

**City of Pottersville - Council Agenda**

Thursday, May 15, 2025 at 6:00 p.m. – Pottersville City Hall, 319 N. Nelson Street

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**A. Call to Order:****B. Pledge of Allegiance:****C. Roll Call:****D. Approval of Agenda:****E. Approval of Minutes:** Regular Meeting April 17, 2025**F. Approval of Bills:** General Bills - \$138,008.78 (adj.-29.18) + \$149,800.65= \$287,780.25

Gizzard Fest - \$19,187.01

**TOTAL AP = \$306,967.26**

**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. Eaton RESEA – Park rental fee waiver
2. Delinquent Utility Bill Rollover to 2025 Tax Rolls, per City Charter Section 11.03
3. MDOT Intersection Control Evaluation

**L. Public Comment on non-agenda items:****M. Communications from the Council:****N. Next Regular Meeting:** Thursday, June 19, 2025, at 6:00 p.m.**O. Excuse absent member(s):****P. Adjourn:**

# City of Potterville

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

The City Council Meeting was called to order by Mayor Lenneman on Thursday, April 17, 2025 at 6:00 pm at City Hall and the Pledge of Allegiance was recited.

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

**Absent:** Deputy Mayor Potter, Member Ranshaw, and Member Sweeney.

**Approval of Agenda:** Motion by Member Nichols and supported by Member Myers-Southerly. Vote: Unanimous. Motion Carried (4-0).

**Approval of March 20, 2025, Regular Minutes:** Motion by Member Connor to approve the minutes. Supported by Member Nichols. Vote: Unanimous. Motion Carried (4-0).

**Approval of Bills:** Motion to pay General Bills in the amount of \$172,449.48, Motion by Member Myers-Southerly and supported by Member Connor. Roll Call Vote: Unanimous. Motion Carried (4-0).

**Public Comment on Agenda Items:** None

**Department Reports:** Chief Barry shared how he has plans to have monthly training. Fire Chief Nick George shared that they have had 100 calls a month and less mutual aid.

**Open Public Hearing for Eaton County Parks Grant:** Motion by Member Nichols and supported by Member Connor. Vote: Unanimous. Motion Carried (4-0).

A Resident asked what was included in the project.

**Close Public Hearing for Eaton County Parks Grant:** Motion by Member Nichols. Supported by Member Myers-Southerly. Vote: Unanimous. Motion Carried (4-0).

**Resolution No, 2025-0417-06 -Eaton County Parks Grant:** Motion by Member Nichols. Supported by Member Myers-Southerly. Roll Call Vote: Yeas: 4, Nays: 0. Unanimous. Motion Carried (4-0).

# City of Potterville

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**Resolution No, 2025-0417-07 - Gizzard Fest Noise Prohibition:** Motion by Member Nichols. Supported by Member Connor. Roll Call Vote: Yeas: 4, Nays: 0. Unanimous. Motion Carried (4-0).

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

**Excuse Absent Members:** Motion by Mayor Lenneman to excuse Deputy Mayor Potter, Member Ranshaw and Member Sweeney. Supported by Member Myers-Southerly. Vote: Unanimous. Motion Carried (4-0).

**Next Regular Meeting:** May 15, 2025

**Meeting Adjourned:** 7:11 pm

Respectfully Submitted by:

*Becky Dolman*, City Clerk

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CUSTOM INVOICE REPORT FOR CITY OF POTTERVILLE  
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INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: ACE HARDWARE-GRAND LEDGE		
10611	SIGN, FAUCET, BATTERY, ADAPTER	85.84
10615	RETURN ADAPTER, FAUCET	(23.98)
10616	PADLOCK, VELCRO	25.98
10639	BOLT, HAMMER BIT	33.76
TOTAL VENDOR ACE HARDWARE-GRAND LEDGE		121.60
VENDOR NAME: ALTOGAS, INC		
5/2/25	LP 35#	28.00
4/25/25	15# PROPANE	12.00
TOTAL VENDOR ALTOGAS, INC		40.00
VENDOR NAME: AMERICAN RENTALS		
577731	2 PORTABLE TOILETS	333.20
TOTAL VENDOR AMERICAN RENTALS		333.20
VENDOR NAME: AXON ENTERPRISE, INC.		
MAY 2025	AXON BODY - MOUNT- MOLLE HIGH TORQUE SINGLE RAPIDLOCK	136.00
TOTAL VENDOR AXON ENTERPRISE, INC.		136.00
VENDOR NAME: CALEDONIA FARMERS ELEVATOR		
450647	SUPPLIES	529.97
450693	TIRE LABOR	29.00
TOTAL VENDOR CALEDONIA FARMERS ELEVATOR		558.97
VENDOR NAME: CAPITAL CITY CUSTOMS		
1007	TINT ON 2018 DODGE CHARGER POLICE CRUISER	250.00
TOTAL VENDOR CAPITAL CITY CUSTOMS		250.00
VENDOR NAME: CITY OF IONIA		
2500012896	LAB TEST	22.00
TOTAL VENDOR CITY OF IONIA		22.00
VENDOR NAME: CITY OF POTTERVILLE		
3/25-4/21/2025	UTILITIES	547.84
TOTAL VENDOR CITY OF POTTERVILLE		547.84
VENDOR NAME: COMCAST		
4/20-5/19/25	OFFICE INTERNET	137.85
TOTAL VENDOR COMCAST		137.85
VENDOR NAME: CONSUMERS ENERGY		
3/24-4/23/25	UTILITIES	10,502.70
TOTAL VENDOR CONSUMERS ENERGY		10,502.70
VENDOR NAME: D & L FUELS		
209284	DIESEL	506.32
209285	GAS	971.66
TOTAL VENDOR D & L FUELS		1,477.98
VENDOR NAME: DELAU FIRE SERVICES		
380732	ANNUAL INSPECTION	746.00
TOTAL VENDOR DELAU FIRE SERVICES		746.00
VENDOR NAME: DELTA DENTAL		
MAY 2025	DENTAL BENEFITS	1,075.14
TOTAL VENDOR DELTA DENTAL		1,075.14
VENDOR NAME: EATON COUNTY CENTRAL DISPATCH		
2025-0000005	YEARLY RAVE ALERT BILLING	1,500.00
TOTAL VENDOR EATON COUNTY CENTRAL DISPATCH		1,500.00
VENDOR NAME: EATON COUNTY SHERIFF'S DEPARTMENT		
2025-00000026	WORK CREW 4/10/25	300.00

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INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: EATON COUNTY SHERIFF'S DEPARTMENT		
	TOTAL VENDOR EATON COUNTY SHERIFF'S DEPARTMENT	300.00
VENDOR NAME: ELHORN ENGINEERING		
306313	NOZZLE COUPLING, STOP NOZZLE	964.82
	TOTAL VENDOR ELHORN ENGINEERING	964.82
VENDOR NAME: EMS GRAND RAPIDS		
RI-1184	TRUCK REPAIR, DISASSEMBLE AND INSPECT. REPAIR BEARING HOUSINGS.	2,273.30
	TOTAL VENDOR EMS GRAND RAPIDS	2,273.30
VENDOR NAME: ETNA SUPPLY COMPANY		
S106221708.001	PVC, CEMENT , PLUMBING PURPLE LOW VOC PRIMER	152.93
	TOTAL VENDOR ETNA SUPPLY COMPANY	152.93
VENDOR NAME: FAMILY FARM AND HOME		
H94095	SPRAY BOTTLE, FLOOD TIP, NOZZLE SCREEN STAIN	34.93
	TOTAL VENDOR FAMILY FARM AND HOME	34.93
VENDOR NAME: FOSTER SWIFT COLLINS & SMITH		
911834	GENERAL & CHERRY ST.	5,239.90
	TOTAL VENDOR FOSTER SWIFT COLLINS & SMITH	5,239.90
VENDOR NAME: GORDON'S FOOD SERVICE		
809274281	CONCESSIONS	1,180.41
809274523	CONCESSIONS	706.04
809274851	CONCESSIONS	771.72
809275145	CONCESSIONS	675.72
	TOTAL VENDOR GORDON'S FOOD SERVICE	3,333.89
VENDOR NAME: GRAND TRUNK WESTERN		
9500273540	SEWER CROSSING	25.00
	TOTAL VENDOR GRAND TRUNK WESTERN	25.00
VENDOR NAME: GRANGER CONTAINER SERVICE, INC		
MAY 2025	WASTE SERVICES	255.72
	TOTAL VENDOR GRANGER CONTAINER SERVICE, INC	255.72
VENDOR NAME: HAVILAND PRODUCTS COMPANY		
537304	ALUMINUM SULFATE	8,056.20
	TOTAL VENDOR HAVILAND PRODUCTS COMPANY	8,056.20
VENDOR NAME: HUTSON, INC. CHARLOTTE		
10839930	HOOD	36.30
	TOTAL VENDOR HUTSON, INC. CHARLOTTE	36.30
VENDOR NAME: INDIAN CREEK AG		
12640	SERVICE CALL ON CAT LOADER	252.50
	TOTAL VENDOR INDIAN CREEK AG	252.50
VENDOR NAME: IRON HORSE EXCAVATION LLC		
24-135	WATER REPAIR	1,980.00
	TOTAL VENDOR IRON HORSE EXCAVATION LLC	1,980.00
VENDOR NAME: JODI WEST		
1/2 MAY	UMPIRE FEES	1,050.00
	TOTAL VENDOR JODI WEST	1,050.00
VENDOR NAME: KENDAL ELECTRIC INC		
S115413586.001	ALUM	47.80
	TOTAL VENDOR KENDAL ELECTRIC INC	47.80
VENDOR NAME: MENARDS-LANSING WEST		
93272	GFC BOX COVER,	244.10

