

City of Pottersville - Council Agenda

Thursday, February 20, 2025 at 6:00 p.m. – Pottersville City Hall, 319 N. Nelson Street

A. Call to Order:

B. Pledge of Allegiance:

C. Roll Call:

D. Approval of Agenda:

E. Approval of Minutes: Regular Meeting January 16, 2025

F. Approval of Bills: **General Bills** - \$109,703.86 + \$45,563.74 = \$155,267.60
Gizzard Fest - \$38,814.95

TOTAL AP = \$194,082.55

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. Fiscal Year City '24 Auditor Presentation, Douglas J. Vredevelde, CPA
2. Public Hearing - DNR Trust Fund Grant Application TF25-0009
3. Resolution No. 2025-0116-05 – DNR Trust Fund Grant Application TF25-0009 Financial Match
4. USDA Rural Development Bond Legal Services Agreements
5. Consideration for the Police to hire a K9 Officer
6. Closed Sessions for Manager and Clerk evaluations: OMA MCL15.268(a) to consider a periodic personnel evaluation of an employee, or staff member.

L. Public Comment on non-agenda items:

M. Communications from the Council:

N. Next Regular Meeting: Thursday, March 20, 2025, at 6:00 p.m.

O. Excuse absent member(s):

P. Adjourn:

City of Potterville

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

The City Council Meeting was called to order by Mayor Lenneman on Thursday, January 16, 2025 at 6:00 pm at City Hall and the Pledge of Allegiance was recited.

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

Absent: Member Sweeney

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

Approval of Minutes: Motion by Deputy Mayor Potter to approve the regular and closed session minutes. Supported by Member Nichols. Vote: Unanimous. Motion Carried (6-0).

Approval of Bills: Motion to pay General Bills in the amount of \$152,040.39 by Member Myers-Southerly. Supported by Member Connor. Roll Call Vote: Unanimous. Motion Carried (6-0).

Public Comment on Agenda Items: None

Department Reports: Zoning Administrator reported they are issuing 43 enforcements with a letter with some not able to comply until spring. Alro Steel will be appeal before the ZBA and Planning Commission for their addition. Chief Barry has four applications for the part-time position. The dash cams will be installed soon. Officers were able to apprehend a violent felon but did damage to the patrol truck. Introduced K9 trainers and dogs that they would like to pursue a program within the near future.

Council Elections:

Motion by Member Potter to nominate Jennifer Lenneman as Mayor. Supported by Member Nichols. Member Lenneman accepted nomination. Vote: Unanimous. Motion Carried (6-0).

Motion by Mayor Lenneman to nominate Member Potter as Deputy Mayor. Supported by Member Nichols. Member Potter accepted nomination. Vote: Unanimous. Motion Carried (6-0).

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Resolution No. 2025-0116-01 – Parks and Recreation Five Year Plan Adoption: Motion to approve by Deputy Mayor Potter. Supported by Member Myers-Southerly. Roll Call Vote: Unanimous. Motion Carried. (6-0).

Resolution No. 2025-0116-02 – Sunset Hills East Site Condo Preliminary Site Plan: Motion to approve by Deputy Mayor Potter. Supported by Member Nichols. Roll Call Vote: Unanimous. Motion Carried. (6-0).

Resolution No. 2025-0116-03 – MDOT Small Urban Project Contract: Motion to approve by Member Nichols. Supported by Member Connor. Roll Call Vote: Unanimous. Motion Carried. (6-0).

Resolution No. 2025-0116-04 – Eaton County Drain Commission Bond Continuing Disclosure: Motion to approve by Deputy Mayor Potter. Supported by Member Nichols. Roll Call Vote: Unanimous. Motion Carried. (6-0).

Public Comment on Non-Agenda Items: None

Excuse Absent Members: Motion by Deputy Mayor Potter to excuse Member Sweeney. Supported by Member Nichols. Vote: Unanimous. Motion Carried. (6-0)

Next Regular Meeting: February 20, 2025

Meeting Adjourned: 7:40 pm

Respectfully Submitted by:

Becky Dolman, City Clerk

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: ABFALTER REPAIR LLC		
428	REPACKED BUCKET TILT CYLINDER	690.05
431	REBUILT THUM CYLINDER	689.20
TOTAL VENDOR ABFALTER REPAIR LLC		1,379.25
VENDOR NAME: ACE HARDWARE-GRAND LEDGE		
9793/4 CREDIT	DUBPLICATED INVOICE	(29.58)
9940	RATCHET	29.99
10005	CORD START, ROCKET SWITHCH SPST	10.72
TOTAL VENDOR ACE HARDWARE-GRAND LEDGE		11.13
VENDOR NAME: ALTOGAS, INC		
826813	PROPANE AT SUNSET LANE	1,050.48
TOTAL VENDOR ALTOGAS, INC		1,050.48
VENDOR NAME: APPLIED IMAGING		
2739586	EQUIPMENT AND PRINTING	152.37
TOTAL VENDOR APPLIED IMAGING		152.37
VENDOR NAME: AXON ENTERPRISE, INC.		
INUS314166	CAMERA	3,804.38
TOTAL VENDOR AXON ENTERPRISE, INC.		3,804.38
VENDOR NAME: BALL SEPTIC TANK SERVICE		
19124	1000 GALLON SEPTIC TANK PUMPED	405.00
TOTAL VENDOR BALL SEPTIC TANK SERVICE		405.00
VENDOR NAME: BRIAN WOHLSCHERD		
MISC	MICROFIVER POLISHING CLOTH	5.00
TOTAL VENDOR BRIAN WOHLSCHERD		5.00
VENDOR NAME: BS&A SOFTWARE		
158817	BUILDING DEPT. SOFTWARE SUPPORT 2/2025-2/2026	851.00
TOTAL VENDOR BS&A SOFTWARE		851.00
VENDOR NAME: CINTAS CORPORATION #725		
JAN 2025	UNIFORM EXPENSE	283.15
TOTAL VENDOR CINTAS CORPORATION #725		283.15
VENDOR NAME: CITY OF POTTERVILLE		
2024 PROPERT TAXES	SUMMER AND WINTER PROPERTY TAXES 700-072-000-001-000	239.91
12/24-1/24/25	UTILITIES	548.85
TOTAL VENDOR CITY OF POTTERVILLE		788.76
VENDOR NAME: CIVICPLUS		
312333	ONLINE CODE HOSTING	395.00
TOTAL VENDOR CIVICPLUS		395.00
VENDOR NAME: COMCAST		
1/20-2/19/25	OFFICE INTERNET	147.85
TOTAL VENDOR COMCAST		147.85
VENDOR NAME: CONSUMERS ENERGY		
12/21-1/*22/25	UTILITIES	9,528.67
JAN 2025	UTILITIES	2,577.28
TOTAL VENDOR CONSUMERS ENERGY		12,105.95
VENDOR NAME: D & L FUELS		
208389	PREMIUM	339.03
208585	PREMIUM	747.69
208577	REGULAR GAS	971.66
208367	DIESEL	580.82
208369	GAS	295.55
208398	GAS REG UNLEADED	437.85

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: D & L FUELS		
	TOTAL VENDOR D & L FUELS	3,372.60
VENDOR NAME: DELTA DENTAL		
FEB 2025	DENTAL BENEFITS	1,003.56
	TOTAL VENDOR DELTA DENTAL	1,003.56
VENDOR NAME: DOLMAN, REBECCA		
JAN 2025	CLERK'S TRAINING	30.80
	TOTAL VENDOR DOLMAN, REBECCA	30.80
VENDOR NAME: DORNBOS SIGN & SAFETY INC.		
INV80327	ROAD SIGNS	818.90
	TOTAL VENDOR DORNBOS SIGN & SAFETY INC.	818.90
VENDOR NAME: DUROTECH AUTOMOTIVE		
45319	2018 DODGE- LUBE, OIL & FILTER	80.01
45236	2020 FORD LUBE, OIL AND FILTER	72.56
	TOTAL VENDOR DUROTECH AUTOMOTIVE	152.57
VENDOR NAME: EATON COUNTY CLERK		
2025-00000025	ELECTION COSTS FOR EARLY VOTING	535.83
	TOTAL VENDOR EATON COUNTY CLERK	535.83
VENDOR NAME: EATON COUNTY SHERIFF'S DEPARTMENT		
2025-00000012	FULL DAY WORK CREW 1/9/2025	300.00
2025-00000014	FULL DAYS WORK 1/16/25 & 1/25/25	600.00
	TOTAL VENDOR EATON COUNTY SHERIFF'S DEPARTMENT	900.00
VENDOR NAME: EATON COUNTY TREASURER		
2025-00000016	CHARGEBACK FROM FORECLOSED PARCELS-NOT SOLD OR SOLD FOR A LOSS	2,070.54
	TOTAL VENDOR EATON COUNTY TREASURER	2,070.54
VENDOR NAME: EGLE		
WWF 2025	DUSTIN LEIK WASTEWATER INVOICE	70.00
	TOTAL VENDOR EGLE	70.00
VENDOR NAME: FCI AUTOMATION - LANSING		
94782	6" ALUM REDUCER COUPOLE X 4"	254.98
	TOTAL VENDOR FCI AUTOMATION - LANSING	254.98
VENDOR NAME: FERGUSON WATERWORKS- METER ACCT		
0215758	METER	11,020.08
	TOTAL VENDOR FERGUSON WATERWORKS- METER ACCT	11,020.08
VENDOR NAME: FOSTER SWIFT COLLINS & SMITH		
904505	PROSECUTIONS, CHERRY STREET	2,444.94
	TOTAL VENDOR FOSTER SWIFT COLLINS & SMITH	2,444.94
VENDOR NAME: GRANGER CONTAINER SERVICE, INC		
27943634	WASTE SERVICES	255.72
	TOTAL VENDOR GRANGER CONTAINER SERVICE, INC	255.72
VENDOR NAME: GRIFFIN, DEBRA		
FEB 2025	MILEAGE	49.00
	TOTAL VENDOR GRIFFIN, DEBRA	49.00
VENDOR NAME: HUTSON,		
32168601	QUICK-HITCH FRONT BLADE	245.00
	TOTAL VENDOR HUTSON,	245.00
VENDOR NAME: LAFONTAINE CYRYSLER DODGE JEEP		
FOCS123204	FORD TRUCK - POLICE	1,804.72
	TOTAL VENDOR LAFONTAINE CYRYSLER DODGE JEEP	1,804.72

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: LYNDEN OIL COMPANY		
211336	PRO 15W40 55	1,010.20
TOTAL VENDOR LYNDEN OIL COMPANY		1,010.20
VENDOR NAME: MICHIGAN ASSOCIATION OF CHIEFS		
300011683	MEMBERSHIP	115.00
TOTAL VENDOR MICHIGAN ASSOCIATION OF CHIEFS		115.00
VENDOR NAME: MICHIGAN RURAL WATER		
2020-12957	WATER OPERATORS SCHOOL FOR COOPER AND FORCIER	1,510.00
2020-12958	AC/ATTENDEE REGISTRATION, STANLEY	415.00
TOTAL VENDOR MICHIGAN RURAL WATER		1,925.00
VENDOR NAME: MID-MICHIGAN INTERACTIVE		
7948	WEB HOSTING & MONTHLY MAINTENANCE	1,175.00
TOTAL VENDOR MID-MICHIGAN INTERACTIVE		1,175.00
VENDOR NAME: MUNICIPAL SUPPLY		
INV83740	3/4" CRINMSTRATE REROUNDER	60.00
INV83741	BOOTS, LAWN RAKE, METER GASKET, GLOVES, BATTERIES, RECESSED PLUG, DUCT TAPE, MAN HOLE HOOK, RAKE	3,988.33
TOTAL VENDOR MUNICIPAL SUPPLY		4,048.33
VENDOR NAME: PAYTON ASSESSING, LLC		
JAN 2025	ASSESSING SERVICES	1,416.67
TOTAL VENDOR PAYTON ASSESSING, LLC		1,416.67
VENDOR NAME: PHP		
FEB 2025	MEDICAL BENEFITS	6,074.63
TOTAL VENDOR PHP		6,074.63
VENDOR NAME: POTTERVILLA APPLIED TECHNOLOGY		
31267	INTERNET AND PHONES	3,571.15
TOTAL VENDOR POTTERVILLA APPLIED TECHNOLOGY		3,571.15
VENDOR NAME: PROGRESSIVE ARCHITECTS,ENGINEE		
00201797	THROUGH JAN, 31, 2025	3,000.00
TOTAL VENDOR PROGRESSIVE ARCHITECTS,ENGINEE		3,000.00
VENDOR NAME: QUILL CO		
42509914	DATE STAMPS, MARKERS, STICKY NOTES, INK	352.13
42550285	NAME SIGNS	42.36
182574854	CALCULATORS	112.97
42300837	SUPPLIES	93.89
182109807	1099 FORMS	128.06
182298030	PENS, PAPER, STICKY NOTES, TONER, TRASH BAGS, WALL CALENDAR	207.80
182298031	TONER	128.18
TOTAL VENDOR QUILL CO		1,065.39
VENDOR NAME: SHARE CORPORATION		
292663	LUBRICANT, WRENCH, OIL,	288.33
TOTAL VENDOR SHARE CORPORATION		288.33
VENDOR NAME: STATE OF MICHIGAN		
761-11297484	WATER TESTING	32.00
TOTAL VENDOR STATE OF MICHIGAN		32.00
VENDOR NAME: STATE OF MICHIGAN - EGLE APPLICATIONS		
	DRINKING WATER OPERATOR CERT LIMITED TREATMENT & DISTRIBUTION TREATMENT	420.00
TOTAL VENDOR STATE OF MICHIGAN - EGLE		420.00
VENDOR NAME: TEAM ONE		
JAN 2025	REPAIR ON TRUCK	6,783.12

02/13/2025 03:15 PM
User: RDOLMAN
DB: Pottersville

CUSTOM INVOICE REPORT FOR CITY OF POTTERVILLE
EXP CHECK RUN DATES 01/17/2025 - 02/13/2025
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: GEN

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: TEAM ONE		
FEB 2025	TRUCK REPAIR	401.00
TOTAL VENDOR TEAM ONE		7,184.12
VENDOR NAME: THE PARTS PLACE-CHARLOTTE		
577-276179	SUPPLIES	16.71
TOTAL VENDOR THE PARTS PLACE-CHARLOTTE		16.71
VENDOR NAME: UNITED STATES POST OFFICE		
2025	POST OFFICE BOX RENTAL 508	74.00
JAN 2025	UTILITIES	231.50
TOTAL VENDOR UNITED STATES POST OFFICE		305.50
VENDOR NAME: UNUM LIFE INSURANCE		
JAN 2025	SHORT/LONG TERM DISABILITY INSURANCE	348.68
TOTAL VENDOR UNUM LIFE INSURANCE		348.68
VENDOR NAME: VERIZON WIRELESS		
6105276430	SERVICE	39.02
6104920460	CELL PHONES	567.31
TOTAL VENDOR VERIZON WIRELESS		606.33
VENDOR NAME: VISION SERVICE PLAN		
FEB 2025	VISION	108.12
TOTAL VENDOR VISION SERVICE PLAN		108.12
VENDOR NAME: WIGHTMAN		
92440	GENERAL	3,090.00
92441	PRODUCTION WELL	487.50
92439	CHERRY STREET	292.50
91552	CAMBRIA RIDGE PHASE II	4,130.00
92438	CAMBRIA RIDGE	2,915.00
92698	USDA RURAL DEVELOPEMENT	19,357.41
TOTAL VENDOR WIGHTMAN		30,272.41
VENDOR NAME: WILLIAMS FARM MACHINERY		
46103R	FUEL RUNNING OUT OF A/C	70.00
TOTAL VENDOR WILLIAMS FARM MACHINERY		70.00
VENDOR NAME: ZERO9 HOLSTERS		
INV7402-B2B	TOURNIQUET CASE, TAC BENT, HANDCUFF CASE	241.73
TOTAL VENDOR ZERO9 HOLSTERS		241.73
GRAND TOTAL:		109,703.86

