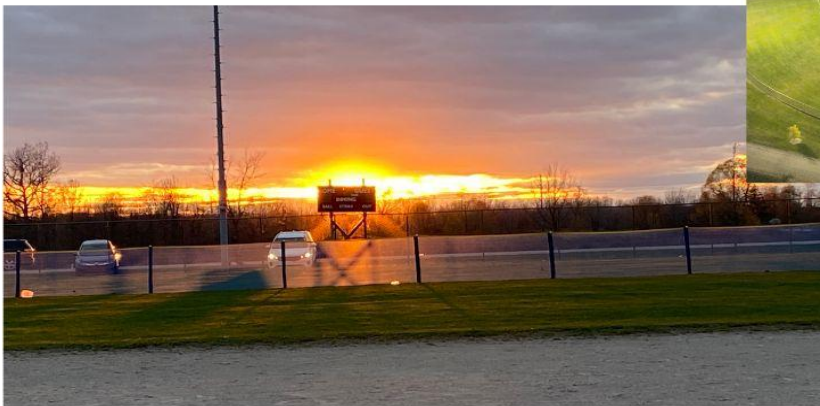


# City of Potterville

Eaton County, Michigan

## 2025-2029

### 5-Year Parks & Recreation Plan



Prepared by the City of:



**POTTERVILLE, MI**

*"The City of Helping Hands"*

Parks & Recreation Department



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# Table of Contents

<b>INTRODUCTION</b> .....	<b>1</b>
<b>SECTION A – COMMUNITY DESCRIPTION</b> .....	<b>1</b>
PHYSICAL CONDITIONS.....	1
SOCIAL CONDITIONS.....	8
<b>SECTION B - ADMINISTRATIVE STRUCTURE</b> .....	<b>10</b>
<b>SECTION C - DESCRIPTION OF THE PLANNING PROCESS</b> .....	<b>12</b>
2008 CITIZEN OPINION SURVEY .....	12
2009 RECREATION PLAN .....	12
2019 RECREATION PLAN .....	13
2024 UPDATE.....	13
<b>SECTION D - PARK AND RECREATION INVENTORY</b> .....	<b>15</b>
EXISTING CITY PARK FACILITIES.....	16
PARK FACILITIES LOCATIONS .....	22
ACCESSIBILITY ASSESSMENT .....	23
REGIONAL PARK FACILITIES .....	24
PRIVATE RECREATION FACILITIES.....	26
WATERWAYS INVENTORY.....	26
CITY OF POTTERVILLE RECREATIONAL NEEDS .....	26
RECREATION FACILITY STANDARDS .....	27
RECREATION STANDARDS.....	28
ADDITIONAL DOCUMENTATION OF NEED .....	29
<b>SECTION E – GOALS AND OBJECTIVES</b> .....	<b>32</b>
GOAL 1:.....	32
GOAL 2:.....	33
GOAL 3:.....	33
GOAL 4:.....	33
GOAL 5:.....	34
GOAL 6:.....	34
GOAL 7:.....	35
GOAL 8:.....	35
GOAL 9:.....	36
GOAL 10:.....	36
GOAL 11:.....	36
ANALYSIS OF FACILITY NEEDS .....	37
<b>SECTION F – ACTION PROGRAM</b> .....	<b>38</b>
FINANCIAL CONSIDERATIONS .....	38
ACTION PROGRAM FOCUS.....	38
CAPITAL IMPROVEMENT SCHEDULE .....	40
FUNDING SOURCES FOR RECREATION FACILITIES.....	44

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<b>APPENDICIES.....</b>	<b>0</b>
APPENDIX 1: GRANT HISTORY AND POST-COMPLETION SELF CERTIFICATION REPORTS.....	1
APPENDIX 2: SURVEY INSTRUMENT AND COMMENTS .....	33
APPENDIX 3: LAKE ALLIANCE PARK PLAN .....	59
APPENDIX 4: NOTICE OF 30-DAY REVIEW PERIOD.....	61
APPENDIX 5: NOTICE OF CITY COUNCIL PUBLIC HEARING .....	63
APPENDIX 6: MINUTES FROM CITY COUNCIL PUBLIC HEARING MEETING.....	67
APPENDIX 7: RESOLUTION OF ADOPTION BY CITY COUNCIL.....	71
APPENDIX 8: MINUTES FROM CITY COUNCIL ADOPTION MEETING .....	74
APPENDIX 9: FORWARDING LETTERS.....	77

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# Introduction

This Plan presents an evaluation of the City of Potterville’s recreational opportunities and needs. It considers existing facilities in and around the City, the anticipated demand for additional or improved facilities, and the means for providing those facilities during the course of the planning period.

Potterville has experienced continued growth in recent years and is expected to experience further growth pressures. The City has realized greater growth opportunities and an increase in its visibility in the region due to I-69 interchange at M-100 into the heart of the City. The attraction of Potterville’s residential environment and its direct highway link with the employment centers of the Lansing Metropolitan Area will likely continue to encourage residential growth. This is the result of Cambria Ridge subdivision. A new development of 79 new homes, just North of the train tracks along Sunset Drive are planned and approved with additional homes being developed in the years to come.

Population growth generates a demand for recreational opportunities in the community. Active and passive recreational opportunities must be made available within the City in relative proximity to the people being served.

The planning process and the purposes of the plan are to assess community characteristics, to determine and describe existing and future recreational opportunities, and to serve as a resource for recreational objectives. The information gathered for this document represents the City’s plan for recreational improvements, including goals and objectives, priorities for development and methods for plan implementation.

## Section A – Community Description

### PHYSICAL CONDITIONS

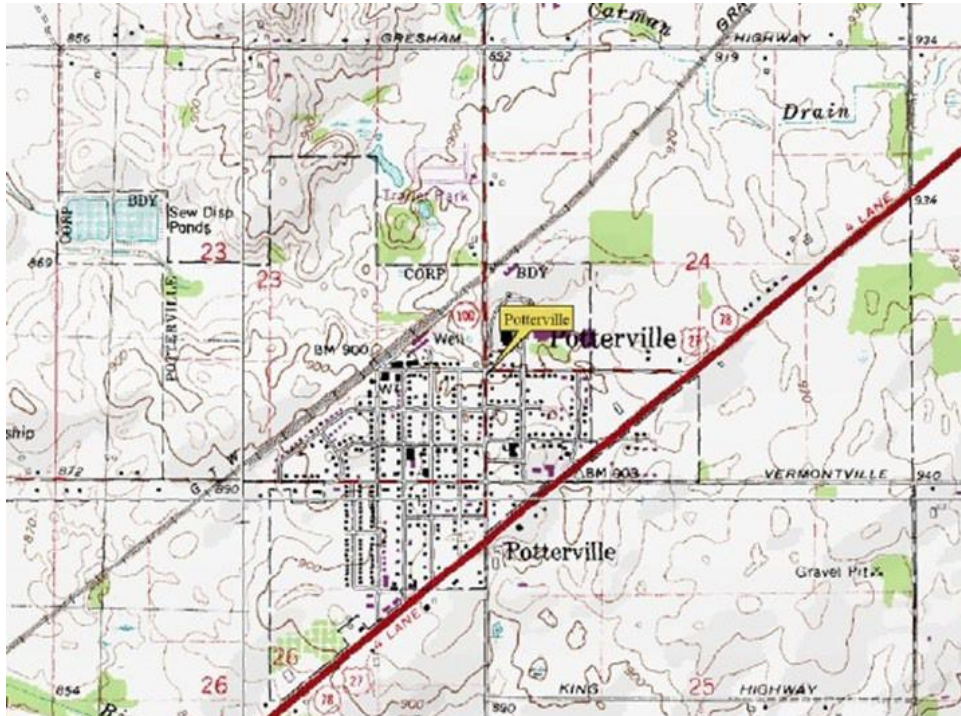
#### LOCATION

The City of Potterville is located approximately 15 miles southwest of Metropolitan Lansing in Northeastern Eaton County. It is located at the intersection of M-100 and I-69. This represents excellent access to the Lansing area and the entire region.



## TOPOGRAPHY

The topography of the City is rolling, with gentle slopes and no extreme variations. Elevations range from 880 to 900 feet. The highest land is found in the southeastern portion of the City, with low-lying areas located in the northern and western portions. These low areas tend to flood in times of heavy rainfall and during spring snow melt and would not be appropriate for active recreational activities. Passive uses, such as nature areas, would be excellent in these rich and unique wetland areas. Sloping areas are conducive to sledding areas; although manmade sledding hills may also be acceptable.



## EXISTING LAND USE

The City of Potterville has a predominant amount of its land currently in residential uses. There are approximately 1,220 total housing units in the City, the majority of which are located in this area. Lot sizes range from 7,200 square feet to 30,000 square feet; this represents approximately 3 units per acre. There are also a number of multi-unit housing structures located throughout the City as well as two manufactured housing communities. Commercial uses are located downtown and along Lansing Road. An industrial park is located in the southwestern portion of the City and a few small industries exist along East Main Street. There is one new industry on Lansing Road at the east edge of the City with substantial additional land for future development. The Potterville School System facilities are located in the northeast quadrant of the City. Recreational areas should be easily accessible to the major residential areas of the City.

## ZONING MAP

The zoning pattern of the City is similar to the existing land use pattern. The majority of the City is zoned residential. Commercial districts are located downtown and along Lansing Road.

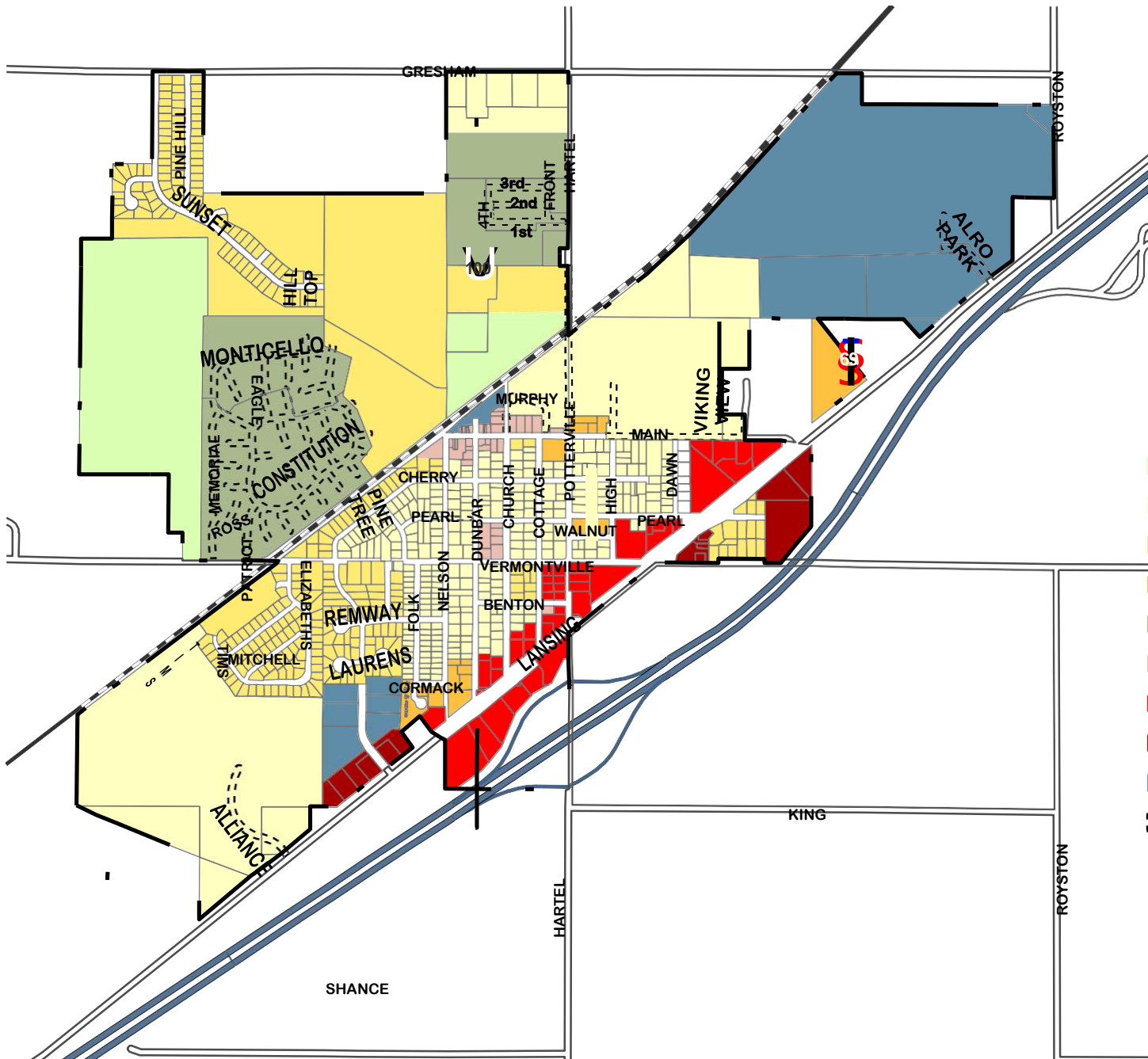
# City of Potterville

Eaton County, Michigan

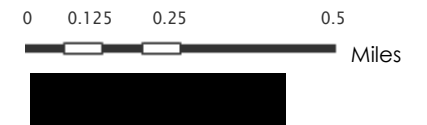
## ZONING MAP

Effective date: February 2009

Adopted March 9, 1992  
Amended October 14, 1996  
Amended August 27, 1997  
Amended February 2009



-  R-R, Rural Residential
-  R-1, Low Density Residential
-  R-2, Medium Density Residential
-  R-3, High Density Residential
-  R-4, Mobile Home Park
-  B-1, General Business
-  B-2, Light Highway Business
-  B-3, General Highway Business
-  I-1, Light Industrial
-  Easements



Data Sources: Michigan CGI, Eaton County GIS

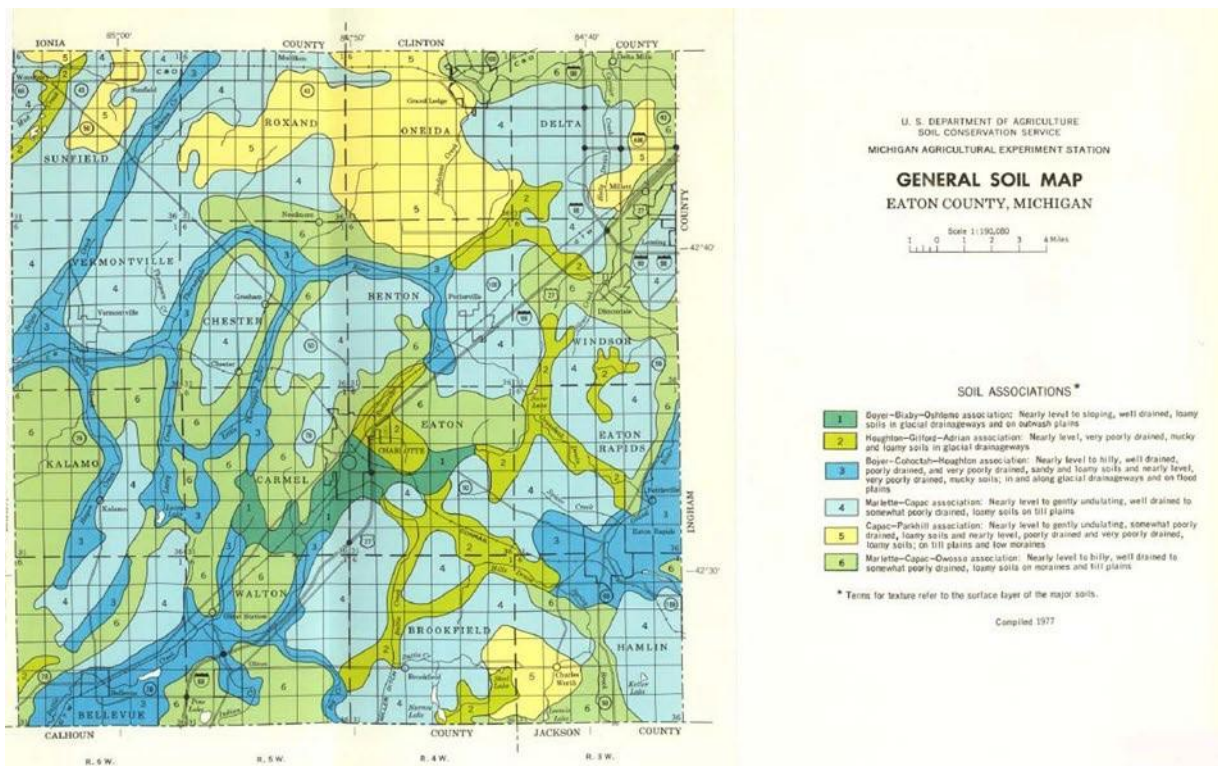
## VEGETATION

Although most of the older residential streets are tree-lined, there is relatively little vegetative cover in the City. Exceptions to this are in portions of the undeveloped area north of the railroad tracks and along the Thornapple River in the southwest where sizable wooded areas can be found.

The Potterville area landscape is primarily rural in character. Few large tracts of trees remain. Therefore, preservation of these resources would be important for both its recreational use and aesthetic value. Wooded areas would be excellent features for local trail systems as well as for windbreaks.

## SOILS

The majority of the soils in the City are well drained, especially in the developed portions of the City. Poorly drained soils are found in the northern and southwestern portions of the City. High and dry soils would be most appropriate for active recreational use, while poorly drained soils may still be appropriate for more passive uses such as trails and nature areas. The soil characteristics of the site would determine, to a significant extent, the type of recreational activities that would be appropriate as well as cost effective. Therefore, more detailed soil analysis (analyses) will be conducted on specific sites identified for recreational use.



## SURFACE WATER

The Thornapple River runs through the southwestern most portion of the City for approximately 2,000 feet. The vegetative cover and terrain along the river add to its unique natural beauty. This is an asset to the City and offers an excellent opportunity for trails, fishing, boat access, and views. Also within the City is Lake Alliance, a 10 acre, manmade lake on City owned property near the Thornapple River. This provides excellent water- resource based recreational opportunities.





## WETLANDS

The term "wetland" includes marshes, swamps, bogs, and similar areas that are often found between open water and upland land. Many, but not all of these areas, are subject to State regulation under the Goemaere-Anderson Wetland Protection Act of 1979, now Part 303, Wetlands Protection, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended.

The Wetland Inventory map contained in this section was prepared utilizing The National Wetland Inventory as conducted by the U.S. Fish and Wildlife Service by interpreting topographic data and aerial photographs. The inventories represent existing information that suggests the probability that a wetland may or may not exist in a given area. Areas shown as wetlands, wetland soils or open water on the map are potential wetlands and deserve further site investigation to verify if wetlands are actually present. The map may not identify all potential wetlands in the City. It may show wetlands that are not actually present and it may not show wetlands which are actually present.

In the past, wetlands were often regarded as wastelands – sources of mosquitoes, flies, and unpleasant odors. Most people felt that they were places to be avoided, or better yet, eliminated. This negative view, combined with the demand for more developable land, has resulted in the destruction of some of the City's poorly drained lands. These areas have been drained and converted to farmland, industrial use or filled for housing development. Of the estimated 11 million acres of wetlands that stood in Michigan 150 years ago, 3 million acres remain.

Since there is little historical data on wetland identification, it is not possible to estimate the total loss of wetlands within the City. Pockets of wetlands are found in areas associated with the Thornapple River drainage area as well as areas adjacent to Lake Alliance.

Because they occur where the dry land meets the water, wetlands play a critical role in the management of the City's water-based resources. Acre for acre, wetlands produce more wildlife and plants than any other Michigan habitat type. Michigan boasts about 2,300 native plant species; 50 percent of these are wetland species and over 25 percent of the wetland species are threatened

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or endangered.

Other benefits of wetlands include the following:



- They help reduce the extent of flooding by absorbing runoff from rain and melting snow, slowly releasing excess water into rivers and lakes. (A one-acre swamp, when flooded to a depth of one foot, contains 325,851 gallons of water.)
- They filter pollutants from surface runoff by trapping fertilizers, pesticides, sediment and other potential contaminants and help to break them down into less harmful substances.
- They recharge groundwater supplies when connected to underground aquifers.
- They form part of the natural nutrient and water cycles and produce vital atmospheric gases, including oxygen.
- They provide commercial and recreational value to the economy by producing plants, game birds and fur-bearing mammals. Survival of many varieties of fish is directly connected to wetlands, as they require shallow water areas for breeding, feeding, and escape from predators.
- They contribute to the open, natural character of the City, by providing natural areas of open space interspersed with developed land. Wetland areas can provide a valuable site design element in residential development, providing separation between neighboring properties and attractive natural areas which serve as a property value-enhancing amenity.

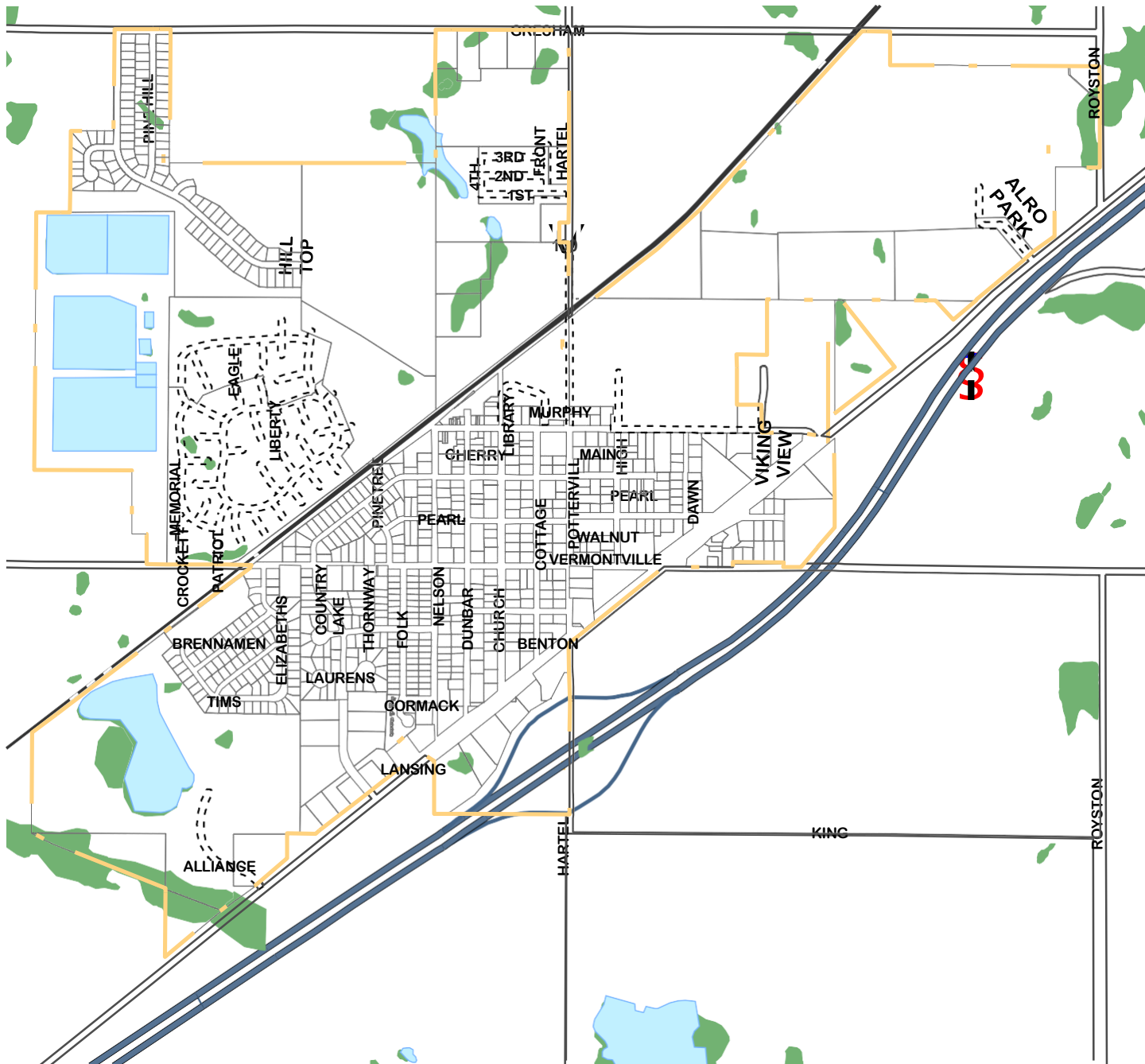
In Michigan, the Goemaere-Anderson Wetland Protection Act (Act 203 of the Public Acts of 1979), now Part 303, Wetlands Protection, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended, provides for the statewide preservation, management, protection and use of wetland areas. Wetlands having an area of at least five (5) acres in size, or those that are contiguous with a lake or stream, are subject to State regulation. The Act requires a permit from the Department of Natural Resources (DNR) for activities such as filling, dredging, and draining.

# City of Potterville

Eaton County, Michigan

## WETLAND INVENTORY

-  City of Potterville
-  Wetlands



0 0.125 0.25 0.5 Miles



Data Sources: Michigan CGI, Eaton County GIS

# SOCIAL CONDITIONS

## POPULATION TRENDS AND PROJECTIONS

According to the U.S. Census Bureau, the population of the City was 3,063 in 2020 with a growth rate between 2010 and 2020 of 16.7%. Comparatively, the 2022 U.S. Census Bureau Estimates Program estimates a 2024 city population of 3,099. Pottersville is growing at a rate of 0.29% annually and its total population has increased by 1.18% since the 2020 census. For planning purposes, it is helpful to be able to forecast future populations and trends.

Two (2) population projection techniques have been used for analysis of future populations, with the average of the two used as the 2030 projection figure. The 2030 population projection is 3,354 which is a 9.5 percent rate of growth over the ten-year period from 2020 to 2030. As the population increases, a greater demand will be placed on recreational facilities in the City. <https://worldpopulationreview.com/us-cities/pottersville-mi-population>

The population projections are shown below:

<b>Table 1 POPULATION PROJECTIONS (Based on 2020 Census)</b>			
<b>Projection Technique</b>	<b>2020 (Actual)</b>	<b>2024</b>	<b>2030</b>
Growth Rate (0.29% annum)	3,063	3,251	3,555
Arithmetic (+9 average annum)	3,063	3,099	3,153

Source: U.S. Census Bureau, 2020

## AGE DISTRIBUTION

According to the US Census Bureau American Community Survey, 30.2 percent of the City residents were 0-19 years of age, 59.9 percent were between 20 and 64 years of age, and 9.9 percent were 65 years of age or older. As shown in Table 2, Pottersville has a younger population than both the County and the State.

<b>TABLE 2 AGE CHARACTERISTICS</b>			
<b>Age Category</b>	<b>Pottersville</b>	<b>Eaton County</b>	<b>State</b>
0 to 19 years	30.2%	22.7%	23.5%
20 to 64 years	59.9%	57.4%	57.8%
65 years and Older	9.9%	19.9%	18.7%
<i>Median Age</i>	32	42	40.3

Source: U.S. Census Bureau, 2020

The largest age categories are those under the age of 40, which represents a large, youthful population. In general, a younger population requires more active recreational areas than older populations. Future recreational development should reflect this demand, while meeting the needs of the entire population.