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INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: MENARDS-LANSING WEST		
94914.	TOILET PARTS, 16 PK T8 LED	167.43
95266	WASTE CAN	29.88
95800	PLAYGROUND SHACKLES	27.90
95658	LUMBER	686.15
96055	K-9 SUPPLIES	101.98
TOTAL VENDOR MENARDS-LANSING WEST		1,257.44
VENDOR NAME: MICHIGAN DEPT OF ENVIRONMENTAL		
761-11332272	WATER TESTING	48.00
TOTAL VENDOR MICHIGAN DEPT OF ENVIRONMENTAL		48.00
VENDOR NAME: MICHIGAN POLICE EQUIPMENT		
192013	SUPPLIES	102.00
191997	30RND NON WINDOW GE M3 BLACK	140.00
TOTAL VENDOR MICHIGAN POLICE EQUIPMENT		242.00
VENDOR NAME: MICHIGAN RURAL WATER		
2020-14044	WATER REVIEW S3 &S4 AARON SHERIDAN	380.00
2020-14043	WATER REVIEW LIMITED TREATMENT AARON SHERIDAN	380.00
TOTAL VENDOR MICHIGAN RURAL WATER		760.00
VENDOR NAME: PAYTON ASSESSING, LLC		
APRIL 2025	ASSESSING SERVICES	1,416.67
TOTAL VENDOR PAYTON ASSESSING, LLC		1,416.67
VENDOR NAME: PHP		
MAY 2025	MEDICAL BENEFITS	4,742.10
TOTAL VENDOR PHP		4,742.10
VENDOR NAME: POTTERVILLA APPLIED TECHNOLOGY		
32356	INTERNET AND PHONES	3,807.85
TOTAL VENDOR POTTERVILLA APPLIED TECHNOLOGY		3,807.85
VENDOR NAME: PROGRESSIVE ARCHITECTS,ENGINEE		
00203141	ZONING	4,500.00
TOTAL VENDOR PROGRESSIVE ARCHITECTS,ENGINEE		4,500.00
VENDOR NAME: RENEE DELAU		
05/08/2025	UB refund for account: COUN-000110-0000	428.49
TOTAL VENDOR RENEE DELAU		428.49
VENDOR NAME: RLI SURETY		
7/1/25-7/1/2026	BOND RENEWAL PUBLIC OFFICIAL POSITION	485.00
TOTAL VENDOR RLI SURETY		485.00
VENDOR NAME: SHARE CORPORATION		
302773	PREMIUM GLASS POLISH	125.95
TOTAL VENDOR SHARE CORPORATION		125.95
VENDOR NAME: SITE ONE LANDSCAPE SUPPLY		
152083937-001	INFIELD DRYING CONDITIONER	129.54
TOTAL VENDOR SITE ONE LANDSCAPE SUPPLY		129.54
VENDOR NAME: THE COUNTY JOURNAL		
290111	ELECTION PUBLIC ACCURACY TEST	89.90
TOTAL VENDOR THE COUNTY JOURNAL		89.90
VENDOR NAME: TNVC, INC		
SO-001236	NIGHT VISION STORM HELMET	1,048.00
TOTAL VENDOR TNVC, INC		1,048.00
VENDOR NAME: UNITED STATES POST OFFICE		
3/25-4/24/25	POSTAGE FOR UTILITY BILLS	233.74

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INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: UNITED STATES POST OFFICE		
	TOTAL VENDOR UNITED STATES POST OFFICE	233.74
VENDOR NAME: UNUM LIFE INSURANCE		
APRIL 2025	SHORT/LONG TERM DISABILITY INSURANCE	308.48
	TOTAL VENDOR UNUM LIFE INSURANCE	308.48
VENDOR NAME: VISION SERVICE PLAN		
MAY 2025	VISION	130.20
	TOTAL VENDOR VISION SERVICE PLAN	130.20
VENDOR NAME: WIGHTMAN		
93972-1	CAMBRIA RIDGE PHASE II	14,526.25
94447	USDA EGLE	62,276.60
	TOTAL VENDOR WIGHTMAN	76,802.85
GRAND TOTAL:		138,008.78

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INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: BRENT COLE DJ SERVICES 1-2025	PAGEANT MC & DJ KARAOKE	400.00
	TOTAL VENDOR BRENT COLE DJ SERVICES	400.00
VENDOR NAME: CARDMEMBER SERVICE APR 5- MAY 7, 2025	CANAPY, RAFFLE DRUM, MUGS, AWARDS, FOLDING CHAIRS, SOCKS, SIGN POSTS	1,487.51
	TOTAL VENDOR CARDMEMBER SERVICE	1,487.51
VENDOR NAME: CHIEF CART 498920	RENTAL OF UTILITY CARTS, GOLF CARTS	2,968.00
	TOTAL VENDOR CHIEF CART	2,968.00
VENDOR NAME: DALE HILL 1	MANAGE BEVERAGE TENT 6/6-6/7/25	200.00
	TOTAL VENDOR DALE HILL	200.00
VENDOR NAME: EGGHEADS ATM MICHIGAN, LLC JUNE 2025	ATM MACHINES	600.00
	TOTAL VENDOR EGGHEADS ATM MICHIGAN, LLC	600.00
VENDOR NAME: KIESELAT, TAMMY JUNE 2025	REUND DUE TO ERROR IN APPLICATION	200.00
	TOTAL VENDOR KIESELAT, TAMMY	200.00
VENDOR NAME: LEE, PAMEE JUNE 2025	REFUND DUE TO ILLNESS	100.00
	TOTAL VENDOR LEE, PAMEE	100.00
VENDOR NAME: LESTER BROTHERS EXCAVATION, INC 166607	PORTABLE TOILETS	2,910.00
	TOTAL VENDOR LESTER BROTHERS EXCAVATION, INC	2,910.00
VENDOR NAME: LOG AND LAND 1010 1009	T SHIRTS T SHIRTS	120.00 1,048.00
	TOTAL VENDOR LOG AND LAND	1,168.00
VENDOR NAME: MACDONALD BROADCASTING 162577	RADIO PROMO	1,550.00
	TOTAL VENDOR MACDONALD BROADCASTING	1,550.00
VENDOR NAME: MAXWELL MEDALS & AWARDS MAY 2025	ACRYLIC MEDALS	1,353.50
	TOTAL VENDOR MAXWELL MEDALS & AWARDS	1,353.50
VENDOR NAME: SHOOK, GEORGE 1	MANAGE BEVERAGE TENT 6/6-6/7/25	200.00
	TOTAL VENDOR SHOOK, GEORGE	200.00
VENDOR NAME: SPARTAN BARRICADING JUNE 2025	BARRICAE DRUM ONLY, SIGNS	650.00
	TOTAL VENDOR SPARTAN BARRICADING	650.00
VENDOR NAME: ST.CHARLES, SHARON JUNE 2025	REFUND, PAID TWICE	150.00
	TOTAL VENDOR ST.CHARLES, SHARON	150.00
VENDOR NAME: WARNER, BRUCE 6880	REMOTE BROADCAST	250.00
	TOTAL VENDOR WARNER, BRUCE	250.00
VENDOR NAME: WOLVERINE FIREWORKS DISPLAY, INC 0033203-IN	FIREWORKS	5,000.00
	TOTAL VENDOR WOLVERINE FIREWORKS DISPLAY, INC	5,000.00



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INVOICE NUMBER	DESCRIPTION	AMOUNT
GRAND TOTAL:		19,187.01

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CUSTOM INVOICE REPORT FOR CITY OF POTTERVILLE  
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INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: ACE HARDWARE-GRAND LEDGE 10670	FASTENERS, SPRAY PAINT,	82.68
TOTAL VENDOR ACE HARDWARE-GRAND LEDGE		82.68
VENDOR NAME: ALTOGAS, INC 864981	PROPANE	967.31
TOTAL VENDOR ALTOGAS, INC		967.31
VENDOR NAME: APPLIED IMAGING 2822626	EQUIPMENT AND PRINTING	50.13
TOTAL VENDOR APPLIED IMAGING		50.13
VENDOR NAME: AT&T MAY 2025	SOFTBALL FIELDS INTERNET	68.75
TOTAL VENDOR AT&T		68.75
VENDOR NAME: ATHLETE'S CONNECTION 3847	8U 10U 12U - 4 TEAMS HATS, JERSEYS, PANTS, BELTS, SOCKS	4,700.00
3848	TEE BALL AND COACH PITCH SHIRTS AND HATS WITH EMB ON FRONT	1,740.00
TOTAL VENDOR ATHLETE'S CONNECTION		6,440.00
VENDOR NAME: BOBCAT OF LANSING P74920	CUTTING BLADE	77.49
TOTAL VENDOR BOBCAT OF LANSING		77.49
VENDOR NAME: CARDMEMBER SERVICE 4/5-5/7/25	BASEBALL CAPS, GUN BAG, TRAINING, TOOLS, BATTERIES, SWORDS, DEPOSIT SLIPS, NOZZLES FOOD	1,192.19
TOTAL VENDOR CARDMEMBER SERVICE		1,192.19
VENDOR NAME: CINTAS CORPORATION #725 APRIL 2025	UNIFORM EXPENSE	226.52
TOTAL VENDOR CINTAS CORPORATION #725		226.52
VENDOR NAME: COOPER, PETER MAY 2025	MILAGE FOR TRAINING	176.40
TOTAL VENDOR COOPER, PETER		176.40
VENDOR NAME: CORE & MAIN W908294	3/4 BALL CURB STOP	128.18
W725874	TAPT REP CLP	590.21
TOTAL VENDOR CORE & MAIN		718.39
VENDOR NAME: D & L FUELS 209440	GASOLINE	956.36
TOTAL VENDOR D & L FUELS		956.36
VENDOR NAME: DOLMAN, REBECCA MAY 2025	MILEAGE FOR ELECTION	30.80
TOTAL VENDOR DOLMAN, REBECCA		30.80
VENDOR NAME: EATON CUSTOM SEWING & EMB 1932	EMBROIDERY BALL CAPS	30.00
TOTAL VENDOR EATON CUSTOM SEWING & EMB		30.00
VENDOR NAME: ELHORN ENGINEERING 306548	PUMP HEAD COVER, TUBE HOUSING, STENNER INJECTION, #2 TUBE, DUCK BILL	539.24
TOTAL VENDOR ELHORN ENGINEERING		539.24
VENDOR NAME: FALIN, TIFFANI 2/5-5/12/25	MILEAGE AND REIMBURSEMENT	278.88

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INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: FALIN, TIFFANI		
TOTAL VENDOR FALIN, TIFFANI		278.88
VENDOR NAME: FERGUSON WATERWORKS- METER ACCT		
0222184 SUPPLIES		885.46
TOTAL VENDOR FERGUSON WATERWORKS- METER ACCT		885.46
VENDOR NAME: FORCIER, ALEX		
MAY 2025 MILEAGE FOR TRAINING		28.00
TOTAL VENDOR FORCIER, ALEX		28.00
VENDOR NAME: GORDON'S FOOD SERVICE		
809275453 CONCESSIONS		1,326.96
TOTAL VENDOR GORDON'S FOOD SERVICE		1,326.96
VENDOR NAME: HUTSON, INC		
10863944 660' HIGH LIFT BLADE		72.78
TOTAL VENDOR HUTSON, INC		72.78
VENDOR NAME: L & G SERVICES		
1014 SOFTBALL COMPLEX PAVILLIAN REPAIR		1,684.59
TOTAL VENDOR L & G SERVICES		1,684.59
VENDOR NAME: LANSING SANITARY SUPPLY, INC		
1280043 PAPER SUPPLIES		1,982.86
TOTAL VENDOR LANSING SANITARY SUPPLY, INC		1,982.86
VENDOR NAME: MAY, DUSTIN		
296 CPR CLASS		195.00
TOTAL VENDOR MAY, DUSTIN		195.00
VENDOR NAME: MENARDS-LANSING WEST		
96200 US FLAG, IRON OUT, MOP		104.49
TOTAL VENDOR MENARDS-LANSING WEST		104.49
VENDOR NAME: MICHIGAN POLICE EQUIPMENT		
192017 RECESS CLIP ON BADGE HOLDER SMALL OVAL W/CHAIN		20.00
TOTAL VENDOR MICHIGAN POLICE EQUIPMENT		20.00
VENDOR NAME: NORTHERN PUMP & WELL		
24-J2988 2 DRILL WELL		116,671.00
24-J2988 3 REPAIRS ON WELL		12,462.28
TOTAL VENDOR NORTHERN PUMP & WELL		129,133.28
VENDOR NAME: QUILL CO		
43972025 STICKY NOTES, CALCULATOR, CLEANING SUPPLIES, RUBBER BANDS, TAPE, INK		185.20
TOTAL VENDOR QUILL CO		185.20
VENDOR NAME: RAY ALLEN MANUFACTURING		
R0091592 E- COLLAR, HARNESS, ROPE,		556.95
TOTAL VENDOR RAY ALLEN MANUFACTURING		556.95
VENDOR NAME: TACTIPUP LLC		
15 MAY DOG COLLAR		73.90
TOTAL VENDOR TACTIPUP LLC		73.90
VENDOR NAME: THE PARTS PLACE-CHARLOTTE		
279723 SUPPLIES		243.22
279792 SUPPLIES		111.18
TOTAL VENDOR THE PARTS PLACE-CHARLOTTE		354.40
VENDOR NAME: UNITED STATES POST OFFICE		
MAY 2025 POSTAGE		730.00
TOTAL VENDOR UNITED STATES POST OFFICE		730.00

