

City of Pottersville - Council Agenda

Thursday, March 16, 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 February 23, 2023

F. Approval of Bills: General Bills of \$27,689.48 + \$15,931.42 = \$43,620.90

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) Acceptance of Resignation of Elected Official
- b) Appointment of Elected Official
- c) Closed Session for Legal Strategy pursuant to MCL 15.268(e)
- d) Professional Service Agreement for General Engineering

K. Public Comment on non-agenda items:

L. Communications from Council:

M. Next Regular Meeting: Thursday, April 20, 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, February 23, 2023, at 5:30 pm and the Pledge of Allegiance was recited.

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

Absent: Member Smalley

Approval of Agenda: Motion by Deputy Mayor Potter. Supported by Member Nichols. Vote: Unanimous. Motion Carried (6-0).

Approval of Minutes from Jan 19 and closed session: Motion by Member Nichols. Supported by Member Ranshaw. Vote: Unanimous. Motion Carried (6-0).

Approval of Bills: Motion by Member Pulda to approve payment of General Bills in the amount of \$83,122.62. Supported by Deputy Mayor Potter. Roll Call Vote: Unanimous. Motion Carried (6-0).

City Manager's Report: Manager's report is in the February 23, 2023, Council packet.

Public Comment on Non-Agenda Items: Stacy Sipes, Potterville Public Schools, Board of Education President, shared concerns with Council regarding a Council Member.

Public Comment on Agenda Items: None

Department Reports: Chief Barry, Four of the City's officers assisted in the MSU incident, which brought awareness of equipment they needed to update or acquire. The department has continued to attend training and has future ones such as assisting persons with special needs, rifle school, and the resource officer continued training. Zoning Administrator said attendance was low for the Planning Commission hearing for Marijuana. Hoping for a better turnout at the March meeting. Cambria Ridge has sold 6 lots and has begun the process for building. Beck Propane is placing a facility just north of Dollar General.

New Business:

Resolution 2023-0216-02: Utility Rate Changes, Motion by Deputy Mayor Potter. Supported by Member Nichols. Roll Call Vote: Unanimous. Motion Carried (6-0).

Remove Former Council Member as an Authorized Check Signer per Bank Request: Motion by Deputy Mayor Potter to remove Bruce Kring as an authorized check signer. Supported by Member Nichols. Vote: Unanimous. Motion Carried (6-0).

City of Potterville

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Communications from Mayor and Council: Mayor would like to thank the DPW for keeping the roads in good condition with the snow and ice. Also, she is very appreciative of the Police Department with all the incidents. Members Ranshaw and Pulda communicated they would be absent from the next meeting.

Next Meeting: March 16, 2023

Excuse Absent Members: Motion by Deputy Mayor Potter to excuse Member Smalley. Supported by Member Nichols. Vote: Unanimous. Motion Carried (6-0).

Meeting Adjourned: 6:08 pm

Respectfully Submitted by:

Becky Dolman

City Clerk

03/09/2023 10:44 AM

User: RDOLMAN

DB: Potterville

CUSTOM INVOICE REPORT FOR CITY OF POTTERVILLE
 EXP CHECK RUN DATES 02/24/2023 - 03/09/2023
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: GEN

Page: 1/2

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: ABFALTER REPAIR LLC 168	TIRE REPLACEMENT	305.00
TOTAL VENDOR ABFALTER REPAIR LLC		305.00
VENDOR NAME: ACE HARDWARE-GRAND LEDGE 4349	CABLE, COAXIAL CABLE, ADAPTER	65.73
4360	ANGLE ALUM, FASTENERS	42.79
4379	BATTERIES, FASTENERS, HOSE	78.76
4318	QUICK GRIP C-CLAMP, HEX NIPPLE, PART	24.97
TOTAL VENDOR ACE HARDWARE-GRAND LEDGE		212.25
VENDOR NAME: ALTOGAS, INC STATEMENT	FINANCE CHARGE	22.04
TOTAL VENDOR ALTOGAS, INC		22.04
VENDOR NAME: APPLIED IMAGING 2160975	PRINTER	161.54
TOTAL VENDOR APPLIED IMAGING		161.54
VENDOR NAME: B & L JANITORIAL & CARPET CL 7581	CARPET CLEANING	275.00
TOTAL VENDOR B & L JANITORIAL & CARPET CL		275.00
VENDOR NAME: CITY OF POTTERVILLE 1/26-2/23/23	WATER USAGE	960.66
TOTAL VENDOR CITY OF POTTERVILLE		960.66
VENDOR NAME: CMP DISTRIBUTORS 74741	HANDCUFFS, SPARE MAGAZINE- GLOCK, CQC PAD	91.85
TOTAL VENDOR CMP DISTRIBUTORS		91.85
VENDOR NAME: CONSUMERS ENERGY 1/25-2/23/23	UTILITIES	10,787.94
TOTAL VENDOR CONSUMERS ENERGY		10,787.94
VENDOR NAME: D & L FUELS 201164	GASOLINE REG UNLEAD	940.02
TOTAL VENDOR D & L FUELS		940.02
VENDOR NAME: DELTA DENTAL MARCH 2023	DENTAL BENEFITS	938.66
TOTAL VENDOR DELTA DENTAL		938.66
VENDOR NAME: DORNBOS SIGN & SAFETY INC. 68130	MI-NS- POST POUNDER (PROPANE)	500.00
TOTAL VENDOR DORNBOS SIGN & SAFETY INC.		500.00
VENDOR NAME: EATON COUNTY SHERIFF'S DEPARTMENT 2023-00000011	WORK CREW FULL DAY 2/2/23	300.00
TOTAL VENDOR EATON COUNTY SHERIFF'S DEPARTMENT		300.00
VENDOR NAME: FAMILY FARM AND HOME 1515	HYDRAULIC FLUID	119.97
TOTAL VENDOR FAMILY FARM AND HOME		119.97
VENDOR NAME: FERGUSON ENTERPRISES, INC 0160543-1	T10 MTR P/C	914.96
0172752	REG SEAL PIN BLK	16.00
TOTAL VENDOR FERGUSON ENTERPRISES, INC		930.96
VENDOR NAME: GRANGER CONTAINER SERVICE, INC 25227028	WASTE SERVICE	272.91
TOTAL VENDOR GRANGER CONTAINER SERVICE, INC		272.91
VENDOR NAME: INDIAN CREEK AG 5597	USED RIM RECONDITIONED	453.04

03/09/2023 10:44 AM

User: RDOLMAN

DB: Potterville

CUSTOM INVOICE REPORT FOR CITY OF POTTERVILLE
 EXP CHECK RUN DATES 02/24/2023 - 03/09/2023
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
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Page: 2/2

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: INDIAN CREEK AG		
	TOTAL VENDOR INDIAN CREEK AG	453.04
VENDOR NAME: MENARDS-LANSING WEST		
51050	JUMBO DECOR PLATE, CONNECTOR, 6-3 125' N	423.95
	TOTAL VENDOR MENARDS-LANSING WEST	423.95
VENDOR NAME: PHP		
SERVICES	MEDICAL BENEFITS FOR MARCH	6,160.92
	TOTAL VENDOR PHP	6,160.92
VENDOR NAME: POLLY PRODUCTS		
STATEMENT	BENCH FOR KEN FRY MEMORIAL	768.00
	TOTAL VENDOR POLLY PRODUCTS	768.00
VENDOR NAME: PRESTON COMMUNITY SERVICES LLC		
FEB 26, 23	SERVICES FOR JAN. 2023	1,333.33
	TOTAL VENDOR PRESTON COMMUNITY SERVICES LLC	1,333.33
VENDOR NAME: QUILL CO		
30958823	DATE STAMP	35.99
30959703	CALCULATOR, STAMP	31.58
	TOTAL VENDOR QUILL CO	67.57
VENDOR NAME: STATE OF MICHIGAN (E) STATE POLICE		
551-612529	TOKEN FEE FROM 1/1 2023- 3/31/2023	33.00
	TOTAL VENDOR STATE OF MICHIGAN (E) STATE POLICE	33.00
VENDOR NAME: THE COUNTY JOURNAL		
258521	PLANNING COMMISSION NOTICE	99.50
258222	YOUTH BASEBALL	116.20
258223	YOUTH BASEBALL	116.20
258705	BOARD OF REVIEW	89.90
258706	BOARD OF REVIEW	89.90
	TOTAL VENDOR THE COUNTY JOURNAL	511.70
VENDOR NAME: UNITED STATES POST OFFICE		
MAR 2023	WATER BILLS FOR WATER/SEWER USAGE FEB 20	222.96
	TOTAL VENDOR UNITED STATES POST OFFICE	222.96
VENDOR NAME: UNUM LIFE INSURANCE		
FEB 2023	SHORT/LONG TERM DISABILITY INSURANCE	306.19
	TOTAL VENDOR UNUM LIFE INSURANCE	306.19
VENDOR NAME: VISION SERVICE PLAN		
MARCH 2023	VISION MARCH COVERAGE 2023	202.52
	TOTAL VENDOR VISION SERVICE PLAN	202.52
VENDOR NAME: WILLIAMS & WORKS		
95487	VERMONTVILLE & LANSING RD INTERSECTION	387.50
	TOTAL VENDOR WILLIAMS & WORKS	387.50
GRAND TOTAL:		27,689.48

03/16/2023 10:55 AM
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CUSTOM INVOICE REPORT FOR CITY OF POTTERVILLE
EXP CHECK RUN DATES 03/10/2023 - 03/16/2023
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BANK CODE: GEN

