

City of Pottersville - Council Agenda

Thursday, January 19, 2023 – 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 15, 2022

F. Approval of Bills: General Bills of \$119,072.04 (edited to \$119,139.94 added another drain tax and removed sales tax on invoices) + \$11,827.81 = **\$130,967.75**

G. City Manager's Report: Manager's report in the packet.

H. Public Comment on agenda items:

I. Department Reports: Reports in the packet.

J. New Business:

- a) Election of Mayor and Deputy Mayor
- b) Council Calendar of Meetings for 2023
- c) Resolution No. 23-0119-01 – Recreation Passport Grant Program Development Project Agreement
- d) City Manager/City Clerk Evaluations (closed session) MCL15.268(a)

K. Public Comment on non-agenda items:

L. Communications from Council:

M. Next Regular Meeting: Thursday, February 16, 2023, at 7:00 p.m.

N. Excuse absent member(s):

O. 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

The City Council Meeting was called to order by Mayor Lenneman on Thursday, December 15, 2022, at 7:00 pm and the Pledge of Allegiance was recited.

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

Absent: None

Approval of Agenda: Motion by Deputy Mayor Potter. Supported by Member Smalley. Vote: Unanimous. Motion Carried (7-0).

Approval of Minutes: Motion by Member Smalley. Supported by Member Pulda. Vote: Unanimous. Motion Carried (7-0).

Approval of Bills: Motion by Deputy Mayor Potter to approve payment of General Bills in the amount of \$80,741.03. Supported by Member Nichols. Roll Call Vote: Unanimous. Motion Carried (7-0).

City Manager's Report: Manager's report is in the December 15, 2022, Council packet.

Public Comment on Agenda Items: None

Department Reports: Zoning Administrator Miller communicated that work is still ongoing with Independence Commons Mobile Home Park expansion. Cambria Ridge development hopes to be issued building permits by the end of December of this year. Officer Collins introduces the new part time officer Patrick Herson. DPW director Stanley assured us that the plow trucks are all ready for the next snow. Recently the generator for the Wastewater plant was serviced. There was another meeting with engineers regarding the Cherry Street litigation. Fire Department reminded the "stuff the stocking" event on Friday, December 23 at 6 pm.

New Business:

Change Agenda -wording for New Business, a) to: Zoning Administrator to request of Planning Commission to review rules and regulations for Marijuana: Motion by Member Pulda. Supported by Member Smalley. Vote: Unanimous. Motion Carried (7-0).

Zoning Administrator to request of Planning Commission to review rules and regulations for Marijuana: Motion by Deputy Mayor Potter. Supported by Deputy Mayor Potter. Roll Call Vote: Ayes: Mayor Lenneman, Deputy Mayor Potter, Member Smalley, Member Ranshaw, Member Smalley, and Member Sweeney. Nays: Member Nichols. Motion Carried (6-1).

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Resolution No. 22-1215-18 - Poverty Exemption Guidelines for 2023: Motion by Member Pulda.
Supported by Deputy Mayor Potter. Roll Call Vote: Unanimous. Motion Carried (7-0).

Public Hearing for Resolutions No. 22-1215-19 & 22-1215-20 DNR Spark Grant: Motion by Deputy Mayor Potter to open Public Hearing. Supported by Member Pulda. Vote: Unanimous. Motion Carried. (7-0). Linda Amey asked for an overview of the Spark Grant. Manager Sheridan responded with Commissioner Whittum giving additional information. Motion by Member Pulda to close Public Hearing. Supported by Deputy Mayor Potter. Vote: Unanimous. Motion Carried. (7-0).

Resolution No. 22-1215-19 - City Park Renovations DNR Spark Grant: Motion by Member Pulda to remove all references to bathroom facilities from the plan and then to adopt. Supported by Member Sweeney. Vote: Unanimous. Motion Carried. (7-0).

Resolution No. 22-1215-20 - Veterans Park Renovations DNR Spark Grant: Motion by Member Pulda. Supported by Member Smalley. Vote: Unanimous. Motion Carried. (7-0).

Auditor Presentation: The City's audit was presented to Council by City Auditor Peter Haufner. The 2022 Public Audit and Financial Statements are available online at <https://pottervillemi.org/wp-content/uploads/2022/11/Potterville-audit-2022Final.pdf> Mr. Haufner's presentation is an opportunity for Council and the public to become familiar with City finances, and its true financial health as it stood June 30th, 2022, as reported to the State of Michigan. Mr. Haufner explained a power point presentation.

Public Comment on Non-Agenda Items: None

Communications from Mayor and Council: Council wanted to share with the City Staff how they appreciate all their hard work and especially for the work on the grants.

Next Meeting: January 19, 2023

Excuse Absent Members: None

Meeting Adjourned: 9:00 pm

Respectfully Submitted by:

Becky Dolman

City Clerk

01/12/2023 01:46 PM

CUSTOM INVOICE REPORT FOR CITY OF POTTERVILLE

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User: RDOLMAN

EXP CHECK RUN DATES 12/19/2022 - 01/12/2023

DB: Potterville

BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID

BANK CODE: GEN

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: ABFALTER REPAIR LLC		
2	HELP INSTALL SALTER	412.50
3	INSTALLED SALT SPINNER	329.42
TOTAL VENDOR ABFALTER REPAIR LLC		741.92
VENDOR NAME: ACE HARDWARE-GRAND LEDGE		
3117	ACID MURIATIC GAL	19.98
3166	GFCI ST OUTLET	26.99
3238	PLUMBING EPAIRS	10.98
3757	FASTENERS, DOUBLE ENDED PICKS, COMPRESSI	20.13
TOTAL VENDOR ACE HARDWARE-GRAND LEDGE		78.08
VENDOR NAME: ALTOGAS, INC		
589095	INTEREST	13.35
TOTAL VENDOR ALTOGAS, INC		13.35
VENDOR NAME: APPLIED IMAGING		
2116895	COPIER	33.68
2096431	COPIER	75.49
TOTAL VENDOR APPLIED IMAGING		109.17
VENDOR NAME: AUTOMATIC DOOR SERVICE, INC		
27349	REPAIR FRONT HALL DOOR OPENER	1,074.95
TOTAL VENDOR AUTOMATIC DOOR SERVICE, INC		1,074.95
VENDOR NAME: BENTON TWP FIRE DEPT.		
176	FIRE/EMS 2ND PAYMENT	63,600.00
TOTAL VENDOR BENTON TWP FIRE DEPT.		63,600.00
VENDOR NAME: BOZSIK, RACHAEL		
#2	MAILBOX REIMBURSEMENT	23.72
TOTAL VENDOR BOZSIK, RACHAEL		23.72
VENDOR NAME: BRENTON, TANNER		
#1	MAILBOX REIMBURSEMENT	59.99
TOTAL VENDOR BRENTON, TANNER		59.99
VENDOR NAME: CAPITAL AREA MUNICIPAL CLERKS		
2023	DUES AND TRAINING	40.00
TOTAL VENDOR CAPITAL AREA MUNICIPAL CLERKS		40.00
VENDOR NAME: CINTAS CORPORATION #725		
DEC 22	UNIFORMS SERVICE FOR DEC	227.96
TOTAL VENDOR CINTAS CORPORATION #725		227.96
VENDOR NAME: CITY OF CHARLOTTE		
23-0001225	LAB TESTING 4/5/22 - 11/18/22	1,330.00
TOTAL VENDOR CITY OF CHARLOTTE		1,330.00
VENDOR NAME: CITY OF POTTERVILLE		
11/24-12/22	WATER AND SEWER USAGE	452.61
182, 183	DRAIN TAX	44.54
TOTAL VENDOR CITY OF POTTERVILLE		497.15
VENDOR NAME: CLASSIC GARDEN ORNAMENTS, LTD		
45898A	WABASH PLANTER 26 & BASE	332.00
TOTAL VENDOR CLASSIC GARDEN ORNAMENTS, LTD		332.00
VENDOR NAME: CMP DISTRIBUTORS		
73543	DUTY HOLSTER	49.00
73620	AMNO	99.90
TOTAL VENDOR CMP DISTRIBUTORS		148.90
VENDOR NAME: CONSUMERS ENERGY		
11/23-12/22/22	ENERGY USAGE	8,606.35
12/1 - 12/31/22	UTILITIES	1,878.35
TOTAL VENDOR CONSUMERS ENERGY		10,484.70

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CUSTOM INVOICE REPORT FOR CITY OF POTTERVILLE
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INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: D & L FUELS		
153295	GASOLINE REG.	1,063.23
TOTAL VENDOR D & L FUELS		1,063.23
VENDOR NAME: DELTA DENTAL		
4600894	JAN 2023 DENTAL BENEFITS	999.90
TOTAL VENDOR DELTA DENTAL		999.90
VENDOR NAME: DUROTECH AUTOMOTIVE		
42910	REPLACE BATTERY	224.01
42911	OIL CHANGE	57.84
SEPT. 2022	TOW TO CANDY FORD	105.00
42928	MOUNT AND BALANCE ONE TIRE	245.53
TOTAL VENDOR DUROTECH AUTOMOTIVE		632.38
VENDOR NAME: EATON COUNTY TREASURER		
2022 DRAINS	DRAINS AT LARGE	3,722.40
TOTAL VENDOR EATON COUNTY TREASURER		3,722.40
VENDOR NAME: FAMILY FARM AND HOME		
1472	FUNNEL TRANSMISSION	152.93
1477	20 PC SQUARE PTO PIN ASST	17.98
1465	MAP-PRO CYLINDER	41.97
1469	GEAR OIL	36.99
1471	HD TRAILER D RING	79.96
1478	5-1/2 PULL	13.58
TOTAL VENDOR FAMILY FARM AND HOME		343.41
VENDOR NAME: FCI AUTOMATION - LANSING		
58211	Z SERIES HOSE ASSY, PIPE STEEL	131.64
TOTAL VENDOR FCI AUTOMATION - LANSING		131.64
VENDOR NAME: FERGUSON ENTERPRISES, INC		
0170185	WATER METERS	88.64
0160543	METERS	2,204.00
TOTAL VENDOR FERGUSON ENTERPRISES, INC		2,292.64
VENDOR NAME: GRANGER CONTAINER SERVICE, INC		
24999961	TRASH REMOVAL	237.32
TOTAL VENDOR GRANGER CONTAINER SERVICE, INC		237.32
VENDOR NAME: HARTLEB AGENCY		
730	CRIME & BURGLARY POLICY 1/10/2023 -1/10/	667.50
TOTAL VENDOR HARTLEB AGENCY		667.50
VENDOR NAME: HERSON, PATRICK		
DEC '22	REIMBURSEMENT FOR HATS	27.45
TOTAL VENDOR HERSON, PATRICK		27.45
VENDOR NAME: HUTSON, INC		
9798244	CLUTCH ASSMY, WORM GEAR, OIL PUMP, HOSE,	101.95
TOTAL VENDOR HUTSON, INC		101.95
VENDOR NAME: I.T. RIGHT		
96061	OFFICE 365 PRO PLUS- PRORATED AUG 2022 -	72.00
96859	IT SERVICE	26.46
TOTAL VENDOR I.T. RIGHT		98.46
VENDOR NAME: MICHIGAN ASSN OF CLERKS		
CONFERENCE	MEMBERSHIP & CLERK CERTIFICATION YEAR 3	725.00
TOTAL VENDOR MICHIGAN ASSN OF CLERKS		725.00
VENDOR NAME: MICHIGAN DEPT OF ENVIRONMENTAL		
761-11065997	WATER TESTING	48.00
TOTAL VENDOR MICHIGAN DEPT OF ENVIRONMENTAL		48.00
VENDOR NAME: MID MICHIGAN ELECTRICAL		
DECEMBER 28	TROUBLE SHOOT & REPAIR TRIPPING CIRCUIT	145.00

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INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: MID MICHIGAN ELECTRICAL		
	TOTAL VENDOR MID MICHIGAN ELECTRICAL	145.00
VENDOR NAME: MID MICHIGAN EMERGENCY EQUIPME 2944		
	LED SPOT LIGHT	463.33
	TOTAL VENDOR MID MICHIGAN EMERGENCY EQUIPME	463.33
VENDOR NAME: ORBITBID.COM 12/21/22		
	SALT SPREADER	3,754.75
	TOTAL VENDOR ORBITBID.COM	3,754.75
VENDOR NAME: PEERLESS MIDWEST INC 70573		
	WTP AIR WASH SYSTEM	1,170.00
	TOTAL VENDOR PEERLESS MIDWEST INC	1,170.00
VENDOR NAME: PHP 1/1-1/31/23		
	MEDICAL BENEFITS	6,091.84
	TOTAL VENDOR PHP	6,091.84
VENDOR NAME: POTTERVILLA APPLIED TECHNOLOGY 24639		
	JAN. TECH COVERAGE	450.00
24640	FEB. TECH COVEREAGE	450.00
	TOTAL VENDOR POTTERVILLA APPLIED TECHNOLOGY	900.00
VENDOR NAME: PRESTON COMMUNITY SERVICES LLC DEC. 28		
	ASSESSING SERVICES NOV. 1-30/22	1,333.33
	TOTAL VENDOR PRESTON COMMUNITY SERVICES LLC	1,333.33
VENDOR NAME: PRINTING SYSTEMS 225990		
	PAYROLL CHECKS	123.01
	TOTAL VENDOR PRINTING SYSTEMS	123.01
VENDOR NAME: QUILL CO 166717678		
	COFFEE, TRASH BAGS, KLEENEX, TAPE AND CL	70.78
166717712	SUPPLIES	31.46
29611041	SHEET PROTECTORS, CALENDAR, PLANNER	102.36
	TOTAL VENDOR QUILL CO	204.60
VENDOR NAME: TERI'S EXCAVATING, INC 18069		
	USED SNOW BOX	1,500.00
	TOTAL VENDOR TERI'S EXCAVATING, INC	1,500.00
VENDOR NAME: THE PARTS PLACE-CHARLOTTE 241713		
	OIL	35.94
242243	WINSHIELD WASH	29.94
241602 & 242494	SUPPLIES	88.47
243469	SHOP TOWELS IN A BOX	27.54
	TOTAL VENDOR THE PARTS PLACE-CHARLOTTE	181.89
VENDOR NAME: UNITED STATES POST OFFICE JANUARY		
	DEC 2022 USAGE	239.47
	TOTAL VENDOR UNITED STATES POST OFFICE	239.47
VENDOR NAME: UNUM LIFE INSURANCE 12/1-12/31/22		
	SHORT/LONG TERM DISABILITY INSURANCE	306.19
	TOTAL VENDOR UNUM LIFE INSURANCE	306.19
VENDOR NAME: VERIZON WIRELESS 9924226791		
	PHONE	482.58
	TOTAL VENDOR VERIZON WIRELESS	482.58
VENDOR NAME: VILLAGE OF DIMONDALE 12/31/22		
	CHIPPER RENTAL THROUGH 12/31/2022	1,034.15
	TOTAL VENDOR VILLAGE OF DIMONDALE	1,034.15
VENDOR NAME: VISION SERVICE PLAN 12/27/2022		
	VISION	155.32