## INCOME

The income levels of a community's population greatly influences recreational needs. Persons with higher disposable incomes tend to spend more money on recreational pursuits, while those with less tend to use park systems more if they have lesser fees and/or no added cost for entry for park use. The median household income for the City is \$59,250 in 2022, which is less than both Eaton County at \$77,158 and the State of Michigan at \$68,505. This lesser income has qualified the City for incentive bonuses in certain grant programs funded by the DNR Michigan Trust Fund and Eaton County Parks system, and has helped the City acquire two development grants in the last 5 years from said funding sources. It is planned that the amount of disposable income in the City will remain relatively the same or marginally higher in consideration of increased single family housing development, and that the City will continue with its 5 year strategy of maintaining moderate/low parks fees for recreational programming and no fees or charges for entry/use to City park facilities. See Income information online at <https://censusreporter.org/profiles/16000US2666100-potterville-mi/>

## EDUCATION

Persons with a higher level of education generally have an awareness of recreational opportunities and have more diverse recreational needs. A very high percentage (96.8 percent) of the City residents have completed high school. This compares with 94.8 percent for the County and 91.8 percent for the State. <https://censusreporter.org/profiles/16000US2666100-potterville-mi/>

## EMPLOYMENT

The 2022 American Community Survey estimates reveal that Potterville residents work in proportionately similar occupations as the state and county. However, Potterville and Eaton County both have a slightly higher proportion of residents who work in professional services and public administration, which is likely due to Potterville's proximity to Lansing and government employment. National and State projections also indicate that manufacturing jobs will become increasingly automated, which may shorten work weeks and increase the availability of recreational time. This trend is evident in Potterville.

<b>TABLE 3 EMPLOYMENT CHARACTERISTICS</b>			
<b>Percentage Employed In</b>	<b>2022 (est.) Potterville</b>	<b>Eaton County</b>	<b>State</b>
Manufacturing/Construction	21.9%	20.6%	24.1%
Professional Services/Education/Health Care /Public Administration	36.5%	39.7%	35.7%
Wholesale/Retail Trades	15.1%	12.2%	12.6%
Transportation, Warehousing, Utilities, Finance, Real Estate, Information	12.3%	13.5%	12.2%
Arts, Entertainment, Recreation	7.3%	8.3%	8.7%
Other Services	6.9%	5.7%	6.7%

Source: 2022 American Community Survey

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## Section B - Administrative Structure

The administrative structure of the City is shown in this Section. The Potterville City Council has the authority to acquire, develop and operate parks and recreational facilities. The Planning Commission has recommended authority in terms of longer-range recreation planning and the Tax Increment Financing Authority (TIFA) has recommended authority and contribution towards projects of the parks system to further development. City residents, of course, have a direct influence on both the planning commission and City Council as all meetings are open to the public for comment. The City Council employs a City Manager to oversee the day-to-day decision making of the City. The City Manager supervises the Department of Public Works (DPW) supervisor. The Parks and Recreation Director reports to the City Manager and oversees all park & recreation functions.

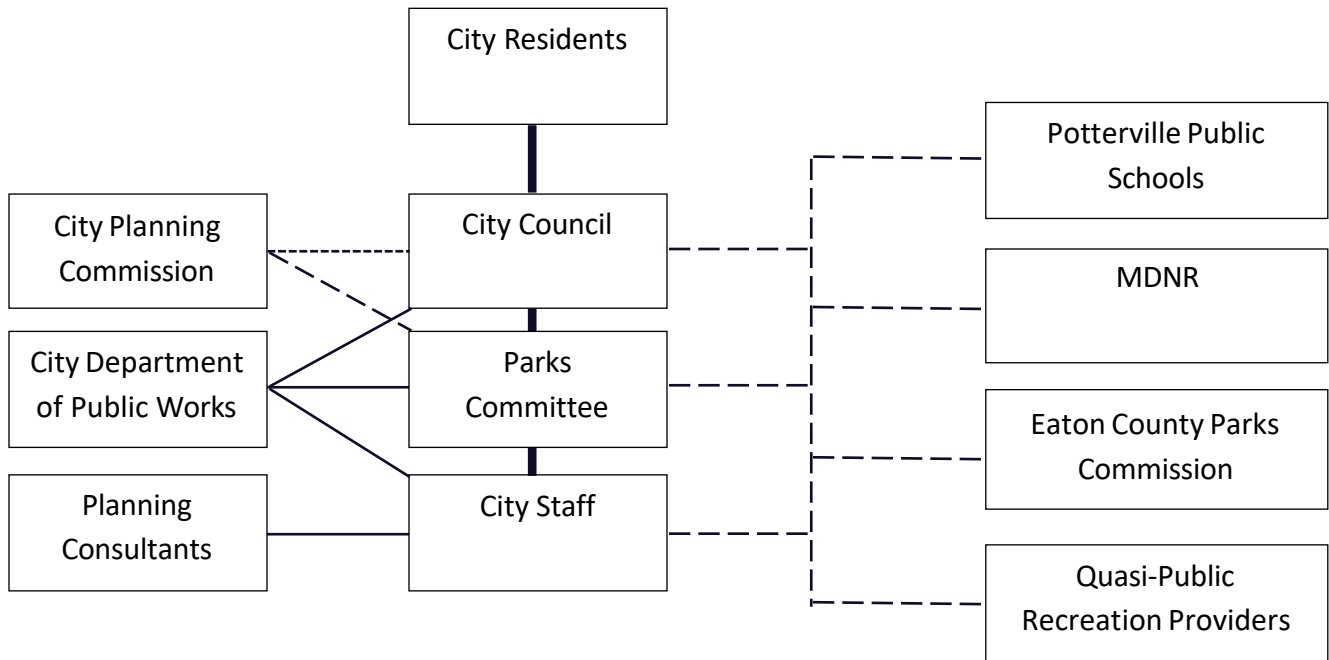
The DPW operates and maintains the existing City Parks. The DPW includes a full-time supervisor, three full-time employees and one-three part-time employee(s). During the peak activity summer months, seasonal hires work for the Parks & Recreation Department and DPW to help maintain assets and improve the parks.

Operation and maintenance is paid through the park fund. This fund receives money from pavilion rentals, private donations, and cable television revenues. There is also a community building fund for the purpose of constructing a much-needed community building. This fund is financed through local donations.

In February 2009, the City of Potterville established a Parks Advisory Committee. The duties of the committee include:

- Advise the City Council, City Manager, and Parks and Recreation Director on matters concerning recreation in the City.
- Make recommendations on the location of sites for parks and recreational areas to the City Council, City Manager, and Parks and Recreation Director.
- Recommend to the City Council, City Manager, and Parks and Recreation Director such measures as it deems necessary and proper for the betterment of the City recreation programs.
- Work with Community Education groups to improve and expand recreational programs for the betterment of the City residents.
- Work with the Planning Commission, City Council, City Manager, and Parks and Recreation Director regarding a schedule of capital improvements with regards to park and recreation facilities.
- Perform other related duties as may be assigned to the committee by the City Council.

The chart below illustrates the relationship among the various entities involved in recreation within the City.



- Reporting relationship
- Advisory and regulatory relationship
- - - - Collaborative relationship

The following sums represent the general funds expended for park operation and maintenance for 2022 - 2024 (fiscal year ending in June). These budgeted funds include acquired park grant funds from Eaton County and Michigan MDNR Recreation Passport Grant Project expenses incurred as a result of park planning, operation & maintenance, capital improvements:

2022	\$157,071
2023	\$183,134
2024 (Projected)	\$390,000 (includes 2 Grant Expenses)

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# Section C - Description of the Planning Process

Community recreational facilities cannot be effectively provided without some basis from which the type, quantity, location, need, and priority for that facility has been determined. Several methods for determining a community's recreation needs and priorities have been identified. A few methods include observed use levels for existing facilities, comparisons of recreational facilities between similar communities, unique opportunities for certain types of facilities, guidelines or standards based on quantity per population, and projected population growth.

Comparison of existing recreation opportunities to recreation standards can be used to determine deficiencies. However, great care must be taken to apply common sense and knowledge of the community. These standards will be used only in conjunction with other methods to determine recreation deficiencies and priorities.

Citizen's opinion on recreation priorities is a key consideration in plan development. It is important to involve the public early in the process through public meetings, surveys, or other means. Early citizen involvement not only helps in defining needs and priorities, but it also keeps the public informed about what is going on. This in turn helps to build support and to avoid unnecessary controversy. It is highly recommended that additional effort be put forth to solicit comments from residents in close vicinity to or who may be negatively impacted by future projects. Public review and comment was done when this plan was in its draft stage.

## 2008 CITIZEN OPINION SURVEY

Beginning in November of 2008, the Pottersville Recreation Survey was disseminated throughout the City. In addition, surveys were given to elementary school children to take home and to Junior and Senior high school classes. During this process, 268 surveys were returned. Because children and youth are primary users of recreation facilities, the City felt it was important to receive their input. The survey used was similar to the survey conducted in 2000. The following provides a brief summary of the survey findings

The survey indicated that 61% of the people use the local parks and that 84% were in favor of hiring individuals to oversee the parks. All respondents were very favorable for making connections between the parks as well as the County Park. They also indicated that Lake Alliance Park needs upgrading because of heavy use.

## 2009 RECREATION PLAN

For this Recreation Plan, strategic planning workshops facilitated by the City staff and planning consultants were held on December 4, 2008 and December 18, 2008 which involved community leaders and concerned citizens. The community was invited through public notice and receiving direct invitations were the representatives of the City Council, the City Planning Commission, and the public schools.

The purpose of the strategic planning process was to receive direct input from key individuals within the community relative to the identification and ranking of the community's current recreation needs. The issues and needs were identified and discussed at the workshop and are incorporated



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into the document. This information was presented to the Recreation Advisory Board at a meeting on January 22nd, 2009 to further discuss the issues and needs of the community. A draft copy of this plan was placed on file at the City Hall and a public notice was placed in the local newspaper to invite further public comment on the plan.

Lastly, on February 26, 2009, the City of Potterville City Council reviewed and formally adopted this recreation plan.

## 2019 Recreation Plan

In 2018, with the assistance of a planning consultant, the City facilitated a targeted update to the 2009 Parks and Recreation Plan focusing on updates to the goals and objectives, action plan, and look of the document. In May-November 2018, the City of Potterville issued an online community survey for the purpose of gathering public opinions regarding parks and recreation facilities and programming. Approximately 95 community members completed the survey which was posted on the City's website and distributed locally. General observations and highlights of the survey included the following:

- 95% of respondents reported living in the City of Potterville.
- 75% of respondents reported being between the age of 25 and 54.
- 56% of respondents reported being "satisfied" or "highly satisfied" with the current parks and recreation offerings in the City of Potterville.
- 89% of respondents indicated that parks, trails, and open space are "important" or "very important" to the quality of life in their household.
- Respondents indicated that Lake Alliance Park is their most frequently visited park in the City.
- 76% of respondents indicated that improving existing parks and facilities was one of their most important parks and recreation priorities.
- 70% of respondents indicated that maintaining existing parks and facilities was one of their most important parks and recreation priorities.

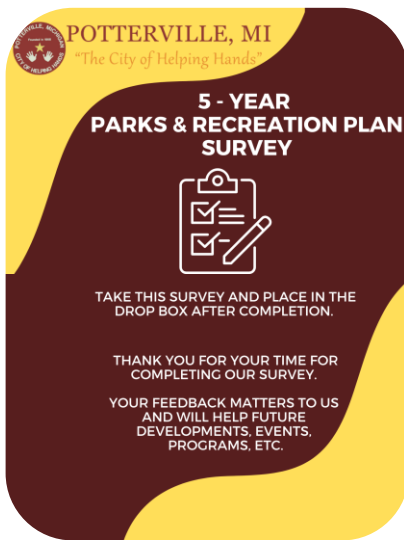
## 2024 UPDATE

The City facilitated a renewal of their current Parks & Recreation Plan from 2020-2024, focusing on updates and new additions that occurred during the last Parks & Recreation Plan period goals. From July-November 2024, the City of Potterville issued a community survey for the purpose of gathering public opinions regarding parks & recreation facilities and programming. Input methods were obtained through online services and in-person efforts. Surveys with a sealed container were placed at local businesses, schools and events, throughout the City to gather in-person surveys. Locations were the Potterville-Benton Township Library, Potterville Public School, Sycamore Creek Church and at City Hall. The survey was also posted via online platforms including the City's website and social media pages for the duration of the time. Lastly, the survey was included on the utility billing for the month of October.

- 52% of respondents reported living in the City of Potterville.

- 63% of respondents reported being students.
- 29% of respondents reported 4 people living in the household.
- 38% of respondents reported being “satisfied” with the current parks and recreation offerings in the City of Potterville.
- 29% of respondents reported “myself” as the most active user of the parks and recreation facilities.
- 53% of respondents reported “City Park” they use the most.
- 59% of respondents indicated that “improving existing parks and facilities” was their top two choices.
- 42% of respondents indicated that “maintaining existing parks and facilities” was their top two choices.
- 79% of respondents reported they would support essential increases to develop a new park feature or improvement
- 65% of respondents reported they would support essential increases for new recreation programs

Responses and survey data is included in the appendix of this Plan. The results were used to update policy and inform recreational needs which have changed since 2019.



Potterville City Hall



Sycamore Creek Church-Potterville Campus



Potterville High/Middle School



Potterville-Benton Township Library

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# Section D - Park and Recreation Inventory

Describing the community and its characteristics establishes the special qualities that will help in determining the possible type, quantity and location of parks and recreation facilities in the City. It is similarly important to establish the types, quantities, and locations of existing parks and recreational facilities already available. Between what is available and what is needed for recreation in the City comes the identification of recreational deficiencies that must eventually be accompanied by a strategy for alleviating these identified deficiencies.

An inventory of recreational facilities and programs should include not only those opportunities available locally, but also those regional recreational opportunities available to City residents beyond the boundaries of their own community. In addition, the role of privately owned and operated recreational facilities is also included.

For the purpose of this study recreational areas are classified as follows:

### ***Type of Park – Neighborhood***

**Description** - Areas for intense Recreational Activities, such as playgrounds, field game areas, court game areas, skating areas, and picnic areas

**Location** - Easily accessible to neighborhoods and geographically centered with safe pedestrian and vehicle access

**Service Area** - ¼ to ½ mile

### ***Type of Park – Community***

**Description** - Areas suitable for intense recreational facilities and/or areas of unique natural quality for outdoors recreation, such as various trails and picnic areas

**Location** - Easily accessible to neighborhoods served

**Service Area** - 1 to 2 miles

### ***Type of Park – Regional***

**Description** - Large parks serving more than one community, offering an area of natural or ornamental quality for outdoor recreation; activities may include picnicking, boating, fishing, swimming, camping, trail uses, and play areas.

**Location** - Contiguous to or encompassing natural resources

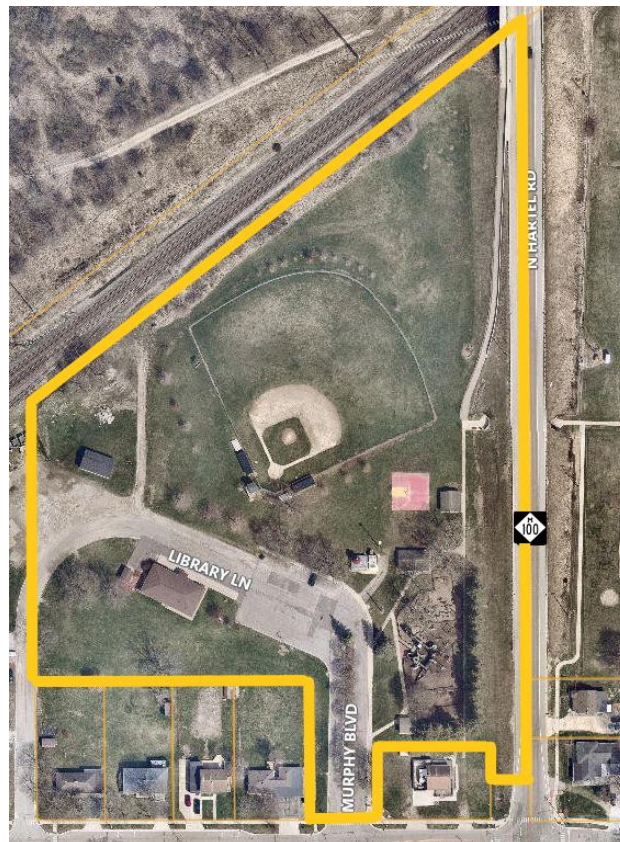
**Service Area** - Up to 30 miles

## EXISTING PARK FACILITIES

The City of Potterville owns and operates five (5) public park facilities as seen within the borders the Recreation Inventory map in this Section. All city parks are open to the general public from dawn until dusk without added “gate fees”, special millage taxes, or subscriptions to users.

### 1. City Park

City Park is the largest downtown community park in Potterville consisting of 3.6-acres that host a variety of park assets and the Potterville-Benton Township District Library. City Park services the needs of many Potterville and Benton Charter Township residents as well as School district enrollees with a large parking lot, landscaped open space, basketball court, baseball diamond, playground, restroom facilities, and a picnic area with 2 pavilions and 12 picnic tables. The pavilion and surrounding grounds are decorated and landscaped year-round for private parties, rentals, and City hosted special events like the Annual Easter Egg Hunt, National Night Out and Gizzard Fest. In the spring of 1999, the community came together to construct a wooden playground apparatus, known as the “Imagination Station,” that has substantially increased the usage of the park. A “Safe Walk to School” grant was acquired by the City in 2014 during reconstruction of State Highway M-100 (N. Hartel Road) and was used to develop sidewalks at the toe of the slope of the Highway with a pedestrian tunnel from Potterville School District campus to City Park. The City applied for the Spark Grant in 2022 to improve the wooden playground apparatus, “Imagination Station” such as new play components, that are play safe and ADA.



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## 2. Veterans Memorial Park

The City's Veteran Memorial Park is one-half acre in size and picnic area with one available picnic table, park benches, and several veteran war memorials with a flagpole. The interior of the neighborhood park has power outlets for community events, a small walking path, shrub garden and ornamental landscaping. The Veteran Memorial park location is ideal being across the street from the City's large Downton Pavilion, that is utilized in conjunction with the park during civic functions and events like the City's annual Memorial Day parade, the City's Christmas Even and Gizzard fest. The City also applied for the Spark Grant in 2022 to renovate and improve the layout of a vegetative berm, parking and new monuments.



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### 3. Downtown Pavilion

The City owns and operates a large downtown Pavilion facility, constructed in 2013 on a .15-acre commercial property located on the corner of major street intersection of W. Main Street and N. Dunbar. The Downtown Pavilion is located across West Main Street from the Veterans Memorial Park. The pavilion and surrounding grounds are decorated and landscaped year-round for private parties, rentals, and City hosted special events like the Annual Christmas Event, Farmer's Market, and Gizzard Fest. The Downtown Pavilion features a large covered open space with ADA Van Accessible parking, multiple power outlets, lighting, and landscaping.



#### 4. Lake Alliance Park

Lake Alliance Park has become a major recreation area in Eaton County and services many visitors from the City and County at large. Its beginnings as a gravel pit for the construction of I-69 have led to numerous development projects and grants from the State of Michigan, MEDC, Eaton County Conservation District, and local capital improvement projects from the City and the City Tax Increment Finance Authority (TIFA). Lake Alliance Park is 91.8 acres, is prominently features landscaped open areas, State permitted composting site, fishing facilities w/ wetlands, a boat launch, disc golf course, charcoal grills, natural shorelines learning station and observing stations, fishing docks, fishing pier, asphalt non-motorized trails and nature pathways along the Thornapple River tributary. The park's aquatic flora and fauna have been successfully managed through proper introduction of aquatic plants and fish species and hosts healthy populations of native catfish, bass and bluegill species. The park has an octagon pavilion for rental use and a large pavilion with power and lighting and year-round bathroom facilities. A modern children's playground was also developed in 2016-18 with volleyball, horseshoes, and picnic tables. A multitude of park activities like downhill sledding, picnicking, fishing, biking, hiking, and jogging are all commonly seen at this regional park area. A large baseball facility and four (4) softball diamonds for league and tournament play (which have been renovated and improved in 2024), both with outdoor lights, concessions and rest rooms are additions to this park. Lake Alliance Park has the highest visibility of all City Parks located along the busy Lansing Road Highway and less than 1.0 mile from I-69 Exit 66. This is the park that TIFA is discussing putting a pickleball court with connectivity of sidewalks and additional parking.



## 5. Sunset Hills Park

Located in the northwest section of the City and south of E. Gresham Highway, Sunset Hills Park consists of 14.31 acres with 1.0 acres of developed area that includes a playground, swings, picnic table(s) and multi-purpose lawn areas located on a 1.0-acre section near Sunset Drive. All park amenities are highly visible and in close proximity to single family housing developments of Sunset Hills and Cambria Ridge Estates. Both residential areas are interconnected with lighted sidewalks and non-motorized trail improvements open to the public. New construction began in the Spring of 2024 that added 6-foot pathways (outside the right way of the Sunset Drive) as well as a full size vehicle parking lot with ADA Van accessible parking, and a unique feature of a ADA accessible dual zipline. The project completed in October 2024 and was made possible by Michigan DNR Recreation Passport grant and Eaton County Community Parks grant acquisitions in 2023. In 2022, Eaton County Parks & Recreation Millage was passed by the constituents where the funds will be used for grant programs that support acquisition, improvements and/or development of parks and open spaces located within Eaton County, MI.





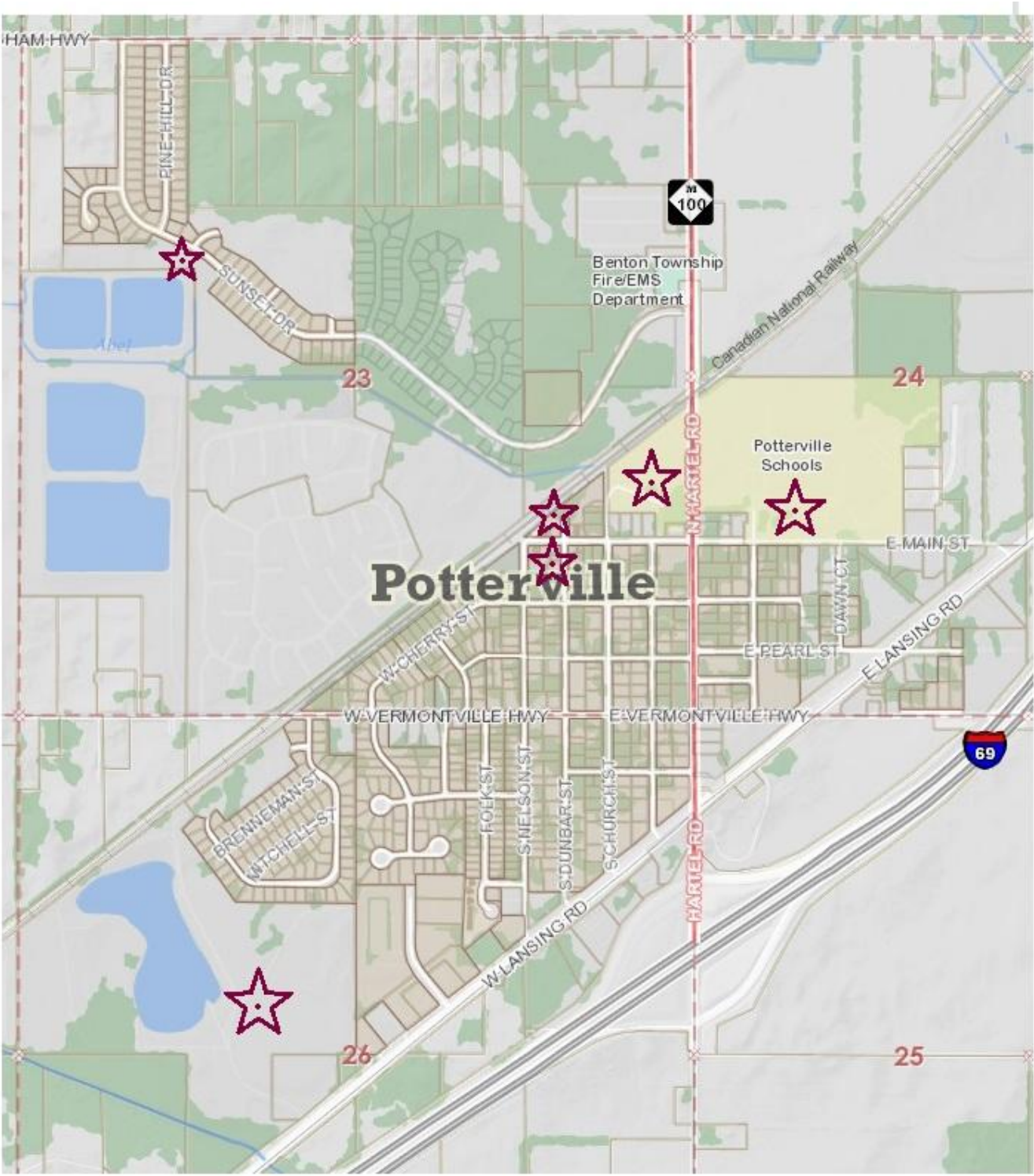
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## 6. Potterville Public Schools

The Potterville Public Schools facilities contains 1 playground, a running track, a football/soccer field, a baseball and softball diamonds, hiking/nature trails, and a nature study area. The approximate acreage for the total school facilities complex is 69 acres. In 2021, a Bond Proposal was passed by the constitutes of making improvements to the facilities such as a new Early Childhood Center, an auxiliary gym, improving safety and security throughout all school buildings for new access controls, roof improvements, replacing flooring, ceiling, lighting, and fire alarm system, new furniture and equipment and providing more spaces for conference room and central office support



# PARK FACILITIES LOCATIONS



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## ACCESSIBILITY ASSESSMENT

The ultimate goal is to provide recreation opportunities that are accessible by everyone. Federal and State laws prohibit the discrimination on the basis of physical ability in connection with recreation facilities owned by the City. Developed parks and recreation facilities must comply with barrier-free design standards. Parks and recreation facilities in Potterville were critiqued to understand the need for improvements relating to barrier-free accessibility. In addition, as park development is considered in the future, barrier-free accessibility is a significant priority item to help ensure that recreation can be enjoyed by all residents and visitors of the City. The community is devoted to this effort.

The following is a summary of an adapted scoring system generally in accordance with DNR standards:

- Level 1. None of the facilities in the park meet accessibility guidelines. Little pavement is provided and access routes to the facilities are not accessible.
- Level 2. Some of the facilities meet accessibility guidelines, but many of the facilities or the access routes to them are not easily accessible.
- Level 3. Most of the facilities meet accessibility guidelines. Parking areas and walkways are paved; and while most facilities are generally accessible, some barriers may exist for certain people because of age, ability, or situation.
- Level 4. All of the facilities meet accessibility guidelines. The park is accessible and the routes to facilities within the park are accessible, but some play or other equipment may not be designed for everyone.
- Level 5. Universal design guidelines were used to design the entire park.

Common components that require evaluation include parking, paths of travel from parking, street or sidewalk to activity areas, the activity areas themselves, signage, support facilities such as restrooms, surfacing, and communications required for recreation programs and general use of a facility or area. Due to the lack of continued improvements in parks and recreation facilities, many existing parks are not ADA compliant and lack basic universal design components. The following table summarizes the accessibility of parks and recreation facilities in the City of Potterville:

<b>Facility</b>	<b>Ownership</b>	<b>Accessibility Level</b>
City Park	City of Potterville	Level 3
Veterans Memorial Park	City of Potterville	Level 3
Lake Alliance Park	City of Potterville	Level 2
Sunset Hills Park	City of Potterville	Level 4

The City has scheduled in each phase of any new development, as outlined in the capital improvement schedule, that ADA accessibility concerns will be addressed as a first priority. Furthermore, the goal of full accessibility is stated as a primary goal outlined by the City. Basic elements will include restroom improvements, paved parking and pathways, designated handicap parking, universal accessible play areas, observation overlooks, and other recreational opportunities as appropriate for the specific park in question as needs are identified. Furthermore, recreational opportunities must go beyond just mere efforts of ADA compliance. The City must create recreation and programming opportunities that are specifically targeted towards residents and visitors with disabilities.