Page: 1/2

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: ABFALTER REPAIR LLC 0159	REPIRD BAD FUEL PUMP	3,378.42
TOTAL VENDOR ABFALTER REPAIR LLC		3,378.42
VENDOR NAME: ACE HARDWARE-GRAND LEDGE 4395	FASTENERS	143.98
TOTAL VENDOR ACE HARDWARE-GRAND LEDGE		143.98
VENDOR NAME: BARRY, RICHARD 3/8/23	MEAL AT TRAINING	17.44
TOTAL VENDOR BARRY, RICHARD		17.44
VENDOR NAME: CARDMEMBER SERVICE 2/7/-3/7/23	TRUCK WINDOW, FIRST AID COURSES, GARGE D	1,279.23
TOTAL VENDOR CARDMEMBER SERVICE		1,279.23
VENDOR NAME: CINTAS CORPORATION #725 2/3-2/24/23	UNIFORM SERVICES	227.96
TOTAL VENDOR CINTAS CORPORATION #725		227.96
VENDOR NAME: CIVICPLUS 254964	MUNICODE PAGES	432.88
TOTAL VENDOR CIVICPLUS		432.88
VENDOR NAME: COLLINS, TYLER MAR	MEAL DURING TRAINING	24.81
TOTAL VENDOR COLLINS, TYLER		24.81
VENDOR NAME: CUMMINS, INC S3-71303	REPAIRS	729.57
TOTAL VENDOR CUMMINS, INC		729.57
VENDOR NAME: DOLMAN, REBECCA JAN- FEB	MILEAGE	52.50
TOTAL VENDOR DOLMAN, REBECCA		52.50
VENDOR NAME: FALIN, TIFFANI MARCH	MILEAGE AND PARKING FOR CONFERENCE	59.31
TOTAL VENDOR FALIN, TIFFANI		59.31
VENDOR NAME: FAMILY FARM AND HOME 1526	EXT CORD, PADLOCK CABLE, PADLOCK, CONNEC	94.96
TOTAL VENDOR FAMILY FARM AND HOME		94.96
VENDOR NAME: FERGUSON ENTERPRISES, INC 0173449	MTR	457.48
TOTAL VENDOR FERGUSON ENTERPRISES, INC		457.48
VENDOR NAME: FOSTER SWIFT COLLINS & SMITH 854048	CHERRY STREET SANITARY, GENERAL	1,025.00
TOTAL VENDOR FOSTER SWIFT COLLINS & SMITH		1,025.00
VENDOR NAME: HERSON, PATRICK MARCH	TRAINING MEAL	28.52
TOTAL VENDOR HERSON, PATRICK		28.52
VENDOR NAME: JODI WEST JAN	POWER STRIP	15.89
TOTAL VENDOR JODI WEST		15.89
VENDOR NAME: POTTERVILLE APPLIED TECHNOLOGY 25083 25086	REMOTE MONITORING- ANNUAL COST EXCHANGE ONLINE, 365 APPS LICENSE1786.74	4,050.00 1,786.74
TOTAL VENDOR POTTERVILLE APPLIED TECHNOLOGY		5,836.74
VENDOR NAME: ST. REGIS CULVERT, INC.		

03/16/2023 10:55 AM
User: RDOLMAN
DB: Pottersville

CUSTOM INVOICE REPORT FOR CITY OF POTTERVILLE
EXP CHECK RUN DATES 03/10/2023 - 03/16/2023
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: GEN

Page: 2/2

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: ST. REGIS CULVERT, INC.		
119238	CARBIDE BLADE	991.80
TOTAL VENDOR ST. REGIS CULVERT, INC.		991.80
VENDOR NAME: VERIZON WIRELESS		
9929345508	2/6-3/5/23	39.02
9928987265	PHONES FEB 2- MARCH 1	542.56
TOTAL VENDOR VERIZON WIRELESS		581.58
VENDOR NAME: WOW!BUSINESS		
3/6/ -4/5/23	PHONES AND INTERNES	553.35
TOTAL VENDOR WOW!BUSINESS		553.35
GRAND TOTAL:		15,931.42

03/02/2023 09:24 AM
User: JWest
DB: Potterville

BANK RECONCILIATION FOR CITY OF POTTERVILLE
Bank PR (PAYROLL ACCOUNT)
FROM 02/01/2023 TO 02/28/2023
Reconciliation Record ID: 177

Page 1/1

000006

GL Number	Description	Beginning Balance
750-000-001.000	CASH	4,636.13
Beginning GL Balance:		4,636.13
Add: Payroll Disbursements		4,186.89
Ending GL Balance:		8,823.02

GL Number	Description	Ending Balance
750-000-001.000	CASH	8,823.02
Ending GL Balance:		8,823.02
Ending Bank Balance:		8,900.76
Add: Deposits in Transit		0.00
Less: 0 AP Outstanding Checks		
Less: 1 PR Outstanding Checks		77.74
Adjusted Bank Balance		8,823.02
Unreconciled Difference:		0.00

REVIEWED BY:



DATE:

3-2-23

03/02/2023 09:32 AM
User: JWest
DB: Potterville

BANK RECONCILIATION FOR CITY OF POTTERVILLE
Bank TAX (TAX ACCOUNT)
FROM 02/01/2023 TO 02/28/2023
Reconciliation Record ID: 175

Page 1/1

000007

GL Number	Description	Beginning Balance
703-000-001.000	CASH	362,560.99
Beginning GL Balance:		362,560.99
Add: Cash Receipts		216,400.72
Add: Tax Receipts		10,245.13
Less: Cash Disbursements		(565,478.45)
Add: Journal Entries/Other		769.46
Ending GL Balance:		24,497.85
GL Number	Description	Ending Balance
703-000-001.000	CASH	24,497.85
Ending GL Balance:		24,497.85
Ending Bank Balance:		449,572.78
Add: Miscellaneous Transactions		8.81
Add: Deposits in Transit		
	02/27/2023 Deposit ID: 1234	940.91
	02/28/2023 Deposit ID: 1237	1,131.88
		2,072.79
Less: 9 AP Outstanding Checks		427,156.53
Less: 0 PR Outstanding Checks		
Adjusted Bank Balance		24,497.85
Unreconciled Difference:		0.00

REVIEWED BY: _____



DATE: _____

3-2-23

03/02/2023 09:22 AM
User: JWest
DB: Potterville

BANK RECONCILIATION FOR CITY OF POTTERVILLE
Bank FEST (GIZZARD FEST)
FROM 02/01/2023 TO 02/28/2023
Reconciliation Record ID: 179

Page 1/1 000008

GL Number	Description	Beginning Balance
211-000-001.000	CASH	35,135.80
Beginning GL Balance:		35,135.80
Add: Cash Receipts		7,767.95
Less: Cash Disbursements		(24.48)
Add: Journal Entries/Other		157.28
Ending GL Balance:		43,036.55

GL Number	Description	Ending Balance
211-000-001.000	CASH	43,036.55
Ending GL Balance:		43,036.55
Ending Bank Balance:		41,036.55
Add: Deposits in Transit		
02/28/2023 Deposit ID: 1235		2,000.00
		2,000.00
Less: 0 AP Outstanding Checks		
Less: 0 PR Outstanding Checks		
Adjusted Bank Balance		43,036.55
Unreconciled Difference:		0.00

REVIEWED BY: 

DATE: 3-2-23

03/02/2023 03:18 PM
User: JWest
DB: Potterville

BANK RECONCILIATION FOR CITY OF POTTERVILLE
Bank GEN (GENERAL POOLED ACCOUNT)
FROM 02/01/2023 TO 02/28/2023
Reconciliation Record ID: 180

Page 1/1

000009

GL Number	Description	Beginning Balance
101-000-001.000	CASH	1,110,400.35
202-000-001.000	CASH	217,787.64
203-000-001.000	CASH	24,425.75
208-000-001.000	CASH	10,368.05
370-000-001.000	CASH	
401-000-001.000	CASH	5,679.36
590-000-001.000	CASH	42,423.63
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	536,439.72
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	33,412.10

Beginning GL Balance:	2,849,788.86
Add: Cash Receipts	135,029.30
Less: Cash Disbursements	(64,387.36)
Less: Payroll Disbursements	(73,482.92)
Add: Journal Entries/Other	194,955.76
Ending GL Balance:	3,041,903.64

GL Number	Description	Ending Balance
101-000-001.000	CASH	1,168,654.79
202-000-001.000	CASH	258,076.73
203-000-001.000	CASH	46,287.99
208-000-001.000	CASH	(3,038.68)
370-000-001.000	CASH	
401-000-001.000	CASH	5,679.36
590-000-001.000	CASH	111,386.76
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	592,286.92
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	(6,282.49)

Ending GL Balance: 3,041,903.64

Ending Bank Balance: 3,083,346.71

Add: Miscellaneous Transactions 4,048.93

Add: Deposits in Transit

02/27/2023 Deposit ID: 1233 771.41

02/28/2023 Deposit ID: 1236 519.02

1,290.43

Less: 43 AP Outstanding Checks 46,782.43

Less: 0 PR Outstanding Checks

Adjusted Bank Balance 3,041,903.64

Unreconciled Difference: 0.00

REVIEWED BY: 

DATE: 3-2-2023

03/03/2023 10:35 AM

REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

Page: 1/19

User: JWest

DB: Potterville

PERIOD ENDING 02/28/2023

GL NUMBER	DESCRIPTION	END BALANCE	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE
		06/30/2022	ORIGINAL	02/28/2023	MONTH 02/28/2023	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	587,278.07	5,159.49	8,721.93
101-000-403.000	SOLID WASTE TAX	75,046.54	75,000.00	74,922.56	657.96	77.44
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	19.40	0.00	1,480.60
101-000-434.000	TRAILER COURT TAX	2,413.00	2,500.00	1,533.00	213.50	967.00
101-000-445.000	CITY PENALTY	3,604.76	3,000.00	1,234.88	480.85	1,765.12
101-000-447.000	ADMINISTRATION FEE	29,921.55	29,800.00	30,097.81	5,427.56	(297.81)
101-000-476.000	PERMITS	9,578.45	6,465.45	5,450.00	980.00	1,015.45
101-000-477.000	3% CABLE T.V.	7,722.55	8,500.00	5,532.25	0.00	2,967.75
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	174,878.00	56,022.00	105,122.00
101-000-574.100	EVIP DISTRIBUTION (A, C, E)	39,564.00	39,564.00	20,968.00	6,989.00	18,596.00
101-000-579.000	GRANT REVENUE	0.00	108,850.00	63,450.00	63,450.00	45,400.00
101-000-602.000	FOIA	0.00	0.00	96.10	46.08	(96.10)
101-000-607.000	CHARGES FOR SERVICES - PD	546.23	350.00	367.20	0.00	(17.20)
101-000-656.000	FINES & FORFEITURES	2,785.11	2,100.00	1,268.50	5.00	831.50
101-000-665.000	INTEREST	3,689.34	3,500.00	15,304.13	(15,478.62)	(11,804.13)
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	0.00	(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)
101-000-677.000	SCHOOL SRO REIMBURSEMENT	0.00	0.00	13,153.84	0.00	(13,153.84)
101-000-680.004	SPECIAL EVENTS-GIZZARDFEST	45,750.00	34,000.00	0.00	0.00	34,000.00
101-000-684.000	MISC INCOME	51.25	0.00	32.19	0.00	(32.19)
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	1,253,566.24	123,952.82	272,901.48
TOTAL REVENUES		1,561,296.46	1,526,467.72	1,253,566.24	123,952.82	272,901.48
Expenditures						
Dept 101 - CITY COUNCIL						
101-101-703.000	SALARIES	2,047.50	3,000.00	1,650.00	0.00	1,350.00
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	126.21	0.00	388.79
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	0.00	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	0.00	(29,250.09)
101-101-961.000	CONFERENCE AND WORKSHOPS	0.00	0.00	85.00	0.00	(85.00)
Total Dept 101 - CITY COUNCIL		26,573.83	30,475.00	55,018.25	0.00	(24,543.25)