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CUSTOM INVOICE REPORT FOR CITY OF POTTERVILLE

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INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: VISION SERVICE PLAN		
	TOTAL VENDOR VISION SERVICE PLAN	155.32
VENDOR NAME: VREDEVELD HAEFNER LLC		
5826	COMPLETION OF STATE REPORTING, F-65, ACT	2,700.00
	TOTAL VENDOR VREDEVELD HAEFNER LLC	2,700.00
VENDOR NAME: WILLIAMS & WORKS		
95433	SUNSET DR TEDF CAT B 2022	1,550.62
95437	PRODUCTION WELL- EXPLORATION PHASE	5,122.25
95441	CAMBRIA RIDGE - CONSTRUCTION ENGINEERING	541.79
95482	ENGINEER OF RECORD	1,102.50
95488	2021 ROAD MAINTENANCE	116.25
	TOTAL VENDOR WILLIAMS & WORKS	8,433.41
GRAND TOTAL:		119,072.04

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CUSTOM INVOICE REPORT FOR CITY OF POTTERVILLE
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INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: ACCREDITED SECURITY 12208	TASER	1,398.00
TOTAL VENDOR ACCREDITED SECURITY		1,398.00
VENDOR NAME: BARRY, RICHARD DEC '22	REIMBURSEMENT MEALS	97.30
TOTAL VENDOR BARRY, RICHARD		97.30
VENDOR NAME: CARDMEMBER SERVICE DEC 2022	HOTEL, TRAINING, GIFT CARDS, DECORATIONS	963.10
TOTAL VENDOR CARDMEMBER SERVICE		963.10
VENDOR NAME: D & L FUELS 200291, 200292	PREMIUM & REG.	1,792.37
TOTAL VENDOR D & L FUELS		1,792.37
VENDOR NAME: DORNBOS SIGN & SAFETY INC. 67503	SIGNS LANSING RD/VERMONTVILLE	3,086.40
TOTAL VENDOR DORNBOS SIGN & SAFETY INC.		3,086.40
VENDOR NAME: EATON COUNTY CLERK 2023-00000021	BALLOT PROGRAMMING, FOLDING BALLOTS, REG	425.90
TOTAL VENDOR EATON COUNTY CLERK		425.90
VENDOR NAME: EATON COUNTY SHERIFF'S DEPARTMENT 2023-00000006	FULL DAY WORK CREW 12/8/22 & 12/15/22	600.00
TOTAL VENDOR EATON COUNTY SHERIFF'S DEPARTMENT		600.00
VENDOR NAME: MARK GALLAGHER JAN	OFFICE FURNITURE	750.00
TOTAL VENDOR MARK GALLAGHER		750.00
VENDOR NAME: MICHIGAN MUNICIPAL LEAGUE 25541	CDL CONSORTIUM DRIVERS FEE	320.00
TOTAL VENDOR MICHIGAN MUNICIPAL LEAGUE		320.00
VENDOR NAME: MID MI CHIEFS OF POLICE ANNUAL 2023	MEMBERSHIP	25.00
TOTAL VENDOR MID MI CHIEFS OF POLICE		25.00
VENDOR NAME: OAKLAND COMMUNITY COLLEGE/CREST 117958	POLICE TRAINING	125.00
TOTAL VENDOR OAKLAND COMMUNITY COLLEGE/CREST		125.00
VENDOR NAME: QUILL CO 30008498	1099 FORM	24.69
166910957	TAX FORMS	74.07
TOTAL VENDOR QUILL CO		98.76
VENDOR NAME: SHARE CORPORATION 222623	FLEECE LINED DRIVER KEYSTON	268.83
TOTAL VENDOR SHARE CORPORATION		268.83
VENDOR NAME: THE PARTS PLACE-CHARLOTTE 243643	IGNITION COIL, SPARK PLUG, OIL	123.81
243658	COIL, SPARK PLUG, IGNITION COIL	56.70
243659	BEAM WIPER BLACK, BLISTER PACK CAPSULES	34.74
243668	FUEL INJECTOR	79.41
243785	FUEL INJECTOR	118.40
243872	SHOP TOWELS	23.36
TOTAL VENDOR THE PARTS PLACE-CHARLOTTE		436.42
VENDOR NAME: UNITED STATES POST OFFICE JAN 2023	POSTAGE	688.00
TOTAL VENDOR UNITED STATES POST OFFICE		688.00
VENDOR NAME: VERIZON WIRELESS		

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CUSTOM INVOICE REPORT FOR CITY OF POTTERVILLE
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INVOICE NUMBER	DESCRIPTION	AMOUNT
<hr/>		
VENDOR NAME: VERIZON WIRELESS		
9924576960	12/6-1/5/23	39.02
TOTAL VENDOR VERIZON WIRELESS		<hr/> 39.02
VENDOR NAME: WOW!BUSINESS		
1/6-2/5/23	PHONES	713.71
TOTAL VENDOR WOW!BUSINESS		<hr/> 713.71
GRAND TOTAL:		11,827.81

User: JWest

Bank GEN (GENERAL POOLED ACCOUNT)

DB: Potterville

FROM 12/01/2022 TO 12/31/2022

Reconciliation Record ID: 170

GL Number	Description	Beginning Balance
101-000-001.000	CASH	1,278,229.45
202-000-001.000	CASH	186,418.69
203-000-001.000	CASH	32,029.97
208-000-001.000	CASH	(957.45)
370-000-001.000	CASH	
401-000-001.000	CASH	3,502.36
590-000-001.000	CASH	143,928.02
590-000-010.000	CASH IN BANK - BOND RESERVE	253,050.00
590-000-011.000	CASH IN BANK-REPLACEMENT FUND	109,079.00
591-000-001.000	CASH	600,602.36
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	(5,516.74)
641-000-001.000	CASH	(1,615.54)

Beginning GL Balance:	3,004,564.12
Add: Cash Receipts	82,844.87
Less: Cash Disbursements	(84,565.50)
Less: Payroll Disbursements	(70,273.81)
Add: Journal Entries/Other	69,528.52
Ending GL Balance:	3,002,098.20

GL Number	Description	Ending Balance
101-000-001.000	CASH	1,260,477.42
202-000-001.000	CASH	203,590.89
203-000-001.000	CASH	20,559.51
208-000-001.000	CASH	17,017.19
370-000-001.000	CASH	
401-000-001.000	CASH	6,156.36
590-000-001.000	CASH	27,104.60
590-000-010.000	CASH IN BANK - BOND RESERVE	290,800.00
590-000-011.000	CASH IN BANK-REPLACEMENT FUND	123,812.00
591-000-001.000	CASH	578,442.54
591-000-010.000	CASH IN BANK - BOND RESERVE	163,360.00
591-000-011.000	CASH IN BANK-REPLACEMENT FUND	296,397.00
598-000-001.000	CASH	(5,516.74)
641-000-001.000	CASH	19,897.43

Ending GL Balance: 3,002,098.20

Ending Bank Balance: 3,070,098.29

Add: Miscellaneous Transactions 2,151.49

Add: Deposits in Transit

01/03/2023 *Deposit ID: 1158 2,414.36

PD TAX ON GENERAL ACCOUNT (160.00)

DEPOSITED INTO GENERAL S/BE TAX (53,105.00)

AMERICAN EXPRESS PAYMENT NOT CLEARED DEC 2022 (84.52)

(50,935.16)

Less: 16 AP Outstanding Checks 19,216.42

Less: 0 PR Outstanding Checks

Adjusted Bank Balance 3,002,098.20

Unreconciled Difference: 0.00

REVIEWED BY: 

DATE: 1-9-2023

User: JWest

Bank TAX (TAX ACCOUNT)

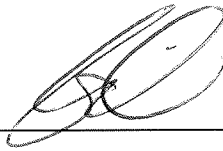
DB: Potterville

FROM 12/01/2022 TO 12/31/2022

Reconciliation Record ID: 167

GL Number	Description	Beginning Balance
703-000-001.000	CASH	2,929.45
Beginning GL Balance:		2,929.45
Add: Cash Receipts		337,269.87
Add: Tax Receipts		10,260.45
Less: Cash Disbursements		(62,988.03)
Add: Journal Entries/Other		47.63
Ending GL Balance:		287,519.37
GL Number	Description	Ending Balance
703-000-001.000	CASH	287,519.37
Ending GL Balance:		287,519.37
Ending Bank Balance:		280,285.37
Add: Deposits in Transit		
	12/28/2022 Deposit ID: 1157	53,105.00
	01/03/2023 *Deposit ID: 1159	16,957.03
	PAID TAX WITH GENERAL CK	160.00
		70,222.03
Less: 5 AP Outstanding Checks		62,988.03
Less: 0 PR Outstanding Checks		
Adjusted Bank Balance		287,519.37
Unreconciled Difference:		0.00

REVIEWED BY: _____



DATE: _____

1-9-2023

User: JWest

Bank PR (PAYROLL ACCOUNT)

DB: Potterville

FROM 12/01/2022 TO 12/31/2022

Reconciliation Record ID: 168

GL Number	Description	Beginning Balance
750-000-001.000	CASH	7,661.43
Beginning GL Balance:		7,661.43
Add: Payroll Disbursements		1,773.28
Less: Journal Entries/Other		(8,232.01)
Ending GL Balance:		1,202.70

GL Number	Description	Ending Balance
750-000-001.000	CASH	1,202.70
Ending GL Balance:		1,202.70
Ending Bank Balance:		3,601.01
Add: Deposits in Transit		0.00
Less: 0 AP Outstanding Checks		
Less: 3 PR Outstanding Checks		2,398.31
Adjusted Bank Balance		1,202.70
Unreconciled Difference:		0.00

REVIEWED BY: _____

DATE: 1-9-2023

01/12/2023 11:00 AM

REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

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User: JWest

DB: Potterville

PERIOD ENDING 12/31/2022

GL NUMBER	DESCRIPTION	END BALANCE	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE
		06/30/2022	ORIGINAL	12/31/2022	MONTH 12/31/2022	BALANCE
		NORMAL (ABNORMAL)	BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)
Fund 101 - GENERAL FUND						
Revenues						
Dept 000						
101-000-402.000	PROPERTY TAX	595,722.54	596,000.00	581,532.05	0.00	14,467.95
101-000-403.000	SOLID WASTE TAX	75,046.54	75,000.00	74,209.18	0.00	790.82
101-000-411.000	DELINQUENT PROP TAX	438.63	200.00	0.00	0.00	200.00
101-000-432.000	PAYMENT IN LIEU OF TAXES	2,174.02	1,500.00	0.00	0.00	1,500.00
101-000-434.000	TRAILER COURT TAX	2,413.00	2,500.00	880.50	0.00	1,619.50
101-000-445.000	CITY PENALTY	3,604.76	3,000.00	676.56	0.00	2,323.44
101-000-447.000	ADMINISTRATION FEE	29,921.55	29,800.00	20,803.75	0.00	8,996.25
101-000-476.000	PERMITS	9,578.45	6,465.45	3,740.00	(120.00)	2,725.45
101-000-477.000	3% CABLE T.V.	7,722.55	8,500.00	3,864.45	0.00	4,635.55
101-000-478.000	BLIGHT FEES	175.00	0.00	0.00	0.00	0.00
101-000-479.000	OTHER PERMITS	200.00	0.00	0.00	0.00	0.00
101-000-480.000	TELECOM RIGHT OF WAY MAINTENA	10,818.30	10,818.30	0.00	0.00	10,818.30
101-000-481.000	LIQUOR LICENSE FEES	0.00	0.00	1,994.85	0.00	(1,994.85)
101-000-488.000	RECYCLING	2,785.50	2,650.00	0.00	0.00	2,650.00
101-000-528.000	OTHER FEDERAL GRANTS	144,603.72	144,600.00	144,600.43	0.00	(0.43)
101-000-543.010	PUBLIC ACT 302 LAW ENF.	500.00	500.00	250.00	0.00	250.00
101-000-573.000	LOCAL COMMUNITY STABILIZATION	186,603.29	176,549.97	100,483.25	0.00	76,066.72
101-000-574.000	ST SHARED REV - SALES TAX	360,782.00	280,000.00	118,856.00	57,783.00	161,144.00
101-000-574.100	EVIP DISTRIBUTION (A, C, E)	39,564.00	39,564.00	13,979.00	6,989.00	25,585.00
101-000-579.000	GRANT REVENUE	0.00	108,850.00	0.00	0.00	108,850.00
101-000-602.000	FOIA	0.00	0.00	25.53	0.00	(25.53)
101-000-607.000	CHARGES FOR SERVICES - PD	546.23	350.00	357.20	40.00	(7.20)
101-000-656.000	FINES & FORFEITURES	2,785.11	2,100.00	1,144.15	425.30	955.85
101-000-665.000	INTEREST	3,689.34	3,500.00	23,950.87	5,793.45	(20,450.87)
101-000-671.100	LEASE/RENT	0.00	0.00	1,250.62	0.00	(1,250.62)
101-000-674.000	DONATIONS	20.00	20.00	725.00	725.00	(705.00)
101-000-675.030	COMMUNITY POLICING DONATION	0.00	0.00	1,540.00	0.00	(1,540.00)
101-000-676.000	REIMBURSEMENT	26,944.31	0.00	100.00	0.00	(100.00)
101-000-680.004	SPECIAL EVENTS-GIZZARDFEST	45,750.00	34,000.00	1,475.00	125.00	32,525.00
101-000-684.000	MISC INCOME	51.25	0.00	26.19	13.50	(26.19)
101-000-687.000	INSURANCE REIMBURSEMENT	8,815.00	0.00	5,786.16	0.00	(5,786.16)
101-000-689.000	CASH OVER & UNDER	41.37	0.00	0.00	0.00	0.00
101-000-693.000	SALE OF FIXED ASSETS	0.00	0.00	1,250.00	0.00	(1,250.00)
Total Dept 000		1,561,296.46	1,526,467.72	1,103,500.74	71,774.25	422,966.98
TOTAL REVENUES		1,561,296.46	1,526,467.72	1,103,500.74	71,774.25	422,966.98
Expenditures						
Dept 101 - CITY COUNCIL						
101-101-703.000	SALARIES	2,047.50	3,000.00	1,465.00	1,225.00	1,535.00
101-101-706.000	RR-CROSSING MAINTENANCE FEE	2,257.00	2,260.00	0.00	0.00	2,260.00
101-101-719.000	FRINGE BENEFITS	156.63	515.00	112.06	93.70	402.94
101-101-731.000	PUBLICATION	116.20	600.00	0.00	0.00	600.00
101-101-740.000	SUPPLIES	0.00	200.00	56.95	23.98	143.05
101-101-775.000	REPAIRS & MAINT	0.00	50.00	0.00	0.00	50.00
101-101-913.000	INSURANCE-LIAB & WORKMAN COMP	21,996.50	23,850.00	53,100.09	51,348.09	(29,250.09)
101-101-961.000	CONFERENCE AND WORKSHOPS	0.00	0.00	85.00	85.00	(85.00)
Total Dept 101 - CITY COUNCIL		26,573.83	30,475.00	54,819.10	52,775.77	(24,344.10)
Dept 171 - MAYOR						
101-171-703.000	SALARIES	810.00	850.00	180.00	90.00	670.00

