

City of Pottersville - Council Agenda

Thursday, October 19, 2023 – 6:00 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 September 21, 2023

F. Approval of Bills: General Bills of \$360,314.21 (-1099.00 adj) + \$47,121.02
TOTAL AP \$406,336.23

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. Early Voting Agreement with Eaton County
- b. Transfer of liquor license
- c. Police purchase policy
- d. Eaton County Parks Community Grant Agreement

K. Public Comment on non-agenda items:

L. Communications from Council:

M. Next Regular Meeting: Thursday, November 16, 2023, at 6:00 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, September 21, 2023, at 6:00 pm at City Hall and the Pledge of Allegiance was recited.

Roll Call: Present: Mayor Lenneman, Member Connor, Member Ranshaw, and Member Sweeney,

Absent: Deputy Mayor Potter, Member Nichols, and Member Pulda.

Approval of Agenda: Motion by Member Ranshaw. Supported by Member Connor. Vote: Unanimous. Motion Carried (4-0).

Approval of Minutes from August 17, 2023: Motion by Member Sweeney. Supported by Member Connor. Vote: Unanimous. Motion Carried (4-0).

Approval of Bills: Motion by Member Connor to approve payment of General Bills of \$159,696.92. Supported by Member Sweeney. Roll Call Vote: Unanimous. Motion Carried (4-0).

City Manager's Report: Manager's report is in the September 21, 2023, Council packet.

Public Comment on Agenda Items: None.

Department Reports: Mayor acknowledges how all the departments worked together during the storm with the community as a team!

New Business:

Vredeveld Haefner, LLC Auditor's Presentation: Peter Haefner shared a power point presentation for the fiscal year ending June 30, 2023.

Dump Your Junk Agreement with Benton Charter Township: Motion by Mayor Lenneman. Supported by Member Ranshaw. Roll Call Vote: Unanimous. Motion Carried (4-0).

Resolution No. 2023-0921-14, Vacation- Pollice Union Agreement: Motion by Member Sweeney. Supported by Member Connor. Roll Call Vote: Unanimous. Motion Carried (4-0).

Resolution No. 2023-0921-15, Work Week- Pollice Union Agreement: Motion by Mayor Lenneman. Supported by Member Ranshaw. Roll Call Vote: Unanimous. Motion Carried (4-0).

Public Comment on Non-Agenda Items: Nora Smalley shared concern of obstruction of sidewalks from contracted trucks working removing trees.

City of Potterville

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Communications from Mayor and Council: Member Ranshaw thank staff for being available to meet the needs of the residents. Member Ranshaw was concerned that during the storm Gresham Hwy was not assessable to EMS and would like to see how that could be avoided.

Excuse Absent Members: Motion to excuse Deputy Mayor Potter, Member Nichols and Member Pulda by Member Connors and Supported by Member Sweeney. Vote: Unanimous. Motion Carried (4-0).

Next Regular Meeting: October 19, 2023

Meeting Adjourned: 7:02 pm

Respectfully Submitted by:

Becky Dolman

City Clerk

10/12/2023 03:57 PM

User: RDOLMAN
DB: PottersvilleCUSTOM INVOICE REPORT FOR CITY OF POTTERVILLE
EXP CHECK RUN DATES 09/22/2023 - 10/12/2023
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: GEN

Page: 1/3

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: ABFALTER REPAIR LLC		
310	2012 FORD SUPER DUTY REPAIRS	1,105.66
TOTAL VENDOR ABFALTER REPAIR LLC		1,105.66
VENDOR NAME: ACE HARDWARE-GRAND LEDGE		
6084	KEY LOCK	2.59
6117	CLAMP BATTERY, HOSES, HOSE BARB MENDR, E	35.54
6205	SQUARE PLUG BLK 1/2"	5.98
TOTAL VENDOR ACE HARDWARE-GRAND LEDGE		44.11
VENDOR NAME: ALTOGAS, INC		
682151	PROPANE	904.99
TOTAL VENDOR ALTOGAS, INC		904.99
VENDOR NAME: APPLIED IMAGING		
2325848	10/8 -11/7/23	33.92
TOTAL VENDOR APPLIED IMAGING		33.92
VENDOR NAME: AT&T		
9/17-10/16/23	SOFTBALL FIELDS INTERNET	92.49
TOTAL VENDOR AT&T		92.49
VENDOR NAME: BRAWNER'S TREE SERVICE LLC		
282	STORM - 5 DAYS SEPT 18, 19, 20, 21 & 22	14,000.00
277	STORM - SEPT. 7, 8, 11, 12, 13, 14, & 1	19,600.00
287	STORM - TREE TRIMMING SERVICES, 9/25,26,	14,000.00
290	STORM - OCT 2, 3, 4, 6	11,200.00
TOTAL VENDOR BRAWNER'S TREE SERVICE LLC		58,800.00
VENDOR NAME: BUILD MASTERS RENTAL LLC		
6759	STORM - CATERPILLAR WHEEL LOADER, MINI E	39,080.00
6893	STORM - 80' BOOM LIFT	795.00
TOTAL VENDOR BUILD MASTERS RENTAL LLC		39,875.00
VENDOR NAME: CINTAS CORPORATION #725		
SEPT	UNIFORM EXPENSE	306.35
TOTAL VENDOR CINTAS CORPORATION #725		306.35
VENDOR NAME: CITY OF POTTERVILLE		
8/26-9/26/23	UTILITIES	476.92
TOTAL VENDOR CITY OF POTTERVILLE		476.92
VENDOR NAME: CONSUMERS ENERGY		
8/24-9/23/23	UTILITIES	8,396.75
TOTAL VENDOR CONSUMERS ENERGY		8,396.75
VENDOR NAME: COOPER, PETER		
DRIVERS LICENSE	RENEWAL	73.00
TOTAL VENDOR COOPER, PETER		73.00
VENDOR NAME: CUMMINS, INC		
S3-89685	STORM - EMERGENCY GENERATOR REPAIR	2,881.33
TOTAL VENDOR CUMMINS, INC		2,881.33
VENDOR NAME: D & L FUELS		
203610	PREMIUM DYED DIESEL	1,310.36
203611	GASOLINE REG UNLEAD	1,222.59
TOTAL VENDOR D & L FUELS		2,532.95
VENDOR NAME: DELTA DENTAL		
OCT 2023	DENTAL BENEFITS	938.66
TOTAL VENDOR DELTA DENTAL		938.66
VENDOR NAME: DJ'S LANDSCAPE MANAGEMENT		
141849	STORM - STREET SWEEPING	7,363.34
143082	STORM - WEEK OF 9/25/2023 TREE REMOVAL	9,272.92
TOTAL VENDOR DJ'S LANDSCAPE MANAGEMENT		16,636.26

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CUSTOM INVOICE REPORT FOR CITY OF POTTERVILLE
 EXP CHECK RUN DATES 09/22/2023 - 10/12/2023
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
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INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: E.H. WARD COMPANY		
11791	STORM - FENCE REPAIR	601.40
TOTAL VENDOR E.H. WARD COMPANY		601.40
VENDOR NAME: EATON COUNTY CENTRAL DISPATCH		
2024-0000004	RAVE CONTRACT	1,500.00
TOTAL VENDOR EATON COUNTY CENTRAL DISPATCH		1,500.00
VENDOR NAME: FAMILY FARM AND HOME		
1677	ECHO BAR AND CHAIN OIL	39.98
001675	FUEL NOZZLE AUTO SHUT -OFF	119.99
TOTAL VENDOR FAMILY FARM AND HOME		159.97
VENDOR NAME: FERGUSON ENTERPRISES, INC		
0186770	3/4X2-1/2 MIP STRT MTR COUP	645.55
TOTAL VENDOR FERGUSON ENTERPRISES, INC		645.55
VENDOR NAME: FOSTER SWIFT COLLINS & SMITH		
866809	GENERAL, PROSECUTIONS AND CHERRY STREET	9,867.20
TOTAL VENDOR FOSTER SWIFT COLLINS & SMITH		9,867.20
VENDOR NAME: GORDON'S FOOD SERVICE		
809254978	CONCESSIONS	67.31
TOTAL VENDOR GORDON'S FOOD SERVICE		67.31
VENDOR NAME: GRANGER CONTAINER SERVICE, INC		
26092775	STORM (450.00) - WASTE SERVICES	676.75
26102507	STORM - WASTE SERVICES	3,146.68
TOTAL VENDOR GRANGER CONTAINER SERVICE, INC		3,823.43
VENDOR NAME: KENNEDY INDUSTRIES INC.		
638722	VALVE, CHECK, RUBBER FLAPPER SWING CHECK	2,604.63
TOTAL VENDOR KENNEDY INDUSTRIES INC.		2,604.63
VENDOR NAME: LANSING SANITARY SUPPLY, INC		
1213258	PAPER TOWELS, TOILET PAPER, HAND SOAP	1,351.57
TOTAL VENDOR LANSING SANITARY SUPPLY, INC		1,351.57
VENDOR NAME: LANSING UNIFORM		
100090-A	BOOTS	209.95
TOTAL VENDOR LANSING UNIFORM		209.95
VENDOR NAME: MENARDS-LANSING WEST		
62666	CONTRACTOR BAGS	109.38
62710	SUPPLIES	22.08
63098	HOLIDAY DECOR	166.03
63033	BLACK NIPPLE	10.74
TOTAL VENDOR MENARDS-LANSING WEST		308.23
VENDOR NAME: MICHIGAN MUNICIPAL LEAGUE		
12/1/23-11/30/24	RENEWAL OF MEMBERSHIP	1,840.00
TOTAL VENDOR MICHIGAN MUNICIPAL LEAGUE		1,840.00
VENDOR NAME: MID MICHIGAN ELECTRICAL		
OCT. 2, 2023	STORM - DISCONNECT LIGHT AT BALLPARK DUE	125.00
TOTAL VENDOR MID MICHIGAN ELECTRICAL		125.00
VENDOR NAME: MILLER BOYS EARTHWORX, LLC		
1	STORM - LOADER RENTAL	2,150.00
TOTAL VENDOR MILLER BOYS EARTHWORX, LLC		2,150.00
VENDOR NAME: NEXT GENERATION LANDSCAPING LLC		
4087	STORM - SEP 21 TREE REMOVAL	2,785.00
TOTAL VENDOR NEXT GENERATION LANDSCAPING LLC		2,785.00
VENDOR NAME: PHP		
OCT 2023	MEDICAL BENEFITS	6,160.92

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INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: PHP		
	TOTAL VENDOR PHP	6,160.92
VENDOR NAME: POTTERVILLA APPLIED TECHNOLOGY		
26186	STORM-ON SITE NETWORK REPAIR TO RESTORE	75.00
26286	MEMORY/COMPUTER DRIVE/TV AND INSTALLATIO	1,706.73
	TOTAL VENDOR POTTERVILLA APPLIED TECHNOLOGY	1,781.73
VENDOR NAME: QUILL CO		
33389201	BATH TISSUE, KLEENEX, TRASH BAGS, CLEANI	206.43
	TOTAL VENDOR QUILL CO	206.43
VENDOR NAME: R AND D LANDSCAPE		
18603	STORM - CLEAN UP DEBRIS AND HAULING TO D	37,650.00
19148	STORM - SEPT 1, 5, 6, 11, 12, 13, 14, 15	34,011.45
	TOTAL VENDOR R AND D LANDSCAPE	71,661.45
VENDOR NAME: THE COUNTY JOURNAL		
267504	DUMP YOUR JUNK PUBLICATION	145.00
267503	DUMP YOUR JUNK PUBLICATION	145.00
	TOTAL VENDOR THE COUNTY JOURNAL	290.00
VENDOR NAME: THE PARTS PLACE-CHARLOTTE		
2561650	IMPACT WRENCH,BATTERY SET, FLOOD LIGHT,	1,963.94
577-255342	PARTS	30.64
577-256123	PARTS	59.15
	TOTAL VENDOR THE PARTS PLACE-CHARLOTTE	2,053.73
VENDOR NAME: TREE REMOVAL SERVICES		
1	STORM - TREE REMEOVAL SEPT. 5, 7, 11, 14	39,200.00
	TOTAL VENDOR TREE REMOVAL SERVICES	39,200.00
VENDOR NAME: UNUM LIFE INSURANCE		
9/1 - 9/30/23	SHORT/LONG TERM DISABILITY INSURANCE	306.19
	TOTAL VENDOR UNUM LIFE INSURANCE	306.19
VENDOR NAME: VERIZON WIRELESS		
9946086145	SERVICE	39.02
9945723617	CELL PHONES 9/2-10/1/23	483.48
	TOTAL VENDOR VERIZON WIRELESS	522.50
VENDOR NAME: VISION SERVICE PLAN		
OCT 2023	VISION	202.52
	TOTAL VENDOR VISION SERVICE PLAN	202.52
VENDOR NAME: VREDEVELD HAEFNER LLC		
6067	AUDIT	9,250.00
	TOTAL VENDOR VREDEVELD HAEFNER LLC	9,250.00
VENDOR NAME: WIGHTMAN		
83435	CAMBRIA RIDGE DEVELOPMENT	1,707.41
84001	GENERAL ENGINEERING	8,091.50
84000	GENERAL ENGINEERING	7,481.14
	TOTAL VENDOR WIGHTMAN	17,280.05
VENDOR NAME: WILLIAMS FARM MACHINERY		
560.99	STORM - BLOWER	560.99
	TOTAL VENDOR WILLIAMS FARM MACHINERY	560.99
VENDOR NAME: WOODYS TREE SERVICE		
85	STORM - SEPT. 25, 26, 27, 28, 29	24,500.07
86	STORM - OCT. 2, 3, 5, 6 TREE REMOVAL	25,200.00
	TOTAL VENDOR WOODYS TREE SERVICE	49,700.07
GRAND TOTAL:		360,314.21

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CUSTOM INVOICE REPORT FOR CITY OF POTTERVILLE
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INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: BRAWNER'S TREE SERVICE LLC		
293	STORM - OCT. 9, 10, 11, 12, 13	14,000.00
TOTAL VENDOR BRAWNER'S TREE SERVICE LLC		14,000.00
VENDOR NAME: CAPITOL IRRIGATION		
10/13/23	WINTERIZATION	472.50
6/21/23	REPAIRS TO IRRIGATION	1,500.00
TOTAL VENDOR CAPITOL IRRIGATION		1,972.50
VENDOR NAME: CARDMEMBER SERVICE		
9/7-10/5/23	STORM (1206.86) - POSTAGE, SAFETY LIGHTS	2,074.65
TOTAL VENDOR CARDMEMBER SERVICE		2,074.65
VENDOR NAME: EGLE		
NPDES	NATIONAL POLLUTANT DISCHARGE ELIMINATION	75.00
TOTAL VENDOR EGLE		75.00
VENDOR NAME: ELHORN ENGINEERING		
299392	CHLORINE, SIPHON PUMP	364.90
TOTAL VENDOR ELHORN ENGINEERING		364.90
VENDOR NAME: FERGUSON ENTERPRISES, INC		
0187715	CURB MINN ROD, BRUSH	103.95
TOTAL VENDOR FERGUSON ENTERPRISES, INC		103.95
VENDOR NAME: FOSTER SWIFT COLLINS & SMITH		
869390	GENERAL & CHERRY STREET SANITARY SEWER	3,722.40
TOTAL VENDOR FOSTER SWIFT COLLINS & SMITH		3,722.40
VENDOR NAME: MICHIGAN POLICE EQUIPMENT		
190333	GLOCK, SIGHTS	4,475.00
8277	STREAMLIGHT	50.00
TOTAL VENDOR MICHIGAN POLICE EQUIPMENT		4,525.00
VENDOR NAME: MID MICHIGAN ELECTRICAL		
OCT . 13, 2023	STORM - REPLACE LIGHT POLE	3,954.00
TOTAL VENDOR MID MICHIGAN ELECTRICAL		3,954.00
VENDOR NAME: PETTY CASH		
10/19/23	TAX POSTAGE, BULBS FOR CITY WREATH, TAX	90.93
TOTAL VENDOR PETTY CASH		90.93
VENDOR NAME: PRESTON COMMUNITY SERVICES LLC		
SEPT. 2023	ASSESSING SERVICES	1,333.33
TOTAL VENDOR PRESTON COMMUNITY SERVICES LLC		1,333.33
VENDOR NAME: QUILL CO		
34904862	COUNTERFEIT DETECTION PENS	15.58
34919637	INK	64.99
34946065	NAME PLATE	10.99
TOTAL VENDOR QUILL CO		91.56
VENDOR NAME: THE FLOWER GARDEN		
OCT 6	MUMS	68.99
TOTAL VENDOR THE FLOWER GARDEN		68.99
VENDOR NAME: WILLIAMS FARM MACHINERY		
15428	CHAIN LOOP	68.69
TOTAL VENDOR WILLIAMS FARM MACHINERY		68.69
VENDOR NAME: WOODY'S TREE SERVICE		
87	STORM - OCT. 9, 10, 11, 12, 13	14,000.00
TOTAL VENDOR WOODY'S TREE SERVICE		14,000.00
VENDOR NAME: WOW!BUSINESS		
10/6-11/5/23	INTERNET AND PHONES	675.12

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User: RDOLMAN
DB: Potterville

CUSTOM INVOICE REPORT FOR CITY OF POTTERVILLE
EXP CHECK RUN DATES 10/13/2023 - 10/19/2023
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: GEN

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: WOW!BUSINESS TOTAL VENDOR WOW!BUSINESS		675.12
GRAND TOTAL:		47,121.02

