

City of Potterville - Council AgendaThursday, September 19, 2024 at 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: Regular Meeting August 15, 2024

F. Approval of Bills:	General Bills	\$60,391.86 + \$59,847.30 = \$120,239.16
	Gizzard Fest	\$1792.64 + \$295.57 = \$2,088.21
	TOTAL AP	= \$122,327.37

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. Limited Access Agreement
2. MSDA Grant Agreement
3. Renewal Benton Potterville EMS and Fire Agreement

L. Public Comment on non-agenda items:

M. Communications from Council:

N. Next Regular Meeting: Thursday, October 17, 2024, at 6:00 p.m.

O. Excuse absent member(s):

P. 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 Special Meeting was called to order by Deputy Mayor Potter on Thursday, August 15, 2024, at 6:00 pm at City Hall and the Pledge of Allegiance was recited.

Roll Call: Present: Deputy Mayor Potter, Member Connor, Member Myers-Southerly Member Nichols, and Member Sweeney.

Absent: Mayor Lenneman and Member Ranshaw

Approval of Agenda: Motion by Member Nichols. Supported by Member Connor. Vote: Unanimous. Motion Carried (5-0).

Approval of Minutes: July 18, 2024, Motion by Member Myers-Southerly. Supported by Member Nichols. Vote: Unanimous. Motion Carried (5-0).

Approval of Bills: Motion to pay General Bills in the amount of \$88,515.26 by Member Myers-Southerly. Supported by Member Sweeney. Roll Call Vote: Unanimous. Motion Carried (5-0).

Public Comment on Agenda Items: None

Communications: Manager Sheridan shared the correspondence from Mayor Lenneman's memo to Council in summary. Mayor was able to set up an account for the USDA application. Shared Mayor's viewpoint from Benton Charter Township's Board Meeting regarding the agreement for Emergency services with the City of Potterville.

Department Reports: Zoning Administrator Miller shared Allen Edward Builders are in negotiations for the additional 16 acres adjacent to Cambria Ridge. This could possibly add up to another 52 homes when completed. Chief Barry informed that the new patrol truck was completed and ready for service. The Chief also said the new drone had arrived.

The Council welcomed Eaton County Controllers Office and Eaton County Elected Officials: They described the financial position Eaton County is facing now and in the future. They described the many benefits of the County that we many often do not realize the importance of. From gun permits, passports, deeds, courts, police, community development, VA and housing services and many more services. Without additional funding Eaton County could face part time government.

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: Motion to deny by Member Myers-Southerly and supported by Member Sweeney. Roll Call Vote: Unanimous. Motion Carried (5-0).

City of Potterville

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Excuse Absent Members: Motion by member Nichols to excuse Mayor Lenneman and Member Ranshaw. Supported by Member Connor. Vote: Unanimous. Motion Carried. (5-0)

Public Comment on Non-Agenda Items: None

Next Regular Meeting: September 19, 2024

Meeting Adjourned: 7:22 pm

Respectfully Submitted by:

Becky Dolman, City Clerk

09/12/2024 02:02 PM
 User: RDOLMAN
 DB: Pottersville

CUSTOM INVOICE REPORT FOR CITY OF POTTERVILLE
 EXP CHECK RUN DATES 08/16/2024 - 09/12/2024
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: GEN

Page: 1/3

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: ABFALTER REPAIR LLC		
0338	REPAIR ON JOHN DEER MOWER TRACTOR	515.00
TOTAL VENDOR ABFALTER REPAIR LLC		515.00
VENDOR NAME: ACE HARDWARE-GRAND LEDGE		
8834	REMOVAL TOOL, PIPE	56.96
8880	PARTS	65.99
8879	ACID MURIATIC GAL, CONNECTOR, FASTENERS	161.84
TOTAL VENDOR ACE HARDWARE-GRAND LEDGE		284.79
VENDOR NAME: APPLIED IMAGING		
2605210	EQUIPMENT AND PRINTING	53.37
TOTAL VENDOR APPLIED IMAGING		53.37
VENDOR NAME: BOBCAT OF LANSING		
P70634	CUTING BLADE, SPACER, HEX NUT, BOLT	152.82
70360	SUPPLIES	482.88
TOTAL VENDOR BOBCAT OF LANSING		635.70
VENDOR NAME: C & H UNDERGROUND LLC		
960	BRINE FOR DUST CONTROL	2,520.00
TOTAL VENDOR C & H UNDERGROUND LLC		2,520.00
VENDOR NAME: CINTAS CORPORATION #725		
AUGUST 2024	UNIFORM EXPENSE	277.15
TOTAL VENDOR CINTAS CORPORATION #725		277.15
VENDOR NAME: CITY OF POTTERVILLE		
7/25-8/22/24	UTILITIES	633.26
6/26-7/25/24	UTILITIES	72.45
TOTAL VENDOR CITY OF POTTERVILLE		705.71
VENDOR NAME: COMCAST		
8/20-9/19/24	OFFICE INTERNET	256.85
TOTAL VENDOR COMCAST		256.85
VENDOR NAME: CONSUMERS ENERGY		
AUGUST 2024	UTILITIES	2,581.86
7/23-8/20/2024	UTILITIES	6,691.30
TOTAL VENDOR CONSUMERS ENERGY		9,273.16
VENDOR NAME: D & L FUELS		
206965	DIESEL	305.81
206966	REG. UNLEADED	1,076.41
206026	UNLEADED GAS	900.22
206644	PART	100.00
TOTAL VENDOR D & L FUELS		2,382.44
VENDOR NAME: DELTA DENTAL		
RIS0005910136	SEPT. 2024 DENTAL BENEFITS	803.40
TOTAL VENDOR DELTA DENTAL		803.40
VENDOR NAME: DETROIT SALT CO		
S124-26941	ROCK SALT	3,029.30
TOTAL VENDOR DETROIT SALT CO		3,029.30
VENDOR NAME: ELHORN ENGINEERING		
303434	CHLOR.	385.00
TOTAL VENDOR ELHORN ENGINEERING		385.00
VENDOR NAME: FCI AUTOMATION - LANSING		
87916	PLUG & CAP KIT	137.93
88404	HOSE ASSEMBLY	59.73
TOTAL VENDOR FCI AUTOMATION - LANSING		197.66
VENDOR NAME: FERGUSON WATERWORKS- METER ACCT		
0208113	SUPPLIES	70.64

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INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: FERGUSON WATERWORKS- METER ACCT 0208210	CONSTRUCTION TAPE	205.90
TOTAL VENDOR FERGUSON WATERWORKS- METER ACCT		276.54
VENDOR NAME: FOSTER SWIFT COLLINS & SMITH 892785	GENERAL, CHERRY ST, WATER BONDS	3,634.52
TOTAL VENDOR FOSTER SWIFT COLLINS & SMITH		3,634.52
VENDOR NAME: GORDON'S FOOD SERVICE 809266295 809266756 809267033	CONCESSIONS CONCESSIONS CONCESSIONS	177.33 424.86 333.64
TOTAL VENDOR GORDON'S FOOD SERVICE		935.83
VENDOR NAME: GRANGER CONTAINER SERVICE, INC 27266493	WASTE SERVICES	269.30
TOTAL VENDOR GRANGER CONTAINER SERVICE, INC		269.30
VENDOR NAME: HUTSON, INC 10562642	PARTS	100.98
TOTAL VENDOR HUTSON, INC		100.98
VENDOR NAME: KENDAL ELECTRIC INC S114585326.002	VOLT TESTER/THERMOMETER	41.87
TOTAL VENDOR KENDAL ELECTRIC INC		41.87
VENDOR NAME: KENNEDY INDUSTRIES INC. 643031	SUNSET STATION REPAIR	984.50
TOTAL VENDOR KENNEDY INDUSTRIES INC.		984.50
VENDOR NAME: MENARDS-LANSING WEST 81126 81305	WASHERS, CLEANING SUPPLIES, UNIVERSE REMOTES, VENOM NITRILE	69.63 89.94
TOTAL VENDOR MENARDS-LANSING WEST		159.57
VENDOR NAME: MICHIGAN DEPT OF ENVIRONMENTAL 761-11221682	WATER TESTING	344.00
TOTAL VENDOR MICHIGAN DEPT OF ENVIRONMENTAL		344.00
VENDOR NAME: MICHIGAN POLICE EQUIPMENT 191058	HOLSTER GLOCK HOLDER	102.00
TOTAL VENDOR MICHIGAN POLICE EQUIPMENT		102.00
VENDOR NAME: OUDBIER INSTRUMENT CO 10910-A	WORK WITH POTTERVILLE IT ON HMI PROGRAMMING	485.50
TOTAL VENDOR OUDBIER INSTRUMENT CO		485.50
VENDOR NAME: PAYTON ASSESSING, LLC AUG. 2024	ASSESSING SERVICES	1,416.67
TOTAL VENDOR PAYTON ASSESSING, LLC		1,416.67
VENDOR NAME: PHP 08/27/2024	MEDICAL BENEFITS	5,403.71
TOTAL VENDOR PHP		5,403.71
VENDOR NAME: POTTERVILLE STRAIGHT UP REFUND OF DEP	SPECIAL EVENT PAVILLIAN DEPOSIT	100.00
TOTAL VENDOR POTTERVILLE STRAIGHT UP		100.00
VENDOR NAME: SPECTRUM PRINTERS, INC. 80920241349587840	AV ENVELOPES INNER AND OUTER	343.90
TOTAL VENDOR SPECTRUM PRINTERS, INC.		343.90
VENDOR NAME: STANLEY, DONALD MILEAGE	DEPISITION	100.50

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INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: STANLEY, DONALD		
	TOTAL VENDOR STANLEY, DONALD	100.50
VENDOR NAME: STATE OF MICHIGAN (E) STATE POLICE		
551-642151	TOKEN FEE	66.00
	TOTAL VENDOR STATE OF MICHIGAN (E) STATE POLICE	66.00
VENDOR NAME: THE COUNTY JOURNAL		
280305	FLAG FOOTBALL	223.04
280306	FLAG FOOTBALL	223.04
	TOTAL VENDOR THE COUNTY JOURNAL	446.08
VENDOR NAME: THE PARTS PLACE-CHARLOTTE		
271249	FLUID FILTER	17.76
271230	OIL FILTER	31.56
	TOTAL VENDOR THE PARTS PLACE-CHARLOTTE	49.32
VENDOR NAME: UNUM LIFE INSURANCE		
AUG 2024	SHORT/LONG TERM DISABILITY INSURANCE	368.33
	TOTAL VENDOR UNUM LIFE INSURANCE	368.33
VENDOR NAME: VERIZON WIRELESS		
9972773577	CELL PHONES 8/2-9/1/24	607.32
	TOTAL VENDOR VERIZON WIRELESS	607.32
VENDOR NAME: VISION SERVICE PLAN		
821094952	SEPT. 2024 VISION	137.81
	TOTAL VENDOR VISION SERVICE PLAN	137.81
VENDOR NAME: VREDEVELD HAEFNER LLC		
6501-	AUDIT OF FINANCIAL STATEMENTS	10,000.00
	TOTAL VENDOR VREDEVELD HAEFNER LLC	10,000.00
VENDOR NAME: WIGHTMAN		
89186	SMALL URBAN PROJECT	4,887.50
89185	USDA PROJECT	6,005.58
89187	CHERRY ST	1,805.00
	TOTAL VENDOR WIGHTMAN	12,698.08
GRAND TOTAL:		60,391.86

