

City of Potterville - Council Agenda

Thursday, July 17, 2025 at 6:00 p.m. – Potterville 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 June 17, 2025

F. Approval of Bills: General Bills - \$152,536.14 (-27.57 adj) + \$88,000.02 = \$240,508.59
 Gizzard Fest - \$4,576.07 + \$94.69 = \$4,670.76

TOTAL AP = \$245,179.35

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. Resolution No. 2025-07-13 Utility Master Specifications
2. Appointing ZBA Member

L. Public Comment on non-agenda items:

M. Communications from the Council:

N. Next Regular Meeting: Thursday, August 21, 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, June 19, 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 Ranshaw and Member Sweeney.

Absent: Member Nichols

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

Approval of May 15, 2025, Regular Minutes: Motion by Member Myers-Southerly. Supported by Deputy Mayor Potter. Vote: Unanimous. Motion Carried (6-0).

Approval of Bills: Motion to pay Bills in the amount of \$118,553.02, by Deputy Mayor Potter and supported by Member Sweeney. Roll Call Vote: Unanimous. Motion Carried (6-0).

Public Comment on Agenda Items: Ms. Bussard was excited about the Lake Alliance project, shared that Lake Alliance brush area is messy with piles and asked several questions for consideration on budget. Encouraged Council to create a master plan for water and sewer maintenance. She also inquired why the budget did not reflect four million from the State and has the water project costs increased greatly and what is the timeline for the project? It was concerned that the attorney line for the upcoming fiscal year is less than last year's actual costs.

Department Reports: Chief Barry reported Gizzard Fest event received 38 calls for service. The Chief hopes the new School superintendent will agree to reinstate the resource school officer.

Resolution No. 2025-0619-08 Water Utility Rates: Motion by Deputy Mayor Potter and supported by Member Sweeney. Roll Call Vote: Ayes: Mayor Lenneman, Deputy Mayor Potter, Member Connor, Member Ranshaw and Member Sweeney, Nays: Member Myers-Southerly. Resolution Adopted (5-1).

Resolution No. 2025-0619-11 Notice of Intent to Publish: Motion by Deputy Mayor Potter. Supported by Member Connor. Roll Call Vote: Unanimous. Resolution Adopted (6-0).

City of Potterville

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

Open Public Hearing: FY 2024-2025 Budget Amendments: Motion by Mayor Lenneman. Supported by Deputy Mayor Potter. Vote: Unanimous. Motion Carried (6-0).

No Public

Close Public Hearing: FY 2024-2025 Budget Amendments: Motion by Mayor Lenneman. Supported by Deputy Mayor Potter. Vote: Unanimous. Motion Carried (6-0).

Resolution No. 2025-0619-09 FY 2024-2025 Budget Amendments: Motion by Member Myers-Southerly. Supported by Member Sweeney to adopt with change to move \$12,000 Capital Outlay 641-932-970.000 from the proposed budget to amended budget by. Roll Call Vote: Unanimous. Resolution Adopted (6-0).

Open Public Hearing: FY 2025-2026 Budget: Motion by Mayor Lenneman. Supported by Deputy Mayor Potter. Vote: Unanimous. Motion Carried (6-0).

No Public

Close Public Hearing: FY 2025-20256 Budget: Motion by Mayor Lenneman. Supported by Member Sweeney. Vote: Unanimous. Motion Carried (6-0).

Resolution No. 2025-0619-10 FY 2025-2026 Budget: Motion by Member Myers-Southerly. Supported by Deputy Mayor Potter. Roll Call Vote: Unanimous. Resolution Adopted (6-0).

Police Union Agreement Renewal: Motion by Mayor Lenneman. Supported by Deputy Mayor Potter. Vote: Unanimous. Motion Carried (6-0).

Member Myers-Southerly left the meeting at 6:55 pm.

City Property and Liability Insurance Renewal: Motion by Member Connor. Supported by Member Sweeney. Vote: Unanimous. Motion Carried (5-0).

Resolution No. 2025-0619-12 MML Liability & Property Pool: Motion by Deputy Mayor Potter. Supported by Member Sweeney. Vote: Unanimous. Resolution Adopted (5-0).

City of Potterville

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

Eaton County Parks Grant Agreement: Motion by Deputy Mayor Potter. Supported by Member Sweeney. Vote: Unanimous. Motion Carried (5-0).

Public Comment on Non-Agenda Items: None

Excuse Absent Member Nichols: Motion by Mayor Lenneman. Supported by Deputy Mayor Potter. Vote: Unanimous. Motion Carried (5-0).

Next Regular Meeting: July 17, 2025

Meeting Adjourned: 8:09 pm

Respectfully Submitted by:

Becky Dolman, City Clerk

07/10/2025 02:04 PM

User: RDOLMAN

DB: Potterville

CUSTOM INVOICE REPORT FOR CITY OF POTTERVILLE
 EXP CHECK RUN DATES 06/20/2025 - 07/10/2025
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: GEN

Page: 1/3

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: ACE HARDWARE-GRAND LEDGE		
11035	COMPACTOR BAGS, MASTER LOCKS	31.53
11043	LOCK, FASTENERS	25.49
TOTAL VENDOR ACE HARDWARE-GRAND LEDGE		57.02
VENDOR NAME: ALTOGAS, INC		
877859	PROPANE	944.96
TOTAL VENDOR ALTOGAS, INC		944.96
VENDOR NAME: APPLIED IMAGING		
2870633	EQUIPMENT AND PRINTING	123.22
TOTAL VENDOR APPLIED IMAGING		123.22
VENDOR NAME: AT&T		
X06112025	SOFTBALL FIELDS INTERNET	68.75
TOTAL VENDOR AT&T		68.75
VENDOR NAME: AUSTIN-FULLER		
29733	REPAIR AC CLERK/POLICE UNIT	448.60
TOTAL VENDOR AUSTIN-FULLER		448.60
VENDOR NAME: B & B TRUCK EQUIPMENT		
29646	TAILGATE AND FLOOR	13,925.00
TOTAL VENDOR B & B TRUCK EQUIPMENT		13,925.00
VENDOR NAME: BENTON TOWNSHIP		
FD25-02	JULY 2025-2026	84,448.00
TOTAL VENDOR BENTON TOWNSHIP		84,448.00
VENDOR NAME: BERESFORD		
80184	CLOUD ID SUBSCRIPTION	60.00
TOTAL VENDOR BERESFORD		60.00
VENDOR NAME: BOBCAT OF LANSING		
P75688	CUTTING BLADE	106.50
P75701	CUTTING BLADE	35.50
TOTAL VENDOR BOBCAT OF LANSING		142.00
VENDOR NAME: CALEDONIA FARMERS ELEVATOR		
6001381	TIRE TUBE AND LABOR	35.20
475104	HC STRIKE (3) 2.5 GA;	81.18
TOTAL VENDOR CALEDONIA FARMERS ELEVATOR		116.38
VENDOR NAME: CARDMEMBER SERVICE		
MAY 8- JUNE 5 2025	BATTERIES, SPOTLIGHT, FLAGS, BACKPACK, LAWNMOWER BLADES, DEHUMIDIFIER, TRAINING,	3,246.23
TOTAL VENDOR CARDMEMBER SERVICE		3,246.23
VENDOR NAME: CITY OF LIVONIA		
2025-0000077	PRECIASION IMMOILIZATION TECHNIQUE TRAINING	696.36
TOTAL VENDOR CITY OF LIVONIA		696.36
VENDOR NAME: CITY OF POTTERVILLE		
SUMMER TAX	SUNSET DR	160.00
5/24-6/24	UTILITIES	560.88
TOTAL VENDOR CITY OF POTTERVILLE		720.88
VENDOR NAME: COMCAST		
6/20-7/19/25	OFFICE INTERNET	137.85
TOTAL VENDOR COMCAST		137.85
VENDOR NAME: CONSUMERS ENERGY		
5/23-6/23/25	UTILITIES	11,354.20
100069920377	UTILITIES 4/24-5/22/25	405.54

07/10/2025 02:04 PM

User: RDOLMAN

DB: Potterville

CUSTOM INVOICE REPORT FOR CITY OF POTTERVILLE
 EXP CHECK RUN DATES 06/20/2025 - 07/10/2025
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: GEN

Page: 2/3

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: CONSUMERS ENERGY		
	TOTAL VENDOR CONSUMERS ENERGY	11,759.74
VENDOR NAME: CUMMINS, INC		
S3-250638682	EMERGENCY GENERATOR REPAIR	989.18
	TOTAL VENDOR CUMMINS, INC	989.18
VENDOR NAME: D & L FUELS		
209692	DEISEL	1,025.71
209693	GASOLINE	1,124.09
	TOTAL VENDOR D & L FUELS	2,149.80
VENDOR NAME: DELTA DENTAL		
JULY 2025	DENTAL BENEFITS	1,075.14
	TOTAL VENDOR DELTA DENTAL	1,075.14
VENDOR NAME: ETNA SUPPLY COMPANY		
S106350797.001	URINAL, CLOSET	148.50
	TOTAL VENDOR ETNA SUPPLY COMPANY	148.50
VENDOR NAME: FCI AUTOMATION - LANSING		
00102249	Z SERIES HOSE ASSY	63.51
00102379	LABOR	15.53
	TOTAL VENDOR FCI AUTOMATION - LANSING	79.04
VENDOR NAME: FOSTER SWIFT COLLINS & SMITH		
916233	GENERAL, CHERRY STREET, BONDS,	382.50
	TOTAL VENDOR FOSTER SWIFT COLLINS & SMITH	382.50
VENDOR NAME: GORDON'S FOOD SERVICE		
809276877	CONCESSIONS	885.87
809277134	CONCESSIONS	834.59
809277203	CONCESSIONS	77.40
	TOTAL VENDOR GORDON'S FOOD SERVICE	1,797.86
VENDOR NAME: GRANGER CONTAINER SERVICE, INC		
28657249	WASTE SERVICES	255.72
	TOTAL VENDOR GRANGER CONTAINER SERVICE, INC	255.72
VENDOR NAME: HART INTERCIVIC		
INV001311	SUPPORT ON ELECTION EQUIPMENT MAINTENANCE	804.00
	TOTAL VENDOR HART INTERCIVIC	804.00
VENDOR NAME: KENDAL ELECTRIC INC		
S115707565.001	120 VOLT AC COIL CONTACTOR	365.67
	TOTAL VENDOR KENDAL ELECTRIC INC	365.67
VENDOR NAME: MASON BASEBALL SOFTBALL CLUB		
JULY 2025	2 LEAGUE BASEBALL TEAMS	700.00
	TOTAL VENDOR MASON BASEBALL SOFTBALL CLUB	700.00
VENDOR NAME: MENARDS-LANSING WEST		
99803	BUSHING, DRAIN VALVE, COUPLINGS, CLEANING SUPPLES	82.39
98677	HOSE WASHERS, P TRA[19.83
98980	PAIL, WIPER, PLEIR, BATTERIES, TRASH BAGS	60.88
	TOTAL VENDOR MENARDS-LANSING WEST	163.10
VENDOR NAME: MICHIGAN CAT		
PD17482935	TIP PENETRATE	116.80
PD17482839	RETAINER , PIN-GET	42.60
PD17482840	.VALVE	829.63
PD17482841	TIP-SHARP	143.00
PD17482944	TIE SHAP-RETURN	(130.00)
PD17482846	VALVE - RETURN	(829.63)

