

## City of Potterville - Council Agenda

Thursday, December 19, 2024 at 6:00 p.m. – Potterville City Hall, 319 N. Nelson Street

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**A. Call to Order:**

**B. Pledge of Allegiance:**

**C. Roll Call:**

**D. Approval of Agenda:**

**E. Approval of Minutes:** Regular Meeting November 21, 2024

**F. Approval of Bills: General Bills - \$87,053.77 + \$5603.45**

**TOTAL AP = \$92,657.22**

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

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

**I. Communications:**

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

**K. New Business:**

1. The City Council is expected to enter a closed session pursuant to the Open Meetings Act MCL.15.268(e) to consult with its attorney regarding trial and/or settlement strategy in connection with the legal case - City of Potterville v C & D Hughes, Inc.”
2. Settlement and Release Document for East Cherry Street- Utilities
3. Public Hearing – City of Potterville Parks and Recreation Five Year Plan
4. Appointments to ZBA and reappoint TIFA
5. Resolution No. 2024-1219-12 – Poverty Exemption
6. 2025 Annual Meeting Calendar Dates

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

**M. Communications from the Council:**

**N. Next Regular Meeting:** Thursday, January 16, 2025, at 6:00 p.m.

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

**P. Adjourn:**

# City of Potterville

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

The City Council Meeting was called to order by Mayor Lenneman on Thursday, November 21, 2024, at 6:00 pm at City Hall and the Pledge of Allegiance was recited.

**Roll Call:** Present: Mayor Lenneman, Member Connor, Member Myers-Southerly, and Member Ranshaw and Member Sweeney.

**Absent:** Deputy Mayor Potter and Member Nichols

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

**Approval of Minutes:** Motion by Member Ranshaw. Supported by Member Myers-Southerly. Vote: Unanimous. Motion Carried (5-0).

**Approval of Bills:** Motion to pay General Bills in the amount of \$201,025.53 by Member Myers-Southerly. Supported by Member Ranshaw. Roll Call Vote: Unanimous. Motion Carried (5-0).

**Public Comment on Agenda Items:** None

**Appointments to the Planning Commission:** Motion by Mayor Lenneman to re-appoint Mark Swanson, George Kepler and John McNett and appoint Libby Ranshaw, and Ronald Runyan to the Planning Commission. Supported by Member Sweeney. Vote: Unanimous. Motion Carried (5-0).

**Appointments to the Zoning Board of Appeals:** Motion by Mayor Lenneman to re-appoint Ronald Norman, Larissa Ballard, Joe Briston, JR and appoint Trevor Hunt and Mike Ross to the Zoning Board of Appeals. Supported by Member Myers-Southerly. Vote: Unanimous. Motion Carried (5-0).

**Appointment to the Tax Increment Finance Authority:** Motion by Mayor Lenneman to appoint Rudy Othmer to the Tax Increment Finance Authority. Supported by Member Myers-Southerly. Vote: Unanimous. Motion Carried (5-0).

**Proposals for Well #3:** Motion by Mayor Lenneman to accept Northern Pump & Well proposal. Supported by Member Connor. Vote: Unanimous. Motion Carried (5-0).

# City of Potterville

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**Excuse Absent Members:** Motion by Mayor Lenneman to excuse Deputy Mayor Potter and Member Nichols. Supported by Member Myers-Southerly. Vote: Unanimous. Motion Carried. (5-0)

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

**Next Regular Meeting:** December 19, 2024

**Meeting Adjourned:** 6:42 pm

Respectfully Submitted by:

*Becky Dolman*, City Clerk

12/12/2024 03:33 PM  
 User: RDOLMAN  
 DB: Pottersville

CUSTOM INVOICE REPORT FOR CITY OF POTTERVILLE  
 EXP CHECK RUN DATES 11/22/2024 - 12/12/2024  
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
 BANK CODE: GEN

Page: 1/3

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: ABFALTER REPAIR LLC		
401	REPLACED HYDRUALIC HOSE AND UNFROZE PLOW ON PLOW TRUCK, FAX MOTOR WIRING IN BACKHOE	665.82
407	CUT ALL OLD BRACKETS OFF BOX BLADE AND WELDED NEW BRACKETS ON	1,720.85
TOTAL VENDOR ABFALTER REPAIR LLC		2,386.67
VENDOR NAME: ACE HARDWARE-GRAND LEDGE		
9526	SUPPLIES	11.99
TOTAL VENDOR ACE HARDWARE-GRAND LEDGE		11.99
VENDOR NAME: APPLIED IMAGING		
2687697	EQUIPMENT AND PRINTING	120.82
TOTAL VENDOR APPLIED IMAGING		120.82
VENDOR NAME: AT&T		
OCT 4- NOV 3, 2024	SOFTBALL FIELDS INTERNET	68.75
TOTAL VENDOR AT&T		68.75
VENDOR NAME: BEST PLUMBING SPECIALTIES, INC		
6302832	URINAL	117.01
TOTAL VENDOR BEST PLUMBING SPECIALTIES, INC		117.01
VENDOR NAME: CALEDONIA FARMERS ELEVATOR		
4766890	TIRE LABOR	24.00
TOTAL VENDOR CALEDONIA FARMERS ELEVATOR		24.00
VENDOR NAME: CAPITOL IRRIGATION		
12/2024	WINTERIZATION OF SOFTBALL FIELD SPRINKLERS	315.00
TOTAL VENDOR CAPITOL IRRIGATION		315.00
VENDOR NAME: CITY OF POTTERVILLE		
DEC 2024	THORNAPPLE & EXT 700-024-200-003-02	16.38
WINTER 2024	BIG THORNAPPLE	3.71
10/26-11/21/24	UTILITIES	547.01
TOTAL VENDOR CITY OF POTTERVILLE		567.10
VENDOR NAME: COMCAST		
NOV 20- DEC 19, 2024	OFFICE INTERNET	126.90
TOTAL VENDOR COMCAST		126.90
VENDOR NAME: CONSUMERS ENERGY		
NOV 2024	UTILITIES	9,335.54
TOTAL VENDOR CONSUMERS ENERGY		9,335.54
VENDOR NAME: D & L FUELS		
207160	GASOLINE	980.75
207161	DIESEL	657.69
TOTAL VENDOR D & L FUELS		1,638.44
VENDOR NAME: DELTA DENTAL		
DEC. 2024	DENTAL BENEFITS	856.38
TOTAL VENDOR DELTA DENTAL		856.38
VENDOR NAME: DIESEL EQUIPMENT		
349584	STARTER	193.06
349588	SP;EMPOD	32.76
TOTAL VENDOR DIESEL EQUIPMENT		225.82
VENDOR NAME: EGLE		
761-1280854	NPDES ANNUAL PERMIT FEE 2025	400.00
TOTAL VENDOR EGLE		400.00
VENDOR NAME: ELHORN ENGINEERING		
304740	CHLORINE TOTAL REAGENT	178.00

12/12/2024 03:33 PM  
 User: RDOLMAN  
 DB: Pottersville

CUSTOM INVOICE REPORT FOR CITY OF POTTERVILLE  
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 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
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Page: 2/3

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: ELHORN ENGINEERING		
	TOTAL VENDOR ELHORN ENGINEERING	178.00
VENDOR NAME: FERGUSON WATERWORKS- METER ACCT		
0209608	20' CBL ATENNA ASSY	1,258.52
0209612	METERS	12,768.61
	TOTAL VENDOR FERGUSON WATERWORKS- METER ACCT	14,027.13
VENDOR NAME: FORCIER, ALEXANDER		
NOV. 2024	REIMBURSEMENT FOR CDL	35.00
	TOTAL VENDOR FORCIER, ALEXANDER	35.00
VENDOR NAME: FOSTER SWIFT COLLINS & SMITH		
901181	GENERAL AND CHERRY STREET	2,750.80
	TOTAL VENDOR FOSTER SWIFT COLLINS & SMITH	2,750.80
VENDOR NAME: GORDON'S FOOD SERVICE		
809269828	CHRISTMAS COMMUNITY EVENT	240.96
	TOTAL VENDOR GORDON'S FOOD SERVICE	240.96
VENDOR NAME: GRANGER CONTAINER SERVICE, INC		
27607658	WASTE SERVICES	243.55
	TOTAL VENDOR GRANGER CONTAINER SERVICE, INC	243.55
VENDOR NAME: KENNEDY INDUSTRIES INC.		
644523	PUMP REPAIRED	16,495.00
644526	PUMP REPAIRED	12,495.00
	TOTAL VENDOR KENNEDY INDUSTRIES INC.	28,990.00
VENDOR NAME: MENARDS-LANSING WEST		
87306	VELVET GLITTER BOW, CABLE TIES	68.79
86745	SUPPLIES	153.81
	TOTAL VENDOR MENARDS-LANSING WEST	222.60
VENDOR NAME: MICHIGAN ASSN OF CLERKS		
2024	REMAINING ANNUAL COST	25.00
	TOTAL VENDOR MICHIGAN ASSN OF CLERKS	25.00
VENDOR NAME: MICHIGAN DEPT OF ENVIRONMENTAL		
761-11288771	48.00	48.00
	TOTAL VENDOR MICHIGAN DEPT OF ENVIRONMENTAL	48.00
VENDOR NAME: MMTA		
11458	WORKSHOP	149.00
	TOTAL VENDOR MMTA	149.00
VENDOR NAME: N-EAR, INC		
8478	EAR PIECE, ADAPTOR	384.94
	TOTAL VENDOR N-EAR, INC	384.94
VENDOR NAME: PAYTON ASSESSING, LLC		
NOV 2024	ASSESSING SERVICES	1,416.67
	TOTAL VENDOR PAYTON ASSESSING, LLC	1,416.67
VENDOR NAME: PHP		
DEC 2024	MEDICAL BENEFITS	5,728.40
	TOTAL VENDOR PHP	5,728.40
VENDOR NAME: POTTERVILLA APPLIED TECHNOLOGY		
DEC. 2024	INTERNET AND PHONES	3,499.15
	TOTAL VENDOR POTTERVILLA APPLIED TECHNOLOGY	3,499.15
VENDOR NAME: PROGRESSIVE ARCHITECTS,ENGINEE		
200848	MASTER PLAN	3,000.00
	TOTAL VENDOR PROGRESSIVE ARCHITECTS,ENGINEE	3,000.00

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CUSTOM INVOICE REPORT FOR CITY OF POTTERVILLE  
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Page: 3/3

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: QUILL CO		
181230765	SCISSORS, LAMINATOR, LAMINTOR SUPPLIES	272.90
TOTAL VENDOR QUILL CO		272.90
VENDOR NAME: ROSS EDUCATION HOLDINGS, INC		
24109FA39-2	ALEXANDEER FORCIER TRUCKING CDL POROGRAM	5,400.00
TOTAL VENDOR ROSS EDUCATION HOLDINGS, INC		5,400.00
VENDOR NAME: SHARE CORPORATION		
287867	ORANGE NITRILE GLOVES	247.99
TOTAL VENDOR SHARE CORPORATION		247.99
VENDOR NAME: STATE OF MICHIGAN (E) STATE POLICE		
551-647288	TOKEN FEE FROM 10/1/24-12/31/24	66.00
TOTAL VENDOR STATE OF MICHIGAN (E) STATE POLICE		66.00
VENDOR NAME: THE COUNTY JOURNAL		
284038	NOTICES PLANNING COMMISSION	118.70
284039	NOTICE OF PLANNING COMMISSION	118.70
TOTAL VENDOR THE COUNTY JOURNAL		237.40
VENDOR NAME: THE PARTS PLACE-CHARLOTTE		
274221	WIPER BLADES, HEAT SGRINK TUBING, RUBBER WIRING GROMMETTS, STARTING FLUID	46.35
274691	WIPER BLADE	4.40
27491	OIL FILTER, FUEL FILTER, LITHIUM EP GRS, STAND SWIVEL GRIPPER	259.98
274937	OIL, ANTIFREEZE, OIL DRY	211.17
TOTAL VENDOR THE PARTS PLACE-CHARLOTTE		521.90
VENDOR NAME: UNITED STATES POST OFFICE		
TAX BILLS	WINTER 2024	609.88
TOTAL VENDOR UNITED STATES POST OFFICE		609.88
VENDOR NAME: UNUM LIFE INSURANCE		
NOV. 2024	SHORT/LONG TERM DISABILITY INSURANCE	338.70
TOTAL VENDOR UNUM LIFE INSURANCE		338.70
VENDOR NAME: VERIZON WIRELESS		
61000035816	CELL PHONES	700.61
6100391408	SERVICE NOV 5- DEC 5, 2024	39.02
TOTAL VENDOR VERIZON WIRELESS		739.63
VENDOR NAME: VISION SERVICE PLAN		
DEC. 2024	VISION	152.28
TOTAL VENDOR VISION SERVICE PLAN		152.28
VENDOR NAME: WIGHTMAN		
91553	PRODUCTION WELL REPLACEMENT	1,072.50
91551	SUNSELT HILLS DEVELOPMENT PHASE 5	195.00
TOTAL VENDOR WIGHTMAN		1,267.50
VENDOR NAME: WILLIAMS FARM MACHINERY		
30805	BAR OIL, WINTER OIL,	65.97
TOTAL VENDOR WILLIAMS FARM MACHINERY		65.97
GRAND TOTAL:		87,053.77

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 DB: Potterville

CUSTOM INVOICE REPORT FOR CITY OF POTTERVILLE  
 EXP CHECK RUN DATES 12/13/2024 - 12/19/2024  
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
 BANK CODE: GEN

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: AT&T		
12112024	SOFTBALL FIELDS INTERNET	73.75
TOTAL VENDOR AT&T		73.75
VENDOR NAME: B & B TRUCK EQUIPMENT		
28102	HYDRAUTIC MOTOR	215.00
28123	SPINNER HUB	44.52
TOTAL VENDOR B & B TRUCK EQUIPMENT		259.52
VENDOR NAME: CARDMEMBER SERVICE		
11/7 - 12/5/24	POLICE OFFICE UPDATE, PARADE FOOD, PARTS	2,867.93
TOTAL VENDOR CARDMEMBER SERVICE		2,867.93
VENDOR NAME: CINTAS CORPORATION #725		
NOV. 2024	UNIFORM EXPENSE	240.72
TOTAL VENDOR CINTAS CORPORATION #725		240.72
VENDOR NAME: FALIN, TIFFANI		
OCT - DEC	MILEARGE	160.07
TOTAL VENDOR FALIN, TIFFANI		160.07
VENDOR NAME: MENARDS-LANSING WEST		
88067	ICE SCRAPERS, VENOM NITRILE	53.87
TOTAL VENDOR MENARDS-LANSING WEST		53.87
VENDOR NAME: MID MICHIGAN ELECTRICAL		
DEC. 17	REPLACE PHOTO EYE AT VERERANS PARK	100.00
TOTAL VENDOR MID MICHIGAN ELECTRICAL		100.00
VENDOR NAME: MISS DIG SYSTEM INC		
20250678	MEMBERSHIP FEE, MAINTENANCE FEE, EDUCATION & AWARENESS FEE	1,081.66
TOTAL VENDOR MISS DIG SYSTEM INC		1,081.66
VENDOR NAME: STATE OF MICHIGAN (C)		
20254	MIDEAL ID 245	180.00
TOTAL VENDOR STATE OF MICHIGAN (C)		180.00
VENDOR NAME: THE PARTS PLACE-CHARLOTTE		
275164	BATTERIES	627.57
275183	CREDIT FOR CORE DEPOSIT	(41.64)
TOTAL VENDOR THE PARTS PLACE-CHARLOTTE		585.93
GRAND TOTAL:		5,603.45

User: JWest

Bank PR (PAYROLL ACCOUNT)

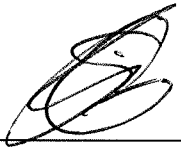
DB: Potterville

FROM 11/01/2024 TO 11/30/2024

Reconciliation Record ID: 282

GL Number	Description	Beginning Balance
750-000-001.000	CASH	7,234.93
Beginning GL Balance:		7,234.93
Add: Payroll Disbursements		3,611.35
Ending GL Balance:		10,846.28

GL Number	Description	Ending Balance
750-000-001.000	CASH	10,846.28
Ending GL Balance:		10,846.28
Ending Bank Balance:		11,403.80
Add: Deposits in Transit		0.00
Less: 0 AP Outstanding Checks		
Less: 1 PR Outstanding Checks		557.52
Adjusted Bank Balance		10,846.28
Unreconciled Difference:		0.00



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

DATE: 12-2-24



12/02/2024 11:11 AM

BANK RECONCILIATION FOR CITY OF POTTERVILLE

User: JWest

Bank TAX (TAX ACCOUNT)

DB: Potterville

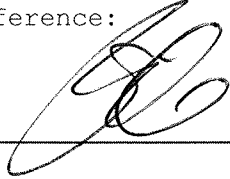
FROM 11/01/2024 TO 11/30/2024

Reconciliation Record ID: 283

GL Number	Description	Beginning Balance
703-000-001.000	CASH	48,407.04
Beginning GL Balance:		48,407.04
Add: Cash Receipts		5,123.24
Add: Tax Receipts		4,091.28
Less: Cash Disbursements		(18,841.17)
Add: Journal Entries/Other		11.45
Ending GL Balance:		38,791.84

GL Number	Description	Ending Balance
703-000-001.000	CASH	38,791.84
Ending GL Balance:		38,791.84
Ending Bank Balance:		40,168.65
Add: Miscellaneous Transactions		9.53
Add: Deposits in Transit		0.00
Less: 3 AP Outstanding Checks		1,386.34
Less: 0 PR Outstanding Checks		
Adjusted Bank Balance		38,791.84
Unreconciled Difference:		0.00