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CUSTOM INVOICE REPORT FOR CITY OF POTTERVILLE
 EXP CHECK RUN DATES 09/13/2024 - 09/19/2024
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
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INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: ACE HARDWARE-GRAND LEDGE		
8918	FASTENERS	8.16
TOTAL VENDOR ACE HARDWARE-GRAND LEDGE		8.16
VENDOR NAME: AT&T		
287339515497X09112	(SOFTBALL FIELDS INTERNET	68.75
TOTAL VENDOR AT&T		68.75
VENDOR NAME: CARDMEMBER SERVICE		
8/8/24-9/6/24	EXAMS, LOCKS, DRONE REG.ELECTRICAL, LIGHT, FILTER, MEMORY CARDS, BACKGROUND CHECK	729.40
TOTAL VENDOR CARDMEMBER SERVICE		729.40
VENDOR NAME: CITY OF GRAND LEDGE		
9/13/2024	BODY ARMOR	300.00
TOTAL VENDOR CITY OF GRAND LEDGE		300.00
VENDOR NAME: DEWITT FENCE COMPANY		
31085	REPAIR FENCE	1,270.00
TOTAL VENDOR DEWITT FENCE COMPANY		1,270.00
VENDOR NAME: EUROFINS EATON ANALYTICAL, INC		
8100101725	RADIUM	385.00
8100084629	RADIUM	1,780.00
8100093513	RADIUM	330.00
TOTAL VENDOR EUROFINS EATON ANALYTICAL, INC		2,495.00
VENDOR NAME: IRON HORSE EXCAVATION LLC		
8/26/24	RP- SUNSET HILLS PARK IMPROVEMENT	20,478.22
TOTAL VENDOR IRON HORSE EXCAVATION LLC		20,478.22
VENDOR NAME: L & G SERVICES		
1002	FRONT DOOR REPAIR AND DPW GARAGE DOOR	360.00
TOTAL VENDOR L & G SERVICES		360.00
VENDOR NAME: MICHIGAN POLICE EQUIPMENT		
191112	GUN BELT, BADGE	275.00
TOTAL VENDOR MICHIGAN POLICE EQUIPMENT		275.00
VENDOR NAME: NORTHERN PUMP & WELL		
24-J2917	WELL #3	32,117.00
TOTAL VENDOR NORTHERN PUMP & WELL		32,117.00
VENDOR NAME: PRINTING SYSTEMS		
235127	UTILITY BILLING	125.45
TOTAL VENDOR PRINTING SYSTEMS		125.45
VENDOR NAME: SHANE'S AUTO SERVICE		
9/13/24	2016 FORD F 350 REPAIRS BALL JOINTS	1,108.96
TOTAL VENDOR SHANE'S AUTO SERVICE		1,108.96
VENDOR NAME: VERIZON WIRELESS		
9973124973	SERVICE	39.02
TOTAL VENDOR VERIZON WIRELESS		39.02
VENDOR NAME: WOW!BUSINESS		
9/6-10/5/24	INTERNET AND PHONES	472.34
TOTAL VENDOR WOW!BUSINESS		472.34
GRAND TOTAL:		59,847.30

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INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: MIEDEMA'S REPOCAST		
2131143A	TRAFFIC CONES	709.64
TOTAL VENDOR MIEDEMA'S REPOCAST		709.64
VENDOR NAME: PLANET X EVENTS		
3338829	NATIONAL NIGHT OUT	1,083.00
TOTAL VENDOR PLANET X EVENTS		1,083.00
GRAND TOTAL:		1,792.64

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CUSTOM INVOICE REPORT FOR CITY OF POTTERVILLE
EXP CHECK RUN DATES 09/13/2024 - 09/19/2024
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BANK CODE: FEST

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: CARDMEMBER SERVICE 8/8-9/6/24	NAT'L NIGHT OUT FOOD	295.57
TOTAL VENDOR CARDMEMBER SERVICE		295.57
GRAND TOTAL:		295.57

GL Number	Description	Beginning Balance
211-000-001.000	CASH	53,965.56
Beginning GL Balance:		53,965.56
Add: Cash Receipts		26.50
Less: Cash Disbursements		(1,083.00)
Add: Journal Entries/Other		171.03
Ending GL Balance:		53,080.09

GL Number	Description	Ending Balance
211-000-001.000	CASH	53,080.09
Ending GL Balance:		53,080.09
Ending Bank Balance:		54,381.29
Add: Deposits in Transit		0.00
Less: 2 AP Outstanding Checks		1,301.20
Less: 0 PR Outstanding Checks		
Adjusted Bank Balance		53,080.09
Unreconciled Difference:		0.00

REVIEWED BY: _____



DATE: _____

9-5-24

User: JWest

Bank TAX (TAX ACCOUNT)

DB: Potterville

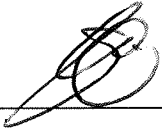
FROM 08/01/2024 TO 08/31/2024

Reconciliation Record ID: 268

GL Number	Description	Beginning Balance
703-000-001.000	CASH	105,027.56
Beginning GL Balance:		105,027.56
Add: Cash Receipts		696,874.08
Add: Tax Receipts		2,952.14
Less: Cash Disbursements		(165,866.58)
Add: Journal Entries/Other		384.69
Ending GL Balance:		639,371.89

GL Number	Description	Ending Balance
703-000-001.000	CASH	639,371.89
Ending GL Balance:		639,371.89
Ending Bank Balance:		637,546.28
Add: Miscellaneous Transactions		1,825.61
Add: Deposits in Transit		0.00
Less: 0 AP Outstanding Checks		
Less: 0 PR Outstanding Checks		
Adjusted Bank Balance		639,371.89
Unreconciled Difference:		0.00

REVIEWED BY: _____



DATE: _____

9-5-24

User: JWest

Bank GEN (GENERAL POOLED ACCOUNT)

DB: Potterville

FROM 08/01/2024 TO 08/31/2024

Reconciliation Record ID: 267

GL Number	Description	Beginning 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	185,351.56
590-000-010.000	CASH IN BANK - BOND RESERVE	328,550.00
590-000-011.000	CASH IN BANK-REPLACEMENT FUND	10,900.00
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)

Beginning GL Balance:	2,871,006.47
Add: Cash Receipts	245,852.77
Less: Cash Disbursements	(88,723.11)
Less: Payroll Disbursements	(116,164.24)
Add: Journal Entries/Other	189,339.85
Ending GL Balance:	3,101,311.74

GL Number	Description	Ending Balance
101-000-001.000	CASH	852,581.48
202-000-001.000	CASH	327,045.44
203-000-001.000	CASH	15,026.06
208-000-001.000	CASH	20,916.04
370-000-001.000	CASH	
401-000-001.000	CASH	4,751.72
590-000-001.000	CASH	247,751.73
590-000-010.000	CASH IN BANK - BOND RESERVE	328,550.00
590-000-011.000	CASH IN BANK-REPLACEMENT FUND	10,900.00
591-000-001.000	CASH	865,523.26
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	3,355.77
641-000-001.000	CASH	(88,789.76)

Ending GL Balance: 3,101,311.74

Ending Bank Balance: 3,108,004.72

Add: Miscellaneous Transactions 3,060.66

Add: Deposits in Transit

COLONIAL LIFE 38.87
LATE FEE- NOT FILING MICHIGAN HOLDING TIMELY 126.33
AMERICAN EXPRESS PAYMENT (SEPT 24) (98.25)

Less: 12 AP Outstanding Checks 9,820.59

Less: 0 PR Outstanding Checks

Adjusted Bank Balance 3,101,311.74

Unreconciled Difference: 0.00

REVIEWED BY: 

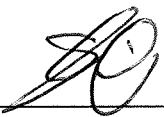
DATE: 9-5-24

User: JWest
DB: Potterville

Bank PR (PAYROLL ACCOUNT)
FROM 08/01/2024 TO 08/31/2024
Reconciliation Record ID: 266

GL Number	Description	Beginning Balance
750-000-001.000	CASH	2,393.38
Beginning GL Balance:		2,393.38
Add: Payroll Disbursements		12,232.09
Ending GL Balance:		14,625.47

GL Number	Description	Ending Balance
750-000-001.000	CASH	14,625.47
Ending GL Balance:		14,625.47
Ending Bank Balance:		14,931.55
Add: Deposits in Transit		
DIFF THROUGH 8/6/24 (COLONIAL LIFE DEDUCTED IN ERROR AND REFUNDED		(38.87)
LATE FEE- NOT FILING MICHIGAN HOLDING TIMELY		(126.33)
DEFINED CONTRIBUTION		(36.88)
		(202.08)
Less: 0 AP Outstanding Checks		
Less: 1 PR Outstanding Checks		104.00
Adjusted Bank Balance		14,625.47
Unreconciled Difference:		0.00

REVIEWED BY:  _____

DATE: 9-5-24

PERIOD ENDING 08/31/2024

GL NUMBER	DESCRIPTION	END BALANCE	2024-25	YTD BALANCE	ACTIVITY FOR
		06/30/2024		08/31/2024	MONTH 08/31/2024
		(NORMAL)	(AMENDED BUDGET)	(NORMAL)	(INCREASE) (DECREASE)
Fund 101 - GENERAL FUND					
Revenues					
Dept 000					
101-000-402.000	PROPERTY TAX	620,875.80	669,190.03	68,507.32	43,976.04
101-000-403.000	SOLID WASTE TAX	79,091.52	87,969.46	9,005.73	5,780.90
101-000-411.000	DELINQUENT PROP TAX	216.02	200.00	816.96	600.94
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	425.50	212.50
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	2,171.23	1,436.65
101-000-476.000	PERMITS	6,310.00	6,000.00	630.00	280.00
101-000-477.000	3% CABLE T.V.	7,717.69	7,200.00	1,433.74	537.35
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	385.00	385.00
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	327,470.00	320,000.00	0.00	0.00
101-000-574.100	CVTRS-CLFRF	43,206.00	41,000.00	0.00	0.00
101-000-574.200	CVTRS-PUBLIC SAFETY	831.00	550.00	0.00	0.00
101-000-579.000	GRANT REVENUE	267,490.34	0.00	65,557.00	65,557.00
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	30.00	25.00
101-000-656.000	FINES & FORFEITURES	2,334.59	2,000.00	227.70	108.90
101-000-665.000	INTEREST	52,064.84	45,000.00	7,691.46	3,861.10
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	103.00	103.00
101-000-674.000	DONATIONS	397.42	0.00	10,000.00	0.00
101-000-676.000	REIMBURSEMENT	31,244.13	5,000.00	598.72	598.72
101-000-677.000	SCHOOL SRO REIMBURSEMENT	47,591.77	44,428.80	11,107.20	0.00
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	545.00	545.00
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		2,496,160.71	1,531,215.05	179,235.56	124,008.10
TOTAL REVENUES		2,496,160.71	1,531,215.05	179,235.56	124,008.10
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	0.00
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	0.00
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	15,338.00	9,202.80
101-172-719.000	FRINGE BENEFITS	16,389.88	16,881.58	2,995.17	1,616.36
101-172-740.000	SUPPLIES	139.91	150.00	0.00	0.00
101-172-781.000	COMPUTER SOFTWARE	0.00	0.00	1,169.40	1,169.40
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	19,502.57	11,988.56
Dept 215 - CLERK					
101-215-703.000	SALARIES	36,612.90	39,141.65	7,448.00	4,515.84
101-215-719.000	FRINGE BENEFITS	3,076.39	3,168.68	569.77	345.46
101-215-740.000	SUPPLIES	260.38	450.00	35.50	35.50

GL NUMBER	DESCRIPTION	END BALANCE	2024-25	YTD BALANCE	ACTIVITY FOR
		06/30/2024	AMENDED BUDGET	08/31/2024	MONTH 08/31/2024
		(NORMAL)	(NORMAL)	(NORMAL)	(INCREASE)
Fund 101 - GENERAL FUND					
Expenditures					
101-215-741.000	POSTAGE	1,260.88	1,700.00	722.00	722.00
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	2,464.19	2,464.19
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	11,239.46	8,082.99
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	13,243.20	7,945.92
101-253-719.000	FRINGE BENEFITS	19,830.15	21,368.34	4,793.24	2,068.91
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	584.61	362.71
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	18,621.05	10,377.54
Dept 257 - ASSESSOR					
101-257-703.000	SALARIES	1,151.39	1,186.15	223.90	134.34
101-257-719.000	FRINGE BENEFITS	620.58	630.00	94.45	56.67
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	260.00	260.00
101-257-810.050	RE INSPECTION - 20%	3,450.85	3,649.45	671.60	402.96
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	1,416.67	1,416.67
Total Dept 257 - ASSESSOR		20,871.48	25,465.60	2,666.62	2,270.64
Dept 265 - CITY HALL					
101-265-703.000	SALARIES	23,508.39	25,374.59	4,437.03	2,470.10
101-265-719.000	FRINGE BENEFITS	8,041.27	8,759.43	1,488.27	763.38
101-265-731.000	PUBLICATION	0.00	650.00	0.00	0.00
101-265-740.000	SUPPLIES	4,628.26	3,970.00	391.12	0.00
101-265-741.000	POSTAGE	1,110.82	1,400.00	(4.25)	(1.46)
101-265-775.000	REPAIRS & MAINT	12,322.65	900.00	161.53	161.53
101-265-781.000	COMPUTER SOFTWARE	23,978.95	20,000.00	10,107.50	3,320.50
101-265-802.000	SERVICE	1,797.02	2,100.00	175.89	175.89
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	500.00	500.00
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		78,523.31	67,189.02	17,257.09	7,389.94
Dept 266 - ATTORNEY					
101-266-801.000	ATTORNEY	53,045.44	25,000.00	0.00	0.00
Total Dept 266 - ATTORNEY		53,045.44	25,000.00	0.00	0.00
Dept 301 - POLICE					
101-301-703.000	SALARIES	214,662.44	220,641.80	40,712.74	24,500.78
101-301-703.002	OVERTIME SALARIES	8,185.98	9,000.00	1,804.03	1,296.19
101-301-719.000	FRINGE BENEFITS	54,093.97	55,160.45	11,858.73	5,524.27
101-301-728.000	UNIFORM EXPENSES	2,700.02	5,000.00	1,124.75	0.00
101-301-740.000	SUPPLIES	7,998.63	7,600.00	820.73	820.73