07/10/2025 02:04 PM

User: RDOLMAN

DB: Potterville

CUSTOM INVOICE REPORT FOR CITY OF POTTERVILLE
 EXP CHECK RUN DATES 06/20/2025 - 07/10/2025
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: GEN

Page: 3/3

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: MICHIGAN CAT		
TOTAL VENDOR MICHIGAN CAT		172.40
VENDOR NAME: PAYTON ASSESSING, LLC		
JUNE 2025 ASSESSING SERVICES		1,416.67
TOTAL VENDOR PAYTON ASSESSING, LLC		1,416.67
VENDOR NAME: PHP		
JULY 2025 MEDICAL BENEFITS		4,742.10
TOTAL VENDOR PHP		4,742.10
VENDOR NAME: POTTERVILLA APPLIED TECHNOLOGY		
33039 INTERNET AND PHONES		3,847.85
TOTAL VENDOR POTTERVILLA APPLIED TECHNOLOGY		3,847.85
VENDOR NAME: PRINTING SYSTEMS		
238347 GENERAL CHECKS		188.06
TOTAL VENDOR PRINTING SYSTEMS		188.06
VENDOR NAME: PROGRESSIVE ARCHITECTS,ENGINEE		
00204120 SERVICES THRU JUNE		6,000.00
203558 ZONING ORDINANCE, MASTER PLAN AND CIP		5,500.00
TOTAL VENDOR PROGRESSIVE ARCHITECTS,ENGINEE		11,500.00
VENDOR NAME: SHANE'S AUTO SERVICE		
6857 BRAKES 2016 FORD F-350		1,666.71
TOTAL VENDOR SHANE'S AUTO SERVICE		1,666.71
VENDOR NAME: THE COUNTY JOURNAL		
292349 WATER QUALITY REPORT		581.02
292818 ZBA APPEASLS NOTICE PUBLIC HEARING		128.30
TOTAL VENDOR THE COUNTY JOURNAL		709.32
VENDOR NAME: THE PARTS PLACE-CHARLOTTE		
10526 BATTERY CABLES, ANTIFREEZE		64.91
281792 CONNECTOR AND HOSE CLAMP		6.19
281829 WINDSHIELD WASHER NOZZLE		16.20
281994 2 YR WTY BATTERY, CORE DEPOSIT		312.76
282011 WIPER BLADE		12.00
282083 VACUUM TUBING, TEE CONNECTOR		10.02
TOTAL VENDOR THE PARTS PLACE-CHARLOTTE		422.08
VENDOR NAME: UNITED STATES POST OFFICE		
JULY 1, 2025 TAX BILL POSTAGE		573.99
JULY 25 JULY 25 WTR/SWR		269.92
TOTAL VENDOR UNITED STATES POST OFFICE		843.91
VENDOR NAME: UNUM LIFE INSURANCE		
JUNE 2025 SHORT/LONG TERM DISABILITY INSURANCE		308.48
TOTAL VENDOR UNUM LIFE INSURANCE		308.48
VENDOR NAME: VISION SERVICE PLAN		
JULY 2025 VISION		130.20
TOTAL VENDOR VISION SERVICE PLAN		130.20
VENDOR NAME: WIGHTMAN		
95382 CAMBRIA RIDGE PHASE II- MAY 12- JUNE19		732.50
TOTAL VENDOR WIGHTMAN		732.50
VENDOR NAME: WILLIAMS FARM MACHINERY		
37432 DIAMOND BLUERACK		10.61
37984 SPRING, CHOKE KNOB		36.67
38043 STL BLOWER		3.08
TOTAL VENDOR WILLIAMS FARM MACHINERY		50.36
GRAND TOTAL:		152,536.14

07/17/2025 03:03 PM

User: RDOLMAN

DB: Potterville

CUSTOM INVOICE REPORT FOR CITY OF POTTERVILLE
 EXP CHECK RUN DATES 07/11/2025 - 07/17/2025
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: GEN

Page: 1/2

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: AT&T JULY 2025	SOFTBALL FIELDS INTERNET	73.75
TOTAL VENDOR AT&T		73.75
VENDOR NAME: CALEDONIA FARMERS ELEVATOR 34166	CORNERSTONE PLUS	4,553.76
TOTAL VENDOR CALEDONIA FARMERS ELEVATOR		4,553.76
VENDOR NAME: CAPITOL IRRIGATION 2025	SPRING TURN ON	285.00
TOTAL VENDOR CAPITOL IRRIGATION		285.00
VENDOR NAME: CARDMEMBER SERVICE JUNE '25	PRINTER, TOOLS, POSTAGE, K-9 SUPPLIES, AIR COMPRESSOR, AED BATTERY, FUEL TANK, SPRAYER	2,513.34
TOTAL VENDOR CARDMEMBER SERVICE		2,513.34
VENDOR NAME: CINTAS CORPORATION #725 JULY 2025	UNIFORM EXPENSE	226.52
TOTAL VENDOR CINTAS CORPORATION #725		226.52
VENDOR NAME: D & L FUELS 209981	UNLEADED GA	1,009.75
TOTAL VENDOR D & L FUELS		1,009.75
VENDOR NAME: DORNBOS SIGN & SAFETY INC. INV82419 INV82438 INV82458	NYLON WASHERS SIGN FOR LAKE ALLIANCE SIGNPOST	15.00 383.50 91.95
TOTAL VENDOR DORNBOS SIGN & SAFETY INC.		490.45
VENDOR NAME: FALIN, TIFFANI JUNE 2025	MILEAGE FOR CONCESSIONS	165.20
TOTAL VENDOR FALIN, TIFFANI		165.20
VENDOR NAME: FIRST ADVANTAGE LNS 2500612506	DRUG TEST - LEIK	172.50
TOTAL VENDOR FIRST ADVANTAGE LNS		172.50
VENDOR NAME: GORDON'S FOOD SERVICE 809277591	CONCESSIONS	734.98
TOTAL VENDOR GORDON'S FOOD SERVICE		734.98
VENDOR NAME: HUTSON, INC 10950375	NUT, BOLT AND PLATE	300.67
TOTAL VENDOR HUTSON, INC		300.67
VENDOR NAME: JODI WEST FALL	UMPIRES FEES	400.00
TOTAL VENDOR JODI WEST		400.00
VENDOR NAME: MICHIGAN DEPT OF ENVIRONMENTAL 761-11337514	WATER TESTING	48.00
TOTAL VENDOR MICHIGAN DEPT OF ENVIRONMENTAL		48.00
VENDOR NAME: THE COUNTY JOURNAL 292752	NOTICE OF INTENT TO ISSUE BONDS TO THE ELECTORS	225.54
TOTAL VENDOR THE COUNTY JOURNAL		225.54
VENDOR NAME: VERIZON WIRELESS JUN 6 - JUL 6 JUNE 2- JUL 1, 2025	SERVICE CELL PHONES	52.97 423.80
TOTAL VENDOR VERIZON WIRELESS		476.77

07/17/2025 03:03 PM
User: RDOLMAN
DB: Pottersville

CUSTOM INVOICE REPORT FOR CITY OF POTTERVILLE
EXP CHECK RUN DATES 07/11/2025 - 07/17/2025
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: GEN

Page: 2/2

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: WIGHTMAN		
95981	SMALL URBAN PROJECT	348.75
95982	GENERAL ENGINEERING	292.50
95784	WATER SYSTEM IMPROVEMENT PROJECT EGLE GRANT	75,682.54
TOTAL VENDOR WIGHTMAN		76,323.79
GRAND TOTAL:		88,000.02

07/10/2025 02:06 PM
User: RDOLMAN
DB: Potterville

CUSTOM INVOICE REPORT FOR CITY OF POTTERVILLE
EXP CHECK RUN DATES 06/20/2025 - 07/10/2025
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: FEST

INVOICE NUMBER	DESCRIPTION	AMOUNT
<hr/>		
VENDOR NAME: ANDERSON CONSTRUCTION & CONCRETE 1549	INSTALL 4 LOCKS ON BARN DOORS, PIN DOWN STEEL SHELVING WITH ANCHORS	1,055.00
TOTAL VENDOR ANDERSON CONSTRUCTION & CONCRETE		<hr/> 1,055.00
VENDOR NAME: BEARSS, NANCY MAY 2025	REFUND ON VENDOR APP FEE DUE TO ILLNESS	125.00
TOTAL VENDOR BEARSS, NANCY		<hr/> 125.00
VENDOR NAME: CARDMEMBER SERVICE MAY 5- JUNE 5, 2025	PAGEANT, 5K, SUPPLIES, STAGE, PERMIT, VOLUNTEER FOOD, COOLING VEST, PAINT, STROBE LIGHT	2,396.07
TOTAL VENDOR CARDMEMBER SERVICE		<hr/> 2,396.07
VENDOR NAME: RTE 23 LLC 2025	DONATION TO 12 U AND 10U BASEBALL GAME	1,000.00
TOTAL VENDOR RTE 23 LLC		<hr/> 1,000.00
GRAND TOTAL:		4,576.07

07/17/2025 11:59 AM
User: RDOLMAN
DB: Potterville

CUSTOM INVOICE REPORT FOR CITY OF POTTERVILLE
EXP CHECK RUN DATES 07/11/2025 - 07/17/2025
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: FEST

INVOICE NUMBER	DESCRIPTION	AMOUNT
<hr/>		
VENDOR NAME: CARDMEMBER SERVICE		
JUNE 2025	SAFETY PAINT, ICE	75.69
TOTAL VENDOR CARDMEMBER SERVICE		<hr/> 75.69
VENDOR NAME: MACALLISTER RENTALS		
R87655160501	RENTAL TOOL	19.00
TOTAL VENDOR MACALLISTER RENTALS		<hr/> 19.00
GRAND TOTAL:		94.69