10/02/2023 04:30 PM
User: JWest
DB: Potterville

BANK RECONCILIATION FOR CITY OF POTTERVILLE
Bank GEN (GENERAL POOLED ACCOUNT)
FROM 09/01/2023 TO 09/30/2023
Reconciliation Record ID: 215

GL Number	Description	Beginning Balance
101-000-001.000	CASH	693,225.75
202-000-001.000	CASH	224,129.55
203-000-001.000	CASH	78,139.21
208-000-001.000	CASH	65,973.72
370-000-001.000	CASH	
401-000-001.000	CASH	6,473.28
590-000-001.000	CASH	129,775.59
590-000-010.000	CASH IN BANK - BOND RESERVE	290,800.00
590-000-011.000	CASH IN BANK-REPLACEMENT FUND	115,141.00
591-000-001.000	CASH	709,101.89
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	5,033.26
641-000-001.000	CASH	30,066.77
Beginning GL Balance:		2,807,617.02
Add: Cash Receipts		731,047.97
Less: Cash Disbursements		(181,501.57)
Less: Payroll Disbursements		(110,787.62)
Add: Journal Entries/Other		72,005.26
Ending GL Balance:		3,318,381.06

GL Number	Description	Ending Balance
101-000-001.000	CASH	1,174,738.90
202-000-001.000	CASH	175,711.20
203-000-001.000	CASH	89,421.83
208-000-001.000	CASH	34,438.78
370-000-001.000	CASH	
401-000-001.000	CASH	6,473.28
590-000-001.000	CASH	129,592.91
590-000-010.000	CASH IN BANK - BOND RESERVE	290,800.00
590-000-011.000	CASH IN BANK-REPLACEMENT FUND	115,141.00
591-000-001.000	CASH	723,230.34
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	5,033.26
641-000-001.000	CASH	114,042.56

Ending GL Balance:		3,318,381.06
Ending Bank Balance:		3,357,195.04
Add: Miscellaneous Transactions		1,763.46
Add: Deposits in Transit		
TRANSFER MONEY TO PAYROLL FOR 9/19 SPECIAL CHECK RUN (CORRECT SELF		(145.59)
		(145.59)
Less: 18 AP Outstanding Checks		40,431.85
Less: 0 PR Outstanding Checks		
Adjusted Bank Balance		3,318,381.06
Unreconciled Difference		0.00

REVIEWED BY: _____

DATE: 10-3-23

10/02/2023 09:30 AM

BANK RECONCILIATION FOR CITY OF POTTERVILLE

User: JWest

Bank FEST (GIZZARD FEST)

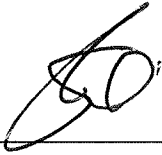
DB: Potterville

FROM 09/01/2023 TO 09/30/2023

Reconciliation Record ID: 213

GL Number	Description	Beginning Balance
211-000-001.000	CASH	41,753.36
Beginning GL Balance:		41,753.36
Add: Journal Entries/Other		127.50
Ending GL Balance:		41,880.86

GL Number	Description	Ending Balance
211-000-001.000	CASH	41,880.86
Ending GL Balance:		41,880.86
Ending Bank Balance:		42,380.86
Add: Deposits in Transit		0.00
Less: 1 AP Outstanding Checks		500.00
Less: 0 PR Outstanding Checks		
Adjusted Bank Balance		41,880.86
Unreconciled Difference:		0.00



REVIEWED BY: _____

DATE: 10-2-23

10/02/2023 04:28 PM

BANK RECONCILIATION FOR CITY OF POTTERVILLE

User: JWest

Bank PR (PAYROLL ACCOUNT)

DB: Potterville

FROM 09/01/2023 TO 09/30/2023

Reconciliation Record ID: 212

GL Number	Description	Beginning Balance
750-000-001.000	CASH	5,763.69
Beginning GL Balance:		5,763.69
Add: Payroll Disbursements		2,716.44
Less: Journal Entries/Other		(34.00)
Ending GL Balance:		8,446.13

GL Number	Description	Ending Balance
750-000-001.000	CASH	8,446.13
Ending GL Balance:		8,446.13
Ending Bank Balance:		38,428.51
Add: Deposits in Transit		
	PAYROLL (WILL CORRECT ITSELF IN OCTOBER)	(24,213.47)
	SEPERATE PAYROLL BATCH 9/19 (CORRECT SELF IN OCTOBER)	145.59
		(24,067.88)
Less: 0 AP Outstanding Checks		
Less: 3 PR Outstanding Checks		5,914.50
Adjusted Bank Balance		8,446.13
Unreconciled Difference:		0.00

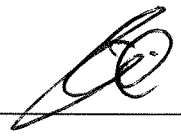


REVIEWED BY: _____

DATE: 10-3-23

GL Number	Description	Beginning Balance
703-000-001.000	CASH	244,687.00
Beginning GL Balance:		244,687.00
Add: Cash Receipts		1,256,388.64
Add: Tax Receipts		50,928.38
Less: Cash Disbursements		(1,530,813.25)
Add: Journal Entries/Other		1,731.72
Ending GL Balance:		22,922.49

GL Number	Description	Ending Balance
703-000-001.000	CASH	22,922.49
Ending GL Balance:		22,922.49
Ending Bank Balance:		25,120.62
Add: Miscellaneous Transactions		1,358.97
Add: Deposits in Transit		0.00
Less: 3 AP Outstanding Checks		3,557.10
Less: 0 PR Outstanding Checks		
Adjusted Bank Balance		22,922.49
Unreconciled Difference:		0.00



REVIEWED BY: _____

DATE: 10-2-23

User: JWest

DB: Potterville

PERIOD ENDING 09/30/2023

GL NUMBER	DESCRIPTION	END BALANCE	2023-24	YTD BALANCE	ACTIVITY FOR
		06/30/2023	ORIGINAL	09/30/2023	MONTH 09/30/2023
		(NORMAL)	(NORMAL)	(NORMAL)	(INCREASE)
Fund 101 - GENERAL FUND					
Revenues					
Dept 000					
101-000-402.000	PROPERTY TAX	599,185.21	599,000.00	587,128.20	491,676.49
101-000-403.000	SOLID WASTE TAX	76,458.15	76,000.00	74,792.74	62,633.13
101-000-411.000	DELINQUENT PROP TAX	454.17	200.00	0.00	0.00
101-000-434.000	TRAILER COURT TAX	2,822.50	2,400.00	216.00	216.00
101-000-445.000	CITY PENALTY	2,926.99	2,900.00	98.32	98.32
101-000-447.000	ADMINISTRATION FEE	30,833.22	30,500.00	21,143.56	14,747.32
101-000-476.000	PERMITS	8,830.00	7,000.00	1,910.00	1,160.00
101-000-477.000	3% CABLE T.V.	7,142.52	8,500.00	1,521.32	0.00
101-000-480.000	TELECOM RIGHT OF WAY MAINTENA	11,535.09	11,250.00	0.00	0.00
101-000-481.000	LIQUOR LICENSE FEES	1,994.85	1,994.85	1,948.65	1,948.65
101-000-488.000	RECYCLING	1,569.19	1,200.00	0.00	0.00
101-000-528.000	OTHER FEDERAL GRANTS	144,600.43	144,600.43	0.00	0.00
101-000-543.010	PUBLIC ACT 302 LAW ENF.	736.18	500.00	0.00	0.00
101-000-573.000	LOCAL COMMUNITY STABILIZATION	238,606.49	230,000.00	0.00	0.00
101-000-574.000	ST SHARED REV - SALES TAX	333,973.00	320,000.00	(5,022.00)	0.00
101-000-574.100	EVIP DISTRIBUTION (A, C, E)	41,939.00	41,938.00	1.00	0.00
101-000-579.000	GRANT REVENUE	63,450.00	118,600.00	0.00	0.00
101-000-602.000	FOIA	252.56	0.00	96.63	96.63
101-000-607.000	CHARGES FOR SERVICES - PD	417.20	350.00	45.00	15.00
101-000-656.000	FINES & FORFEITURES	2,812.68	2,000.00	343.20	0.00
101-000-665.000	INTEREST	28,931.97	24,000.00	10,753.66	4,051.07
101-000-667.010	DDA PAVILION - FARMERS MARKET	50.00	0.00	0.00	0.00
101-000-671.100	LEASE/RENT	1,764.91	500.00	293.88	97.96
101-000-674.000	DONATIONS	993.00	0.00	0.65	0.00
101-000-675.030	COMMUNITY POLICING DONATION	1,540.00	0.00	0.00	0.00
101-000-676.000	REIMBURSEMENT	3,985.59	0.00	2,500.00	0.00
101-000-677.000	SCHOOL SRO REIMBURSEMENT	41,768.40	43,000.00	0.00	360.00
101-000-684.000	MISC INCOME	33.44	0.00	40.85	0.00
101-000-687.000	INSURANCE REIMBURSEMENT	6,809.16	0.00	0.00	0.00
101-000-689.000	CASH OVER & UNDER	0.00	0.00	0.04	0.00
101-000-693.000	SALE OF FIXED ASSETS	1,450.00	0.00	0.00	0.00
Total Dept 000		1,657,865.90	1,666,433.28	697,811.70	577,100.57
TOTAL REVENUES		1,657,865.90	1,666,433.28	697,811.70	577,100.57
Expenditures					
Dept 101 - CITY COUNCIL					
101-101-703.000	SALARIES	2,436.50	3,000.00	310.94	310.94
101-101-706.000	RR-CROSSING MAINTENANCE FEE	2,257.00	2,257.00	0.00	0.00
101-101-719.000	FRINGE BENEFITS	235.59	200.00	21.42	21.42
101-101-731.000	PUBLICATION	327.30	600.00	118.70	118.70
101-101-740.000	SUPPLIES	67.94	200.00	14.99	14.99
101-101-775.000	REPAIRS & MAINT	0.00	50.00	0.00	0.00
101-101-913.000	INSURANCE-LIAB & WORKMAN COMP	54,175.59	57,032.00	57,799.83	57,799.83
101-101-961.000	CONFERENCE AND WORKSHOPS	85.00	100.00	0.00	0.00
Total Dept 101 - CITY COUNCIL		59,584.92	63,439.00	58,265.88	58,265.88
Dept 171 - MAYOR					
101-171-703.000	SALARIES	660.00	850.00	60.00	60.00
101-171-719.000	FRINGE BENEFITS	27.54	85.00	4.59	4.59
Total Dept 171 - MAYOR		687.54	935.00	64.59	64.59
Dept 172 - CITY MANAGER					
101-172-703.000	SALARIES	78,477.39	79,285.52	18,644.96	6,275.08
101-172-719.000	FRINGE BENEFITS	17,268.95	17,631.79	3,878.05	1,273.36
101-172-740.000	SUPPLIES	19.64	30.00	139.91	0.00
101-172-809.000	TRAINING	0.00	150.00	0.00	0.00
101-172-980.100	COMPUTER EQUIPMENT	0.00	200.00	0.00	0.00
Total Dept 172 - CITY MANAGER		95,765.98	97,297.31	22,662.92	7,548.44
Dept 215 - CLERK					
101-215-703.000	SALARIES	33,067.14	33,672.38	8,321.80	3,013.99
101-215-719.000	FRINGE BENEFITS	3,137.52	3,276.37	636.62	230.57
101-215-740.000	SUPPLIES	376.73	450.00	59.56	59.56
101-215-741.000	POSTAGE	282.00	400.00	144.00	0.00
101-215-781.000	COMPUTER SOFTWARE	374.14	400.00	0.00	0.00
101-215-809.000	TRAINING	1,468.19	2,400.00	0.00	0.00

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GL NUMBER	DESCRIPTION	END BALANCE 06/30/2023 DUAL (ABNORMAL)	2023-24 ORIGINAL BUDGET DUAL	YTD BALANCE 09/30/2023 DUAL (ABNORMAL)	ACTIVITY FOR MONTH 09/30/2023 BASE (DECREASE)
Fund 101 - GENERAL FUND					
Expenditures					
101-215-822.000	ELECTIONS	8,376.55	11,000.00	794.28	794.28
101-215-958.000	DUES AND SUBSCRIPTIONS	95.00	160.00	0.00	0.00
101-215-961.000	CONFERENCE AND WORKSHOPS	150.00	150.00	0.00	0.00
101-215-980.100	COMPUTER EQUIPMENT	0.00	800.00	0.00	0.00
Total Dept 215 - CLERK		47,327.27	52,708.75	9,956.26	4,098.40
Dept 223 - AUDIT					
101-223-807.000	AUDIT	21,450.00	23,850.00	21,100.00	11,350.00
Total Dept 223 - AUDIT		21,450.00	23,850.00	21,100.00	11,350.00
Dept 253 - TREASURERS OFFICE					
101-253-703.000	SALARIES	67,773.33	68,471.41	16,101.59	5,419.27
101-253-719.000	FRINGE BENEFITS	21,990.22	22,858.53	5,074.80	1,673.62
101-253-740.000	SUPPLIES	365.78	400.00	189.00	0.00
101-253-741.000	POSTAGE	922.71	1,650.00	457.00	457.00
101-253-781.000	COMPUTER SOFTWARE	0.00	100.00	0.00	0.00
101-253-814.000	BANK SERVICE CHARGES	3,825.45	4,250.00	938.37	330.58
101-253-961.000	CONFERENCE AND WORKSHOPS	248.00	250.00	0.00	0.00
Total Dept 253 - TREASURERS OFFICE		95,125.49	97,979.94	22,760.76	7,880.47
Dept 257 - ASSESSOR					
101-257-703.000	SALARIES	1,010.35	1,205.78	266.69	89.75
101-257-719.000	FRINGE BENEFITS	705.87	750.00	158.39	66.01
101-257-731.000	PUBLICATION	269.70	450.00	0.00	0.00
101-257-740.000	SUPPLIES	178.50	250.00	0.00	0.00
101-257-741.000	POSTAGE	467.89	500.00	0.00	0.00
101-257-781.000	COMPUTER SOFTWARE	235.00	250.00	349.99	89.99
101-257-810.050	RE INSPECTION - 20%	3,350.27	3,350.27	929.07	398.17
101-257-813.000	BOARD OF REVIEW	1,079.76	1,575.00	0.00	0.00
101-257-818.000	CONTRACT LABOR	15,999.63	16,000.00	2,666.99	0.33
Total Dept 257 - ASSESSOR		23,296.97	24,331.05	4,371.13	644.25
Dept 265 - CITY HALL					
101-265-703.000	SALARIES	22,893.98	23,295.84	5,623.88	1,825.10
101-265-719.000	FRINGE BENEFITS	8,999.44	9,240.87	1,922.07	636.89
101-265-731.000	PUBLICATION	708.30	650.00	0.00	0.00
101-265-740.000	SUPPLIES	3,370.68	3,970.00	711.50	549.69
101-265-741.000	POSTAGE	950.41	1,400.00	440.00	0.00
101-265-775.000	REPAIRS & MAINT	862.23	900.00	0.00	0.00
101-265-781.000	COMPUTER SOFTWARE	20,998.98	18,000.00	5,910.30	0.00
101-265-802.000	SERVICE	1,951.27	2,100.00	878.17	201.55
101-265-818.000	CONTRACT LABOR	2,500.00	400.00	0.00	0.00
101-265-880.100	COMMUNITY HOLIDAY EVENT	1,105.26	1,400.00	0.00	0.00
101-265-880.200	COMMUNITY SPECIAL EVENTS	1,911.54	1,900.00	225.72	0.00
101-265-958.000	DUES AND SUBSCRIPTIONS	190.00	300.00	0.00	0.00
101-265-970.000	CAPITAL OUTLAY	179.93	500.00	0.00	0.00
101-265-970.100	RD CAPITAL PROJECT COSTS	287.00	287.00	0.00	0.00
101-265-980.000	OFFICE EQUIPMENT & FURNITURE	750.00	800.00	0.00	0.00
Total Dept 265 - CITY HALL		67,659.02	65,143.71	15,711.64	3,213.23
Dept 266 - ATTORNEY					
101-266-801.000	ATTORNEY	32,317.61	25,000.00	3,085.00	771.00
Total Dept 266 - ATTORNEY		32,317.61	25,000.00	3,085.00	771.00
Dept 301 - POLICE					
101-301-703.000	SALARIES	208,756.25	212,290.21	51,545.28	17,681.16
101-301-703.002	OVERTIME SALARIES	13,203.83	15,000.00	1,055.39	813.71
101-301-719.000	FRINGE BENEFITS	55,338.11	53,722.00	13,390.22	4,504.49
101-301-728.000	UNIFORM EXPENSES	6,042.10	5,000.00	646.00	318.00
101-301-740.000	SUPPLIES	8,154.21	7,300.00	2,610.89	1,967.41
101-301-740.700	GUNS AND AMMUNITION	5,257.45	500.00	211.09	0.00
101-301-775.000	REPAIRS & MAINT	3,741.69	5,000.00	2,043.90	451.24
101-301-781.000	COMPUTER SOFTWARE	481.20	600.00	0.00	0.00
101-301-801.000	ATTORNEY	1,394.00	2,300.00	738.00	328.00

