

City of Pottersville - Council Agenda

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

A. Call to Order:

B. Pledge of Allegiance:

C. Roll Call:

D. Approval of Agenda:

E. Approval of Minutes: Regular Meeting February 20, 2025 & Closed Session Minutes

F. Approval of Bills: **General Bills** - \$103,969.61 (less \$-323.20) + \$144,661.26 = \$248,307.67
Gizzard Fest - \$19,613.71

TOTAL AP = \$267,921.38

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

H. Public Comment on agenda items:

I. Communications:

J. Department Reports: Reports are in the packet.

K. New Business:

1. AT&T Metro Act Permit Application
2. Non-Profit Special Event fee waiver

L. Public Comment on non-agenda items:

M. Communications from the Council:

N. Next Regular Meeting: Thursday, April 17, 2025, at 6:00 p.m.

O. Excuse absent member(s):

P. Adjourn:

City of Potterville

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

The City Council Meeting was called to order by Mayor Lenneman on Thursday, February 20, 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 Myers-Southerly, Member Nichols, Member Ranshaw, and Member Sweeney.

Absent: None

Approval of Agenda: Motion by Deputy Mayor Potter and supported by Member Ranshaw. Vote: Unanimous. Motion Carried (7-0).

Approval of January 16, 2025 Minutes: Motion by Member Nichols to approve the regular minutes. Supported by Deputy Mayor Potter. Vote: Unanimous. Motion Carried (7-0).

Approval of Bills: Motion to pay General Bills in the amount of \$159,082.55 by Deputy Mayor Potter. Supported by Member Nichols. Roll Call Vote: Unanimous. Motion Carried (7-0).

Public Comment on Agenda Items: None

Department Reports: Zoning Administrator shared Alro Steel is transmitting plans to construction. Planning Commission will have zoning ordinances codes to update. The Gizzard Fest planning has begun. Member Nichols reported TIFA – approved grant app for Lake Alliance- \$29,000 Potter Drain, and Police K-9 \$20,000. Chief Police apprehended a vehicle pursuit who had multi felony charges.

Auditor Presentation for Fiscal Year 2023-2024 by Douglas J. Vredeveld, CPA

Open Public Hearing for DNR Trust Fund Grand Application TF25-0009. Motion by Member Nichols and was supported by Member Ranshaw. Vote: Unanimous. Motion Carried (7-0).

No Public Comment

Close Public Hearing for DNR Trust Fund Grand Application TF25-0009. Motion by Deputy Mayor Potter and was supported by Member Myers-Southerly. Vote: Unanimous. Motion Carried (7-0).

City of Potterville

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Resolution No. 2025-0116-05 – DNR Trust Fund Grand Application TF25-0009 Financial Match: Motion by Member Nichols. Supported by Deputy Mayor Potter. Roll Call Vote: Unanimous. Motion Carried (7-0).

USDA Rural Development Bond Legal Services Agreements: Motion by Deputy Mayor Potter and supported by Member Connor. Vote: Unanimous. Motion Carried (7-0).

Consideration for the Police to Hire a K9 Officer and Policy: Motion by Deputy Mayor Potter and supported by Member Myers-Southerly. Roll Call Vote: Unanimous. Motion Carried (7-0).

Enter Closed Session for Manager and Clerk Evaluations at 6:40 pm: Motion by Member Nichols and was supported by Member Ranshaw. Vote: Unanimous. Motion Carried (7-0).

Exit Closed Session for Manager and Clerk Evaluations at 7:10 pm: Motion by Deputy Mayor Potter and supported by Member Ranshaw. Vote: Unanimous. Motion Carried (7-0).

Public Comment on Non-Agenda Items: None

Excuse Absent Members: None

Next Regular Meeting: March 20, 2025

Meeting Adjourned: 7:24 pm

Respectfully Submitted by:

Becky Dolman, City Clerk

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: ABFALTER REPAIR LLC		
0443	BACKHOE	365.00
TOTAL VENDOR ABFALTER REPAIR LLC		365.00
VENDOR NAME: ACE HARDWARE-GRAND LEDGE		
10133	FASTENERS	3.75
TOTAL VENDOR ACE HARDWARE-GRAND LEDGE		3.75
VENDOR NAME: ALTOGAS, INC		
844920	PROPANE	1,106.86
TOTAL VENDOR ALTOGAS, INC		1,106.86
VENDOR NAME: ANDREW SCHLEGEL		
FEB. 2025	MILEAGE FOR TRAINING	23.78
TOTAL VENDOR ANDREW SCHLEGEL		23.78
VENDOR NAME: APPLIED IMAGING		
2766908	EQUIPMENT AND PRINTING	134.56
TOTAL VENDOR APPLIED IMAGING		134.56
VENDOR NAME: AT&T		
28733951597X021120	SOFTBALL FIELDS INTERNET	68.75
TOTAL VENDOR AT&T		68.75
VENDOR NAME: BENTON TOWNSHIP		
2025	URBAN AREEMENT	8,619.09
TOTAL VENDOR BENTON TOWNSHIP		8,619.09
VENDOR NAME: CAPITAL ASPHALT		
6595.	COLD PATCH	262.35
TOTAL VENDOR CAPITAL ASPHALT		262.35
VENDOR NAME: CARDMEMBER SERVICE		
2/7-3/6/25	VACUUM BAGS, 2- WAY RADIO, RUNNING BOARDS, BASEBALL EQUIP, GAS ENGINE, LOG SPLITTER, SOFTWARE	1,637.50
TOTAL VENDOR CARDMEMBER SERVICE		1,637.50
VENDOR NAME: CHARLOTTE LITHOGRAPH INC.		
131236	ENVELOPES	240.00
TOTAL VENDOR CHARLOTTE LITHOGRAPH INC.		240.00
VENDOR NAME: CINTAS CORPORATION #725		
FEB. 2025	UNIFORM EXPENSE	226.52
TOTAL VENDOR CINTAS CORPORATION #725		226.52
VENDOR NAME: CITY OF POTTERVILLE		
1/25-2/26/25	UTILITIES	553.11
TOTAL VENDOR CITY OF POTTERVILLE		553.11
VENDOR NAME: CMP DISTRIBUTORS		
019616	HOLSTER	52.20
019808	UNIFORMS	385.94
019937	TACTICAL PANT	244.97
TOTAL VENDOR CMP DISTRIBUTORS		683.11
VENDOR NAME: COMCAST		
FEB. 20- MAR. 19	OFFICE INTERNET	137.85
TOTAL VENDOR COMCAST		137.85
VENDOR NAME: CONSUMERS ENERGY		
1/23-2/20/25	UTILITIES	8,325.07
FEBRUARY 2025	UTILITIES	2,558.58
TOTAL VENDOR CONSUMERS ENERGY		10,883.65
VENDOR NAME: DELTA DENTAL		

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: DELTA DENTAL		
MARCH 2025	DENTAL BENEFITS	1,048.77
TOTAL VENDOR DELTA DENTAL		1,048.77
VENDOR NAME: DORNBOS SIGN & SAFETY INC.		
INV80542	U CHANNEL POST	646.90
INV80543	BOLT, WASHER, NUTS	12.72
TOTAL VENDOR DORNBOS SIGN & SAFETY INC.		659.62
VENDOR NAME: EATON COUNTY SHERIFF'S DEPARTMENT		
2025-00000017	FEB 6, 2025	300.00
2025-00000018	WORK CREW FOR 2/20/25	300.00
818386	USED BULLETPROFF VEST FOR ANDY SCHLEGEL	350.00
TOTAL VENDOR EATON COUNTY SHERIFF'S DEPARTMENT		950.00
VENDOR NAME: EATON COUNTY TREASURER		
2024	AT LARGE DRAIN ASSESSMENT	507.00
TOTAL VENDOR EATON COUNTY TREASURER		507.00
VENDOR NAME: EATON CUSTOM SEWING & EMB		
1906	EMBROIDERY - NAME	75.00
TOTAL VENDOR EATON CUSTOM SEWING & EMB		75.00
VENDOR NAME: EMS GRAND RAPIDS		
RI-1127	INSPECTYION AND TESTING	2,795.78
RI-1114	INSPECTION AND TESTIN	2,309.82
TOTAL VENDOR EMS GRAND RAPIDS		5,105.60
VENDOR NAME: FERGUSON WATERWORKS- METER ACCT		
0209612-1	NEPTUNE 360 SET FEE AND PROFESSIONAL SERV, MAPPING	3,649.40
029612-2	NEPTUNE SET UP FEE	2,255.47
0208701	METER SUPPLIES	2,743.81
0215758-1	METERS	1,944.72
TOTAL VENDOR FERGUSON WATERWORKS- METER ACCT		10,593.40
VENDOR NAME: FOSTER SWIFT COLLINS & SMITH		
907396	GENERAL, CHERRY ST, BONDS	5,302.50
TOTAL VENDOR FOSTER SWIFT COLLINS & SMITH		5,302.50
VENDOR NAME: GRANGER CONTAINER SERVICE, INC		
27963934	WASTE SERVICES	255.72
TOTAL VENDOR GRANGER CONTAINER SERVICE, INC		255.72
VENDOR NAME: INDIAN CREEK AG		
12057	TIRE REPAIR	20.00
TOTAL VENDOR INDIAN CREEK AG		20.00
VENDOR NAME: KATHY STIMER		
BASEBALL REFUNDS	REFUND FOR BASEBALL 14U	155.00
TOTAL VENDOR KATHY STIMER		155.00
VENDOR NAME: KENDAL ELECTRIC INC		
S115282670.001	3/4 WT CBL CONN ALUM	48.64
TOTAL VENDOR KENDAL ELECTRIC INC		48.64
VENDOR NAME: KRYSTALYNE MARCINIAK		
BASEBALL REFUND	REFUND FOR 14 U BASEBALLF	155.00
TOTAL VENDOR KRYSTALYNE MARCINIAK		155.00
VENDOR NAME: LANSING UNIFORM		
106364-A	BOOTS	210.00
TOTAL VENDOR LANSING UNIFORM		210.00
VENDOR NAME: MICHIGAN DEPT OF ENVIRONMENTAL		
761-11314982	2024 WATER USE REPORTING FEE	200.00
761-11327760	WATER TESTING	96.00

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: MICHIGAN DEPT OF ENVIRONMENTAL		
	TOTAL VENDOR MICHIGAN DEPT OF ENVIRONMENTAL	296.00
VENDOR NAME: MICHIGAN POLICE EQUIPMENT		
191688	ARMOUR	472.00
	TOTAL VENDOR MICHIGAN POLICE EQUIPMENT	472.00
VENDOR NAME: MICHIGAN WATER ENVIRO. ASSOC.		
E35565	OPERATOR DAYS ATTENDEE 2 DAYS	300.00
	TOTAL VENDOR MICHIGAN WATER ENVIRO. ASSOC.	300.00
VENDOR NAME: NORTHERN PUMP & WELL		
24-J2988 1	DRILL WELL	37,350.00
	TOTAL VENDOR NORTHERN PUMP & WELL	37,350.00
VENDOR NAME: PAYTON ASSESSING, LLC		
FEB 2025	ASSESSING SERVICES	1,416.67
	TOTAL VENDOR PAYTON ASSESSING, LLC	1,416.67
VENDOR NAME: PEERLESS MIDWEST INC		
82594	TROUBLE SHOOT SCADA ISSUES 19 HRS @140.	2,660.00
	TOTAL VENDOR PEERLESS MIDWEST INC	2,660.00
VENDOR NAME: PHP		
MARCH 2025	MEDICAL BENEFITS	2,077.04
	TOTAL VENDOR PHP	2,077.04
VENDOR NAME: POTTERVILLA APPLIED TECHNOLOGY		
31639	INTERNET AND PHONES	3,597.55
	TOTAL VENDOR POTTERVILLA APPLIED TECHNOLOGY	3,597.55
VENDOR NAME: PROGRESSIVE ARCHITECTS,ENGINEE		
00202174	ZONING ORDINANCE, MASTER PLAN AND CIP	3,000.00
	TOTAL VENDOR PROGRESSIVE ARCHITECTS,ENGINEE	3,000.00
VENDOR NAME: QUILL CO		
42967829	OFFICE SUPPLIES	101.39
	TOTAL VENDOR QUILL CO	101.39
VENDOR NAME: REDEMPTION TACTICAL		
11828	ARMOUR	598.00
	TOTAL VENDOR REDEMPTION TACTICAL	598.00
VENDOR NAME: SAFE LIFE DEFENSE		
60012339	DUTY BELT	92.49
	TOTAL VENDOR SAFE LIFE DEFENSE	92.49
VENDOR NAME: STATE OF MICHIGAN (E) STATE POLICE		
551-654388	TOKEN FEE FROM 1/1/-3/31/25	66.00
	TOTAL VENDOR STATE OF MICHIGAN (E) STATE POLICE	66.00
VENDOR NAME: THE COUNTY JOURNAL		
287459	BOARD OF REVIEW	104.30
287458	BOARD OF REVEIW	104.30
287980	LAKE ALLIANCE HEARING NOTICE	147.50
287824	BASEBALL	87.40
287825	BASEBALL	87.40
	TOTAL VENDOR THE COUNTY JOURNAL	530.90
VENDOR NAME: THE PARTS PLACE-CHARLOTTE		
577-276731	SUPPLIES	35.54
577-276738	SUPPLIES	136.97
	TOTAL VENDOR THE PARTS PLACE-CHARLOTTE	172.51
VENDOR NAME: UNITED STATES POST OFFICE		
MARCH 2025	WATER/SEWER BILLS MONTH OF MARCH 2025	231.50