PERIOD ENDING 01/31/2025

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2024 DUAL (ABNORMAL)	2024-25 ORIGINAL BUDGET DUAL	YTD BALANCE 01/31/2025 DUAL (ABNORMAL)	ACTIVITY FOR MONTH 01/31/2025 BASE (DECREASE)
Fund 101 - GENERAL FUND					
Revenues					
Dept 000					
101-000-402.000	PROPERTY TAX	620,875.80	669,190.03	643,439.22	581.00
101-000-403.000	SOLID WASTE TAX	79,091.52	87,969.46	84,586.43	76.33
101-000-411.000	DELINQUENT PROP TAX	216.02	200.00	600.94	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	1,065.00	0.00
101-000-445.000	CITY PENALTY	3,020.95	2,900.00	890.85	156.90
101-000-447.000	ADMINISTRATION FEE	32,441.83	35,580.01	28,404.37	4,575.66
101-000-476.000	PERMITS	6,310.00	6,000.00	4,130.00	230.00
101-000-477.000	3% CABLE T.V.	7,717.69	7,200.00	2,083.22	741.00
101-000-478.000	BLIGHT FEES	175.00	150.00	0.00	0.00
101-000-479.000	OTHER PERMITS	0.00	0.00	50.00	50.00
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	775.00	0.00
101-000-543.010	PUBLIC ACT 302 LAW ENF.	1,068.18	550.00	3,599.01	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	115,175.00	0.00
101-000-574.100	CVTRS-CLFRF	43,206.00	41,000.00	14,816.00	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	31,000.00	31,000.00
101-000-602.000	FOIA	191.91	150.00	130.05	27.21
101-000-607.000	CHARGES FOR SERVICES - PD	207.90	150.00	85.00	25.00
101-000-656.000	FINES & FORFEITURES	2,334.59	2,000.00	463.65	0.00
101-000-665.000	INTEREST	52,064.84	45,000.00	32,805.34	4,332.56
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	6,757.69	0.00
101-000-677.000	SCHOOL SRO REIMBURSEMENT	47,591.77	44,428.80	12,368.33	0.00
101-000-684.000	MISC INCOME	728.21	0.00	40.44	0.00
101-000-687.000	INSURANCE REIMBURSEMENT	703,850.64	0.00	6,985.72	6,440.72
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	1,100,267.68	48,236.38
TOTAL REVENUES		2,496,160.71	1,531,215.05	1,100,267.68	48,236.38
Expenditures					
Dept 101 - CITY COUNCIL					
101-101-703.000	SALARIES	2,060.94	2,500.00	2,113.79	743.79
101-101-706.000	RR-CROSSING MAINTENANCE FEE	2,257.00	2,257.00	2,257.00	0.00
101-101-719.000	FRINGE BENEFITS	155.29	240.00	169.87	65.08
101-101-731.000	PUBLICATION	526.30	600.00	118.70	0.00
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	66,170.96	708.40
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	70,856.28	1,517.27
Dept 171 - MAYOR					
101-171-703.000	SALARIES	570.00	850.00	450.00	0.00
101-171-719.000	FRINGE BENEFITS	43.61	85.00	34.43	0.00
Total Dept 171 - MAYOR		613.61	935.00	484.43	0.00
Dept 172 - CITY MANAGER					
101-172-703.000	SALARIES	80,494.36	82,825.18	47,880.22	9,556.74
101-172-719.000	FRINGE BENEFITS	16,389.88	16,881.58	10,132.47	1,741.00
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	755.00	755.00
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	59,937.09	12,052.74
Dept 215 - CLERK					
101-215-703.000	SALARIES	36,612.90	39,141.65	22,539.68	4,468.80
101-215-719.000	FRINGE BENEFITS	3,076.39	3,168.68	1,773.45	391.03

PERIOD ENDING 01/31/2025

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2024 MAL (ABNORMAL)	2024-25 ORIGINAL BUDGET MAL	YTD BALANCE 01/31/2025 MAL (ABNORMAL)	ACTIVITY FOR MTH 01/31/2025 BASE (DECREASE)
Fund 101 - GENERAL FUND					
Expenditures					
101-215-740.000	SUPPLIES	260.38	450.00	35.50	0.00
101-215-741.000	POSTAGE	1,260.88	1,700.00	1,090.00	0.00
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	5,892.12	0.00
101-215-958.000	DUES AND SUBSCRIPTIONS	111.00	160.00	144.00	44.00
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	0.00
101-215-980.100	COMPUTER EQUIPMENT	0.00	800.00	0.00	0.00
Total Dept 215 - CLERK		48,676.93	58,370.33	31,527.01	4,903.83
Dept 223 - AUDIT					
101-223-807.000	AUDIT	21,850.00	22,250.00	20,050.00	0.00
Total Dept 223 - AUDIT		21,850.00	22,250.00	20,050.00	0.00
Dept 253 - TREASURERS OFFICE					
101-253-703.000	SALARIES	69,513.19	71,513.31	41,337.58	8,251.53
101-253-719.000	FRINGE BENEFITS	19,830.15	21,368.34	14,467.80	2,252.39
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	0.00
101-253-781.000	COMPUTER SOFTWARE	0.00	100.00	0.00	0.00
101-253-814.000	BANK SERVICE CHARGES	3,439.88	4,300.00	2,222.27	423.79
101-253-961.000	CONFERENCE AND WORKSHOPS	248.00	250.00	248.00	0.00
101-253-962.000	MILEAGE	49.02	0.00	8.17	0.00
101-253-980.100	COMPUTER EQUIPMENT	423.48	500.00	0.00	0.00
Total Dept 253 - TREASURERS OFFICE		95,213.12	99,831.65	59,690.46	10,927.71
Dept 257 - ASSESSOR					
101-257-703.000	SALARIES	1,151.39	1,186.15	699.76	139.49
101-257-719.000	FRINGE BENEFITS	620.58	630.00	300.46	48.83
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	2,231.68	418.45
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	8,500.02	1,416.67
Total Dept 257 - ASSESSOR		20,871.48	25,465.60	11,991.92	2,023.44
Dept 265 - CITY HALL					
101-265-703.000	SALARIES	23,508.39	25,374.59	14,000.16	2,785.21
101-265-719.000	FRINGE BENEFITS	8,041.27	8,759.43	5,122.59	818.13
101-265-731.000	PUBLICATION	0.00	650.00	0.00	0.00
101-265-740.000	SUPPLIES	4,628.26	3,970.00	731.55	46.32
101-265-741.000	POSTAGE	1,110.82	1,400.00	330.22	0.00
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	27,911.25	3,499.15
101-265-802.000	SERVICE	1,797.02	2,100.00	541.40	49.38
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	1,237.82	0.00
101-265-880.200	COMMUNITY SPECIAL EVENTS	494.49	500.00	987.90	487.90
101-265-958.000	DUES AND SUBSCRIPTIONS	180.00	300.00	180.00	0.00
101-265-962.000	MILEAGE	34.30	35.00	45.71	0.00
101-265-980.000	OFFICE EQUIPMENT & FURNITURE	176.66	500.00	0.00	0.00
Total Dept 265 - CITY HALL		78,523.31	67,189.02	51,430.13	7,686.09
Dept 266 - ATTORNEY					
101-266-801.000	ATTORNEY	53,045.44	25,000.00	25,813.47	0.00
Total Dept 266 - ATTORNEY		53,045.44	25,000.00	25,813.47	0.00
Dept 301 - POLICE					
101-301-703.000	SALARIES	214,662.44	220,641.80	122,829.24	22,162.62
101-301-703.002	OVERTIME SALARIES	8,185.98	9,000.00	8,380.69	1,131.68
101-301-719.000	FRINGE BENEFITS	54,093.97	55,160.45	36,683.89	5,549.77

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2024 (NORMAL) (ABNORMAL)	2024-25 ORIGINAL BUDGET (NORMAL)	YTD BALANCE 01/31/2025 (NORMAL) (ABNORMAL)	ACTIVITY FOR MONTH 01/31/2025 INCREASE (DECREASE)
Fund 101 - GENERAL FUND					
Expenditures					
101-301-728.000	UNIFORM EXPENSES	2,700.02	5,000.00	8,755.08	0.00
101-301-740.000	SUPPLIES	7,998.63	7,600.00	4,110.16	618.17
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	1,214.79	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	1,157.01	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	2,558.30	1,917.00
Total Dept 301 - POLICE		306,358.26	321,152.25	198,342.46	31,581.74
Dept 302 - POLICE STATE TRAINING					
101-302-809.000	TRAINING	0.00	0.00	599.01	599.01
101-302-810.000	EXPENSE	569.88	580.00	0.00	0.00
Total Dept 302 - POLICE STATE TRAINING		569.88	580.00	599.01	599.01
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	0.00
Total Dept 441 - DPW		10,550.31	7,300.00	2,660.16	0.00
Dept 445 - DRAIN AT LARGE					
101-445-810.000	EXPENSE	528.11	900.00	20.09	0.00
Total Dept 445 - DRAIN AT LARGE		528.11	900.00	20.09	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	237.40	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	13,506.74	0.00
Total Dept 701 - PLANNING COMMISSION		490.59	39,700.00	13,744.14	0.00
Dept 702 - ZONING					
101-702-703.000	SALARIES	40,061.43	41,263.27	23,825.22	4,755.81
101-702-719.000	FRINGE BENEFITS	3,340.20	3,440.40	1,874.95	416.14
101-702-731.000	PUBLICATION	523.30	1,300.00	395.00	395.00
101-702-740.000	SUPPLIES	217.79	700.00	73.00	0.00
101-702-853.000	TELEPHONE EXPENSE	891.80	930.00	363.74	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	26,531.91	5,620.72
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	23,528.01	10,480.68
Total Dept 906 - DEBT SERVICE		64,145.41	63,278.75	48,698.01	10,480.68

GL NUMBER	DESCRIPTION	END BALANCE	2024-25	YTD BALANCE	ACTIVITY FOR
		06/30/2024	ORIGINAL	01/31/2025	MTH 01/31/2025
		{MAL (ABNORMAL)	BUDGET {MAL (ABNORMAL)	{MAL (ABNORMAL)	BASE (DECREASE)
Fund 101 - GENERAL FUND					
Expenditures					
Dept 966 - CONTRIBUTIONS TO OTHER FUNDS					
101-966-965.202	CONTRIB TO MAJOR STREET FUND	96,400.81	0.00	0.00	0.00
101-966-965.203	CONTRIB TO LOCAL STREET FUND	260,280.72	82,686.76	0.00	0.00
101-966-965.208	CONTRIB TO PARK FUND	507,883.04	110,640.00	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	0.00
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	0.00
TOTAL EXPENDITURES		2,321,563.29	1,480,189.24	848,230.57	87,393.23
Fund 101 - GENERAL FUND:					
TOTAL REVENUES		2,496,160.71	1,531,215.05	1,100,267.68	48,236.38
TOTAL EXPENDITURES		2,321,563.29	1,480,189.24	848,230.57	87,393.23
NET OF REVENUES & EXPENDITURES		174,597.42	51,025.81	252,037.11	(39,156.85)

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2024 NORMAL (ABNORMAL)	2024-25 ORIGINAL BUDGET	YTD BALANCE 01/31/2025 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 01/31/2025 INCREASE (DECREASE)
Fund 202 - MAJOR STREET FUND					
Revenues					
Dept 000					
202-000-451.200	SPEC ASSESSMENT ROAD - SUNSET	4,894.29	4,894.29	5,383.18	41.71
202-000-553.000	ACT 51	253,134.51	231,000.00	107,019.95	20,289.79
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	7,381.89	1,068.54
202-000-699.101	GF CONTRIBUTION	96,400.81	0.00	0.00	0.00
Total Dept 000		493,896.81	291,894.29	121,545.64	21,400.04
TOTAL REVENUES		493,896.81	291,894.29	121,545.64	21,400.04
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	0.00
Total Dept 478 - WINTER MAINT		0.00	600.00	1,840.93	0.00
Dept 480 - CONSTRUCTION					
202-480-803.000	ENGINEERS FEES	36,291.11	80,000.00	15,740.89	2,238.75
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	15,740.89	2,238.75
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	186,013.10	2,238.75
Fund 202 - MAJOR STREET FUND:					
TOTAL REVENUES		493,896.81	291,894.29	121,545.64	21,400.04
TOTAL EXPENDITURES		396,927.81	467,476.49	186,013.10	2,238.75
NET OF REVENUES & EXPENDITURES		96,969.00	(175,582.20)	(64,467.46)	19,161.29

PERIOD ENDING 01/31/2025

GL NUMBER	DESCRIPTION	END BALANCE	2024-25	YTD BALANCE	ACTIVITY FOR
		06/30/2024	ORIGINAL	01/31/2025	MONTH 01/31/2025
		ORMAL (ABNORMAL)	BUDGET	ORMAL (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	22,622.89	254.50
203-000-553.000	ACT 51	100,665.86	97,000.00	42,823.74	8,118.90
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	738.18	106.85
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	164,162.33	8,480.25
TOTAL REVENUES		598,116.94	333,253.06	164,162.33	8,480.25
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	0.00
Total Dept 478 - WINTER MAINT		64.60	600.00	1,840.93	0.00
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	80,842.58	14,503.07
Total Dept 906 - DEBT SERVICE		302,299.61	300,286.76	115,672.58	14,503.07
TOTAL EXPENDITURES		505,091.80	333,386.76	143,488.51	14,503.07
Fund 203 - LOCAL STREET FUND:					
TOTAL REVENUES		598,116.94	333,253.06	164,162.33	8,480.25
TOTAL EXPENDITURES		505,091.80	333,386.76	143,488.51	14,503.07
NET OF REVENUES & EXPENDITURES		93,025.14	(133.70)	20,673.82	(6,022.82)

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2024 (NORMAL)	2024-25 ORIGINAL BUDGET	YTD BALANCE 01/31/2025 (NORMAL)	ACTIVITY FOR MONTH 01/31/2025 (INCREASE/DECREASE)
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	14,782.00	150.00
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	465.00	465.00
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	950.00	300.00
208-000-674.000	DONATIONS	500.00	0.00	250.00	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	82,208.21	915.00
TOTAL REVENUES		576,704.96	174,690.00	82,208.21	915.00
Expenditures					
Dept 751 - PARK ADMIN					
208-751-703.000	SALARIES	56,393.33	54,600.00	31,547.50	5,754.81
208-751-703.002	OVERTIME SALARIES	1,218.03	295.00	298.91	0.00
208-751-719.000	FRINGE BENEFITS	21,095.37	21,500.00	15,117.43	2,300.26
208-751-728.000	UNIFORM EXPENSES	570.00	600.00	0.00	0.00
208-751-731.000	PUBLICATION	892.16	1,000.00	545.58	99.50
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	0.00	(20,478.22)
208-751-810.100	GRANT EXPENSE	190,811.63	5,000.00	23,225.79	20,478.22
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	404.93	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	90,521.11	8,222.07
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	0.00
208-770-802.000	SERVICE	895.84	1,100.00	274.84	0.00
208-770-920.000	UTILITIES	9,896.51	13,100.00	4,842.81	1,100.60
Total Dept 770 - LAKE ALLIANCE MAINTENANCE		43,536.88	23,700.00	7,994.47	1,100.60
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	1,250.85	421.22
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	1,250.85	421.22
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	315.00	0.00
Total Dept 774 - BASEBALL		2,881.95	3,500.00	321.35	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
PERIOD ENDING 01/31/2025

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2024 NORMAL (ABNORMAL)	2024-25 ORIGINAL BUDGET	YTD BALANCE 01/31/2025 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 01/31/2025 INCREASE (DECREASE)
Fund 208 - PARK FUND					
Expenditures					
Dept 778 - CONCESSIONS					
208-778-703.000	SALARIES	5,199.49	4,900.00	3,577.59	0.00
208-778-719.000	FRINGE BENEFITS	584.18	590.00	386.45	0.00
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	560.26	166.75
Total Dept 778 - CONCESSIONS		20,412.23	21,070.00	8,714.59	166.75
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	110,588.37	9,910.64
Fund 208 - PARK FUND:					
TOTAL REVENUES		576,704.96	174,690.00	82,208.21	915.00
TOTAL EXPENDITURES		563,312.87	174,690.00	110,588.37	9,910.64
NET OF REVENUES & EXPENDITURES		13,392.09	0.00	(28,380.16)	(8,995.64)

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REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE
PERIOD ENDING 01/31/2025

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2024 {MAL (ABNORMAL)	2024-25 ORIGINAL BUDGET {MAL	YTD BALANCE 01/31/2025 {MAL (ABNORMAL)	ACTIVITY FOR MONTH 01/31/2025 BASE (DECREASE)
Fund 211 - GIZZARD FEST					
Revenues					
Dept 000					
211-000-665.000	INTEREST	1,696.20	1,600.00	1,038.30	129.28
211-000-674.000	DONATIONS	500.00	500.00	2,000.00	2,000.00
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	1,052.25	242.75
211-000-686.000	PAGEANT	1,000.00	1,000.00	1,000.00	1,000.00
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	5,517.05	3,372.03
TOTAL REVENUES		61,202.70	50,650.00	5,517.05	3,372.03
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	5,517.05	3,372.03
TOTAL EXPENDITURES		50,695.33	47,520.00	5,870.01	0.00
NET OF REVENUES & EXPENDITURES		10,507.37	3,130.00	(352.96)	3,372.03

PERIOD ENDING 01/31/2025

GL NUMBER	DESCRIPTION	END BALANCE	2024-25	YTD BALANCE	ACTIVITY FOR
		06/30/2024	ORIGINAL	01/31/2025	MONTH 01/31/2025
		NORMAL (ABNORMAL)	BUDGET	NORMAL (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	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)