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



DATE: 12-2-24

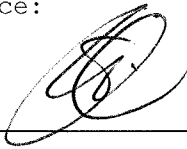
12/02/2024 10:58 AM  
User: JWest  
DB: Potterville

BANK RECONCILIATION FOR CITY OF POTTERVILLE  
Bank FEST (GIZZARD FEST)  
FROM 11/01/2024 TO 11/30/2024  
Reconciliation Record ID: 285

GL Number	Description	Beginning Balance
211-000-001.000	CASH	48,743.31
Beginning GL Balance:		48,743.31
Add: Journal Entries/Other		130.93
Ending GL Balance:		48,874.24

GL Number	Description	Ending Balance
211-000-001.000	CASH	48,874.24
Ending GL Balance:		48,874.24
Ending Bank Balance:		48,874.24
Add: Deposits in Transit		0.00
Less: 0 AP Outstanding Checks		
Less: 0 PR Outstanding Checks		
Adjusted Bank Balance		48,874.24
Unreconciled Difference:		0.00

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



DATE: \_\_\_\_\_

12-2-24

User: JWest  
DB: Potterville

Bank GEN (GENERAL POOLED ACCOUNT)  
FROM 11/01/2024 TO 11/30/2024  
Reconciliation Record ID: 281

GL Number	Description	Beginning Balance
101-000-001.000	CASH	1,394,128.50
202-000-001.000	CASH	201,361.99
203-000-001.000	CASH	75,228.68
208-000-001.000	CASH	41,089.38
370-000-001.000	CASH	
401-000-001.000	CASH	6,863.51
590-000-001.000	CASH	235,361.65
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	864,747.28
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	198,587.20

Beginning GL Balance:	3,873,873.96
Add: Cash Receipts	94,500.17
Less: Cash Disbursements	(106,156.09)
Less: Payroll Disbursements	(72,529.96)
Add: Journal Entries/Other	324,449.18
Ending GL Balance:	4,114,137.26

GL Number	Description	Ending Balance
101-000-001.000	CASH	1,409,079.76
202-000-001.000	CASH	301,858.39
203-000-001.000	CASH	165,239.49
208-000-001.000	CASH	34,701.19
370-000-001.000	CASH	
401-000-001.000	CASH	6,863.51
590-000-001.000	CASH	228,584.33
590-000-010.000	CASH IN BANK - BOND RESERVE	348,500.00
590-000-011.000	CASH IN BANK-REPLACEMENT FUND	38,133.00
591-000-001.000	CASH	857,116.81
591-000-010.000	CASH IN BANK - BOND RESERVE	195,180.00
591-000-011.000	CASH IN BANK-REPLACEMENT FUND	372,463.00
598-000-001.000	CASH	(12,144.23)
641-000-001.000	CASH	168,562.01

Ending GL Balance: 4,114,137.26

Ending Bank Balance: 4,158,082.15

Add: Miscellaneous Transactions 2,336.97

Add: Deposits in Transit

11/27/2024 Deposit ID: 1931 633.84  
CK CASHED IN NOV BUT POSTED TO DEC 35.00

Less: 20 AP Outstanding Checks 46,950.70

Less: 0 PR Outstanding Checks

Adjusted Bank Balance 4,114,137.26

Unreconciled Difference: 0.00

REVIEWED BY: 

DATE: 12-2-24

User: JWest

DB: Potterville

PERIOD ENDING 11/30/2024

GL NUMBER	DESCRIPTION	END BALANCE	2024-25	YTD BALANCE	ACTIVITY FOR
		06/30/2024	ORIGINAL	11/30/2024	MONTH 11/30/2024
		DUAL (ABNORMAL)	BUDGET DUAL	(ABNORMAL)	INCREASE (DECREASE)
Fund 101 - GENERAL FUND					
Revenues					
Dept 000					
101-000-402.000	PROPERTY TAX	620,875.80	669,190.03	641,780.28	3,238.01
101-000-403.000	SOLID WASTE TAX	79,091.52	87,969.46	84,368.40	425.67
101-000-411.000	DELINQUENT PROP TAX	216.02	200.00	816.96	0.00
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	851.00	425.50
101-000-445.000	CITY PENALTY	3,020.95	2,900.00	660.77	280.67
101-000-447.000	ADMINISTRATION FEE	32,441.83	35,580.01	23,793.44	115.91
101-000-476.000	PERMITS	6,310.00	6,000.00	3,500.00	200.00
101-000-477.000	3% CABLE T.V.	7,717.69	7,200.00	1,342.22	1,342.22
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	0.00
101-000-488.000	RECYCLING	3,200.65	1,570.00	0.00	0.00
101-000-543.010	PUBLIC ACT 302 LAW ENF.	1,068.18	550.00	599.01	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	99,426.07	0.00
101-000-574.000	ST SHARED REV - SALES TAX	327,470.00	320,000.00	62,177.00	0.00
101-000-574.100	CVTRS-CLFRF	43,206.00	41,000.00	7,408.00	0.00
101-000-574.200	CVTRS-PUBLIC SAFETY	831.00	550.00	0.00	0.00
101-000-579.000	GRANT REVENUE- STATE	267,490.34	0.00	0.00	0.00
101-000-602.000	FOIA	191.91	150.00	0.00	0.00
101-000-607.000	CHARGES FOR SERVICES - PD	207.90	150.00	55.00	20.00
101-000-656.000	FINES & FORFEITURES	2,334.59	2,000.00	463.65	90.75
101-000-665.000	INTEREST	52,064.84	45,000.00	23,955.97	4,542.45
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	206.00	0.00
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	6,575.66	75.00
101-000-677.000	SCHOOL SRO REIMBURSEMENT	47,591.77	44,428.80	12,368.33	12,368.33
101-000-684.000	MISC INCOME	728.21	0.00	40.06	0.00
101-000-687.000	INSURANCE REIMBURSEMENT	703,850.64	0.00	545.00	0.00
101-000-689.000	CASH OVER & UNDER	3.69	0.00	(0.65)	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	981,317.17	23,124.51
TOTAL REVENUES		2,496,160.71	1,531,215.05	981,317.17	23,124.51
Expenditures					
Dept 101 - CITY COUNCIL					
101-101-703.000	SALARIES	2,060.94	2,500.00	320.00	0.00
101-101-706.000	RR-CROSSING MAINTENANCE FEE	2,257.00	2,257.00	2,257.00	2,257.00
101-101-719.000	FRINGE BENEFITS	155.29	240.00	24.48	0.00
101-101-731.000	PUBLICATION	526.30	600.00	118.70	118.70
101-101-740.000	SUPPLIES	35.37	200.00	25.96	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	65,462.56	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	68,208.70	2,375.70
Dept 171 - MAYOR					
101-171-703.000	SALARIES	570.00	850.00	60.00	0.00
101-171-719.000	FRINGE BENEFITS	43.61	85.00	4.59	0.00
Total Dept 171 - MAYOR		613.61	935.00	64.59	0.00
Dept 172 - CITY MANAGER					
101-172-703.000	SALARIES	80,494.36	82,825.18	30,651.13	6,135.20
101-172-719.000	FRINGE BENEFITS	16,389.88	16,881.58	6,895.06	1,378.82
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	0.00
101-172-809.000	TRAINING	0.00	150.00	0.00	0.00
101-172-980.100	COMPUTER EQUIPMENT	0.00	500.00	0.00	0.00
Total Dept 172 - CITY MANAGER		97,024.15	100,506.76	38,715.59	7,514.02
Dept 215 - CLERK					
101-215-703.000	SALARIES	36,612.90	39,141.65	15,060.32	3,010.56
101-215-719.000	FRINGE BENEFITS	3,076.39	3,168.68	1,152.12	230.32
101-215-740.000	SUPPLIES	260.38	450.00	35.50	0.00

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PERIOD ENDING 11/30/2024

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2024 (NORMAL)	2024-25 ORIGINAL BUDGET	YTD BALANCE 11/30/2024 (NORMAL)	ACTIVITY FOR MONTH 11/30/2024 INCREASE (DECREASE)
Fund 101 - GENERAL FUND					
Expenditures					
101-215-741.000	POSTAGE	1,260.88	1,700.00	1,090.00	368.00
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	5,883.17	2,562.42
101-215-958.000	DUES AND SUBSCRIPTIONS	111.00	160.00	75.00	75.00
101-215-961.000	CONFERENCE AND WORKSHOPS	0.00	150.00	0.00	0.00
101-215-962.000	MILEAGE	0.00	0.00	52.26	52.26
101-215-980.100	COMPUTER EQUIPMENT	0.00	800.00	0.00	0.00
Total Dept 215 - CLERK		48,676.93	58,370.33	23,348.37	6,298.56
Dept 223 - AUDIT					
101-223-807.000	AUDIT	21,850.00	22,250.00	20,050.00	1,650.00
Total Dept 223 - AUDIT		21,850.00	22,250.00	20,050.00	1,650.00
Dept 253 - TREASURERS OFFICE					
101-253-703.000	SALARIES	69,513.19	71,513.31	26,464.46	5,297.28
101-253-719.000	FRINGE BENEFITS	19,830.15	21,368.34	10,180.46	1,863.84
101-253-740.000	SUPPLIES	708.94	700.00	63.41	0.00
101-253-741.000	POSTAGE	1,000.46	1,100.00	1,343.23	809.88
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	1,512.86	304.28
101-253-961.000	CONFERENCE AND WORKSHOPS	248.00	250.00	99.00	0.00
101-253-962.000	MILEAGE	49.02	0.00	8.17	8.17
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	39,671.59	8,283.45
Dept 257 - ASSESSOR					
101-257-703.000	SALARIES	1,151.39	1,186.15	448.34	89.56
101-257-719.000	FRINGE BENEFITS	620.58	630.00	204.42	37.78
101-257-731.000	PUBLICATION	269.70	450.00	0.00	0.00
101-257-740.000	SUPPLIES	37.98	250.00	0.00	0.00
101-257-741.000	POSTAGE	535.73	550.00	0.00	0.00
101-257-781.000	COMPUTER SOFTWARE	349.99	250.00	260.00	0.00
101-257-810.050	RE INSPECTION - 20%	3,450.85	3,649.45	1,477.52	268.64
101-257-813.000	BOARD OF REVIEW	1,121.63	1,500.00	0.00	0.00
101-257-818.000	CONTRACT LABOR	13,333.63	17,000.00	5,666.68	1,416.67
Total Dept 257 - ASSESSOR		20,871.48	25,465.60	8,056.96	1,812.65
Dept 265 - CITY HALL					
101-265-703.000	SALARIES	23,508.39	25,374.59	9,258.19	2,114.33
101-265-719.000	FRINGE BENEFITS	8,041.27	8,759.43	3,580.34	736.15
101-265-731.000	PUBLICATION	0.00	650.00	0.00	0.00
101-265-740.000	SUPPLIES	4,628.26	3,970.00	412.33	0.00
101-265-741.000	POSTAGE	1,110.82	1,400.00	333.95	330.00
101-265-775.000	REPAIRS & MAINT	12,322.65	900.00	161.53	0.00
101-265-781.000	COMPUTER SOFTWARE	23,978.95	20,000.00	20,912.95	3,320.15
101-265-802.000	SERVICE	1,797.02	2,100.00	371.20	70.22
101-265-818.000	CONTRACT LABOR	0.00	400.00	180.00	0.00
101-265-880.100	COMMUNITY HOLIDAY EVENT	2,250.50	2,300.00	200.00	200.00
101-265-880.200	COMMUNITY SPECIAL EVENTS	494.49	500.00	500.00	0.00
101-265-958.000	DUES AND SUBSCRIPTIONS	180.00	300.00	0.00	0.00
101-265-962.000	MILEAGE	34.30	35.00	45.71	20.10
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	35,956.20	6,790.95
Dept 266 - ATTORNEY					
101-266-801.000	ATTORNEY	53,045.44	25,000.00	23,062.67	2,872.10
Total Dept 266 - ATTORNEY		53,045.44	25,000.00	23,062.67	2,872.10
Dept 301 - POLICE					
101-301-703.000	SALARIES	214,662.44	220,641.80	83,097.95	17,058.84
101-301-703.002	OVERTIME SALARIES	8,185.98	9,000.00	6,441.37	1,730.48
101-301-719.000	FRINGE BENEFITS	54,093.97	55,160.45	26,145.02	4,986.70
101-301-728.000	UNIFORM EXPENSES	2,700.02	5,000.00	8,755.08	5,959.88

PERIOD ENDING 11/30/2024

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2024 BAL (ABNORMAL)	2024-25 ORIGINAL BUDGET BAL	YTD BALANCE 11/30/2024 BAL (ABNORMAL)	ACTIVITY FOR MTH 11/30/2024 BASE (DECREASE)
Fund 101 - GENERAL FUND					
Expenditures					
101-301-740.000	SUPPLIES	7,998.63	7,600.00	3,372.12	1,446.49
101-301-740.700	GUNS AND AMMUNITION	5,819.04	5,800.00	713.80	0.00
101-301-775.000	REPAIRS & MAINT	3,107.39	5,000.00	510.00	0.00
101-301-781.000	COMPUTER SOFTWARE	0.00	600.00	0.00	0.00
101-301-801.000	ATTORNEY	1,106.00	2,200.00	245.00	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	884.00	0.00
101-301-851.000	RADIO REPAIRS	0.00	300.00	0.00	0.00
101-301-853.000	TELEPHONE EXPENSE	2,011.30	2,100.00	809.79	202.50
101-301-862.000	GAS	0.00	500.00	82.62	0.00
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	0.00
101-301-980.100	COMPUTER EQUIPMENT	0.00	500.00	0.00	0.00
Total Dept 301 - POLICE		306,358.26	321,152.25	141,274.63	31,384.89
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	81,200.00	0.00
Total Dept 337 - EMS		129,600.00	160,000.00	81,200.00	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	2,660.16	2,660.16
Total Dept 441 - DPW		10,550.31	7,300.00	2,660.16	2,660.16
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	10,311.74	3,000.00
Total Dept 701 - PLANNING COMMISSION		490.59	39,700.00	10,311.74	3,000.00
Dept 702 - ZONING					
101-702-703.000	SALARIES	40,061.43	41,263.27	15,252.95	3,053.10
101-702-719.000	FRINGE BENEFITS	3,340.20	3,440.40	1,166.86	233.56
101-702-731.000	PUBLICATION	523.30	1,300.00	0.00	0.00
101-702-740.000	SUPPLIES	217.79	700.00	73.00	73.00
101-702-853.000	TELEPHONE EXPENSE	891.80	930.00	256.20	53.77
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	16,749.01	3,413.43
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	11,656.56	0.00
Total Dept 906 - DEBT SERVICE		64,145.41	63,278.75	36,826.56	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

12/11/2024 03:19 PM

## REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

Page:

4/15

User: JWest

DB: Potterville

PERIOD ENDING 11/30/2024

GL NUMBER	DESCRIPTION	END BALANCE	2024-25	YTD BALANCE	ACTIVITY FOR
		06/30/2024	ORIGINAL	11/30/2024	MONTH 11/30/2024
		NORMAL (ABNORMAL)	BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)
Fund 101 - GENERAL FUND					
Expenditures					
101-966-965.203	CONTRIB TO LOCAL STREET FUND	260,280.72	82,686.76	0.00	0.00
101-966-965.208	CONTRIB TO PARK FUND	507,883.04	110,640.00	50,000.00	0.00
101-966-965.401	CONTRIB TO CAPITAL PROJECT FUND	2,654.00	2,654.00	2,654.00	0.00
101-966-965.590	CONTRIBUTION TO SEWER FUND	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	12,000.00	12,000.00
101-966-965.641	CONTRIB TO EQP REPAIR & REPL	381,867.30	155,793.45	80,000.00	0.00
Total Dept 966 - CONTRIBUTIONS TO OTHER FUNDS		1,282,772.34	363,774.21	144,654.00	12,000.00
TOTAL EXPENDITURES		2,321,563.29	1,480,189.24	690,810.77	90,055.91
Fund 101 - GENERAL FUND:					
TOTAL REVENUES		2,496,160.71	1,531,215.05	981,317.17	23,124.51
TOTAL EXPENDITURES		2,321,563.29	1,480,189.24	690,810.77	90,055.91
NET OF REVENUES & EXPENDITURES		174,597.42	51,025.81	290,506.40	(66,931.40)
BEG. FUND BALANCE		922,039.01	1,096,636.43	1,096,636.43	
END FUND BALANCE		1,096,636.43	1,147,662.24	1,387,142.83	

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PERIOD ENDING 11/30/2024

GL NUMBER	DESCRIPTION	END BALANCE	2024-25	YTD BALANCE	ACTIVITY FOR
		06/30/2024	ORIGINAL	11/30/2024	MONTH 11/30/2024
		(NORMAL)	BUDGET	(NORMAL)	INCREASE (DECREASE)
Fund 202 - MAJOR STREET FUND					
Revenues					
Dept 000					
202-000-451.200	SPEC ASSESSMENT ROAD - SUNSET	4,894.29	4,894.29	5,341.47	0.00
202-000-553.000	ACT 51	253,134.51	231,000.00	66,484.74	21,008.89
202-000-579.000	GRANT REVENUE- STATE	83,333.33	0.00	0.00	0.00
202-000-582.000	COUNTY ROAD MILL 2014	44,000.00	44,000.00	1,760.62	0.00
202-000-665.000	INTEREST	12,133.87	12,000.00	5,187.01	1,117.61
202-000-699.101	GF CONTRIBUTION	96,400.81	0.00	0.00	0.00
Total Dept 000		493,896.81	291,894.29	78,773.84	22,126.50
TOTAL REVENUES		493,896.81	291,894.29	78,773.84	22,126.50
Expenditures					
Dept 463 - ROUTINE MAINT					
202-463-699.203	TRANSFER TO LOCAL STREETS	87,500.00	87,500.00	87,500.00	0.00
202-463-782.000	STREET MATERIALS & SUPPLIES	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	78,000.00	0.00
Total Dept 463 - ROUTINE MAINT		332,094.14	169,500.00	165,500.00	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	1,840.93	1,840.93
Total Dept 478 - WINTER MAINT		0.00	600.00	1,840.93	1,840.93
Dept 480 - CONSTRUCTION					
202-480-803.000	ENGINEERS FEES	36,291.11	80,000.00	13,502.14	1,072.50
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	13,502.14	1,072.50
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	2,931.28	0.00
Total Dept 906 - DEBT SERVICE		17,425.06	17,126.49	2,931.28	0.00
TOTAL EXPENDITURES		396,927.81	467,476.49	183,774.35	2,913.43
Fund 202 - MAJOR STREET FUND:					
TOTAL REVENUES		493,896.81	291,894.29	78,773.84	22,126.50
TOTAL EXPENDITURES		396,927.81	467,476.49	183,774.35	2,913.43
NET OF REVENUES & EXPENDITURES		96,969.00	(175,582.20)	(105,000.51)	19,213.07
BEG. FUND BALANCE		309,889.90	406,858.90	406,858.90	
END FUND BALANCE		406,858.90	231,276.70	301,858.39	