03/13/2025 03:56 PM
User: RDOLMAN
DB: Pottersville

CUSTOM INVOICE REPORT FOR CITY OF POTTERVILLE
EXP CHECK RUN DATES 02/21/2025 - 03/13/2025
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: GEN

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: UNITED STATES POST OFFICE		
MAR 2025	ELECTION POSTAGE FOR OUTSIDE ENVELOPE 2 OUNCES	323.20
TOTAL VENDOR UNITED STATES POST OFFICE		554.70
VENDOR NAME: UNUM LIFE INSURANCE		
FEB 2025	SHORT/LONG TERM DISABILITY INSURANCE	308.48
TOTAL VENDOR UNUM LIFE INSURANCE		308.48
VENDOR NAME: VERIZON WIRELESS		
6107739136	SERVICE	39.02
TOTAL VENDOR VERIZON WIRELESS		39.02
VENDOR NAME: VISION SERVICE PLAN		
MARCH 2025	VISION	130.20
TOTAL VENDOR VISION SERVICE PLAN		130.20
VENDOR NAME: WESTVIEW CAPITAL		
03/10/2025	UB refund for account: ROSE-004518-0000	50.81
	-	
03/10/2025	UB refund for account: SUNS-004418-0000	50.96
	-	
TOTAL VENDOR WESTVIEW CAPITAL		101.77
VENDOR NAME: WESTVIEW CAPITAL, LLC		
03/10/2025	UB refund for account: SUNS-004459-0000	72.76
	-	
TOTAL VENDOR WESTVIEW CAPITAL, LLC		72.76
GRAND TOTAL:		103,969.61

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DB: Pottersville

CUSTOM INVOICE REPORT FOR CITY OF POTTERVILLE
EXP CHECK RUN DATES 02/21/2025 - 03/13/2025
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: FEST

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: BE KIND REWIND 2025	BAND	3,500.00
TOTAL VENDOR BE KIND REWIND		3,500.00
VENDOR NAME: CARDMEMBER SERVICE 2/18/25	WEBSITE PLAN	348.00
TOTAL VENDOR CARDMEMBER SERVICE		348.00
VENDOR NAME: FREDERICKS, MICHAEL 2025	BAND	1,700.00
TOTAL VENDOR FREDERICKS, MICHAEL		1,700.00
VENDOR NAME: GUITAR CENTER STORES, INC FEB 2025	PORTABLE STAGE	14,065.71
TOTAL VENDOR GUITAR CENTER STORES, INC		14,065.71
GRAND TOTAL:		19,613.71

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: ABFALTER REPAIR LLC		
448	REPLACE PUMP AND DOSER VALVE, WIRING	3,300.00
TOTAL VENDOR ABFALTER REPAIR LLC		3,300.00
VENDOR NAME: ACE HARDWARE-GRAND LEDGE		
10303	SPRAY PAINT	52.00
10277	BOLTS	7.59
10283	SCREW, LOCK WASH, HEX NUT, HEX CAP	136.95
	SCREW, FLAT WASHER	
TOTAL VENDOR ACE HARDWARE-GRAND LEDGE		196.54
VENDOR NAME: AT&T		
03112025	SOFTBALL FIELDS INTERNET	73.75
TOTAL VENDOR AT&T		73.75
VENDOR NAME: BENTON TOWNSHIP		
12-0001	2ND PAYMENT FOR CONTRACT SERVICES	81,200.00
TOTAL VENDOR BENTON TOWNSHIP		81,200.00
VENDOR NAME: D & L FUELS		
208886	PREMIUM	739.41
2088887	GASOLINE REG	1,039.04
TOTAL VENDOR D & L FUELS		1,778.45
VENDOR NAME: DORNBOS SIGN & SAFETY INC.		
INV8026	POLICE DECALS	15.60
TOTAL VENDOR DORNBOS SIGN & SAFETY INC.		15.60
VENDOR NAME: EMC INSURANCE		
7001934038	POLICY CHANGE 7/1/24-7/1/25	65.50
TOTAL VENDOR EMC INSURANCE		65.50
VENDOR NAME: FOSTER SWIFT COLLINS & SMITH		
908559	GENERAL, CHERRY ST AND BONDS	7,140.00
TOTAL VENDOR FOSTER SWIFT COLLINS & SMITH		7,140.00
VENDOR NAME: L & G SERVICES		
1010	CITY PARK URINAL AND BATHROOM PLUMBING	745.77
TOTAL VENDOR L & G SERVICES		745.77
VENDOR NAME: LEIK, DUSTIN		
3/11-3/12/25	MILEAGE FOR TRAINING	126.00
TOTAL VENDOR LEIK, DUSTIN		126.00
VENDOR NAME: MENARDS-LANSING WEST		
92717	HOLE SAW, LIGHT SHOWER STALL DRAIN, CHAINSAW BITS	156.76
TOTAL VENDOR MENARDS-LANSING WEST		156.76
VENDOR NAME: MICHIGAN DEPT OF ENVIRONMENTAL		
761-11297484 A	REMAINDER BALANCE O	48.00
TOTAL VENDOR MICHIGAN DEPT OF ENVIRONMENTAL		48.00
VENDOR NAME: SPECTRUM PRINTERS, INC.		
84793	ELECTION ENVELOPES	311.08
TOTAL VENDOR SPECTRUM PRINTERS, INC.		311.08
VENDOR NAME: USA BLUEBOOK		
INV00570126	SUPPLIES	126.10
TOTAL VENDOR USA BLUEBOOK		126.10
VENDOR NAME: VERIZON WIRELESS		
61073377645	CELL PHONES FEB 2- MAR 1	592.62
TOTAL VENDOR VERIZON WIRELESS		592.62
VENDOR NAME: WIGHTMAN		

03/20/2025 01:08 PM
User: RDOLMAN
DB: Pottersville

CUSTOM INVOICE REPORT FOR CITY OF POTTERVILLE
EXP CHECK RUN DATES 03/14/2025 - 03/20/2025
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: GEN

Page: 2/2

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: WIGHTMAN		
93355	WATER SYSTEM IMPROVEMENTS PROJECT	35,281.34
93331	CAMBRIA PHASE II FEB 10-MAR 9, 2025	11,732.50
93343	WELL	1,771.25
TOTAL VENDOR WIGHTMAN		48,785.09
GRAND TOTAL:		144,661.26

03/03/2025 02:53 PM
User: JWest
DB: Potterville

BANK RECONCILIATION FOR CITY OF POTTERVILLE
Bank TAX (TAX ACCOUNT)
FROM 02/01/2025 TO 02/28/2025
Reconciliation Record ID: 297

GL Number	Description	Beginning Balance
703-000-001.000	CASH	404,240.17
Beginning GL Balance:		404,240.17
Add: Cash Receipts		244,713.00
Add: Tax Receipts		31,926.00
Less: Cash Disbursements		(607,930.37)
Add: Journal Entries/Other		483.81
Ending GL Balance:		73,432.61

GL Number	Description	Ending Balance
703-000-001.000	CASH	73,432.61
Ending GL Balance:		73,432.61
Ending Bank Balance:		324,792.24
Add: Miscellaneous Transactions		3,243.06
Add: Deposits in Transit		620.01
02/28/2025 Deposit ID: 2035		620.01
Less: 6 AP Outstanding Checks		255,222.70
Less: 0 PR Outstanding Checks		
Adjusted Bank Balance		73,432.61
Unreconciled Difference:		0.00

REVIEWED BY:  _____

DATE: 3-3-25

GL Number	Description	Beginning Balance
211-000-001.000	CASH	53,188.85
Beginning GL Balance:		53,188.85
Add: Cash Receipts		2,775.00
Less: Cash Disbursements		(17,880.66)
Add: Journal Entries/Other		671.78
Ending GL Balance:		38,754.97

GL Number	Description	Ending Balance
211-000-001.000	CASH	38,754.97
Ending GL Balance:		38,754.97
Ending Bank Balance:		50,310.63
Add: Deposits in Transit		
	02/28/2025 Deposit ID: 2034	2,525.00
Less: 2 AP Outstanding Checks		2,525.00
Less: 0 PR Outstanding Checks		14,080.66
Adjusted Bank Balance		38,754.97
Unreconciled Difference:		0.00

REVIEWED BY: _____



DATE: _____

9-3-25

GL Number	Description	Beginning Balance
101-000-001.000	CASH	1,397,073.54
202-000-001.000	CASH	342,391.44
203-000-001.000	CASH	151,777.46
208-000-001.000	CASH	16,780.08
370-000-001.000	CASH	
401-000-001.000	CASH	6,763.51
590-000-001.000	CASH	193,367.63
590-000-010.000	CASH IN BANK - BOND RESERVE	348,500.00
590-000-011.000	CASH IN BANK-REPLACEMENT FUND	38,133.00
591-000-001.000	CASH	934,202.30
591-000-010.000	CASH IN BANK - BOND RESERVE	195,180.00
591-000-011.000	CASH IN BANK-REPLACEMENT FUND	372,463.00
598-000-001.000	CASH	(12,144.23)
641-000-001.000	CASH	36,744.06

Beginning GL Balance:	4,021,231.79
Add: Cash Receipts	132,096.85
Less: Cash Disbursements	(143,405.48)
Less: Payroll Disbursements	(66,834.67)
Add: Journal Entries/Other	150,003.92
Ending GL Balance:	4,093,092.41

GL Number	Description	Ending Balance
101-000-001.000	CASH	1,402,232.45
202-000-001.000	CASH	372,055.70
203-000-001.000	CASH	163,359.01
208-000-001.000	CASH	14,782.22
370-000-001.000	CASH	
401-000-001.000	CASH	6,763.51
590-000-001.000	CASH	244,620.69
590-000-010.000	CASH IN BANK - BOND RESERVE	348,500.00
590-000-011.000	CASH IN BANK-REPLACEMENT FUND	38,133.00
591-000-001.000	CASH	953,545.93
591-000-010.000	CASH IN BANK - BOND RESERVE	195,180.00
591-000-011.000	CASH IN BANK-REPLACEMENT FUND	372,463.00
598-000-001.000	CASH	(12,271.51)
641-000-001.000	CASH	(6,271.59)

Ending GL Balance: 4,093,092.41

Ending Bank Balance: 4,111,053.92
 Add: Miscellaneous Transactions 7,717.21
 Add: Deposits in Transit

02/28/2025 Deposit ID: 2036 1,249.93
 191.25
 - (20.00)

Less: 19 AP Outstanding Checks 1,421.18
 Less: 0 PR Outstanding Checks 27,099.90

Adjusted Bank Balance 4,093,092.41
 Unreconciled Difference: 0.00

REVIEWED BY: 

DATE: 3-6-25

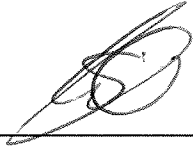
User: JWest
DB: Potterville

Bank PR (PAYROLL ACCOUNT)
FROM 02/01/2025 TO 02/28/2025
Reconciliation Record ID: 296

GL Number	Description	Beginning Balance
750-000-001.000	CASH	10,222.15
Beginning GL Balance:		10,222.15
Add: Payroll Disbursements		3,175.53
Ending GL Balance:		13,397.68

GL Number	Description	Ending Balance
750-000-001.000	CASH	13,397.68
Ending GL Balance:		13,397.68
Ending Bank Balance:		19,638.45
Add: Deposits in Transit		
		(191.25)
	MISC	20.00
		(171.25)
Less: 0 AP Outstanding Checks		
Less: 2 PR Outstanding Checks		6,069.52
Adjusted Bank Balance		13,397.68
Unreconciled Difference:		0.00