PERIOD ENDING 01/31/2025

GL NUMBER	DESCRIPTION	END BALANCE	2024-25	YTD BALANCE	ACTIVITY FOR
		06/30/2024	ORIGINAL	01/31/2025	MONTH 01/31/2025
		{MAL (ABNORMAL)	BUDGET {MAL	(ABNORMAL) {MAL	BASE (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	642.21	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	642.21	0.00
TOTAL EXPENDITURES		1,721.56	3,600.00	642.21	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	642.21	0.00
NET OF REVENUES & EXPENDITURES		932.44	(946.00)	2,011.79	0.00

GL NUMBER	DESCRIPTION	END BALANCE	2024-25	YTD BALANCE	ACTIVITY FOR
		06/30/2024	ORIGINAL	01/31/2025	MONTH 01/31/2025
		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	94,477.21	10.01
590-000-642.001	FIXED COSTS	495,729.94	495,000.00	253,473.04	69.68
590-000-656.000	FINES & FORFEITURES	18,516.56	17,000.00	9,770.89	1,379.38
590-000-665.000	INTEREST	18,200.78	18,000.00	11,072.82	1,602.80
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	374,093.96	3,061.87
TOTAL REVENUES		758,930.11	716,850.00	374,093.96	3,061.87
Expenditures					
Dept 537 - ADMINISTRATIVE					
590-537-775.000	REPAIRS & MAINT	8,449.50	3,000.00	18,475.50	0.00
590-537-809.000	TRAINING	430.00	500.00	140.00	0.00
Total Dept 537 - ADMINISTRATIVE		8,879.50	3,500.00	18,615.50	0.00
Dept 556 - DPW					
590-556-740.000	SUPPLIES	9,331.69	8,000.00	8,216.87	142.92
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	12,495.00	0.00
590-556-802.000	SERVICE	4,799.13	7,000.00	400.00	0.00
590-556-803.000	ENGINEERS FEES	19,704.26	15,000.00	12,151.99	590.87
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	69,740.00	69,740.00
Total Dept 556 - DPW		561,042.58	257,500.00	203,280.40	70,473.79
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	129,267.50	31,583.75
Total Dept 906 - DEBT SERVICE		197,516.30	374,746.00	173,267.50	31,583.75
TOTAL EXPENDITURES		767,438.38	635,746.00	395,163.40	102,057.54
Fund 590 - SEWER FUND:					
TOTAL REVENUES		758,930.11	716,850.00	374,093.96	3,061.87
TOTAL EXPENDITURES		767,438.38	635,746.00	395,163.40	102,057.54
NET OF REVENUES & EXPENDITURES		(8,508.27)	81,104.00	(21,069.44)	(98,995.67)

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2024 NORMAL (ABNORMAL)	2024-25 ORIGINAL BUDGET	YTD BALANCE 01/31/2025 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 01/31/2025 INCREASE (DECREASE)
Fund 591 - WATER FUND					
Revenues					
Dept 000					
591-000-642.000	BILLS	223,594.47	256,323.09	160,043.80	16.93
591-000-642.001	FIXED COSTS	421,334.45	483,000.00	263,448.25	72.81
591-000-644.000	PENALTIES	750.00	710.00	1,250.00	120.00
591-000-656.000	FINES & FORFEITURES	17,254.80	17,000.00	10,972.13	1,628.19
591-000-665.000	INTEREST	41,255.07	41,000.00	25,098.39	3,633.02
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	635.00	250.00
591-000-699.101	GF CONTRIBUTION	18,221.17	0.00	0.00	0.00
Total Dept 000		782,659.83	817,183.09	467,090.08	5,720.95
TOTAL REVENUES		782,659.83	817,183.09	467,090.08	5,720.95
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	14,122.84	1,354.23
591-537-741.000	POSTAGE	3,262.54	3,850.00	1,629.42	231.50
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	15,752.26	1,585.73
Dept 556 - DPW					
591-556-740.000	SUPPLIES	3,342.55	4,000.00	6,247.41	2,002.25
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	13,818.28	89.95
591-556-802.000	SERVICE	40,372.91	14,000.00	7,630.38	1,168.00
591-556-803.000	ENGINEERS FEES	27,114.58	29,000.00	12,151.98	590.87
591-556-818.000	CONTRACT LABOR	20,791.15	0.00	24,000.00	24,000.00
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	211,275.41	27,851.07
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	74,393.12	19,511.25
Total Dept 906 - DEBT SERVICE		111,200.87	209,898.00	101,393.12	19,511.25
TOTAL EXPENDITURES		620,745.19	527,248.00	328,420.79	48,948.05
Fund 591 - WATER FUND:					
TOTAL REVENUES		782,659.83	817,183.09	467,090.08	5,720.95
TOTAL EXPENDITURES		620,745.19	527,248.00	328,420.79	48,948.05
NET OF REVENUES & EXPENDITURES		161,914.64	289,935.09	138,669.29	(43,227.10)

PERIOD ENDING 01/31/2025

GL NUMBER	DESCRIPTION	END BALANCE	2024-25	YTD BALANCE	ACTIVITY FOR
		06/30/2024	ORIGINAL	01/31/2025	MTH 01/31/2025
		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	0.00
Total Dept 000		0.00	12,000.00	12,000.00	0.00
TOTAL REVENUES		0.00	12,000.00	12,000.00	0.00
Expenditures					
Dept 556 - DPW					
598-556-818.000	CONTRACT LABOR	0.00	12,000.00	29,177.49	0.00
Total Dept 556 - DPW		0.00	12,000.00	29,177.49	0.00
TOTAL EXPENDITURES		0.00	12,000.00	29,177.49	0.00
Fund 598 - STORM DRAIN MAINTENANCE:					
TOTAL REVENUES		0.00	12,000.00	12,000.00	0.00
TOTAL EXPENDITURES		0.00	12,000.00	29,177.49	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	(17,177.49)	0.00

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2024 NORMAL (ABNORMAL)	2024-25 ORIGINAL BUDGET	YTD BALANCE 01/31/2025 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 01/31/2025 INCREASE (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	146,932.55	26,384.91
641-932-703.002	OVERTIME SALARIES	22,657.41	16,000.00	11,215.59	2,553.45
641-932-703.004	FAMILIES FIRST CORONAVIRUS RESPONSE ACT	0.00	0.00	1,463.72	652.31
641-932-719.000	FRINGE BENEFITS	73,343.69	75,426.41	46,174.97	7,028.44
641-932-728.000	UNIFORM EXPENSES	6,209.24	5,000.00	3,195.58	1,949.60
641-932-740.000	SUPPLIES	26,400.10	25,000.00	17,162.37	4,999.36
641-932-775.000	REPAIRS & MAINT	57,588.12	54,000.00	25,354.94	4,980.79
641-932-782.000	STREET MATERIALS & SUPPLIES	6,995.51	10,000.00	6,202.42	3,173.12
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	6,100.00	0.00
641-932-853.000	TELEPHONE EXPENSE	3,388.06	3,900.00	2,107.01	455.35
641-932-862.000	GAS	27,463.06	29,500.00	8,386.43	0.00
641-932-920.000	UTILITIES	124,831.65	130,000.00	72,237.39	20,697.29
641-932-958.000	DUES AND SUBSCRIPTIONS	697.24	900.00	495.00	0.00
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	11,583.75	3,800.00
Total Dept 932 - EQUIPMENT REPAIR ACTIVITY		709,797.30	648,793.45	359,580.97	76,674.62
TOTAL EXPENDITURES		709,797.30	648,793.45	359,580.97	76,674.62
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	359,580.97	76,674.62
NET OF REVENUES & EXPENDITURES		165,070.00	0.00	23,419.03	(76,674.62)
TOTAL REVENUES - ALL FUNDS					
TOTAL REVENUES - ALL FUNDS		6,859,969.39	4,807,182.18	2,895,236.81	91,227.68
TOTAL EXPENDITURES - ALL FUNDS					
TOTAL EXPENDITURES - ALL FUNDS		6,223,146.93	4,445,139.94	2,514,876.64	342,134.23
NET OF REVENUES & EXPENDITURES		636,822.46	362,042.24	380,360.17	(250,906.55)

GL Number	Description	Beginning Balance
703-000-001.000	CASH	502,201.81
Beginning GL Balance:		502,201.81
Add: Cash Receipts		203,922.86
Add: Tax Receipts		196,025.73
Less: Cash Disbursements		(498,317.28)
Add: Journal Entries/Other		407.05
Ending GL Balance:		404,240.17

GL Number	Description	Ending Balance
703-000-001.000	CASH	404,240.17
Ending GL Balance:		404,240.17
Ending Bank Balance:		185,628.05
Add: Miscellaneous Transactions		195,054.52
Add: Deposits in Transit		
	01/29/2025 Deposit ID: 1997	3,914.43
	01/31/2025 Deposit ID: 2001	51,559.34
317 N COTTAGE PAID WTR W/TAXES.	DEPOSIT OUTSTANDING. WILL RIGHT	95.94
		55,569.71
Less: 5 AP Outstanding Checks		32,012.11
Less: 0 PR Outstanding Checks		
Adjusted Bank Balance		404,240.17
Unreconciled Difference:		0.00

REVIEWED BY: 

DATE: 2-6-25

GL Number	Description	Beginning Balance
211-000-001.000	CASH	49,816.82
Beginning GL Balance:		49,816.82
Add: Cash Receipts		3,000.00
Add: Journal Entries/Other		372.03
Ending GL Balance:		53,188.85

GL Number	Description	Ending Balance
211-000-001.000	CASH	53,188.85
Ending GL Balance:		53,188.85
Ending Bank Balance:		53,188.85
Add: Deposits in Transit		0.00
Less: 0 AP Outstanding Checks		
Less: 0 PR Outstanding Checks		
Adjusted Bank Balance		53,188.85
Unreconciled Difference:		0.00

REVIEWED BY:  _____

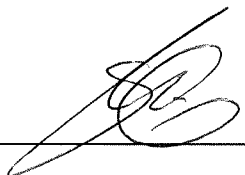
DATE: 2-6-25

User: JWest
DB: Potterville

Bank PR (PAYROLL ACCOUNT)
FROM 01/01/2025 TO 01/31/2025
Reconciliation Record ID: 293

GL Number	Description	Beginning Balance
750-000-001.000	CASH	15,000.85
Beginning GL Balance:		15,000.85
Less: Payroll Disbursements		(4,778.70)
Ending GL Balance:		10,222.15

GL Number	Description	Ending Balance
750-000-001.000	CASH	10,222.15
Ending GL Balance:		10,222.15
Ending Bank Balance:		21,530.94
Add: Deposits in Transit		
	LOPEZ/LEIK	(1,435.41)
		(1,435.41)
Less: 0 AP Outstanding Checks		
Less: 3 PR Outstanding Checks		9,873.38
Adjusted Bank Balance		10,222.15
Unreconciled Difference:		0.00



REVIEWED BY: _____

DATE: _____

User: JWest
DB: Potterville

Bank GEN (GENERAL POOLED ACCOUNT)
FROM 01/01/2025 TO 01/31/2025
Reconciliation Record ID: 295

GL Number	Description	Beginning Balance
101-000-001.000	CASH	1,418,630.39
202-000-001.000	CASH	323,230.15
203-000-001.000	CASH	157,800.28
208-000-001.000	CASH	25,775.72
370-000-001.000	CASH	
401-000-001.000	CASH	6,763.51
590-000-001.000	CASH	231,943.98
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	905,213.66
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	113,971.51

Beginning GL Balance:	4,125,460.97
Add: Cash Receipts	160,562.50
Less: Cash Disbursements	(162,773.76)
Less: Payroll Disbursements	(102,835.68)
Add: Journal Entries/Other	817.76
Ending GL Balance:	4,021,231.79

GL Number	Description	Ending Balance
101-000-001.000	CASH	1,397,073.54
202-000-001.000	CASH	342,391.44
203-000-001.000	CASH	151,777.46
208-000-001.000	CASH	16,780.08
370-000-001.000	CASH	
401-000-001.000	CASH	6,763.51
590-000-001.000	CASH	193,367.63
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	934,202.30
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	36,744.06

Ending GL Balance: 4,021,231.79

Ending Bank Balance: 4,033,729.76

Add: Miscellaneous Transactions 2,108.34

Add: Deposits in Transit

01/30/2025 Deposit ID: 1998 609.74

01/31/2025 Deposit ID: 2000 1,186.55

LOPEZ/LEIK 1,435.41

3,231.70

Less: 10 AP Outstanding Checks 17,838.01

Less: 0 PR Outstanding Checks

Adjusted Bank Balance 4,021,231.79

Unreconciled Difference: 0.00

REVIEWED BY: _____

DATE: 2-7-25

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: AARON SHERIDAN		
FEB 2025	MILEAGE TO CONFERENCE	651.00
TOTAL VENDOR AARON SHERIDAN		651.00
VENDOR NAME: BRAD BOYCE		
FEB 2025	ASSISTED DPW SNOW PLOWING 8 HOURS	127.28
TOTAL VENDOR BRAD BOYCE		127.28
VENDOR NAME: CARDMEMBER SERVICE		
1/8/25-2/6/25	LODDGING FOR TRAINING, TRAILER PUMP, TRAILER REG.	2,093.76
TOTAL VENDOR CARDMEMBER SERVICE		2,093.76
VENDOR NAME: COOPER, PETER		
FEB. 10	MILEAGE TO TRAINING	117.60
TOTAL VENDOR COOPER, PETER		117.60
VENDOR NAME: ELITE K-9		
419307	CONTROLLED SUBSTANCES DETECTION ODOR KIT,	1,263.75
TOTAL VENDOR ELITE K-9		1,263.75
VENDOR NAME: EMS GRAND RAPIDS		
RI-1085	INSPECTION & TESTING, DISASSEMBLER & INSPECT. CLEAN & PAINT ALL PARTS.	3,881.10
TOTAL VENDOR EMS GRAND RAPIDS		3,881.10
VENDOR NAME: GALLS		
28748243	KENNEL AND WATER DISH	526.40
TOTAL VENDOR GALLS		526.40
VENDOR NAME: MICHIGAN RURAL WATER		
2020-13574	REGISTRATION FOR COOPER, AND FORCIER	760.00
2020-13575	REGISTRATION FOR COOPER & FORCIER - APR. WATER REVIEW	760.00
2020-13576	COOPER & FORCIER WATER MATH - MAY	410.00
2020-13588	LEIK, WASTE WATER CLASS- MARCH	380.00
2020-13589	LEIK, APR	205.00
TOTAL VENDOR MICHIGAN RURAL WATER		2,515.00
VENDOR NAME: QUILL CO		
42794534	SUPPLIES	19.91
TOTAL VENDOR QUILL CO		19.91
VENDOR NAME: UNITED STATES POST OFFICE		
FEB 2025	ASSESSING NOTICES	562.09
TOTAL VENDOR UNITED STATES POST OFFICE		562.09
VENDOR NAME: WIGHTMAN		
92848	USDA RURAL DEVELOPEMENT	24,913.45
92900	CAMBRIA RIDGE PHASE II	4,375.00
92898	GENERAL ENGINEERING	2,610.00
TOTAL VENDOR WIGHTMAN		31,898.45
VENDOR NAME: WOW!BUSINESS		
FEB. 7	INTERNET AND PHONES, EARLY TERMIMATION PAYMENT	1,907.40
TOTAL VENDOR WOW!BUSINESS		1,907.40
GRAND TOTAL:		45,563.74

02/20/2025 02:23 PM
User: RDOLMAN
DB: Potterville

CUSTOM INVOICE REPORT FOR CITY OF POTTERVILLE
EXP CHECK RUN DATES 01/17/2025 - 02/20/2025
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: FEST

Page: 1/1

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: CARDMEMBER SERVICE		
1/8-2/6/25	WEBSITE	14.95
TOTAL VENDOR CARDMEMBER SERVICE		14.95
VENDOR NAME: STARFARM LLC		
2025	BAND FOR GIZZARD FEST	3,800.00
TOTAL VENDOR STARFARM LLC		3,800.00
GRAND TOTAL:		3,814.95

City of Potterville

319 N. Nelson St. ♦ PO Box 488 ♦ Potterville, MI 48876 ♦ Phone: (517) 645-7641
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February 10, 2025

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. Council Resolution and public hearing is scheduled to take place during the Council regular meeting this month for the City's Michigan Department of Natural Resources Trust Fund Grant Application #TF25-0009 Lake Alliance Park Project that involves non-motorized trail connections to pre-existing park assets at Lake Alliance Park, and installation of 2 pickleball courts. The project is led by the City's TIFA component unit of government and has strong support in the City adopted 5 Year Parks Plan that was adopted last month by City Council. Tiffani Falin, City Parks and Recreation Director has begun draft grant application to the Eaton County Park's Department Grant Program for approximate 50% funds of Trust Fund's Project pickleball court feature that is worth an estimate of \$90,000. Project information and engineering plans for the TF25-0009 DNR Trust Fund Grant application for the Lake Alliance Park have been generated by TIFA and made available to public. Public hearing and discussion have been heard by the TIFA government, that has pledged its full financial match for TF25-0009 to the City for about \$192,000. Info on the project includes detailed cost estimates, 3D renderings and project summaries.

