City of Potterville - Council Agenda

Thursday, November 16, 2023 – 6:00 p.m. – Potterville 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 October 19, 2023

F. Approval of Bills: General Bills of $188,911.36 + $58,155.48
TOTAL AP $247,066.84

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. Public Hearing – Resolution No.2023-1116-16 - New Water Utility Fee Rates & Tap Fee(s)
b. Water Rate Analysis, Baker Tilly Municipal Advisors, LLC
c. Resolution No.2023-1116-16 - New Water Utility Fee Rates & Tap Fee(s)
d. Water Tower AWWA Inspection Proposal
e. 2024 Road Maintenance Bid Acceptance

K. Public Comment on non-agenda items:

L. Communications from Council:

M. Next Regular Meeting: Thursday, December 21, 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, October 19, 2023, at 6:00 pm at City Hall and the Pledge of Allegiance was recited.

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

Absent: Member Ranshaw

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

Approval of Minutes from September 21, 2023: Motion by Member Potter. Supported by Member Connor. Vote: Unanimous. Motion Carried (6-0).

Approval of Bills: Motion by Deputy Mayor Potter to approve payment of General Bills of $406,336.23. Supported by Member Connor. Roll Call Vote: Unanimous. Motion Carried (6-0).

City Manager's Report: Manager's report is in the October 19, 2023, Council packet.

Public Comment on Agenda Items: None.

Department Reports: Zoning Administrator Miller says Planning Commission will not meet on the marijuana issue until 2024. The new Barber shop is installing the new parking lot, Golf Simulator business is moving ahead. Cambria on Sunset Blvd. has three new homes. Chief Barry shares the Rave Alerts are now available for the residents of Potterville to be informed on the current issues. The department has continued with additional training.

New Business:

Early Voting Agreement with Eaton County: Motion by Deputy Mayor Potter. Supported by Member Sweeney. Roll Call Vote: Unanimous. Motion Carried (6-0).

Transfer of local Liquor License: Motion by Member Sweeney. Supported by Member Connor. Vote: Unanimous. Motion Carried (6-0).

Police Purchase Policy: Motion by Member Nichols. Supported by Member Pulda. Roll Call Vote: Unanimous. Motion Carried (6-0).

Eaton County Parks Community Grant Agreement: Motion by Member Nichols. Supported by Deputy Mayor Potter. Roll Call Vote: Unanimous. Motion Carried (6-0).

City of Potterville

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Public Comment on Non-Agenda Items: None

Communications from Mayor and Council: Deputy Mayor Potter would like to again thank all emergency services for their amazing job during the Storm.

Excuse Absent Members: Motion to excuse Member Ranshaw by Member Nichols and Supported by Member Pulda Vote: Unanimous. Motion Carried (6-0).

Next Regular Meeting: November 16, 2023

Meeting Adjourned: 6:45 pm

Respectfully Submitted by:

Becky Dolman

City Clerk

CUSTOM INVOICE REPORT FOR CITY OF POTTERVILLE
EXP CHECK RUN DATES 10/20/2023 - 11/09/2023
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: GEN

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: ACE HARDWARE-GRAND LEDGE		
7008454	HANDHELD PRUNER	149.99
6362	GRND CONNECTOR, PLUG GRND, BATTERY,	65.97
6382	SNGL RECEPT, CONNECTOR, BOX, COVER BOX S	15.45
6407	FASTNERS	47.20
6454	SPRAY PAINT	43.96
6467	SCREWDRIVER, CABLE TIE, WALLPLATE, SURG	67.94
TOTAL VENDOR ACE HARDWARE-GRAND LEDGE		390.51
VENDOR NAME: APPLIED IMAGING		
2352548	11/8-12/7/23	35.26
TOTAL VENDOR APPLIED IMAGING		35.26
VENDOR NAME: AXON ENTERPRISE, INC.		
INUS199007	BODY CAMERA'S	4,123.80
TOTAL VENDOR AXON ENTERPRISE, INC.		4,123.80
VENDOR NAME: BILL'S POWERWASHER SALES &		
3801	STORM - WATERPRESSURE	8,300.00
TOTAL VENDOR BILL'S POWERWASHER SALES &		8,300.00
VENDOR NAME: BOBCAT OF LANSING		
P65170	OUTSIDE SHOP	2,300.00
W22484	HYDRAULIC SERVICE ON BOBCAT	352.98
P64742	COUPLER	71.22
TOTAL VENDOR BOBCAT OF LANSING		2,724.20
VENDOR NAME: BRAWNER'S TREE SERVICE LLC		
282 ADJUSTED	STORM-5 DAYS 9/18-9/22/23 (- $2800 PD F	7,000.00
TOTAL VENDOR BRAWNER'S TREE SERVICE LLC		7,000.00
VENDOR NAME: BS&A SOFTWARE		
1150577	BS&A SOFTWARE- TAX SYSTEM	804.00
TOTAL VENDOR BS&A SOFTWARE		804.00
VENDOR NAME: CALEDONIA FARMERS ELEVATOR		
STATEMENTS	INV 9062023, 9072023, 9082023, 9092023,	106.46
436862	CORNERSTON PLUS 2.5 GAL, CROSSBOW 2,5 GA	964.68
4756584	CROSSBOW 2.5 GAL, CORNERSTONE PLUS 2.5 G	482.34
4759187	TIRE REPAIR	24.00
459344	CALCIUM CHLORIDE 50 #	151.23
49040285	STORM - NEW TIRES ON DPW DIRECTOR VEHICL	1,022.80
TOTAL VENDOR CALEDONIA FARMERS ELEVATOR		2,751.51
VENDOR NAME: CITY OF POTTERVILLE		
9/27-10/25/23	UTILITIES	474.50
TOTAL VENDOR CITY OF POTTERVILLE		474.50
VENDOR NAME: CONSUMERS ENERGY		
9/24-10/24/23	UTILITIES	7,732.27
TOTAL VENDOR CONSUMERS ENERGY		7,732.27
VENDOR NAME: CUMMINS, INC		
S3=92602	SERVICE REPAIR	980.71
S3-91713	PLANNED MAINTENANCE	789.15
S3-91739	PLANNED MAINTENANCE ON EQUP	748.83
TOTAL VENDOR CUMMINS, INC		2,518.69
VENDOR NAME: D & L FUELS		
203726	GAS REG.	1,007.04
TOTAL VENDOR D & L FUELS		1,007.04
VENDOR NAME: DELTA DENTAL		
RIS0005265482	DENTAL BENEFITS	938.66
TOTAL VENDOR DELTA DENTAL		938.66
VENDOR NAME: DJ'S LANDSCAPE MANAGEMENT		
145143	STORM - PARKING LOT SWEEPING	5,507.25
144327	STORM - WEEK OF 10/16/23	7,480.70

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: DJ'S LANDSCAPE MANAGEMENT		
TOTAL VENDOR DJ'S LANDSCAPE MANAGEMENT		12,987.95
VENDOR NAME: DOLMAN, REBECCA		
7/23-11/8/23	MILEAGE	91.04
TOTAL VENDOR DOLMAN, REBECCA		91.04
VENDOR NAME: EGLE		
761-11160429	ANNUAL WATER SUPPLY FEE	1,618.08
761-11155453	LAKE ALLIANCE PARK SOFTBALL PUBLIC WATER	171.92
761-11156621	LAKE ALLIANCE PARK BASEBALL - WATER SUPP	171.92
TOTAL VENDOR EGLE		1,961.92
VENDOR NAME: GORDON'S FOOD SERVICE		
809255743	CONCESSIONS	730.79
TOTAL VENDOR GORDON'S FOOD SERVICE		730.79
VENDOR NAME: GRANGER CONTAINER SERVICE, INC		
26202798	WASTE SERVICES 10/23-11/1/23	2,221.75
TOTAL VENDOR GRANGER CONTAINER SERVICE, INC		2,221.75
VENDOR NAME: HARBOR FREIGHT		
683959	STORM - PLASMA CUTTER	2,821.67
TOTAL VENDOR HARBOR FREIGHT		2,821.67
VENDOR NAME: HART INTERCIVIC		
94332	SUPPORT ON MAINTENANCE TABULATOR FOR ELE	804.00
TOTAL VENDOR HART INTERCIVIC		804.00
VENDOR NAME: HARTLEB AGENCY		
783	CRIME AND BURG RENEWAL INS 2024	677.60
TOTAL VENDOR HARTLEB AGENCY		677.60
VENDOR NAME: KENNEDY INDUSTRIES INC.		
637713	WWTP FIELD SERVICE 5/3/23, 5/11/23, 5/16	2,573.00
637714	WATER WWTP FIELD SERVICE 4/15/23, 418/2	2,297.00
TOTAL VENDOR KENNEDY INDUSTRIES INC.		4,870.00
VENDOR NAME: L & G SERVICES		
10/19/23	INSTALL THE VOTER BOX	514.39
TOTAL VENDOR L & G SERVICES		514.39
VENDOR NAME: LANSING REAL GREEN		
61765	STORM - BRUSH REMOVAL HAULING	678.27
61766	STORM - BRUSH REMOVAL	1,477.13
61768	STORM - BRUSH REMOVAL HAULING	1,096.20
TOTAL VENDOR LANSING REAL GREEN		3,251.60
VENDOR NAME: MENARDS-LANSING WEST		
65128	SUPPLIES	67.20
TOTAL VENDOR MENARDS-LANSING WEST		67.20
VENDOR NAME: MICHIGAN ASSN OF CLERKS		
10231	CLERM MEMBERSHIP 2024	75.00
TOTAL VENDOR MICHIGAN ASSN OF CLERKS		75.00
VENDOR NAME: MICHIGAN MUNICIPAL LEAGUE		
26754	CDL CONSORTIUM DRIVERS FEE	360.00
TOTAL VENDOR MICHIGAN MUNICIPAL LEAGUE		360.00
VENDOR NAME: MICHIGAN POLICE EQUIPMENT		
8241	TARGETS	100.00
8278	HOLSTER	334.00
8280	HOLSTER	124.00
8281	EARMUFF	69.00
TOTAL VENDOR MICHIGAN POLICE EQUIPMENT		627.00

CUSTOM INVOICE REPORT FOR CITY OF POTTERVILLE
EXP CHECK RUN DATES 10/20/2023 - 11/09/2023
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: GEN

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: MID MICHIGAN ELECTRICAL		
10/22/23	TROUBLESHOOT WELL TRIPPING BREAKER LAKE	125.00
TOTAL VENDOR MID MICHIGAN ELECTRICAL		125.00
VENDOR NAME: MMTA		
8611	TREASURERS MEMBERSHIP	99.00
TOTAL VENDOR MMTA		99.00
VENDOR NAME: PEERLESS MIDWEST INC		
75113	FILTER MEDIA SAMLING	2,860.00
TOTAL VENDOR PEERLESS MIDWEST INC		2,860.00
VENDOR NAME: PHP		
232891804	MEDICAL BENEFITS- NOV 2023	6,160.92
TOTAL VENDOR PHP		6,160.92
VENDOR NAME: PRO-SOIL SITE SERVICES, INC.		
4438	GLVZ FABRIC, TOP RAIL, BARB ARMS AND ADD	2,377.56
TOTAL VENDOR PRO-SOIL SITE SERVICES, INC.		2,377.56
VENDOR NAME: QUILL CO		
35144729	SIGN	5.99
35294430	SIGN	16.98
35228793	CLEANING SUPPLIES	31.47
TOTAL VENDOR QUILL CO		54.44
VENDOR NAME: SEBASTIAN & SONS WELL DRILLING		
11056	SOFTBALL FIELD WATER	4,325.45
TOTAL VENDOR SEBASTIAN & SONS WELL DRILLING		4,325.45
VENDOR NAME: SIRCHIE		
0617343-IN	TEST	63.00
TOTAL VENDOR SIRCHIE		63.00
VENDOR NAME: SPECTRUM PRINTERS, INC.		
76748	ELECTION BALLOTS, FOLDING BALLOTS, TEST	350.56
TOTAL VENDOR SPECTRUM PRINTERS, INC.		350.56
VENDOR NAME: STATE OF MICHIGAN (A)		
761-11165761	WATER TESTING	48.00
TOTAL VENDOR STATE OF MICHIGAN (A)		48.00
VENDOR NAME: THE COUNTY JOURNAL		
2668544	PUBLIC ACCURACY TEST	80.30
TOTAL VENDOR THE COUNTY JOURNAL		80.30
VENDOR NAME: UNITED RENTALS		
223891812-004	STORM - RENTAL GENERATOR 9/25-10/12/23	10,594.20
TOTAL VENDOR UNITED RENTALS		10,594.20
VENDOR NAME: UNUM LIFE INSURANCE		
OCT. 2023	SHORT/LONG TERM DISABILITY INSURANCE	306.19
TOTAL VENDOR UNUM LIFE INSURANCE		306.19
VENDOR NAME: VISION SERVICE PLAN		
10/2023	VISION	202.52
TOTAL VENDOR VISION SERVICE PLAN		202.52
VENDOR NAME: WILLIAMS FARM MACHINERY		
15610	CHAINS, SPRINGS	101.39
15828	WIRING HARNESS	17.39
16101	WINTER OIL, CHAINS, GREASE WIRING HARNES	83.09
TOTAL VENDOR WILLIAMS FARM MACHINERY		201.87
VENDOR NAME: WOODYS TREE SERVICE		
91	STORM - OCT. 23 -27 -5 DAYS	19,000.00
92	STORM - OCT. 31, NOV. 1-3 5 DAYS	19,000.00

CUSTOM INVOICE REPORT FOR CITY OF POTTERVILLE
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INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: WOODYS TREE SERVICE		
87-A	STORM - TREE REMOVAL- OCT. 9, 10, 11, 12	10,000.00
84	STORM - SEPT. 18, 19, 20, 21, 22	25,200.00
90	STORM - OCT. 16, 17, 18, 19, 20	17,000.00
TOTAL VENDOR WOODYS TREE SERVICE		90,200.00
GRAND TOTAL:		188,911.36

CUSTOM INVOICE REPORT FOR CITY OF POTTERVILLE
EXP CHECK RUN DATES 11/10/2023 - 11/16/2023
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: GEN

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: ABFALTER REPAIR LLC		
331	REBUILT OIL COOLER- PLOWTRUCK	13,709.85
TOTAL VENDOR ABFALTER REPAIR LLC		13,709.85
VENDOR NAME: ACE HARDWARE-GRAND LEDGE		
6473	PH PAN SMS ZINC 6 X	3.78
TOTAL VENDOR ACE HARDWARE-GRAND LEDGE		3.78
VENDOR NAME: CALEDONIA FARMERS ELEVATOR		
459809	DPW 450 TRUCK TIRES	1,324.08
433465	TIRES	454.52
TOTAL VENDOR CALEDONIA FARMERS ELEVATOR		1,778.60
VENDOR NAME: CARDMEMBER SERVICE		
10/9-10/31/2023	COMPOST PERMIT, BOOTS, UNIFORM, BACKGROU	1,010.12
TOTAL VENDOR CARDMEMBER SERVICE		1,010.12
VENDOR NAME: CINTAS CORPORATION #725		
10/6-10/27/23	UNIFORM EXPENSE	245.08
TOTAL VENDOR CINTAS CORPORATION #725		245.08
VENDOR NAME: CONSUMERS ENERGY		
9/25-10/24/23	UTILITIES	898.75
TOTAL VENDOR CONSUMERS ENERGY		898.75
VENDOR NAME: D & L FUELS		
203796	PREM DYED DIESEL	944.73
203795	GASOLINE REGULAR UNLEADED	662.51
TOTAL VENDOR D & L FUELS		1,607.24
VENDOR NAME: FALIN,TIFFANI		
SEPT-OCT	MILEAGE FOR CONCESSIONS	120.46
TOTAL VENDOR FALIN,TIFFANI		120.46
VENDOR NAME: FIRST ADVANTAGE LNS		
2500782310	CLINIC COLLECTION	250.78
TOTAL VENDOR FIRST ADVANTAGE LNS		250.78
VENDOR NAME: FOSTER SWIFT COLLINS & SMITH		
871321	GENERAL AND CHERRRY STREET	1,102.50
TOTAL VENDOR FOSTER SWIFT COLLINS & SMITH		1,102.50
VENDOR NAME: HARTLEB AGENCY		
7001133113	POLICY CHANGES	36.36
TOTAL VENDOR HARTLEB AGENCY		36.36
VENDOR NAME: HAVILAND PRODUCTS COMPANY		
488663	ALUMINUM SULFATE	8,157.65
TOTAL VENDOR HAVILAND PRODUCTS COMPANY		8,157.65
VENDOR NAME: HOUGHTON, JACOB		
REIMBURSEMENT	REIMBURSEMENT FOR DAMAGE TO MAILBOX	89.53
TOTAL VENDOR HOUGHTON, JACOB		89.53
VENDOR NAME: IZZY'S GLASS AND DOORS, LLC		
1391	BACK DOOR AND INSTALLATION	4,332.42
TOTAL VENDOR IZZY'S GLASS AND DOORS, LLC		4,332.42
VENDOR NAME: MICHIGAN NSA		
NOV	HALL OF FAME AWARDS & BANQUET	80.00
TOTAL VENDOR MICHIGAN NSA		80.00
VENDOR NAME: MID MICHIGAN ELECTRICAL		
11/13/23	INSTALL 7 NEW GFCI OUTLETS ON LIGHT POLE	350.00
TOTAL VENDOR MID MICHIGAN ELECTRICAL		350.00

CUSTOM INVOICE REPORT FOR CITY OF POTTERVILLE
EXP CHECK RUN DATES 11/10/2023 - 11/16/2023
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: GEN

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: OAKLAND COMMUNITY COLLEGE/CREST		
010278009	ADVANCE POLICE TRAIN TUITION	569.88
TOTAL VENDOR OAKLAND COMMUNITY COLLEGE/CREST		569.88
VENDOR NAME: RAPELJE, MARK		
002	SANTA SERVICE FOR DEC. 2, 2023	200.00
TOTAL VENDOR RAPELJE, MARK		200.00
VENDOR NAME: SCOOTERS TREE TRANSPLANTS		
1073	STORM - STUMP GRINDING	7,215.00
TOTAL VENDOR SCOOTERS TREE TRANSPLANTS		7,215.00
VENDOR NAME: VERIZON WIRELESS		
9948165342	CELL PHONES	483.48
9948524326	SERVICE10/6/ - 11/5/23	39.02
TOTAL VENDOR VERIZON WIRELESS		522.50
VENDOR NAME: WOODYS TREE SERVICE		
94	STORM - NOV. 6,7,8,9 (4 DAYS)	15,200.00
TOTAL VENDOR WOODYS TREE SERVICE		15,200.00
VENDOR NAME: WOW!BUSINESS		
11/6-12/5/23	INTERNET AND PHONES	674.98
TOTAL VENDOR WOW!BUSINESS		674.98
GRAND TOTAL:		58,155.48

11/02/2023 03:09 PM
User: JWest
DB: Potterville

BANK RECONCILIATION FOR CITY OF POTTERVILLE
Bank GEN (GENERAL POOLED ACCOUNT)
FROM 10/01/2023 TO 10/31/2023
Reconciliation Record ID: 220

GL Number	Description	Beginning 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	130,082.93
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	723,677.12
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
Beginning GL Balance:		3,319,317.86
Add: Cash Receipts		227,444.18
Less: Cash Disbursements		(424,806.66)
Less: Payroll Disbursements		(74,374.11)
Add: Journal Entries/Other		53,999.62
Ending GL Balance:		3,101,580.89

GL Number	Description	Ending Balance
101-000-001.000	CASH	1,297,749.07
202-000-001.000	CASH	79,210.09
203-000-001.000	CASH	(30,370.49)
208-000-001.000	CASH	(86,627.94)
370-000-001.000	CASH	
401-000-001.000	CASH	6,404.29
590-000-001.000	CASH	129,937.77
590-000-010.000	CASH IN BANK - BOND RESERVE	328,550.00
590-000-011.000	CASH IN BANK-REPLACEMENT FUND	91,613.00
591-000-001.000	CASH	699,924.50
591-000-010.000	CASH IN BANK - BOND RESERVE	184,370.00
591-000-011.000	CASH IN BANK-REPLACEMENT FUND	329,330.00
598-000-001.000	CASH	5,033.26
641-000-001.000	CASH	66,457.34
Ending GL Balance:		3,101,580.89
Ending Bank Balance:		3,163,598.26
Add: Miscellaneous Transactions		3,292.77
Add: Deposits in Transit		
	11/01/2023 *Deposit ID: 1512	2,816.29
		2,816.29
Less: 13 AP Outstanding Checks		68,126.43
Less: 0 PR Outstanding Checks		
	Adjusted Bank Balance	3,101,580.89
	Unreconciled Difference:	0.00

REVIEWED BY: _____ DATE: 11-2-23

11/02/2023 09:57 AM
User: JWest
DB: Potterville

BANK RECONCILIATION FOR CITY OF POTTERVILLE
Bank TAX (TAX ACCOUNT)
FROM 10/01/2023 TO 10/31/2023
Reconciliation Record ID: 216

GL Number	Description	Beginning Balance
703-000-001.000	CASH	22,922.49

Beginning GL Balance:	22,922.49
Add: Cash Receipts	17,681.51
Add: Tax Receipts	18.24
Less: Cash Disbursements	(25,845.01)
Less: Journal Entries/Other	(34.34)
Ending GL Balance:	14,742.89

GL Number	Description	Ending Balance
703-000-001.000	CASH	14,742.89

Ending GL Balance:		14,742.89
Ending Bank Balance:		14,117.51
Add: Miscellaneous Transactions		23.24
Add: Deposits in Transit		
	11/01/2023 *Deposit ID: 1513	1,133.00
		1,133.00
Less: 2 AP Outstanding Checks		530.86
Less: 0 PR Outstanding Checks		
Adjusted Bank Balance		14,742.89
Unreconciled Difference:		0.00

REVIEWED BY: _____ DATE: 11-2-23

11/02/2023 09:52 AM
User: JWest
DB: Potterville

BANK RECONCILIATION FOR CITY OF POTTERVILLE
Bank PR (PAYROLL ACCOUNT)
FROM 10/01/2023 TO 10/31/2023
Reconciliation Record ID: 218

GL Number	Description	Beginning Balance
750-000-001.000	CASH	8,446.13

Beginning GL Balance:	8,446.13
Less: Payroll Disbursements	(3,403.30)
Add: Journal Entries/Other	34.00
Ending GL Balance:	5,076.83

GL Number	Description	Ending Balance
750-000-001.000	CASH	5,076.83

Ending GL Balance:	5,076.83
Ending Bank Balance:	5,158.68
Add: Deposits in Transit	0.00
Less: 0 AP Outstanding Checks	
Less: 2 PR Outstanding Checks	81.85
Adjusted Bank Balance	5,076.83
Unreconciled Difference:	0.00

REVIEWED BY: _____ DATE: 11-2-23

11/02/2023 10:07 AM
User: JWest
DB: Potterville

BANK RECONCILIATION FOR CITY OF POTTERVILLE
Bank TIFA (TIFA)
FROM 10/01/2023 TO 10/31/2023
Reconciliation Record ID: 219

GL Number	Description	Beginning Balance
247-000-001.000	CASH	148,546.78
247-000-003.000	CASH-CERTIFICATES OF DEPOSIT	100,000.00
Beginning GL Balance:		248,546.78
Less: Cash Disbursements		(2,508.33)
Add: Journal Entries/Other		22,681.91
Ending GL Balance:		268,720.36

GL Number	Description	Ending Balance
247-000-001.000	CASH	168,720.36
247-000-003.000	CASH-CERTIFICATES OF DEPOSIT	100,000.00
Ending GL Balance:		268,720.36
Ending Bank Balance:		268,720.36
Add: Deposits in Transit		0.00
Less: 0 AP Outstanding Checks		
Less: 0 PR Outstanding Checks		
Adjusted Bank Balance		268,720.36
Unreconciled Difference:		0.00

REVIEWED BY: _____ DATE: 11-2-23

11/02/2023 09:51 AM
User: JWest
DB: Potterville

BANK RECONCILIATION FOR CITY OF POTTERVILLE
Bank FEST (GIZZARD FEST)
FROM 10/01/2023 TO 10/31/2023
Reconciliation Record ID: 217

GL Number	Description	Beginning Balance
211-000-001.000	CASH	41,880.86

Beginning GL Balance:	41,880.86
Add: Cash Receipts	150.00
Add: Journal Entries/Other	131.09
Ending GL Balance:	42,161.95

GL Number	Description	Ending Balance
211-000-001.000	CASH	42,161.95

Ending GL Balance:	42,161.95
Ending Bank Balance:	42,161.95
Add: Deposits in Transit	0.00
Less: 0 AP Outstanding Checks	
Less: 0 PR Outstanding Checks	
Adjusted Bank Balance	42,161.95
Unreconciled Difference:	0.00

REVIEWED BY: _____ DATE: 11-2-23

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2023 NORMAL (ABNORMAL)	2023-24 ORIGINAL BUDGET	YTD BALANCE 10/31/2023 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 10/31/2023 INCREASE (DECREASE)
Fund 101 - GENERAL FUND					
Revenues					
Dept 000					
101-000-402.000	PROPERTY TAX	599,185.21	599,000.00	594,181.18	7,052.98
101-000-403.000	SOLID WASTE TAX	76,458.15	76,000.00	75,691.12	898.38
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	431.50	215.50
101-000-445.000	CITY PENALTY	2,926.99	2,900.00	425.25	326.93
101-000-447.000	ADMINISTRATION FEE	30,833.22	30,500.00	21,369.55	225.99
101-000-476.000	PERMITS	8,830.00	7,000.00	2,620.00	710.00
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	0.00
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	569.88	569.88
101-000-573.000	LOCAL COMMUNITY STABILIZATION	238,606.49	230,000.00	111,721.08	111,721.08
101-000-574.000	ST SHARED REV - SALES TAX	333,973.00	320,000.00	56,448.00	61,470.00
101-000-574.100	CVTRS-CLFRF	41,939.00	41,938.00	7,201.00	7,200.00
101-000-574.200	CVTRS-PUBLIC SAFETY	0.00	0.00	138.00	138.00
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	0.00
101-000-607.000	CHARGES FOR SERVICES - PD	417.20	350.00	45.00	0.00
101-000-656.000	FINES & FORFEITURES	2,812.68	2,000.00	749.10	405.90
101-000-665.000	INTEREST	28,931.97	24,000.00	16,561.19	5,807.53
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	0.00
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	0.00
101-000-684.000	MISC INCOME	33.44	0.00	120.85	80.00
101-000-687.000	INSURANCE REIMBURSEMENT	6,809.16	0.00	236.57	236.57
101-000-689.000	CASH OVER & UNDER	0.00	0.00	3.32	3.28
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	894,873.72	197,062.02
TOTAL REVENUES		1,657,865.90	1,666,433.28	894,873.72	197,062.02
Expenditures					
Dept 101 - CITY COUNCIL					
101-101-703.000	SALARIES	2,436.50	3,000.00	310.94	0.00
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	0.00
101-101-731.000	PUBLICATION	327.30	600.00	118.70	0.00
101-101-740.000	SUPPLIES	67.94	200.00	25.98	10.99
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	59,639.83	1,840.00
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	60,116.87	1,850.99
Dept 171 - MAYOR					
101-171-703.000	SALARIES	660.00	850.00	60.00	0.00
101-171-719.000	FRINGE BENEFITS	27.54	85.00	4.59	0.00
Total Dept 171 - MAYOR		687.54	935.00	64.59	0.00
Dept 172 - CITY MANAGER					
101-172-703.000	SALARIES	78,477.39	79,285.52	24,829.90	6,184.94
101-172-719.000	FRINGE BENEFITS	17,268.95	17,631.79	5,216.25	1,338.20
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	30,186.06	7,523.14
Dept 215 - CLERK					
101-215-703.000	SALARIES	33,067.14	33,672.38	11,071.81	2,750.01
101-215-719.000	FRINGE BENEFITS	3,137.52	3,276.37	847.00	210.38
101-215-740.000	SUPPLIES	376.73	450.00	59.56	0.00
101-215-741.000	POSTAGE	282.00	400.00	195.00	51.00
101-215-781.000	COMPUTER SOFTWARE	374.14	400.00	0.00	0.00

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2023 NORMAL (ABNORMAL)	2023-24 ORIGINAL BUDGET	YTD BALANCE 10/31/2023 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 10/31/2023 INCREASE (DECREASE)
Fund 101 - GENERAL FUND					
Expenditures					
101-215-809.000	TRAINING	1,468.19	2,400.00	0.00	0.00
101-215-822.000	ELECTIONS	8,376.55	11,000.00	1,308.67	514.39
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	13,482.04	3,525.78
Dept 223 - AUDIT					
101-223-807.000	AUDIT	21,450.00	23,850.00	19,000.00	(2,100.00)
Total Dept 223 - AUDIT		21,450.00	23,850.00	19,000.00	(2,100.00)
Dept 253 - TREASURERS OFFICE					
101-253-703.000	SALARIES	67,773.33	68,471.41	21,442.75	5,341.16
101-253-719.000	FRINGE BENEFITS	21,990.22	22,858.53	7,580.78	2,505.98
101-253-740.000	SUPPLIES	365.78	400.00	269.57	80.57
101-253-741.000	POSTAGE	922.71	1,650.00	478.17	21.17
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	1,276.87	338.50
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	31,048.14	8,287.38
Dept 257 - ASSESSOR					
101-257-703.000	SALARIES	1,010.35	1,205.78	355.16	88.47
101-257-719.000	FRINGE BENEFITS	705.87	750.00	204.58	46.19
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	9.25	9.25
101-257-781.000	COMPUTER SOFTWARE	235.00	250.00	349.99	0.00
101-257-810.050	RE INSPECTION - 20%	3,350.27	3,350.27	1,194.52	265.45
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	4,000.32	1,333.33
Total Dept 257 - ASSESSOR		23,296.97	24,331.05	6,113.82	1,742.69
Dept 265 - CITY HALL					
101-265-703.000	SALARIES	22,893.98	23,295.84	7,371.99	1,748.11
101-265-719.000	FRINGE BENEFITS	8,999.44	9,240.87	2,553.09	631.02
101-265-731.000	PUBLICATION	708.30	650.00	0.00	0.00
101-265-740.000	SUPPLIES	3,370.68	3,970.00	1,703.45	991.95
101-265-741.000	POSTAGE	950.41	1,400.00	453.84	13.84
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	7,410.30	1,500.00
101-265-802.000	SERVICE	1,951.27	2,100.00	912.09	33.92
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	119.88	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	20,750.36	4,918.84
Dept 266 - ATTORNEY					
101-266-801.000	ATTORNEY	32,317.61	25,000.00	15,452.60	3,722.40
Total Dept 266 - ATTORNEY		32,317.61	25,000.00	15,452.60	3,722.40
Dept 301 - POLICE					
101-301-703.000	SALARIES	208,756.25	212,290.21	67,574.06	16,028.78
101-301-703.002	OVERTIME SALARIES	13,203.83	15,000.00	2,143.36	1,087.97
101-301-719.000	FRINGE BENEFITS	55,338.11	53,722.00	19,351.42	5,961.20
101-301-728.000	UNIFORM EXPENSES	6,042.10	5,000.00	855.95	0.00
101-301-740.000	SUPPLIES	8,154.21	7,300.00	2,951.67	340.78
101-301-740.700	GUNS AND AMMUNITION	5,257.45	500.00	4,686.09	4,475.00
101-301-775.000	REPAIRS & MAINT	3,741.69	5,000.00	2,043.90	0.00
101-301-781.000	COMPUTER SOFTWARE	481.20	600.00	0.00	0.00

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2023 NORMAL (ABNORMAL)	2023-24 ORIGINAL BUDGET	YTD BALANCE 10/31/2023 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 10/31/2023 INCREASE (DECREASE)
Fund 101 - GENERAL FUND					
Expenditures					
101-301-801.000	ATTORNEY	1,394.00	2,300.00	861.00	0.00
101-301-802.000	SERVICE	10.00	1,000.00	1,070.09	0.00
101-301-809.000	TRAINING	2,577.03	2,500.00	268.00	0.00
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	482.93	107.44
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	102,574.67	28,001.17
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	3,886.68	3,886.68
Total Dept 441 - DPW		5,326.18	10,000.00	3,886.68	3,886.68
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	12,357.63	3,078.20
101-702-719.000	FRINGE BENEFITS	3,599.42	3,648.54	945.36	235.48
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	0.00
101-702-853.000	TELEPHONE EXPENSE	725.31	930.00	214.67	53.72
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	13,543.24	3,367.40
Dept 906 - DEBT SERVICE					
101-906-738.000	TOWNSHIP/MILL	9,022.88	9,500.00	8,208.66	0.00
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	11,921.52	858.32
Total Dept 906 - DEBT SERVICE		76,753.72	77,722.93	45,541.52	858.32
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

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2023 NORMAL (ABNORMAL)	2023-24 ORIGINAL BUDGET	YTD BALANCE 10/31/2023 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 10/31/2023 INCREASE (DECREASE)
Fund 101 - GENERAL FUND					
Expenditures					
101-966-965.641	CONTRIB TO EQP REPAIR & REPL	103,316.72	116,591.01	50,000.00	0.00
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	529,214.59	65,584.79
Fund 101 - GENERAL FUND:					
TOTAL REVENUES		1,657,865.90	1,666,433.28	894,873.72	197,062.02
TOTAL EXPENDITURES		1,616,483.01	1,500,427.48	529,214.59	65,584.79
NET OF REVENUES & EXPENDITURES		41,382.89	166,005.80	365,659.13	131,477.23
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	1,287,698.14	

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2023 NORMAL (ABNORMAL)	2023-24 ORIGINAL BUDGET	YTD BALANCE 10/31/2023 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 10/31/2023 INCREASE (DECREASE)
Fund 202 - MAJOR STREET FUND					
Revenues					
Dept 000					
202-000-451.200	SPEC ASSESSMENT ROAD - SUNSET	5,581.18	5,400.00	4,919.12	137.47
202-000-553.000	ACT 51	246,961.71	227,000.00	44,683.01	19,730.92
202-000-582.000	COUNTY ROAD MILL 2014	41,255.60	41,000.00	8.92	8.92
202-000-665.000	INTEREST	6,981.91	6,338.74	3,631.11	1,049.42
Total Dept 000		300,780.40	279,738.74	53,242.16	20,926.73
TOTAL REVENUES		300,780.40	279,738.74	53,242.16	20,926.73
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	130,874.67	84,998.56
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	0.00
Total Dept 463 - ROUTINE MAINT		173,186.00	175,200.00	268,501.72	84,998.56
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	15,420.25	8,091.50
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	15,420.25	8,091.50
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	283,921.97	93,090.06
Fund 202 - MAJOR STREET FUND:					
TOTAL REVENUES		300,780.40	279,738.74	53,242.16	20,926.73
TOTAL EXPENDITURES		235,889.27	223,974.99	283,921.97	93,090.06
NET OF REVENUES & EXPENDITURES		64,891.13	55,763.75	(230,679.81)	(72,163.33)
BEG. FUND BALANCE		244,998.77	309,889.90	309,889.90	
END FUND BALANCE		309,889.90	365,653.65	79,210.09	

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Fund 203 - LOCAL STREET FUND					
Revenues					
Dept 000					
203-000-451.200	SPEC ASSESSMENT ROAD - SUNSET	34,138.82	36,000.00	29,201.47	22.53
203-000-553.000	ACT 51	98,129.37	95,000.00	17,769.11	7,846.40
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	363.11	104.94
203-000-699.001	CONTRIBUTIONS FROM MAJOR STREET FUND	87,500.00	87,500.00	87,500.00	0.00
203-000-699.101	GF CONTRIBUTION	155,139.99	0.00	0.00	0.00
Total Dept 000		511,064.74	351,290.00	134,833.69	7,973.87
TOTAL REVENUES		511,064.74	351,290.00	134,833.69	7,973.87
Expenditures					
Dept 463 - ROUTINE MAINT					
203-463-818.000	CONTRACT LABOR	0.00	0.00	130,874.73	84,998.63
203-463-965.600	CONTRIBUTION TO 641 LABOR & EQUIPMENT	20,000.00	25,000.00	5,000.00	0.00
Total Dept 463 - ROUTINE MAINT		20,000.00	25,000.00	135,874.73	84,998.63
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	33,738.95	18,429.80
Total Dept 906 - DEBT SERVICE		299,633.47	302,154.08	67,407.95	18,429.80
TOTAL EXPENDITURES		565,533.23	351,290.00	203,282.68	103,428.43
Fund 203 - LOCAL STREET FUND:					
TOTAL REVENUES		511,064.74	351,290.00	134,833.69	7,973.87
TOTAL EXPENDITURES		565,533.23	351,290.00	203,282.68	103,428.43
NET OF REVENUES & EXPENDITURES		(54,468.49)	0.00	(68,448.99)	(95,454.56)
BEG. FUND BALANCE		92,546.99	38,078.50	38,078.50	
END FUND BALANCE		38,078.50	38,078.50	(30,370.49)	

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2023 NORMAL (ABNORMAL)	2023-24 ORIGINAL BUDGET	YTD BALANCE 10/31/2023 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 10/31/2023 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	14,722.73	3,134.99
208-000-478.070	FIELD RENTAL	28,559.00	21,000.00	9,180.00	1,296.00
208-000-478.084	FLAG FOOTBALL	1,620.00	1,250.00	1,035.00	0.00
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	500.00	65.00
208-000-667.020	TIFA PAVILION - COMMUNITY CEN	1,950.00	1,650.00	950.00	0.00
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	0.00
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	76,637.73	4,495.99
TOTAL REVENUES		188,360.99	345,641.27	76,637.73	4,495.99
Expenditures					
Dept 751 - PARK ADMIN					
208-751-703.000	SALARIES	48,748.06	51,395.88	18,999.60	4,510.70
208-751-703.002	OVERTIME SALARIES	0.00	0.00	176.42	0.00
208-751-719.000	FRINGE BENEFITS	20,483.45	20,060.39	8,656.91	2,848.37
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	0.00
208-751-740.000	SUPPLIES	6,460.80	5,500.00	2,659.81	266.75
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	0.00
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	131,174.78	84,998.65
208-751-853.000	TELEPHONE EXPENSE	647.27	875.00	214.67	53.72
208-751-913.000	INSURANCE-LIAB & WORKMAN COMP	9,283.91	9,300.00	10,055.74	0.00
208-751-962.000	MILEAGE	397.08	400.00	163.21	0.00
Total Dept 751 - PARK ADMIN		128,188.90	286,131.27	176,648.30	92,678.19
Dept 770 - LAKE ALLIANCE MAINTENANCE					
208-770-740.000	SUPPLIES	2,396.61	2,500.00	2,429.34	0.00
208-770-775.000	REPAIRS & MAINT	3,401.43	3,500.00	4,643.59	4,079.00
208-770-802.000	SERVICE	323.40	500.00	552.00	0.00
208-770-920.000	UTILITIES	13,784.36	12,500.00	2,816.20	899.87
Total Dept 770 - LAKE ALLIANCE MAINTENANCE		19,905.80	19,000.00	10,441.13	4,978.87
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	1,972.50	1,972.50
Total Dept 774 - BASEBALL		2,682.79	3,600.00	2,022.44	1,972.50
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	0.00
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

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2023 NORMAL (ABNORMAL)	2023-24 ORIGINAL BUDGET	YTD BALANCE 10/31/2023 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 10/31/2023 INCREASE (DECREASE)
Fund 208 - PARK FUND					
Expenditures					
Total Dept 777 - BALLFIELD		8,407.26	14,150.00	2,452.82	0.00
Dept 778 - CONCESSIONS					
208-778-703.000	SALARIES	6,227.66	5,700.00	2,782.52	836.33
208-778-719.000	FRINGE BENEFITS	839.67	570.00	370.00	109.13
208-778-740.000	SUPPLIES	13,434.84	11,500.00	4,953.10	0.00
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	298.51	127.94
Total Dept 778 - CONCESSIONS		22,303.39	19,650.00	8,404.13	1,073.40
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	200,263.82	100,702.96
Fund 208 - PARK FUND:					
TOTAL REVENUES		188,360.99	345,641.27	76,637.73	4,495.99
TOTAL EXPENDITURES		183,134.25	345,641.27	200,263.82	100,702.96
NET OF REVENUES & EXPENDITURES		5,226.74	0.00	(123,626.09)	(96,206.97)
BEG. FUND BALANCE		31,971.41	37,198.15	37,198.15	
END FUND BALANCE		37,198.15	37,198.15	(86,427.94)	

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2023 NORMAL (ABNORMAL)	2023-24 ORIGINAL BUDGET	YTD BALANCE 10/31/2023 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 10/31/2023 INCREASE (DECREASE)
Fund 211 - GIZZARD FEST					
Revenues					
Dept 000					
211-000-665.000	INTEREST	601.37	600.00	517.83	131.09
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	150.00	150.00
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	1,073.83	281.09
TOTAL REVENUES		56,589.04	41,700.00	1,073.83	281.09
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	1,073.83	281.09
TOTAL EXPENDITURES		46,540.10	49,000.00	1,946.32	0.00
NET OF REVENUES & EXPENDITURES		10,048.94	(7,300.00)	(872.49)	281.09
BEG. FUND BALANCE			43,034.44	43,034.44	
FUND BALANCE ADJUSTMENTS		32,985.50			
END FUND BALANCE		43,034.44	35,734.44	42,161.95	

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2023 NORMAL (ABNORMAL)	2023-24 ORIGINAL BUDGET	YTD BALANCE 10/31/2023 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 10/31/2023 INCREASE (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	22,561.19	22,561.19
247-728-665.000	INTEREST INCOME	148.99	150.00	460.01	120.72
Total Dept 728 - TIFA DEPT		195,508.04	199,150.00	171,681.66	22,681.91
TOTAL REVENUES		195,508.04	199,150.00	171,681.66	22,681.91
Expenditures					
Dept 728 - TIFA DEPT					
247-728-703.005	WAGES - OTHER	4,899.97	4,900.00	1,633.32	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	4,350.00	2,100.00
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	50,000.00	50,000.00
247-728-993.000	BOND INTEREST	17,432.50	15,283.00	8,191.25	8,191.25
Total Dept 728 - TIFA DEPT		84,663.54	94,503.00	64,174.57	60,699.58
TOTAL EXPENDITURES		84,663.54	94,503.00	64,174.57	60,699.58
Fund 247 - TAX INCREMENT FINANCING AUTHOR:					
TOTAL REVENUES		195,508.04	199,150.00	171,681.66	22,681.91
TOTAL EXPENDITURES		84,663.54	94,503.00	64,174.57	60,699.58
NET OF REVENUES & EXPENDITURES		110,844.50	104,647.00	107,507.09	(38,017.67)
BEG. FUND BALANCE		50,368.77	161,213.27	161,213.27	
END FUND BALANCE		161,213.27	265,860.27	268,720.36	

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2023 NORMAL (ABNORMAL)	2023-24 ORIGINAL BUDGET	YTD BALANCE 10/31/2023 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 10/31/2023 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	68.99	68.99
401-729-818.000	CONTRACT LABOR	145.00	600.00	0.00	0.00
Total Dept 729 - DOWNTOWN		2,703.48	3,600.00	68.99	68.99
TOTAL EXPENDITURES		2,703.48	3,600.00	68.99	68.99
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	68.99	68.99
NET OF REVENUES & EXPENDITURES		(49.48)	(946.00)	2,585.01	(68.99)
BEG. FUND BALANCE		3,868.76	3,819.28	3,819.28	
END FUND BALANCE		3,819.28	2,873.28	6,404.29	

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2023 NORMAL (ABNORMAL)	2023-24 ORIGINAL BUDGET	YTD BALANCE 10/31/2023 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 10/31/2023 INCREASE (DECREASE)
Fund 590 - SEWER FUND					
Revenues					
Dept 000					
590-000-642.000	BILLS	156,709.13	155,000.00	55,404.30	27,992.08
590-000-642.001	FIXED COSTS	484,377.11	486,422.00	166,641.13	81,788.98
590-000-656.000	FINES & FORFEITURES	17,803.76	15,000.00	6,333.47	1,666.40
590-000-665.000	INTEREST	10,472.82	10,200.00	5,446.66	1,574.13
590-000-666.000	INSPECTION FEE	250.00	250.00	375.00	75.00
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	234,200.56	113,096.59
TOTAL REVENUES		778,128.65	748,272.00	234,200.56	113,096.59
Expenditures					
Dept 537 - ADMINISTRATIVE					
590-537-775.000	REPAIRS & MAINT	845.43	3,000.00	3,449.50	0.00
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	0.00
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	268.90	178.95
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	8,713.07	3,740.57
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	0.00
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	40,865.63	2,604.63
Total Dept 556 - DPW		521,156.89	297,050.00	99,847.60	6,524.15
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	72,508.81	39,963.75
Total Dept 906 - DEBT SERVICE		201,707.23	374,677.00	115,508.81	39,963.75
TOTAL EXPENDITURES		723,709.55	674,827.00	218,805.91	46,487.90
Fund 590 - SEWER FUND:					
TOTAL REVENUES		778,128.65	748,272.00	234,200.56	113,096.59
TOTAL EXPENDITURES		723,709.55	674,827.00	218,805.91	46,487.90
NET OF REVENUES & EXPENDITURES		54,419.10	73,445.00	15,394.65	66,608.69
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	2,982,448.68	

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2023 NORMAL (ABNORMAL)	2023-24 ORIGINAL BUDGET	YTD BALANCE 10/31/2023 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 10/31/2023 INCREASE (DECREASE)
Fund 591 - WATER FUND					
Revenues					
Dept 000					
591-000-642.000	BILLS	200,282.75	197,000.00	71,289.72	36,219.13
591-000-642.001	FIXED COSTS	382,824.32	392,183.28	130,104.55	65,048.30
591-000-644.000	PENALTIES	650.00	650.00	300.00	40.00
591-000-656.000	FINES & FORFEITURES	15,380.61	14,000.00	5,632.72	1,466.08
591-000-665.000	INTEREST	23,738.38	20,000.00	12,345.75	3,568.03
591-000-666.000	INSPECTION FEE	175.00	175.00	325.00	75.00
591-000-672.000	HOOK UP FEES	18,500.00	18,500.00	61,425.00	14,175.00
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	281,747.36	120,591.54
TOTAL REVENUES		690,226.58	691,096.30	281,747.36	120,591.54
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	1,214.36	270.00
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	0.00
Total Dept 537 - ADMINISTRATIVE		4,966.59	8,200.00	1,811.16	270.00
Dept 556 - DPW					
591-556-740.000	SUPPLIES	3,473.95	4,000.00	1,273.90	364.90
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	7,993.86	2,881.33
591-556-802.000	SERVICE	8,462.96	12,000.00	33,080.96	10,594.20
591-556-803.000	ENGINEERS FEES	28,538.99	29,000.00	8,713.07	3,740.57
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	0.00
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	166,137.44	17,581.00
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	42,271.62	22,178.75
Total Dept 906 - DEBT SERVICE		114,044.55	210,674.00	69,271.62	22,178.75
TOTAL EXPENDITURES		531,932.80	544,874.00	237,220.22	40,029.75
Fund 591 - WATER FUND:					
TOTAL REVENUES		690,226.58	691,096.30	281,747.36	120,591.54
TOTAL EXPENDITURES		531,932.80	544,874.00	237,220.22	40,029.75
NET OF REVENUES & EXPENDITURES		158,293.78	146,222.30	44,527.14	80,561.79
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	3,066,232.91	

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2023 NORMAL (ABNORMAL)	2023-24 ORIGINAL BUDGET	YTD BALANCE 10/31/2023 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 10/31/2023 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	

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2023 NORMAL (ABNORMAL)	2023-24 ORIGINAL BUDGET	YTD BALANCE 10/31/2023 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 10/31/2023 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	0.00
Total Dept 000		591,316.72	604,591.01	255,000.00	0.00
TOTAL REVENUES		591,316.72	604,591.01	255,000.00	0.00
Expenditures					
Dept 932 - EQUIPMENT REPAIR ACTIVITY					
641-932-703.000	SALARIES	242,702.38	240,786.55	87,693.80	20,295.69
641-932-703.002	OVERTIME SALARIES	15,379.82	14,500.00	6,279.10	2,390.73
641-932-719.000	FRINGE BENEFITS	76,880.60	78,092.19	32,547.73	11,098.20
641-932-728.000	UNIFORM EXPENSES	3,060.15	3,000.00	1,252.31	306.35
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	6,399.83	519.94
641-932-775.000	REPAIRS & MAINT	51,842.25	45,237.98	12,800.80	1,819.90
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	0.00
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	1,135.92	307.62
641-932-862.000	GAS	25,421.65	28,000.00	11,486.94	2,532.95
641-932-920.000	UTILITIES	121,252.59	129,000.00	29,294.79	9,303.74
641-932-958.000	DUES AND SUBSCRIPTIONS	0.00	500.00	147.24	73.00
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	0.00
Total Dept 932 - EQUIPMENT REPAIR ACTIVITY		617,815.49	591,316.72	200,143.69	48,648.12
TOTAL EXPENDITURES		617,815.49	591,316.72	200,143.69	48,648.12
Fund 641 - EQUIPMENT REPAIR & REPLACEMENT:					
TOTAL REVENUES		591,316.72	604,591.01	255,000.00	0.00
TOTAL EXPENDITURES		617,815.49	591,316.72	200,143.69	48,648.12
NET OF REVENUES & EXPENDITURES		(26,498.77)	13,274.29	54,856.31	(48,648.12)
BEG. FUND BALANCE		149,435.95	122,937.18	122,937.18	
END FUND BALANCE		122,937.18	136,211.47	177,793.49	
TOTAL REVENUES - ALL FUNDS		4,990,995.06	4,930,566.60	2,105,944.71	487,109.74
TOTAL EXPENDITURES - ALL FUNDS		4,628,950.72	4,379,454.46	1,939,042.76	558,740.58
NET OF REVENUES & EXPENDITURES		362,044.34	551,112.14	166,901.95	(71,630.84)
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	7,798,904.74	

City of Potterville

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November 9, 2023

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

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

1. City council 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 this month's meeting to go through their analysis that's used as a basis for the rate increase in water utilities. 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, Revenue Bond financing from USDA Rural Development Program in the amount $6.95 million (engineer's maximum). Sanitary Sewer fees and rates would not be impacted by the proposed rate increases. Per Baker Tilly, Sanitary Utility Rate Fee revenues are not eligible to be used to fund Water System USDA Rural Development Revenue Bonds per guidelines of the USDA Rural Development Program. If funded, the USDA RD Bond would allow the City to commence with its project to install an all-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 while updating antiqued iron removal processes (circa 1986). I suggest a Public Hearing portion of an agenda for this type of Rate 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. City Road Maintenance bids have been received for over band crack treatment of 8.10 lane miles of roadway within the City of Potterville in accordance with Section 502 of the 2020 MDOT Standard Specifications for Construction. Bid tabulations and quantities have been reviewed by the engineer and a written recommendation has been provided for your review – road maintenance work would be completed per Contract no later than June 30, 2024.

3. The City's 5-year maintenance inspection is due for its 300,000 Gallon Spheroid Water Tank located in the northeast corner of Lake Alliance Park. Council has a recommended proposal from the City's water tower engineer Dixon Engineering who is familiar with the City's tower and performed the last inspection and paint coating/cathodic rust protection project of 2019. Regular inspection (5-year) of a public system water supply for a Type I Water Supply is highly recommended and pursuant to Part 11 EGLE State of Michigan's "Suggested Practices for Water Works Design, Construction and Operation For Type I Public Water Supplies" and "Distribution Systems Operation and Management Guideline" of the American Water Works Association as follows"

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Distribution Systems Operation and Management
Effective date: May 1, 2015.
First edition approved by AWWA Board of Directors June 14, 2009.
This edition approved Jan. 24, 2015.
Approved by American National Standards Institute Jan. 28, 2015.
ANSI/AWWA G200-15
(Revision of ANSI/AWWA G200-09)
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Sec. 4.3 Facility Operations and Maintenance
4.3.1 Treated water storage facilities.
4.3.1.1 Storage capacity. The utility shall establish minimum operating levels in storage facilities based on pressure in the distribution system, supply demands, fire-flow requirements, emergency storage requirements, and other site-specific conditions.
4.3.1.2 Operating procedures. The utility shall have written operating procedures, which provide guidance on water level fluctuations in the storage facilities and turnover rates addressing specific supply zone and seasonal supply conditions. The utility shall have a goal to reduce water age in the finished water storage facility. The utility shall have a written policy in place that establishes the target turnover rate along with minimum and maximum operating levels. This policy should incorporate any diurnal or seasonal realities.
4.3.1.3 Inspection. The utility shall have a written inspection program outlining frequency, procedures, and maintenance of records. The inspection program shall include such features as routine (daily/weekly), periodic (monthly/quarterly), and comprehensive (3–5 years) inspections.
4.3.1.4 Maintenance. The utility shall have a maintenance program that includes periodic cleaning and refurbishing of facilities, as required. Cleaning of covered storage shall be based on internal inspection conducted at a minimum of every 5 years, and for uncovered reservoirs, at least annually and in accordance with applicable regulations. The utility shall perform a full internal and external inspection according to AWWA Manual M42. The utility shall conduct an external visual inspection of the storage facility at least seasonally to assess and repair environmental damage and verify the integrity of vents and screens. The inspection shall include an assessment of the physical security of the facility. Maintenance activity, such as coating or painting, shall be based on ANSI/AWWA Standards D102 and D103.

4. Preliminary design plans are available for the 2025 Major (Vermontville Hwy west of the CN Railway tracks & Main Street) Street Project, estimated total cost is $481,250 that is 80% funded by MDOT's Small Urban Group Funds as provided by Public Act 51 Major Street Revenues from the State of Michigan. This is for your information at this time, so enjoy review and let me know if you have any questions. City Administrators and Engineers have met the goal to have this plan assembled earlier than usual to bring awareness of the project, and provide it to the Eaton County Drain Commissioner and Potterville School District – both of whom could start construction projects in the Main Street area in 2025. Digital plan sets have been provided to both entities with an open invite for review.

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2025 MDOT Small Urban Project Approvals: https://www.michigan.gov/mdot/-/media/Project/Websites/MDOT/Programs/Grant-Programs/Small-Urban/Approved-Projects/2025-Approved-Projects.pdf?rev=1054ed17a5924f08bc59f9faac34292e&hash=4259BD8F860C529DB2D932265F42C48D

2025 Main Street and Vermontville Hwy Road Improvement Project Preliminary Plan: https://pottervillemi.org/wp-content/uploads/2023/11/2023.11.01-Preliminary-Set.pdf

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TREASURER'S REPORT
November 16, 2023

Utility bills—as of 10/31/23 (bills due on 15th) $27,923.04 is outstanding with $15,838.90 over 30 days past due.

Water usage month of Oct (Nov billing): 4,147,889 gallons
Sewer usage month of Oct (Nov billing): 4,026,043 gallons
Ready to service charge-water: $32,538.14
Ready to service charge-sewer: $40,912.13
Total water and sewer billed out from 9/27/23-10/25/23 is $103,884.12

Payroll month of September, 2023: $74,374.11 (this includes all payroll taxes + MERS)

Tax bill summer collection percentage: 96.6%. All tax payments received through 10/31 have been disbursed. Winter tax bills will be mailed to arrive on or about 12/1/23. Winter tax bills are due on 2/14/24.

I attended the Eaton County Treasurer's meeting on 10/24/23 from 9-11. It was nice to see some familiar faces and some new ones! Mr. Robinson (County Treasurer) did a presentation on the land bank and then there was a discussion regarding issues/problems others were experiencing and how other treasurers have addressed.

Bank reconciliations completed for month of October, 2023:

General account – Reconciled balance: **$3,101,580.89**

Payroll account - Reconciled balance: **$5,076.83**

Tax account – Reconciled balance: **$14,742.89**

Gizzard Fest – Reconciled balance: **$42,161.95**

Respectfully submitted, Jodi West

City of Potterville

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***From the Clerk's office* – November 2023**

Congratulations to Bob, Dawn, Libby and Zac for your re-election and we welcome Hannah Myers-Southerly as the newest council member.

The Election ran smoothly. We had 336 voters total with 160 in person voting and 176 absentee voters. That is a 14 % voter turnout. This election we had a new Chairperson, Mary Wichman. She came very prepared and did a great job. It is very helpful to have a few people trained to be the chairperson.

Part of the Clerk's job, we pay 29 Consumer bills for the City each month. Recently I discovered that some of these had sales tax charged. After researching it I discovered that they were charging sales tax in error to the City. I submitted to Consumers a reimbursement request for the sales tax. They will refund nine bills that the sales tax was charged for the last 48 months. This is approximately $2900.00.

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

Becky Dolman

City of Potterville

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November 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.

- We continue to be a work in progress in our task of the MDNR Recreation Passport Grant, as some minor changes are needed for the interpretive signage, and the location of it in the pollinator garden which will have more of an exact location when construction begins/nearly finished for that specific area of the project. The directional signage just needs to find a location in making sure of the right-of-way.
- The 2023 Season is officially over. Completion of the ball fields of winterizing, softball building is cleaned, sanitized, water is off, and officially winterized.
- The irrigation system out at Lake Alliance baseball and softball facilities got winterized towards the end of October.
- We put in the temporary fencing anchors at the Lake Alliance Softball fields in preparation for next season of girls fastpitch games as they utilize ball fields of 200 feet (it's a smaller field than what is used for other programs/organizations).
- Projects that were completed for the 2023 season were:
    - Cork boards were taken down at Lake Alliance Softball
    - Lake Alliance Softball building got repainted
    - All the doors at the Lake Alliance Softball build got repainted
    - Lake Alliance Softball bathrooms walls and floors got repainted
    - The foul poles on both the baseball and softball fields at Lake Alliance got a major repaint as this has not been done in years. (City Park foul poles will be completed in the Spring).
    - City Park bathroom got repainted.
    - Field Maintenance occurred on all the six fields throughout the season. The next major project is raising the fields, working on the lip and adding dirt, reposition anchors and home plates.
- Stats for the 2023 Season are:
    - 137 usages of Lake Alliance Softball Complex
    - 40 usages of Lake Alliance Baseball Facility
    - 35 usages of City Park Baseball Facility
    - 639 teams visited and been at our facilities
    - 131 practices
    - 698 games
    - 170 field preps
    - 6 City Park Small Pavilion Rentals
    - 29 City Park Large Pavilion Rentals
    - 3 Downtown Pavilion Rentals
    - 10 Lake Alliance Whole Pavilion Rentals
    - 8 Lake Alliance Half-Pavilion Rentals
    - 2 Lake Alliance Small Pavilion Rentals
    - 58 total Pavilion Rentals
    - 107 total participants in Youth Programs
    - 5 Special Event Permits
    - 17 Organizations
        - 9 are field usage
        - 8 are Special Event
    - 385 credit card transaction at the concession stand
    - $6,663.57 in credit card sales
    - $26,456.04 in total concession sales

- We are in the top tier of booking tournaments for the 2024 Season and have a good amount of weekends already booked.
- We are making goals for next years in anticipation of a great turnout for programs and events.
- The 5-Year Parks & Recreation Plan is coming up in its last year of the current plan. The current plan is for 2020-2024. We will be taking this last year (2024) to make edits, new photos, new survey, etc. so we can get it approved by the MDNR. Having a 5-year Parks & Recreation Plan is having an inventory of existing facilities, resources and assets identifying community recreation and open space needs and to remain eligible for State of Michigan recreation grants. It's an overall operation and development guide that preserves other recreation amenities. In other words, it's a brainstorming documentation, with ideas of where the future of parks and recreation will go with the input of the community. Not all ideas in this "plan" will be complete. Having ideas in the plan will help advance us and give us more of an advantage when applying for grants.
- Continue to further education by webinars, zoom meetings, certifications, etc.
- Before the end of the year will be taking the CPRP exam.
- The Parks & Recreation Director will be attending the Michigan NSA Hall of Fame & Awards Banquet. We will go into further detail after the event.
- In a few weeks the City will transition from the Fall décor to the Christmas decorations. If you see City Staff out and about and in the cold weather getting ready, make sure to show your appreciation for what we do.
- Upcoming Events:
    - Saturday, December 2, 2023: Potterville's Annual Christmas Event
        - Parade, Lighting of the Christmas tree, music, refreshments, Santa
    - Monday, December 18, 2023: City of Potterville's Best Holiday House Contest
        - Potterville Residents (must live in City limits) decorate their house, yard to light up Potterville and bring the holiday cheer for the community. This is the judging day and deadline for residents to register. Simply email parks@pottervillemi.org with name and address with Best Holiday House in subject line. Residents will receive a confirmation email they are in the running for the Contest. The top two places will receive prizes and the prizes are Visa gift cards.

Respectfully Submitted,
Tiffani Falin, Parks & Recreation Director

City of Potterville

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All deed and Principal Residence Exemption (PRE) information has been entered into the database so it is up to date for winter tax bills.

I will update on assessed value increases/decreases for next year in each class as I get information from the county in the coming months.

December Board of Review will be held on December 12th, 2023 to correct qualified errors, etc.

Thanks,

Sarah Payton

Sarah Payton, MAAO

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
October 2023

Operational Information:

- Truck 200 Serviced
- Genesis Battery Operated Extrication Tools in-service training completed
- Agency EMS license renewal review with Tri County Emergency Medical Control Authority
- District 1 Regional Medical Coalition Quarterly Exercise
- District 1 Regional Medical Coalition Inventory Review
- Phone System Updates
- Genesis Battery Operated Extrication Tools placed in-service on E-211

Training:

- Fire Prevention, Life Safety Open House
- Bus Extrication 10/28/2023(canceled)
- No BTFD personnel attended the county wide fire training

Meetings & Special Events:

- Potterville High School & Middle School Football Games
- Benton Township Board Meeting
- Tri County Emergency Medical Control Authority Board Conference Call
- Tri County Emergency Medical Control Authority Agency Directors Meeting
- Potterville High School Homecoming
- Short Term Rental Reviews
- City of Potterville Trick or Treat 10/31/2023, crews were at the City of Potterville downtown pavilion.

Calls for Service (CFS):

- **Fire** – 15 City of Potterville, 10 Benton Township, 3 Mutual Aid
- **EMS –** 34 City of Potterville, 28 Benton Township, 28 Mutual Aid

City of Potterville – Draft Water Rates Analysis

Presented by:
Andy Campbell, CPA, Director
Baker Tilly Municipal Advisors, LLC
November 8, 2023

Unrestricted and RRI Cash & Investments

	As Of			
	6/30/2020	6/30/2021	6/30/2022	6/30/2023
	(----------Per Audit----------)			
Assets				
Current assets:				
Cash and pooled investments	$698,410	$832,436	$883,820	$1,019,753

User Rate Revenue

	Fiscal Year Ended			
	6/30/2020	6/30/2021	6/30/2022	6/30/2023
	(----------Per Audit----------)			
Operating Revenues				
Charges for services	$541,222	$550,845	$552,015	$617,901

Operating Expenses

		Fiscal Year Ended					
		6/30/2021	6/30/2022	6/30/2023	6/30/2024		Test Year
		(----------Per Client----------)					
Dept 527 - Administrative							
731.000	Publication	$660	$630	$1,113	$500		$500
740.000	Supplies	1,196	59	645	1,500		1,500
741.000	Postage	4,348	3,324	3,134	3,500		3,500
781.000	Computer software	971	992	-	1,500		1,500
809.000	Training	-	1,062	75	1,200		1,200
931.000	DPW maint & repair	63	-	-	-		-
	Total Dept 527 - Administrative	7,238	6,068	4,967	8,200		8,200
Dept 556 - DPW							
731.000	Publication	112	763	-	-		-
740.000	Supplies	5,378	3,564	3,473	4,000		4,000
743.000	Meters	-	3,761	2,661	6,000		6,000
775.000	Repairs & maint	2,108	31,907	5,553	10,000		10,000
802.000	Service	5,385	10,500	8,463	12,000		12,000
803.000	Engineers fees	300	7,218	28,539	29,000		29,000
818.000	Contract labor	-	600	15,925	25,000		25,000
965.600	Contributions to 641 labor & equipment	175,923	177,329	200,000	200,000		200,000
968.000	Depreciation expense	-	-	-	-	[1]	-
970.000	Capital outlay	-	-	-	-	[2]	-
	Total Dept 556 - DPW	189,206	235,642	264,614	286,000		286,000
Dept 906 - Debt Service							
991.000	Bond principal	-	-	-	-	[3]	-
993.000	Bond interest	-	-	-	-	[3]	-
995.000	Bond interest	-	-	-	-	[3]	-
	Total Dept 906 - Debt Service	-	-	-	-		-
	Total Water Operating Expenses	$196,444	$241,710	$269,581	$294,200		$294,200

[1] Depreciation is removed from this section of the report. This item is addressed later in the report

[2] Capital outlay is removed from this section of the report. This item is addressed later in the report.

[3] Principal and interest on debt are removed from this section of the report. This item is discussed later in the report.

Current Debt Payments

Fiscal Year Ended	2014 Water Rev Bonds	2016A Water Rev Bonds	2017 Water Rev Bonds	Total
2023/24	$102,357.50	$67,136.25	$40,675.18	$210,168.93
2024/25	101,762.50	66,393.75	41,236.42	209,392.67
2025/26	102,140.00	66,637.50	40,763.92	209,541.42
2026/27	102,462.50	66,853.75	41,291.42	210,607.67
2027/28	101,730.00	67,042.50	40,785.16	209,557.66
2028/29	101,970.00	67,203.75	41,278.90	210,452.65
2029/30	102,155.00	66,351.25	40,738.90	209,245.15
2030/31	102,285.00	66,485.00	41,198.90	209,968.90
2031/32	102,360.00	66,591.25	40,625.14	209,576.39
2032/33	102,380.00	66,670.00	41,051.38	210,101.38
2033/34	102,345.00	66,721.25	41,443.88	210,510.13
2034/35	102,255.00	66,745.00	40,802.62	209,802.62
2035/36	102,110.00	66,741.25	41,161.36	210,012.61
2036/37	101,910.00	66,710.00	40,486.36	209,106.36
2037/38	101,655.00	66,651.25	40,811.36	209,117.61
2038/39	102,345.00	66,565.00	41,102.60	210,012.60
2039/40	101,952.50	66,451.25	41,360.10	209,763.85
2040/41	102,505.00	66,310.00	40,583.84	209,398.84
2041/42	101,975.00	67,127.50	40,807.58	209,910.08
2042/43	102,390.00	66,903.75	40,997.58	210,291.33
2043/44	101,722.50	66,652.50	41,153.82	209,528.82
2044/45	-	66,373.75	41,276.32	107,650.07
2045/46	-	67,053.75	41,365.06	108,418.81
2046/47	-	66,692.50	41,420.06	108,112.56
2047/48	-	66,303.75	41,441.30	107,745.05
2048/49	-	66,873.75	41,428.80	108,302.55
2049/50	-	66,402.50	41,382.54	107,785.04
2050/51	-	66,890.00	41,302.54	108,192.54
2051/52	-	66,336.25	41,188.78	107,525.03
2052/53	-	66,741.25	41,041.28	107,782.53
2053/54	-	66,105.00	40,860.02	106,965.02
2054/55	-	66,427.50	40,645.02	107,072.52
2055/56	-	66,695.00	41,396.26	108,091.26
2056/57	-	66,907.50	33,080.00	99,987.50
Totals	$2,144,767.50	$2,266,746.25	$1,388,184.40	$5,799,698.15

Cash Flow

Assumptions		2023/24 July - Dec	Increases Per 6 Mo.	2023/24 Jan - June	2024/25 July - Dec	2024/25 Jan - June	Increases Per Year	2025/26	2026/27
City									
Meter Equivalents		944		944	944	944		944	944
Ready-to-Serve Rate (monthly)		$27.99	15.00%	$32.19	$37.02	$42.57	2.00%	$43.42	$44.29
Mobile Home Park									
Meter Equivalents		436		436	436	436		436	436
Ready-to-Serve Rate (monthly)		$14.00	15.00%	$16.10	$18.52	$21.29	2.00%	$21.72	$22.15
Capacity Charge									
Billable Flow (1,000 gal)		49,647		49,647	49,647	49,647		49,647	49,647
Capacity Charge (per 1,000 gal)		$4.13	15.00%	$4.75	$5.46	$6.28	2.00%	$6.41	$6.53
Typical City homeowner's monthly bill (assumes 4,500 gallons/month)		*$46.58*		*$53.56*	*$61.60*	*$70.83*		*$72.25*	*$73.70*
Revenue									
City									
Ready-to-Serve Charge		$158,463		$182,232	$209,567	$241,002		$491,644	$501,477
Mobile Home Park									
Ready-to-Serve Charge		36,624		42,118	48,435	55,701		113,629	115,902
Capacity Charge									
Capacity Charge		102,521		117,899	135,583	155,921		318,079	324,440
Other									
Miscellaneous		7,000		7,000	7,000	7,000		14,000	14,000
Total Revenues		304,607		349,248	400,586	459,624		937,352	955,819
Less: Total Operating Expenditures		(147,100)		(147,100)	(151,513)	(151,513)		(312,117)	(321,480)
Net Operating Revenue		157,507		202,148	249,073	308,111		625,235	634,339
Less: Current Debt Service Payments		(83,270)		(126,899)	(81,882)	(127,511)		(209,541)	(210,608)
Estimated Cash Funded Capital Improvements		-		-	-	-		-	-
Estimated Cash Funded RRI Reserve Requirement		-		-	-	-		(50,000)	(50,000)
Estimated Debt Service #1 2024/25 USDA Bond [1]		-		-	-	-		(115,000)	(315,000)
Net Cash Flow		$74,237		$75,250	$167,191	$180,600		$250,694	$58,731
Cash & Investments	*$1,183,112*	*$1,257,350*		*$1,332,599*	*$1,499,790*	*$1,680,390*		*$1,931,083*	*$1,989,815*
Less: Estimated Debt Service Reserve [2]	*(163,360)*	*(163,360)*		*(184,370)*	*(184,370)*	*(195,180)*		*(237,490)*	*(273,100)*
Unrestricted and RRI Cash & Investments	*$1,019,752*	*$1,093,990*		*$1,148,229*	*$1,315,420*	*$1,485,210*		*$1,693,593*	*$1,716,715*

[1] Estimated debt service payments based on a $6,950,000 40-year USDA bond issue at an estimated interest rate.
[2] Accumulated. Includes 2014, 2016A, 2017 and 2023/24 bonds.

Overall

- Cash Balances are trending in a positive direction
- Inflationary rate increases implemented but need to be raised
- Operating expense budget is rising due to inflation and other factors
- Current debt payments are level for foreseeable future
- Current cash flow is in a good position, but not enough to pay for expected debt payments for USDA project

Questions?



Andy Campbell, CPA, Director
Baker Tilly Municipal Advisors, LLC
Andy.Campbell@BakerTilly.com
517-325-9655

City of Potterville

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

RESOLUTION NO. 23-1116-16

At a regular meeting of the City Council of the City of Potterville, Eaton County, Michigan, held at the City Hall in said City on the 16th day of November 2023, at 6:00 p.m.

Present:

Absent:

The following Resolution was offered by and seconded by

RESOLUTION TO ADOPT NEW WATER UTILITY FEE RATES AND TAP FEES IN ACCORDANCE WITH BAKER TILLY MUNICIPAL ADVISORS FINANCIAL RATE ANALYSIS

WHEREAS, the City Council of the City of Potterville ("the City") shall fund all principal and interest payments on all United States Department of Agriculture Rural Development (USDA RD) Revenue Bonds issued to the City for the construction and development of the City's water utility systems, payable from net revenues that shall meet the revenue requirements of total costs resulting from operation of the water systems, after paying costs of operation and maintenance, replacement of operating equipment, capital improvement, administrative expenses of financial management, billing and meter reading etc., and debt service expenses of those systems; and

WHEREAS, such revenues shall consist of and be derived from utility fee rates and charges billed to the users of the City's water utility systems and composed in fee schedules as determined by the City and amended from time to time upon analysis of the City and professional studies as provided by service groups such as Baker Tilly Municipal Advisors; and

WHEREAS, the City's new water utility fee rates per month and connection tap fees are listed below and enclosed as "Exhibit A" are consistent with the Baker Tilly Municipal Advisors Financial Rate Analysis as provided to the City;

NEW WATER UTILITY FEE RATES PER MONTH and CONNECTION TAP FEES

	Current Rate	**New Rate**	Change +/-
"Usage" per 1,000 gal.	$4.13 per 1,000 gal.	**$4.75 per 1,000 gal.**	+$0.62 per meter
"Ready to Serve"			
Mobile Home Unit	$14.00 per unit	**$16.10 per unit**	+$2.10 per meter
Connection Tap	N/A	**N/A**	N/A
"Ready to Serve"			
5/8-inch Meter Size	$27.99 per meter	**$32.19 per meter**	+$4.20 per meter
Connection Tap	$2,100.00 per meter	**$2,415.00 per meter**	+$315.00 per meter

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	Current Rate	**New Rate**	Change +/-
"Ready to Serve"			
1-inch Meter Size	$69.99 per meter	**$80.49 per meter**	+$10.50 per meter
Connection Tap	$5,250.00 per meter	**$6,037.50 per meter**	+$787.50 per meter
"Ready to Serve"			
2-inch Meter Size	$223.98 per meter	**$257.57 per meter**	+$33.59 per meter
Connection Tap	$16,800.00 per meter	**$19,320 per meter**	+2,520 per meter
"Ready to Serve"			
3-inch Meter Size	$419.96 per meter	**$482.95 per meter**	+$62.99 per meter
Connection Tap Fee	$31,500.00 per meter	**$36,225.00 per meter**	+$4,725.00 per meter
"Ready to Serve"			
4-inch Meter Size	$699.93 per meter	**$804.92 per meter**	+$104.99 per meter
Connection Tap Fee	$52,500.00 per meter	**$60,375.00 per meter**	+$7,875.00 per meter
"Ready to Serve"			
6-inch Meter Size	$1,399.86 per meter	**$1,609.84 per meter**	+$209.98 per meter
Connection Tap Fee	$105,000.00 per meter	**$120,750.00 per meter**	+$15,750.00 per meter

WHEREAS, the City has reviewed and held public hearing upon these new water utility fee rates and connection tap fees that are in accordance with Baker Tilly Municipal Financial Rate Analysis; and

WHEREAS, the new utility fee rates and connection tap fees for water services as listed above and enclosed in "Exhibit A," are based upon water system costs of the City, and fairness and equity amongst customers of the City's water systems; and

WHEREAS, the City is an equal opportunity provider and employer that determines water fees rates in a manner that is based on good business practices, fairness, and professional study from such groups as the Michigan Rural Water Association (MRWA) Baker Tilly Municipal Advisors; and

WHEREAS, the City shall make available all utility fee rates and include them in a consolidated fee schedule that is available to the public and on file in the Office of the City Clerk; and

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The City Council of the City of Potterville (the City) adopts new water utility fee rates and connection tap fees for its public water services as set forth in "Exhibit A" as enclosed and as summarized above in this Resolution. The City's new utility fee rates shall be applied in a manner that is fair and uniform, and shall replace current water utility fees rates and connection

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tap fees. All new fee rates shall be incorporated in a new Utility Fee Schedule and Consolidated Fee Schedule for the City of Potterville that is to be on file with the Office of the City Clerk.

2. The new water fee rates for water utility services and connection tap fees shall go into effect no more than 60 days upon adoption of this Resolution.

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

Those Council Members voted:

Yeas:

Nays:

Absent:

RESOLUTION DECLARED ADOPTED:

STATE OF MICHIGAN

COUNTY OF EATON

CLERK'S CERTIFICATE

I, Becky Dolman, the duly qualified and acting City Clerk of the City of Potterville, Eaton County Michigan DO HERBY CERTIFY that the foregoing is a true and complete copy of certain proceeding taken by the City Council of said City at regular meeting held on the 16th of November of 2023.