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GL NUMBER	DESCRIPTION	END BALANCE 06/30/2023 BAL (ABNORMAL)	2023-24 ORIGINAL BUDGET	YTD BALANCE 09/30/2023 BAL (ABNORMAL)	ACTIVITY FOR MTH 09/30/2023 BASE (DECREASE)
Fund 101 - GENERAL FUND					
Expenditures					
101-301-802.000	SERVICE	10.00	1,000.00	1,070.09	1,070.09
101-301-809.000	TRAINING	2,577.03	2,500.00	268.00	250.00
101-301-851.000	RADIO REPAIRS	0.00	300.00	0.00	0.00
101-301-853.000	TELEPHONE EXPENSE	1,795.24	2,050.00	375.49	107.34
101-301-862.000	GAS	435.19	1,000.00	0.00	0.00
101-301-958.000	DUES AND SUBSCRIPTIONS	140.00	1,150.00	286.20	0.00
101-301-960.000	MISC	15.31	100.00	0.00	0.00
101-301-970.000	CAPITAL OUTLAY	76,381.10	2,500.00	0.00	0.00
101-301-980.100	COMPUTER EQUIPMENT	64.97	500.00	0.00	0.00
Total Dept 301 - POLICE		383,787.68	312,812.21	74,240.55	27,491.44
Dept 302 - POLICE STATE TRAINING					
101-302-810.000	EXPENSE	250.00	500.00	0.00	0.00
Total Dept 302 - POLICE STATE TRAINING		250.00	500.00	0.00	0.00
Dept 337 - EMS					
101-337-802.000	SERVICE	127,200.00	129,600.00	64,800.00	0.00
Total Dept 337 - EMS		127,200.00	129,600.00	64,800.00	0.00
Dept 441 - DPW					
101-441-775.000	REPAIRS & MAINT	0.00	2,500.00	0.00	0.00
101-441-810.020	RECYCLING EXPENSE	5,326.18	7,500.00	0.00	0.00
Total Dept 441 - DPW		5,326.18	10,000.00	0.00	0.00
Dept 445 - DRAIN AT LARGE					
101-445-810.000	EXPENSE	3,836.40	5,000.00	0.00	0.00
Total Dept 445 - DRAIN AT LARGE		3,836.40	5,000.00	0.00	0.00
Dept 701 - PLANNING COMMISSION					
101-701-703.000	SALARIES	580.00	650.00	0.00	0.00
101-701-719.000	FRINGE BENEFITS	44.39	100.00	0.00	0.00
101-701-731.000	PUBLICATION	837.06	900.00	0.00	0.00
101-701-803.000	ENGINEERS FEES	4,356.81	7,000.00	0.00	0.00
Total Dept 701 - PLANNING COMMISSION		5,818.26	8,650.00	0.00	0.00
Dept 702 - ZONING					
101-702-703.000	SALARIES	39,045.93	39,447.76	9,279.43	3,123.03
101-702-719.000	FRINGE BENEFITS	3,599.42	3,648.54	709.88	238.91
101-702-731.000	PUBLICATION	827.88	1,700.00	0.00	0.00
101-702-740.000	SUPPLIES	589.56	700.00	25.58	25.58
101-702-853.000	TELEPHONE EXPENSE	725.31	930.00	160.95	53.67
101-702-961.000	CONFERENCE AND WORKSHOPS	25.00	275.00	0.00	0.00
Total Dept 702 - ZONING		44,813.10	46,701.30	10,175.84	3,441.19
Dept 906 - DEBT SERVICE					
101-906-738.000	TOWNSHIP/MILL	9,022.88	9,500.00	8,208.66	8,208.66
101-906-991.000	DEBT SERVICE - PRINCIPAL	27,423.30	28,388.40	24,331.00	0.00
101-906-991.500	DEBT PRINCIPAL & INTEREST	0.03	0.00	0.00	0.00
101-906-992.000	PRINCIPAL & INTEREST - PATROL CAR	12,709.08	13,000.00	1,080.34	0.00
101-906-993.000	BOND INTEREST	27,598.43	26,834.53	11,063.20	0.00
Total Dept 906 - DEBT SERVICE		76,753.72	77,722.93	44,683.20	8,208.66
Dept 966 - CONTRIBUTIONS TO OTHER FUNDS					
101-966-965.203	CONTRIB TO LOCAL STREET FUND	155,139.99	0.00	0.00	0.00
101-966-965.208	CONTRIB TO PARK FUND	116,255.81	285,511.27	50,000.00	0.00
101-966-965.401	CONTRIB TO CAPITAL PROJECT FUND	2,654.00	2,654.00	2,654.00	0.00
101-966-965.590	CONTRIBUTION TO SEWER FUND	81,028.33	54,000.00	0.00	0.00
101-966-965.591	CONTRIBUTION TO WATER	48,588.02	0.00	0.00	0.00
101-966-965.598	CONTRIB TO STORM DRAIN MAINT	18,500.00	0.00	0.00	0.00
101-966-965.641	CONTRIB TO EQP REPAIR & REPL	103,316.72	116,591.01	50,000.00	0.00

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GL NUMBER	DESCRIPTION	END BALANCE	2023-24	YTD BALANCE	ACTIVITY FOR
		06/30/2023	ORIGINAL	09/30/2023	MONTH 09/30/2023
		NORMAL (ABNORMAL)	BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)
Fund 101 - GENERAL FUND					
Expenditures					
Total Dept 966 - CONTRIBUTIONS TO OTHER FUNDS		525,482.87	458,756.28	102,654.00	0.00
TOTAL EXPENDITURES		1,616,483.01	1,500,427.48	454,531.77	132,977.55
Fund 101 - GENERAL FUND:					
TOTAL REVENUES		1,657,865.90	1,666,433.28	697,811.70	577,100.57
TOTAL EXPENDITURES		1,616,483.01	1,500,427.48	454,531.77	132,977.55
NET OF REVENUES & EXPENDITURES		41,382.89	166,005.80	243,279.93	444,123.02
BEG. FUND BALANCE		1,058,242.05	922,039.01	922,039.01	
FUND BALANCE ADJUSTMENTS		(177,585.93)			
END FUND BALANCE		922,039.01	1,088,044.81	1,165,318.94	

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GL NUMBER	DESCRIPTION	END BALANCE	2023-24	YTD BALANCE	ACTIVITY FOR
		06/30/2023	ORIGINAL	09/30/2023	MONTH 09/30/2023
		DYAL (ABNORMAL)	BUDGET	DYAL (ABNORMAL)	BASE (DECREASE)
Fund 202 - MAJOR STREET FUND					
Revenues					
Dept 000					
202-000-451.200	SPEC ASSESSMENT ROAD - SUNSET	5,581.18	5,400.00	4,781.65	4,556.37
202-000-553.000	ACT 51	246,961.71	227,000.00	24,952.09	4,068.47
202-000-582.000	COUNTY ROAD MILL 2014	41,255.60	41,000.00	0.00	0.00
202-000-665.000	INTEREST	6,981.91	6,338.74	2,581.69	940.27
Total Dept 000		300,780.40	279,738.74	32,315.43	9,565.11
TOTAL REVENUES		300,780.40	279,738.74	32,315.43	9,565.11
Expenditures					
Dept 463 - ROUTINE MAINT					
202-463-699.203	TRANSFER TO LOCAL STREETS	87,500.00	87,500.00	87,500.00	0.00
202-463-782.000	STREET MATERIALS & SUPPLIES	3,936.00	4,500.00	127.05	0.00
202-463-818.000	CONTRACT LABOR	0.00	0.00	26,205.00	26,205.00
202-463-956.000	TREE TRIMMING	3,750.00	5,200.00	0.00	0.00
202-463-965.600	CONTRIBUTION TO 641 LABOR & EQUIPMENT	78,000.00	78,000.00	50,000.00	50,000.00
Total Dept 463 - ROUTINE MAINT		173,186.00	175,200.00	163,832.05	76,205.00
Dept 474 - TRAFFIC SIGNS					
202-474-782.000	STREET MATERIALS & SUPPLIES	0.00	250.00	0.00	0.00
Total Dept 474 - TRAFFIC SIGNS		0.00	250.00	0.00	0.00
Dept 478 - WINTER MAINT					
202-478-782.000	STREET MATERIALS & SUPPLIES	370.96	600.00	0.00	0.00
Total Dept 478 - WINTER MAINT		370.96	600.00	0.00	0.00
Dept 480 - CONSTRUCTION					
202-480-803.000	ENGINEERS FEES	3,410.71	5,500.00	7,328.75	7,328.75
202-480-818.000	CONTRACT LABOR	41,941.82	25,000.00	0.00	0.00
Total Dept 480 - CONSTRUCTION		45,352.53	30,500.00	7,328.75	7,328.75
Dept 906 - DEBT SERVICE					
202-906-992.000	BOND PRINCIPAL	10,560.00	11,264.00	0.00	0.00
202-906-993.000	BOND INTEREST	6,419.78	6,160.99	0.00	0.00
Total Dept 906 - DEBT SERVICE		16,979.78	17,424.99	0.00	0.00
TOTAL EXPENDITURES		235,889.27	223,974.99	171,160.80	83,533.75
Fund 202 - MAJOR STREET FUND:					
TOTAL REVENUES		300,780.40	279,738.74	32,315.43	9,565.11
TOTAL EXPENDITURES		235,889.27	223,974.99	171,160.80	83,533.75
NET OF REVENUES & EXPENDITURES		64,891.13	55,763.75	(138,845.37)	(73,968.64)
BEG. FUND BALANCE		244,998.77	309,889.90	309,889.90	
END FUND BALANCE		309,889.90	365,653.65	171,044.53	

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GL NUMBER	DESCRIPTION	END BALANCE	2023-24	YTD BALANCE	ACTIVITY FOR
		06/30/2023	ORIGINAL	09/30/2023	MONTH 09/30/2023
		AMAL (ABNORMAL)	BUDGET AMAL	(ABNORMAL)	BASE (DECREASE)
Fund 203 - LOCAL STREET FUND					
Revenues					
Dept 000					
203-000-451.200	SPEC ASSESSMENT ROAD - SUNSET	34,138.82	36,000.00	29,178.94	27,804.22
203-000-553.000	ACT 51	98,129.37	95,000.00	9,922.71	1,618.05
203-000-555.100	GRANT ENHANCEMENT - STATE	100,000.00	100,000.00	0.00	0.00
203-000-582.000	COUNTY ROAD MILL 2014	35,458.37	32,000.00	0.00	0.00
203-000-665.000	INTEREST	698.19	790.00	258.17	94.03
203-000-699.001	CONTRIBUTIONS FROM MAJOR STREET FUND	87,500.00	87,500.00	87,500.00	87,500.00
203-000-699.101	GF CONTRIBUTION	155,139.99	0.00	0.00	(87,500.00)
Total Dept 000		511,064.74	351,290.00	126,859.82	29,516.30
TOTAL REVENUES		511,064.74	351,290.00	126,859.82	29,516.30
Expenditures					
Dept 463 - ROUTINE MAINT					
203-463-818.000	CONTRACT LABOR	0.00	0.00	26,205.00	26,205.00
203-463-965.600	CONTRIBUTION TO 641 LABOR & EQUIPMENT	20,000.00	25,000.00	5,000.00	5,000.00
Total Dept 463 - ROUTINE MAINT		20,000.00	25,000.00	31,205.00	31,205.00
Dept 478 - WINTER MAINT					
203-478-782.000	STREET MATERIALS & SUPPLIES	370.96	600.00	0.00	0.00
Total Dept 478 - WINTER MAINT		370.96	600.00	0.00	0.00
Dept 480 - CONSTRUCTION					
203-480-803.000	ENGINEERS FEES	11,657.85	15,000.00	0.00	0.00
203-480-818.000	CONTRACT LABOR	233,870.95	7,035.92	0.00	0.00
Total Dept 480 - CONSTRUCTION		245,528.80	22,035.92	0.00	0.00
Dept 740 - SPECIAL MAINT					
203-740-956.000	TREE TRIMMING	0.00	1,500.00	0.00	0.00
Total Dept 740 - SPECIAL MAINT		0.00	1,500.00	0.00	0.00
Dept 906 - DEBT SERVICE					
203-906-992.000	BOND PRINCIPAL	158,016.70	165,347.60	33,669.00	0.00
203-906-993.000	BOND INTEREST	141,616.77	136,806.48	15,309.15	0.00
Total Dept 906 - DEBT SERVICE		299,633.47	302,154.08	48,978.15	0.00
TOTAL EXPENDITURES		565,533.23	351,290.00	80,183.15	31,205.00
Fund 203 - LOCAL STREET FUND:					
TOTAL REVENUES		511,064.74	351,290.00	126,859.82	29,516.30
TOTAL EXPENDITURES		565,533.23	351,290.00	80,183.15	31,205.00
NET OF REVENUES & EXPENDITURES		(54,468.49)	0.00	46,676.67	(1,688.70)
BEG. FUND BALANCE		92,546.99	38,078.50	38,078.50	
END FUND BALANCE		38,078.50	38,078.50	84,755.17	

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GL NUMBER	DESCRIPTION	END BALANCE	2023-24	YTD BALANCE	ACTIVITY FOR
		06/30/2023	ORIGINAL	09/30/2023	MONTH 09/30/2023
		DUAL (ABNORMAL)	BUDGET DUAL	(ABNORMAL)	INCREASE (DECREASE)
Fund 208 - PARK FUND					
Revenues					
Dept 000					
208-000-478.000	LEAGUE FEES	325.00	0.00	0.00	0.00
208-000-478.030	CONCESSIONS	29,281.18	28,030.00	11,587.74	1,670.65
208-000-478.070	FIELD RENTAL	28,559.00	21,000.00	7,884.00	3,524.00
208-000-478.084	FLAG FOOTBALL	1,620.00	1,250.00	1,035.00	45.00
208-000-478.090	YOUTH FEES	6,810.00	6,000.00	0.00	0.00
208-000-667.000	PAVILION RENT	1,520.00	1,500.00	435.00	(10.00)
208-000-667.020	TIFA PAVILION - COMMUNITY CEN	1,950.00	1,650.00	950.00	300.00
208-000-674.000	DONATIONS	1,300.00	0.00	0.00	0.00
208-000-680.001	SPECIAL EVENTS	700.00	700.00	250.00	(100.00)
208-000-684.000	MISC INCOME	40.00	0.00	0.00	0.00
208-000-699.101	GF CONTRIBUTION	116,255.81	285,511.27	50,000.00	0.00
Total Dept 000		188,360.99	345,641.27	72,141.74	5,429.65
TOTAL REVENUES		188,360.99	345,641.27	72,141.74	5,429.65
Expenditures					
Dept 751 - PARK ADMIN					
208-751-703.000	SALARIES	48,748.06	51,395.88	14,488.90	4,254.66
208-751-703.002	OVERTIME SALARIES	0.00	0.00	176.42	176.42
208-751-719.000	FRINGE BENEFITS	20,483.45	20,060.39	5,808.54	1,922.87
208-751-728.000	UNIFORM EXPENSES	0.00	550.00	0.00	0.00
208-751-731.000	PUBLICATION	562.28	600.00	892.16	446.08
208-751-740.000	SUPPLIES	6,460.80	5,500.00	1,046.29	165.87
208-751-781.000	COMPUTER SOFTWARE	72.00	150.00	0.00	0.00
208-751-803.000	ENGINEERS FEES	35,021.32	27,000.00	3,507.50	2,042.50
208-751-809.000	TRAINING	1,073.11	1,200.00	0.00	0.00
208-751-810.100	GRANT EXPENSE	0.00	166,600.00	147.50	0.00
208-751-818.000	CONTRACT LABOR	5,439.62	2,500.00	26,505.00	26,505.00
208-751-853.000	TELEPHONE EXPENSE	647.27	875.00	160.95	53.67
208-751-913.000	INSURANCE-LIAB & WORKMAN COMP	9,283.91	9,300.00	10,055.74	10,055.74
208-751-962.000	MILEAGE	397.08	400.00	163.21	0.00
Total Dept 751 - PARK ADMIN		128,188.90	286,131.27	62,952.21	45,622.81
Dept 770 - LAKE ALLIANCE MAINTENANCE					
208-770-740.000	SUPPLIES	2,396.61	2,500.00	2,429.34	23.35
208-770-775.000	REPAIRS & MAINT	3,401.43	3,500.00	564.59	0.00
208-770-802.000	SERVICE	323.40	500.00	552.00	0.00
208-770-920.000	UTILITIES	13,784.36	12,500.00	1,916.33	212.12
Total Dept 770 - LAKE ALLIANCE MAINTENANCE		19,905.80	19,000.00	5,462.26	235.47
Dept 771 - CITY PARK					
208-771-740.000	SUPPLIES	0.00	500.00	0.00	0.00
208-771-775.000	REPAIRS & MAINT	1,646.11	1,200.00	295.00	0.00
208-771-818.000	CONTRACT LABOR	0.00	1,000.00	0.00	0.00
Total Dept 771 - CITY PARK		1,646.11	2,700.00	295.00	0.00
Dept 772 - SUNSET HILLS PARK					
208-772-775.000	REPAIRS & MAINT	0.00	310.00	0.00	0.00
Total Dept 772 - SUNSET HILLS PARK		0.00	310.00	0.00	0.00
Dept 774 - BASEBALL					
208-774-731.000	PUBLICATION	464.80	700.00	0.00	0.00
208-774-740.000	SUPPLIES	211.09	800.00	49.94	0.00
208-774-745.000	YOUTH UMPIRE FEES	0.00	100.00	0.00	0.00
208-774-775.000	REPAIRS & MAINT	2,006.90	2,000.00	0.00	0.00
Total Dept 774 - BASEBALL		2,682.79	3,600.00	49.94	0.00
Dept 777 - BALLFIELD					
208-777-740.000	SUPPLIES	1,441.17	4,500.00	1,247.82	0.00
208-777-744.000	YOUTH FEES (UNIFORMS,ETC.)	5,556.09	7,400.00	1,010.00	1,010.00
208-777-745.000	YOUTH UMPIRE FEES	1,410.00	1,800.00	195.00	0.00
208-777-802.000	SERVICE	0.00	450.00	0.00	0.00