2. City Auditor Mr. Doug Vredeveld will hold a PowerPoint discussion with Council during the meeting this month on the topic of the City's FY 24 Audit and financial reports. The public is welcomed to attend and hear directly from the City's auditor on how the City staff performed in providing materials for the audit and how in general the City is performing from a financial reporting standpoint. Staff and Council should be proud to report that it has successfully completed another clean audit this fiscal year, and that the audit has been accepted by the State of Michigan.. the City makes a committed effort to ensure its public audit and financial reports, including its past and present fiscal budgets, are published online and made available to the public at no additional cost at <https://pottervillemi.org/wp-content/uploads/2024/09/Potterville-Audit-2024.pdf> . A face to face report from the public Auditor is performed every year at the City Council regular meeting.

3. City Personnel annual evaluations have been completed this year and normal closed session periods have been scheduled for Council to review the Manager and Clerk employees for work performances. City Management and Council strive to maintain regular annual work evaluation periods for good business practices and staff improvement. This year I am scheduled to attend continuing education classes from February 10th to 14th with the Michigan Rural Water Association to learn more about utility maintenance and management and utility hazard prevention. The training is an effort to improve my overall public utility knowledge and to obtain EGLE certification for the Drinking Water Operator Distribution "S3" license, and the Limited Treatment "D3" license in order to better aid our Director of Utilities and Potterville's utility services.

City of Potterville

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4. The City and Wightman Engineering kicked off the engineering design phase of the City's Water System Improvements Project last week and has a design walk through of the IRP Building site (Sunset Drive) this month. This is the project that will create a new drinking water treatment building and is being funded through USDA Rural Development Revenue Bond. Below is a list of steps that the City Attorney's and Engineers are currently working up so the City can get closer to its bid phase of the Bonding process with USDA RD

Item #1 is on the Agenda this month!

- 1) **4. Legal Service Agreements and Engagement Letter: I have reached out to the City's Bond Attorney Scott Hogan from Foster and Swift to finalize the City/Lawyer agreements and letter. Once authorized by Council, I'll need to send these docs to Wightman and F&S and USDA.**
- 2) Preliminary Title Opinion: City will need a preliminary title opinion (Form RD 1927-9) from the bond attorney for each property which is impacted by the proposed work as well as any property which includes an above ground structure throughout the existing system. Engineer will be creating a right-of-way map showing and labeling these properties in the near future, that once finished I will be reviewed/approved by USDA.
- 3) Opinion of Counsel Relative to the Rights-of-Ways: This item will take place after the above right-of-way map, preliminary title opinion, and a City right-of-way certification are complete.
- 4) New MDOT Easement: The City and Engineers met last week and finalized the proposed water main alignment which allows us to create an easement sketch and legal description. Because this is an MDOT easement, the City will start the process and make contact with MDOT.
- 5) Qualified Status: City has confirmed that it has obtained qualified status with Michigan.

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TREASURER'S REPORT

February 20, 2025

Utility bills—as of 01/31/25 (bills due on 15th) \$19,643.53 is outstanding with \$16,462.17 over 30 days past due.

Water usage month of Jan (Feb billing): 6,170,281 gallons

Sewer usage month of Jan (Feb billing) 6,166,403 gallons

Ready to service charge-water: \$44,041.93

Ready to service charge-sewer: \$41,873.12

Total water and sewer billed out from 12/24-1/24/25 is \$140,204.45

Payroll month of January, 2025 \$104,079.84 (this includes all payroll taxes + MERS+ final pay Lopez. January was also a three-pay period month.)

Summer 2024 collection percentage: 97.70%. Winter taxes will be collectible on December 1, 2024 and are due on February 14, 2025. Winter 2024 collection percentage: 91.44%. 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.

I attended annual treasurer meeting in Lansing on January 17, 2025.

I attended Treasurers of Eaton County meeting 1/29/25.

The City is updating their Neptune water meter reading software (as our current software is no longer supported) and we are in the process of installing. Training is to begin with the next water reads on 2/24/25. I will include more information of the capabilities of the new system in my report next month after I have seen the system in action!

Bank reconciliations completed for month of December, 2024:

General account – Reconciled balance: **\$4,021,231.79**

Payroll account - Reconciled balance: **\$10,222.15**

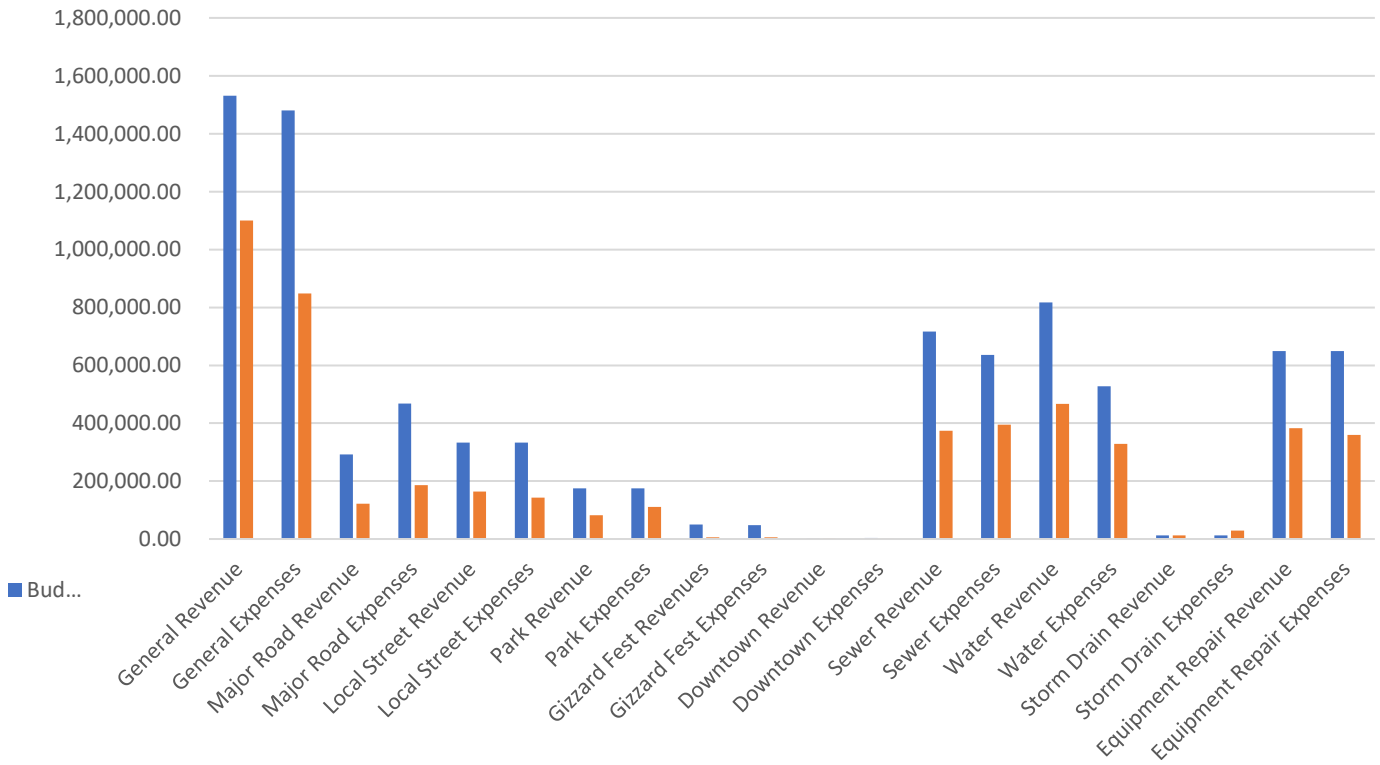
Tax account – Reconciled balance: **\$404,240.17**

Gizzard Fest – Reconciled balance: **\$53,188.85**

Respectfully submitted,
 Jodi West, Treasurer

	Budgeted	Actual
General Revenue	1,531,215.05	1,100,267.68
General Expenses	1,480,189.24	848,230.57
Major Road Revenue	291,894.29	121,545.64
Major Road Expenses	467,476.49	186,013.10
Local Street Revenue	333,253.06	164,162.33
Local Street Expenses	333,386.76	143,488.51
Park Revenue	174,690.00	82,208.21
Park Expenses	174,690.00	110,588.37
Gizzard Fest Revenues	50,650.00	5,517.05
Gizzard Fest Expenses	47,520.00	5,870.01
Downtown Revenue	2,654.00	2,654.00
Downtown Expenses	3,600.00	642.21
Sewer Revenue	716,850.00	374,093.96
Sewer Expenses	635,746.00	395,163.40
Water Revenue	817,183.09	467,090.08
Water Expenses	527,248.00	328,420.79
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	359,580.97

Revenue/Expenses Year end 1/31/25



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From the Clerk's office –February 2025

The City of Potterville Early Voting Precinct has been selected for an Arlo audit (which means only a hand count of ballots is done, not a full procedural audit) from the State of Michigan. The State of Michigan randomly selects jurisdictions to complete the audit. This will be completed by Eaton County because they administered our Early Voting.

I finished the audit on all the vendors to verify we had their W-9's on file. Once we have the W-9's we then can send 1099's to the required vendors. All 1099's were mailed timely and filed with the IRS.

At the Tri County Clerk's forum, the State of Michigan shared what to expect for the replacement of election equipment. It will cost the City approximately \$15,000 + per precinct for the Fiscal year 2027/2028.

As required by State Law, a meeting of the Election Coordinating Committees within Eaton County was held to adopt the 2025-2028 School Coordinating Committee Agreements. This allows the City to run their elections. Each School District's plan was signed by the Coordinating County Clerk, the City/Township Clerks in the School District, and the School Board Secretary. I signed for the City with Potterville School and Eaton Regional Education Service Agency.

Becky Dolman

City of Potterville

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February 2025

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 updated 5-Year Parks & Recreation Plan was submitted before the February 1st deadline. It is currently being reviewed (along with all the other 5-Year Plans DNR receives) and we will continue to monitor the status and once the “approval” button comes on, we’ll notify Council as well.
- The 2025 MDNR Grant Cycle has opened. The City Manager and I have been working on this application to get it completed. We are going for the MDNR Natural Resources Trust Fund Grant, for the TIFA Project of connecting sidewalks, trailheads, ADA accessibility and the pickleball courts at Lake Alliance Park. Majority of the application is completed in the migrants system by the City Manager. I have been working on material items such as site photographs & documentation, reaching out to get letters of support: communicating with other officials and answering any questions they have. TIFA & City Council are set to have their Public Hearing this month at their corresponding meetings. After the Public Hearing to gathering public input, the Resolutions will be next month.
- With a few days of nice/warm weather, the rest of the Christmas decorations were taken down and put away. We did not have to lay them out in the heated building to let them dry this year, as the days were warm, and the items were not wet. Organization and cleaning took place and all set and ready to be put up again next year.
- We are preparing for the 2025 season, workers are set and secured. Organizations are gearing up for another season. When the weather breaks, we’ll start going through inventory again, of any replacements from the winter season.
- The only field left for renovations and improvements is the City Park Baseball Field, which is intended for this Spring, in hopes of before games are needing to start.
- Youth Baseball registrations opened last month. Participants have until the end of this month to register (completed form and fee) to fully register. We are offering 8U, 10U, 12U, and 14U.
- Be on the lookout as T-Ball and Coach Pitch registrations will open this month
- The Potterville Masons Plaque is finally in production! This has been in hiatus for over a year before the Masons finally reached back out on a decision.
- The City Manager and I had a meeting with the Eaton County Conservation District Director regarding the Trust Fund Grant and some ways of Conservation ideas.
- The Lansing Sports Commission had their inaugural FIERCE Meeting this month. It was in collaboration of Women in Sports Day and created on the principles that Females Ignite, Empower, Respect, Collaborate and Engage. MSU Women’s Basketball Head Coach Robyn Fralick was a Speaker and Dr. Ashleigh Huffman (from California) who is the VP of Global Engagement at the Institute for Sport and Social Justice, and Chief of Sports Diplomacy at the U.S. Department of State. This was networking and garnering material and information and an opportunity to collaborate with other Sports, Recreation, tourism, professionals.

- MDNR had their 2025 Webinar. This went over all the grant programs they offer: Land & Water Conservation Fund, Michigan Natural Resources Trust Fund, and Recreation Passport Grant. There are some changes for this grant cycle such as they are not using the Median Household Income as a scoring criteria. They are switching to United Way's ALICE. Which was used in the Sparks Grant Program. This is to help and focus on communities that have special challenges. ALICE stands for Asset Limited, Income Constrained, Employed Index. It will use the census tract level data so the location of the entrance to the park will determine how it is scored. GMS utilizes annual ALICE Data to establish a GIS overlay and assign point values. Also, they are offering extra points for a Design Review from an advocate/representative of the disability community if submitted prior to the April 1st deadline.
- We received confirmation on the Eaton County Community Parks Grant, that the City can reapply for this. Since we were awarded the grant for the Sunset Hills Project which is already closed out. We are eligible to reapply for the Lake Alliance Park Project. This is intend go for the matching cost of the DNR grant.
- Continue to further my education by webinars, meetings, conferences, etc.

Respectfully Submitted,
Tiffani Falin, Parks & Recreation Director



City of Potterville

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February 13, 2025

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.

- **Enforcements:** We currently have 50 open enforcements. Staff is working on sending violation letters slowly specifically for parking of vehicles and blight. Violations related to the parking of campers and trailers will not be addressed until spring, after the snow has melted.
- **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 developer is working to obtain the final engineering on the proposed plan to be reviewed by the Planning Commission this spring.
- **Alro Steel:** On January 21, 2025 the Zoning Board of Appeals granted a height variance to allow for an addition 80' tall addition onto the existing building. The Planning Commission also approved the site plan. Alro Steel is planning to begin construction this summer/fall.
- **Zoning Board of Appeals:** An informal training was held on Wednesday, January 15th for the new members of the Zoning Board of Appeals.
- **Policy updates:** Staff is actively working with Progressive AE on policy updates. The Planning Commission reviewed and commented on proposed draft chapters at their January 21, 2025 meeting. The Planning Commission will meet again on March 18, 2025 to review additional proposed draft chapters.
- **Gizzard Fest:** Planning for Gizzard Fest 2025 has begun. Meetings will not take place until March. Currently we are working to update the website, obtain sponsors and send information to vendors.

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

“City of Helping Hands”

City of Potterville

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Personal property statements are now coming back in. The majority of businesses within the City are eligible for the Small Business Taxpayer Exemption (MCL 211.9o).

Economic Condition Factors and Land Values have been finalized to set assessed values for the year.

2025 assessment notices will be going out in the mail to taxpayers by February 21st.

March Board of Review will be held Monday, March 10th: 3pm-9pm and Tuesday, March 11th: 9am-3pm.

Thanks,



Sarah Payton, MAAO



Potterville
Police Department

Chief Richard Barry



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

Dear Council,

Please see the following information regarding your police department,

- Notable Calls:
 - January 7th: PPD was requested by the Barry County Sheriff's Office for drone support after a suspect crashed his car and fled on foot after a vehicle pursuit. Officer Betts assisted Grand Ledge PD K-9 with a track while I provided overwatch with the drone.
 - January 17th: PPD was dispatched to a home in the city for a check-wellbeing, which ended up being an accusation of felonious assault. The suspect was apprehended without incident with the assistance of the Bath Township Police, Dewitt Township Police, Clinton County Sheriff's Office, and the Michigan State Police. After a search warrant was executed, multiple firearms were recovered in the home of a prohibited person.
 - January 30th: Michigan State Police were dispatched just outside of the City of Charlotte for a fresh criminal sexual conduct call where the suspect had just left. Officer Betts and I assisted MSP with our drone, searching the area for evidence of the suspect.
 - February 8th: 2025: Michigan State Police were dispatched to a multi-car pile-up on I-69 on the overpass of Hartel. Due to the severity of the crash, I was called in to provide drone support to MSP, capturing aerial photographs of the crash.
 - February 11th: Delta Township Deputies pursued a vehicle from the Township Southbound and turned toward Potterville on Lansing Rd. at high rates of speed. Officer Betts and I positioned ourselves on Lansing Rd. at the I-69 overpass where we utilized a tire deflation spike strip on the vehicle, causing complete deflation of one of the tires, slowing the speed of the chase and resulting in the successful apprehension of the suspect near Royston and Gresham.
- Policy Approval: I completed a department Canine policy that is included in this month's packet for review and approval of the council. This policy addresses all aspects of introducing a K-9 to the department.
- Approval of Department K-9: After attending the TIFA meeting on February 10th, they voted to approve \$20,000 toward acquiring and training a K-9 for the department. This cost also covers upfitting of the 2020 Ford Explorer for K-9 use. I am seeking approval to move forward with this project and enhance our departmental capabilities.