## REGIONAL PARK FACILITIES

In addition to the parks located within the City limits, regional park facilities also serve City residents. Most notable is the 160-acre Fox Memorial County Park. This regional park is located on Gresham Highway northwest of the City. Approximately 50 acres of park land are currently developed. The park contains a picnic area with several pavilions, observatory, playgrounds, restroom and shower facilities, fishing, swimming, ice skating, skiing, hiking, and nature trails.

County and community parks serving a regional interest, according to the Eaton County Parks and Recreation Plan, are shown in Table 4. State recreational facilities serving the City are shown in Table 5.

<b>TABLE 4 COUNTY COMMUNITY REGIONAL PARKS</b>	
<b>Location</b>	<b>Facility</b>
Eaton County	Bennet Park, Charlotte Township
Eaton County	Crandell County Park
Eaton County	Delta Mills Park, Delta Township
Eaton County	Mt. Hope Park, Delta Township
Eaton County	Dyer Kiln County Park
Eaton County	Eaton County Fairgrounds and Bennet Municipal Park
Eaton County	Fitzgerald County Park, Grand Ledge
Eaton County	Fox Memorial County Park
Eaton County	G.A.R. Island Park, Eaton Rapids
Eaton County	Grand Woods Park, Lansing
Eaton County	Jaycees Park, Grand Ledge
Eaton County	Keehne Environmental Area
Eaton County	Lincoln Brick County Park
Eaton County	Optimist Youth Park
Eaton County	Sharp Park, Delta Township
Eaton County	Veteran's Memorial Park, Charlotte Township
Eaton County	Woldumar Outdoor Education Center
Ingham County	Adado Riverfront Park, Lansing
Ingham County	Burchfield County Park
Ingham County	Frances Park, Lansing
Ingham County	Hawk Island County Park
Ingham County	Lake Lansing County Park South
Ingham County	Potter Park Zoo, Lansing
Ingham County	Riverbend Natural Area
Ionia County	Bertha Brock County Park
Jackson County	Pleasant Lake County Park
Jackson County	Swains Lake County Park
Jackson County	Pleasant Lake County Park

**TABLE 5  
STATE REGIONAL FACILITIES**

<b>Facility Name</b>	<b>Location</b>	<b>Acres</b>
Yankee Springs Recreation Area	Barry County	5,004
Barry State Game Area	Barry County	16,692
Middleville State Game Area	Barry County	4,583
Rose Lake State Wildlife Area	Clinton and Shiawassee Counties	6,135
Sleepy Hollow State Park	Clinton County	2,678
Maple River State Game Area	Clinton County	9,252
Muskrat Lake State Game Area	Clinton County	212
Charlotte State Game Area	Eaton County	39
Lake Interstate State Game Area	Eaton County	123
Tamarack Lake State Game Area	Eaton County	237
Windsor Township State Game Area	Eaton County	356
Dansville State Game Area	Ingham County	4,755
Saranac-Lowell State Game Area	Ionia and Kent Counties	1,560
Ionia Recreation Area	Ionia County	3,998
Flat River State Game Area	Ionia County	11,235
Portland State Game Area	Ionia County	2,373
Grand River State Game Area	Ionia County	870
Waterloo Recreation Area	Jackson and Washtenaw Counties	18,017
Sharonville State Game Area	Jackson and Washtenaw Counties	4,337
E.G. Hayes State Park	Jackson, Lenawee, and Washtenaw Counties	654
Fort Custer Recreational Facility	Kalamazoo County	2,962
	<i>Total Acres</i>	<i>91,068</i>

There are no public camping facilities in the County and there are only three (3) private camping facilities, as shown below. None of these are located directly adjacent to the I-69 expressway.

**TABLE 6  
PRIVATE CAMPING FACILITIES IN EATON COUNTY**

<b>Name</b>	<b>Location</b>
Sherwood Forest Camping	Olivet
Pine Lake Resort	Olivet
Gillespie's Ponderosa Campground	Vermontville
Michigan State Holiness Association Campgrounds	Eaton Rapids
Narrow Lake Landing Campground	Springport
Travel Trailer Club	Bellevue

There are five (5) boat ramp / public access sites in the County. One of these is located along the Thornapple River.

## PRIVATE RECREATION FACILITIES

There are limited private recreational facilities in the City. There are several proposed halls located on Main Street and one on Lansing Road. Potterville residents wishing to hold large receptions or social gatherings must go to Charlotte or Lansing. There are no private athletic clubs, golf clubs, tennis courts, shooting ranges, miniature golf courses, theaters, swimming pools, roller-skating rinks, bowling alleys, or arcade halls in the City. However, a golf stimulator facility is located on Lansing Road, just off of I-69. Any resident wanting these facilities must also travel to Charlotte or Lansing.

## WATERWAYS INVENTORY

The City of Potterville borders the Thornapple River and is home to one lake (Lake Alliance). As such, some waterway access points exist in the City.

### UNIMPROVED WATER ACCESS LOCATIONS

These locations are designated access points for carry-down boats, canoes, and kayaks launching without significant infrastructure. Lake Alliance Park contains this type of facility.

### UNIMPROVED BOATING ACCESS SITE

These locations are designated boat launch locations for trailered boats without a formal launch ramp. Lake Alliance Park contains a boat launch site with concrete launch pad; however, no additional facilities are present.

## CITY OF POTTERVILLE RECREATIONAL NEEDS

In order to understand the recreation needs of the City, existing recreation areas were evaluated in relation to established standards as well as regional and local needs. For the purposes of this plan, recreation standards were used that reflect the local recreation needs of a small community. These standards are shown in Table 7.

TABLE 7 RECREATION AREA STANDARDS				
Recreation Area	Acres/1,000 people	Size of Site (Acres)	Radius of Area Served (miles)	Characteristics
Neighborhood Park	1-2	5-15	¼ to ½	Serve the surrounding neighborhoods with open space and facilities such as basketball courts, children's play equipment, and picnic tables
Community Park	5-8	25+	1-2	May include areas suited for intense recreation facilities such as athletic complexes and large swimming pools. Easily accessible to nearby neighborhoods and other neighborhoods.
Regional Park	5-10	200+	Several Communities	Contiguous with or encompassing natural resources.
Special Use Areas	Variable	Variable Depending on use	No Applicable Standards	Area for specialized or single purpose recreation activities such as campgrounds, golf courses etc.

Regional parks not located within the City actually serve City residents as they have a service area of approximately 50 miles (one-hour driving time). Regional parks serving the City were discussed in the previous section.

Table 8 shows the recommended acreage for neighborhood and community parks based in the National Recreation and Park Association Standards. The standards show that there is an abundance of neighborhood and community park land within the City limits.

<b>TABLE 8 RECREATION AREA NEEDS</b>	
<b>Neighborhood Park – Potterville Park + Sunset Hills</b>	
Recommended Acreage	4.2
Actual Acreage	3.6 +14.31
Excess Acreage	+13.7
<b>Community Park – Lake Alliance</b>	
Recommended Acreage	12.0
Actual Acreage	66.4
Excess Acreage	+54.4

Now that Lake Alliance Park and Sunset Hills Park are continuing on the path of being developed, the greatest need is for improving and maintaining existing parks and facilities. 59.5% of respondents of the community survey indicated that improving existing parks and facilities was one of their most important parks and recreation priorities. Similarly, 42.6% of respondents indicated that maintaining existing parks and facilities was one of their most important parks and recreation priorities.

## RECREATION FACILITY STANDARDS

Another planning tool used to assess recreation needs is a suggested community standard for recreational facility development. Standards can be a useful guide in determining what recreational opportunities may be absent or inadequate within a community. These standards are often based on averages per population as estimated from and compared with various communities from across the country.

Standards for recreational facilities are useful but they possess significant limitations, especially when the standard is not supported by other criteria for assessing a community’s recreation needs, such as a community survey or local input. Standards often lack an appreciation for the differences that exist between different communities. For example, standards will suggest that a community of a certain size should have so many tennis courts or playgrounds. However, perhaps in a certain community, their existing tennis courts are unused and the community is characterized by a high percentage of individuals of retirement age that would not require the devotion of so many acres for playgrounds.

Although standards for recreational development are not absolutes, and this should be recognized whenever they are used, these standards do offer some guidance on what may be an appropriate number or size for a certain recreational facility. For the City of Potterville, the use of facility standards in combination with the results of the community survey and past Focus Group input can suggest how the community compares with other communities and whether there might be a greater or lesser demand for certain facilities than the standards indicate.

Tables 9A and 9B compare suggested community standards for those recreational facilities that

were identified in past and current surveys with the City's existing facilities and nearby facilities. The result of this comparison shows that picnic shelters, and tennis courts are deficient given the current and projected population. It should be noted that not all recreational facilities desired by the community have established standards and are thus not included in the table.

## RECREATION STANDARDS

<b>TABLE 9A EVALUATION OF PARK/RECREATION FACILITY NEEDS</b>				
			Year 2019	
<b>Activity</b>	<b>Standard</b>	<b>Number Existing</b>	<b>Number Needed</b>	<b>Surplus or Deficiencies</b>
Volleyball	1:5000	1	1	0
Shuffleboard	1:2000	0	0	--
Horseshoes	1:5000	1	0	--
Picnic Shelter	1:2000	5	7	-2
Picnic Tables	1:300*	12	10	+2
Grills	1:900*	5	3	+2
Boat Launch	--	1	--	+1
Sledding Area	1:40,000	1	0	+1
Non-motorized Route (miles)	--	1.5	--	+1.5
Nature Trails (miles)	--	--	--	--
Play Equipment	1:3000	3	1	+2
Basketball	1:5000	2	1	+1
Tennis Courts (outdoor)	1:4000	0	1	-1
Baseball (little league)	1:5000	1	1	0
Baseball (adults)	1:5000	1	0	--
Softball	1:3000	4	1	+3
Football/Track	1:20,000	1	0	+1
Soccer	1:20000	0	0	--
Gymnasium	1:5000	1	1	0
Rifle Ranges	1:50000	0	0	--
Golf Courses	1:25000	0	0	--
Ice Rink (indoor, MANI, private)	1:50,000	0	0	--
Ice Rink (outdoor)	1:20,000	0	0	--
Swimming Pool (indoor)	1:20,000	0	0	--
Swimming Pool (outdoor)	1:40,000	0	0	--
Auditorium	1:20,000	1	0	+1
Community Center	1:20,000	0	0	--
Waterfront/Fishing Access	--	1	--	+1
NEIGHBORHOOD PKS (AC.)	2 AC/1000	3.6 ac	17.9 ac	+13.7ac
COMMUNITY PKS (AC.)	5 AC/1000	66 ac	12 ac	+54 ac
REGIONAL PARKS (AC.)	10 AC/1000	85,173ac	150ac	+1,194ac
Source: Building Michigan's Recreation Future Recreation, Park and Open Space Standards and Guidelines, NRPA, 1983				



**TABLE 9B  
RESOURCE-BASED OPPORTUNITIES**

Activity	Standard	Number Existing	Number Needed	Surplus or Deficiencies
Boat Launch (parking spaces)	1/400	0	5	-5
Campsites	1/10,000	0	13	-13
Ski Trails (miles)	1/1000	0	0	--
Fishing Access (ft)	1000/1000	2000	1950	+50
Hiking Trails (miles)	1/5000	1	1	0
Snowmobile Trails	1/3,000	0	1	-1



## ADDITIONAL DOCUMENTATION OF NEED

### 1. Boat/Kayak/Canoe Launch Sites

The Thornapple River in Eaton County has been identified by the Department of Natural Resources as a river which requires additional boat launch sites to serve the regional public access needs (see Lake List for Public Access Site Acquisition from the Michigan Natural Resources Trust Fund, Recreation Division Department of Natural Resources January 1989). More recently, the Michigan Statewide Comprehensive Outdoor Recreation Plan (2018-2022) identified as an implementation action that the “recreation community should ensure adequate access to water-based recreation by continuing support for marina and boat launch facilities through the development of water trails and by increasing access

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points for canoes, kayaks, and fishing.” The river has excellent potential for canoe activity from Potterville downstream through Eaton County and into neighboring Barry County.

The river is approximately 10 to 12 feet wide and 2 to 4 feet deep as it passes through the City. The river widens and deepens as it flows downstream. It is especially attractive for canoeing during the spring and early-summer seasons. Some clearing of trees, brush, and rocks may be required to optimize the use of the river. A permit from the Department of Natural Resources pursuant to the Inland Lakes and Streams Act may be required for this activity.

There are no public access sites along the Thornapple River anywhere in Eaton County to Thornapple Lake in Hastings Township of Barry County. This is approximately 36 miles of canoeable river with no available public access points.

The Thornapple River is also attractive to fishing interests. Potterville area residents have historically used the river for successful fishing activities. However, there is no public fishing access or canoe access for fishing trips.

A public canoe access site or livery in Potterville may be the catalyst for a regional river-corridor public access system. Additional access points at M-50 and Vermontville would provide 10 and 12 miles of river stretch between each access point.

## 2. Public Campground

An identified need at both the local and regional levels is for campground facilities. The plan proposes locating an RV campground on the City-owned property on the southwest corner of the City. This site would have easy access to the I-69 interchange and be adjacent to the boating and fishing access sites at Lake Alliance Park for added amenities. It would also be located with excellent access to Potterville via Vermontville Highway and Lansing Road.

The I-69 interstate serves the regional transportation needs of South-Central Michigan as well as Ohio, Indiana, and the Chicago Metropolitan Area (through I-94). 1988 traffic counts for this corridor were 25,300 per day, as the traffic counts in 2019 had increased to 37,300 per day. Recently traffic counts in 2023 were 33,571 and increase from the previous update. Many of these trips will be for recreation and tourism purposes into northeastern Michigan, the Upper Peninsula, and/or Ontario, Canada (either through Port Huron or Sault Ste. Marie). Michigan has a history of attracting tourists from its neighboring states to the south. The Potterville area would provide a convenient half-day or full-day stopover for this tourist traffic.

There are very few existing campground facilities along the I-69 corridor to serve this growing demand. In the 72-mile stretch from the southeastern border of Calhoun County to eastern edge of Clinton County, there are only two (2) campground facilities directly adjacent to the I-69 corridor. Neither of the two (2) facilities is public. The closest campground to the north of Potterville is in Durand, on the western edge of Shiawassee County.

~TABLE 10~ I-69 CAMPGROUND FACILITIES (CALHOUN, EATON, AND CLINTON COUNTIES)							
Facility	Location	Sites	Type	Open	Facilities	Toilets	Acres
Tri-County Trails	Marshall, Calhoun County	272	Tent, RV	May 1, Oct 1	S,BR,F,P, N	F,P	300
Sherwood Forest	Olivet, Eaton County	70	Tent, RV	April 14, Oct 14	N,S,F,P, ,L,	F,P	55
N=Nature Trails BR=Boat Rental P=Playground F=Flush P=Pit S=Swimming F=Fishing L=Laundry							

This demonstrates a demand for additional campgrounds to serve the local and regional need for this activity. Regional needs are especially apparent with regard to serving tourists from neighboring states. The City-owned parcel would combine stopover camping facilities with unique natural resource attributes such as woodlands, fishing access, and boating access.

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# Section E – Goals and Objectives

The establishment of community goals and objectives for providing recreational opportunities create a framework from which decisions can be made on a daily basis. Goals represent a long-term ideal to be aimed for by the community in providing recreational opportunities. For the City of Pottersville, the following goals and objectives have been formulated to establish an ideal for community recreation and to identify what steps can be taken to reach that ideal.

## GOAL 1:

***Assure that adequate land is available for the appropriate use and improvement of park and recreation facilities in the city.***

### OBJECTIVES

- A.** Work with groups such as the State of Michigan, the Land Conservancy of West Michigan, Eaton County Parks, City Residents and Township residents to evaluate potential acquisition of property to provide recreational opportunities as well as protect natural land features and open space.
- B.** Explore other land acquisition in the residential portions of the City for neighborhood park development.
- C.** Acquire available land adjacent to existing parks for improved access, parking, expansion of green space, and enhanced use areas and facilities.
- D.** Acquire land or negotiate joint ventures with other governmental entities to provide for and assure access to nearby open space, water frontage or access points, parks, and trail systems that provide expanded leisure time opportunities for members of the community.
- E.** Acquire land in populated areas for potential public neighborhood parks with open play space, play apparatus, sitting facilities, and other activities focused towards younger families with children, non-motorized pathway users, and seniors.
- F.** Acquire land or long-term use-rights for the connection of non-motorized trails and pathways throughout the community.
- G.** Continue to re-evaluate available land in the City for possible acquisition or development as future recreation land, through systematic approach, by utilizing data under resource inventory.
- H.** Encourage and coordinate easement or ownership for non-motorized pedestrian pathway trail extensions as a result of private developments.

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## GOAL 2:

***Provide upgrades and improvements to the existing park system by developing new facilities or improving/repairing existing facilities and equipment.***

### **OBJECTIVES**

- A.** Perform necessary improvements to enhance universal access that provides equal levels of experiences for all age groups and abilities and their specific recreational needs.
- B.** Evaluate and improve existing recreational facilities to meet changing needs to recreational users.
- C.** Consider the long-term or on-going maintenance costs of all future park improvements to City recreational facilities prior to making such improvements.
- D.** Apply for grants.

## GOAL 3:

***Continue the improvements and development of universal design concepts at all the city park locations in accordance with each park's respective development master plan.***

### **OBJECTIVES**

- A.** Provide for paved parking areas and trails to provide barrier-free access to all areas.
- B.** Update the playground and parking areas to meet current ADA guidelines and requirements.
- C.** Consider the long-term or on-going maintenance costs of all future park improvements to City recreational facilities prior to making such improvements.
- D.** Develop a master plan for each respective park in the City.

## GOAL 4:

***Develop a system of non-motorized paths which will link the city's residential neighborhoods with schools, parks, commercial centers, and destination points and which will link the city to adjacent communities.***

### **OBJECTIVES**

- A.** Integrate existing pedestrian path segments with the City business district, business corridors, parks, destinations, and adjacent community pedestrian pathways.
- B.** Continue to provide a separate, Class I, looped/connected pedestrian pathway system.
- C.** Pursue additional parklands for the future.

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## GOAL 5:

Provide more opportunities for waterfront access in the city.

### OBJECTIVES

- A. Explore options of recreational facilities (bathrooms, paved parking, pathways, observation decks, Camping, Launches, etc.) that would improve resident's access to the waterfront along the Thornapple River and at Lake Alliance Park.

## GOAL 6:

*Continue the improvements and development to promote year-round, 4-season use of all the city's parks.*

### OBJECTIVES

- A. Develop new and expanded facilities and programs at parks including new restrooms, paved parking, walking paths, signage, and lighting.
- B. Improve and expand existing winter sports hill to accommodate expanded use for sledding. Spoils from park expansions should be left on site and utilized for expansion of sledding hill.
- C. Provide for non-motorized paths at all the parks that could be used for cross-country skiing during winter months.
- D. Provide for development of spray park or splash pad to expand use of park during summer months.
- E. Develop seasonal pavilion for use for outdoor concerts, performing arts, and outdoor educational opportunities.
- F. Develop area for outdoor winter ice-skating.
- G. Pave major entry roads and parking areas in park to provide for expanded all season use.
- H. Explore the development of a small campground area consisting of 25-30 sites adjacent to the nature area along the west section of the Lake Alliance Park. Amenities at a minimum to include electrical hook-ups, clean, convenient water source, and restroom facilities suitable for camp users.

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## GOAL 7:

***Enhance the quality of life in the city by providing multi-generational, fully accessible, and safe recreational facilities that are responsive to the needs of all residents with high quality recreational facilities that efficiently utilize available resources.***

### OBJECTIVES

- A.** Develop a variety of recreational facilities that reflect the changing and diverse needs of the City residents.
- B.** Improve existing recreational facilities to more effectively fulfill the needs of City residents and to encourage regular use of these facilities.
- C.** Develop certain recreational facilities as identified by the survey and needs assessment and establish priorities for their development.
- D.** Whenever feasible, take advantage of other resources for the development and maintenance of recreational facilities, such as non-local funding sources.
- E.** Utilize design, construction, and maintenance practices that maximize the benefits provided for the resources expended.
- F.** Plan improvements that offer both active and passive recreation opportunities.
- G.** Develop unique recreational opportunities for elderly and physically challenged citizens. Every recreational opportunity should be fully accessible to all individuals whenever possible.
- H.** Provide play areas that are in conformance with the "Playground Equipment Safety Act".

## GOAL 8:

***To promote the coordination, cooperation, and expansion of recreational programs with other public agencies, private enterprise, citizen groups, and other interested organizations with the common goal of improvement of recreational opportunities for city residents and avoiding duplication of facilities and services.***

### OBJECTIVES

- A.** Encourage the participation of volunteers in the development of recreational facilities.
- B.** Assure communication to encourage public awareness and involvement in the recreation process and recreation resources.
- C.** Utilize public and private sector cooperation in the promotion of recreation and the improvement of recreational opportunities.
- D.** Coordinate existing recreational projects with school systems, community education and volunteer groups and look for ways to expand recreational programs as new facilities are

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developed.

- E. Encourage the cooperation and participation of adjacent townships in the formation of a regional recreational advisory board in an effort to combine resources and avoid duplication of facilities and services.
- F. Develop a cooperative relationship with Eaton County to establish a joint use access and parking area for the continued improvements of nearby County parks.

## GOAL 9:

### *Develop mechanisms to meet future recreational needs in the city.*

#### **OBJECTIVES:**

- A. Pursue a dedicated City millage levy for parks, recreation, pedestrian pathway, and/or open space facilities and acquisition.
- B. Budget for implementation funds for a recreational capital improvement program each year.
- C. Pursue a variety of possible funding sources, including State and Federal grant programs.
- D. Explore mechanisms for evaluating and accepting private donations of land, time, and monies.

## GOAL 10:

### *Encourage preservation and integration of city natural resources.*

#### **OBJECTIVES:**

- A. Pursue the acquisition of land or development right to land by the City, County, State or private land trust.

## GOAL 11:

### *To continually improve the quality of and the opportunities for recreation in the city by reassessing community recreation needs, trends, and characteristics.*

#### **OBJECTIVES**

- A. Regularly update this Recreation Plan.
- B. Develop an expanded survey to ensure public needs and desires in areas of parks and recreation.
- C. Provide opportunities for the involvement of City residents in the identification, selection, and development of recreational facilities.
- D. Monitor the effectiveness of the City's efforts in fulfilling identified goals and objectives by



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providing opportunities for City residents to evaluate the progress of recreational development.

- E.** Monitor the effectiveness of the City's efforts in providing fully accessible opportunities for City residents.
- F.** Cooperate with intergovernmental efforts to establish a regional greenway and trail system along the Thornapple River from Charlotte to the Lansing Metro Region.

## ANALYSIS OF FACILITY NEEDS

Determining what recreational facilities should be provided to City residents in the future to most effectively satisfy their needs is a critical and difficult element of a recreation plan. No community can casually fund recreation projects without being assured that these facilities would be used. Funds for recreation are difficult to obtain when other community needs must also be addressed. Consequently, it is important to accurately predict and prioritize what recreational facilities will be popular now and in the future.

Making these predictions about recreation needs and priorities has not been an exact science. Therefore, a variety of methods have been utilized to determine what residents will want for improving recreational opportunities in a community.

A variety of means were used to identify the City's recreation needs and develop a planned program of recreation facility improvements for the future. These included: consideration of the growth and demographic trends discussed in the previous section; review of resident participation data in area recreation programs; review of the results of community surveys conducted in 2008, 2018 and 2024; review of past Recreation Plans; review of Recreation Plans of adjacent communities and on-site inspection of existing recreation facilities. State and Federal recreation facility guidelines were also considered.



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# Section F – Action Program

## FINANCIAL CONSIDERATIONS

This section identifies high-priority projects expected to be accomplished over the next 5 years, brief project descriptions and estimated costs. Consideration must be given to how these projects will be funded. The best possible method is to apply for Land and Water Conservation Funds or the Michigan Land Trust Funds programs. The Land and Water Conservation Funds Acquisition and Development programs both required a (fixed) 50% match, which can be in the form of cash outlay, land and labor donations and other direct services. The Michigan Land Trust Funds programs: Acquisition and Development both required a minimum of a 25% match. The Michigan Recreation Passport Grant requires a 25% match. There are also quality of life grants which fund recreation facilities, but do not require a match. Spark Grants was created to create, renovate and redevelop public recreation opportunities for residents and visitors, this does not require a match. Another method of financing is through the use of daily, seasonal or parking fees, local donations or City general revenues. A promotional program may be the key to gaining the interest of residents to donate land or services (labor and/or building materials) for recreational purposes. The primary concern in the implementation of any plan is funding. It will be the responsibility of the City to monitor short-term project goals and to ensure that funds are made available to complete this short-term program.

## ACTION PROGRAM FOCUS

The five-year capital improvement program for the City focuses on five (5) major projects: (1) continued development and improvements of the existing Lake Alliance Park; (2) improvements to Veteran's Memorial Park; (3) improvements to Sunset Hills Park; (4) a trail system linking recreational facilities; (5) improvements to City Park.

### **1. Lake Alliance Park Improvements**

The community and local resource people have identified a need for a number of facilities that would be best served within the Lake Alliance Park facility. These facilities are boat launch, parking, camping, a community center, warming house and rest room facilities, picnic areas, playgrounds, nature areas and trails, baseball diamonds, soccer/football fields, pickle ball/tennis courts, ice-skating rinks, splashpad, dog park, amphitheater and sledding hills. Paved walk/pathway in the Softball Complex for ADA accessibility.

Moreover, many of these facilities were identified as deficient at the City, County, and regional levels, as previously documented.

Lake Alliance Park is located within two (2) miles of all City and many non-city area residents. The park is large in size (100 acres) and has good access to the scenic Thornapple River. It has an attractive, wooded, vegetative cover. Its soils are conducive to development of roads and other physical improvements. It has nearby sewer and water facilities for public rest room usage. It is readily accessible to I-69, providing excellent access to a strong and growing demand for RV camping, as previously documented.

The existing park is approximately 66 acres in size with approximately 1,900 feet of frontage on the Thornapple River. It is anticipated that nearly the entire parcel will be used for recreational purposes. The City has constructed a manmade lake on this property. The lake provides additional water-resource recreation opportunities, such as non-motorized boating and fishing to the park users.

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The more resource-oriented uses such as trails, nature areas, and campgrounds will be located in the wooded areas adjacent to the Thornapple River. More user-oriented facilities such as fishing access, canoe launches, a community center, picnic areas, playgrounds, and beaches will be located on more open higher ground to the east.

In order to fully utilize the area's positive natural features, the plan is to use the 1,900 feet of Thornapple River frontage for fishing and canoe access purposes. Additionally, TIFA is planning on connecting sideways, adding parking and a pickle ball court.

## **2. Veteran's Memorial Park Improvements**

Residents of Potterville continue to support the ongoing improvement and maintenance of existing parks. This Plan envisions improvements to Veteran's Memorial Park which include a new shelter/gazebo, brick pathway, fountain, flag poles, plaques, service seals, new site furniture, benches, lights, monuments and landscaping such as a vegetative berm, proper and ADA accessible parking lot and spaces and additional electrical power sources.

## **3. Sunset Hills Park Improvements**

Further improvements to Sunset Hills Park will assure that past deficiencies in neighborhood park facilities are further addressed. With the completed Recreation Passport Grant project of connecting sidewalks, ADA parking, dual ADA zipline, and landscaping that crossed many items off however, this Plan envisions improvements to Sunset Hills Park which include developing restrooms, and a half-court basketball court.

## **4. Bicycle/trail Paths**

One of the major specific improvements desired by the survey respondents was bicycle/trail paths. Bike/trail paths will serve as excellent recreational facilities by themselves but may also function as important non-motorized circulation through the City. The plan proposes locating a bikeway or a trail head (shared bicycle/pedestrian path adjacent to the roadway) along existing road rights-of-way. It is intended to allow bicycle and pedestrian circulation from major residential areas, recreation areas, community centers and educational facilities. Major connections within the bike trail system should include: (1) Fox Memorial Park and Lake Alliance Park (along the sewage treatment lagoons); (2) Vermontville Highway between M-50 and M-100; and (3) connect nearby "rails to trails" facilities. Additionally, connectivity of sidewalk along Lansing Road of the local business district to Lake Alliance Park. With this the City will have completed connecting all City Parks by sidewalks for everyone to have access with safety in mind. TIFA has connected sidewalks along the Lansing Road in phases, and additionally, the Tri-County Regional Planning Commission is in the process of discussions/meetings of connecting a trail route from Lansing River Trail to the Paul Henry-Thornapple Trail.

## **5. City Park Improvements**

Residents of Potterville continue to support the ongoing improvement and maintenance of existing parks. This plan envisions improvements to City Park which include improved restroom facilities, improved parking area with ADA spaces, improved tunnel under M-100, improved playground apparatus, a skatepark, improved baseball field, signage, landscaping, and site furniture additions.

## CAPITAL IMPROVEMENT SCHEDULE

The following table shows the five-year capital improvement schedule outlining the years, cost and funding sources for future park needs. Actual costs will vary with regard to the specific design and site conditions. Development costs have been based on mean construction estimates, comparison to similar recent projects in other communities and construction costs provided by the Michigan Department of Natural Resources' Recreation Division. The estimates have been based on normal development costs and do not allow for any unusual circumstances that may be unique to a specific site (i.e. heavy clay soils and utility needs).

On the basis of those recreation needs and priorities that have been identified by the results of the recreation survey and on the basis of the knowledge that the City of Pottersville Parks & Recreation Department has acquired in talking with and listening to City residents, the following "action program" has been developed. This action program proposes a variety of activities, some which are physical and others that are policy oriented. The following provides a summary of the recommendations.

### ***Recreation Action Plan and Cost Estimates, 2025-2029***

This is a preliminary estimation of construction costs. The rates listed are generalizations informed by past experience and are subject to change based on final design, material selection, site, and market influences. It should be noted that having an item on this list does not mean that it should or will be built in the year in which it is programmed. This action plan may be utilized as a menu of desired improvements planned incrementally.

RANK	ITEM DESCRIPTION	COST*	PROGRAM YEAR
1	A. Develop trails, fishing piers, lookouts & paths at Lake Alliance Park	\$265,000 (\$100 per linear foot MDOT grade non-motorized trail x 1,500 linear feet; \$35 per linear foot 5' wide concrete pathway x 3,000 linear feet; \$50,000 per fishing pier or lookout x 2)	2025
	B. Develop pickleball/tennis courts (2) at Lake Alliance Park	\$340,000 (\$50,000 per pickle ball, \$120,000 per tennis)	
	C. Develop soccer/lacrosse fields (3) at Lake Alliance Park	\$1,110,000 (\$370,000 per grass field x 3)	
	D. Miscellaneous improvements, landscaping, signage, roadway improvements	\$40,000 (variable per unit prices)	

	E. Develop spray/splash park at Lake Alliance Park	\$185,000 (per splash pad with less than 10 water features and a flow through system)	
	F. Dog Park	\$12,800 (\$1,000 per litter receptacle x2; \$200 per dog waste station x2; \$12 per linear foot chain link fencing x800; \$200 per chain link fence gate x4)	
	G. Develop Campground at Lake Alliance Park (30 sites)	\$456,000 (\$200 per camp site for clearing and earthwork x 30; \$450 per linear foot private road and utility construction x 1,000 linear feet)	
	<b>TOTAL</b>	<b>\$2,068,800</b>	
2.	A. Develop an ADA parking at Veterans Memorial Park	\$63,664 (no unit prices for improvements)	2026
	B. Develop sidewalk & brick pathway at Veteran's Memorial Park	\$29,571 (no unit prices for improvements)	
	C. Install fountain, flag poles, plaques, service seals, monument wall at Veteran's Memorial Park	\$112,609 (\$25,000 per custom fountain; \$700 per flagpole; \$500 per plaque or service seal, \$77,609 for monument wall)	
	D. Install new site furniture, benches, lights at Veteran's Memorial Park	\$51,000 (\$1,000 per litter)	

		receptacle x1; \$2,500 per picnic table or bench x 4; \$8,000 per light x 5)	
	E. Miscellaneous improvements, landscaping (vegetative berm), signage at Veteran's Memorial Park	\$46,000 (variable per unit prices)	
	F. Develop a shelter/gazebo at Veteran's Memorial Park	\$35,000	
	<b>TOTAL</b>	<b>\$337,844</b>	
4	A. Improve tunnel connection under M-100 to school property from City Park	\$25,000 (no unit prices for improvements)	2027
	B. Improve and expand the play apparatus "Imagination Station" at City Park	\$904,200 (no unit prices for improvements)	
	C. Improve restroom facilities at City Park	\$125,000 (no unit prices for improvements)	
	D. Improve parking area with improved ADA spaces at City Park	\$80,000 (no unit prices for improvements)	
	E. Improve and expand existing baseball field at City Park	\$60,000 (no unit prices for improvements; \$4.50 per square foot of ballfield expansion)	
	F. Miscellaneous improvements, signage, landscape improvements, and site furniture at City Park	\$50,000 (no unit prices for improvements)	
	G. Develop skate park at City Park	\$175,000 (\$35 per square foot x 5,000 square feet)	
	<b>TOTAL</b>	<b>\$1,419,200</b>	
5.	A. Bike path extensions as indicated in the Goals	\$330,000 (\$100 per linear foot MDOT grade non-motorized trail)	2028
	B. Maintenance/improvement	\$40,000	

	fund for ball fields	(no unit prices for improvements)	
	C. Budget funds for property acquisition	\$20,000 (variable per unit prices)	
	<b>TOTAL</b>	<b>\$390,000</b>	
6.	A. Develop restrooms at Sunset Hills Park	\$75,000 (per structure)	2029
	B. Develop a half-court Basketball Court at Sunset Hills Par	\$15,000 (per half-court unit)	
	<b>TOTAL</b>	<b>\$90,000</b>	

\*Notes: All tentative costs for acquisition projects are based on a 50% local match. All tentative costs for development projects are based on a 40% local match.

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## FUNDING SOURCES FOR RECREATION FACILITIES

The following is a summary description of the primary sources of funding available to assist with implementation of planned recreation improvements in the City of Pottersville. State and Federal funding sources are described first, followed by a description of potential local sources of funding.

It should be pointed out that the funding sources identified in the Action Plan table are based on the assumption that all projects will receive grant funding from State or Federal sources, and that the local match provided by the City will be the minimum required by the applicable grant programs, or 25 percent. These funding source projections are somewhat unrealistic in that it is unlikely that the City will receive the entire grant funding for which it applies. In addition, the City Council will need to consider on a case-by-case basis whether a local match amount in excess of the minimum requirements of the grant program should be provided in order to improve the ranking of the grant application and the likelihood of a grant award.

### LOCAL SOURCES

#### *General Fund Revenues*

Local governments may use general fund revenues for the development, operation and maintenance of park and recreation facilities. Given the many competing needs for general fund millage, many Michigan municipalities have obtained voter approval of dedicated millage for general park and recreation facilities and programs, or for specific facility types.

#### *Dedicated Millage*

Dedicated property tax millage is an increasingly used means of financing park and recreation improvements. Several communities in West and Central Michigan have voter-approved levies ranging from 0.5 to 1 mill, dedicated to use for park improvements or specific types of recreation facilities. Many of these millages are restricted specifically for non-motorized trail improvements, as in the case of Holland Township, Port Sheldon Township, and Spring Lake Township. This type of financing measure may merit consideration by the City.

#### *Private Donations*

Another important source of funds for local recreation projects involves community fund-crowdfunding-raising campaigns. Major employers, service clubs, and neighborhood groups are potential sources of assistance in projects of this type.

### ~STATE AND FEDERAL SOURCES~

#### *Michigan Natural Resources Trust Fund*

The Michigan Natural Resources Trust Fund (MNRTF) replaced the Michigan Land Trust Fund on October 1, 1985. Starting in 1986, recreation land acquisition and development proposals were eligible for MNRTF funding. Between 15 and 25 percent of the annual fund expenditure will be for recreation facility development, with the balance allocated for land acquisition. The MNRTF Program receives revenue from oil, gas, and other mineral development on State-owned lands. A five (5) member board, appointed by the Governor, administers the fund. The MDNR Grants Management Section provides staff support to the MNRTF Board.

MNRTF grant applications are accepted on April 1 of each year. Any individual, group, organization, or unit of government may submit a land acquisition proposal, but only units of government, including the State, can take title to and manage the land. Units of government can submit development proposals for local grants and must include a local match of at least 25% of



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the total project costs. Only one proposal per year may be submitted. There is no minimum or maximum for acquisition projects; for development projects the minimum grant amount is \$15,000, (\$20,000 minimum total project cost) and the maximum is \$400,000. Proposals must be for outdoor recreation purposes, especially those that protect natural resources or provide natural resource-based recreation.

### ***Recreation Passport Grants***

Recreation Passport Grants, administered by the Michigan Department of Natural Resources, are intended to provide local funding to local units for the development of new and the renovation of old public recreation facilities. Criteria emphasize renovations to existing facilities that have outlived their useful life expectancy. At least 25% of the cost of a project is required as a match from applicants. Development project minimum/maximum grant amounts are \$7,500 to \$150,000. Grants are funded through Recreation Passport revenue deposited in the Local Parks and Recreation Facilities Fund.

### ***Land and Water Conservation Fund***

The Land and Water Conservation Fund (LWCF), created by the U.S. Congress in 1965, provide Federal funds to buy land and develop facilities for outdoor recreation. The Grants Management Section of the Michigan Department of Natural Resources (MDNR) administers the Michigan LWCF Program. The minimum grant request amount is \$30,000(\$60,000 minimum total project cost) and the maximum grant request amount is \$500,000 (\$1,000,000 maximum total project cost) for development and there is no minimum or maximum for acquisition. Applications are evaluated using established criteria and alignment with Michigan's Statewide Comprehensive

Outdoor Recreation Plan (SCORP). The criteria used to evaluate the projects is Need for the Project, Site and Project Quality, Applicant History, Financial Need of the Applicant, Quality of the Overall Park Design, Project Facilities/Scope Items and Universal Access Design. Detailed information on the scoring criteria and application requirements can be found in the Recreation Grants Application Guidelines booklet. The Michigan Department of Natural Resources (DNR) makes recommendations to the National Park Service (NPS) on which applications to fund, and the NPS gives final approval.

### ***Michigan Department of Transportation-Transportation Alternatives Program (TAP)***

The Transportation Alternatives Program (TAP) is a competitive grant program that funds projects such as non-motorized paths, streetscapes and historic preservation of transportation facilities that enhance Michigan's intermodal transportation system and improves the quality of life for Michigan citizens. ACT 51 agencies (cities, villages, counties) include MDOT, MDNR, Native American Tribes and other Federal Agencies. Townships are not eligible to apply for TAP funds, although they are encouraged to work with their local County Road Commission or MDOT Transportation Service Center for project development.

To apply for the TAP program, simply go to <https://www.michigan.gov/mdot/programs/grant-programs/transportation-alternatives> and fill out an on-line application. A help guide for the on-line application is available on the same website. The TAP program accepts applications year-round. The program holds Selection Advisory Committee meetings four (4) to eight (8) times per year to determine which applications will be recommended for selection.

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# APPENDICIES

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## APPENDIX 1: GRANT HISTORY AND POST-COMPLETION SELF CERTIFICATIION REPORTS



**EATON COUNTY  
MICHIGAN**

***EATON COUNTY PARKS COMMUNITY GRANT AGREEMENT  
BETWEEN THE  
COUNTY OF EATON and CITY OF POTTERVILLE***

This Grant Agreement ("Agreement") is entered into by the County of Eaton hereinafter referred to as "the County" and the **City of Potterville**, hereinafter referred to as the "Grant Recipient".

The Grant Recipient agrees to accept the grant funds and carry out the project in a lawful, satisfactory, and proper manner, pursuant to and in accordance with all requirements of the Agreement.

**SOURCE OF FUNDING**

This grant is made available through funding from the Eaton County Parks and Recreation Millage passed by voters on November 8, 2022. A portion of these millage funds have been allocated for the Eaton County Parks Community Grant Program to assist communities with planning, purchasing, preliminary engineering/design, and construction costs directly related to park and open space projects located in Eaton County.

**PROJECT DESCRIPTION**

Project Title: **Sunset Hills Park Project**. Work shall be performed as identified in the Grant Recipients Parks Community Grant Application (see attached).

**GRANT TERM**

The project shall be completed by September 30, 2024.

**GRANT REIMBURSEMENT**

Total payment made to the Grant Recipient by the County shall not exceed **\$65,557**.

*Grant Amount = \$65,557*

*Matching Funds = \$123,600*

*Total Project Budget = \$189,157*

The Grant Recipient is responsible for the payment of all eligible costs necessary to complete the project. The Grant Recipient shall submit reimbursement requests to the County with proper documentation not to exceed the awarded amount. Final payment request will not be processed until a final quarterly report is received and a project inspection is completed.

Expenses incurred by the Grant Recipient prior to the start date of October 1, 2023 or after the end date of September 30, 2024, are not allowed under this agreement.

All request for payment shall be submitted by the Grant Recipient on a form provided by the County and shall include proof of payment to the vendor (such as cancelled checks, ACH, wire transfer, etc.) and proof of receipt of goods.

The Grant Recipient is responsible for ensuring that all partner entities fulfill their commitments under the grant proposal.

Grant funding is project based only and does not allow for administrative expenses or ongoing project costs.



1045 Independence Blvd.  
Charlotte, MI 48813



[eatoncounty.org](http://eatoncounty.org)

**CHANGES**

The Grant Recipient must obtain written authorization from the County before implementing any changes that materially alter the project as originally proposed, including but not limited to, new activities and/or alteration of the existing project. The Grant Recipient shall immediately notify the County if a change in the project is required, or if the project cannot be implemented as projected. Any proposed change in the project is subject to written approval by the County.

**PROJECT RECOGNITION SIGN**

The Grant Recipient is required to prominently display a recognition sign which will be provided by the Eaton County Parks Department. Signage must be posted in an approved location and be present for the life of the project.

**REPORTING REQUIREMENTS**

The Grant Recipient shall furnish a summary of project and financial accomplishments on a quarterly basis on a form provided by the County. Documentation of any match funding must additionally be reported. If the match is in kind, detailed documentation outlining the work completed, the cost of the work and who performed the work must be provided.

Reports are due per the following schedule:

<i>Reporting Period</i>	<i>Due Date</i>
October 1 – December 31	January 25, 2024
January 1 – March 31	April 25, 2024
April 1 – June 30	July 25, 2024
July 1 – September 30	October 25, 2024

**PROJECT INSPECTION/GRANT CLOSEOUT**

The Grant Recipient agrees to an onsite inspection by County Staff after the Grant Recipient has submitted their final quarterly project report. The project recognition sign provided by the Eaton County Parks Department must be posted in its approved location at the time of inspection. Failure to do so will delay final payment and close out of the grant.

**CONTINUED FUNDING**

The County makes no implied or explicit guarantee, offer or representation of future funding from Eaton County beyond termination of this Agreement.

**ACCOUNTING**

The Grant Recipient agrees to maintain records in accordance with generally accepted accounting practices, to retain these records for a period of no less than three years from the date of the final report and to make this accounting available for audit by appropriate staff of the County if requested.

**LIABILITY**

Any liability resulting from activities engaged in by the Grant Recipient shall be the sole responsibility of the Grant Recipient. The Grant Recipient and/or their contractors and sub-contractors must acquire liability insurance. Additionally, the Grant Recipient agrees to hold the County harmless in the event of any claim arising out of the activities described herein. If project activities are occurring on property not owned by the Grant Recipient a written signed statement must be secured with the property owner agreeing to hold the County harmless in the event of any claim arising out of the activities described herein.

**CERTIFICATIONS**

- A. The Grant Recipient hereby certifies there has been no known change in the project as described in the grant application.
- B. The Grant Recipient hereby agrees to implement the project as defined in this Agreement and that the funds made available will be used only as a set forth in this Agreement.

**FOR THE GRANT RECIPIENT:**

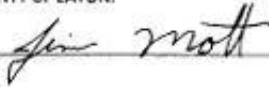


Signature

Name/Title Aaron Sheridan, City Manager

Date: 10-20-2023

**FOR THE COUNTY OF EATON:**



Signature

Name/Title: Jim Mott, Eaton County Board of Commissioners Chairperson

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



1045 Independence Blvd.  
Charlotte, MI 48813



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Michigan Department of Natural Resources - Grants Management

MICHIGAN RECREATION PASSPORT GRANT PROGRAM
DEVELOPMENT PROJECT AGREEMENT

This Agreement is between City of Pottersville in the county of Eaton County, hereinafter referred to as the "GRANTEE," and the MICHIGAN DEPARTMENT OF NATURAL RESOURCES, an agency of the State of Michigan, hereinafter referred to as the "DEPARTMENT."

The purpose of this Agreement is to provide funding in exchange for work to be performed for the project named below. This Agreement is subject to the terms and conditions specified herein.

Project Title: SUNSET HILLS PARK PROJECT Project #: RP22-0031
Amount of grant: \$118,600.00 71% PROJECT TOTAL: \$166,600.00
Amount of match: \$48,000.00 29%
Start Date: Date of Execution by the DEPARTMENT End Date: 03/31/2025

As a precondition to the effectiveness of the Agreement, the GRANTEE is required to sign the Agreement and return it to the DEPARTMENT with the required attachments by 03/02/2023 or the Agreement may be cancelled by the DEPARTMENT. This Agreement is not effective until the GRANTEE has signed it, returned it, and the DEPARTMENT has signed it.

The individuals signing below certify by their signatures that they are authorized to sign this Agreement on behalf of their agencies, and that the parties will fulfill the terms of this Agreement, including any attached appendices, as set forth herein.

GRANTEE

SIGNED [Signature] \_\_\_\_\_

By: Aaron Sheridan \_\_\_\_\_

Title: City Manager \_\_\_\_\_

Date: 1-20-2023 \_\_\_\_\_

120279732 (UEI is EXG6TFKE9EN8) \_\_\_\_\_

DUNS Number

CV0048560 001 \_\_\_\_\_

SIGMA Vendor Number SIGMA Address ID

MICHIGAN DEPARTMENT OF NATURAL RESOURCES

SIGNED [Signature] \_\_\_\_\_

By: Jon Mayes, Acting Section Manager \_\_\_\_\_

Grants Section Manager

February 24, 2023 \_\_\_\_\_

Date of Execution by DEPARTMENT

MICHIGAN RECREATION PASSPORT GRANT PROGRAM  
Development Project Agreement

1. This Agreement shall be administered on behalf of the DEPARTMENT by the Grants Management Section within the Finance and Operations Division. All notices, reports, documents, requests, actions or other communications required between the DEPARTMENT and the GRANTEE shall be submitted through the department's online grant management system, MiRecGrants, which is accessed through [www.michigan.gov/DNR-grants](http://www.michigan.gov/DNR-grants). Primary points of contact pertaining to this agreement shall be:

GRANTEE CONTACT

Aaron Sheridan, City Manager

Name/Title  
City of Pottersville

Organization  
319 North Nelson , Pottersville, MI 48876

Address  
P.O BOX 488, Pottersville, MI 48876

Address  
(517) 645-7642

Telephone Number  
manager@pottersvillemi.org

E-mail Address

DEPARTMENT CONTACT

Recreation Passport Grant Program Manager

Name/Title  
Grants Management/DNR Finance & Operations

Organization  
525 W. Allegan Street, Lansing, MI 48933

Address  
P.O. Box 30425, Lansing, MI 48909

Address  
517-284-7268

Telephone Number  
DNR-Grants@michigan.gov

E-mail Address

2. The legal description of the project area, boundary map of the project area, and the development grant application bearing the number **RP22-0031** uploaded to MiRecGrants are by this reference made part of this Agreement. The Agreement together with the referenced documents in MiRecGrants constitute the entire Agreement between the parties and may be modified only in writing and executed in the same manner as the Agreement is executed.
3. The time period allowed for project completion is from **01/01/2023** through **03/31/2025**, hereinafter referred to as the "project period." Requests by the GRANTEE to extend the project period shall be submitted in MiRecGrants before the expiration of the project period. Extensions to the project period are at the discretion of the DEPARTMENT and may only be extended by an amendment to this Agreement.
4. The words "project area" shall mean the land and area described in the legal description and as identified on the boundary map in MiRecGrants.
5. The words "project facilities" shall mean the following individual components, as further described in the application:

Access Pathway 6' wide or more  
Paved ADA Parking Space(s)  
Paved Parking Lot  
Landscaping  
Signage  
Bench(es)  
Playground Safety Surfacing  
Play Equipment

RP22-0031

Page 2 of 11

PR1956-4 (Revised 6/12/2020)



6. The DEPARTMENT will:

- a. grant the GRANTEE a sum of money equal to **Seventy-One percent (71%) of One Hundred and Sixty-Six Thousand Six Hundred dollars (\$166,600.00)**, which is the total eligible cost of construction of the project facilities including engineering costs, but in any event not to exceed **One Hundred and Eighteen Thousand Six Hundred dollars (\$118,600.00)**.
- b. grant these funds in the form of reimbursements to the GRANTEE for eligible costs and expenses incurred as follows:
  - i. Payments will be made on a reimbursement basis at **Seventy-One percent (71%)** of the eligible expenses incurred by the GRANTEE up to 90% of the maximum reimbursement allowable under the grant.
  - ii. Reimbursement will be made only upon DEPARTMENT review and approval of a complete reimbursement request submitted by the GRANTEE on a form provided by the DEPARTMENT which includes an expenditure list supported by documentation as required by the DEPARTMENT, including but not limited to copies of invoices, cancelled checks, EFTs and/or list of volunteer and/or force account time and attendance records.
  - iii. The DEPARTMENT shall conduct an audit of the project's financial records upon approval of the final reimbursement request by DEPARTMENT staff. The DEPARTMENT may issue an audit report with no deductions or may find some costs ineligible for reimbursement.
  - iv. Final payment will be released upon completion of a satisfactory audit by the DEPARTMENT and documentation that the GRANTEE has erected a RPGP plaque in compliance with Section 7(j) of this Agreement.

7. The GRANTEE will:

- a. immediately make available all funds needed to incur all necessary costs required to complete the project and to provide **Forty-Eight Thousand dollars (\$48,000.00)** in local match. This sum represents **Twenty-Nine percent (29%)** of the total eligible cost of construction including engineering costs. Any cost overruns incurred to complete the project facilities called for by this Agreement shall be the sole responsibility of the GRANTEE.
- b. with the exception of engineering costs as provided for in Section 8, to incur no costs toward completion of the project facilities before execution of this Agreement and before DEPARTMENT approval of plans, specifications and bid documents.
- c. complete construction of the project facilities to the satisfaction of the DEPARTMENT and to comply with the development project procedures set forth by the DEPARTMENT in completion of the project, including but not limited to the following:

MICHIGAN RECREATION PASSPORT GRANT PROGRAM  
Development Project Agreement

- i. All projects with a total project cost of \$15,000 or greater GRANTEE shall retain the services of a professional architect, landscape architect, or engineer, registered in the State of Michigan to serve as the GRANTEE'S Prime Professional. The Prime Professional shall prepare the plans, specifications and bid documents for the project and oversee project construction.
  - ii. **Within 180 days** following execution of this Agreement by the GRANTEE and the DEPARTMENT and before soliciting bids or quotes or incurring costs other than costs associated with the development of plans, specifications, or bid documents, provide the DEPARTMENT with plans, specifications, and bid documents for the project facilities, sealed by the GRANTEE'S Prime Professional (Prime Professional is not required for grants less than \$15,000).
  - iii. Upon DEPARTMENT approval of plans, specifications and bid documents, openly advertise and seek written bids for contracts for purchases or services with a value equal to or greater than \$50,000 and accept the lowest qualified bid as determined by the GRANTEE'S Prime Professional.
  - iv. Upon DEPARTMENT approval of plans, specifications and bid documents, solicit three (3) written quotes for contracts for purchases or services between \$5,000 and \$50,000 and accept the lowest qualified bid as determined by the GRANTEE'S Prime Professional.
  - v. Maintain detailed written records of the contracting processes used and submit these records to the DEPARTMENT upon request.
  - vi. Complete construction to all applicable local, state and federal codes, as amended; including but not limited to the federal Americans with Disabilities Act (ADA) of 2010, as amended; the Persons with Disabilities Civil Rights Act, Act 220 of 1976, as amended; the Playground Equipment Safety Act, P.A. 16 of 1997, as amended; the Utilization of Public Facilities by Physically Limited Act, P.A. 1 of 1966, as amended; and the Elliott-Larsen Civil Rights Acts, Act 453 of 1976, as amended; 2013 Access Boards Final Guidelines for Outdoor Developed Areas.
  - vii. Bury all new utilities within the project area.
  - viii. Correct any deficiencies discovered at the final inspection within 90 days of written notification by the DEPARTMENT. These corrections shall be made at the GRANTEE'S expense and are eligible for reimbursement at the discretion of the DEPARTMENT and only to the degree that the GRANTEE'S prior expenditures made toward completion of the project are less than the grant amount allowed under this Agreement.
- d. operate the project facilities for a minimum of 20 years (useful life of facilities anticipated), to regulate the use thereof to the satisfaction of the DEPARTMENT, and to appropriate such monies and/or provide such services as shall be necessary to provide such adequate maintenance.
  - e. provide to the DEPARTMENT for approval, a complete tariff schedule containing all charges

MICHIGAN RECREATION PASSPORT GRANT PROGRAM  
Development Project Agreement

to be assessed against the public utilizing the project area and/or any of the facilities constructed thereon, and to provide to the DEPARTMENT for approval, all amendments thereto before the effective date of such amendments. Preferential membership or annual permit systems are prohibited on grant assisted sites, except to the extent that differences in admission and other fees may be instituted on the basis of residence. Nonresident fees shall not exceed twice that charged residents. If no resident fees are charged, nonresident fees may not exceed the rate charged residents at other comparable state and local public recreation facilities.