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GL NUMBER	DESCRIPTION	END BALANCE	2023-24	YTD BALANCE	ACTIVITY FOR
		06/30/2023	ORIGINAL	09/30/2023	MONTH 09/30/2023
		NORMAL (ABNORMAL)	BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)
Fund 208 - PARK FUND					
Expenditures					
Total Dept 777 - BALLFIELD		8,407.26	14,150.00	2,452.82	1,010.00
Dept 778 - CONCESSIONS					
208-778-703.000	SALARIES	6,227.66	5,700.00	1,946.19	840.23
208-778-719.000	FRINGE BENEFITS	839.67	570.00	260.87	116.54
208-778-740.000	SUPPLIES	13,434.84	11,500.00	4,885.79	297.32
208-778-746.000	CONCESSION - FOOD LICENSE	870.51	880.00	0.00	0.00
208-778-814.000	BANK SERVICE CHARGES	930.71	1,000.00	170.57	114.39
Total Dept 778 - CONCESSIONS		22,303.39	19,650.00	7,263.42	1,368.48
Dept 779 - SPECIAL EVENTS					
208-779-740.000	SUPPLIES	0.00	100.00	0.00	0.00
Total Dept 779 - SPECIAL EVENTS		0.00	100.00	0.00	0.00
TOTAL EXPENDITURES		183,134.25	345,641.27	78,475.65	48,236.76
Fund 208 - PARK FUND:					
TOTAL REVENUES		188,360.99	345,641.27	72,141.74	5,429.65
TOTAL EXPENDITURES		183,134.25	345,641.27	78,475.65	48,236.76
NET OF REVENUES & EXPENDITURES		5,226.74	0.00	(6,333.91)	(42,807.11)
BEG. FUND BALANCE		31,971.41	37,198.15	37,198.15	
END FUND BALANCE		37,198.15	37,198.15	30,864.24	

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GL NUMBER	DESCRIPTION	END BALANCE	2023-24	YTD BALANCE	ACTIVITY FOR
		06/30/2023	ORIGINAL	09/30/2023	MONTH 09/30/2023
		AMAL (ABNORMAL)	BUDGET AMAL	(ABNORMAL)	BASE (DECREASE)
Fund 211 - GIZZARD FEST					
Revenues					
Dept 000					
211-000-665.000	INTEREST	601.37	600.00	386.74	127.50
211-000-674.000	DONATIONS	4,287.65	3,000.00	0.00	0.00
211-000-674.100	SPONSORSHIP	14,835.00	12,000.00	0.00	0.00
211-000-678.000	POTTERVILLE ATHLETICS	232.00	0.00	0.00	0.00
211-000-681.000	VENDOR BOOTHS	9,700.00	8,000.00	0.00	0.00
211-000-682.000	RACE	9,164.32	6,000.00	0.00	0.00
211-000-686.000	PAGEANT	3,176.53	2,500.00	0.00	0.00
211-000-687.000	INSURANCE REIMBURSEMENT	0.00	0.00	402.00	0.00
211-000-688.000	CARNIVAL	3,827.90	2,900.00	0.00	0.00
211-000-690.000	TENT TICKET SALES	8,838.27	6,500.00	0.00	0.00
211-000-691.000	ATM	0.00	200.00	4.00	0.00
211-000-695.000	T SHIRT SALES	100.00	0.00	0.00	0.00
211-000-697.000	PALLET RAFFLE-BENTON TWP EMERGENCY SERVI	1,826.00	0.00	0.00	0.00
Total Dept 000		56,589.04	41,700.00	792.74	127.50
TOTAL REVENUES		56,589.04	41,700.00	792.74	127.50
Expenditures					
Dept 779 - SPECIAL EVENTS					
211-779-740.000	SUPPLIES	11,149.08	16,000.00	0.00	0.00
211-779-818.000	CONTRACT LABOR	17,207.00	18,000.00	0.00	0.00
211-779-880.200	COMMUNITY SPECIAL EVENTS	12,150.19	10,000.00	1,472.98	0.00
211-779-880.500	PAGEANT	2,655.04	1,000.00	0.00	0.00
211-779-880.600	RACE	3,378.79	4,000.00	473.34	0.00
Total Dept 779 - SPECIAL EVENTS		46,540.10	49,000.00	1,946.32	0.00
TOTAL EXPENDITURES		46,540.10	49,000.00	1,946.32	0.00
Fund 211 - GIZZARD FEST :					
TOTAL REVENUES		56,589.04	41,700.00	792.74	127.50
TOTAL EXPENDITURES		46,540.10	49,000.00	1,946.32	0.00
NET OF REVENUES & EXPENDITURES		10,048.94	(7,300.00)	(1,153.58)	127.50
BEG. FUND BALANCE			43,034.44	43,034.44	
FUND BALANCE ADJUSTMENTS		32,985.50			
END FUND BALANCE		43,034.44	35,734.44	41,880.86	

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GL NUMBER	DESCRIPTION	END BALANCE	2023-24	YTD BALANCE	ACTIVITY FOR
		06/30/2023	ORIGINAL	09/30/2023	MONTH 09/30/2023
		ORMAL (ABNORMAL)	BUDGET	ORMAL (ABNORMAL)	BASE (DECREASE)
Fund 247 - TAX INCREMENT FINANCING AUTHOR					
Revenues					
Dept 728 - TIFA DEPT					
247-728-401.000	PROPERTY TAXES	175,963.07	178,000.00	148,660.46	0.00
247-728-573.000	LOCAL COMMUNITY STABILIZATION	19,395.98	21,000.00	0.00	0.00
247-728-665.000	INTEREST INCOME	148.99	150.00	339.29	136.48
Total Dept 728 - TIFA DEPT		195,508.04	199,150.00	148,999.75	136.48
TOTAL REVENUES		195,508.04	199,150.00	148,999.75	136.48
Expenditures					
Dept 728 - TIFA DEPT					
247-728-703.005	WAGES - OTHER	4,899.97	4,900.00	1,224.99	408.33
247-728-727.000	OFFICE EXPENSE	1,123.05	1,120.00	0.00	0.00
247-728-731.000	PUBLICATION	0.00	300.00	0.00	0.00
247-728-801.000	ATTORNEY	0.00	500.00	0.00	0.00
247-728-803.000	ENGINEERS FEES	5,058.86	8,000.00	0.00	0.00
247-728-807.000	AUDIT	4,250.00	4,500.00	2,250.00	0.00
247-728-967.700	CITY IMPROVEMENTS	1,899.16	1,900.00	0.00	0.00
247-728-970.000	CAPITAL OUTLAY	0.00	8,000.00	0.00	0.00
247-728-992.000	BOND PRINCIPAL	50,000.00	50,000.00	0.00	0.00
247-728-993.000	BOND INTEREST	17,432.50	15,283.00	0.00	0.00
Total Dept 728 - TIFA DEPT		84,663.54	94,503.00	3,474.99	408.33
TOTAL EXPENDITURES		84,663.54	94,503.00	3,474.99	408.33
Fund 247 - TAX INCREMENT FINANCING AUTHOR:					
TOTAL REVENUES		195,508.04	199,150.00	148,999.75	136.48
TOTAL EXPENDITURES		84,663.54	94,503.00	3,474.99	408.33
NET OF REVENUES & EXPENDITURES		110,844.50	104,647.00	145,524.76	(271.85)
BEG. FUND BALANCE		50,368.77	161,213.27	161,213.27	
END FUND BALANCE		161,213.27	265,860.27	306,738.03	

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GL NUMBER	DESCRIPTION	END BALANCE	2023-24	YTD BALANCE	ACTIVITY FOR
		06/30/2023	ORIGINAL	09/30/2023	MONTH 09/30/2023
		NORMAL (ABNORMAL)	BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)
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
Total Dept 000		2,654.00	2,654.00	2,654.00	0.00
TOTAL REVENUES		2,654.00	2,654.00	2,654.00	0.00
Expenditures					
Dept 729 - DOWNTOWN					
401-729-740.600	LANDSCAPING SUPPLIES	2,558.48	3,000.00	0.00	0.00
401-729-818.000	CONTRACT LABOR	145.00	600.00	0.00	0.00
Total Dept 729 - DOWNTOWN		2,703.48	3,600.00	0.00	0.00
TOTAL EXPENDITURES		2,703.48	3,600.00	0.00	0.00
Fund 401 - CAPITAL PROJECT FUND- DOWNTOWN:					
TOTAL REVENUES		2,654.00	2,654.00	2,654.00	0.00
TOTAL EXPENDITURES		2,703.48	3,600.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		(49.48)	(946.00)	2,654.00	0.00
BEG. FUND BALANCE		3,868.76	3,819.28	3,819.28	
END FUND BALANCE		3,819.28	2,873.28	6,473.28	

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GL NUMBER	DESCRIPTION	END BALANCE	2023-24	YTD BALANCE	ACTIVITY FOR
		06/30/2023	ORIGINAL	09/30/2023	MONTH 09/30/2023
		DYAL (ABNORMAL)	BUDGET	DYAL (ABNORMAL)	BASE (DECREASE)
Fund 590 - SEWER FUND					
Revenues					
Dept 000					
590-000-642.000	BILLS	156,709.13	155,000.00	27,412.22	(1,151.02)
590-000-642.001	FIXED COSTS	484,377.11	486,422.00	84,852.15	181.04
590-000-656.000	FINES & FORFEITURES	17,803.76	15,000.00	4,667.07	1,400.63
590-000-665.000	INTEREST	10,472.82	10,200.00	3,872.53	1,410.40
590-000-666.000	INSPECTION FEE	250.00	250.00	300.00	200.00
590-000-672.000	HOOK UP FEES	27,400.00	27,400.00	0.00	0.00
590-000-684.000	MISC INCOME	87.50	0.00	0.00	0.00
590-000-699.101	GF CONTRIBUTION	81,028.33	54,000.00	0.00	0.00
Total Dept 000		778,128.65	748,272.00	121,103.97	2,041.05
TOTAL REVENUES		778,128.65	748,272.00	121,103.97	2,041.05
Expenditures					
Dept 537 - ADMINISTRATIVE					
590-537-775.000	REPAIRS & MAINT	845.43	3,000.00	3,449.50	3,449.50
590-537-809.000	TRAINING	0.00	100.00	0.00	0.00
Total Dept 537 - ADMINISTRATIVE		845.43	3,100.00	3,449.50	3,449.50
Dept 556 - DPW					
590-556-740.000	SUPPLIES	7,857.29	14,000.00	0.00	0.00
590-556-743.000	METERS	1,201.48	4,550.00	0.00	0.00
590-556-775.000	REPAIRS & MAINT	456.83	1,500.00	89.95	89.95
590-556-802.000	SERVICE	2,866.77	7,000.00	0.00	0.00
590-556-803.000	ENGINEERS FEES	22,907.48	15,000.00	4,972.50	3,367.50
590-556-818.000	CONTRACT LABOR	700.00	5,000.00	0.00	0.00
590-556-965.600	CONTRIBUTION TO 641 LABOR & EQUIPMENT	190,000.00	190,000.00	50,000.00	50,000.00
590-556-968.000	DEPRECIATION EXPENSE	295,167.00	0.00	0.00	0.00
590-556-970.000	CAPITAL OUTLAY	0.04	60,000.00	38,261.00	0.00
Total Dept 556 - DPW		521,156.89	297,050.00	93,323.45	53,457.45
Dept 906 - DEBT SERVICE					
590-906-991.000	DEBT SERVICE - PRINCIPAL	0.00	168,000.00	43,000.00	0.00
590-906-993.000	BOND INTEREST	201,707.23	206,677.00	32,545.06	0.00
Total Dept 906 - DEBT SERVICE		201,707.23	374,677.00	75,545.06	0.00
TOTAL EXPENDITURES		723,709.55	674,827.00	172,318.01	56,906.95
Fund 590 - SEWER FUND:					
TOTAL REVENUES		778,128.65	748,272.00	121,103.97	2,041.05
TOTAL EXPENDITURES		723,709.55	674,827.00	172,318.01	56,906.95
NET OF REVENUES & EXPENDITURES		54,419.10	73,445.00	(51,214.04)	(54,865.90)
BEG. FUND BALANCE		2,912,634.93	2,967,054.03	2,967,054.03	
END FUND BALANCE		2,967,054.03	3,040,499.03	2,915,839.99	

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GL NUMBER	DESCRIPTION	END BALANCE	2023-24	YTD BALANCE	ACTIVITY FOR
		06/30/2023	ORIGINAL	09/30/2023	MONTH 09/30/2023
		NORMAL (ABNORMAL)	BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)
Fund 591 - WATER FUND					
Revenues					
Dept 000					
591-000-642.000	BILLS	200,282.75	197,000.00	35,070.59	(1,469.78)
591-000-642.001	FIXED COSTS	382,824.32	392,183.28	65,056.25	90.61
591-000-644.000	PENALTIES	650.00	650.00	260.00	160.00
591-000-656.000	FINES & FORFEITURES	15,380.61	14,000.00	4,166.64	1,237.10
591-000-665.000	INTEREST	23,738.38	20,000.00	8,777.72	3,196.91
591-000-666.000	INSPECTION FEE	175.00	175.00	250.00	200.00
591-000-672.000	HOOK UP FEES	18,500.00	18,500.00	47,250.00	37,800.00
591-000-684.000	MISC INCOME	87.50	0.00	324.62	0.00
591-000-699.101	GF CONTRIBUTION	48,588.02	48,588.02	0.00	0.00
Total Dept 000		690,226.58	691,096.30	161,155.82	41,214.84
TOTAL REVENUES		690,226.58	691,096.30	161,155.82	41,214.84
Expenditures					
Dept 537 - ADMINISTRATIVE					
591-537-731.000	PUBLICATION	1,112.68	500.00	0.00	0.00
591-537-740.000	SUPPLIES	644.89	1,500.00	0.00	0.00
591-537-741.000	POSTAGE	3,134.02	3,500.00	944.36	0.00
591-537-781.000	COMPUTER SOFTWARE	0.00	1,500.00	0.00	0.00
591-537-809.000	TRAINING	75.00	1,200.00	596.80	596.80
Total Dept 537 - ADMINISTRATIVE		4,966.59	8,200.00	1,541.16	596.80
Dept 556 - DPW					
591-556-740.000	SUPPLIES	3,473.95	4,000.00	909.00	0.00
591-556-743.000	METERS	2,661.48	6,000.00	0.00	0.00
591-556-775.000	REPAIRS & MAINT	(16,363.00)	10,000.00	5,112.53	4,462.53
591-556-802.000	SERVICE	8,462.96	12,000.00	22,486.76	20,317.76
591-556-803.000	ENGINEERS FEES	28,538.99	29,000.00	4,972.50	3,367.50
591-556-818.000	CONTRACT LABOR	(2,575.07)	25,000.00	15,075.65	0.00
591-556-965.600	CONTRIBUTION TO 641 LABOR & EQUIPMENT	200,000.00	200,000.00	100,000.00	50,000.00
591-556-968.000	DEPRECIATION EXPENSE	153,658.00	0.00	0.00	0.00
591-556-970.000	CAPITAL OUTLAY	35,064.35	40,000.00	0.00	0.00
Total Dept 556 - DPW		412,921.66	326,000.00	148,556.44	78,147.79
Dept 906 - DEBT SERVICE					
591-906-992.000	BOND PRINCIPAL	0.00	98,000.00	27,000.00	0.00
591-906-993.000	BOND INTEREST	114,044.55	112,674.00	20,092.87	0.00
Total Dept 906 - DEBT SERVICE		114,044.55	210,674.00	47,092.87	0.00
TOTAL EXPENDITURES		531,932.80	544,874.00	197,190.47	78,744.59
Fund 591 - WATER FUND:					
TOTAL REVENUES		690,226.58	691,096.30	161,155.82	41,214.84
TOTAL EXPENDITURES		531,932.80	544,874.00	197,190.47	78,744.59
NET OF REVENUES & EXPENDITURES		158,293.78	146,222.30	(36,034.65)	(37,529.75)
BEG. FUND BALANCE		2,863,411.99	3,021,705.77	3,021,705.77	
END FUND BALANCE		3,021,705.77	3,167,928.07	2,985,671.12	

PERIOD ENDING 09/30/2023

GL NUMBER	DESCRIPTION	END BALANCE	2023-24	YTD BALANCE	ACTIVITY FOR
		06/30/2023	ORIGINAL	09/30/2023	MONTH 09/30/2023
		NORMAL (ABNORMAL)	BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)
Fund 598 - STORM DRAIN MAINTENANCE					
Revenues					
Dept 000					
598-000-699.101	GF CONTRIBUTION	18,500.00	0.00	0.00	0.00
Total Dept 000		18,500.00	0.00	0.00	0.00
TOTAL REVENUES		18,500.00	0.00	0.00	0.00
Expenditures					
Dept 556 - DPW					
598-556-740.000	SUPPLIES	1,358.50	0.00	0.00	0.00
598-556-818.000	CONTRACT LABOR	18,500.00	0.00	0.00	0.00
598-556-931.000	DPW MAINT & REPAIR	687.50	0.00	0.00	0.00
Total Dept 556 - DPW		20,546.00	0.00	0.00	0.00
TOTAL EXPENDITURES		20,546.00	0.00	0.00	0.00
Fund 598 - STORM DRAIN MAINTENANCE:					
TOTAL REVENUES		18,500.00	0.00	0.00	0.00
TOTAL EXPENDITURES		20,546.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		(2,046.00)	0.00	0.00	0.00
BEG. FUND BALANCE		7,079.26	5,033.26	5,033.26	
END FUND BALANCE		5,033.26	5,033.26	5,033.26	

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 User: JWest
 DB: Pottersville

REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

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PERIOD ENDING 09/30/2023

GL NUMBER	DESCRIPTION	END BALANCE	2023-24	YTD BALANCE	ACTIVITY FOR
		06/30/2023	ORIGINAL	09/30/2023	MONTH 09/30/2023
		AMOUNT (ABNORMAL)	BUDGET AMOUNT	AMOUNT (ABNORMAL)	INCREASE (DECREASE)
Fund 641 - EQUIPMENT REPAIR & REPLACEMENT					
Revenues					
Dept 000					
641-000-699.100	OPERATING TRANSFER-IN	591,316.72	604,591.01	255,000.00	155,000.00
Total Dept 000		591,316.72	604,591.01	255,000.00	155,000.00
TOTAL REVENUES		591,316.72	604,591.01	255,000.00	155,000.00
Expenditures					
Dept 932 - EQUIPMENT REPAIR ACTIVITY					
641-932-703.000	SALARIES	242,702.38	240,786.55	67,398.11	20,559.43
641-932-703.002	OVERTIME SALARIES	15,379.82	14,500.00	3,888.37	1,929.33
641-932-719.000	FRINGE BENEFITS	76,880.60	78,092.19	21,449.53	7,014.98
641-932-728.000	UNIFORM EXPENSES	3,060.15	3,000.00	945.96	245.08
641-932-731.000	POSTAGE	0.00	1,200.00	0.00	0.00
641-932-740.000	SUPPLIES	21,143.58	23,000.00	3,134.42	1,535.08
641-932-775.000	REPAIRS & MAINT	51,842.25	45,237.98	10,980.90	2,966.16
641-932-781.000	COMPUTER SOFTWARE	0.00	2,100.00	0.00	0.00
641-932-782.000	STREET MATERIALS & SUPPLIES	9,855.18	11,000.00	0.00	0.00
641-932-802.000	SERVICE	2,291.46	4,000.00	6,693.55	6,693.55
641-932-809.000	TRAINING	865.00	2,000.00	0.00	0.00
641-932-853.000	TELEPHONE EXPENSE	3,267.08	3,900.00	828.30	307.37
641-932-862.000	GAS	25,421.65	28,000.00	8,953.99	5,943.84
641-932-920.000	UTILITIES	121,252.59	129,000.00	19,514.13	3,422.73
641-932-958.000	DUES AND SUBSCRIPTIONS	0.00	500.00	74.24	74.24
641-932-968.000	DEPRECIATION EXPENSE	40,099.00	0.00	0.00	0.00
641-932-970.000	CAPITAL OUTLAY	3,754.75	5,000.00	4,411.68	1,986.68
Total Dept 932 - EQUIPMENT REPAIR ACTIVITY		617,815.49	591,316.72	148,273.18	52,678.47
TOTAL EXPENDITURES		617,815.49	591,316.72	148,273.18	52,678.47
Fund 641 - EQUIPMENT REPAIR & REPLACEMENT:					
TOTAL REVENUES		591,316.72	604,591.01	255,000.00	155,000.00
TOTAL EXPENDITURES		617,815.49	591,316.72	148,273.18	52,678.47
NET OF REVENUES & EXPENDITURES		(26,498.77)	13,274.29	106,726.82	102,321.53
BEG. FUND BALANCE		149,435.95	122,937.18	122,937.18	
END FUND BALANCE		122,937.18	136,211.47	229,664.00	
TOTAL REVENUES - ALL FUNDS					
TOTAL REVENUES - ALL FUNDS		4,990,995.06	4,930,566.60	1,618,834.97	820,131.50
TOTAL EXPENDITURES - ALL FUNDS					
TOTAL EXPENDITURES - ALL FUNDS		4,628,950.72	4,379,454.46	1,307,554.34	484,691.40
NET OF REVENUES & EXPENDITURES		362,044.34	551,112.14	311,280.63	335,440.10
BEG. FUND BALANCE - ALL FUNDS		7,414,558.88	7,632,002.79	7,632,002.79	
FUND BALANCE ADJ - ALL FUNDS		(144,600.43)			
END FUND BALANCE - ALL FUNDS		7,632,002.79	8,183,114.93	7,943,283.42	

City of Potterville

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October 11, 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 is in receipt of a draft Resolution for the City's water rates and connection tap fees that's been prepared with input from Baker Tilly Municipal Financial Advisors. At this time, Mr. Andy Campbell from Baker Tilly is planning on attending next month's meeting to go through their analysis that's been used as a basis for the Resolution's rate increases. The Resolution's intent is to meet the first of three designed 15% increases to the City's water system rates and tap fees that would fund, without new taxes or assessments, a Revenue Bond from USDA Rural Development Program in the amount \$6.95 Million (engineer's estimate maximum). If funded, the USDA RD Bond would allow the City to commence with a project to install a new Type I Municipal Water Well on City owned property, and Iron Removal Plant that would significantly increase the City's potable drinking water supply and firm water capacity as measured by the EGLE, and update antiquated iron removal processes. I suggest a Public Hearing portion of an agenda prior this type of Resolution to allow for ample public input from City utility customers. The City's Financial Review from Baker Tilly shows detailed financials of the Water systems and outlays for USDA Bond reserves. The report can be presented to Council and the public during a public meeting by Mr. Andy Campbell, Baker Tilly Advisor who is an expert in USDA RD project finances. Existing tap fee(s), applicable to new construction and development, have been included in the Resolution with the same flat increase of 15% for future water customers.

2. The City Office has received engineer's conceptual plan drawings for resurfacing of 835 linear feet of E. Vermontville Hwy. from CN Railway to the west boundary line near the Waste Water Treatment Plant entrance and East & West Main Street downtown. This major street resurfacing project will take place in both locations at the same time and is scheduled for 2025 Construction. Plans are not yet complete (just conceptual/preliminary) but provide a very accurate scope of the project. This the largest Major Street project in Potterville since its resurfacing of Vermontville Hwy. about 6 years ago including the street scape project on Main Street in 2011. The project will renew the west entrance to the City and downtown areas with a 60% cost participation from the City's Small Urban MDOT Group Fund. The City has a goal to finalize the conceptual plans early this year and make them available ASAP to the Potterville Public Schools and the Eaton County Drain Commissioner in anticipation of their future work that may take place near East Main Street. Please take a look at the plans in anticipation of public hearings and construction bids next year, and let me know if you have any comments.

3. As reported last month the City has completed its structural inspection of the DPW Garage on Nelson Street on September 5th; last week the City finished its site walk through (2nd walkthrough) with EMC Claims Adjustor Andrew Baranski to catalog and report all itemized damages to City owned properties at all locations. This includes areas at City Hall, City Park, Lake Alliance Park,

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Sunset Hills Park, and clean up at Veterans Park. Andrew has told me that Belfour Construction has been approved by EMC to apply a temporary roof to the DPW Garage structure for rain protection, and that Belfour who's already on site for our neighbor, should have a storage pod also on site (vacant city owned lot off Dunbar Street) for portable equipment storage. Soon the City should have EMC's itemized review of coverages to my Office. Once I have this report the City will be moving quickly to obtain competitive bids for repairs as needed to the DPW Building and public property damages from the 8/24 storm. Reimbursement payments for incurred expenses to date should be arrive soon from EMC. At the time of this report, the City has expensed approximately \$232,774.29 and paid \$103,248 in storm damage related expenses mostly pertaining to equipment repair and replacement and tree debris removal and hauling.

4. Council has a legally reviewed Police Policy that involves a new Rifle Purchase Program outlining procedure for the City's Police Department including the Police Chief and sworn personnel to purchase to own and carry a Daniel Defense semi-automatic short-barrel-rifles (AR-15) with suppressors through payroll deduction of the City. The purchase process may help relieve budgetary stresses of our law enforcement department while also providing top rated equipment for the PD Chief/Officers. These types of purchases of weapon systems that involve employee payroll deductions shall be made through the same process as other Police Department weapons but with added conditions outlined and guided per Policy. The weapon systems are to be utilized by sworn members of the Potterville Police Department during the course of their duties, but can, upon satisfaction of all terms of payment and inspection (as described in the Policy) be owned by the PD Officer(s) and/or the Chief. The purchases are not mandatory in any way, and simply an option made available by the City for its PD Officers/Chief – at the request of the Officers. The Chief of Police or the Chief's designee will manage the authorized purchases, distribution, and day-to-day operations of the program that involves records of inspection, transfers of ownership of property from the City to the employee, and penalties. I recommend this Policy in its reviewed format, and feel it's a progressive step forward that could improve operations and performance of emergency services/law enforcement.

5. The City will receive sealed bids for 2024 Road Maintenance Project (overband rubberized crack fill) until 2:00 p.m., local time on the 8th day of November, 2023, at Potterville City Hall, 319 N. Nelson Street, Potterville, Michigan 48876. Competitive bids will be publicly opened and read aloud to be qualified by the City engineer. The work for which bids are being requested consists of the following: Contract the work includes overband crack treatment on 8.10 lane miles of roadway within the City of Potterville, Eaton County in accordance with Section 502 of the 2020 MDOT Standard Specifications for Construction. Contractor work shall be completed no later than June 30, 2024. Contract documents including plans and specifications may be obtained at no charge by downloading from the Wightman website bidding page at <https://bids.gowightman.com/> . Neither the City nor Wightman will be responsible for partial sets of documents obtained from any other source. The Advertisement for Bids, Plan Holder's List, all Addenda, and the Bid Tabulation will also be posted on the Wightman website bidding page at www.gowightman.com/bids .

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TREASURER'S REPORT

October 18, 2023

Utility bills—as of 09/30/23 (bills due on 15th) \$22,682.37 is outstanding with \$17,082.63 over 30 days past due.

Water usage month of Sept (Oct billing): 4,553,292 gallons

Sewer usage month of Sept (Oct billing): 4,549,021 gallons

Ready to service charge-water: \$32,521.48

Ready to service charge-sewer: \$40,891.07

Total water and sewer billed out from 8/26-9/26/23 is \$107,197.27

Payroll month of August, 2023: \$76,875.21 (this includes all payroll taxes + MERS+ council).

There were three payrolls in the month of September. \$110,276.02

Tax bill summer collection percentage: 95.8%. All tax payments received through 9/30 have been disbursed.

EMC and MML have both completed their payroll audits. We may see an adjustment up (or down) based on their calculations.

Bank reconciliations completed for month of September, 2023:

General account – Reconciled balance: **\$3,318,381.06**

Payroll account - Reconciled balance: **\$8,446.13**

Tax account – Reconciled balance: **\$22,922.49**

Gizzard Fest – Reconciled balance: **\$41,880.86**

Respectfully submitted,

Jodi West

City of Potterville

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From the Clerk's office – October 2023

Tis the season to prepare for the upcoming elections with lots of meetings and training regarding the new requirements for the elections.

Absent Voter ballots have been mailed and the ballots are slowly being returned. The Election Commission had our meeting and set the date for Public Accuracy Test for Tues. Oct. 17 at 11:00 am. We invite anyone who would like to see the process of confirming the tabulators are counting properly. The Election Commission also approved the election workers for the November 7th election. The Nov. 7th election we will not have a special absent voter counting board because the size of the turnout will allow us to process in the regular precinct.

The last couple months I have increasingly had more account payables to process with the storm damage costs. Creating a running list of storm damage vendors, making sure we have all the required documentation for each new vendor such as the W-9's and Liability insurance coverage filed with the City.

Our new drop box is installed. The new noticeboard has arrived and should be installed soon as well, along with new signage by drop box and notice board.

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

Becky Dolman

City of Potterville

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October 2023

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

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

- For the MDNR Recreation Passport Grant, the City is still in progress of our tasks of the in-kind/match of the grant which includes the street signs and interpretive signage.
- We received the Eaton County Parks Community Grant Agreement. Although a resolution is not needed but for documentation purposes it is on the agenda for approval that we have received the agreement.
- Youth Flag Football Concluded. Participants had a good season learning of throwing, catching, and understanding the fields. We saw a great amount of sportsmanship and how to be a team player.
- This month is our last month of the Season. We have a Boo Bash/Pumpkin Smash coming up, and at least one more pavilion rental.
- We were with the insurance company and City Manager, to go over storm damage at the park, and estimates are still being gathered.
- We still have a few organizations utilizing our fields.
- Projects continue to be in progress, all weather dependent.
- Before the end of the year will be taking the CPRP exam.
- Took a flag football course and got certified.
- Interested in an upcoming convention. The Michigan Festivals and Events Association Convention: Creating Connections-Building Bridges...Together.
- Fire Prevention is this month. The Benton Township Fire Department held their open house at Lake Alliance, on October 10.
- The City is getting decorated for the Fall Season. Straw bales, corn stalks and pumpkins are placed throughout the City. Reminder, these are City's displays, and not to be taken as it's the Spooky Season.
- Mark your calendars: Trick or Treating is as usual as it is every year, on Halloween. Tuesday, October 31, 2023, from 6:00-8:00 p.m. The Christmas Event is Saturday, December 2, 2023. Flyers are made and forms for parade entrants.

Respectfully Submitted,

Tiffani Falin, Parks & Recreation Director

City of Potterville

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Council report for October 2023 DPW

1. We continue to clean up from storm damage. We have finished cleaning at city park and library and all trees on city streets are cut and hauled away we are waiting on stump grinder at moment. The street sweeping, she be started the first of the week followed by storm drain cleaning shortly after.
2. we have started the cleanup at lake alliance park by cutting the damaged trees and starting to haul the brush away.
3. as soon as the stumps are all ground down, we will be removing the debris and replacing topsoil and seeding the areas.
4. fall sewer discharge is going to be starting this next week also.

City of Potterville

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Field work, sketching, and data entry is complete for the annual inspection of parcels within the City.

Review of any new construction for the year continues.

Deeds, PTAs and PREs are up to date in the database.

Thanks,



Sarah Payton, MAAO

EATON COUNTY 911

Events by Nature Code by Agency

Agency: PPD, Event date/Time range: 09/01/2023 00:00:00 - 09/30/2023 23:59:59

Agency Code	Nature Code	Rpt Only	Self Init	CFS	Total	% Total	Avg Disp Time	Avg Resp Time	Avg Scene Time	Total Call Time	Avg Call Time
PPD	911 UNKNOWN CALL	0	0	1	1	1%	0:00:45	0:01:38	0:03:14	0:05:37	0:05:37
	ABANDONED VEHICLE	0	1	0	1	1%	0:00:00	0:00:00	0:05:37	0:05:37	0:05:37
	ALARM ALL	0	0	2	2	1%	0:01:26	0:02:13	0:03:50	0:09:23	0:04:42
	ASSAULT	0	0	1	1	1%	0:09:28	0:00:00	0:00:00	1:54:24	1:54:24
	ASSIST CITIZEN	0	2	2	4	2%	0:03:31	0:01:54	0:04:54	0:34:03	0:08:31
	ASSIST OTHER POLICE DEPT	0	0	1	1	1%	0:07:04	0:00:00	0:00:00	0:17:32	0:17:32
	BARKING DOG	0	0	1	1	1%	0:03:30	0:00:00	0:00:00	0:04:06	0:04:06
	BREAKING AND ENTERING	0	0	1	1	1%	0:04:49	0:06:39	0:34:01	0:45:29	0:45:29
	CHECK WELLBEING	0	0	5	5	3%	0:06:38	0:15:33	0:53:19	6:10:58	1:14:12
	CRIMINAL SEXUAL CONDUCT REPORT	0	2	0	2	1%	0:00:01	0:00:00	1:59:47	3:59:35	1:59:48
	DIRECTED TRAFFIC ENFORCE	0	8	0	8	4%	0:00:01	0:00:00	0:00:03	0:00:33	0:00:04
	DISORDERLY PERSON OR SUBJECT	0	2	1	3	2%	0:02:29	0:02:21	0:52:25	2:42:07	0:54:02
	DOMESTIC DISPUTE	0	2	3	5	3%	0:03:30	0:04:08	0:59:09	5:18:40	1:03:44
	DRUG OFFENSE	0	0	1	1	1%	0:03:42	0:05:13	0:02:54	0:11:49	0:11:49
	EMS ASSIST	0	1	2	3	2%	0:00:06	0:00:00	0:15:11	0:30:39	0:10:13
	FIGHT OR PHYSICAL ALTERCATION	0	0	1	1	1%	0:02:08	0:03:00	1:52:44	1:57:52	1:57:52
	FOLLOWUP OF ANY KIND	0	12	0	12	6%	0:00:00	0:07:09	0:13:28	2:59:53	0:14:59
	FRAUD RETAIL EMBEZZLEMENT	0	0	3	3	2%	0:02:18	0:00:00	0:00:00	0:39:18	0:13:06
	LARCENY	0	2	1	3	2%	0:02:37	0:00:00	0:19:29	0:44:17	0:14:46
	MESSAGE FOR OFFICER	0	13	0	13	7%	0:00:01	0:00:00	0:00:16	0:03:40	0:00:17
	MINOR IN POSSESSION OF ALCOHOL	0	1	0	1	1%	0:00:00	0:00:00	0:00:10	0:00:10	0:00:10
	MISCELLANEOUS INCIDENT	0	1	0	1	1%	0:00:00	0:00:00	2:06:05	2:06:05	2:06:05