Becky Dolman

City Clerk

City of Potterville

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"EXHIBIT A"

City of Potterville

319 N. Nelson St. ◆ PO Box 488 ◆ Potterville, MI 48876 ◆ Phone: (517) 645-7641
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NEW WATER UTILITY FEE RATES PER MONTH and CONNECTION TAP FEES

	Current Rate	**New Rate**	Change +/-
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Mobile Home Unit	$14.00 per unit	**$16.10 per unit**	+$2.10 per meter
Connection Tap	N/A	**N/A**	N/A
"Ready to Serve"			
5/8-inch Meter Size	$27.99 per meter	**$32.19 per meter**	+$4.20 per meter
Connection Tap	$2,100.00 per meter	**$2,415.00 per meter**	+$315.00 per meter
"Ready to Serve"			
1-inch Meter Size	$69.99 per meter	**$80.49 per meter**	+$10.50 per meter
Connection Tap	$5,250.00 per meter	**$6,037.50 per meter**	+$787.50 per meter
"Ready to Serve"			
2-inch Meter Size	$223.98 per meter	**$257.57 per meter**	+$33.59 per meter
Connection Tap	$16,800.00 per meter	**$19,320 per meter**	+2,520 per meter
"Ready to Serve"			
3-inch Meter Size	$419.96 per meter	**$482.95 per meter**	+$62.99 per meter
Connection Tap Fee	$31,500.00 per meter	**$36,225.00 per meter**	+$4,725.00 per meter
"Ready to Serve"			
4-inch Meter Size	$699.93 per meter	**$804.92 per meter**	+$104.99 per meter
Connection Tap Fee	$52,500.00 per meter	**$60,375.00 per meter**	+$7,875.00 per meter
"Ready to Serve"			
6-inch Meter Size	$1,399.86 per meter	**$1,609.84 per meter**	+$209.98 per meter
Connection Tap Fee	$105,000.00 per meter	**$120,750.00 per meter**	+$15,750.00 per meter

DIXON
ENGINEERING & INSPECTION SERVICES FOR THE COATING INDUSTRY

1104 Third Avenue
Lake Odessa, MI 48849
Telephone: (616) 374-3221
Fax: (616) 374-7116

October 16, 2023

Mr. Aaron Sheridan, City Manager
City of Potterville
319 N Nelson
Potterville, MI 48876

Subject: Inspection Services Proposal for 300,000 Gallon Spheroid Tank

Dear Mr. Sheridan:

Enclosed is a maintenance proposal for a drained inspection of the 300,000-gallon spheroid. With a drained inspection, the fee is estimated because the amount of cleaning required is unknown. A typical estimate for cleaning time is based on our experience with similar sized tanks.

Our Proposal/Contract form consists of the Contract Provisions and Schedules A, B, and C. Schedule A includes a detailed Scope of Services for both the Owner and DIXON. Schedule B includes fees and terms of payment. Schedule C provides billing rates for additional services that may be provided during the inspection. The Proposal/Contract form becomes a Contract when the proposal is accepted and signed by the Owner, and then signed by DIXON.

We appreciate the opportunity to submit this proposal. If you have any questions, please feel free to contact me at (517) 202-5602 or thomas.rounds@dixonengineering.net.

FOR DIXON ENGINEERING, INC.,



Thomas Rounds
Project Manager

Enclosure

DIXON
ENGINEERING & INSPECTION SERVICES
FOR THE COATING INDUSTRY

1104 Third Avenue
Lake Odessa, MI 48849
Telephone: (616) 374-3221
Fax: (616) 374-7116

SHORT FORM OF AGREEMENT BETWEEN OWNER AND DIXON FOR PROFESSIONAL SERVICES

300,000 Gallon Spheroid, #22-23-04-02

THIS IS AN AGREEMENT effective as of _____ ("Effective Date") between **City of Potterville, Michigan** ("Owner") and Engineer ("Dixon Engineering, Inc.").

1.01 SIGNATURES:

Thomas Rounds, Project Manager	October 16, 2023
PROPOSED by DIXON (not a contract until approved by Project Manager or Officer)	Proposal Date

CONTRACT Approved by Owner	Position	Date
CO SIGNATURE (If Required)		Date
CONTRACT APPROVED by DIXON PROJECT MANAGER		Date

Address for OWNER'S receipt of Notices

_____

_____

_____

Address for DIXON'S receipt of Notices
1104 Third Avenue
Lake Odessa, MI 48849

1.02 CONTRACT/PROPOSAL:

A. Signatures acknowledge that this Contract consists of **10** pages.

B. Owner's Project, of which DIXON's services under this Agreement are a part, is generally identified as follows: **300,000 Gallon Spheroid Tank** ("Project").

C. DIXON's services under this Agreement are generally identified as follows, and further definition of Services by both Owner and DIXON are included as **Maintenance Inspection Services (Dry) per Schedule A**

Owner and DIXON further agree as follows:

2.01 BASIC AGREEMENT:

A. DIXON shall provide or furnish the Services set forth in this Agreement. Services are delineated for both the Owner and DIXON in Schedule A – Scope of Services. If authorized by Owner, or if required because of changes in the Project, DIXON shall furnish services in addition to those set forth above ("Additional Services").

B. DIXON shall complete its Services within a reasonable period of time.

C. If, through no fault of DIXON, such periods of time or dates are changed, or the orderly and continuous progress of DIXON's Services is impaired, or DIXON's Services are delayed or suspended, then the time for completion of DIXON's Services, and the rates and amounts of DIXON's compensation, shall be adjusted equitably.

3.01 PAYMENT PROCEDURES:

A. *Invoices:* DIXON will prepare invoices in accordance with its standard invoicing practices and submit the invoices to Owner on a monthly basis. Invoices are due and payable within 30 days of receipt. Additional financial terms are found in Schedule B.

B. *Payment:* As compensation for DIXON providing or furnishing Services and Additional Services, Owner shall pay DIXON as set forth in Paragraphs 3.01 (Payment Procedures), 3.02 (Basis of Payment), and 3.03 (Additional Services). If Owner disputes an invoice, either as to amount or entitlement, then Owner shall promptly advise DIXON in writing of the specific basis for doing so, may withhold only that portion so disputed, and must pay the undisputed portion.

3.02 BASIS OF PAYMENT:

A. Owner shall pay DIXON for services as follows:

1. Estimated amount of **Five Thousand, One Hundred, and Twenty Five Dollars** (**$5,125.00**). See Schedule B for estimated cost breakdown of services and reimbursable expenses for the various phases of work.

3.03 ADDITIONAL SERVICES: For Additional Services, Owner shall pay DIXON an amount equal to the cumulative hours charged in providing the Additional Services by each of DIXON's employees, times standard hourly rates for each applicable billing classification; plus, reimbursement of expenses incurred in connection with providing the Additional Services and DIXON's consultants' charges, if any. DIXON's standard hourly rates and terms are attached as Schedule C.

4.01 ATTACHMENTS:

1. Schedule A – Scope of Work of both the Owner and DIXON.
2. Schedule B – Cost breakdown per phase of Work and Additional Terms of Payments.
3. Schedule C – DIXON Employee Billable Rates and Terms.

SCHEDULE A
Maintenance Inspection (Dry)
300,000 Gallon Spheroid, #22-23-04-02
Potterville, Michigan

A. Scope of Services Performed by Owner (Drained):

1. Provide scheduling for mutually agreeable inspection date.

2. Provide access to DIXON personnel to all areas scheduled for inspection.

3. Provide insurance for Owner's personnel. They are not covered by DIXON's insurance.

4. Drain the water storage tank (hereinafter referred to as tank) prior to the arrival of DIXON. (Arrival time to be mutually agreed upon by the Owner and DIXON.)

5. Provide a source of water during the inspection This can either be a hydrant or hose bib supply. A community fire truck can be provided if needed. (Fire truck does not reduce time, unless tank is a large reservoir.)

6. The Owner is not required to provide personnel to climb the tank; however, a hard hat is required on this employee and any employee on the ground. DIXON does carry additional safety harnesses which can be used by the Owner's personnel; however, if the tank contains a fall prevention device, that device should be used. DIXON personnel carry their own personal safety equipment for that purpose. DIXON will assist the Owner's personnel in inspecting the exterior of the tank. If there is a bottom manhole into the wet interior, or a ladder from the roof manhole, the Owner's personnel may enter. If DIXON is required to rig the tank using a rope ladder and/or rigged line for descent, the Owner's personnel will not be allowed access.

7. Perform bacteriological testing after completion of the inspection. Two (2) consecutive samples are recommended at 24-hour intervals per AWWA C-652 Chlorination Method No. 3.

8. Operate the system without the tank in-service. This includes operation and monitoring of pressure relief valves, if necessary.

B. Scope of Services Performed by DIXON (Steel – Drained):

1. Clean interior surfaces of the tank with high pressure water. Cleaning is necessary for the inspector to be able to remove sediment. This allows DIXON the ability to see any deterioration of the steel, pitting, etc. High pressure water also enables DIXON to perform a very low-cost adhesion test on the remaining coating. DIXON would notice if the coating is wavering, etc., which would indicate very poor adhesion and anticipated failure. The amount of sediment and water removed from a torus tank depends upon the Owner's preference.

2. Inspect the tank's interior coating for remaining intactness and anticipated life. Review all interior girders and appurtenances for possible structural damage from icing or corrosion.

3. Review all interior surfaces for corrosion and/or damage and quantify damage for repairs. All repairs are to be quantified by extrapolation of a measured area. All quantities are estimates (usually high) because corrosion will continue between inspection and repair.

4. Inspect the exterior coating and perform ASTM adhesion tests where coating adhesion is questionable. If it is evident that repainting is not necessary for several years, no destructive adhesion tests will be performed.

5. Review all exterior appurtenances for damage due to corrosion.

6. Review the exterior of the exposed foundations.

7. Review all safety requirements for ladders, cages, etc.

8. Review all health requirements of the tank, including screening of the vent, overflow pipe, and other possible contamination sources. Notification of failed areas will be provided to the Owner on site.

9. Prepare a report documenting all items found and recommendations for repair, including budgetary items. The engineering report is to include conclusions and recommendations, base report, and digital photographs with descriptions.

10. Chlorinate the tank per AWWA Method No. 3 C-652. Reinstall manhole cover. This item may be relocated to the Scope of Services Performed by Owner, if thus contracted.

11. If it is determined that pressure relief valves are needed, Dixon will furnish them to the Owner for use on the distribution system at least two (2) days prior to the inspection. The Owner is to return the valves to DIXON within one week of the inspection. The purpose of these valves is to wastewater to prevent excess pressures in the line. The Owner is cautioned to inspect these valves prior to their installation as they are provided to many clients with different water supplies and different water constituents. Several times these valves are directly shipped from one client to another; therefore, the valve must be adjusted and checked for sticking by the Owner prior to each use. The Owner should be aware that the valves are a safeguard, but they are not failsafe. The Owner should pay special attention to excess pressures in zones where he anticipates problems, such as older pipes. Valves can be sent up to a week or two in advance at the Owner's request.

SCHEDULE B

Maintenance Inspection (Dry)

300,000 Gallon Spheroid, #22-23-04-02

Potterville, Michigan

1. Payment for cleaning the interior of the tank as described in Schedule A, Item 1, Scope of Services Performed by DIXON is $**2.00** per hour with an estimate of **375** hours ($**750.00**). Time will not be exceeded without authorization of the Owner. This is estimated because DIXON cannot estimate the amount of sediment or time necessary for removal. The degree of cleanliness (i.e. 95% removal of the sediment, etc.) will be established between DIXON and the Owner prior to cleaning of the tank. DIXON will supply personnel based on the anticipated work and time.

2. Payment for Schedule A, Items 2 through 9, travel time, and preparation of report is a lump sum amount of $**4,250.00**.

3. Payment for furnishing and applying the chlorine, Schedule A, Item 10 is estimated at $**125.00**.

4. Owner is to return valves to DIXON after inspection and may be charged $50 per valve/week after two weeks.

5. All DIXON service invoices which are outstanding more than sixty (60) days from invoice date shall be assessed (DIXON's favor) one percent (1%) per month interest from date thirty days after invoice date.

Employee Billable Rates and Terms

Michigan

Labor Class	Per Hour	Overtime Rate
Principal	$400.00	
Officer/Associate	$200.00	
Project Manager	$206.00	$309.00
Engineer	$212.00	$318.00
CWI Welding RPR	$206.00-$227.00	$309.00-$340.00
DIXON Level 3 or AMPP Senior Certified Level 3 RPR	$143.00-$188.00	$215.00-$282.00
DIXON Level 2 or AMPP Certified Level 2 RPR	$130.00-$164.00	$195.00-$246.00
DIXON Level 1 or AMPP General Level 1 RPR	$117.00-$142.00	$175.00-$213.00
Contract Support Staff	$149.00-$182.00	$223.00-$272.00

Expenses	Metropolitan	Out-State
Mileage	$0.80/mile + tolls	$0.70/mile
Lodging	$185.00 per diem	$185.00 per diem
Meals	$62.00 per diem	$57.00 per diem

FEES EFFECTIVE THROUGH: December 31, 2024 **(Revised: 9/28/2023)**

Owner and DIXON further agree as follows:

5.01 TERMINATION:

A. The obligation to continue performance under this Agreement may be terminated:
   1. For cause,
      a. By either party upon 30 days written notice in the event of substantial failure by the other party to perform in accordance with the Agreement's terms through no fault of the terminating party. Failure to pay DIXON for its services is a substantial failure to perform and a basis for termination.
      b. By DIXON:
         1) upon seven days written notice if Owner demands that DIXON furnish or perform services contrary to DIXON's responsibilities as a licensed professional: or
         2) upon seven days written notice if DIXON's Services are delayed for more than 90 days for reasons beyond DIXON's control, or as the result of the presence at the Site of undisclosed Constituents of Concern, as set forth in Paragraph 7.01.I.
      c. DIXON shall have no liability to the Owner on account of a termination for cause by DIXON.
      d. Notwithstanding the foregoing, this Agreement will not terminate as a result of a substantial failure under Paragraph 5.01.A.1.a if the party receiving such notice begins, within seven days of receipt of such notice, to correct its substantial failure to perform and proceeds diligently to cure such failure within no more than 30 days of receipt of notice; provided, however, that if and to the extent such substantial failure cannot be reasonably cured within such 30 day period, and if such party has diligently attempted to cure the same and thereafter continues diligently to cure the same, then the cure period provided for herein shall extend up to, but in no case more than, 60 days after the date of receipt of the notice.
   2. For convenience, by Owner effective upon DIXON's receipt of written notice from Owner.

B. In the event of any termination under Paragraph 5.01, DIXON will be entitled to invoice Owner and to receive full payment for all Services and Additional Services performed or furnished in accordance with this Agreement, plus reimbursement of expenses incurred through the effective date of termination in connection with providing the Services and Additional Services

C. Effective Date of Termination: The terminating party under Paragraph 5.01.A.1 may set the effective date of termination at a time up to 30 days later than otherwise provided to allow DIXON to demobilize personnel and equipment from the Site, to complete tasks whose value would otherwise be lost, to prepare notes as to the status of completed and uncompleted tasks, and to assemble Project materials in orderly files. Costs associated with any further work that is needed to prevent adverse impact on the project are to be negotiated and considered Additional Services.

6.01 SUCCESSORS, ASSIGNS, AND BENEFICIARIES:

A. Owner and DIXON are hereby bound and the successors, executors, administrators, and legal representatives of Owner and DIXON (and to the extent permitted by Paragraph 6.01.B the assigns of Owner and DIXON) are hereby bound to the other party to this Agreement and to the successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.

B. Neither Owner nor DIXON may assign, sublet, or transfer any rights under or interest in this Agreement without the written consent of the other party, except to the extent that any

assignment, subletting, or transfer is mandated by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.

C. Unless expressly provided otherwise, nothing in this Agreement shall be construed to create, impose, or give rise to any duty owed by Owner or DIXON to any Constructor, other third-party individual or entity, or to any surety for or employee of any of them. All duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of Owner and DIXON and not for the benefit of any other party.

7.01 GENERAL CONSIDERATIONS:

A. The standard of care for all professional related services performed or furnished by DIXON under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. DIXON makes no warranties, express or implied, under this Agreement or otherwise, in connection with any services performed or furnished by DIXON. Subject to the foregoing standard of care, DIXON and its consultants may use or rely upon design elements and information ordinarily or customarily furnished by others, including, but not limited to, specialty contractors, manufacturers, suppliers, and the publishers of technical standards.

B. DIXON shall not at any time supervise, direct, control, or have authority over any Constructor's work, nor shall DIXON have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any Constructor, or the safety precautions and programs incident thereto, for security or safety at the Project site, nor for any failure of a Constructor to comply with laws and regulations applicable to such Constructor's furnishing and performing of its work. DIXON shall not be responsible for the acts or omissions of any Constructor.

C. DIXON neither guarantees the performance of any Constructor nor assumes responsibility for any Constructor's failure to furnish and perform its work without regard to DIXON's relation to that Work.

D. DIXON's opinions (if any) of probable construction cost are to be made on the basis of DIXON's experience, qualifications, and general familiarity with the construction industry. However, because DIXON has no control over the cost of labor, materials, equipment, or services furnished by others, or over contractors' methods of determining prices, or over competitive bidding or market conditions, DIXON cannot and does not guarantee that proposals, bids, or actual construction cost will not vary from opinions of probable construction cost prepared by DIXON. If Owner requires greater assurance as to probable construction cost, then Owner agrees to obtain an independent cost estimate.

E. DIXON shall not be responsible for any decision made regarding the construction contract requirements, or any application, interpretation, clarification, or modification of the construction contract documents other than those made by DIXON or its consultants.

F. All documents prepared or furnished by DIXON are instruments of service, and DIXON retains an ownership and property interest (including the copyright and the right of reuse) in such documents, whether or not the Project is completed. Owner shall have a limited license to use the documents on the Project, extensions of the Project, and for related uses of the Owner, subject to receipt by DIXON of full payment due and owing for all Services and Additional Services relating to preparation of the documents and subject to the following limitations:

1. Owner acknowledges that such documents are not intended or represented to be suitable for use on the Project unless completed by DIXON, or for use or reuse by Owner or others on extensions of the Project, on any other project, or for any other use or purpose, without written verification or adaptation by DIXON.
2. Any such use or reuse, or any modification of the documents, without written verification, completion, or adaptation by DIXON, as appropriate for the specific purpose intended, will be at Owner's sole risk and without liability or legal exposure to DIXON or to its officers, directors, members, partners, agents, employees, and consultants.
3. Owner shall indemnify and hold harmless DIXON and its officers, directors, members, partners, agents, employees, and consultants from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from any use, reuse, or modification of the documents without written verification, completion, or adaptation by DIXON; and such limited license to Owner shall not create any rights in third parties.

G. Owner and DIXON may transmit, and shall accept, Project-related correspondence, documents, text, data, drawings, information, and graphics, in electronic media or digital format, either directly, or through access to a secure Project website, in accordance with a mutually agreeable protocol.

H. To the fullest extent permitted by law, Owner and DIXON (1) waive against each other, and the other's employees, officers, directors, members, agents, insurers, partners, and consultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to this Agreement or the Project, and (2) agree that DIXON's total liability to Owner under this Agreement shall be limited to $100,000 or the total amount of compensation received by DIXON, whichever is greater.
1. *Limitation of Liability:* DIXON and Owner agree that they shall each be responsible for their own negligence and that neither party shall, under any circumstances, be responsible for the negligent acts or omissions of the other party.
2. *Percentage Share of Negligence*: To the fullest extent permitted by law, a party's total liability to the other party and anyone claiming by, through, or under the other party for any cost, loss, or damages caused in part by the negligence of the party and in part by the negligence of the other party or any other negligent entity or individual, shall not exceed the percentage share that the party's negligence bears to the total negligence of Owner, and all other negligent entities and individuals.

I. The parties acknowledge that DIXON's Services do not include any services related to unknown or undisclosed Constituents of Concern. If DIXON or any other party encounters, uncovers, or reveals an unknown or undisclosed Constituent of Concern, then DIXON may, at its option and without liability for consequential or any other damages, suspend performance of Services on the portion of the Project affected thereby until such portion of the Project is no longer affected, or terminate this Agreement for cause if it is not practical to continue providing Services.
1. Constituents of Concern normally associated with coating projects can be hidden or occur because of the Work. These include metals and organic solvents. These materials are still considered as Constituents of Concern only they are known or anticipated. But these constituents of concern, including lead, chrome, cadmium, mercury, and coating solvents shall not be a trigger for project termination by either DIXON or Owner.

J. Owner and DIXON agree to negotiate each dispute between them in good faith during the 30 days after notice of dispute. If Owner/DIXON negotiations are unsuccessful in resolving the dispute,

then the dispute shall be negotiated by a third party agreeable to both parties and the neutral negotiator's determination shall be legally binding on both parties.

K. This Agreement is to be governed by the law of the state in which the Project is located.

L. DIXON's Services and Additional Services do not include: (1) serving as a "municipal advisor" for purposes of the registration requirements of Section 975 of the Dodd-Frank Wall Street Reform and Consumer Protection Act (2010) or the municipal advisor registration rules issued by the Securities and Exchange Commission; (2) advising Owner, or any municipal entity or other person or entity, regarding municipal financial products or the issuance of municipal securities, including advice with respect to the structure, timing, terms, or other similar matters concerning such products or issuances; (3) providing surety bonding or insurance-related advice, recommendations, counseling, or research, or enforcement of construction insurance or surety bonding requirements; or (4) providing legal advice or representation.

8.01 TOTAL AGREEMENT:

A. This Agreement (including any expressly incorporated attachments), constitutes the entire agreement between Owner and DIXON and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

9.01 DEFINITIONS:

A. *Constructor* – Any person or entity (not including the DIXON, its employees, agents, representatives, and consultants), performing or supporting construction activities relating to the Project, including but not limited to contractors, subcontractors, suppliers, Owner's work forces, utility companies, construction managers, testing firms, shippers, and truckers, and the employees, agents, and representatives of any or all of them.

B. *Constituent of Concern* – Asbestos, petroleum, radioactive material, polychlorinated biphenyls (PCBs), hazardous waste, and any substance, product, waste, or other material of any nature whatsoever that is or becomes listed, regulated, or addressed pursuant to (a) the Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. §§9601 et seq. ("CERCLA"); (b) the Hazardous Materials Transportation Act, 49 U.S.C. §§5101 et seq.; (c) the Resource Conservation and Recovery Act, 42 U.S.C. §§6901 et seq. ("RCRA"); (d) the Toxic Substances Control Act, 15 U.S.C. §§2601 et seq.; (e) the Clean Water Act, 33 U.S.C. §§1251 et seq.; (f) the Clean Air Act, 42 U.S.C. §§7401 et seq.; or (g) any other federal, State, or local statute, law, rule, regulation, ordinance, resolution, code, order, or decree regulating, relating to, or imposing liability or standards of conduct concerning, any hazardous, toxic, or dangerous waste, substance, or material.

WIGHTMAN
it's all about people

November 9, 2023

City of Potterville
319 N. Nelson Street
Potterville, MI 48876

Attention: Mr. Aaron Sheridan, City Manager

RE: CITY OF POTTERVILLE 2024 ROAD MAINTENANCE PROJECT RECOMMENDATION FOR AWARD

Dear Aaron:

I have tabulated the bids for the above-mentioned project and have found Wolverine Sealcoating LLC to be the low responsive bidder, with a base bid in the amount of $22,235.00. It is our recommendation that the City of Potterville accept this bid contingent upon the receipt of the required bonding and insurance.

In addition, Wolverine Sealcoating LLC has provided all required bid documents per the contract requirements. Please find the bid tabulation of the two bids for this project enclosed for your records.

If you have any questions concerning this matter, please feel free to call.

Very truly yours,

Samuel A. Leatch, P.E., Project Manager
sleatch@gowightman.com

cc: Don Stanley, Director of Public Works

Enclosures: 2024 Road Maintenance Project Bid Tab

BID TAB

PROJECT: **2024 Road Maintenance Project**

CLIENT: **City of Potterville**

BID OPENING: November 8, 2023

No.		Description	Qty.	Unit	Wolverine Sealcoating LLC		Asphalt Restoration Inc.	
					Unit Price	Total	Unit Price	Total
Base Bid								
1		Mobilization, Bonds, Insurance, Max. 5%	1	LS	$850.00	$850.00	$100.00	$100.00
2		Traffic Control	1	LS	300.00	$300.00	100.00	$100.00
3		Overband Crack Fill, Lane	8.10	Lnmi	2,450.00	$19,845.00	2,870.00	$23,247.00
4		Overband Crack Fill Material	1,000	Lb	1.24	$1,240.00	1.39	$1,390.00
Base Bid Total						**$22,235.00**		**$24,837.00**

NOTICE OF AWARD

Date of Issuance: November 16, 2023

Owner: City of Potterville | Owner's Project No.: N/A

Engineer: Wightman | Engineer's Project No.: 234032

Contract: 2024 Road Maintenance Project

Bidder: Wolverine Sealcoating LLC

Bidder's Address: 3235 County Farm Road,
Jackson, MI 49201

You are notified that Owner has accepted your Bid dated November 3, 2023 for the above Contract, and that you are the Successful Bidder and are awarded a Contract for:

Treating cracks on 8.10 lane miles of roadway within the City of Potterville, Eaton County.

The Contract Price of the awarded Contract is $22,235.00. Contract Price is subject to adjustment based on the provisions of the Contract, including but not limited to those governing changes, Unit Price Work, and Work performed on a cost-plus-fee basis, as applicable.

3 unexecuted counterparts of the Agreement accompany this Notice of Award, and one copy of the Contract Documents accompanies this Notice of Award, or has been transmitted or made available to Bidder electronically.

You must comply with the following conditions precedent within 15 days of the date of receipt of this Notice of Award:

1. Deliver to Owner **3** counterparts of the Agreement, signed by Bidder (as Contractor).
2. Deliver with the signed Agreements the Contract security (such as required performance and payment bonds) and insurance documentation, as specified in the Instructions to Bidders.

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Within 10 days after you comply with the above conditions, Owner will return to you one fully signed counterpart of the Agreement.

Owner: **City of Potterville**

By *(signature)*: _____

Name *(printed)*: _____

Title: _____

Copy: Engineer

EJCDC® C-510, Notice of Award.
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