REVIEWED BY: _____



DATE: 3-6-25

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2024 (NORMAL)	2024-25 ORIGINAL BUDGET	YTD BALANCE 02/28/2025 (NORMAL)	ACTIVITY FOR MONTH 02/28/2025 (INCREASE / DECREASE)
Fund 101 - GENERAL FUND					
Revenues					
Dept 000					
101-000-402.000	PROPERTY TAX	620,875.80	669,190.03	642,900.87	1,532.19
101-000-403.000	SOLID WASTE TAX	79,091.52	87,969.46	84,787.83	201.40
101-000-411.000	DELINQUENT PROP TAX	216.02	200.00	600.94	0.00
101-000-432.000	PAYMENT IN LIEU OF TAXES	625.85	625.00	0.00	0.00
101-000-434.000	TRAILER COURT TAX	2,147.00	2,400.00	1,065.00	0.00
101-000-445.000	CITY PENALTY	3,020.95	2,900.00	1,115.32	224.47
101-000-447.000	ADMINISTRATION FEE	32,441.83	35,580.01	34,359.44	5,955.07
101-000-476.000	PERMITS	6,310.00	6,000.00	4,330.00	200.00
101-000-477.000	3% CABLE T.V.	7,717.69	7,200.00	2,581.56	498.34
101-000-478.000	BLIGHT FEES	175.00	150.00	0.00	0.00
101-000-479.000	OTHER PERMITS	0.00	0.00	50.00	0.00
101-000-480.000	TELECOM RIGHT OF WAY MAINTENA	11,006.90	11,006.90	0.00	0.00
101-000-481.000	LIQUOR LICENSE FEES	3,395.70	1,994.85	385.00	0.00
101-000-488.000	RECYCLING	3,200.65	1,570.00	775.00	0.00
101-000-543.010	PUBLIC ACT 302 LAW ENF.	1,068.18	550.00	3,599.01	0.00
101-000-543.020	CONTINUING PROFESSIONAL EDUCATION-POLICE	1,500.00	1,500.00	0.00	0.00
101-000-573.000	LOCAL COMMUNITY STABILIZATION	244,495.88	240,000.00	99,426.07	0.00
101-000-574.000	ST SHARED REV - SALES TAX	327,470.00	320,000.00	172,904.00	57,729.00
101-000-574.100	CVTRS-CLFRF	43,206.00	41,000.00	22,224.00	7,408.00
101-000-574.200	CVTRS-PUBLIC SAFETY	831.00	550.00	0.00	0.00
101-000-579.000	GRANT REVENUE- STATE	267,490.34	0.00	31,000.00	0.00
101-000-602.000	FOIA	191.91	150.00	130.05	0.00
101-000-607.000	CHARGES FOR SERVICES - PD	207.90	150.00	125.00	40.00
101-000-656.000	FINES & FORFEITURES	2,334.59	2,000.00	598.95	135.30
101-000-665.000	INTEREST	52,064.84	45,000.00	36,650.47	3,845.13
101-000-667.010	DDA PAVILION - FARMERS MARKET	100.00	0.00	0.00	0.00
101-000-671.100	LEASE/RENT	1,159.30	1,100.00	206.00	0.00
101-000-674.000	DONATIONS	397.42	0.00	10,011.00	11.00
101-000-676.000	REIMBURSEMENT	31,244.13	5,000.00	6,757.69	0.00
101-000-677.000	SCHOOL SRO REIMBURSEMENT	47,591.77	44,428.80	12,368.33	0.00
101-000-684.000	MISC INCOME	728.21	0.00	83.44	43.00
101-000-687.000	INSURANCE REIMBURSEMENT	703,850.64	0.00	7,244.72	259.00
101-000-689.000	CASH OVER & UNDER	3.69	0.00	(0.65)	0.00
101-000-693.000	SALE OF FIXED ASSETS	0.00	3,000.00	2,838.75	2,838.75
Total Dept 000		2,496,160.71	1,531,215.05	1,179,117.79	80,920.65
TOTAL REVENUES		2,496,160.71	1,531,215.05	1,179,117.79	80,920.65
Expenditures					
Dept 101 - CITY COUNCIL					
101-101-703.000	SALARIES	2,060.94	2,500.00	2,113.79	0.00
101-101-706.000	RR-CROSSING MAINTENANCE FEE	2,257.00	2,257.00	2,257.00	0.00
101-101-719.000	FRINGE BENEFITS	155.29	240.00	169.87	0.00
101-101-731.000	PUBLICATION	526.30	600.00	118.70	0.00
101-101-740.000	SUPPLIES	35.37	200.00	25.96	0.00
101-101-775.000	REPAIRS & MAINT	37.50	50.00	0.00	0.00
101-101-913.000	INSURANCE-LIAB & WORKMAN COMP	60,488.43	70,000.00	66,170.96	0.00
101-101-961.000	CONFERENCE AND WORKSHOPS	135.00	200.00	0.00	0.00
Total Dept 101 - CITY COUNCIL		65,695.83	76,047.00	70,856.28	0.00
Dept 171 - MAYOR					
101-171-703.000	SALARIES	570.00	850.00	450.00	0.00
101-171-719.000	FRINGE BENEFITS	43.61	85.00	34.43	0.00
Total Dept 171 - MAYOR		613.61	935.00	484.43	0.00
Dept 172 - CITY MANAGER					
101-172-703.000	SALARIES	80,494.36	82,825.18	54,251.38	6,371.16
101-172-719.000	FRINGE BENEFITS	16,389.88	16,881.58	11,530.77	1,398.30
101-172-740.000	SUPPLIES	139.91	150.00	0.00	0.00
101-172-781.000	COMPUTER SOFTWARE	0.00	0.00	1,169.40	0.00
101-172-809.000	TRAINING	0.00	150.00	895.00	0.00
101-172-962.000	MILEAGE	0.00	0.00	651.00	651.00
101-172-980.100	COMPUTER EQUIPMENT	0.00	500.00	0.00	0.00
Total Dept 172 - CITY MANAGER		97,024.15	100,506.76	68,497.55	8,420.46
Dept 215 - CLERK					
101-215-703.000	SALARIES	36,612.90	39,141.65	25,440.48	2,900.80

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2024 (NORMAL) (ABNORMAL)	2024-25 ORIGINAL BUDGET (NORMAL)	YTD BALANCE 02/28/2025 (NORMAL) (ABNORMAL)	ACTIVITY FOR MTH 02/28/2025 BASE (DECREASE)
Fund 101 - GENERAL FUND					
Expenditures					
101-215-719.000	FRINGE BENEFITS	3,076.39	3,168.68	2,027.27	253.82
101-215-740.000	SUPPLIES	260.38	450.00	54.72	0.00
101-215-741.000	POSTAGE	1,260.88	1,700.00	1,090.00	0.00
101-215-781.000	COMPUTER SOFTWARE	0.00	400.00	0.00	0.00
101-215-809.000	TRAINING	0.00	2,400.00	0.00	0.00
101-215-822.000	ELECTIONS	7,355.38	10,000.00	6,427.95	0.00
101-215-958.000	DUES AND SUBSCRIPTIONS	111.00	160.00	144.00	0.00
101-215-961.000	CONFERENCE AND WORKSHOPS	0.00	150.00	0.00	0.00
101-215-962.000	MILEAGE	0.00	0.00	83.06	0.00
101-215-980.100	COMPUTER EQUIPMENT	0.00	800.00	0.00	0.00
Total Dept 215 - CLERK		48,676.93	58,370.33	35,267.48	3,154.62
Dept 223 - AUDIT					
101-223-807.000	AUDIT	21,850.00	22,250.00	20,050.00	0.00
Total Dept 223 - AUDIT		21,850.00	22,250.00	20,050.00	0.00
Dept 253 - TREASURERS OFFICE					
101-253-703.000	SALARIES	69,513.19	71,513.31	46,838.60	5,501.02
101-253-719.000	FRINGE BENEFITS	19,830.15	21,368.34	16,427.20	1,959.40
101-253-740.000	SUPPLIES	708.94	700.00	363.25	43.60
101-253-741.000	POSTAGE	1,000.46	1,100.00	1,343.23	0.00
101-253-781.000	COMPUTER SOFTWARE	0.00	100.00	0.00	0.00
101-253-814.000	BANK SERVICE CHARGES	3,439.88	4,300.00	2,636.77	414.50
101-253-961.000	CONFERENCE AND WORKSHOPS	248.00	250.00	248.00	0.00
101-253-962.000	MILEAGE	49.02	0.00	8.17	0.00
101-253-980.100	COMPUTER EQUIPMENT	423.48	500.00	0.00	0.00
Total Dept 253 - TREASURERS OFFICE		95,213.12	99,831.65	67,865.22	7,918.52
Dept 257 - ASSESSOR					
101-257-703.000	SALARIES	1,151.39	1,186.15	792.75	92.99
101-257-719.000	FRINGE BENEFITS	620.58	630.00	333.01	32.55
101-257-731.000	PUBLICATION	269.70	450.00	0.00	0.00
101-257-740.000	SUPPLIES	37.98	250.00	0.00	0.00
101-257-741.000	POSTAGE	535.73	550.00	562.09	562.09
101-257-781.000	COMPUTER SOFTWARE	349.99	250.00	260.00	0.00
101-257-810.050	RE INSPECTION - 20%	3,450.85	3,649.45	2,510.65	278.97
101-257-813.000	BOARD OF REVIEW	1,121.63	1,500.00	0.00	0.00
101-257-818.000	CONTRACT LABOR	13,333.63	17,000.00	9,916.69	1,416.67
Total Dept 257 - ASSESSOR		20,871.48	25,465.60	14,375.19	2,383.27
Dept 265 - CITY HALL					
101-265-703.000	SALARIES	23,508.39	25,374.59	15,768.87	1,768.71
101-265-719.000	FRINGE BENEFITS	8,041.27	8,759.43	5,851.77	729.18
101-265-731.000	PUBLICATION	0.00	650.00	0.00	0.00
101-265-740.000	SUPPLIES	4,628.26	3,970.00	1,306.94	422.33
101-265-741.000	POSTAGE	1,110.82	1,400.00	330.22	0.00
101-265-775.000	REPAIRS & MAINT	12,322.65	900.00	161.53	0.00
101-265-781.000	COMPUTER SOFTWARE	23,978.95	20,000.00	33,508.40	3,571.15
101-265-802.000	SERVICE	1,797.02	2,100.00	1,007.68	466.28
101-265-818.000	CONTRACT LABOR	0.00	400.00	180.00	0.00
101-265-880.100	COMMUNITY HOLIDAY EVENT	2,250.50	2,300.00	1,237.82	0.00
101-265-880.200	COMMUNITY SPECIAL EVENTS	494.49	500.00	987.90	0.00
101-265-958.000	DUES AND SUBSCRIPTIONS	180.00	300.00	180.00	0.00
101-265-962.000	MILEAGE	34.30	35.00	94.71	49.00
101-265-980.000	OFFICE EQUIPMENT & FURNITURE	176.66	500.00	0.00	0.00
Total Dept 265 - CITY HALL		78,523.31	67,189.02	60,615.84	7,006.65
Dept 266 - ATTORNEY					
101-266-801.000	ATTORNEY	53,045.44	25,000.00	28,037.91	0.00
Total Dept 266 - ATTORNEY		53,045.44	25,000.00	28,037.91	0.00
Dept 301 - POLICE					
101-301-703.000	SALARIES	214,662.44	220,641.80	134,845.80	12,016.56
101-301-703.002	OVERTIME SALARIES	8,185.98	9,000.00	8,634.61	253.92