07/14/2025 02:21 PM
User: JWest
DB: Potterville

BANK RECONCILIATION FOR CITY OF POTTERVILLE
Bank GEN (GENERAL POOLED ACCOUNT)
FROM 06/01/2025 TO 06/30/2025
Reconciliation Record ID: 320

Page 1/1

12

GL Number	Description	Beginning Balance
101-000-001.000	CASH	1,377,917.36
202-000-001.000	CASH	422,727.85
203-000-001.000	CASH	45,455.15
208-000-001.000	CASH	(15,033.70)
370-000-001.000	CASH	
401-000-001.000	CASH	6,763.51
590-000-001.000	CASH	83,876.80
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	904,238.58
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	53,992.34

Beginning GL Balance:	3,821,942.38
Add: Cash Receipts	246,970.63
Less: Cash Disbursements	(93,072.38)
Less: Payroll Disbursements	(72,832.48)
Add: Journal Entries/Other	25,651.97
Ending GL Balance:	3,928,660.12

GL Number	Description	Ending Balance
101-000-001.000	CASH	1,186,409.48
202-000-001.000	CASH	450,805.47
203-000-001.000	CASH	138,692.23
208-000-001.000	CASH	57,750.81
370-000-001.000	CASH	
401-000-001.000	CASH	5,996.48
590-000-001.000	CASH	163,004.50
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	911,903.38
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	17,553.49
641-000-001.000	CASH	42,268.28

Ending GL Balance:	3,928,660.12
--------------------	--------------

Ending Bank Balance:	3,938,387.15
----------------------	--------------

Add: Miscellaneous Transactions	6,091.21
Add: Deposits in Transit	

06/30/2025 Deposit ID: 2150	4,727.76
06/30/2025 Deposit ID: 2149	3,016.12
07/01/2025 *Deposit ID: 2151	998.82
GIZZARD FEST CREDIT CARD SALES	(1,600.00)
PAYROLL	(129.77)
\$ RECEIVED IN JUNE ON BANK STATEMENT	(104.17)
PLANNING AND OOUNCIL- BOOKED IN JUNE PAID IN JULY	(828.91)
PAYROLL	136.54

	6,216.39
Less: 23 AP Outstanding Checks	22,034.63
Less: 0 PR Outstanding Checks	

Adjusted Bank Balance	3,928,660.12
Unreconciled Difference:	0.00

REVIEWED BY: _____



DATE: _____

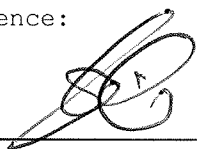
7-14-25

07/02/2025 01:49 PM
User: JWest
DB: Potterville

BANK RECONCILIATION FOR CITY OF POTTERVILLE
Bank TAX (TAX ACCOUNT)
FROM 06/01/2025 TO 06/30/2025
Reconciliation Record ID: 318

GL Number	Description	Beginning Balance
703-000-001.000	CASH	10,805.79
Beginning GL Balance:		10,805.79
Add: Cash Receipts		1,320.00
Less: Cash Disbursements		(9,791.59)
Add: Journal Entries/Other		62.72
Ending GL Balance:		2,396.92

GL Number	Description	Ending Balance
703-000-001.000	CASH	2,396.92
Ending GL Balance:		2,396.92
Ending Bank Balance:		10,265.65
Add: Deposits in Transit		0.00
Less: 2 AP Outstanding Checks		7,868.73
Less: 0 PR Outstanding Checks		
Adjusted Bank Balance		2,396.92
Unreconciled Difference:		0.00

REVIEWED BY: 

DATE: 7-1-25

07/02/2025 01:59 PM
User: JWest
DB: Potterville

BANK RECONCILIATION FOR CITY OF POTTERVILLE
Bank PR (PAYROLL ACCOUNT)
FROM 06/01/2025 TO 06/30/2025
Reconciliation Record ID: 319

GL Number	Description	Beginning Balance
750-000-001.000	CASH	1,408.71
Beginning GL Balance:		1,408.71
Add: Payroll Disbursements		3,309.55
Ending GL Balance:		4,718.26

GL Number	Description	Ending Balance
750-000-001.000	CASH	4,718.26
Ending GL Balance:		4,718.26
Ending Bank Balance:		4,875.06
Add: Deposits in Transit		
	TRANSFERRED TOO MUCH 6/23 PAYROLL- LEIK	129.77
		129.77
Less: 0 AP Outstanding Checks		
Less: 2 PR Outstanding Checks		286.57
Adjusted Bank Balance		4,718.26
Unreconciled Difference:		0.00

REVIEWED BY: 

DATE: 7-2-25

07/02/2025 01:44 PM
User: JWest
DB: Potterville

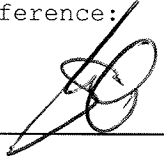
BANK RECONCILIATION FOR CITY OF POTTERVILLE
Bank FEST (GIZZARD FEST)
FROM 06/01/2025 TO 06/30/2025
Reconciliation Record ID: 317

GL Number	Description	Beginning Balance
211-000-001.000	CASH	48,793.42

Beginning GL Balance:	48,793.42
Add: Cash Receipts	24,925.70
Less: Cash Disbursements	(19,515.72)
Add: Journal Entries/Other	2,677.38
Ending GL Balance:	56,880.78

GL Number	Description	Ending Balance
211-000-001.000	CASH	56,880.78

Ending GL Balance:	56,880.78
Ending Bank Balance:	62,764.78
Add: Miscellaneous Transactions	1,600.00
Add: Deposits in Transit	0.00
Less: 9 AP Outstanding Checks	7,484.00
Less: 0 PR Outstanding Checks	
Adjusted Bank Balance	56,880.78
Unreconciled Difference:	0.00

REVIEWED BY:  DATE: 7-2-25

07/09/2025 04:08 PM

REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

Page:

1/14

User: JWest

DB: Potterville

PERIOD ENDING 06/30/2025

GL NUMBER	DESCRIPTION	END BALANCE	2024-25	YTD BALANCE	ACTIVITY FOR
		06/30/2024		06/30/2025	06/30/2025
		(MAL (ABNORMAL)	AMENDED BUDGET	(MAL (ABNORMAL)	BASE (DECREASE)
Fund 101 - GENERAL FUND					
Revenues					
Dept 000					
101-000-402.000	PROPERTY TAX	620,875.80	669,190.03	669,132.32	13,370.84
101-000-403.000	SOLID WASTE TAX	79,091.52	87,969.46	88,236.19	1,757.72
101-000-411.000	DELINQUENT PROP TAX	216.02	1,018.53	1,764.77	746.24
101-000-432.000	PAYMENT IN LIEU OF TAXES	625.85	2,000.00	1,261.85	1,261.85
101-000-434.000	TRAILER COURT TAX	2,147.00	2,400.00	2,814.00	661.00
101-000-445.000	CITY PENALTY	3,020.95	1,500.00	2,657.41	1,563.09
101-000-447.000	ADMINISTRATION FEE	32,441.83	35,580.01	35,875.58	649.70
101-000-451.000	SPECIAL ASSESSMENT - DRAIN	0.00	0.00	0.01	0.01
101-000-476.000	PERMITS	6,310.00	5,770.00	6,511.47	871.47
101-000-477.000	3% CABLE T.V.	7,717.69	6,000.00	3,800.15	0.00
101-000-478.000	BLIGHT FEES	175.00	0.00	0.00	0.00
101-000-479.000	OTHER PERMITS	0.00	50.00	50.00	0.00
101-000-480.000	TELECOM RIGHT OF WAY MAINTENA	11,006.90	12,066.75	12,066.75	12,066.75
101-000-481.000	LIQUOR LICENSE FEES	3,395.70	1,027.40	1,027.40	0.00
101-000-488.000	RECYCLING	3,200.65	1,046.70	1,046.70	271.70
101-000-543.010	PUBLIC ACT 302 LAW ENF.	1,068.18	3,946.51	3,946.51	0.00
101-000-543.020	CONTINUING PROFESSIONAL EDUCATION-POLICE	1,500.00	0.00	0.00	0.00
101-000-573.000	LOCAL COMMUNITY STABILIZATION	244,495.88	235,554.31	235,554.31	0.00
101-000-574.000	ST SHARED REV - SALES TAX	327,470.00	327,145.00	283,126.00	55,981.00
101-000-574.100	CVTRS-CLFRF	43,206.00	44,448.00	37,040.00	7,408.00
101-000-574.200	CVTRS-PUBLIC SAFETY	831.00	0.00	0.00	0.00
101-000-579.000	GRANT REVENUE- STATE	267,490.34	31,000.00	31,000.00	0.00
101-000-602.000	FOIA	191.91	251.50	251.50	0.00
101-000-607.000	CHARGES FOR SERVICES - PD	207.90	160.00	170.00	15.00
101-000-656.000	FINES & FORFEITURES	2,334.59	856.35	968.55	112.20
101-000-665.000	INTEREST	52,064.84	50,000.00	53,671.66	3,841.19
101-000-667.010	DDA PAVILION - FARMERS MARKET	100.00	0.00	50.00	50.00
101-000-671.100	LEASE/RENT	1,159.30	1,048.27	1,048.27	0.00
101-000-674.000	DONATIONS	397.42	10,011.00	10,011.00	0.00
101-000-675.050	POLICE K9 DONATION	0.00	2,750.00	2,750.00	0.00
101-000-676.000	REIMBURSEMENT	31,244.13	19,671.71	22,015.74	2,344.03
101-000-677.000	SCHOOL SRO REIMBURSEMENT	47,591.77	25,149.18	25,149.18	0.00
101-000-684.000	MISC INCOME	728.21	67.43	67.43	0.00
101-000-687.000	INSURANCE REIMBURSEMENT	703,850.64	7,244.72	7,244.72	0.00
101-000-689.000	CASH OVER & UNDER	3.69	0.00	0.00	0.00
101-000-693.000	SALE OF FIXED ASSETS	0.00	2,838.75	2,838.75	0.00
Total Dept 000		2,496,160.71	1,587,761.61	1,543,148.22	102,971.79
TOTAL REVENUES		2,496,160.71	1,587,761.61	1,543,148.22	102,971.79
Expenditures					
Dept 101 - CITY COUNCIL					
101-101-703.000	SALARIES	2,060.94	2,270.00	1,990.00	280.00
101-101-706.000	RR-CROSSING MAINTENANCE FEE	2,257.00	4,514.00	2,257.00	(2,257.00)
101-101-719.000	FRINGE BENEFITS	155.29	240.00	217.30	21.42
101-101-731.000	PUBLICATION	526.30	600.00	331.90	213.20
101-101-740.000	SUPPLIES	35.37	200.00	25.96	0.00
101-101-775.000	REPAIRS & MAINT	37.50	0.00	0.00	0.00
101-101-913.000	INSURANCE-LIAB & WORKMAN COMP	60,488.43	79,000.00	77,625.40	10,921.44
101-101-961.000	CONFERENCE AND WORKSHOPS	135.00	0.00	0.00	0.00
Total Dept 101 - CITY COUNCIL		65,695.83	86,824.00	82,447.56	9,179.06
Dept 171 - MAYOR					
101-171-703.000	SALARIES	570.00	660.00	630.00	90.00
101-171-719.000	FRINGE BENEFITS	43.61	85.00	48.20	6.88
Total Dept 171 - MAYOR		613.61	745.00	678.20	96.88
Dept 172 - CITY MANAGER					
101-172-703.000	SALARIES	80,494.36	83,240.18	79,736.02	6,371.16
101-172-719.000	FRINGE BENEFITS	16,389.88	17,663.73	17,123.98	1,398.30
101-172-740.000	SUPPLIES	139.91	150.00	0.00	0.00
101-172-781.000	COMPUTER SOFTWARE	0.00	1,169.40	1,169.40	0.00
101-172-809.000	TRAINING	0.00	895.00	895.00	0.00
101-172-962.000	MILEAGE	0.00	651.00	651.00	0.00
Total Dept 172 - CITY MANAGER		97,024.15	103,769.31	99,575.40	7,769.46
Dept 215 - CLERK					