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GL NUMBER	DESCRIPTION	END BALANCE	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE
		06/30/2022	ORIGINAL	12/31/2022	MONTH 12/31/2022	BALANCE
		NORMAL (ABNORMAL)	BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)
Fund 101 - GENERAL FUND						
Expenditures						
101-171-719.000	FRINGE BENEFITS	61.96	85.00	13.77	6.88	71.23
Total Dept 171 - MAYOR		871.96	935.00	193.77	96.88	741.23
Dept 172 - CITY MANAGER						
101-172-703.000	SALARIES	75,045.36	78,060.53	36,444.77	3,419.14	41,615.76
101-172-719.000	FRINGE BENEFITS	16,954.92	19,000.00	8,263.14	1,296.11	10,736.86
101-172-740.000	SUPPLIES	25.99	30.00	19.64	0.00	10.36
101-172-809.000	TRAINING	0.00	150.00	0.00	0.00	150.00
101-172-980.100	COMPUTER EQUIPMENT	0.00	200.00	0.00	0.00	200.00
Total Dept 172 - CITY MANAGER		92,026.27	97,440.53	44,727.55	4,715.25	52,712.98
Dept 215 - CLERK						
101-215-703.000	SALARIES	30,701.43	34,733.28	15,847.31	1,431.35	18,885.97
101-215-719.000	FRINGE BENEFITS	3,150.09	4,000.00	1,307.21	204.39	2,692.79
101-215-740.000	SUPPLIES	387.31	450.00	87.56	0.00	362.44
101-215-741.000	POSTAGE	156.00	200.00	194.00	0.00	6.00
101-215-781.000	COMPUTER SOFTWARE	144.00	400.00	0.00	0.00	400.00
101-215-809.000	TRAINING	1,304.94	2,000.00	0.00	0.00	2,000.00
101-215-818.000	CONTRACT LABOR	108.00	800.00	0.00	0.00	800.00
101-215-822.000	ELECTIONS	8,344.84	7,000.00	7,950.65	174.49	(950.65)
101-215-958.000	DUES AND SUBSCRIPTIONS	60.00	160.00	0.00	0.00	160.00
101-215-961.000	CONFERENCE AND WORKSHOPS	0.00	150.00	0.00	0.00	150.00
101-215-980.100	COMPUTER EQUIPMENT	804.41	500.00	0.00	0.00	500.00
Total Dept 215 - CLERK		45,161.02	50,393.28	25,386.73	1,810.23	25,006.55
Dept 223 - AUDIT						
101-223-807.000	AUDIT	17,600.00	18,000.00	18,750.00	5,250.00	(750.00)
Total Dept 223 - AUDIT		17,600.00	18,000.00	18,750.00	5,250.00	(750.00)
Dept 253 - TREASURERS OFFICE						
101-253-703.000	SALARIES	64,533.44	67,404.17	31,478.75	2,961.58	35,925.42
101-253-719.000	FRINGE BENEFITS	22,990.37	23,000.00	12,164.21	312.57	10,835.79
101-253-740.000	SUPPLIES	520.08	300.00	166.43	0.00	133.57
101-253-741.000	POSTAGE	935.26	1,400.00	1,147.78	431.02	252.22
101-253-781.000	COMPUTER SOFTWARE	721.00	800.00	0.00	0.00	800.00
101-253-814.000	BANK SERVICE CHARGES	2,923.82	3,000.00	1,882.63	326.34	1,117.37
101-253-961.000	CONFERENCE AND WORKSHOPS	75.00	75.00	248.00	149.00	(173.00)
Total Dept 253 - TREASURERS OFFICE		92,698.97	95,979.17	47,087.80	4,180.51	48,891.37
Dept 257 - ASSESSOR						
101-257-703.000	SALARIES	1,113.72	1,205.78	408.99	(63.49)	796.79
101-257-719.000	FRINGE BENEFITS	697.47	827.50	344.01	59.91	483.49
101-257-731.000	PUBLICATION	262.20	600.00	0.00	0.00	600.00
101-257-740.000	SUPPLIES	200.00	250.00	0.00	0.00	250.00
101-257-741.000	POSTAGE	426.68	500.00	0.00	0.00	500.00
101-257-781.000	COMPUTER SOFTWARE	235.00	250.00	235.00	0.00	15.00

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GL NUMBER	DESCRIPTION	END BALANCE	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE
		06/30/2022	ORIGINAL	12/31/2022	MONTH 12/31/2022	BALANCE
		NORMAL (ABNORMAL)	BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)
Fund 101 - GENERAL FUND						
Expenditures						
101-257-810.050	RE INSPECTION - 20%	3,237.00	3,150.00	1,675.14	257.71	1,474.86
101-257-813.000	BOARD OF REVIEW	1,260.14	1,575.00	250.00	100.00	1,325.00
101-257-818.000	CONTRACT LABOR	15,999.96	16,000.00	5,333.32	1,333.33	10,666.68
Total Dept 257 - ASSESSOR		23,432.17	24,358.28	8,246.46	1,687.46	16,111.82
Dept 265 - CITY HALL						
101-265-703.000	SALARIES	20,965.53	22,617.32	10,604.09	1,068.44	12,013.23
101-265-719.000	FRINGE BENEFITS	9,011.83	10,000.00	4,205.10	691.33	5,794.90
101-265-731.000	PUBLICATION	610.48	500.00	496.10	348.60	3.90
101-265-740.000	SUPPLIES	3,968.14	3,600.00	1,151.76	0.00	2,448.24
101-265-741.000	POSTAGE	635.17	500.00	490.58	(0.60)	9.42
101-265-775.000	REPAIRS & MAINT	527.54	650.00	402.49	0.00	247.51
101-265-781.000	COMPUTER SOFTWARE	18,031.00	7,000.00	4,311.00	0.00	2,689.00
101-265-802.000	SERVICE	1,007.16	2,000.00	321.42	0.00	1,678.58
101-265-818.000	CONTRACT LABOR	0.00	400.00	0.00	0.00	400.00
101-265-880.100	COMMUNITY HOLIDAY EVENT	636.89	700.00	858.66	824.72	(158.66)
101-265-880.200	COMMUNITY SPEC EVENTS	5,885.04	1,200.00	1,661.54	226.47	(461.54)
101-265-880.300	COMMUNITY SPEC EVENTS/GIZZARDFEST	28,801.64	30,000.00	(560.51)	0.00	30,560.51
101-265-958.000	DUES AND SUBSCRIPTIONS	220.00	350.00	190.00	180.00	160.00
101-265-970.000	CAPITAL OUTLAY	3,664.16	500.00	0.00	0.00	500.00
101-265-970.100	RD CAPITAL PROJECT COSTS	0.00	0.00	287.00	0.00	(287.00)
101-265-980.000	OFFICE EQUIPMENT & FURNITURE	50.00	50.00	0.00	0.00	50.00
101-265-980.100	COMPUTER EQUIPMENT	669.00	0.00	0.00	0.00	0.00
Total Dept 265 - CITY HALL		94,683.58	80,067.32	24,419.23	3,338.96	55,648.09
Dept 266 - ATTORNEY						
101-266-801.000	ATTORNEY	17,615.00	18,000.00	14,299.34	0.00	3,700.66
Total Dept 266 - ATTORNEY		17,615.00	18,000.00	14,299.34	0.00	3,700.66
Dept 301 - POLICE						
101-301-703.000	SALARIES	144,626.53	222,326.62	86,552.36	12,668.94	135,774.26
101-301-703.002	OVERTIME SALARIES	685.13	2,300.00	4,034.64	1,280.95	(1,734.64)
101-301-719.000	FRINGE BENEFITS	36,466.56	38,377.80	24,000.46	3,662.04	14,377.34
101-301-728.000	UNIFORM EXPENSES	2,083.20	2,400.00	3,812.63	1,454.64	(1,412.63)
101-301-740.000	SUPPLIES	7,964.22	7,300.00	3,865.32	1,607.86	3,434.68
101-301-740.300	SUPPLIES COMMUNITY POLICING	754.25	0.00	0.00	0.00	0.00
101-301-775.000	REPAIRS & MAINT	2,989.55	5,000.00	1,454.19	0.00	3,545.81
101-301-781.000	COMPUTER SOFTWARE	878.44	600.00	481.20	195.00	118.80
101-301-801.000	ATTORNEY	615.00	2,300.00	82.00	0.00	2,218.00
101-301-802.000	SERVICE	837.41	1,000.00	0.00	0.00	1,000.00
101-301-809.000	TRAINING	2,972.23	1,800.00	1,347.03	(35.10)	452.97
101-301-851.000	RADIO REPAIRS	0.00	300.00	0.00	0.00	300.00
101-301-853.000	TELEPHONE EXPENSE	1,453.22	1,600.00	823.98	161.25	776.02
101-301-862.000	GAS	6,771.72	1,000.00	158.04	0.00	841.96
101-301-958.000	DUES AND SUBSCRIPTIONS	1,053.10	1,100.00	0.00	0.00	1,100.00
101-301-960.000	MISC	244.99	250.00	0.00	0.00	250.00
101-301-970.000	CAPITAL OUTLAY	1,407.97	63,000.00	63,800.00	0.00	(800.00)
101-301-980.100	COMPUTER EQUIPMENT	0.00	500.00	0.00	0.00	500.00

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GL NUMBER	DESCRIPTION	END BALANCE	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE
		06/30/2022	ORIGINAL	12/31/2022	MONTH 12/31/2022	BALANCE
		NORMAL (ABNORMAL)	BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)
Fund 101 - GENERAL FUND						
Expenditures						
Total Dept 301 - POLICE		211,803.52	351,154.42	190,411.85	20,995.58	160,742.57
Dept 302 - POLICE STATE TRAINING						
101-302-810.000	EXPENSE	500.00	500.00	250.00	0.00	250.00
Total Dept 302 - POLICE STATE TRAINING		500.00	500.00	250.00	0.00	250.00
Dept 337 - EMS						
101-337-802.000	SERVICE	124,800.00	127,200.00	63,600.00	0.00	63,600.00
Total Dept 337 - EMS		124,800.00	127,200.00	63,600.00	0.00	63,600.00
Dept 441 - DPW						
101-441-731.000	PUBLICATION	217.00	0.00	0.00	0.00	0.00
101-441-775.000	REPAIRS & MAINT	4,800.00	1,000.00	0.00	0.00	1,000.00
101-441-802.000	SERVICE	0.00	100.00	0.00	0.00	100.00
101-441-810.020	RECYCLING EXPENSE	5,320.00	8,500.00	2,666.18	0.00	5,833.82
101-441-920.000	UTILITIES	2,052.99	0.00	0.00	0.00	0.00
Total Dept 441 - DPW		12,389.99	9,600.00	2,666.18	0.00	6,933.82
Dept 445 - DRAIN AT LARGE						
101-445-810.000	EXPENSE	3,259.51	2,000.00	0.00	0.00	2,000.00
Total Dept 445 - DRAIN AT LARGE		3,259.51	2,000.00	0.00	0.00	2,000.00
Dept 701 - PLANNING COMMISSION						
101-701-703.000	SALARIES	290.00	800.00	180.00	0.00	620.00
101-701-719.000	FRINGE BENEFITS	22.20	101.79	13.78	0.00	88.01
101-701-731.000	PUBLICATION	199.64	450.00	575.66	0.00	(125.66)
101-701-803.000	ENGINEERS FEES	5,103.60	6,500.00	1,609.00	695.00	4,891.00
Total Dept 701 - PLANNING COMMISSION		5,615.44	7,851.79	2,378.44	695.00	5,473.35
Dept 702 - ZONING						
101-702-703.000	SALARIES	37,826.70	38,850.93	18,126.15	1,689.18	20,724.78
101-702-719.000	FRINGE BENEFITS	3,498.60	3,850.00	1,486.06	228.62	2,363.94
101-702-731.000	PUBLICATION	1,610.79	1,200.00	395.00	0.00	805.00
101-702-740.000	SUPPLIES	165.77	450.00	521.99	521.99	(71.99)
101-702-853.000	TELEPHONE EXPENSE	892.30	900.00	364.66	53.75	535.34
101-702-961.000	CONFERENCE AND WORKSHOPS	0.00	275.00	0.00	0.00	275.00
Total Dept 702 - ZONING		43,994.16	45,525.93	20,893.86	2,493.54	24,632.07
Dept 906 - DEBT SERVICE						
101-906-738.000	TOWNSHIP/MILL	9,870.48	9,961.00	9,022.88	0.00	938.12
101-906-964.000	REFUND AND REBATES	3,277.47	0.00	0.00	0.00	0.00
101-906-991.000	DEBT SERVICE - PRINCIPAL	26,877.70	27,800.00	23,492.00	0.00	4,308.00
101-906-991.500	DEBT PRINCIPAL & INTEREST	0.00	3,590.00	0.00	0.00	3,590.00

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		END BALANCE 06/30/2022	2022-23 ORIGINAL	YTD BALANCE 12/31/2022	ACTIVITY FOR MONTH 12/31/2022	AVAILABLE BALANCE
GL NUMBER	DESCRIPTION	NORMAL (ABNORMAL)	BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)
Fund 101 - GENERAL FUND						
Expenditures						
101-906-992.000	PRINCIPAL & INTEREST - PATROL CAR	12,329.08	13,000.00	6,476.04	1,079.34	6,523.96
101-906-993.000	BOND INTEREST	28,748.08	29,800.00	13,839.71	1,469.26	15,960.29
Total Dept 906 - DEBT SERVICE		81,102.81	84,151.00	52,830.63	2,548.60	31,320.37
Dept 966 - CONTRIBUTIONS TO OTHER FUNDS						
101-966-965.203	CONTRIB TO LOCAL STREET FUND	117,103.27	180,139.99	100,000.00	0.00	80,139.99
101-966-965.208	CONTRIB TO PARK FUND	98,255.81	98,255.81	25,000.00	25,000.00	73,255.81
101-966-965.401	CONTRIB TO CAPITAL PROJECT FUND	2,654.00	2,654.00	2,654.00	2,654.00	0.00
101-966-965.590	CONTRIBUTION TO SEWER FUND	149,178.78	54,000.00	0.00	0.00	54,000.00
101-966-965.598	CONTRIB TO STORM DRAIN MAINT	5,000.00	7,950.00	7,950.00	0.00	0.00
101-966-965.641	CONTRIB TO EQP REPAIR & REPL	152,104.04	119,671.32	60,000.00	0.00	59,671.32
Total Dept 966 - CONTRIBUTIONS TO OTHER FUNDS		524,295.90	462,671.12	195,604.00	27,654.00	267,067.12
TOTAL EXPENDITURES		1,418,424.13	1,506,302.84	766,564.94	128,241.78	739,737.90
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		1,561,296.46	1,526,467.72	1,103,500.74	71,774.25	422,966.98
TOTAL EXPENDITURES		1,418,424.13	1,506,302.84	766,564.94	128,241.78	739,737.90
NET OF REVENUES & EXPENDITURES		142,872.33	20,164.88	336,935.80	(56,467.53)	(316,770.92)