Dept 171 - MAYOR

03/03/2023 10:35 AM

User: JWest

DB: Potterville

REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

Page: 2/19

PERIOD ENDING 02/28/2023

GL NUMBER	DESCRIPTION	END BALANCE	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE
		06/30/2022	ORIGINAL	02/28/2023	MONTH 02/28/2023	BALANCE
		NORMAL (ABNORMAL)	BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)
Fund 101 - GENERAL FUND						
Expenditures						
101-171-703.000	SALARIES	810.00	850.00	180.00	0.00	670.00
101-171-719.000	FRINGE BENEFITS	61.96	85.00	13.77	0.00	71.23
Total Dept 171 - MAYOR		871.96	935.00	193.77	0.00	741.23
Dept 172 - CITY MANAGER						
101-172-703.000	SALARIES	75,045.36	78,060.53	48,454.09	6,004.66	29,606.44
101-172-719.000	FRINGE BENEFITS	16,954.92	19,000.00	11,471.08	1,521.36	7,528.92
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	59,944.81	7,526.02	37,495.72
Dept 215 - CLERK						
101-215-703.000	SALARIES	30,701.43	34,733.28	20,975.00	1,335.84	13,758.28
101-215-703.004	FAMILIES FIRST CORONAVIRUS RESPONSE ACT	0.00	0.00	0.00	1,335.84	0.00
101-215-719.000	FRINGE BENEFITS	3,150.09	4,000.00	1,976.38	348.67	2,023.62
101-215-740.000	SUPPLIES	387.31	450.00	180.25	92.69	269.75
101-215-741.000	POSTAGE	156.00	200.00	282.00	0.00	(82.00)
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	775.00	105.00	1,225.00
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	8,376.55	0.00	(1,376.55)
101-215-958.000	DUES AND SUBSCRIPTIONS	60.00	160.00	95.00	0.00	65.00
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	32,660.18	3,218.04	17,733.10
Dept 223 - AUDIT						
101-223-807.000	AUDIT	17,600.00	18,000.00	21,450.00	0.00	(3,450.00)
Total Dept 223 - AUDIT		17,600.00	18,000.00	21,450.00	0.00	(3,450.00)
Dept 253 - TREASURERS OFFICE						
101-253-703.000	SALARIES	64,533.44	67,404.17	41,848.63	5,184.94	25,555.54
101-253-719.000	FRINGE BENEFITS	22,990.37	23,000.00	16,289.56	2,019.39	6,710.44
101-253-740.000	SUPPLIES	520.08	300.00	325.41	152.12	(25.41)
101-253-741.000	POSTAGE	935.26	1,400.00	1,347.78	0.00	52.22
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	2,645.57	295.95	354.43
101-253-961.000	CONFERENCE AND WORKSHOPS	75.00	75.00	248.00	0.00	(173.00)
Total Dept 253 - TREASURERS OFFICE		92,698.97	95,979.17	62,704.95	7,652.40	33,274.22
Dept 257 - ASSESSOR						
101-257-703.000	SALARIES	1,113.72	1,205.78	580.80	85.91	624.98
101-257-719.000	FRINGE BENEFITS	697.47	827.50	433.70	44.85	393.80
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

03/03/2023 10:35 AM

REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

Page: 3/19

User: JWest

DB: Potterville

PERIOD ENDING 02/28/2023

GL NUMBER	DESCRIPTION	END BALANCE	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE
		06/30/2022	ORIGINAL	02/28/2023	MONTH 02/28/2023	BALANCE
		NORMAL (ABNORMAL)	BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)
Fund 101 - GENERAL FUND						
Expenditures						
101-257-741.000	POSTAGE	426.68	500.00	467.89	467.89	32.11
101-257-781.000	COMPUTER SOFTWARE	235.00	250.00	235.00	0.00	15.00
101-257-810.050	RE INSPECTION - 20%	3,237.00	3,150.00	2,190.57	257.71	959.43
101-257-813.000	BOARD OF REVIEW	1,260.14	1,575.00	250.00	0.00	1,325.00
101-257-818.000	CONTRACT LABOR	15,999.96	16,000.00	7,999.98	1,333.33	8,000.02
Total Dept 257 - ASSESSOR		23,432.17	24,358.28	12,157.94	2,189.69	12,200.34
Dept 265 - CITY HALL						
101-265-703.000	SALARIES	20,965.53	22,617.32	14,028.77	1,680.63	8,588.55
101-265-719.000	FRINGE BENEFITS	9,011.83	10,000.00	5,765.75	776.19	4,234.25
101-265-731.000	PUBLICATION	610.48	500.00	496.10	0.00	3.90
101-265-740.000	SUPPLIES	3,968.14	3,600.00	1,690.52	263.23	1,909.48
101-265-741.000	POSTAGE	635.17	500.00	889.32	(1.26)	(389.32)
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	12,281.82	7,044.36	(5,281.82)
101-265-802.000	SERVICE	1,007.16	2,000.00	1,613.64	108.10	386.36
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	1,105.26	(154.94)	(405.26)
101-265-880.200	COMMUNITY SPEC EVENTS	5,885.04	1,200.00	1,661.54	0.00	(461.54)
101-265-880.300	COMMUNITY SPEC EVENTS/GIZZARDFEST	28,801.64	30,000.00	0.00	0.00	30,000.00
101-265-958.000	DUES AND SUBSCRIPTIONS	220.00	350.00	190.00	0.00	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	750.00	0.00	(700.00)
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	41,162.21	9,716.31	38,905.11
Dept 266 - ATTORNEY						
101-266-801.000	ATTORNEY	17,615.00	18,000.00	16,164.84	1,865.50	1,835.16
Total Dept 266 - ATTORNEY		17,615.00	18,000.00	16,164.84	1,865.50	1,835.16
Dept 301 - POLICE						
101-301-703.000	SALARIES	144,626.53	222,326.62	121,081.50	18,368.25	101,245.12
101-301-703.002	OVERTIME SALARIES	685.13	2,300.00	9,387.28	2,295.34	(7,087.28)
101-301-719.000	FRINGE BENEFITS	36,466.56	38,377.80	35,563.00	5,780.87	2,814.80
101-301-728.000	UNIFORM EXPENSES	2,083.20	2,400.00	4,429.27	504.14	(2,029.27)
101-301-740.000	SUPPLIES	7,964.22	7,300.00	5,937.92	490.85	1,362.08
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	2,549.90	0.00	2,450.10
101-301-781.000	COMPUTER SOFTWARE	878.44	600.00	481.20	0.00	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	2,038.08	0.00	(238.08)
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	1,145.70	160.86	454.30
101-301-862.000	GAS	6,771.72	1,000.00	286.95	128.91	713.05
101-301-958.000	DUES AND SUBSCRIPTIONS	1,053.10	1,100.00	25.00	0.00	1,075.00
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

03/03/2023 10:35 AM

User: JWest

DB: Potterville

REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

Page: 4/19

PERIOD ENDING 02/28/2023

GL NUMBER	DESCRIPTION	END BALANCE	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE
		06/30/2022	ORIGINAL	02/28/2023	MONTH 02/28/2023	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	246,807.80	27,729.22	104,346.62
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	127,200.00	0.00	0.00
Total Dept 337 - EMS		124,800.00	127,200.00	127,200.00	0.00	0.00
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	3,836.40	0.00	(1,836.40)
Total Dept 445 - DRAIN AT LARGE		3,259.51	2,000.00	3,836.40	0.00	(1,836.40)
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	3,327.98	902.19	3,172.02
Total Dept 701 - PLANNING COMMISSION		5,615.44	7,851.79	4,097.42	902.19	3,754.37
Dept 702 - ZONING						
101-702-703.000	SALARIES	37,826.70	38,850.93	24,103.23	2,988.54	14,747.70
101-702-719.000	FRINGE BENEFITS	3,498.60	3,850.00	2,266.07	390.01	1,583.93
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	0.00	(71.99)
101-702-853.000	TELEPHONE EXPENSE	892.30	900.00	471.90	53.62	428.10
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	27,758.19	3,432.17	17,767.74
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

03/03/2023 10:35 AM

REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

Page: 5/19

User: JWest

DB: Potterville

PERIOD ENDING 02/28/2023

GL NUMBER	DESCRIPTION	END BALANCE	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE
		06/30/2022	ORIGINAL	02/28/2023	MONTH 02/28/2023	BALANCE
		NORMAL (ABNORMAL)	BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)
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Fund 101 - GENERAL FUND						
Expenditures						
101-906-991.500	DEBT PRINCIPAL & INTEREST	0.00	3,590.00	0.00	0.00	3,590.00
101-906-992.000	PRINCIPAL & INTEREST - PATROL CAR	12,329.08	13,000.00	8,634.72	1,079.34	4,365.28
101-906-993.000	BOND INTEREST	28,748.08	29,800.00	25,001.03	0.00	4,798.97
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Total Dept 906 - DEBT SERVICE		81,102.81	84,151.00	66,150.63	1,079.34	18,000.37
 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	0.00	73,255.81
101-966-965.401	CONTRIB TO CAPITAL PROJECT FUND	2,654.00	2,654.00	2,654.00	0.00	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
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Total Dept 966 - CONTRIBUTIONS TO OTHER FUNDS		524,295.90	462,671.12	195,604.00	0.00	267,067.12
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TOTAL EXPENDITURES		1,418,424.13	1,506,302.84	975,827.57	65,310.88	530,475.27
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Fund 101 - GENERAL FUND:						
TOTAL REVENUES		1,561,296.46	1,526,467.72	1,253,566.24	123,952.82	272,901.48
TOTAL EXPENDITURES		1,418,424.13	1,506,302.84	975,827.57	65,310.88	530,475.27
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NET OF REVENUES & EXPENDITURES		142,872.33	20,164.88	277,738.67	58,641.94	(257,573.79)