07/09/2025 04:08 PM

REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

Page:

2/14

User: JWest

DB: Potterville

PERIOD ENDING 06/30/2025

GL NUMBER	DESCRIPTION	END BALANCE		YTD BALANCE	ACTIVITY FOR
		06/30/2024	2024-25	06/30/2025	MONTH 06/30/2025
		(MAL (ABNORMAL)	AMENDED BUDGET	(MAL (ABNORMAL)	BASE (DECREASE)
Fund 101 - GENERAL FUND					
Expenditures					
101-215-703.000	SALARIES	36,612.90	38,299.65	36,643.84	3,010.56
101-215-719.000	FRINGE BENEFITS	3,076.39	3,017.39	2,902.25	230.31
101-215-740.000	SUPPLIES	260.38	350.00	88.29	33.57
101-215-741.000	POSTAGE	1,260.88	1,600.00	1,413.20	0.00
101-215-781.000	COMPUTER SOFTWARE	0.00	250.00	0.00	0.00
101-215-809.000	TRAINING	0.00	1,600.00	1,291.28	716.28
101-215-822.000	ELECTIONS	7,355.38	8,400.00	8,312.83	0.00
101-215-958.000	DUES AND SUBSCRIPTIONS	111.00	160.00	144.00	0.00
101-215-962.000	MILEAGE	0.00	300.00	288.86	175.00
Total Dept 215 - CLERK		48,676.93	53,977.04	51,084.55	4,165.72
Dept 223 - AUDIT					
101-223-807.000	AUDIT	21,850.00	20,050.00	20,050.00	0.00
Total Dept 223 - AUDIT		21,850.00	20,050.00	20,050.00	0.00
Dept 253 - TREASURERS OFFICE					
101-253-703.000	SALARIES	69,513.19	71,868.24	68,842.68	5,501.02
101-253-719.000	FRINGE BENEFITS	19,830.15	21,954.72	21,744.30	1,019.10
101-253-740.000	SUPPLIES	708.94	700.00	603.25	0.00
101-253-741.000	POSTAGE	1,000.46	1,500.00	1,362.50	0.00
101-253-814.000	BANK SERVICE CHARGES	3,439.88	4,100.00	3,723.79	245.35
101-253-961.000	CONFERENCE AND WORKSHOPS	248.00	248.00	248.00	0.00
101-253-962.000	MILEAGE	49.02	10.00	8.17	0.00
101-253-980.100	COMPUTER EQUIPMENT	423.48	0.00	0.00	0.00
Total Dept 253 - TREASURERS OFFICE		95,213.12	100,380.96	96,532.69	6,765.47
Dept 257 - ASSESSOR					
101-257-703.000	SALARIES	1,151.39	1,211.24	1,164.74	93.00
101-257-719.000	FRINGE BENEFITS	620.58	526.94	523.37	32.56
101-257-731.000	PUBLICATION	269.70	450.00	312.90	0.00
101-257-740.000	SUPPLIES	37.98	50.00	0.00	0.00
101-257-741.000	POSTAGE	535.73	581.61	581.61	0.00
101-257-781.000	COMPUTER SOFTWARE	349.99	260.00	260.00	0.00
101-257-810.050	RE INSPECTION - 20%	3,450.85	3,649.45	3,626.50	278.96
101-257-813.000	BOARD OF REVIEW	1,121.63	890.49	890.49	0.00
101-257-818.000	CONTRACT LABOR	13,333.63	17,001.00	15,583.37	1,416.67
Total Dept 257 - ASSESSOR		20,871.48	24,620.73	22,942.98	1,821.19
Dept 265 - CITY HALL					
101-265-703.000	SALARIES	23,508.39	22,782.72	22,782.72	1,016.50
101-265-719.000	FRINGE BENEFITS	8,041.27	8,447.70	8,447.70	364.97
101-265-740.000	SUPPLIES	4,628.26	4,650.00	4,145.59	107.94
101-265-741.000	POSTAGE	1,110.82	1,400.00	1,058.53	(0.73)
101-265-775.000	REPAIRS & MAINT	12,322.65	450.00	161.53	0.00
101-265-781.000	COMPUTER SOFTWARE	23,978.95	56,000.00	52,222.50	3,847.85
101-265-802.000	SERVICE	1,797.02	2,800.00	2,025.23	41.55
101-265-818.000	CONTRACT LABOR	0.00	375.00	375.00	0.00
101-265-880.100	COMMUNITY HOLIDAY EVENT	2,250.50	0.00	0.00	0.00
101-265-880.200	COMMUNITY SPECIAL EVENTS	494.49	2,600.00	2,225.72	0.00
101-265-958.000	DUES AND SUBSCRIPTIONS	180.00	180.00	180.00	0.00
101-265-962.000	MILEAGE	34.30	150.00	94.71	0.00
101-265-980.000	OFFICE EQUIPMENT & FURNITURE	176.66	0.00	0.00	0.00
Total Dept 265 - CITY HALL		78,523.31	99,835.42	93,719.23	5,378.08
Dept 266 - ATTORNEY					
101-266-801.000	ATTORNEY	53,045.44	65,500.00	51,587.50	0.00
Total Dept 266 - ATTORNEY		53,045.44	65,500.00	51,587.50	0.00
Dept 301 - POLICE					
101-301-703.000	SALARIES	214,662.44	197,249.79	188,832.71	13,659.01
101-301-703.002	OVERTIME SALARIES	8,185.98	9,500.00	9,841.43	1,206.82
101-301-719.000	FRINGE BENEFITS	54,093.97	49,800.00	48,254.90	2,979.80
101-301-728.000	UNIFORM EXPENSES	2,700.02	10,150.00	10,049.33	0.00
101-301-740.000	SUPPLIES	7,998.63	9,800.00	9,908.56	792.58

07/09/2025 04:08 PM

REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

Page: 3/14

User: JWest

DB: Potterville

PERIOD ENDING 06/30/2025

GL NUMBER	DESCRIPTION	END BALANCE		YTD BALANCE	ACTIVITY FOR
		06/30/2024	2024-25	06/30/2025	MONTH 06/30/2025
		(NORMAL)	(ABNORMAL)	(NORMAL)	(ABNORMAL)
Fund 101 - GENERAL FUND					
Expenditures					
101-301-740.700	GUNS AND AMMUNITION	5,819.04	2,500.00	713.80	0.00
101-301-775.000	REPAIRS & MAINT	3,107.39	12,500.00	10,303.42	0.00
101-301-781.000	COMPUTER SOFTWARE	0.00	1,500.00	1,350.00	0.00
101-301-801.000	ATTORNEY	1,106.00	2,000.00	465.50	0.00
101-301-802.000	SERVICE	1,070.09	1,200.00	250.00	0.00
101-301-809.000	TRAINING	1,078.40	2,600.00	2,471.53	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	2,200.00	1,908.58	44.10
101-301-862.000	GAS	0.00	250.00	82.62	0.00
101-301-881.000	K9 EXPENSES	0.00	2,500.00	1,491.59	574.79
101-301-958.000	DUES AND SUBSCRIPTIONS	401.20	500.00	401.20	286.20
101-301-962.000	MILEAGE	0.00	195.00	285.72	285.72
101-301-970.000	CAPITAL OUTLAY	4,123.80	17,600.00	17,574.27	16,417.26
101-301-970.020	ARMOUR/SPEC EQUIP	0.00	850.00	834.00	0.00
101-301-972.010	CAPITAL OUTLAY	0.00	0.00	1,345.00	(12,677.26)
101-301-980.100	COMPUTER EQUIPMENT	0.00	3,000.00	2,558.30	0.00
Total Dept 301 - POLICE		306,358.26	326,194.79	308,922.46	23,569.02
Dept 302 - POLICE STATE TRAINING					
101-302-809.000	TRAINING	0.00	650.00	599.01	0.00
101-302-810.000	EXPENSE	569.88	0.00	0.00	0.00
Total Dept 302 - POLICE STATE TRAINING		569.88	650.00	599.01	0.00
Dept 337 - EMS					
101-337-802.000	SERVICE	129,600.00	162,400.00	162,400.00	0.00
Total Dept 337 - EMS		129,600.00	162,400.00	162,400.00	0.00
Dept 441 - DPW					
101-441-810.020	RECYCLING EXPENSE	10,550.31	6,300.00	5,320.32	2,660.16
Total Dept 441 - DPW		10,550.31	6,300.00	5,320.32	2,660.16
Dept 445 - DRAIN AT LARGE					
101-445-810.000	EXPENSE	528.11	530.00	527.09	0.00
Total Dept 445 - DRAIN AT LARGE		528.11	530.00	527.09	0.00
Dept 701 - PLANNING COMMISSION					
101-701-703.000	SALARIES	180.00	975.00	1,375.00	400.00
101-701-719.000	FRINGE BENEFITS	13.78	100.00	105.21	30.61
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
101-701-803.000	ENGINEERS FEES	0.00	34,000.00	26,006.74	0.00
Total Dept 701 - PLANNING COMMISSION		490.59	36,025.00	27,734.94	430.61
Dept 702 - ZONING					
101-702-703.000	SALARIES	40,061.43	41,421.72	39,677.92	3,170.54
101-702-719.000	FRINGE BENEFITS	3,340.20	3,255.62	3,134.36	242.55
101-702-731.000	PUBLICATION	523.30	1,300.00	520.80	125.80
101-702-740.000	SUPPLIES	217.79	700.00	135.74	0.00
101-702-853.000	TELEPHONE EXPENSE	891.80	930.00	617.76	38.94
101-702-961.000	CONFERENCE AND WORKSHOPS	0.00	75.00	0.00	0.00
Total Dept 702 - ZONING		45,034.52	47,682.34	44,086.58	3,577.83
Dept 906 - DEBT SERVICE					
101-906-738.000	TOWNSHIP/MILL	8,208.66	8,619.09	8,619.09	0.00
101-906-991.000	DEBT SERVICE - PRINCIPAL	28,388.40	29,353.50	29,353.50	2,448.00
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	25,748.57	1,390.77
Total Dept 906 - DEBT SERVICE		64,145.41	63,997.84	63,721.16	3,838.77
Dept 966 - CONTRIBUTIONS TO OTHER FUNDS					