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INVOICE		
NUMBER	DESCRIPTION	AMOUNT
<hr/>		
VENDOR NAME: VERIZON WIRELESS		
APR 6- MAY 5 2025	SERVICE	39.02
6112370614	CELL PHONES	592.62
TOTAL VENDOR VERIZON WIRELESS		<hr/> 631.64
GRAND TOTAL:		149,800.65

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## REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

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PERIOD ENDING 04/30/2025

GL NUMBER	DESCRIPTION	END BALANCE	2024-25	YTD BALANCE	ACTIVITY FOR
		06/30/2024	ORIGINAL	04/30/2025	MONTH 04/30/2025
		(NORMAL) (ABNORMAL)	BUDGET (NORMAL) (ABNORMAL)	(NORMAL) (ABNORMAL)	(INCREASE) (DECREASE)
Fund 101 - GENERAL FUND					
Revenues					
Dept 000					
101-000-402.000	PROPERTY TAX	620,875.80	669,190.03	655,761.48	0.00
101-000-403.000	SOLID WASTE TAX	79,091.52	87,969.46	86,478.47	0.00
101-000-411.000	DELINQUENT PROP TAX	216.02	200.00	1,018.53	332.95
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	2,153.00	0.00
101-000-445.000	CITY PENALTY	3,020.95	2,900.00	1,094.32	0.00
101-000-447.000	ADMINISTRATION FEE	32,441.83	35,580.01	35,225.88	0.00
101-000-476.000	PERMITS	6,310.00	6,000.00	5,220.00	230.00
101-000-477.000	3% CABLE T.V.	7,717.69	7,200.00	2,581.56	0.00
101-000-478.000	BLIGHT FEES	175.00	150.00	0.00	0.00
101-000-479.000	OTHER PERMITS	0.00	0.00	50.00	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	3,946.51	347.50
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	227,145.00	54,241.00
101-000-574.100	CVTRS-CLFRF	43,206.00	41,000.00	29,632.00	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	251.50	0.00
101-000-607.000	CHARGES FOR SERVICES - PD	207.90	150.00	130.00	0.00
101-000-656.000	FINES & FORFEITURES	2,334.59	2,000.00	747.45	148.50
101-000-665.000	INTEREST	52,064.84	45,000.00	45,798.97	3,919.43
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	1,048.27	842.27
101-000-674.000	DONATIONS	397.42	0.00	10,011.00	0.00
101-000-676.000	REIMBURSEMENT	31,244.13	5,000.00	16,499.49	9,550.71
101-000-677.000	SCHOOL SRO REIMBURSEMENT	47,591.77	44,428.80	25,149.18	0.00
101-000-684.000	MISC INCOME	728.21	0.00	89.44	6.00
101-000-687.000	INSURANCE REIMBURSEMENT	703,850.64	0.00	7,244.72	0.00
101-000-689.000	CASH OVER & UNDER	3.69	0.00	(22.01)	(21.36)
101-000-693.000	SALE OF FIXED ASSETS	0.00	3,000.00	2,838.75	0.00
Total Dept 000		2,496,160.71	1,531,215.05	1,291,679.58	77,005.00
TOTAL REVENUES		2,496,160.71	1,531,215.05	1,291,679.58	77,005.00
Expenditures					
Dept 101 - CITY COUNCIL					
101-101-703.000	SALARIES	2,060.94	2,500.00	2,453.79	340.00
101-101-706.000	RR-CROSSING MAINTENANCE FEE	2,257.00	2,257.00	4,514.00	2,257.00
101-101-719.000	FRINGE BENEFITS	155.29	240.00	195.88	26.01
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	66,703.96	467.50
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	74,012.29	3,090.51
Dept 171 - MAYOR					
101-171-703.000	SALARIES	570.00	850.00	540.00	90.00
101-171-719.000	FRINGE BENEFITS	43.61	85.00	41.32	6.89
Total Dept 171 - MAYOR		613.61	935.00	581.32	96.89
Dept 172 - CITY MANAGER					
101-172-703.000	SALARIES	80,494.36	82,825.18	66,993.70	6,371.16
101-172-719.000	FRINGE BENEFITS	16,389.88	16,881.58	14,327.37	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	0.00
101-172-980.100	COMPUTER EQUIPMENT	0.00	500.00	0.00	0.00
Total Dept 172 - CITY MANAGER		97,024.15	100,506.76	84,036.47	7,769.46
Dept 215 - CLERK					
101-215-703.000	SALARIES	36,612.90	39,141.65	30,622.72	2,273.60

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## REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

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PERIOD ENDING 04/30/2025

GL NUMBER	DESCRIPTION	END BALANCE	2024-25	YTD BALANCE	ACTIVITY FOR
		06/30/2024	ORIGINAL	04/30/2025	MONTH 04/30/2025
		NORMAL (ABNORMAL)	BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)
Fund 101 - GENERAL FUND					
Expenditures					
101-215-719.000	FRINGE BENEFITS	3,076.39	3,168.68	2,441.63	173.93
101-215-740.000	SUPPLIES	260.38	450.00	54.72	0.00
101-215-741.000	POSTAGE	1,260.88	1,700.00	1,413.20	323.20
101-215-781.000	COMPUTER SOFTWARE	0.00	400.00	0.00	0.00
101-215-809.000	TRAINING	0.00	2,400.00	575.00	575.00
101-215-822.000	ELECTIONS	7,355.38	10,000.00	6,926.18	102.51
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	42,260.51	3,448.24
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	57,840.64	5,501.02
101-253-719.000	FRINGE BENEFITS	19,830.15	21,368.34	18,774.01	1,313.24
101-253-740.000	SUPPLIES	708.94	700.00	603.25	0.00
101-253-741.000	POSTAGE	1,000.46	1,100.00	1,362.50	19.27
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	3,200.99	277.95
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	82,037.56	7,111.48
Dept 257 - ASSESSOR					
101-257-703.000	SALARIES	1,151.39	1,186.15	978.75	92.99
101-257-719.000	FRINGE BENEFITS	620.58	630.00	458.26	32.55
101-257-731.000	PUBLICATION	269.70	450.00	312.90	104.30
101-257-740.000	SUPPLIES	37.98	250.00	0.00	0.00
101-257-741.000	POSTAGE	535.73	550.00	581.61	19.52
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	3,068.57	278.97
101-257-813.000	BOARD OF REVIEW	1,121.63	1,500.00	890.49	140.49
101-257-818.000	CONTRACT LABOR	13,333.63	17,000.00	12,750.03	1,416.67
Total Dept 257 - ASSESSOR		20,871.48	25,465.60	19,300.61	2,085.49
Dept 265 - CITY HALL					
101-265-703.000	SALARIES	23,508.39	25,374.59	19,352.03	1,631.48
101-265-719.000	FRINGE BENEFITS	8,041.27	8,759.43	7,314.14	717.18
101-265-731.000	PUBLICATION	0.00	650.00	0.00	0.00
101-265-740.000	SUPPLIES	4,628.26	3,970.00	3,826.28	2,403.96
101-265-741.000	POSTAGE	1,110.82	1,400.00	330.26	0.77
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	43,013.80	5,907.85
101-265-802.000	SERVICE	1,797.02	2,100.00	1,187.55	45.31
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	0.00
101-265-980.000	OFFICE EQUIPMENT & FURNITURE	176.66	500.00	0.00	0.00
Total Dept 265 - CITY HALL		78,523.31	67,189.02	77,866.02	10,706.55
Dept 266 - ATTORNEY					
101-266-801.000	ATTORNEY	53,045.44	25,000.00	37,192.41	0.00
Total Dept 266 - ATTORNEY		53,045.44	25,000.00	37,192.41	0.00
Dept 301 - POLICE					
101-301-703.000	SALARIES	214,662.44	220,641.80	161,396.83	12,985.99
101-301-703.002	OVERTIME SALARIES	8,185.98	9,000.00	8,634.61	0.00

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GL NUMBER	DESCRIPTION	END BALANCE	2024-25	YTD BALANCE	ACTIVITY FOR
		06/30/2024	ORIGINAL	04/30/2025	MTH 04/30/2025
		NORMAL (ABNORMAL)	BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)
Fund 101 - GENERAL FUND					
Expenditures					
101-301-719.000	FRINGE BENEFITS	54,093.97	55,160.45	42,025.92	2,011.53
101-301-728.000	UNIFORM EXPENSES	2,700.02	5,000.00	9,669.33	(302.15)
101-301-740.000	SUPPLIES	7,998.63	7,600.00	7,304.07	1,519.87
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	10,303.42	652.01
101-301-781.000	COMPUTER SOFTWARE	0.00	600.00	1,350.00	1,350.00
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	2,171.53	0.00
101-301-851.000	RADIO REPAIRS	0.00	300.00	0.00	0.00
101-301-853.000	TELEPHONE EXPENSE	2,011.30	2,100.00	1,661.98	202.50
101-301-862.000	GAS	0.00	500.00	82.62	0.00
101-301-958.000	DUES AND SUBSCRIPTIONS	401.20	500.00	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
101-301-970.020	ARMOUR/SPEC EQUIP	0.00	0.00	598.00	0.00
101-301-972.000	CAPITAL OUTLAY - POLICE	0.00	0.00	350.00	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	264,580.18	18,419.75
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	162,400.00	0.00
Total Dept 337 - EMS		129,600.00	160,000.00	162,400.00	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	527.09	0.00
Total Dept 445 - DRAIN AT LARGE		528.11	900.00	527.09	0.00
Dept 701 - PLANNING COMMISSION					
101-701-703.000	SALARIES	180.00	650.00	975.00	975.00
101-701-719.000	FRINGE BENEFITS	13.78	100.00	74.60	74.60
101-701-731.000	PUBLICATION	256.60	900.00	237.40	0.00
101-701-740.000	SUPPLIES	40.21	50.00	10.59	0.00
101-701-781.000	COMPUTER SOFTWARE	0.00	0.00	53.00	0.00
101-701-803.000	ENGINEERS FEES	0.00	38,000.00	21,506.74	2,000.00
Total Dept 701 - PLANNING COMMISSION		490.59	39,700.00	22,857.33	3,049.60
Dept 702 - ZONING					
101-702-703.000	SALARIES	40,061.43	41,263.27	33,336.84	3,170.54
101-702-719.000	FRINGE BENEFITS	3,340.20	3,440.40	2,649.27	242.55
101-702-731.000	PUBLICATION	523.30	1,300.00	395.00	0.00
101-702-740.000	SUPPLIES	217.79	700.00	135.74	30.97
101-702-853.000	TELEPHONE EXPENSE	891.80	930.00	525.05	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	37,041.90	3,497.83
Dept 906 - DEBT SERVICE					
101-906-738.000	TOWNSHIP/MILL	8,208.66	7,900.00	8,619.09	0.00
101-906-991.000	DEBT SERVICE - PRINCIPAL	28,388.40	29,353.50	26,905.50	1,735.50
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	24,357.80	829.79