12/11/2024 03:19 PM

## REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

Page:

6/15

User: JWest

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PERIOD ENDING 11/30/2024

GL NUMBER	DESCRIPTION	END BALANCE	2024-25	YTD BALANCE	ACTIVITY FOR
		06/30/2024	ORIGINAL	11/30/2024	MONTH 11/30/2024
		{MAL (ABNORMAL)}	BUDGET{MAL	{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	22,368.39	0.00
203-000-553.000	ACT 51	100,665.86	97,000.00	26,603.70	8,406.65
203-000-579.000	GRANT REVENUE- STATE	83,333.33	0.00	0.00	0.00
203-000-582.000	COUNTY ROAD MILL 2014	35,257.36	35,000.00	10,477.52	0.00
203-000-665.000	INTEREST	1,213.37	1,200.00	518.70	111.76
203-000-699.001	CONTRIBUTIONS FROM MAJOR STREET FUND	87,500.00	87,500.00	87,500.00	0.00
203-000-699.101	GF CONTRIBUTION	260,280.72	82,686.76	0.00	0.00
Total Dept 000		598,116.94	333,253.06	147,468.31	8,518.41
TOTAL REVENUES		598,116.94	333,253.06	147,468.31	8,518.41
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	25,000.00	0.00
Total Dept 463 - ROUTINE MAINT		190,783.84	25,000.00	25,000.00	0.00
Dept 478 - WINTER MAINT					
203-478-782.000	STREET MATERIALS & SUPPLIES	64.60	600.00	1,840.93	1,840.93
Total Dept 478 - WINTER MAINT		64.60	600.00	1,840.93	1,840.93
Dept 480 - CONSTRUCTION					
203-480-803.000	ENGINEERS FEES	826.25	2,500.00	975.00	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	975.00	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	50,686.53	0.00
Total Dept 906 - DEBT SERVICE		302,299.61	300,286.76	85,516.53	0.00
TOTAL EXPENDITURES		505,091.80	333,386.76	113,332.46	1,840.93
Fund 203 - LOCAL STREET FUND:					
TOTAL REVENUES		598,116.94	333,253.06	147,468.31	8,518.41
TOTAL EXPENDITURES		505,091.80	333,386.76	113,332.46	1,840.93
NET OF REVENUES & EXPENDITURES		93,025.14	(133.70)	34,135.85	6,677.48
BEG. FUND BALANCE		38,078.50	131,103.64	131,103.64	
END FUND BALANCE		131,103.64	130,969.94	165,239.49	

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PERIOD ENDING 11/30/2024

GL NUMBER	DESCRIPTION	END BALANCE	2024-25	YTD BALANCE	ACTIVITY FOR
		06/30/2024	ORIGINAL	11/30/2024	MONTH 11/30/2024
		(NORMAL)	(NORMAL)	(NORMAL)	(INCREASE)
Fund 208 - PARK FUND					
Revenues					
Dept 000					
208-000-478.030	CONCESSIONS	27,204.92	28,000.00	13,291.21	0.00
208-000-478.070	FIELD RENTAL	25,067.00	21,000.00	14,632.00	0.00
208-000-478.084	FLAG FOOTBALL	1,035.00	1,050.00	1,350.00	0.00
208-000-478.090	YOUTH FEES	10,175.00	10,000.00	0.00	0.00
208-000-667.000	PAVILION RENT	1,715.00	1,550.00	770.00	0.00
208-000-667.020	TIFA PAVILION - COMMUNITY CEN	2,525.00	2,200.00	350.00	0.00
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	0.00
208-000-699.101	GF CONTRIBUTION	507,883.04	110,640.00	50,000.00	0.00
Total Dept 000		576,704.96	174,690.00	80,743.21	0.00
TOTAL REVENUES		576,704.96	174,690.00	80,743.21	0.00
Expenditures					
Dept 751 - PARK ADMIN					
208-751-703.000	SALARIES	56,393.33	54,600.00	20,953.39	3,897.18
208-751-703.002	OVERTIME SALARIES	1,218.03	295.00	290.24	0.00
208-751-719.000	FRINGE BENEFITS	21,095.37	21,500.00	10,781.80	1,915.35
208-751-728.000	UNIFORM EXPENSES	570.00	600.00	0.00	0.00
208-751-731.000	PUBLICATION	892.16	1,000.00	446.08	0.00
208-751-740.000	SUPPLIES	5,999.95	5,000.00	937.79	0.00
208-751-781.000	COMPUTER SOFTWARE	0.00	150.00	0.00	0.00
208-751-803.000	ENGINEERS FEES	8,182.50	3,000.00	7,160.98	0.00
208-751-809.000	TRAINING	1,511.80	0.00	0.00	0.00
208-751-810.000	EXPENSE	0.00	0.00	20,478.22	0.00
208-751-810.100	GRANT EXPENSE	190,811.63	5,000.00	2,747.57	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	269.93	67.50
208-751-913.000	INSURANCE-LIAB & WORKMAN COMP	10,055.74	10,075.00	10,921.44	0.00
208-751-962.000	MILEAGE	680.23	700.00	360.76	0.00
Total Dept 751 - PARK ADMIN		470,476.74	105,320.00	75,348.20	5,880.03
Dept 770 - LAKE ALLIANCE MAINTENANCE					
208-770-740.000	SUPPLIES	8,159.32	4,500.00	2,520.00	0.00
208-770-775.000	REPAIRS & MAINT	24,585.21	5,000.00	356.82	50.82
208-770-802.000	SERVICE	895.84	1,100.00	274.84	274.84
208-770-920.000	UTILITIES	9,896.51	13,100.00	2,936.50	194.36
Total Dept 770 - LAKE ALLIANCE MAINTENANCE		43,536.88	23,700.00	6,088.16	520.02
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	712.62	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	712.62	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	6.35	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	6.35	0.00
Dept 777 - BALLFIELD					
208-777-740.000	SUPPLIES	1,247.82	2,500.00	1,146.00	0.00
208-777-744.000	YOUTH FEES (UNIFORMS,ETC.)	8,697.30	8,700.00	0.00	0.00
208-777-745.000	YOUTH UMPIRE FEES	3,445.00	3,200.00	640.00	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	1,786.00	0.00

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## REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

Page:

8/15

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PERIOD ENDING 11/30/2024

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2024 NORMAL (ABNORMAL)	2024-25 ORIGINAL BUDGET	YTD BALANCE 11/30/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 11/30/2024 INCREASE (DECREASE)
Fund 208 - PARK FUND					
Expenditures					
Dept 778 - CONCESSIONS					
208-778-703.000	SALARIES	5,199.49	4,900.00	3,577.59	590.77
208-778-719.000	FRINGE BENEFITS	584.18	590.00	386.45	62.32
208-778-740.000	SUPPLIES	12,923.84	13,500.00	4,190.29	0.00
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	226.76	43.28
Total Dept 778 - CONCESSIONS		20,412.23	21,070.00	8,381.09	696.37
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	92,322.42	7,096.42
Fund 208 - PARK FUND:					
TOTAL REVENUES		576,704.96	174,690.00	80,743.21	0.00
TOTAL EXPENDITURES		563,312.87	174,690.00	92,322.42	7,096.42
NET OF REVENUES & EXPENDITURES		13,392.09	0.00	(11,579.21)	(7,096.42)
BEG. FUND BALANCE		37,198.15	50,590.24	50,590.24	
END FUND BALANCE		50,590.24	50,590.24	39,011.03	

PERIOD ENDING 11/30/2024

GL NUMBER	DESCRIPTION	END BALANCE	2024-25	YTD BALANCE	ACTIVITY FOR
		06/30/2024	ORIGINAL	11/30/2024	MONTH 11/30/2024
		{MAL (ABNORMAL)	BUDGET	{MAL (ABNORMAL)	BASE (DECREASE)
Fund 211 - GIZZARD FEST					
Revenues					
Dept 000					
211-000-665.000	INTEREST	1,696.20	1,600.00	775.94	130.93
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	400.00	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	0.00
211-000-697.000	PALLET RAFFLE-BENTON TWP EMERGENCY SERVI	2,050.00	1,100.00	0.00	0.00
Total Dept 000		61,202.70	50,650.00	1,202.44	130.93
TOTAL REVENUES		61,202.70	50,650.00	1,202.44	130.93
Expenditures					
Dept 779 - SPECIAL EVENTS					
211-779-740.000	SUPPLIES	6,537.94	8,000.00	509.64	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	5,160.37	0.00
211-779-880.300	COMMUNITY SPECIAL EVENTS/GIZZARDFEST	14.95	20.00	0.00	0.00
211-779-880.500	PAGEANT	999.50	1,000.00	0.00	0.00
211-779-880.600	RACE	6,044.61	4,000.00	200.00	0.00
Total Dept 779 - SPECIAL EVENTS		50,695.33	47,520.00	5,870.01	0.00
TOTAL EXPENDITURES		50,695.33	47,520.00	5,870.01	0.00
Fund 211 - GIZZARD FEST :					
TOTAL REVENUES		61,202.70	50,650.00	1,202.44	130.93
TOTAL EXPENDITURES		50,695.33	47,520.00	5,870.01	0.00
NET OF REVENUES & EXPENDITURES		10,507.37	3,130.00	(4,667.57)	130.93
BEG. FUND BALANCE		43,034.44	53,541.81	53,541.81	
END FUND BALANCE		53,541.81	56,671.81	48,874.24	

PERIOD ENDING 11/30/2024

GL NUMBER	DESCRIPTION	END BALANCE	2024-25	YTD BALANCE	ACTIVITY FOR
		06/30/2024	ORIGINAL	11/30/2024	MONTH 11/30/2024
		AMOUNT (ABNORMAL)	BUDGET AMOUNT	AMOUNT (ABNORMAL)	INCREASE (DECREASE)
Fund 247 - TAX INCREMENT FINANCING AUTHOR					
Revenues					
Dept 728 - TIFA DEPT					
247-728-401.000	PROPERTY TAXES	183,809.96	198,266.61	159,460.86	0.00
247-728-573.000	LOCAL COMMUNITY STABILIZATION	22,561.19	23,732.63	22,685.72	0.00
247-728-665.000	INTEREST INCOME	8,404.88	6,000.00	465.73	103.87
Total Dept 728 - TIFA DEPT		214,776.03	227,999.24	182,612.31	103.87
TOTAL REVENUES		214,776.03	227,999.24	182,612.31	103.87
Expenditures					
Dept 728 - TIFA DEPT					
247-728-703.005	WAGES - OTHER	4,974.97	5,025.00	2,041.66	408.33
247-728-727.000	OFFICE EXPENSE	1,000.00	1,120.00	0.00	0.00
247-728-731.000	PUBLICATION	0.00	300.00	0.00	0.00
247-728-801.000	ATTORNEY	0.00	500.00	0.00	0.00
247-728-803.000	ENGINEERS FEES	32,851.21	15,000.00	8,102.50	2,742.50
247-728-807.000	AUDIT	4,350.00	4,600.00	4,400.00	0.00
247-728-967.000	SIDEWALK AND LIGHTING IMPROVE	121,332.94	0.00	0.00	0.00
247-728-970.000	CAPITAL OUTLAY	56,061.78	20,000.00	27,847.90	0.00
247-728-992.000	BOND PRINCIPAL	50,000.00	55,000.00	55,000.00	0.00
247-728-993.000	BOND INTEREST	15,282.50	12,945.00	7,091.25	0.00
Total Dept 728 - TIFA DEPT		285,853.40	114,490.00	104,483.31	3,150.83
TOTAL EXPENDITURES		285,853.40	114,490.00	104,483.31	3,150.83
Fund 247 - TAX INCREMENT FINANCING AUTHOR:					
TOTAL REVENUES		214,776.03	227,999.24	182,612.31	103.87
TOTAL EXPENDITURES		285,853.40	114,490.00	104,483.31	3,150.83
NET OF REVENUES & EXPENDITURES		(71,077.37)	113,509.24	78,129.00	(3,046.96)
BEG. FUND BALANCE		161,213.27	90,135.90	90,135.90	
END FUND BALANCE		90,135.90	203,645.14	168,264.90	

PERIOD ENDING 11/30/2024

GL NUMBER	DESCRIPTION	END BALANCE	2024-25	YTD BALANCE	ACTIVITY FOR
		06/30/2024	ORIGINAL	11/30/2024	MONTH 11/30/2024
		NORMAL (ABNORMAL)	BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)
Fund 401 - CAPITAL PROJECT FUND- DOWNTOWN					
Revenues					
Dept 000					
401-000-699.100	TRANSFER IN	2,654.00	2,654.00	2,654.00	0.00
Total Dept 000		2,654.00	2,654.00	2,654.00	0.00
TOTAL REVENUES		2,654.00	2,654.00	2,654.00	0.00
Expenditures					
Dept 729 - DOWNTOWN					
401-729-740.600	LANDSCAPING SUPPLIES	1,301.56	3,000.00	542.21	0.00
401-729-818.000	CONTRACT LABOR	420.00	600.00	0.00	0.00
Total Dept 729 - DOWNTOWN		1,721.56	3,600.00	542.21	0.00
TOTAL EXPENDITURES		1,721.56	3,600.00	542.21	0.00
Fund 401 - CAPITAL PROJECT FUND- DOWNTOWN:					
TOTAL REVENUES		2,654.00	2,654.00	2,654.00	0.00
TOTAL EXPENDITURES		1,721.56	3,600.00	542.21	0.00
NET OF REVENUES & EXPENDITURES		932.44	(946.00)	2,111.79	0.00
BEG. FUND BALANCE		3,819.28	4,751.72	4,751.72	
END FUND BALANCE		4,751.72	3,805.72	6,863.51	

PERIOD ENDING 11/30/2024

GL NUMBER	DESCRIPTION	END BALANCE	2024-25	YTD BALANCE	ACTIVITY FOR
		06/30/2024	ORIGINAL	11/30/2024	MONTH 11/30/2024
		AMAL (ABNORMAL)	BUDGET	AMAL (ABNORMAL)	BASE (DECREASE)
Fund 590 - SEWER FUND					
Revenues					
Dept 000					
590-000-642.000	BILLS	159,329.53	159,000.00	62,886.22	6.78
590-000-642.001	FIXED COSTS	495,729.94	495,000.00	169,753.00	53.02
590-000-656.000	FINES & FORFEITURES	18,516.56	17,000.00	6,960.71	1,413.46
590-000-665.000	INTEREST	18,200.78	18,000.00	7,780.51	1,676.41
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	252,680.44	3,149.67
TOTAL REVENUES		758,930.11	716,850.00	252,680.44	3,149.67
Expenditures					
Dept 537 - ADMINISTRATIVE					
590-537-775.000	REPAIRS & MAINT	8,449.50	3,000.00	1,980.50	996.00
590-537-809.000	TRAINING	430.00	500.00	140.00	0.00
Total Dept 537 - ADMINISTRATIVE		8,879.50	3,500.00	2,120.50	996.00
Dept 556 - DPW					
590-556-740.000	SUPPLIES	9,331.69	8,000.00	8,073.95	0.00
590-556-743.000	METERS	3,845.13	5,000.00	276.54	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	11,024.87	733.75
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	100,000.00	0.00
590-556-968.000	DEPRECIATION EXPENSE	293,859.00	0.00	0.00	0.00
590-556-970.000	CAPITAL OUTLAY	21,302.59	25,000.00	0.00	0.00
Total Dept 556 - DPW		561,042.58	257,500.00	119,375.36	733.75
Dept 906 - DEBT SERVICE					
590-906-991.000	DEBT SERVICE - PRINCIPAL	0.00	173,000.00	44,000.00	0.00
590-906-993.000	BOND INTEREST	197,516.30	201,746.00	71,358.75	0.00
Total Dept 906 - DEBT SERVICE		197,516.30	374,746.00	115,358.75	0.00
TOTAL EXPENDITURES		767,438.38	635,746.00	236,854.61	1,729.75
Fund 590 - SEWER FUND:					
TOTAL REVENUES		758,930.11	716,850.00	252,680.44	3,149.67
TOTAL EXPENDITURES		767,438.38	635,746.00	236,854.61	1,729.75
NET OF REVENUES & EXPENDITURES		(8,508.27)	81,104.00	15,825.83	1,419.92
BEG. FUND BALANCE		2,967,054.03	2,958,545.76	2,958,545.76	
END FUND BALANCE		2,958,545.76	3,039,649.76	2,974,371.59	

PERIOD ENDING 11/30/2024

GL NUMBER	DESCRIPTION	END BALANCE	2024-25	YTD BALANCE	ACTIVITY FOR
		06/30/2024	ORIGINAL	11/30/2024	MONTH 11/30/2024
		(NORMAL)	BUDGET	(NORMAL)	INCREASE (DECREASE)
Fund 591 - WATER FUND					
Revenues					
Dept 000					
591-000-642.000	BILLS	223,594.47	256,323.09	106,739.12	11.47
591-000-642.001	FIXED COSTS	421,334.45	483,000.00	175,391.76	55.41
591-000-644.000	PENALTIES	750.00	710.00	730.00	180.00
591-000-656.000	FINES & FORFEITURES	17,254.80	17,000.00	7,717.27	1,658.13
591-000-665.000	INTEREST	41,255.07	41,000.00	17,635.82	3,799.87
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	385.00	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	314,241.48	5,704.88
TOTAL REVENUES		782,659.83	817,183.09	314,241.48	5,704.88
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	1,166.42	232.62
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	1,166.42	232.62
Dept 556 - DPW					
591-556-740.000	SUPPLIES	3,342.55	4,000.00	2,808.64	201.40
591-556-743.000	METERS	4,158.00	5,000.00	1,265.00	0.00
591-556-775.000	REPAIRS & MAINT	47,218.15	10,000.00	13,728.33	13,040.00
591-556-802.000	SERVICE	40,372.91	14,000.00	6,414.38	1,534.38
591-556-803.000	ENGINEERS FEES	27,114.58	29,000.00	11,024.86	733.75
591-556-818.000	CONTRACT LABOR	20,791.15	0.00	0.00	0.00
591-556-965.600	CONTRIBUTION TO 641 LABOR & EQUIPMENT	200,000.00	200,000.00	100,000.00	0.00
591-556-968.000	DEPRECIATION EXPENSE	157,718.00	0.00	0.00	0.00
591-556-970.000	CAPITAL OUTLAY	0.00	45,000.00	46,162.36	0.00
Total Dept 556 - DPW		500,715.34	307,000.00	181,403.57	15,509.53
Dept 906 - DEBT SERVICE					
591-906-992.000	BOND PRINCIPAL	0.00	100,000.00	27,000.00	0.00
591-906-993.000	BOND INTEREST	111,200.87	109,898.00	41,263.75	0.00
Total Dept 906 - DEBT SERVICE		111,200.87	209,898.00	68,263.75	0.00
TOTAL EXPENDITURES		620,745.19	527,248.00	250,833.74	15,742.15
Fund 591 - WATER FUND:					
TOTAL REVENUES		782,659.83	817,183.09	314,241.48	5,704.88
TOTAL EXPENDITURES		620,745.19	527,248.00	250,833.74	15,742.15
NET OF REVENUES & EXPENDITURES		161,914.64	289,935.09	63,407.74	(10,037.27)
BEG. FUND BALANCE		3,021,705.77	3,183,620.41	3,183,620.41	
END FUND BALANCE		3,183,620.41	3,473,555.50	3,247,028.15	



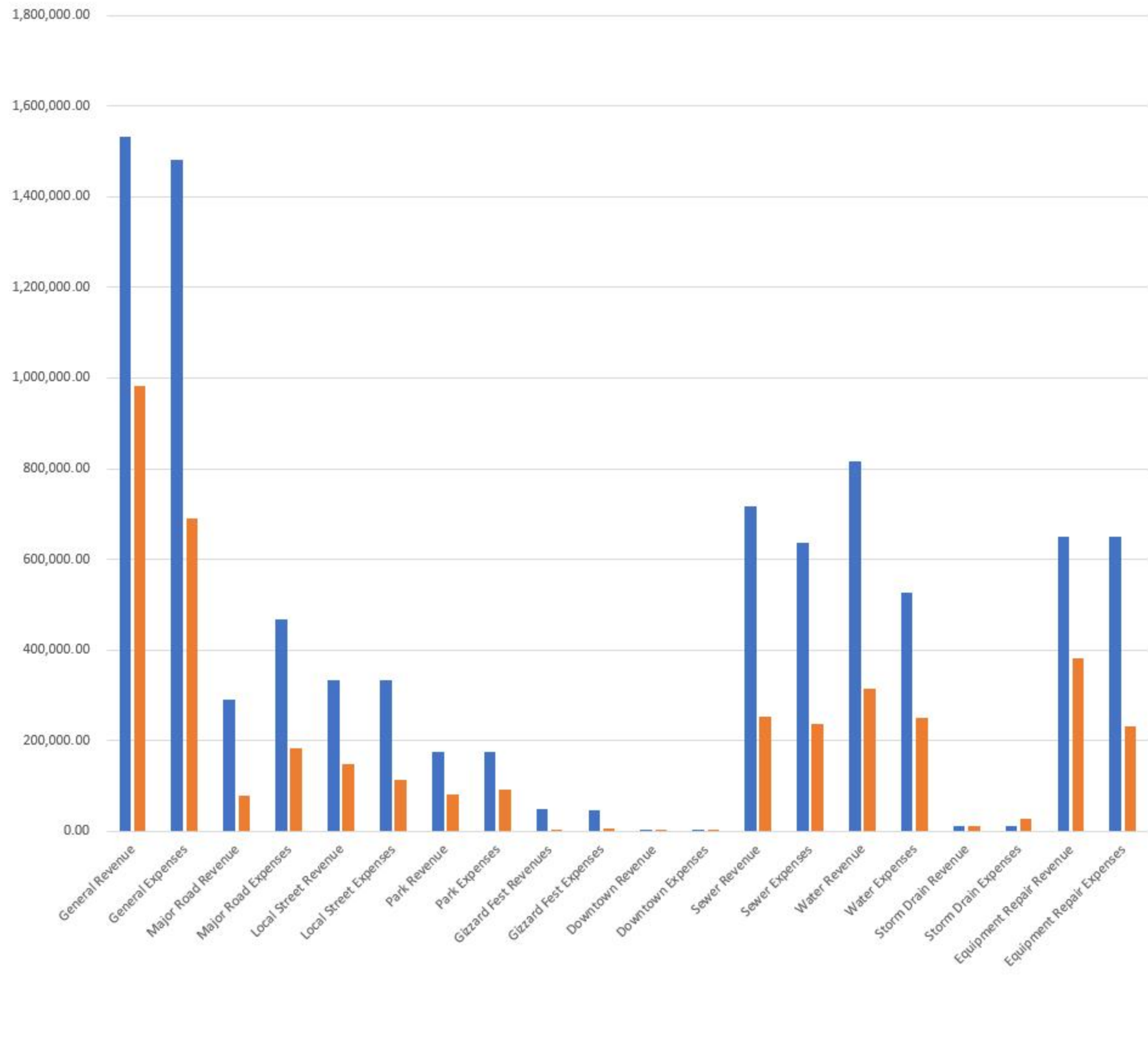
PERIOD ENDING 11/30/2024

GL NUMBER	DESCRIPTION	END BALANCE	2024-25	YTD BALANCE	ACTIVITY FOR
		06/30/2024	ORIGINAL	11/30/2024	MONTH 11/30/2024
		NORMAL (ABNORMAL)	BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)
Fund 598 - STORM DRAIN MAINTENANCE					
Revenues					
Dept 000					
598-000-699.101	GF CONTRIBUTION	0.00	12,000.00	12,000.00	12,000.00
Total Dept 000		0.00	12,000.00	12,000.00	12,000.00
TOTAL REVENUES		0.00	12,000.00	12,000.00	12,000.00
Expenditures					
Dept 556 - DPW					
598-556-818.000	CONTRACT LABOR	0.00	12,000.00	29,177.49	20,800.00
Total Dept 556 - DPW		0.00	12,000.00	29,177.49	20,800.00
TOTAL EXPENDITURES		0.00	12,000.00	29,177.49	20,800.00
Fund 598 - STORM DRAIN MAINTENANCE:					
TOTAL REVENUES		0.00	12,000.00	12,000.00	12,000.00
TOTAL EXPENDITURES		0.00	12,000.00	29,177.49	20,800.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	(17,177.49)	(8,800.00)
BEG. FUND BALANCE		5,033.26	5,033.26	5,033.26	
END FUND BALANCE		5,033.26	5,033.26	(12,144.23)	

PERIOD ENDING 11/30/2024

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2024 BAL (ABNORMAL)	2024-25 ORIGINAL BUDGET	YTD BALANCE 11/30/2024 BAL (ABNORMAL)	ACTIVITY FOR MTH 11/30/2024 BASE (DECREASE)
Fund 641 - EQUIPMENT REPAIR & REPLACEMENT					
Revenues					
Dept 000					
641-000-699.100	OPERATING TRANSFER-IN	874,867.30	648,793.45	383,000.00	0.00
Total Dept 000		874,867.30	648,793.45	383,000.00	0.00
TOTAL REVENUES		874,867.30	648,793.45	383,000.00	0.00
Expenditures					
Dept 932 - EQUIPMENT REPAIR ACTIVITY					
641-932-703.000	SALARIES	273,012.70	278,567.04	99,886.57	15,234.65
641-932-703.002	OVERTIME SALARIES	22,657.41	16,000.00	7,747.56	2,008.86
641-932-703.004	FAMILIES FIRST CORONAVIRUS RESPONSE ACT	0.00	0.00	811.41	0.00
641-932-719.000	FRINGE BENEFITS	73,343.69	75,426.41	33,119.99	5,498.18
641-932-728.000	UNIFORM EXPENSES	6,209.24	5,000.00	1,005.26	273.60
641-932-740.000	SUPPLIES	26,400.10	25,000.00	10,617.39	959.00
641-932-775.000	REPAIRS & MAINT	57,588.12	54,000.00	17,258.56	5,133.83
641-932-782.000	STREET MATERIALS & SUPPLIES	6,995.51	10,000.00	3,029.30	0.00
641-932-802.000	SERVICE	15,571.10	4,000.00	868.75	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	1,235.80	309.02
641-932-862.000	GAS	27,463.06	29,500.00	6,747.99	0.00
641-932-920.000	UTILITIES	124,831.65	130,000.00	40,511.47	3,339.96
641-932-958.000	DUES AND SUBSCRIPTIONS	697.24	900.00	495.00	395.00
641-932-962.000	MILEAGE	0.00	0.00	100.50	0.00
641-932-968.000	DEPRECIATION EXPENSE	39,881.00	0.00	0.00	0.00
641-932-970.000	CAPITAL OUTLAY	29,790.84	14,000.00	7,783.75	0.00
Total Dept 932 - EQUIPMENT REPAIR ACTIVITY		709,797.30	648,793.45	231,219.30	33,152.10
TOTAL EXPENDITURES		709,797.30	648,793.45	231,219.30	33,152.10
Fund 641 - EQUIPMENT REPAIR & REPLACEMENT:					
TOTAL REVENUES		874,867.30	648,793.45	383,000.00	0.00
TOTAL EXPENDITURES		709,797.30	648,793.45	231,219.30	33,152.10
NET OF REVENUES & EXPENDITURES		165,070.00	0.00	151,780.70	(33,152.10)
BEG. FUND BALANCE		122,937.18	288,007.18	288,007.18	
END FUND BALANCE		288,007.18	288,007.18	439,787.88	
TOTAL REVENUES - ALL FUNDS					
TOTAL REVENUES - ALL FUNDS		6,859,969.39	4,807,182.18	2,436,693.20	74,858.77
TOTAL EXPENDITURES - ALL FUNDS					
TOTAL EXPENDITURES - ALL FUNDS		6,223,146.93	4,445,139.94	1,939,220.67	176,481.52
NET OF REVENUES & EXPENDITURES		636,822.46	362,042.24	497,472.53	(101,622.75)
BEG. FUND BALANCE - ALL FUNDS		7,632,002.79	8,268,825.25	8,268,825.25	
END FUND BALANCE - ALL FUNDS		8,268,825.25	8,630,867.49	8,766,297.78	

	Budgeted	Actual
General Revenue	1,531,215.05	981,317.17
General Expenses	1,480,189.24	690,810.77
Major Road Revenue	291,894.29	78,773.84
Major Road Expenses	467,476.49	183,774.35
Local Street Revenue	333,253.06	147,468.31
Local Street Expenses	333,386.76	113,332.46
Park Revenue	174,690.00	80,743.21
Park Expenses	174,690.00	92,322.42
Gizzard Fest Revenue	50,650.00	1,202.44
Gizzard Fest Expenses	47,520.00	5,870.01
Downtown Revenue	2,654.00	2,654.00
Downtown Expenses	3,600.00	542.21
Sewer Revenue	716,850.00	252,680.44
Sewer Expenses	635,746.00	236,854.61
Water Revenue	817,183.09	314,241.48
Water Expenses	527,248.00	250,833.74
Storm Drain Revenue	12,000.00	12,000.00
Storm Drain Expenses	12,000.00	29,177.49
Equipment Repair Revenue	648,793.45	383,000.00
Equipment Repair Expenses	648,793.45	231,219.30



# City of Potterville

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

December 20, 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. Public Hearing Notice for the City's updated 5-Year Parks and Recreation Plan has been provided to the County Journal and made available City Hall along with the updated Park Plan Draft at <https://pottervillemi.org/wp-content/uploads/2024/11/EDIT-City-of-Potterville-2025-2029-5-Year-Recreation.pdf> This public hearing constitutes the next step in professional Plan adoption for City Parks and Recreation development and is a requirement of the State and County to qualify for grant programs like the Recreation Passport and Eaton County Parks System grants acquired in 2023. The City's Parks and Rec Plan also covers the City's TIFA component unit of government that has recently voted to pursue its first development grant from the DNR Trust Fund for Lake Alliance Park. This grant attempt focuses on "ADA" access and connectivity to existing facilities/playground apparatuses like bathrooms, softball fields, swing sets, a boat launch AND new pickleball courts (2) with a paved handicap accessible parking. Should the City adopt its Parks and Recreation Plan next month it will become eligible for the grant funds for the City and TIFA in the upcoming grant cycle with April 1<sup>st</sup> deadlines for grant applications.

2. I'm pleased to announce that USDA Rural Development, as of December 11<sup>th</sup>, has approved the City's request for Bond loan financing of \$2.95M at an interest rate of 3.125% for a period of 40 years for the City's water well/IRP project. The USDA's letter of approval effectively reserves federal funds that would be used in conjunction with State dollars (\$4.0M) upon completion and approval of a USDA future bond agreement draft that should be provided to Council in the next couple months. The draft will be provided upon filing and acceptance of administrative forms and the City attorney's certification of right of ways and easements. City should also anticipate a formal agreement to consider with EGLE that has been delegated by the State to distribute the 4 million dollar State line item appropriation "special grant" the City received this Summer.

3. City Council has a few more public office appointments to consider in order to ensure TIFA and ZBA seats and sworn oaths of Office are up to date. At this time, I recommend the City Council approve of re-appointments for sitting TIFA Board Members as listed below:

- Bob Nichols
- Ronald Norman
- Judy Lenneman
- John McNett
- Joe Bristol Jr.
- Elizabeth Ross

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Also, please consider Ron Runyan as the necessary appointment to the ZBA, who would replace Joe Bristol Jr. and serve as the City’s PC/ZBA liaison that is a requirement of the City Zoning Code.

4. The City’s annual Resolution to adopt Poverty Exemption Eligibility Requirements, Income Standards, and Asset Tests for the 2025 Tax Year has been prepared by the City Tax Assessor Sarah Payton, pursuant to Public Act 390 of 1994 of the State of Michigan. In order for a taxpayer to be eligible for a poverty exemption (from property taxes) in the City of Potterville for the 2025 Tax Year, a claimant’s household income may not exceed certain guidelines as expressed by household income levels and assets. These levels are provided the Tax Assessor and provided in a Council Resolution and typically set upon the Federal Poverty Guidelines (lowest level) as provided each year to the Assessor. Poverty guideline shall not be lower than the Federal Guidelines per tax law.

Tax Year 2025 household income levels are as follows:

1 person.....	\$ 15,060
2 persons.....	\$ 20,440
3 persons.....	\$ 25,820
4 persons.....	\$ 31,200
5 persons.....	\$ 36,580
6 persons.....	\$ 41,960
7 persons.....	\$ 47,340
8 persons.....	\$ 52,720
For Each Additional Person add.....	\$ 5,380

Tax Year 2025 asset test levels do not include the value of the claimant’s principal residence and are as follows:

1 person .....	\$ 25,000
2 persons .....	\$ 30,000
3 persons.....	\$ 35,000
4 persons.....	\$ 40,000
5 persons.....	\$ 45,000
6 persons.....	\$ 50,000
7 persons.....	\$ 55,000
8 persons or more.....	\$ 60,000

5. In the next two months City Council should be provided its Main Street & Vermontville Hwy (west of CN Railway) Street Contract to consider between the City and MDOT that allows the City and the State to move forward with its “Small Urban Group Major Street Project” that’s planned to take place this summer downtown and near the Independence Commons Estates entrance. The Contract comes from MDOT, and will be reviewed by the City Engineer and Manager -> then considered for approval by Council. It represents MDOT’s standard agreement that is needed whenever MDOT is a contributing member of a local gov. road project.