PERIOD ENDING 02/28/2025

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2024 (NORMAL)	2024-25 ORIGINAL BUDGET	YTD BALANCE 02/28/2025 (NORMAL)	ACTIVITY FOR MONTH 02/28/2025 BASE (DECREASE)
Fund 101 - GENERAL FUND					
Expenditures					
101-301-719.000	FRINGE BENEFITS	54,093.97	55,160.45	37,129.48	445.59
101-301-728.000	UNIFORM EXPENSES	2,700.02	5,000.00	8,755.08	0.00
101-301-740.000	SUPPLIES	7,998.63	7,600.00	5,242.36	890.47
101-301-740.700	GUNS AND AMMUNITION	5,819.04	5,800.00	713.80	0.00
101-301-775.000	REPAIRS & MAINT	3,107.39	5,000.00	9,651.41	8,988.84
101-301-781.000	COMPUTER SOFTWARE	0.00	600.00	0.00	0.00
101-301-801.000	ATTORNEY	1,106.00	2,200.00	465.50	0.00
101-301-802.000	SERVICE	1,070.09	1,200.00	0.00	0.00
101-301-809.000	TRAINING	1,078.40	2,500.00	2,147.75	1,263.75
101-301-851.000	RADIO REPAIRS	0.00	300.00	0.00	0.00
101-301-853.000	TELEPHONE EXPENSE	2,011.30	2,100.00	1,324.48	109.69
101-301-862.000	GAS	0.00	500.00	82.62	0.00
101-301-958.000	DUES AND SUBSCRIPTIONS	401.20	500.00	115.00	0.00
101-301-960.000	MISC	0.00	50.00	0.00	0.00
101-301-970.000	CAPITAL OUTLAY	4,123.80	2,500.00	1,157.01	0.00
101-301-972.010	CAPITAL OUTLAY	0.00	0.00	14,022.26	0.00
101-301-980.100	COMPUTER EQUIPMENT	0.00	500.00	2,558.30	0.00
Total Dept 301 - POLICE		306,358.26	321,152.25	226,845.46	23,968.82
Dept 302 - POLICE STATE TRAINING					
101-302-809.000	TRAINING	0.00	0.00	599.01	0.00
101-302-810.000	EXPENSE	569.88	580.00	0.00	0.00
Total Dept 302 - POLICE STATE TRAINING		569.88	580.00	599.01	0.00
Dept 337 - EMS					
101-337-802.000	SERVICE	129,600.00	160,000.00	81,200.00	0.00
Total Dept 337 - EMS		129,600.00	160,000.00	81,200.00	0.00
Dept 441 - DPW					
101-441-775.000	REPAIRS & MAINT	0.00	300.00	0.00	0.00
101-441-810.020	RECYCLING EXPENSE	10,550.31	7,000.00	2,660.16	0.00
Total Dept 441 - DPW		10,550.31	7,300.00	2,660.16	0.00
Dept 445 - DRAIN AT LARGE					
101-445-810.000	EXPENSE	528.11	900.00	20.09	0.00
Total Dept 445 - DRAIN AT LARGE		528.11	900.00	20.09	0.00
Dept 701 - PLANNING COMMISSION					
101-701-703.000	SALARIES	180.00	650.00	0.00	0.00
101-701-719.000	FRINGE BENEFITS	13.78	100.00	0.00	0.00
101-701-731.000	PUBLICATION	256.60	900.00	237.40	0.00
101-701-740.000	SUPPLIES	40.21	50.00	10.59	10.59
101-701-803.000	ENGINEERS FEES	0.00	38,000.00	16,506.74	3,000.00
Total Dept 701 - PLANNING COMMISSION		490.59	39,700.00	16,754.73	3,010.59
Dept 702 - ZONING					
101-702-703.000	SALARIES	40,061.43	41,263.27	26,995.76	3,170.54
101-702-719.000	FRINGE BENEFITS	3,340.20	3,440.40	2,152.37	277.42
101-702-731.000	PUBLICATION	523.30	1,300.00	395.00	0.00
101-702-740.000	SUPPLIES	217.79	700.00	104.77	31.77
101-702-853.000	TELEPHONE EXPENSE	891.80	930.00	417.51	53.77
101-702-961.000	CONFERENCE AND WORKSHOPS	0.00	275.00	0.00	0.00
Total Dept 702 - ZONING		45,034.52	47,908.67	30,065.41	3,533.50
Dept 906 - DEBT SERVICE					
101-906-738.000	TOWNSHIP/MILL	8,208.66	7,900.00	0.00	0.00
101-906-991.000	DEBT SERVICE - PRINCIPAL	28,388.40	29,353.50	25,170.00	0.00
101-906-992.000	PRINCIPAL & INTEREST - PATROL CAR	1,080.34	0.00	0.00	0.00
101-906-993.000	BOND INTEREST	26,468.01	26,025.25	23,528.01	0.00
Total Dept 906 - DEBT SERVICE		64,145.41	63,278.75	48,698.01	0.00

PERIOD ENDING 02/28/2025

GL NUMBER	DESCRIPTION	END BALANCE	2024-25	YTD BALANCE	ACTIVITY FOR
		06/30/2024	ORIGINAL	02/28/2025	MTH 02/28/2025
		NORMAL (ABNORMAL)	BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)
Fund 101 - GENERAL FUND					
Expenditures					
Dept 966 - CONTRIBUTIONS TO OTHER FUNDS					
101-966-965.202	CONTRIB TO MAJOR STREET FUND	96,400.81	0.00	0.00	0.00
101-966-965.203	CONTRIB TO LOCAL STREET FUND	260,280.72	82,686.76	0.00	0.00
101-966-965.208	CONTRIB TO PARK FUND	507,883.04	110,640.00	50,000.00	0.00
101-966-965.401	CONTRIB TO CAPITAL PROJECT FUND	2,654.00	2,654.00	2,654.00	0.00
101-966-965.590	CONTRIBUTION TO SEWER FUND	15,465.30	0.00	0.00	0.00
101-966-965.591	CONTRIBUTION TO WATER	18,221.17	0.00	0.00	0.00
101-966-965.598	CONTRIB TO STORM DRAIN MAINT	0.00	12,000.00	12,000.00	0.00
101-966-965.641	CONTRIB TO EQP REPAIR & REPL	381,867.30	155,793.45	80,000.00	0.00
Total Dept 966 - CONTRIBUTIONS TO OTHER FUNDS		1,282,772.34	363,774.21	144,654.00	0.00
TOTAL EXPENDITURES		2,321,563.29	1,480,189.24	917,546.77	59,396.43
Fund 101 - GENERAL FUND:					
TOTAL REVENUES		2,496,160.71	1,531,215.05	1,179,117.79	80,920.65
TOTAL EXPENDITURES		2,321,563.29	1,480,189.24	917,546.77	59,396.43
NET OF REVENUES & EXPENDITURES		174,597.42	51,025.81	261,571.02	21,524.22

PERIOD ENDING 02/28/2025

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2024 NORMAL (ABNORMAL)	2024-25 ORIGINAL BUDGET	YTD BALANCE 02/28/2025 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/28/2025 INCREASE (DECREASE)
Fund 202 - MAJOR STREET FUND					
Revenues					
Dept 000					
202-000-451.200	SPEC ASSESSMENT ROAD - SUNSET	4,894.29	4,894.29	5,383.18	0.00
202-000-553.000	ACT 51	253,134.51	231,000.00	135,722.93	28,702.98
202-000-579.000	GRANT REVENUE- STATE	83,333.33	0.00	0.00	0.00
202-000-582.000	COUNTY ROAD MILL 2014	44,000.00	44,000.00	1,760.62	0.00
202-000-665.000	INTEREST	12,133.87	12,000.00	8,343.17	961.28
202-000-699.101	GF CONTRIBUTION	96,400.81	0.00	0.00	0.00
Total Dept 000		493,896.81	291,894.29	151,209.90	29,664.26
TOTAL REVENUES		493,896.81	291,894.29	151,209.90	29,664.26
Expenditures					
Dept 463 - ROUTINE MAINT					
202-463-699.203	TRANSFER TO LOCAL STREETS	87,500.00	87,500.00	87,500.00	0.00
202-463-782.000	STREET MATERIALS & SUPPLIES	810.35	2,500.00	0.00	0.00
202-463-818.000	CONTRACT LABOR	165,783.79	0.00	0.00	0.00
202-463-956.000	TREE TRIMMING	0.00	1,500.00	0.00	0.00
202-463-965.600	CONTRIBUTION TO 641 LABOR & EQUIPMENT	78,000.00	78,000.00	78,000.00	0.00
Total Dept 463 - ROUTINE MAINT		332,094.14	169,500.00	165,500.00	0.00
Dept 474 - TRAFFIC SIGNS					
202-474-782.000	STREET MATERIALS & SUPPLIES	0.00	250.00	0.00	0.00
Total Dept 474 - TRAFFIC SIGNS		0.00	250.00	0.00	0.00
Dept 478 - WINTER MAINT					
202-478-782.000	STREET MATERIALS & SUPPLIES	0.00	600.00	1,840.93	0.00
Total Dept 478 - WINTER MAINT		0.00	600.00	1,840.93	0.00
Dept 480 - CONSTRUCTION					
202-480-803.000	ENGINEERS FEES	36,291.11	80,000.00	15,740.89	0.00
202-480-818.000	CONTRACT LABOR	11,117.50	200,000.00	0.00	0.00
Total Dept 480 - CONSTRUCTION		47,408.61	280,000.00	15,740.89	0.00
Dept 906 - DEBT SERVICE					
202-906-992.000	BOND PRINCIPAL	11,264.00	11,264.00	0.00	0.00
202-906-993.000	BOND INTEREST	6,161.06	5,862.49	2,931.28	0.00
Total Dept 906 - DEBT SERVICE		17,425.06	17,126.49	2,931.28	0.00
TOTAL EXPENDITURES		396,927.81	467,476.49	186,013.10	0.00
Fund 202 - MAJOR STREET FUND:					
TOTAL REVENUES		493,896.81	291,894.29	151,209.90	29,664.26
TOTAL EXPENDITURES		396,927.81	467,476.49	186,013.10	0.00
NET OF REVENUES & EXPENDITURES		96,969.00	(175,582.20)	(34,803.20)	29,664.26

PERIOD ENDING 02/28/2025

GL NUMBER	DESCRIPTION	END BALANCE	2024-25	YTD BALANCE	ACTIVITY FOR
		06/30/2024	ORIGINAL	02/28/2025	MTH 02/28/2025
		(NORMAL)	BUDGET	(NORMAL)	INCREASE (DECREASE)
Fund 203 - LOCAL STREET FUND					
Revenues					
Dept 000					
203-000-451.200	SPEC ASSESSMENT ROAD - SUNSET	29,866.30	29,866.30	22,622.90	0.01
203-000-553.000	ACT 51	100,665.86	97,000.00	54,309.15	11,485.41
203-000-579.000	GRANT REVENUE- STATE	83,333.33	0.00	0.00	0.00
203-000-582.000	COUNTY ROAD MILL 2014	35,257.36	35,000.00	10,477.52	0.00
203-000-665.000	INTEREST	1,213.37	1,200.00	834.31	96.13
203-000-699.001	CONTRIBUTIONS FROM MAJOR STREET FUND	87,500.00	87,500.00	87,500.00	0.00
203-000-699.101	GF CONTRIBUTION	260,280.72	82,686.76	0.00	0.00
Total Dept 000		598,116.94	333,253.06	175,743.88	11,581.55
TOTAL REVENUES		598,116.94	333,253.06	175,743.88	11,581.55
Expenditures					
Dept 463 - ROUTINE MAINT					
203-463-818.000	CONTRACT LABOR	165,783.84	0.00	0.00	0.00
203-463-965.600	CONTRIBUTION TO 641 LABOR & EQUIPMENT	25,000.00	25,000.00	25,000.00	0.00
Total Dept 463 - ROUTINE MAINT		190,783.84	25,000.00	25,000.00	0.00
Dept 478 - WINTER MAINT					
203-478-782.000	STREET MATERIALS & SUPPLIES	64.60	600.00	1,840.93	0.00
Total Dept 478 - WINTER MAINT		64.60	600.00	1,840.93	0.00
Dept 480 - CONSTRUCTION					
203-480-803.000	ENGINEERS FEES	826.25	2,500.00	975.00	0.00
203-480-818.000	CONTRACT LABOR	11,117.50	5,000.00	0.00	0.00
Total Dept 480 - CONSTRUCTION		11,943.75	7,500.00	975.00	0.00
Dept 906 - DEBT SERVICE					
203-906-992.000	BOND PRINCIPAL	165,347.60	168,382.50	34,830.00	0.00
203-906-993.000	BOND INTEREST	136,952.01	131,904.26	80,842.58	0.00
Total Dept 906 - DEBT SERVICE		302,299.61	300,286.76	115,672.58	0.00
TOTAL EXPENDITURES		505,091.80	333,386.76	143,488.51	0.00
Fund 203 - LOCAL STREET FUND:					
TOTAL REVENUES		598,116.94	333,253.06	175,743.88	11,581.55
TOTAL EXPENDITURES		505,091.80	333,386.76	143,488.51	0.00
NET OF REVENUES & EXPENDITURES		93,025.14	(133.70)	32,255.37	11,581.55

PERIOD ENDING 02/28/2025

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2024 (NORMAL)	2024-25 ORIGINAL BUDGET	YTD BALANCE 02/28/2025 (NORMAL)	ACTIVITY FOR MONTH 02/28/2025 BASE (DECREASE)
Fund 208 - PARK FUND					
Revenues					
Dept 000					
208-000-478.030	CONCESSIONS	27,204.92	28,000.00	13,291.21	0.00
208-000-478.070	FIELD RENTAL	25,067.00	21,000.00	9,702.00	(5,080.00)
208-000-478.084	FLAG FOOTBALL	1,035.00	1,050.00	1,350.00	0.00
208-000-478.090	YOUTH FEES	10,175.00	10,000.00	5,980.00	5,515.00
208-000-667.000	PAVILION RENT	1,715.00	1,550.00	770.00	0.00
208-000-667.020	TIFA PAVILION - COMMUNITY CEN	2,525.00	2,200.00	1,025.00	75.00
208-000-674.000	DONATIONS	500.00	0.00	250.00	0.00
208-000-680.001	SPECIAL EVENTS	600.00	250.00	350.00	0.00
208-000-699.101	GF CONTRIBUTION	507,883.04	110,640.00	50,000.00	0.00
Total Dept 000		576,704.96	174,690.00	82,718.21	510.00
TOTAL REVENUES		576,704.96	174,690.00	82,718.21	510.00
Expenditures					
Dept 751 - PARK ADMIN					
208-751-703.000	SALARIES	56,393.33	54,600.00	35,384.04	3,836.54
208-751-703.002	OVERTIME SALARIES	1,218.03	295.00	298.91	0.00
208-751-719.000	FRINGE BENEFITS	21,095.37	21,500.00	17,243.34	2,125.91
208-751-728.000	UNIFORM EXPENSES	570.00	600.00	0.00	0.00
208-751-731.000	PUBLICATION	892.16	1,000.00	545.58	0.00
208-751-740.000	SUPPLIES	5,999.95	5,000.00	973.31	0.00
208-751-781.000	COMPUTER SOFTWARE	0.00	150.00	0.00	0.00
208-751-803.000	ENGINEERS FEES	8,182.50	3,000.00	7,160.98	0.00
208-751-809.000	TRAINING	1,511.80	0.00	0.00	0.00
208-751-810.100	GRANT EXPENSE	190,811.63	5,000.00	23,225.79	0.00
208-751-818.000	CONTRACT LABOR	172,199.95	2,500.00	900.00	600.00
208-751-853.000	TELEPHONE EXPENSE	866.05	900.00	472.43	67.50
208-751-913.000	INSURANCE-LIAB & WORKMAN COMP	10,055.74	10,075.00	10,921.44	0.00
208-751-962.000	MILEAGE	680.23	700.00	360.76	0.00
Total Dept 751 - PARK ADMIN		470,476.74	105,320.00	97,486.58	6,629.95
Dept 770 - LAKE ALLIANCE MAINTENANCE					
208-770-740.000	SUPPLIES	8,159.32	4,500.00	2,520.00	0.00
208-770-775.000	REPAIRS & MAINT	24,585.21	5,000.00	761.82	0.00
208-770-802.000	SERVICE	895.84	1,100.00	274.84	0.00
208-770-920.000	UTILITIES	9,896.51	13,100.00	5,490.07	647.26
Total Dept 770 - LAKE ALLIANCE MAINTENANCE		43,536.88	23,700.00	9,046.73	647.26
Dept 771 - CITY PARK					
208-771-740.000	SUPPLIES	1,032.83	1,300.00	0.00	0.00
208-771-775.000	REPAIRS & MAINT	8,372.50	3,000.00	1,250.85	0.00
208-771-818.000	CONTRACT LABOR	1,624.62	2,000.00	0.00	0.00
Total Dept 771 - CITY PARK		11,029.95	6,300.00	1,250.85	0.00
Dept 772 - SUNSET HILLS PARK					
208-772-775.000	REPAIRS & MAINT	0.00	300.00	0.00	0.00
Total Dept 772 - SUNSET HILLS PARK		0.00	300.00	0.00	0.00
Dept 774 - BASEBALL					
208-774-731.000	PUBLICATION	348.60	500.00	0.00	0.00
208-774-740.000	SUPPLIES	422.09	500.00	6.35	0.00
208-774-775.000	REPAIRS & MAINT	2,111.26	2,500.00	315.00	0.00
Total Dept 774 - BASEBALL		2,881.95	3,500.00	321.35	0.00
Dept 777 - BALLFIELD					
208-777-740.000	SUPPLIES	1,247.82	2,500.00	1,146.00	0.00
208-777-744.000	YOUTH FEES (UNIFORMS,ETC.)	8,697.30	8,700.00	0.00	0.00
208-777-745.000	YOUTH UMPIRE FEES	3,445.00	3,200.00	640.00	0.00
208-777-802.000	SERVICE	1,585.00	0.00	0.00	0.00
Total Dept 777 - BALLFIELD		14,975.12	14,400.00	1,786.00	0.00

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REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

PERIOD ENDING 02/28/2025

GL NUMBER	DESCRIPTION	END BALANCE	2024-25	YTD BALANCE	ACTIVITY FOR
		06/30/2024	ORIGINAL	02/28/2025	MTH 02/28/2025
		ORMAL (ABNORMAL)	BUDGET	ORMAL (ABNORMAL)	ASE (DECREASE)
Fund 208 - PARK FUND					
Expenditures					
Dept 778 - CONCESSIONS					
208-778-703.000	SALARIES	5,199.49	4,900.00	3,577.59	0.00
208-778-719.000	FRINGE BENEFITS	584.18	590.00	386.45	0.00
208-778-740.000	SUPPLIES	12,923.84	13,500.00	4,190.29	0.00
208-778-746.000	CONCESSION - FOOD LICENSE	620.00	880.00	0.00	0.00
208-778-814.000	BANK SERVICE CHARGES	1,084.72	1,200.00	727.01	166.75
Total Dept 778 - CONCESSIONS		20,412.23	21,070.00	8,881.34	166.75
Dept 779 - SPECIAL EVENTS					
208-779-740.000	SUPPLIES	0.00	100.00	0.00	0.00
Total Dept 779 - SPECIAL EVENTS		0.00	100.00	0.00	0.00
TOTAL EXPENDITURES		563,312.87	174,690.00	118,772.85	7,443.96
Fund 208 - PARK FUND:					
TOTAL REVENUES		576,704.96	174,690.00	82,718.21	510.00
TOTAL EXPENDITURES		563,312.87	174,690.00	118,772.85	7,443.96
NET OF REVENUES & EXPENDITURES		13,392.09	0.00	(36,054.64)	(6,933.96)

PERIOD ENDING 02/28/2025

GL NUMBER	DESCRIPTION	END BALANCE	2024-25	YTD BALANCE	ACTIVITY FOR
		06/30/2024	ORIGINAL	02/28/2025	MTH 02/28/2025
		{MAL (ABNORMAL)	BUDGET {MAL	{MAL (ABNORMAL)	BASE (DECREASE)
Fund 211 - GIZZARD FEST					
Revenues					
Dept 000					
211-000-665.000	INTEREST	1,696.20	1,600.00	1,160.89	122.59
211-000-674.000	DONATIONS	500.00	500.00	2,000.00	0.00
211-000-674.100	SPONSORSHIP	23,530.00	15,000.00	2,000.00	2,000.00
211-000-678.100	POTTERVILLE BAND BOOSTERS	218.20	0.00	0.00	0.00
211-000-681.000	VENDOR BOOTHS	12,325.00	12,000.00	1,275.00	875.00
211-000-682.000	RACE	7,900.10	7,900.00	1,601.44	549.19
211-000-686.000	PAGEANT	1,000.00	1,000.00	1,000.00	0.00
211-000-687.000	INSURANCE REIMBURSEMENT	402.00	0.00	0.00	0.00
211-000-688.000	CARNIVAL	3,307.20	3,300.00	0.00	0.00
211-000-690.000	TENT TICKET SALES	8,270.00	8,200.00	0.00	0.00
211-000-691.000	ATM	4.00	50.00	26.50	0.00
211-000-697.000	PALLET RAFFLE-BENTON TWP EMERGENCY SERVI	2,050.00	1,100.00	0.00	0.00
Total Dept 000		61,202.70	50,650.00	9,063.83	3,546.78
TOTAL REVENUES		61,202.70	50,650.00	9,063.83	3,546.78
Expenditures					
Dept 779 - SPECIAL EVENTS					
211-779-740.000	SUPPLIES	6,537.94	8,000.00	509.64	0.00
211-779-818.000	CONTRACT LABOR	8,934.00	15,000.00	3,800.00	3,800.00
211-779-880.200	COMMUNITY SPECIAL EVENTS	28,164.33	19,500.00	19,241.03	14,080.66
211-779-880.300	COMMUNITY SPECIAL EVENTS/GIZZARDFEST	14.95	20.00	0.00	0.00
211-779-880.500	PAGEANT	999.50	1,000.00	0.00	0.00
211-779-880.600	RACE	6,044.61	4,000.00	200.00	0.00
Total Dept 779 - SPECIAL EVENTS		50,695.33	47,520.00	23,750.67	17,880.66
TOTAL EXPENDITURES		50,695.33	47,520.00	23,750.67	17,880.66
Fund 211 - GIZZARD FEST :					
TOTAL REVENUES		61,202.70	50,650.00	9,063.83	3,546.78
TOTAL EXPENDITURES		50,695.33	47,520.00	23,750.67	17,880.66
NET OF REVENUES & EXPENDITURES		10,507.37	3,130.00	(14,686.84)	(14,333.88)

PERIOD ENDING 02/28/2025

GL NUMBER	DESCRIPTION	END BALANCE	2024-25	YTD BALANCE	ACTIVITY FOR
		06/30/2024	ORIGINAL	02/28/2025	MTH 02/28/2025
		ORMAL (ABNORMAL)	BUDGET	ORMAL (ABNORMAL)	ASE (DECREASE)
Fund 247 - TAX INCREMENT FINANCING AUTHOR					
Revenues					
Dept 728 - TIFA DEPT					
247-728-401.000	PROPERTY TAXES	183,809.96	198,266.61	197,582.90	38,122.04
247-728-573.000	LOCAL COMMUNITY STABILIZATION	22,561.19	23,732.63	22,685.72	0.00
247-728-665.000	INTEREST INCOME	8,404.88	6,000.00	604.86	53.58
Total Dept 728 - TIFA DEPT		214,776.03	227,999.24	220,873.48	38,175.62
TOTAL REVENUES		214,776.03	227,999.24	220,873.48	38,175.62
Expenditures					
Dept 728 - TIFA DEPT					
247-728-703.005	WAGES - OTHER	4,974.97	5,025.00	3,341.65	408.33
247-728-727.000	OFFICE EXPENSE	1,000.00	1,120.00	0.00	0.00
247-728-731.000	PUBLICATION	0.00	300.00	0.00	0.00
247-728-801.000	ATTORNEY	0.00	500.00	0.00	0.00
247-728-803.000	ENGINEERS FEES	32,851.21	15,000.00	10,428.75	0.00
247-728-807.000	AUDIT	4,350.00	4,600.00	4,400.00	0.00
247-728-881.000	K9 EXPENSES	0.00	0.00	5,000.00	5,000.00
247-728-967.000	SIDEWALK AND LIGHTING IMPROVE	121,332.94	0.00	0.00	0.00
247-728-970.000	CAPITAL OUTLAY	56,061.78	20,000.00	27,847.90	0.00
247-728-992.000	BOND PRINCIPAL	50,000.00	55,000.00	55,000.00	0.00
247-728-993.000	BOND INTEREST	15,282.50	12,945.00	7,091.25	0.00
Total Dept 728 - TIFA DEPT		285,853.40	114,490.00	113,109.55	5,408.33
TOTAL EXPENDITURES		285,853.40	114,490.00	113,109.55	5,408.33
Fund 247 - TAX INCREMENT FINANCING AUTHOR:					
TOTAL REVENUES		214,776.03	227,999.24	220,873.48	38,175.62
TOTAL EXPENDITURES		285,853.40	114,490.00	113,109.55	5,408.33
NET OF REVENUES & EXPENDITURES		(71,077.37)	113,509.24	107,763.93	32,767.29

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REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE
PERIOD ENDING 02/28/2025

GL NUMBER	DESCRIPTION	END BALANCE	2024-25	YTD BALANCE	ACTIVITY FOR
		06/30/2024	ORIGINAL	02/28/2025	MTH 02/28/2025
		{MAL (ABNORMAL)	BUDGET	{MAL (ABNORMAL)	BASE (DECREASE)
Fund 401 - CAPITAL PROJECT FUND- DOWNTOWN					
Revenues					
Dept 000					
401-000-699.100	TRANSFER IN	2,654.00	2,654.00	2,654.00	0.00
Total Dept 000		2,654.00	2,654.00	2,654.00	0.00
TOTAL REVENUES		2,654.00	2,654.00	2,654.00	0.00
Expenditures					
Dept 729 - DOWNTOWN					
401-729-740.600	LANDSCAPING SUPPLIES	1,301.56	3,000.00	642.21	0.00
401-729-818.000	CONTRACT LABOR	420.00	600.00	0.00	0.00
Total Dept 729 - DOWNTOWN		1,721.56	3,600.00	642.21	0.00
TOTAL EXPENDITURES		1,721.56	3,600.00	642.21	0.00
Fund 401 - CAPITAL PROJECT FUND- DOWNTOWN:					
TOTAL REVENUES		2,654.00	2,654.00	2,654.00	0.00
TOTAL EXPENDITURES		1,721.56	3,600.00	642.21	0.00
NET OF REVENUES & EXPENDITURES		932.44	(946.00)	2,011.79	0.00

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2024 NORMAL (ABNORMAL)	2024-25 ORIGINAL BUDGET	YTD BALANCE 02/28/2025 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/28/2025 INCREASE (DECREASE)
Fund 590 - SEWER FUND					
Revenues					
Dept 000					
590-000-642.000	BILLS	159,329.53	159,000.00	137,787.12	43,309.91
590-000-642.001	FIXED COSTS	495,729.94	495,000.00	337,292.31	83,819.27
590-000-656.000	FINES & FORFEITURES	18,516.56	17,000.00	11,027.42	1,256.53
590-000-665.000	INTEREST	18,200.78	18,000.00	12,514.74	1,441.92
590-000-666.000	INSPECTION FEE	500.00	450.00	50.00	0.00
590-000-672.000	HOOK UP FEES	51,188.00	27,400.00	5,250.00	0.00
590-000-699.101	GF CONTRIBUTION	15,465.30	0.00	0.00	0.00
Total Dept 000		758,930.11	716,850.00	503,921.59	129,827.63
TOTAL REVENUES		758,930.11	716,850.00	503,921.59	129,827.63
Expenditures					
Dept 537 - ADMINISTRATIVE					
590-537-775.000	REPAIRS & MAINT	8,449.50	3,000.00	22,356.60	3,881.10
590-537-809.000	TRAINING	430.00	500.00	795.00	585.00
Total Dept 537 - ADMINISTRATIVE		8,879.50	3,500.00	23,151.60	4,466.10
Dept 556 - DPW					
590-556-740.000	SUPPLIES	9,331.69	8,000.00	8,216.87	0.00
590-556-743.000	METERS	3,845.13	5,000.00	5,786.58	0.00
590-556-775.000	REPAIRS & MAINT	2,200.78	2,500.00	12,495.00	0.00
590-556-802.000	SERVICE	4,799.13	7,000.00	400.00	0.00
590-556-803.000	ENGINEERS FEES	19,704.26	15,000.00	15,391.99	1,305.00
590-556-818.000	CONTRACT LABOR	16,000.00	5,000.00	0.00	0.00
590-556-965.600	CONTRIBUTION TO 641 LABOR & EQUIPMENT	190,000.00	190,000.00	100,000.00	0.00
590-556-968.000	DEPRECIATION EXPENSE	293,859.00	0.00	0.00	0.00
590-556-970.000	CAPITAL OUTLAY	21,302.59	25,000.00	69,740.00	0.00
Total Dept 556 - DPW		561,042.58	257,500.00	212,030.44	1,305.00
Dept 906 - DEBT SERVICE					
590-906-991.000	DEBT SERVICE - PRINCIPAL	0.00	173,000.00	44,000.00	0.00
590-906-993.000	BOND INTEREST	197,516.30	201,746.00	129,267.50	0.00
Total Dept 906 - DEBT SERVICE		197,516.30	374,746.00	173,267.50	0.00
TOTAL EXPENDITURES		767,438.38	635,746.00	408,449.54	5,771.10
Fund 590 - SEWER FUND:					
TOTAL REVENUES		758,930.11	716,850.00	503,921.59	129,827.63
TOTAL EXPENDITURES		767,438.38	635,746.00	408,449.54	5,771.10
NET OF REVENUES & EXPENDITURES		(8,508.27)	81,104.00	95,472.05	124,056.53

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2024 NORMAL (ABNORMAL)	2024-25 ORIGINAL BUDGET	YTD BALANCE 02/28/2025 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/28/2025 INCREASE (DECREASE)
Fund 591 - WATER FUND					
Revenues					
Dept 000					
591-000-642.000	BILLS	223,594.47	256,323.09	233,166.03	73,122.23
591-000-642.001	FIXED COSTS	421,334.45	483,000.00	351,608.41	88,160.16
591-000-644.000	PENALTIES	750.00	710.00	1,290.00	40.00
591-000-656.000	FINES & FORFEITURES	17,254.80	17,000.00	12,396.40	1,424.27
591-000-665.000	INTEREST	41,255.07	41,000.00	28,366.75	3,268.36
591-000-666.000	INSPECTION FEE	450.00	400.00	50.00	0.00
591-000-672.000	HOOK UP FEES	59,549.87	18,500.00	5,592.51	0.00
591-000-684.000	MISC INCOME	250.00	250.00	635.00	0.00
591-000-699.101	GF CONTRIBUTION	18,221.17	0.00	0.00	0.00
Total Dept 000		782,659.83	817,183.09	633,105.10	166,015.02
TOTAL REVENUES		782,659.83	817,183.09	633,105.10	166,015.02
Expenditures					
Dept 537 - ADMINISTRATIVE					
591-537-731.000	PUBLICATION	2,678.39	2,000.00	0.00	0.00
591-537-740.000	SUPPLIES	490.65	1,500.00	14,122.84	0.00
591-537-741.000	POSTAGE	3,262.54	3,850.00	1,860.92	231.50
591-537-781.000	COMPUTER SOFTWARE	1,018.80	1,500.00	0.00	0.00
591-537-809.000	TRAINING	1,378.60	1,500.00	3,855.00	3,855.00
Total Dept 537 - ADMINISTRATIVE		8,828.98	10,350.00	19,838.76	4,086.50
Dept 556 - DPW					
591-556-740.000	SUPPLIES	3,342.55	4,000.00	10,295.74	0.00
591-556-743.000	METERS	4,158.00	5,000.00	6,775.04	0.00
591-556-775.000	REPAIRS & MAINT	47,218.15	10,000.00	16,478.28	2,660.00
591-556-802.000	SERVICE	40,372.91	14,000.00	7,662.38	0.00
591-556-803.000	ENGINEERS FEES	27,114.58	29,000.00	15,391.98	1,305.00
591-556-818.000	CONTRACT LABOR	20,791.15	0.00	68,270.86	44,270.86
591-556-965.600	CONTRIBUTION TO 641 LABOR & EQUIPMENT	200,000.00	200,000.00	100,000.00	0.00
591-556-968.000	DEPRECIATION EXPENSE	157,718.00	0.00	0.00	0.00
591-556-970.000	CAPITAL OUTLAY	0.00	45,000.00	46,162.36	0.00
Total Dept 556 - DPW		500,715.34	307,000.00	271,036.64	48,235.86
Dept 906 - DEBT SERVICE					
591-906-992.000	BOND PRINCIPAL	0.00	100,000.00	27,000.00	0.00
591-906-993.000	BOND INTEREST	111,200.87	109,898.00	74,393.12	0.00
Total Dept 906 - DEBT SERVICE		111,200.87	209,898.00	101,393.12	0.00
TOTAL EXPENDITURES		620,745.19	527,248.00	392,268.52	52,322.36
Fund 591 - WATER FUND:					
TOTAL REVENUES		782,659.83	817,183.09	633,105.10	166,015.02
TOTAL EXPENDITURES		620,745.19	527,248.00	392,268.52	52,322.36
NET OF REVENUES & EXPENDITURES		161,914.64	289,935.09	240,836.58	113,692.66

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REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE
PERIOD ENDING 02/28/2025

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2024 NORMAL (ABNORMAL)	2024-25 ORIGINAL BUDGET	YTD BALANCE 02/28/2025 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/28/2025 INCREASE (DECREASE)
Fund 598 - STORM DRAIN MAINTENANCE					
Revenues					
Dept 000					
598-000-699.101	GF CONTRIBUTION	0.00	12,000.00	12,000.00	0.00
Total Dept 000		0.00	12,000.00	12,000.00	0.00
TOTAL REVENUES		0.00	12,000.00	12,000.00	0.00
Expenditures					
Dept 556 - DPW					
598-556-818.000	CONTRACT LABOR	0.00	12,000.00	29,304.77	127.28
Total Dept 556 - DPW		0.00	12,000.00	29,304.77	127.28
TOTAL EXPENDITURES		0.00	12,000.00	29,304.77	127.28
Fund 598 - STORM DRAIN MAINTENANCE:					
TOTAL REVENUES		0.00	12,000.00	12,000.00	0.00
TOTAL EXPENDITURES		0.00	12,000.00	29,304.77	127.28
NET OF REVENUES & EXPENDITURES		0.00	0.00	(17,304.77)	(127.28)

PERIOD ENDING 02/28/2025

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2024 NORMAL (ABNORMAL)	2024-25 ORIGINAL BUDGET	YTD BALANCE 02/28/2025 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/28/2025 INCREASE (DECREASE)
Fund 641 - EQUIPMENT REPAIR & REPLACEMENT					
Revenues					
Dept 000					
641-000-699.100	OPERATING TRANSFER-IN	874,867.30	648,793.45	383,000.00	0.00
Total Dept 000		874,867.30	648,793.45	383,000.00	0.00
TOTAL REVENUES		874,867.30	648,793.45	383,000.00	0.00
Expenditures					
Dept 932 - EQUIPMENT REPAIR ACTIVITY					
641-932-703.000	SALARIES	273,012.70	278,567.04	164,738.99	17,806.44
641-932-703.002	OVERTIME SALARIES	22,657.41	16,000.00	14,277.99	3,062.40
641-932-703.004	FAMILIES FIRST CORONAVIRUS RESPONSE ACT	0.00	0.00	1,463.72	0.00
641-932-719.000	FRINGE BENEFITS	73,343.69	75,426.41	52,291.91	6,116.94
641-932-728.000	UNIFORM EXPENSES	6,209.24	5,000.00	3,478.73	283.15
641-932-740.000	SUPPLIES	26,400.10	25,000.00	17,591.51	140.40
641-932-775.000	REPAIRS & MAINT	57,588.12	54,000.00	28,953.38	954.01
641-932-782.000	STREET MATERIALS & SUPPLIES	6,995.51	10,000.00	7,021.32	818.90
641-932-802.000	SERVICE	15,571.10	4,000.00	868.75	0.00
641-932-809.000	TRAINING	1,967.58	2,500.00	6,746.73	646.73
641-932-853.000	TELEPHONE EXPENSE	3,388.06	3,900.00	2,482.38	375.37
641-932-862.000	GAS	27,463.06	29,500.00	11,759.03	339.03
641-932-920.000	UTILITIES	124,831.65	130,000.00	85,774.83	13,537.44
641-932-958.000	DUES AND SUBSCRIPTIONS	697.24	900.00	1,096.55	321.55
641-932-962.000	MILEAGE	0.00	0.00	100.50	0.00
641-932-968.000	DEPRECIATION EXPENSE	39,881.00	0.00	0.00	0.00
641-932-970.000	CAPITAL OUTLAY	29,790.84	14,000.00	11,828.75	0.00
Total Dept 932 - EQUIPMENT REPAIR ACTIVITY		709,797.30	648,793.45	410,475.07	44,402.36
TOTAL EXPENDITURES		709,797.30	648,793.45	410,475.07	44,402.36
Fund 641 - EQUIPMENT REPAIR & REPLACEMENT:					
TOTAL REVENUES		874,867.30	648,793.45	383,000.00	0.00
TOTAL EXPENDITURES		709,797.30	648,793.45	410,475.07	44,402.36
NET OF REVENUES & EXPENDITURES		165,070.00	0.00	(27,475.07)	(44,402.36)
TOTAL REVENUES - ALL FUNDS					
TOTAL REVENUES - ALL FUNDS		6,859,969.39	4,807,182.18	3,353,407.78	460,241.51
TOTAL EXPENDITURES - ALL FUNDS		6,223,146.93	4,445,139.94	2,743,821.56	192,752.48
NET OF REVENUES & EXPENDITURES		636,822.46	362,042.24	609,586.22	267,489.03

City of Potterville

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

March 20, 2025

To: City Council
From: Aaron Sheridan, City Manager
Subject: Manager's Report

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

1. The City has legal review of its "standard and routine" Metro Act Right of Way Permit Extension letter with AT&T that is authorized on a 5-year schedule between the Utility (AT&T) and the City. A motion of approval is needed from Council to permit AT&T to continue to do business in the City of Potterville owned rights-of-way and controlled areas. By law AT&T may provide services under all rights and privileges of the Metro Extension Telecom Rights-of-Way Oversight Act 48 of 2002.