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REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE  
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GL NUMBER	DESCRIPTION	END BALANCE	2024-25	YTD BALANCE	ACTIVITY FOR
		06/30/2024	ORIGINAL	04/30/2025	MONTH 04/30/2025
		NORMAL (ABNORMAL)	BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)
Fund 101 - GENERAL FUND					
Expenditures					
Total Dept 906 - DEBT SERVICE		64,145.41	63,278.75	59,882.39	2,565.29
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	1,132,539.25	61,841.09
Fund 101 - GENERAL FUND:					
TOTAL REVENUES		2,496,160.71	1,531,215.05	1,291,679.58	77,005.00
TOTAL EXPENDITURES		2,321,563.29	1,480,189.24	1,132,539.25	61,841.09
NET OF REVENUES & EXPENDITURES		174,597.42	51,025.81	159,140.33	15,163.91



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GL NUMBER	DESCRIPTION	END BALANCE	2024-25	YTD BALANCE	ACTIVITY FOR
		06/30/2024	ORIGINAL	04/30/2025	MONTH 04/30/2025
		NORMAL (ABNORMAL)	BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)
Fund 202 - MAJOR STREET FUND					
Revenues					
Dept 000					
202-000-451.200	SPEC ASSESSMENT ROAD - SUNSET	4,894.29	4,894.29	5,428.24	0.00
202-000-553.000	ACT 51	253,134.51	231,000.00	180,329.98	23,395.37
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	10,390.98	963.26
202-000-699.101	GF CONTRIBUTION	96,400.81	0.00	0.00	0.00
Total Dept 000		493,896.81	291,894.29	197,909.82	24,358.63
TOTAL REVENUES		493,896.81	291,894.29	197,909.82	24,358.63
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	262.35	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	165,762.35	0.00
Dept 474 - TRAFFIC SIGNS					
202-474-782.000	STREET MATERIALS & SUPPLIES	0.00	250.00	468.20	468.20
Total Dept 474 - TRAFFIC SIGNS		0.00	250.00	468.20	468.20
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	16,155.89	415.00
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	16,155.89	415.00
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	187,158.65	883.20
Fund 202 - MAJOR STREET FUND:					
TOTAL REVENUES		493,896.81	291,894.29	197,909.82	24,358.63
TOTAL EXPENDITURES		396,927.81	467,476.49	187,158.65	883.20
NET OF REVENUES & EXPENDITURES		96,969.00	(175,582.20)	10,751.17	23,475.43

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GL NUMBER	DESCRIPTION	END BALANCE	2024-25	YTD BALANCE	ACTIVITY FOR
		06/30/2024	ORIGINAL	04/30/2025	MONTH 04/30/2025
		NORMAL (ABNORMAL)	BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)
Fund 203 - LOCAL STREET FUND					
Revenues					
Dept 000					
203-000-451.200	SPEC ASSESSMENT ROAD - SUNSET	29,866.30	29,866.30	22,897.84	0.00
203-000-553.000	ACT 51	100,665.86	97,000.00	71,964.74	9,167.80
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	1,039.09	96.33
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	193,879.19	9,264.13
TOTAL REVENUES		598,116.94	333,253.06	193,879.19	9,264.13
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	72,094.50	37,264.50
203-906-993.000	BOND INTEREST	136,952.01	131,904.26	98,659.66	17,817.08
Total Dept 906 - DEBT SERVICE		302,299.61	300,286.76	170,754.16	55,081.58
TOTAL EXPENDITURES		505,091.80	333,386.76	198,570.09	55,081.58
Fund 203 - LOCAL STREET FUND:					
TOTAL REVENUES		598,116.94	333,253.06	193,879.19	9,264.13
TOTAL EXPENDITURES		505,091.80	333,386.76	198,570.09	55,081.58
NET OF REVENUES & EXPENDITURES		93,025.14	(133.70)	(4,690.90)	(45,817.45)

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## REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

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GL NUMBER	DESCRIPTION	END BALANCE	2024-25	YTD BALANCE	ACTIVITY FOR
		06/30/2024	ORIGINAL	04/30/2025	MONTH 04/30/2025
		(NORMAL)	BUDGET	(NORMAL)	(INCREASE) (DECREASE)
Fund 208 - PARK FUND					
Revenues					
Dept 000					
208-000-478.030	CONCESSIONS	27,204.92	28,000.00	15,531.29	2,240.08
208-000-478.070	FIELD RENTAL	25,067.00	21,000.00	10,792.00	940.00
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	8,825.00	1,080.00
208-000-667.000	PAVILION RENT	1,715.00	1,550.00	1,045.00	145.00
208-000-667.020	TIFA PAVILION - COMMUNITY CEN	2,525.00	2,200.00	1,325.00	0.00
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	89,468.29	4,405.08
TOTAL REVENUES		576,704.96	174,690.00	89,468.29	4,405.08
Expenditures					
Dept 751 - PARK ADMIN					
208-751-703.000	SALARIES	56,393.33	54,600.00	43,147.12	3,926.54
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	19,598.25	1,432.07
208-751-728.000	UNIFORM EXPENSES	570.00	600.00	0.00	0.00
208-751-731.000	PUBLICATION	892.16	1,000.00	1,034.58	166.70
208-751-740.000	SUPPLIES	5,999.95	5,000.00	1,051.07	77.76
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	2,400.00	900.00
208-751-853.000	TELEPHONE EXPENSE	866.05	900.00	607.43	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	109,806.33	6,570.57
Dept 770 - LAKE ALLIANCE MAINTENANCE					
208-770-740.000	SUPPLIES	8,159.32	4,500.00	2,635.87	115.87
208-770-775.000	REPAIRS & MAINT	24,585.21	5,000.00	2,061.82	1,300.00
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	6,287.54	591.83
Total Dept 770 - LAKE ALLIANCE MAINTENANCE		43,536.88	23,700.00	11,260.07	2,007.70
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	1,816.62	0.00
208-771-818.000	CONTRACT LABOR	1,624.62	2,000.00	0.00	0.00
Total Dept 771 - CITY PARK		11,029.95	6,300.00	1,816.62	0.00
Dept 772 - SUNSET HILLS PARK					
208-772-775.000	REPAIRS & MAINT	0.00	300.00	0.00	0.00
Total Dept 772 - SUNSET HILLS PARK		0.00	300.00	0.00	0.00
Dept 774 - BASEBALL					
208-774-731.000	PUBLICATION	348.60	500.00	0.00	0.00
208-774-740.000	SUPPLIES	422.09	500.00	748.25	125.94
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	1,063.25	125.94
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	836.00	0.00
208-777-745.000	YOUTH UMPIRE FEES	3,445.00	3,200.00	1,890.00	1,250.00
208-777-802.000	SERVICE	1,585.00	0.00	0.00	0.00
Total Dept 777 - BALLFIELD		14,975.12	14,400.00	3,872.00	1,250.00

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REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE  
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GL NUMBER	DESCRIPTION	END BALANCE	2024-25	YTD BALANCE	ACTIVITY FOR
		06/30/2024	ORIGINAL	04/30/2025	MTH 04/30/2025
		NORMAL (ABNORMAL)	BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)
Fund 208 - PARK FUND					
Expenditures					
Dept 778 - CONCESSIONS					
208-778-703.000	SALARIES	5,199.49	4,900.00	4,221.72	644.13
208-778-719.000	FRINGE BENEFITS	584.18	590.00	442.83	56.38
208-778-740.000	SUPPLIES	12,923.84	13,500.00	4,270.25	79.96
208-778-746.000	CONCESSION - FOOD LICENSE	620.00	880.00	637.00	637.00
208-778-814.000	BANK SERVICE CHARGES	1,084.72	1,200.00	1,358.46	265.75
Total Dept 778 - CONCESSIONS		20,412.23	21,070.00	10,930.26	1,683.22
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	138,748.53	11,637.43
Fund 208 - PARK FUND:					
TOTAL REVENUES		576,704.96	174,690.00	89,468.29	4,405.08
TOTAL EXPENDITURES		563,312.87	174,690.00	138,748.53	11,637.43
NET OF REVENUES & EXPENDITURES		13,392.09	0.00	(49,280.24)	(7,232.35)

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REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE  
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GL NUMBER	DESCRIPTION	END BALANCE	2024-25	YTD BALANCE	ACTIVITY FOR
		06/30/2024	ORIGINAL	04/30/2025	MTH 04/30/2025
		NORMAL (ABNORMAL)	BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)
Fund 211 - GIZZARD FEST					
Revenues					
Dept 000					
211-000-665.000	INTEREST	1,696.20	1,600.00	1,391.54	113.88
211-000-674.000	DONATIONS	500.00	500.00	100.00	(1,900.00)
211-000-674.100	SPONSORSHIP	23,530.00	15,000.00	19,160.00	13,160.00
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	6,200.00	2,725.00
211-000-682.000	RACE	7,900.10	7,900.00	2,891.94	1,066.50
211-000-686.000	PAGEANT	1,000.00	1,000.00	2,300.00	300.00
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	32,069.98	15,465.38
TOTAL REVENUES		61,202.70	50,650.00	32,069.98	15,465.38
Expenditures					
Dept 779 - SPECIAL EVENTS					
211-779-740.000	SUPPLIES	6,537.94	8,000.00	857.64	0.00
211-779-818.000	CONTRACT LABOR	8,934.00	15,000.00	9,700.00	700.00
211-779-880.200	COMMUNITY SPECIAL EVENTS	28,164.33	19,500.00	24,651.03	5,410.00
211-779-880.300	COMMUNITY SPECIAL EVENTS/GIZZARDFEST	14.95	20.00	0.00	0.00
211-779-880.500	PAGEANT	999.50	1,000.00	0.00	0.00
211-779-880.600	RACE	6,044.61	4,000.00	1,050.00	850.00
Total Dept 779 - SPECIAL EVENTS		50,695.33	47,520.00	36,258.67	6,960.00
TOTAL EXPENDITURES		50,695.33	47,520.00	36,258.67	6,960.00
Fund 211 - GIZZARD FEST :					
TOTAL REVENUES		61,202.70	50,650.00	32,069.98	15,465.38
TOTAL EXPENDITURES		50,695.33	47,520.00	36,258.67	6,960.00
NET OF REVENUES & EXPENDITURES		10,507.37	3,130.00	(4,188.69)	8,505.38

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## REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