Agency Code	Nature Code	Rpt Only	Self Init	CFS	Total	% Total	Avg Disp Time	Avg Resp Time	Avg Scene Time	Total Call Time	Avg Call Time
	MOTORIST ASSIST	0	1	0	1	1%	0:00:00	0:00:00	0:00:40	0:00:40	0:00:40
	OPERATING WHILE IMPAIRED	0	0	2	2	1%	0:03:29	0:34:40	0:48:19	2:52:56	1:26:28
	PARKING VIOLATIONS	0	2	0	2	1%	0:00:00	0:00:00	0:03:29	0:06:58	0:03:29
	PERSONAL INJURY CRASH	0	0	4	4	2%	0:01:16	0:02:14	0:26:08	1:27:46	0:21:57
	PPO VIOLATION	0	0	1	1	1%	0:09:03	0:00:00	0:00:00	0:16:49	0:16:49
	PRIVATE PROPERTY DAMAGE CRASH	0	0	2	2	1%	0:14:24	0:03:02	0:02:52	0:40:36	0:20:18
	PROPERTY CHECK	0	47	0	47	25%	0:00:01	0:00:00	0:00:07	0:06:23	0:00:08
	PROPERTY DAMAGE CRASH	0	0	1	1	1%	0:00:00	0:00:00	0:55:08	0:55:08	0:55:08
	PUBLIC RELATIONS	0	2	1	3	2%	0:00:00	0:00:00	0:44:57	4:16:24	1:25:28
	RECOVER STOLEN VEHICLE	0	0	1	1	1%	0:00:00	0:03:36	1:13:35	1:17:11	1:17:11
	ROAD RAGE	0	0	1	1	1%	0:01:45	0:00:00	0:00:00	0:05:20	0:05:20
	RUNAWAY	0	1	0	1	1%	0:00:00	0:00:00	0:05:48	0:05:48	0:05:48
	SCHOOL THREAT	0	1	0	1	1%	0:00:00	0:00:00	3:22:10	3:22:10	3:22:10
	SEX OFFENSES	0	0	1	1	1%	0:04:57	0:00:00	0:00:00	3:04:18	3:04:18
	STOLEN VEHICLE	0	0	1	1	1%	0:00:00	0:02:56	0:55:17	0:58:13	0:58:13
	SUICIDAL THRT OR ATTEMPT	0	1	0	1	1%	0:00:01	0:00:00	0:32:47	0:32:48	0:32:48
	SUSPICIOUS SITUATION	0	2	3	5	3%	0:03:54	0:02:30	0:16:48	7:26:22	1:29:16
	SUSPICIOUS SUBJECT	0	1	1	2	1%	0:04:49	0:00:00	0:00:32	2:03:53	1:01:57
	SUSPICIOUS VEHICLE	0	5	0	5	3%	0:00:00	0:00:00	0:09:34	0:47:53	0:09:35
	THREATS	0	0	1	1	1%	0:00:00	0:00:00	0:05:51	0:05:51	0:05:51
	TRAFFIC HAZARD	0	0	1	1	1%	0:02:10	0:00:00	0:00:00	0:12:17	0:12:17
	TRAFFIC STOP	0	29	0	29	15%	0:00:01	0:00:00	0:05:51	2:47:04	0:05:46
	TRAFFIC VIOLATION	0	0	3	3	2%	0:03:49	0:27:50	0:09:50	2:48:24	0:56:08
	UNWANTED SUBJECT	0	0	1	1	1%	0:00:00	0:00:00	0:00:00	0:00:05	0:00:05
	Subtotals for No Summary Code	0	139	51	190	100%	0:03:21	0:07:27	0:33:09	67:43:04	0:41:50
	Subtotals for PPD	0	139	51	190	100%	0:03:21	0:07:27	0:33:09	67:43:04	0:41:50

Eaton County Central Dispatch

Total Calls For Service

September 2023				
Type Agency	Month To Date		Year To Date	
	Calls	%/Total	Calls	%/Total
EMS	1,477	19.8%	12,835	19.0%
Fire	786	10.5%	7,408	11.0%
Police	5,203	69.7%	47,326	70.0%
Total Calls	7,466	100.0%	67,569	100.0%

Eaton County Central Dispatch

EMS Calls For Service

September 2023				
Agency	Month To Date		Year To Date	
	Calls	%/Total	Calls	%/Total
Benton Twp. EMS	92	6.2%	677	5.3%
Delta Twp. EMS	525	35.5%	4,350	33.9%
Eaton Area EMS	517	35.0%	4,756	37.1%
Grand Ledge EMS	174	11.8%	1,571	12.2%
Vermontville EMS	22	1.5%	155	1.2%
Windsor Twp. EMS	104	7.0%	979	7.6%
Outside Agencies* <i>DLHE, LIFE, LTEM MARE, NEMS</i>	43	2.9%	347	2.7%
Total EMS Calls	1,477	100.0%	12,835	100.0%

* Agencies Outside Eaton County

Eaton County Central Dispatch

Fire Calls For Service

September 2023				
Agency	Month To Date		Year To Date	
	Calls	%/Total	Calls	%/Total
Bellevue Fire	41	5.2%	255	3.4%
Benton Twp. Fire	22	2.8%	243	3.3%
Charlotte Fire	89	11.3%	742	10.0%
Delta Fire	290	36.9%	2,670	36.0%
Eaton Rapids City	55	7.0%	590	8.0%
Eaton Rapids Twp.	54	6.9%	591	8.0%
Grand Ledge Fire	74	9.4%	795	10.7%
Hamlin Twp Fire	16	2.0%	171	2.3%
Olivet Fire	21	2.7%	208	2.8%
Roxand Twp. Fire	11	1.4%	121	1.6%
Sunfield Fire	20	2.5%	216	2.9%
Vermontville Fire	12	1.5%	119	1.6%
Windsor Fire	61	7.8%	558	7.5%
Outside Agencies*	20	2.5%	129	1.7%
<i>LTFD</i>				
Total Fire Calls	786	100.0%	7,408	100.0%

* Agencies Outside Eaton County

Eaton County Central Dispatch

Police Calls For Service

September 2023				
Agency	Month To Date		Year To Date	
	Calls	%/Total	Calls	%/Total
Bellevue Police	51	1.0%	275	0.6%
Charlotte Police	630	12.1%	5,907	12.5%
Eaton County Sheriff	2,611	50.2%	23,931	50.6%
<i>Delta</i>	1,615	31.0%	14,095	29.8%
<i>Out County</i>	996	19.1%	9,128	19.3%
<i>Animal Control</i>	202	3.9%	1,604	3.4%
Eaton Rapids Police	280	5.4%	2,771	5.9%
Grand Ledge Police	404	7.8%	3,451	7.3%
Michigan State Police	1,000	19.2%	8,771	18.5%
Olivet Police	29	0.6%	285	0.6%
Pottersville Police	190	3.7%	1,842	3.9%
Outside Agencies* <i>DNR, ME</i>	8	0.2%	93	0.2%
Total Police Calls	5,203	100.0%	47,326	100.0%

EATON COUNTY COMMUNITY RAVE ALERT OPT-INS



City of Charlotte Alerts:
Text **Charlotte** to **67283**



City of Eaton Rapids Alerts:
Text **ERAlerts** to **67283**



City of Eaton Rapids
Parks, Recreation, & Events:
Text **ERParks** to **67283**



City of Grand Ledge Alerts:
Text **GLAlerts** to **67283**



City of Potterville Alerts:
Text **PVAlerts** to **67283**



Benton Township Fire Department

4713 Hartel Road

Potterville, MI 48876

Business 517-645-7061 * Fax 517-645-7074

Proudly Serving Benton Township & the City of Potterville

Monthly Report September 2023

Operational Information:

- August 24th Storm Response –
- 9/11 Remembrance
- Tanker 215 to Spencer to replace engine governor
- Many Burn Permits
- Genesis Battery Operated Extrication Tools have been delivered

Training:

- Pediatric Airway

Meetings & Special Events:

- Potterville High School & Middle School Football Games
- Potterville Public Schools, Local Law Enforcement, Benton Township Fire AVI Training
- Assisted with Eaton County Fire Service Training House Prep
- Benton Township Board Meeting
- MTA Conference
- Eaton County Fire Chiefs, Eaton County Emergency Management, Eaton County Central Dispatch review of the August 24th Storm Response

Calls for Service (CFS):

- **Fire** – 12 City of Potterville, 6 Benton Township, 2 Mutual Aid
- **EMS** – 25 City of Potterville, 28 Benton Township, 30 Mutual Aid

COUNTY EARLY VOTING AGREEMENT

between

EATON COUNTY

and

BELLEVUE TOWNSHIP, BENTON CHARTER TOWNSHIP, BROOKFIELD TOWNSHIP, CARMEL TOWNSHIP,
CHESTER TOWNSHIP, EATON TOWNSHIP, EATON RAPIDS TOWNSHIP, HAMLIN TOWNSHIP, KALAMO
TOWNSHIP, ROXAND TOWNSHIP, SUNFIELD TOWNSHIP, VERMONTVILLE TOWNSHIP, WALTON
TOWNSHIP, CITY OF CHARLOTTE, CITY OF EATON RAPIDS, CITY OF OLIVET, AND CITY OF POTTERVILLE

This County Early Voting Site Agreement (the “Agreement”) is made between **Eaton County (the “County”)**, 1045 Independence Blvd., Charlotte, MI 48813 and **Bellevue Township**, 121 N Main Street, Bellevue, MI 49021; **Benton Charter Township**, 5136 Windsor Highway, Potterville, MI 48876; **Brookfield Township**, 2508 E. Five Point Highway, Charlotte, MI 48813; **Carmel Township**, 661 Beech Highway, Charlotte, MI 48813; **Chester Township**, 5044 Moyer Road, Charlotte, MI 48813; **Eaton Township**, 3981 E. Clinton Trail, Charlotte, MI 48813; **Eaton Rapids Township**, 2512 S. Canal Road, Eaton Rapids, MI 48827; **Hamlin Township**, 6463 South Clinton Trail, Eaton Rapids, MI 48827; **Kalamo Township**, 8960 Spore Highway, Vermontville, MI 49096; **Roxand Township**, 100 Ionia Street, Mulliken, MI 48861; **Sunfield Township**, 145 Main Street, Sunfield, MI 48890; **Vermontville Township**, 120 First Street, Vermontville, MI 49096; **Walton Township**, 8730 S. Cochran Road, Olivet, MI 49076; **City of Charlotte**, 111 E. Lawrence Highway, Charlotte, MI 48813; **City of Eaton Rapids**, 200 S. Main Street, Eaton Rapids, MI 48827; **City of Olivet**, 117 S. Main Street, Olivet, MI 49076; **City of Potterville**, 319 N. Nelson Street, Potterville, MI 48876 (collectively, the “Municipalities”). In this Agreement, the county and each municipality will be represented by their respective clerk in their official capacity (**collectively, the “Municipalities”**). In this Agreement, the county and each municipality will be represented by their respective clerk in their official capacity.

PURPOSE OF THE AGREEMENT. The County and the Municipalities enter into this Agreement for the purpose of operating a joint early voting site.

1. **DEFINITIONS.** The following words and expressions, as used in the Agreement, are defined as follows:
 - 1.1 **Agreement** means the terms and conditions of this Agreement and any other mutually agreed to written and executed modification, amendment, exhibit, and attachment to this Agreement.
 - 1.2 **Coordinator** means the individual appointed by the Eaton County Clerk as responsible for providing oversight to ensure sufficient resources are available and timely dispatched to each early voting site and for monitoring the administrative requirements of early voting for the Municipalities.
 - 1.3 **County Clerk** means the Eaton County Clerk.
 - 1.4 **Early Voting Plan** means the document and any addenda to the document outlining the manner in which early voting will be provided in the County and the Municipalities, as described in MCL 168.720b – MCL 168.720j.
 - 1.5 **Election Services** includes the following individual Election Services provided by the County: Programming, training, posting notices, precinct kits, troubleshooting, testing, payroll, and appointment of election inspectors.
 - 1.6 **Municipality** means any of the participating Municipalities.
 - 1.7 **Qualified Voter File (“QVF”)** means the statewide qualified voter file established according to MCL 168.509o.
 - 1.8 **QVF Controller** means the individual appointed by the County Clerk and identified as the QVF administrator of early voting information within the QVF.
 - 1.9 **Site Supervisor** means the participating Municipal clerk or a member of the County Clerk’s staff who will act as supervisor for each day of early voting. The County Clerk may appoint a different participating municipal clerk or member of the County Clerk’s staff to act as a supervisor for different days of early voting.
2. **SCOPE OF AGREEMENT.**
 - 2.1 Early voting for all participating Municipalities will be provided for all statewide and federal elections pursuant to this Agreement.
 - 2.2 The County and Municipalities, individually or collectively, may conduct early voting for non-statewide elections at their mutual discretion. The County and the participating Municipalities must execute an addendum to this Agreement establishing early voting for non-statewide elections.
3. **COORDINATOR.**
 - 3.1 Eaton County Election Specialist Kim Morris will serve as Coordinator of the joint early voting site and will be responsible for organizing and monitoring the administrative requirements, including staffing, of early voting for the participating municipalities.

- 3.1.1** In the event that a Coordinator is unable to personally supervise and staff each early voting site on each day of early voting, a Coordinator may designate early voting site supervisors to assist with the staffing and supervision of early voting.
- 3.2** If a Coordinator becomes unavailable for any reason, the Eaton County Clerk will serve as Backup Coordinator and will assume the responsibilities of Coordinator. If the Backup Coordinator is unavailable for any reason, the County Clerk will appoint the new Coordinator.
- 4. QUALIFIED VOTER FILE CONTROLLER.**
- 4.1** Eaton County Election Specialist Kim Morris, will serve as the Qualified Voter File (“QVF”) Controllers of early voting information within the QVF. The Controllers’ duties will involve setting up the necessary voting regions, user access, and application access needed for the sites designated in the Agreement. If the QVF Coordinator is unable to complete the tasks, the County Clerk will assign a Municipal Clerk to fulfill these responsibilities.
- 5. APPROVAL OF EARLY VOTING SITES.**
- 5.1** The County Clerk, after consulting with the participating Municipal Clerks, must submit each early voting site location to the Board of County Election Commissioners for approval.
- 6. APPOINTMENT OF ELECTION INSPECTORS.**
- 6.1** The Board of County Election Commissioners is responsible for the appointment of election inspectors.
- 6.2** At least 31 days before each statewide and federal election, the Board of County Election Commissioners must appoint for each early voting site at least 3 election inspectors and as many more as, in its opinion, are required for the efficient, speedy, and proper conduct of the election.
- 6.3** The Board of County Election Commissioners must designate one appointed election inspector as chairperson.
- 7. DETERMINATION OF EARLY VOTING SITES.**
- 7.1** The County Clerk and the participating Municipal Clerks have reviewed the total number of registered voters in Eaton County and have determined that one county-administered voting site will adequately serve the voters in the above stated participating municipalities.

- 7.2** The County Clerk and the participating Municipal Clerks have reviewed the geographics and demographics of the county to determine the best possible location to offer early voting to the voters of the above stated participating municipalities. It has been determined that a central early voting site in Carmel Township will best serve the voters.

APPROVAL OF EARLY VOTING HOURS.

- 7.3** Prior to the submission of an early voting plan, the County Clerk and the clerks of the participating Municipalities will do all of the following:
- 7.3.1** For the required nine consecutive early voting days, the County Clerk and the clerks of the participating Municipalities will determine the hours that early voting will be provided. Any Party may propose hours of operation.
 - 7.3.2** For any dates or hours beyond the required nine consecutive early voting days and guaranteed early voting hours, the County Clerk and the clerks of the participating Municipalities will determine the hours that early voting will be provided. Any Party may propose hours of operation.
 - 7.3.3** For any elections held pursuant to this Agreement in addition to statewide and federal elections, the County Clerk and the clerk(s) of the Municipality/Municipalities for which the election is being held will determine the hours of early voting.

8. NOTICE OF EARLY VOTING HOURS.

- 8.1** Not less than 45 days before Election Day, the County Clerk and the clerk of each participating Municipality must give public notice of the dates and hours for early voting at the joint early voting site by posting of the notice on the County and each Municipality's website and any other method of posting determined by the County Clerk and/or each Municipal Clerk.

9. BUDGET AND COST SHARING.

- 9.1** The County is the responsible party for requesting and disbursing funds related to early voting. Each municipality is responsible for a fraction of total costs shared equally among the participating municipalities and will be invoiced by the County following each election.

10. STAFFING AND SUPERVISION

- 10.1 The Coordinator is responsible for ensuring adequate staffing and supervision at early voting site including selection of the site supervisor who oversees a specific early voting site.
 - 10.2 The site supervisor shall operate in the same manner and have the same authority as a Municipal Clerk operating in an election day polling place.
 - 10.3 The site supervisors for early voting sites must be listed in the early voting plan.
- 11. TABULATORS AND EARLY VOTING POLL BOOK LAPTOPS AT EARLY VOTING SITE(S).**
- 11.1 Prior to the submission of an early voting plan, the County Clerk and the clerks of the participating Municipalities must do all of the following:
 - 11.1.1 Based on the number of registered voters within the participating municipalities of this agreement, the County and the Municipalities have agreed that there will be two tabulators, two early voting laptops and one voter assist terminal deployed at the County-administered voting site.
 - 11.1.2 The County will provide the tabulators and early voting poll book laptops or other voting equipment.
 - 11.2 The Eaton County Board of Election Commissioners in a joint effort with the Coordinator will be responsible for conducting testing of the electronic voting equipment.
 - 11.3 The Coordinator will be responsible for taking necessary steps to download the early voting poll book and set up the early voting poll book laptops.
 - 11.4 Tabulators and early voting poll book laptops used at the early voting site will be programmed to tabulate ballots for multiple municipalities covered in this agreement.
- 12. CLOSING PROCEDURES DURING EARLY VOTING AND ON ELECTION DAY**
- 12.1 During Early Voting, the Coordinators must ensure compliance with the closing procedures described in MCL 168.720j(8), MCL 168.720j(9), MCL 168.720j(11), and any instructions issued by the Secretary of State.
 - 12.2 During Early Voting, the Coordinators must ensure that specified election materials are secured in compliance with MCL 168.720j(10) and any instructions issued by the Secretary of State.
- 13. CANVASS OF EARLY VOTE RETURNS AND REPORTING OF EARLY VOTING RESULTS**
- 13.1 The Eaton County Board of Election Commissioners is responsible for appointing the receiving board or group of election inspectors to canvass the early vote returns on Election Day and report early voting results to the County Clerk.
 - 13.2 At the conclusion of Election Day, the Coordinators must ensure compliance with the canvass and reporting requirements described in MCL 168.720j(11)-(14) and MCL 168.801-810.