# City of Potterville

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6. The City has been provided a Legal Settlement and Mutual Release document that could hopefully solve ongoing utility issues and services for residents on East Cherry Street in the City of Potterville. The Recitals and Agreement Items from this Settlement document should be reviewed carefully by Council prior to any decision... so please review both let me know if have any questions. City Attorney, Andrew Vredenburg from Foster & Swift, and City Engineer Kevin Marks from Wightman Engineering are experts on the document, and will be able to assist with any questions/answers pertaining to the legal processes at work with the Settlement draft and the proposed design plan as attached as Exhibit A. See document Recitals below:

WHEREAS, Potterville, as Owner, and WW Engineering & Science, Inc. d/b/a Williams & Works ("Williams & Works"), as Engineer, entered into a certain engineering contract identified as the EJCDC E-500 Agreement Between Owner for Professional Services relating to the provision of professional engineering services for the design and administration of certain physical improvements to Potterville's infrastructure ("Engineering Agreement");

WHEREAS, Potterville, as Owner, and CDH, as Contractor, entered into a certain construction contract identified as the EJCDC C-520 (Rev. 1) Agreement Between Owner and Contractor ("Construction Agreement"), which contemplated CDH providing labor and materials for certain physical improvements to Potterville's infrastructure ("Project");

WHEREAS, the Construction Agreement was modified on September 18, 2017, by a Change Order identified as Change Order No. 1 ("CO #1"), which modified the contract sum of the Construction Agreement to add a new scope of work generally described as requiring the removal and replacement of a section of municipal sewer main, related laterals, and other incidental construction improvements located along E. Cherry Street and east of High Street in the City of Potterville;

WHEREAS, Potterville became aware of alleged defects in the work after the work was completed;

WHEREAS, residents of the City of Potterville experienced physical damage to their residences which they claim were caused by alleged defects in the work, which, in turn, led Potterville to assert that CDH was responsible to Potterville for such damages;

WHEREAS, Potterville, as Claimant, initiated an arbitration proceeding against CDH, as Respondent, wherein Potterville alleged, amongst other claims set forth in its Demand for Arbitration that CDH breached the Construction Agreement and CO #1("Arbitration") by performing the work required by CO #1 in a way that did not conform to the contract documents identified in the Construction Agreement resulting in, among other things, allegations of physical damage to property of the residents located along E. Cherry Street;

WHEREAS, CDH disputed the allegations and claims alleged by Potterville asserting various defenses and affirmative defenses to the same;

# City of Potterville

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WHEREAS, the Parties engaged in settlement discussions directed at performing remedial work to the work CDH performed under CO #1;

WHEREAS, Williams & Works, as Engineer, prepared construction plans laying out a design intended to resolve the concerns and defects alleged by Potterville (“Remedial Work”) identified in the plans attached as Exhibit A (“Design Documents” which includes 3 pages with a last revision date of July 1, 2024);

WHEREAS, the Parties have reviewed the Remedial Work identified in Exhibit A and wish for CDH to perform that work at its cost in exchange for a full and final resolution of all issues between Potterville and CDH;

WHEREAS, the Parties desire to settle fully and finally all actual and potential claims, demands, causes of action, and all matters and claims known and unknown related to the Project, the Construction Agreement, CO #1 and the Arbitration; and

WHEREAS, the Parties have agreed to resolve their disputes by way of settlement to avoid the cost and uncertainty of the outcome of Arbitration.

# City of Potterville

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## TREASURER'S REPORT December 19, 2024

Utility bills—as of 11/30/24 (bills due on 15<sup>th</sup>) \$19,601.26 is outstanding with \$14,334.26 over 30 days past due.

Water usage month of Nov (Dec billing): 4,432,478 gallons

Sewer usage month of Nov (Dec billing) 4,430,025 gallons

Ready to service charge-water: \$43,971.76

Ready to service charge-sewer: \$41,805.97

Total water and sewer billed out from 10/26-11/21 is \$124,692.55

Payroll month of November, 2024: \$72,529.96 (this includes all payroll taxes + MERS + election pay)

Summer 2024 collection percentage: 97.44%. Winter taxes will be collectible on December 1, 2024 and are due on February 14, 2025. Winter 2024 collection percentage: 2.7%. All taxes for 2024-2025 season must be paid by February 28, 2024 by 5:00 PM. After February 28, unpaid real parcels are turned over to the County for collection.

Bank reconciliations completed for month of November, 2024:

General account – Reconciled balance: **\$4,114,137.26**

Payroll account - Reconciled balance: **\$10,846.28**

Tax account – Reconciled balance: **\$38,791.84**

Gizzard Fest – Reconciled balance: **\$48,874.24**

Respectfully submitted,  
Jodi West, Treasurer



# City of Potterville

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## ***From the Clerk's office – December 2024***

I have been busy administrating the Oath of Office to the Planning Commission, Zoning Board of Appeals and TIFA members. Just a few more to have each office current.

It's the end of the year already, time to audit our W-9's to make sure we have current documentation and to be ready to mail out 1099's.

It looks probable that the County will be asking for a millage again on the May election cycle so right now I am making sure the previous year's election is ready for possible audit by the State of Michigan.

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

*Becky Dolman*

# City of Potterville

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## December 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, evaluation, training, and continuing education.

- The Christmas Event was a success! The parade went well and had a total of fifteen participants, and we already have participants signed up for next year! Officer Lopez provided wonderful music underneath the pavilion where many community members gathered. Mayor Lenneman did a wonderful job welcoming and thanking everyone involved for the event. The tree lighting ceremony went well, the community sing along with Potterville Band & Choir was great and many community members joined in. This was one of the best years of the Christmas Event, there were no hiccups this year.
- The Best Holiday House Contest judging day is on December 18, 2024, and judging starts at 6 p.m.
- The 2025 Season is just around the corner for the Parks & Recreation Department. Dates have been set and confirmed. This year we are back to having two Seniors Tournament. They will be in May & June.
- We've been made aware of that the owner and president of NSA is bringing a big tournament into Potterville for the 2025 as we have done so well with our fields, and the staffing we have. We are thrilled that our hard work, dedication, efforts and teamwork are getting recognized and being rewarded with the top of the top tournaments for the organization. These types of tournaments are Worlds, States, and Regionals tournaments. With some possibility of national tournaments as well.
- Mid-Michigan Pony League will be utilizing the Lake Alliance Baseball field for their 60/90 league from April through June.
- Pastime Tournaments is an out of State organization for a baseball tournament.
- John Arens has been working on the Lake Alliance baseball field. The lip has been cut out and leveled, measurements/layout of the field in discussions with the Parks & Recreation Director, the sod has been placed and is strong and bonded to the former dirt, building of the home plate, pitching mound, and infield dirt have been surveyed, dirt has arrived and placed on the field, and graded. There still is realigning all the bases, home plate and pitching mound, graded and leveling.
- The 2025 season of programs has started: evaluating, scheduling, forms, designing, etc.
- We continue to work on a sponsorship/donation packet for the recreation department.
- The Five-Year Parks & Recreation Plan is going to City Council this month. We are at the end of this process and all that is left is a public hearing, a resolution and adoption. The deadline is to get this plan submitted to the MDNR by February 1<sup>st</sup>, 2025.

- We have gathered 296 respondents to our Parks & Recreation Plan Survey. Nearly triple the amount from the last time back in 2019. The survey was conducted on the City's website, social media, admin reports, and on utility bills. Hard copies were at Potterville Public Schools, Potterville Benton Township Library, Sycamore Creek Church, and City Hall.
- The Tri-County Regional Planning Commission is holding a Vermontville and Potterville Stakeholder Trail Meeting on December 16, 2024. This meeting will be discussing the proposed trail route from the Lansing River Trail to the Paul Henry –Thornapple Trail. It will discuss the opportunities and challenges of building this portion of the trail.
- Continue to further my education by webinars, meetings, certifications, conferences, etc.

Respectfully Submitted,

*Tiffani Falin*, Parks & Recreation Director

# City of Potterville

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Please review and approve the Poverty Exemption resolution for 2024. MCL 211.7u provides for a property tax exemption for the principal residence of persons who, by reason of poverty, are unable to contribute to the public charges. For purposes of the poverty exemption "principal residence" means how principal residence exemption and qualified agricultural property are defined in MCL 211.7dd. The exemption does not apply to property of a corporation. MCL 211.7u requires local units to adopt guidelines that must include the specific income and asset levels of the applicant and the total household income and assets.

Per the Eaton County Equalization studies, there will be an increase in *assessed* value for the City in 2025: Residential- approx. 9%, Commercial- approx. 11%, and a decrease in Commercial- approx. 1%

Per the State of Michigan Bulletin 17 of 2024 the Inflation Rate Multiplier for use in the 2025 capped value formula is 1.031, so taxpayers will see a 3.1% increase in their *taxable* value next year.

Inputting drawings, data, and photos (from field work including any new construction) into the system is almost complete.

December Board of Review was cancelled due to no items.

Thanks,



Sarah Payton, MAAO



# City of Potterville

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December 18, 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:** Phase 2 of the project is underway; the contractors are actively working on construction of Cambria Court. They are also working on the construction of the retention ponds and catch basins.
- **Proposed Sunset Hills East Single Family Residential Subdivision:** The Planning Commission met on November 19<sup>th</sup> to consider a proposed plat for Sunset Hills East. The Planning Commission after hearing public comment recommend approval of the plan with the condition that the existing road, Beechwood Court remain named as Beechwood Court rather than the proposed road name of Country Court. In addition, the Planning Commission required the location of light poles in compliance with City of Potterville requirements and similar to existing light poles be added to the plan. Council will consider this request at their January 16, 2025 meeting.
- **Alro Steel:** Alro Steel's Variance Application and Site Plan Review Application were postponed until the January 21, 2025 Zoning Board of Appeals and Planning Commission Meetings at the request of the applicant. Postponing the application does not affect Alro Steel's time line for construction; construction is not slated to begin until Summer of 2025.
- **Policy updates:** Staff is actively working with Progressive AE on policy updates. Progressive should have draft changes for review by staff in December. The Planning Commission will review the draft changes at their January 21, 2025 meeting.

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

## **SETTLEMENT AGREEMENT AND MUTUAL RELEASE**

THIS SETTLEMENT AGREEMENT AND MUTUAL RELEASE (“Agreement”) is made effective as of December \_\_, 2024 (“Effective Date”), by and between the City of Pottersville (“Pottersville”) and C&D Hughes, Inc. (“CDH”), each individually referred to as a “Party” and collectively referred to as “Parties.”

### **RECITALS**

WHEREAS, Pottersville, as Owner, and WW Engineering & Science, Inc. d/b/a Williams & Works (“Williams & Works”), as Engineer, entered into a certain engineering contract identified as the EJCDC E-500 Agreement Between Owner for Professional Services relating to the provision of professional engineering services for the design and administration of certain physical improvements to Pottersville’s infrastructure (“Engineering Agreement”);

WHEREAS, Pottersville, as Owner, and CDH, as Contractor, entered into a certain construction contract identified as the EJCDC C-520 (Rev. 1) Agreement Between Owner and Contractor (“Construction Agreement”), which contemplated CDH providing labor and materials for certain physical improvements to Pottersville’s infrastructure (“Project”);

WHEREAS, the Construction Agreement was modified on September 18, 2017, by a Change Order identified as Change Order No. 1 (“CO #1”), which modified the contract sum of the Construction Agreement to add a new scope of work generally described as requiring the removal and replacement of a section of municipal sewer main, related laterals, and other incidental construction improvements located along E. Cherry Street and east of High Street in the City of Pottersville;

WHEREAS, Pottersville became aware of alleged defects in the work after the work was completed;

WHEREAS, residents of the City of Pottersville experienced physical damage to their residences which they claim were caused by alleged defects in the work, which, in turn, led Pottersville to assert that CDH was responsible to Pottersville for such damages;

WHEREAS, Pottersville, as Claimant, initiated an arbitration proceeding against CDH, as Respondent, wherein Pottersville alleged, amongst other claims set forth in its Demand for Arbitration that CDH breached the Construction Agreement and CO #1 (“Arbitration”) by performing the work required by CO #1 in a way that did not conform to the contract documents identified in the Construction Agreement resulting in, among other things, allegations of physical damage to property of the residents located along E. Cherry Street;

WHEREAS, CDH disputed the allegations and claims alleged by Pottersville asserting various defenses and affirmative defenses to the same;

WHEREAS, the Parties engaged in settlement discussions directed at performing remedial work to the work CDH performed under CO #1;

WHEREAS, Williams & Works, as Engineer, prepared construction plans laying out a design intended to resolve the concerns and defects alleged by Potterville (“Remedial Work”) identified in the plans attached as Exhibit A (“Design Documents” which includes 3 pages with a last revision date of July 1, 2024);

WHEREAS, the Parties have reviewed the Remedial Work identified in Exhibit A and wish for CDH to perform that work at its cost in exchange for a full and final resolution of all issues between Potterville and CDH;

WHEREAS, the Parties desire to settle fully and finally all actual and potential claims, demands, causes of action, and all matters and claims known and unknown related to the Project, the Construction Agreement, CO #1 and the Arbitration; and

WHEREAS, the Parties have agreed to resolve their disputes by way of settlement to avoid the cost and uncertainty of the outcome of Arbitration.

### **AGREEMENT**

NOW, THEREFORE, pursuant to the foregoing recitals, in consideration of the mutual promises contained herein, and for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties, intending to be legally bound, agree as follows:

1. Incorporation of Recitals. The Recitals set forth above are true, accurate, and are incorporated herein.
2. CDH’s Responsibilities. CDH shall perform the following work and take the following actions:
  - a. Settlement Payment. Upon execution of this Agreement, CDH shall pay Potterville the sum of seventy-five thousand and xx/100 dollars (\$75,000.00) in exchange for the full and final satisfaction and resolution of any and all claims that Potterville did or could have raised against CDH relating in any way to the Construction Agreement or Project (“Settlement Payment”). For purposes of clarity, the Parties intend for payment of the Settlement Payment and execution of this Agreement to liquidate and resolve all claims that Potterville did or could have had against CDH relating to the Construction Agreement or Project but without prejudice or effect on any claims that may arise for Potterville out of the non-performance of CDH’s obligations under this Agreement, including, but not limited to, performing the Remedial Work.
  - b. Remedial Work. CDH shall provide the labor and new materials necessary to perform the Remedial Work in conformity with the Design Documents, which is generally described below as:

Sewer Main: Removal and replacement of a section of the sewer main and removal, replacement and installation of the manholes located on E. Cherry Street from a point approximately located at Station 17+50 then easterly to the manhole located where East Cherry Street makes a ninety degree turn from an east-west orientation to a north-south orientation then to the south end of the sewer line.

Sewer Laterals: Removal and replacement of the sewer laterals serving the properties identified as 426 E. Cherry St., 428 E. Cherry St., and 430 E. Cherry St. as necessary to correct any defects identified in the laterals and to accommodate the replacement of the sewer main on E. Cherry Street described above. The sewer laterals servicing the properties identified as 304 High St., 419 E. Cherry St., and 423 E. Cherry Street shall be uncovered for visual inspection by Potterville at the locations where sags (a/k/a “bellies”) exist in the laterals. The portion of the sewer laterals to be uncovered shall be located between the back of curb and the Right-Of-Way and shall be of sufficient size to allow CDH to remove a small section of each lateral to allow Potterville to inspect the interior of the removed section for evaluation of whether the inside diameter of the laterals have or are being reduced such that the laterals will not function within a reasonable time following inspection without complete removal and replacement of the lateral to remove any existing sags identified on the plans. CDH shall remove and replace each of the laterals above that were identified during inspection as requiring replacement. No laterals other than those identified as requiring removal and replacement during the inspection shall be removed and replaced. Laterals that do not need to be removed and replaced shall be restored to their condition prior to excavation and inspection.

Paving: The asphalt paving along E. Cherry Street shall be removed and replaced at the locations identified in the Design Documents and any driveways accessing the residences on E. Cherry Street that are damaged during the work shall be repaired, restored, and replaced.

Casting Adjustment: Manholes that require leveling as a result of CDH’s paving work along E. Cherry Street shall be level using a method generally described as core-sawing the asphalt around the manhole, adjusting the elevation of the manhole to align with the pavement surface, and pouring concrete in the areas between the manhole and paved surface.

Restoration: All construction debris and excess materials shall be removed. Greenspaces disturbed by performing the work shall be reseeded as necessary.

General: The Remedial Work and materials provided in accordance with the Design Documents shall be inspected and approved by the engineers at Wightman, Potterville’s current engineers, as set out below. CDH shall



correct and replace any Remedial Work or materials used for the Remedial Work that do not conform to the terms in this Agreement, Design Documents and applicable sewer codes.

In the event of any conflict regarding the scope of work to be performed by CDH under the terms of this Agreement and the Design Documents, the terms and scope of work shown and described in the Design Documents shall control.

3. Potterville's Responsibilities. Potterville shall perform the following work and take the following actions:
  - a. Permitting. Permits necessary to perform the Remedial Work shall be obtained by Williams & Works or Wightman (Potterville's current City Engineer) prior to the Remedial Work commencing. Potterville shall bear the cost of all permitting. For purposes of clarity, Potterville shall bear the cost of all permitting and anticipates recovering those costs from Williams & Works whether by negotiated agreement or otherwise.
  - b. Staking. Potterville shall direct Williams & Works or Wightman to provide grade and construction staking that is sufficient for CDH to perform the Remedial Work. Potterville shall bear the cost of all staking. For purposes of clarity, Potterville shall bear the cost of all staking and anticipates recovering those costs from Williams & Works whether by negotiated agreement or otherwise.
  - c. Inspection. Potterville shall direct Wightman, or another professional engineer acceptable to CDH, to provide on-site inspection services during performance of the Remedial Work ("Inspector"). The Inspector shall immediately inform CDH of any non-conformities in the Remedial Work. The Inspector shall complete all inspections so as to not delay or hinder the performance of the Remedial Work. The Inspector shall approve those portions of the Remedial Work that conform to the Design Documents. Any portion of the Remedial Work that the Inspector deems to be non-conforming shall be communicated by way of written notice to CDH prior to such work being covered, concealed, or relied upon for the performance of any other portion of the Remedial Work. Any portion of the Remedial Work not identified as non-conforming within a written notice issued prior to being covered, concealed, or relied upon for additional work shall be deemed conforming and accepted by Potterville. CDH shall inform the Inspector when it believes the Remedial Work is complete at which time the Inspector shall issue a written statement to the Parties either: (a) confirming that the Remedial Work is complete and conforms to the Design Documents, or (b) specifying the ways in which the Inspector believes that the Remedial Work is incomplete or otherwise does not conform with the Design Documents and describing the actions that the Inspector believes are necessary to bring the Remedial Work into conformity. Potterville shall bear the cost of the Inspector and all inspections. For purposes of clarity, Potterville

shall bear the cost of all inspections and anticipates recovering those costs from Williams & Works whether by negotiated agreement or otherwise.