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GL NUMBER	DESCRIPTION	END BALANCE 06/30/2024	2024-25 AMENDED BUDGET	YTD BALANCE 08/31/2024	ACTIVITY FOR MTH 08/31/2024
		(NORMAL)	(NORMAL)	(NORMAL)	(INCREASE) (DECREASE)
Fund 101 - GENERAL FUND					
Expenditures					
101-301-740.700	GUNS AND AMMUNITION	5,819.04	5,800.00	0.00	0.00
101-301-775.000	REPAIRS & MAINT	3,107.39	5,000.00	510.00	510.00
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	159.00	159.00
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	202.35	202.35
101-301-862.000	GAS	0.00	500.00	82.62	33.86
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
101-301-972.010	CAPITAL OUTLAY	0.00	0.00	10,217.88	10,217.88
101-301-980.100	COMPUTER EQUIPMENT	0.00	500.00	0.00	0.00
Total Dept 301 - POLICE		306,358.26	321,152.25	67,492.83	43,265.06
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	7,632.75	4,579.65
101-702-719.000	FRINGE BENEFITS	3,340.20	3,440.40	583.92	350.35
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	67.45	67.45
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	8,284.12	4,997.45
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	0.00
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	0.00
Total Dept 906 - DEBT SERVICE		64,145.41	63,278.75	35,996.77	0.00
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

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GL NUMBER	DESCRIPTION	END BALANCE		YTD BALANCE	ACTIVITY FOR
		06/30/2024	2024-25	08/31/2024	MTH 08/31/2024
		{MAL (ABNORMAL)	AMENDED BUDGET	{MAL (ABNORMAL)	BASE (DECREASE)
Fund 101 - GENERAL FUND					
Expenditures					
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
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		2,321,563.29	1,480,189.24	181,071.65	88,372.18
Fund 101 - GENERAL FUND:					
TOTAL REVENUES		2,496,160.71	1,531,215.05	179,235.56	124,008.10
TOTAL EXPENDITURES		2,321,563.29	1,480,189.24	181,071.65	88,372.18
NET OF REVENUES & EXPENDITURES		174,597.42	51,025.81	(1,836.09)	35,635.92
BEG. FUND BALANCE		922,039.01	922,039.01	922,039.01	
NET OF REVENUES/EXPENDITURES - 2023-24				174,597.42	
END FUND BALANCE		1,096,636.43	973,064.82	1,094,800.34	

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GL NUMBER	DESCRIPTION	END BALANCE		YTD BALANCE		ACTIVITY FOR	
		06/30/2024	2024-25	08/31/2024	08/31/2024	08/31/2024	08/31/2024
		{MAL (ABNORMAL)	AMENDED BUDGET	{MAL (ABNORMAL)	BASE	(DECREASE)	
Fund 202 - MAJOR STREET FUND							
Revenues							
Dept 000							
202-000-451.200	SPEC ASSESSMENT ROAD - SUNSET	4,894.29	4,894.29	3,682.00			2,740.14
202-000-553.000	ACT 51	253,134.51	231,000.00	20,621.59			20,621.59
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	1,922.87			965.28
202-000-699.101	GF CONTRIBUTION	96,400.81	0.00	0.00			0.00
Total Dept 000		493,896.81	291,894.29	26,226.46			24,327.01
TOTAL REVENUES		493,896.81	291,894.29	26,226.46			24,327.01
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			0.00
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			0.00
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			0.00
Fund 202 - MAJOR STREET FUND:							
TOTAL REVENUES		493,896.81	291,894.29	26,226.46			24,327.01
TOTAL EXPENDITURES		396,927.81	467,476.49	2,085.00			0.00
NET OF REVENUES & EXPENDITURES		96,969.00	(175,582.20)	24,141.46			24,327.01
BEG. FUND BALANCE		309,889.90	309,889.90	309,889.90			
NET OF REVENUES/EXPENDITURES - 2023-24				96,969.00			
END FUND BALANCE		406,858.90	134,307.70	431,000.36			

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GL NUMBER	DESCRIPTION	END BALANCE		YTD BALANCE	ACTIVITY FOR
		06/30/2024	2024-25	08/31/2024	MONTH 08/31/2024
		{MAL (ABNORMAL)	AMENDED BUDGET	{MAL (ABNORMAL)	BASE (DECREASE)
Fund 203 - LOCAL STREET FUND					
Revenues					
Dept 000					
203-000-451.200	SPEC ASSESSMENT ROAD - SUNSET	29,866.30	29,866.30	16,875.44	16,721.09
203-000-553.000	ACT 51	100,665.86	97,000.00	8,200.94	8,200.94
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	192.29	96.53
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	25,268.67	25,018.56
TOTAL REVENUES		598,116.94	333,253.06	25,268.67	25,018.56
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	0.00
203-906-993.000	BOND INTEREST	136,952.01	131,904.26	14,981.98	0.00
Total Dept 906 - DEBT SERVICE		302,299.61	300,286.76	49,811.98	0.00
TOTAL EXPENDITURES		505,091.80	333,386.76	49,811.98	0.00
Fund 203 - LOCAL STREET FUND:					
TOTAL REVENUES		598,116.94	333,253.06	25,268.67	25,018.56
TOTAL EXPENDITURES		505,091.80	333,386.76	49,811.98	0.00
NET OF REVENUES & EXPENDITURES		93,025.14	(133.70)	(24,543.31)	25,018.56
BEG. FUND BALANCE		38,078.50	38,078.50	38,078.50	
NET OF REVENUES/EXPENDITURES - 2023-24				93,025.14	
END FUND BALANCE		131,103.64	37,944.80	106,560.33	

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GL NUMBER	DESCRIPTION	END BALANCE	2024-25	YTD BALANCE	ACTIVITY FOR
		06/30/2024		08/31/2024	MONTH
		(NORMAL)	AMENDED BUDGET	(NORMAL)	(INCREASE)
Fund 208 - PARK FUND					
Revenues					
Dept 000					
208-000-478.030	CONCESSIONS	27,204.92	28,000.00	6,116.00	2,423.95
208-000-478.070	FIELD RENTAL	25,067.00	21,000.00	6,286.00	2,671.00
208-000-478.084	FLAG FOOTBALL	1,035.00	1,050.00	1,300.00	1,300.00
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	705.00	300.00
208-000-667.020	TIFA PAVILION - COMMUNITY CEN	2,525.00	2,200.00	350.00	225.00
208-000-674.000	DONATIONS	500.00	0.00	0.00	0.00
208-000-680.001	SPECIAL EVENTS	600.00	250.00	350.00	350.00
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	15,107.00	7,269.95
TOTAL REVENUES		576,704.96	174,690.00	15,107.00	7,269.95
Expenditures					
Dept 751 - PARK ADMIN					
208-751-703.000	SALARIES	56,393.33	54,600.00	10,921.26	6,521.04
208-751-703.002	OVERTIME SALARIES	1,218.03	295.00	1,049.72	60.61
208-751-719.000	FRINGE BENEFITS	21,095.37	21,500.00	5,213.99	2,147.13
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	698.65	698.65
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	7,160.98	791.65
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	609.55	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	67.45	67.45
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	177.98	177.98
Total Dept 751 - PARK ADMIN		470,476.74	105,320.00	25,899.58	10,464.51
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	0.00
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	823.08	697.47
Total Dept 770 - LAKE ALLIANCE MAINTENANCE		43,536.88	23,700.00	1,063.29	697.47
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	0.00
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	0.00
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	1,146.00	1,146.00
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)	0.00
208-777-802.000	SERVICE	1,585.00	0.00	0.00	0.00
Total Dept 777 - BALLFIELD		14,975.12	14,400.00	496.00	1,146.00

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REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

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PERIOD ENDING 08/31/2024

GL NUMBER	DESCRIPTION	END BALANCE		YTD BALANCE		ACTIVITY FOR	
		06/30/2024	2024-25	08/31/2024	08/31/2024	08/31/2024	08/31/2024
		{MAL (ABNORMAL)	AMENDED BUDGET	{MAL (ABNORMAL)	BASE	(DECREASE)	
Fund 208 - PARK FUND							
Expenditures							
Dept 778 - CONCESSIONS							
208-778-703.000	SALARIES	5,199.49	4,900.00	1,965.76			862.79
208-778-719.000	FRINGE BENEFITS	584.18	590.00	207.39			91.02
208-778-740.000	SUPPLIES	12,923.84	13,500.00	1,367.14			531.32
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	96.48			47.65
Total Dept 778 - CONCESSIONS		20,412.23	21,070.00	3,636.77			1,532.78
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	31,797.05			13,840.76
Fund 208 - PARK FUND:							
TOTAL REVENUES		576,704.96	174,690.00	15,107.00			7,269.95
TOTAL EXPENDITURES		563,312.87	174,690.00	31,797.05			13,840.76
NET OF REVENUES & EXPENDITURES		13,392.09	0.00	(16,690.05)			(6,570.81)
BEG. FUND BALANCE		37,198.15	37,198.15	37,198.15			
NET OF REVENUES/EXPENDITURES - 2023-24				13,392.09			
END FUND BALANCE		50,590.24	37,198.15	33,900.19			

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REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

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PERIOD ENDING 08/31/2024

GL NUMBER	DESCRIPTION	END BALANCE		YTD BALANCE		ACTIVITY FOR	
		06/30/2024	2024-25	08/31/2024	08/31/2024	08/31/2024	08/31/2024
		{MAL (ABNORMAL)	AMENDED BUDGET	{MAL (ABNORMAL)	BASE	(DECREASE)	
Fund 211 - GIZZARD FEST							
Revenues							
Dept 000							
211-000-665.000	INTEREST	1,696.20	1,600.00	344.78			171.03
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			0.00
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	26.50			26.50
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	621.28			197.53
TOTAL REVENUES		61,202.70	50,650.00	621.28			197.53
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	1,083.00			1,083.00
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	1,083.00			1,083.00
TOTAL EXPENDITURES		50,695.33	47,520.00	1,083.00			1,083.00
Fund 211 - GIZZARD FEST :							
TOTAL REVENUES		61,202.70	50,650.00	621.28			197.53
TOTAL EXPENDITURES		50,695.33	47,520.00	1,083.00			1,083.00
NET OF REVENUES & EXPENDITURES		10,507.37	3,130.00	(461.72)			(885.47)
BEG. FUND BALANCE		43,034.44	43,034.44	43,034.44			
NET OF REVENUES/EXPENDITURES - 2023-24				10,507.37			
END FUND BALANCE		53,541.81	46,164.44	53,080.09			