Total Calls for February: 73		Calls for Service: 28
-Traffic Stops: 21	-Assist Other: 1	-Assist Citizen: 4
-Suspicious Situations: 3	-Civil Complaint: 5	-Criminal Sexual Conduct: 1
-Assaults: 2	-Fire Department Assist: 1	-Traffic Crashes: 2

Respectfully Submitted, Chief R. Barry

Eaton County Central Dispatch

Total Calls For Service

January 2025				
Type Agency	Month To Date		Year To Date	
	Calls	%/Total	Calls	%/Total
EMS	1,656	22.6%	1,656	22.6%
Fire	819	11.2%	819	11.2%
Police	4,850	66.2%	4,850	66.2%
Total Calls	7,325	100.0%	7,325	100.0%

Eaton County Central Dispatch EMS Calls For Service

January 2025				
Agency	Month To Date		Year To Date	
	Calls	%/Total	Calls	%/Total
Benton Twp. EMS	<u>66</u>	4.0%	66	4.0%
Delta Twp. EMS	<u>572</u>	34.5%	572	34.5%
Eaton Area EMS	<u>659</u>	39.8%	659	39.8%
Grand Ledge EMS	<u>180</u>	10.9%	180	10.9%
Vermontville EMS	<u>24</u>	1.4%	24	1.4%
Windsor Twp. EMS	<u>104</u>	6.3%	104	6.3%
Outside Agencies* <i>DLHE (0), LIFE(0), LTEM(26), NEMS(19) PRTE (6)</i>	<u>51</u>	3.1%	51	3.1%
Total EMS Calls	1,656	100.0%	1,656	100.0%

* Agencies Outside Eaton County

Eaton County Central Dispatch

Fire Calls For Service

January 2025				
Agency	Month To Date		Year To Date	
	Calls	%/Total	Calls	%/Total
Bellevue Fire	23	2.8%	23	2.8%
Benton Twp Fire	34	4.2%	34	4.2%
Charlotte Fire	79	9.6%	79	9.6%
Delta Fire	346	42.2%	346	42.2%
Eaton Rapids City	61	7.4%	61	7.4%
Eaton Rapids Twp.	55	6.7%	55	6.7%
Grand Ledge Fire	75	9.2%	75	9.2%
Hamlin Twp Fire	21	2.6%	21	2.6%
Olivet Fire	19	2.3%	19	2.3%
Roxand Twp. Fire	11	1.3%	11	1.3%
Sunfield Fire	19	2.3%	19	2.3%
Vermontville Fire	17	2.1%	17	2.1%
Windsor Fire	48	5.9%	48	5.9%
Outside Agencies*	11	1.3%	11	1.3%
<i>LTFD (11), MNGO</i>		0.0%		
Total Fire Calls	819	100.0%	819	100.0%

* Agencies Outside Eaton County

Eaton County Central Dispatch

Police Calls For Service

January 2025				
Agency	Month To Date		Year To Date	
	Calls	%/Total	Calls	%/Total
Bellevue Police	18	0.4%	18	0.4%
Charlotte Police	593	12.2%	593	12.2%
Eaton County Sheriff	2,580	53.2%	2,580	53.2%
<i>Delta</i>	1,688	34.8%	1,688	34.8%
<i>Out County</i>	892	18.4%	892	18.4%
<i>Animal Control</i>	94	1.9%	94	1.9%
				0.0%
Eaton Rapids Police	322	6.6%	322	6.6%
Grand Ledge Police	263	5.4%	263	5.4%
Michigan State Police	972	20.0%	972	20.0%
Olivet Police	12	0.2%	12	0.2%
Pottersville Police	73	1.5%	73	1.5%
Outside Agencies*	17	0.4%	17	0.4%
<i>DNR (9), ME (8)</i>				
Total Police Calls	4,850	100.0%	4,850	100.0%

EATON COUNTY 911

Events by Nature Code by Agency

Agency: PPD, Event date/Time range: 01/01/2025 00:00:00 - 01/31/2025 23:59:59

Agency Code	Nature Code	Rpt Only	Self Init	CFS	Total	% Total	Avg Disp Time	Avg Resp Time	Avg Scene Time	Total Call Time	Avg Call Time
PPD	911 ABANDONED	0	0	1	1	1%	0:00:00	0:00:00	0:00:00	0:00:19	0:00:19
	ALARM ALL	0	0	1	1	1%	0:00:00	0:07:04	0:05:03	0:12:07	0:12:07
	ASSAULT	0	0	2	2	3%	0:11:09	0:19:40	9:00:37	9:59:40	4:59:50
	ASSIST CITIZEN	0	2	2	4	5%	0:04:12	0:00:00	0:07:07	0:38:13	0:09:33
	ASSIST OTHER POLICE DEPT	0	0	1	1	1%	0:00:00	0:29:58	1:47:00	2:16:58	2:16:58
	CHECK WELLBEING	0	1	1	2	3%	0:01:28	0:01:14	0:11:02	0:26:15	0:13:08
	CIVIL COMPLAINT	0	0	5	5	7%	0:06:07	0:00:00	0:00:00	1:36:58	0:19:24
	CRIMINAL SEXUAL CONDUCT REPORT	0	0	1	1	1%	0:00:00	0:05:23	1:43:30	1:48:53	1:48:53
	FIRE DEPT ASSIST	0	0	1	1	1%	0:00:09	0:02:39	0:24:33	0:27:21	0:27:21
	FOLLOWUP OF ANY KIND	0	3	0	3	4%	0:00:01	0:00:00	0:24:04	1:12:14	0:24:05
	FRAUD RETAIL EMBEZZLEMENT	0	0	1	1	1%	0:06:32	0:06:10	0:11:31	0:24:13	0:24:13
	MESSAGE FOR OFFICER	0	12	0	12	16%	0:00:01	0:00:00	0:00:06	0:01:18	0:00:07
	MOTORIST ASSIST	0	1	1	2	3%	0:00:00	0:00:00	0:23:11	0:28:27	0:14:14
	PARKING VIOLATIONS	0	2	0	2	3%	0:00:01	0:02:38	0:05:17	0:13:14	0:06:37
	PERSONAL INJURY CRASH	0	0	1	1	1%	0:01:15	0:01:53	0:42:05	0:45:13	0:45:13
	PRISONER TRANSPORT	0	1	0	1	1%	0:00:00	0:50:29	1:02:03	1:52:32	1:52:32
	PROPERTY DAMAGE CRASH	0	0	1	1	1%	0:00:00	0:00:00	0:00:00	0:39:45	0:39:45
	SUICIDAL THRT OR ATTEMPT	0	0	1	1	1%	0:00:00	0:00:00	0:00:00	0:06:32	0:06:32
	SUSPICIOUS SITUATION	0	0	1	1	1%	0:03:33	0:00:00	0:00:00	0:10:38	0:10:38
	SUSPICIOUS SUBJECT	0	1	0	1	1%	0:00:00	0:00:00	0:03:59	0:03:59	0:03:59
	SUSPICIOUS VEHICLE	0	0	1	1	1%	0:00:00	0:00:00	0:12:30	0:12:30	0:12:30
	THREATS	0	0	2	2	3%	0:00:00	0:00:00	0:00:00	0:50:57	0:25:29
	TRAFFIC HAZARD	0	0	1	1	1%	0:00:00	0:05:53	0:08:42	0:14:34	0:14:34
	TRAFFIC STOP	0	21	0	21	29%	0:00:01	0:00:00	0:10:24	3:34:59	0:10:14

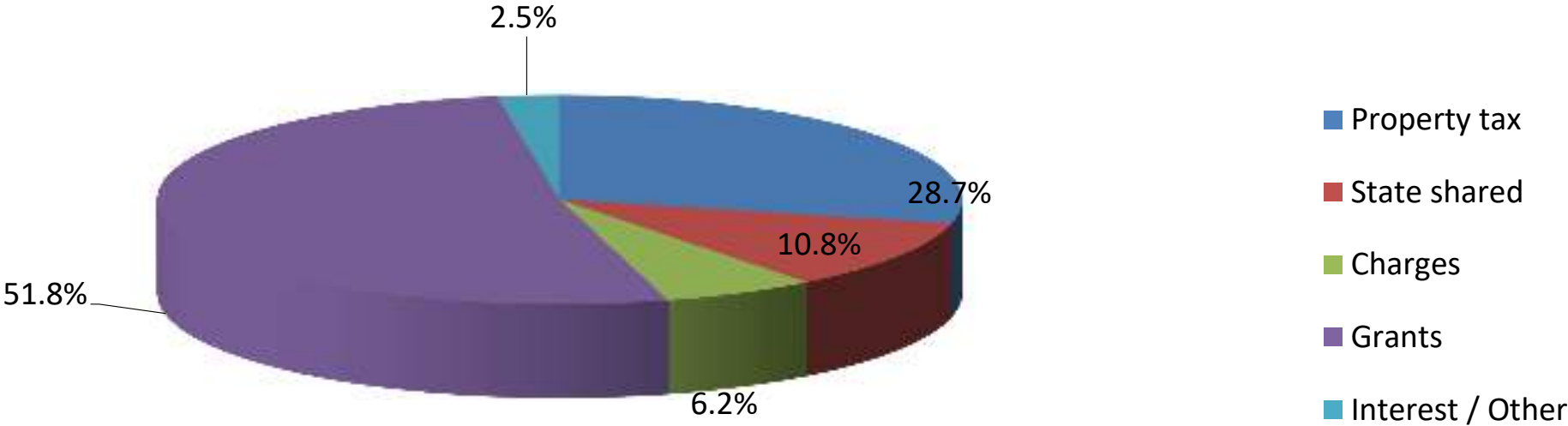
Agency Code	Nature Code	Rpt Only	Self Init	CFS	Total	% Total	Avg Disp Time	Avg Resp Time	Avg Scene Time	Total Call Time	Avg Call Time
	UNWANTED SUBJECT	0	0	2	2	3%	0:00:00	0:13:56	0:20:47	1:06:16	0:33:08
	WARRANT ATTEMPT PICKUP	0	1	1	2	3%	0:00:00	0:00:00	0:23:14	0:46:28	0:23:14
	Subtotals for No Summary Code	0	45	28	73	100%	0:02:52	0:12:15	0:52:20	30:10:33	0:39:48
	Subtotals for PPD	0	45	28	73	100%	0:02:52	0:12:15	0:52:20	30:10:33	0:39:48