03/03/2023 10:35 AM

User: JWest

DB: Potterville

REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

Page: 6/19

PERIOD ENDING 02/28/2023

GL NUMBER	DESCRIPTION	END BALANCE	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE
		06/30/2022	ORIGINAL	02/28/2023	MONTH 02/28/2023	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	5,198.21	0.00	1,001.79
202-000-553.000	ACT 51	231,406.78	227,000.00	124,212.93	25,570.32	102,787.07
202-000-582.000	COUNTY ROAD MILL 2014	41,338.18	41,000.00	15,212.71	15,198.49	25,787.29
202-000-665.000	INTEREST	0.00	0.00	3,730.74	3,730.74	(3,730.74)
Total Dept 000		279,118.34	274,200.00	148,354.59	44,499.55	125,845.41
TOTAL REVENUES		279,118.34	274,200.00	148,354.59	44,499.55	125,845.41
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	3,336.00	3,336.00	664.00
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	97,086.00	3,336.00	72,414.00
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	370.96	0.00	(120.96)
Total Dept 478 - WINTER MAINT		185.22	250.00	370.96	0.00	(120.96)
Dept 480 - CONSTRUCTION						
202-480-803.000	ENGINEERS FEES	4,057.50	5,500.00	2,923.21	474.46	2,576.79
202-480-818.000	CONTRACT LABOR	21,828.17	33,500.00	31,686.57	0.00	1,813.43
Total Dept 480 - CONSTRUCTION		25,885.67	39,000.00	34,609.78	474.46	4,390.22
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	135,276.63	3,810.46	91,423.37
Fund 202 - MAJOR STREET FUND:						
TOTAL REVENUES		279,118.34	274,200.00	148,354.59	44,499.55	125,845.41
TOTAL EXPENDITURES		211,745.04	226,700.00	135,276.63	3,810.46	91,423.37
NET OF REVENUES & EXPENDITURES		67,373.30	47,500.00	13,077.96	40,689.09	34,422.04

03/03/2023 10:35 AM

REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

Page: 7/19

User: JWest

DB: Potterville

PERIOD ENDING 02/28/2023

GL NUMBER	DESCRIPTION	END BALANCE	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE
		06/30/2022	ORIGINAL	02/28/2023	MONTH 02/28/2023	BALANCE
		NORMAL (ABNORMAL)	BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)

03/03/2023 10:35 AM

User: JWest

DB: Potterville

REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

Page: 8/19

PERIOD ENDING 02/28/2023

GL NUMBER	DESCRIPTION	END BALANCE	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE
		06/30/2022	ORIGINAL	02/28/2023	MONTH 02/28/2023	BALANCE
		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	31,801.79	0.00	6,198.21
203-000-553.000	ACT 51	92,397.76	88,000.00	49,351.77	10,159.49	38,648.23
203-000-555.100	GRANT ENHANCEMENT - STATE	0.00	100,000.00	100,000.00	0.00	0.00
203-000-582.000	COUNTY ROAD MILL 2014	33,819.39	32,000.00	11,984.32	11,941.67	20,015.68
203-000-665.000	INTEREST	0.00	0.00	373.08	373.08	(373.08)
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	343,510.96	22,474.24	182,129.03
TOTAL REVENUES		369,767.04	525,639.99	343,510.96	22,474.24	182,129.03
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	370.96	0.00	(70.96)
Total Dept 478 - WINTER MAINT		285.58	300.00	370.96	0.00	(70.96)
Dept 480 - CONSTRUCTION						
203-480-803.000	ENGINEERS FEES	14,081.82	15,000.00	11,532.85	362.00	3,467.15
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	245,403.80	362.00	4,596.20
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	86,487.20	0.00	69,812.80
Total Dept 906 - DEBT SERVICE		301,565.81	304,800.00	118,995.20	0.00	185,804.80
TOTAL EXPENDITURES		352,663.06	581,600.00	389,769.96	362.00	191,830.04
Fund 203 - LOCAL STREET FUND:						
TOTAL REVENUES		369,767.04	525,639.99	343,510.96	22,474.24	182,129.03
TOTAL EXPENDITURES		352,663.06	581,600.00	389,769.96	362.00	191,830.04

03/03/2023 10:35 AM

REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

Page: 9/19

User: JWest

DB: Potterville

PERIOD ENDING 02/28/2023

GL NUMBER	DESCRIPTION	END BALANCE	2022-23	YTD BALANCE	ACTIVITY FOR		AVAILABLE
		06/30/2022	ORIGINAL	02/28/2023	MONTH	02/28/2023	BALANCE
		NORMAL (ABNORMAL)	BUDGET	NORMAL (ABNORMAL)	INCREASE	(DECREASE)	NORMAL (ABNORMAL)
Fund 203 - LOCAL STREET FUND							
NET OF REVENUES & EXPENDITURES		17,103.98	(55,960.01)	(46,259.00)		22,112.24	(9,701.01)

03/03/2023 10:35 AM

REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

Page: 10/19

User: JWest

DB: Potterville

PERIOD ENDING 02/28/2023

		END BALANCE 06/30/2022		2022-23 ORIGINAL		YTD BALANCE 02/28/2023		ACTIVITY FOR MONTH 02/28/2023		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	2,360.00		150.00		20,640.00		
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	4,030.00		2,945.00		1,470.00		
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	1,050.00		150.00		950.00		
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		0.00		73,255.81		
Total Dept 000		162,202.66		203,765.81	64,420.06		3,245.00		139,345.75		
TOTAL REVENUES		162,202.66		203,765.81	64,420.06		3,245.00		139,345.75		
Expenditures											
Dept 751 - PARK ADMIN											
208-751-703.000	SALARIES	48,472.10		51,395.88	29,702.39		3,338.50		21,693.49		
208-751-719.000	FRINGE BENEFITS	20,499.10		20,060.39	14,879.99		1,944.96		5,180.40		
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	308.66		0.00		3,391.34		
208-751-781.000	COMPUTER SOFTWARE	144.00		150.00	72.00		0.00		78.00		
208-751-803.000	ENGINEERS FEES	6,102.23		2,600.00	15,176.19		605.00		(12,576.19)		
208-751-809.000	TRAINING	0.00		0.00	840.00		640.00		(840.00)		
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	3,564.62		1,200.00		1,435.38		
208-751-853.000	TELEPHONE EXPENSE	853.73		850.00	432.88		53.62		417.12		
208-751-913.000	INSURANCE-LIAB & WORKMAN COMP	9,000.00		9,300.00	9,283.91		0.00		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	75,253.46		7,782.08		63,782.81		
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	4,538.70		190.93		(3,038.70)		
Total Dept 770 - LAKE ALLIANCE MAINTENANCE		21,041.48		6,300.00	9,335.64		190.93		(3,035.64)		
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		

03/03/2023 10:35 AM

User: JWest

DB: Potterville

REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

Page: 11/19

PERIOD ENDING 02/28/2023

GL NUMBER	DESCRIPTION	END BALANCE	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE
		06/30/2022	ORIGINAL	02/28/2023	MONTH 02/28/2023	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	232.40	232.40	17.60
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	0.00	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	993.95	232.40	1,906.05
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	1,540.09	310.00	259.91
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	3,262.79	310.00	10,237.21
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	0.00	542.49
208-778-814.000	BANK SERVICE CHARGES	632.32	450.00	525.48	56.85	(75.48)
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	9,712.33	56.85	5,107.67
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	99,230.15	8,572.26	84,076.12
Fund 208 - PARK FUND:						
TOTAL REVENUES		162,202.66	203,765.81	64,420.06	3,245.00	139,345.75
TOTAL EXPENDITURES		157,071.39	183,306.27	99,230.15	8,572.26	84,076.12
NET OF REVENUES & EXPENDITURES		5,131.27	20,459.54	(34,810.09)	(5,327.26)	55,269.63

03/03/2023 10:35 AM

User: JWest

DB: Potterville

REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

Page: 12/19

PERIOD ENDING 02/28/2023

GL NUMBER	DESCRIPTION	END BALANCE	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE
		06/30/2022	ORIGINAL	02/28/2023	MONTH 02/28/2023	BALANCE
		NORMAL (ABNORMAL)	BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)
Fund 211 - GIZZARD FEST						
Revenues						
Dept 000						
211-000-665.000	INTEREST	0.00	0.00	82.28	82.28	(82.28)
211-000-674.000	DONATIONS	0.00	0.00	5,692.95	4,692.95	(5,692.95)
211-000-674.100	SPONSORSHIP	0.00	0.00	2,000.00	2,000.00	(2,000.00)
211-000-681.000	VENDOR BOOTHS	0.00	0.00	800.00	75.00	(800.00)
211-000-682.000	RACE	0.00	0.00	75.00	75.00	(75.00)
211-000-686.000	PAGEANT	0.00	0.00	1,000.00	1,000.00	(1,000.00)
Total Dept 000		0.00	0.00	9,650.23	7,925.23	(9,650.23)
TOTAL REVENUES		0.00	0.00	9,650.23	7,925.23	(9,650.23)
Expenditures						
Dept 779 - SPECIAL EVENTS						
211-779-740.000	SUPPLIES	0.00	0.00	(400.82)	24.48	400.82
Total Dept 779 - SPECIAL EVENTS		0.00	0.00	(400.82)	24.48	400.82
TOTAL EXPENDITURES		0.00	0.00	(400.82)	24.48	400.82
Fund 211 - GIZZARD FEST :						
TOTAL REVENUES		0.00	0.00	9,650.23	7,925.23	(9,650.23)
TOTAL EXPENDITURES		0.00	0.00	(400.82)	24.48	400.82
NET OF REVENUES & EXPENDITURES		0.00	0.00	10,051.05	7,900.75	(10,051.05)

03/03/2023 10:35 AM

User: JWest

DB: Potterville

REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

Page: 13/19

PERIOD ENDING 02/28/2023

GL NUMBER	DESCRIPTION	END BALANCE	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE
		06/30/2022	ORIGINAL	02/28/2023	MONTH 02/28/2023	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	175,963.07	3,852.77	(4,963.07)
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	38.50	6.47	51.50
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	195,397.55	3,859.24	(5,307.55)
TOTAL REVENUES		186,282.48	190,090.00	195,397.55	3,859.24	(5,307.55)
Expenditures						
Dept 728 - TIFA DEPT						
247-728-703.005	WAGES - OTHER	4,975.00	4,900.00	3,266.65	408.33	1,633.35
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	5,058.86	0.00	6,267.70
247-728-807.000	AUDIT	4,500.00	4,650.00	4,250.00	0.00	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	73,715.92	408.33	141,512.64
TOTAL EXPENDITURES		250,301.41	215,228.56	73,715.92	408.33	141,512.64
Fund 247 - TAX INCREMENT FINANCING AUTHOR:						
TOTAL REVENUES		186,282.48	190,090.00	195,397.55	3,859.24	(5,307.55)
TOTAL EXPENDITURES		250,301.41	215,228.56	73,715.92	408.33	141,512.64
NET OF REVENUES & EXPENDITURES		(64,018.93)	(25,138.56)	121,681.63	3,450.91	(146,820.19)