PERIOD ENDING 08/31/2024

GL NUMBER	DESCRIPTION	END BALANCE		YTD BALANCE	ACTIVITY FOR
		06/30/2024	2024-25	08/31/2024	MTH 08/31/2024
		{MAL (ABNORMAL)	AMENDED BUDGET	{MAL (ABNORMAL)	BASE (DECREASE)
Fund 590 - SEWER FUND					
Revenues					
Dept 000					
590-000-642.000	BILLS	159,329.53	159,000.00	46,003.32	31,410.42
590-000-642.001	FIXED COSTS	495,729.94	495,000.00	127,701.98	86,219.61
590-000-656.000	FINES & FORFEITURES	18,516.56	17,000.00	2,912.22	1,332.20
590-000-665.000	INTEREST	18,200.78	18,000.00	2,884.30	1,447.91
590-000-666.000	INSPECTION FEE	500.00	450.00	50.00	0.00
590-000-672.000	HOOK UP FEES	51,188.00	27,400.00	5,250.00	0.00
590-000-699.101	GF CONTRIBUTION	15,465.30	0.00	0.00	0.00
Total Dept 000		758,930.11	716,850.00	184,801.82	120,410.14
TOTAL REVENUES		758,930.11	716,850.00	184,801.82	120,410.14
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	140.00	140.00
Total Dept 537 - ADMINISTRATIVE		8,879.50	3,500.00	140.00	140.00
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	19,704.26	15,000.00	2,116.25	0.00
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		373,904.58	257,500.00	2,116.25	0.00
Dept 906 - DEBT SERVICE					
590-906-991.000	DEBT SERVICE - PRINCIPAL	168,000.00	173,000.00	44,000.00	0.00
590-906-993.000	BOND INTEREST	198,881.30	201,746.00	32,780.00	0.00
Total Dept 906 - DEBT SERVICE		366,881.30	374,746.00	76,780.00	0.00
TOTAL EXPENDITURES		749,665.38	635,746.00	79,036.25	140.00
Fund 590 - SEWER FUND:					
TOTAL REVENUES		758,930.11	716,850.00	184,801.82	120,410.14
TOTAL EXPENDITURES		749,665.38	635,746.00	79,036.25	140.00
NET OF REVENUES & EXPENDITURES		9,264.73	81,104.00	105,765.57	120,270.14
BEG. FUND BALANCE		2,967,054.03	2,967,054.03	2,967,054.03	
NET OF REVENUES/EXPENDITURES - 2023-24				9,264.73	
END FUND BALANCE		2,976,318.76	3,048,158.03	3,082,084.33	

PERIOD ENDING 08/31/2024

GL NUMBER	DESCRIPTION	END BALANCE	2024-25	YTD BALANCE	ACTIVITY FOR
		06/30/2024		08/31/2024	MONTH
		(NORMAL) (ABNORMAL)	AMENDED BUDGET	(NORMAL) (ABNORMAL)	INCREASE (DECREASE)
Fund 591 - WATER FUND					
Revenues					
Dept 000					
591-000-642.000	BILLS	223,594.47	256,323.09	74,761.80	53,092.74
591-000-642.001	FIXED COSTS	421,334.45	483,000.00	125,471.22	87,533.42
591-000-644.000	PENALTIES	750.00	710.00	360.00	280.00
591-000-656.000	FINES & FORFEITURES	17,254.80	17,000.00	3,055.88	1,460.90
591-000-665.000	INTEREST	41,255.07	41,000.00	6,537.74	3,281.94
591-000-666.000	INSPECTION FEE	450.00	400.00	50.00	0.00
591-000-672.000	HOOK UP FEES	59,549.87	18,500.00	5,592.51	0.00
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	215,829.15	145,649.00
TOTAL REVENUES		782,659.83	817,183.09	215,829.15	145,649.00
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	468.56	234.82
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	468.56	234.82
Dept 556 - DPW					
591-556-740.000	SUPPLIES	3,342.55	4,000.00	269.24	0.00
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	485.50	0.00
591-556-802.000	SERVICE	40,372.91	14,000.00	1,993.00	1,168.00
591-556-803.000	ENGINEERS FEES	27,114.58	29,000.00	2,116.25	0.00
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	14,045.36	14,045.36
Total Dept 556 - DPW		418,897.34	307,000.00	18,909.35	15,213.36
Dept 906 - DEBT SERVICE					
591-906-992.000	BOND PRINCIPAL	98,000.00	100,000.00	27,000.00	0.00
591-906-993.000	BOND INTEREST	112,007.87	109,898.00	19,882.50	0.00
Total Dept 906 - DEBT SERVICE		210,007.87	209,898.00	46,882.50	0.00
TOTAL EXPENDITURES		637,734.19	527,248.00	66,260.41	15,448.18
Fund 591 - WATER FUND:					
TOTAL REVENUES		782,659.83	817,183.09	215,829.15	145,649.00
TOTAL EXPENDITURES		637,734.19	527,248.00	66,260.41	15,448.18
NET OF REVENUES & EXPENDITURES		144,925.64	289,935.09	149,568.74	130,200.82
BEG. FUND BALANCE		3,021,705.77	3,021,705.77	3,021,705.77	
NET OF REVENUES/EXPENDITURES - 2023-24				144,925.64	
END FUND BALANCE		3,166,631.41	3,311,640.86	3,316,200.15	

PERIOD ENDING 08/31/2024

GL NUMBER	DESCRIPTION	END BALANCE		YTD BALANCE		ACTIVITY FOR	
		06/30/2024	2024-25	08/31/2024	08/31/2024	08/31/2024	08/31/2024
		{MAL (ABNORMAL)	AMENDED BUDGET	{MAL (ABNORMAL)	BASE	(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	1,677.49			1,677.49
Total Dept 556 - DPW		0.00	12,000.00	1,677.49			1,677.49
TOTAL EXPENDITURES		0.00	12,000.00	1,677.49			1,677.49
Fund 598 - STORM DRAIN MAINTENANCE:							
TOTAL REVENUES		0.00	12,000.00	0.00			0.00
TOTAL EXPENDITURES		0.00	12,000.00	1,677.49			1,677.49
NET OF REVENUES & EXPENDITURES		0.00	0.00	(1,677.49)			(1,677.49)
BEG. FUND BALANCE		5,033.26	5,033.26	5,033.26			
END FUND BALANCE		5,033.26	5,033.26	3,355.77			

PERIOD ENDING 08/31/2024

GL NUMBER	DESCRIPTION	END BALANCE		YTD BALANCE	ACTIVITY FOR
		06/30/2024	2024-25	08/31/2024	MONTH 08/31/2024
		(NORMAL)	(ABNORMAL)	(NORMAL)	(ABNORMAL)
			AMENDED BUDGET		INCREASE (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	60,236.66	36,606.88
641-932-703.002	OVERTIME SALARIES	22,657.41	16,000.00	2,729.49	1,309.86
641-932-719.000	FRINGE BENEFITS	73,343.69	75,426.41	16,506.58	7,397.43
641-932-728.000	UNIFORM EXPENSES	6,209.24	5,000.00	221.16	221.16
641-932-740.000	SUPPLIES	26,400.10	25,000.00	6,186.07	1,202.59
641-932-775.000	REPAIRS & MAINT	57,588.12	54,000.00	5,704.53	4,867.07
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	0.00
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	308.82	308.82
641-932-862.000	GAS	27,463.06	29,500.00	2,616.57	1,318.54
641-932-920.000	UTILITIES	124,831.65	130,000.00	11,275.41	11,157.47
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	0.00
Total Dept 932 - EQUIPMENT REPAIR ACTIVITY		869,634.30	648,793.45	116,350.29	64,389.82
TOTAL EXPENDITURES		869,634.30	648,793.45	116,350.29	64,389.82
Fund 641 - EQUIPMENT REPAIR & REPLACEMENT:					
TOTAL REVENUES		874,867.30	648,793.45	0.00	0.00
TOTAL EXPENDITURES		869,634.30	648,793.45	116,350.29	64,389.82
NET OF REVENUES & EXPENDITURES		5,233.00	0.00	(116,350.29)	(64,389.82)
BEG. FUND BALANCE		122,937.18	122,937.18	122,937.18	
NET OF REVENUES/EXPENDITURES - 2023-24				5,233.00	
END FUND BALANCE		128,170.18	122,937.18	11,819.89	
TOTAL REVENUES - ALL FUNDS					
		6,642,539.36	4,576,528.94	647,089.94	446,880.29
TOTAL EXPENDITURES - ALL FUNDS					
		6,094,624.97	4,327,049.94	529,173.12	184,951.43
NET OF REVENUES & EXPENDITURES		547,914.39	249,479.00	117,916.82	261,928.86
BEG. FUND BALANCE - ALL FUNDS		7,466,970.24	7,466,970.24	7,466,970.24	
END FUND BALANCE - ALL FUNDS		8,014,884.63	7,716,449.24	8,132,801.45	

City of Potterville

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

September 12, 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. The Sunset Hills Park Improvement Project is complete and a ribbon cutting press event has been scheduled for October 2nd at 2:00 pm. Over the last three years the City received support from Michigan Legislators Representative Witwer and Senator Anthony, the Michigan DNR Trust Fund, *and* Eaton County Parks Department who all supported the City’s application and helped settle a long-standing conversation encumbrance with the Nation Parks System. This grant acquisition has helped to construct new developmental improvements and provide needed ADA access to the City’s neighborhood park. With contributions from the DNR Trust Fund and the *new* Eaton County Park grant program of over \$200,000, the City was able construct +/- 750 feet of connecting pathways to existing sidewalks and playgrounds, add a handicap van accessible parking lot, several pollinator gardens, interpretive learning station/pedestal and a dual ADA Zip line for children to enjoy. Look for the City’s event notice and consider everyone invited for the ribbon cutting event.

2. The City has received communication from Benton Charter Township Supervisor Suits regarding the renewal of the City/Twp EMS Intergovernmental Agreement – stating the Township favors a term of 3 years (not 5) for renewal of the Agreement with increases to the annual amount paid to the Township and the inflation multiplier. The Township is now proposing a 3-year renewal of same services for \$160,000 per year with 5.5% inflation multiplier each year that would be added, cumulatively. This is somewhat less than what the Township offered during the first round of discussions report to the City from Supervisor Suits, but for a shorter term.

The new proposal to the Agreement differs somewhat from the Twp’s first offer made in July as follows:

Former Township Offer- July at 7% non-cumulative interest upon \$160,000

\$160,000
\$171,200
\$182,400 (**\$513,600 3-year total**)
\$193,600
\$204,800
Total=**\$912,000**

Current Township Offer – August at 5.5% cumulative interest upon \$160,000

\$160,000
\$168,800
\$178,084
\$?
\$?
Total=**\$506,884**

The difference between offers is shorter terms that I believe favors the Township, and a reduction in total price over the three-year period of about -\$6,716.00 that favors the City’s.

City of Potterville

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3. MK Jetting and Televising Inc. has confirmed catch basin vectoring/cleaning should commence this month throughout areas of Potterville impacted by storm debris from August 2023. The City has maintained a consistent schedule of Storm Drain Maintenance for its owned catch basins and retention ponds, and was reminded of the importance of storm drains during a flood event of June 2021... when heavy rain fall caused property damage to areas of Pearl Street, Main Street, and Lockview Subdivision.

Following the flood event of June 2021, a petition was circulated by impacted homeowners and filed with the Eaton County Drain Commission asking for review of the status of the County's Potter Drain areas near Church Street easterly to Lansing Road and Dawn Court, Pearl Street and Main Street. See below map of the County's "Potter Drains" (2). As a result, the Eaton County Drain Commission has determined the Potter Drains need improvements and partial replacements. Surveys and televising have taken place since this determination was made, that have lead the County Drain Commission Office to develop a plan to address issues like damaged drain tiles, tree roots, and building encroachments upon the drain. I've been told by the Commission, if easements and surveying goes well, they could start the construction phases of the project (a large portion would go through City Park) during the Summers of 2025 – 2026. This would be the first large maintenance event on this Drain in memory according to members of the public. The project would be funded by landowner special assessments – amounts per parcel are determined by the Eaton County Drain Commission and added by law to local tax bills over a period of time of maybe 10, 15, or 20 years.



4. I have completed and submitted the City's special grant application to the State of Michigan, pursuant to Public Act 121 of 2024 and the State's Fiscal Year 24 supplemental Budget, to receive its awarded line-item appropriation grant (to be administered by EGLE) in the amount of \$4,000,000 for public water system improvements. The City's water project would include critical infrastructure improvements such as a new Iron Removal Plant, a looping water main, and new Type I production well on City owned land. review by USDA Rural Development

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TREASURER'S REPORT

September 19, 2024

Utility bills—as of 08/31/2024 (bills due on 15th) \$27,721.73 is outstanding with \$12,854.75 over 30 days past due.

Water usage month of Aug (Sept billing): 4,368,508 gallons

Sewer usage month of Aug (Sept billing) 4,356,647 gallons

Ready to service charge-water: \$43,693.66

Ready to service charge-sewer: \$41,539.88

Total water and sewer billed out from 7/26-8/26/24 is \$123,537.89

Payroll month of August, 2024: \$116,203.11 (this includes all payroll taxes + MERS+ 3 week pay period + elections)

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.

Auditors were onsite 8/27,8/28,8/29.

Bank reconciliations completed for month of August, 2024:

General account – Reconciled balance: **\$3,101,311.74**

Payroll account - Reconciled balance: **\$14,625.47**

Tax account – Reconciled balance: **\$639,371.89**

Gizzard Fest – Reconciled balance: **\$53,080.09**

Respectfully submitted,

Jodi West, Treasurer

City of Potterville

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From the Clerk's office – September 2024

It's already time to begin the cycle for the November 5th Election. Hart, the manufacturer of our election equipment, will be completing maintenance on the scanner the week of Sept. 16th at Eaton County offices. They will be inspecting the rollers to verify if they need replacement. Our Election Commission meeting is scheduled for Oct 8th with the Assessor and Attorney to approve our election inspectors and the date of Oct. 15th for the Public Accuracy Test at 11:00 am. I invite you to attend the Public Accuracy Test, It would be a great opportunity for you to see the before process of the election. Absentee Ballots should be ready to go out by Sept. 26th. I participated in a webinar to assist in the steps for troubleshooting problems with election equipment. I will be attending an Election Day Security Training that is put on by Homeland Security with Eaton County Sherriffs Office on Oct. 3..

I will be out of the office the week of Sept. 22nd for vacation.

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. It would be my pleasure to assist in any way that you might need.

Becky Dolman

City of Potterville

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September 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, programs, observation, evaluating, training, and continuing education.

- The MDNR Recreation Passport Grant at Sunset Hills Park is completed. We had a final walk through with the City's engineer and the contractor. It went very well, with a couple items needing modifications which has already been completed.
- The directional guide road signs for the Sunset Hills Park have been posted on M-100. The post sleeves took a while to receive.
- We have received the first reimbursement from MDNR for the Recreation Passport Grant of the Sunset Hills Park Project from MDNR in the amount of \$49,056.42. We are currently waiting for the second reimbursement.
- So far in reimbursements from DNR and Eaton County the total comes to \$115,209.12.
- We are planning a ribbon-cutting ceremony for the completion of the MDNR Recreation Passport Grant at Sunset Hills Park. Please see the flyer in the Council Packet. We look forward to seeing you on October 2, 2024, at 2:00 p.m. at Sunset Hills Park
- We continue to spend time out at the ball fields. Weather is a big factor in what we do. Mornings are dealing with the dew- which is good for the fields to nail drag to stir up the dirt and move it around to help level the playing field. In others, dew is a challenge as it takes longer for fields to dry before finishing dragging where we'd end up with big bumps on the field due to the wetness, fields need to be completely dry to finish drag.
- This is the downfall of the season as we head into fall. School has started back up again, meaning, seasonal staff are still here however, it's just working around school and extracurricular activities and mainly focusing on the weekends.
- The renovations of the softball fields is for the most part done. There are still some low spots upon the lips of the fields (where the outfield grass and infield dirt meet). We are figuring out different options, one is to get some more material. These spots are sporadic, so we are working on moving the dirt around to help it settle in those areas first.
- Both baseball fields will be getting an analysis done, to see what work needs to be done and a proposal submitted. The Lake Alliance baseball field needs the entire home plate area raised up as water always drains. For both fields, is again the lip (where the outfield and infield dirt meet), both pitching mounds needs to be renovated- realignment, squared up, dirt added, and the sizes are too big. For fields, the baselines are a major pain for maintaining and time management is not there to keep up. No matter how many times it gets sprayed, and weeds get taken out, they continue to be. The ideal is to seed the base lanes, so it is less maintenance on staff and maintaining it is as simple as keeping it mowed. This will be a huge difference, as time management on these fields are high this year.
- We have not slowed down with tournaments, our schedule continues through September and October. October is our last month. We have seen an increase in teams so far for the fall and we look forward to the rest of the season.
- As we get into the end of our season, we are working on closing some things out and starting to plan for next year.
- With fall just around the corner, we will be in the holiday season. Be on the lookout for City workers/staff putting up decorations around the City.

- We are in the beginning process of this Year's Statistics Report.
- Currently September is the last month of pavilion rentals. There are none for the month of October. However, that may change.
- Flag Football has started. We have 27 participants and once again were able to have the younger and older division again this year. This is an increase of five participants from last year.
- 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 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 and for how long.
- The 5-Year Parks & Recreation Survey has received approval to be at the School. Students and Staff at the high and middle school are completing the survey during homeroom.
- Continue to further my education by webinars, meetings, certification, conferences, etc.
- A Special Event is taking place this month, it is the JAF Taco Party on September 21, 2024, at the downtown pavilion across from Veteran's Park.
- We have another inquiry about a Special Event. This is the Benton Township Fire Department's Fire Prevention that is being planned for next month.

Respectfully Submitted,

Tiffany Falin, Parks & Recreation Director

RIBBON-CUTTING

Ceremony

October 2, 2024 at 2:00 p.m.

Sunset Hills Park

Located along Sunset Drive south of E.Gresham Hwy.

Potterville, MI 48876



You Are Invited!

We're proud to announce the completion of the MDNR Recreation Passport Grant of the Sunset Hills Park Project.

Join us as we celebrate this momentous occasion!

See the new additions to the park such as ADA parking lot, ADA Dual zipline, pollinator garden, and sidewalks.



POTTERVILLE, MI

"The City of Helping Hands"



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City of Potterville

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DPW Council report for September 2024

1. DPW had the well drop pipe and pump replaced at Well 3 where Northern Well drilling ran a camera in casing. Unfortunately, when they did, they found 3 holes in well casing. I called DEQ immediately they instructed me to put the well back together and run as is, but to prioritize replace of the well (not the IRP) structure.
2. City Parks and ROW areas mowing has gone very well no issues. The Parks look very nice.
3. We were informed last week that our Neptune meter reading and billing software will need to be updated asap as it will no longer be usable in the near future.
4. Our lead and copper sampling for the City came back from state lab every sample was very good some were even non detect of lead and copper this is very good to hear.
5. We finished up last bit of work on inside of old DPW building and painted the doors all is in great shape and ready for winter.

City of Potterville

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The City received a perfect score on the State of Michigan's Assessment Roll and Practices Audit (PA 660 of 2018) conducted on August 13, 2024. Department of Treasury letter attached.

Field work, sketching, and data entry is almost complete.

Review of any new construction for the year will begin soon.

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

Thanks,



Sarah Payton, MAAO



STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

GRETCHEN WHITMER
GOVERNOR

RACHAEL EUBANKS
STATE TREASURER

August 29, 2024

Aaron Sheridan, City Manager
Potterville City, Eaton County
P.O. Box 488
Potterville, MI 48876

Dear Aaron Sheridan,

Reason Consulting recently conducted an assessment roll and practices audit, as required by Public Act 660 of 2018, on behalf of the State Tax Commission in your local unit. The following is a summary of the audit findings:

Substantial Compliance Review Item	Requirement Met (Yes/No)
1. Does the local unit have properly developed and documented land value determinations?	Yes
2. Does the local unit have properly developed and documented Economic Condition Factors?	Yes
3. Does the local unit have less than 1% of parcels in override and less than 1% flat land values?	Yes
Technical Compliance Review Item	
4. Does the local unit use an STC approved computer-assisted mass appraisal system?	Yes
5. Does the local unit have and follow a policy detailing assessing office accessibility?	Yes
6. Does the local unit provide online access to assessing information?	Yes
7. Does the local unit provide contact information on notices to taxpayers?	Yes
8. Does the local unit ensure that support staff and Board of Review members are sufficiently trained?	Yes
9. Does the local unit comply to statute requirements in respect to any property tax administration fee?	Yes
10. Does the local unit conduct an annual personal property canvass?	Yes
11. Does the July and December Board of Review meetings comply with statutory authority?	Yes
12. Does the local unit have an adequate process for determining exemptions?	Yes

Technical Compliance Review Item	Requirement Met (Yes/No)
13. Does the local unit meet the requirements outlined in the STC publication "Supervising Preparation of the Assessment Roll"?	Yes
14. Does the local unit have proper Poverty Exemption guidelines, including an asset level test, and was the policy followed?	Yes
15. Has the local unit implemented CAMA Data Standards as currently adopted by the STC?	Yes

An electronic version of your PA 660 Audit with detailed comments regarding each item is available through your assessor's MiSuite portal.

Based on the findings of the audit, your local unit is given the designation of **substantially compliant**. We wish to congratulate your local unit on receiving a perfect score on the review and thank you for your cooperation throughout this process.

Sincerely,

Joycelyn Isenberg

Joycelyn Isenberg
 State Administrative Manager 15
 Michigan Department of Treasury
 State Tax Commission Support Staff



City of Potterville

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September 11, 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.

- **Cambria Ridge:** 25 homes have been or are actively being constructed as part of phase 1 of the development. There are 5 additional lots remaining in phase 1. Staff continues to work with the developers, they are considering beginning construction on phase 2, which includes the construction of a new road to be known as Garden Court in the spring of 2025.
- **Proposed Sunset Hills East Single Family Residential Subdivision:** We received a preliminary application for a new condominium subdivision to be located off from Sunset Drive to the west of Cambria Ridge. The new proposed development is for 42 new parcel/homes. The developer is Green Development Ventures, LLC, which is under the company umbrella of Allen Edwin Homes (same developer as Cambria Ridge). The application has been sent to our engineers for review.
- **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. The Planning Commission should expect to begin working on all documents in October or November of this year.
- **Grant Opportunities:** MSHDA Housing Readiness Incentive Grant Program. We have submitted the grant application; it has been accepted by MSHDA. We are waiting to determine what if any funds will be awarded. Funds from this grant will be used to offset the cost of updated our Zoning Ordinance, Master Plan and Capital Improvement Plan.
- **National Night Out:** This year's festivities were a great success. We were joined by Eaton County Sheriff's Office, Eaton County Central Dispatch, City of Olivet, City of Grand Ledge, Benton Township Fire Department, DuroTech and Corewell Health Security Police. If you were not able to attend, we provided a live band, bounce houses, snow cones, cotton candy, hot dogs, chips and beverages all for free to our community!

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.

"City of Helping Hands"



**Potterville
Police Department**
Chief Richard Barry



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

Dear Council,

Please see the following information as a summary of what happened in the last month,

- **Completed Events:**
 - On August 21st, The Potterville Police hosted National Night Out at the City Park. The turnout for the event was fantastic, exceeding expectations, and provided a fun event for the community and all involved. Special thanks to the departments that participated including Olivet Police Department, Grand Ledge Police Department K9, Eaton County Sheriff's Office, Benton Township Fire, Eaton County Central Dispatch, and a private K9.
 - On August 29th, Former President and Presidential Candidate Donald Trump hosted an event at Alro Steel in Potterville. With only a few days' notice, your department worked endlessly with the United States Secret Service, Department of Homeland Security, Michigan State Police, and the Eaton County Sheriff's Office preparing for the event. There were no major incidents related to the event including no arrests or detainments and no reports generated from the event.
- **Upcoming Events:** October 12: BTFD Fire Prevention, 10 am, City Park
- **Notes from Chief Barry:** Officer Herson has resigned from the Police Department as a part-time Officer due to personal reasons. Two candidates have passed background investigations and should have their final interview before the meeting to fill the available part-time hours.

Total Calls for February: 184

-Traffic Stops: 56
-Domestic Disputes: 4
-Assaults: 4

-Property Checks: 34
-Retail Frauds: 7
-Weapons Violations: 3

Calls for Service: 51

-Suspicious Situations: 12
-Assist Citizens: 5
-Traffic Crashes: 3

Respectfully Submitted,

Chief R. Barry

Eaton County Central Dispatch

Total Calls For Service

August 2024				
Type Agency	Month To Date		Year To Date	
	Calls	%/Total	Calls	%/Total
EMS	1,590	20.4%	11,423	19.3%
Fire	809	10.4%	6,169	10.4%
Police	5,409	69.3%	41,568	70.3%
Total Calls	7,808	100.0%	59,160	100.0%

Eaton County Central Dispatch

EMS Calls For Service

August 2024				
Agency	Month To Date		Year To Date	
	Calls	%/Total	Calls	%/Total
Benton Twp. EMS	64	4.0%	465	4.1%
Delta Twp. EMS	524	33.0%	3,852	33.7%
Eaton Area EMS	622	39.1%	4,346	38.0%
Grand Ledge EMS	214	13.5%	1,544	13.5%
Vermontville EMS	13	0.8%	115	1.0%
Windsor Twp. EMS	119	7.5%	851	7.4%
Outside Agencies* <i>DLHE, LIFE, LTEM, MARE NEMS</i>	34	2.1%	250	2.2%
Total EMS Calls	1,590	100.0%	11,423	100.0%

* Agencies Outside Eaton County

Eaton County Central Dispatch

Fire Calls For Service

August 2024				
Agency	Month To Date		Year To Date	
	Calls	%/Total	Calls	%/Total
Bellevue Fire	30	3.7%	248	4.0%
Benton Twp. Fire	24	3.0%	185	3.0%
Charlotte Fire	67	8.3%	497	8.1%
Delta Fire	340	42.0%	2,452	39.7%
Eaton Rapids City	57	7.0%	466	7.6%
Eaton Rapids Twp.	57	7.0%	458	7.4%
Grand Ledge Fire	97	12.0%	691	11.2%
Hamlin Twp Fire	10	1.2%	145	2.4%
Olivet Fire	18	2.2%	162	2.6%
Roxand Twp. Fire	20	2.5%	116	1.9%
Sunfield Fire	21	2.6%	207	3.4%
Vermontville Fire	11	1.4%	87	1.4%
Windsor Fire	43	5.3%	378	6.1%
Outside Agencies*	14	1.7%	77	1.2%
<i>LAFD, LTFD</i>				
Total Fire Calls	809	100.0%	6,169	100.0%

* Agencies Outside Eaton County

Eaton County Central Dispatch

Police Calls For Service

August 2024				
Agency	Month To Date		Year To Date	
	Calls	%/Total	Calls	%/Total
Bellevue Police	15	0.3%	332	0.8%
Charlotte Police	631	11.7%	4,931	11.9%
Eaton County Sheriff	2,751	50.9%	20,798	50.0%
<i>Delta</i>	1,641	30.3%	12,279	29.5%
<i>Out County</i>	1,110	20.5%	8,519	20.5%
<i>Animal Control</i>	151	2.8%	1,445	3.5%
Eaton Rapids Police	383	7.1%	2,459	5.9%
Grand Ledge Police	329	6.1%	2,698	6.5%
Michigan State Police	1,072	19.8%	8,833	21.2%
Olivet Police	26	0.5%	155	0.4%
Pottersville Police	184	3.4%	1,241	3.0%
Outside Agencies* <i>DNR, ME,</i>	18	0.3%	121	0.3%
Total Police Calls	5,409	100.0%	41,568	100.0%

EATON COUNTY 911

Events by Nature Code by Agency

Agency: PPD, Event date/Time range: 08/01/2024 00:00:00 - 08/31/2024 23:59:59

Agency Code	Nature Code	Rpt Only	Self Init	CFS	Total	% Total	Avg Disp Time	Avg Resp Time	Avg Scene Time	Total Call Time	Avg Call Time
PPD	911 UNKNOWN CALL	0	0	3	3	2%	0:01:13	0:00:00	0:00:00	0:31:52	0:10:37
	ABANDONED VEHICLE	0	1	2	3	2%	0:01:42	0:00:00	0:18:58	0:35:20	0:11:47
	ALARM ALL	0	0	1	1	1%	0:01:46	0:03:05	0:05:27	0:10:18	0:10:18
	ARGUMENT OR VERBAL ALTERCATION	0	0	1	1	1%	0:01:31	0:01:46	0:18:48	0:22:05	0:22:05
	ASSAULT	0	1	3	4	2%	0:01:59	0:01:57	0:27:26	1:59:13	0:29:48
	ASSIST CITIZEN	0	1	4	5	3%	0:03:11	0:18:42	0:05:38	1:20:27	0:16:05
	CAR DEER ACCIDENT	0	0	1	1	1%	0:01:16	0:02:28	0:41:29	0:45:13	0:45:13
	CHECK WELLBEING	0	0	2	2	1%	0:06:36	0:27:12	1:35:15	2:52:35	1:26:18
	CIVIL COMPLAINT	0	0	3	3	2%	0:04:31	0:00:00	0:00:00	1:10:32	0:23:31
	DOMESTIC DISPUTE	0	1	3	4	2%	0:03:17	0:00:00	0:48:47	2:20:37	0:35:09
	FOLLOWUP OF ANY KIND	0	6	1	7	4%	0:02:20	0:07:22	0:11:29	1:18:46	0:11:15
	FRAUD RETAIL EMBEZZLEMENT	0	2	5	7	4%	0:15:50	0:00:00	0:23:20	4:07:54	0:35:25
	LARCENY	0	1	1	2	1%	0:01:52	0:02:35	0:27:41	0:59:50	0:29:55
	LOUD NOISE	0	0	1	1	1%	0:01:12	0:00:00	0:00:00	0:18:26	0:18:26
	MAN WITH A GUN	0	0	1	1	1%	0:00:00	0:00:00	0:00:00	0:12:29	0:12:29
	MDOP	0	0	1	1	1%	0:07:33	0:06:11	0:06:33	0:20:17	0:20:17
	MESSAGE FOR OFFICER	0	10	0	10	5%	0:00:01	0:00:00	0:00:11	0:01:52	0:00:11
	MISCELLANEOUS INCIDENT	0	2	1	3	2%	0:00:00	0:00:00	3:56:08	11:48:26	3:56:09
	MOTORIST ASSIST	0	2	0	2	1%	0:00:01	0:00:00	0:03:16	0:06:34	0:03:17
	PARKING VIOLATIONS	0	0	1	1	1%	0:08:53	0:00:00	0:00:00	0:11:01	0:11:01
PERSONAL INJURY CRASH	0	0	1	1	1%	0:00:00	0:04:50	0:35:58	0:40:48	0:40:48	
PRIVATE PROPERTY DAMAGE CRASH	0	0	1	1	1%	0:02:04	0:00:00	0:00:00	0:04:21	0:04:21	
PROPERTY CHECK	0	34	0	34	18%	0:00:01	0:00:00	0:00:08	0:04:51	0:00:09	

Agency Code	Nature Code	Rpt Only	Self Init	CFS	Total	% Total	Avg Disp Time	Avg Resp Time	Avg Scene Time	Total Call Time	Avg Call Time
	PUBLIC RELATIONS	0	2	0	2	1%	0:00:00	0:00:00	0:23:05	0:46:11	0:23:06
	STALKING COMPLAINT	0	0	1	1	1%	0:00:00	0:11:32	0:30:37	0:42:09	0:42:09
	SUBPOENA SERVICE	0	3	0	3	2%	0:00:00	0:00:00	0:04:27	0:13:42	0:04:34
	SUSPICIOUS SITUATION	0	3	1	4	2%	0:00:01	0:05:48	0:19:03	1:52:01	0:28:00
	SUSPICIOUS SUBJECT	0	1	0	1	1%	0:00:00	0:00:00	0:01:49	0:01:49	0:01:49
	SUSPICIOUS VEHICLE	0	5	2	7	4%	0:21:43	0:09:00	0:01:51	1:29:34	0:12:48
	TELEPHONE HARASSMENT	0	0	1	1	1%	0:05:32	0:00:00	0:00:00	0:29:28	0:29:28
	THREATS	0	0	3	3	2%	0:05:18	0:00:00	0:00:00	1:53:59	0:38:00
	TRAFFIC HAZARD	0	1	2	3	2%	0:01:42	0:04:34	0:23:10	0:54:24	0:18:08
	TRAFFIC STOP	0	56	0	56	30%	0:00:01	0:03:46	0:09:25	8:52:00	0:09:30
	TRAFFIC VIOLATION	1	0	1	2	1%	0:00:00	0:00:00	0:00:00	0:10:44	0:10:44
	VEHICLE INSPECTION	0	0	1	1	1%	0:03:40	0:00:00	0:00:00	0:41:02	0:41:02
	WEAPONS VIOLATION	0	0	2	2	1%	0:00:00	0:14:18	0:21:16	0:55:41	0:27:51
	Subtotals for No Summary Code	1	132	51	184	100%	0:03:53	0:07:49	0:28:31	51:26:31	0:27:50
	Subtotals for PPD	1	132	51	184	100%	0:03:53	0:07:49	0:28:31	51:26:31	0:27:50

LIMITED ACCESS AGREEMENT

THIS LIMITED ACCESS AGREEMENT is made and entered into on _____, 2024, by the City of Pottersville, as Grantor (“Grantor”), and Arcadis U.S., Inc., a Delaware corporation, 28550 Cabot Drive, Suite 500, Novi, Michigan 48377, as Grantee (“Grantee”), and its applicable agents, employees, consultants, contractors, and subcontractors (“Grantee Parties”) for the purposes of environmental investigations and sampling at the former Amoco Service Station No. 9846, located at 311 East Lansing Road, Pottersville, MI 48876 (the “Site”) and described below.

A. RECITALS

Grantor owns parcel No.: 700-025-100-030-00, located at 213 S. Hartel Road, Pottersville, MI 48876 (“Grantor’s Property”). The Grantee is engaged in ongoing efforts to respond to EGLE requirements addressing the detection and removal of petroleum-impacted soils and other materials from the Site, which includes monitoring existing observation wells on Grantor’s Property (the “Work”), which is adjacent to the Site. Grantee has requested access onto Grantor’s Property in order to undertake certain sampling, and the Grantor is willing to grant limited access for that purpose.

B. AGREEMENTS

NOW, THEREFORE, Grantor agrees to grant Grantee such limited access, ingress, egress, license over, upon, in, under and onto Grantor’s Property to accomplish the aforesaid purposes upon the terms and conditions set forth below:

1. **GRANT OF ACCESS:** Grantor grants to Grantee access and a license to and upon the Grantor’s Property strictly and only for the Work described above, with any additional proposed work to be subject to the terms below:
 - a. In conducting the Work, Grantee shall avoid unnecessary interference with Grantor’s use of Grantor’s Property; however, Grantor and Grantee shall coordinate activity schedules to reasonably accommodate each Party’s need for access.
 - b. All Work undertaken by Grantee shall be performed in accordance with all applicable laws and regulations.
 - c. Grantee shall obtain and maintain or arrange through other Grantee Parties to secure any and all necessary permits and governmental approvals required in connection with the proposed Work.
 - d. Grantee shall allow Grantor and any of its agents, employees, contractors or representatives to accompany and observe the Work, and Grantee shall provide and preserve as needed suitable split samples for Grantor and any of its agents, employees, contractors or representatives for separate analyses.

- e. Grantee shall timely provide to Grantor copies of all data, logs, reports or other documents regarding or referring to Grantor's Property.
 - f. Grantee shall bear all costs associated with any required permits, removal or disposal of equipment, monitoring wells, wastes generated from the Work, or other materials brought or generated on-site by Grantee or generated in connection with the Work.
 - g. Grantee shall protect, promptly and properly restore, at its expense, all areas of the Property impacted, disturbed, or damaged by Grantee or Grantee Parties in connection with the use of the Property under this Agreement.
 - h. In the event of any proposal by Grantee to perform other testing after the date of this Agreement, Grantee shall deliver a written plan at least thirty (30) days in advance for such testing for review, comment, and written approval, in Grantor's sole discretion.
 - i. If contaminants are found, any proposed corrective or response actions, including proposed restrictions require advanced review and approval by the Grantor. Any such approval shall be at the sole discretion of the Grantor.
 - j. Upon the expiration or other termination of this Agreement and upon Grantor's request, Grantee or Grantee's Parties shall remove any well or other devices equipment, supplies, and other personal property from the Property and repair any damage to the Property caused by such removal.
 - k. If Grantee or Grantee's Parties fails to carry out any of their responsibilities described in this Agreement, Grantor may do so and request Grantee reimbursement to Grantor for its reasonable out-of-pocket costs incurred in so doing, with supporting documentation, and invoices.
2. **REPORTS:** Grantee shall share all data, boring logs and reports, including analytical data or other test results, related to the Property, to Grantor via electronic mail within ten (10) business days of receipt or preparation.
3. **INSURANCE:** Grantee shall secure and provide proof of insurance adequate in amount and type to the Grantor. All proposed activities will be conducted by qualified contractors following standardized procedures under approved sampling and analyses plans following appropriate quality control and safety measures. Grantor shall be named as an additional insured as commercially available under applicable policies.
4. **DUE CARE COSTS.** Grantee shall compensate Grantor for the cost of any additional due care obligations beyond those already existing which are required under PART 201 of the Natural Resources and Environmental Protection Act, MCL 324.20101 *et seq.*, as a result of the Work performed on the Grantor's Property under this Agreement; however, Grantee is

not required to compensate Grantor for any such costs to the extent they occur as a result of a change in the Grantor's current use of Grantor's Property

5. **LIENS:** Nothing in this Agreement shall authorize Grantee to, and Grantee shall not, engage in any act or omission that will in any way encumber the title of Grantor in and to the Property. Any claim to a lien upon the Property arising from any act or omission of Grantee shall be valid only against Grantee and shall in all respects be subordinate to the title and rights of Grantor, and any person claim through Grantor, in and to Grantor's Property. Grantee shall remove any lien or encumbrance on its interest in the Property within ten (10) days after it has arisen; provided, however, that Grantee may in good faith contest any such item if it posts with Grantor a bond or other security deemed adequate by Grantor.

