party makes a determination that a temporary restraining order or other injunctive relief is the only adequate remedy. This Section does not limit MDHHS's right to terminate the MOU.

16. Media Releases

Memorandum of Understanding Number:

News releases (including promotional literature and commercial advertisements) pertaining to the MOU or project to which it relates must not be made without prior written MDHHS approval, and then only in accordance with the explicit written instructions of MDHHS.

17. Website Incorporation

MDHHS is not bound by any content on the other parties' websites unless expressly incorporated directly into this MOU. MDHHS is not bound by any end user license agreement or terms of use unless specifically incorporated into this MOU or any other agreement signed by MDHHS.

18. Severability

If any part of this MOU is held invalid or unenforceable, by any court of competent jurisdiction, that part will be deemed deleted from this MOU and the severed part will be replaced by agreed upon language that achieves the same or similar objectives. The remaining MOU will continue in full force and effect.

19. Waiver

Failure to enforce any provision of this MOU will not constitute a waiver.

20. Survival

The provisions of this MOU that impose continuing obligations, including warranties and representations, termination, transition, insurance coverage, indemnification, and confidentiality, will survive the expiration or termination of this MOU.

21. Entire MOU

This MOU is the entire agreement and replaces all previous agreements between the parties for the MOU Activities.

PERFORMANCE EVALUATION

Completed by: _____, City Mayor

Attendance: _____

Completed for:

Job Title:

Period of Review: _____, 2020 to _____, 2021

Date Completed:

Classification: Regular Full-Time of 40 hours per normal work week.

	PERFORMANCE FACTORS	RATING LEVELS AND BEHAVIOR EXAMPLES				RATING
1.	Job Knowledge: The extent to which the core duties and responsibilities of the job are understood and applied to the job's responsibilities.	Unacceptable (Score: 0.00 to 1.09)	Needs Improvement (Score: 1.10 to 2.49)	Good (Score: 2.5 to 3.49)	Excellent (Score: 3.5 to 4.0)	Score for Factor 1:
		Employee is unfamiliar with some essential duties and tasks of the position. Lack of the knowledge of core duties, techniques or equipment results in unacceptable job performance. Manager action is required.	Understands the essential duties of the position, but does not apply this knowledge consistently when performing duties and responsibilities of the position. Improvement is required either through training, or other personnel actions, as determined by Manager.	Has proficiency in the essential duties of the position and does not require undo attention and supervision.	Demonstrates complete mastery of the essential duties of the position and has, in some instances expanded the scope of the job through a full understanding of management's expectations regarding core duties. Functions with limited oversight in performing core duties within the confines of the operation and procedural system.	
2.	Quantity of Work: The degree to which work is completed at an acceptable pace, within reasonable time periods; also the extent to which the employee is focused on the work.	Unacceptable (Score: 0.00 to 1.09)	Needs Improvement (Score: 1.10 to 2.49)	Good (Score: 2.5 to 3.49)	Excellent (Score: 3.5 to 4.0)	Score for Factor 2:
		Employee may understand core duties, however, work output is low. Employee appears distracted, poorly motivated or otherwise incapable of performing the required work load. Management action is required.	Work output is inadequate for positional expectations and/or in comparison to other employees. Improvement is required, either through training, or other personnel actions, as determined by the Manager.	Completes assigned work according to acceptable timelines, and may sometimes exceed management's work load expectations.	Completes assigned work according to acceptable timelines and often exceeds these parameters. Consistently performs additional work assignments in response to operation need.	

3.	Quality of Work: The extent to which the work product is performed in a manner consistent with City, State/Federal Department Standards.	Unacceptable (Score: 0.00 to 1.09)	Needs Improvement (Score: 1.10 to 2.49)	Good (Score: 2.5 to 3.49)	Excellent (Score: 3.5 to 4.0)	Score for Factor 3:
		Employee's work quality is below accepted standard as established by the City and/or Department professional and legal standards. Including precedents used by the Departments. Management action is required	Work product is acceptable but still has noticeable flaws which ultimately must be corrected through training, or other personnel actions as determined by the Manager.	Work quality is acceptable in terms of consistency and ongoing adherence to acceptable standards. Employee displays good grasp of quality expectations, is adaptable to new standards and may sometimes exceed manager's quality expectations	Work product exceeds management expectations and may establish new standards. Employee consistency strives to present high quality work output and readily adopts to changing needs and expectations.	
4.	Reliability: The extent to which attendance, punctuality, task completion and follow-up indicate dependability.	Unacceptable (Score: 0.00 to 1.09)	Needs Improvement (Score: 1.10 to 2.49)	Good (Score: 2.5 to 3.49)	Excellent (Score: 3.5 to 4.0)	Score for Factor 4:
		Employee's performance marked by frequent absences, tardiness and missed deadlines. Management action is required.	Levels of absence and/or tardiness are higher than the norm (and/or) deadlines are missed more often than acceptable for department operations. Improvement is required.	Attendance and punctuality are acceptable; and the employee can be counted on to complete assignments within deadlines.	Attendance and punctuality are outstanding, and the employee is often willing to put in extra effort to meet deadlines. "Going above and beyond" is characteristic.	

5.	Initiative and Innovation: The extent that new approaches or processes are accepted or implemented.	Unacceptable (Score: 0.00 to 1.09)	Needs Improvement (Score: 1.10 to 2.49)	Good (Score: 2.5 to 3.49)	Excellent (Score: 3.5 to 4.0)	Score for Factor 5:
		Employee resists change to work processes and/or shows limited ability to embrace new concepts or technologies. Management action is required.	Accepts changes in processes and modifications to work assignment but resistance is evident. Has limited motivation to seek improved work techniques or embrace new technologies. Improvement is required.	Readily accepts and supports changes to work processes, and/or technological upgrades. May suggest methods for improvement on occasion.	Actively seeks new ways to improve productivity and exemplifies the City's commitment to operation improvement and upgrades. May take lead role in instituting the change process – either individually in his/her job or collectively.	
6.	Cooperation/Courtesy: The extent to which lines of organizational authority are respected, and the degree to which external relations promote a positive image of the organization.	Unacceptable (Score: 0.00 to 1.09)	Needs Improvement (Score: 1.10 to 2.49)	Good (Score: 2.5 to 3.49)	Excellent (Score: 3.5 to 4.0)	Score for Factor 6:
		Employee is frequently insubordinate or disrespectful of management or co-workers. Problems with the public may also be evident ranging from apathy to rudeness. Management action is required.	Displays periodic morale or communication problems. These may include interactions with co-workers or the public, attitude toward superiors or a general negativity in the workplace. Behavior is borderline, and must be upgraded.	Cooperation and politeness with superiors, peers and the public is typical, even in difficult situations; a positive image of the organization is consistently projected.	Behavior is a model for others in terms of cooperative spirit and diplomatic ability; employee's positive communications and attitude provide a model for the image of the organization.	

7.	Judgment & Adherence to Policies and Procedures: The degree to which established policies and procedures are observed, and proper discretion is exercised.	Unacceptable (Score: 0.00 to 1.09)		Needs Improvement (Score: 1.10 to 2.49)	Good (Score: 2.5 to 3.49)	Excellent (Score: 3.5 to 4.0)	Score for Factor 7:
		Rules are frequently broken, procedures are disregarded, or discretion is inappropriately exercised or abused. Corrective action is required.		Policies and procedures are generally observed but sometimes broken. This may include personnel policies regarding employee conduct, safety rules or failure to follow directives. Improvement is required.	Policies and procedures are followed. Lapses in judgment or inappropriate use of discretion are extremely rare.	Policies and procedures are followed. Judgment and use of discretion are characterized by consistent critical thinking regarding the organizational and workplace impact of the employee’s actions.	
TOTAL SCORE							
TOTAL SCORE DIVIDED BY SEVEN = AVERAGE SCORE							

PERFORMANCE EVALUATION SCORE: _____

Level of performance rating as calculated by average score of totals.

1. EXCELLENT (3.5-4.0)
2. GOOD (2.5-3.49)
3. NEEDS IMPROVEMENT (1.10 – 2.49)
4. UNACCEPTABLE (0 - 1.09)

Future goals and suggested actions:

-
-
-
-
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Certificate of Evaluation Receipt

Signatures:

Manager/Mayor: _____

Date: _____

City Employee:

I have reviewed the evaluation with my Manager/Mayor. My signature means that I have received and discussed the final written evaluation. If I wish to make additional comments; I understand that I have opportunity to provide a written, dated, and signed statement to be appended to this document in a timely manner. I understand that I have the right to review this evaluation and that an unsatisfactory evaluation may be followed by a further evaluation at the end of 90 days from this date of employee evaluation.

☐

I agree with this employee evaluation

☐

I disagree with this employee evaluation

Employee: _____ Date: _____

PERFORMANCE EVALUATION

Completed by: _____, City Mayor

Attendance: _____

Completed for:

Job Title:

Period of Review: _____, 2020 to _____, 2021

Date Completed:

Classification: Regular Part-Time of 24 hours per normal work week.

	PERFORMANCE FACTORS	RATING LEVELS AND BEHAVIOR EXAMPLES				RATING
1.	Job Knowledge: The extent to which the core duties and responsibilities of the job are understood and applied to the job's responsibilities.	Unacceptable (Score: 0.00 to 1.09)	Needs Improvement (Score: 1.10 to 2.49)	Good (Score: 2.5 to 3.49)	Excellent (Score: 3.5 to 4.0)	Score for Factor 1:
		Employee is unfamiliar with some essential duties and tasks of the position. Lack of the knowledge of core duties, techniques or equipment results in unacceptable job performance. Manager action is required.	Understands the essential duties of the position, but does not apply this knowledge consistently when performing duties and responsibilities of the position. Improvement is required either through training, or other personnel actions, as determined by Manager.	Has proficiency in the essential duties of the position and does not require undo attention and supervision.	Demonstrates complete mastery of the essential duties of the position and has, in some instances expanded the scope of the job through a full understanding of management's expectations regarding core duties. Functions with limited oversight in performing core duties within the confines of the operation and procedural system.	
2.	Quantity of Work: The degree to which work is completed at an acceptable pace, within reasonable time periods; also the extent to which the employee is focused on the work.	Unacceptable (Score: 0.00 to 1.09)	Needs Improvement (Score: 1.10 to 2.49)	Good (Score: 2.5 to 3.49)	Excellent (Score: 3.5 to 4.0)	Score for Factor 2:
		Employee may understand core duties, however, work output is low. Employee appears distracted, poorly motivated or otherwise incapable of performing the required work load. Management action is required.	Work output is inadequate for positional expectations and/or in comparison to other employees. Improvement is required, either through training, or other personnel actions, as determined by the Manager.	Completes assigned work according to acceptable timelines, and may sometimes exceed management's work load expectations.	Completes assigned work according to acceptable timelines and often exceeds these parameters. Consistently performs additional work assignments in response to operation need.	

3.	Quality of Work: The extent to which the work product is performed in a manner consistent with City, State/Federal Department Standards.	Unacceptable (Score: 0.00 to 1.09)	Needs Improvement (Score: 1.10 to 2.49)	Good (Score: 2.5 to 3.49)	Excellent (Score: 3.5 to 4.0)	Score for Factor 3:
		Employee's work quality is below accepted standard as established by the City and/or Department professional and legal standards. Including precedents used by the Departments. Management action is required	Work product is acceptable but still has noticeable flaws which ultimately must be corrected through training, or other personnel actions as determined by the Manager.	Work quality is acceptable in terms of consistency and ongoing adherence to acceptable standards. Employee displays good grasp of quality expectations, is adaptable to new standards and may sometimes exceed manager's quality expectations	Work product exceeds management expectations and may establish new standards. Employee consistency strives to present high quality work output and readily adopts to changing needs and expectations.	
4.	Reliability: The extent to which attendance, punctuality, task completion and follow-up indicate dependability.	Unacceptable (Score: 0.00 to 1.09)	Needs Improvement (Score: 1.10 to 2.49)	Good (Score: 2.5 to 3.49)	Excellent (Score: 3.5 to 4.0)	Score for Factor 4:
		Employee's performance marked by frequent absences, tardiness and missed deadlines. Management action is required.	Levels of absence and/or tardiness are higher than the norm (and/or) deadlines are missed more often than acceptable for department operations. Improvement is required.	Attendance and punctuality are acceptable; and the employee can be counted on to complete assignments within deadlines.	Attendance and punctuality are outstanding, and the employee is often willing to put in extra effort to meet deadlines. "Going above and beyond" is characteristic.	

5.	Initiative and Innovation: The extent that new approaches or processes are accepted or implemented.	Unacceptable (Score: 0.00 to 1.09)	Needs Improvement (Score: 1.10 to 2.49)	Good (Score: 2.5 to 3.49)	Excellent (Score: 3.5 to 4.0)	Score for Factor 5:
		Employee resists change to work processes and/or shows limited ability to embrace new concepts or technologies. Management action is required.	Accepts changes in processes and modifications to work assignment but resistance is evident. Has limited motivation to seek improved work techniques or embrace new technologies. Improvement is required.	Readily accepts and supports changes to work processes, and/or technological upgrades. May suggest methods for improvement on occasion.	Actively seeks new ways to improve productivity and exemplifies the City's commitment to operation improvement and upgrades. May take lead role in instituting the change process – either individually in his/her job or collectively.	
6.	Cooperation/Courtesy: The extent to which lines of organizational authority are respected, and the degree to which external relations promote a positive image of the organization.	Unacceptable (Score: 0.00 to 1.09)	Needs Improvement (Score: 1.10 to 2.49)	Good (Score: 2.5 to 3.49)	Excellent (Score: 3.5 to 4.0)	Score for Factor 6:
		Employee is frequently insubordinate or disrespectful of management or co-workers. Problems with the public may also be evident ranging from apathy to rudeness. Management action is required.	Displays periodic morale or communication problems. These may include interactions with co-workers or the public, attitude toward superiors or a general negativity in the workplace. Behavior is borderline, and must be upgraded.	Cooperation and politeness with superiors, peers and the public is typical, even in difficult situations; a positive image of the organization is consistently projected.	Behavior is a model for others in terms of cooperative spirit and diplomatic ability; employee's positive communications and attitude provide a model for the image of the organization.	

7.	Judgment & Adherence to Policies and Procedures: The degree to which established policies and procedures are observed, and proper discretion is exercised.	Unacceptable (Score: 0.00 to 1.09)		Needs Improvement (Score: 1.10 to 2.49)	Good (Score: 2.5 to 3.49)	Excellent (Score: 3.5 to 4.0)	Score for Factor 7:
		Rules are frequently broken, procedures are disregarded, or discretion is inappropriately exercised or abused. Corrective action is required.		Policies and procedures are generally observed but sometimes broken. This may include personnel policies regarding employee conduct, safety rules or failure to follow directives. Improvement is required.	Policies and procedures are followed. Lapses in judgment or inappropriate use of discretion are extremely rare.	Policies and procedures are followed. Judgment and use of discretion are characterized by consistent critical thinking regarding the organizational and workplace impact of the employee’s actions.	
TOTAL SCORE							
TOTAL SCORE DIVIDED BY SEVEN = AVERAGE SCORE							

PERFORMANCE EVALUATION SCORE: _____

Level of performance rating as calculated by average score of totals.

1. EXCELLENT (3.5-4.0)
2. GOOD (2.5-3.49)
3. NEEDS IMPROVEMENT (1.10 – 2.49)
4. UNACCEPTABLE (0 - 1.09)

Future goals and suggested actions:

-
-
-
-
-

Certificate of Evaluation Receipt

Signatures:

Manager/Mayor: _____

Date: _____

City Employee:

I have reviewed the evaluation with my Manager/Mayor. My signature means that I have received and discussed the final written evaluation. If I wish to make additional comments; I understand that I have opportunity to provide a written, dated, and signed statement to be appended to this document in a timely manner. I understand that I have the right to review this evaluation and that an unsatisfactory evaluation may be followed by a further evaluation at the end of 90 days from this date of employee evaluation.

☐

I agree with this employee evaluation

☐

I disagree with this employee evaluation

Employee: _____ Date: _____