03/03/2023 10:35 AM

User: JWest

DB: Potterville

REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

Page: 14/19

PERIOD ENDING 02/28/2023

GL NUMBER	DESCRIPTION	END BALANCE	2022-23	YTD BALANCE	ACTIVITY FOR		AVAILABLE	
		06/30/2022	ORIGINAL	02/28/2023	MONTH	02/28/2023	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		0.00		0.00
Total Dept 000		2,654.00	2,654.00	2,654.00		0.00		0.00
TOTAL REVENUES		2,654.00	2,654.00	2,654.00		0.00		0.00
Expenditures								
Dept 729 - DOWNTOWN								
401-729-740.600	LANDSCAPING SUPPLIES	1,777.71	3,000.00	698.40		0.00		2,301.60
401-729-818.000	CONTRACT LABOR	55.50	600.00	145.00		0.00		455.00
Total Dept 729 - DOWNTOWN		1,833.21	3,600.00	843.40		0.00		2,756.60
TOTAL EXPENDITURES		1,833.21	3,600.00	843.40		0.00		2,756.60
Fund 401 - CAPITAL PROJECT FUND- DOWNTOWN:								
TOTAL REVENUES		2,654.00	2,654.00	2,654.00		0.00		0.00
TOTAL EXPENDITURES		1,833.21	3,600.00	843.40		0.00		2,756.60
NET OF REVENUES & EXPENDITURES		820.79	(946.00)	1,810.60		0.00		(2,756.60)

03/03/2023 10:35 AM

User: JWest

DB: Potterville

REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

Page: 15/19

PERIOD ENDING 02/28/2023

GL NUMBER	DESCRIPTION	END BALANCE	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE
		06/30/2022	ORIGINAL	02/28/2023	MONTH 02/28/2023	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	101,464.29	27,615.34	53,535.71
590-000-642.001	FIXED COSTS	421,033.63	415,000.00	319,973.59	78,651.48	95,026.41
590-000-656.000	FINES & FORFEITURES	12,831.59	15,000.00	11,624.67	1,426.36	3,375.33
590-000-665.000	INTEREST	0.00	0.00	5,596.10	5,596.10	(5,596.10)
590-000-666.000	INSPECTION FEE	0.00	0.00	75.00	75.00	(75.00)
590-000-672.000	HOOK UP FEES	0.00	10,000.00	13,500.00	13,500.00	(3,500.00)
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	452,233.65	126,864.28	196,766.35
TOTAL REVENUES		730,189.54	649,000.00	452,233.65	126,864.28	196,766.35
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	286.52	286.52	4,263.48
590-556-775.000	REPAIRS & MAINT	1,726.81	1,500.00	361.34	44.05	1,138.66
590-556-802.000	SERVICE	4,712.36	7,000.00	3,066.77	1,712.85	3,933.23
590-556-803.000	ENGINEERS FEES	11,139.93	15,000.00	12,417.29	1,114.00	2,582.71
590-556-818.000	CONTRACT LABOR	900.00	1,500.00	700.00	700.00	800.00
590-556-965.600	CONTRIBUTION TO 641 LABOR & EQUIPMENT	135,000.00	135,000.00	67,500.00	0.00	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	0.00	19,196.96
Total Dept 556 - DPW		481,847.88	268,550.00	162,898.76	3,857.42	105,651.24
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	134,729.37	0.00	81,425.63
Total Dept 906 - DEBT SERVICE		206,724.75	376,156.00	176,729.37	0.00	199,426.63
TOTAL EXPENDITURES		689,576.99	647,806.00	339,628.13	3,857.42	308,177.87
Fund 590 - SEWER FUND:						
TOTAL REVENUES		730,189.54	649,000.00	452,233.65	126,864.28	196,766.35
TOTAL EXPENDITURES		689,576.99	647,806.00	339,628.13	3,857.42	308,177.87
NET OF REVENUES & EXPENDITURES		40,612.55	1,194.00	112,605.52	123,006.86	(111,411.52)

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REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

Page: 16/19

PERIOD ENDING 02/28/2023

GL NUMBER	DESCRIPTION	END BALANCE	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE
		06/30/2022	ORIGINAL	02/28/2023	MONTH 02/28/2023	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	129,446.73	35,204.45	73,553.27
591-000-642.001	FIXED COSTS	347,274.86	476,460.00	252,074.41	62,550.81	224,385.59
591-000-644.000	PENALTIES	220.00	0.00	410.00	40.00	(410.00)
591-000-656.000	FINES & FORFEITURES	12,477.79	14,000.00	10,063.50	1,252.15	3,936.50
591-000-665.000	INTEREST	0.00	0.00	12,684.47	12,684.47	(12,684.47)
591-000-666.000	INSPECTION FEE	0.00	0.00	75.00	75.00	(75.00)
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	404,754.11	111,806.88	290,705.89
TOTAL REVENUES		552,016.19	695,460.00	404,754.11	111,806.88	290,705.89
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	574.17	0.00	925.83
591-537-741.000	POSTAGE	3,324.13	3,500.00	1,799.57	222.96	1,700.43
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	2,448.74	222.96	5,751.26
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	2,215.95	584.65	284.05
591-556-743.000	METERS	3,760.85	4,550.00	2,204.00	0.00	2,346.00
591-556-775.000	REPAIRS & MAINT	31,906.54	2,500.00	2,907.97	1,160.00	(407.97)
591-556-802.000	SERVICE	10,500.08	8,200.00	7,433.96	1,677.00	766.04
591-556-803.000	ENGINEERS FEES	7,218.02	18,000.00	19,466.02	1,114.00	(1,466.02)
591-556-818.000	CONTRACT LABOR	600.00	1,500.00	6,215.29	1,601.57	(4,715.29)
591-556-965.600	CONTRIBUTION TO 641 LABOR & EQUIPMENT	177,328.68	230,000.00	175,000.00	0.00	55,000.00
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	246,757.19	6,137.22	110,642.81
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	77,870.62	0.00	39,624.37
Total Dept 906 - DEBT SERVICE		116,739.99	209,494.99	103,870.62	0.00	105,624.37
TOTAL EXPENDITURES		510,835.52	575,094.99	353,076.55	6,360.18	222,018.44
Fund 591 - WATER FUND:						
TOTAL REVENUES		552,016.19	695,460.00	404,754.11	111,806.88	290,705.89
TOTAL EXPENDITURES		510,835.52	575,094.99	353,076.55	6,360.18	222,018.44
NET OF REVENUES & EXPENDITURES		41,180.67	120,365.01	51,677.56	105,446.70	68,687.45

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REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE
PERIOD ENDING 02/28/2023

GL NUMBER	DESCRIPTION	END BALANCE	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE
		06/30/2022	ORIGINAL	02/28/2023	MONTH 02/28/2023	BALANCE
		NORMAL (ABNORMAL)	BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)

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REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

Page: 18/19

PERIOD ENDING 02/28/2023

GL NUMBER	DESCRIPTION	END BALANCE	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE
		06/30/2022	ORIGINAL	02/28/2023	MONTH 02/28/2023	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

Page: 19/19

PERIOD ENDING 02/28/2023

GL NUMBER	DESCRIPTION	END BALANCE	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE
		06/30/2022	ORIGINAL	02/28/2023	MONTH 02/28/2023	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	367,500.00	0.00	220,171.32
Total Dept 000		567,432.72	587,671.32	367,500.00	0.00	220,171.32
TOTAL REVENUES		567,432.72	587,671.32	367,500.00	0.00	220,171.32
Expenditures						
Dept 932 - EQUIPMENT REPAIR ACTIVITY						
641-932-703.000	SALARIES	252,405.79	258,750.00	153,824.26	17,061.05	104,925.74
641-932-703.002	OVERTIME SALARIES	14,006.07	14,000.00	8,154.30	1,002.27	5,845.70
641-932-719.000	FRINGE BENEFITS	72,654.26	85,500.00	57,207.50	7,325.43	28,292.50
641-932-728.000	UNIFORM EXPENSES	5,191.90	3,300.00	1,767.86	284.95	1,532.14
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	11,503.39	1,720.97	6,496.61
641-932-775.000	REPAIRS & MAINT	33,629.84	16,000.00	31,589.40	727.48	(15,589.40)
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	10,024.34	2,976.55	(24.34)
641-932-802.000	SERVICE	10,521.08	8,000.00	2,291.46	0.00	5,708.54
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	2,049.87	253.50	1,850.13
641-932-862.000	GAS	23,214.39	26,000.00	16,418.13	1,214.60	9,581.87
641-932-913.000	INSURANCE-LIAB & WORKMAN COMP	27,640.10	28,000.00	1,075.50	0.00	26,924.50
641-932-920.000	UTILITIES	126,185.05	127,500.00	74,829.31	7,061.36	52,670.69
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	0.00	1,245.25
Total Dept 932 - EQUIPMENT REPAIR ACTIVITY		642,906.85	609,550.00	375,291.87	39,628.16	234,258.13
TOTAL EXPENDITURES		642,906.85	609,550.00	375,291.87	39,628.16	234,258.13
Fund 641 - EQUIPMENT REPAIR & REPLACEMENT:						
TOTAL REVENUES		567,432.72	587,671.32	367,500.00	0.00	220,171.32
TOTAL EXPENDITURES		642,906.85	609,550.00	375,291.87	39,628.16	234,258.13
NET OF REVENUES & EXPENDITURES		(75,474.13)	(21,878.68)	(7,791.87)	(39,628.16)	(14,086.81)
TOTAL REVENUES - ALL FUNDS						
TOTAL REVENUES - ALL FUNDS		4,415,959.43	4,662,898.84	3,249,991.39	444,627.24	1,412,907.45
TOTAL EXPENDITURES - ALL FUNDS		4,236,657.99	4,557,138.66	2,762,805.36	128,334.17	1,794,333.30
NET OF REVENUES & EXPENDITURES		179,301.44	105,760.18	487,186.03	316,293.07	(381,425.85)

City of Potterville

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

March 9, 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. City Council (and TIFA Board Members) has a new public engineer service agreement to consider with Wightman Engineering, who has been working with the Planning and Zoning Dept., Parks and Recreation Dept. and DPW Dept. on numerous projects such as Cambria Ridge Development, Sunset Park Recreation Passport Grant Bid materials, Vermontville/Lansing Road traffic calming project, and the Wellhead Development Project. This GENERAL SERVICE AGREEMENT FOR PROFESSIONAL SERVICES comes reviewed by Wightman Engineering and City Attorney, Mike Homier. It's is now prepared in a form for your review and consideration. If approved, it would install Wightman as the City's new Engineer of record.