- f. adopt such ordinances and/or resolutions as shall be required to effectuate the provisions of this Agreement; certified copies of all such ordinances and/or resolutions adopted for such purposes shall be forwarded to the DEPARTMENT before the effective date.
  - g. separately account for any revenues received from the project area which exceed the demonstrated operating costs and to reserve such surplus revenues for the future maintenance and/or expansion of the GRANTEE'S park and recreation program.
  - h. furnish the DEPARTMENT, upon request, detailed statements covering the annual operation of the project area and/or project facilities, including income and expenses and such other information the DEPARTMENT might reasonably require.
  - i. maintain the premises in such condition as to comply with all federal, state, and local laws which may be applicable and to make any and all payments required for all taxes, fees, or assessments legally imposed against the project area.
  - j. erect and maintain a sign on the property for the life of the facilities which designates this project as one having been constructed with the assistance of the RPKG. The size, color and design of this sign shall be in accordance with DEPARTMENT specification.
  - k. conduct a dedication/ribbon-cutting ceremony as soon as possible after the project is completed and the RPKG sign is erected within the project area. At least 30 days prior to the dedication/ribbon-cutting ceremony, the DEPARTMENT must be notified in writing the date, time, and location of the dedication/ribbon-cutting ceremony. GRANTEE shall provide notice of ceremony to the local media. The use of the program logo and a brief description of the program are strongly encouraged in brochures related to public recreation produced by the GRANTEE. Upon the discretion of the DEPARTMENT, the requirement to conduct a dedication/ribbon-cutting ceremony may be waived.
8. Only eligible costs and expenses incurred toward completion of the project facilities after execution of the Project Agreement shall be considered for reimbursement under the terms of this Agreement. Eligible engineering costs incurred toward completion of the project facilities beginning **January 1, 2023** and throughout the project period are also eligible for reimbursement. Any costs and expenses incurred after the project period shall be the sole responsibility of the GRANTEE.
9. To be eligible for reimbursement, the GRANTEE shall comply with the DEPARTMENT requirements. At a minimum, the GRANTEE shall:

MICHIGAN RECREATION PASSPORT GRANT PROGRAM  
Development Project Agreement

- a. submit a progress report every 180 days during the project period.
  - b. submit complete requests for partial reimbursement when the GRANTEE is eligible to request at least 25 percent of the grant amount and construction contracts have been executed or construction by force account labor has begun. For grants \$15,000 or less, the request reimbursement should be submitted for entire amount at completion of the project.
  - c. submit a complete request for final reimbursement within **90 days of project completion and no later than 6/30/2025**. If the GRANTEE fails to submit a complete final request for reimbursement by **6/30/2025**, the DEPARTMENT may audit the project costs and expenses and make final payment based on documentation on file as of that date or may terminate this Agreement and require full repayment of grant funds by the GRANTEE.
10. During the project period, the GRANTEE shall obtain prior authorization from the DEPARTMENT before adding, deleting, or making a significant change to any of the project facilities as proposed. Approval of changes is solely at the discretion of the DEPARTMENT. Furthermore, during the life of the facilities, the GRANTEE shall obtain prior written authorization from the DEPARTMENT before implementing a change that significantly alters the project facilities as constructed and/or the project area, including but not limited to discontinuing use of a project facility or making a significant change in the recreational use of the project area.
11. All project facilities constructed or purchased by the GRANTEE under this Agreement shall be placed and used at the project area and solely for the purposes specified in the application and this Agreement.
12. The project area and all facilities provided thereon and the land and water access ways to the project facilities shall be open to the general public at all times on equal and reasonable terms. No individual shall be denied ingress or egress thereto or the use thereof on the basis of sex, race, color, religion, national origin, residence, age, height, weight, familial status, marital status, or disability.
13. Unless an exemption has been authorized by the DEPARTMENT pursuant to this Section, the GRANTEE hereby represents that it possesses fee simple title, free of all liens and encumbrances, to the project area. The fee simple title acquired shall not be subject to: 1) any possibility of reverter or right of entry for condition broken or any other executory limitation which may result in defeasance of title or 2) any reservations or prior conveyance of coal, oil, gas, sand, gravel or other mineral interests. For any portion of the project area that the GRANTEE does not possess in fee simple title, the GRANTEE hereby represents that it has:
- a. supplied the DEPARTMENT with an executed copy of the approved lease or easement, and
  - b. confirmed through appropriate legal review that the terms of the lease or easement are consistent with GRANTEE'S obligations under this Agreement and will not hinder the GRANTEE'S ability to comply with all requirements of this Agreement. In no case shall the lease or easement tenure be less than 20 years from the date of execution of this Agreement.
14. The GRANTEE shall not allow any encumbrance, lien, security interest, mortgage or any

MICHIGAN RECREATION PASSPORT GRANT PROGRAM  
Development Project Agreement

evidence of indebtedness to attach to or be perfected against the project area or project facilities included in this Agreement.

15. During the life of the facilities, none of the project area, nor any of the project facilities constructed under this Agreement, shall be wholly or partially conveyed, either in fee, easement or otherwise, or leased for a term of years or for any other period, nor shall there be any whole or partial transfer of the lease title, ownership, or right of maintenance or control by the GRANTEE except with the written approval and consent of the DEPARTMENT. The GRANTEE shall regulate the use of the project area to the satisfaction of the DEPARTMENT.
16. The assistance provided to the GRANTEE as a result of this Agreement is intended to have a lasting effect on the supply of recreation, scenic beauty sites, and recreation facilities beyond the financial contribution alone and commits the project area to Michigan's recreation estate for the useful life of the project facilities, therefore:
  - a. the GRANTEE agrees that, during the life of the facilities, the project area or any portion thereof will not be converted to other than public recreation use without prior written approval by the DEPARTMENT and implementation of mitigation approved by the DEPARTMENT, including but not limited to replacement with land and/or project facilities of similar recreation usefulness and fair market value.
  - b. approval of a conversion shall be at the sole discretion of the DEPARTMENT.
  - c. before completion of the project, the GRANTEE and the DEPARTMENT may mutually agree to alter the project area through an amendment to this Agreement to provide the most satisfactory public outdoor recreation area.
17. Should title to the lands in the project area or any portion thereof be acquired from the GRANTEE by any other entity through exercise of the power of eminent domain, the GRANTEE agrees that the proceeds awarded to the GRANTEE shall be used to replace the lands and project facilities affected with recreation lands and project facilities of equal or greater fair market value, and of reasonably equivalent usefulness and location. The DEPARTMENT shall approve such replacement only upon such conditions as it deems necessary to assure the replacement by GRANTEE of other recreation properties and project facilities of equal or greater fair market value and of reasonably equivalent usefulness and location. Such replacement land shall be subject to all the provisions of this Agreement.
18. The GRANTEE acknowledges that:
  - a. the GRANTEE has examined the project area and has found the property safe for public use or actions will be taken by the GRANTEE before beginning the project to assure safe use of the property by the public, and
  - b. the GRANTEE is solely responsible for development, operation, and maintenance of the project area and project facilities, and that responsibility for actions taken to develop, operate, or maintain the property is solely that of the GRANTEE, and
  - c. the DEPARTMENT'S involvement in the premises is limited solely to the making of a grant

MICHIGAN RECREATION PASSPORT GRANT PROGRAM  
Development Project Agreement

to assist the GRANTEE in developing project site.

19. The GRANTEE assures the DEPARTMENT that the proposed State-assisted action will not have a negative effect on the environment and, therefore, an Environmental Impact Statement is not required.
20. The GRANTEE hereby acknowledges that this Agreement does not require the State of Michigan to issue any permit required by law to construct the recreational project that is the subject of this Agreement. Such permits include, but are not limited to, permits to fill or otherwise occupy a floodplain, and permits required under Parts 301 and 303 of the Natural Resources and Environmental Protection Act, Act 451 of the Public Acts 451 of 1994, as amended. It is the sole responsibility of the GRANTEE to determine what permits are required for the project, secure the needed permits and remain in compliance with such permits.
21. Before the DEPARTMENT will approve plans, specifications, or bid documents; or give written approval to the GRANTEE to advertise, seek quotes, or incur costs for this project, the GRANTEE must provide documentation to the DEPARTMENT that indicates either:
  - a. it is reasonable for the GRANTEE to conclude, based on the advice of an environmental consultant, as appropriate, that no portion of the project area is a facility as defined in Part 201 of the Michigan Natural Resources and Environmental Protection Act, Act 451 of the Public Acts of 1994, as amended;
  - or
  - b. if any portion of the project area is a facility, documentation that Department of Environmental, Great Lakes and Energy-approved response actions have been or will be taken to make the site safe for its intended use within the project period, and that implementation and long-term maintenance of response actions will not hinder public recreation use and/or the resource protection values of the project area.
22. If the DEPARTMENT determines that, based on contamination, the project area will not be made safe for the planned recreation use within the project period, or another date established by the DEPARTMENT in writing, or if the DEPARTMENT determines that the presence of contamination will reduce the overall usefulness of the property for public recreation and resource protection, the grant may be cancelled by the DEPARTMENT with no reimbursement made to the GRANTEE.
23. The GRANTEE shall acquire and maintain insurance which will protect the GRANTEE from claims which may arise out of or result from the GRANTEE'S operations under this Agreement, whether performed by the GRANTEE, a subcontractor or anyone directly or indirectly employed by the GRANTEE, or anyone for whose acts may hold them liable. Such insurance shall be with companies authorized to do business in the State of Michigan in such amounts and against such risks as are ordinarily carried by similar entities, including but not limited to public liability insurance, worker's compensation insurance or a program of self-insurance complying with the requirements of Michigan law. The GRANTEE shall provide evidence of such insurance to the DEPARTMENT at its request.

MICHIGAN RECREATION PASSPORT GRANT PROGRAM  
Development Project Agreement

24. Nothing in this Agreement shall be construed to impose any obligation upon the DEPARTMENT to operate, maintain or provide funding for the operation and/or maintenance of any recreational facilities in the project area.
25. The GRANTEE hereby represents that it will defend any suit brought against either party which involves title, ownership, or any other rights, whether specific or general rights, including appurtenant riparian rights, to and in the project area of any lands connected with or affected by this project.
26. The GRANTEE is responsible for the use and occupancy of the premises, the project area and the facilities thereon. The GRANTEE is responsible for the safety of all individuals who are invitees or licensees of the premises. The GRANTEE will defend all claims resulting from the use and occupancy of the premises, the project area and the facilities thereon. The DEPARTMENT is not responsible for the use and occupancy of the premises, the project area and the facilities thereon.
27. Failure by the GRANTEE to comply with any of the provisions of this Agreement shall constitute a material breach of this Agreement.
28. Upon breach of the Agreement by the GRANTEE, the DEPARTMENT may, in addition to any other remedy provided by law,
  - a. terminate this Agreement; and/or
  - b. withhold and/or cancel future payments to the GRANTEE on any or all current recreation grant projects until the violation is resolved to the satisfaction of the DEPARTMENT; and/or
  - c. withhold action on all pending and future grant applications submitted by the GRANTEE under the RPGP, Michigan Natural Resources Trust Fund, and Land and Water Conservation Fund; and/or
  - d. require repayment of grant funds already paid to GRANTEE.
  - e. require specific performance of the Agreement.
29. This Agreement may be canceled by the DEPARTMENT, upon 30 days written notice, due to Executive Order, budgetary reduction, other lack of funding; upon request by the GRANTEE; or upon mutual Agreement by the DEPARTMENT and GRANTEE. The DEPARTMENT may honor requests for just and equitable compensation to the GRANTEE for all satisfactory and eligible work completed under this Agreement up until 30 days after written notice, upon which time all outstanding reports and documents are due to the DEPARTMENT and the DEPARTMENT will no longer be liable to pay the GRANTEE for any further charges to the grant.
30. The GRANTEE agrees that the benefit to be derived by the State of Michigan from the full compliance by the GRANTEE with the terms of this Agreement is the preservation, protection and the net increase in the quality of public recreation facilities and resources which are available to the people of the State and of the United States and such benefit exceeds to an immeasurable and unascertainable extent the amount of money furnished by the State of

**MICHIGAN RECREATION PASSPORT GRANT PROGRAM**  
**Development Project Agreement**

Michigan by way of assistance under the terms of this Agreement. The GRANTEE agrees that after final reimbursement has been made to the GRANTEE, repayment by the GRANTEE of grant funds received would be inadequate compensation to the State for any breach of this Agreement. The GRANTEE further agrees therefore, that the appropriate remedy in the event of a breach by the GRANTEE of this Agreement after final reimbursement has been made shall be the specific performance of this Agreement.

31. Prior to the completion of the project facilities, the GRANTEE shall return all grant money if the project area or project facilities are not constructed, operated or used in accordance with this Agreement.
32. The GRANTEE agrees not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of religion, race, color, national origin, age, sex, sexual orientation, height, weight, marital status, partisan considerations, or a disability or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position. The GRANTEE further agrees that any subcontract shall contain non-discrimination provisions which are not less stringent than this provision and binding upon any and all subcontractors. A breach of this covenant shall be regarded as a material breach of this Agreement.
33. The DEPARTMENT shall terminate and recover grant funds paid if the GRANTEE or any subcontractor, manufacturer, or supplier of the GRANTEE appears in the register compiled by the Michigan Department of Labor and Economic Growth pursuant to Public Act No. 278 of 1980.
34. The GRANTEE agrees to assist DEPARTMENT personnel in promotion of the Recreation Passport Program by distributing marketing materials provided by the DEPARTMENT.
35. The GRANTEE may not assign or transfer any interest in this Agreement without prior written authorization of the DEPARTMENT.
36. The rights of the DEPARTMENT under this Agreement shall continue for the anticipated life of the project facilities as stated in Section 7(d).

If this Agreement is approved by Resolution, a true copy must be attached to this Agreement. A sample Resolution is on the next page.



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# 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. 23-0119-01

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 19th day of January, 2023, at 7:00 p.m.

**Present:** Mayor Lenneman, Deputy Mayor Potter, Member Nichols, Member Pulda, Member Ranshaw, Member Smalley, and Member Sweeney.

**Absent:** None

The following Resolution was offered by Deputy Mayor Potter and supported by Member Pulda.

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF POTTERVILLE (THE CITY) TO ACCEPT THE MICHIGAN RECREATION PASSPORT GRANT PROGRAM DEVELOPMENT PROJECT AGREEMENT AS ENCLOSED AS "EXHIBIT A" AND TO COMMIT TO THE GRANT MATCH AMOUNT OF \$48,000 AS STATED IN THE GRANT AGREEMENT BETWEEN THE CITY AND THE DNR FOR THE "SUNSET HILLS PARK PROJECT" RECREATION PASSPORT GRANT PROJECT #RP22-0031.**

WHEREAS, the City has successfully applied to the DNR Recreation Passport Grant Program with grant application #RP22-0031 and accepts terms and conditions of the Michigan Recreation Passport Grant Program Development Grant Agreement as provided by the DNR to the City as enclosed as "Exhibit A;" and

WHEREAS, the City commits to the grant match amount of \$48,000 for its grant application #RP22-0031 as stated in the Recreation Passport Grant Program Development Grant Agreement as provided by the DNR to the City as enclosed as "Exhibit A";

NOW THEREFORE, BE IT RESOLVED, the City accepts the Michigan Recreation Passport Grant Program Development Project Agreement as enclosed as "Exhibit A" and commits to the grant match amount of \$48,000 for the DNR Recreation Passport Grant Application #RP22-0031 entitled "Sunset Hills Park Project" Recreation Passport Grant Project #RP22-0031.

Those Council Members voted:

**Yeas:** Mayor Lenneman, Deputy Mayor Potter, Member Nichols, Member Pulda, Member Ranshaw, Member Smalley, and Member Sweeney.

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# City of Potterville

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

**Nays:** None

**Absent:** None

RESOLUTION DECLARED ADOPTED: January 19, 2023

STATE OF MICHIGAN

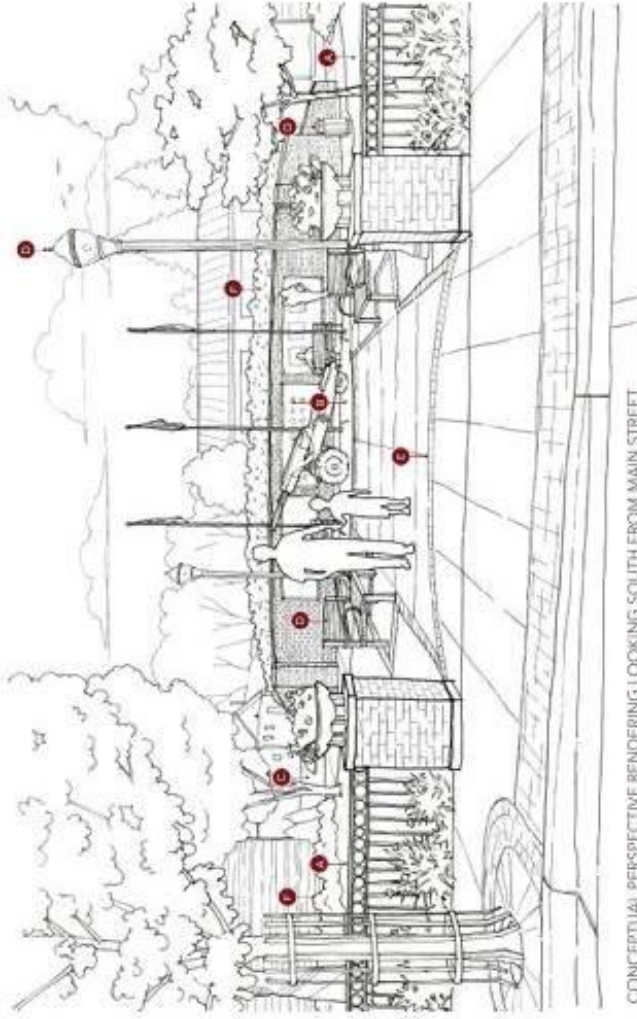
COUNTY OF EATON

## CLERK'S CERTIFICATE

I, Becky Dolman, the duly qualified and acting City Clerk of the City of Potterville, Eaton County Michigan DO HEREBY 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 the Thursday, January 19, 2023.

*Becky Dolman*  
City Clerk





CONCEPTUAL PERSPECTIVE RENDERING LOOKING SOUTH FROM MAIN STREET



PROPOSED AMENITY EXAMPLES



EXISTING VIEW EAST FROM NELSON STREET



EXISTING VIEW SOUTH FROM MAIN STREET



EXISTING VIEW WEST FROM DUNBAR STREET

# VFW MEMORIAL PARK

DRAFTED CONCEPT LAYOUT & PRELIMINARY WALL DESIGN

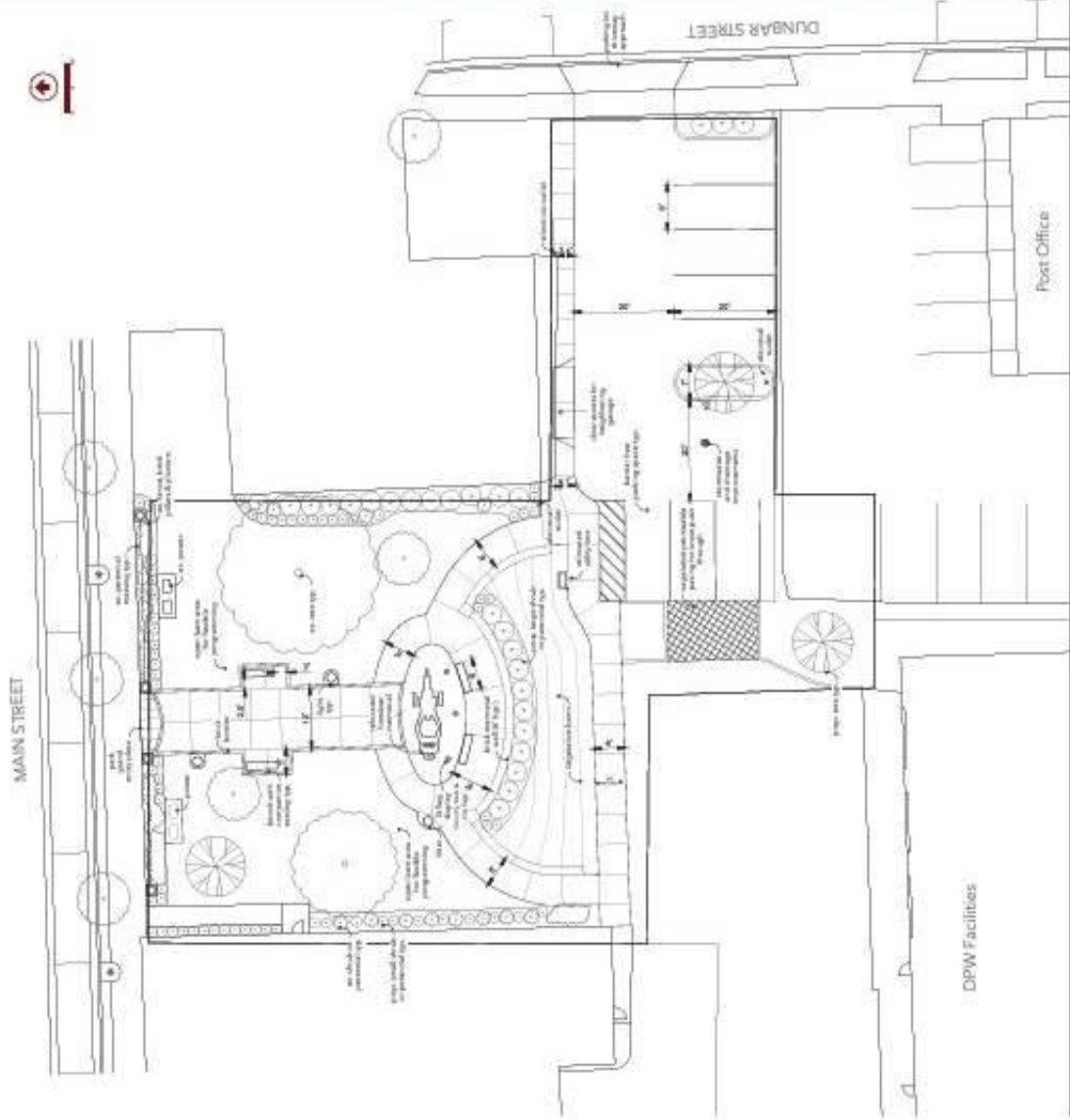


Williams  
ENGINEERS

SHEET

3

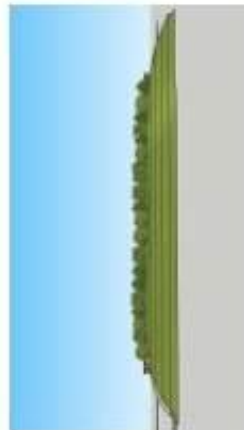
10.7.2022

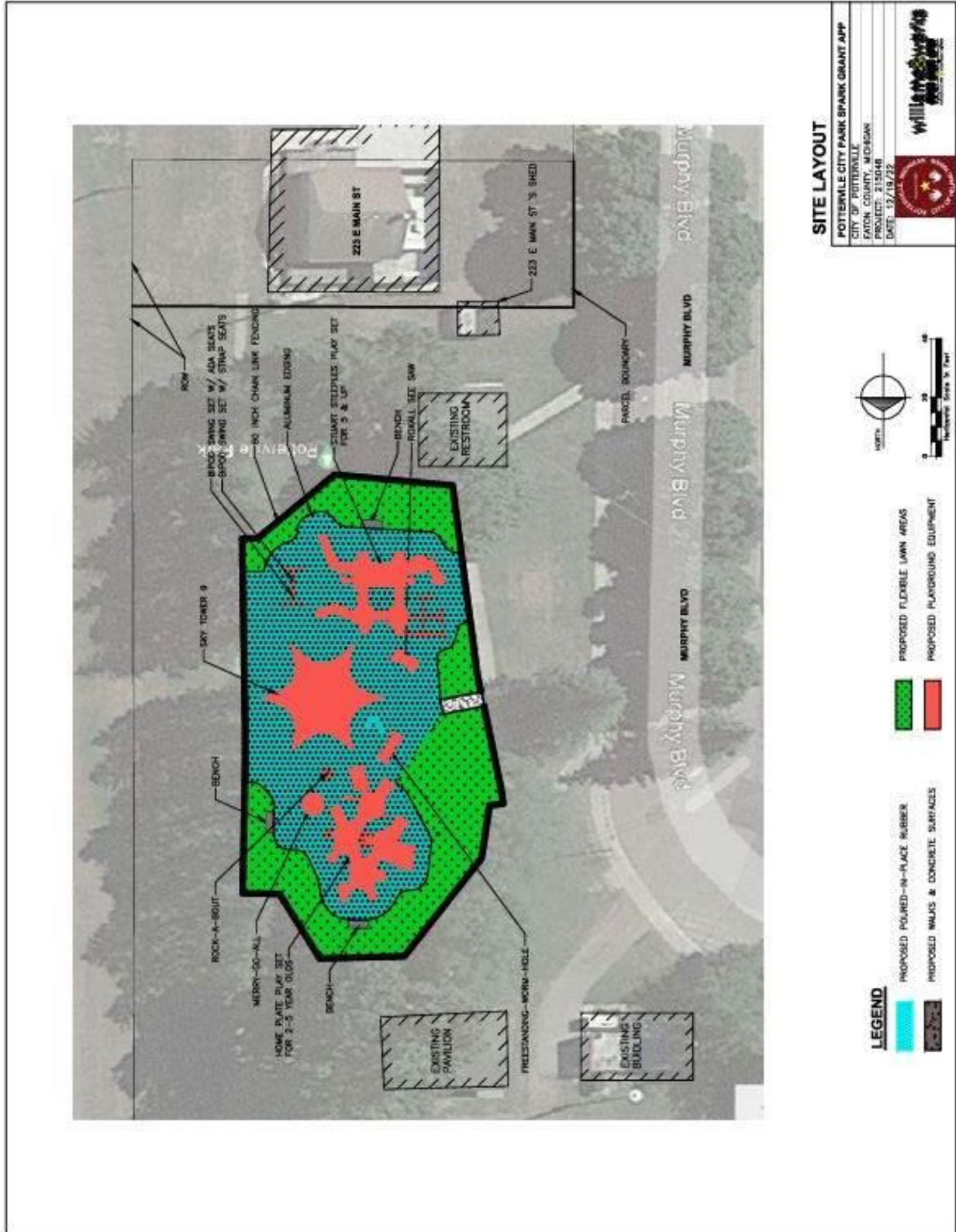


## PRELIMINARY MEMORIAL WALL DESIGN



Rendering for the memorial wall with the information on the wall. The wall is made of brick with a central section of stone. The wall is topped with a row of trees and a low wall. A small plaque is visible on the wall.







Michigan Department of Natural Resources - Grants Management

PUBLIC OUTDOOR RECREATION GRANT
POST-COMPLETION SELF-CERTIFICATION REPORT

This information required under authority of Part 19, PA 451 of 1994, as amended;
the Land and Water Conservation Fund Act of 1965, 78 Stat. 897 (1964); and Part 715, of PA 451 of 1994, as amended.

GRANT TYPE: [X] MICHIGAN NATURAL RESOURCES TRUST FUND [ ] CLEAN MICHIGAN INITIATIVE
(Please select one) [ ] LAND AND WATER CONSERVATION FUND [ ] RECREATION PASSPORT [ ] BOND FUND

GRANTEE: City of Potterville

PROJECT NUMBER: 26-00503

PROJECT TYPE: Park Improvements

PROJECT TITLE: Potterville Park

PROJECT SCOPE: Develop restroom, ball field, bleachers, parking, walkway.

TO BE COMPLETED BY LOCAL GOVERNMENT AGENCY (GRANTEE)

Table with 3 columns: Name of Agency (Grantee), Contact Person, Title, Address, Telephone, City, State, ZIP, Email. Row 1: City of Potterville, Tiffani Falin, Parks & Recreation Dir., 319 N. Nelson St., 517-645-7641, Potterville, MI 48876, tschaner@pottervillemi.org

SITE DEVELOPMENT

Any change(s) in the facility type, site layout, or recreation activities provided? If yes, please describe change(s). [ ] Yes [X] No

Has any portion of the project site been converted to a use other than outdoor recreation? If yes, please describe what portion and describe use. (This would include cell towers and any non-recreation buildings.) [X] Yes [ ] No

Well building was built about 1984. On South East of ball field used for DPW.
Potterville-Benton Township Library. On South West side of Park, educational service.

Are any of the facilities obsolete? If yes, please explain. [X] Yes [ ] No

Improving ADA standards such as access from parking lot to ball field, signage for
parking spaces, bathroom needs updating and closer to facilities.

SITE QUALITY

Is there a park entry sign which identifies the property or facility as a public recreation area? If yes, please provide a photograph of the sign. If no, please explain. [X] Yes [ ] No

Please see photograph attached to document.

Are the facilities and the site being properly maintained? If no, please explain. [X] Yes [ ] No

Is vandalism a problem at this site? If yes, explain the measures being taken to prevent or minimize vandalism. [X] Yes [ ] No

Routine checks by staff have been enforced in addition to more security cameras, and
lights.