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GL NUMBER	DESCRIPTION	END BALANCE	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE
		06/30/2022	ORIGINAL	12/31/2022	MONTH 12/31/2022	BALANCE
		NORMAL (ABNORMAL)	BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)
Fund 202 - MAJOR STREET FUND						
Revenues						
Dept 000						
202-000-451.200	SPEC ASSESSMENT ROAD - SUNSET	6,373.38	6,200.00	5,185.15	471.16	1,014.85
202-000-553.000	ACT 51	231,406.78	227,000.00	80,885.31	18,023.64	146,114.69
202-000-582.000	COUNTY ROAD MILL 2014	41,338.18	41,000.00	14.22	(135.16)	40,985.78
Total Dept 000		279,118.34	274,200.00	86,084.68	18,359.64	188,115.32
TOTAL REVENUES		279,118.34	274,200.00	86,084.68	18,359.64	188,115.32
Expenditures						
Dept 463 - ROUTINE MAINT						
202-463-699.203	TRANSFER TO LOCAL STREETS	87,500.00	87,500.00	50,000.00	0.00	37,500.00
202-463-782.000	STREET MATERIALS & SUPPLIES	2,951.49	4,000.00	0.00	0.00	4,000.00
202-463-956.000	TREE TRIMMING	0.00	0.00	3,750.00	0.00	(3,750.00)
202-463-965.600	CONTRIBUTION TO 641 LABOR & EQUIPMENT	78,000.00	78,000.00	40,000.00	0.00	38,000.00
Total Dept 463 - ROUTINE MAINT		168,451.49	169,500.00	93,750.00	0.00	75,750.00
Dept 474 - TRAFFIC SIGNS						
202-474-782.000	STREET MATERIALS & SUPPLIES	0.00	250.00	0.00	0.00	250.00
Total Dept 474 - TRAFFIC SIGNS		0.00	250.00	0.00	0.00	250.00
Dept 478 - WINTER MAINT						
202-478-782.000	STREET MATERIALS & SUPPLIES	185.22	250.00	0.00	0.00	250.00
Total Dept 478 - WINTER MAINT		185.22	250.00	0.00	0.00	250.00
Dept 480 - CONSTRUCTION						
202-480-803.000	ENGINEERS FEES	4,057.50	5,500.00	1,932.50	630.00	3,567.50
202-480-818.000	CONTRACT LABOR	21,828.17	33,500.00	28,600.17	557.44	4,899.83
Total Dept 480 - CONSTRUCTION		25,885.67	39,000.00	30,532.67	1,187.44	8,467.33
Dept 906 - DEBT SERVICE						
202-906-992.000	BOND PRINCIPAL	10,560.00	11,000.00	0.00	0.00	11,000.00
202-906-993.000	BOND INTEREST	6,662.66	6,700.00	3,209.89	0.00	3,490.11
Total Dept 906 - DEBT SERVICE		17,222.66	17,700.00	3,209.89	0.00	14,490.11
TOTAL EXPENDITURES		211,745.04	226,700.00	127,492.56	1,187.44	99,207.44
Fund 202 - MAJOR STREET FUND:						
TOTAL REVENUES		279,118.34	274,200.00	86,084.68	18,359.64	188,115.32
TOTAL EXPENDITURES		211,745.04	226,700.00	127,492.56	1,187.44	99,207.44
NET OF REVENUES & EXPENDITURES		67,373.30	47,500.00	(41,407.88)	17,172.20	88,907.88

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GL NUMBER	DESCRIPTION	END BALANCE	2022-23	YTD BALANCE	ACTIVITY FOR		AVAILABLE	
		06/30/2022	ORIGINAL	12/31/2022	MONTH 12/31/2022	12/31/2022	NORMAL	ABNORMAL
		NORMAL (ABNORMAL)	BUDGET	NORMAL (ABNORMAL)	INCREASE	(DECREASE)	NORMAL	(ABNORMAL)
Fund 203 - LOCAL STREET FUND								
Revenues								
Dept 000								
203-000-451.200	SPEC ASSESSMENT ROAD - SUNSET	38,946.62	38,000.00	31,654.85	2,888.81		6,345.15	
203-000-553.000	ACT 51	92,397.76	88,000.00	32,137.02	7,161.09		55,862.98	
203-000-555.100	GRANT ENHANCEMENT - STATE	0.00	100,000.00	85,969.45	0.00		14,030.55	
203-000-582.000	COUNTY ROAD MILL 2014	33,819.39	32,000.00	42.65	(824.81)		31,957.35	
203-000-699.001	CONTRIBUTIONS FROM MAJOR STREET FUND	87,500.00	87,500.00	50,000.00	0.00		37,500.00	
203-000-699.101	GF CONTRIBUTION	117,103.27	180,139.99	100,000.00	0.00		80,139.99	
Total Dept 000		369,767.04	525,639.99	299,803.97	9,225.09		225,836.02	
TOTAL REVENUES		369,767.04	525,639.99	299,803.97	9,225.09		225,836.02	
Expenditures								
Dept 463 - ROUTINE MAINT								
203-463-782.000	STREET MATERIALS & SUPPLIES	3,114.16	0.00	0.00	0.00		0.00	
203-463-965.600	CONTRIBUTION TO 641 LABOR & EQUIPMENT	25,000.00	25,000.00	25,000.00	0.00		0.00	
Total Dept 463 - ROUTINE MAINT		28,114.16	25,000.00	25,000.00	0.00		0.00	
Dept 478 - WINTER MAINT								
203-478-782.000	STREET MATERIALS & SUPPLIES	285.58	300.00	0.00	0.00		300.00	
Total Dept 478 - WINTER MAINT		285.58	300.00	0.00	0.00		300.00	
Dept 480 - CONSTRUCTION								
203-480-803.000	ENGINEERS FEES	14,081.82	15,000.00	9,370.23	4,159.19		5,629.77	
203-480-818.000	CONTRACT LABOR	8,615.69	235,000.00	233,870.95	0.00		1,129.05	
Total Dept 480 - CONSTRUCTION		22,697.51	250,000.00	243,241.18	4,159.19		6,758.82	
Dept 740 - SPECIAL MAINT								
203-740-956.000	TREE TRIMMING	0.00	1,500.00	0.00	0.00		1,500.00	
Total Dept 740 - SPECIAL MAINT		0.00	1,500.00	0.00	0.00		1,500.00	
Dept 906 - DEBT SERVICE								
203-906-992.000	BOND PRINCIPAL	155,562.30	148,500.00	32,508.00	0.00		115,992.00	
203-906-993.000	BOND INTEREST	146,003.51	156,300.00	71,042.27	16,536.36		85,257.73	
Total Dept 906 - DEBT SERVICE		301,565.81	304,800.00	103,550.27	16,536.36		201,249.73	
TOTAL EXPENDITURES		352,663.06	581,600.00	371,791.45	20,695.55		209,808.55	
Fund 203 - LOCAL STREET FUND:								
TOTAL REVENUES		369,767.04	525,639.99	299,803.97	9,225.09		225,836.02	
TOTAL EXPENDITURES		352,663.06	581,600.00	371,791.45	20,695.55		209,808.55	
NET OF REVENUES & EXPENDITURES		17,103.98	(55,960.01)	(71,987.48)	(11,470.46)		16,027.47	

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		06/30/2022	ORIGINAL	12/31/2022	MONTH 12/31/2022	BALANCE
		NORMAL (ABNORMAL)	BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)

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		END BALANCE 06/30/2022	2022-23 ORIGINAL	YTD BALANCE 12/31/2022	ACTIVITY FOR MONTH 12/31/2022	AVAILABLE BALANCE
GL NUMBER	DESCRIPTION	NORMAL (ABNORMAL)	BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)
Fund 208 - PARK FUND						
Revenues						
Dept 000						
208-000-478.030	CONCESSIONS	25,430.85	22,000.00	16,382.06	0.00	5,617.94
208-000-478.070	FIELD RENTAL	16,654.00	23,000.00	1,910.00	0.00	21,090.00
208-000-478.072	BASEBALL FIELD RENTAL	9,047.00	4,400.00	11,763.00	0.00	(7,363.00)
208-000-478.084	FLAG FOOTBALL	1,080.00	1,080.00	1,620.00	0.00	(540.00)
208-000-478.090	YOUTH FEES	6,000.00	5,500.00	0.00	0.00	5,500.00
208-000-581.000	LOCAL GRANT	0.00	45,000.00	0.00	0.00	45,000.00
208-000-667.000	PAVILION RENT	1,020.00	850.00	515.00	0.00	335.00
208-000-667.020	TIFA PAVILION - COMMUNITY CEN	2,850.00	2,000.00	900.00	0.00	1,100.00
208-000-674.000	DONATIONS	5.00	0.00	1,000.00	0.00	(1,000.00)
208-000-680.001	SPECIAL EVENTS	1,860.00	1,680.00	700.00	0.00	980.00
208-000-699.101	GF CONTRIBUTION	98,255.81	98,255.81	25,000.00	25,000.00	73,255.81
Total Dept 000		162,202.66	203,765.81	59,790.06	25,000.00	143,975.75
TOTAL REVENUES		162,202.66	203,765.81	59,790.06	25,000.00	143,975.75
Expenditures						
Dept 751 - PARK ADMIN						
208-751-703.000	SALARIES	48,472.10	51,395.88	23,025.39	2,143.64	28,370.49
208-751-719.000	FRINGE BENEFITS	20,499.10	20,060.39	10,982.47	618.89	9,077.92
208-751-728.000	UNIFORM EXPENSES	369.76	400.00	468.00	0.00	(68.00)
208-751-731.000	PUBLICATION	570.80	580.00	446.08	0.00	133.92
208-751-740.000	SUPPLIES	3,858.59	3,700.00	202.28	0.00	3,497.72
208-751-781.000	COMPUTER SOFTWARE	144.00	150.00	0.00	0.00	150.00
208-751-803.000	ENGINEERS FEES	6,102.23	2,600.00	5,389.22	0.00	(2,789.22)
208-751-809.000	TRAINING	0.00	0.00	200.00	0.00	(200.00)
208-751-810.100	GRANT EXPENSE	10.00	45,000.00	0.00	0.00	45,000.00
208-751-818.000	CONTRACT LABOR	12,165.00	5,000.00	1,764.62	0.00	3,235.38
208-751-853.000	TELEPHONE EXPENSE	853.73	850.00	325.64	53.75	524.36
208-751-913.000	INSURANCE-LIAB & WORKMAN COMP	9,000.00	9,300.00	9,283.91	9,283.91	16.09
208-751-962.000	MILEAGE	0.00	0.00	78.74	0.00	(78.74)
Total Dept 751 - PARK ADMIN		102,045.31	139,036.27	52,166.35	12,100.19	86,869.92
Dept 770 - LAKE ALLIANCE MAINTENANCE						
208-770-740.000	SUPPLIES	2,157.95	2,500.00	1,575.09	0.00	924.91
208-770-775.000	REPAIRS & MAINT	10,029.13	1,800.00	2,898.45	0.00	(1,098.45)
208-770-802.000	SERVICE	310.00	500.00	323.40	0.00	176.60
208-770-920.000	UTILITIES	8,544.40	1,500.00	3,596.04	692.36	(2,096.04)
Total Dept 770 - LAKE ALLIANCE MAINTENANCE		21,041.48	6,300.00	8,392.98	692.36	(2,092.98)
Dept 771 - CITY PARK						
208-771-740.000	SUPPLIES	650.85	800.00	0.00	0.00	800.00
208-771-775.000	REPAIRS & MAINT	718.93	900.00	209.48	0.00	690.52
208-771-818.000	CONTRACT LABOR	468.00	1,000.00	0.00	0.00	1,000.00
208-771-920.000	UTILITIES	2,231.97	3,300.00	462.50	0.00	2,837.50
Total Dept 771 - CITY PARK		4,069.75	6,000.00	671.98	0.00	5,328.02

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		06/30/2022	ORIGINAL	12/31/2022	MONTH 12/31/2022	BALANCE
		NORMAL (ABNORMAL)	BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)
Fund 208 - PARK FUND						
Expenditures						
Dept 772 - SUNSET HILLS PARK						
208-772-775.000	REPAIRS & MAINT	297.85	500.00	0.00	0.00	500.00
Total Dept 772 - SUNSET HILLS PARK		297.85	500.00	0.00	0.00	500.00
Dept 774 - BASEBALL						
208-774-731.000	PUBLICATION	232.40	250.00	0.00	0.00	250.00
208-774-740.000	SUPPLIES	1,230.83	800.00	0.00	0.00	800.00
208-774-745.000	YOUTH UMPIRE FEES	50.00	100.00	100.00	0.00	0.00
208-774-775.000	REPAIRS & MAINT	500.98	1,200.00	630.00	630.00	570.00
208-774-920.000	UTILITIES	0.00	550.00	31.55	0.00	518.45
Total Dept 774 - BASEBALL		2,014.21	2,900.00	761.55	630.00	2,138.45
Dept 777 - BALLFIELD						
208-777-740.000	SUPPLIES	3,233.71	4,500.00	1,441.17	0.00	3,058.83
208-777-744.000	YOUTH FEES (UNIFORMS,ETC.)	7,229.39	1,800.00	1,230.09	0.00	569.91
208-777-745.000	YOUTH UMPIRE FEES	1,580.00	450.00	(120.00)	0.00	570.00
208-777-802.000	SERVICE	353.20	250.00	0.00	0.00	250.00
208-777-920.000	UTILITIES	0.00	6,500.00	401.53	0.00	6,098.47
Total Dept 777 - BALLFIELD		12,396.30	13,500.00	2,952.79	0.00	10,547.21
Dept 778 - CONCESSIONS						
208-778-703.000	SALARIES	3,353.20	4,300.00	2,819.63	0.00	1,480.37
208-778-719.000	FRINGE BENEFITS	457.54	700.00	401.82	0.00	298.18
208-778-740.000	SUPPLIES	10,116.15	8,000.00	5,502.91	0.00	2,497.09
208-778-746.000	CONCESSION - FOOD LICENSE	593.00	820.00	277.51	277.51	542.49
208-778-814.000	BANK SERVICE CHARGES	632.32	450.00	411.78	56.85	38.22
208-778-920.000	UTILITIES	0.00	550.00	184.98	0.00	365.02
Total Dept 778 - CONCESSIONS		15,152.21	14,820.00	9,598.63	334.36	5,221.37
Dept 779 - SPECIAL EVENTS						
208-779-740.000	SUPPLIES	54.28	250.00	0.00	0.00	250.00
Total Dept 779 - SPECIAL EVENTS		54.28	250.00	0.00	0.00	250.00
TOTAL EXPENDITURES		157,071.39	183,306.27	74,544.28	13,756.91	108,761.99
Fund 208 - PARK FUND:						
TOTAL REVENUES		162,202.66	203,765.81	59,790.06	25,000.00	143,975.75
TOTAL EXPENDITURES		157,071.39	183,306.27	74,544.28	13,756.91	108,761.99
NET OF REVENUES & EXPENDITURES		5,131.27	20,459.54	(14,754.22)	11,243.09	35,213.76

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		06/30/2022	ORIGINAL	12/31/2022	MONTH 12/31/2022	BALANCE
		NORMAL (ABNORMAL)	BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)
Fund 247 - TAX INCREMENT FINANCING AUTHOR						
Revenues						
Dept 728 - TIFA DEPT						
247-728-401.000	PROPERTY TAXES	166,580.22	171,000.00	142,284.08	0.00	28,715.92
247-728-573.000	LOCAL COMMUNITY STABILIZATION	18,570.52	19,000.00	19,395.98	0.00	(395.98)
247-728-665.000	INTEREST INCOME	84.62	90.00	25.27	5.85	64.73
247-728-684.000	MISC INCOME	1,047.12	0.00	0.00	0.00	0.00
Total Dept 728 - TIFA DEPT		186,282.48	190,090.00	161,705.33	5.85	28,384.67
TOTAL REVENUES		186,282.48	190,090.00	161,705.33	5.85	28,384.67
Expenditures						
Dept 728 - TIFA DEPT						
247-728-703.005	WAGES - OTHER	4,975.00	4,900.00	2,449.99	408.34	2,450.01
247-728-727.000	OFFICE EXPENSE	1,065.58	1,120.00	0.00	0.00	1,120.00
247-728-731.000	PUBLICATION	0.00	300.00	0.00	0.00	300.00
247-728-801.000	ATTORNEY	47.00	500.00	0.00	0.00	500.00
247-728-803.000	ENGINEERS FEES	23,328.45	11,326.56	2,878.86	0.00	8,447.70
247-728-807.000	AUDIT	4,500.00	4,650.00	4,250.00	1,000.00	400.00
247-728-967.700	CITY IMPROVEMENTS	42.75	0.00	1,899.16	0.00	(1,899.16)
247-728-970.000	CAPITAL OUTLAY	151,960.13	125,000.00	0.00	0.00	125,000.00
247-728-992.000	BOND PRINCIPAL	45,000.00	50,000.00	50,000.00	0.00	0.00
247-728-993.000	BOND INTEREST	19,382.50	17,432.00	9,241.25	0.00	8,190.75
Total Dept 728 - TIFA DEPT		250,301.41	215,228.56	70,719.26	1,408.34	144,509.30
TOTAL EXPENDITURES		250,301.41	215,228.56	70,719.26	1,408.34	144,509.30
Fund 247 - TAX INCREMENT FINANCING AUTHOR:						
TOTAL REVENUES		186,282.48	190,090.00	161,705.33	5.85	28,384.67
TOTAL EXPENDITURES		250,301.41	215,228.56	70,719.26	1,408.34	144,509.30
NET OF REVENUES & EXPENDITURES		(64,018.93)	(25,138.56)	90,986.07	(1,402.49)	(116,124.63)

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GL NUMBER	DESCRIPTION	END BALANCE	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE
		06/30/2022	ORIGINAL	12/31/2022	MONTH 12/31/2022	BALANCE
		NORMAL (ABNORMAL)	BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)
Fund 401 - CAPITAL PROJECT FUND- DOWNTOWN						
Revenues						
Dept 000						
401-000-699.100	TRANSFER IN	2,654.00	2,654.00	2,654.00	2,654.00	0.00
Total Dept 000		2,654.00	2,654.00	2,654.00	2,654.00	0.00
TOTAL REVENUES		2,654.00	2,654.00	2,654.00	2,654.00	0.00
Expenditures						
Dept 729 - DOWNTOWN						
401-729-740.600	LANDSCAPING SUPPLIES	1,777.71	3,000.00	366.40	0.00	2,633.60
401-729-818.000	CONTRACT LABOR	55.50	600.00	0.00	0.00	600.00
Total Dept 729 - DOWNTOWN		1,833.21	3,600.00	366.40	0.00	3,233.60
TOTAL EXPENDITURES		1,833.21	3,600.00	366.40	0.00	3,233.60
Fund 401 - CAPITAL PROJECT FUND- DOWNTOWN:						
TOTAL REVENUES		2,654.00	2,654.00	2,654.00	2,654.00	0.00
TOTAL EXPENDITURES		1,833.21	3,600.00	366.40	0.00	3,233.60
NET OF REVENUES & EXPENDITURES		820.79	(946.00)	2,287.60	2,654.00	(3,233.60)

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GL NUMBER	DESCRIPTION	END BALANCE	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE
		06/30/2022	ORIGINAL	12/31/2022	MONTH 12/31/2022	BALANCE
		NORMAL (ABNORMAL)	BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)
Fund 590 - SEWER FUND						
Revenues						
Dept 000						
590-000-642.000	BILLS	147,145.57	155,000.00	62,928.45	3.08	92,071.55
590-000-642.001	FIXED COSTS	421,033.63	415,000.00	201,613.71	32.61	213,386.29
590-000-656.000	FINES & FORFEITURES	12,831.59	15,000.00	8,842.86	1,520.08	6,157.14
590-000-672.000	HOOK UP FEES	0.00	10,000.00	0.00	0.00	10,000.00
590-000-699.101	GF CONTRIBUTION	149,178.75	54,000.00	0.00	0.00	54,000.00
Total Dept 000		730,189.54	649,000.00	273,385.02	1,555.77	375,614.98
TOTAL REVENUES		730,189.54	649,000.00	273,385.02	1,555.77	375,614.98
Expenditures						
Dept 537 - ADMINISTRATIVE						
590-537-741.000	POSTAGE	(113.78)	0.00	0.00	0.00	0.00
590-537-775.000	REPAIRS & MAINT	933.14	3,000.00	0.00	0.00	3,000.00
590-537-809.000	TRAINING	185.00	100.00	0.00	0.00	100.00
Total Dept 537 - ADMINISTRATIVE		1,004.36	3,100.00	0.00	0.00	3,100.00
Dept 556 - DPW						
590-556-740.000	SUPPLIES	20,360.83	14,000.00	7,763.80	0.00	6,236.20
590-556-743.000	METERS	3,760.84	4,550.00	0.00	0.00	4,550.00
590-556-775.000	REPAIRS & MAINT	1,726.81	1,500.00	317.29	317.29	1,182.71
590-556-802.000	SERVICE	4,712.36	7,000.00	1,353.92	1,353.92	5,646.08
590-556-803.000	ENGINEERS FEES	11,139.93	15,000.00	7,664.16	3,466.45	7,335.84
590-556-818.000	CONTRACT LABOR	900.00	1,500.00	0.00	0.00	1,500.00
590-556-965.600	CONTRIBUTION TO 641 LABOR & EQUIPMENT	135,000.00	135,000.00	67,500.00	67,500.00	67,500.00
590-556-968.000	DEPRECIATION EXPENSE	295,462.00	0.00	0.00	0.00	0.00
590-556-970.000	CAPITAL OUTLAY	8,785.11	90,000.00	70,803.04	18,683.25	19,196.96
Total Dept 556 - DPW		481,847.88	268,550.00	155,402.21	91,320.91	113,147.79
Dept 906 - DEBT SERVICE						
590-906-991.000	DEBT SERVICE - PRINCIPAL	0.00	160,001.00	42,000.00	0.00	118,001.00
590-906-993.000	BOND INTEREST	206,724.75	216,155.00	101,949.37	27,286.87	114,205.63
Total Dept 906 - DEBT SERVICE		206,724.75	376,156.00	143,949.37	27,286.87	232,206.63
TOTAL EXPENDITURES		689,576.99	647,806.00	299,351.58	118,607.78	348,454.42
Fund 590 - SEWER FUND:						
TOTAL REVENUES		730,189.54	649,000.00	273,385.02	1,555.77	375,614.98
TOTAL EXPENDITURES		689,576.99	647,806.00	299,351.58	118,607.78	348,454.42
NET OF REVENUES & EXPENDITURES		40,612.55	1,194.00	(25,966.56)	(117,052.01)	27,160.56

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REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

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PERIOD ENDING 12/31/2022

GL NUMBER	DESCRIPTION	END BALANCE	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE
		06/30/2022	ORIGINAL	12/31/2022	MONTH 12/31/2022	BALANCE
		NORMAL (ABNORMAL)	BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)
Fund 591 - WATER FUND						
Revenues						
Dept 000						
591-000-642.000	BILLS	192,043.54	203,000.00	80,335.24	3.93	122,664.76
591-000-642.001	FIXED COSTS	347,274.86	476,460.00	157,945.79	25.77	318,514.21
591-000-644.000	PENALTIES	220.00	0.00	330.00	80.00	(330.00)
591-000-656.000	FINES & FORFEITURES	12,477.79	14,000.00	7,637.51	1,343.85	6,362.49
591-000-672.000	HOOK UP FEES	0.00	2,000.00	0.00	0.00	2,000.00
Total Dept 000		552,016.19	695,460.00	246,248.54	1,453.55	449,211.46
TOTAL REVENUES		552,016.19	695,460.00	246,248.54	1,453.55	449,211.46
Expenditures						
Dept 537 - ADMINISTRATIVE						
591-537-731.000	PUBLICATION	630.48	500.00	0.00	0.00	500.00
591-537-740.000	SUPPLIES	58.55	1,500.00	485.53	0.00	1,014.47
591-537-741.000	POSTAGE	3,324.13	3,500.00	1,350.63	239.47	2,149.37
591-537-781.000	COMPUTER SOFTWARE	991.99	1,500.00	0.00	0.00	1,500.00
591-537-809.000	TRAINING	1,062.43	1,200.00	75.00	0.00	1,125.00
Total Dept 537 - ADMINISTRATIVE		6,067.58	8,200.00	1,911.16	239.47	6,288.84
Dept 556 - DPW						
591-556-731.000	PUBLICATION	763.44	150.00	0.00	0.00	150.00
591-556-740.000	SUPPLIES	3,564.34	2,500.00	1,631.30	0.00	868.70
591-556-743.000	METERS	3,760.85	4,550.00	0.00	0.00	4,550.00
591-556-775.000	REPAIRS & MAINT	31,906.54	2,500.00	577.97	0.00	1,922.03
591-556-802.000	SERVICE	10,500.08	8,200.00	4,378.96	1,000.00	3,821.04
591-556-803.000	ENGINEERS FEES	7,218.02	18,000.00	14,712.90	3,466.45	3,287.10
591-556-818.000	CONTRACT LABOR	600.00	1,500.00	4,613.72	0.00	(3,113.72)
591-556-965.600	CONTRIBUTION TO 641 LABOR & EQUIPMENT	177,328.68	230,000.00	115,000.00	0.00	115,000.00
591-556-968.000	DEPRECIATION EXPENSE	152,386.00	0.00	0.00	0.00	0.00
591-556-970.000	CAPITAL OUTLAY	0.00	90,000.00	31,314.00	0.00	58,686.00
Total Dept 556 - DPW		388,027.95	357,400.00	172,228.85	4,466.45	185,171.15
Dept 906 - DEBT SERVICE						
591-906-992.000	BOND PRINCIPAL	0.00	92,000.00	26,000.00	0.00	66,000.00
591-906-993.000	BOND INTEREST	116,739.99	117,494.99	57,616.87	14,056.87	59,878.12
Total Dept 906 - DEBT SERVICE		116,739.99	209,494.99	83,616.87	14,056.87	125,878.12
TOTAL EXPENDITURES		510,835.52	575,094.99	257,756.88	18,762.79	317,338.11
Fund 591 - WATER FUND:						
TOTAL REVENUES		552,016.19	695,460.00	246,248.54	1,453.55	449,211.46
TOTAL EXPENDITURES		510,835.52	575,094.99	257,756.88	18,762.79	317,338.11
NET OF REVENUES & EXPENDITURES		41,180.67	120,365.01	(11,508.34)	(17,309.24)	131,873.35

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REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

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PERIOD ENDING 12/31/2022

GL NUMBER	DESCRIPTION	END BALANCE	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE
		06/30/2022	ORIGINAL	12/31/2022	MONTH 12/31/2022	BALANCE
		NORMAL (ABNORMAL)	BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)
Fund 598 - STORM DRAIN MAINTENANCE						
Revenues						
Dept 000						
598-000-699.101	GF CONTRIBUTION	5,000.00	7,950.00	7,950.00	0.00	0.00
Total Dept 000		5,000.00	7,950.00	7,950.00	0.00	0.00
TOTAL REVENUES		5,000.00	7,950.00	7,950.00	0.00	0.00
Expenditures						
Dept 556 - DPW						
598-556-740.000	SUPPLIES	0.00	0.00	1,358.50	0.00	(1,358.50)
598-556-818.000	CONTRACT LABOR	1,234.39	7,700.00	18,500.00	0.00	(10,800.00)
598-556-931.000	DPW MAINT & REPAIR	66.00	250.00	687.50	0.00	(437.50)
Total Dept 556 - DPW		1,300.39	7,950.00	20,546.00	0.00	(12,596.00)
TOTAL EXPENDITURES		1,300.39	7,950.00	20,546.00	0.00	(12,596.00)
Fund 598 - STORM DRAIN MAINTENANCE:						
TOTAL REVENUES		5,000.00	7,950.00	7,950.00	0.00	0.00
TOTAL EXPENDITURES		1,300.39	7,950.00	20,546.00	0.00	(12,596.00)
NET OF REVENUES & EXPENDITURES		3,699.61	0.00	(12,596.00)	0.00	12,596.00

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REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

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PERIOD ENDING 12/31/2022

GL NUMBER	DESCRIPTION	END BALANCE	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE
		06/30/2022	ORIGINAL	12/31/2022	MONTH 12/31/2022	BALANCE
		NORMAL (ABNORMAL)	BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)
Fund 641 - EQUIPMENT REPAIR & REPLACEMENT						
Revenues						
Dept 000						
641-000-699.100	OPERATING TRANSFER-IN	567,432.72	587,671.32	307,500.00	67,500.00	280,171.32
Total Dept 000		567,432.72	587,671.32	307,500.00	67,500.00	280,171.32
TOTAL REVENUES		567,432.72	587,671.32	307,500.00	67,500.00	280,171.32
Expenditures						
Dept 932 - EQUIPMENT REPAIR ACTIVITY						
641-932-703.000	SALARIES	252,405.79	258,750.00	120,045.67	6,253.60	138,704.33
641-932-703.002	OVERTIME SALARIES	14,006.07	14,000.00	6,074.16	410.19	7,925.84
641-932-719.000	FRINGE BENEFITS	72,654.26	85,500.00	42,483.78	1,934.14	43,016.22
641-932-728.000	UNIFORM EXPENSES	5,191.90	3,300.00	1,254.95	227.96	2,045.05
641-932-731.000	POSTAGE	0.00	1,200.00	0.00	0.00	1,200.00
641-932-740.000	SUPPLIES	13,631.32	18,000.00	8,343.86	425.49	9,656.14
641-932-775.000	REPAIRS & MAINT	33,629.84	16,000.00	28,225.82	6,039.16	(12,225.82)
641-932-781.000	COMPUTER SOFTWARE	2,100.00	2,100.00	0.00	0.00	2,100.00
641-932-782.000	STREET MATERIALS & SUPPLIES	8,500.40	10,000.00	6,832.44	0.00	3,167.56
641-932-802.000	SERVICE	10,521.08	8,000.00	1,971.46	15.00	6,028.54
641-932-809.000	TRAINING	1,912.99	1,500.00	801.80	0.00	698.20
641-932-853.000	TELEPHONE EXPENSE	4,090.11	3,900.00	1,542.87	254.06	2,357.13
641-932-862.000	GAS	23,214.39	26,000.00	12,347.93	3,096.40	13,652.07
641-932-913.000	INSURANCE-LIAB & WORKMAN COMP	27,640.10	28,000.00	84.00	84.00	27,916.00
641-932-920.000	UTILITIES	126,185.05	127,500.00	55,024.46	12,010.65	72,475.54
641-932-958.000	DUES AND SUBSCRIPTIONS	72.00	800.00	0.00	0.00	800.00
641-932-968.000	DEPRECIATION EXPENSE	40,099.00	0.00	0.00	0.00	0.00
641-932-970.000	CAPITAL OUTLAY	7,052.55	5,000.00	3,754.75	3,754.75	1,245.25
Total Dept 932 - EQUIPMENT REPAIR ACTIVITY		642,906.85	609,550.00	288,787.95	34,505.40	320,762.05
TOTAL EXPENDITURES		642,906.85	609,550.00	288,787.95	34,505.40	320,762.05
Fund 641 - EQUIPMENT REPAIR & REPLACEMENT:						
TOTAL REVENUES		567,432.72	587,671.32	307,500.00	67,500.00	280,171.32
TOTAL EXPENDITURES		642,906.85	609,550.00	288,787.95	34,505.40	320,762.05
NET OF REVENUES & EXPENDITURES		(75,474.13)	(21,878.68)	18,712.05	32,994.60	(40,590.73)
TOTAL REVENUES - ALL FUNDS						
TOTAL REVENUES - ALL FUNDS		4,415,959.43	4,662,898.84	2,548,622.34	197,528.15	2,114,276.50
TOTAL EXPENDITURES - ALL FUNDS		4,236,657.99	4,557,138.66	2,277,921.30	337,165.99	2,279,217.36
NET OF REVENUES & EXPENDITURES		179,301.44	105,760.18	270,701.04	(139,637.84)	(164,940.86)

City of Potterville

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January 12, 2023

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

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

1. The City met its deadline of December 19th for submission of 2 Michigan DNR Spark Grant Applications and obtained numerous letters of support for both Veterans Park and City Park projects. The DNR Spark Grant Program is new this year and competitive - so City staff and Council decided to submit multiple proposals (only 1 can be awarded) to increase odds for success. If awarded, the grant would target downtown park facilities for either Veteran Park or the City Park Playground "Imagination Station". The DNR Spark Grants are large in scope with no match requirement from the City, that is somewhat rare for development grants that usually call for a 25% or 50% match. This allows the City to contemplate capital investment in these downtown parks that have not seen much improvement unlike Lake Alliance Park or Sunset Hills Park. Both proposed downtown projects are strongly supported by the City's 5-Year Parks Plan and represent key improvements that emphasizes outdoor activities, community engagement and ADA inclusiveness. Per Grant rules, the City should be notified on January 30th 2023 should either of its applications be awarded. The city makes available its grant plans online for the Spark Grants and the Recreation Passport Grant, at <https://pottervillemi.org/parks-recreation/>

2. The DNR Recreation Passport Grant Agreement for the Sunset Hills Project & adopting Resolution (for the Agreement and grant match commitment of \$48,000) is on City's agenda for consideration. This is for the City's awarded project at Sunset Hills Park that will connect existing playground amenities with ADA pathways, ADA parking lot, and "unique feature" zip line. This is a standard grant agreement from the DNR Recreation Passport Grant Program that should be approved by City and DNR prior no later than 3-2-2023 to allow the City to commence with specifications for bid. The grant consists of \$118,000 (71%) from DNR, City match of \$48,000 (29%) for a total = \$166,600.00. \$5,000 of the City's match is eligible "force in kind work" of the City's Parks and DPW Dept. This can include valuable goods and services like top soil, fill direct, machine run time and personnel labor that accomplishes the project. The grant award was competitive and only the second of its kind in the County of Eaton since inception of the Rec Passport Grant program. It is the first major development grant awarded to the City since the mid 1990's.

3. The City's financial staff has utilized an existing business account at the City's bank and installed a separate general operating "Fund 211: Gizzard Fest" for the City's Gizzard Fest Community Event. Promoting and optimizing transparency of Gizzard Fest accounting has been discussed with council and is goal of the staff since the City took a lead role in its restart. The use of the account with a new Fund, will allow for greater separation of funds away from the City's General Fund. Gizzard monies will continue to be accounted for via City's BS&A systems, reconciled and reviewed

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by Council each month. The new accounting will add steps for City staff and the City auditor like new Bank Reconciliation reports, but will enhance transparency provided the Gizzard Fest continues to accumulate large sums of money and carry over balances from year to year. The added work is marginal, but should be advantageous long term for the City and the Gizzard Fest. Gizzard Fest will now have its own Fund Balance report, payable reports, material checks, and bank reconciliation reports at your disposal. See Treasurer report for details.

4. The City's annual employee evaluations are nearing completion this year for City employees and I have provided the standard evaluation forms to Council for the Manager and the Clerk job positions. The Manager and Clerk evaluations should be performed in closed session, per standard HR procedures, and should be provided to the employee and retained in the employer's personnel records. Proper notice has been provided by the Clerk to allow for closed session proceedings to take place during a Council's meeting. The Clerk has also provided the City's annual schedule of regular public meeting dates for 2023 with no changes of venue, dates or times for Potterville meetings.

5. The City is making progress on its traffic calming/traffic safety project at the Intersection of Vermontville Hwy and Lansing Road, and has locations marked for Miss Digg to verify safe installation of sign post that extend below grade. This step of sign install should start soon has been discussed with project engineer and DPW Director as a prelude to the more impactful paint striping aspects of the project that should happen in Spring or Summer of this year. Due to the importance of this project, the City is taking a hands on approach for "health and safety" by utilizing its own Street Maintenance resources and personnel in order to help the schedule and reduce contractor costs. The City's Engineer, David Mickevich has staked out planned sign locations, per the project Plan, and already contacted Miss Digg to coordinate location of underground utilities. This is underway now... signs will be installed by the City DPW when they are in hand. After the City has secured its road marking contractor, I'll follow up with you all. Hopefully I'll have firm dates for pavement marking and project completion by the end of next month. Please feel free to let me know if you have any questions on this project.

6. TIFA Report – TIFA Board Members have been reviewing its public audit and financial reports for Year End June 30, 2022 Fiscal Year, and discussing interest rates for its primary banking account at Eaton Community Bank. TIFA has been discussing plans to complete its planned capital development project and alongside cost/benefits of extra payments of its long term debt in the form of a 2014 General Obligation Limited Tax Bond. The TIFA GO Bond has remaining annual principal payments from \$35,000 to \$70,000 plus interests from 1.85 to 4.8% through 2024.

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TREASURER'S REPORT January 19, 2023

Utility bills—as of 12/31/22 (bills due on 15th) \$26,167.37 is outstanding with \$22,016.91 over 30 days past due.

Water usage month of Nov (Dec billing): 3,493,443 gallons

Sewer usage month of Nov (Dec billing): 3,488,879 gallons

Ready to service charge-water: \$31,505.83

Ready to service charge-sewer: \$39,617.29

Total water and sewer billed out from 10/27/22-11/23/22 is \$95,899.79

Payroll month of December, 2022: \$70,273.81 (this includes all payroll taxes + MERS+ Council payroll).

Winter tax bills were mailed to homeowners, mortgage companies and banks that requested copies on 12/1/22. Tax bills are due on 2/14/2023. Penalties and interest will be applied after 5:00 P.M. on 2/14/23. All real property tax bills must be paid by 2/28/22. If not paid by 2/28/2022, the outstanding amounts are collected by the County. Summer Collection: 97.2%, Winter Collection: 40%

Bank reconciliations completed for month of December:

General account – Reconciled balance: **\$3,002,098.20**

Payroll account - Reconciled balance: **\$1,202.70**

Tax account – Reconciled balance: **\$287,519.37**

The City is now able to process credit cards for any fees (including youth sign ups, pavilion rentals, zoning permits, etc.). The cost is the greater of \$3.00 or 3.5% of the cost of the

transaction. All fees are passed onto the user and there is no additional fee to the City. At this time, we will only be able to process over the phone or in person.

Gizzard Fest- The City had an existing checking account that will be converted to the Gizzard Fest account to help transparency. All revenues and expenses will be added and deducted from this checking account and it will have its own separate bank reconciliation and fund account in the future.

Attending Michigan Municipal Treasurers Association (MMTA) Winter workshop on Friday, January 20th at the Hilton Garden Inn on West Saginaw.

W2's were mailed on 1/12/23.

Jodi West, Treasurer

City of Potterville

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From the Clerk's office – January 2023

Post-election audits of the November 2022 Election have been pushed back to January because of the partial statewide recount of Proposals 2022-2 and 2022-3. This year's post-election audits will include more than 200 precinct procedural audits conducted by county clerks and the Bureau of Elections in all 83 counties in the state. This year's audit will also include a statewide ballot audit in which all ballots in certain randomly selected precincts will be hand-reviewed and compared to tabulator results for that precinct.

On January 12, the Bureau staff and clerks generated a random "seed" number used by the ballot audit software to determine the precincts selected. This is done by rolling 10-sided dice to generate a random number. All the audits are expected to be completed by Feb. 17 and results will be shared with the Board of State of Canvassers in a public meeting.

With the next election not until November 2023, and being only a local election, the City will not be required to accommodate all the new requirements that Proposal 2 demands now. This allows us to have ample time to put the new procedures in place before the 2024 election cycle. The Bureau of Elections is working on the new procedures. It is prudent to plan for a substantial increase in election costs.

I have completed the annual audit of confirming we have all required W-9's on file and then mailing the ones yet this week that are required to receive a 2022 tax year 1099 form.

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

Becky Dolman

City of Potterville

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January 2023

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

The Parks & Recreation Department continues to do administrative work, planning, implementation, observation and evaluating.

- Before we can move forward with the Sunset Hills Park Project, the City needs to enter into a Project Agreement by resolution. This is all included in your Council Packet. Accordingly, “the local governing body must pass a resolution accepting the terms of the agreement and to commit to the match.” The match is \$48,000 which is 29% of the total amount of the grant awarded. (Reminder that the Recreation Passport Grant requires at least a minimum of 25% match).
- The Best Holiday House Contest winners are: First place Austria & Ramiro Estrade and Second Place Lindsay Griffin. These residents are both first time winners of the contests. We had a total of 12 participants this year. (an increase of 8 participants from last year).
- Christmas decorations are being taking down and place back in storage and organized.
- Continue to fill, book, secure and confirm tournaments for the 2023 Season.
- Updating registration forms for the youth programs for another year.
- Our MDNR Spark Grant applications for City Park and Veterans Park have been submitted. According to their timeline, round one grants awarded will be in January of 2023, rounds two and three will be open and be awarded sometime in 2023 (yet to be determined), and by December 31, 2024, all awarded grant funds must be committed to third-party contracts.
- We have been contacted by the High/Middle School Principal of the Potterville Public Schools regarding a Community Service Project she is working on for the High School. Staff will be working with 10 students on January 13, 2023. They will be picking up trash and trash removal around the City. We look forward to more opportunities working the Potterville Public Schools.
- The Parks & Recreation Department has been contacted with the Coordinator of Sycamore Creek Church to partner again for the Easter Event. It was a success last year and we look forward to being apart of this event every year.
- Continue to further education and learning opportunities.

Respectfully Submitted,

Tiffani Falin, Parks & Recreation Director

City of Potterville

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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 2023.

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

Thanks,

A handwritten signature in cursive script that reads "Sarah Payton".

Sarah Payton, MAAO

City of Potterville

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January 12, 2023

From: Don Stanley, DPW Director

To: City Council

Subject: January Report

1. Our winter storm was not as bad as expected we did have a lot of time plowing and salting due to being a 3-day event the trucks all fared well we did have a few mailboxes to replace but all went very well.
2. Trevor and I are taking a Microsoft Excel Training at LCC next month in hopes of learning more about MS Excel programs.
3. We have been clearing more undergrowth and dead falls from Lake Alliance with help from Eaton County jail crew and is going very well.
4. We have been doing various winter maintenance on vehicles and plow equipment to keep it in top shape.
5. We purchased a used slide in salter for our yellow plow truck so we have a backup salter for emergencies or breakdowns.
6. The Cambria Ridge Sub Development has started work and moving dirt and adding water and sewer facilities to the lots along Sunset Drive and I have inspected various connections without issue.

Donald Stanley
Director of Public Works
City of Potterville, Michigan
Dstanley@pottervillemi.org
(517)667-9524

Potterville Police Department

Chief Richard Barry

319 N. Nelson St. • Potterville • MI • 48876 • Ph. (517) 645-7802 • Fax (517) 645-7810

Dear Councilors,

This month has been filled with quite a bit of follow-up with outside local, state and federal agencies and the prosecutor's office with large investigations, requiring several hours dedicated to follow-up, search warrants, and interviews. These larger investigations may take the officers off of the roadway for a large amount of time, but overall payoff in the long run as we solve and successfully prosecute high felonies that are related to the initial crimes. Your department will be spending quite a bit of time over the coming months continuing to work with the State Police digital forensics lab ensuring that an in-depth investigation is completed.

During the month your department participated in several community-based events and fundraisers including the Fill a Cop Car event at Dollar General in town, the Shop with a Hero event at the Charlotte Meijer and several sporting events at our schools. These events continue to bridge the gap between the police department and the citizens we serve and we will continue to participate in any local events that we are able to.

Your School Resource Officer has been extremely busy assisting the various school administrators and teachers maintain an atmosphere of safety and has focused on building a cohesive positive relationship between the school and police department. This relationship has minimized calls for service from outside officers and agencies as well as provided a safe and fair environment for the students and staff.

Please see the following for a breakdown of the calls for service for the police this month.

- Total Calls: 134

- Traffic Stops: 22	- Property Checks: 22	- Vacation Check: 4
- Follow-Up: 9	- Larceny: 3	- Crashes: 5
- Suspicious Situations: 13	- Directed Traffic Enforcement: 4	- Drunk Drivers: 1

Respectfully Submitted,

Chief R. Barry



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 2022

Operational Information:

- T-215 rebuild is complete and at the fire station, staff is in the process of restocking and training on the apparatus
- New Stryker Power Pro II Ambulance Cot was delivered & placed in-service
- Tri County Medical Control Authority Drug Box Exchange
- Both ambulances were serviced
- New Paramedic was hired, working on the orientation/on-boarding process
- 2 department members are still attending the Eaton County Firefighter I & II
- EMS Staffing
- Apparatus bay floor drains cleaned out
- Winter Storm Prep & additional staffing was added due to the storm and local EMS issues, many thanks to Department members for stepping up and taking the time away from their families during Christmas.
- All auction items were picked up in a timely manner

Training:

- Pediatric trauma

Meetings & Special Events:

- Eaton County Fire Chiefs meeting regarding traffic control
- Tri County Emergency Medical Control Agency Directors Meeting
- Eaton County Fire Chiefs Tanker Task Force – December 03, 2022
- Pottersville Community Christmas Parade – December 03, 2022
- Christmas Stocking stuffing, Great community turnout – Thanks to all that helped
- Christmas Stockings delivered, many smiles from the young & old

Calls for Service (CFS):

- **Fire** – 04 City of Pottersville, 19 Benton Township, 03 Mutual Aid
- **EMS** – 22 City of Pottersville, 30 Benton Township, 62 Mutual Aid

City of Potterville

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

CITY COUNCIL MEETING CALENDAR 2023

The City Council will meet the third Thursday of each month at City Hall except otherwise where noted. The meetings are open to the public. All meetings take place at the following address: 319 N Nelson, MI 48876 at 7:00 p.m. in Council Chambers.