2. The City is in receipt of a letter of resignation from member, Loren Smalley Jr., who hand delivered it to the Office at the end of the business day Friday, February 24th. In order to legally reappoint this position, City Council needs to act in its normal course of business to accept Mr. Smalley's resignation at its first regular meeting (not later) following the resignation. Once Council acts, it can take up to 30 days (no more than) to make the appointment at a public meeting. The steps for the appointment are less than clear in the City Charter language, so I have confirmed them with the City attorney. This appointment, if made within 30 days from Council's act to accept the resignation, would serve the remaining period of member Smalley Jr.'s term. This would be until the November 7th election date. **BE ADVISED.** City Council's next regular meeting date for April is beyond the 30-day deadline that triggers a special election. So – if Council wants to avoid a special election action to fill the resignation/vacancy, it would either need to appoint during the March meeting, or appoint at an earlier rescheduled regular meeting, or appoint at an earlier special meeting. A majority of Council makes this appointment, so it must be done at a noticed public meeting for OMA protections.

3. TIFA Report – After review of public finances, TIFA Board Members have decided to move its public checking account and reconciled fund balance of \$172,050.40 to Independent Bank (from Eaton Community). This is to take advantage of beneficial checking rates and certified deposit rates of 4% for 100k, for 6 months at 4% fixed interest. Currently, the TIFA Board is planning to increase its fund balance holdings and prioritize construction of its next phase of Lansing Road sidewalk from Nelson Street, thence east, to Church Street near the Frank's Market / BP Gas Station.

4. City's new 2023 schedule for "Dump your Junk" events and curbside pickups are available at City Hall and online at <https://pottervillemi.org/wp-content/uploads/2023/02/2023-Dump-Junk-and-Curbside-Notice.pdf> . "Dump your Junk" events are held bi-annually at the same location at

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Lake Alliance Park, near the City's licensed compost area on the west side of the Park. Notice will be published in the County Journal early April, and provided on the City's Utility Bills. Also, please spread the word that access to the City's compost site to drop off leaves, weeds, and grass clippings is open. City Residents need only contact City Hall during business hours to sign out a key to the compost gate. Residents (only) can utilize this service all year round. Please no commercial waste or any household trash / waste of any kind. The City's compost site is only permitted for household leaves, grass clippings and/or wood chips. No plastic bags or containers of any kind are allowed by law.

5. Brandy Miller, City ZA and I have reached out to Community Planner Blake Newman at the Michigan Economic Development Corporation (MEDC) to initiate a formal process of qualifying the City of Potterville as a "Redevelopment Ready Community"; thus, making it eligible for grant funds (non-competitive) to updating large portions of the City's zoning ordinance and zoning map. I'm currently +50% complete with the required course material that consists of *tested* training curriculum (80% or better to pass) as produced by the MEDC. MEDC online classes are as follows:

- ✓ RRC Best Practice 1: Plans and Engagement (complete)
- ✓ RRC Best Practice 2: Zoning (complete)
- ✓ RRC Best Practice 3: Development Review (complete)
- ✓ RRC Best Practice 4: Boards and Commissions (complete)
- ✓ RRC Best Practice 5: Part 1 – Economic Development Strategies (ready to launch)
- ✓ RRC Best Practice 5: Part 2 – Community Marketing Plan (ready to launch)
- ✓ RRC Best Practice 6: Redevelopment Ready Sites (ready to launch)

According to the MEDC at least one staff or official from an RRC community must have this training in hand, to be reviewed by MEDC for review.

Of the three training options accessible as listed, I choose the online training at no added cost to the city.

- ✓ **A self-led online training curriculum (approximately 6 hours of training with 60 days to complete)**
- ✓ RRC Virtual Academy which brings other officials for 90 minutes a week for live, instructor led training and discussion via Zoom.
- ✓ In person training events which span two days

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TREASURER'S REPORT March 16, 2023

Utility bills—as of 02/28/23 (bills due on 15th) \$33,705.49 is outstanding with \$22,887.71 over 30 days past due.

Water usage month of Feb (Mar billing): 4,156,072 gallons

Sewer usage month of Feb (Mar billing): 4,148,286 gallons

Ready to service charge-water: \$31,273.68

Ready to service charge-sewer: \$39,323.55

Total water and sewer billed out from 12/23-1/25/23 is \$100,017.86

Payroll month of February, 2023: \$73,482.92 (this includes all payroll taxes + MERS+ Council payroll).

All real property tax bills were due to the City on 2/28/22. If not paid by 2/28/2022, the outstanding amounts are collected by the County. Summer Collection: 98.1%, Winter Collection: 97.4%

Bank reconciliations completed for month of February, 2023:

General account – Reconciled balance: **\$3,041,903.64**

Payroll account - Reconciled balance: **\$8,823.02**

Tax account – Reconciled balance: **\$24,497.85**

Gizzard Fest – Reconciled balance: **\$43,036.55**

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From the Clerk's office – March 2023

This last month has been a great month to put some additional organization systems into place in the Clerk's office. Carefully, following the retention requirements when sorting documents and purging what can be purged. Eaton County and Hart are working together to complete some preventative maintenance with the election equipment this month and letting us know what items we need to replace such as the v-Drive and batteries.

I will be attending my last year of a three-year Certified Municipal Clerk certification this March. It is in Mount Pleasant for six days (I will not be in the office week of Mar. 19-24). Looking forward to many of the topics, especially the ones addressing all the election changes. Just a few of the workshops are Lessons learned from mid-term elections by Bureau of Election, Solutions for the challenges for Michigan Clerks, The Legislature Process, Effective Communications, Professionalism, Budgeting, and Working through Generational Differences. I am sure it will be a wealth of information to return with and apply.

I encourage each of you to reach out to your neighbors and friends and invite them to apply to be appointed as a City Council Member.

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

Becky Dolman

City of Potterville

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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, evaluation, training, and continuing education.

- We continue to work in the steps for the Sunset Hills Park Recreation Passport Grant and we finally received a fully executed Project Agreement with the MDNR. The next step is the bid documents. Currently this is still in progress and the engineers, and the City are continuing to work together to get these documents together as they need to be submitted to the DNR for approval. We can't advertise for bids until it's approved by the DNR.
- We have had multiple meetings with the engineers especially for the Sunset Hills Park Project. We meet with the design lead of the company and continue to coordinate with her.
- Sunset Hills Park recently had a survey done. As records showed, the latest survey of the park is when the City acquired the land due to the conversion.
- Youth Baseball registration is closed- we have a 10u and a 14u teams this year. This is our second year (in a row) to have two teams for this program- and to play in the league.
- T-Ball and Coach Pitch registrations are opened. Deadline is in April. Completed registrations are slowly coming in but will pick up as the deadline gets closer.
- I have completed my exam as it needed to be renewed- I am Certified in ServSafe Food Manager. This is a five-year certification.
- Continue my education and working towards my CPRP certification.
- mParks Conference- *"Success We Share Celebrating Our Professional Community"* took place March 7-10 at the Lansing Center. Lots of vendors, and other professionals networking and learning from education sessions.
- Easter event- April 8th at 10am at City Park. We have partnered with Sycamore Creek Church again to bring this event back to the community. The Easter bunny will make an appearance, egg hunt, prizes and activities. We are currently looking for donations.

Respectfully Submitted by,
Tiffani Falin, Parks & Recreation Director
City of Potterville

City of Potterville

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Council report for March 2023 DPW

1. We have been continuing to work at Lake Alliance removing underbrush and dead trees, this is going very well.
2. We have had 2 significant snow events in the last month and no major issues at all.
3. We have a preliminary survey for the storm drain easement at Sunset on Pinehill and are talking with Ironhorse Construction about a bid currently to do this work.
4. The DPW put in new lights for the police garage and our cold storage for the backhoe.
5. We met with the new engineering firm and feel very happy about this choice. They seem to be doing a very fine job.

Don Stanley
Director DPW



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 February 2023

Operational Information:

- Local response
- E/T 215 – February 09th response
- Ice Storm prep & response
- Medicare Ground Ambulance Data Collection System

Training:

- Stroke

Meetings & Special Events:

- Eaton County Fire Chief – missed because of a structure fire
- Tri County Emergency Medical Control Agency Directors
- CMS Medicare Ground Ambulance Data Collection System presentation

Calls for Service (CFS):

- **Fire** – 11 City of Pottersville, 17 Benton Township, 04 Mutual Aid
- **EMS** – 20 City of Pottersville, 19 Benton Township, 22 Mutual Aid

GENERAL SERVICES AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES

This Agreement is made as of _____, 2023, between the City of Potterville, a Michigan municipal corporation, 319 N. Nelson Street, Potterville, Michigan, 48876 (the "City") and Wightman and Associates, Inc., a professional corporation, 433 E. Ransom Street, Kalamazoo, Michigan, 49007 (the Consultant).

RECITALS

- A. The City has need for engineering services to be provided for City projects and to perform associated duties as required from time-to-time by the City Council of the City.
- B. The Consultant desires to provide engineering services in accordance with the terms and conditions set forth in this Agreement.
- C. The City desires to have the Consultant perform engineering services in accordance with the terms and conditions set forth in this Agreement.

TERMS AND CONDITIONS

1. Scope of Services. Consultant shall perform the full range of municipal consulting activities involving Engineering, Architectural and Surveying services, including planning for municipal projects, feasibility studies, applications to apply for State or Federal funding, right-of-way acquisition services, building programming and design, design and construction engineering, and related boundary and topographical surveys for numerous utility, road, bridge and building projects.

Consultant will provide professional services for the City in connection with the above type projects and any others assigned to it by the City and will perform such services as expeditiously as is consistent with professional skill and care in the orderly progress of the work required by the project.
2. Method of Authorization. The City may authorize the Consultant to proceed with work on a case-by-case basis, either by signing a work authorization or by issuance of an acknowledgment, confirmation, purchase order or other written communication.
 - a. Regardless of the method used to authorize the work, the terms and conditions of this Agreement shall govern the work to be done by the Consultant unless another arrangement is made in writing between the parties (i.e., as in the case of work quoted by the Consultant on a flat fee, rather than hourly rate basis).
 - b. Only the City Manager or his/her designee(s) may authorize the Consultant to do work under this Agreement.
3. Contract Duration. The contract period for the proposed scope of services shall be indefinite, but not to exceed five years. At such time, the City and the Consultant can enter into negotiations to extend or revise the contract.
4. Engineer's Responsibilities. Upon request by the City, the Consultant shall submit a proposed plan for a particular project at no cost to the City, including but not limited to the project purpose, the scope of services to be provided, a proposed time schedule for completion of services, and a not-to-exceed budget.