- d. Payment for Remedial Work. Potterville shall pay CDH the sum of seventy-five thousand and xx/100 dollars (\$75,000.00) upon execution of this Agreement as compensation for the Remedial Work.
4. Dispute Resolution Regarding Conformity. The Parties shall attempt to resolve any disputes regarding the conformity of the Remedial Work through direct discussions between CDH and the Inspector who shall be Potterville's authorized representative. Disputes that cannot be resolved through direct communications shall be resolved by Mr. Kevin Hendrick or such other person mutually agreeable to and designated in writing by the Parties ("Dispute Resolution Board"). Either Party may initiate engagement of the Dispute Resolution Board by circulating an email or other written communication to the Dispute Resolution Board and counsel for the other Party providing reasonable detail regarding the Party's position related to the conformity or non-conformity of the Remedial Work. A telephone conference or equivalent remote meeting shall thereafter occur between counsel and the Dispute Resolution Board for the purpose of discussing the substance of the dispute. During or immediately following that discussion the Dispute Resolution Board shall render a decision and inform the Parties accordingly. For purposes of clarity, the Parties intend that the Dispute Resolution Board will be the final decision maker of any disputes regarding the conformity of the Remedial Work. The Parties further intend for any disputes to be immediately resolved during the course of construction so that construction can continue without interruption. However, the Dispute Resolution Board is not authorized to award damages or otherwise render decisions other than declaring whether the Remedial Work conforms to the Design Documents. CDH shall commence correcting any non-conformity of the Remedial Work within seven (7) days following issuance of a decision by the Dispute Resolution Board that CDH has failed to properly perform the Remedial Work. Any decision by the Dispute Resolution Board shall be a final and binding adjudication regarding CDH's performance or non-performance of the Remedial Work.
5. Property Damage. CDH shall take reasonable steps to prevent damage to drive approaches located along E. Cherry Street. CDH shall promptly repair any drive approaches that it damages during the course of performing the Remedial Work.
6. Releases. The Parties, for themselves and on behalf of their employees, owners, officers, directors, related and affiliated entities, affiliates, agents, attorneys, executors, beneficiaries, trustees, predecessors, successors, heirs, assigns, and all other persons or entities claiming through the foregoing, hereby release and forever discharge each other and all of their respective agents, sureties, insurance carriers, attorneys, executors, beneficiaries, trustees, predecessors, successors, heirs, and assigns from all claims, counterclaims, debts, liabilities, demands, obligations, costs, expenses, actions and causes of action of every nature, character, and description, known or unknown, arising in any way out of or related to the Project, Arbitration, or this Agreement; provided, however, the foregoing shall not become operative with respect to the duties required of this Agreement

until the Remedial Work has been completed or determined to have been completed by the Dispute Resolution Board.

7. Dismissal of Arbitration. The Parties shall effectuate an order staying any further proceedings in the Arbitration until June 1, 2025, to facilitate performance of this Agreement. If the Remedial Work has not been completed by June 1, 2025, the Parties shall reconvene the Arbitration by first scheduling a conference with the arbitrator at which time a new case schedule will be issued, which, in addition to setting a new case schedule, shall dismiss with prejudice and without costs all claims that were or could have been brought as of the date of the stay order and joining any claims for alleged breach(es) of this Agreement. Any disputes other than those for which the Dispute Resolution Board is tasked with resolving shall be submitted to and resolved by binding arbitration with a resulting award being reduced to a judgment in a court of competent jurisdiction and with each Party bearing their own legal fees and costs but sharing equally in the arbitrator's fees. The Parties agree and consent that the arbitrator presiding over the Arbitration (Mr. Kevin Hendrick) shall be the sole arbitrator of any arbitration arising from this Agreement and that he has and shall retain jurisdiction over any disputes arising out of this Agreement.
8. Assignment. The Parties represent and warrant that, prior to the date hereof, no Party has assigned any claims or any other right of any type that would be the subject of the released claims under this Agreement but for such assignment.
9. Dismissal of Action. The Arbitration shall be dismissed upon completion of the Remedial Work in accordance with the Design Documents or determination by the Dispute Resolution Board that the Remedial Work conforms to the Design Documents.
10. Default. Any failure by any of the Parties to comply with any of the requirements of this Agreement shall constitute an independent event of default under this Agreement. Upon the occurrence of an event of default, written notice of such default specifying the factual basis for the default shall be given by certified mail return receipt requested with copy by way of email to the following:

If to Potterville:

City of Potterville  
c/o City Manager  
319 N. Nelson St.  
Potterville, MI 48876

w/copy to,

Michael D. Homier  
Andrew C. Vredenberg  
FOSTER SWIFT COLLINS & SMITH  
1700 East Beltline Avenue, Suite 200  
Grand Rapids, MI 49525  
mhomier@fosterswift.com

avredenberg@fosterswift.com

If to CDH:

C & D Hughes, Inc.  
Attn: Legal Department  
3097 Lansing Road  
Charlotte, MI 48813  
mrysberg@cdhughesinc.net

w/copy to,

Mark A. Rysberg  
Christopher E. Nyenhuis  
Jeremy N. Orenstein  
HILGER HAMMOND, P.C.  
220 Lyon Street, Northwest, Suite 410  
Grand Rapids, MI 49503  
mrysberg@hilgerhammond.com  
cnyenhuis@hilgerhammond.com  
jorenstein@hilgerhammond.com

The defaulting Party shall have ten (10) days from the receipt of notice to cure the default. If a Party fails to timely cure the default, the non-defaulting Party may take any action permitted by this Agreement.

11. Authority to Execute this Agreement. The Parties represent and warrant that they have read the Agreement and that each of the undersigned has full and complete authority to execute this Agreement.
12. Entire Agreement. This Agreement inclusive of all exhibits appended hereto constitutes the entire agreement between the Parties, and all prior negotiations and agreements regarding this subject matter are cancelled and of no further force and effect. This Agreement shall be binding upon, and inure to the benefit of, the parties and their heirs, successors, and assigns. The provisions of this Agreement may be waived, modified, or amended only by the mutual written agreement of the Parties.
13. Construction. The Parties hereby agree that this Agreement and all exhibits appended hereto were the result of arms-length negotiation between the Parties. Each and every provision of this Agreement shall be construed as though the Parties participated equally in the drafting of this Agreement, and any rule of construction that a document is to be construed against the drafting party shall not be applicable to this Agreement.
14. No Waiver. No delay or failure by any Party to exercise any right under this Agreement, and no partial single exercise of any right shall constitute a waiver of that or any other right, unless otherwise expressly provided herein.

15. Severability. If any term or provision of this Agreement shall be determined to be invalid, illegal, and/or otherwise unenforceable, such invalidity, illegality, or unenforceability shall not affect any other term or provision of this Agreement.
16. Governing Law. This Agreement shall be governed by, and construed in accordance with, the laws of the State of Michigan.
17. Attorney's Fees. Each Party shall bear its own attorneys' fees and costs incurred through the execution of this Agreement and any resulting dispute resolution proceedings.
18. No Admission. The Parties understand and agree that this Agreement is a compromise of disputed claims and that the execution of this Agreement, and the payments provided herein, are not to be construed as an admission of liability on the part of the Parties.
19. Confidentiality. Subject to the Open Meetings and Freedom of Information Acts, the Parties agree to keep the terms and conditions of this Agreement confidential and agree that they shall not disclose the contents of this Agreement to any person or entity not a party to this Agreement. Notwithstanding the foregoing, the Parties may disclose the terms of this Agreement to such individuals as such Party may owe a fiduciary, contractual, or other legal obligation to disclose such matters, as well as to their legal and tax advisors where necessary. The Parties further agree that other than as necessary to enforce the terms of this Agreement, this Agreement shall not be used or disclosed in any court, arbitration, or other legal proceeding.
20. Legal Counsel. The Parties acknowledge and represent that they are represented by legal counsel in connection with the consideration and execution of this Agreement or have determined that they do not wish to consult legal counsel prior to executing it and have knowingly declined to be so represented. The Parties represent and declare that, in executing this Agreement, each Party relied solely upon said Party's own judgment, belief, and knowledge, and the advice and recommendation of the Party's own independently selected legal counsel concerning the nature, extent, and duration of said Party's rights and claims, and that said Party has not been influenced to any extent whatsoever in executing this Agreement by any representations or statements not expressly contained or referred to herein.
21. Further Assurances. Each of the Parties hereto shall execute and deliver such additional documents, instruments, conveyances, and assurances and take such further actions as may be required to carry out the provisions hereof.
22. No Duress or Coercion. The Parties hereby acknowledge and agree that they have entered into this Agreement of their own free will and volition and were not coerced to do so, nor under any duress at the time of executing this Agreement.
23. Execution in Counterparts. This Agreement may be signed in counterparts, meaning that not all signatures need appear on the same page of the Agreement for it to be effective. Electronic or facsimile signatures shall be deemed to operate as originals.

IN WITNESS WHEREOF, and upon signature, the Parties have made this Settlement Agreement effective as of the date written first above.

**City of Potterville**

**C & D Hughes, Inc.**

By: \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

Its: \_\_\_\_\_

## **EXHIBIT A**

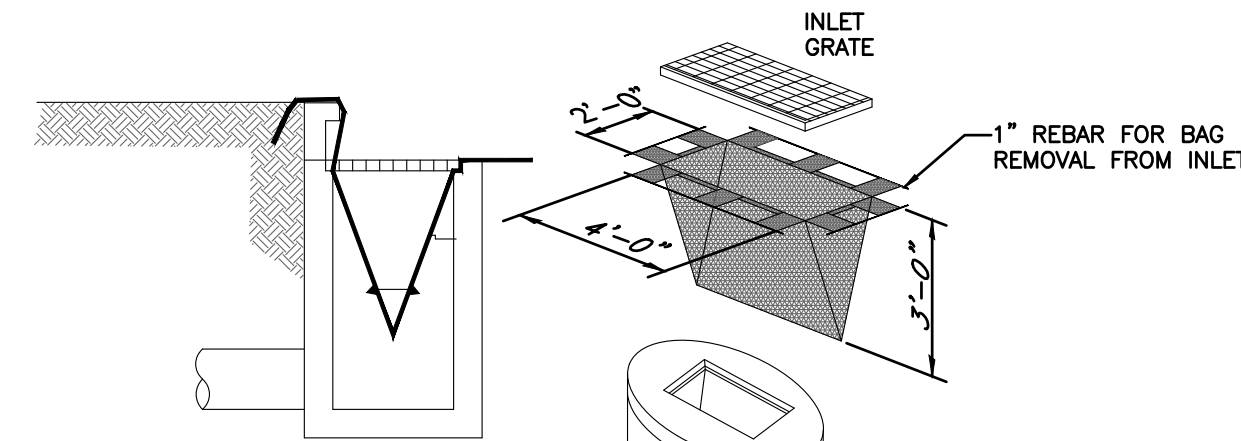
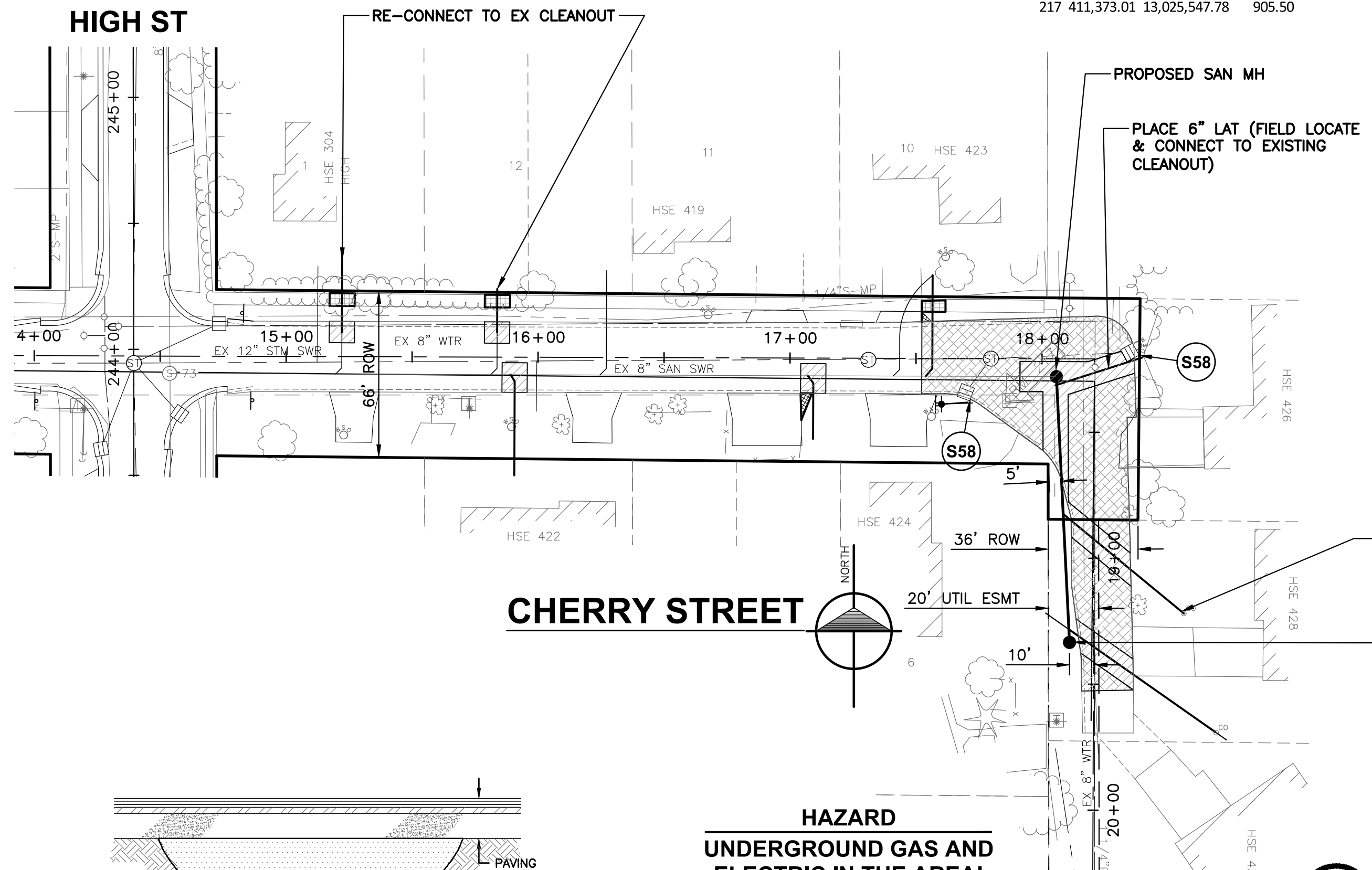
*[Plans by Williams & Works to follow]*

4935-7043-5587, v. 1

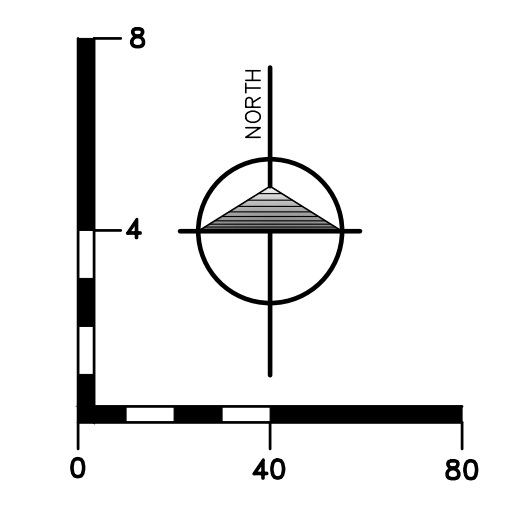
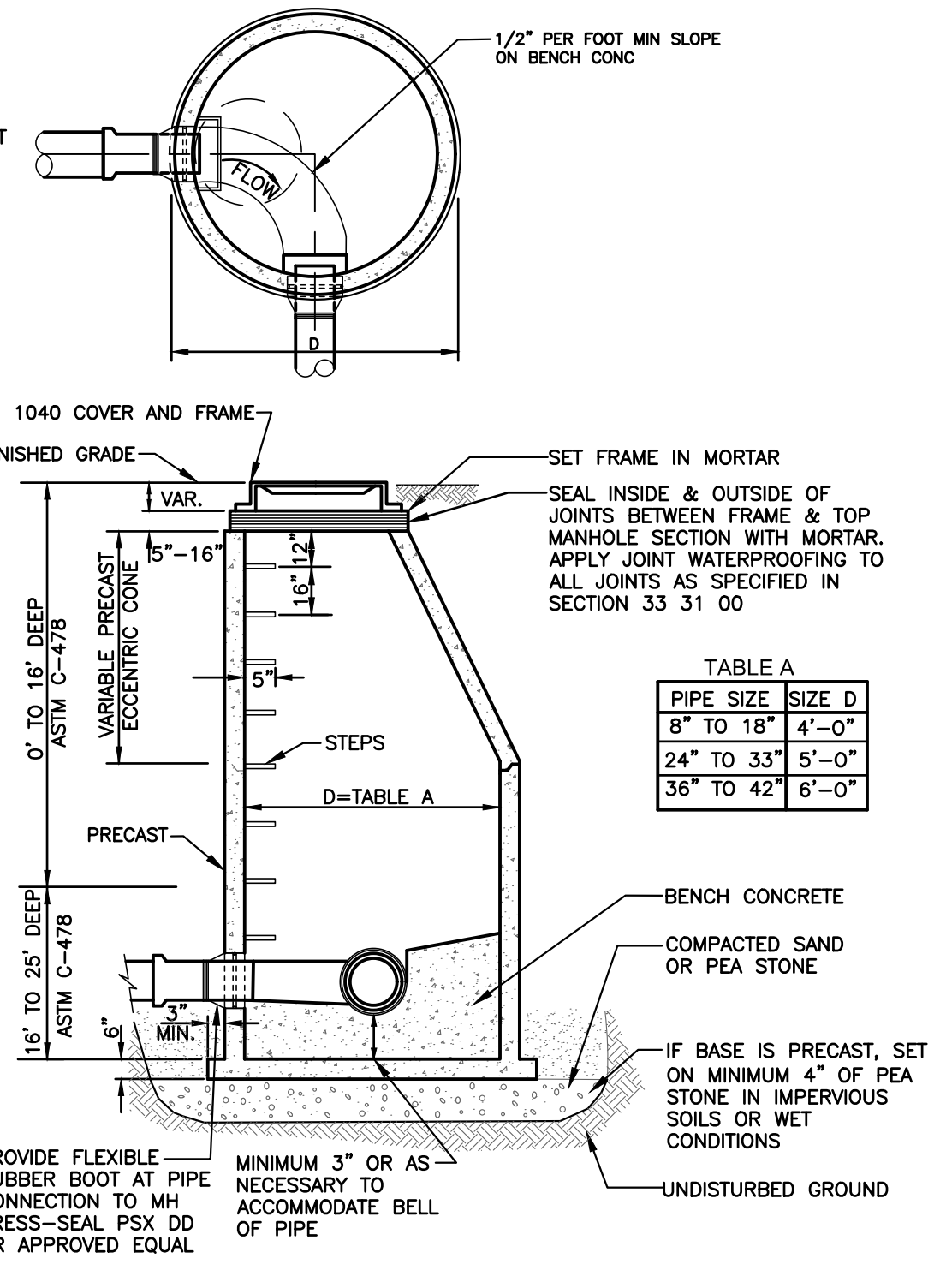