**POST COMPLETION SELF-CERTIFICATION REPORT - CONT'D**

Is maintenance scheduled on a regular basis? If yes, give schedule. If no, please explain. Yes No  
Maintenance is on a routine daily basis. In the winter season, it is on a weekly basis  
and kept plowed and lights are in place for utilization.

**GENERAL**

Is a Program Recognition plaque permanently displayed at the site? If yes, please provide a photograph. (Not required for Bond Fund Grants) Yes No N/A

Is any segment of the general public restricted from using the site or facilities? (i.e. resident only, league only, boaters only, etc.) If yes, please explain. Yes No

Is a fee charged for use of the site or facilities? If yes, please provide fee structure. Yes No  
Large Pavilion Rental: \$65.00 Small Pavilion Rental: \$40.00

What are the hours and seasons for availability of the site?  
A year-round facility with full maintenance from dawn to dusk (est. 7:00 a.m.-8:00 p.m.)

**COMMENTS (ATTACH SEPARATE SHEET IF MORE SPACE IS NEEDED)**




**POST COMPLETION SELF-CERTIFICATION REPORT - CONT'D**

**CERTIFICATION**

*I do hereby certify that I am duly elected, appointed and/or authorized by the Grantee named above and that the information and answers provided herein are true and accurate to the best of my personal knowledge, information and belief.*

Aaron Sheridan

Please print



Grantee Authorized Signature

11-22-24

Date

Tiffani Felin

Please print

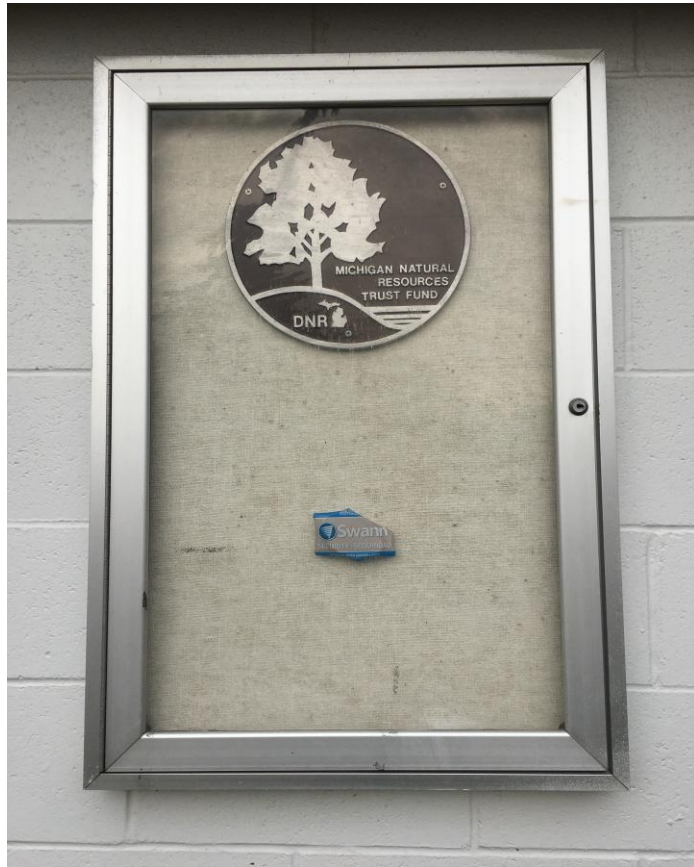


Witness Signature

11/22/24

Date

Send completed report to: **POST COMPLETION GRANT INSPECTION REPORTS  
GRANTS MANAGEMENT  
MICHIGAN DEPARTMENT OF NATURAL RESOURCES  
PO BOX 30425  
LANSING MI 48909-7925**





Michigan Department of Natural Resources - Grants Management

PUBLIC OUTDOOR RECREATION GRANT
POST-COMPLETION SELF-CERTIFICATION REPORT

This information required under authority of Part 19, PA 451 of 1994, as amended;
the Land and Water Conservation Fund Act of 1965, 78 Stat. 897 (1964); and Part 715, of PA 451 of 1994, as amended.

GRANT TYPE: [ ] MICHIGAN NATURAL RESOURCES TRUST FUND [ ] CLEAN MICHIGAN INITIATIVE
[ ] LAND AND WATER CONSERVATION FUND [ ] RECREATION PASSPORT [X] BOND FUND

GRANTEE: City of Potterville

PROJECT NUMBER: BF90-138

PROJECT TYPE: Park Improvements

PROJECT TITLE: Potterville City Park Improvement

Renovate park facilities, including picnic area, playground, ball

PROJECT SCOPE: field

To Be Completed By Local Government Agency (GRANTEE)

Table with 3 columns: Name of Agency (Grantee), Contact Person, Title, Address, Telephone, City, State, ZIP, Email. Row 1: City of Potterville, Tiffani Falin, Parks & Recreation Dir., 319 N. Nelson St, 517-645-7641, Potterville, MI 48876, tschaner@pottervillemi.org

SITE DEVELOPMENT

Any change(s) in the facility type, site layout, or recreation activities provided? [ ] Yes [X] No

Has any portion of the project site been converted to a use other than outdoor recreation? [X] Yes [ ] No

Are any of the facilities obsolete? [X] Yes [ ] No

SITE QUALITY

Is there a park entry sign which identifies the property or facility as a public recreation area? [X] Yes [ ] No

Are the facilities and the site being properly maintained? [X] Yes [ ] No

Is vandalism a problem at this site? [X] Yes [ ] No

**POST COMPLETION SELF-CERTIFICATION REPORT - CONT'D**

Is maintenance scheduled on a regular basis? If yes, give schedule. If no, please explain.  Yes  No  
Maintenance is on a routine daily basis. In the winter season, it is on a weekly basis,  
and kept plowed and lights in place for utilization.

**GENERAL**

Is a Program Recognition plaque permanently displayed at the site? If yes, please provide a photograph. (Not required for Bond Fund Grants)  Yes  No  N/A

Is any segment of the general public restricted from using the site or facilities? (i.e. resident only, league only, boaters only, etc.) If yes, please explain.  Yes  No

Is a fee charged for use of the site or facilities? If yes, please provide fee structure.  Yes  No  
Large Pavilion Rental: \$65.00 Small Pavilion Rental: \$40.00

What are the hours and seasons for availability of the site?  
A year-round facility with full maintenance from dawn to dusk. (est. 7:00 a.m.-8:00 p.m.)

**COMMENTS (ATTACH SEPARATE SHEET IF MORE SPACE IS NEEDED)**


**POST COMPLETION SELF-CERTIFICATION REPORT - CONT'D**

**CERTIFICATION**

*I do hereby certify that I am duly elected, appointed and/or authorized by the Grantee named above and that the information and answers provided herein are true and accurate to the best of my personal knowledge, information and belief.*

Aaron Sheridan

Please print

  
Grantee Authorized Signature

11-22-24  
Date

Tiffani Falin

Please print

  
Witness Signature

11/22/24  
Date

Send completed report to: **POST COMPLETION GRANT INSPECTION REPORTS  
GRANTS MANAGEMENT  
MICHIGAN DEPARTMENT OF NATURAL RESOURCES  
PO BOX 30425  
LANSING MI 48909-7925**





Michigan Department of Natural Resources - Grants Management

PUBLIC OUTDOOR RECREATION GRANT
POST-COMPLETION SELF-CERTIFICATION REPORT

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GRANT TYPE: [ ] MICHIGAN NATURAL RESOURCES TRUST FUND [ ] CLEAN MICHIGAN INITIATIVE
(Please select one) [ ] LAND AND WATER CONSERVATION FUND [X] RECREATION PASSPORT [ ] BOND FUND

GRANTEE: City of Potterville

PROJECT NUMBER: RP22-0031 PROJECT TYPE: Accessibility & Park improvements

PROJECT TITLE: Sunset Hills Park Project

PROJECT SCOPE: ADA parking lot, connectivity of sidewalks, Dual zipline, landscaping.

To Be Completed By Local Government Agency (GRANTEE)

Table with 3 columns: Name of Agency (Grantee), Contact Person, Title, Address, Telephone, City, State, ZIP, Email. Row 1: City of Potterville, Tiffani Falin, Parks & Recreation Dir., 319 N. Nelson St., 517-645-7641, Potterville, MI 48876, tschaner@pottervillemi.org

SITE DEVELOPMENT

Any change(s) in the facility type, site layout, or recreation activities provided? [X] Yes [ ] No
If yes, please describe change(s).

Connectivity of sidewalks (end-to-end of property), and around existing/new playground.

ADA standard parking lot, Dual zipline, pollinator garden, landscaping.

Has any portion of the project site been converted to a use other than outdoor recreation? If yes, please describe what portion and describe use. (This would include cell towers and any non-recreation buildings.) [ ] Yes [X] No

Are any of the facilities obsolete? If yes, please explain. [ ] Yes [X] No

SITE QUALITY

Is there a park entry sign which identifies the property or facility as a public recreation area? [X] Yes [ ] No
If yes, please provide a photograph of the sign. If no, please explain.

Please see photograph attached to document.

Are the facilities and the site being properly maintained? If no, please explain. [X] Yes [ ] No

Is vandalism a problem at this site? If yes, explain the measures being taken to prevent or minimize vandalism. [ ] Yes [X] No

**POST COMPLETION SELF-CERTIFICATION REPORT - CONT'D**

Is maintenance scheduled on a regular basis? If yes, give schedule. If no, please explain. Yes No  
Maintenance is on a daily basis. In the winter season, it is weekly and kept plowed.

**GENERAL**

Is a Program Recognition plaque permanently displayed at the site? If yes, please provide a photograph. (Not required for Bond Fund Grants) Yes No N/A

Is any segment of the general public restricted from using the site or facilities? (i.e. resident only, league only, boaters only, etc.) If yes, please explain. Yes No

Is a fee charged for use of the site or facilities? If yes, please provide fee structure. Yes No

What are the hours and seasons for availability of the site?  
A year-round facility with full maintenance from dawn to dusk (est. 7:00 a.m.-8:00 p.m.)

**COMMENTS (ATTACH SEPARATE SHEET IF MORE SPACE IS NEEDED)**



**POST COMPLETION SELF-CERTIFICATION REPORT - CONT'D**

**CERTIFICATION**

*I do hereby certify that I am duly elected, appointed and/or authorized by the Grantee named above and that the information and answers provided herein are true and accurate to the best of my personal knowledge, information and belief.*

Aaron Sheridan

Please print

*AS*

Grantee Authorized Signature

11-22-24

Date

Tiffani Fabin

Please print

*Tiffani Fabin*

Witness Signature

11/22/24

Date

Send completed report to:

**POST COMPLETION GRANT INSPECTION REPORTS  
GRANTS MANAGEMENT  
MICHIGAN DEPARTMENT OF NATURAL RESOURCES  
PO BOX 30425  
LANSING MI 48909-7925**



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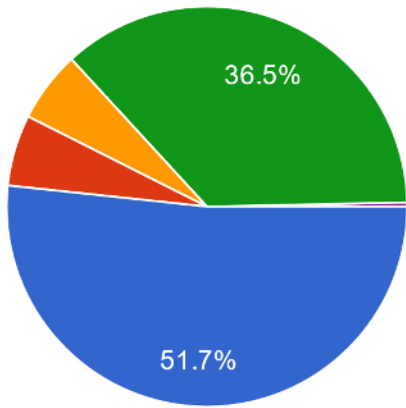
## APPENDIX 2: SURVEY INSTRUMENT AND COMMENTS

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Question 1:

Where do you live?

296 responses

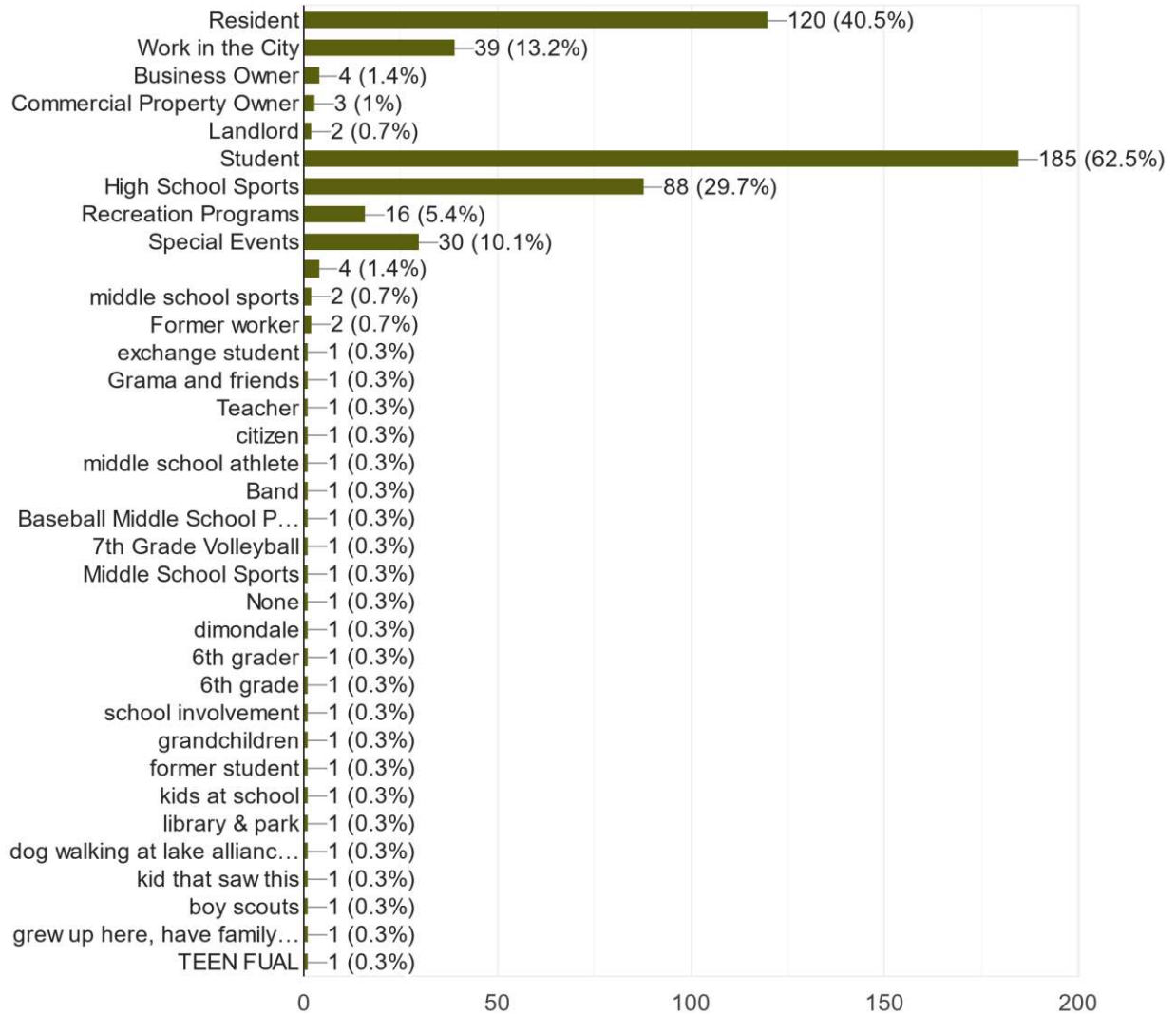


- City of Potterville
- Within 1/4 to 1/2 mile from the City of Potterville
- Within 1 to 2 miles from the City of Potterville
- More than 2 miles from the City of Potterville
- No

Question 2:

Which of the following best characterizes your primary connection with the City Parks and/or City Recreation Programs? Select all that apply.

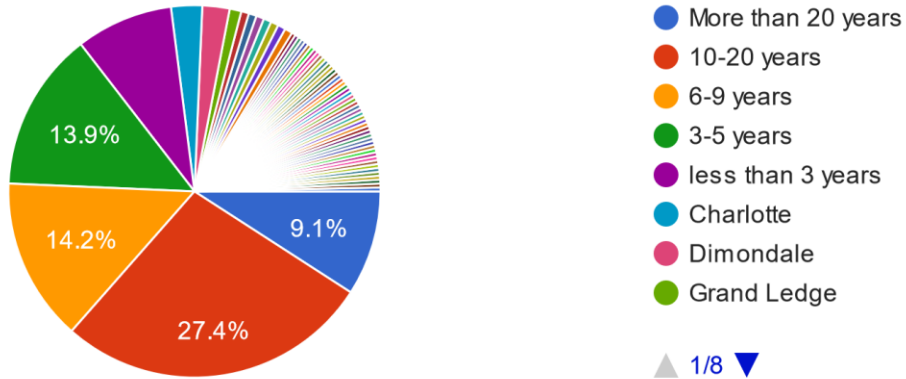
296 responses



Question 3:

How long have you lived in the City of Potterville? If not a resident, please specify the community in which you reside.

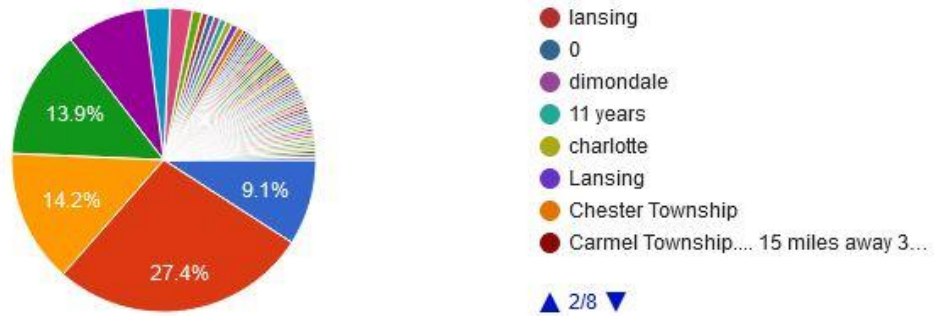
296 responses



How long have you lived in the City of Potterville? If not a resident, please specify the community in which you reside.

296 responses

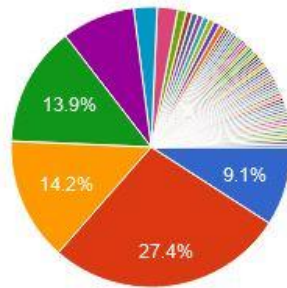
 Copy chart



How long have you lived in the City of Potterville? If not a resident, please specify the community in which you reside.

[Copy chart](#)

296 responses



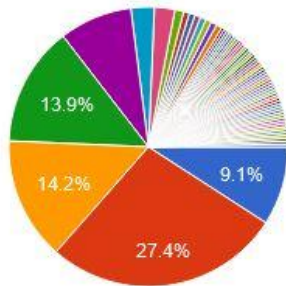
- NA
- I live just north of Potterville, but my a...
- my sister lives nearby so about a yr
- Windsor township
- Grand Ledge on the border of Pottervi...
- 1 month
- I live in holt
- IDK

▲ 3/8 ▼

How long have you lived in the City of Potterville? If not a resident, please specify the community in which you reside.

[Copy chart](#)

296 responses



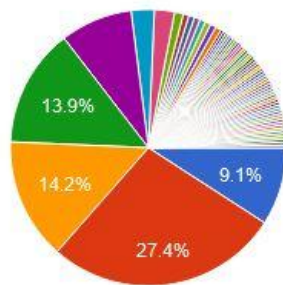
- Grand Ledge for 5 years
- I don't live in potterville
- 9 years - Dimondale
- I live in Dimondale/Windsor.
- Battle Creek
- Westphalia
- Ionia
- I do not live in Potterville

▲ 4/8 ▼

How long have you lived in the City of Potterville? If not a resident, please specify the community in which you reside.

[Copy chart](#)

296 responses



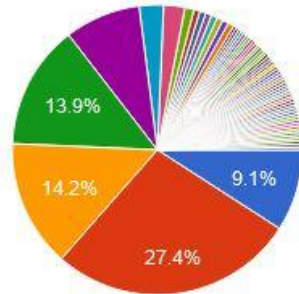
- Grand Ledge, but close to Potterville
- Charlotte / 6-9 years
- About a Month
- I Live in Dimondale on Nixon Rd, but...
- I don't
- I don't live here...
- I did live in potterville for around 7 yea...
- for 1 year

▲ 5/8 ▼

How long have you lived in the City of Potterville? If not a resident, please specify the community in which you reside.

[Copy chart](#)

296 responses



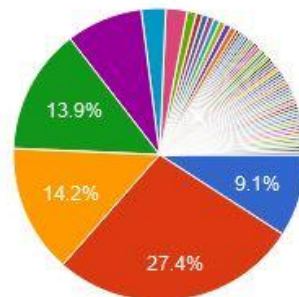
- Other Community
- I live in Charlotte and I have lived ther...
- I live in Diamonddale
- I lived in charlotte for 3 years and Holt...
- my hole life
- half a year
- 13 years
- I live in Lansing

▲ 6/8 ▼

How long have you lived in the City of Potterville? If not a resident, please specify the community in which you reside.

[Copy chart](#)

296 responses



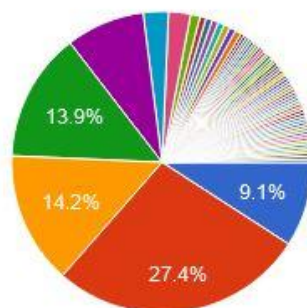
- I live in Charlotte.
- First year here
- my whole life
- I had lived there my whole life until la...
- 11-12 years
- I live in Charlotte
- 2 months
- new

▲ 7/8 ▼

How long have you lived in the City of Potterville? If not a resident, please specify the community in which you reside.

[Copy chart](#)

296 responses



- dont
- Grand Ledge (in PV School dist.) 14+ yrs
- members of the community
- Delta Township
- I have lived near hear for 1 1/2 yrs
- live in Eagle, Clinton Township
- East Lansing

▲ 8/8 ▼

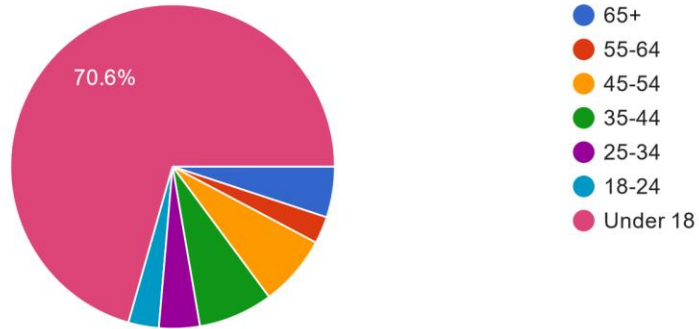


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Question 4:

What is your age?

296 responses

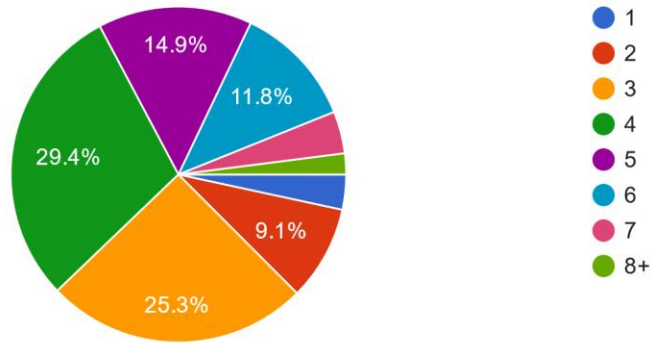


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Question 5:

Including yourself, how many people live in your household?

296 responses

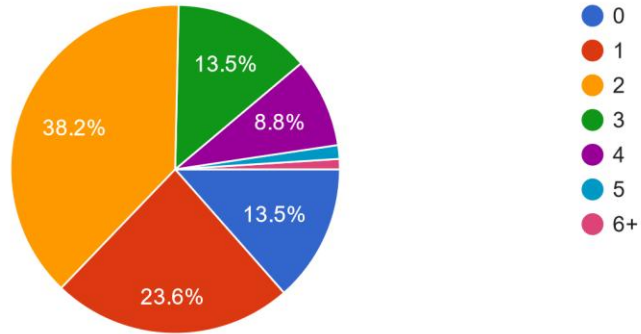


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Question 6:

How many children in your household are under the age of 18?

296 responses

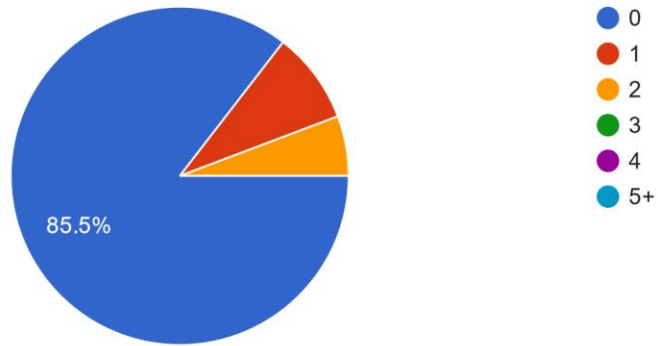


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Question 7:

How many in your household are over the age of 65?

296 responses

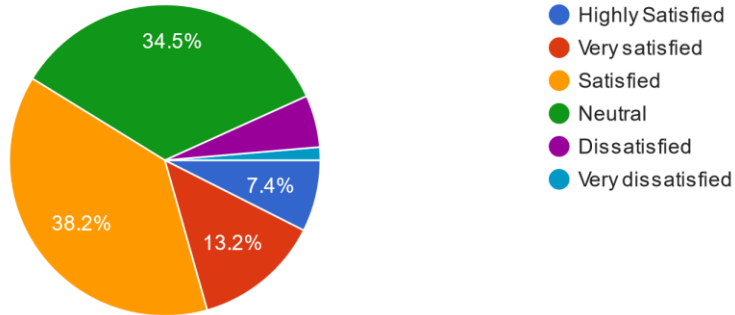


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Question 8:

What is your overall level of satisfaction with the current parks and recreation offerings in the City of Pottersville?

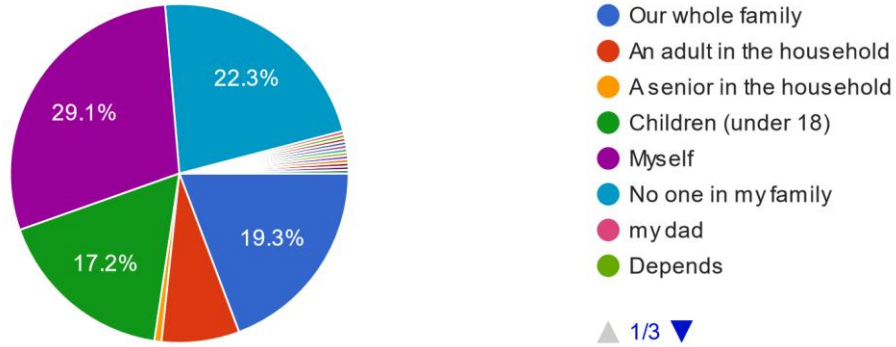
296 responses



Question 9:

Who in your household is the most active user of the parks & recreation facilities?

296 responses



Who in your household is the most active user of the parks & recreation facilities?

[Copy chart](#)

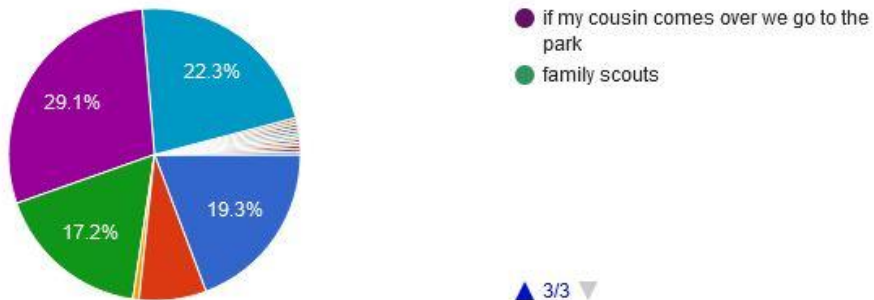
296 responses



Who in your household is the most active user of the parks & recreation facilities?