5. Engineer's Staffing. In entering into this agreement, the Consultant is representing that it has sufficient qualified staff to perform the services as described.
6. City Responsibilities. The City shall provide all criteria and full information as to its requirements for any particular project. Unless another party is designated by action of the City Council, the City Manager is the person with authority to act on the City's behalf on all matters concerning a project. If the Consultant's services under a work authorization do not include full-time construction observation or review of a contractor's performance, the City shall assume responsibility for interpretation of contract documents and for construction observation.
7. Hourly Billing Rates. Unless stipulated otherwise, the City shall compensate the Consultant at hourly billing rates for services provided by the Consultant's employees of various classifications. The hourly rates which are applicable to work done under this Agreement are determined by a rate schedule, a copy of which is attached, that is subject to change on an annual basis. The Consultant shall submit to the City Manager a revised hourly billing rate schedule prior to changing any billing rates. Hourly billing rates will not change during projects authorized prior to a rate change.
8. Reimbursable Expenses. Costs incurred on or directly for City projects (such as mileage for vehicles, laboratory tests and analyses, computer services, special equipment services, postage and delivery charges, copying, printing, and binding charges) shall be reimbursed by the City to the Consultant at the rates shown on the then current rate schedule. Reimbursement and outside technical or professional services shall be on the basis of actual costs to the Consultant plus ten percent, provided the City approves outside technical or professional services in writing. The Consultant shall submit to the City Manager a revised reimbursable expense billing rate schedule prior to changing any rates. Reimbursable expense billing rates will not change during projects authorized prior to a rate change.
9. Opinions of Cost. Any opinions of probable construction cost and/or total project cost provided by the Consultant will be on a basis of experience and judgment, but since the Consultant has no control over market conditions or bidding procedures, the Consultant cannot warrant that bids or ultimate construction or total project costs will not vary from such estimates. Opinions of costs shall be clearly marked as "conceptual, preliminary, and final" or as is otherwise appropriate.
10. Professional Standards: Warranty. The standard of care for services performed or furnished by the Consultant will be the care and skill ordinarily used by members of the Consultant's profession practicing under similar circumstances at the same time and in the same locality. Except as provided in the preceding sentence, the Consultant makes no warranties, express or implied, under this Agreement or otherwise, in connection with the Consultant's services.
11. Termination. Either the City or the Consultant may terminate this Agreement by giving ninety days written notice to the other party. Within thirty days of termination, the City shall pay the Consultant for all work authorized and performed prior to the effective date of termination. Upon termination, the Consultant will return to the City all documents and information which are the City's property. (See Item No. 18.)
12. Subcontractors. Subject to prior approval by the City, the Consultant may engage subcontractors on behalf of the City to perform portions of the services to be provided by the Consultant under this Agreement.
13. Payment to the Consultant. The Consultant shall issue invoices to the City on a monthly basis, which invoices shall be payable upon receipt, unless otherwise agreed. Formatting of the invoices will be determined on a project-by-project basis depending upon the authorization (hourly, flat fee, and etc.).

- a. The City agrees to pay on a current basis, in addition to any proposal or contract fee understandings, all taxes including, but not limited to, sales taxes on services or related expenses which may be imposed on the Consultant by any governmental entity.
 - b. If the City directs the Consultant to invoice a third party, the Consultant will do so, but the City agrees to be ultimately responsible for the Consultant's compensation until the City provides the Consultant with that third party's written acceptance of all terms of this Agreement and until the Consultant agrees to the substitution.
 - c. In addition to any other remedies the Consultant may have, the Consultant shall have the absolute right to cease performing any basic or additional services in the event payment has not been made on a current basis.
14. Hazardous Waste. The Consultant has neither created nor contributed to the creation or existence of any hazardous, radioactive, toxic, irritant, pollutant, or otherwise dangerous substance or condition at any site, and its compensation hereunder is in no way commensurate with the potential risk of injury or loss that may be caused by exposure to such substances or conditions. The Consultant shall not be responsible for any alleged contamination, whether such contamination occurred in the past, is occurring presently, or will occur in the future, and the performance of services hereunder does not imply risk-sharing on the part of the Consultant.
15. Insurance. During the term of this Agreement, the Consultant shall maintain professional liability insurance with coverage of not less than \$2,000,000 per occurrence.
- a. During the term of this Agreement, the City shall provide workers' compensation insurance for the City's employees.
 - b. Upon request, the City and the Consultant shall each deliver to the other certificates of insurance evidencing their coverages.
 - c. Any contract documents prepared by the Consultant shall require contractors to purchase and maintain commercial general liability and to cause the City, its officers and employees, to be listed as insureds or additional insureds and certificate holders. The Consultant may also require that contractors list the Consultant and its sub-consultants, employees and agents as additional insureds.
16. Legal Expenses. If either the City or the Consultant makes a claim against the other as to issues arising out of the performance of this Agreement, the prevailing party will be entitled to recover its reasonable expenses of litigation, including reasonable attorney's fees.
17. Ownership of Work Product. The City shall remain the owner of all drawings, reports and other material provided by the Consultant, whether in hard copy or electronic media form. Any other use or reuse by the City or others for any purpose whatsoever shall be at the City's risk and full legal responsibility, without liability to the Consultant.
18. Default Provisions. In case of default by the Consultant, the City may procure the services from other sources and hold the Consultant responsible for any excess costs occasioned thereby.
19. Electronic Media. Computer files of text, data, and graphics or of other types on electronic media that are furnished to the City by the Consultant for data, reports, drawings, specifications and other material may be relied upon by the City.
20. Indemnification. The Consultant agrees, to the fullest extent permitted by law, to defend, indemnify and hold the City, its officers and agents harmless from any claim, damage, liability, or cost (including reasonable attorneys' fees) to the extent of the degree of fault of the Consultant in the performance of services under this Agreement. The City agrees, to the fullest extent permitted by law, to defend,

indemnify and hold the Consultant harmless from any claim, damage, liability, or cost (including reasonable attorneys' fees) to the extent caused by the City in the performance of its obligations under this Agreement.

21. General Considerations. This Agreement shall bind the City and the Consultant and their respective successors and assigns with respect to the covenants, agreements and obligations contained in this Agreement.

- a. Neither the City nor the Consultant shall assign this Agreement or delegate the obligations contained in this Agreement without the written consent of the other.
- b. Neither the City nor the Consultant will have any liability for non-performance caused in whole or in part by causes beyond the parties' reasonable control. Such causes include, but are not limited to, Acts of God, civil unrest and war, labor unrest and strikes, acts of authorities, and events that could not be reasonably anticipated.
- c. This Agreement shall be governed by the laws of the State of Michigan and all legal actions shall be brought in Eaton County.
- d. This Agreement constitutes the entire agreement between the City and the Consultant and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified or canceled by a duly executed written instrument.

The parties have signed this Agreement as of the date first set forth above.

CITY OF POTTERVILLE

WIGHTMAN AND ASSOCIATES, INC.

By: _____
Jennifer Lenneman, Mayor

By: _____
Kevin Marks, P.E., Director of Engineering

By: _____
Aaron Sheridan, City Manager

By: _____
Samuel Leatch, P.E., Project Manager



Standard Terms and Conditions

Updated 8/15/2022

1. Agreement. Wightman & Associates, Inc. (hereinafter "Consultant") shall provide to the Client the scope of services described in Consultant's Proposal attached hereto. These Standard Terms and Conditions are incorporated into Consultant's Proposal, and together may be referred to as the "Agreement" and shall reflect the professional services (or "Project") for which Consultant is responsible. This Agreement shall be the full extent of the Consultant's obligations. The Consultant shall not responsible for any obligations or costs except as contained in the Agreement.
2. Authorization. Client shall provide Consultant written authorization to proceed, provided that this signed Agreement by Client shall give the Consultant the right to proceed with the Project.
3. Standard of Care. The Consultant's Standard of Care for the purposes of this Agreement shall be that consistent with the level of care and skill ordinarily exercised by members of its profession currently practicing under similar conditions in similar locations.
4. Terms of Payment/Late Payment Actions/Fees. Payment is due upon presentation of invoice and is past due thirty (30) days from invoice date. Client agrees to pay a finance charge of one and one-half percent (1 ½ %) per month, or the maximum rate allowed by law, whichever is less, on past due accounts.
5. Scope of Services/Additional Services/Changes. If the services covered by this Agreement have not been completed within twelve (12) months of the date of this Agreement (unless otherwise stipulated in the proposal), through no fault of Consultant, extension of Consultant's services beyond that time shall be compensated as "Additional Services." All Additional Services shall be billed separately and the scope of the services and compensation shall be mutually agreed between the parties, but in any case, not less than Consultant's Hourly Rate, and all of Consultant's Reimbursable Expenses shall also be paid by Client to Consultant, in the amounts set forth below.
6. Hidden Conditions. Consultant is not responsible for latent deficiencies or hidden or concealed conditions not discovered by Consultant within the scope of its services. If Consultant has reason to believe that such a condition may exist, it will advise Client as to the nature of the suspected condition and its significance. Client will be responsible for all risks associated with this condition and for undertaking, at its sole cost and expense, additional investigation and corrective work, if required. If Consultant repairs or corrects any such deficiencies or conditions, Consultant shall be compensated for the same, as Additional Services.
7. Betterment. If, due to Consultant's negligence, a required item or component of the project is omitted from Consultant's construction documents, Consultant shall not be responsible for paying the cost required to add such item or component to the extent that such item or component should have been included in the original construction documents, **unless such item is more costly than it would have been if it had been included and in such cases Consultant shall be responsible in the difference in cost.** Consultant shall not be responsible or liable for any cost or expense that provides betterment or upgrades or enhances the value of the Project.
8. Opinions of Cost. Consultant's opinions or estimates of probable construction cost are prepared on the basis of Consultant's experience and qualifications and represent Consultant's judgment as a professional generally familiar with the industry. However, since Consultant has no control over the cost of labor, materials, equipment, or services furnished by others, other contractor's methods of determining prices, or over competitive bidding or market conditions, Consultant cannot and does not guarantee that proposals, bids, or actual construction costs will not vary from Client's budget or from Consultant's opinions or estimates of probable construction cost.
9. Code Interpretations. The Client acknowledges that the requirements of the Americans with Disabilities Act, as amended ("ADA") (as well as all state and local laws, codes, or ordinances), will be subject to various and possibly contradictory interpretations. Consultant will endeavor to use reasonable professional efforts to interpret applicable ADA and other building code requirements as they may apply to Consultant's services. Consultant cannot and does not promise, warrant, or guarantee that its services will comply with interpretations of building code requirements as they apply currently or in the future and unless the Consultant is negligent, the Client shall pay for any additional costs or expenses which are necessary to keep the Project in compliance with the ADA and all other laws, codes, or ordinances. Any changes made by Consultant shall be billed as Additional Services.
10. Use of Drawings, Specifications, and Other Documents. The drawings, specifications and other documents prepared by Consultant for this project are instruments of Consultant's services for use solely with respect to this Project and, unless otherwise provided, Consultant shall be deemed the author of these documents and shall retain all common law, statutory, and other reserved rights, including the copyright.
11. Retaining Records. Consultant will retain pertinent records relating to the services performed for a period of five years following submission of the report, during which period the records will be made available to Client at reasonable times.
12. Insurance Coverage. Consultant shall maintain the following types of insurance: (a) Professional Liability; (b) Commercial General Liability; (c) Workers' Compensation; (d) Employers' Liability; (e) Hired and non-owned automobiles. Client shall be responsible for purchasing and maintaining its own commercial liability and property insurance, including an all-risk policy covering all damages or casualty which occurred to the Project in an amount not less than the then full replacement cost of the Project. The Client's commercial liability insurance policy shall be written for an amount of not less than \$1 million, single-limit coverage. The Client's commercial liability and property insurance policy shall not be cancelled or modified without Consultant having received not less than thirty (30) days prior written notice. Consultant shall be named an additional insured on the Client's insurance policies. Client and Consultant waive rights against each other for loss, damage and/or liability to the extent covered by the insurance policies required to be maintained hereunder and each insurance policy hereunder shall contain a waiver of the insurer's rights of subrogation.
13. Limitations/Exclusions. Client agrees that Consultant's total, aggregate liability to Client and any third parties arising from Consultant's professional acts, errors or omissions, shall not exceed Consultant's **degree of fault.**
14. The Law/Suspension/Termination/Non-Severability. All obligations arising prior to termination of this Agreement shall survive the completion of the services and termination of this