January 19, 2023	7:00 p.m.	319 N Nelson, Potterville, MI
February 16, 2023	7:00 p.m.	319 N Nelson, Potterville, MI
March 16, 2023	7:00 p.m.	319 N Nelson, Potterville, MI
April 20, 2023	7:00 p.m.	319 N Nelson, Potterville, MI
May 18, 2023	7:00 p.m.	319 N Nelson, Potterville, MI
June 15, 2023	7:00 p.m.	319 N Nelson, Potterville, MI
July 20, 2023	7:00 p.m.	319 N Nelson, Potterville, MI
August 17, 2023	7:00 p.m.	319 N Nelson, Potterville, MI
September 21, 2023	7:00 p.m.	319 N Nelson, Potterville, MI
October 19, 2023	7:00 p.m.	319 N Nelson, Potterville, MI
November 16, 2023	7:00 p.m.	319 N Nelson, Potterville, MI
December 21, 2023	7:00 p.m.	319 N Nelson, Potterville, MI

The City of Potterville will provide necessary reasonable auxiliary aids and services to individuals with disabilities at the meeting/hearing upon notice to the City. Individuals with disabilities requiring auxiliary aids or services should contact the City by writing or calling (517) 645-7641.

Posted by:

Becky Dolman, City Clerk

City of Potterville

319 N. Nelson St. ♦ PO Box 488 ♦ Potterville, MI 48876 ♦ Phone: (517) 645-7641
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TAX INCREMENT FINANCE AUTHORITY (TIFA) CALENDAR 2023

The Tax Increment Finance Authority (TIFA) meets on the 2nd Monday of each month at City Hall at 6:00 p.m. except otherwise noted. The meetings are open to the public. All meetings take place at the following address: 319 N Nelson, MI 48876 at 6:00 p.m. in Council Chambers.

January 9, 2023	6:00 p.m.	319 N Nelson, Potterville, MI
February 13, 2023	6:00 p.m.	319 N Nelson, Potterville, MI
March 13, 2023	6:00 p.m.	319 N Nelson, Potterville, MI
April 10, 2023	6:00 p.m.	319 N Nelson, Potterville, MI
May 8, 2023	6:00 p.m.	319 N Nelson, Potterville, MI
June 12, 2023	6:00 p.m.	319 N Nelson, Potterville, MI
July 10, 2023	6:00 p.m.	319 N Nelson, Potterville, MI
August 14, 2023	6:00 p.m.	319 N Nelson, Potterville, MI
September 11, 2023	6:00 p.m.	319 N Nelson, Potterville, MI
October 9, 2023	6:00 p.m.	319 N Nelson, Potterville, MI
November 13, 2023	6:00 p.m.	319 N Nelson, Potterville, MI
December 11, 2023	6:00 p.m.	319 N Nelson, Potterville, MI

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Posted by:

Becky Dolman, City Clerk

City of Potterville

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ZONING BOARD OF APPEALS AND PLANNING COMMISSION MEETING CALENDAR 2023

The Zoning Board of Appeals (ZBA) meets on the 3rd Tuesday of each month at 6:00 p.m. and the Planning Commission (PC) meets at 7:00 p.m. at City Hall except otherwise noted. The meetings are open to the public. All meetings take place at the following address: 319 N Nelson, MI 48876, in Council Chambers.

<u>TUESDAY</u>	<u>ZBA</u>	<u>PC</u>	
January 17, 2023	6:00 p.m.	7:00 p.m.	319 N Nelson, Potterville, MI
February 21, 2023	6:00 p.m.	7:00 p.m.	319 N Nelson, Potterville, MI
March 21, 2023	6:00 p.m.	7:00 p.m.	319 N Nelson, Potterville, MI
April 18, 2023	6:00 p.m.	7:00 p.m.	319 N Nelson, Potterville, MI
May 16, 2023	6:00 p.m.	7:00 p.m.	319 N Nelson, Potterville, MI
June 20, 2023	6:00 p.m.	7:00 p.m.	319 N Nelson, Potterville, MI
July 18, 2023	6:00 p.m.	7:00 p.m.	319 N Nelson, Potterville, MI
August 15, 2023	6:00 p.m.	7:00 p.m.	319 N Nelson, Potterville, MI
September 19, 2023	6:00 p.m.	7:00 p.m.	319 N Nelson, Potterville, MI
October 17, 2023	6:00 p.m.	7:00 p.m.	319 N Nelson, Potterville, MI
November 21, 2023	6:00 p.m.	7:00 p.m.	319 N Nelson, Potterville, MI
December 19, 2023	6:00 p.m.	7:00 p.m.	319 N Nelson, Potterville, MI

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Posted by:

Becky Dolman, City Clerk

City of Potterville

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RESOLUTION NO. 23-0119-01

At a regular meeting of the City Council of the City of Potterville, Eaton County, Michigan, held at the City Hall in said City on the 19th day of January, 2023, at 7:00 p.m.

Present:

Absent:

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

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF POTTERVILLE (THE CITY) TO ACCEPT THE MICHIGAN RECREATION PASSPORT GRANT PROGRAM DEVELOPMENT PROJECT AGREEMENT AS ENCLOSED AS “EXHIBIT A” AND TO COMMIT TO THE GRANT MATCH AMOUNT OF \$48,000 AS STATED IN THE GRANT AGREEMENT BETWEEN THE CITY AND THE DNR FOR THE “SUNSET HILLS PARK PROJECT” RECREATION PASSPORT GRANT PROJECT #RP22-0031.

WHEREAS, the City has successfully applied to the DNR Recreation Passport Grant Program with grant application #RP22-0031 and accepts terms and conditions of the Michigan Recreation Passport Grant Program Development Grant Agreement as provided by the DNR to the City as enclosed as “Exhibit A;” and

WHEREAS, the City commits to the grant match amount of \$48,000 for its grant application #RP22-0031 as stated in the Recreation Passport Grant Program Development Grant Agreement as provided by the DNR to the City as enclosed as “Exhibit A”;

NOW THEREFORE, BE IT RESOLVED, the City accepts the Michigan Recreation Passport Grant Program Development Project Agreement as enclosed as “Exhibit A” and commits to the grant match amount of \$48,000 for the DNR Recreation Passport Grant Application #RP22-0031 entitled “Sunset Hills Park Project” Recreation Passport Grant Project #RP22-0031.

Those Council Members voted:

Yeas:

Nays:

Absent:

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 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 HEREBY 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 Thursday, January 19, 2023.

Becky Dolman

City Clerk

City of Potterville

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

EXHIBIT “A”



MICHIGAN RECREATION PASSPORT GRANT PROGRAM

DEVELOPMENT PROJECT AGREEMENT

This Agreement is between **City of Potterville** in the county of Eaton County, hereinafter referred to as the "GRANTEE," and the MICHIGAN DEPARTMENT OF NATURAL RESOURCES, an agency of the State of Michigan, hereinafter referred to as the "DEPARTMENT." The DEPARTMENT has authority to issue grants to local units of government for the development of public recreation facilities under Part 19 of the Natural Resources and Environmental Protection Act, P.A. 32 of 2010, as amended. The GRANTEE has been approved by the Director of the DEPARTMENT to receive a grant. In Public Act **166 of 2022**, the Legislature appropriated funds from the Recreation Passport Grant Program (RPGP) to the DEPARTMENT for a grant-in-aid to the GRANTEE.

The purpose of this Agreement is to provide funding in exchange for work to be performed for the project named below. This Agreement is subject to the terms and conditions specified herein.

Project Title:	SUNSET HILLS PARK PROJECT	Project #:	RP22-0031
Amount of grant:	\$118,600.00	71%	PROJECT TOTAL: \$166,600.00
Amount of match:	\$48,000.00	29%	
Start Date:	Date of Execution by the DEPARTMENT		End Date: 03/31/2025

As a precondition to the effectiveness of the Agreement, the GRANTEE is required to sign the Agreement and return it to the DEPARTMENT with the required attachments by **03/02/2023** or the Agreement may be cancelled by the DEPARTMENT. **This Agreement is not effective until the GRANTEE has signed it, returned it, and the DEPARTMENT has signed it.** The Agreement is considered executed when signed by the DEPARTMENT.

The individuals signing below certify by their signatures that they are authorized to sign this Agreement on behalf of their agencies, and that the parties will fulfill the terms of this Agreement, including any attached appendices, as set forth herein.

GRANTEE

SIGNED _____

By: _____

Title: _____

Date: _____

DUNS Number

CV0048560 _____

SIGMA Vendor Number SIGMA Address ID

MICHIGAN DEPARTMENT OF NATURAL RESOURCES

SIGNED _____

By: _____

Grants Section Manager

Date of Execution by DEPARTMENT

1. This Agreement shall be administered on behalf of the DEPARTMENT by the Grants Management Section within the Finance and Operations Division. All notices, reports, documents, requests, actions or other communications required between the DEPARTMENT and the GRANTEE shall be submitted through the department's online grant management system, MiRecGrants, which is accessed through www.michigan.gov/DNR-grants. Primary points of contact pertaining to this agreement shall be:

GRANTEE CONTACT

Name/Title

Organization

Address

Address

Telephone Number

E-mail Address

DEPARTMENT CONTACT

Recreation Passport Grant Program Manager

Name/Title

Grants Management/DNR Finance & Operations

Organization

525 W. Allegan Street, Lansing, MI 48933

Address

P.O. Box 30425, Lansing, MI 48909

Address

517-284-7268

Telephone Number

DNR-Grants@michigan.gov

E-mail Address

2. The legal description of the project area, boundary map of the project area, and the development grant application bearing the number **RP22-0031** uploaded to MiRecGrants are by this reference made part of this Agreement. The Agreement together with the referenced documents in MiRecGrants constitute the entire Agreement between the parties and may be modified only in writing and executed in the same manner as the Agreement is executed .
3. The time period allowed for project completion is from **01/01/2023** through **03/31/2025**, hereinafter referred to as the "project period." Requests by the GRANTEE to extend the project period shall be submitted in MiRecGrants before the expiration of the project period. Extensions to the project period are at the discretion of the DEPARTMENT and may only be extended by an amendment to this Agreement.
4. The words "project area" shall mean the land and area described in the legal description and as identified on the boundary map in MiRecGrants.
5. The words "project facilities" shall mean the following individual components, as further described in the application:

Access Pathway 6' wide or more
Paved ADA Parking Space(s)
Paved Parking Lot
Landscaping
Signage
Bench(es)
Playground Safety Surfacing
Play Equipment

6. The DEPARTMENT will:

- a. grant the GRANTEE a sum of money equal to **Seventy-One percent (71%) of One Hundred and Sixty-Six Thousand Six Hundred dollars (\$166,600.00)**, which is the total eligible cost of construction of the project facilities including engineering costs, but in any event not to exceed **One Hundred and Eighteen Thousand Six Hundred dollars (\$118,600.00)**.
- b. grant these funds in the form of reimbursements to the GRANTEE for eligible costs and expenses incurred as follows:
 - i. Payments will be made on a reimbursement basis at **Seventy-One percent (71%)** of the eligible expenses incurred by the GRANTEE up to 90% of the maximum reimbursement allowable under the grant.
 - ii. Reimbursement will be made only upon DEPARTMENT review and approval of a complete reimbursement request submitted by the GRANTEE on a form provided by the DEPARTMENT which includes an expenditure list supported by documentation as required by the DEPARTMENT, including but not limited to copies of invoices, cancelled checks, EFTs and/or list of volunteer and/or force account time and attendance records.
 - iii. The DEPARTMENT shall conduct an audit of the project's financial records upon approval of the final reimbursement request by DEPARTMENT staff. The DEPARTMENT may issue an audit report with no deductions or may find some costs ineligible for reimbursement.
 - iv. Final payment will be released upon completion of a satisfactory audit by the DEPARTMENT and documentation that the GRANTEE has erected a RPGP plaque in compliance with Section 7(j) of this Agreement.

7. The GRANTEE will:

- a. immediately make available all funds needed to incur all necessary costs required to complete the project and to provide **Forty-Eight Thousand dollars (\$48,000.00)** in local match. This sum represents **Twenty-Nine percent (29%)** of the total eligible cost of construction including engineering costs. Any cost overruns incurred to complete the project facilities called for by this Agreement shall be the sole responsibility of the GRANTEE.
- b. with the exception of engineering costs as provided for in Section 8, to incur no costs toward completion of the project facilities before execution of this Agreement and before DEPARTMENT approval of plans, specifications and bid documents.
- c. complete construction of the project facilities to the satisfaction of the DEPARTMENT and to comply with the development project procedures set forth by the DEPARTMENT in completion of the project, including but not limited to the following:

- i. All projects with a total project cost of \$15,000 or greater GRANTEE shall retain the services of a professional architect, landscape architect, or engineer, registered in the State of Michigan to serve as the GRANTEE'S Prime Professional. The Prime Professional shall prepare the plans, specifications and bid documents for the project and oversee project construction.
 - ii. **Within 180 days** following execution of this Agreement by the GRANTEE and the DEPARTMENT and before soliciting bids or quotes or incurring costs other than costs associated with the development of plans, specifications, or bid documents, provide the DEPARTMENT with plans, specifications, and bid documents for the project facilities, sealed by the GRANTEE'S Prime Professional (Prime Professional is not required for grants less than \$15,000).
 - iii. Upon DEPARTMENT approval of plans, specifications and bid documents, openly advertise and seek written bids for contracts for purchases or services with a value equal to or greater than \$50,000 and accept the lowest qualified bid as determined by the GRANTEE'S Prime Professional.
 - iv. Upon DEPARTMENT approval of plans, specifications and bid documents, solicit three (3) written quotes for contracts for purchases or services between \$5,000 and \$50,000 and accept the lowest qualified bid as determined by the GRANTEE'S Prime Professional.
 - v. Maintain detailed written records of the contracting processes used and submit these records to the DEPARTMENT upon request.
 - vi. Complete construction to all applicable local, state and federal codes, as amended; including but not limited to the federal Americans with Disabilities Act (ADA) of 2010, as amended; the Persons with Disabilities Civil Rights Act, Act 220 of 1976, as amended; the Playground Equipment Safety Act, P.A. 16 of 1997, as amended; the Utilization of Public Facilities by Physically Limited Act, P.A. 1 of 1966, as amended; and the Elliott-Larsen Civil Rights Acts, Act 453 of 1976, as amended; 2013 Access Boards Final Guidelines for Outdoor Developed Areas.
 - vii. Bury all new utilities within the project area.
 - viii. Correct any deficiencies discovered at the final inspection within 90 days of written notification by the DEPARTMENT. These corrections shall be made at the GRANTEE'S expense and are eligible for reimbursement at the discretion of the DEPARTMENT and only to the degree that the GRANTEE'S prior expenditures made toward completion of the project are less than the grant amount allowed under this Agreement.
- d. operate the project facilities for a minimum of **20** years (useful life of facilities anticipated), to regulate the use thereof to the satisfaction of the DEPARTMENT, and to appropriate such monies and/or provide such services as shall be necessary to provide such adequate maintenance.
 - e. provide to the DEPARTMENT for approval, a complete tariff schedule containing all charges

to be assessed against the public utilizing the project area and/or any of the facilities constructed thereon, and to provide to the DEPARTMENT for approval, all amendments thereto before the effective date of such amendments. Preferential membership or annual permit systems are prohibited on grant assisted sites, except to the extent that differences in admission and other fees may be instituted on the basis of residence. Nonresident fees shall not exceed twice that charged residents. If no resident fees are charged, nonresident fees may not exceed the rate charged residents at other comparable state and local public recreation facilities.