[Copy chart](#)

296 responses

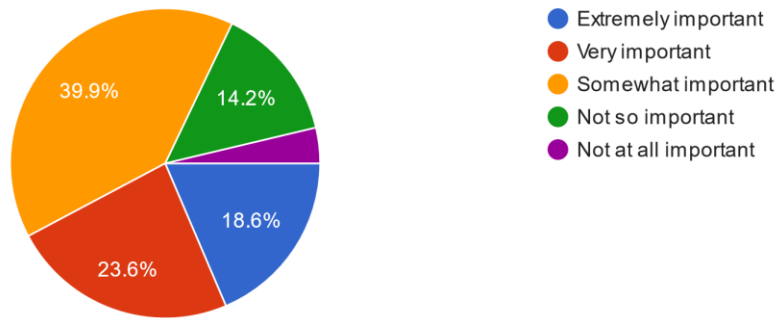


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Question 10:

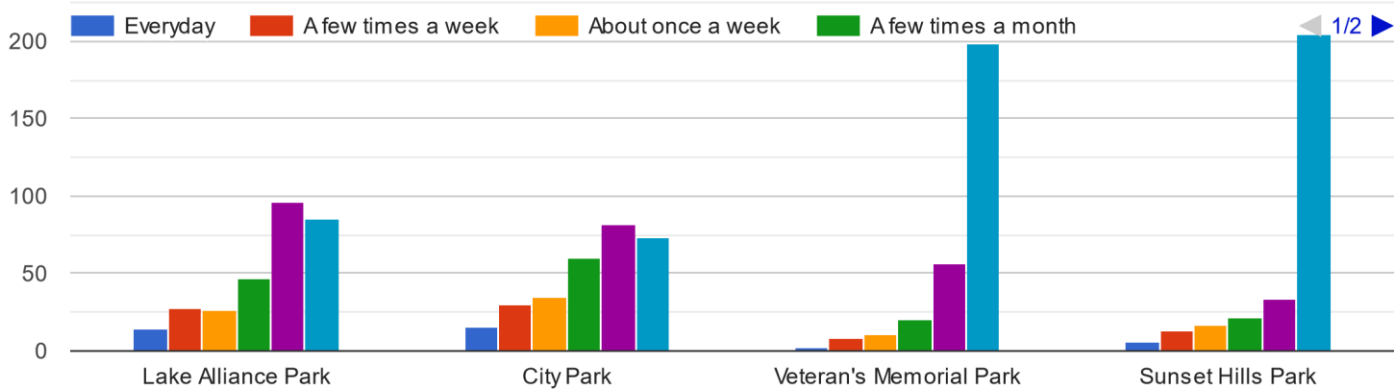
How important are public parks, trails, and public open space to the quality of life in your household?

296 responses



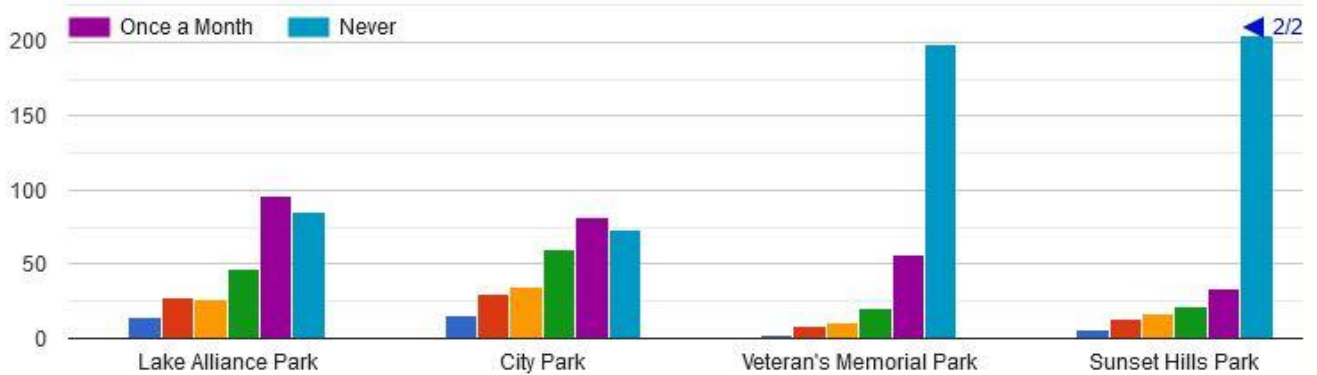
Question 11:

In 2023, how frequently did the members in your household visit the following parks and recreation facilities?



In 2023, how frequently did the members in your household visit the following parks and recreation facilities?

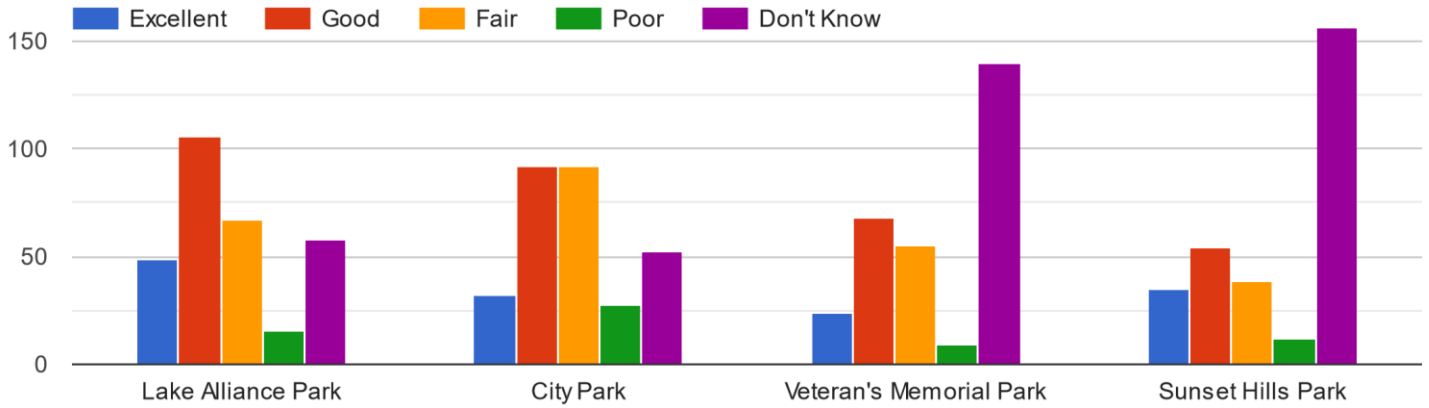
[Copy chart](#)





Question 12:

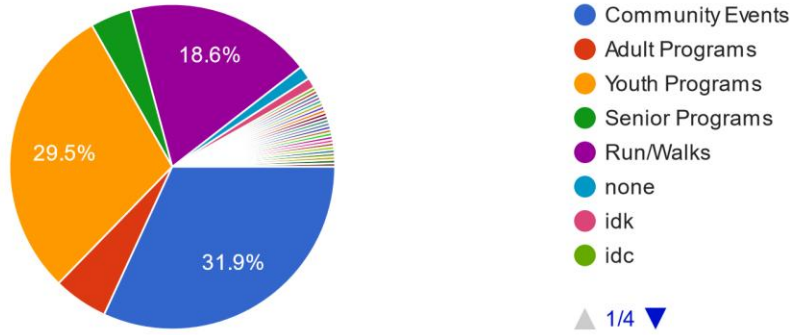
How would you rate the condition of the following parks and recreation facilities in the City of Potterville?



Question 13:

What additional programs would you like to see being offered?

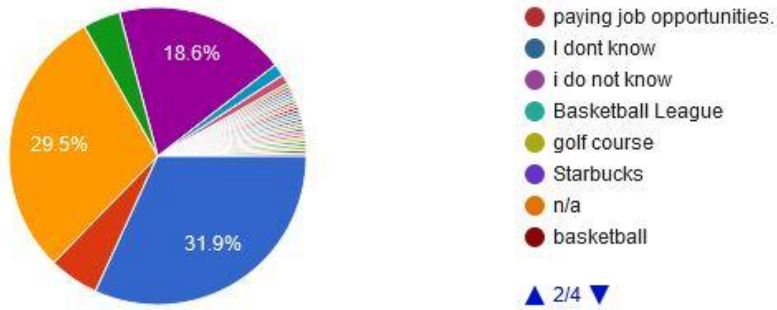
295 responses



What additional programs would you like to see being offered?

295 responses

[Copy chart](#)



What additional programs would you like to see being offered?

295 responses

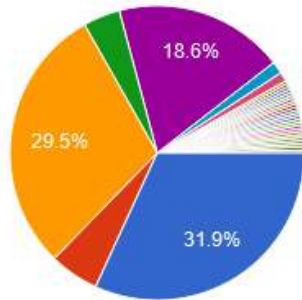
[Copy chart](#)



What additional programs would you like to see being offered?

[Copy chart](#)

295 responses



- Foot golf can be added to disc golf stands
- Pet walk
- bike paths
- i don't really know
- moms w/ young kids meet up groups
- camping for scouts!
- summer concerts in the park

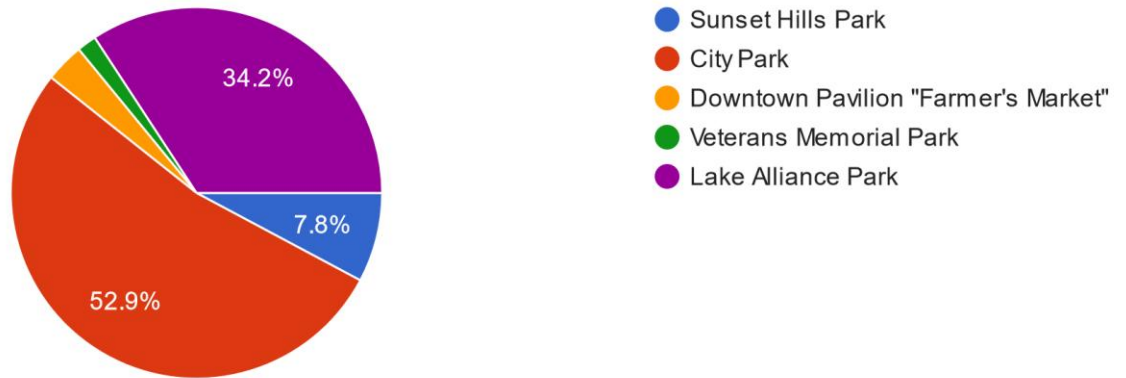
▲ 4/4 ▼

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Question 14:

What Park in the City of Potterville do you use the most?

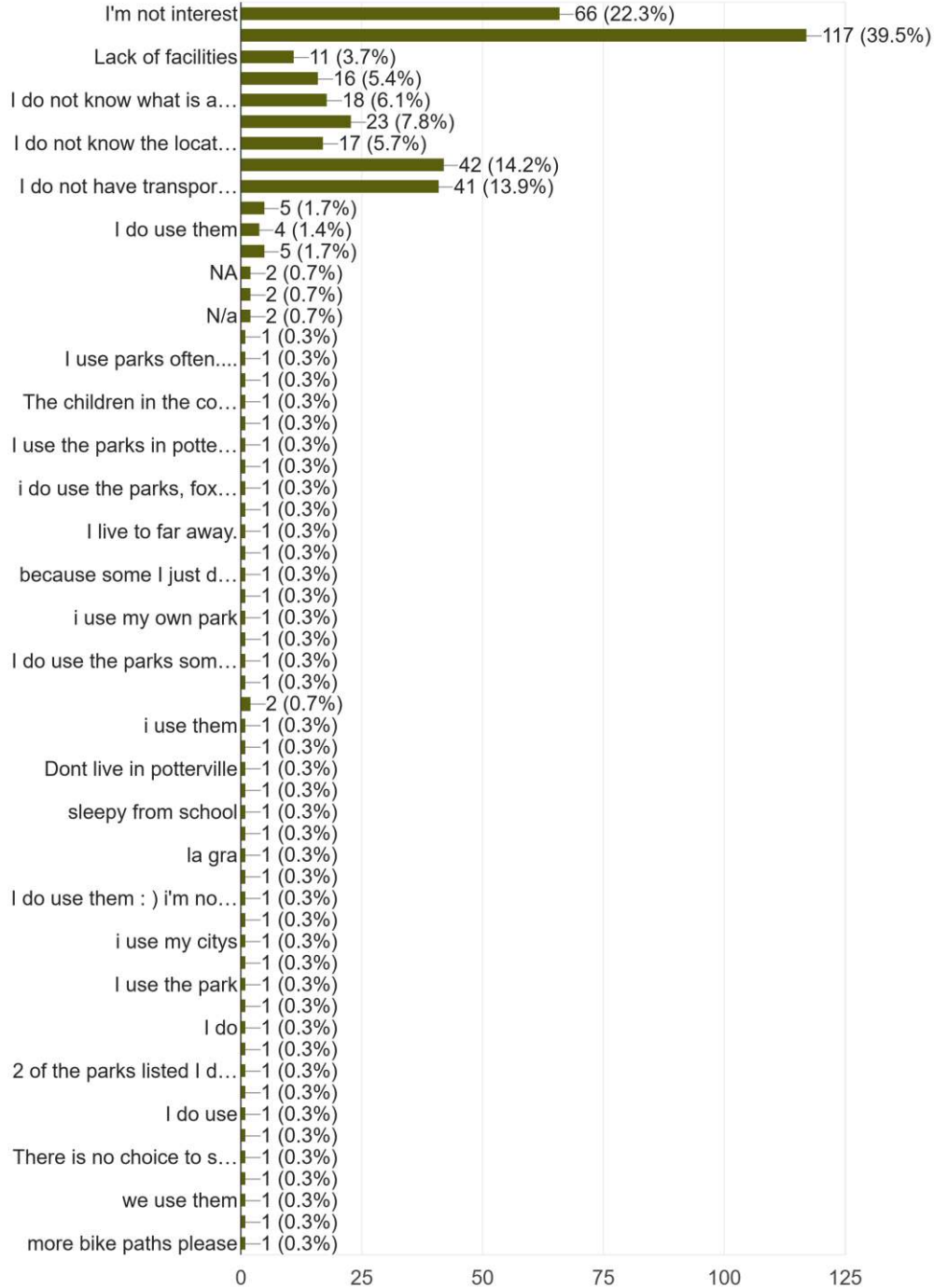
295 responses



Question 15:

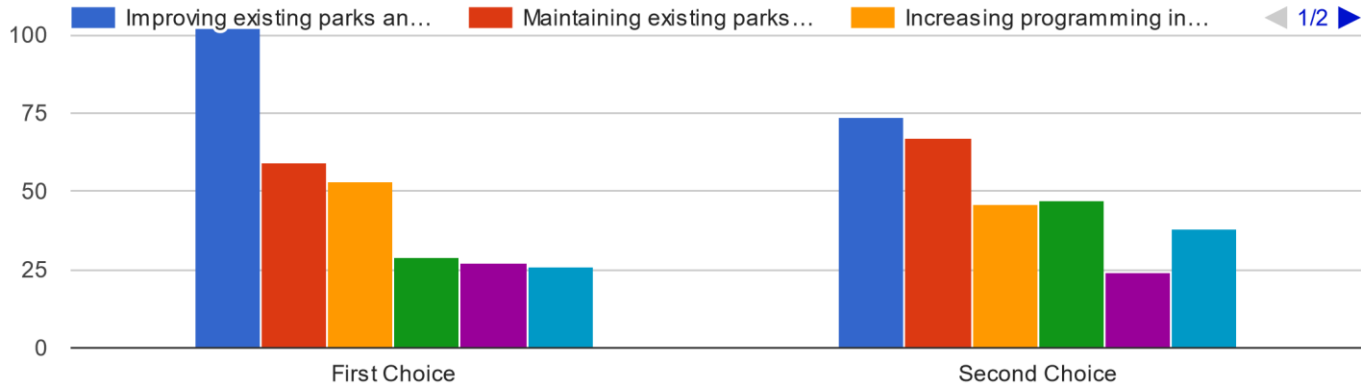
If you do not currently use any parks in the City of Pottersville, what is the reason?

296 responses



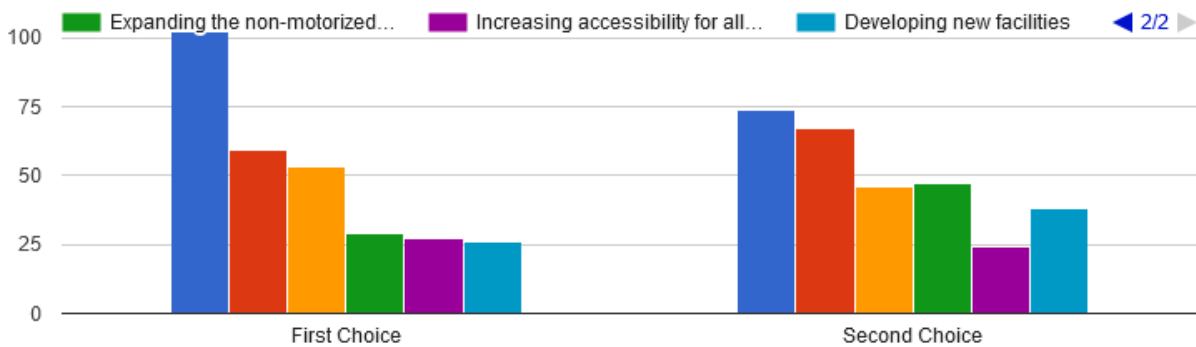
Question 16:

In terms of parks and recreation priorities in the City of Potterville, which of the following are the most important? Please select your top TWO choices.



In terms of parks and recreation priorities in the City of Potterville, which of the following are the most important? Please select your top TWO choices.

[Copy chart](#)

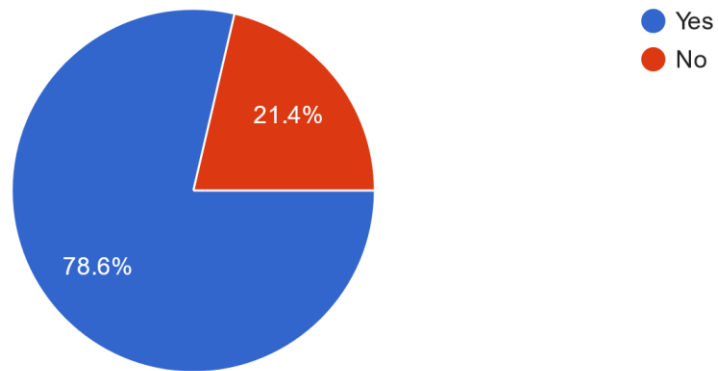


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Question 17:

Would you support essential increases to develop a new Park feature or improvement?

295 responses

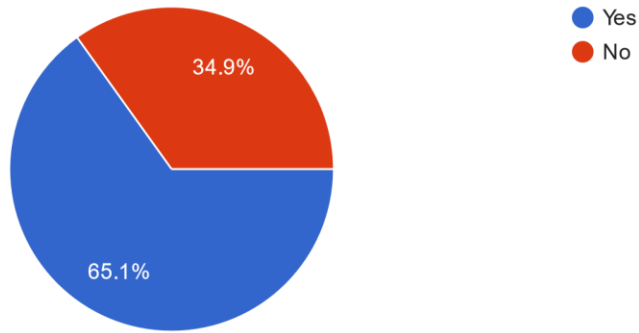


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Question 18:

Would you support essential increases to develop a new Recreation Program?

295 responses

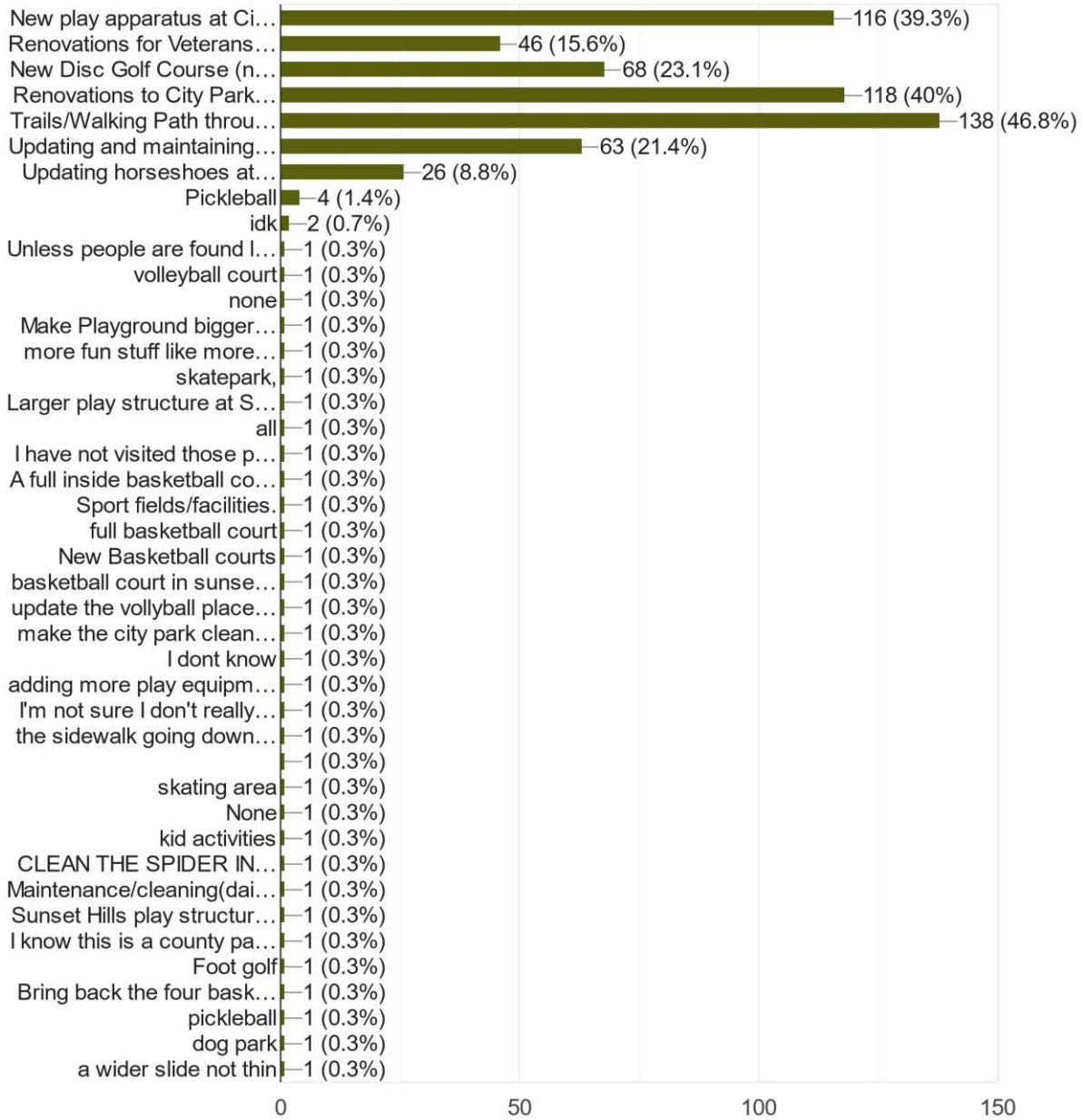




Question 19:

With the existing facilities, which would you like to see added or improved?

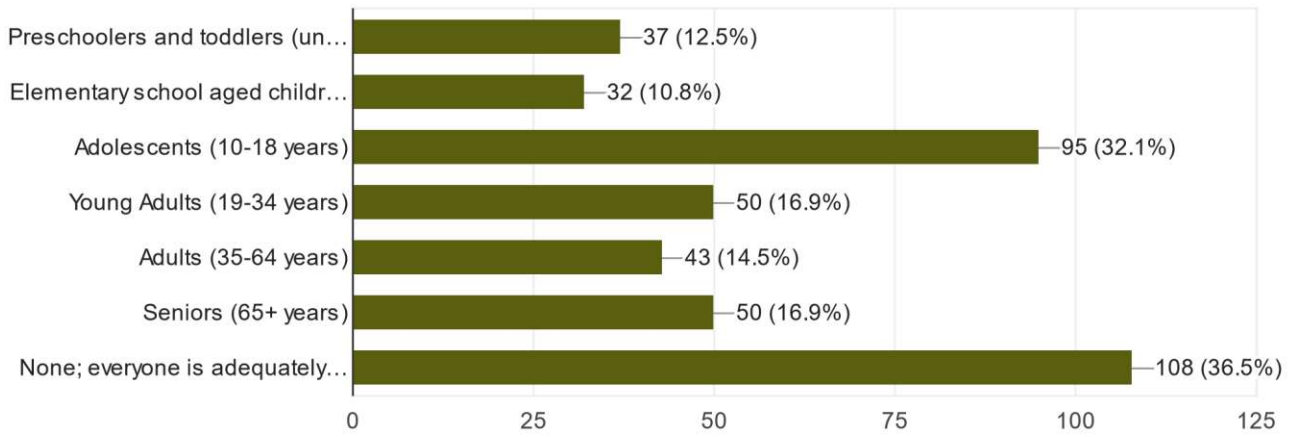
295 responses



Question 20:

Which of the following groups (if any) do you feel are underserved by current recreation facilities and amenities in the City of Pottersville? Check all that apply.

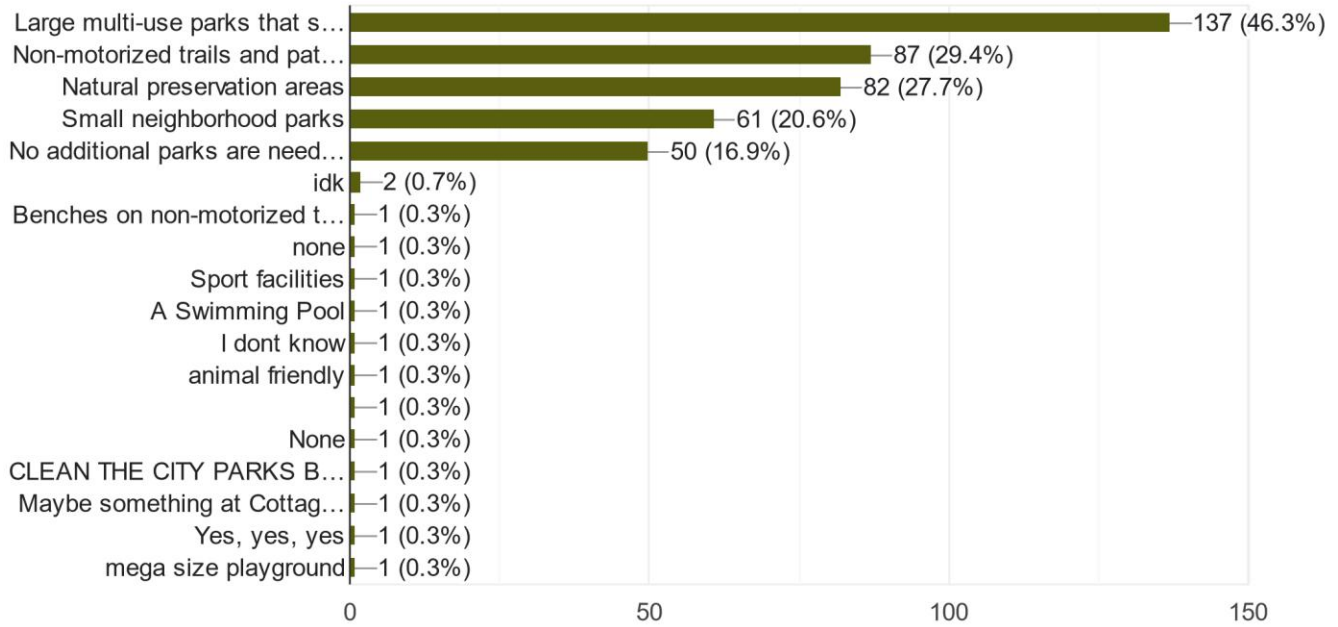
296 responses



Question 21:

If new park types were to be established or expanded by the City of Pottersville, what type(s) are most needed? Please check all that apply.

