

The City of Potterville Tax Increment Finance Authority

Potterville City Hall, 319 N. Nelson Street – (517) 645-7641 – [www.pottervillemi.org](http://www.pottervillemi.org)

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TIFA MEETING AGENDA

Monday, February 10<sup>th</sup> 2025 at 5:30 p.m.

**A. Call the Meeting to Order:**

**B. Pledge of Allegiance:**

**C. Roll Call:** Members Bob Nichols, Rudy Othmer, Joseph Bristol Jr., Judy Lenneman, Jon McNett, Elizabeth Ross, Ronald Norman.

1. Members Present: \_\_\_\_\_

2. Members Absent: \_\_\_\_\_

**D. Agenda Approval:**

**E. Approval of Minutes:**

1. Draft Meeting Minutes from the Meeting of January 13<sup>th</sup> 2025.

**F. Approval of Bills:** \$408.33

**G. Public Comment:** Items on the Agenda.

**H. Old Business:** None.

**I. New Business:**

1. Board Elections Chairperson and Vice Chairperson.

2. Public Hearing Michigan DNR Trust Fund Grant Application TF25-0009 – Lake Alliance Park Project.

3. Eaton County Drain Commission Potter Drain At Large Assessment.

4. Police Department K-9 Officer.

**J. Public Comment:** Items not on the Agenda.

**K. Communications from Board Members:**

**L. Next Meeting:** March 10<sup>th</sup> 2025 at 5:30 p.m.

**M. Administrative Report:** In attendance.

**N. Excuse absent Members:**

**O. Meeting Adjourn:**

**Potterville TIFA Board Minutes**  
Tuesday, January 13, 2024  
@ 5:30 p.m. – Potterville City Hall, 319 N. Nelson Street

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Meeting was called to order by B. Nichols at 5:30 p.m.

Pledge of Allegiance was recited by all.

**Roll Call:**     **Present:** B. Nichols, R. Norman, L. Ross, J. McNett, J. Lenneman, and R. Othmer.  
                  **Absent:** J. Bristol

**Agenda Approval:** Motion by Member Norman to approve the agenda, seconded by Member McNett. Motion carried (6-0-1).

**Approval of Minutes:** Motion by Member Ross to approve the minutes from December 9, 2024, seconded by Member Lenneman. Motion carried (6-0-1).

**Approval of Bills:** Motion by Member Norman to pay bills totaling \$408.33, seconded by Member Ross. Motion carried (6-0-1).

**Public Comment:** N/A

**Old Business:** N/A

**New Business:** Michigan DNR Trust Fund Grant Application 2025 – Lake Alliance: Director provides updates to the Board again reiterating dates, public opinion requirements, and sharing that the application has not been made available yet but it will be similar to other grant applications submitted by the City.

**Public Comment:** N/A

**Communications from Board:** Member Norman provides Drain Commission Meeting Update – costs have been sent out with payment options, but the interest rate is still unknown. A map of the district is available at City Hall.

**Next Meeting:** Monday, February 10, 2025 at 5:30 p.m.

**Administrative Report:** In attendance.

**Motion to Excuse Absent Members:** Motion by Member Norman to excuse Member Bristol, seconded by Member Lenneman (6-0-1).

**Motion to Adjourn:** Meeting adjourned by Member Nichols at 5:50 p.m.

Respectfully submitted,  
Kayla Schwartz, TIFA Secretary  
Approved by TIFA Board \_\_\_\_\_, 2025.

02/04/2025 05:01 PM  
User: JWest  
DB: Potterville

CUSTOM INVOICE REPORT FOR CITY OF POTTERVILLE  
EXP CHECK RUN DATES 01/17/2025 - 02/10/2025  
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
BANK CODE: TIFA

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: JODI WEST		
FEB 2025	FINANCIAL SECRETARY DUTIES MONTH OF FEB 2025	333.33
TOTAL VENDOR JODI WEST		<hr/> 333.33
VENDOR NAME: KAYLA SCHWARTZ		
FEB 2025	SECRETARIAL DUTIES MONTH OF FEB 2025	75.00
TOTAL VENDOR KAYLA SCHWARTZ		<hr/> 75.00
GRAND TOTAL:		408.33

User: JWest

Bank TIFA (TIFA)

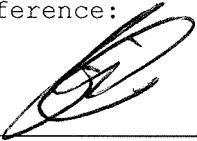
DB: Potterville

FROM 01/01/2025 TO 01/31/2025

Reconciliation Record ID: 291

GL Number	Description	Beginning Balance
247-000-001.000	CASH	65,499.71
247-000-003.000	CASH-CERTIFICATES OF DEPOSIT	100,000.00
Beginning GL Balance:		165,499.71
Less: Cash Disbursements		(408.33)
Add: Journal Entries/Other		41.16
Ending GL Balance:		165,132.54

GL Number	Description	Ending Balance
247-000-001.000	CASH	65,132.54
247-000-003.000	CASH-CERTIFICATES OF DEPOSIT	100,000.00
Ending GL Balance:		165,132.54
Ending Bank Balance:		165,132.54
Add: Deposits in Transit		0.00
Less: 0 AP Outstanding Checks		
Less: 0 PR Outstanding Checks		
Adjusted Bank Balance		165,132.54
Unreconciled Difference:		0.00

REVIEWED BY: 

DATE: 2-4-25

User: JWest

PERIOD ENDING 01/31/2025

DB: Potterville

TIFA

GL NUMBER	DESCRIPTION	BALANCE		2024-25 AMENDED BUDGET	END BALANCE	
		NORMAL	(ABNORMAL)		NORMAL	(ABNORMAL)
<b>Assets</b>						
247-000-001.000	CASH		121,905.50			65,132.54
247-000-003.000	CASH-CERTIFICATES OF DEPOSIT		170,000.00			100,000.00
<b>TOTAL ASSETS</b>			<b>291,905.50</b>			<b>165,132.54</b>
<b>Fund Equity</b>						
247-000-390.000	FUND BALANCE		161,213.27			90,135.90
<b>TOTAL FUND EQUITY</b>			<b>161,213.27</b>			<b>90,135.90</b>
<b>Revenues</b>						
247-728-401.000	PROPERTY TAXES		183,809.96	198,266.61		159,460.86
247-728-573.000	LOCAL COMMUNITY STABILIZATION		22,561.19	23,732.63		22,685.72
247-728-665.000	INTEREST INCOME		3,022.02	6,000.00		551.28
<b>TOTAL REVENUES</b>			<b>209,393.17</b>	<b>227,999.24</b>		<b>182,697.86</b>
<b>Expenditures</b>						
247-728-703.005	WAGES - OTHER		2,933.31	5,025.00		2,933.32
247-728-727.000	OFFICE EXPENSE		25.00	1,120.00		0.00
247-728-731.000	PUBLICATION		0.00	300.00		0.00
247-728-801.000	ATTORNEY		0.00	500.00		0.00
247-728-803.000	ENGINEERS FEES		13,201.38	15,000.00		10,428.75
247-728-807.000	AUDIT		4,350.00	4,600.00		4,400.00
247-728-970.000	CAPITAL OUTLAY		0.00	20,000.00		27,847.90
247-728-992.000	BOND PRINCIPAL		50,000.00	55,000.00		55,000.00
247-728-993.000	BOND INTEREST		8,191.25	12,945.00		7,091.25
<b>TOTAL EXPENDITURES</b>			<b>78,700.94</b>	<b>114,490.00</b>		<b>107,701.22</b>
<b>Total - All Funds:</b>			<b>0.00</b>	<b>(113,509.24)</b>		<b>0.00</b>

02/04/2025 04:56 PM  
User: JWest  
DB: Potterville

CASH SUMMARY BY FUND FOR CITY OF POTTERVILLE  
FROM 07/01/2024 TO 01/31/2025  
FUND: 247  
CASH ACCOUNTS

Fund	Description	Beginning Balance 07/01/2024	Total Debits	Total Credits	Ending Balance 01/31/2025
247	TAX INCREMENT FINANCING AUTHOR	97,335.57	344,789.11	276,992.14	165,132.54

User: JWest

FROM 07/01/2024 TO 01/31/2025

DB: Potterville

Bank code: TIFA - TIFA

Account Category: Cash

GL #	DESCRIPTION	NET ACTIVITY	BALANCE
		DR (CR)	DR (CR)
247-000-001.000	CASH	Beg. Balance	97,335.57
	July	(6,865.47)	90,470.10
	August	(4,908.14)	85,561.96
	September	74,224.93	159,786.89
	October	11,524.97	171,311.86
	November	(103,046.96)	68,264.90
	December	(2,765.19)	65,499.71
	January	(367.17)	65,132.54
	End Balance 01/31/2025	(367.17)	65,132.54
247-000-003.000	CASH-CERTIFICATES OF DEPOSIT	Beg. Balance	0.00
	July	0.00	0.00
	August	0.00	0.00
	September	0.00	0.00
	October	0.00	0.00
	November	100,000.00	100,000.00
	December	0.00	100,000.00
	January	0.00	100,000.00
	End Balance 01/31/2025	0.00	100,000.00