14. EARLY VOTING PLAN.

- 14.1** No later than 120 days before the first statewide or federal election in each even numbered year, the Coordinators must ensure an early voting plan is filed with the County Clerk.

15. COMMUNICATION STRATEGY.

- 15.1** Municipal Clerks will post early voting information on their Municipality's website (if any) at least 45 days before an election.
- 15.2** Municipal Clerks will mail at least 1 information flier to all households in the Municipality. At the Municipalities' request, the County Clerk may complete this mailing to households on behalf of the participating Municipalities. Each municipality would be responsible for the portion of mailing costs to the voter households in their municipality.
- 15.3** Municipal Clerks will post dates, hours, locations, and which municipalities are served by each voting site.
- 15.4** The County may also communicate Early Voting information to voters by use of public service announcements, published public notices, County website postings and/or County Clerk Facebook postings.

16. NOTICE TO SECRETARY OF STATE.

- 16.1** At least 110 days before the first statewide or federal election, the County Clerk must provide a copy of the early voting plan to the Secretary of State.
- 16.2** Not less than 45 days before the first early voting day allowed by statute, the County Clerk must provide the Secretary of State with any changes made to a previously submitted early voting plan that affect the locations, dates, and hours of operation for each joint early voting site operated by the participating county and municipalities.

17. DURATION OF COUNTY JOINT EARLY VOTE SITE AGREEMENT.

- 17.1** This Agreement and any amendments are effective when executed by all Parties, as evidenced by the signature of the County Clerk and each participating Municipal clerk.
- 17.2** The Agreement is in effect until and unless it is cancelled, modified, or terminated.

18. CANCELLATION, MODIFICATION, AND TERMINATION OF COUNTY JOINT EARLY VOTE SITE AGREEMENT.

- 18.1** If the County Clerk withdraws from the Agreement for any reason, the Agreement will cease to exist and the clerk of each participating Municipality must submit a revised early voting plan to the Secretary of State outlining the manner in which early voting will be provided.
- 18.2** If the Parties terminate the Agreement for any reason, the clerk of each participating Municipality must submit a revised early voting plan to the Secretary of State outlining the manner in which early voting will be provided.
- 18.3** If a Municipality withdraws from the Agreement for any reason, the clerk of the Municipality withdrawing from the Agreement must submit a revised early voting plan to the Secretary of State outlining the manner in which early voting will be provided. A Municipality may withdraw from the Agreement by providing at least 30 days' written notice to the other Parties to the Agreement.
- 18.4** A Party may not withdraw from the Agreement during the period beginning 150 days before the first statewide November election in an even numbered year and ending on the completion of the county canvass for the statewide general November election in that even numbered year.
- 18.5** If the Agreement covers any elections in addition to statewide and federal elections, a Party may not withdraw from the Agreement during the period beginning 150 days before the election covered under the Agreement and ending on the completion of the county canvass for that election.

Date:
Diana Bosworth
Eaton County Clerk & Register of Deeds

Date:
Patti Kepitis
Roxand Township Clerk

Date:
Lisa Lawitzke
Bellevue Township Clerk

Date:
Betsy Gibbs
Sunfield Township Clerk

Date:
Joy Suits
Benton Charter Township Clerk

Date:
Rita Miller
Vermontville Township Clerk

Date:
Deborah Granger
Brookfield Township Clerk

Date:
Erin Cummings
Walton Township Clerk

Date:
Laura Goostrey
Carmel Township Clerk

Date:
Mary LaRocque
Charlotte City Clerk

Date:
Sheila Draper
Chester Township Clerk

Date:
Robin Webb
Eaton Rapids City Clerk

Date:
Corie Morris
Eaton Township Clerk

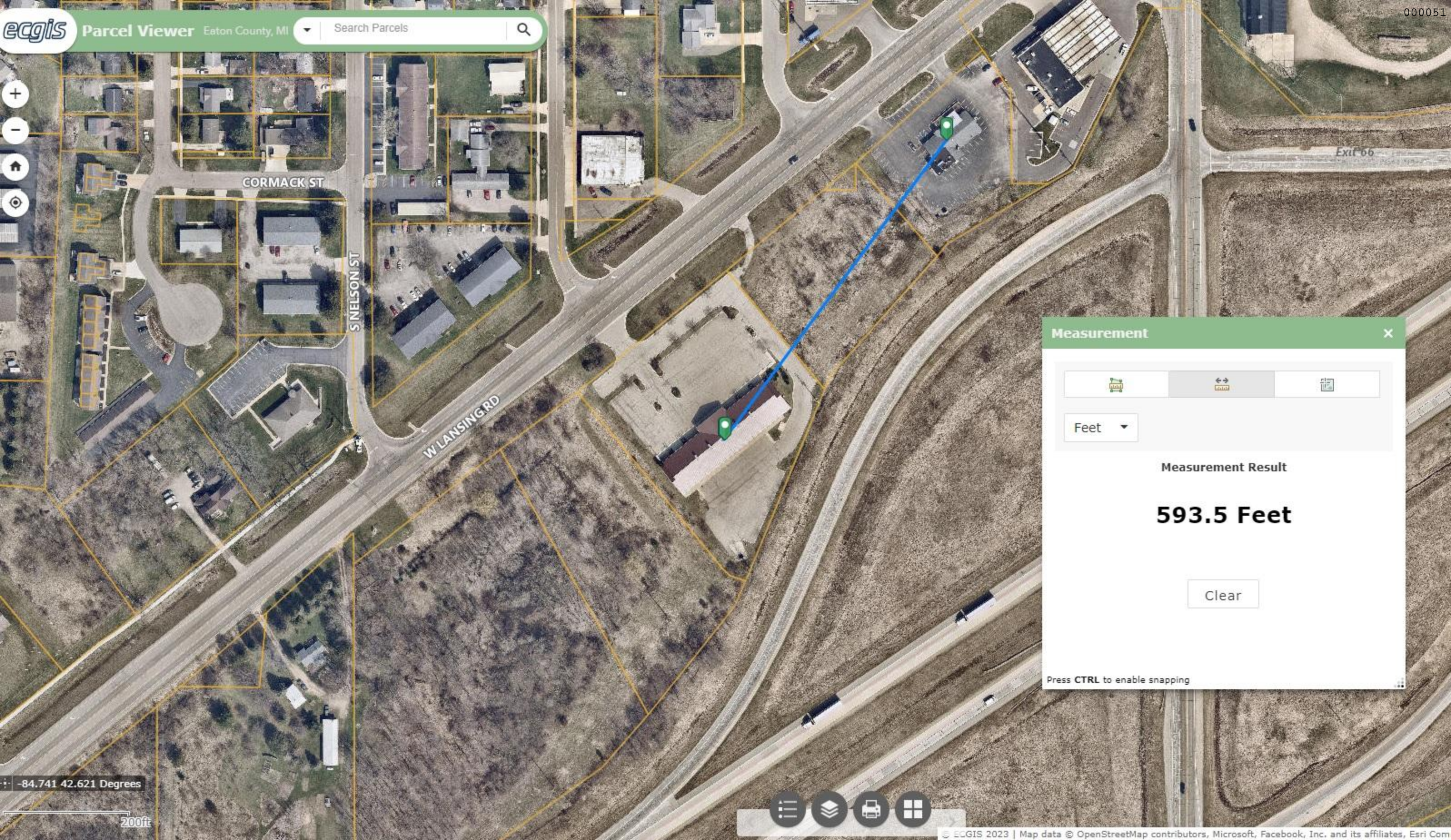
Date:
Amy Huepenbecker
Olivet City Clerk

Date:
Robin Morgan
Eaton Rapids Township Clerk

Date:
Becky Dolman
Pottersville City Clerk

Date:
Katherine King
Hamlin Township Clerk

Date:
Dawn Conklin
Kalama Township Clerk



Measurement [Close]

[Measure] [Undo] [Clear]

Feet [Dropdown]

Measurement Result

593.5 Feet

[Clear]

Press CTRL to enable snapping

-84.741 42.621 Degrees

200ft





GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

MARLON I. BROWN, DPA
ACTING DIRECTOR

Tuesday, September 19, 2023

Michael Brown, attorney
c/o Clever Caddie LLC
mbrown@cebhlaw.com

RID # RQ-2308-10547 **Reference/Transaction:** Transfer Ownership 2023 Class C & SDM License With Sunday Sales Permit (PM), (2) Bars, Dance-Entertainment Permit And Outdoor Service (1 Area) From Devine Enterprises, Inc.; Transfer Location From 116 E. Lansing Rd To 121 W. Lansing Rd, Potterville; Cancel Existing Outdoor Service (1 Area); New Outdoor Service Area; New Sunday Sales Permit (PM) For The SDM License - Mixed Spirit Drink.

Please let this letter serve as notice the Michigan Liquor Control Commission has referred your application to our Enforcement Division for investigation of your request.

Applicant/Licensee: Clever Caddie LLC

Business address and phone number: 121 W Lansing Rd, Potterville, MI 48876-9601

Home address and phone number of partner(s)/subordinates:
Crimmson Hughes; 4420 Swiss Stone Ln. E, Apt B, Ypsilanti, MI 48197; C: 517-243-2866
Timothy Hughes; 4814 Sunset Dr., Potterville, MI 48876; C: 517-749-4379

As part of the licensing process, an investigation is required by the Michigan Liquor Control Commission Enforcement Division. The Enforcement investigation will be conducted from the following designated District Office:

Lansing District Office (517) 284-6330

You may contact your designated District Office regarding any appointments or questions on documentation requested by the Investigator. **Failure to provide requested information or to keep scheduled appointments will cause the application to be returned to the Lansing office for cancellation.**

A copy of this notice is also being provided to **Local Governmental Unit** should they wish to submit an opinion on the application or advise of any local non-compliance issues.

Under administrative rule R 436.1105, the Commission shall consider the opinions of the local residents, local legislative body, or local law enforcement agency with regard to the proposed business when determining whether an applicant may be issued a license or permit.

Under administrative rule R 436.1003, the licensee shall comply with all state and local building, plumbing, zoning, sanitation, and health laws, rules, and ordinances as determined by the state and local law enforcements officials who have jurisdiction over the licensee. The licensee must obtain all other required state and local licenses, permits, and approvals before using this license for the sale of alcoholic liquor. Approval of this license by the Michigan Liquor Control Commission does not waive any of these requirements.

MICHIGAN LIQUOR CONTROL COMMISSION
Retail Licensing Division
(866) 813-0011

ZS

cc: Devine Enterprises, Inc. - charliesbars@hotmail.com
Potterville City - cityclerk@pottervillemi.org

MICHIGAN LIQUOR CONTROL COMMISSION
KRISTIN BELTZER, CHAIR
525 W. Allegan St. • P.O. BOX 30005 • LANSING, MICHIGAN 48909
www.michigan.gov/lcc • 866-813-0011

Check Application Status

You may look up the status on a current application pending with the MLCC through this page.

You do not need to fill out each search box to do a search - for best results enter your request number only and press the search button. A list will appear at the bottom of the page which will include only the request number you entered. You may then click on the request number in that list to open another page with details of the pending request.

You may search using the other search boxes when you do not know the request number but do know other details about the applicant or licensee. If you search using the other search boxes, the resulting list may contain multiple requests related to that search. You may also search by all requests in a specific city, county, or zip code, but that will generate a large list.

After running a search, if you would like to generate a list that you may merge into a letter or print, click the CSV button (for a Comma-Separated Value list), the Excel button (for an Excel spreadsheet list), the Print button to print the list, or the Copy button to copy the data so that you may paste it into a document.

Request Details

Request #

RQ-2308-10547

Licensee

CLEVER CADDIE LLC

Status

Under Investigation

Business ID

0282539

LGU

POTTERVILLE CITY

County

EATON

Physical Address

121 W Lansing Rd, Potterville MI, 48876-9601

[Go Back](#)

Licenses

Show entries[Copy](#)[CSV](#)[Excel](#)[Print](#)

License #	Group	Type	Status
L-000469901	Retail - Off Premises	Specially Designated Merchant	Pending
L-000469902	Retail - On Premises	Class C	Pending

Showing 1 to 2 of 2 entries

[Previous](#)[Next](#)

Permits

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Permit #	Type	Status
23-5530	Sunday Sales (PM)	Pending
23-5531	Additional Bar	Pending
23-5532	Sunday Sales (PM)	Pending
23-5533	Dance-Entertainment	Pending
23-5534	Outdoor Service Area	Pending

Showing 1 to 5 of 5 entries

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Request Transactions

Show entries

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Name	Type
002873293	Transfer Ownership (Includes Adding/Dropping Co-Licensees)
<ul style="list-style-type: none"> • Description TRANSFER OWNERSHIP 2023 CLASS C & SDM LICENSE WITH SUNDAY SALES PERMIT (PM), (2) BARS, DANCE-ENTERTAINMENT PERMIT AND OUTDOOR SERVICE (1 AREA) FROM DEVINE ENTERPRISES, INC. • Status Pending • Sub-status 	
002873294	Transfer Location From
<ul style="list-style-type: none"> • Description TRANSFER LOCATION FROM 116 E. LANSING RD TO 121 W. LANSING RD, POTTERVILLE • Status Pending • Sub-status 	
002873295	Cancel Permit
<ul style="list-style-type: none"> • Description CANCEL EXISTING OUTDOOR SERVICE (1 AREA) • Status Pending • Sub-status 	
002873296	New Outdoor Service Area
<ul style="list-style-type: none"> • Description NEW OUTDOOR SERVICE AREA 	

Name	Type
	<ul style="list-style-type: none"> • Status Pending • Sub-status
002873298	New Permit
	<ul style="list-style-type: none"> • Description NEW SUNDAY SALES PERMIT (PM) FOR THE SDM LICENSE - MIXED SPIRIT DRINK • Status Pending • Sub-status

Showing 1 to 5 of 5 entries

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Activities

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Date	Activity Code	Description
09/19/2023	AUTHOR	Authorized for Investigation
09/18/2023	PAPREC	Additional Paperwork of Fees Received
09/18/2023	CAMR	Completed Application Meets Requirements
09/18/2023	ADDPAP	Additional Paperwork or Fees Requested
09/18/2023	APPEVA	Application Evaluated for Completeness by MLCC Licensing
08/16/2023	FPRECD	Livescan form received

Date	Activity Code	Description
08/16/2023	FSTREQ	Initial Application Received by MLCC

Showing 1 to 7 of 7 entries

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- [Policies](#)
-



Potterville Police Department

Subject	Directive	Number of Pages	Effective Date
Department Rifle Purchase Program and Assignment of Rifles and Suppressors Policy	890	X	TBD

I. PURPOSE

The purpose of this policy is to provide guidance for the Potterville Police Department rifle purchase program to ensure compliance with all applicable Local, State and Federal laws, as well as provide a guidance to Officers as to the limitations and acceptable uses of Officer assigned rifles and suppressors.

II. SCOPE

This policy applies to all eligible members of the Potterville Police Department who elect to purchase a rifle and accessories through the agency and all officers assigned rifles and/or suppressors.

III. RIFLE PURCHASE PROGRAM

At the sole discretion of the Chief of Police and final approval of the City Council, sworn members of the Potterville Police Department are afforded the opportunity to purchase the following through payroll deduction:

ONE of the following rifles: <ul style="list-style-type: none"> Daniel Defense DDM4 V7S (11.5”) in 5.56 	ONE of the following weapon lights: <ul style="list-style-type: none"> Streamlight PROTAC 2.0 (black) Streamlight PROTAC HL-X (black)
ONE of the following Suppressors: <ul style="list-style-type: none"> GSL GT-556 GSL Multical 	Accessories <ul style="list-style-type: none"> (1) Magpul MS4 Dual QD Sling (3) Magpul 30rd 5.56 caliber magazine

This policy may be suspended or revoked at any time by City Council.

a. Definitions

- BATFE** – Bureau of Alcohol, Tobacco, Firearms and Explosives.
- Program Administration** – The Chief of Police or Chief’s Designee, to serve as the Administrator of the program for the Department
- Form 5** – BATFE form used to apply the tax-exempt transfer of a firearm to or from a government entity. 26 USC Chapter 53 as amended.

b. Procedure

Administration

The Department Rifle Purchase Program allows sworn personnel to voluntarily purchase and carry a Daniel Defense semi-automatic short-barrel-rifle (AR-15) with suppressor through payroll deduction. The purchase shall be made through the same process as the purchase of other Police Department weapons. The rifle and suppressor are to be utilized by sworn members of the Potterville Police Department during the course of their duties. The Chief of Police or the Chief's Designee will manage the authorized purchase, distribution, and day-to-day operations of the program.