CITY OF POTTERVILLE YEAR ENDED JUNE 30, 2024

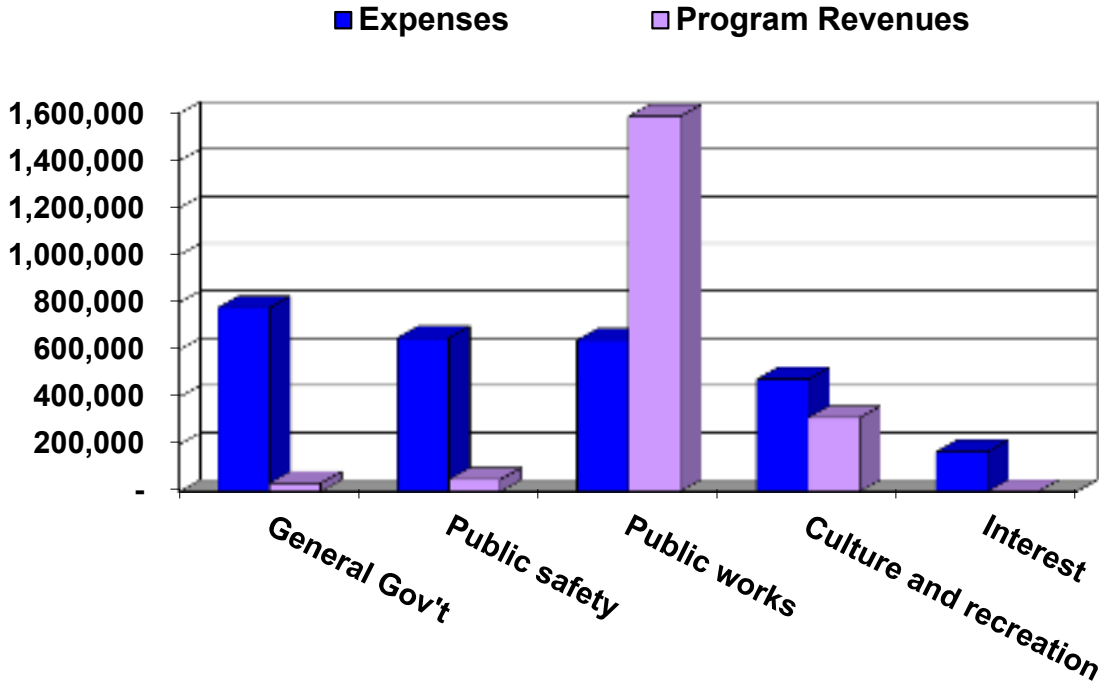
VREDEVELD HAEFNER LLC
CPAS AND CONSULTANTS



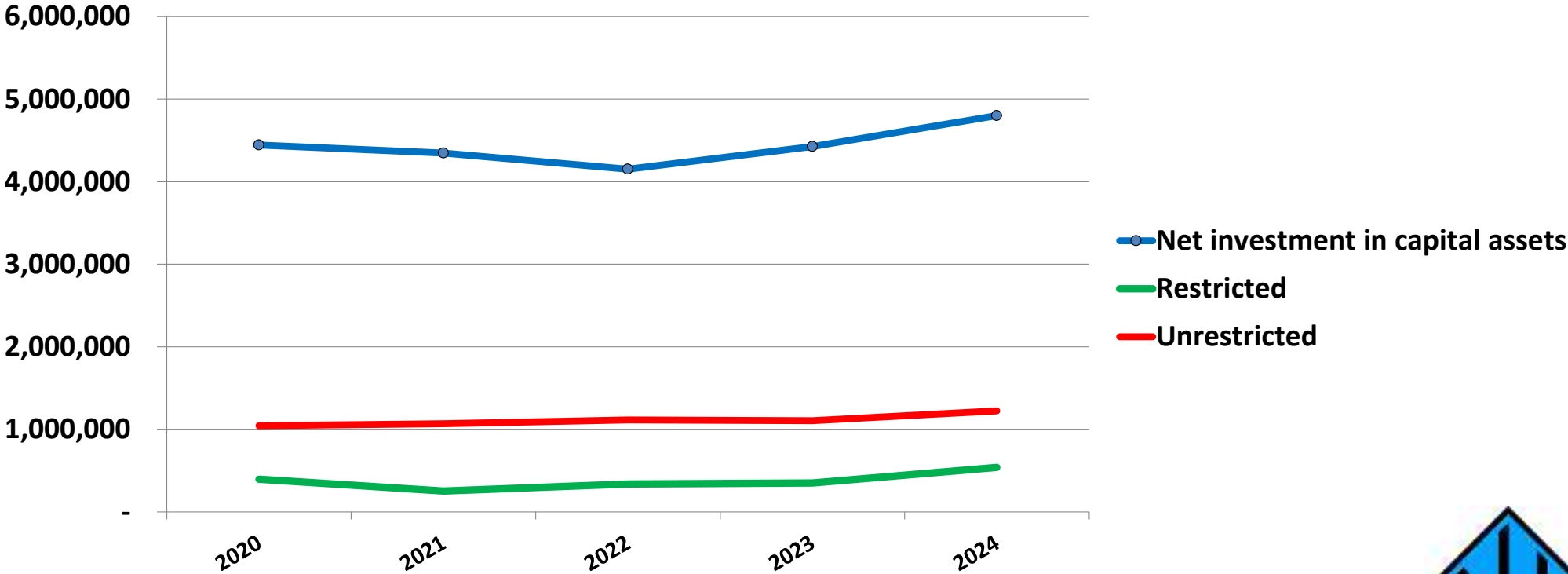
REVENUE BY TYPE GOVERNMENTAL ACTIVITIES



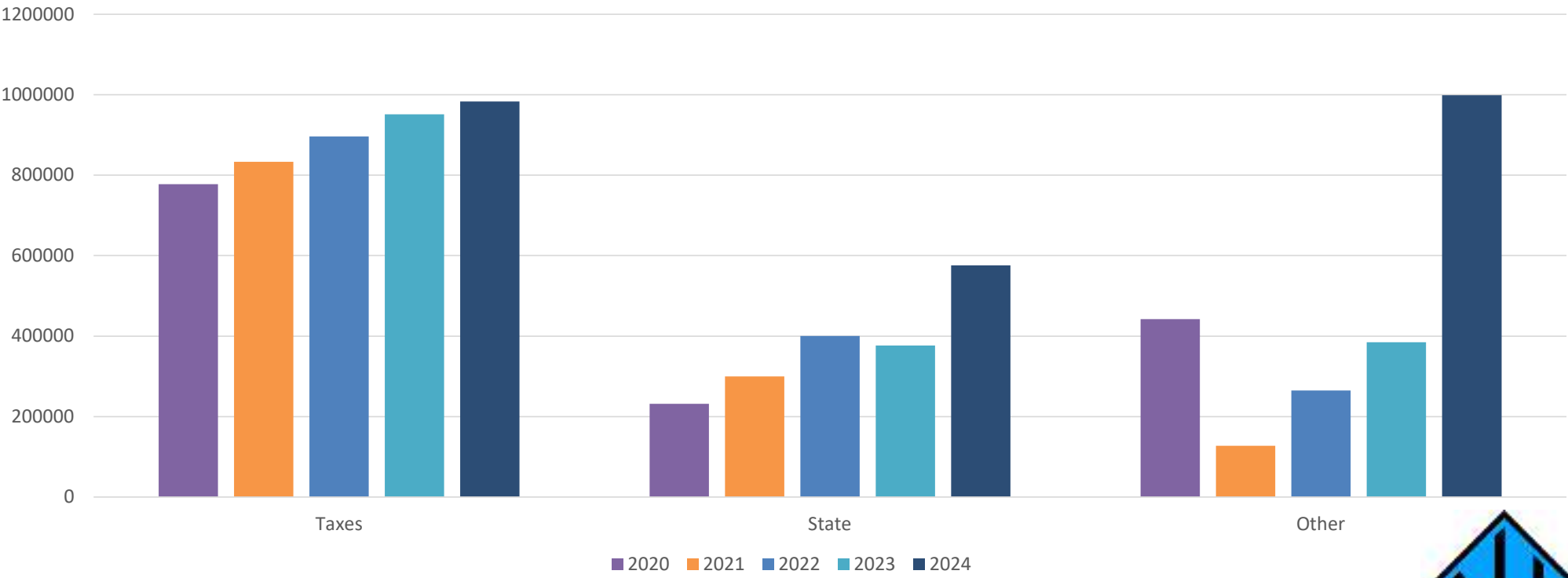
EXPENSES AND PROGRAM REVENUES GOVERNMENTAL ACTIVITIES



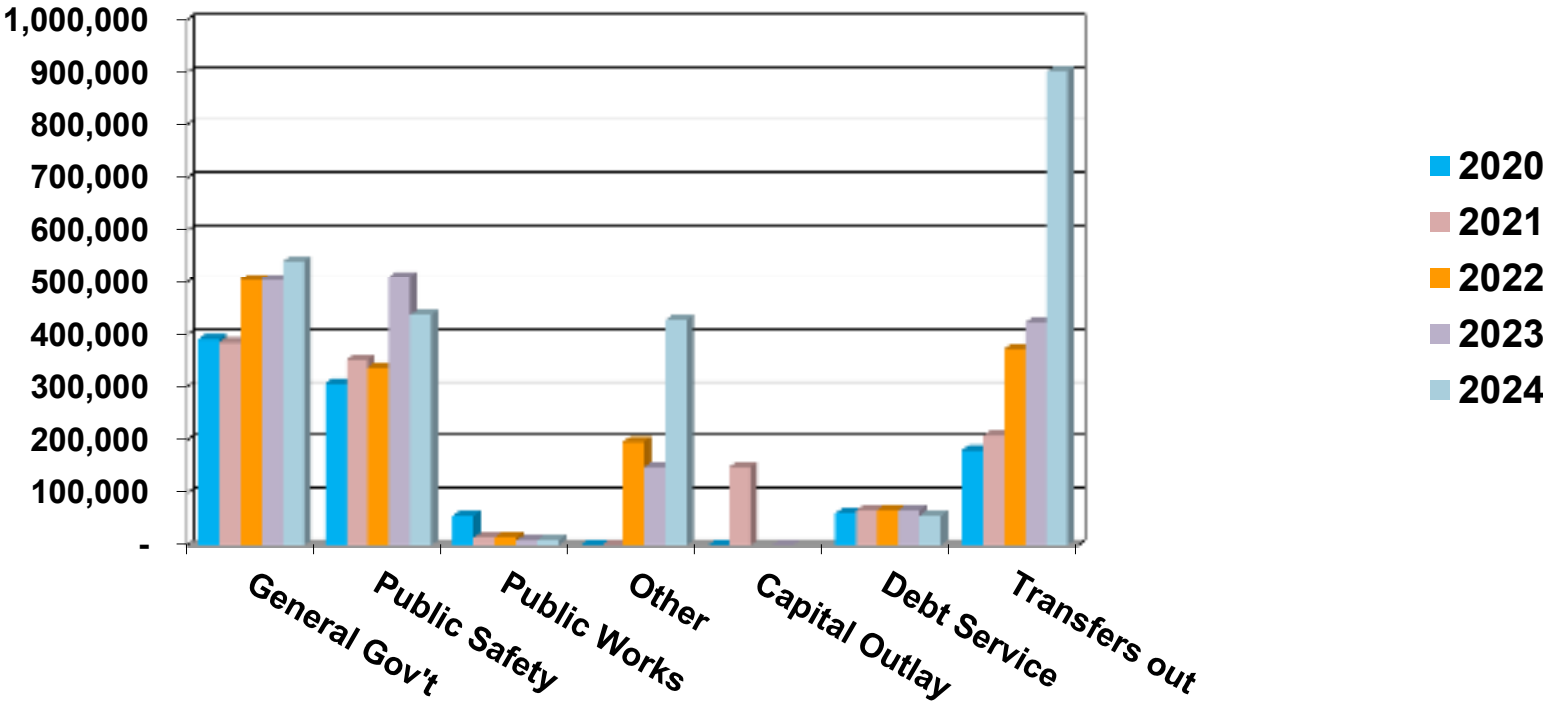
NET POSITION GOVERNMENTAL ACTIVITIES



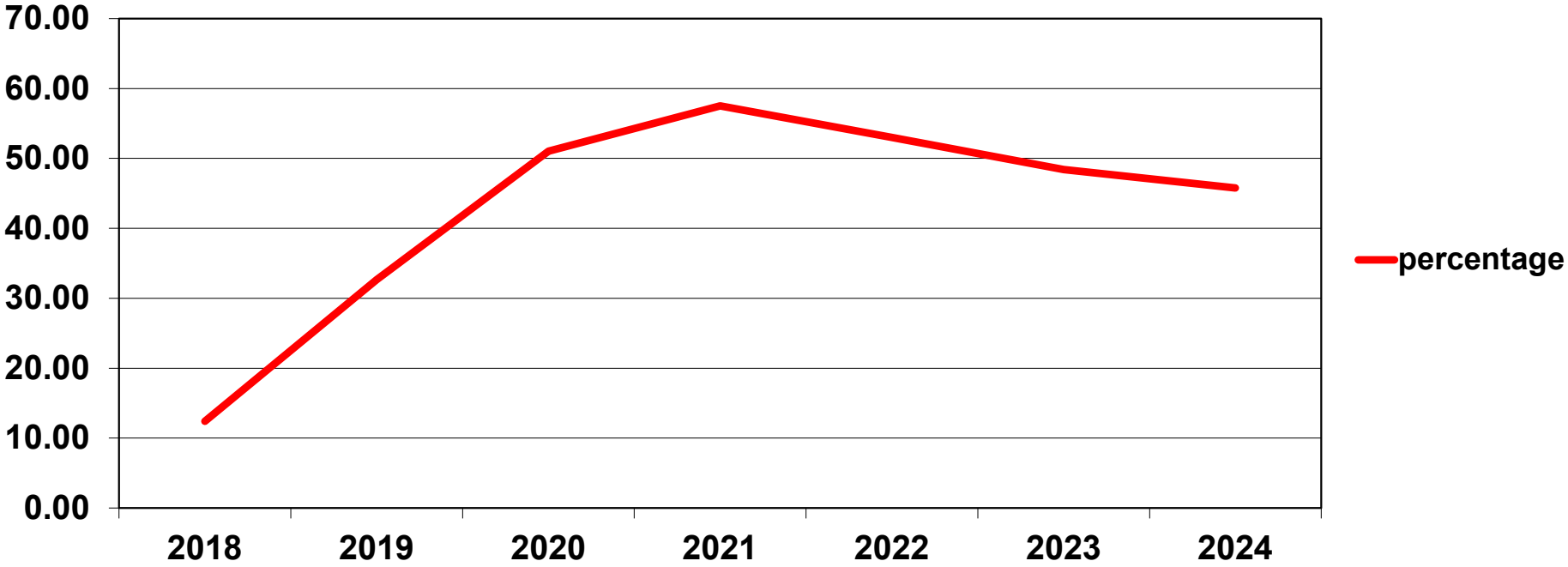
GENERAL FUND REVENUES



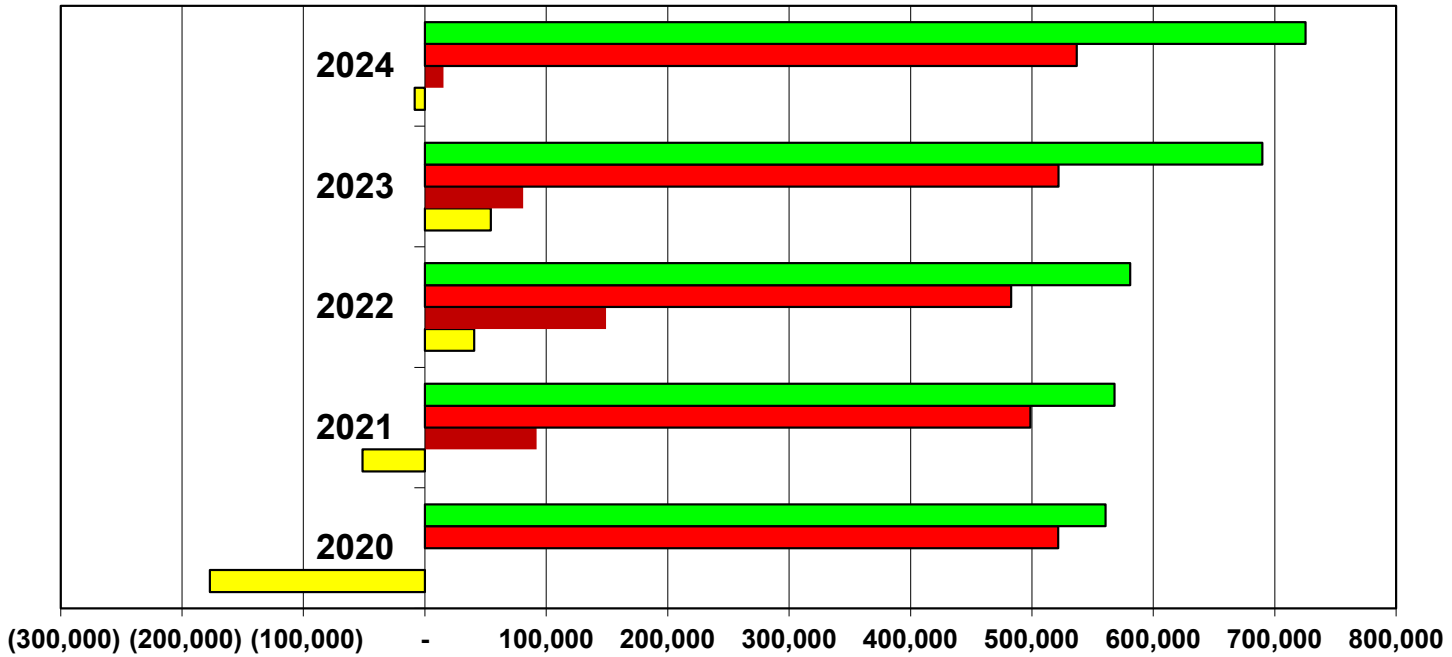
EXPENDITURES BY FUNCTION GENERAL FUND



GENERAL FUND UNASSIGNED FUND BALANCE AS A PERCENT OF EXPENDITURES AND TRANSFERS



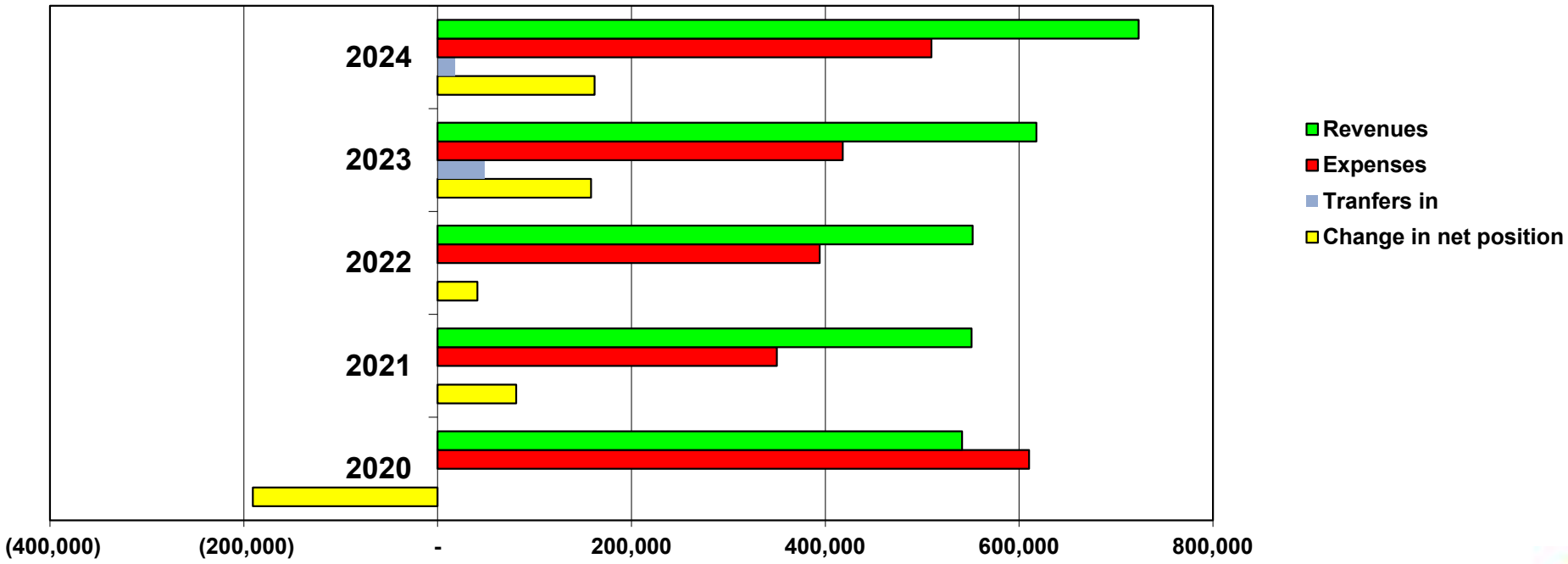
SEWER FUND



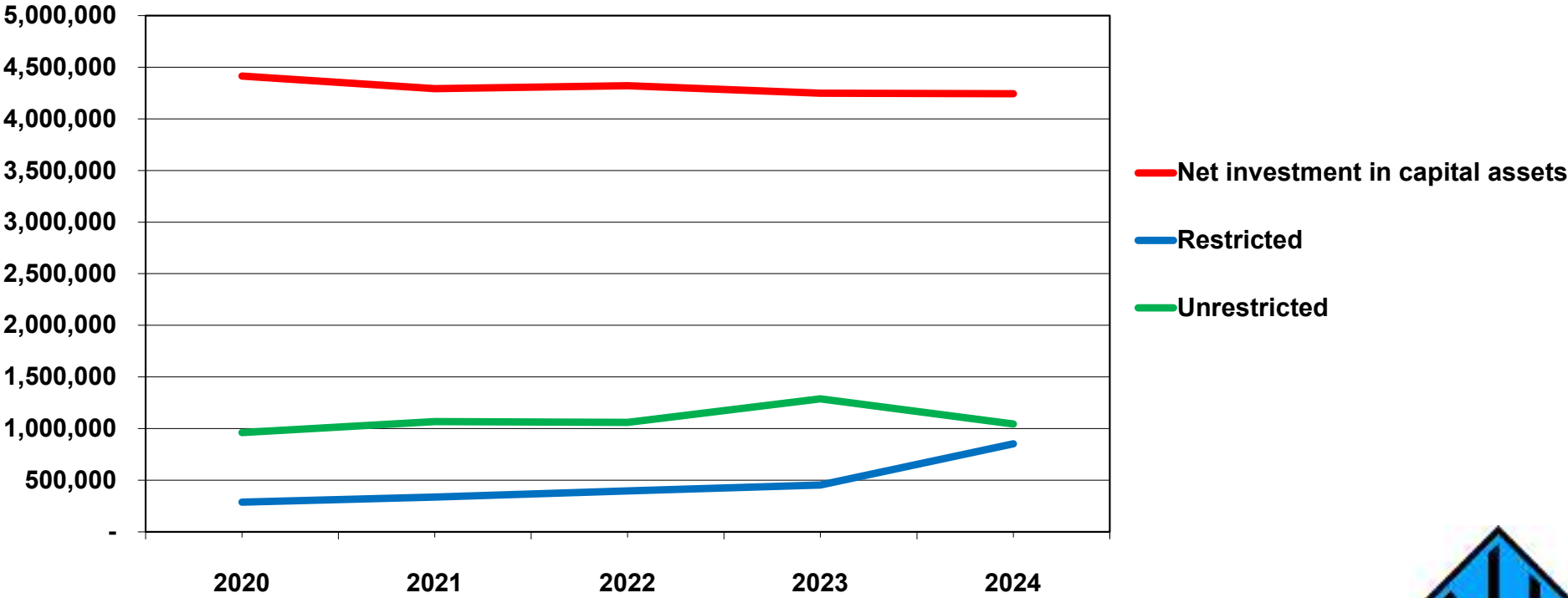
- Operating Revenue
- Operating Expenses
- Transfers in
- Change in net position



WATER FUND



NET ASSETS BUSINESS-TYPE ACTIVITIES



CONTACT US!