Agreement. This Agreement shall be governed in all respects by the laws of the State of Michigan.

15. Indemnity. Except for the limitations set forth herein, Consultant agrees to indemnify and hold the Client harmless from all damage, liability or cost (including reasonable attorney fees and costs of defense) to the extent caused by Consultant's negligent acts, errors, or omissions in the performance of professional services under this Agreement and those of its subconsultants or anyone for whom the Consultant is legally liable. The Client agrees to indemnify and hold Consultant harmless, from all damage, liability or cost (including reasonable attorney fees and costs of defense) to the extent caused by the Client's negligent acts, errors or omissions and by those for whom the Client is legally liable.
16. Force Majeure Clause. Neither party will be liable or responsible to the other party, or be deemed to have breached this Agreement, for any failure or delay in fulfilling or performing any term of this Agreement, when and to the extent such failure or delay is caused by any: (i) flood, fire, or explosion; (ii) war, terrorism, invasion, riot, or other civil unrest; (iii) embargoes or blockades in effect on or after the date of this Agreement; (iv) national or regional emergency – including, but not limited to, pandemic, uncontrollable, and/or imminent spread of contagious disease; or (v) strikes, labor stoppages or slowdowns, or other industrial disturbances (each of the foregoing, a "Force Majeure").
- ~~17. Certificate of Merit Requirement. Client shall make no claim for professional negligence, either directly or by way of a cross complaint against Consultant, unless Client has first provided Consultant with a written certification executed by an independent consultant currently practicing in the same discipline as Consultant and licensed in the state where the Project issue is located. This certification shall: (a) contain the name and license number of the certifier; (b) specify the acts or omissions that the certifier contends are not in conformance with the Standard of Care for a consultant performing professional services under similar circumstances; and (c) state in detail the basis for the certifier's opinion that such acts or omissions do not conform to the Standard of Care. This certificate shall be provided to Consultant not less than thirty (30) calendar days prior to the filing of any claim. This Certificate of Merit clause will take precedence over any existing state law in force at the time of any claim.~~
18. Jurisdiction and Venue. Notwithstanding anything in this Agreement to the contrary, Client agrees that any suit related to any dispute related to this Agreement shall be heard in the appropriate Court in the county of the Project. Client agrees that the appropriate County court shall have the subject matter jurisdiction and will be the appropriate venue for any interpretation or dispute related to this Agreement.
19. Termination. Consultant may terminate this Agreement for convenience by written notice to Client and in such event, the Consultant shall be paid only for all work under this Agreement that Consultant has completed to the date of termination on a prorated, equitable basis as reasonably determined by Consultant and which shall include Consultant's prorated profits, general conditions, and overhead.

20. Billing Rates.*

Principal	\$250.00/hour
Licensed Staff VII	\$225.00/hour
Licensed Staff VI	\$210.00/hour
Licensed Staff V	\$190.00/hour
Licensed Staff IV	\$175.00/hour
Licensed Staff III.....	\$155.00/hour
Licensed Staff II.....	\$140.00/hour
Licensed Staff I.....	\$125.00/hour
Professional Staff VI	\$175.00/hour
Professional Staff V	\$150.00/hour
Professional Staff IV	\$135.00/hour
Professional Staff III	\$115.00/hour
Professional Staff II	\$100.00/hour
Professional Staff I	\$90.00/hour
Technician VI.....	\$120.00/hour
Technician V.....	\$110.00/hour
Technician IV.....	\$100.00/hour
Technician III.....	\$90.00/hour
Technician II.....	\$80.00/hour
Technician I.....	\$70.00/hour
Administrative.....	\$75.00/hour
3-Person Survey Crew	\$195.00/hour
2-Person Survey Crew	\$170.00/hour
1-Person Survey Crew	\$140.00/hour
3-Person Survey Crew (Construction Staking)	\$210.00/hour
2-Person Survey Crew (Construction Staking)	\$185.00/hour
1-Person Survey Crew (Construction Staking)	\$155.00/hour
Expert Witness/Testimony	\$400.00/hour
Drone Pilot/Technician	\$150.00/hour
High Definition Laser Scanning Technician	\$150.00/hour
High Definition Laser Scanner Fee	\$150.00/hour
Aerial Drone Equipment.....	\$150.00/hour

Reimbursable Expenses.* Compensation for reimbursable expenses shall be computed as a multiple of 1.1 times the expense incurred for the following: Outside Consultants, Travel, Lodging, Postage, UPS, FedEx, Messenger, and Outside Reproduction. Compensation for mileage expenses shall be computed as a multiple of 1.1 times the Federal Rate. In-House Prints/Copies/Plots shall be charged as follows:

- Black & White Prints/Copies
 - 8 ½ x 11 \$0.19/sheet
 - 8 ½ x 14 \$0.19/sheet
 - 11 x 17 \$0.19/sheet
- Color Prints/Copies
 - 8 ½ x 11 \$0.85/sheet
 - 8 ½ x 14 \$0.85/sheet
 - 11 x 17 \$1.25/sheet
- Black & White Plots
 - 12 x 18 \$1.50/sheet
 - 18 x 24 \$2.75/sheet
 - 24 x 36 \$5.00/sheet
 - 30 x 42+ \$7.50/sheet
- Color Plots
 - 12 x 18 \$9.00/sheet
 - 18 x 24 \$18.00/sheet
 - 24 x 36 \$30.00/sheet
 - 30 x 42+ \$42.00/sheet

*Rates subject to change.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/11/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Professional Concepts Insurance Agency, Inc. 1127 South Old US Highway 23 Brighton MI 48114-9861	CONTACT NAME: Certs@pciaonline.com PHONE (A/C, No, Ext): (800) 969-4041 FAX (A/C, No): (800) 969-4081 E-MAIL ADDRESS: Certs@pciaonline.com														
INSURED Wightman & Associates, Inc. 2303 Pipestone Rd Benton Harbor MI 49022	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC #</th> </tr> <tr> <td>INSURER A: Sentinel Insurance Company</td> <td style="text-align: center;">11000</td> </tr> <tr> <td>INSURER B: Hartford Insurance Co.</td> <td style="text-align: center;">00914</td> </tr> <tr> <td>INSURER C: Twin City Fire Insurance Co.</td> <td style="text-align: center;">29459</td> </tr> <tr> <td>INSURER D: Founders Professional</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Sentinel Insurance Company	11000	INSURER B: Hartford Insurance Co.	00914	INSURER C: Twin City Fire Insurance Co.	29459	INSURER D: Founders Professional		INSURER E:		INSURER F:	
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INSURER E:															
INSURER F:															

COVERAGES**CERTIFICATE NUMBER: 22-23****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			35SBWZN1877	10/17/2022	10/17/2023	EACH OCCURRENCE \$ 2,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000
	<input checked="" type="checkbox"/> Contractual Liability						MED EXP (Any one person) \$ 10,000
	<input checked="" type="checkbox"/> X, C, U						PERSONAL & ADV INJURY \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 4,000,000
	<input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$ 4,000,000
	OTHER:						Employee Benefits \$ 2,000,000
A	AUTOMOBILE LIABILITY			35UEGNC8020	10/17/2022	10/17/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS	<input checked="" type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident) \$
							Uninsured motorist combined single \$ 1,000,000
B	<input checked="" type="checkbox"/> UMBRELLA LIAB	<input checked="" type="checkbox"/> OCCUR		35XHGWU0611	10/17/2022	10/17/2023	EACH OCCURRENCE \$ 5,000,000
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE					AGGREGATE \$ 5,000,000
	<input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000						
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			35WEGJZ4298	10/17/2022	10/17/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y / N					E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below	<input checked="" type="checkbox"/> N / A					E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

For Informational Purposes Only

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Mike Cosgrove/SUNNY

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CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YY)
10/17/2022

PRODUCER DESIGNPRO INSURANCE GROUP P.O. BOX 511106 LIVONIA, MI 48151 E-MAIL: DESIGNPRO@AMERITECH.NET		PH: 734-425-9710	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.
INSURED WIGHTMAN & ASSOCIATES, INC. 2303 PIPESTONE ROAD BENTON HARBOR, MI 49022		INSURERS AFFORDING COVERAGE	NAIC#
		INSURER A: RLI INSURANCE COMPANY	
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	

COVERAGES

Serial #

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES, AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS	
		GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$	
		AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$	
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$	
		EXCESS / UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$	
		WORKER'S COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y / N (Mandatory in NH) If yes, describe under SPECIAL PROVISIONS below				<input type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$	
A		OTHER ARCHITECTS/ENGINEERS PROFESSIONAL LIABILITY	#RDP0048715	10-17-22	10-17-23	PER CLAIM LIMIT : \$3,000,000 AGGREGATE LIMIT : \$3,000,000	

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

CERTIFICATE HOLDER

CANCELLATION

"FOR PROPOSAL PURPOSES ONLY"

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE