

## City of Potterville - Council Agenda

Thursday, August 15, 2024 at 6:00 p.m. – Potterville City Hall, 319 N. Nelson Street

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**A. Call to Order:**

**B. Pledge of Allegiance:**

**C. Roll Call:**

**D. Approval of Agenda:**

**E. Approval of Minutes:** Regular Meeting July 18, 2024

**F. Approval of Bills:** General Bills \$66,098.45 (adj. to invoice =+83.34) + \$22,333.47  
**TOTAL AP** = \$88,515.26

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

**H. Public Comment on agenda items:**

**I. Communications:**

**J. Department Reports:** Reports in the packet.

**K. New Business:**

1. **Eaton County to Present Millage Proposal for Nov. ballot**
2. **Amendment of the text of the Zoning Ordinance:** Article 12 B-2 Light Highway Business District, Section 12.03 Uses Permitted by Special Land Use to include Marihuana Retailer and Article 20 Special Land Uses, Section 20.05 Design Standards to include regulations for Marihuana Retailer

**L. Public Comment on non-agenda items:**

**M. Communications from Council:**

**N. Next Regular Meeting:** Thursday, Sept. 19, 2024, at 6:00 p.m.

**O. Excuse absent member(s):**

**P. Adjourn:**

# City of Potterville

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

The City Council Special Meeting was called to order by Mayor Lenneman on Thursday, July 18, 2024, 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 Myers-Southerly (stepped out-did not vote on all items), Member Nichols, Member Ranshaw and Member Sweeney.

**Absent:** None

**Approval of Agenda:** Motion by Member Nichols. Supported by Member Ranshaw. Vote: Unanimous. Motion Carried (6-0).

**Approval of Minutes:** June 20, 2024, Motion by Deputy Mayor Potter. Supported by Member Ranshaw. Vote: Unanimous. Motion Carried (6-0).

**Approval of Bills:** Motion to pay General Bills in the amount of \$260,861.85 and Gizzard Fest by \$1,528.86 with total of \$262,390.71 by Deputy Mayor Potter. Supported by Member Connor. Roll Call Vote: Unanimous. Motion Carried (6-0).

**Public Comment on Agenda Items:** None

**Department Reports:** Chief Barry reported the new patrol truck is not finished yet. Alro Steel donated funds to purchase a drone for the police department. The department had taser training, will be adding another part-time officer to fill in when other part-time officers are not available. Director Miller for Zoning shared Cambria Ridge has 22 homes built and will be starting phase 2 next spring. Alro Steel has asked for variance for height, and they hold to build addition in spring.

**Council Welcomed Senator Sarah Anthony and Representative Angela Witwer:** The two state officials awarded the City of Potterville with Four Million in state appropriated funds for the USDA Rural Water Well construction project.

**Open Public Hearing: Notice of Intent to file Application for Federal financial Assistance with USDA:** Motion by Deputy Mayor Potter and supported Member Ranshaw by. Vote: Unanimous. Motion Carried. (7-0)

Linda Amey asked if an explanation of the topic. Sam Leatch, engineer for Wightman, explained about the water project and its future cost. He also gave a timeline of when the steps would be started and the approximate completion date.

# City of Potterville

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**Close Public Hearing Notice of Intent to file Application for Federal financial Assistance with USDA:** Motion by Deputy Mayor Potter and supported Member Ranshaw by. Vote: Unanimous. Motion Carried. (7-0)

**Proposal for Vredeveld Haefner, LLC to provide public auditing services and financial reporting:** Motion by Member Nichols and supported by Member Connor. Vote: Unanimous. Motion Carried (7-0).

**Renewal Benton Potterville EMS and Fire Agreement:** Motion to counter proposal renewal for a five year, with \$160,000 with a CPI inflation amount of 3.97%-year increase by Member Nichols and supported by Deputy Mayor Potter. Vote: Unanimous. Motion Carried (6-0)

**Excuse Absent Members:** Motion by Mayor Lenneman to excuse Member Myers-Southerly for having to leave early and supported by Member Ranshaw. Vote: Unanimous. Motion Carried.

**Public Comment on Non-Agenda Items:** None

**Next Regular Meeting:** August 15, 2024

**Meeting Adjourned:** 7:18 pm

Respectfully Submitted by:

*Becky Dolman*, City Clerk

08/08/2024 03:57 PM  
 User: RDOLMAN  
 DB: Potterville

CUSTOM INVOICE REPORT FOR CITY OF POTTERVILLE  
 EXP CHECK RUN DATES 07/19/2024 - 08/08/2024  
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
 BANK CODE: GEN

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INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: ACE HARDWARE-GRAND LEDGE		
8394	CLEANER, SPRAY PAINT, WIRE SPEAKER, CRIMPER	164.67
8410	KITCHEN TRASH BAGS	9.99
8409	WALL PLATE EX ADAPTER. PIPE. FASTENERS	49.58
8424	HEX ;AG SCREW. BATTERIES, PEX	98.46
8434	RECEPTICAL SURFACE MOUNT	16.99
8438	BUSHING	3.99
8448	HOSE, WASHER, PLUG, COUPL HOSE, FAUCET HOSE	46.58
8527	FLY SWATTER, FLY PAPER, FRUIT FLY TRAP, PAPER TOWELS	35.75
TOTAL VENDOR ACE HARDWARE-GRAND LEDGE		426.01
VENDOR NAME: APEX SOFTWARE		
327687	MAINTENANCE RENEWAL	260.00
TOTAL VENDOR APEX SOFTWARE		260.00
VENDOR NAME: AUSTIN-FULLER		
29538	AC TUNE UP - DPW GARAGE	169.95
29535	AC TUNE UP - COUNCIL CHAMBERS	79.95
29536	AC TUNE UP - BREAK ROOM AREA	89.95
29537	AC TUNE UP - POLICE	99.95
TOTAL VENDOR AUSTIN-FULLER		439.80
VENDOR NAME: BARRY, RICHARD		
JULY 2024	REIMBURSEMENT FOR GAS	48.76
TOTAL VENDOR BARRY, RICHARD		48.76
VENDOR NAME: BOBCAT OF LANSING		
W24091	REPAIRS	3,488.68
TOTAL VENDOR BOBCAT OF LANSING		3,488.68
VENDOR NAME: BS&A SOFTWARE		
155642	GEN LEDGER, AP, CASH RECEIPTING, UTILITY BILLING, PAYROLL, ASSESSING	3,760.00
TOTAL VENDOR BS&A SOFTWARE		3,760.00
VENDOR NAME: BUILD MASTERS RENTAL LLC		
7205	STUMP GRINDER	275.00
TOTAL VENDOR BUILD MASTERS RENTAL LLC		275.00
VENDOR NAME: CALEDONIA FARMERS ELEVATOR		
435882	2.5 GAL CORNERSTONE PLUS	326.99
444838	2.5 GAL.CORNERSTONE PLUS	46.13
TOTAL VENDOR CALEDONIA FARMERS ELEVATOR		373.12
VENDOR NAME: CITY OF POTTERVILLE		
6/26-/7/25/24	UTILITIES	480.47
TOTAL VENDOR CITY OF POTTERVILLE		480.47
VENDOR NAME: CMP DISTRIBUTORS		
016254	HOLSTER FOR GLOCK	82.90
TOTAL VENDOR CMP DISTRIBUTORS		82.90
VENDOR NAME: CONSUMERS ENERGY		
6/21-7/22/24	UTILITIES	9,223.59
TOTAL VENDOR CONSUMERS ENERGY		9,223.59
VENDOR NAME: COTTAGE GARDENS		
215985	RP GRANTS - PLANTS	70.60
TOTAL VENDOR COTTAGE GARDENS		70.60
VENDOR NAME: D & L FUELS		
207031	GASOLINE	1,273.54
TOTAL VENDOR D & L FUELS		1,273.54

08/08/2024 03:57 PM

User: RDOLMAN  
DB: PottersvilleCUSTOM INVOICE REPORT FOR CITY OF POTTERVILLE  
EXP CHECK RUN DATES 07/19/2024 - 08/08/2024  
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
BANK CODE: GEN

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INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: DELAU FIRE SERVICES		
376724.	FIRE EXTINGUISHER MAINTENANCE	75.50
TOTAL VENDOR DELAU FIRE SERVICES		75.50
VENDOR NAME: DELTA DENTAL		
AUGUST 2024	DENTAL BENEFITS	803.40
TOTAL VENDOR DELTA DENTAL		803.40
VENDOR NAME: DOLMAN, REBECCA		
AUG ELECTION	MILEAGE FOR TRAININGS AND ELECTION RESULTS	31.08
TOTAL VENDOR DOLMAN, REBECCA		31.08
VENDOR NAME: EGLE		
EXAM FEE	DUSTIN LEIK AND PETER COOPER EXAM FEES	140.00
TOTAL VENDOR EGLE		140.00
VENDOR NAME: FCI AUTOMATION - LANSING		
0086801	HOSE, BUSHING	19.63
TOTAL VENDOR FCI AUTOMATION - LANSING		19.63
VENDOR NAME: FOSTER SWIFT COLLINS & SMITH		
889830	GENERAL, CHERRY STREET, WATER PROJECT	9,556.74
TOTAL VENDOR FOSTER SWIFT COLLINS & SMITH		9,556.74
VENDOR NAME: GORDON'S FOOD SERVICE		
809265353	CONCESSIONS	375.75
809265626	CONCESSIONS	179.58
8092665832	CONCESSIONS	351.74
TOTAL VENDOR GORDON'S FOOD SERVICE		907.07
VENDOR NAME: GRANGER CONTAINER SERVICE, INC		
27157743	WASTE SERVICES-	243.55
TOTAL VENDOR GRANGER CONTAINER SERVICE, INC		243.55
VENDOR NAME: HAMMOND FARMS		
1-366047	RP - GRANT - BARK	130.00
TOTAL VENDOR HAMMOND FARMS		130.00
VENDOR NAME: HUTSON, INC		
10521096	WORKSHOP	75.00
TOTAL VENDOR HUTSON, INC		75.00
VENDOR NAME: LANSING UNIFORM		
103892-A	UNIFORMS	924.75
TOTAL VENDOR LANSING UNIFORM		924.75
VENDOR NAME: MENARDS-LANSING WEST		
79738	CONDUITS	25.65
79401	XT CORD, WEDGE ANCHORS, COUPLING, DRAIN VALVE, PLUMBING	891.44
79621	AC2 GREEN TREATED GROUND	41.01
80090	GREEN TREATED LUMBER, DRILLBITS, CONCRETE MIX	212.18
80044	COPPER PIPE, STORAGE HANGER, BRUSHES, COUPLING	65.69
TOTAL VENDOR MENARDS-LANSING WEST		1,235.97
VENDOR NAME: MICHIGAN POLICE EQUIPMENT		
8325	SUPPLIES	330.00
TOTAL VENDOR MICHIGAN POLICE EQUIPMENT		330.00
VENDOR NAME: OUDBIER INSTRUMENT CO		
10910	WORK WITH POTTERVILLE IT INSTRUCTING ON HMI PROGRAMMING	485.50
TOTAL VENDOR OUDBIER INSTRUMENT CO		485.50

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INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: PAYTON ASSESSING, LLC		
JULY 2024	ASSESSING SERVICES	1,333.33
TOTAL VENDOR PAYTON ASSESSING, LLC		1,333.33
VENDOR NAME: PHP		
AUGUST2024	MEDICAL BENEFITS	5,403.71
TOTAL VENDOR PHP		5,403.71
VENDOR NAME: POTTERVILLA APPLIED TECHNOLOGY		
29054	SCADA	14,045.36
29154	FREEDOM MSP - 1ST MONTH & SET UP	1,169.40
29155	FREEDOM MSP 2ND	3,320.50
TOTAL VENDOR POTTERVILLA APPLIED TECHNOLOGY		18,535.26
VENDOR NAME: QUILL CO		
178531284	3 RING BINDER	11.14
178531241	BINDER	8.18
178531240	PAPER, TRASH BAGS, FORKS CLEANER, BINDER	181.81
TOTAL VENDOR QUILL CO		201.13
VENDOR NAME: SPECTRUM PRINTERS, INC.		
81359	TEST DECKS FOR PRELIMINARY TESTING	100.00
TOTAL VENDOR SPECTRUM PRINTERS, INC.		100.00
VENDOR NAME: THE COUNTY JOURNAL		
279673	PUBLIC ACCURACY TEST	80.30
TOTAL VENDOR THE COUNTY JOURNAL		80.30
VENDOR NAME: THE FLOWER GARDEN		
JUL 22	RP GRANT - PLANTS	609.55
TOTAL VENDOR THE FLOWER GARDEN		609.55
VENDOR NAME: UNUM LIFE INSURANCE		
JULY 2024	SHORT/LONG TERM DISABILITY INSURANCE	332.93
TOTAL VENDOR UNUM LIFE INSURANCE		332.93
VENDOR NAME: VISION SERVICE PLAN		
AUGUST 2024	VISION	137.81
TOTAL VENDOR VISION SERVICE PLAN		137.81
VENDOR NAME: WEX BANK		
98833315	FUEL	33.86
TOTAL VENDOR WEX BANK		33.86
VENDOR NAME: WIGHTMAN		
88625	GENERAL	1,567.41
88625-A	GENERAL	2,102.50
TOTAL VENDOR WIGHTMAN		3,669.91
VENDOR NAME: WOODLAND, JOSH		
240807	BAND FOR NATIONAL NIGHT OUT	500.00
TOTAL VENDOR WOODLAND, JOSH		500.00
GRAND TOTAL:		66,098.45

GL Number	Description	Beginning Balance
101-000-001.000	CASH	794,874.79
202-000-001.000	CASH	285,067.36
203-000-001.000	CASH	31,630.39
208-000-001.000	CASH	149,748.24
370-000-001.000	CASH	
401-000-001.000	CASH	4,751.72
590-000-001.000	CASH	229,794.45
590-000-010.000	CASH IN BANK - BOND RESERVE	328,550.00
590-000-011.000	CASH IN BANK-REPLACEMENT FUND	73.38
591-000-001.000	CASH	804,719.07
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	50,168.21

Beginning GL Balance:	3,198,110.87
Add: Cash Receipts	161,782.28
Less: Cash Disbursements	(267,027.70)
Less: Payroll Disbursements	(78,932.14)
Less: Journal Entries/Other	(142,926.84)
Ending GL Balance:	2,871,006.47

GL Number	Description	Ending Balance
101-000-001.000	CASH	718,284.02
202-000-001.000	CASH	302,718.43
203-000-001.000	CASH	(9,992.50)
208-000-001.000	CASH	28,672.75
370-000-001.000	CASH	
401-000-001.000	CASH	4,751.72
590-000-001.000	CASH	196,178.18
590-000-010.000	CASH IN BANK - BOND RESERVE	328,550.00
590-000-011.000	CASH IN BANK-REPLACEMENT FUND	73.38
591-000-001.000	CASH	805,794.18
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	(22,756.95)

Ending GL Balance: 2,871,006.47

Ending Bank Balance: 2,873,757.77

Add: Miscellaneous Transactions 2,118.70

Add: Deposits in Transit

07/25/2024 Deposit ID: 1802 1,181.19  
 07/31/2024 Deposit ID: 1810 2,029.26  
 PAYROLL TRANSFERRED TOO MUCH \$ 43.21  
 DIFF 126.33

Less: 8 AP Outstanding Checks 8,249.99

Less: 0 PR Outstanding Checks

Adjusted Bank Balance 2,871,006.47

Unreconciled Difference: 0.00

REVIEWED BY: 

DATE: 8-8-24





User: JWest

Bank TAX (TAX ACCOUNT)

DB: Potterville

FROM 07/01/2024 TO 07/31/2024

Reconciliation Record ID: 263

GL Number	Description	Beginning Balance
703-000-001.000	CASH	975.73
Beginning GL Balance:		975.73
Add: Cash Receipts		170,448.19
Add: Tax Receipts		9,883.15
Less: Cash Disbursements		(76,341.11)
Add: Journal Entries/Other		61.60
Ending GL Balance:		105,027.56

GL Number	Description	Ending Balance
703-000-001.000	CASH	105,027.56
Ending GL Balance:		105,027.56
Ending Bank Balance:		118,559.25
Add: Deposits in Transit		
	07/31/2024 Deposit ID: 1811	4,290.38
		<u>4,290.38</u>
Less: 8 AP Outstanding Checks		17,822.07
Less: 0 PR Outstanding Checks		
Adjusted Bank Balance		105,027.56
Unreconciled Difference:		0.00

REVIEWED BY:  \_\_\_\_\_

DATE: 8-6-24

User: JWest

Bank FEST (GIZZARD FEST)

DB: Potterville

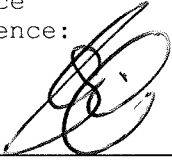
FROM 07/01/2024 TO 07/31/2024

Reconciliation Record ID: 265

GL Number	Description	Beginning Balance
211-000-001.000	CASH	55,070.67
Beginning GL Balance:		55,070.67
Add: Cash Receipts		250.00
Less: Cash Disbursements		(1,528.86)
Add: Journal Entries/Other		173.75
Ending GL Balance:		53,965.56

GL Number	Description	Ending Balance
211-000-001.000	CASH	53,965.56
Ending GL Balance:		53,965.56
Ending Bank Balance:		56,014.95
Add: Deposits in Transit		
	DEPOSITED GENERAL MONIES INTO GIZZARDFEST	(1,181.19)
		(1,181.19)
Less: 2 AP Outstanding Checks		868.20
Less: 0 PR Outstanding Checks		
Adjusted Bank Balance		53,965.56
Unreconciled Difference:		0.00

REVIEWED BY: \_\_\_\_\_



DATE: 8-6-24

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2024 (NORMAL)	2024-25 ORIGINAL BUDGET	YTD BALANCE 07/31/2024 (NORMAL)	ACTIVITY FOR MONTH 07/31/2024 (INCREASE/DECREASE)
Fund 101 - GENERAL FUND					
Revenues					
Dept 000					
101-000-402.000	PROPERTY TAX	620,875.80	669,190.03	24,531.28	24,531.28
101-000-403.000	SOLID WASTE TAX	79,091.52	87,969.46	3,224.83	3,224.83
101-000-411.000	DELINQUENT PROP TAX	216.02	200.00	216.02	216.02
101-000-432.000	PAYMENT IN LIEU OF TAXES	625.85	625.00	0.00	0.00
101-000-434.000	TRAILER COURT TAX	2,147.00	2,400.00	213.00	213.00
101-000-445.000	CITY PENALTY	3,020.95	2,900.00	0.00	0.00
101-000-447.000	ADMINISTRATION FEE	32,441.83	35,580.01	734.58	734.58
101-000-476.000	PERMITS	6,310.00	6,000.00	350.00	350.00
101-000-477.000	3% CABLE T.V.	7,717.69	7,200.00	896.39	896.39
101-000-478.000	BLIGHT FEES	175.00	150.00	0.00	0.00
101-000-480.000	TELECOM RIGHT OF WAY MAINTENA	11,006.90	11,006.90	0.00	0.00
101-000-481.000	LIQUOR LICENSE FEES	3,395.70	1,994.85	0.00	0.00
101-000-488.000	RECYCLING	3,200.65	1,570.00	0.00	0.00
101-000-543.010	PUBLIC ACT 302 LAW ENF.	1,068.18	550.00	0.00	0.00
101-000-543.020	CONTINUING PROFESSIONAL EDUCATION-POLICE	1,500.00	1,500.00	0.00	0.00
101-000-573.000	LOCAL COMMUNITY STABILIZATION	244,495.88	240,000.00	0.00	0.00
101-000-574.000	ST SHARED REV - SALES TAX	273,517.00	320,000.00	0.00	0.00
101-000-574.100	CVTRS-CLFRF	36,001.00	41,000.00	0.00	0.00
101-000-574.200	CVTRS-PUBLIC SAFETY	690.00	550.00	0.00	0.00
101-000-579.000	GRANT REVENUE	267,490.34	0.00	0.00	0.00
101-000-602.000	FOIA	191.91	150.00	0.00	0.00
101-000-607.000	CHARGES FOR SERVICES - PD	207.90	150.00	5.00	5.00
101-000-656.000	FINES & FORFEITURES	2,334.59	2,000.00	118.80	118.80
101-000-665.000	INTEREST	52,064.84	45,000.00	3,830.36	3,830.36
101-000-667.010	DDA PAVILION - FARMERS MARKET	100.00	0.00	0.00	0.00
101-000-671.100	LEASE/RENT	1,159.30	1,100.00	0.00	0.00
101-000-674.000	DONATIONS	397.42	0.00	10,000.00	10,000.00
101-000-676.000	REIMBURSEMENT	31,244.13	5,000.00	0.00	0.00
101-000-677.000	SCHOOL SRO REIMBURSEMENT	47,591.77	44,428.80	11,107.20	11,107.20
101-000-684.000	MISC INCOME	728.21	0.00	0.00	0.00
101-000-687.000	INSURANCE REIMBURSEMENT	703,850.64	0.00	0.00	0.00
101-000-689.000	CASH OVER & UNDER	3.69	0.00	0.00	0.00
101-000-693.000	SALE OF FIXED ASSETS	0.00	3,000.00	0.00	0.00
Total Dept 000		2,434,861.71	1,531,215.05	55,227.46	55,227.46
TOTAL REVENUES		2,434,861.71	1,531,215.05	55,227.46	55,227.46
Expenditures					
Dept 101 - CITY COUNCIL					
101-101-703.000	SALARIES	2,060.94	2,500.00	0.00	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	155.29	240.00	0.00	0.00
101-101-731.000	PUBLICATION	526.30	600.00	0.00	0.00
101-101-740.000	SUPPLIES	35.37	200.00	11.14	11.14
101-101-775.000	REPAIRS & MAINT	37.50	50.00	0.00	0.00
101-101-913.000	INSURANCE-LIAB & WORKMAN COMP	60,488.43	70,000.00	0.00	0.00
101-101-961.000	CONFERENCE AND WORKSHOPS	135.00	200.00	0.00	0.00
Total Dept 101 - CITY COUNCIL		65,695.83	76,047.00	11.14	11.14
Dept 171 - MAYOR					
101-171-703.000	SALARIES	570.00	850.00	0.00	0.00
101-171-719.000	FRINGE BENEFITS	43.61	85.00	0.00	0.00
Total Dept 171 - MAYOR		613.61	935.00	0.00	0.00
Dept 172 - CITY MANAGER					
101-172-703.000	SALARIES	80,494.36	82,825.18	6,135.20	6,135.20
101-172-719.000	FRINGE BENEFITS	16,389.88	16,881.58	1,378.81	1,378.81
101-172-740.000	SUPPLIES	139.91	150.00	0.00	0.00
101-172-809.000	TRAINING	0.00	150.00	0.00	0.00
101-172-980.100	COMPUTER EQUIPMENT	0.00	500.00	0.00	0.00
Total Dept 172 - CITY MANAGER		97,024.15	100,506.76	7,514.01	7,514.01
Dept 215 - CLERK					
101-215-703.000	SALARIES	36,612.90	39,141.65	2,932.16	2,932.16
101-215-719.000	FRINGE BENEFITS	3,076.39	3,168.68	224.31	224.31
101-215-740.000	SUPPLIES	260.38	450.00	0.00	0.00
101-215-741.000	POSTAGE	1,260.88	1,700.00	0.00	0.00

User: JWest

DB: Potterville

PERIOD ENDING 07/31/2024

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2024 (NORMAL) (ABNORMAL)	2024-25 ORIGINAL BUDGET	YTD BALANCE 07/31/2024 (NORMAL) (ABNORMAL)	ACTIVITY FOR MONTH 07/31/2024 INCREASE (DECREASE)
Fund 101 - GENERAL FUND					
Expenditures					
101-215-781.000	COMPUTER SOFTWARE	0.00	400.00	0.00	0.00
101-215-809.000	TRAINING	0.00	2,400.00	0.00	0.00
101-215-822.000	ELECTIONS	7,355.38	10,000.00	0.00	0.00
101-215-958.000	DUES AND SUBSCRIPTIONS	111.00	160.00	0.00	0.00
101-215-961.000	CONFERENCE AND WORKSHOPS	0.00	150.00	0.00	0.00
101-215-980.100	COMPUTER EQUIPMENT	0.00	800.00	0.00	0.00
Total Dept 215 - CLERK		48,676.93	58,370.33	3,156.47	3,156.47
Dept 223 - AUDIT					
101-223-807.000	AUDIT	21,850.00	22,250.00	0.00	0.00
Total Dept 223 - AUDIT		21,850.00	22,250.00	0.00	0.00
Dept 253 - TREASURERS OFFICE					
101-253-703.000	SALARIES	69,513.19	71,513.31	5,297.28	5,297.28
101-253-719.000	FRINGE BENEFITS	19,830.15	21,368.34	2,724.33	2,724.33
101-253-740.000	SUPPLIES	708.94	700.00	0.00	0.00
101-253-741.000	POSTAGE	1,000.46	1,100.00	0.00	0.00
101-253-781.000	COMPUTER SOFTWARE	0.00	100.00	0.00	0.00
101-253-814.000	BANK SERVICE CHARGES	3,439.88	4,300.00	221.90	221.90
101-253-961.000	CONFERENCE AND WORKSHOPS	248.00	250.00	0.00	0.00
101-253-962.000	MILEAGE	49.02	0.00	0.00	0.00
101-253-980.100	COMPUTER EQUIPMENT	423.48	500.00	0.00	0.00
Total Dept 253 - TREASURERS OFFICE		95,213.12	99,831.65	8,243.51	8,243.51
Dept 257 - ASSESSOR					
101-257-703.000	SALARIES	1,151.39	1,186.15	89.56	89.56
101-257-719.000	FRINGE BENEFITS	620.58	630.00	37.78	37.78
101-257-731.000	PUBLICATION	269.70	450.00	0.00	0.00
101-257-740.000	SUPPLIES	37.98	250.00	0.00	0.00
101-257-741.000	POSTAGE	535.73	550.00	0.00	0.00
101-257-781.000	COMPUTER SOFTWARE	349.99	250.00	0.00	0.00
101-257-810.050	RE INSPECTION - 20%	3,450.85	3,649.45	268.64	268.64
101-257-813.000	BOARD OF REVIEW	1,121.63	1,500.00	0.00	0.00
101-257-818.000	CONTRACT LABOR	13,333.63	17,000.00	0.00	0.00
Total Dept 257 - ASSESSOR		20,871.48	25,465.60	395.98	395.98
Dept 265 - CITY HALL					
101-265-703.000	SALARIES	23,508.39	25,374.59	1,966.93	1,966.93
101-265-719.000	FRINGE BENEFITS	8,041.27	8,759.43	724.89	724.89
101-265-731.000	PUBLICATION	0.00	650.00	0.00	0.00
101-265-740.000	SUPPLIES	4,628.26	3,970.00	189.99	189.99
101-265-741.000	POSTAGE	1,110.82	1,400.00	(2.79)	(2.79)
101-265-775.000	REPAIRS & MAINT	12,322.65	900.00	0.00	0.00
101-265-781.000	COMPUTER SOFTWARE	23,978.95	20,000.00	3,027.00	3,027.00
101-265-802.000	SERVICE	1,721.52	2,100.00	0.00	0.00
101-265-818.000	CONTRACT LABOR	0.00	400.00	0.00	0.00
101-265-880.100	COMMUNITY HOLIDAY EVENT	2,250.50	2,300.00	0.00	0.00
101-265-880.200	COMMUNITY SPECIAL EVENTS	494.49	500.00	0.00	0.00
101-265-958.000	DUES AND SUBSCRIPTIONS	180.00	300.00	0.00	0.00
101-265-962.000	MILEAGE	34.30	35.00	0.00	0.00
101-265-980.000	OFFICE EQUIPMENT & FURNITURE	176.66	500.00	0.00	0.00
Total Dept 265 - CITY HALL		78,447.81	67,189.02	5,906.02	5,906.02
Dept 266 - ATTORNEY					
101-266-801.000	ATTORNEY	43,488.70	25,000.00	0.00	0.00
Total Dept 266 - ATTORNEY		43,488.70	25,000.00	0.00	0.00
Dept 301 - POLICE					
101-301-703.000	SALARIES	214,662.44	220,641.80	16,211.96	16,211.96
101-301-703.002	OVERTIME SALARIES	8,185.98	9,000.00	507.84	507.84
101-301-719.000	FRINGE BENEFITS	54,093.97	55,160.45	6,334.46	6,334.46
101-301-728.000	UNIFORM EXPENSES	2,700.02	5,000.00	200.00	200.00
101-301-740.000	SUPPLIES	7,998.63	7,600.00	0.00	0.00
101-301-740.700	GUNS AND AMMUNITION	5,819.04	5,800.00	0.00	0.00

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GL NUMBER	DESCRIPTION	END BALANCE 06/30/2024 NORMAL (ABNORMAL)	2024-25 ORIGINAL BUDGET	YTD BALANCE 07/31/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 07/31/2024 INCREASE (DECREASE)
Fund 101 - GENERAL FUND					
Expenditures					
101-301-775.000	REPAIRS & MAINT	3,107.39	5,000.00	0.00	0.00
101-301-781.000	COMPUTER SOFTWARE	0.00	600.00	0.00	0.00
101-301-801.000	ATTORNEY	1,106.00	2,200.00	0.00	0.00
101-301-802.000	SERVICE	1,070.09	1,200.00	0.00	0.00
101-301-809.000	TRAINING	1,078.40	2,500.00	0.00	0.00
101-301-851.000	RADIO REPAIRS	0.00	300.00	0.00	0.00
101-301-853.000	TELEPHONE EXPENSE	2,011.30	2,100.00	0.00	0.00
101-301-862.000	GAS	0.00	500.00	48.76	48.76
101-301-958.000	DUES AND SUBSCRIPTIONS	401.20	500.00	0.00	0.00
101-301-960.000	MISC	0.00	50.00	0.00	0.00
101-301-970.000	CAPITAL OUTLAY	4,123.80	2,500.00	0.00	0.00
101-301-980.100	COMPUTER EQUIPMENT	0.00	500.00	0.00	0.00
Total Dept 301 - POLICE		306,358.26	321,152.25	23,303.02	23,303.02
Dept 302 - POLICE STATE TRAINING					
101-302-810.000	EXPENSE	569.88	580.00	0.00	0.00
Total Dept 302 - POLICE STATE TRAINING		569.88	580.00	0.00	0.00
Dept 337 - EMS					
101-337-802.000	SERVICE	129,600.00	160,000.00	0.00	0.00
Total Dept 337 - EMS		129,600.00	160,000.00	0.00	0.00
Dept 441 - DPW					
101-441-775.000	REPAIRS & MAINT	0.00	300.00	0.00	0.00
101-441-810.020	RECYCLING EXPENSE	10,550.31	7,000.00	0.00	0.00
Total Dept 441 - DPW		10,550.31	7,300.00	0.00	0.00
Dept 445 - DRAIN AT LARGE					
101-445-810.000	EXPENSE	528.11	900.00	0.00	0.00
Total Dept 445 - DRAIN AT LARGE		528.11	900.00	0.00	0.00
Dept 701 - PLANNING COMMISSION					
101-701-703.000	SALARIES	180.00	650.00	0.00	0.00
101-701-719.000	FRINGE BENEFITS	13.78	100.00	0.00	0.00
101-701-731.000	PUBLICATION	256.60	900.00	0.00	0.00
101-701-740.000	SUPPLIES	40.21	50.00	0.00	0.00
101-701-803.000	ENGINEERS FEES	0.00	38,000.00	0.00	0.00
Total Dept 701 - PLANNING COMMISSION		490.59	39,700.00	0.00	0.00
Dept 702 - ZONING					
101-702-703.000	SALARIES	40,061.43	41,263.27	3,053.10	3,053.10
101-702-719.000	FRINGE BENEFITS	3,340.20	3,440.40	233.57	233.57
101-702-731.000	PUBLICATION	523.30	1,300.00	0.00	0.00
101-702-740.000	SUPPLIES	217.79	700.00	0.00	0.00
101-702-853.000	TELEPHONE EXPENSE	891.80	930.00	0.00	0.00
101-702-961.000	CONFERENCE AND WORKSHOPS	0.00	275.00	0.00	0.00
Total Dept 702 - ZONING		45,034.52	47,908.67	3,286.67	3,286.67
Dept 906 - DEBT SERVICE					
101-906-738.000	TOWNSHIP/MILL	8,208.66	7,900.00	0.00	0.00
101-906-991.000	DEBT SERVICE - PRINCIPAL	28,388.40	29,353.50	25,170.00	25,170.00
101-906-992.000	PRINCIPAL & INTEREST - PATROL CAR	1,080.34	0.00	0.00	0.00
101-906-993.000	BOND INTEREST	26,468.01	26,025.25	10,826.77	10,826.77
Total Dept 906 - DEBT SERVICE		64,145.41	63,278.75	35,996.77	35,996.77
Dept 966 - CONTRIBUTIONS TO OTHER FUNDS					
101-966-965.202	CONTRIB TO MAJOR STREET FUND	96,400.81	0.00	0.00	0.00
101-966-965.203	CONTRIB TO LOCAL STREET FUND	260,280.72	82,686.76	0.00	0.00
101-966-965.208	CONTRIB TO PARK FUND	507,883.04	110,640.00	0.00	0.00
101-966-965.401	CONTRIB TO CAPITAL PROJECT FUND	2,654.00	2,654.00	0.00	0.00

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GL NUMBER	DESCRIPTION	END BALANCE	2024-25	YTD BALANCE	ACTIVITY FOR
		06/30/2024	ORIGINAL	07/31/2024	MTH 07/31/2024
		NORMAL (ABNORMAL)	BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)
Fund 101 - GENERAL FUND					
Expenditures					
101-966-965.590	CONTRIBUTION TO SEWER FUND	15,465.30	0.00	0.00	0.00
101-966-965.591	CONTRIBUTION TO WATER	18,221.17	0.00	0.00	0.00
101-966-965.598	CONTRIB TO STORM DRAIN MAINT	0.00	12,000.00	0.00	0.00
101-966-965.641	CONTRIB TO EQP REPAIR & REPL	381,867.30	155,793.45	0.00	0.00
Total Dept 966 - CONTRIBUTIONS TO OTHER FUNDS		1,282,772.34	363,774.21	0.00	0.00
TOTAL EXPENDITURES		2,311,931.05	1,480,189.24	87,813.59	87,813.59
Fund 101 - GENERAL FUND:					
TOTAL REVENUES		2,434,861.71	1,531,215.05	55,227.46	55,227.46
TOTAL EXPENDITURES		2,311,931.05	1,480,189.24	87,813.59	87,813.59
NET OF REVENUES & EXPENDITURES		122,930.66	51,025.81	(32,586.13)	(32,586.13)

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## REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

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GL NUMBER	DESCRIPTION	END BALANCE	2024-25	YTD BALANCE	ACTIVITY FOR
		06/30/2024	ORIGINAL	07/31/2024	MTH 07/31/2024
		(NORMAL)	BUDGET	(NORMAL)	BASE (DECREASE)
Fund 202 - MAJOR STREET FUND					
Revenues					
Dept 000					
202-000-451.200	SPEC ASSESSMENT ROAD - SUNSET	4,894.29	4,894.29	941.86	941.86
202-000-553.000	ACT 51	253,134.51	231,000.00	0.00	0.00
202-000-579.000	GRANT REVENUE	83,333.33	0.00	0.00	0.00
202-000-582.000	COUNTY ROAD MILL 2014	44,000.00	44,000.00	0.00	0.00
202-000-665.000	INTEREST	12,133.87	12,000.00	957.59	957.59
202-000-699.101	GF CONTRIBUTION	96,400.81	0.00	0.00	0.00
Total Dept 000		493,896.81	291,894.29	1,899.45	1,899.45
TOTAL REVENUES		493,896.81	291,894.29	1,899.45	1,899.45
Expenditures					
Dept 463 - ROUTINE MAINT					
202-463-699.203	TRANSFER TO LOCAL STREETS	87,500.00	87,500.00	0.00	0.00
202-463-782.000	STREET MATERIALS & SUPPLIES	810.35	2,500.00	0.00	0.00
202-463-818.000	CONTRACT LABOR	165,783.79	0.00	0.00	0.00
202-463-956.000	TREE TRIMMING	0.00	1,500.00	0.00	0.00
202-463-965.600	CONTRIBUTION TO 641 LABOR & EQUIPMENT	78,000.00	78,000.00	0.00	0.00
Total Dept 463 - ROUTINE MAINT		332,094.14	169,500.00	0.00	0.00
Dept 474 - TRAFFIC SIGNS					
202-474-782.000	STREET MATERIALS & SUPPLIES	0.00	250.00	0.00	0.00
Total Dept 474 - TRAFFIC SIGNS		0.00	250.00	0.00	0.00
Dept 478 - WINTER MAINT					
202-478-782.000	STREET MATERIALS & SUPPLIES	0.00	600.00	0.00	0.00
Total Dept 478 - WINTER MAINT		0.00	600.00	0.00	0.00
Dept 480 - CONSTRUCTION					
202-480-803.000	ENGINEERS FEES	36,291.11	80,000.00	2,085.00	2,085.00
202-480-818.000	CONTRACT LABOR	11,117.50	200,000.00	0.00	0.00
Total Dept 480 - CONSTRUCTION		47,408.61	280,000.00	2,085.00	2,085.00
Dept 906 - DEBT SERVICE					
202-906-992.000	BOND PRINCIPAL	11,264.00	11,264.00	0.00	0.00
202-906-993.000	BOND INTEREST	6,161.06	5,862.49	0.00	0.00
Total Dept 906 - DEBT SERVICE		17,425.06	17,126.49	0.00	0.00
TOTAL EXPENDITURES		396,927.81	467,476.49	2,085.00	2,085.00
Fund 202 - MAJOR STREET FUND:					
TOTAL REVENUES		493,896.81	291,894.29	1,899.45	1,899.45
TOTAL EXPENDITURES		396,927.81	467,476.49	2,085.00	2,085.00
NET OF REVENUES & EXPENDITURES		96,969.00	(175,582.20)	(185.55)	(185.55)

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## REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

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GL NUMBER	DESCRIPTION	END BALANCE	2024-25	YTD BALANCE	ACTIVITY FOR
		06/30/2024	ORIGINAL	07/31/2024	MTH 07/31/2024
		(NORMAL)	BUDGET	(NORMAL)	INCREASE (DECREASE)
Fund 203 - LOCAL STREET FUND					
Revenues					
Dept 000					
203-000-451.200	SPEC ASSESSMENT ROAD - SUNSET	29,866.30	29,866.30	154.35	154.35
203-000-553.000	ACT 51	100,665.86	97,000.00	0.00	0.00
203-000-579.000	GRANT REVENUE	83,333.33	0.00	0.00	0.00
203-000-582.000	COUNTY ROAD MILL 2014	35,257.36	35,000.00	0.00	0.00
203-000-665.000	INTEREST	1,213.37	1,200.00	95.76	95.76
203-000-699.001	CONTRIBUTIONS FROM MAJOR STREET FUND	87,500.00	87,500.00	0.00	0.00
203-000-699.101	GF CONTRIBUTION	260,280.72	82,686.76	0.00	0.00
Total Dept 000		598,116.94	333,253.06	250.11	250.11
TOTAL REVENUES		598,116.94	333,253.06	250.11	250.11
Expenditures					
Dept 463 - ROUTINE MAINT					
203-463-818.000	CONTRACT LABOR	165,783.84	0.00	0.00	0.00
203-463-965.600	CONTRIBUTION TO 641 LABOR & EQUIPMENT	25,000.00	25,000.00	0.00	0.00
Total Dept 463 - ROUTINE MAINT		190,783.84	25,000.00	0.00	0.00
Dept 478 - WINTER MAINT					
203-478-782.000	STREET MATERIALS & SUPPLIES	64.60	600.00	0.00	0.00
Total Dept 478 - WINTER MAINT		64.60	600.00	0.00	0.00
Dept 480 - CONSTRUCTION					
203-480-803.000	ENGINEERS FEES	826.25	2,500.00	0.00	0.00
203-480-818.000	CONTRACT LABOR	11,117.50	5,000.00	0.00	0.00
Total Dept 480 - CONSTRUCTION		11,943.75	7,500.00	0.00	0.00
Dept 906 - DEBT SERVICE					
203-906-992.000	BOND PRINCIPAL	165,347.60	168,382.50	34,830.00	34,830.00
203-906-993.000	BOND INTEREST	136,952.01	131,904.26	14,981.98	14,981.98
Total Dept 906 - DEBT SERVICE		302,299.61	300,286.76	49,811.98	49,811.98
TOTAL EXPENDITURES		505,091.80	333,386.76	49,811.98	49,811.98
Fund 203 - LOCAL STREET FUND:					
TOTAL REVENUES		598,116.94	333,253.06	250.11	250.11
TOTAL EXPENDITURES		505,091.80	333,386.76	49,811.98	49,811.98
NET OF REVENUES & EXPENDITURES		93,025.14	(133.70)	(49,561.87)	(49,561.87)



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GL NUMBER	DESCRIPTION	END BALANCE 06/30/2024 DUAL (ABNORMAL)	2024-25 ORIGINAL BUDGET DUAL	YTD BALANCE 07/31/2024 DUAL (ABNORMAL)	ACTIVITY FOR MONTH 07/31/2024 BASE (DECREASE)
Fund 208 - PARK FUND					
Revenues					
Dept 000					
208-000-478.030	CONCESSIONS	27,204.92	28,000.00	3,692.05	3,692.05
208-000-478.070	FIELD RENTAL	25,067.00	21,000.00	3,615.00	3,615.00
208-000-478.084	FLAG FOOTBALL	1,035.00	1,050.00	0.00	0.00
208-000-478.090	YOUTH FEES	10,175.00	10,000.00	0.00	0.00
208-000-667.000	PAVILION RENT	1,715.00	1,550.00	405.00	405.00
208-000-667.020	TIFA PAVILION - COMMUNITY CEN	2,525.00	2,200.00	125.00	125.00
208-000-674.000	DONATIONS	500.00	0.00	0.00	0.00
208-000-680.001	SPECIAL EVENTS	600.00	250.00	0.00	0.00
208-000-699.101	GF CONTRIBUTION	507,883.04	110,640.00	0.00	0.00
Total Dept 000		576,704.96	174,690.00	7,837.05	7,837.05
TOTAL REVENUES		576,704.96	174,690.00	7,837.05	7,837.05
Expenditures					
Dept 751 - PARK ADMIN					
208-751-703.000	SALARIES	56,393.33	54,600.00	4,400.22	4,400.22
208-751-703.002	OVERTIME SALARIES	1,218.03	295.00	989.11	989.11
208-751-719.000	FRINGE BENEFITS	21,095.37	21,500.00	3,066.86	3,066.86
208-751-728.000	UNIFORM EXPENSES	570.00	600.00	0.00	0.00
208-751-731.000	PUBLICATION	892.16	1,000.00	0.00	0.00
208-751-740.000	SUPPLIES	5,999.95	5,000.00	0.00	0.00
208-751-781.000	COMPUTER SOFTWARE	0.00	150.00	0.00	0.00
208-751-803.000	ENGINEERS FEES	8,182.50	3,000.00	6,168.73	6,168.73
208-751-809.000	TRAINING	1,511.80	0.00	0.00	0.00
208-751-810.100	GRANT EXPENSE	190,811.63	5,000.00	0.00	0.00
208-751-818.000	CONTRACT LABOR	172,199.95	2,500.00	0.00	0.00
208-751-853.000	TELEPHONE EXPENSE	866.05	900.00	0.00	0.00
208-751-913.000	INSURANCE-LIAB & WORKMAN COMP	10,055.74	10,075.00	0.00	0.00
208-751-962.000	MILEAGE	680.23	700.00	0.00	0.00
Total Dept 751 - PARK ADMIN		470,476.74	105,320.00	14,624.92	14,624.92
Dept 770 - LAKE ALLIANCE MAINTENANCE					
208-770-740.000	SUPPLIES	8,159.32	4,500.00	0.00	0.00
208-770-775.000	REPAIRS & MAINT	24,585.21	5,000.00	240.21	240.21
208-770-802.000	SERVICE	895.84	1,100.00	0.00	0.00
208-770-920.000	UTILITIES	9,896.51	13,100.00	125.61	125.61
Total Dept 770 - LAKE ALLIANCE MAINTENANCE		43,536.88	23,700.00	365.82	365.82
Dept 771 - CITY PARK					
208-771-740.000	SUPPLIES	1,032.83	1,300.00	0.00	0.00
208-771-775.000	REPAIRS & MAINT	8,372.50	3,000.00	701.41	701.41
208-771-818.000	CONTRACT LABOR	1,624.62	2,000.00	0.00	0.00
Total Dept 771 - CITY PARK		11,029.95	6,300.00	701.41	701.41
Dept 772 - SUNSET HILLS PARK					
208-772-775.000	REPAIRS & MAINT	0.00	300.00	0.00	0.00
Total Dept 772 - SUNSET HILLS PARK		0.00	300.00	0.00	0.00
Dept 774 - BASEBALL					
208-774-731.000	PUBLICATION	348.60	500.00	0.00	0.00
208-774-740.000	SUPPLIES	422.09	500.00	0.00	0.00
208-774-775.000	REPAIRS & MAINT	2,111.26	2,500.00	0.00	0.00
Total Dept 774 - BASEBALL		2,881.95	3,500.00	0.00	0.00
Dept 777 - BALLFIELD					
208-777-740.000	SUPPLIES	1,247.82	2,500.00	0.00	0.00
208-777-744.000	YOUTH FEES (UNIFORMS,ETC.)	8,697.30	8,700.00	0.00	0.00
208-777-745.000	YOUTH UMPIRE FEES	3,445.00	3,200.00	(650.00)	(650.00)
208-777-802.000	SERVICE	1,585.00	0.00	0.00	0.00
Total Dept 777 - BALLFIELD		14,975.12	14,400.00	(650.00)	(650.00)

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## REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

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User: JWest

DB: Potterville

PERIOD ENDING 07/31/2024

GL NUMBER	DESCRIPTION	END BALANCE	2024-25	YTD BALANCE	ACTIVITY FOR
		06/30/2024	ORIGINAL	07/31/2024	MTH 07/31/2024
		{MAL (ABNORMAL)	BUDGET {MAL (ABNORMAL)	{MAL (ABNORMAL)	BASE (DECREASE)
Fund 208 - PARK FUND					
Expenditures					
Dept 778 - CONCESSIONS					
208-778-703.000	SALARIES	5,199.49	4,900.00	1,102.97	1,102.97
208-778-719.000	FRINGE BENEFITS	584.18	590.00	116.37	116.37
208-778-740.000	SUPPLIES	12,923.84	13,500.00	460.07	460.07
208-778-746.000	CONCESSION - FOOD LICENSE	620.00	880.00	0.00	0.00
208-778-814.000	BANK SERVICE CHARGES	1,084.72	1,200.00	48.83	48.83
Total Dept 778 - CONCESSIONS		20,412.23	21,070.00	1,728.24	1,728.24
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		563,312.87	174,690.00	16,770.39	16,770.39
Fund 208 - PARK FUND:					
TOTAL REVENUES		576,704.96	174,690.00	7,837.05	7,837.05
TOTAL EXPENDITURES		563,312.87	174,690.00	16,770.39	16,770.39
NET OF REVENUES & EXPENDITURES		13,392.09	0.00	(8,933.34)	(8,933.34)

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## REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

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DB: Potterville

PERIOD ENDING 07/31/2024

GL NUMBER	DESCRIPTION	END BALANCE	2024-25	YTD BALANCE	ACTIVITY FOR
		06/30/2024	ORIGINAL	07/31/2024	MTH 07/31/2024
		{MAL (ABNORMAL)	BUDGET	{MAL (ABNORMAL)	BASE (DECREASE)
Fund 211 - GIZZARD FEST					
Revenues					
Dept 000					
211-000-665.000	INTEREST	1,696.20	1,600.00	173.75	173.75
211-000-674.000	DONATIONS	500.00	500.00	0.00	0.00
211-000-674.100	SPONSORSHIP	23,530.00	15,000.00	0.00	0.00
211-000-678.100	POTTERVILLE BAND BOOSTERS	218.20	0.00	0.00	0.00
211-000-681.000	VENDOR BOOTHS	12,325.00	12,000.00	250.00	250.00
211-000-682.000	RACE	7,900.10	7,900.00	0.00	0.00
211-000-686.000	PAGEANT	1,000.00	1,000.00	0.00	0.00
211-000-687.000	INSURANCE REIMBURSEMENT	402.00	0.00	0.00	0.00
211-000-688.000	CARNIVAL	3,307.20	3,300.00	0.00	0.00
211-000-690.000	TENT TICKET SALES	8,270.00	8,200.00	0.00	0.00
211-000-691.000	ATM	4.00	50.00	0.00	0.00
211-000-697.000	PALLET RAFFLE-BENTON TWP EMERGENCY SERVI	2,050.00	1,100.00	0.00	0.00
Total Dept 000		61,202.70	50,650.00	423.75	423.75
TOTAL REVENUES		61,202.70	50,650.00	423.75	423.75
Expenditures					
Dept 779 - SPECIAL EVENTS					
211-779-740.000	SUPPLIES	6,537.94	8,000.00	0.00	0.00
211-779-818.000	CONTRACT LABOR	8,934.00	15,000.00	0.00	0.00
211-779-880.200	COMMUNITY SPECIAL EVENTS	28,164.33	19,500.00	0.00	0.00
211-779-880.300	COMMUNITY SPECIAL EVENTS/GIZZARDFEST	14.95	20.00	0.00	0.00
211-779-880.500	PAGEANT	999.50	1,000.00	0.00	0.00
211-779-880.600	RACE	6,044.61	4,000.00	0.00	0.00
Total Dept 779 - SPECIAL EVENTS		50,695.33	47,520.00	0.00	0.00
TOTAL EXPENDITURES		50,695.33	47,520.00	0.00	0.00
Fund 211 - GIZZARD FEST :					
TOTAL REVENUES		61,202.70	50,650.00	423.75	423.75
TOTAL EXPENDITURES		50,695.33	47,520.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		10,507.37	3,130.00	423.75	423.75

PERIOD ENDING 07/31/2024

GL NUMBER	DESCRIPTION	END BALANCE	2024-25	YTD BALANCE	ACTIVITY FOR
		06/30/2024	ORIGINAL	07/31/2024	MTH 07/31/2024
		ORMAL (ABNORMAL)	BUDGET	ORMAL (ABNORMAL)	ASE (DECREASE)
Fund 590 - SEWER FUND					
Revenues					
Dept 000					
590-000-642.000	BILLS	159,329.53	159,000.00	14,592.90	14,592.90
590-000-642.001	FIXED COSTS	495,729.94	495,000.00	41,482.37	41,482.37
590-000-656.000	FINES & FORFEITURES	18,516.56	17,000.00	1,580.02	1,580.02
590-000-665.000	INTEREST	18,200.78	18,000.00	1,436.39	1,436.39
590-000-666.000	INSPECTION FEE	500.00	450.00	50.00	50.00
590-000-672.000	HOOK UP FEES	51,188.00	27,400.00	5,250.00	5,250.00
590-000-699.101	GF CONTRIBUTION	15,465.30	0.00	0.00	0.00
Total Dept 000		758,930.11	716,850.00	64,391.68	64,391.68
TOTAL REVENUES		758,930.11	716,850.00	64,391.68	64,391.68
Expenditures					
Dept 537 - ADMINISTRATIVE					
590-537-775.000	REPAIRS & MAINT	8,449.50	3,000.00	0.00	0.00
590-537-809.000	TRAINING	430.00	500.00	0.00	0.00
Total Dept 537 - ADMINISTRATIVE		8,879.50	3,500.00	0.00	0.00
Dept 556 - DPW					
590-556-740.000	SUPPLIES	9,331.69	8,000.00	0.00	0.00
590-556-743.000	METERS	3,845.13	5,000.00	0.00	0.00
590-556-775.000	REPAIRS & MAINT	2,200.78	2,500.00	0.00	0.00
590-556-802.000	SERVICE	4,799.13	7,000.00	0.00	0.00
590-556-803.000	ENGINEERS FEES	18,920.56	15,000.00	1,065.00	1,065.00
590-556-818.000	CONTRACT LABOR	16,000.00	5,000.00	0.00	0.00
590-556-965.600	CONTRIBUTION TO 641 LABOR & EQUIPMENT	190,000.00	190,000.00	0.00	0.00
590-556-970.000	CAPITAL OUTLAY	128,023.59	25,000.00	0.00	0.00
Total Dept 556 - DPW		373,120.88	257,500.00	1,065.00	1,065.00
Dept 906 - DEBT SERVICE					
590-906-991.000	DEBT SERVICE - PRINCIPAL	168,000.00	173,000.00	44,000.00	44,000.00
590-906-993.000	BOND INTEREST	198,881.30	201,746.00	32,780.00	32,780.00
Total Dept 906 - DEBT SERVICE		366,881.30	374,746.00	76,780.00	76,780.00
TOTAL EXPENDITURES		748,881.68	635,746.00	77,845.00	77,845.00
Fund 590 - SEWER FUND:					
TOTAL REVENUES		758,930.11	716,850.00	64,391.68	64,391.68
TOTAL EXPENDITURES		748,881.68	635,746.00	77,845.00	77,845.00
NET OF REVENUES & EXPENDITURES		10,048.43	81,104.00	(13,453.32)	(13,453.32)

PERIOD ENDING 07/31/2024

GL NUMBER	DESCRIPTION	END BALANCE	2024-25	YTD BALANCE	ACTIVITY FOR
		06/30/2024	ORIGINAL	07/31/2024	MTH 07/31/2024
		AMAL (ABNORMAL)	BUDGET AMAL	AMAL (ABNORMAL)	BASE (DECREASE)
Fund 591 - WATER FUND					
Revenues					
Dept 000					
591-000-642.000	BILLS	223,594.47	256,323.09	21,669.06	21,669.06
591-000-642.001	FIXED COSTS	421,334.45	483,000.00	37,937.80	37,937.80
591-000-644.000	PENALTIES	750.00	710.00	80.00	80.00
591-000-656.000	FINES & FORFEITURES	17,254.80	17,000.00	1,594.98	1,594.98
591-000-665.000	INTEREST	41,255.07	41,000.00	3,255.80	3,255.80
591-000-666.000	INSPECTION FEE	450.00	400.00	50.00	50.00
591-000-672.000	HOOK UP FEES	59,549.87	18,500.00	5,592.51	5,592.51
591-000-684.000	MISC INCOME	250.00	250.00	0.00	0.00
591-000-699.101	GF CONTRIBUTION	18,221.17	0.00	0.00	0.00
Total Dept 000		782,659.83	817,183.09	70,180.15	70,180.15
TOTAL REVENUES		782,659.83	817,183.09	70,180.15	70,180.15
Expenditures					
Dept 537 - ADMINISTRATIVE					
591-537-731.000	PUBLICATION	2,678.39	2,000.00	0.00	0.00
591-537-740.000	SUPPLIES	490.65	1,500.00	0.00	0.00
591-537-741.000	POSTAGE	3,262.54	3,850.00	233.74	233.74
591-537-781.000	COMPUTER SOFTWARE	1,018.80	1,500.00	0.00	0.00
591-537-809.000	TRAINING	1,378.60	1,500.00	0.00	0.00
Total Dept 537 - ADMINISTRATIVE		8,828.98	10,350.00	233.74	233.74
Dept 556 - DPW					
591-556-740.000	SUPPLIES	3,342.55	4,000.00	269.24	269.24
591-556-743.000	METERS	4,158.00	5,000.00	0.00	0.00
591-556-775.000	REPAIRS & MAINT	110,838.15	10,000.00	0.00	0.00
591-556-802.000	SERVICE	40,372.91	14,000.00	825.00	825.00
591-556-803.000	ENGINEERS FEES	26,330.87	29,000.00	1,065.00	1,065.00
591-556-818.000	CONTRACT LABOR	33,071.15	0.00	0.00	0.00
591-556-965.600	CONTRIBUTION TO 641 LABOR & EQUIPMENT	200,000.00	200,000.00	0.00	0.00
591-556-970.000	CAPITAL OUTLAY	0.00	45,000.00	0.00	0.00
Total Dept 556 - DPW		418,113.63	307,000.00	2,159.24	2,159.24
Dept 906 - DEBT SERVICE					
591-906-992.000	BOND PRINCIPAL	98,000.00	100,000.00	27,000.00	27,000.00
591-906-993.000	BOND INTEREST	112,007.87	109,898.00	19,882.50	19,882.50
Total Dept 906 - DEBT SERVICE		210,007.87	209,898.00	46,882.50	46,882.50
TOTAL EXPENDITURES		636,950.48	527,248.00	49,275.48	49,275.48
Fund 591 - WATER FUND:					
TOTAL REVENUES		782,659.83	817,183.09	70,180.15	70,180.15
TOTAL EXPENDITURES		636,950.48	527,248.00	49,275.48	49,275.48
NET OF REVENUES & EXPENDITURES		145,709.35	289,935.09	20,904.67	20,904.67

PERIOD ENDING 07/31/2024

GL NUMBER	DESCRIPTION	END BALANCE	2024-25	YTD BALANCE	ACTIVITY FOR
		06/30/2024	ORIGINAL	07/31/2024	MTH 07/31/2024
		NORMAL (ABNORMAL)	BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)
Fund 598 - STORM DRAIN MAINTENANCE					
Revenues					
Dept 000					
598-000-699.101	GF CONTRIBUTION	0.00	12,000.00	0.00	0.00
Total Dept 000		0.00	12,000.00	0.00	0.00
TOTAL REVENUES		0.00	12,000.00	0.00	0.00
Expenditures					
Dept 556 - DPW					
598-556-818.000	CONTRACT LABOR	0.00	12,000.00	0.00	0.00
Total Dept 556 - DPW		0.00	12,000.00	0.00	0.00
TOTAL EXPENDITURES		0.00	12,000.00	0.00	0.00
Fund 598 - STORM DRAIN MAINTENANCE:					
TOTAL REVENUES		0.00	12,000.00	0.00	0.00
TOTAL EXPENDITURES		0.00	12,000.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00

PERIOD ENDING 07/31/2024

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2024 MAL (ABNORMAL)	2024-25 ORIGINAL BUDGET MAL	YTD BALANCE 07/31/2024 MAL (ABNORMAL)	ACTIVITY FOR MTH 07/31/2024 BASE (DECREASE)
Fund 641 - EQUIPMENT REPAIR & REPLACEMENT					
Revenues					
Dept 000					
641-000-699.100	OPERATING TRANSFER-IN	874,867.30	648,793.45	0.00	0.00
Total Dept 000		874,867.30	648,793.45	0.00	0.00
TOTAL REVENUES		874,867.30	648,793.45	0.00	0.00
Expenditures					
Dept 932 - EQUIPMENT REPAIR ACTIVITY					
641-932-703.000	SALARIES	273,012.70	278,567.04	23,629.78	23,629.78
641-932-703.002	OVERTIME SALARIES	22,657.41	16,000.00	1,419.63	1,419.63
641-932-719.000	FRINGE BENEFITS	73,343.69	75,426.41	9,109.15	9,109.15
641-932-728.000	UNIFORM EXPENSES	6,209.24	5,000.00	0.00	0.00
641-932-740.000	SUPPLIES	26,400.10	25,000.00	3,615.49	3,615.49
641-932-775.000	REPAIRS & MAINT	57,313.12	54,000.00	837.46	837.46
641-932-782.000	STREET MATERIALS & SUPPLIES	6,995.51	10,000.00	0.00	0.00
641-932-802.000	SERVICE	15,571.10	4,000.00	685.00	685.00
641-932-809.000	TRAINING	1,967.58	2,500.00	0.00	0.00
641-932-853.000	TELEPHONE EXPENSE	3,388.06	3,900.00	0.00	0.00
641-932-862.000	GAS	27,463.06	29,500.00	1,298.03	1,298.03
641-932-920.000	UTILITIES	124,831.65	130,000.00	117.94	117.94
641-932-958.000	DUES AND SUBSCRIPTIONS	697.24	900.00	0.00	0.00
641-932-970.000	CAPITAL OUTLAY	229,508.84	14,000.00	9,880.00	9,880.00
Total Dept 932 - EQUIPMENT REPAIR ACTIVITY		869,359.30	648,793.45	50,592.48	50,592.48
TOTAL EXPENDITURES		869,359.30	648,793.45	50,592.48	50,592.48
Fund 641 - EQUIPMENT REPAIR & REPLACEMENT:					
TOTAL REVENUES		874,867.30	648,793.45	0.00	0.00
TOTAL EXPENDITURES		869,359.30	648,793.45	50,592.48	50,592.48
NET OF REVENUES & EXPENDITURES		5,508.00	0.00	(50,592.48)	(50,592.48)
TOTAL REVENUES - ALL FUNDS					
TOTAL REVENUES - ALL FUNDS		6,581,240.36	4,576,528.94	200,209.65	200,209.65
TOTAL EXPENDITURES - ALL FUNDS		6,083,150.32	4,327,049.94	334,193.92	334,193.92
NET OF REVENUES & EXPENDITURES		498,090.04	249,479.00	(133,984.27)	(133,984.27)

# City of Potterville

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

August 8, 2024

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. It's my pleasure to announce the City was successful in its "Section 19 Act 390 PA 1976" application to the MI State Disaster and Emergency Contingency Fund and the Michigan State Police Emergency Management & Homeland Security Division. The City's Form EMHSD-19 Application award is for the maximum amount possible of \$250,000 and reimburses disaster relief expenses incurred from the August 2023 storm. The City received official notification of its Section 19 award for the Lower Peninsula storms this week, and has provided necessary documentation, such as proof of payments and invoices, to the State Police to ensure the reimbursement process can begin within the next 30 days.

2. City Engineer, Samuel Leatch has reviewed and previously recommended a low bid \$32,118 from Northern Pump & Well (other bidders of Peerless Midwest at \$43,708 and Raymers well drilling at \$50,796) to replace the aging fill pipe, motor and hydraulic pump for Wellhead #4 that lies on the north side of town. This is the City's largest planned water capital replacement project in the Water Fund Budget for FY 2024-2025 and is anticipated to start soon - prior to the USDA Bond Project work. The DPW's largest Sewer Fund Capital Outlay project for this FY has also been reviewed and priced by the engineer (3 suppliers and quotes) at \$67,000 for a replacement of the City's 4-inch trailer pump that was used extensively during the August storm of 2023. The immediate need for a replacement trailer pump made itself apparent during a sewer back up event of 1 home near the west side lift station on August 27<sup>th</sup>. This was the weekend of the storm event when the City's power grid was deenergized and damaged during Consumer Energy power surges. As seen in the picture on the right, the City was entirely reliant upon intergovernmental aid of another City's pump that successfully prevented *numerous* other sewer backups. Thank you, Eaton Rapids.



3. Pursuant to the State's Section 19 award, I've taken steps with the DPW to schedule storm sewer catch basin cleanouts throughout areas in town worst hit by the August 2023 storm. Contractor work should commence prior to the end of construction season, or as early as next month, and greatly aid in the maintenance of storm drains that protect private property and public assets like well heads and IRP facilities, lift stations, manhole structures, parking lots, local and major roads, etc... Local storm drain maintenance for City owned/public catch basins in street right of ways and public easements are an obligation of the City taxpayer's general operating tax that is supported with zero customer fees and/or connection fee revenues.



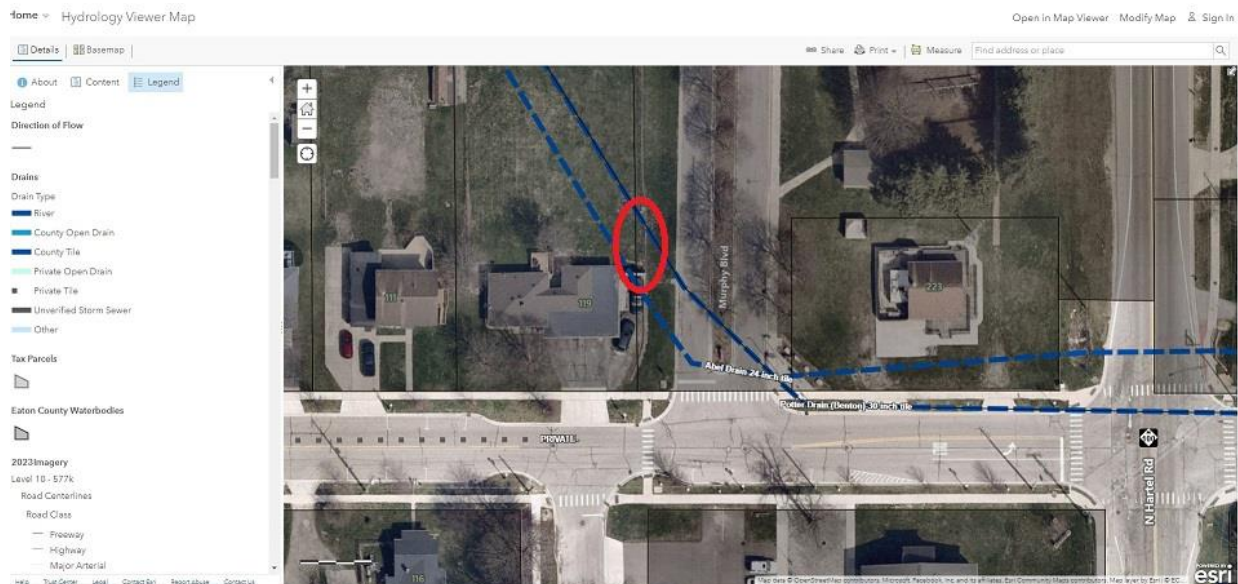
# City of Potterville

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4. The City has nearly completed its necessary “in kind” service requirement for the Sunset Hills Park Grant Project funded by the MDNR Recreation Passport Grant Program and Eaton County Parks Grant Program. The City is required to provide “in kind” services up to \$5,000 in value per its application for labor and materials for a new pollinator garden, interpretive learning sign and install, labor and materials for 3 memorial signs and 2 regional directional signs to be installed on the east side of M-100 near the centerline intersection of Sunset Drive/M-100.

5. The City will again have its public annual audit performed on time for the 5<sup>th</sup> consecutive year and should start later this month and/or early September. The City’s financial staff have presented clean financials and bank reconciliations and should have no issue producing all documents (invoices, budgets, general ledger statements, checks and receipts) for the City auditor to complete the audit and financial reports. Expect the auditor to perform a Council presentation of the audit findings this fiscal year after publication to the State of Michigan.

6. The City was alerted to a large sink hole on August 7<sup>th</sup> that developed near the boulevard entrance to City Park, where either the County’s Potter Drain or Abel Drain system has failed. The proper agency, Eaton County Drain Commission, has been alerted and City DPW has installed safety barricades around the hole, that’s about 6 feet deep. The City will be monitoring the situation closely as it exists within the City Park property (within the County Drain easement). See below picture for location.



7. I hope to receive communications back from the Benton Charter Township Board regarding Intergovernmental Agreement discussions for Fire and EMS services. The City and Charter Township have seemingly agreed verbally to all but the inflationary increase in a draft Agreement, so I’m hopeful both entities will come to an accord.

# City of Potterville

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## TREASURER'S REPORT

July 18, 2024

Utility bills—as of 06/30/2024 (bills due on 15<sup>th</sup>) \$21,350.29 is outstanding with \$13,506.99 over 30 days past due.

Water usage month of July (Aug billing): 5,258,208 gallons

Sewer usage month of July (Aug billing) 5,248,939 gallons

Ready to service charge-water: \$43,760.45

Ready to service charge-sewer: \$41,603.78

Total water and sewer billed out from 5/26-6/25/24 is \$134,363.46

Payroll month of July, 2024: \$79,101.68 (this includes all payroll taxes + MERS)

Taxes were mailed to homeowners and escrow companies. Due to the weekend- taxes are due by 5:00 P.M. on 9/16/24 to avoid penalty and interest.

The auditor has touched base and we are working on a date to get audit started.

EMC completed their annual payroll audit.

Working on year end USDA required annual documents.

Water bills due on 8/15/24 include the water rate increase.

Bank reconciliations completed for month of July, 2024:

General account – Reconciled balance: **\$2,871,006.47**

Payroll account - Reconciled balance: **\$2,393.38**

Tax account – Reconciled balance: **\$105,027.56**

Gizzard Fest – Reconciled balance: **\$53,965.56**

Respectfully submitted,

Jodi West, Treasurer

# City of Potterville

319 N. Nelson St. ♦ PO Box 488 ♦ Potterville, MI 48876 ♦ Phone: (517) 645-7641  
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*From the Clerk's office – August 2024*



## Voter Turnout

	<b>Registered Voters</b>	<b>Ballots Cast</b>	<b>Percent Voted</b>
Eaton County	83,710	22,418	26.77%
City of Potterville	2369	339	14.32%

The greatest voter turnout was Chester Township with 38.50% and the least voter turnout was unfortunately the City of Lansing with 14.17%, just a slight less than City of Potterville.