Program Administrator

The Chief of Police or Chief's designee(s) shall be responsible for compliance with this policy and federal law. The assigned designee will comply with the following:

1. Only sworn personnel may purchase a rifle and/or suppressor through the agency.
2. Ensuring training requirements are met.
3. Verifying serial numbers of the rifle and suppressor match the assigned officer – no switching to a new weapon and/or suppressor will be allowed prior to separation.
4. Ensuring all necessary BATFE paperwork is completed and correct upon employee separation.
5. Ensuring proper payment reimbursement to the City of Potterville is met.
6. Maintaining all Form 5 paperwork for the initial weapons purchase as well as employee Form 5 transfers.
7. Provide a copy of the form 5 for the rifle and suppressor showing department ownership/registration to each person assigned a rifle and/or suppressor.
8. At least annually, schedule a certified weapons instructor or armorer to inspect the assigned firearm.
9. If the weapon is malfunctioning or unsafe, the officer shall notify the department armorer, weapons instructor or Chief of Police for inspection. Weapon and weapon parts replacement will be funded by the city if the damage occurred in the line of duty and was being operated properly.

c. Operations

Use of the department Daniel Defense rifle and suppressor is restricted to the purposes outlined in Potterville Police Department Directive 880.

d. Purchase Process

1. Sworn personnel who have completed the 12-month probationary period are eligible to purchase the rifle, suppressor and accessories through this program. Officers shall submit an intent to purchase via email to the Chief of Police. For intent to purchase requests made by the Chief of Police, the Chief shall appoint a qualified designee to perform the functions

of the Chief in this Policy. The qualified designee shall be so qualified based on his or her expertise in firearms and/or employment at another law enforcement agency.

2. Once approved at the discretion of the Chief of Police based upon, among other factors, research budgetary constraints, employee's position, etc, a memorandum to City Council may be submitted by the Chief of Police requesting permission to make the purchase.
3. If approved, the Chief of Police, or Chief's Designee will verify the serial numbers match the Form 5 received from Daniel Defense and the transferee is listed as:

a) Potterville Police Department
319 N. Nelson St.
Potterville, MI 48876

4. The Chief of Police or Chief's Designee will then ensure the Form 5 is uploaded to the appropriate folder in the Department share drive.
5. The officer will then be required to sign the payroll deduction form for the entire cost of the weapon, authorizing the payroll deduction for a period of twenty-six (26) to fifty-two (52) paychecks, which will be a pre-approved amount determined by the officer and the city. If forfeiture funds are used to purchase the weapons, the Chief of Police or the Chief's Designee will make arrangements with City Treasurer to ensure the payroll deduction is deposited into the forfeiture account. No other methods of payment for the weapon (i.e. deferred compensation hours/allotments, overtime, PTO, etc) will be permitted.
6. The Chief of Police will forward the payroll deduction form to the City Treasurer for processing. The payroll deduction is non-exempt from payroll taxes.
7. The purchasing officer will be required to qualify with the weapon prior to deploying it on duty.
8. The employee shall not alter, change, or stop the payroll deduction until the weapon is paid for in its entirety. The employee may seek an extension of the payroll deduction (but no more than 52 total pay periods), if authorized by the city.

e. **Transfer Process**

1. In order to be eligible for weapon and/or suppressor, personnel must have at least one year of employment at the Potterville Police Department. At least sixty (60) days prior to separation from employment, Officers shall complete the ATF Form 5 application for both their Daniel Defense Rifle and GSL Suppressor in its entirety. Transferee shall complete pages one (1), two (2), and sign the top of page three (3).
2. The Transferee shall be fingerprinted by a participating Live Scan agency on FBI Fingerprint card (FD-258). They shall then forward four (4) copies to the Chief of Police or Chief's Designee.
3. Upon completion of the form, it shall be submitted to the Chief of Police or Chief's Designee for verification and approval. The Chief of Police or Chief's Designee will then verify the serial numbers match the transferee's assigned rifle and suppressor. The Chief of Police or Chief's Designee shall verify completion of the Form 5(s) and fingerprint cards.
4. The Chief of Police will verify the payroll deduction goal has been satisfied and obtain proof of such from the City Treasurer. Once completed, the Chief of Police shall either

approve or deny the transfer of firearms. If the employee has an outstanding balance, they shall be afforded the opportunity to pay the rifle off, or turn it in to the agency.

5. Upon approval, the Chief of Police or Chief's Designee shall forward the Form 5(s) to the BATFE at the following address:
 - a) National Firearms Act Branch Bureau of Alcohol, Tobacco, Firearms, and Explosives
P.O. Box 6200-18
Portland, OR 9728-6200
6. Upon receiving approval of the transfer from the BATFE, a copy of the approved Form 5 shall be uploaded to the appropriate department share folder under the Transferee's name. A second copy shall be mailed via certified mail to the transferee.
7. The Chief of Police or the Chief's Designee will ensure the rifle and suppressor remain in the care and custody of the Potterville Police Department until the transfer process has been completed and APPROVED by the BATFE.
 - a) It is a violation of federal law to possess a Daniel Defense DDM4 V4S (11.5") in 5.56 caliber, Daniel Defense DDM4 V7S (11.5") in 5.56 caliber, GSL GT-556 Suppressor and/or a GSL MULTICAL Suppressor upon separation without first attaining BATFE approval through the transfer process.
8. Upon satisfaction of the above terms, the employee meeting the above standards will be contacted to retrieve the weapons system.
9. If the BATFE denies the transfer of ownership to the employee, the City of Potterville will refund the amount paid by the employee.
10. If the employee is terminated, resigns or otherwise separates their employment from the City prior to the transfer process is complete, the City of Potterville, upon Council approval, will refund the amount paid by the employee and will retain ownership of the weapon. The City will conduct an inspection of the returned weapon. The City reserves the right to withhold any deferred compensation payout to the separated employee until the weapon is returned in 100% condition, less any fees for repairs or other maintenance up to full replacement of the weapon.
11. When the employee retires or separates employment from the City of Potterville, the employee will have the option of turning the weapon back over to the City of Potterville or become the sole owner and take possession of the weapon.

f. Maintenance

If the rifle or suppressor selected by the officer is rendered inoperable or unsafe:

1. The Officer shall file and document any damage(s) from public use of the weapon, subject to review and approval of the Chief of Police, before the Department will assume any responsibility to repair. Damage(s) incurred that are not due to public use or not otherwise documented as due to public use shall not be eligible for repair at the City's expense.
2. The Officer's Supervisor will secure the item(s), place them in an evidence locker and inform the Chief of Police.

3. The Chief of Police or Chief's Designee will make arrangements to repair the item(s)
Once operational, The Chief of Police or Chief's Designee will return the item(s) and make proper documentation in the appropriate department share drive.
4. It is the Officer's responsibility to maintain their assigned weapon system. After the rifle and suppressor has been transferred to the individual Officer, the Officer will be responsible for any maintenance, repairs, cleaning, or replacement of the item to ensure it meets department quality and serviceability requirements.

Any additions or changes to the weapon will be done by the Department's armorer and only with prior approval from the Chief of Police or the Chief's Designee.

The employee shall only carry department issued ammunition and shall meet the department standard for qualification prior to carrying the weapon on duty.

If the employee chooses to take the weapon home, employee shall keep the weapon in a safe, secured and locked environment.

Employee shall not assign, transfer, pledge or otherwise dispose of the weapon, or any interest therein, without the written consent of the City.

Employee shall pay any and all taxes, assessments or other charges levied or assessed on, or with respect to the weapon or its use, value or ownership thereof.

Employee shall comply with all local, state, and federal laws and regulations regarding the possession and use of the weapon.

IV. OFFICER ASSIGNED RIFLES AND SUPPRESSORS

a. Item Assignment

A sworn Officer employed by the Potterville Police Department will be assigned a designated rifle as well as an associated suppressor for that rifle. The serial number of both items, as well as any additional serial numbers on any attached accessories provided by the department will be annotated on the department equipment tracker. This digital equipment tracker will be stored in digital form on the police server as well as on paper attached to this directive.

b. Weapon Qualification

In order for an Officer to be assigned and carry a rifle, the Officer must complete a department familiarization and qualification. The familiarization and qualification will be instructed by the department rifle instructor(s) and approved by the Chief of Police. Proof of completion of this course will be placed in the Officer's personnel file.

c. Storage

The assigned rifle and suppressor will be stored at the Potterville Police Department at 319 North Nelson Street, Potterville, Michigan in the locked equipment room when not on-duty. When on -

duty, the assigned rifle and suppressor shall be kept with the Officer in the patrol vehicle when not in use. With the approval of the Chief of Police, Officers may transport the assigned rifle and suppressor home for quick response to Active Violence Incident (AVI). If an Officer is approved to transport and keep the rifle and suppressor at home when not on-duty, the physical security of the items will be kept behind two locks when not in direct possession of the Officer.

d. Required Paperwork

Every Officer will keep applicable Bureau of Alcohol, Tobacco, Firearms and Explosives (BATFE) paperwork (Form 5) with the rifle and suppressor at all times, as well as their Pottersville Police Department identification on their person. When the assigned items are stored at the Police Department or on-duty, the paperwork will be kept within the supplied rifle carrying case for inspection if requested. If an Officer is approved to take the rifle and suppressor home, paperwork will be kept with the rifle and suppressor at all times, including when it is placed in a safe at home. Any time a rifle and/or suppressor is transported home or to approved training sites the Officer will keep a copy of such approval, signed by the Chief of Police on his/her person and with the rifle/suppressor.

e. Use Of Department-Owned Rifle And Suppressor

Officer assigned department-owned rifles and suppressors are federally regulated items and their use is restricted. Assigned rifles and suppressors shall only be used for on-duty use and approved training. If approval is granted to transport the items home, their use shall be restricted to response to AVI incidents, transport to the department, and training approved by the Chief of Police.

f. Officer Rifle Assignment

I. Chief Richard Barry

Rifle: Daniel Defense DDM4V7S Serial #: DDM4524991
Suppressor: GSL Technology Multi Cal 7.62 Serial #: S0323-63066

II. Officer Luke Betts

Rifle: Daniel Defense DDM4V7S Serial #: DDM4525195
Suppressor: GSL Technology Multi Cal 7.62 Serial #: S0323-63067

III. Officer Tyler Collins

Rifle: Daniel Defense DDM4V7S Serial #: DDM4525196
Suppressor: GSL Technology GT-556 Serial #: S0323-63054

IV. Officer Johnny Lopez

Rifle: Daniel Defense DDM4V7S Serial #: DDM4525198
Suppressor: GSL Technology GT-556 Serial #: S0323-63036

V. Officer Patrick Herson

Rifle: Daniel Defense DDM4V7S Serial #: DDM4525197

Suppressor: GSL Technology GT-556 Serial #: S0323-63053

g. AMENDMENTS

This Policy may only be amended by Resolution of City Council. At least every 5 years after adoption of this Policy, City Council shall review the policy and determine whether amendments are necessary to ensure compliance with applicable laws.

h. CONFLICTS

Nothing in this policy shall be construed to conflict with any part of the City Personnel Policy or Police Union Collective Bargaining Agreement. To the extent any conflict exists, the City Personnel Policy and Police Union Collective Bargaining Agreement shall govern, unless otherwise provided by law.

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**Potterville
Police Department**
Chief Richard Barry



319 North Nelson St. • Potterville • Michigan • 48876 • Phone (517) 645-7802 • Fax (517) 645-7810

EMPLOYEE INTENT TO PURCHASE

I, _____ (herein referred to as the purchaser) shall be responsible for obtaining and completing the appropriate documents required to purchase/possess or own the listed firearm with suppressor.

These documents shall be completed, submitted, and approved by BATFE at least sixty (60) days prior to separation from employment with the City of Potterville.

These documents include the BATFE Form 5, as well as completing the appropriate paperwork for either a BATFE-approved tax stamp or NFA gun trust. The BATFE Form 5 allows the department, City to transfer the firearm and suppressor to the purchaser, however, this must be completed while the purchaser is still employed as a sworn officer. The Tax Stamp or Trust allows the purchaser to legally possess/own the rifle with suppressor upon completion of this agreement as defined by City of Potterville Department Rifle Purchase Program and Assignment of Rifles and Suppressors Policy, also known as Directive 890.

I agree to all stipulations as described by the City of Potterville Department Rifle Purchase Program and Assignment of Rifles and Suppressors Policy, also known as Directive 890.

I agree to the following deductions from my payroll:

- | | |
|--|---|
| <input type="checkbox"/> Daniel Defense DDM4 V7S (\$1349.00) | <input type="checkbox"/> GSL Multical Suppressor (\$880.00) |
| <input type="checkbox"/> GSL GT-556 Suppressor (\$819.00) | <input type="checkbox"/> Streamlight PROTAC HL-X black (\$129.95) |
| <input type="checkbox"/> Streamlight PROTAC 2.0 black (\$171.90) | <input type="checkbox"/> 3 Magpul 30rd 5.56 caliber magazine (\$40) |
| <input type="checkbox"/> Magpul MS4 Dual QD Sling (\$57.95) | |

TOTAL AMOUNT: \$ _____

PAY PERIODS: 26 52

TOTAL PER PERIOD: \$ _____

START DATE: _____

Chief of Police:

Print Name

Signature

Date

Employee:

Print Name

Signature

Date



EATON COUNTY MICHIGAN

EATON COUNTY PARKS COMMUNITY GRANT AGREEMENT BETWEEN THE COUNTY OF EATON and CITY OF POTTERVILLE

This Grant Agreement (“Agreement”) is entered into by the County of Eaton hereinafter referred to as “the County” and the **City of Potterville**, hereinafter referred to as the “Grant Recipient”.

The Grant Recipient agrees to accept the grant funds and carry out the project in a lawful, satisfactory, and proper manner, pursuant to and in accordance with all requirements of the Agreement.

SOURCE OF FUNDING

This grant is made available through funding from the Eaton County Parks and Recreation Millage passed by voters on November 8, 2022. A portion of these millage funds have been allocated for the Eaton County Parks Community Grant Program to assist communities with planning, purchasing, preliminary engineering/design, and construction costs directly related to park and open space projects located in Eaton County.

PROJECT DESCRIPTION

Project Title: **Sunset Hills Park Project**. Work shall be performed as identified in the Grant Recipients Parks Community Grant Application (see attached).

GRANT TERM

The project shall be completed by September 30, 2024.

GRANT REIMBURSEMENT

Total payment made to the Grant Recipient by the County shall not exceed **\$65,557**.

Grant Amount = \$65,557

Matching Funds = \$123,600

Total Project Budget = \$189,157

The Grant Recipient is responsible for the payment of all eligible costs necessary to complete the project. The Grant Recipient shall submit reimbursement requests to the County with proper documentation not to exceed the awarded amount. Final payment request will not be processed until a final quarterly report is received and a project inspection is completed.

Expenses incurred by the Grant Recipient prior to the start date of October 1, 2023 or after the end date of September 30, 2024, are not allowed under this agreement.

All request for payment shall be submitted by the Grant Recipient on a form provided by the County and shall include proof of payment to the vendor (such as cancelled checks, ACH, wire transfer, etc.) and proof of receipt of goods.

The Grant Recipient is responsible for ensuring that all partner entities fulfill their commitments under the grant proposal.

Grant funding is project based only and does not allow for administrative expenses or ongoing project costs.



CHANGES

The Grant Recipient must obtain written authorization from the County before implementing any changes that materially alter the project as originally proposed, including but not limited to, new activities and/or alteration of the existing project. The Grant Recipient shall immediately notify the County if a change in the project is required, or if the project cannot be implemented as projected. Any proposed change in the project is subject to written approval by the County.

PROJECT RECOGNITION SIGN

The Grant Recipient is required to prominently display a recognition sign which will be provided by the Eaton County Parks Department. Signage must be posted in an approved location and be present for the life of the project.

REPORTING REQUIREMENTS

The Grant Recipient shall furnish a summary of project and financial accomplishments on a quarterly basis on a form provided by the County. Documentation of any match funding must additionally be reported. If the match is in kind, detailed documentation outlining the work completed, the cost of the work and who performed the work must be provided.

Reports are due per the following schedule:

<i>Reporting Period</i>	<i>Due Date</i>
October 1 – December 31	January 25, 2024
January 1 – March 31	April 25, 2024
April 1 – June 30	July 25, 2024
July 1 – September 30	October 25, 2024

PROJECT INSPECTION/GRANT CLOSEOUT

The Grant Recipient agrees to an onsite inspection by County Staff after the Grant Recipient has submitted their final quarterly project report. The project recognition sign provided by the Eaton County Parks Department must be posted in its approved location at the time of inspection. Failure to do so will delay final payment and close out of the grant.

CONTINUED FUNDING

The County makes no implied or explicit guarantee, offer or representation of future funding from Eaton County beyond termination of this Agreement.

ACCOUNTING

The Grant Recipient agrees to maintain records in accordance with generally accepted accounting practices, to retain these records for a period of no less than three years from the date of the final report and to make this accounting available for audit by appropriate staff of the County if requested.

LIABILITY

Any liability resulting from activities engaged in by the Grant Recipient shall be the sole responsibility of the Grant Recipient. The Grant Recipient and/or their contractors and sub-contractors must acquire liability insurance. Additionally, the Grant Recipient agrees to hold the County harmless in the event of any claim arising out of the activities described herein. If project activities are occurring on property not owned by the Grant Recipient a written signed statement must be secured with the property owner agreeing to hold the County harmless in the event of any claim arising out of the activities described herein.



CERTIFICATIONS

- A. The Grant Recipient hereby certifies there has been no known change in the project as described in the grant application.
- B. The Grant Recipient hereby agrees to implement the project as defined in this Agreement and that the funds made available will be used only as a set forth in this Agreement.

FOR THE GRANT RECIPIENT:

Signature

Name/Title _____ Date: _____

FOR THE COUNTY OF EATON:

Signature

Name/Title: Jim Mott, Eaton County Board of Commissioners Chairperson Date: _____