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GL NUMBER	DESCRIPTION	END BALANCE	2024-25	YTD BALANCE	ACTIVITY FOR
		06/30/2024	ORIGINAL	04/30/2025	MONTH 04/30/2025
		NORMAL (ABNORMAL)	BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)
Fund 247 - TAX INCREMENT FINANCING AUTHOR					
Revenues					
Dept 728 - TIFA DEPT					
247-728-401.000	PROPERTY TAXES	183,809.96	198,266.61	196,613.90	0.00
247-728-573.000	LOCAL COMMUNITY STABILIZATION	22,561.19	23,732.63	22,685.72	0.00
247-728-665.000	INTEREST INCOME	8,404.88	6,000.00	719.62	54.82
Total Dept 728 - TIFA DEPT		214,776.03	227,999.24	220,019.24	54.82
TOTAL REVENUES		214,776.03	227,999.24	220,019.24	54.82
Expenditures					
Dept 728 - TIFA DEPT					
247-728-703.005	WAGES - OTHER	4,974.97	5,025.00	4,158.31	408.33
247-728-727.000	OFFICE EXPENSE	1,000.00	1,120.00	1,000.00	1,000.00
247-728-731.000	PUBLICATION	0.00	300.00	147.50	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	0.00
247-728-967.000	SIDEWALK AND LIGHTING IMPROVE	121,332.94	0.00	0.00	0.00
247-728-970.000	CAPITAL OUTLAY	56,061.78	20,000.00	27,847.90	0.00
247-728-992.000	BOND PRINCIPAL	50,000.00	55,000.00	55,000.00	0.00
247-728-993.000	BOND INTEREST	15,282.50	12,945.00	12,945.00	0.00
Total Dept 728 - TIFA DEPT		285,853.40	114,490.00	120,927.46	1,408.33
TOTAL EXPENDITURES		285,853.40	114,490.00	120,927.46	1,408.33
Fund 247 - TAX INCREMENT FINANCING AUTHOR:					
TOTAL REVENUES		214,776.03	227,999.24	220,019.24	54.82
TOTAL EXPENDITURES		285,853.40	114,490.00	120,927.46	1,408.33
NET OF REVENUES & EXPENDITURES		(71,077.37)	113,509.24	99,091.78	(1,353.51)

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REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE  
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GL NUMBER	DESCRIPTION	END BALANCE	2024-25	YTD BALANCE	ACTIVITY FOR
		06/30/2024	ORIGINAL	04/30/2025	MTH 04/30/2025
		NORMAL (ABNORMAL)	BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)
Fund 401 - CAPITAL PROJECT FUND- DOWNTOWN					
Revenues					
Dept 000					
401-000-699.100	TRANSFER IN	2,654.00	2,654.00	2,654.00	0.00
Total Dept 000		2,654.00	2,654.00	2,654.00	0.00
TOTAL REVENUES		2,654.00	2,654.00	2,654.00	0.00
Expenditures					
Dept 729 - DOWNTOWN					
401-729-740.600	LANDSCAPING SUPPLIES	1,301.56	3,000.00	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

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GL NUMBER	DESCRIPTION	END BALANCE	2024-25	YTD BALANCE	ACTIVITY FOR
		06/30/2024	ORIGINAL	04/30/2025	MONTH 04/30/2025
		NORMAL (ABNORMAL)	BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)
Fund 590 - SEWER FUND					
Revenues					
Dept 000					
590-000-642.000	BILLS	159,329.53	159,000.00	148,414.54	16,719.85
590-000-642.001	FIXED COSTS	495,729.94	495,000.00	379,329.49	42,012.38
590-000-656.000	FINES & FORFEITURES	18,516.56	17,000.00	13,116.69	975.58
590-000-665.000	INTEREST	18,200.78	18,000.00	15,586.46	1,444.90
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	561,747.18	61,152.71
TOTAL REVENUES		758,930.11	716,850.00	561,747.18	61,152.71
Expenditures					
Dept 537 - ADMINISTRATIVE					
590-537-775.000	REPAIRS & MAINT	8,449.50	3,000.00	24,666.42	0.00
590-537-809.000	TRAINING	430.00	500.00	795.00	0.00
Total Dept 537 - ADMINISTRATIVE		8,879.50	3,500.00	25,461.42	0.00
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	17,285.78	1,995.00
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	27,159.06	10,881.45
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	190,000.00	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	94,319.87	0.00
Total Dept 556 - DPW		561,042.58	257,500.00	343,168.16	12,876.45
Dept 906 - DEBT SERVICE					
590-906-991.000	DEBT SERVICE - PRINCIPAL	0.00	173,000.00	143,000.00	99,000.00
590-906-993.000	BOND INTEREST	197,516.30	201,746.00	167,846.25	38,578.75
Total Dept 906 - DEBT SERVICE		197,516.30	374,746.00	310,846.25	137,578.75
TOTAL EXPENDITURES		767,438.38	635,746.00	679,475.83	150,455.20
Fund 590 - SEWER FUND:					
TOTAL REVENUES		758,930.11	716,850.00	561,747.18	61,152.71
TOTAL EXPENDITURES		767,438.38	635,746.00	679,475.83	150,455.20
NET OF REVENUES & EXPENDITURES		(8,508.27)	81,104.00	(117,728.65)	(89,302.49)



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GL NUMBER	DESCRIPTION	END BALANCE	2024-25	YTD BALANCE	ACTIVITY FOR
		06/30/2024	ORIGINAL	04/30/2025	MONTH 04/30/2025
		NORMAL (ABNORMAL)	BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)
Fund 591 - WATER FUND					
Revenues					
Dept 000					
591-000-579.000	GRANT REVENUE- STATE	0.00	0.00	104,138.70	104,138.70
591-000-642.000	BILLS	223,594.47	256,323.09	251,228.72	28,224.51
591-000-642.001	FIXED COSTS	421,334.45	483,000.00	395,821.77	44,187.45
591-000-644.000	PENALTIES	750.00	710.00	1,710.00	40.00
591-000-656.000	FINES & FORFEITURES	17,254.80	17,000.00	14,774.99	1,109.39
591-000-665.000	INTEREST	41,255.07	41,000.00	35,329.31	3,275.09
591-000-666.000	INSPECTION FEE	450.00	400.00	100.00	50.00
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	809,331.00	181,025.14
TOTAL REVENUES		782,659.83	817,183.09	809,331.00	181,025.14
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	6,136.96	94.20
591-537-741.000	POSTAGE	3,262.54	3,850.00	2,328.40	233.74
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	0.00
Total Dept 537 - ADMINISTRATIVE		8,828.98	10,350.00	12,320.36	327.94
Dept 556 - DPW					
591-556-740.000	SUPPLIES	3,342.55	4,000.00	11,314.33	1,018.59
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	0.00
591-556-802.000	SERVICE	40,372.91	14,000.00	8,054.38	48.00
591-556-803.000	ENGINEERS FEES	27,114.58	29,000.00	27,159.06	10,881.45
591-556-818.000	CONTRACT LABOR	20,791.15	0.00	106,840.20	0.00
591-556-965.600	CONTRIBUTION TO 641 LABOR & EQUIPMENT	200,000.00	200,000.00	200,000.00	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	77,605.97	0.00
Total Dept 556 - DPW		500,715.34	307,000.00	454,227.26	11,948.04
Dept 906 - DEBT SERVICE					
591-906-992.000	BOND PRINCIPAL	0.00	100,000.00	86,000.00	59,000.00
591-906-993.000	BOND INTEREST	111,200.87	109,898.00	95,774.37	21,381.25
Total Dept 906 - DEBT SERVICE		111,200.87	209,898.00	181,774.37	80,381.25
TOTAL EXPENDITURES		620,745.19	527,248.00	648,321.99	92,657.23
Fund 591 - WATER FUND:					
TOTAL REVENUES		782,659.83	817,183.09	809,331.00	181,025.14
TOTAL EXPENDITURES		620,745.19	527,248.00	648,321.99	92,657.23
NET OF REVENUES & EXPENDITURES		161,914.64	289,935.09	161,009.01	88,367.91

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DB: Pottersville

REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE  
PERIOD ENDING 04/30/2025

GL NUMBER	DESCRIPTION	END BALANCE	2024-25	YTD BALANCE	ACTIVITY FOR
		06/30/2024	ORIGINAL	04/30/2025	MTH 04/30/2025
		NORMAL (ABNORMAL)	BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)
Fund 598 - STORM DRAIN MAINTENANCE					
Revenues					
Dept 000					
598-000-699.101	GF CONTRIBUTION	0.00	12,000.00	12,000.00	0.00
Total Dept 000		0.00	12,000.00	12,000.00	0.00
TOTAL REVENUES		0.00	12,000.00	12,000.00	0.00
Expenditures					
Dept 556 - DPW					
598-556-818.000	CONTRACT LABOR	0.00	12,000.00	29,304.77	0.00
Total Dept 556 - DPW		0.00	12,000.00	29,304.77	0.00
TOTAL EXPENDITURES		0.00	12,000.00	29,304.77	0.00
Fund 598 - STORM DRAIN MAINTENANCE:					
TOTAL REVENUES		0.00	12,000.00	12,000.00	0.00
TOTAL EXPENDITURES		0.00	12,000.00	29,304.77	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	(17,304.77)	0.00

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## REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

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DB: Potterville

PERIOD ENDING 04/30/2025

GL NUMBER	DESCRIPTION	END BALANCE	2024-25	YTD BALANCE	ACTIVITY FOR
		06/30/2024	ORIGINAL	04/30/2025	MONTH 04/30/2025
		NORMAL (ABNORMAL)	BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)
<hr/>					
Fund 641 - EQUIPMENT REPAIR & REPLACEMENT					
Revenues					
Dept 000					
641-000-699.100	OPERATING TRANSFER-IN	874,867.30	648,793.45	573,000.00	0.00
Total Dept 000		874,867.30	648,793.45	573,000.00	0.00
TOTAL REVENUES		874,867.30	648,793.45	573,000.00	0.00
<hr/>					
Expenditures					
Dept 932 - EQUIPMENT REPAIR ACTIVITY					
641-932-703.000	SALARIES	273,012.70	278,567.04	201,039.90	17,738.11
641-932-703.002	OVERTIME SALARIES	22,657.41	16,000.00	17,058.59	1,835.40
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	58,983.87	4,145.29
641-932-728.000	UNIFORM EXPENSES	6,209.24	5,000.00	4,092.11	260.76
641-932-740.000	SUPPLIES	26,400.10	25,000.00	20,194.71	1,299.13
641-932-775.000	REPAIRS & MAINT	57,588.12	54,000.00	34,378.45	900.45
641-932-782.000	STREET MATERIALS & SUPPLIES	6,995.51	10,000.00	7,021.32	0.00
641-932-802.000	SERVICE	15,571.10	4,000.00	868.75	0.00
641-932-809.000	TRAINING	1,967.58	2,500.00	7,539.15	492.42
641-932-853.000	TELEPHONE EXPENSE	3,388.06	3,900.00	3,165.62	307.87
641-932-862.000	GAS	27,463.06	29,500.00	16,341.91	2,804.43
641-932-920.000	UTILITIES	124,831.65	130,000.00	101,514.58	11,259.52
641-932-958.000	DUES AND SUBSCRIPTIONS	697.24	900.00	1,096.55	0.00
641-932-962.000	MILEAGE	0.00	0.00	596.10	369.60
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	487,184.08	41,412.98
TOTAL EXPENDITURES		709,797.30	648,793.45	487,184.08	41,412.98
<hr/>					
Fund 641 - EQUIPMENT REPAIR & REPLACEMENT:					
TOTAL REVENUES		874,867.30	648,793.45	573,000.00	0.00
TOTAL EXPENDITURES		709,797.30	648,793.45	487,184.08	41,412.98
NET OF REVENUES & EXPENDITURES		165,070.00	0.00	85,815.92	(41,412.98)