## Absentee Voters for City of Potterville

<b>Perm AV list</b>	<b>Perm Ballot</b>	<b>Ballots Sent</b>	<b>Ballots Returned</b>
166	245	260	190

It was a pleasure to work with twelve Election Inspectors for the Primary Election. The Absentee Voting Counting Board had five inspectors and the Precinct for in person voting had six workers. We finished up with one additional inspector on the Receiving Board, which was Georgia Fry who shared she has worked for 63 years as an election inspector. WOW! That is commitment.

If you need assistance, the Clerk is available, and in the office Tuesday, Thursday, and Fridays from 8:30-5, please contact me on my direct number 517-224-8103 or email [cityclerk@pottervillemi.org](mailto:cityclerk@pottervillemi.org). It would be my pleasure to assist in any way that you might need.

*Becky Dolman*

# City of Potterville

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

**August 2024**

*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.

- The MDNR Recreation Passport Grant at Sunset Hills Park is near completion. The dual ADA unique feature (dual zipline) is in place, with safety chips as ground covering. The ramp is still needed. All concrete sidewalks are completed and connected. The parking lot is a pull-in (so no matter which direction a vehicle comes from, they can pull in). Landscaping has been complete. City Staff went to local greeneries and picked out pollinators plants as there are three sections that had landscaping done. For these plants, is making sure they are being watered, clearly we've been fortunate that we've had a few rainy days. This project is coming together.
- The MDNR Recreation Passport Recognition Signage has been posted as well as the Pollinator Garden Interpretive Sign.
- We have received reimbursement from the Eaton County Parks Grant.
- We continue to spend time out at the ball fields, and it continues to be a wet season. With puddles that continue to develop in the normal low spots, filling in the drainage from the amount of rain we received and leveling.
- Contractor continues to proceed and work on the softball fields. Dirt has been added, and fields have been graded. Currently, with the amount of rain we've had, we can see where some low spots are, where there needs to be more work. This week, the base anchors are getting realigned/repositioned.
- Both baseball fields will be getting an analysis done, to see what work needs to be done and a proposal submitted.
- We are still busy with all the tournaments on the weekends as we have a tournament every weekend for the rest of the season.
- Pavilion Rentals are still coming in for the remainder of the season. We are seeing a peak this year in rentals especially in the months of August and September.
- Flag Football registration has been open for a couple of weeks.
- We have been made aware recently of a hole that developed at one of the entrances to City Park. This is a county drain, so the Eaton County Drain Commission has been contacted for proper maintenance. There are barricades placed around the sink hole, we will continue to monitor it until it has been solved.
- We've been in contact with a possible league and/or tournaments inquiring for the fall season at the Lake Alliance Baseball field.
- We completed our annual health inspections for both facilities, and both passed.

- The Parks & Recreation 5 Year Parks Plan needs to gather responses to the survey from the community. Make sure you take some time and take the survey:  
[https://docs.google.com/forms/d/e/1FAIpQLSe7KP5j9-7LvbHUR7YVIZaEgmNA7x4UtY\\_k0ADYZwYfu0sEQA/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSe7KP5j9-7LvbHUR7YVIZaEgmNA7x4UtY_k0ADYZwYfu0sEQA/viewform?usp=sf_link) to help the City get public input about the parks and recreation. For those who have access to a device with internet can take this survey, for those who do not, paper copies (hard copies) are available at City Hall. Surveyors can drop off the survey in the drop box located at City Hall, mail in. We'll also have a box at some local places throughout the city to gather responses as well during their business hours. We will make an announcement via social media on where the box will be at and for how long.
- Continue to further my education by webinars, meetings, certification, conferences, etc.
- A Special Event is coming up this month "Music in the Park" by Potterville Straight Up that will take place on August 17, 2024, at Lake Alliance Park 6:00-8:30 p.m.
- We have another inquiry about a Special Event. This is the JAF Taco Party being planned for next month.

Respectfully Submitted,

*Tiffany Falin*, Parks & Recreation Director

# City of Potterville

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

Field work is mostly complete. Sketching and data entry continues throughout the summer.

The County is predicting a 3.2% CPI for 2025 based on current data. The final number per the STC will be out in November.

The July Board of Review meeting was not held due to no items for review.

Thanks,



Sarah Payton, MAAO



# City of Potterville

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Fax: (517) 645-7810 ♦ [www.pottervillemi.org](http://www.pottervillemi.org)

August 8, 2024

To: City of Potterville Council Members

From: Brandy Miller, Zoning Administrator

Re: Report to Council

Below is a list of the projects I am currently working on for the City of Potterville. Please keep in mind, these projects do not include the day-to-day commutations or projects with property owners located in the City of Potterville.

- **Marihuana (Cannabis):** The Planning Commission met on June 18<sup>th</sup> to hold a public hearing on Zoning Ordinance Amendment A-24-01. The proposed amendment would allow for one marihuana retailer to operate with a Special Land Use Permit in the B-2 Light Highway Business District. The Planning Commission recommended approval of the amendment. Attached to my report is a resolution to be considered by Council.
- **Cambria Ridge:** 24 homes have been or are actively being constructed as part of phase 1 of the development. There are 6 additional lots remaining in phase 1. Staff met with the developers, they are considering beginning construction on construction of phase 2, which includes the construction of a new road to be known as Garden Court in the spring of 2025.
- **Alro Steel:** The Zoning Board of Appeals and Planning Commission will consider applications for a proposed addition onto the west side of the building this fall. Actual construction will take place in 2025-2026. Staff is actively working with Alro Steel on the development of their water and sewer and required backflow preventor.
- **Policy updates:** We have contracted with Progressive AE to assist with updating our Zoning Ordinance, Master Plan and Capital Improvement Plan. I met with the consultants several times already to discuss the best path forward.
- **Grant Opportunities:** Additional funding is now available though the MSHDA Housing Readiness Incentive Grant Program. I will be applying for the grant to help offset the cost of updated our Zoning Ordinance, Master Plan and Capital Improvement Plan.

Please do not hesitate to reach out to me directly with any questions or concerns. I can be reached by calling (517) 281-5659 or e-mail [Zoning@pottervillemi.org](mailto:Zoning@pottervillemi.org).



# Benton Township Fire Department

4713 Hartel Road

Pottersville, Mi. 48876

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

## MONTHLY REPORT July 2024

### OPERATIONAL INFORMATION:

West Shore Fire Scott Air-Pack (Pass)  
Water in Office Supply Room

### TRAINING:

Landing Zone Class  
Act of Violence Training

### MEETINGS ATTENDED:

Township Board Meeting

### SPECIAL EVENTS:

Pottersville-Benton Library Kids Day

### GRANTS

Michigan Department of Labor & Economic (LEO) **Approved Firefighter Turnout 2024**  
Department of Natural Resources

### CALLS FOR SERVICE (CFS):

**FIRE** 10 City, 12 Twp, 3 Mutual Aid  
**EMS** 28 City, 21 Twp, 11 Mutual Aid  
**Total** 85 Calls for service







# City of Potterville

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## MEMORANDUM

**TO:** City of Potterville Council

**FROM:** Brandy Hatt, Zoning Administrator

**DATE:** August 8, 2024

**RE:** A-5-24-1 - Request by City of Potterville Planning Commission to amend the City of Potterville Zoning Ordinance. Amendments are proposed to the following: Article 12 B-2 Light Highway Business District, Section 12.03 Uses Permitted by Special Land Use to include Marihuana Retailer and Article 20 Special Land Uses, Section 20.05 Design Standards to include regulations for Marihuana Retailer.

At the request of Council in 2023, The Planning Commission developed and considered the above proposed amendment to the City of Potterville Zoning Ordinance.

The Planning Commission held four public workshops to discuss the potential Zoning Ordinance amendment. Members of the public were in attendance at the workshops; some were in favor of the change, but most had concerns.

On June 18, 2024 the City of Potterville Planning Commission held a public hearing. They voted to recommend the City of Potterville Council approve the above request.

**POTTERVILLE CITY COUNCIL****RESOLUTION TO APPROVE/DENY A-5-24-1****Introduced by the City of Potterville Planning Commission**

**PREAMBLE:** The City of Potterville Zoning Ordinance, an Ordinance adopted by the Council of the City of Potterville pursuant to Public Acts 207 of 1921 and 285 of 1931, and administered pursuant to Public Act 110 of 2006, as amended, may be amended from time to time by following procedures outlined in Article 26 of the Zoning Ordinance.

**WHEREAS,** City of Potterville Planning Commission initiated a petition to amend the text of the Zoning Ordinance as follows: Article 12 B-2 Light Highway Business District, Section 12.03 Uses Permitted by Special Land Use to include Marihuana Retailer and Article 20 Special Land Uses, Section 20.05 Design Standards to include regulations for Marihuana Retailer; and

**WHEREAS,** the City of Potterville Planning Commission held a duly advertised and noticed public hearing on **June 18, 2024**; and

**WHEREAS,** the City of Potterville Planning Commission has taken action on **June 18, 2024** to recommend the approval of the request for an amendment to the Zoning Ordinance.

**NOW THEREFORE BE IT RESOLVED** that the City of Potterville Council of Potterville, Michigan having considered the findings of facts and recommendations hereby:

**APPROVES/DENYS** the request by the City of Potterville Planning Commission, for an amendment the text of the Zoning Ordinance as follows: Article 12 B-2 Light Highway Business District, Section 12.03 Uses Permitted by Special Land Use to include Marihuana Retailer and Article 20 Special Land Uses, Section 20.05 Design Standards to include regulations for Marihuana Retailer.

At the regular meeting of the City of Potterville Council on **August 15, 2024** the Resolution regarding the approval of said request was **adopted/denied**.

Those voting Aye: \_\_\_\_\_

\_\_\_\_\_

Those voting Nay: \_\_\_\_\_

Abstention: \_\_\_\_\_

Absent: \_\_\_\_\_

Motion carried.

\_\_\_\_\_  
Jennifer Lenneman, Mayor  
Potterville City Council

I hereby certify that the above Ordinance amending the City of Potterville Zoning Ordinance, which was approved/denied, is a true and correct copy of that recorded in the official minutes of **August 15, 2024** of the Potterville City Council.

\_\_\_\_\_  
Becky Dolman, Clerk  
Potterville City Council