07/09/2025 04:08 PM
User: JWest
DB: Potterville

REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE
PERIOD ENDING 06/30/2025

GL NUMBER	DESCRIPTION	END BALANCE		YTD BALANCE	ACTIVITY FOR
		06/30/2024	2024-25	06/30/2025	MONTH 06/30/2025
		NORMAL (ABNORMAL)	AMENDED BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)
Fund 101 - GENERAL FUND					
Expenditures					
101-966-965.202	CONTRIBUTION TO MAJOR STREET FUND	96,400.81	0.00	0.00	0.00
101-966-965.203	CONTRIBUTION TO LOCAL STREET FUND	260,280.72	86,484.77	86,484.77	86,484.77
101-966-965.208	CONTRIBUTION TO PARK FUND	507,883.04	108,000.00	108,000.00	58,000.00
101-966-965.401	CONTRIBUTION 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	CONTRIBUTION TO STORM DRAIN MAINT	0.00	42,500.00	42,500.00	30,500.00
101-966-965.641	CONTRIBUTION TO EQP REPAIR & REPL	381,867.30	123,000.00	123,000.00	43,000.00
Total Dept 966 - CONTRIBUTIONS TO OTHER FUNDS		1,282,772.34	362,638.77	362,638.77	217,984.77
TOTAL EXPENDITURES		2,321,563.29	1,562,121.20	1,494,568.44	287,237.02
Fund 101 - GENERAL FUND:					
TOTAL REVENUES		2,496,160.71	1,587,761.61	1,543,148.22	102,971.79
TOTAL EXPENDITURES		2,321,563.29	1,562,121.20	1,494,568.44	287,237.02
NET OF REVENUES & EXPENDITURES		174,597.42	25,640.41	48,579.78	(184,265.23)

07/09/2025 04:08 PM

REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

Page:

5/14

User: JWest

DB: Potterville

PERIOD ENDING 06/30/2025

GL NUMBER	DESCRIPTION	END BALANCE		YTD BALANCE	ACTIVITY FOR
		06/30/2024	2024-25	06/30/2025	MONTH 06/30/2025
		NORMAL (ABNORMAL)	AMENDED BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)
Fund 202 - MAJOR STREET FUND					
Revenues					
Dept 000					
202-000-451.200	SPEC ASSESSMENT ROAD - SUNSET	4,894.29	5,698.57	5,698.57	270.33
202-000-553.000	ACT 51	253,134.51	260,000.00	222,897.93	21,089.64
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	50,371.72	48,611.10
202-000-665.000	INTEREST	12,133.87	12,000.00	12,359.15	960.30
202-000-699.101	GF CONTRIBUTION	96,400.81	0.00	0.00	0.00
Total Dept 000		493,896.81	321,698.57	291,327.37	70,931.37
TOTAL REVENUES		493,896.81	321,698.57	291,327.37	70,931.37
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
202-463-965.600	CONTRIBUTION TO 641 LABOR & EQUIPMENT	78,000.00	120,000.00	120,000.00	42,000.00
Total Dept 463 - ROUTINE MAINT		332,094.14	210,000.00	207,762.35	42,000.00
Dept 474 - TRAFFIC SIGNS					
202-474-782.000	STREET MATERIALS & SUPPLIES	0.00	700.00	468.20	0.00
Total Dept 474 - TRAFFIC SIGNS		0.00	700.00	468.20	0.00
Dept 478 - WINTER MAINT					
202-478-782.000	STREET MATERIALS & SUPPLIES	0.00	5,050.00	5,014.05	0.00
Total Dept 478 - WINTER MAINT		0.00	5,050.00	5,014.05	0.00
Dept 480 - CONSTRUCTION					
202-480-803.000	ENGINEERS FEES	36,291.11	25,000.00	17,009.64	853.75
202-480-818.000	CONTRACT LABOR	11,117.50	0.00	0.00	0.00
Total Dept 480 - CONSTRUCTION		47,408.61	25,000.00	17,009.64	853.75
Dept 906 - DEBT SERVICE					
202-906-992.000	BOND PRINCIPAL	11,264.00	11,264.00	11,264.00	0.00
202-906-993.000	BOND INTEREST	6,161.06	5,862.56	5,862.56	0.00
Total Dept 906 - DEBT SERVICE		17,425.06	17,126.56	17,126.56	0.00
TOTAL EXPENDITURES		396,927.81	257,876.56	247,380.80	42,853.75
Fund 202 - MAJOR STREET FUND:					
TOTAL REVENUES		493,896.81	321,698.57	291,327.37	70,931.37
TOTAL EXPENDITURES		396,927.81	257,876.56	247,380.80	42,853.75
NET OF REVENUES & EXPENDITURES		96,969.00	63,822.01	43,946.57	28,077.62

07/09/2025 04:08 PM

REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

Page:

6/14

User: JWest

DB: Potterville

PERIOD ENDING 06/30/2025

GL NUMBER	DESCRIPTION	END BALANCE		YTD BALANCE	ACTIVITY FOR
		06/30/2024	2024-25	06/30/2025	MONTH 06/30/2025
		UNBAL (ABNORMAL)	AMENDED BUDGET	UNBAL (ABNORMAL)	INCREASE (DECREASE)
Fund 203 - LOCAL STREET FUND					
Revenues					
Dept 000					
203-000-451.200	SPEC ASSESSMENT ROAD - SUNSET	29,866.30	24,547.51	24,547.51	1,649.67
203-000-553.000	ACT 51	100,665.86	102,000.00	88,998.00	8,438.87
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	50,250.24	39,772.72
203-000-665.000	INTEREST	1,213.37	1,200.00	1,235.91	96.03
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	86,484.77	86,484.77	86,484.77
Total Dept 000		598,116.94	336,732.28	339,016.43	136,442.06
TOTAL REVENUES		598,116.94	336,732.28	339,016.43	136,442.06
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	5,000.00	4,870.23	0.00
Total Dept 478 - WINTER MAINT		64.60	5,000.00	4,870.23	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	0.00	0.00	0.00
Total Dept 480 - CONSTRUCTION		11,943.75	2,500.00	975.00	0.00
Dept 906 - DEBT SERVICE					
203-906-992.000	BOND PRINCIPAL	165,347.60	168,382.50	168,382.50	27,552.00
203-906-993.000	BOND INTEREST	136,952.01	132,200.11	132,200.11	15,652.98
Total Dept 906 - DEBT SERVICE		302,299.61	300,582.61	300,582.61	43,204.98
TOTAL EXPENDITURES		505,091.80	333,082.61	331,427.84	43,204.98
Fund 203 - LOCAL STREET FUND:					
TOTAL REVENUES		598,116.94	336,732.28	339,016.43	136,442.06
TOTAL EXPENDITURES		505,091.80	333,082.61	331,427.84	43,204.98
NET OF REVENUES & EXPENDITURES		93,025.14	3,649.67	7,588.59	93,237.08

07/09/2025 04:08 PM

REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

Page:

7/14

User: JWest

DB: Potterville

PERIOD ENDING 06/30/2025

GL NUMBER	DESCRIPTION	END BALANCE		YTD BALANCE	ACTIVITY FOR
		06/30/2024	2024-25	06/30/2025	MONTH 06/30/2025
		(NORMAL)	(ABNORMAL)	(NORMAL)	(DECREASE)
Fund 208 - PARK FUND					
Revenues					
Dept 000					
208-000-478.030	CONCESSIONS	27,204.92	26,500.00	31,766.96	10,191.79
208-000-478.070	FIELD RENTAL	25,067.00	23,000.00	24,507.00	8,960.00
208-000-478.084	FLAG FOOTBALL	1,035.00	1,350.00	1,350.00	0.00
208-000-478.090	YOUTH FEES	10,175.00	8,825.00	10,325.00	1,500.00
208-000-667.000	PAVILION RENT	1,715.00	1,450.00	1,555.00	275.00
208-000-667.020	TIFA PAVILION - COMMUNITY CEN	2,525.00	1,625.00	1,775.00	150.00
208-000-674.000	DONATIONS	500.00	250.00	250.00	0.00
208-000-680.001	SPECIAL EVENTS	600.00	350.00	350.00	0.00
208-000-699.101	GF CONTRIBUTION	507,883.04	108,000.00	108,000.00	58,000.00
Total Dept 000		576,704.96	171,350.00	179,878.96	79,076.79
TOTAL REVENUES		576,704.96	171,350.00	179,878.96	79,076.79
Expenditures					
Dept 751 - PARK ADMIN					
208-751-703.000	SALARIES	56,393.33	55,944.66	52,455.82	4,318.34
208-751-703.002	OVERTIME SALARIES	1,218.03	400.00	478.75	179.84
208-751-719.000	FRINGE BENEFITS	21,095.37	23,277.60	22,728.58	939.18
208-751-728.000	UNIFORM EXPENSES	570.00	0.00	0.00	0.00
208-751-731.000	PUBLICATION	892.16	1,100.00	1,034.58	0.00
208-751-740.000	SUPPLIES	5,999.95	5,000.00	4,939.96	57.99
208-751-803.000	ENGINEERS FEES	8,182.50	8,000.00	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	24,000.00	23,225.79	0.00
208-751-818.000	CONTRACT LABOR	172,199.95	3,300.00	3,000.00	300.00
208-751-853.000	TELEPHONE EXPENSE	866.05	950.00	696.98	22.05
208-751-913.000	INSURANCE-LIAB & WORKMAN COMP	10,055.74	0.00	0.00	(10,921.44)
208-751-962.000	MILEAGE	680.23	725.00	607.86	0.00
Total Dept 751 - PARK ADMIN		470,476.74	122,697.26	116,329.30	(5,104.04)
Dept 770 - LAKE ALLIANCE MAINTENANCE					
208-770-740.000	SUPPLIES	8,159.32	5,000.00	2,635.87	0.00
208-770-775.000	REPAIRS & MAINT	24,585.21	5,000.00	3,746.41	0.00
208-770-802.000	SERVICE	895.84	1,100.00	608.04	0.00
208-770-920.000	UTILITIES	9,896.51	10,000.00	7,728.07	811.54
Total Dept 770 - LAKE ALLIANCE MAINTENANCE		43,536.88	21,100.00	14,718.39	811.54
Dept 771 - CITY PARK					
208-771-740.000	SUPPLIES	1,032.83	250.00	27.90	0.00
208-771-775.000	REPAIRS & MAINT	8,372.50	2,000.00	1,816.62	0.00
208-771-818.000	CONTRACT LABOR	1,624.62	1,000.00	0.00	0.00
Total Dept 771 - CITY PARK		11,029.95	3,250.00	1,844.52	0.00
Dept 774 - BASEBALL					
208-774-731.000	PUBLICATION	348.60	100.00	0.00	0.00
208-774-740.000	SUPPLIES	422.09	900.00	748.25	0.00
208-774-775.000	REPAIRS & MAINT	2,111.26	600.00	315.00	0.00
Total Dept 774 - BASEBALL		2,881.95	1,600.00	1,063.25	0.00
Dept 777 - BALLFIELD					
208-777-740.000	SUPPLIES	1,247.82	2,500.00	1,307.32	0.00
208-777-744.000	YOUTH FEES (UNIFORMS,ETC.)	8,697.30	7,800.00	7,276.00	0.00
208-777-745.000	YOUTH UMPIRE FEES	3,445.00	3,500.00	3,440.00	400.00
208-777-802.000	SERVICE	1,585.00	0.00	0.00	0.00
Total Dept 777 - BALLFIELD		14,975.12	13,800.00	12,023.32	400.00
Dept 778 - CONCESSIONS					
208-778-703.000	SALARIES	5,199.49	9,000.00	6,773.29	766.02
208-778-719.000	FRINGE BENEFITS	584.18	900.00	666.12	67.02
208-778-740.000	SUPPLIES	12,923.84	14,000.00	11,210.64	128.98
208-778-746.000	CONCESSION - FOOD LICENSE	620.00	650.00	637.00	0.00
208-778-814.000	BANK SERVICE CHARGES	1,084.72	2,000.00	1,863.31	268.08

GL NUMBER	DESCRIPTION	END BALANCE		YTD BALANCE	ACTIVITY FOR
		06/30/2024	2024-25	06/30/2025	MONTH 06/30/2025
		NORMAL (ABNORMAL)	AMENDED BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)
<hr/>					
Fund 208 - PARK FUND					
Expenditures					
Total Dept 778 - CONCESSIONS		20,412.23	26,550.00	21,150.36	1,230.10
TOTAL EXPENDITURES		563,312.87	188,997.26	167,129.14	(2,662.40)
Fund 208 - PARK FUND:					
TOTAL REVENUES		576,704.96	171,350.00	179,878.96	79,076.79
TOTAL EXPENDITURES		563,312.87	188,997.26	167,129.14	(2,662.40)
NET OF REVENUES & EXPENDITURES		13,392.09	(17,647.26)	12,749.82	81,739.19

07/09/2025 04:08 PM
User: JWest
DB: Potterville

REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE
PERIOD ENDING 06/30/2025

GL NUMBER	DESCRIPTION	END BALANCE		YTD BALANCE	ACTIVITY FOR
		06/30/2024	2024-25	06/30/2025	MONTH 06/30/2025
		NORMAL (ABNORMAL)	AMENDED BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)
Fund 211 - GIZZARD FEST					
Revenues					
Dept 000					
211-000-665.000	INTEREST	1,696.20	1,600.00	1,676.15	155.38
211-000-674.000	DONATIONS	500.00	100.00	100.00	0.00
211-000-674.100	SPONSORSHIP	23,530.00	30,660.00	30,660.00	0.00
211-000-678.100	POTTERVILLE BAND BOOSTERS	218.20	0.00	0.00	0.00
211-000-681.000	VENDOR BOOTHS	12,325.00	12,025.00	12,625.00	2,425.00
211-000-682.000	RACE	7,900.10	7,352.24	7,402.24	1,760.30
211-000-686.000	PAGEANT	1,000.00	2,400.00	2,400.00	0.00
211-000-687.000	INSURANCE REIMBURSEMENT	402.00	0.00	0.00	0.00
211-000-688.000	CARNIVAL	3,307.20	4,614.70	4,614.70	4,614.70
211-000-690.000	TENT TICKET SALES	8,270.00	17,361.00	17,361.00	17,361.00
211-000-691.000	ATM	4.00	26.50	26.50	0.00
211-000-697.000	PALLET RAFFLE-BENTON TWP EMERGENCY SERVI	2,050.00	0.00	0.00	0.00
Total Dept 000		61,202.70	76,139.44	76,865.59	26,316.38
TOTAL REVENUES		61,202.70	76,139.44	76,865.59	26,316.38
Expenditures					
Dept 779 - SPECIAL EVENTS					
211-779-740.000	SUPPLIES	6,537.94	6,800.00	6,504.48	3,227.91
211-779-818.000	CONTRACT LABOR	8,934.00	23,500.00	21,368.00	500.00
211-779-880.200	COMMUNITY SPECIAL EVENTS	28,164.33	39,500.00	38,412.83	8,894.80
211-779-880.300	COMMUNITY SPECIAL EVENTS/GIZZARDFEST	14.95	0.00	0.00	0.00
211-779-880.500	PAGEANT	999.50	1,520.00	1,742.68	1,622.68
211-779-880.600	RACE	6,044.61	5,600.00	5,498.63	2,498.75
Total Dept 779 - SPECIAL EVENTS		50,695.33	76,920.00	73,526.62	16,744.14
TOTAL EXPENDITURES		50,695.33	76,920.00	73,526.62	16,744.14
Fund 211 - GIZZARD FEST :					
TOTAL REVENUES		61,202.70	76,139.44	76,865.59	26,316.38
TOTAL EXPENDITURES		50,695.33	76,920.00	73,526.62	16,744.14
NET OF REVENUES & EXPENDITURES		10,507.37	(780.56)	3,338.97	9,572.24

07/09/2025 04:08 PM
User: JWest
DB: Potterville

REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE
PERIOD ENDING 06/30/2025

GL NUMBER	DESCRIPTION	END BALANCE		YTD BALANCE	ACTIVITY FOR
		06/30/2024	2024-25	06/30/2025	MONTH 06/30/2025
		NORMAL (ABNORMAL)	AMENDED 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	2,500.00	1,409.24	288.10
401-729-818.000	CONTRACT LABOR	420.00	100.00	0.00	0.00
Total Dept 729 - DOWNTOWN		1,721.56	2,600.00	1,409.24	288.10
TOTAL EXPENDITURES		1,721.56	2,600.00	1,409.24	288.10
Fund 401 - CAPITAL PROJECT FUND- DOWNTOWN:					
TOTAL REVENUES		2,654.00	2,654.00	2,654.00	0.00
TOTAL EXPENDITURES		1,721.56	2,600.00	1,409.24	288.10
NET OF REVENUES & EXPENDITURES		932.44	54.00	1,244.76	(288.10)

07/09/2025 04:08 PM

REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

Page: 11/14

User: JWest

DB: Potterville

PERIOD ENDING 06/30/2025

GL NUMBER	DESCRIPTION	END BALANCE		YTD BALANCE	ACTIVITY FOR
		06/30/2024	2024-25	06/30/2025	MONTH 06/30/2025
		NORMAL (ABNORMAL)	AMENDED BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)
Fund 590 - SEWER FUND					
Revenues					
Dept 000					
590-000-642.000	BILLS	159,329.53	198,000.00	204,909.45	40,486.04
590-000-642.001	FIXED COSTS	495,729.94	505,078.43	505,255.36	83,967.48
590-000-656.000	FINES & FORFEITURES	18,516.56	17,000.00	15,385.52	1,229.69
590-000-665.000	INTEREST	18,200.78	17,850.00	18,538.72	1,440.45
590-000-666.000	INSPECTION FEE	500.00	150.00	150.00	50.00
590-000-672.000	HOOK UP FEES	51,188.00	10,500.00	10,500.00	2,625.00
590-000-699.101	GF CONTRIBUTION	15,465.30	0.00	0.00	0.00
Total Dept 000		758,930.11	748,578.43	754,739.05	129,798.66
TOTAL REVENUES		758,930.11	748,578.43	754,739.05	129,798.66
Expenditures					
Dept 537 - ADMINISTRATIVE					
590-537-775.000	REPAIRS & MAINT	8,449.50	9,000.00	8,171.42	0.00
590-537-809.000	TRAINING	430.00	800.00	795.00	0.00
Total Dept 537 - ADMINISTRATIVE		8,879.50	9,800.00	8,966.42	0.00
Dept 556 - DPW					
590-556-740.000	SUPPLIES	9,331.69	18,000.00	16,273.07	0.00
590-556-743.000	METERS	3,845.13	9,000.00	8,130.84	0.00
590-556-775.000	REPAIRS & MAINT	2,200.78	5,400.00	4,790.78	0.00
590-556-802.000	SERVICE	4,799.13	1,000.00	400.00	0.00
590-556-803.000	ENGINEERS FEES	19,704.26	30,000.00	30,503.54	1,293.03
590-556-818.000	CONTRACT LABOR	16,000.00	3,000.00	0.00	0.00
590-556-965.600	CONTRIBUTION TO 641 LABOR & EQUIPMENT	190,000.00	108,207.18	108,207.18	(81,792.82)
590-556-968.000	DEPRECIATION EXPENSE	293,859.00	0.00	0.00	0.00
590-556-970.000	CAPITAL OUTLAY	21,302.59	200,000.00	199,126.51	11,250.00
Total Dept 556 - DPW		561,042.58	374,607.18	367,431.92	(69,249.79)
Dept 906 - DEBT SERVICE					
590-906-991.000	DEBT SERVICE - PRINCIPAL	0.00	173,000.00	173,000.00	30,000.00
590-906-993.000	BOND INTEREST	197,516.30	194,171.25	194,171.25	26,325.00
Total Dept 906 - DEBT SERVICE		197,516.30	367,171.25	367,171.25	56,325.00
TOTAL EXPENDITURES		767,438.38	751,578.43	743,569.59	(12,924.79)
Fund 590 - SEWER FUND:					
TOTAL REVENUES		758,930.11	748,578.43	754,739.05	129,798.66
TOTAL EXPENDITURES		767,438.38	751,578.43	743,569.59	(12,924.79)
NET OF REVENUES & EXPENDITURES		(8,508.27)	(3,000.00)	11,169.46	142,723.45