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REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE  
PERIOD ENDING 04/30/2025

GL NUMBER	DESCRIPTION	END BALANCE	2024-25	YTD BALANCE	ACTIVITY FOR
		06/30/2024	ORIGINAL	04/30/2025	YTD 04/30/2025
		NORMAL (ABNORMAL)	BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)
Fund 703 - SPECIAL TAX ACCOUNT					
Revenues					
Dept 000					
703-000-665.000	INTEREST	2.74	0.00	3.37	(63.00)
Total Dept 000		2.74	0.00	3.37	(63.00)
TOTAL REVENUES		2.74	0.00	3.37	(63.00)
Fund 703 - SPECIAL TAX ACCOUNT:					
TOTAL REVENUES		2.74	0.00	3.37	(63.00)
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		2.74	0.00	3.37	(63.00)

GL NUMBER	DESCRIPTION	END BALANCE	2024-25	YTD BALANCE	ACTIVITY FOR
		06/30/2024	ORIGINAL	04/30/2025	MTH 04/30/2025
		NORMAL (ABNORMAL)	BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)
Fund 750 - FED TAX OVERPAYMENT					
Expenditures					
Dept 000					
750-000-910.000	HEALTH INSURANCE	0.00	0.00	(474.21)	9,115.25
750-000-910.040	POLICE PURCHASE PROGRAM	0.00	0.00	0.00	1,750.71
Total Dept 000		0.00	0.00	(474.21)	10,865.96
TOTAL EXPENDITURES		0.00	0.00	(474.21)	10,865.96
Fund 750 - FED TAX OVERPAYMENT:					
TOTAL REVENUES		0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	(474.21)	10,865.96
NET OF REVENUES & EXPENDITURES		0.00	0.00	474.21	(10,865.96)
TOTAL REVENUES - ALL FUNDS		6,859,972.13	4,807,182.18	3,983,761.65	372,667.89
TOTAL EXPENDITURES - ALL FUNDS		6,223,146.93	4,445,139.94	3,658,657.32	433,203.00
NET OF REVENUES & EXPENDITURES		636,825.20	362,042.24	325,104.33	(60,535.11)

GL Number	Description	Beginning Balance
101-000-001.000	CASH	1,273,069.25
202-000-001.000	CASH	394,134.64
203-000-001.000	CASH	172,230.19
208-000-001.000	CASH	8,412.50
370-000-001.000	CASH	
401-000-001.000	CASH	6,763.51
590-000-001.000	CASH	193,160.97
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	880,030.75
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	140,758.56

Beginning GL Balance:	4,010,564.86
Add: Cash Receipts	125,289.83
Less: Cash Disbursements	(96,745.40)
Less: Payroll Disbursements	(67,475.96)
Less: Journal Entries/Other	(19,158.11)
Ending GL Balance:	3,952,475.22

GL Number	Description	Ending Balance
101-000-001.000	CASH	1,304,176.76
202-000-001.000	CASH	417,610.07
203-000-001.000	CASH	126,412.74
208-000-001.000	CASH	1,110.00
370-000-001.000	CASH	
401-000-001.000	CASH	6,763.51
590-000-001.000	CASH	97,402.70
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	957,854.00
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	99,140.95

Ending GL Balance: 3,952,475.22

Ending Bank Balance: 3,958,411.31

Add: Miscellaneous Transactions 1,109.04

Add: Deposits in Transit

04/29/2025 Deposit ID: 2094 380.57

04/30/2025 Deposit ID: 2096 714.08

1,094.65

Less: 11 AP Outstanding Checks 8,139.78

Less: 0 PR Outstanding Checks

Adjusted Bank Balance 3,952,475.22

Unreconciled Difference: 0.00

REVIEWED BY: 

DATE: 5-5-2025

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User: JWest  
DB: Potterville

BANK RECONCILIATION FOR CITY OF POTTERVILLE  
Bank FEST (GIZZARD FEST)  
FROM 04/01/2025 TO 04/30/2025  
Reconciliation Record ID: 307

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GL Number	Description	Beginning Balance
211-000-001.000	CASH	40,847.74
Beginning GL Balance:		40,847.74
Add: Cash Receipts		14,785.00
Less: Cash Disbursements		(6,960.00)
Add: Journal Entries/Other		680.38
Ending GL Balance:		49,353.12

GL Number	Description	Ending Balance
211-000-001.000	CASH	49,353.12
Ending GL Balance:		49,353.12
Ending Bank Balance:		48,203.12
Add: Miscellaneous Transactions		200.00
Add: Deposits in Transit		
	04/29/2025 Deposit ID: 2093	2,300.00
	04/30/2025 Deposit ID: 2095	200.00
		2,500.00
Less: 2 AP Outstanding Checks		1,550.00
Less: 0 PR Outstanding Checks		
Adjusted Bank Balance		49,353.12
Unreconciled Difference:		0.00

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



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

5-5-2025

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DB: Potterville

BANK RECONCILIATION FOR CITY OF POTTERVILLE  
Bank PR (PAYROLL ACCOUNT)  
FROM 04/01/2025 TO 04/30/2025  
Reconciliation Record ID: 306

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GL Number	Description	Beginning Balance
750-000-001.000	CASH	10,953.13
Beginning GL Balance:		10,953.13
Add: Payroll Disbursements		1,213.22
Less: Journal Entries/Other		(11,814.38)
Ending GL Balance:		351.97

GL Number	Description	Ending Balance
750-000-001.000	CASH	351.97
Ending GL Balance:		351.97
Ending Bank Balance:		788.07
Add: Deposits in Transit		0.00
Less: 0 AP Outstanding Checks		
Less: 1 PR Outstanding Checks		436.10
Adjusted Bank Balance		351.97
Unreconciled Difference:		0.00

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



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

5-5-2025



User: JWest

Bank TAX (TAX ACCOUNT)

DB: Potterville

FROM 04/01/2025 TO 04/30/2025

Reconciliation Record ID: 309

GL Number	Description	Beginning Balance
703-000-001.000	CASH	7,973.48
Beginning GL Balance:		7,973.48
Add: Cash Receipts		1,333.76
Less: Journal Entries/Other		(63.00)
Ending GL Balance:		9,244.24

GL Number	Description	Ending Balance
703-000-001.000	CASH	9,244.24
Ending GL Balance:		9,244.24
Ending Bank Balance:		9,244.24
Add: Deposits in Transit		0.00
Less: 0 AP Outstanding Checks		
Less: 0 PR Outstanding Checks		
Adjusted Bank Balance		9,244.24
Unreconciled Difference:		0.00

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



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

5-5-2025

# City of Potterville

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

May 8, 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. City municipal Well #3 (preliminary Well site No.6) has been successfully "re-drilled" with an improved stainless-steel casing and pumped tested by Northern Pump & Well Co. The new proposed Type I well was pumped and tested for water quantity/chemistry analysis this week and will be studied and reported by Dan Whalen, PE on behalf of the City. If Dan's report of the underground aquifer is favorable, it would indicate sufficient capacity of gallons to pump per minute of potable water equal to or greater than about 300 gallons per minute (gpm). Again, if the data supports this conclusion, it will trigger review by EGLE and possible permit of construction and connection of the new well to the City's existing iron removal plant on Sunset Drive. If/when the project is permitted by the State, the City would then have a year to move forward with connecting its new well and new well pumps, motors, and screens to the existing iron removal plant. If all goes well (pun intended), the State's process of review and permitting should take about 4 to 6 months. Council's review would precede EGLE's permitting, and should take place as soon as the engineering analysis of the aquifer and water chemistry is in hand – this should be another 4-6 weeks. Expect to have the engineer's well report on a public meeting agenda this Summer.

2. The East Cherry Street utility project that involves legal action with CD Hughes and Williams & Works, is nearing completion with a final coat of asphalt and manhole adjustments next week. Restoration of grass, landscaping, and driveway approaches should be completed no later than June of this year. Both CD Hughes, Inc. and Williams and Works have done a satisfactory job meeting their obligations as stipulated in the City's approved Settlement Agreement; and I believe the sewer utilities that have plagued East Cherry Street residents since 2017, should be fixed by June.... this year.

3. The City's low bidder on the Main Street resurfacing project, Rieth Riley Co., has announced a tentative start date of early August w/ the completion date of September 26<sup>th</sup>. These dates are a preferred window of construction of 60 days for project completion. The City's preconstruction meeting with Rieth and Riley will be held later this month on the 27<sup>th</sup>. This project also includes the small portion of major Street Vermontville Hwy, west of the CN Railway crossing near Independence Commons.

4. The City completed a First Aid, AED, CPR training class May 8<sup>th</sup>, and saw operation of its newly installed AED device - that resides at City Hall (and at Lake Alliance during weekend softball tournaments Alliance). DPW, Office Staff, Parks Staff, Police all attended the class with special thanks to Mayor Lenneman who assisted with tourniquet technique and demonstrations. The class Instructor Mr. Dustin May held the class at the Hall for 2 hours with hands on demonstrations.

# 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)

5. The City's pooled General Property and Liability insurance renewal period is in June, so I've reached out to EMC's main competitor for municipal insurance, MML, and asked for a competitive quote. The comparison will be based upon both companies best recommended coverages. I intend to have to comparable quotes for Council review for its June meeting.

6. I have an engineering status report this month with detailed public information including estimated costs for all City residents and officials. The City of Potterville is going through a lot of changes this year not including the Potter Drain project, the school's new gym, and the repaving of M-100 by MDOT... all in the City. And Gizzard Fest June 5,6 and 7<sup>th</sup>!

7. The City will be holding its bi-annual "Dump your Junk" event this month on the 17<sup>th</sup> from 8 am until Noon (or until dumpsters are full) at Lake Alliance Park. Same rules apply as last year, City residents only. No commercial waste or construction materials are allowed.

See Event Notice online at <https://pottervillemi.org/wp-content/uploads/2025/01/2025-Dump-Junk-and-Curbside-Notice.pdf>

Please no tires, PCBs, lead batteries, liquids, hazardous waste, chemicals, paint and/or yard waste. Proof of City residency is required. All disposable items should be delivered to the Lake Alliance Park Compost Area during event hours. Check online at [www.pottervillemi.org](http://www.pottervillemi.org) to verify if an item is disposable or contact the Potterville City Office at (517) 645-7641 or email [manager@pottervillemi.org](mailto:manager@pottervillemi.org)

Curbside Pick Up services and waste recovery events like "Dump Your Junk" are provided for and funded by the City of Potterville 1.5 mill Solid Waste Millage, Public Act 298 of 1917 MCL.123.261.

Waste leaves and sticks are composted, and junk items are disposed of properly and recycled. Compost material is diverted from landfills and turned into nutrient rich top soil that is used to beautify City Parks & Recreation areas.