Douglas J. Vredeveld, CPA, CGFM
Partner
(616) 446-7474
dvredeveld@vh-cpas.com

Michael Vredeveld, CPA
Partner
(616) 648-8447
mvredeveld@vh-cpas.com

Vredeveld Haefner LLC



PRELIMINARY ESTIMATE

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

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>
<i>SUBTOTAL ESTIMATED CONSTRUCTION COST</i>		\$	422,460.00
<i>Construction Contingency</i>	10%		42,246.00
<i>Engineering</i>	15%		<u>63,369.00</u>
<i>TOTAL ESTIMATED PROJECT COST</i>		\$	528,500.00
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 Pottersville**
 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
SUBTOTAL ESTIMATED CONSTRUCTION COST				\$ 121,250.00
<i>Construction Contingency</i>				10% 12,125.00
<i>Engineering</i>				15% 18,187.50
TOTAL ESTIMATED PROJECT COST				\$ 151,600.00
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

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
SUBTOTAL ESTIMATED CONSTRUCTION COST			\$	33,000.00
<i>Construction Contingency</i>			10%	3,300.00
<i>Engineering</i>			15%	4,950.00
TOTAL ESTIMATED PROJECT COST			\$	41,300.00
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

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
SUBTOTAL ESTIMATED CONSTRUCTION COST				\$ 22,810.00
<i>Construction Contingency</i>				10% 2,281.00
<i>Engineering</i>				15% 3,421.50
TOTAL ESTIMATED PROJECT COST				\$ 28,600.00
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
SUBTOTAL ESTIMATED CONSTRUCTION COST				\$ 16,550.00
<i>Construction Contingency</i>				10% 1,655.00
<i>Engineering</i>				15% 2,482.50
TOTAL ESTIMATED PROJECT COST				\$ 20,700.00
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

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
SUBTOTAL ESTIMATED CONSTRUCTION COST				\$ 12,600.00
<i>Construction Contingency</i>				10% 1,260.00
<i>Engineering</i>				15% 1,890.00
TOTAL ESTIMATED PROJECT COST				\$ 15,800.00
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

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>
<i>TOTAL ESTIMATED PROJECT COST</i>			\$	42,800.00
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**

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
<i>SUBTOTAL ESTIMATED CONSTRUCTION COST</i>			\$	34,900.00
<i>Construction Contingency</i>			10%	3,490.00
<i>Engineering</i>			15%	<u>5,235.00</u>
TOTAL ESTIMATED PROJECT COST			\$	43,700.00
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
<i>SUBTOTAL ESTIMATED CONSTRUCTION COST</i>			\$	120,700.00
<i>Construction Contingency</i>			10%	12,070.00
<i>Engineering</i>			15%	18,105.00
TOTAL ESTIMATED PROJECT COST			\$	150,900.00
Local Match			25% \$	37,725.00
MDNR MNRTF Grant			\$	113,175.00

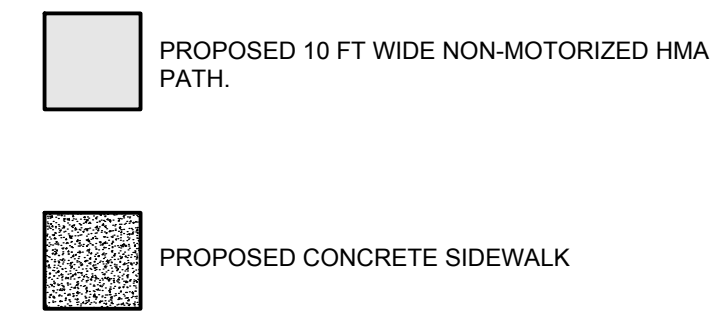
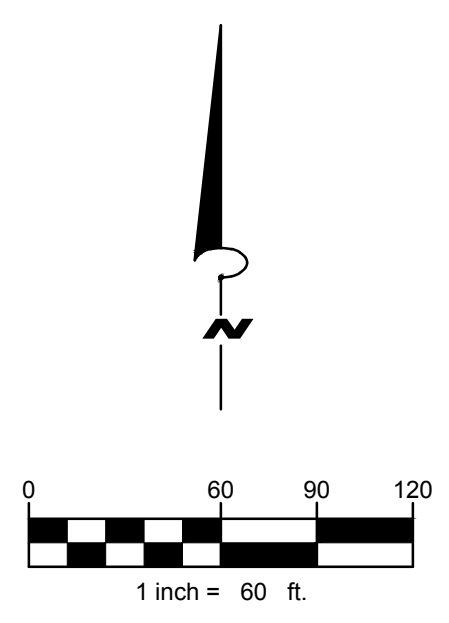
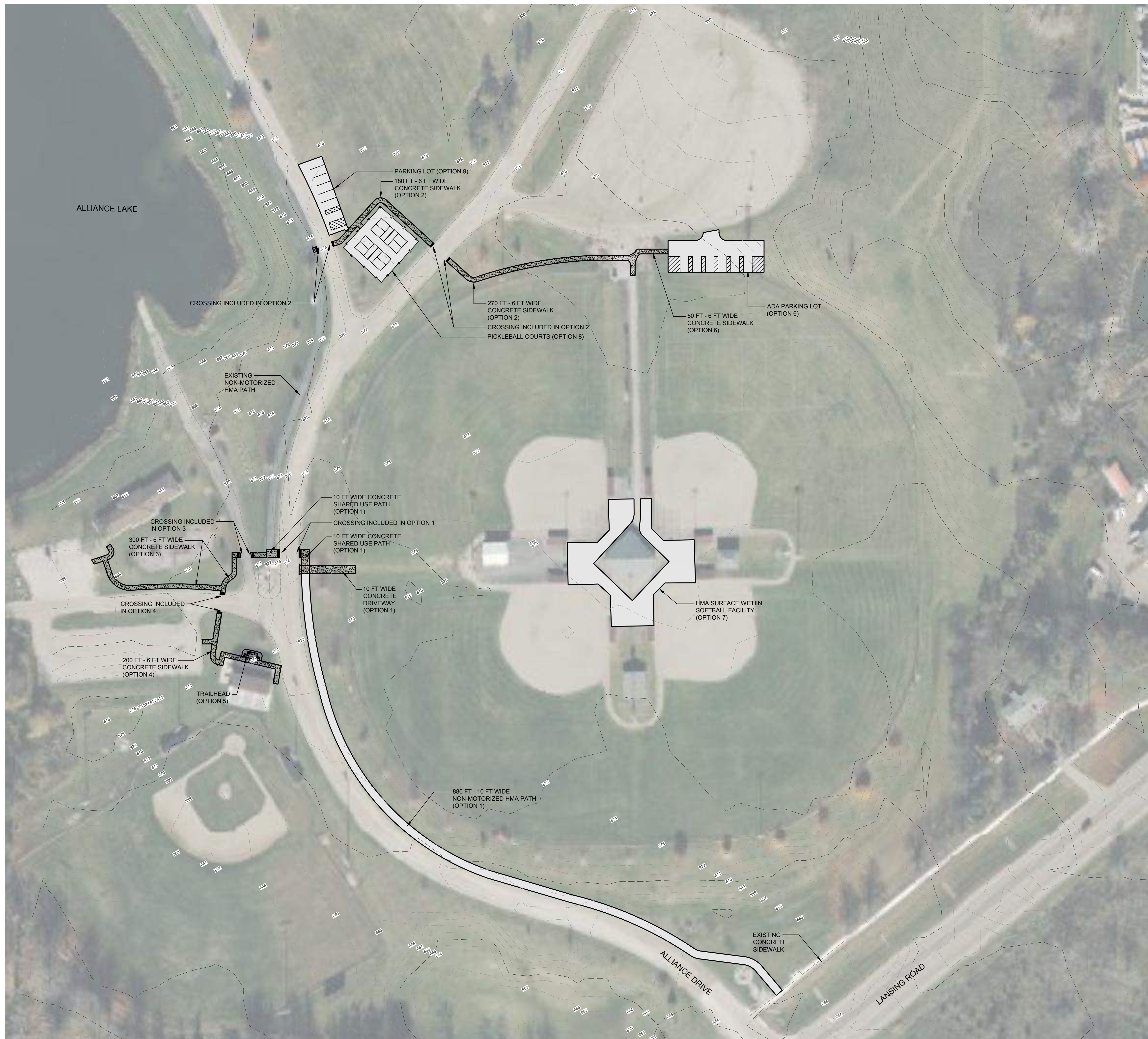
PRELIMINARY ESTIMATE

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

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
<i>SUBTOTAL ESTIMATED CONSTRUCTION COST</i>			\$	26,450.00
<i>Construction Contingency</i>			10%	2,645.00
<i>Engineering</i>			15%	3,967.50
<i>TOTAL ESTIMATED PROJECT COST</i>			\$	33,100.00
Local Match			25%	\$ 8,275.00
MDNR MNRTF Grant				\$ 24,825.00



LAKE ALLIANCE PARK IMPROVEMENTS
 SCALE: 1" = 60'

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. 25-0220-05

At a regular meeting of the City Council of the City of Potterville, Eaton County, Michigan, held at the City Hall in said City on the 20th day of February, 2025, at 6:00 p.m.

Present:

Absent:

The following Resolution was offered by _____ and seconded by _____.

RESOLUTION OF SUPPORT AND FULL FINANCIAL COMMITMENT AND MATCH FOR THE CITY OF POTTERVILLE DNR MICHIGAN NATURAL RESOURCES TRUST FUND GRANT APPLICATION TF25-0009, ENTITLED “LAKE ALLIANCE PARK PROJECT.”

WHEREAS, The City Council of the City of Potterville (“the City”) supports submission of grant application TF-0009 to the DNR Michigan Natural Resources Trust Fund Program, entitled “Lake Alliance Park Project” to develop parks improvements with “ADA” access to new and existing park facilities located at Lake Alliance Park, 301 Alliance Drive, Potterville, MI 48876 in Section 26 of the City of Potterville, real property parcel #700-026-100-502-02; and

WHEREAS, project goals of the grant application TF-009 to the DNR Michigan Natural Resources Trust Fund are strongly supported by The City of Potterville’s 5-Year Parks and Recreation Plan; and

WHEREAS, the City supports and approves of the full financial commitment of the grant application match amount of \$42,200 in Force Account Labor of the City’s Parks Dept and Department of Public Works for necessary matching funds of application TF-0009 to the DNR Michigan Natural Resources Trust Fund Program; and

WHEREAS, the City supports and approves of the full financial commitment of the monetary grant match amount of \$192,000 in public funds that exceeds the minimum 25% grant match requirement of the grant application TF-009 to the DNR Michigan Natural Resources Trust Fund;

NOW THEREFORE, BE IT RESOLVED, The City Council of the City of Potterville hereby authorizes submission of the City’s grant application TF-0009 to the DNR Michigan Natural Resources Trust Fund Program, entitled “Lake Alliance Park Project,” and supports and fully commits to the financial commitment of \$192,200 in monetary grant matching funds in addition to \$42,200 in force account labor/materials of its Parks Department and Public Works Department. The City’s total grant match amount shall exceed the minimum 25% grant match requirement of the application TF-0009 to the DNR Michigan Natural Resources Trust Fund Program.

City of Potterville

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

Those Council Members voted:

Yeas:

Nays:

Absent:

RESOLUTION DECLARED ADOPTED ()

STATE OF MICHIGAN

COUNTY OF EATON

CLERK'S CERTIFICATE

I, Becky Dolman, the duly qualified and acting City Clerk of the City of Potterville, Eaton County Michigan DO HERBY CERTIFY that the foregoing is a true and complete copy of certain proceeding taken by the City Council of said City at regular meeting held on 20th day of February, 2025, at 6:00 p.m.

Becky Dolman
City Clerk

FOSTER SWIFT

FOSTER SWIFT COLLINS & SMITH PC || ATTORNEYS

Lansing | Southfield | Grand Rapids | Detroit | Holland | St. Joseph

Lansing

313 S. Washington Square
Lansing MI 48933

Detroit

333 W. Fort Street – Suite 1400
Detroit MI 48226

Walter S. Foster
1878-1961
Richard B. Foster
1908-1996
Theodore W. Swift
1928-2000
John L. Collins
1926-2001

Webb A. Smith
Scott A. Storey
Charles A. Janssen
Charles E. Barbieri
James B. Jensen, Jr.
Scott L. Mandel
Michael D. Sanders
Brent A. Titus

Brian G. Goodenough
Matt G. Hrebec
Deanna Swisher
Thomas R. Meagher
Douglas A. Mielock
Scott A. Chernich
Paul J. Millenbach
Dirk H. Beckwith
Brian J. Renaud
Lynwood P. VandenBosch
Lawrence Korolewicz
James B. Doezenia
Anne M. Seurnyck
Michael D. Homier
David M. Lick
Scott H. Hogan
Richard C. Kraus

Southfield

28411 Northwestern Highway – Suite 500
Southfield MI 48034

Holland

151 Central Avenue – Suite 260
Holland MI 49423

Benjamin J. Price
Michael R. Blum
Jonathan J. David
Andrew C. Vredenburg
Jack A. Siebers
Julie I. Fershtman
Todd W. Hoppe
Jennifer B. Van Regenmorter
Thomas R. TerMaat
Frederick D. Dilley
David R. Russell
Joel C. Farrar
Laura J. Genovitch
Karl W. Butterer, Jr.
Mindi M. Johnson
Ray H. Littleton, II
Jack L. Van Coevering

Anna K. Gibson
Patricia J. Scott
Nicholas M. Oertel
Alicia W. Birach
Adam A. Fadly
Michael J. Liddane
Ryan E. Lamb
Clifford L. Hammond
Matthew S. Fedor
Andrea Badalucco
John W. Mashni
Stefania Gismondi
Leslie A. Abdo
Julie L. Hamlet
Michael C. Zahrt
Gilbert M. Frimet
Stephen W. Smith

Mark T. Koerner
Warren H. Krueger, III
Sarah J. Gabis
Amanda Afton Martin
Steven J. Tjapkes
Jacquelyn A. Dupler
Taylor A. Gast
Rachel G. Olney
Tyler J. Olney
Mark J. DeLuca
Thomas K. Dillon
Robert A. Easterly
Robert A. Hamor
Michael A. Cassar
Hilary J. McDaniel Stafford
Emily R. Wisniewski
Amanda J. Demovshek

Grand Rapids

1700 E. Beltline NE – Suite 200
Grand Rapids MI 49525

St. Joseph

800 Ship Street – Suite 105
St. Joseph MI 49085

Lydia H. Kessler
Brandon M. H. Schumacher
Alexander J. Thibodeau
Cody A. Mott
Alaina M. Nelson
Caroline N. Renner
Joseph B. Gale
Sydney T. Steele
Ashley A. Poindexter
DeVaughn J. Swanson
Kaitlyn E. Manley
Kathrine A. Ruttkofsky

Writer's Direct Phone: 616.726.2230

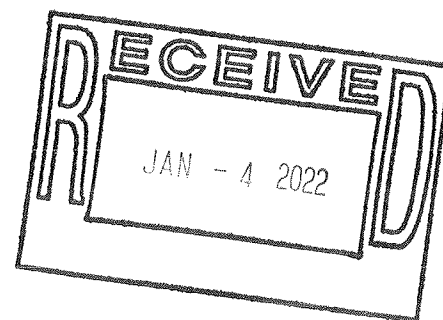
Fax: 517.367.7120

Reply To: Grand Rapids

Email: MHomier@fosterswift.com

December 28, 2021

Aaron Sheridan, City Manager
City of Pottersville
P.O. Box 488
Pottersville, MI 48876-0488



Re: 2022 Updated Engagement Agreement

Dear Aaron:

We are pleased that the City of Pottersville (the "City") has decided to continue the long relationship with Foster Swift (the "Firm") as the City's attorney. It is customary in the legal profession to initiate a relationship between an attorney and client through an engagement letter. This engagement letter will serve as an agreement about the nature and scope of our relationship with the City and will supersede and replace any previous agreements between the City and the Firm.

We will serve as the City's attorney for an indefinite period of time when we are in receipt of a signed copy of this letter approved by the City. This signed letter acknowledges the City's understanding of the legal fees for the work we undertake for the City.

Our services to the City will be billed on the basis of hourly rates for the time incurred. Hourly rates differ between attorneys and subject matter, but are generally in the range of \$200 per hour to \$550 per hour. My standard hourly rate is \$450 per hour. However, we are sensitive to governmental budgets and offer our municipal clients a substantial reduction for public work.