Bench Mark Northing Easting Elev.  
217 411,373.01 13,025,547.78 905.50



**S58 INLET PROTECTION - FABRIC DROP**

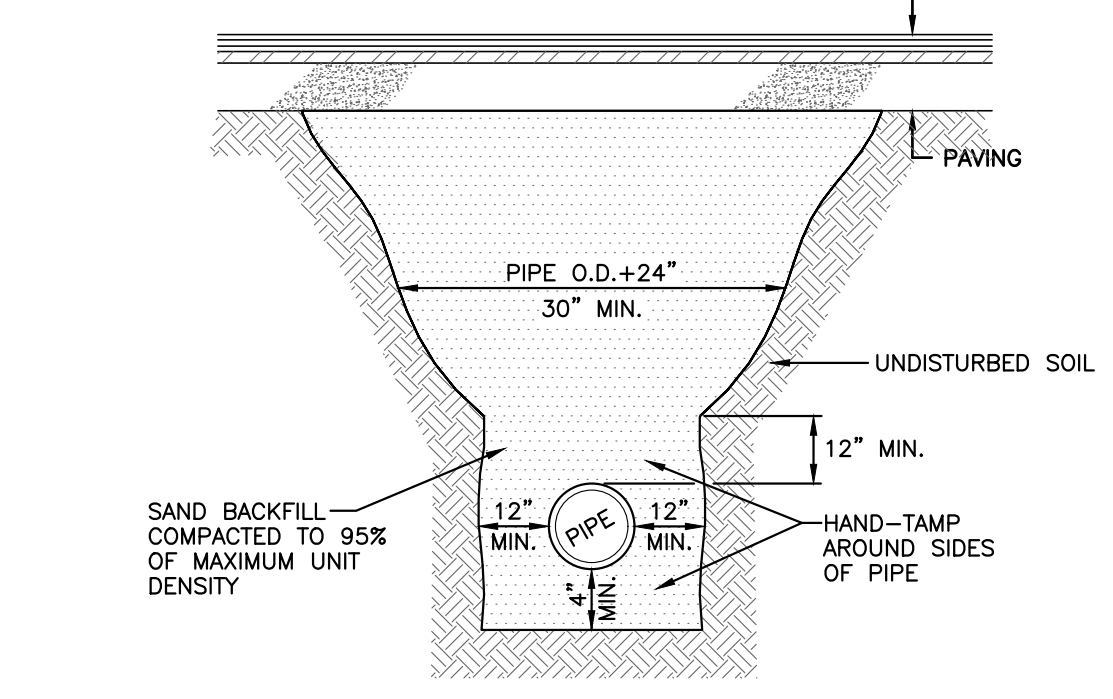


**LEGEND**

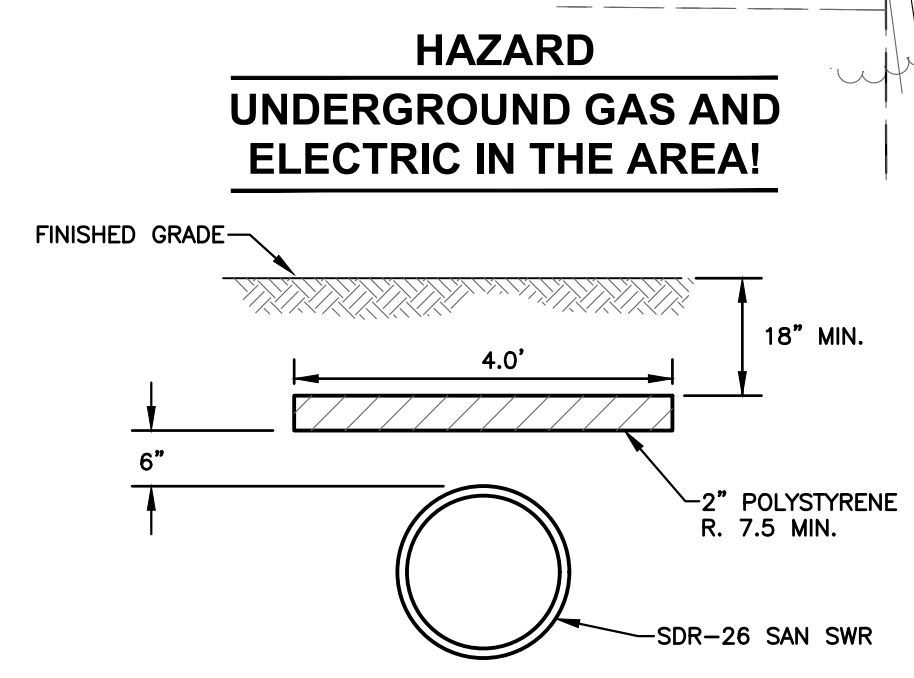
[Pattern]	OVERLAY HMA
[Pattern]	HMA, FULL DEPTH FOR UTILITY TRENCH
[Pattern]	4" CONCRETE REPLACEMENT FOR UTILITY TRENCH
[Pattern]	6" CONCRETE REPLACEMENT FOR UTILITY TRENCH

NOTE: PAVEMENT REMOVAL & REPLACEMENT LIMITS ARE APPROXIMATE

**NOTE**  
THE CONTRACTOR IS TO PULVERIZE HMA WITHIN THE TRENCH AREA REQUIRED FOR NEW SEWER. THE REST OF THE PAVEMENT AREA WITHIN THE REMOVAL LIMITS WILL BE MILLED AT 1-1/2" DEPTH AND OVERLAID WITH HMA 13A OR LVSP.



**TYPICAL TRENCH DETAIL UNDER PAVEMENT ONLY**  
NOT TO SCALE



**SANITARY SEWER INSULATION**  
NOT TO SCALE

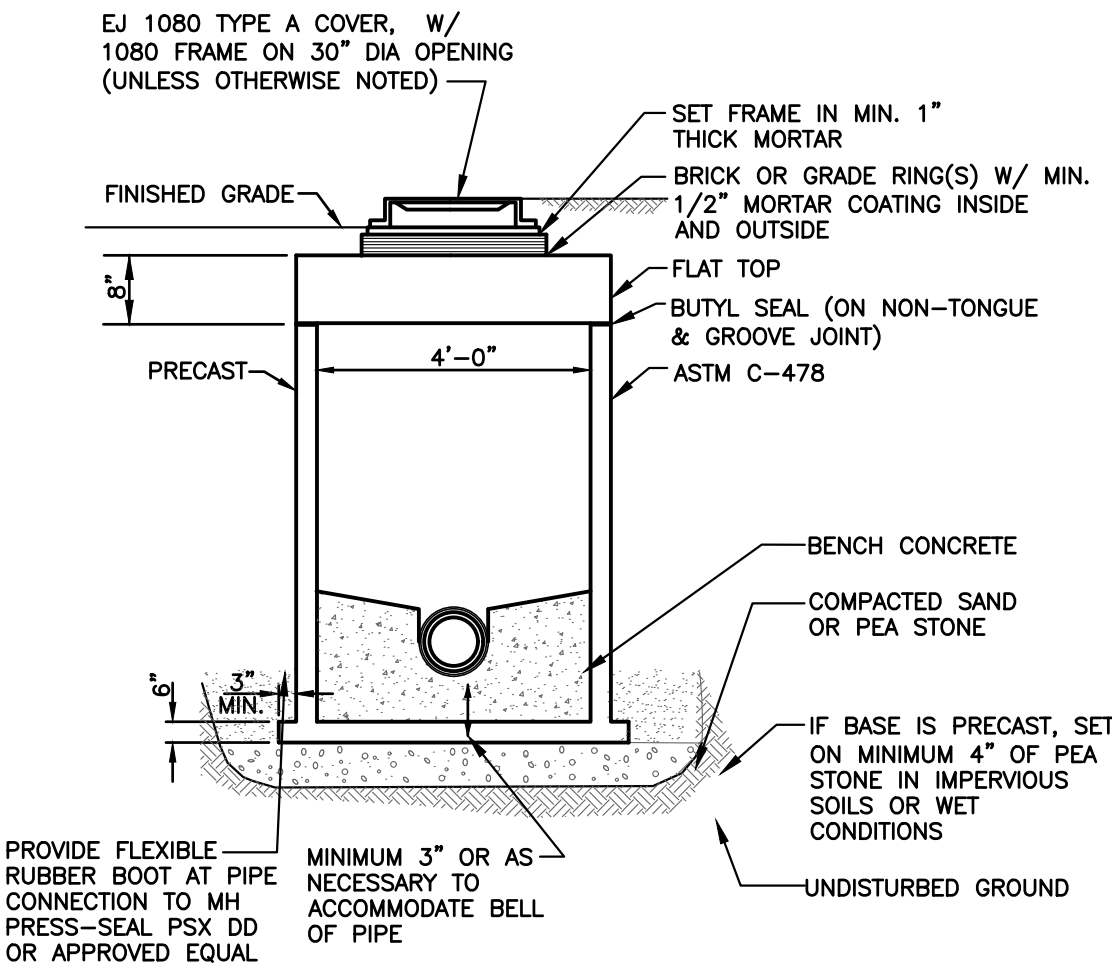
**E8 PERMANENT SEEDING NOTE**

ALL PROPOSED LAWN AREAS AND ALL AREAS DISTURBED BY CONSTRUCTION SHALL RECEIVE A MINIMUM OF 4" OF TOPSOIL AND LAWN SEED MIX AS INDICATED ON PLANS AND AS FOLLOWS:

PROPORTION	CLASS "A" SEED TYPE
10%	CANNON KENTUCKY BLUEGRASS
10%	GOLDRUSH KENTUCKY BLUEGRASS
20%	RONDE KENTUCKY BLUEGRASS
20%	SR5100 CHEWINGS FESCUE
20%	SR5200 CREEPING RED FESCUE
10%	SR4400 PERENNIAL RYEGRASS
10%	SR4500 PERENNIAL RYEGRASS

SEEDING RATE SHALL BE 4 TO 6 lbs. PER 1000 SQ. FEET.

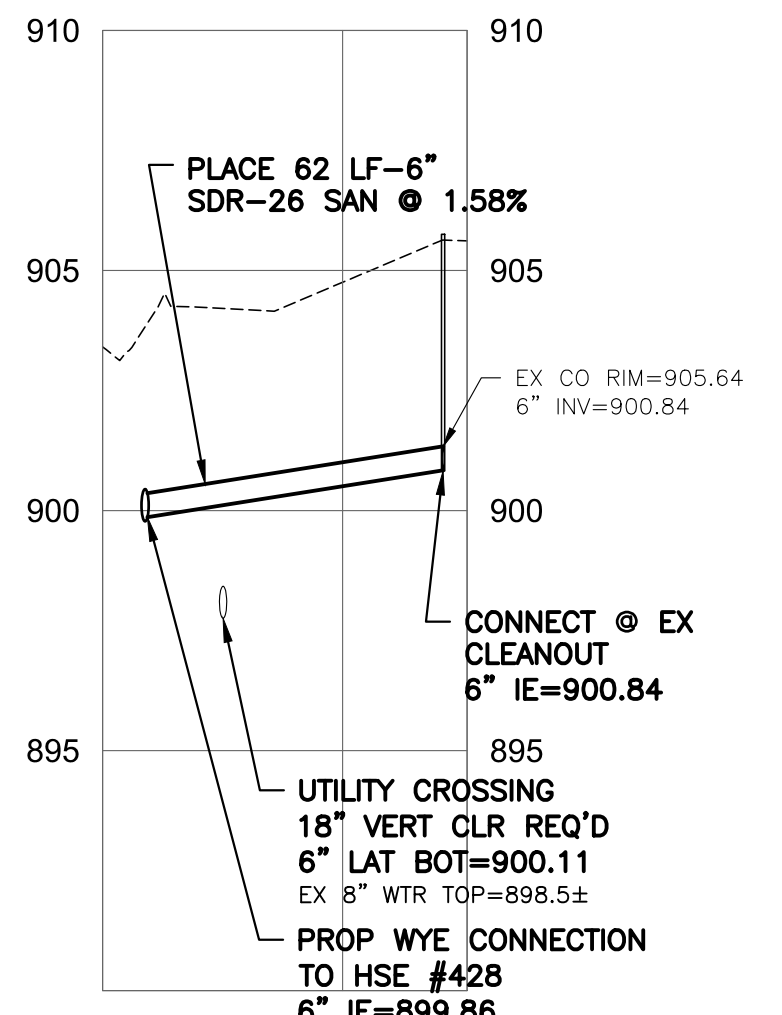
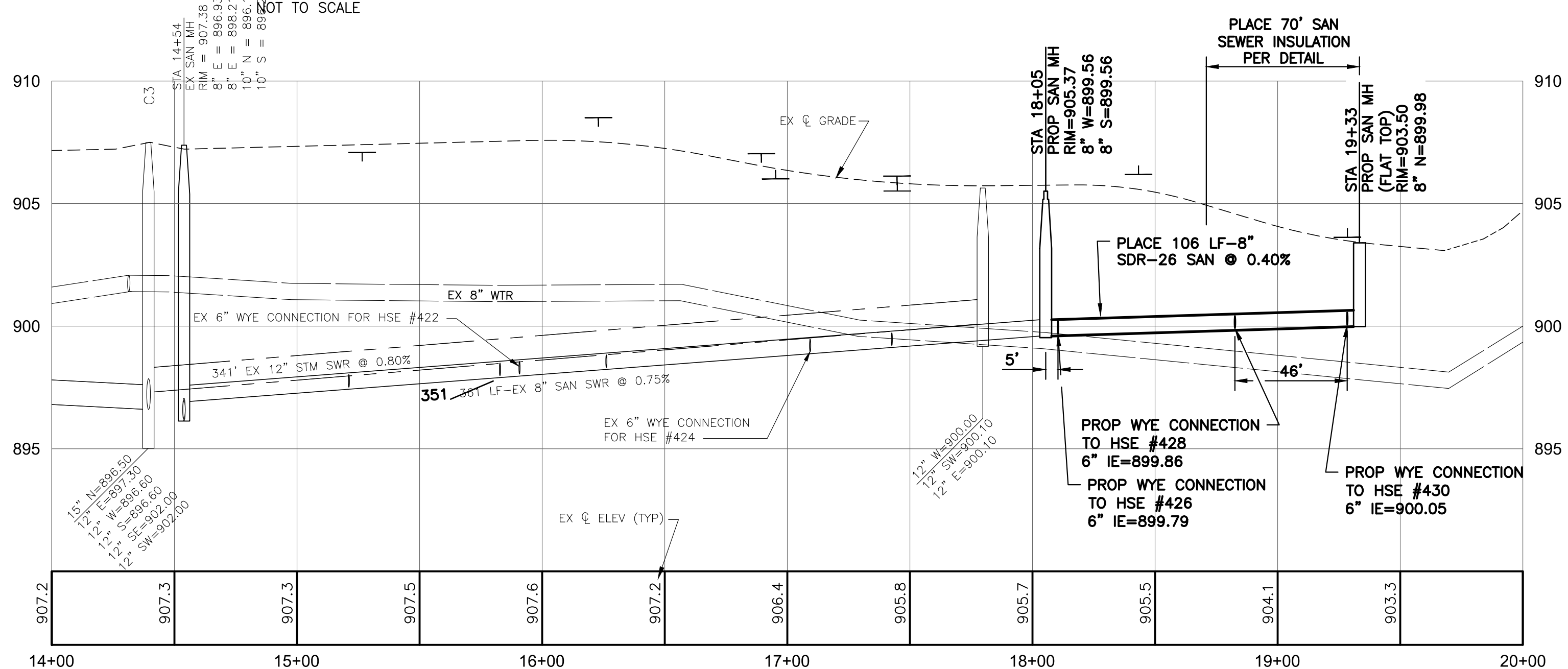
ALL AREAS DESIGNATED FOR PERMANENT SEEDING SHALL BE HYDRO-SPRAYED.