6. **INDEMNIFICATION:** Grantee shall defend, indemnify, and hold harmless Grantor and its employees, agents, representatives, and successors in interest in the Property ("Indemnitees") from and against any and all suits, actions, claims, causes of action, liabilities, obligations, and expenses, incurred by or asserted against an Indemnitee and arising out of or in connection with, (i) the Work, (ii) the presence or exacerbation at, on, in, or under, or the migration to or from the Site, of hazardous substances for which Grantee is responsible; or (iii) an action to enforce the terms of this Agreement, including without limitation the terms of this Section 5. The terms of this Section 5 shall survive the expiration or other termination of this Agreement. Further, nothing in this Agreement precludes Grantor's right to seek additional relief from Grantee or any other person provided by law or otherwise.

7. **GRANTEE'S DUTIES:** Grantee, in the exercise of such right of entry, shall exercise all reasonable efforts to minimize any damage the Grantor's Property or unreasonable interference with the Grantor's operation thereof, and if the Grantor's Property is damaged, Grantee shall fully repair and restore same at Grantee's sole cost and expense.

8. **ACCESS TIMES:** The access rights granted hereunder may be exercised only between reasonable business hours on non-holiday weekdays and only upon providing notice to the Grantor of intent of Grantee or Grantee's Parties to access the Property at least three business days (72 hours) in advance of requiring access to the property for any activities associated with the Work. Notice will be provided via email and/or a call directly to the Grantor.

9. **RESERVATION:** Grantor, in providing access, is not making any admission of liability or other responsibility for environmental conditions on or near its Property and reserves any and all defenses and rights.

10. **TERMINATION:** The access rights and license granted hereunder is revocable by Grantor upon three (3) days written notice via Email with a Read Receipt requested or shall expire within one year, unless otherwise agreed to in writing by the Parties.

11. **GOVERNING LAW:** The invalidity or unenforceability of any part or provision of this Easement Agreement shall not affect the validity or enforceability of any other part or provision. This Agreement shall be governed by the laws of the State

of Michigan applicable to contracts made and to be performed entirely within Michigan.

12. DISPUTES. Disputes not otherwise resolved shall be resolved by a Court of competent jurisdiction in Eaton County, Michigan.

13. ENTIRE AGREEMENT: This Agreement represents the entire agreement between the Parties with respect to the subject matter hereof and supersedes any prior or contemporaneous oral or written expression of the Parties' intent with regard to entry and access to, and use of, the Property.

14. CONTACTS: For purposes of this Agreement, the contact information of the parties shall be as follows, until changed by written notice to the other party.

15. AMENDMENT. This Agreement may only be amended by written agreement signed by a duly authorized representative of the other party. The failure of any party to enforce at any time any of the provisions of this Agreement shall in no way be construed to be a waiver of any such provision, nor in any way to affect the validity or enforceability of this Agreement or any portion hereof.

16. COUNTERPARTS. This Agreement may be executed in multiple counterparts, all of which together shall constitute one and the same instrument.

Agreed to by the parties' authorized representatives on the date first set forth above:

City of Potterville

Arcadis U.S., Inc.

By:

By:

Its:

Its:



Ms. Brandy Miller
Zoning Administrator
City of Potterville Planning & Zoning
319 N. Nelson Street
Potterville, MI 48876

Arcadis U.S., Inc.
28550 Cabot Drive
Suite 500
Novi
Michigan 48377
Phone: 248 994 2240

Date: March 1, 2023

Our Ref: 30143281

Subject: Access Agreement onto Adjacent Property, 213 South Hartel Road, Potterville, MI 48876, Adjacent to Former Amoco Service Station No. 9846, 311 East Lansing Road, Potterville, MI 48876

www.arcadis.com

Dear Ms. Miller,

BP Products North America Inc. (BBPNA) has been conducting environmental investigations and sampling events at the Former Amoco Service Station No. 9846 located at 311 East Lansing Road, Potterville, MI 48876 (Site). This work is required in accordance with the rules and regulations of the Michigan Department of Environment, Great Lakes and Energy (EGLE). The Site is adjacent to 213 South Hartel Road, Potterville, Michigan (Property; **Figure 1**).

As part of our investigation, BBPNA proposes to continue monitoring the existing observation wells at the Property to obtain further information. If you agree to let BBPNA and its contractor to sample the existing observation wells on your Property, BBPNA will do the following:

- BBPNA will do this work at no cost to you.
- BBPNA will notify you of the work schedule prior to conducting the work.
- BBPNA will provide you with the results of the work and information about BBPNA's sampling events.
- BBPNA will protect you from any claims for personal injury or property damage caused by BBPNA or its contractor during the work.
- If gasoline from BBPNA's current or former operations of the BBPNA Facility is found on your property, BBPNA will take all action required by government authorities at their expense.
- Once the monitoring points are no longer required, BBPNA will remove them and restore the surface areas of your property disturbed by their removal, at which time this agreement will end.

If you agree with the terms of this letter, please show your approval by signing and dating in the spaces provided below. Please return the signed copy to me in the enclosed FedEx envelope for drop off in a FedEx drop box.

Sincerely,

Arcadis of Michigan, LLC

A handwritten signature in black ink, appearing to read 'Elizabeth Olson', written over a horizontal line.

Elizabeth Olson
Certified Project Manager

Enclosure: Attachment 1 – Site Map

Ms. Brandy Miller
City of Potterville Planning & Zoning
March 1, 2023

I am the authorized contact for the City of Potterville, owner of the Property located at 213 South Hartel Road, Potterville, MI 48876, and agree to give BBPNA access to this Property under the terms set forth in this letter.

Print Authorized Contact/Owner's Name

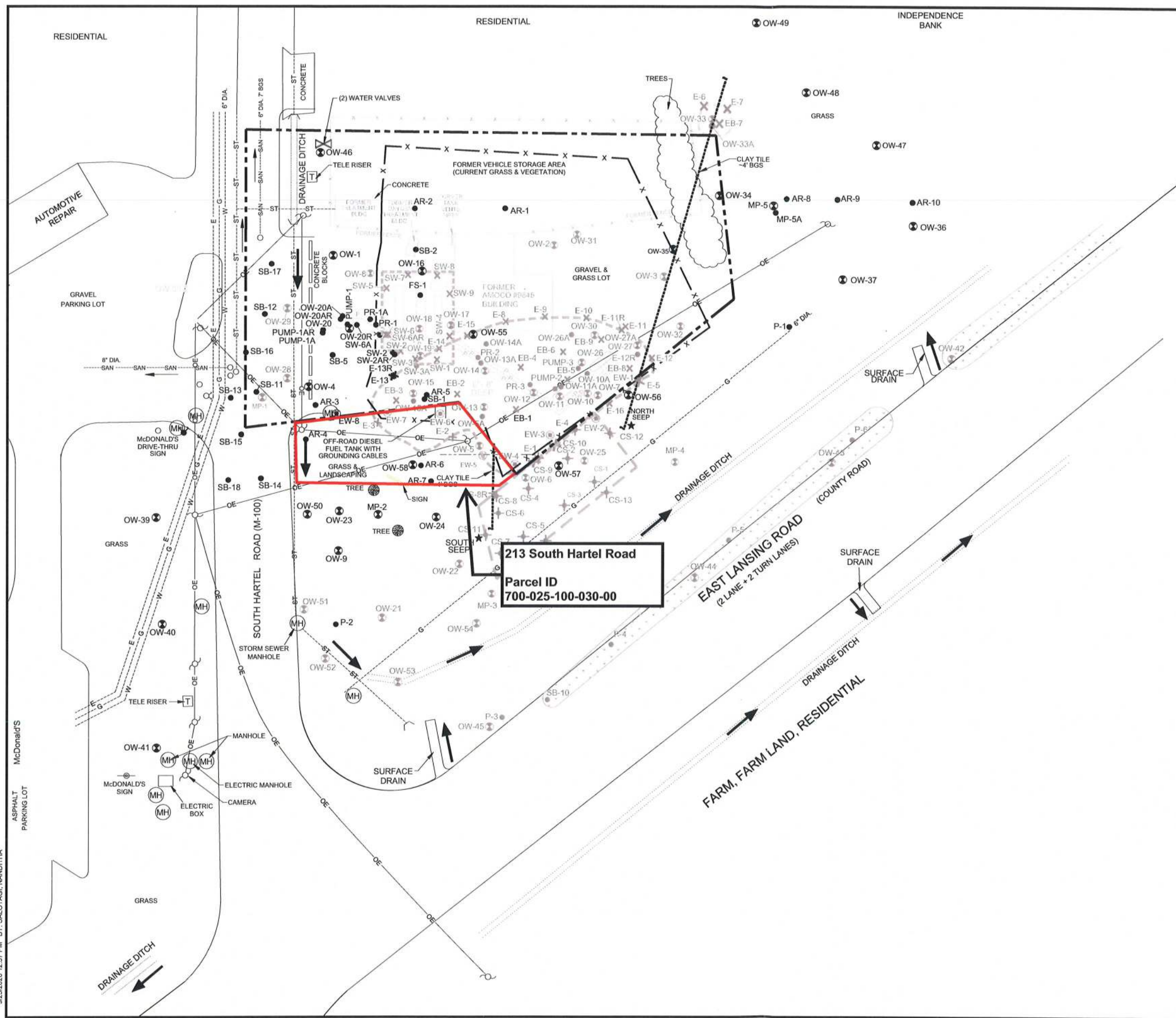
Signature

Date

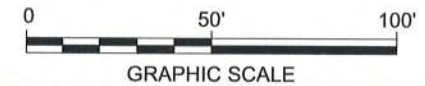
Daytime Telephone: () _____ - _____

Email: _____

CITY: NOVI, MI DIV/GROUP: ENV/CAD DB: B SMALL PM: HOLLY FEITZ TM: THOMAS DARMON
C:\Users\salotagi\7992\BIM 360\Arcadis\ANA - BP AMOCO CORPORATION\Project Files\BP_Foglogve 4 - MI-09846\2020030013520.40000001-DWG\09846 Fig 1 SP.dwg LAYOUT: 1 - 9/23/2020 12:37 PM ACADVER: 23.15 (LMS TECH) PAGES: 15 PLOTTED: 9/23/2020 12:37 PM BY: SALOTAGI, NANDITHA



- LEGEND:**
- PROPERTY LINE
 - x - x - CURRENT FENCE LINE
 - - - - - FORMER FENCE LINE
 - ⊗ OBSERVATION WELL
 - ⊗ ⊗ ABANDONED OR DESTROYED WELL LOCATIONS
 - ⊗ SOIL VAPOR EXTRACTION WELL
 - SOIL BORING
 - EXCAVATED SOIL BORING
 - G - GAS LINE
 - T - TELEPHONE LINE
 - ST - STORM SEWER LINE
 - W - WATER MAIN
 - OE - OVERHEAD ELECTRIC LINE
 - E - UNDERGROUND ELECTRIC LINE
 - SAN - SANITARY SEWER LINE
 - UTILITY FLOW DIRECTION
 - ★ SEEP
 - FORMER UST
 - P FORMER PIPE RUN
 - FORMER DISPENSERS ISLAND
 - MH MANHOLE
 - HYDRANT
 - ☎ TELEPHONE POLE
 - ☁ TREES OR BUSHES
 - - - - - AUGUST 2000 UST EXCAVATION AREA
 - + SEPTEMBER 2006 EXCAVATION SAMPLE LOCATION
 - - - - - AND EXCAVATION LIMITS
 - x - - - - OCTOBER 2007 EXCAVATION SAMPLE LOCATION
 - - - - - AND EXCAVATION LIMITS
 - x - EXCAVATED SIDEWALL SAMPLE



AMOCO SERVICE STATION NO. 9846 (FORMER)
311 EAST LANSING ROAD
POTTERVILLE, MICHIGAN

SITE PLAN





S COTTAGE ST



Parcel No.: 700-025-100-030-00

Acres	0.07
First Owner Name	CITY OF POTTERVILLE
Second Owner Name	
Site Address	213 S HARTEL RD, POTTERVILLE, MI 48876
More parcel info	More info
Bing Map	More info
Tax District Description	
School District Description	Potterville Public Schools
Property Class Code	202
Zoom to	

-84.738 42.624 Degrees

60ft





Parcel No.: 700-025-100-025-00

Acres	1.42
First Owner Name	BRISTOL, JOSEPH J/BRISTOL, JOSEPH II
Second Owner Name	
Site Address	311 E LANSING RD, CHARLOTTE, MI 48813
More parcel info	More info
Bing Map	More info
Tax District Description	
School District Description	Potterville Public Schools
Property Class Code	202
Zoom to	

-84.737 42.625 Degrees

60ft





STATE OF MICHIGAN

MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY

LANSING

GRETCHEN WHITMER
GOVERNORAMY HOVEY
CHIEF EXECUTIVE OFFICER
AND EXECUTIVE DIRECTOR

September 16, 2024

Aaron Sheridan
City of Potterville
zoning@pottervillemi.org**RE: Announcement of Funding Award, Grant #HRI-2024-10609-LEG**

Dear Aaron Sheridan:

Congratulations! The Michigan State Housing Development Authority (MSHDA) has approved your request for a Housing Readiness Incentive grant in the amount of \$50,000. The purpose of this letter is to inform you of the documentation needed to initiate this grant.