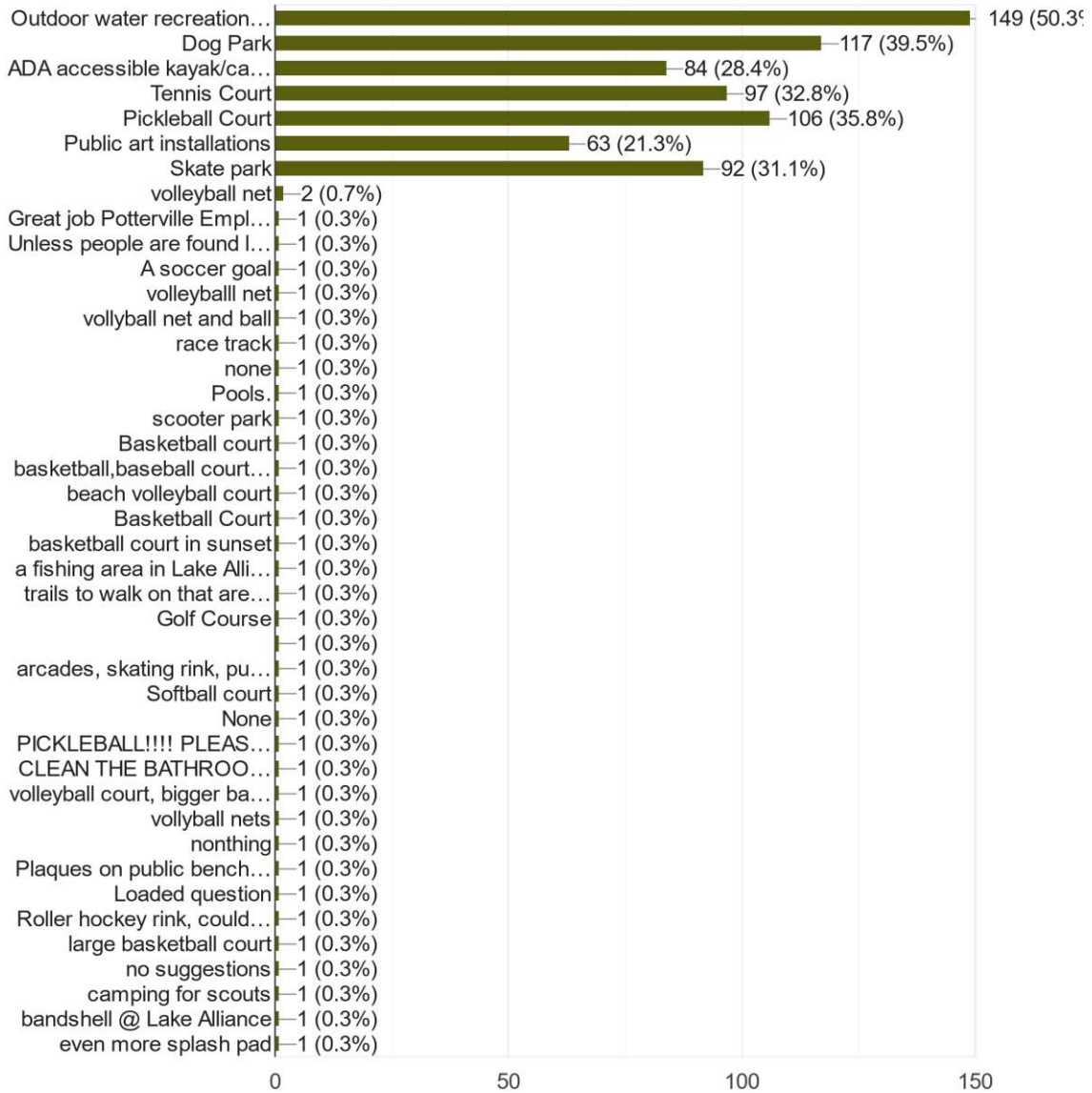
296 responses



Question 22:

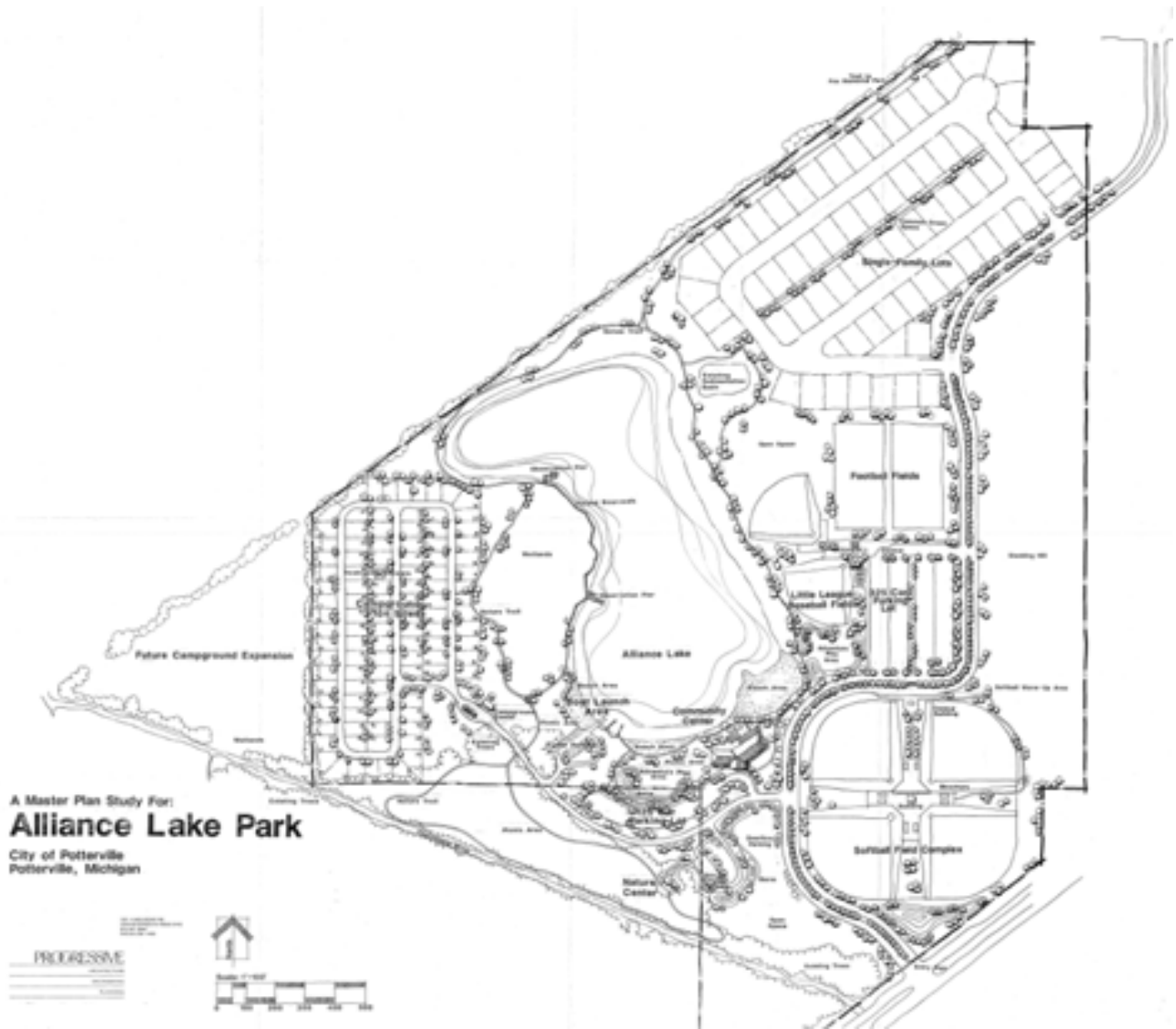
If amenities, facilities, or services were added to existing or future parks, what would you be most interested in? Please check all that apply.

296 responses



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## APPENDIX 3: LAKE ALLIANCE PARK PLAN



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## APPENDIX 4: NOTICE OF 30-DAY REVIEW PERIOD

Five-Year Parks & Recreation Plan

Home How Do I... City Hall Parks & Recreation City Government Safety

## Five-Year Parks & Recreation Plan

Posted November 19, 2024

The purpose of a Five-Year Parks & Recreation Plan is to assess, evaluate, identify the needs for parks and recreation. It is also to comply with the Michigan Department of Natural Resources (MDNR) to received State Funding grants to maintain eligibility.

This is an inventory of existing facilities, resources and assets identifying community recreation and open space needs. It is an overall operation and developmental guide that preserves other recreation amenities.

The City's existing park system is what it is today or the recently updated Sunset Hills Park is from the grant funding support from the MDNR. There is a lot we can do.

The Parks & Recreation Department is preparing an updated Park & Recreation Plan for the 2025-2029.

A draft of the plan is available for community review and comment. The draft plan will continue to be revised and updated with additional input. Printed copies are also available for review at City Hall (319 N. Nelson St.). Comments can be emailed to parks@pottervillemi.org or in-person at City Hall.

[2025-2029 5-Year Parks & Recreation Plan \(Draft\)](#)

City of Potterville  
319 N. Nelson  
Potterville, MI 48876  
Phone: 517-645-7641  
Fax: 517-645-7810

**Hours**  
Monday – Friday  
8:30 a.m. – 5:00 p.m.  
or by appointment

**Follow Us!**

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Posted on the City of Potterville's Website on November 19, 2024

*Tiffani Falin,*  
Tiffani Falin, Parks & Recreation Director  
City of Potterville



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## APPENDIX 5: NOTICE OF CITY COUNCIL PUBLIC HEARING

---

# City of Potterville

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

## **NOTICE OF PUBLIC HEARING CITY OF POTTERVILLE FIVE-YEAR PARK AND RECREATION PLAN**

The City Council of the City of Potterville, Eaton County, Michigan will hold a public hearing to receive public input for the Five-Year Parks and Recreation Plan of the City of Potterville. The public hearing will be held during the City Council's regular meeting on December 19, 2024 at 6:00 p.m. at the Potterville City Hall at 319 N. Nelson Street, Potterville, MI 48876.

The Five-Year Parks and Recreation Plan of the City of Potterville is available for public review, and may be examined at the Potterville City Hall, 319 N. Nelson Street, Potterville, Michigan, during regular business hours, and/or on the City's website <https://pottervillemi.org/five-year-parks-and-recreation-plan/>. Public input on the Parks Plan is encouraged, and may be submitted to City Hall and/or at the public hearing.

The City of Potterville will provide necessary reasonable auxiliary aids and services to individuals with disabilities at the meeting/hearing upon reasonable notice to the City. Individuals with disabilities requiring auxiliary aids or services should contact the City by writing or calling the City staff at (517) 645-7641. This notice is posted in compliance with the Open Meetings Act at the Americans with Disabilities Act (ADA).

Becky Dolman  
City Clerk

Posted: 12/11/2024

**Eaton Township Board Meeting Dates**

- January 2, 2025
- February 6, 2025
- March 6, 2025
- \*\* 2025/26 BUDGET HEARING \*\***
- April 3, 2025
- May 1, 2025
- June 5, 2025
- July 10, 2025
- August 7, 2025
- September 4, 2025
- October 2, 2025
- November 6, 2025
- December 4, 2025

All regular meetings are held on the first Thursday of every month. Special meetings will be held on the third Thursday of every month. All meetings start at 6:00 p.m. Meetings are held at the Eaton Township Hall, 3981 E. Clinton Trail 48813. Special accommodations will be made for requests received five business days prior to the meeting date. Contact Eaton Township for special accommodations.

TCJ-7219 12/14/2024

**ANNOUNCEMENT**

If you do not need it... sell it! Get rid of the clutter by advertising your garage sale in the Classifieds! We get results. Call The County Journal at 517-543-1099.

**BUSINESS SERVICES**

**RANDY SPOTTS PAINTING & PAPERING.** Interior and Exterior, drywall and plaster repairs. 30 years Experience. Free Estimates. References. 517-543-4866.

**NOTICE OF PUBLIC HEARING CITY OF POTTERVILLE FIVE-YEAR PARK AND RECREATION PLAN**

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Becky Dolman  
City Clerk

TCJ-7231 12/14/2024

**Heritage Gallery celebrates 128 years of Sparrow history**

University of Michigan Health-Sparrow today celebrated the grand opening of its Heritage Gallery, a space that commemorates the hospital's 128-year history of providing compassionate health care in Mid-Michigan.

Located in the first-floor lobby of UM Health-Sparrow Lansing, the gallery pays tribute to Sparrow's founding in 1896 when a group of determined women opened Lansing's first hospital and progresses through more than a century of health care innovation and service.

"This gallery showcases the dedication and resilience of everyone who has been part of UM Health-Sparrow's journey," said Margaret Diamond, U-M Health regional president. "We're proud of our heritage and excited to continue building on it as we advance health care for our patients. Our roots here are deep, and our commitment

is stronger than ever."

The Heritage Gallery will be open to the public, offering a timeline of historical milestones and artifacts that showcase the evolution of health care in Mid-Michigan.

"UM Health-Sparrow has been a source of hope and healing through some of the most challenging times in history," said longtime UM Health-Sparrow physician Michael Clark, MD. "From the 1918 flu pandemic to COVID-19, this hospital has stood resilient, always putting patients and their families first. The Heritage Gallery will inspire us as we navigate the future of health care."

Generous contributions from community members across Mid-Michigan, including the family of James and Judith Herbert, made the Heritage Gallery possible.

"We're honored to support this project, which cel-



Photo Provided

brates the rich history of a hospital that has meant so much to so many," said Judith Herbert. "We believe in the mission and the people of UM Health-Sparrow, and we're thrilled to play a role in preserving this legacy for generations to come."

To learn more about how you can make a lasting impact on the care of Mid-Michigan, visit [UoM-HealthSparrow.org/Foundation](http://UoM-HealthSparrow.org/Foundation).

Submitted by U of M Health Sparrow

**ANNOUNCEMENT**

Is there a special someone in your community that you would like to be recognized in The County Journal? Share a photo and a brief paragraph with us for our new "Meet Your Neighbor" feature! Email [news@county-journal.com](mailto:news@county-journal.com) or call Christi at 517-543-1099.

**MISCELLANEOUS**

**ATTENTION OXYGEN THERAPY USERS!** Discover Oxygen Therapy That Moves with You with Inogen Portable Oxygen Concentrators. FREE information kit. Call 888-815-8233. Readers: Since many ads are from outside the local area, please know what you are buying before sending money.

**CITY OF CHARLOTTE NOTICE OF ORDINANCE ADOPTION**

The Council of the City of Charlotte has adopted the following ordinance on Monday, December 09, 2024. This ordinance is described as:

ORDINANCE 2022-04  
AN ORDINANCE TO AMEND CITY CODE SECTION 52-26

"PUBLIC NUISANCE DEFINED AND PROHIBITED"  
This ordinance will become effective 20 days from the date of Council approval (December 29, 2024). A true copy of this ordinance is available for review on the city website [www.charlotteml.org](http://www.charlotteml.org) under City Code - Recent Ordinances. A printed copy is posted on the bulletin board in the vestibule at Charlotte City Hall, 111 E. Lawrence Ave. Charlotte, Michigan

Mary LaRocque  
Charlotte City Clerk

TCJ-7225 12/14/2024

**FOR SALE**

Harmon fireplace insert, pellet stove with over two tons of pellets. Asking \$2,500. Call 517-726-1329.

**BUSINESS SERVICES**  
Repairman: Water Conditioning, Sales and Service. Call Randy 517-543-0895.

**MISCELLANEOUS**

Want a greener lawn? TruGreens your go-to for a tailored lawn care plan. Act now and get 50% off your first service with a purchase of an annual plan. Call us at 1-855-608-1458 to learn more. Readers: Since many ads are from outside the local area, please know what you are buying before sending money.

**CITY OF CHARLOTTE NOTICE OF HEARING**

Act 198 of 1974 provides for tax relief on new or rehabilitated industrial construction. This Act requires that the general public and your organization be notified of a hearing on the application for exemption.

Markdom of America, Inc., 400 Parkland Drive, Charlotte, MI has made application for an Industrial Facilities Tax Exemption Certification for its facility located at 400 Parkland Drive, Charlotte in Charlotte Industrial Development District No. 7.

You are hereby notified that a hearing will be held on this application on Monday, December 23, 2024 at 7:00 p.m., before the Charlotte City Council, Council Chambers, 111 E. Lawrence Ave. Charlotte, Michigan. The City of Charlotte will provide necessary reasonable auxiliary aids and services to individuals with disabilities upon ten days' notice by contacting the City Clerk.

Mary LaRocque, City Clerk  
(517) 543-8843

TCJ-7224 12/14/2024

**SCOTT & CHERYL SWITZER ESTATE AUCTION**

Located at 5332 Mills Hwy, Eaton Rapids, Michigan 48827  
Friday Morning, December 20, 2024 at 10:00 a.m.

Having sold our farm and moving, we will sell all of the following including Yamaha Kodiak 4 x 4 ATV with front blade, 2008 Volkswagen Rabbit automobile, an E-Z Go Gas Powered Golf Cart/Utility Vehicle with rear box, 3 power push mowers, 2 wheel barrows, Huskee Rear Tire Rototiller, nearly new generator, lawn sweeper, Campbell Hausfeld Power Washer, bicycles, air compressor, a number of Vintage Christmas Blow Molds, a Stihl 024AV Chain Saw, a Ridgid Modern Table Saw, large multi-drawer tool bench cabinet, bench vise, Bosch Pancake Air Compressor, a large quantity of nails, screws, hand tools, extension cords, shop vac, acetylene-type welders, double end grinder, Jet 26" 2-speed Scroll Saw with stand, and a small amount of home furnishings with sofa, chairs, and rustic style log furniture, Cobalt Blue Glass, refrigerator with top freezer, a few antiques and collectibles.

10% buyers premium charged on all items sold.



144 S. MAIN ST., P.O. BOX 148  
VERMONTVILLE, MI 49096  
ALSO LICENSED IN INDIANA AND OHIO



Phone: (517) 726-0181  
Fax: (517) 726-0060  
e-mail: [stantonsauction.com](mailto:stantonsauction.com)  
[www.stantons-auction.com](http://www.stantons-auction.com)

**FARM EQUIPMENT AUCTION**

Located at 13014 Crucible Lane, Sunfield, Michigan 48890 on:  
Thursday Morning, December 19, 2024 at 10:00 a.m.

PLEASE NOTE: THE ENTIRE AUCTION WILL UNDOUBTEDLY TAKE LESS THAN 30 MINUTES TO COMPLETE.

Massey Ferguson 1086 Diesel Tractor with wide front and 3-point hitch, S/N 9B75840 and only 2670 hours, set of 18 - 4 x 34 duals, John Deere 1219 Hay bind, John Deere Model H Ground driven manure spreader, John Deere Par Bar Hay Rake with front dolly wheel, John Deere Par Bar Hay Rake for parts, A Demo trailer-type crop sprayer, John Deere 335 Round Baler, approximately 25 round bales of hay. There may be no other items offered beyond 10:00 a.m.

A 10% buyers premium will be charged on all items sold.

For additional information call Ken Evans at 517-944-0490



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[www.stantons-auction.com](http://www.stantons-auction.com)



**"Eaton County's Advertising & News Journal"**

• 241 S. Cochran Ave. • Charlotte, MI 48813  
• Telephone 517-543-1099 • Facsimile: 517-543-1993

December 16, 2024

City of Potterville  
319 N. Nelson  
Potterville, MI 48876

The City of Potterville ran the following legal public notice in the December 14, 2024 edition of The County Journal as per attached pages:

**HEARING NOTICE  
FIVE YEAR PARKS AND RECREATION PLAN  
DECEMBER 19, 2024**

The above named notice was published in its entirety.

Witnessed by Pamela D. Caruthers, Public Notary for The County Journal:

Pamela D. Caruthers  
Notary Public – STATE OF MICHIGAN  
COUNTY OF EATON  
My Commission Expires July 20, 2026  
Acting in the County of Eaton

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APPENDIX 6: MINUTES FROM CITY COUNCIL PUBLIC HEARING MEETING

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# 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, December 19, 2024, at 6:00 pm at City Hall and the Pledge of Allegiance was recited.

**Roll Call:** Present: Mayor Lenneman, Deputy Mayor Potter, Member Connor, Member Nichols, Member Ranshaw and Member Sweeney.

**Absent:** Member Myers-Southerly

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

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

**Approval of Bills:** Motion to pay General Bills in the amount of \$92,657.22 by Deputy Mayor Potter. Supported by Member Connor. Roll Call Vote: Unanimous. Motion Carried (6-0).

**Public Comment on Agenda Items:** Mr. Allen Selis inquired about recycling and suggested for the Parks Plan a community garden.

**Department Reports:** Chief Barry shared Potterville Schools suspended the contract for Resource School Officer position. Officer Lopez resigned. Dash Cameras are being installed in the next 4-6 weeks. The department is seeking a grant for a K-9 program to be used in narcotics and search and rescue.

**Open Public Hearing for the City of Potterville Parks and Recreation Five Year Plan:** Motion by Deputy Mayor Potter. Supported by Member Ranshaw. Vote: Unanimous. Motion Carried (6-0).

**Public Comments:** Linda Amey suggested memorial plaques.

**Close Public Hearing for the City of Potterville Parks and Recreation Five Year Plan:** Motion by Mayor Lenneman. Supported by Deputy Mayor Potter. Vote: Unanimous. Motion Carried (6-0).

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# City of Potterville

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

**Appointment to the Zoning Board of Appeals:** Motion by Mayor Lenneman to appoint Ronald Runyan as a necessary appointment who would replace Joe Bristol Jr. and serve as the City's Planning Commission/Zoning Board of Appeals liaison that is required by the City Zoning Code. Supported by Member Nichols. Vote: Unanimous. Motion Carried (6-0).

**Appointment to the Tax Increment Finance Authority:** Motion by Deputy Mayor Potter to re-appoint Bob Nichols, Ronald Norman, Judy Lenneman, John McNett, Joe Bristol Jr., and Elizabeth Ross to the Tax Increment Finance Authority. Supported by Member Nichols. Vote: Unanimous. Motion Carried (6-0).

**Open Closed Session at 6:36 pm:** Pursuant to the Open Meetings Act MCL.15268(e) to consult with its attorney regarding trial and or/settlement strategy in connection with the legal case – City of Potterville v C & D Hughes, Inc. Motion by Mayor Lenneman. Supported by Deputy Mayor Potter. Roll Call Vote: Unanimous. Motion Carried (6-0).

**End Closed Session at 7:14 pm:** Motion by Deputy Mayor Potter. Supported by Member Ranshaw. Roll Call Vote: Unanimous. Motion Carried (6-0).

**Settlement and Release Document for East Cherry Street- Utilities:** Motion by Deputy Mayor Potter to give Manager Sheridan authority to execute and sign the document. Supported by Mayor Lenneman. Roll Call Vote: Unanimous. Motion Carried. (6-0).

**Resolution No. 2024-1219-12 - Poverty Exemption:** Motion to approve by Member Nichols. Supported by Deputy Mayor Potter. Roll Call Vote: Unanimous. Motion Carried. (6-0).

**2025 Annual Meeting Calendar Dates:** Motion to approve by Member Nichols. Supported by Member Connor. Vote: Unanimous. Motion Carried. (6-0).

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

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

**Next Regular Meeting:** January 16, 2025

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# City of Potterville

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

**Meeting Adjourned:** 7:25 pm

Respectfully Submitted by:

*Becky Dolman*, City Clerk

Approved 1/16/2025



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## APPENDIX 7: RESOLUTION OF ADOPTION BY CITY COUNCIL

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# 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. 25-00116-01

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 16<sup>th</sup> day of January, 2025, at 6:00 p.m.

**Present:** Mayor Lenneman, Deputy Mayor Potter, Member Connor, Member Myers-Southerly, Member Nichols and Member Ranshaw

**Absent:** Member Sweeney

The following Resolution was offered by Deputy Mayor Potter and seconded by Member Myers-Southerly.

### RESOLUTION OF ADOPTION OF THE CITY OF POTTERVILLE 2025-2029 5-YEAR PARKS AND RECREATION PLAN

WHEREAS, the City Council of the City of Potterville (City) has begun the process of developing the City of Potterville 2025-2029 5-Year Parks and Recreation Plan in accordance with the most recent guidelines developed by the Michigan Department of Natural Resources; and

WHEREAS, residents, landowners and members of the public of the City of Potterville were provided with a well-advertised opportunity during the development of the draft Plan to express opinions, ask questions and discuss all aspects of the recreation and natural resource conservation Plan; and

WHEREAS, the public was given a well-advertised opportunity and reasonable accommodations to review the final draft for a period of at least 30 days; and

WHEREAS, a public hearing was held on December 19th, 2024, at 6:00 p.m. EST at the Potterville City Hall to provide an opportunity for all residents of the City, landowners and members of the public to express opinions, ask questions and discuss all aspects of the City of Potterville 2025-2029 5-Year Parks and Recreation Plan, and

WHEREAS, the City has developed the plan as a guideline for improving recreation and enhancing natural resource conservation for the City of Potterville, and

NOW, THEREFORE BE IT RESOLVED the City Council of the City of Potterville hereby adopts the City of Potterville 2025-2029 5-Year Parks and Recreation Plan.

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# 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: Mayor Lenneman, Deputy Mayor Potter, Member Connor, Member Myers-Southerly, Member Nichols and Member Ranshaw

Nays: None

Absent: Member Sweeney

RESOLUTION DECLARED ADOPTED: (6-0)

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 proceedings taken by the City Council of said City meeting held on January 16<sup>th</sup>, 2025.

*Becky Dolman*

City Clerk

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## APPENDIX 8: MINUTES FROM CITY COUNCIL ADOPTION MEETING

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# 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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# 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. 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

Approved 02/20/2025

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## APPENDIX 9: FORWARDING LETTERS

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# City of Potterville

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

January 22, 2025

Eaton County Planning Commission  
1045 Independence Blvd  
Charlotte, Michigan 48813

Re: City of Potterville Five-Year Parks & Recreation Plan

To Whom it May Concern:

On the City's Website please find the 2025-2029 Five-Year Parks & Recreation Plan for the City of Potterville: [www.pottervillemi.org](http://www.pottervillemi.org). The plan was prepared and approved by the City and adopted by the City Council. Additionally, copies of the Plan have been submitted to the Eaton County Planning Commission and the Michigan Department of Natural Resources.

Please contact me with any questions, suggestions or comments on our new Parks & Recreation Plan.

Sincerely,

Tiffani Falin, Parks & Recreation Director  
City of Potterville  
517-645-7641



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# City of Potterville

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

January 22, 2025

Tri-County Regional Planning Commission  
3135 Pinetree Rd. St. 2C  
Lansing, MI 48911

Re: City of Potterville Five-Year Parks & Recreation Plan

To Whom it May Concern:

On the City's website please find the 2025-2029 Five-Year Parks & Recreation Plan for the City of Potterville: [www.pottervillemi.org](http://www.pottervillemi.org). The Plan was prepared and approved by the City and adopted by the City Council. Additionally, copies of the Plan have been submitted to the Tri-County Regional Planning Commission and the Michigan Department of Natural Resources.

Please contact me with any questions, suggestions, or comments on our new Parks & Recreation Plan.

Sincerely,

Tiffani Falin, Parks & Recreation Director  
City of Potterville  
517-645-7641