For more information regarding your curbside services and the City's biannual "Dump your Junk" events, contact the Potterville City Office at (517) 645-7641 or email [manager@pottervillemi.org](mailto:manager@pottervillemi.org)

## PROJECT STATUS SUMMARY

---

CLIENT: City of Potterville  
 FROM: Samuel Leatch, P.E.  
 ISSUE DATE: May 8, 2025  
 RE: PROJECT STATUS SUMMARY

Hello Aaron,

Below please find a detailed project status summary for the various projects underway within the City of Potterville.

### **Water System Improvements Project – USDA-RD**

- Preliminary design is nearly complete. Architecture is approximately 90% complete, process is approximately 75% complete, and underground distribution is 100% complete.
- Plan review meeting is scheduled with the City for May 13 at 2pm to review the preliminary design, layout of process equipment, and building renderings.
- Currently targeting an end of July / early August final completion and bid.
- Potentially begin construction late Fall 2025 for the new treatment plant. Underground would likely begin Spring 2026 due to weather restrictions.

### **Main Street / Vermontville Highway Resurfacing**

- Project scope includes 0.71 miles of milling and HMA resurfacing along Main Street from Nelson Street to Lansing Road and 0.20 miles of milling and HMA resurfacing along Vermontville Highway from the westerly City limits to approximately 100 feet east of the Canadian National Railroad crossing. Project scope also includes spot curb and gutter replacement, ADA ramp improvements, pavement markings, permanent signage, and water system improvements.
- Project was awarded to Rieth-Riley Construction Co., Inc. at a contract amount of \$541,943.11.
- Construction is anticipated to begin shortly after July 4, 2025. The project must be substantially complete by September 26, 2025. Once work begins, the contractor has 60 calendar days to complete all work.
- A preconstruction meeting has been scheduled for May 27, 2025.

### **Cherry Street**

- Project scope included replacement of the sanitary sewer main along E. Cherry Street, including new sanitary leads to 426, 428, and 430 E. Cherry Street. In addition, corrections to the sanitary leads at 304 High Street, 419 and 423 E. Cherry Street were completed. Concrete drive and sidewalk replacement was completed as required.
- Future schedule includes HMA resurfacing of the roadway and minor restoration.
- A final walk-through will be scheduled with the City and Contractor upon completion of all work.

### **Well No. 3 / Well No. 6**

- The City contracted with Northern Pump & Well to rehabilitate Well No. 3, located off of Sunset Drive.
- The rehabilitation included installation of a new stainless steel drop pipe, new motor, and new pump, among other appurtenances. This work was completed in the Fall of 2024.
- As part of the rehabilitation contract, Well No. 3 was televised to log the condition of the existing well and casing.

5/8/2025

Page 2

- Following review of the televising video, it was determined that the existing casing is in poor condition. As such, Wightman and the City have coordinated with the Michigan Department of Environment, Great Lakes, & Energy (EGLE) to discuss the potential replacement of Well No. 3. The proposed new production well would be considered an “offset” well and installed near existing Well No. 3. With the new production well in service, Well No. 3 would be abandoned. The recently installed drop pipe, motor, and pump are proposed to be salvaged and utilized in the new production well.
- The City contracted with Northern Pump & Well to install the new production well, Well No. 6.
- Well No. 6 was drilled in April 2025 adjacent to Well No. 3 off of Sunset Drive. The test run was completed and a report will be submitted to EGLE for review. Once approved by EGLE, the new well can be connected to the system and made operational. The old well would then be abandoned.

#### **Well No. 4**

- The City contracted with Northern Pump & Well to rehabilitate Well No. 4, located within City Park.
- The rehabilitation included installation of a new stainless steel drop pipe. In addition, the existing pump was pulled, inspected, and efficiency test completed.
- It was found the existing pump was in good condition.
- All work was completed in March 2025.

#### **Cambria Ridge Development – Phase 2**

- Phase 2, Cambria Court, began construction in January 2025. Minor work was completed in November 2024 before seasonal shutdown.
- To date, water main, water services, sanitary sewer, sanitary leads, and storm sewer have been installed per plan.
- Future schedule includes mass grading of the site, roadway preparation (sand and aggregate base), curb and gutter installation, and HMA paving.
- Wightman has conducted on-site construction observation for all underground utilities. Tie down cards will be finalized and provided to the City for all water services and sanitary leads installed.
- As-built plans will be provided by the developer and final walk-through scheduled / conducted prior to formal acceptance of the project.

#### **Sunset Hills East Development**

- A preliminary site condominium plan for Sunset Hills East was submitted by Allen Edwin and reviewed by Wightman on behalf of the City.
- Wightman provided initial comments to the City on October 1, 2024 and subsequent comments to the City on October 22, 2024. To date, no revised site condominium plan has been submitted addressing the provided comments.
- Approval of the preliminary site condominium plan is contingent on the developer’s submission of a revised plan which addresses all comments.

#### **Lake Alliance Park Improvements (TIFA)**

- Wightman has prepared a conceptual plan and conceptual renderings for proposed improvements at Lake Alliance Park.
- These improvements include extensions of non-motorized path and / or sidewalk to improve connectivity, addition of two (2) pickleball courts, addition of two (2) paved parking lots for ADA accessibility, and the addition of a trailhead.
- The City submitted a Michigan Department of Natural Resources (MDNR) MNRTF grant application in April 2025.

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Below please find an estimated engineering budget summary for each project.

<b>Project</b>	<b>Contract / Estimated Budget</b>	<b>Approximate Billed to Date</b>	<b>Estimated Remaining Budget</b>
USDA Water	\$820,700	\$165,800	\$654,900
Main Street	\$55,000	\$1,400	\$53,600
Cherry Street	As Needed	\$35,700	\$5,000
Well No. 3 / Well No. 6	As Needed	\$5,500	As Needed
Well No. 4	As Needed	\$600	\$0
Cambria Ridge	As Needed	\$40,400	\$20,000
Sunset Hills	As Needed	\$2,100	TBD
Lake Alliance Park	\$10,000	\$9,500	TBD

Please note the following:

- The estimated budgets and billed to date for Main Street only include construction engineering.
- Costs incurred for the Cherry Street project include time spent since 2023. Future budget includes estimated costs for project closeout.
- Costs incurred for the Cambria Ridge project are reimbursed by the developer through an escrow account.
- Future budget / costs for the Sunset Hills project are subject to the developer moving forward with this project and formal approval, by the City, of the site condominium plan.
- Future budget / costs for the Lake Alliance Park project are subject to award of the MDNR MNRTF grant.

The City has been awarded the following grants for construction:

1. USDA Water – \$4,000,000 in earmarked funds for water system improvements
2. Main Street – \$385,000 in federal funds

Finally, the City has submitted an MDNR MNRTF grant application for the Lake Alliance Park project in the amount of \$528,500. Local match is 25% with a 75% grant amount of approximately \$396,375. Project awards will likely be announced later this year.

If you have any questions regarding the above information, please feel free to contact me.

Very truly yours,



Samuel Leatch, P.E.  
sleatch@gowightman.com  
(517) 812-0700

# 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)

## TREASURER'S REPORT

May 15, 2025

Utility bills—as of 04/30/25 (bills due on 15<sup>th</sup>) \$11,257.72 is outstanding with \$10,683.15 over 30 days past due.

Water usage month of Apr (May billing): 4,923,844 gallons

Sewer usage month of Apr (May billing) 4,920,141 gallons

Ready to service charge-water: \$44,097.27

Ready to service charge-sewer: \$41,926.08

Total water and sewer billed out from 3/26-4/22/25 is \$129,198.17

Payroll month of April, 2025 \$67,475.96 (this includes all payroll taxes + MERS +council +planning).

Ran last month's water bills on new Neptune water program with the assistance of Neptune. Neptune will be assisting with billing this month as well. I found this like our past program- however DPW was able to get all the reads in less than an hour with the new software. When I first started, it used to take 3 guys, 3 days to get the reads. It improved to 1 guy and approximately 3 hours to read to currently being able to read from the truck in less than an hour. The goal is to run reads once a week to spot for leaks, etc. to better assist residents.

I talked to Verizon re: cellular service. We were able to reduce monthly cell phone bill approximately \$200.00/month.

Bank reconciliations completed for month of April, 2025

General account – Reconciled balance: **\$3,952,475.22**

Payroll account - Reconciled balance: **\$351.97**

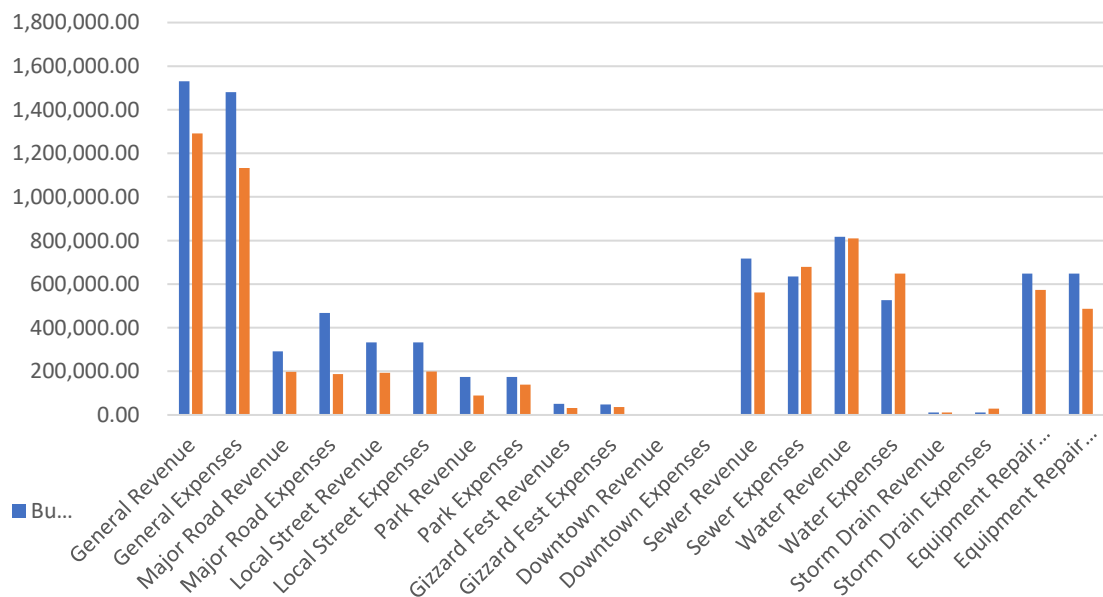
Tax account – Reconciled balance: **\$9,244.24**

Gizzard Fest – Reconciled balance: **\$49,353.12**

Respectfully submitted,  
Jodi West, Treasurer

	Budgeted	Actual
General Revenue	1,531,215.05	1,291,679.58
General Expenses	1,480,189.24	1,132,539.25
Major Road Revenue	291,894.29	197,909.82
Major Road Expenses	467,476.49	187,158.65
Local Street Revenue	333,253.06	193,879.19
Local Street Expenses	333,386.76	198,570.09
Park Revenue	174,690.00	89,468.29
Park Expenses	174,690.00	138,748.53
Gizzard Fest Revenues	50,650.00	32,069.98
Gizzard Fest Expenses	47,520.00	36,258.67
Downtown Revenue	2,654.00	2,654.00
Downtown Expenses	3,600.00	642.21
Sewer Revenue	716,850.00	561,747.18
Sewer Expenses	635,746.00	679,475.83
Water Revenue	817,183.09	809,331.00
Water Expenses	527,248.00	648,321.99
Storm Drain Revenue	12,000.00	12,000.00
Storm Drain Expenses	12,000.00	29,304.77
Equipment Repair Revenue	648,793.45	573,000.00
Equipment Repair Expenses	648,793.45	487,184.08

Revenue/Expenses Year end 4/30/25





# City of Potterville

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*From the Clerk's office –May 2025*

The election went smoothly. We processed absentee ballots in the precinct. The City of Potterville had:

- 2318 Registered Voters in the City of Potterville
- 385 Voters voted. 16 %                      244 -No and 141 -Yes
- 146 walk-in voters
- 379 Absentee Ballots mailed;    239 absentee voters returned – 63.53%
- 7 Election Inspectors
- Eaton County voter turnout 26.21%, 12,667 -NO and 9,681 -Yes

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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**May 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.