User: JWest

DB: Potterville

PERIOD ENDING 01/31/2025

GL NUMBER	DESCRIPTION	END BALANCE	2024-25	YTD BALANCE	ACTIVITY FOR
		06/30/2024 NORMAL (ABNORM)	ORIGINAL BUDGET	01/31/2025 NORMAL (ABNORM)	MONTH 01/31/20 INCREASE (DECR)
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	551.28	41.16
Total Dept 728 - TIFA DEPT		214,776.03	227,999.24	182,697.86	41.16
TOTAL REVENUES		214,776.03	227,999.24	182,697.86	41.16
Expenditures					
Dept 728 - TIFA DEPT					
247-728-703.005	WAGES - OTHER	4,974.97	5,025.00	2,933.32	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	10,428.75	0.00
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	107,701.22	408.33
TOTAL EXPENDITURES		285,853.40	114,490.00	107,701.22	408.33
Fund 247 - TAX INCREMENT FINANCING AUTHOR:					
TOTAL REVENUES		214,776.03	227,999.24	182,697.86	41.16
TOTAL EXPENDITURES		285,853.40	114,490.00	107,701.22	408.33
NET OF REVENUES & EXPENDITURES		(71,077.37)	113,509.24	74,996.64	(367.17)



User: JWest  
DB: Potterville

Balances as of 01/31/2025

Fund 247 - TAX INCREMENT FINANCING AUTHOR

Account	Description	2024-25 Amended Budget	YEAR-TO-DATE THRU 01/31/25	Available Balance	% Used
<b>Revenues</b>					
Department 728: TIFA DEPT					
401.000	PROPERTY TAXES				
09/14/2024	GJ TAX DISTRIBUTION SUMMER 24		127522 159,460.86 JE# 7431		
401.000	PROPERTY TAXES	198,266.61	159,460.86	38,805.75	80.43
573.000	LOCAL COMMUNITY STABILIZATION				
10/28/2024	GJ LCSA PAYMENT		127952 22,685.72 JE# 7458		
573.000	LOCAL COMMUNITY STABILIZATION	23,732.63	22,685.72	1,046.91	95.59
665.000	INTEREST INCOME				
07/31/2024	GJ INTEREST MONTH OF JULY 2024		126178 74.63 JE# 7383		
08/31/2024	GJ INTEREST MONTH OF AUG 2024		126681 70.59 JE# 7411		
09/30/2024	GJ INTEREST MONTH OF SEPT 2024		127711 96.55 JE# 7447		
10/31/2024	GJ INTEREST- MONTH OF OCT 2024		127995 120.09 JE# 7463		
11/30/2024	GJ INTEREST MONTH OF NOV 2024		128272 103.87 JE# 7497		
12/31/2024	GJ INTEREST MONTH OF DEC 2024		128982 44.39 JE# 7514		
01/31/2025	GJ INTEREST MONTH OF JAN 2025		129539 41.16 JE# 7530		
665.000	INTEREST INCOME	6,000.00	551.28	5,448.72	9.19
<b>Total - Dept 728</b>		<b>227,999.24</b>	<b>182,697.86</b>	<b>45,301.38</b>	<b>80.13</b>
<b>Total Revenues</b>		<b>227,999.24</b>	<b>182,697.86</b>	<b>45,301.38</b>	<b>80.13</b>
<b>Expenditures</b>					
Department 728: TIFA DEPT					
703.005	WAGES - OTHER				
07/08/2024	AP SECRETARIAL DUTIES MONTH OF JULY 2024		125754 75.00 Inv#: 'JULY 2024' Vendor '0000011144'		
07/08/2024	AP FINANCIAL SECRETARIAL DUTIES MONTH OF JU		125753 333.33 Inv#: 'JULY 2024' Vendor '09752'		
08/12/2024	AP SECRETARIAL DUTIES AUGUST 2024		126288 75.00 Inv#: 'AUG 2024' Vendor '0000011144'		
08/12/2024	AP FINANCIAL DUTIES MONTH OF AUG 2024		126289 333.33 Inv#: 'AUG 2024' Vendor '09752'		
09/04/2024	AP SEPT 2024 FINANCIAL DUTIES		127051 333.33 Inv#: 'SEPT 2024' Vendor '09752'		
09/09/2024	AP SECRETARIAL DUTIES SEPT 2024		127052 75.00 Inv#: 'SEPT 2024' Vendor '0000011144'		
10/14/2024	AP SECRETARIAL DUTIES MONTH OF OCT 2024		127789 75.00 Inv#: 'OCT2024' Vendor '0000011144'		
10/14/2024	AP FINANCIAL DUTIES MONTH OF OCT 2024		127790 333.34 Inv#: 'OCT2024' Vendor '09752'		
11/12/2024	AP SECRETARIAL DUTIES MONTH OF NOV 2024		128037 75.00 Inv#: 'NOV 2024' Vendor '0000011144'		
11/12/2024	AP FINANCIAL SECRETARIAL DUTIES MONTH OF NO		128036 333.33 Inv #: 'NOV 2024' Vendor '09752'		
12/09/2024	AP SECRETARIAL DUTIES MONTH OF DEC (AND SPE		128372 150.00 Inv #: 'DEC 2024' Vendor '0000011144'		
12/09/2024	AP FINANCIAL DUTIES MONTH OF DEC 2024		128371 333.33 Inv #: 'DEC 2024' Vendor '09752'		
01/13/2025	AP SECRETARIAL DUTIES MONTH OF JAN 2025		129228 75.00 Inv #: 'JAN 2025' Vendor '0000011144'		
01/13/2025	AP FINANCIAL SECRETARIAL DUTIES MONTH OF JA		129227 333.33 Inv #: 'JAN 2025' Vendor '09752'		
703.005	WAGES - OTHER	5,025.00	2,933.32	2,091.68	58.37
727.000	OFFICE EXPENSE	1,120.00	0.00	1,120.00	0.00
731.000	PUBLICATION	300.00	0.00	300.00	0.00
801.000	ATTORNEY	500.00	0.00	500.00	0.00
803.000	ENGINEERS FEES				
07/17/2024	AP LANSING ROAD SERVICES THROUGHT 07/172024		126286 335.00 Inv #: '88544' Vendor '0000011326'		

User: JWest

Balances as of 01/31/2025

DB: Potterville

Fund 247 - TAX INCREMENT FINANCING AUTHOR

Account	Description	2024-25 Amended Budget	YEAR-TO-DATE THRU 01/31/25	Available Balance	% Used
<b>Expenditures</b>					
Department 728: TIFA DEPT					
07/17/2024	AP ENGINEERING WORK LAKE ALLIANCE THROUGH 0		126287 3,567.50	Inv #: '88545' Vendor '0000011326'	
09/09/2024	AP DRAFT PRELIMINARY EST FOR SIDEWALK CONNEC		127055 585.00	Inv #: '88546' Vendor '0000011326'	
10/14/2024	AP GENERAL ENGINEERING THROUGH 09/15/2024		127787 872.50	Inv #: '89777' Vendor '0000011326'	
11/12/2024	AP GENERAL ENGINEERING THROUGH 10/13/24 (R		128035 2,742.50	Inv #: '90501' Vendor '0000011326'	
12/09/2024	AP GENERAL ENGINEERING THROUGH 11/15/24		128370 2,326.25	Inv #: '91002' Vendor '0000011326'	
803.000	ENGINEERS FEES	15,000.00	10,428.75	4,571.25	69.53
807.000	AUDIT				
09/09/2024	AP AUDIT PROGRESS ON 23-24 TIFA STATEMENT		127054 3,250.00	Inv #: '6501' Vendor '11101'	
10/14/2024	AP COMPLETION OF AUDIT AND QUALIFYING STATE		127786 1,150.00	Inv #: '6548' Vendor '11101'	
807.000	AUDIT	4,600.00	4,400.00	200.00	95.65
970.000	CAPITAL OUTLAY				
09/09/2024	AP COMPONENT PARTS TO NEW POLICE SILVERADO		127053 18,997.90	Inv #: '108988' Vendor '0000011393'	
10/14/2024	AP FIELD RENOVATIONS		127788 8,850.00	Inv #: '09192024' Vendor '0000011398'	
970.000	CAPITAL OUTLAY	20,000.00	27,847.90	(7,847.90)	139.24
992.000	BOND PRINCIPAL				
09/11/2024	CD SUMMARY CD 09/11/2024		127124 55,000.00		
09/11/2024	CD BOND PRINCIPAL		127125 (55,000.00)	Check#: '3329 TIFA' Vendor '0000011228'	
10/01/2024	AP OCT BOND AND INTEREST PAYMENT- TIFA		127123 55,000.00	Inv #: 'BOND PAYMENT' Vendor '0000011228'	
992.000	BOND PRINCIPAL	55,000.00	55,000.00	0.00	100.00
993.000	BOND INTEREST				
09/11/2024	CD SUMMARY CD 09/11/2024		127124 7,091.25		
09/11/2024	CD BOND INTEREST		127125 (7,091.25)	Check#: '3329 TIFA' Vendor '0000011228'	
10/01/2024	AP OCT BOND AND INTEREST PAYMENT- TIFA		127123 7,091.25	Inv #: 'BOND PAYMENT' Vendor '0000011228'	
993.000	BOND INTEREST	12,945.00	7,091.25	5,853.75	54.78
<b>Total - Dept 728</b>		<b>114,490.00</b>	<b>107,701.22</b>	<b>6,788.78</b>	<b>94.07</b>
<b>Total Expenditures</b>		<b>114,490.00</b>	<b>107,701.22</b>	<b>6,788.78</b>	<b>94.07</b>
<b>NET OF REVENUES AND EXPENDITURES</b>		<b>113,509.24</b>	<b>74,996.64</b>	<b>38,512.60</b>	