Executing the Grant Agreement

Please navigate to MSHDA's grants management system, IGX, at mgs.michigan.gov and sign into your IGX account. Navigate to the "My Tasks" table and click on your grant number. Your grant number is HRI-2024-10609-LEG. On the left-hand navigation bar, click "Grant Documents." Fill out the required page and click "Submit Signed Grant."

Return the Grant Agreement via IGX within 30 days of this letter. If you have any technical difficulties, please contact your Grant Manager, Marcel Jackson at Jacksonm45@michigan.gov or 517-335-3437.

Financial Status Report and Quarterly Updates

Please follow the policies included in Exhibit A in your grant agreement to properly complete Financial Status Reports (FSRs) and Quarterly Updates. Each FSR and quarterly update must be submitted via IGX by the designated authorized signatory; if this person is different than the Authorized Official, MSHDA approval is required. FSRs and progress reports must be submitted 30 days after the end of a calendar quarter.

Aaron Sheridan
September 16, 2024
Page Two of Two

Any deviations from the terms or conditions of the Grant Agreement must be requested and approved by MSHDA. If you have questions, please contact me at Jacksonm45@michigan.gov or 517-335-3437.

Sincerely,

Marcel Jackson

Marcel Jackson, Community Development Analyst
Office of Housing Strategies
Partnerships and Engagement Division

CC: Karen Gagnon, Office of Housing Strategies Manager

**HOUSING DEVELOPMENT FUND GRANT AGREEMENT
HOUSING READINESS INCENTIVE
ENHANCEMENT GRANT # HRI-2024-10609-LEG**

MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY
735 East Michigan Avenue, Lansing, Michigan 48912

THIS ENHANCEMENT GRANT AGREEMENT (`Agreement) made and entered into as of August 23, 2024, by and between City of Potterville, a local unit of government, whose address is 319 North Nelson Street Potterville, Michigan 48876 (the `Grantee), and the Michigan State Housing Development Authority, a public body corporate and politic of the State of Michigan, whose address is 735 East Michigan Avenue, Lansing, Michigan 48912 (the `Authority).

RECITALS

A. Enacted on July 31, 2023, 119 PA 2023 (the `Act) appropriated funding to the Michigan Department of Labor and Economic Opportunity for `Enhancement Grants_ intended to be allocated to the Michigan State Housing Development Authority (`Authority) to award and administer special grants to eligible grantees.

B. Funds appropriated pursuant to the Act are to be used to support initiatives and expand opportunities for low- and moderately low-income housing, including but not limited to improving the Grantee's ability to provide housing services, building capacity, initiate and coordinate housing development, and to provide gap funding for housing projects falling at 120% or less of the local region's Area Median Income.

C. The Authority is responsible for administering Enhancement Grants, ensuring that funds are distributed in accordance with 119 PA 2023.

D. The Authority, as a public body, is charged with the responsibility of regulating the use of funds advanced by it to assure that such funds are being used for authorized purposes and in a manner that are in accordance with the Act and the Authority's General Rules (R 125.101, et seq., as amended) (the `Rules).

E. The Grantee has represented to the Authority that it is not debarred, is authorized to conduct business in the State of Michigan, that the signatory executing this Agreement is authorized to bind the Grantee to the terms of this Agreement and fully intends to distribute funds in accordance with the Act for housing-related purposes as described in Exhibit A attached and incorporated in this Agreement.

F. This Enhancement Grant, HRI-2024-10609-LEG, in an amount not to exceed Fifty Thousand (\$50,000.00) (the "Grant") is for housing-related activities more specifically described in Exhibit A (the `Program).

NOW, THEREFORE, in consideration of and as a condition to receiving the Grant, the Grantee agrees that:

1. The terms and conditions set forth herein are a reasonable and appropriate means to assure the use of funds in accordance with the Act, the Rules, and the Authority's Authorizing Resolutions.

2. All aspects of the Grantee's plan for the use of the Grant are specifically described in the Program attached hereto as Exhibit A, which Program is incorporated herein, and the Grantee will operate the Program as described in Exhibit A.

3. All actions of the Grantee and requirements of the Grantee's Program are subject to the terms of this Agreement, the provisions of the Act and the Rules of the Authority.
4. The activities of the Grantee will be subject to the review of and, in the discretion of the Authority, audit by Authority staff to ensure compliance with this Agreement, the Act and the Authority's Rules, and the Grantee will provide any books, records or documents in such form and at such place as the Authority may request.
5. The Grantee agrees to draw down Grant proceeds only when and, in such amounts, as may be necessary to pay for the activities as Authorized in the Act or otherwise described in Exhibit A.
6. All requests for the disbursement of Grant proceeds shall be submitted to the Chief Executive Officer and Executive Director of the Authority or their designee, shall be made in writing, and shall include the amount of Grant proceeds to be disbursed, a description of the purposes for which the proceeds are to be used, copies of invoices, billings, or such other documentation as may be necessary to demonstrate project costs, and such other information as the Chief Executive Officer and Executive Director or their designee may request.
7. If an advance or a portion of the Grant for a specific purpose is not used for that purpose due to conditions that make it impossible to use as provided herein, or if the Grantee decides not to use the money, upon such decision, the sum shall be returned to the Authority immediately.
8. Grant proceeds are to be used for housing-related activities. Accordingly, the Grantee shall, prior to disbursement of funds, prepare and submit to the Authority a detailed budget of work to be completed.
9. Any of Grantee's activities that are assisted using grant proceeds and the selection of persons for participation in the Program shall not discriminate against any person on the grounds of race, color, creed, religion, height, weight, sex, sexual orientation, age (except for a Development specifically designed for elderly occupants), national origin, handicap, or marital or familial status except as provided by law. The Grantee shall comply with all requirements imposed by Title VIII of the Civil Rights Act of 1968 (as amended by the Fair Housing Amendments Act of 1988), the Americans with Disabilities Act, the Elliott-Larsen Civil Rights Act, and the Michigan Persons with Disabilities Civil Rights Act.
10. Unless otherwise specified in Exhibit A, within 30 days from the Authority's request, the Grantee shall provide to the Authority a report including, but not limited to, all receipts, expenditures, project activities and accomplishments including a comparison of the final budget to the approved budget, and supporting documentation for claimed expenditures.
11. The Grantee assumes responsibility for any and all costs to implement the Grantee's Program exceeding the amount of the Grant.
12. All documents and reports delivered to the Grantee under this Agreement shall become and be the property of the Grantee.
13. In the event of a violation of any of the provisions of this Agreement, the Authority will notify the Grantee in writing of the violation and the Grantee will have a 30-day period in which to correct the violation. In the event the violation is not corrected to the satisfaction of the Authority within the time prescribed herein, Authority actions could include but may not be limited to:
 - a. immediately terminate the Grant, without further notice, in a writing signed by the Authority's Chief Executive Officer and Executive Director or their designee; and
 - b. recapture grant funding; and
 - c. pursue any other remedy provided at law or in the Act.
14. The Grantee hereby agrees that an election by the Authority to pursue any one remedy shall not be construed to preclude or be a waiver of the right to pursue any other remedy available to it.

15. The term of this Agreement shall commence on August 23, 2024 and shall terminate, unless extended by the Authority, on August 23, 2026.

16. The invalidity of any clause, part, or provision of this Agreement shall not affect the validity of the remaining portion hereof.

17. This Agreement may be signed in several counterparts and all so executed shall constitute one agreement, binding on all parties hereto.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

SIGNATURE PAGES TO FOLLOW

Signature Page
Enhancement Grant # HRI-2024-10609-LEG

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year shown above.

City of Potterville

By: Aaron Sheridan
Aaron Sheridan

Its: City Manager

Signature Page
Enhancement Grant # HRI-2024-10609-LEG

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year shown above.

**MICHIGAN STATE HOUSING
DEVELOPMENT AUTHORITY**

By: ___

Its:

Exhibit A
 ENHANCEMENT GRANT # HRI-2024-10609-LEG
 Grantee: City of Pottersville

Public Purpose:

The update to the City's master plan, zoning ordinance, and CIP will prioritize streamlining the development review process while creating new opportunities for development of housing of all types in Pottersville. Our priority will be creating approval processes that encourage investment in existing neighborhoods by legalizing missing middle housing and removing barriers like unnecessary parking mandates and density standards that restrict high-quality development.

During the last several, Pottersville has received numerous requests to build affordable housing that were not advanced in large part due to land use regulation constraints. This project will remove those constraints and take a strategic approach to capital investment to ensure that expenditures align with the Master Plan, which is supported by reasonable zoning regulations that drive sustainable investment in housing, as well as commercial development.

Disbursement and Use of Funds:

Up to two disbursements are available per grant. Upon request by the recipient and MSHDA's receipt of an executed contract, a recipient may receive an advance for the lesser of: 1) 50% of the total grant amount; or 2) the amount of the executed contract (if the grantee is engaging a third party). After the initial 50% disbursement, the second will be a reimbursement upon completion of the proposed activities, after verification that the initial payment has been fully expended, in accordance with the project purpose. A grantee may have two disbursements without an advance. If the first disbursement is a reimbursement, there is not a maximum amount.

The grant cannot be increased or deviated from the boilerplate language. Grant funds can only be used for expenditures that occur on or after the effective date of August 23, 2024, through August 23, 2026.

Progress Reports and Final Reporting:

A final narrative report that summarizes the changes made as a result of the eligible activities during the grant term is required. An accounting of Grantee's actual expenditure of all funds on the Project over the grant period is required, including the breakdown of Grantee's actual use of Grant funds on the Project within each applicable category of the Budget, and corresponding copies of supporting documentation of such expenditures, such as receipts, general ledgers, or other evidence of expenditure activity statements; the Grantee's estimated percentage of completion of the Project; and any other information deemed relevant by Grantee to support the grant activities actually performed. Each Financial Status Report (FSR) and Quarterly Update must be submitted on the MSHDA IGX grant management system by the designated authorized signatory. A FSR is required for payment disbursement. Quarterly Updates must be submitted 30 days after the end of a calendar quarter.

Reporting requirements include the following:

1. Summary of Changes
2. Two Financial Status Reports
3. Calendar year Quarterly Updates

Budget:

Component/Activity	Approved MSHDA Funds	Leveraged Funds (OPTIONAL)	Total Budget
Master Plan Update	\$10,000.00	\$5,000.00	
Capital Improvement Plan	\$7,000.00	\$0.00	
Zoning Ordinance	\$30,000.00	\$10,000.00	

Administrative Costs	\$3,000.00	\$0.00	
Total	\$50,000.00	\$15,000.00	\$65,000.00