<https://www.legislature.mi.gov/documents/mcl/pdf/mcl-Act-48-of-2002.pdf>

2. The City's wellhead refurbishment project at Well #3 Sunset Drive is going smooth so far; engineering plans have been reviewed and "site walked" by EGLE District Engineers. Subsequent comments from the EGLE District engineer were positive, and no delays are anticipated with the City's plans to move forward with drilling the replacement Type I well (about 50 feet to the west) with new well apparatuses and upgrades including new wellhead casing, stainless steel fill pipe, well screen, and variable frequency drives (VFDs) for the electronic pump engines inside the Iron Removal Plant.

3. The City's Main Street and Vermontville Hwy project that's funded with MDOT Small Urban dollars is a "green light" and successfully bid 3% under engineering estimates, as received by MDOT. This is good news as it puts the City's project on schedule for construction as early as July. The Major Street project will be the largest in Potterville in over a decade and provide a new asphalt layer on Main Streets (East and West) and a small portion of Vermontville Hwy west of the railway crossing. The project will add new traffic and pedestrian signage, correct downtown sidewalk corners near the Farmers Market Pavilion for ADA access standards, and improve crosswalk widths in front of Potterville School campus.

4. I have invited the City's new Fire Chief Nicholas George to meet City council and/or answer questions regarding an idea of the City and Benton Township Fire Department performing a prescribed burn and burn training event at Lake Alliance Park this Spring 2025. The concept of a prescribed burn and training at Lake Alliance Park is one I have discussed with Chief George who has experience with such events, and burn permit procedures... and so I've drafted a burn plan and completed a burn permit application that's been provided to the BTFD for review and comment. At this time, I ask Council if this is an activity (or not) that City Council would like to pursue as means of developing Lake Alliance Park, providing emergency fire training, and improving the Park's natural resources. As you know, prescribe burns can be controversial... but are a technique used by the State and local governments to improve Park lands as well as provide firefighting training. Any prescribed burn would be performed under controlled environments of

City of Potterville

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BTFD firefighters and volunteers and be Noticed to emergency services, 911 Central Dispatch, and adjacent landowners to Lake Alliance Park.

5. The City and Wightman Engineering held its second engineering design meeting regarding the City's Water System Improvements Project and will have a preliminary site plan design in hand, probably by next month, for the USDA Rural Development project. Once the City obtains proper MDOT permitting for construction, an attorney opinion on all right of ways used in the Project then it should all its task complete for Rural Development Bond Bidding.

6. The City has scheduled a pre-construction meeting with the City attorney, CD Hughes Contractors and Wightman Engineers for the East Cherry Street repair project that's anticipated to start at the end of March. Once the pre-construction meeting is complete and schedules are approved by the City engineer, I plan to Notice all directly impacted residents of East Cherry with a confident start date – work will include new manholes accesses, new sanitary sewer mains and laterals, new sidewalks, and driveways for impacted residents.

7. DPW Director Don Stanley, City Engineer Samuel Leatch and I have completed a new Master Design Specifications for Utilities, and a draft amendment to the City's Utility Code of Ordinances Chapter 38 for all public and private uses of the City Water, Sanitary Sewer and Storm Sewer systems. The new Master Design Specifications, that set standards for construction, and code amendments are now under review of the Zoning Administrator, Brandy Miller and City Attorney Mike Homier. Once a final draft is crafted it would be provided to Council and public hearings for public input. If favorable, these new updates would be formally adopted by Council Resolution alongside the City's new Zoning Code Amendments...expected to be ready this calendar year.

8. I'm currently looking into the purchase of an Automated External Defibrillator (AED) device for use at City Hall, City Parks and Recreation events like softball tournaments and Gizzard Fest. The AED would be of an appropriate make and model that is portable and durable enough to travel with City staff to offsite locations and compatible with those AED types and models used by surrounding emergency responders like Benton Township Fire Department, Windsor Twp. Emergency Services, Eaton Area EMS... Also, I'm looking into scheduling a half-day training event for City staff for actual AED device that may be purchased, and first aid technique such as CPR and trauma treatment and e-response during incidents. One AED model that's been recommend is the Stryker CR-2 <https://www.stryker.com/us/en/emergency-care/products/lifepak-cr2.html> with a total cost w/ accessories of \$2,500-\$3,500.

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TREASURER'S REPORT

January 16, 2025

Utility bills—as of 12/25/24 (bills due on 15th) \$21,646.68 is outstanding with \$15,679.61 over 30 days past due.

Water usage month of Dec (Jan billing): 5,259,747 gallons

Sewer usage month of Dec (Jan billing) 5,255,584 gallons

Ready to service charge-water: \$43,918.13

Ready to service charge-sewer: \$41,754.63

Total water and sewer billed out from 11/22-12/23/24 is \$131,698.28

Payroll month of December, 2024: \$80,329.40 (this includes all payroll taxes + MERS + council pay)

Summer 2024 collection percentage: 97.60%. Winter taxes will be collectible on December 1, 2024 and are due on February 14, 2025. Winter 2024 collection percentage: 42.50%. All taxes for 2024-2025 season must be paid by February 28, 2024 by 5:00 PM. After February 28, unpaid real parcels are turned over to the County for collection.

Annual Treasurer meeting in Lansing on January 17, 2025.

Bank reconciliations completed for month of December, 2024:

General account – Reconciled balance: **\$4,125,460.97**

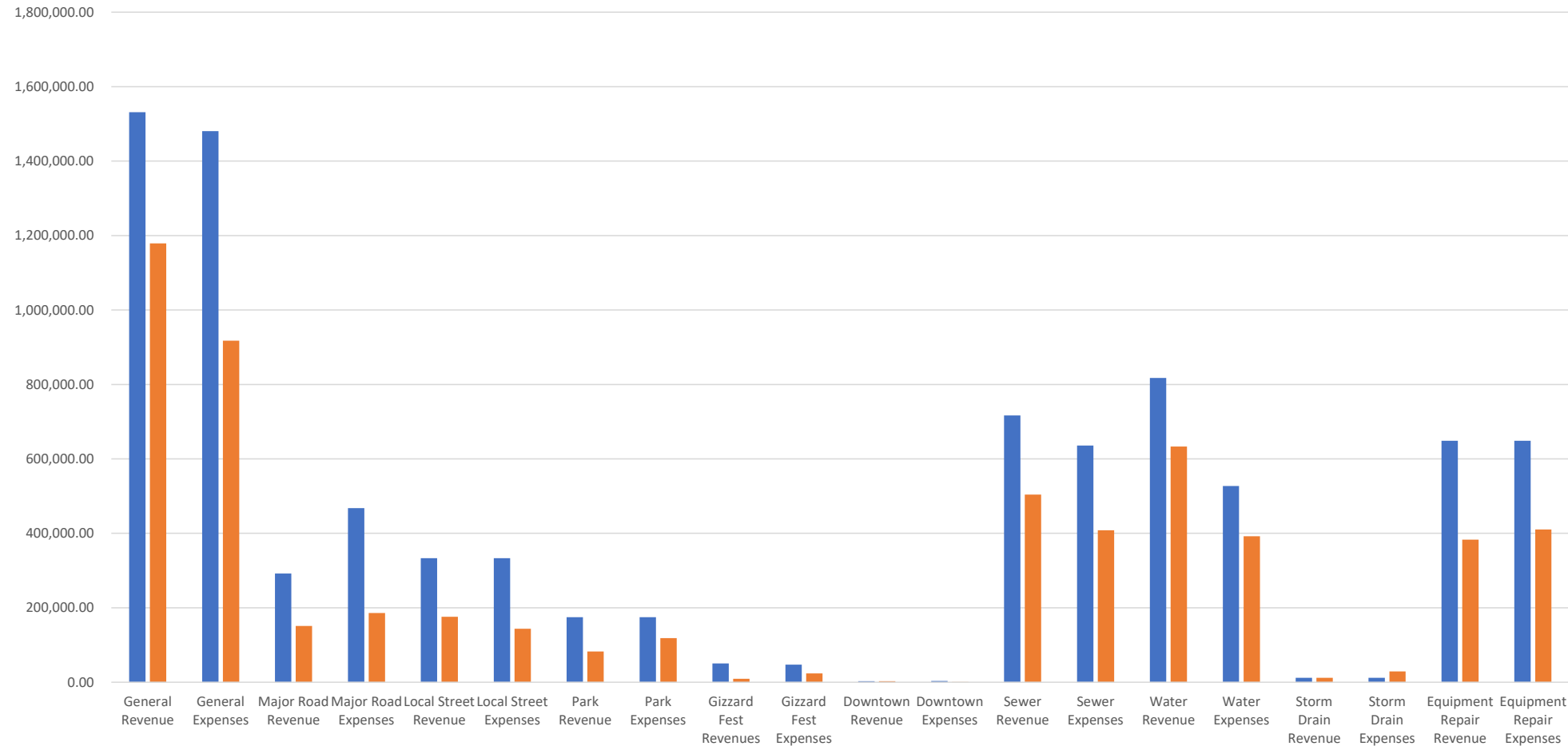
Payroll account - Reconciled balance: **\$15,000.85**

Tax account – Reconciled balance: **\$502,201.81**

Gizzard Fest – Reconciled balance: **\$49,816.82**

Respectfully submitted,
Jodi West, Treasurer

Revenue/Expenses Year end 2/28/25



■ Budgeted
■ Actual

	<u>Budgeted</u>	<u>Actual</u>
General Revenue	1,531,215.05	1,179,117.79
General Expenses	1,480,189.24	917,546.77
Major Road Revenue	291,894.29	151,209.90
Major Road Expenses	467,476.49	186,013.10
Local Street Revenue	333,253.06	175,743.88
Local Street Expenses	333,386.76	143,488.51
Park Revenue	174,690.00	82,718.21
Park Expenses	174,690.00	118,772.85
Gizzard Fest Revenues	50,650.00	9,063.83
Gizzard Fest Expenses	47,520.00	23,750.67
Downtown Revenue	2,654.00	2,654.00
Downtown Expenses	3,600.00	642.21
Sewer Revenue	716,850.00	503,921.59
Sewer Expenses	635,746.00	408,449.54
Water Revenue	817,183.09	633,105.10
Water Expenses	527,248.00	392,268.52
Storm Drain Revenue	12,000.00	12,000.00
Storm Drain Expenses	12,000.00	29,304.77
Equipment Repair Revenue	648,793.45	383,000.00
Equipment Repair Expenses	648,793.45	410,475.07

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From the Clerk's office –March 2025

165 Permanent Absentee Voting Applications have been mailed. They are slowly coming back into the office to be processed. These will eventually not be available in future election. You will have to choose to be added to the Permanent Absentee Ballot list, where we mail you a ballot every election without you requesting it or applying for an absentee ballot at every election individually.

Preliminary Testing will be completed by March 27 so then almost 400 Permanent Ballots can be mailed. The Election Commission will meet on April 8 and the Public Accuracy Test will be on April 15 at 11 am. I invite you to attend the Public Accuracy Test to see the process. Because this election is not a State or Federal Election there will be no early voting available for Eaton County except for Delta Township.

Since, it is most likely this will be a smaller election the absentee ballots will be processed on election day in the precinct. It is likely we will have more absentee ballots than walk in voters. We will not need as many workers this way and it will keep things busy.

If I can be of any assistance, please reach out to me. I am in the office on Tues., Thurs., and Fri. from 9-5.

Becky Dolman

City of Potterville

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March 2025

From the office of the Parks & Recreation Department for the City of Potterville:

The Parks & Recreation Department continues to do administrative work, planning, implementation, programs, observation, evaluation, training, and continuing education.