# City of Potterville

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

February 5, 2025

To: TIFA Board Members  
From: Aaron Sheridan, TIFA Director  
Subject: Director Report

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

1. TIFA has a Public Hearing scheduled to receive input for the Michigan DNR Natural Resources Trust Fund grant application #TF25-0009 that would anticipate a pledge and financial match of about 36% (not 50%) or \$192,200 in TIFA funds for the Lake Alliance Park development project, for “ADA” non-motorized trail connections, “ADA” parking lots and dual pickleball courts. The Trust Fund Grant Application information is available to the public and included in the TIFA meeting packet. A grant application public hearing notice has been published in the County Journal and made available at City Hall and online. Should TIFA wish to proceed with the planned project, it would anticipate receiving public input at the hearing and consider a Roll Call motion to pledge the above stated funds in match for the City’s DNR TF#25-0009 development project.

2. TIFA has a consideration for financial support of the City of Potterville Drains at Large Assessment owed to the Eaton County Drain Commissioner over a 20-year period for an annual amount not to exceed \$28,694.45. This annual “Drains at Large” expense that’s been accessed to the City “at large” is not yet known exactly, because the County has not secured its Bond interest rate... thus a fixed rate of 5.0% has been used in an estimate to determine how much the City will (by Winter Tax period of 2025, December-February) have to pay from its own General Fund. A majority of the TIFA Development District lies within the Drain Assessment District of the Potter Drain, and its improvement will no doubt improve City services, protect TIFA funded assets like the Lansing Road sidewalk, and sustain District wide taxable development for commercial and industrial properties. Should TIFA wish to fund the City drains at large expense for the public drain improvement, it may consider a roll call motion to add the amount of City’s Potter Drain assessment to its normal regular Fiscal Year Budget in an amount not to exceed that which is owed to the County (no more than \$28,694.45). Potter Drain Information is provided to Board Members in the packet for review.

3. The TIFA Board has an additional consideration to sponsor partial expenses for a new Police K9 Unit that would be handled by City Police Officer, Mr. Luke Betts. Potterville Police Chief Richard Barry, has a detailed proposal for your review that includes estimated costs for operation and maintenance that would be borne by the City after purchase. The report of expenses and costs is planned to be provided to the City council this month. Should TIFA decide to sponsor the new K9 Police Unit for the betterment and improvement of TIFA District, a roll call motion would be appropriate with the understanding that City would take over and be responsible for “all new assets” involved with proposal and the Police K9 employee.

# City of Potterville

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

**NOTICE OF PUBLIC HEARING OF THE CITY OF POTTERVILLE  
TAX INCREMENT FINANCE AUTHORITY (TIFA) FOR  
THE DNR MICHIGAN NATURAL RESOURCES TRUST FUND  
GRANT APPLICATION TF25-0009 ENTITLED “LAKE ALLIANCE PARK  
PROJECT.”**

Public hearing is to be held February 10, 2025 at 5:30 p.m. at the Potterville City Hall to obtain public input on City of Potterville grant application TF25-0009 to the DNR Michigan Natural Resources Trust Fund Grant Program entitled “Lake Alliance Park Project.”

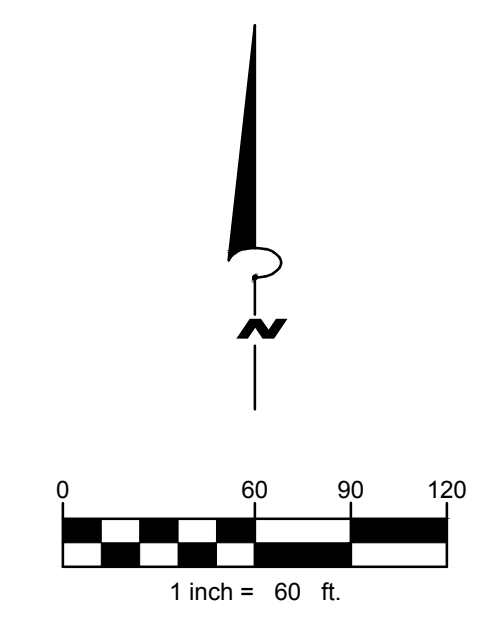
A copy of the grant application TF25-0009 to the DNR Michigan Natural Resources Trust Fund Grant Program entitled “Lake Alliance Park Project,” may be reviewed by the public at the Potterville City Hall, 319 N. Nelson Street, Potterville, MI 48876 during regular business hours and/or during the public hearing. All interested persons and stakeholders of the community are invited to the public hearing to provide input regarding the City’s grant application TF25-0009 to the DNR Michigan Natural Resources Trust Fund Grant Program entitled “Lake Alliance Park Project.”

The City of Potterville will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed material being considered at the hearing, to individuals with disabilities upon reasonable notice to the City Clerk. Individuals with disabilities requiring auxiliary aids or services should contact the City Clerk at [cityclerk@pottervillemi.org](mailto:cityclerk@pottervillemi.org) and/or mail at the address or telephone number listed below.

319 N. Nelson Street  
Potterville, MI 48876  
(517) 645-7641

Becky Dolman  
City Clerk  
City of Potterville





PROJECT NAME:  
**LAKE ALLIANCE  
 PARK  
 IMPROVEMENTS**

CITY OF  
**POTTERVILLE**  
 319 N. NELSON STREET  
 POTTERVILLE, MI 48876

**✓ Reviewed**

**DNR#TF25-0009**

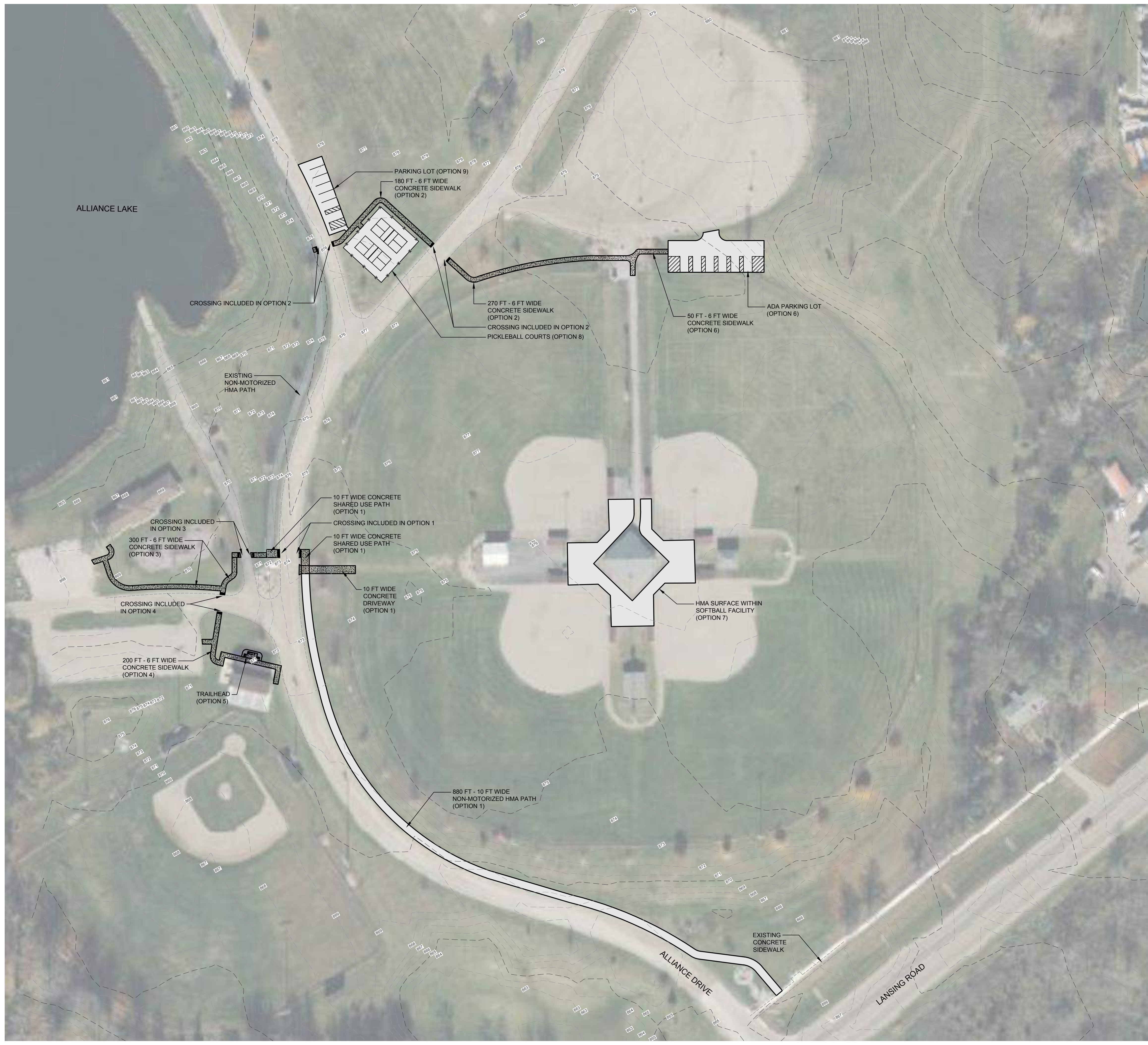
01 07/01/2024 SAL  
 DRAFT REVIEW SET

REVISIONS

DATE: AUGUST, 2024  
 SCALE: 1" = 60'

PLAN OF PROPOSED

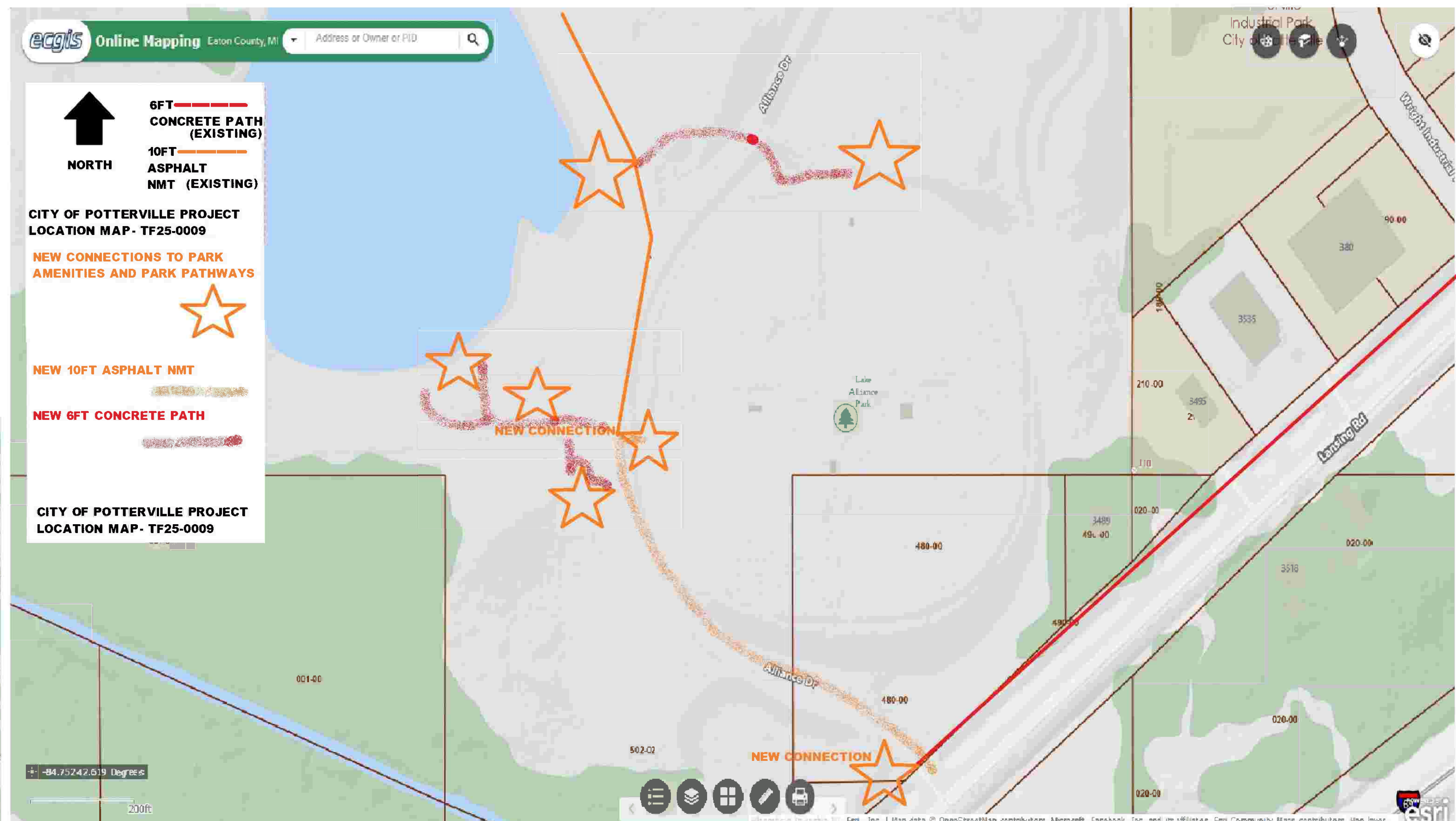
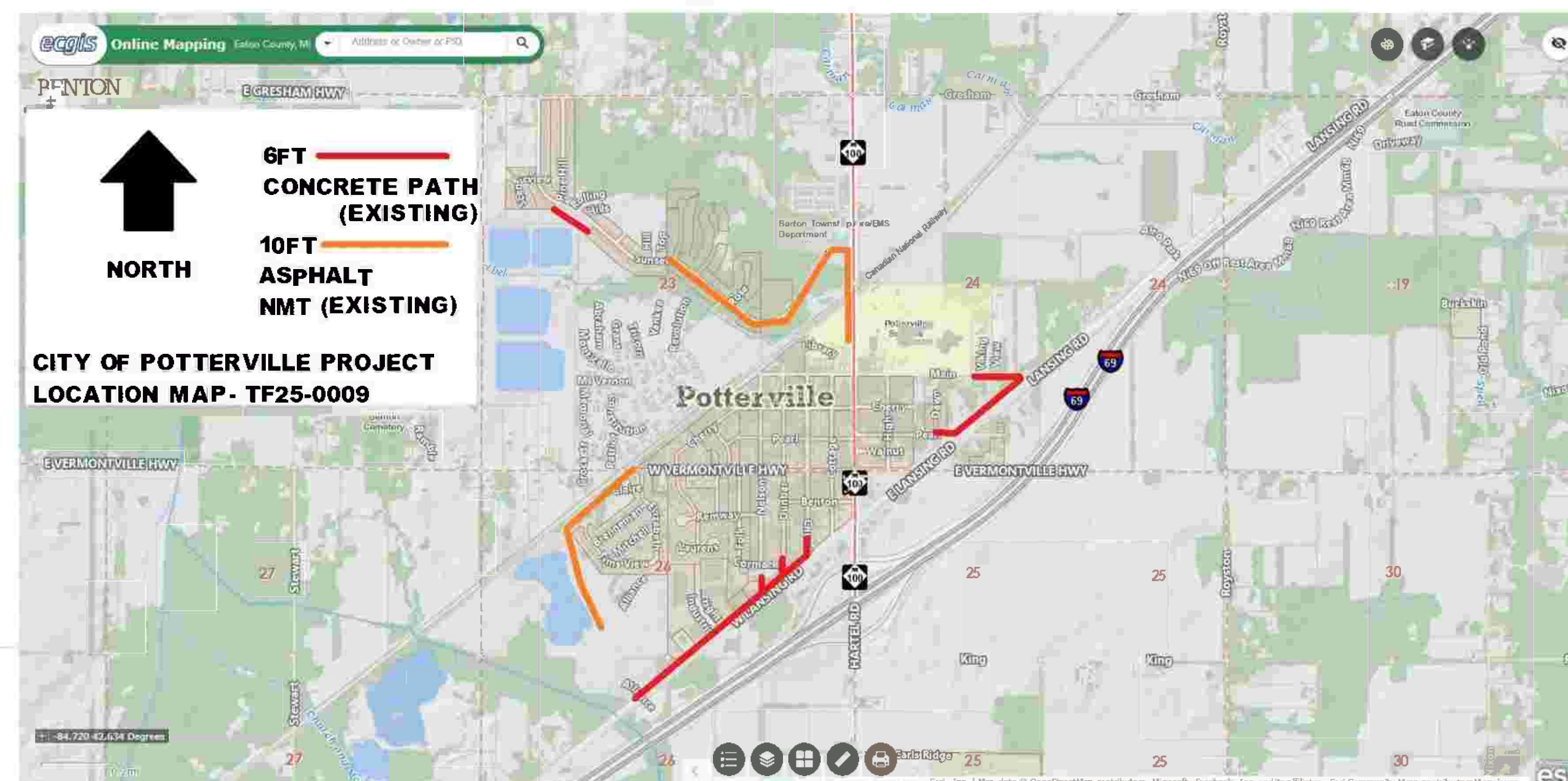
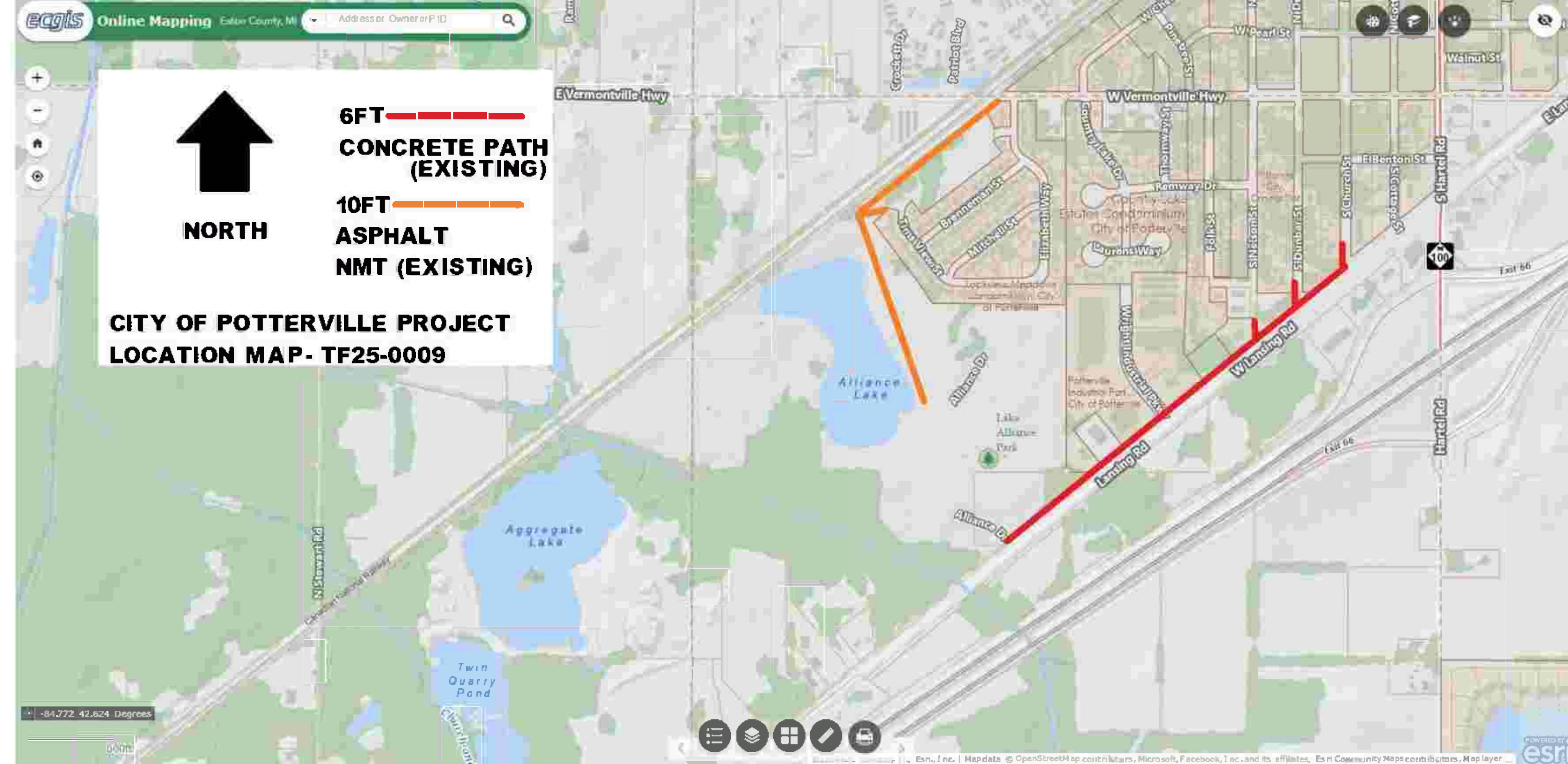
JOB No. 234260  
**C001**



**LAKE ALLIANCE PARK IMPROVEMENTS**  
 SCALE: 1" = 60'

- PROPOSED 10 FT WIDE NON-MOTORIZED HMA PATH.
- PROPOSED CONCRETE SIDEWALK







# PRELIMINARY ESTIMATE

PROJECT: **234260 - Lake Alliance Park Improvements**  
CLIENT: **City of Potterville**  
DATE: November 5, 2024

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The project would extend the non-motorized path approximately 900 feet from the existing path to Lansing Road. Additional sections of concrete sidewalk would also be included to connect the existing bathroom facility, pavilion, and proposed paved parking lots. Lastly, two pickleball courts, a new trailhead, permanent signage, landscaping, and restoration would be completed as part of the project. This project would improve ADA accessibility to both existing and proposed features located throughout the park as well as provide increased recreational activities.

Option 1 - Construction Cost		\$	121,250.00
Option 2 - Construction Cost			33,000.00
Option 3 - Construction Cost			22,810.00
Option 4 - Construction Cost			16,550.00
Option 5 - Construction Cost			12,600.00
Option 6 - Construction Cost			34,200.00
Option 7 - Construction Cost			34,900.00
Option 8 - Construction Cost			120,700.00
Option 9 - Construction Cost			<u>26,450.00</u>
<b><i>SUBTOTAL ESTIMATED CONSTRUCTION COST</i></b>		\$	422,460.00
<i>Construction Contingency</i>	10%		42,246.00
<i>Engineering</i>	15%		<u>63,369.00</u>
<b><i>TOTAL ESTIMATED PROJECT COST</i></b>		\$	<b>528,500.00</b>
Local Match	25%	\$	132,125.00
MDNR MNRTF Grant	75%	\$	396,375.00
Maximum Grant Amount - \$400,000			

# PRELIMINARY ESTIMATE

PROJECT: **234260 - Lake Alliance Park Improvements**  
 CLIENT: **City of Potterville**  
 DATE: **November 5, 2024**

## Option 1

This project would extend the non-motorized path approximately 900 feet from the existing path along Alliance Drive to Lansing Road. This project includes approximately 880 feet of HMA shared use path and 20 feet of concrete sidewalk crossing Alliance Drive to connect to existing path. Permanent signage, landscaping, and restoration would be completed as part of the project. This project would improve ADA accessibility to both existing and proposed features located at the park.

1 L.S. Mobilization	@	\$ 11,000.00	\$ 11,000.00
1 L.S. Traffic Control	@	2,600.00	2,600.00
2 EA Tree, Rem, 6 inch to 18 inch	@	500.00	1,000.00
1 EA Culv, Rem, Less than 24 inch	@	1,000.00	1,000.00
24 LFT Culv, CI E, 12 inch	@	100.00	2,400.00
8 LFT Culv, CI E, 24 inch	@	125.00	1,000.00
2 EA Culv End Sect, 12 inch	@	500.00	1,000.00
1 EA Culv End Sect, 24 inch	@	1,000.00	1,000.00
30 SYD HMA Surface, Rem	@	15.00	450.00
30 SYD Pavt, Rem	@	20.00	600.00
900 LFT Ditching	@	10.00	9,000.00
900 LFT Shared use Path, Grading	@	20.00	18,000.00
180 TON Shared use Path, HMA	@	125.00	22,500.00
60 SYD Shared use Path, Concrete	@	50.00	3,000.00
100 SYD Driveway, Nonreinf Conc, 6 inch	@	60.00	6,000.00
20 LFT Detectable Warning Surface, Modified	@	50.00	1,000.00
100 CYD Subgrade Undercutting	@	30.00	3,000.00
1,200 SYD Aggregate Base, 8 inch	@	15.00	18,000.00
10 CYD Subbase, CIP	@	20.00	200.00
1 L.S. Permanent Signage	@	500.00	500.00
1 L.S. Landscaping	@	2,000.00	2,000.00
2,000 SYD Restoration	@	8.00	16,000.00
<b>SUBTOTAL ESTIMATED CONSTRUCTION COST</b>			<b>\$ 121,250.00</b>
<i>Construction Contingency</i>			10% 12,125.00
<i>Engineering</i>			15% 18,187.50
<b>TOTAL ESTIMATED PROJECT COST</b>			<b>\$ 151,600.00</b>
Local Match			25% \$ 37,900.00
MDNR MNRTF Grant			\$ 113,700.00





# PRELIMINARY ESTIMATE

PROJECT: **234260 - Lake Alliance Park Improvements**  
 CLIENT: **City of Potterville**  
 DATE: November 5, 2024

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## Option 2

The project would extend 6-foot wide sidewalk approximately 450 feet from the non-motorized path along Alliance Drive to the existing gravel parking lot north of the baseball fields. Permanent signage, landscaping, and restoration would be completed as part of the project. This project would improve ADA accessibility to both existing and proposed features located at the park.

1 L.S. Mobilization	@	\$ 3,000.00		\$ 3,000.00
1 L.S. Traffic Control	@	700.00		700.00
2,500 SFT Sidewalk, Conc, 4 inch	@	7.00		17,500.00
240 SFT Curb Ramp, Conc, 6 inch	@	10.00		2,400.00
24 LFT Detectable Warning Surface, Modified	@	50.00		1,200.00
50 CYD Subgrade Undercutting	@	30.00		1,500.00
60 CYD Subbase, CIP	@	20.00		1,200.00
1 L.S. Permanent Signage	@	500.00		500.00
1 L.S. Landscaping	@	1,000.00		1,000.00
500 SYD Restoration	@	8.00		4,000.00
 <i>SUBTOTAL ESTIMATED CONSTRUCTION COST</i>				 \$ 33,000.00
<i>Construction Contingency</i>				10% 3,300.00
<i>Engineering</i>				15% <u>4,950.00</u>
 <b>TOTAL ESTIMATED PROJECT COST</b>				 <b>\$ 41,300.00</b>
 Local Match				25% \$ 10,325.00
MDNR MNRTF Grant				\$ 30,975.00

# PRELIMINARY ESTIMATE

PROJECT: **234260 - Lake Alliance Park Improvements**  
 CLIENT: **City of Potterville**  
 DATE: November 5, 2024

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## Option 3

The project would extend 6-foot wide sidewalk approximately 300 feet from the non-motorized path along Alliance Drive to the existing pavilion. Permanent signage, landscaping, and restoration would be completed as part of the project. This project would improve ADA accessibility to both existing and proposed features located at the park.

1 L.S. Mobilization	@	\$ 2,000.00		\$ 2,000.00
1 L.S. Traffic Control	@	500.00		500.00
1 EA Tree, Rem, 6 inch to 18 inch	@	500.00		500.00
1,680 SFT Sidewalk, Conc, 4 inch	@	7.00		11,760.00
120 SFT Curb Ramp, Conc, 6 inch	@	10.00		1,200.00
12 LFT Detectable Warning Surface, Modified	@	50.00		600.00
25 CYD Subgrade Undercutting	@	30.00		750.00
40 CYD Subbase, CIP	@	20.00		800.00
1 L.S. Permanent Signage	@	500.00		500.00
1 L.S. Landscaping	@	1,000.00		1,000.00
400 SYD Restoration	@	8.00		3,200.00
 <i>SUBTOTAL ESTIMATED CONSTRUCTION COST</i>				\$ 22,810.00
<i>Construction Contingency</i>				10% 2,281.00
<i>Engineering</i>				15% <u>3,421.50</u>
 <b>TOTAL ESTIMATED PROJECT COST</b>				 <b>\$ 28,600.00</b>
 Local Match				25% \$ 7,150.00
MDNR MNRTF Grant				\$ 21,450.00

# PRELIMINARY ESTIMATE

PROJECT: **234260 - Lake Alliance Park Improvements**  
 CLIENT: **City of Potterville**  
 DATE: **November 5, 2024**

## Option 4

The project would extend 6-foot wide sidewalk approximately 200 feet from Option 3 sidewalk to the existing concessions stand and future trailhead area. Permanent signage, landscaping, and restoration would be completed as part of the project. This project would improve ADA accessibility to both existing and proposed features located at the park.

1 L.S. Mobilization	@ \$	1,500.00	\$	1,500.00
1 L.S. Traffic Control	@	300.00		300.00
1,100 SFT Sidewalk, Conc, 4 inch	@	7.00		7,700.00
120 SFT Curb Ramp, Conc, 6 inch	@	10.00		1,200.00
12 LFT Detectable Warning Surface, Modified	@	50.00		600.00
25 CYD Subgrade Undercutting	@	30.00		750.00
30 CYD Subbase, CIP	@	20.00		600.00
1 L.S. Permanent Signage	@	500.00		500.00
1 L.S. Landscaping	@	1,000.00		1,000.00
300 SYD Restoration	@	8.00		2,400.00
<b><i>SUBTOTAL ESTIMATED CONSTRUCTION COST</i></b>				<b>\$ 16,550.00</b>
<i>Construction Contingency</i>				10% 1,655.00
<i>Engineering</i>				15% <u>2,482.50</u>
<b><i>TOTAL ESTIMATED PROJECT COST</i></b>				<b>\$ 20,700.00</b>
Local Match				25% \$ 5,175.00
MDNR MNRTF Grant				\$ 15,525.00

# PRELIMINARY ESTIMATE

PROJECT: **234260 - Lake Alliance Park Improvements**  
 CLIENT: **City of Potterville**  
 DATE: November 5, 2024

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## Option 5

The project would construct a primary trailhead located near the existing concessions stand within Lake Alliance Park. Lastly, an interpretive sign, landscaping, and restoration would be completed as part of the project. This project would improve ADA accessibility to both existing and proposed features located at the park.

1 L.S. Mobilization	@	\$ 1,100.00		\$ 1,100.00
1 EA Interpretive Sign	@	4,000.00		4,000.00
15 SYD Conc Pavt, Nonreinf, 6 inch	@	60.00		900.00
10 CYD Subbase, CIP	@	20.00		200.00
1 EA Bench	@	2,500.00		2,500.00
1 EA Trash Receptacle	@	1,500.00		1,500.00
1 L.S. Landscaping	@	2,000.00		2,000.00
50 SYD Restoration	@	8.00		400.00
<b><i>SUBTOTAL ESTIMATED CONSTRUCTION COST</i></b>				<b>\$ 12,600.00</b>
<i>Construction Contingency</i>				10% 1,260.00
<i>Engineering</i>				15% <u>1,890.00</u>
<b><i>TOTAL ESTIMATED PROJECT COST</i></b>				<b>\$ 15,800.00</b>
Local Match				25% \$ 3,950.00
MDNR MNRTF Grant				\$ 11,850.00

# PRELIMINARY ESTIMATE

PROJECT: **234260 - Lake Alliance Park Improvements**  
 CLIENT: **City of Potterville**  
 DATE: November 5, 2024

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## Option 6

The project would construct an ADA compliant parking lot near the softball facility entrance with 6' wide concrete sidewalk connecting the ADA compliant parking lot to the north baseball field entrance.

1 L.S. Mobilization	@	\$ 3,100.00		\$ 3,100.00
1 L.S. Grading & Earth Excavation	@	4,000.00		4,000.00
600 SYD Aggregate Base, 8 inch	@	15.00		9,000.00
100 TON HMA, 4EL	@	125.00		12,500.00
10 CYD Subbase, CIP	@	20.00		200.00
300 SFT Sidewalk, Conc, 4 inch	@	7.00		2,100.00
1 L.S. Pavement Markings	@	2,000.00		2,000.00
1 L.S. Permanent Signage	@	500.00		500.00
100 SYD Restoration	@	8.00		800.00
 <i>SUBTOTAL ESTIMATED CONSTRUCTION COST</i>				\$ 34,200.00
<i>Construction Contingency</i>				10% 3,420.00
<i>Engineering</i>				15% <u>5,130.00</u>
 <b>TOTAL ESTIMATED PROJECT COST</b>				 <b>\$ 42,800.00</b>
 Local Match				 25% \$ 10,700.00
MDNR MNRTF Grant				\$ 32,100.00

# PRELIMINARY ESTIMATE

PROJECT: **234260 - Lake Alliance Park Improvements**  
CLIENT: **City of Potterville**  
DATE: **November 5, 2024**

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## Option 7

The project would construct a new HMA surface within the softball facility around the existing concession stand.

1 L.S. Mobilization	@ \$	3,100.00	\$	3,100.00
1 L.S. Grading & Earth Excavation	@	2,000.00		2,000.00
8 EA Remove and Relocate Bleachers	@	500.00		4,000.00
200 TON HMA, 4EL	@	125.00		25,000.00
100 SYD Restoration	@	8.00		800.00
<b><i>SUBTOTAL ESTIMATED CONSTRUCTION COST</i></b>			\$	34,900.00
<i>Construction Contingency</i>			10%	3,490.00
<i>Engineering</i>			15%	<u>5,235.00</u>
<b><i>TOTAL ESTIMATED PROJECT COST</i></b>			\$	<b>43,700.00</b>
Local Match			25%	\$ 10,925.00
MDNR MNRTF Grant				\$ 32,775.00

# PRELIMINARY ESTIMATE

PROJECT: **234260 - Lake Alliance Park Improvements**  
 CLIENT: **City of Potterville**  
 DATE: November 5, 2024

## Option 8

The project would construct two (2) pickleball courts just north of the softball facility.

1 L.S. Mobilization	@	\$ 10,900.00	\$	10,900.00
1 L.S. Grading & Earth Excavation	@	5,000.00		5,000.00
2 EA Pickleball Court	@	35,000.00		70,000.00
1 L.S. Fencing	@	15,000.00		15,000.00
50 SYD Concrete Footing	@	30.00		1,500.00
2 EA Bench	@	2,500.00		5,000.00
2 EA Picnic Table	@	3,000.00		6,000.00
1 EA Trash Receptacle	@	1,500.00		1,500.00
1 L.S. Permanent Signage	@	2,000.00		2,000.00
1 L.S. Landscaping	@	3,000.00		3,000.00
100 SYD Restoration	@	8.00		800.00
<b><i>SUBTOTAL ESTIMATED CONSTRUCTION COST</i></b>			\$	120,700.00
<i>Construction Contingency</i>			10%	12,070.00
<i>Engineering</i>			15%	18,105.00
<b><i>TOTAL ESTIMATED PROJECT COST</i></b>			\$	<b>150,900.00</b>
Local Match			25%	\$ 37,725.00
MDNR MNRTF Grant				\$ 113,175.00

# PRELIMINARY ESTIMATE

PROJECT: **234260 - Lake Alliance Park Improvements**  
CLIENT: **City of Potterville**  
DATE: November 5, 2024

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## Option 9

The project would construct a parking lot with an ADA compliant stall next to the pickleball courts.

1 L.S. Mobilization	@ \$	2,400.00	\$	2,400.00
1 L.S. Grading & Earth Excavation	@	4,000.00		4,000.00
450 SYD Aggregate Base, 8 inch	@	15.00		6,750.00
80 TON HMA, 4EL	@	125.00		10,000.00
1 L.S. Pavement Markings	@	2,000.00		2,000.00
1 L.S. Permanent Signage	@	500.00		500.00
100 SYD Restoration	@	8.00		800.00
<b><i>SUBTOTAL ESTIMATED CONSTRUCTION COST</i></b>				<b>\$ 26,450.00</b>
<i>Construction Contingency</i>				10% 2,645.00
<i>Engineering</i>				15% <u>3,967.50</u>
<b><i>TOTAL ESTIMATED PROJECT COST</i></b>				<b>\$ 33,100.00</b>
Local Match				25% \$ 8,275.00
MDNR MNRTF Grant				\$ 24,825.00



From: Pete Buurstra <buurstra@lremi.com>  
Sent: Monday, January 13, 2025 3:07 PM  
To: Aaron Sheridan  
Cc: Roger A. Swets  
Subject: Potter Drain Improvements.

Good afternoon Aaron,

I wanted to give you a heads up that you'll be receiving a call from Roger Swets of Dickinson Wright, Bond Council for the Potter Drain Drainage District. Roger needs to involve the City with the bond sale because the At-Large Assessment is greater than 10%. The City's assessment was determined to be 15%

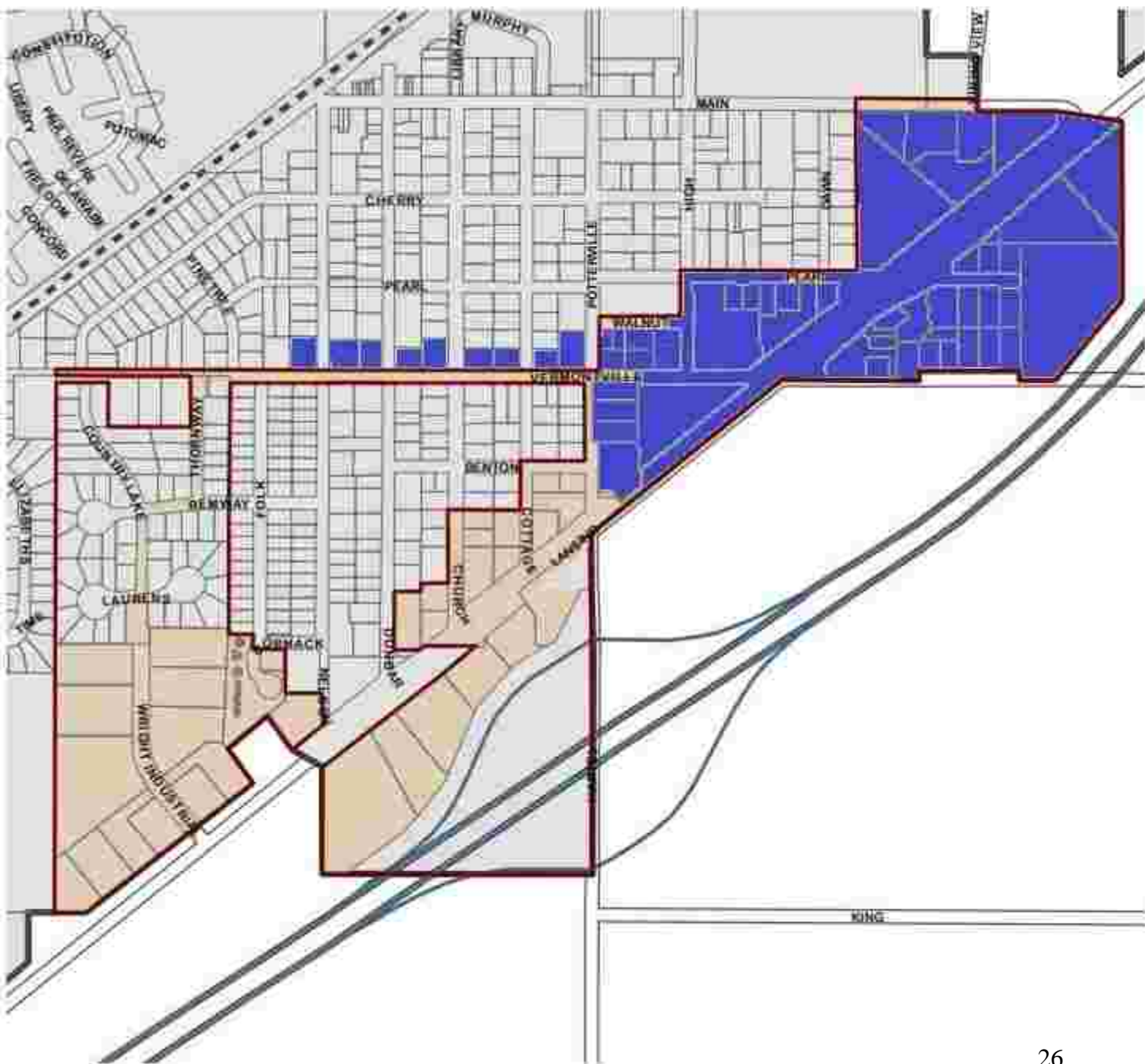
or \$355,500.00, excluding interest and will be payable over 20 years. Roger is copied on this email.

Please let me know if you have any questions.

Thank you,

Pete Buurstra, PE  
President/Project Manager

Land and Resource Engineering  
2121 3 Mile Road, Walker, MI 49544  
Office: 616-301-7888 / Cell: 616-443-9593  
[www.LREmi.com](http://www.LREmi.com)



# City of Potterville TIFA

Eaton County, Michigan

## Figure 2: Development Area Boundary

-  City of Potterville
-  TIFA Boundary
-  Development Area

 **Potter Drain District in TIFA  
Development Area Boundary**

1 inch = 750 feet

0 250 500 1,000  
feet

## Your Inputs

Loan amount **\$355,500**

Payment schedule **Annually**

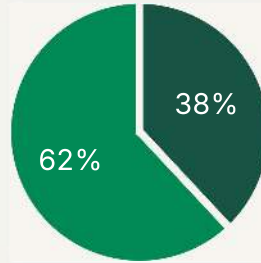
Term (years) **20**

Interest rate **5.00%**

Payment type **Even**

## Your Results

■ Total Principal
 ■ Total Interest



**\$28,694.45**  
Annual Payment

Total Principal	<b>\$355,500</b>
Total Interest	<b>\$218,389</b>
Total Payment	<b>\$573,889</b>

## Amortization Schedule

Number	Payment	Interest	Principal	Balance
Pymt 1	\$28,694.45	\$18,021.87	\$10,672.57	\$344,827.43
Pymt 2	\$28,694.45	\$17,480.83	\$11,213.61	\$333,613.81
Pymt 3	\$28,694.45	\$16,912.37	\$11,782.08	\$321,831.73
Pymt 4	\$28,694.45	\$16,315.08	\$12,379.37	\$309,452.36
Pymt 5	\$28,694.45	\$15,687.52	\$13,006.93	\$296,445.43
Pymt 6	\$28,694.45	\$15,028.14	\$13,666.31	\$282,779.12
Pymt 7	\$28,694.45	\$14,335.33	\$14,359.12	\$268,420.00
Pymt 8	\$28,694.45	\$13,607.40	\$15,087.05	\$253,332.95
Pymt 9	\$28,694.45	\$12,842.57	\$15,851.88	\$237,481.08
Pymt 10	\$28,694.45	\$12,038.97	\$16,655.48	\$220,825.60
Pymt 11	\$28,694.45	\$11,194.63	\$17,499.82	\$203,325.78

Number	Payment	Interest	Principal	Balance
Pynt 12	\$28,694.45	\$10,307.49	\$18,386.96	\$184,938.82
Pynt 13	\$28,694.45	\$9,375.37	\$19,319.08	\$165,619.74
Pynt 14	\$28,694.45	\$8,396.00	\$20,298.45	\$145,321.29
Pynt 15	\$28,694.45	\$7,366.98	\$21,327.47	\$123,993.83
Pynt 16	\$28,694.45	\$6,285.80	\$22,408.65	\$101,585.18
Pynt 17	\$28,694.45	\$5,149.80	\$23,544.64	\$78,040.53
Pynt 18	\$28,694.45	\$3,956.22	\$24,738.23	\$53,302.30
Pynt 19	\$28,694.45	\$2,702.13	\$25,992.32	\$27,309.98
Pynt 20	\$28,694.45	\$1,384.46	\$27,309.98	\$0.00

# FAQs

Richard Wagner  
Eaton County  
Drain Commissioner



## FREQUENTLY ASKED QUESTIONS about the Day of Review of Apportionments

### ***Why did I receive a notice?***

A petition was filed for maintenance and improvement of the Potter Drain. Subsequently, a Board of Determination held a meeting and determined the petitioned maintenance and improvement was necessary.