07/09/2025 04:08 PM

REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

Page: 12/14

User: JWest

DB: Potterville

PERIOD ENDING 06/30/2025

GL NUMBER	DESCRIPTION	END BALANCE		YTD BALANCE	ACTIVITY FOR
		06/30/2024	2024-25	06/30/2025	MONTH 06/30/2025
		(NORMAL) (ABNORMAL)	AMENDED BUDGET	(NORMAL) (ABNORMAL)	INCREASE (DECREASE)
Fund 591 - WATER FUND					
Revenues					
Dept 000					
591-000-579.000	GRANT REVENUE- STATE	0.00	104,138.70	104,138.70	0.00
591-000-642.000	BILLS	223,594.47	338,360.00	346,927.04	68,567.04
591-000-642.001	FIXED COSTS	421,334.45	527,000.00	528,267.83	88,315.03
591-000-644.000	PENALTIES	750.00	1,850.00	1,850.00	0.00
591-000-656.000	FINES & FORFEITURES	17,254.80	16,500.00	17,338.36	1,388.59
591-000-665.000	INTEREST	41,255.07	41,000.00	42,021.09	3,265.01
591-000-666.000	INSPECTION FEE	450.00	150.00	200.00	50.00
591-000-672.000	HOOK UP FEES	59,549.87	11,147.01	11,147.01	2,777.25
591-000-684.000	MISC INCOME	250.00	635.00	639.00	4.00
591-000-699.101	GF CONTRIBUTION	18,221.17	0.00	0.00	0.00
Total Dept 000		782,659.83	1,040,780.71	1,052,529.03	164,366.92
TOTAL REVENUES		782,659.83	1,040,780.71	1,052,529.03	164,366.92
Expenditures					
Dept 537 - ADMINISTRATIVE					
591-537-731.000	PUBLICATION	2,678.39	3,500.00	0.00	0.00
591-537-740.000	SUPPLIES	490.65	2,500.00	1,448.43	0.00
591-537-741.000	POSTAGE	3,262.54	3,450.00	2,831.50	269.92
591-537-781.000	COMPUTER SOFTWARE	1,018.80	1,500.00	0.00	0.00
591-537-809.000	TRAINING	1,378.60	4,100.00	4,059.40	0.00
Total Dept 537 - ADMINISTRATIVE		8,828.98	15,050.00	8,339.33	269.92
Dept 556 - DPW					
591-556-740.000	SUPPLIES	3,342.55	16,000.00	14,631.20	1,697.16
591-556-743.000	METERS	4,158.00	11,000.00	9,119.31	0.00
591-556-775.000	REPAIRS & MAINT	47,218.15	9,000.00	6,199.10	652.64
591-556-802.000	SERVICE	40,372.91	10,000.00	8,989.38	80.00
591-556-803.000	ENGINEERS FEES	27,114.58	31,000.00	30,503.53	1,293.02
591-556-818.000	CONTRACT LABOR	20,791.15	195,000.00	169,116.80	0.00
591-556-965.600	CONTRIBUTION TO 641 LABOR & EQUIPMENT	200,000.00	231,792.82	231,792.82	31,792.82
591-556-968.000	DEPRECIATION EXPENSE	157,718.00	0.00	0.00	0.00
591-556-970.000	CAPITAL OUTLAY	0.00	170,000.00	167,625.11	11,250.00
Total Dept 556 - DPW		500,715.34	673,792.82	637,977.25	46,765.64
Dept 906 - DEBT SERVICE					
591-906-992.000	BOND PRINCIPAL	0.00	100,000.00	100,000.00	14,000.00
591-906-993.000	BOND INTEREST	111,200.87	109,392.49	109,392.49	13,618.12
Total Dept 906 - DEBT SERVICE		111,200.87	209,392.49	209,392.49	27,618.12
TOTAL EXPENDITURES		620,745.19	898,235.31	855,709.07	74,653.68
Fund 591 - WATER FUND:					
TOTAL REVENUES		782,659.83	1,040,780.71	1,052,529.03	164,366.92
TOTAL EXPENDITURES		620,745.19	898,235.31	855,709.07	74,653.68
NET OF REVENUES & EXPENDITURES		161,914.64	142,545.40	196,819.96	89,713.24

07/09/2025 04:08 PM
User: JWest
DB: Pottersville

REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE
PERIOD ENDING 06/30/2025

GL NUMBER	DESCRIPTION	END BALANCE		YTD BALANCE	ACTIVITY FOR
		06/30/2024	2024-25	06/30/2025	MONTH 06/30/2025
		NORMAL (ABNORMAL)	AMENDED BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)
Fund 598 - STORM DRAIN MAINTENANCE					
Revenues					
Dept 000					
598-000-699.101	GF CONTRIBUTION	0.00	42,500.00	42,500.00	30,500.00
Total Dept 000		0.00	42,500.00	42,500.00	30,500.00
TOTAL REVENUES		0.00	42,500.00	42,500.00	30,500.00
Expenditures					
Dept 556 - DPW					
598-556-818.000	CONTRACT LABOR	0.00	44,500.00	29,979.77	675.00
Total Dept 556 - DPW		0.00	44,500.00	29,979.77	675.00
TOTAL EXPENDITURES		0.00	44,500.00	29,979.77	675.00
Fund 598 - STORM DRAIN MAINTENANCE:					
TOTAL REVENUES		0.00	42,500.00	42,500.00	30,500.00
TOTAL EXPENDITURES		0.00	44,500.00	29,979.77	675.00
NET OF REVENUES & EXPENDITURES		0.00	(2,000.00)	12,520.23	29,825.00