- Youth Baseball games have started. So far, our 8U is 2-0-1, 10U is 2-1-1 12U M is 5-1 and 12U T is 2-3. Go Vikings! We're not even halfway through the regular season before the end of season tournament comes.
- T-Ball & Coach Pitch have a great start, practices went well, and games are starting. We have a total of 3 T-ball teams and 3 coach pitch teams.
- Weekends are picking up with activity. The Tournaments have been big success so far. Lots of positive feedback on the field conditions. This is due to the field renovations and improvements made last year. State Directors, Umpire in Chief (UIC) are all very happy with our complex.
- We have one of the biggest tournaments this month. The Seniors are coming. A total of 36 teams will be in the area. A more detail of where the teams are from will be in next month's report.
- Pavilion Rentals are consistent.
- We recently had AED and CPR training at the beginning of this month. Top staff attended this training and know the key signs and how to help in case of these situations.
- The Parks & Recreation Director is the top leader on certifications. She is ServSafe certified, CPR, AED, First Aide, Bloodborne Pathogens Certified as well.
- There are a lot of activities, not just on the weekends but during the weekdays as well. With the nice weather, head out to the parks and watch some games/activities.
- The partnership with Sycamore Creek Church for the Easter Event was successful. With over 6,000 eggs stuffed and three(3) age divisions age hunts, 8 bikes raffled away, prizes, DJ, coffee, and of course the EASTER Bunny! Everyone had a great time and we look forward to working with Sycamore Creek Church again next year for this year and more.
- The continuation of ongoing communications with CEOs, State UICs, State Directors, for the ball season.
- The Masons Project is nearly completion. The plaque just needs to be picked up.
- Continue to further my education by webinars, meetings, conferences, etc.
- The Parks & Recreation Director is working on getting her Sports Tourism Strategist (STS) certification to help further sports within the City and collaborating with surrounding areas, and Sports Commission. This education also includes other certifications as well.
- Couple Events coming up:
  - May 26<sup>th</sup>: Memorial Day Parade and Small Service.

Respectfully Submitted,

*Tiffani Falin*, Parks & Recreation Director

# City of Potterville

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The county has approved assessed values for the year. They will be approving taxable values in June.

All current deeds, PTAs, and PREs have been processed.

Field work parcels are in the process of being selected.

Thanks,

A handwritten signature in cursive script that reads "Sarah Payton".

Sarah Payton, MAAO



# City of Potterville

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

May 7, 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.

- **New Business Downtown:** We have a new business coming to town! 217 W. Main Steet will be a coffee shop, gym and laundry mat. The owner has already begun obtaining necessary permits for the remodel of the building.
- **104 Cottage Street:** Staff has had several meetings with the Eaton County Treasurer's Office regarding the necessary variance application to allow for a home to be constructed on the property. The application is nearly complete. It is expected that the Zoning Board of Appeals will consider an application at their June 17<sup>th</sup> meeting.
- **Cambria Ridge:** We have two new home permits to be processed. We are waiting for additional information. Construction should begin the first of next month.
- **Proposed Sunset Hills East Single Family Residential Subdivision:** I spoke with the developer finial engineering is near completion, they hope to have it submitted to be reviewed by the Planning Commission in July.
- **Policy updates:** Staff is actively working with Progressive AE on policy updates. The Planning Commission reviewed and commented on proposed draft chapters at their April 15<sup>th</sup> meeting. The Planning Commission will meet again on Wednesday, May 14<sup>th</sup> to review additional proposed draft chapters.
- **Gizzard Fest:** Planning for Gizzard Fest 2025 is well underway! We have so much going on! The Gizzard Fest Committee gives a huge thanks to the city staff for all of their hard work in assisting will getting things ready. Please reach out if you would like to volunteer!

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



# Benton Township Fire Department

4713 Hartel Road

Pottersville, Mi. 48876

Business 517-645-7061 \* Fax 517-645-7074

## MONTHLY REPORT

April 2025

### **OPERATIONAL INFORMATION:**

111 OOS due to mechanical issue with the fuel. Working on getting it fixed.

Looking into a new engine due to crack forming in 211. The preliminary cost is 700-800 thousand dollars.

Quote for new SCBA Bottles \$62,966.00

Discussion with Delta, awaiting proposal, for possible working together.

Request letter from Member requesting investigation from citizen statement during open comment last Twp. Board meeting. Investigation was completed and the statements the citizen made were false.

There is no restraining order preventing Benton Twp. from being transported to UofM Sparrow Hospitals. Also, there is no evidence, proof, documentation that any member of this department is or has been on medications or drugs illegally. This person stated this information came from previous chiefs, I believe, and even if that is true it has been found false.

### **TRAINING:**

Rail car training.

### **MEETINGS ATTENDED:**

Membership Meeting

### **CALLS FOR SERVICE (CFS):**

**FIRE** 10 City, 9 Twp, 7 Mutual Aid

**EMS** 31 City, 22 Twp, 22 Mutual Aid

**Total** 102 calls for service

### **SPECIAL EVENTS:**

Starting Gizzard Fest meetings



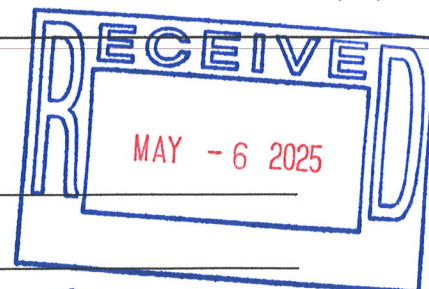
# City of Potterville

## Pavilion Rental Application

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

**Please note, this is a two-page form. Both pages must be signed prior to submittal of this rental application.**

Rental #: PPR25-0014  
Fee: \$65.00  
Date Submitted: 5/6/25



Rental Date(s): Thursday, July 17<sup>th</sup>  
Organization / Name: Early On - Eaton RESA  
Contact Name: Marlene Promer  
Address: 311 W 1<sup>st</sup> St, Charlotte, Mi 48813  
Phone: ( 517 ) 983-9056 Alternate Phone: (    ) \_\_\_\_\_  
Email: mpromer@eatonresa.org

### Pavilion Location:

Downtown: Large Pavilion (\$65.00) ☒ Small Pavilion (\$40.00) \_\_\_\_\_ DDA Pavilion (\$50.00) \_\_\_\_\_

Lake Alliance: Half Pavilion (\$75.00) \_\_\_\_\_ Whole Pavilion (\$150.00) \_\_\_\_\_

Small Pavilion (\$50.00) \_\_\_\_\_

Estimated Maximum Attendance 40 Hours Needed: From 9:30 am To 11:30 am

In the event the applicant is representing a corporation, partnership, association, club, or group, the person signing this agreement for such entity represents to the City that he/she has full authority to sign such contract and, in the event that he/she is not so authorized that he/she will be personally liable for the faithful performance of this agreement. The terms and conditions, together with the attached rules and regulations shall constitute a contract between the applicant and the City of Potterville. I understand and plan for the group I represent to abide by the attached rules and regulations.

Marlene Promer  
Applicant's Signature

5/6/2025  
Date

Office Use Only:

Fee: \$65.00

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

Processed by: \_\_\_\_\_

*submitted to  
City Council  
asking for  
waiver for  
non-profit*



## RULES & REGULATIONS FOR PARK FACILITY USE

**RESERVATION** – Check out the pavilion reservation calendar at [www.pottersvillemi.org](http://www.pottersvillemi.org). Any group using various park facilities for outside purposes will be required to complete an application for use of facilities and to submit appropriate damage deposit and/or rental fees within 7 days of making the reservation. Reservations will be confirmed upon receipt of application and appropriate fees. If the appropriate fee and application are not received within 7 days, the reservation will be canceled. Pavilion Rental Applications will be taken no more than one (1) year in advance.

**DAMAGE** – The applicant shall be responsible for expenses incurred by the City in correcting, cleaning, repairing or replacing any facility or property of the City which was damaged in connection with the activity or event for which the facility was rented, regardless of who caused the damage.

**CANCELLATION** – If the applicant fails to provide at least 10 working days' notice, the entire rental fee shall be forfeited to the City.

**ALCOHOL** – Possession or consumption of alcoholic beverages on the City of Pottersville park grounds is **limited to beer and wine**.

**INSURANCE** – The applicant assumes the entire responsibility and liability for losses, damages, and claims due to injury or damages to the applicant's displays, equipment and other property brought upon the premises of the City and shall hold harmless the City, agents, and employees from any and all such losses, damages and claims.

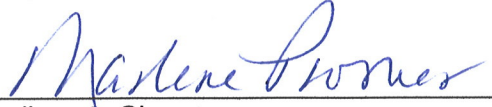
For your protection, the City of Pottersville recommends that all park renters obtain liability insurance while using City property to indemnify against loss resulting from bodily injury and/or property damage. A copy of the insurance certificate should be filed with the City. Your personal insurance agent can assist you in obtaining this information.

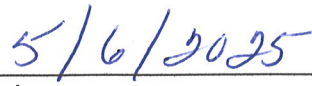
**CLEAN UP POLICY** – Applicant must leave the park/facility in satisfactory condition (clean and free of damage). All litter and garbage must be disposed of properly.

**DISCLOSURE** – Applicant must disclose at time of submittal of application all special equipment being brought into the park for use during rental. Items **NOT ALLOWED** include the following but are not limited to generators, inflatable bouncers, dunk tanks, motor powered vehicles (gas or electric), trailers, stages, amplified (loud) speakers, megaphones, or concessions.

**TERMINATION OF AGREEMENT:** The City of Pottersville reserves the right to immediately terminate this agreement, and the applicant agrees to immediately vacate the premises upon notice of termination for failure to adhere to the rules and regulations set forth.

In the event the applicant is representing a corporation, partnership, association, club, or group, the person signing this agreement for such entity represents to the City that he/she has full authority to sign such contract and, in the event that he/she is not so authorized that he/she will be personally liable for the faithful performance of this agreement. The terms and conditions, together with the attached rules and regulations shall constitute a contract between the applicant and the City of Pottersville. I understand and plan for the group I represent to abide by the attached rules and regulations.

  
Applicant's Signature

  
Date