In accordance with the decision that maintenance and improvement was necessary, a project has been designed and a bid letting occurred to construct the project.

All property owners subject to an assessment were sent a copy of the notice.

### ***What is a Drainage District?***

A drainage district is the land area that benefits from the drain. The drainage district makes up the watershed that contributes water to the drain. Each property and municipality within the drainage district pays for maintenance and improvement of the drain.

### ***What is a Letting?***

A drain contract letting is a public meeting where the Drain Commissioner receives and opens bids from contractors to perform certain work on a drain. Once a bid is selected, the project can be scheduled.

### ***What is a Day of Review of Apportionments?***

A Day of Review of Apportionments provides an opportunity for property owners to review

the percent of benefit of the drain assigned to their property. The apportionments of benefit are based on acreage, land use, and other factors. The apportionments determine the assessment amount for each property for costs of construction or maintenance.

### ***Why are the apportionments being revised?***

Parcel apportionments are being revised to more accurately reflect the percentage of benefit that each property receives from the drain.

If a parcel is on the outer boundary of a drainage district, it is possible that only a portion of the parcel will be assessed.

### ***When do I receive my drain assessment?***

Drain assessments are included on your winter tax bill.

### ***What is my assessment amount?***

Estimated assessment amounts are included on your notice and are also available at the Day of Review.

### ***Do I have to attend the Day of Review?***

You are not required to attend the Day of Review, but it is your right to do so.

### ***How can I get more information?***

Call (517) 292-3308 or visit the Eaton County Drain Commissioner's website at: <https://www.eatoncounty.org/554/Calendar-of-Events-Notices>.

Richard Wagner

Eaton County Drain Commissioner | 1045 Independence Blvd. | Charlotte, MI 48813 | (517) 292-3308



## Proposal for Implementation of a Police K-9 Unit

**Introduction** The purpose of this proposal is to outline the need, benefits, and implementation plan for establishing a Police K-9 Unit within the Potterville Police Department. The addition of a K-9 Unit is expected to enhance our law enforcement capabilities, community engagement, and overall public safety.

**Need for a K-9 Unit** Our department has identified a growing need for specialized units that can effectively address issues such as drug trafficking, search and rescue operations, and public order maintenance. A K-9 Unit will provide us with a versatile resource capable of performing a variety of tasks more efficiently than human officers alone.

### Benefits of a K-9 Unit

- **Enhanced Detection:** K-9s have a superior sense of smell, which is invaluable in detecting narcotics, explosives, and other contraband.
- **Search and Rescue:** K-9s can quickly locate missing persons or suspects, reducing search times and increasing the likelihood of positive outcomes.
- **Community Relations:** K-9 Units often serve as a bridge between the police and the community, fostering positive interactions and educational opportunities.
- **Deterrence:** The presence of a K-9 can deter criminal activity and reduce the need for physical force by officers.

### Implementation Plan

- **Selection of Breeds:** Based on our operational needs, and current availability from local kennels, a Dutch Shepherd was selected for the position within the department.
- **Acquisition of K-9s:** We have selected a 15-month-old Dutch Shepherd from Cher Car Kennels in Saint Johns, who is already working on obedience training and basic skills.
- **Training:** Both K-9s and handlers will undergo approximately 6 weeks of extensive training to ensure effective performance in their designated roles in addition to bi-monthly localized training with other local departments.
- **Facilities and Equipment:** We will modify the Ford Explorer that is currently in our fleet to accommodate the needs of a K-9 Unit.
- **Budget:** An initial investment of \$20,000 will cover the cost of acquisition, training, and equipment which is required to implement the program within the department. Any additional investments would be put toward training aids, food, veterinary services, and setting up a kennel at the handler's home.

**Conclusion** The establishment of a Police K-9 Unit will significantly contribute to the operational effectiveness of the Potterville Police Department as well as assisting surrounding agencies for mutual aid. It will enable us to address contemporary challenges with modern solutions, ultimately leading to a safer community.

We appreciate your consideration of this proposal and look forward to discussing it further.



Potterville  
Police Department  
*Chief Richard Barry*



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

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### Cost of K9 Implementation

Police K-9 Initial budget expenditure:

- **Cost of Dog:** Cher Car Kennels has volunteered to donate the K-9 if training is completed through their kennel.
- **Initial Training:** The initial training for a K-9 and its handler is \$10,000 from Cher Car Kennels.
- **Vehicle Outfitting:** The cost to retrofit the 2020 Ford Interceptor Utility with a kennel and other necessary modifications for a K-9 is a total cost of \$9,995.95.

Police K-9 Budget estimated yearly general expenditure:

- **Annual Salary Compensation:** Additional salary compensation for the handler for caring for the K-9 can be between \$1,000 to \$3,000.
- **Food, Treats, Bedding, Kennel:** The annual cost for food and treats is approximately \$500 per year and a kennel for the handler's home is approximately \$500.
- **Veterinary Bills:** Annual veterinary bills, including monthly medication for flea and heartworm prevention, and emergency care, can also range from \$1,000 to \$2,000.
- **Annual Recertification:** The cost for annual recertification is \$75.





# Cher Car Kennels

Breeding & Training Dogs for Lives of Significance & Service® since 1977



▪ Cheryl Carlson ▪ Cher Car Kennels LLC ▪ 4215 S. Lowell Road ▪ St. Johns, MI 48879  
▪ Phone: 989.224.7225 ▪ Cell: 517.719.0208 ▪ Email: CherylCarlson@CherCarKennels.com  
▪ Website: www.CherCarKennels.com ▪ Facebook: Cher Car Kennels

## DUAL-PURPOSE POLICE K-9

This contract represents a legal and binding contract between Cheryl A. Carlson of Cher Car Kennels LLC and the Potterville Police Department of 319 North Nelson Street in Potterville, Michigan 48876 (517-645-7802). WHEREAS Cheryl Carlson, hereby named as Trainer, and the Potterville Police Department in Potterville, Michigan, hereby named as Buyer, do agree to enter into an agreement to train handler/officer and dog to competency as a Dual Purpose (Patrol & Narcotics Detection) K-9 team. **Trainer agrees to donate a suitable canine to the Buyer at no cost and provide training to the dog and handler team at the cost of \$10,000.00 (Ten Thousand US Dollars Even).** The Buyer agrees that their handler will take a very active part in the training of the dog. **The buyer is responsible for obtaining the Scent Logix Narcotics Detection Scent Kit Bundle (comprised of individual scents Cocaine, Methamphetamine, Ecstasy and Heroin) training aid as discussed. This can be purchased from Ray Allen Manufacturing or a similar vendor for approximately \$1,500.**

The Trainer in this contract agrees that when the handler and dog chosen are informed that they have met the requirements of training in the above-mentioned area of Patrol and Narcotics Detection they will be awarded a year-long certification. This cost of \$10,000.00 also includes the end of training certification conducted by Trainer Cheryl Carlson and Cher Car Kennels. Seller guarantees that this K-9 Team will be able to successfully certify to the **North American Police Working Dog Association's (NAPWDA) Patrol and Narcotics Detection** standards upon completion of their training at Cher Car Kennels. The Trainer also agrees to provide the Buyer with a written certification of the service readiness of the **K-9 team and agrees to stand behind that certification in a civil or criminal court action if the need arises.**

Cher Car Kennels states on completion of training that the dog is guaranteed to perform five years of active service. The buyer agrees to be responsible for the physical health of the handler and his canine. Cher Car Kennels is **NOT** responsible for contagious diseases that might infect the dog, including but not limited to, Parainfluenza, Corona Virus, Rabies, Heartworm or any injury related to the stress and rigors of police service dog work. Cher Car Kennels **is also to be held blameless** for injuries caused by handler error and confrontations with suspects. If for any reason the handler or a department representative is unable to complete this course of training, no monies or considerations will be refunded.

If by act of war, national emergency or any other ACT of GOD, this contract cannot be completed, the Trainer and the Buyer agree to postpone the training until such a time as prudent to complete said training. **AT NO TIME WILL ANY MONIES OR CONSIDERATIONS BE REFUNDED.**

Once the Buyer decides to accept this contractual agreement, 50% of the \$10,000.00 training price equal to \$5,000.00 must be remitted. Payment may be presented to Cher Car Kennels LLC in cash, check, or charge card form.

Buyer: \_\_\_\_\_  
[Name of Department or Agency]

\_\_\_\_\_  
[Name of Authorized Buyer or Purchasing Agent]

\_\_\_\_\_  
[Street Address]

\_\_\_\_\_  
[City, State, Zip]

\_\_\_\_\_  
[Telephone]

\_\_\_\_\_  
[Email]

\_\_\_\_\_  
Signature of Trainer Cheryl Carlson of Cher Car Kennels LLC

\_\_\_\_\_  
Signature of Buyer or Authorized Purchasing Agent

Date: \_\_\_\_\_

Date: \_\_\_\_\_