FOSTER SWIFT

FOSTER SWIFT COLLINS & SMITH PC || ATTORNEYS

City of Pottersville
December 28, 2021
Page 2 of 6

The hourly rate for our general counsel services provided to the City will be capped at \$205 per hour meaning that regardless of the attorney working on a particular matter, the City will never be billed more than \$205 per hour for general counsel services.

Specialty counsel serviced involving environmental issues, labor negotiations, liquor licenses and laws, bond and public finance work, public-private partnerships and condemnation and eminent domain will be billed at different rates and will be discussed prior to commencing any work. That specialty work will be initiated through a letter agreement or other approval by the City, but all of the other terms and conditions of this engagement letter will otherwise be applicable to work initiated under such letter agreement.

The hourly rate for legal services we provide to the City will remain in effect until December 31, 2022, after which the Firm may adjust its rate annually, but not by more than 5% unless otherwise agreed to by the City and the Firm. The City will also be billed for photocopies and other out-of-pocket expenses by the Firm on the City's behalf. The costs and attorney fees will be billed monthly. **Our invoices will be sent by e-mail, unless you direct us to send them in some other fashion.** If an invoice is not timely paid, a late charge may be added to any portion not paid within thirty (30) days. The late charge will be computed at the rate of .58% per month (7% annual) starting thirty (30) days after the date of the invoice.

Based on the information you have provided, the Firm believes that its representation of the City complies with the Michigan Rules of Professional Conduct. However, if we determine that a conflict of interest arises during this engagement, the Firm may take appropriate steps to remedy the conflict, including withdrawal.

Our responsibility in representing the City is, of course, to do so in a manner that is consistent with the customary professional practices and requirements for handling the City's legal matters. In turn, we will need the City's full and timely cooperation. This will likely include providing us with various materials relating to the matters for which the City is utilizing our services. Further, the City agrees that our work may be authorized and directed by any individual, officer or agent of the City, unless the City advises us to the contrary in writing.

The Firm will pursue the City's legal matters conscientiously and without delay, but with regard for the Firm's workload and the nature of the legal system. The Firm will keep the City reasonably informed about the status of this matter and welcomes requests for information.

We have enjoyed the many years working with the City and intend to continue our mutually rewarding and enduring relationship with the City as its legal counsel. Nevertheless, the City is free to terminate our services at any time by written notice to us to that effect.

FOSTER SWIFT

FOSTER SWIFT COLLINS & SMITH PC || ATTORNEYS

City of Pottersville
December 28, 2021
Page 3 of 6

We may also terminate our services to the City, by written notice to the City to that effect, if the City unreasonably fails to cooperate with us, if our monthly statements are not paid in a timely manner, or if we determine that our continued representation of the City would violate the rules of professional responsibility applicable to lawyers or would otherwise be impractical.

If the City terminates our representation, the Firm will return to the City any original materials in the Firm's files that belong to the City. The Firm will dispose of its files (including the Firm's work product) related to City matters as it sees fit.

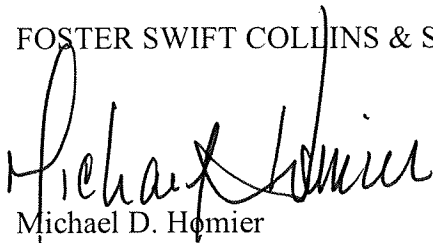
This engagement letter is intended to govern all of the legal services that we may render to the City unless and until the Firm and the City mutually agree in writing to a different arrangement with respect to providing our legal services to the City.

Should you have any questions, please do not hesitate to call us. If the City agrees with the above, please execute this engagement letter at the bottom on behalf of the City.

We look forward to continuing to serve the City of Pottersville.

Sincerely,

FOSTER SWIFT COLLINS & SMITH PC

A handwritten signature in black ink, appearing to read "Michael D. Homier". The signature is written in a cursive style with a large initial "M".

Michael D. Homier

MDH:ajz

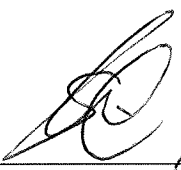
FOSTER SWIFT

FOSTER SWIFT COLLINS & SMITH PC || ATTORNEYS

City of Pottersville
December 28, 2021
Page 4 of 6

AGREED:

CITY OF POTTERVILLE

By:  Aaron Sheridan

Its: City Managers

Dated: 1-21-2022

Email Address for Invoices:

manager@pottersvillemi.org AND cityclerk@pottersvillemi.org

U. S. Department of Agriculture
Rural Development

RD Instruction 1942-A
Michigan Guide 4E Handout

LEGAL SERVICES AGREEMENT

This Agreement made this _____ day of _____, 2025
between City of Potterville, Eaton County, Michigan

hereinafter referred to as "Owners," and Michael D. Homier and Scott H. Hogan
attorney at law, of Foster Swift Collins & Smith PC as "Attorney":

WHEREAS, the Attorney agrees to perform all legal services necessary to the
organization, financing, construction, and initial operation of Bond Counsel for
Water System for City of Potterville :

WITNESSETH:

That for and in consideration of the mutual covenants and promises between the
parties hereto, it is hereby agreed:

SECTION A - LEGAL SERVICES

That the attorney will perform such services as are necessary to accomplish the
above recited objectives including, but not limited to, the following:

1. Preparation and filing of petition for incorporation and supervision and assistance in the taking of such other actions as may be necessary or incidental to cause the Owners to become duly organized and incorporated and to be authorized to undertake the proposed project.
2. Furnish advice and assistance to the owner in connection with (a) the notice for and conduct of meetings; (b) the preparation of minutes of meetings; (c) the preparation and enactment of such resolutions as may be necessary in connection with the authorization, financing, construction and initial operation of the project; (d) the completion and execution of documents for obtaining a loan or grant made by the United States of America, United States Department of Agriculture (e) the preparation and completion of such bonds or other obligations as may be necessary to finance the project; (e) such other corporate action as may be necessary in connection with financing, construction and operation of the project.
3. Review of contracts, bid-letting procedure, and surety and contractual bonds.
4. Preparation, where necessary of titles, financing statements and any recording.
5. Preparation and approval of those documents pertaining to the issuance of the Owner's obligations. Preparation of opinions of counsel as required by Owners or the USDA. When applicable, secure assistance of and cooperate with recognized bond counsel in the preparation of the documents necessary for the financing aspects of the project. Where bond counsel is retained, the Attorney will not be responsible for the preparation and approval of those documents pertaining to the issuance of the Owner's obligations.

SECTION B - COMPENSATION

1. Owners will pay to the Attorney for professional services rendered in accordance herewith, fees as follows:

(a) Hourly rate of \$245 plus expenses; not to exceed \$50,000;

or

(b) Lump sum fee of \$N/A.

2. Additional compensation, in excess of the maximum agreed on above, may be increased by amendment to this agreement only when there is sufficient documentation for the increase and approved by USDA Rural Development.

Said fees to be payable in the following manner and at the following times:
Monthly

SECTION C - OTHER PROVISIONS

1. That the Owner shall by appropriate resolution adopt and ratify this Agreement.
2. The attorney may decline to provide any service described in Section A if the attorney determines that providing such service would violate an applicable rule of professional responsibility or would otherwise be inappropriate or impractical.

Attorney:

Foster Swift Collins & Smith PC

Phone No: 616-726-2207

Email Address: shogan@fosterswift.com

Owners:

City of Potterville

USDA RURAL DEVELOPMENT:

U. S. Department of Agriculture
Rural Development

RD Instruction 1942-A
Michigan Guide 4E Handout

LEGAL SERVICES AGREEMENT

This Agreement made this _____ day of _____, 2025
between City of Potterville, Eaton County, Michigan

hereinafter referred to as "Owners," and Michael D. Homier and Scott H. Hogan
attorney at law, of Foster Swift Collins & Smith PC as "Attorney":

WHEREAS, the Attorney agrees to perform all legal services necessary to the
organization, financing, construction, and initial operation of Water System for
City of Potterville :

WITNESSETH:

That for and in consideration of the mutual covenants and promises between the
parties hereto, it is hereby agreed:

SECTION A - LEGAL SERVICES

That the attorney will perform such services as are necessary to accomplish the
above recited objectives including, but not limited to, the following:

1. Preparation and filing of petition for incorporation and supervision and assistance in the taking of such other actions as may be necessary or incidental to cause the Owners to become duly organized and incorporated and to be authorized to undertake the proposed project.
2. Furnish advice and assistance to the owner in connection with (a) the notice for and conduct of meetings; (b) the preparation of minutes of meetings; (c) the preparation and enactment of such resolutions as may be necessary in connection with the authorization, financing, construction and initial operation of the project; (d) the completion and execution of documents for obtaining a loan or grant made by the United States of America, United States Department of Agriculture (e) the preparation and completion of such bonds or other obligations as may be necessary to finance the project; (e) such other corporate action as may be necessary in connection with financing, construction and operation of the project.
3. Review of contracts, bid-letting procedure, and surety and contractual bonds.
4. Preparation, where necessary of titles, financing statements and any recording.
5. Preparation and approval of those documents pertaining to the issuance of the Owner's obligations. Preparation of opinions of counsel as required by Owners or the USDA. When applicable, secure assistance of and cooperate with recognized bond counsel in the preparation of the documents necessary for the financing aspects of the project. Where bond counsel is retained, the Attorney will not be responsible for the preparation and approval of those documents pertaining to the issuance of the Owner's obligations.

SECTION B - COMPENSATION

1. Owners will pay to the Attorney for professional services rendered in accordance herewith, fees as follows:

(a) Hourly rate of \$245 plus expenses; not to exceed \$20,000;

or

(b) Lump sum fee of \$N/A.

2. Additional compensation, in excess of the maximum agreed on above, may be increased by amendment to this agreement only when there is sufficient documentation for the increase and approved by USDA Rural Development.

Said fees to be payable in the following manner and at the following times:
Monthly

SECTION C - OTHER PROVISIONS

1. That the Owner shall by appropriate resolution adopt and ratify this Agreement.
2. The attorney may decline to provide any service described in Section A if the attorney determines that providing such service would violate an applicable rule of professional responsibility or would otherwise be inappropriate or impractical.

Attorney:

Foster Swift Collins & Smith PC

Phone No: 616-726-2207

Email Address: shogan@fosterswift.com

Owners:

City of Potterville

USDA RURAL DEVELOPMENT:



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



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

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.

Police Canine

Effective Date: 21 February, 2025

I. Policy

The police dog program (K-9) is intended to play a supportive role in the department to achieve the Department's mission of enforcing the law and protecting the community. This directive provides guidelines for the use of the K-9.

II. Qualifications and Training

- A. Only personnel who are trained and authorized may utilize a police K-9. If a K-9 handler is incapacitated or unavailable, the Chief of Police will determine the proper course of action.
- B. The department K-9 will be certified before use in an official capacity and will be re-certified yearly. Documentation of certification will be stored within the department.
- C. All dogs used by the department will be owned by the City of Potterville, however, will be under the care and custody of the K-9 handler 24 hours a day.
- D. The K-9 handler will carry out normal generalized patrol activities in addition to the specialized K-9 activities.

III. Handler Selection

- A. When an opening for the position of K-9 handler becomes available, the position will be posted in compliance with department policy and the City Personnel Policy. The following are considerations as to which officer will be selected for the position.
 - a. Ability to provide 24-hour care for the K-9
 - b. Living situation, including the capability of housing K-9.
 - c. Time served within the Potterville Police Department. All applicants must have completed their 1-year probationary period in the department.
 - d. Disciplinary and attendance record of the applicant.

IV. K-9 Team Utilization

- A. The K-9 is capable of performing a wide variety of law enforcement tasks including but not limited to the following:
 - a. Tracking or searching for suspects or articles
 - b. Locating lost or missing persons
 - c. Detecting the presence of concealed narcotics
 - d. Searching buildings
 - e. Performing public relations activities
 - f. Suspect apprehension
 - g. Handler protection
- B. A successful K-9 "alert" may assist in developing probable cause for the procurement of search warrants, conducting warrantless searches, and making arrests. An "alert", however, shall be considered with other circumstances and evidence to determine if probable cause exists.
- C. The K-9 handler is responsible for determining appropriate tactical deployments, however, a command officer on duty shall retain authority to direct the overall operation of the K-9 in consultation with the handler.

- D. The K-9 may be used to sniff the exterior of a vehicle during a routine traffic stop as long as the driver is not detained any longer than they would have been absent the K-9.
- E. At all times, the K-9 handler must have direct control of the K-9.
- F. Requests from outside agencies for mutual aid will be determined on a case-by-case basis by the handler and supervisor, if available.
- G. The K-9 shall not normally be handled or given commands by anyone other than the assigned handler unless emergency conditions exist.
- H. The K-9 shall not be used to search facilities that contain substances potentially harmful to the animal unless an overriding risk to human life is present.
- I. The K-9 shall not be used for crowd control at peaceful demonstrations. The K-9 may be utilized for crowd control upon approval of the Chief of Police to protect life or property during a riot or other major unauthorized gathering.
 - a. At all times during this usage, the K-9 will be short-leashed at all times unless no other means are available to protect an individual from serious injury.
 - b. No offensive actions will be initiated unless to guard against imminent loss of life or serious bodily injury.

V. Call-In Procedure

The K-9 handler may be called in at the request of another officer to assist when they are not normally scheduled to be on duty. The handler will make the determination as to whether the situation dictates the use of the department K-9. If the handler is called in during a non-working period, they will be compensated in accordance with the union contract and city personnel policy.

VI. Use of Force

- A. Considerations: Prior to the use of a police K-9 to search for or apprehend any individual, the handler and/ or the supervisor on scene shall carefully consider all pertinent information that is reasonably available at the time. The information should include, but is not limited to the following:
 - a. The individual's age or estimate thereof. The K-9 shall not be used to apprehend juvenile suspects unless there is reason to believe that the juvenile is armed or demonstrates violent behavior.
 - b. The nature of the suspected crime.
 - c. Any potential danger to the public and/ or other officers on scene if the K-9 is released.
 - d. The degree of resistance or threatened resistance, if any, the suspect has shown.
 - e. The potential for escape or flight if the K-9 is not utilized.
 - f. The potential danger to the public at large if the suspect is not apprehended.
- B. K-9 Bites and injuries: If the K-9 has bitten an individual or is alleged to have done so, whether or not in the line of duty, the officer shall:
 - a. Offer to make medical care and treatment available by qualified medical professionals.
 - b. Gather photographic evidence of injuries, both before and after medical treatment.
 - c. Notify the immediate supervisor of the injuries sustained.
 - d. Complete a thorough report of the circumstances that led to the injury.

VII. K-9 Vehicle

- A. The department shall provide a specially equipped take-home vehicle designated solely for K-9 use to the assigned handler.
- B. The handler may utilize the vehicle to transport the K-9 to all training, events, demonstrations, veterinary clinics, and any other function as authorized by the supervisor.
- C. The handler will keep their assigned vehicle maintained, clean, and in good repair.

VIII. Equipment

- A. The department will supply all necessary equipment to ensure the K-9 handler can effectively deploy the K-9 to training and patrol situations as required.
- B. Items listed below shall be provided to the handler at the department's expense. Additional equipment will be provided at the approval of the Chief of Police.
 - a. Home Kennel
 - b. Collar (Training, Search, Narcotics, etc.)
 - c. Harness
 - d. Muzzle
 - e. Leashes (both short for control and long for tracking)
 - f. Bedding
 - g. Bite sleeve
 - h. Food and water bowls
 - i. Food, treats
 - j. Training aids as required

IX. Veterinary Services

- A. The department will ensure periodic examinations of the K-9 as required, which may include vaccinations and applicable medications for heart worms, ticks / flees, and any additional medication recommended by a certified veterinary technician.
- B. The handler will be responsible for dispensing all medications and will arrange necessary appointments and non-emergency care.
- C. In an emergency, the handler may take their K-9 to the nearest veterinarian available for treatment. In such instances, the handler will immediately notify the supervisor.
- D. The handler is responsible for acquiring and maintaining all veterinary records.
- E. The department shall be responsible for all financial obligations related to veterinary treatment.

X. Kenneling

- A. Appropriate kenneling accommodations will be provided at the handler's home, at the expense of the department.
- B. When the K-9 is unattended for any period, the handler will ensure that the kennel is free from hazardous conditions and provide adequate supplies for the duration of the absence.
- C. If the handler is leaving overnight, the K-9 will be kenneled at a department-approved kennel unless given an exception by the Chief of Police.
- D. The handler may choose to kennel the K-9 during an approved leave of absence. All expenses related to kenneling will be paid for by the department.

XI. Handler Compensation

The K-9 handler will be compensated for the position in accordance with the union agreement.

XII. Repealer

All directives or parts of directives previously issued by this department that conflict with this directive are hereby repealed to the extent necessary to give this directive full force and effect. This policy may be modified at any time by the Chief of Police in order to follow legal rulings and applicable law.