- The 5-Year Parks & Recreation Plan has been approved by the DNR, and we have the official green light to apply for any MDNR Grants for the next five years!
- Currently, the City is working on two (2) grant applications.
- The MDNR Natural Resources Trust Fund Grant is nearing application completion. There are just a couple more documents to upload, a good final look over, and we'll be ready to submit by the April 1st deadline for the Lake Alliance Park Improvements.
- The Eaton County Parks Community Grant Program has officially opened. The City has until April 18th, 2025, to meet the deadline. We are going for the grant to help with the match on the DNR TF Grant that we are currently applying for. This is similar to what we applied for back in 2023 to help with the Sunset Hills Park Project (Recreation Passport Grant). Majority of this grant application is complete.
- Youth Baseball Registration wrapped up. This is the first time we have multiple teams for one age division. Congrats! There was effort put out to get a couple more 8U players for a team, and we and those who helped did it. 8U will have a team this year. That puts this 2025 season with four (4) youth baseball teams. (8U, 10U and two (2) 12U teams).
- The Umpires are being worked out for the Youth Baseball season. We are looking at scheduling and coordinating with 42 umpires this season. Which does not include the end of season tournaments.
- The League held a Coordinators meeting back in January, and now I'll be going to the Scheduling meeting to schedule all 48 games needed for the season.
- T-Ball & Coach Pitch Registrations have opened, and registrations are starting to come in. Participants have until April 4th.
- The only field left for renovations and improvements is the City Park Baseball Field, which is intended for this Spring/Summer.
- Seasonal workers are being lined up and being prepared to start work.
- The 2025 Season is going to be very busy as we have 29 out of 31 weekends booked with tournaments. This does not include the activity during the week of the Youth Programs (Youth Baseball, T-Ball & Coach Pitch), the 60/90 Mason League on the baseball field at

Lake Alliance, and other clubs, organizations, associations planning to utilize the fields Potterville has to offer.

- We have been in contact with organizations such as NSA and USSSA, and their CEOs, State UICs, State Directors, etc. for this season of ball.
- Pavilion Rentals are starting to come in more consistently.
- Continue to further my education by webinars, meetings, conferences, etc.

Respectfully Submitted,

Tiffany Falin, Parks & Recreation Director



City of Potterville

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

March 12, 2025

To: City of Potterville Council Members

From: Brandy Miller, Zoning Administrator

Re: Report to Council

Below is a list of the projects I am currently working on for the City of Potterville. Please keep in mind, these projects do not include the day-to-day commutations or projects with property owners located in the City of Potterville.

- **Enforcements:** We currently have 49 open enforcements. Staff is working on sending violation letters slowly for parking of vehicles and blight. Staff has received a noise complaint regarding Alro Steel. Staff is working with Alro Steel to resolve the issue. Per our Noise Ordinance, Alro Steel is not in violation, however, Alro Steel does want to resolve the issue to continue to be a good neighbor.
- **Mexico to Go:** We have a new restaurant coming to Potterville! They expect to be open later this spring. They currently have all necessary permits to upgrade equipment in the building and install their new sign.
- **Cambria Ridge:** Phase 2 of the project is underway; the contractors are actively working on construction of Cambria Court. They are also working on the construction of the retention ponds and catch basins.
- **Proposed Sunset Hills East Single Family Residential Subdivision:** The developer is working to obtain the final engineering on the proposed plan to be reviewed by the Planning Commission in May.
- **Policy updates:** Staff is actively working with Progressive AE on policy updates. The Planning Commission reviewed and commented on proposed draft chapters at their January 21, 2025 meeting. The Planning Commission will meet again on March 18, 2025 to review additional proposed draft chapters.
- **Gizzard Fest:** Planning for Gizzard Fest 2025 has begun. Meetings will not take place until April. Currently we are working to update the website, obtain sponsors and send information to vendors.

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

“City of Helping Hands”

City of Potterville

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Fax: (517) 645-7810 ♦ www.pottervillemi.org

March Board of Review meetings were held Monday, March 10th and Tuesday, March 11th.

All reports and data post MBOR will be sent to county equalization. The Board of Commissioners will be approving assessed values at their April meeting. The state will approve the values by the beginning of May.

Thanks,



Sarah Payton, MAAO



Angela Wesson
AT&T Michigan –
METRO Act Administrator
23500 Northwestern Highway
W Building – Room B 1250
Southfield, MI 48075
(248) 877 – 9518
ad3245@att.com

January 28, 2025

Potterville City
319 N Nelson
P.O. Box 488
Potterville, MI 48876

METRO ACT RIGHT OF WAY PERMIT EXTENSION

Dear Potterville City,

This is a letter agreement which extends the existing METRO Act Permit issued by the Potterville City/Eaton County to Michigan Bell Telephone Company d/b/a AT&T Michigan (“AT&T”) which expires on **June 30, 2025**. The extension is for a term to end on **June 30, 2030**.

If this is agreeable, please sign both copies of the extension letter agreement in the place provided below and return to AT&T Michigan at the address on this letterhead. Upon receipt AT&T will acknowledge and return one copy for your files.

Additional information regarding this renewal request may be found at <http://www.michigan.gov/mpsc>. Please click on Regulatory Information, Telecommunications, and METRO Act/Right of Way.

We would appreciate return of the signed copies within 30 days of receiving this request. Your cooperation is appreciated.

If you have any questions feel free to contact Angela Wesson via e-mail, AD3245@att.com or 248-877-9518.

Agreed to by and on behalf of the
Potterville City

**Michigan Bell Telephone Company d/b/a
AT&T** acknowledges receipt of this
Permit Extension granted by the municipality.

By: _____
Signature

By: _____
Angela Wesson

Its: _____

Its: METRO Act Administrator

Date: _____

Date: _____

Michigan Public Service Commission
7109 W. Saginaw Hwy
P.O. Box 30221
Lansing, MI 48909

Re: Michigan Bell Telephone Company's METRO Act Permit Extension Approval by the City
of Potterville (Eaton County)

Dear Mr. McAnany:

Enclosed is a METRO Act Permit Extension form submitted by applicant Michigan Bell
Telephone Company, d/b/a AT&T. The permit extension is for 5 years, ending June 30, 2030.

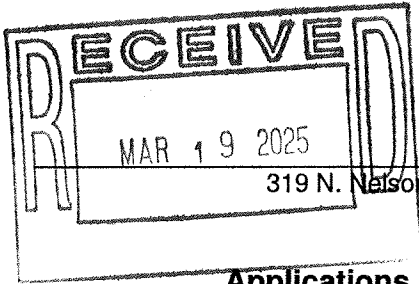
Date of Approval:

Questions or concerns about this extension letter may be directed to:

Aaron Sheridan
City Manager
City of Potterville
319 N. Nelson
Potterville, MI 48876

Sincerely,

CITY OF POTTERVILLE



City of Potterville

SPECIAL EVENT PERMIT APPLICATION

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

Applications are due ninety (90) days prior to the event

Permit #: _____
Date: _____
Staff: _____
Fee: _____

Applicant (Binding Party)

Event Coordinator

Contact Person: Dan Reid

Company: VFW Post 3727

Address: 4078 W. Gresham Hwy

Phone: 517 719 0416

Email: reid.danielw@yahoo.com

Organization Type: Profit Non-profit

Contact Person: Same

Company: _____

Address: _____

Phone: _____

Email: _____

EVENT INFORMATION:

Event name: Fundraiser for Little Vikings Early Childhood Center

Date(s) of event: 3 MAY 2025

Type of event:

Festival (city streets/sidewalks) Festival (city parks): Please state which park: _____

Walk/Run (city streets/sidewalks) Walk/Run (city parks): Please state which park: _____

Please describe your event and purpose (concert, carnival, wedding, parade, etc.):

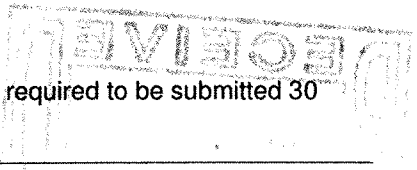
We will be raising funds to purchase new play equipment for Little Vikings Center
All proceeds will go to the donation. We would like to use the downtown pavillion
for a proposed spaghetti dinner/look off w/ other organisations participating
We will have a D.J. as well. VFW is a 501 C3 non profit EIN # 38-6091834

We hope the pavillion and one porta pot could be donated by the city.

Event set-up date and time: 3 MAY 2025 10 am Event tear down date and time: 3 MAY 2025 10 pm

Event start date and time: 3 MAY 2025 4 pm Event end date and time: 3 MAY 2025 8 pm

Additionally, the post donated \$500 to Little Vikings which they put to good use, we are hoping to raise another \$1,000 with this event.



EVENT INFORMATION CONTINUED:

Will the event have vendors? Yes No

If yes, please provide a list of the vendors, type of vending (vendor insurance policies are required to be submitted 30 days prior to the event):

Will alcohol be served? Yes No

If yes, please provide Michigan Liquor Control Commission (MLCC) Special License Application signed by City of Pottersville Police Chief. The MLCC Special License shall be submitted 10 days prior to the event. (NOTE: serving of alcohol requires a separate insurance policy)

Will the event have fireworks? Yes No (if yes, please provide written approve from City of Pottersville Fire Chief)

Will the event have a recreational fire? Yes No (if yes, please provide a copy of City of Pottersville Burn Permit)

Will the event have a tent(s) or other temporary structure(s)? Yes No

If yes, please describe the type and size of structure(s) (contact Eaton County Construction Code Department to obtain any necessary building/trade permit(s) and inspection(s); a copy of the permit is required to be submitted 30 days prior to the event; proof of inspections is required to be submitted prior to commencement of the event.):

CITY SERVICES REQUIRED:

Does the event require streets to be closed? Yes No

If yes, please list the street(s) and time frame they are requested to be closed and submit proof of notice signed by affected property owners (document attached) with this application:

Does the event require city electrical, water or sewer services? Yes No

If yes, please list the type and location of each service needed:

Electric for the DJ and food warmers

Does the event require the use of city owned parking lots? Yes No

If yes, please list which parking lot(s) and how they will be used (parking, structure, tables, etc.):

Does the event require other city services not listed?: Yes No

If yes, please describe:

Trash removal

INSURANCE:

A general liability insurance policy in the amount of one-million dollars naming the City of Potterville as an additional name insured shall be submitted 10 days prior to the event. Said policy shall also include receipt of payment to the insurance company issuing the policy.

If alcohol is served, a liquor liability insurance policy in the amount of one-million dollars naming the City of Potterville as an additional name insured shall be submitted 10 days prior to the event. Said policy shall also include receipt of payment to the insurance company issuing the policy.

Vendors shall have proof of general liability insurance policy in the amount of one-million dollars indicating their policy covers the activity they are providing. The vendor shall also provide a certificate to said policy naming the City of Potterville as an additional name insured. Said policy and certificate shall be provided 10 days prior to the event.

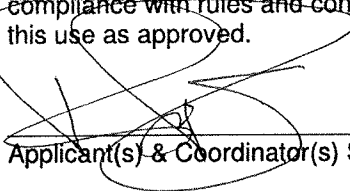
ATTACHMENTS:

Please check all documents included with this application. Please identify each attachment with the corresponding letter:

- A: Site Plan
- B: Event Set-up Plan
- C: Road Closure Plan
- D: Road Closure Notification
- E: Burn Permit
- F: Fireworks Display Approval
- G: Restroom/Portable Toilet Plan
- H: Trash Receptacle Plan
- I: Michigan Liquor Control Commission Application
- J: Insurance Policies/Certificates
- K: Reduction of Fee Approved by City Council

SIGNATURE:

I acknowledge that if a permit is granted that the decision does not relieve me from compliance with all other federal, state and local laws and requirements. I affirm that I am involved in this application and that the answers and statements herein contained, and the information provided is true, accurate and correct. I understand that if it is not, this application and any approvals are void. I hereby give city officials permission to inspect the property to verify information and to verify compliance with rules and conditions. I also agree that I am able, financially, legally, and physically, and I will commence this use as approved.


Applicant(s) & Coordinator(s) Signature(s)

18 MAR 2025
Date

STAFF USE ONLY:		Approved	Denied
<u>Tiffani Fedin</u> Parks and Recreation Department Director	<u>3/20/25</u> Date	<u>X</u>	_____
_____ Police Chief	_____ Date	_____	_____
_____ Fire Chief	_____ Date	_____	_____
_____ Department of Public Works Director	_____ Date	_____	_____
_____ City Manager	_____ Date	_____	_____

A. site plan

B. event plan

G toilet

H trash cans