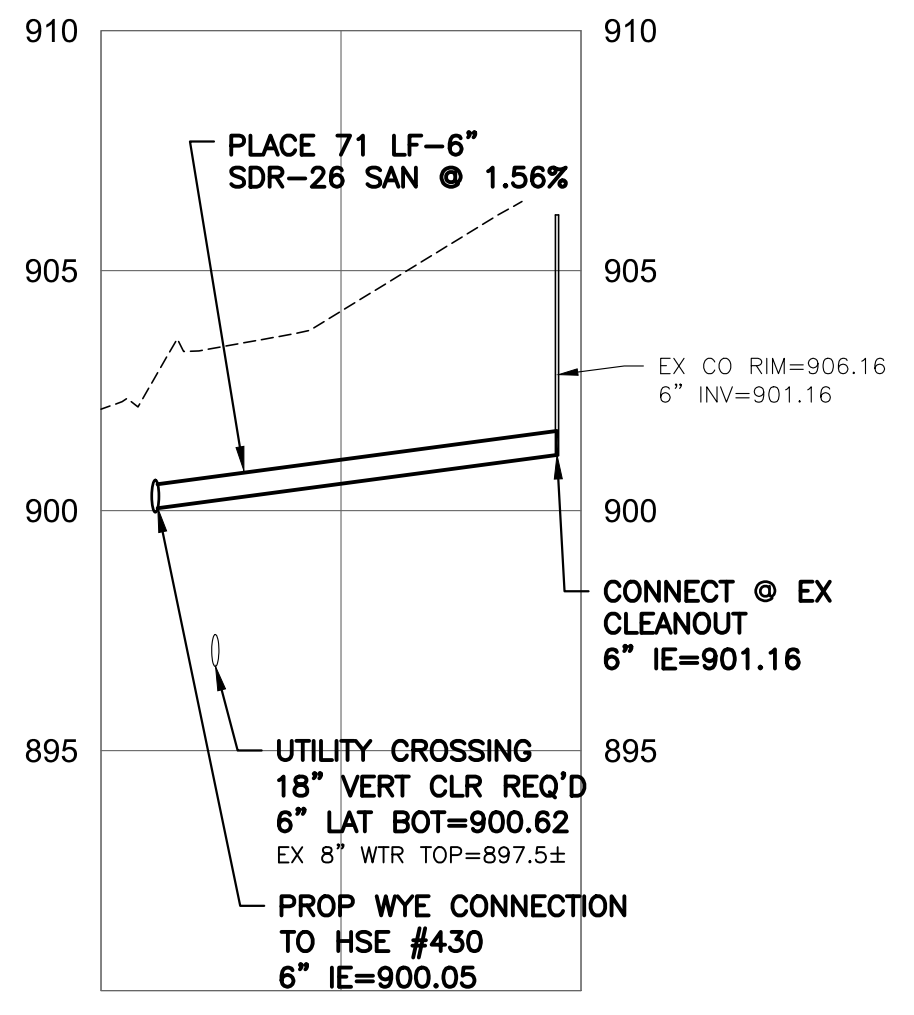
**FLAT TOP SANITARY MANHOLE**  
NOT TO SCALE

**SESC KEYING SYSTEM**

E7	TEMPORARY SEEDING		Stabilization method utilized on construction sites where earth change has been initiated but not completed within a 2 week period.
E8	PERMANENT SEEDING		Stabilization method utilized on sites where earth change has been completed (final grading attained).
S58	INLET PROTECTION FABRIC DROP		Use at stormwater inlets, especially at construction sites.



**428 CHERRY LAT**



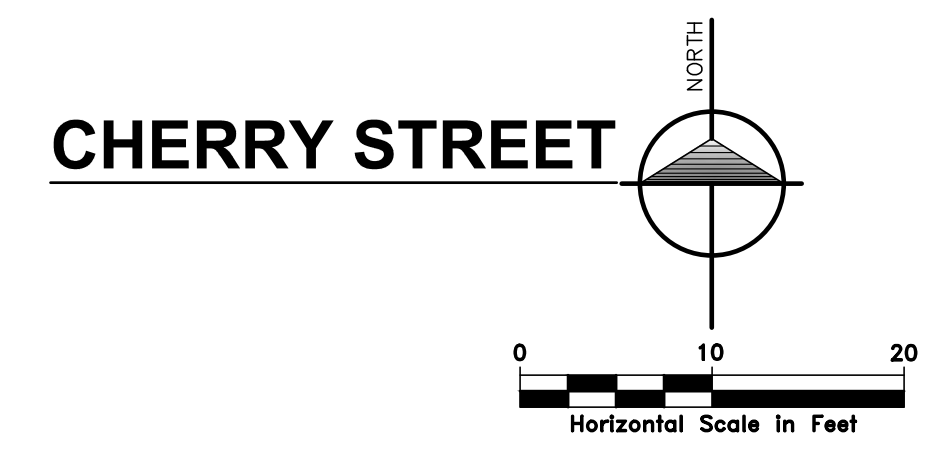
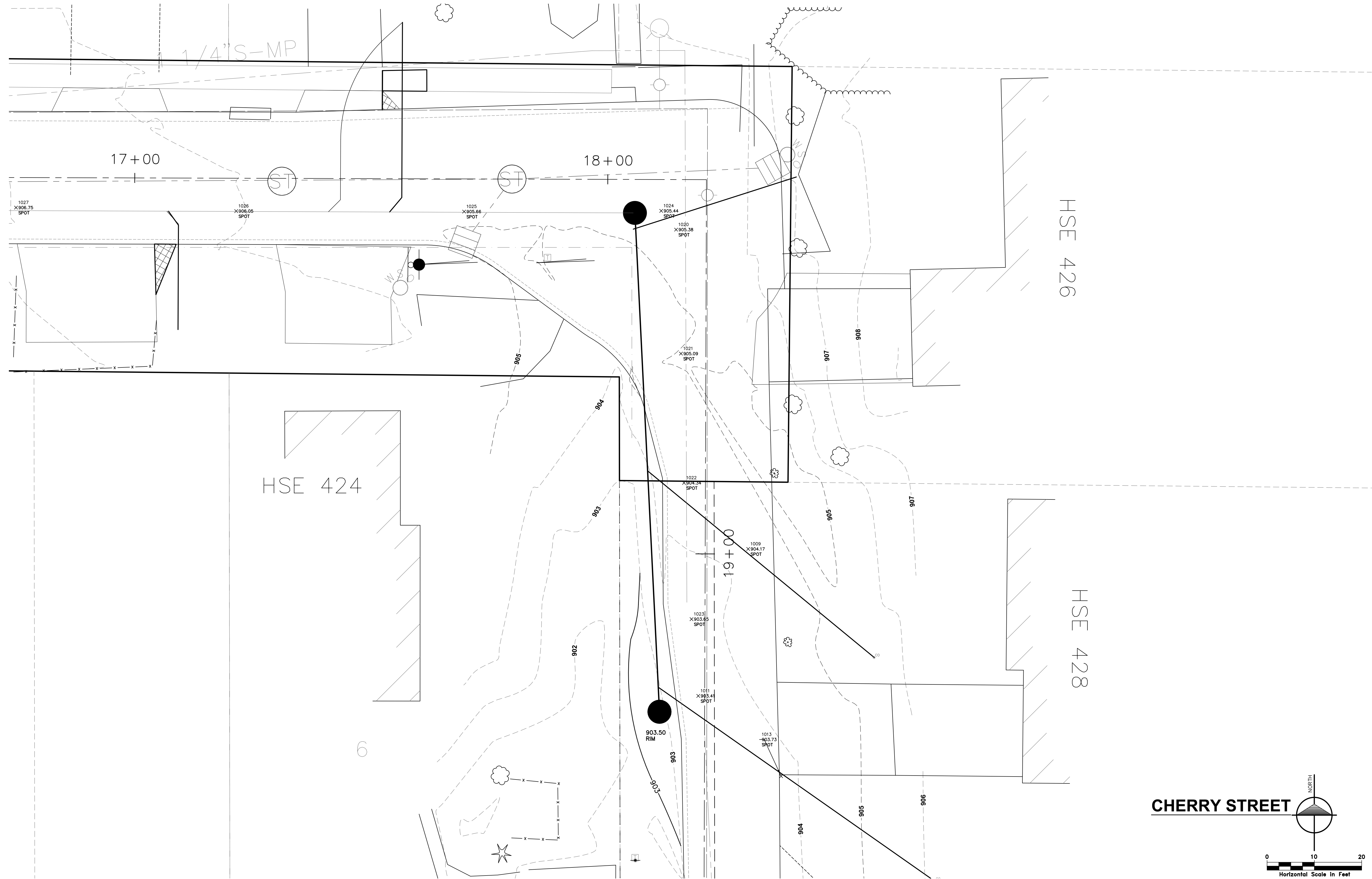
**430 CHERRY LAT**



ISSUED FOR	DATE
OWNER REVIEW	02/16/24
REVISIONS PER OWNER COMMENTS	03/25/24
REVISIONS PER OWNER COMMENTS	06/26/24

DESIGNED BY	DATE
B. MIERAS	2/2024
DRAWN BY	DATE
D. HUDELSON	2/2024
CHECKED BY	DATE
B. MIERAS	06/25/24
PROJECT	50000
FILE	PLT-2024
<b>2</b>	SHEET NO.





DESIGNED BY	B MIERAS	DATE	2/2024
DRAWN BY	D HUDELSON	DATE	2/2024
CHECKED BY	B MIERAS	DATE	09/21/24
PROJECT	50000		
FILE	PLT-2024		

**CITY OF POTTERVILLE**  
**EATON COUNTY, MICHIGAN**  
**2023 CHERRY STREET**  
**EXISTING TOPOGRAPHY**

NO.	ISSUED FOR	BY	DATE
1.	OWNER REVIEW	BM	02/16/24
2.	REVISIONS PER OWNER COMMENTS	BM	03/25/24
3.	REVISIONS PER OWNER COMMENTS	BM	07/01/24



**williams&works**  
**engineers | surveyors | planners**  
 616.224.1500 phone | <http://williamsworks.com>  
 616.224.1500 fax | Grand Rapids, MI 49503

# City of Potterville Parks and Recreation Five Year Plan

**City of  
Potterville**  
Eaton County, Michigan

**2025-2029**  
5-Year Parks & Recreation Plan

Prepared by the City of:  
**POTTERVILLE, MI**  
"The City of Helping Hands"

<https://pottervillemi.org/wp-content/uploads/2024/12/EDIT-City-of-Potterville-2025-2029-5-Year-Recreation.pdf>

# City of Potterville

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

## RESOLUTION NO. 2024-1219-12

At a meeting of the City Council of the City of Potterville, Eaton County, Michigan, held in the City of Potterville City Hall 319 N. Nelson Street, Potterville, MI 48876, on the 19th day of December, 2024, at 6:00 p.m.

### PRESENT:

### ABSENT:

### RESOLUTION TO ADOPT POVERTY EXEMPTION ELIGIBILITY REQUIREMENTS, INCOME STANDARDS/ASSET TEST FOR 2025

WHEREAS, the principal residence of persons who, in the judgment of the Board of Review, by reason of poverty, are unable to contribute to the public charges is eligible for exemption in whole or part from taxation under the General Property Tax Act; and

WHEREAS, the City of Potterville Council is required by Section 7u of the General Property Tax Act, Public Act 206 of 1893 (MCL 211.7u), to adopt guidelines for poverty exemptions; and

WHEREAS, the following (1) Eligibility Requirements and (2) Income Standards/Asset Test have been developed to comply with MCL 211.7u:

#### (1.) ELIGIBILITY REQUIREMENTS

Unless a claimant is exempt from the annual reapplication requirement pursuant to a separate Resolution, in order to be eligible for the poverty exemption, the claimant must do all of the following on an annual basis:

- 1) Own and occupy as a principal residence the property for which the exemption is requested.
- 2) File a claim with the Board of Review after January 1, 2025 but before the day prior to the last day of the Board of Review on Form 5737, *Application for MCL 211.7u Poverty Exemption* is the approved application form.
- 3) Provide a completed and signed Form 5739, *Affirmation of Ownership and Occupancy to Remain Exempt by Reason of Poverty*.

# City of Potterville

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- 4) Provide Federal and State income tax returns for all persons residing in the principal residence, including any property tax credit returns, filed in the immediately preceding year or in the current year. All persons residing in the residence who were not required to file federal or state income tax returns in the current or immediately preceding year must file Form 4988, *Poverty Exemption Affidavit*.
- 5) Produce a valid driver’s license or other form of identification if requested.
- 6) Produce a deed, land contract, or other evidence of ownership of the property for which an exemption is being requested, if requested.
- 7) Meet the poverty income level guidelines adopted by the governing body of the local assessing unit (which shall not be set lower than the federal poverty guidelines published in 2024 in the Federal Register by the United States Department of Health and Human Services).
- 8) Meet the asset levels set by the governing body of the local assessing unit.
- 9) Mail all application materials to City of Potterville Assessor, 319 N. Nelson St., Potterville, MI 48876.

A claimant may Request a Poverty Exemption and Appeal the Property’s Assessment to the City of Potterville Board of Review in the same year.

**(2.) INCOME STANDARDS/ASSET TEST**

The following are the federal poverty income guidelines that the United States Office of Management and Budget recommend that federal departments and agencies use. The City of Potterville has adopted these Income Guidelines for the basis of granting poverty exemptions. These amounts are adjusted annually.

***To be eligible for a poverty exemption in the City of Potterville for 2025 the claimant’s household income MAY NOT exceed these guidelines. If household income exceeds the levels listed below, the claimant does not qualify for a Poverty Exemption:***

1 person.....	\$ 15,060
2 persons.....	\$ 20,440
3 persons.....	\$ 25,820
4 persons.....	\$ 31,200
5 persons.....	\$ 36,580
6 persons.....	\$ 41,960
7 persons.....	\$ 47,340
8 persons.....	\$ 52,720
For Each Additional Person add.....	\$ 5,380

# City of Potterville

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

**MAXIMUM ASSET STANDARDS TO BE ELIGIBLE FOR A POVERTY EXEMPTION**

*(PA 390 of 1994 states that the poverty exemption guidelines established by the governing body of the local assessing unit shall include an asset level test)*

The City of Potterville has adopted the following MAXIMUM ASSET STANDARDS for a household to be eligible for a POVERTY EXEMPTION. The asset levels below DO NOT include the value of the claimant’s principal residence.

1 person .....	\$ 25,000
2 persons .....	\$ 30,000
3 persons.....	\$ 35,000
4 persons.....	\$ 40,000
5 persons.....	\$ 45,000
6 persons.....	\$ 50,000
7 persons.....	\$ 55,000
8 persons or more.....	\$ 60,000

**If applicant household assets exceed this amount, the applicant is NOT eligible for a POVERTY EXEMPTION.**

NOW, THEREFORE, BE IT HEREBY RESOLVED, pursuant to MCL 211.7u, that the **City of Potterville, Eaton County**, adopts the above eligibility requirements, income standards, and asset test for the March Board of Review to implement.

---

*Becky Dolman*, City Clerk

City of Potterville  
Eaton County, Michigan  
December 19, 2024

# City of Potterville

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

## CITY OF POTTERVILLE MEETING DATES 2025

All meetings are being held at the City Hall at 319 N Nelson Street, Potterville, MI 48876

<b>TAX INCREMENT FINANCING AUTHORITY (TIFA)</b> Meets on the <b>2nd Monday</b> of each month unless otherwise noted at City Hall at 5:30 p.m.	<b>ZONING BOARD OF APPEALS &amp; PLANNING COMMISSION</b> Meets on the <b>3rd Tuesday</b> of each month unless otherwise noted at City Hall at 6:00 p.m. for ZBA & 7:00 p.m. for PC	<b>CITY COUNCIL</b> Meets the <b>3rd Thursday</b> of each month unless otherwise noted at City Hall at 6:00 p.m.
Monday, January 13, 2025	Tuesday, January 21, 2025	Thursday, January 16, 2025
Monday, February 10, 2025	Tuesday, February 18, 2025	Thursday, February 20, 2025
Monday, March 10, 2025	Tuesday, March 18, 2025	Thursday, March 20, 2025
Monday, April 14, 2025	Tuesday, April 15, 2025	Thursday, April 17, 2025
Monday, May 12, 2025	Tuesday, May 20, 2025	Thursday, May 15, 2025
Monday, June 9, 2025	Tuesday, June 17, 2025	Thursday, June 19, 2025
Monday, July 14, 2025	Tuesday, July 15, 2025	Thursday, July 17, 2025
Monday, August 11, 2025	Tuesday, August 19, 2025	Thursday, August 21, 2025
Monday, September 8, 2025	Tuesday, September 16, 2025	Thursday, September 18, 2025
Monday, October 13, 2025	Tuesday, October 21, 2025	Thursday, October 16, 2025
Monday, November 10, 2025	Tuesday, November 18, 2025	Thursday, November 20, 2025
Monday, December 8, 2025	Tuesday, December 16, 2025	Thursday, December 18, 2025

The City of Potterville will provide necessary reasonable auxiliary aid and services to individuals with disabilities at the meeting/hearing upon notice to the City. Individuals with disabilities requiring auxiliary aids or services should contact the City by writing to [cityclerk@pottervillemi.org](mailto:cityclerk@pottervillemi.org) or calling (517)645-7641. The City of Potterville is an equal opportunity provider and employer.