- f. adopt such ordinances and/or resolutions as shall be required to effectuate the provisions of this Agreement; certified copies of all such ordinances and/or resolutions adopted for such purposes shall be forwarded to the DEPARTMENT before the effective date.
 - g. separately account for any revenues received from the project area which exceed the demonstrated operating costs and to reserve such surplus revenues for the future maintenance and/or expansion of the GRANTEE'S park and recreation program.
 - h. furnish the DEPARTMENT, upon request, detailed statements covering the annual operation of the project area and/or project facilities, including income and expenses and such other information the DEPARTMENT might reasonably require.
 - i. maintain the premises in such condition as to comply with all federal, state, and local laws which may be applicable and to make any and all payments required for all taxes, fees, or assessments legally imposed against the project area.
 - j. erect and maintain a sign on the property for the life of the facilities which designates this project as one having been constructed with the assistance of the RPGP. The size, color and design of this sign shall be in accordance with DEPARTMENT specification.
 - k. conduct a dedication/ribbon-cutting ceremony as soon as possible after the project is completed and the RPGP sign is erected within the project area. At least 30 days prior to the dedication/ribbon-cutting ceremony, the DEPARTMENT must be notified in writing the date, time, and location of the dedication/ribbon-cutting ceremony. GRANTEE shall provide notice of ceremony to the local media. The use of the program logo and a brief description of the program are strongly encouraged in brochures related to public recreation produced by the GRANTEE. Upon the discretion of the DEPARTMENT, the requirement to conduct a dedication/ribbon-cutting ceremony may be waived.
8. Only eligible costs and expenses incurred toward completion of the project facilities after execution of the Project Agreement shall be considered for reimbursement under the terms of this Agreement. Eligible engineering costs incurred toward completion of the project facilities beginning **January 1, 2023** and throughout the project period are also eligible for reimbursement. Any costs and expenses incurred after the project period shall be the sole responsibility of the GRANTEE.
 9. To be eligible for reimbursement, the GRANTEE shall comply with the DEPARTMENT requirements. At a minimum, the GRANTEE shall:

- a. submit a progress report every 180 days during the project period.
 - b. submit complete requests for partial reimbursement when the GRANTEE is eligible to request at least 25 percent of the grant amount and construction contracts have been executed or construction by force account labor has begun. For grants \$15,000 or less, the request reimbursement should be submitted for entire amount at completion of the project.
 - c. submit a complete request for final reimbursement within **90 days of project completion and no later than 6/30/2025**. If the GRANTEE fails to submit a complete final request for reimbursement by **6/30/2025**, the DEPARTMENT may audit the project costs and expenses and make final payment based on documentation on file as of that date or may terminate this Agreement and require full repayment of grant funds by the GRANTEE.
10. During the project period, the GRANTEE shall obtain prior authorization from the DEPARTMENT before adding, deleting, or making a significant change to any of the project facilities as proposed. Approval of changes is solely at the discretion of the DEPARTMENT. Furthermore, during the life of the facilities, the GRANTEE shall obtain prior written authorization from the DEPARTMENT before implementing a change that significantly alters the project facilities as constructed and/or the project area, including but not limited to discontinuing use of a project facility or making a significant change in the recreational use of the project area.
 11. All project facilities constructed or purchased by the GRANTEE under this Agreement shall be placed and used at the project area and solely for the purposes specified in the application and this Agreement.
 12. The project area and all facilities provided thereon and the land and water access ways to the project facilities shall be open to the general public at all times on equal and reasonable terms. No individual shall be denied ingress or egress thereto or the use thereof on the basis of sex, race, color, religion, national origin, residence, age, height, weight, familial status, marital status, or disability.
 13. Unless an exemption has been authorized by the DEPARTMENT pursuant to this Section, the GRANTEE hereby represents that it possesses fee simple title, free of all liens and encumbrances, to the project area. The fee simple title acquired shall not be subject to: 1) any possibility of reverter or right of entry for condition broken or any other executory limitation which may result in defeasance of title or 2) any reservations or prior conveyance of coal, oil, gas, sand, gravel or other mineral interests. For any portion of the project area that the GRANTEE does not possess in fee simple title, the GRANTEE hereby represents that it has:
 - a. supplied the DEPARTMENT with an executed copy of the approved lease or easement, and
 - b. confirmed through appropriate legal review that the terms of the lease or easement are consistent with GRANTEE'S obligations under this Agreement and will not hinder the GRANTEE'S ability to comply with all requirements of this Agreement. In no case shall the lease or easement tenure be less than 20 years from the date of execution of this Agreement.
 14. The GRANTEE shall not allow any encumbrance, lien, security interest, mortgage or any

evidence of indebtedness to attach to or be perfected against the project area or project facilities included in this Agreement.

15. During the life of the facilities, none of the project area, nor any of the project facilities constructed under this Agreement, shall be wholly or partially conveyed, either in fee, easement or otherwise, or leased for a term of years or for any other period, nor shall there be any whole or partial transfer of the lease title, ownership, or right of maintenance or control by the GRANTEE except with the written approval and consent of the DEPARTMENT. The GRANTEE shall regulate the use of the project area to the satisfaction of the DEPARTMENT.
16. The assistance provided to the GRANTEE as a result of this Agreement is intended to have a lasting effect on the supply of recreation, scenic beauty sites, and recreation facilities beyond the financial contribution alone and commits the project area to Michigan's recreation estate for the useful life of the project facilities, therefore:
 - a. the GRANTEE agrees that, during the life of the facilities, the project area or any portion thereof will not be converted to other than public recreation use without prior written approval by the DEPARTMENT and implementation of mitigation approved by the DEPARTMENT, including but not limited to replacement with land and/or project facilities of similar recreation usefulness and fair market value.
 - b. approval of a conversion shall be at the sole discretion of the DEPARTMENT.
 - c. before completion of the project, the GRANTEE and the DEPARTMENT may mutually agree to alter the project area through an amendment to this Agreement to provide the most satisfactory public outdoor recreation area.
17. Should title to the lands in the project area or any portion thereof be acquired from the GRANTEE by any other entity through exercise of the power of eminent domain, the GRANTEE agrees that the proceeds awarded to the GRANTEE shall be used to replace the lands and project facilities affected with recreation lands and project facilities of equal or greater fair market value, and of reasonably equivalent usefulness and location. The DEPARTMENT shall approve such replacement only upon such conditions as it deems necessary to assure the replacement by GRANTEE of other recreation properties and project facilities of equal or greater fair market value and of reasonably equivalent usefulness and location. Such replacement land shall be subject to all the provisions of this Agreement.
18. The GRANTEE acknowledges that:
 - a. the GRANTEE has examined the project area and has found the property safe for public use or actions will be taken by the GRANTEE before beginning the project to assure safe use of the property by the public, and
 - b. the GRANTEE is solely responsible for development, operation, and maintenance of the project area and project facilities, and that responsibility for actions taken to develop, operate, or maintain the property is solely that of the GRANTEE, and
 - c. the DEPARTMENT'S involvement in the premises is limited solely to the making of a grant

to assist the GRANTEE in developing project site.

19. The GRANTEE assures the DEPARTMENT that the proposed State-assisted action will not have a negative effect on the environment and, therefore, an Environmental Impact Statement is not required.
20. The GRANTEE hereby acknowledges that this Agreement does not require the State of Michigan to issue any permit required by law to construct the recreational project that is the subject of this Agreement. Such permits include, but are not limited to, permits to fill or otherwise occupy a floodplain, and permits required under Parts 301 and 303 of the Natural Resources and Environmental Protection Act, Act 451 of the Public Acts 451 of 1994, as amended. It is the sole responsibility of the GRANTEE to determine what permits are required for the project, secure the needed permits and remain in compliance with such permits.
21. Before the DEPARTMENT will approve plans, specifications, or bid documents; or give written approval to the GRANTEE to advertise, seek quotes, or incur costs for this project, the GRANTEE must provide documentation to the DEPARTMENT that indicates either:
 - a. it is reasonable for the GRANTEE to conclude, based on the advice of an environmental consultant, as appropriate, that no portion of the project area is a facility as defined in Part 201 of the Michigan Natural Resources and Environmental Protection Act, Act 451 of the Public Acts of 1994, as amended;
 - or
 - b. if any portion of the project area is a facility, documentation that Department of Environmental, Great Lakes and Energy-approved response actions have been or will be taken to make the site safe for its intended use within the project period, and that implementation and long-term maintenance of response actions will not hinder public recreation use and/or the resource protection values of the project area.
22. If the DEPARTMENT determines that, based on contamination, the project area will not be made safe for the planned recreation use within the project period, or another date established by the DEPARTMENT in writing, or if the DEPARTMENT determines that the presence of contamination will reduce the overall usefulness of the property for public recreation and resource protection, the grant may be cancelled by the DEPARTMENT with no reimbursement made to the GRANTEE.
23. The GRANTEE shall acquire and maintain insurance which will protect the GRANTEE from claims which may arise out of or result from the GRANTEE'S operations under this Agreement, whether performed by the GRANTEE, a subcontractor or anyone directly or indirectly employed by the GRANTEE, or anyone for whose acts may hold them liable. Such insurance shall be with companies authorized to do business in the State of Michigan in such amounts and against such risks as are ordinarily carried by similar entities, including but not limited to public liability insurance, worker's compensation insurance or a program of self-insurance complying with the requirements of Michigan law. The GRANTEE shall provide evidence of such insurance to the DEPARTMENT at its request.

24. Nothing in this Agreement shall be construed to impose any obligation upon the DEPARTMENT to operate, maintain or provide funding for the operation and/or maintenance of any recreational facilities in the project area.
25. The GRANTEE hereby represents that it will defend any suit brought against either party which involves title, ownership, or any other rights, whether specific or general rights, including appurtenant riparian rights, to and in the project area of any lands connected with or affected by this project.
26. The GRANTEE is responsible for the use and occupancy of the premises, the project area and the facilities thereon. The GRANTEE is responsible for the safety of all individuals who are invitees or licensees of the premises. The GRANTEE will defend all claims resulting from the use and occupancy of the premises, the project area and the facilities thereon. The DEPARTMENT is not responsible for the use and occupancy of the premises, the project area and the facilities thereon.
27. Failure by the GRANTEE to comply with any of the provisions of this Agreement shall constitute a material breach of this Agreement.
28. Upon breach of the Agreement by the GRANTEE, the DEPARTMENT may, in addition to any other remedy provided by law,:
 - a. terminate this Agreement; and/or
 - b. withhold and/or cancel future payments to the GRANTEE on any or all current recreation grant projects until the violation is resolved to the satisfaction of the DEPARTMENT; and/or
 - c. withhold action on all pending and future grant applications submitted by the GRANTEE under the RPGP, Michigan Natural Resources Trust Fund, and Land and Water Conservation Fund; and/or
 - d. require repayment of grant funds already paid to GRANTEE.
 - e. require specific performance of the Agreement.
29. This Agreement may be canceled by the DEPARTMENT, upon 30 days written notice, due to Executive Order, budgetary reduction, other lack of funding; upon request by the GRANTEE; or upon mutual Agreement by the DEPARTMENT and GRANTEE. The DEPARTMENT may honor requests for just and equitable compensation to the GRANTEE for all satisfactory and eligible work completed under this Agreement up until 30 days after written notice, upon which time all outstanding reports and documents are due to the DEPARTMENT and the DEPARTMENT will no longer be liable to pay the GRANTEE for any further charges to the grant.
30. The GRANTEE agrees that the benefit to be derived by the State of Michigan from the full compliance by the GRANTEE with the terms of this Agreement is the preservation, protection and the net increase in the quality of public recreation facilities and resources which are available to the people of the State and of the United States and such benefit exceeds to an immeasurable and unascertainable extent the amount of money furnished by the State of

Michigan by way of assistance under the terms of this Agreement. The GRANTEE agrees that after final reimbursement has been made to the GRANTEE, repayment by the GRANTEE of grant funds received would be inadequate compensation to the State for any breach of this Agreement. The GRANTEE further agrees therefore, that the appropriate remedy in the event of a breach by the GRANTEE of this Agreement after final reimbursement has been made shall be the specific performance of this Agreement.

31. Prior to the completion of the project facilities, the GRANTEE shall return all grant money if the project area or project facilities are not constructed, operated or used in accordance with this Agreement.
32. The GRANTEE agrees 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 religion, race, color, national origin, age, sex, sexual orientation, height, weight, marital status, partisan considerations, or a disability or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position. The GRANTEE further agrees that any subcontract shall contain non-discrimination provisions which are not less stringent than this provision and binding upon any and all subcontractors. A breach of this covenant shall be regarded as a material breach of this Agreement.
33. The DEPARTMENT shall terminate and recover grant funds paid if the GRANTEE or any subcontractor, manufacturer, or supplier of the GRANTEE appears in the register compiled by the Michigan Department of Labor and Economic Growth pursuant to Public Act No. 278 of 1980.
34. The GRANTEE agrees to assist DEPARTMENT personnel in promotion of the Recreation Passport Program by distributing marketing materials provided by the DEPARTMENT.
35. The GRANTEE may not assign or transfer any interest in this Agreement without prior written authorization of the DEPARTMENT.
36. The rights of the DEPARTMENT under this Agreement shall continue for the anticipated life of the project facilities as stated in Section 7(d).

If this Agreement is approved by Resolution, a true copy must be attached to this Agreement. A sample Resolution is on the next page.

SAMPLE RESOLUTION
(Development)

Upon motion made by _____, seconded by _____, the following Resolution was adopted:

"RESOLVED, that the _____, Michigan, does hereby accept the terms of the Agreement as received from the Michigan Department of Natural Resources, and that the _____ does hereby specifically agree, but not by way of limitation, as follows:

1. To appropriate all funds necessary to complete the project during the project period and to provide _____ (\$_____) dollars to match the grant authorized by the DEPARTMENT.
2. To maintain satisfactory financial accounts, documents, and records to make them available to the DEPARTMENT for auditing at reasonable times.
3. To construct the project and provide such funds, services, and materials as may be necessary to satisfy the terms of said Agreement.
4. To regulate the use of the facility constructed and reserved under this Agreement to assure the use thereof by the public on equal and reasonable terms.
5. To comply with any and all terms of said Agreement including all terms not specifically set forth in the foregoing portions of this Resolution."

The following aye votes were recorded: _____

The following nay votes were recorded: _____

STATE OF MICHIGAN)
) ss
COUNTY OF _____)

I, _____, Clerk of the _____, Michigan, do hereby certify that the above is a true and correct copy of the Resolution relative to the Agreement with the Michigan Department of Natural Resources, which Resolution was adopted by the _____ at a meeting held _____.

Signature

Title

Date