07/09/2025 04:08 PM

REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

Page: 14/14

User: JWest

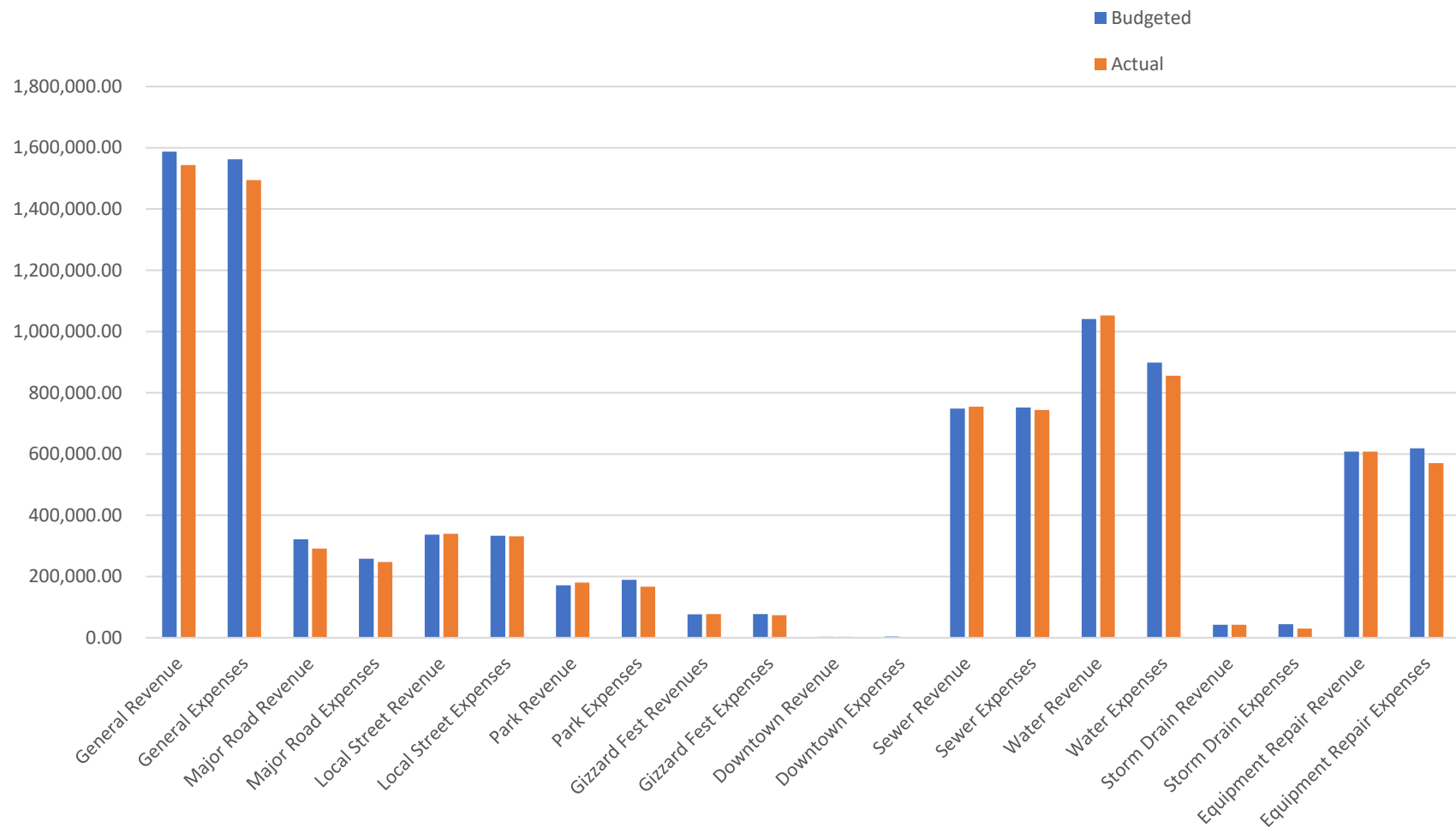
DB: Potterville

PERIOD ENDING 06/30/2025

GL NUMBER	DESCRIPTION	END BALANCE		YTD BALANCE	ACTIVITY FOR
		06/30/2024	2024-25	06/30/2025	MONTH 06/30/2025
		NORMAL (ABNORMAL)	AMENDED BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)
Fund 641 - EQUIPMENT REPAIR & REPLACEMENT					
Revenues					
Dept 000					
641-000-699.100	OPERATING TRANSFER-IN	874,867.30	608,000.00	608,000.00	35,000.00
Total Dept 000		874,867.30	608,000.00	608,000.00	35,000.00
TOTAL REVENUES		874,867.30	608,000.00	608,000.00	35,000.00
Expenditures					
Dept 932 - EQUIPMENT REPAIR ACTIVITY					
641-932-703.000	SALARIES	273,012.70	250,563.52	243,699.42	21,557.03
641-932-703.002	OVERTIME SALARIES	22,657.41	25,518.68	22,195.08	1,176.40
641-932-719.000	FRINGE BENEFITS	73,343.69	69,589.00	67,925.38	2,733.06
641-932-728.000	UNIFORM EXPENSES	6,209.24	5,000.00	4,601.78	283.15
641-932-740.000	SUPPLIES	26,400.10	25,000.00	23,676.30	935.68
641-932-775.000	REPAIRS & MAINT	57,588.12	45,000.00	39,036.55	258.20
641-932-782.000	STREET MATERIALS & SUPPLIES	6,995.51	1,500.00	818.90	0.00
641-932-802.000	SERVICE	15,571.10	1,300.00	1,063.63	194.88
641-932-809.000	TRAINING	1,967.58	8,000.00	7,634.15	95.00
641-932-853.000	TELEPHONE EXPENSE	3,388.06	3,900.00	3,691.87	218.38
641-932-862.000	GAS	27,463.06	23,000.00	19,516.53	740.28
641-932-920.000	UTILITIES	124,831.65	132,000.00	123,406.28	9,273.89
641-932-958.000	DUES AND SUBSCRIPTIONS	697.24	1,150.00	1,096.55	0.00
641-932-962.000	MILEAGE	0.00	600.00	596.10	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	26,000.00	11,583.75	0.00
Total Dept 932 - EQUIPMENT REPAIR ACTIVITY		709,797.30	618,121.20	570,542.27	37,465.95
TOTAL EXPENDITURES		709,797.30	618,121.20	570,542.27	37,465.95
Fund 641 - EQUIPMENT REPAIR & REPLACEMENT:					
TOTAL REVENUES		874,867.30	608,000.00	608,000.00	35,000.00
TOTAL EXPENDITURES		709,797.30	618,121.20	570,542.27	37,465.95
NET OF REVENUES & EXPENDITURES		165,070.00	(10,121.20)	37,457.73	(2,465.95)
TOTAL REVENUES - ALL FUNDS					
TOTAL REVENUES - ALL FUNDS		6,645,193.36	4,936,195.04	4,890,658.65	775,403.97
TOTAL EXPENDITURES - ALL FUNDS		5,937,293.53	4,734,032.57	4,515,242.78	487,535.43
NET OF REVENUES & EXPENDITURES		707,899.83	202,162.47	375,415.87	287,868.54

	Budgeted	Actual
General Revenue	1,587,761.61	1,543,148.22
General Expenses	1,562,121.20	1,494,568.44
Major Road Revenue	321,698.57	291,327.37
Major Road Expenses	257,876.56	247,380.80
Local Street Revenue	336,732.28	339,016.43
Local Street Expenses	333,082.61	331,427.84
Park Revenue	171,350.00	179,878.96
Park Expenses	188,997.26	167,129.14
Gizzard Fest Revenues	76,139.44	76,866.59
Gizzard Fest Expenses	76,920.00	73,526.62
Downtown Revenue	2,654.00	2,654.00
Downtown Expenses	3,600.00	1,409.24
Sewer Revenue	748,578.43	754,739.05
Sewer Expenses	751,578.43	743,569.59
Water Revenue	1,040,780.71	1,052,529.03
Water Expenses	898,235.31	855,709.07
Storm Drain Revenue	42,500.00	42,500.00
Storm Drain Expenses	44,500.00	29,979.77
Equipment Repair Revenue	608,000.00	608,000.00
Equipment Repair Expenses	618,121.20	570,542.27

Revenue/Expenses Year end 6/30/25



City of Potterville

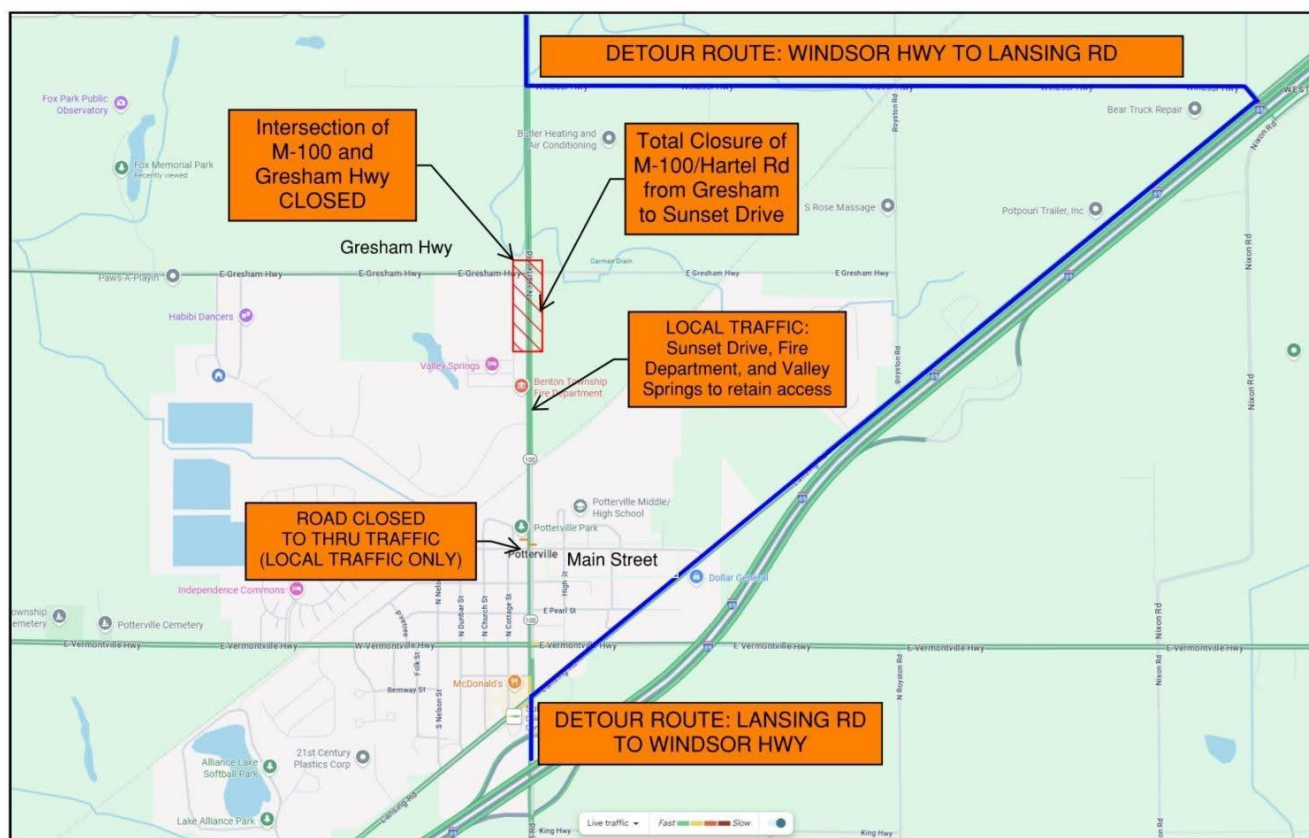
319 N. Nelson St. ♦ PO Box 488 ♦ Potterville, MI 48876 ♦ Phone: (517) 645-7641
Fax: (517) 645-7810 ♦ www.pottervillemi.org

July 10, 2025

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

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

1. City / MDOT road construction plans are underway with anticipated vehicle detours around the intersection of M-100 and Gresham Highway due to a culvert replacement and paving work. Per MDOT, the road resurfacing (that includes the culvert improvement at the intersection) includes M-100 between I-69 and Doane Highway. Work will include installing Americans with Disabilities Act (ADA)-compliant sidewalks where sidewalk assets exist, near Main Streets and Vermontville Hwy.



Later in July, the City will be resurfacing East and West Main Streets downtown and in front of the school. Work will be performed by the same MDOT contractor for the City project. Residents and business should expect intermediate road closure while crews lay asphalt and restripe travel lanes. Roads will be closed to local traffic only. Note the City's project includes a small portion of street in front of Independence Common's entrance on Vermontville Hwy. I have contacted the Independence Commons Office to let them know the schedule.

City of Potterville

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

Note I have received word from MDOT that their new 4 way stop sign upgrade at Vermontville Hwy and M-100, is not anticipated to be installed this year due to a lack of MDOT safety funds. Potterville should see the sign change, from a 2-way to a 4-way Stop, either 2027 or 2028 MI Fiscal Year.

2. Resolution to adopt the City Master Utility Specification (MUS) has been provided to Council. This document provides minimum standards of materials and techniques of construction for private contractors, developers, and other public entities who intend to have their private utilities owned and/or obligated to the City's Utility System (and its customers). The MUS provides guidelines and rules of operations for City Administrators and developers who intend to work together and develop utilities that are legal and safe for *all* residents of the City. It helps avoid lawsuits and disagreements between private and public interests who are seeking to follow the law and expand the allowable use(s) of their property. Once adopted by Council, the MUS shall be provided to public contractors who sometimes do not know modern day standards of health/safety set forth in the City's Code of Ordinances and Michigan Safe Water Drinking Act, and EGLE, EPA Guidelines. The MUS is often the first item asked for by private developers and engineers when discussing development, and is an item sorely needed in the City ...as it grows and works with developers.

3. Regarding the City's "new" re-drilled Well No. 6 north of Sunset Drive, the construction and testing of the re-drilled well is complete. The laboratory analysis of the groundwater has been received, and results compare closely with that of Well No. 3 (that it will be replacing). Part of the new report from Lane Northern Well Co. will include a chemical comparison of the groundwater chemistry between all the City wells – based upon historical sampling results from Well No. 3 and 4. (these are the wells in use). The primary conclusion of the report, however, is rating the pumping capacity of the new well – that in this case is complete at 350 gpm. This is the gpm rating of the new re-drilled well called "Well No.6." This matches capacity of the existing City production wells (Well Nos. 3, 4 and 5. 5 being the existing well at the corner of Sunset and M-100). The completion date for the full analysis/report from Lane Northern will be in the next two weeks. It looks good though..

4. The top courses of asphalt (2) were installed on Murphy's Boulevard by the Eaton County Drain Commission near the entrance to City Park. The new asphalt installation was funded by the Potter Drain Assessment Tax District and is a final restoration item involved in the Potterville Drain Project that started in May.

5. A major "mile stone" for the City's USDA Rural Development Project following the publication of Council's Notice of Intent to acquire USDA Rural Development Bonds, will be achieved this month when the City applies for its Act 399 Permit from Michigan EGLE. This permit application is for the new Type I Production Well and Treatment Facility to be located at the corner of Sunset Drive and M-100. The Act 399 application is thorough and provides detailed descriptions of the project scope and basis of design for all new water mains, pump changes, storage tank appurtenances, changes in treatment, etc.... everything in the water system that is impacted by new well and Iron Removal Plant is generally considered in permit to EGLE. The City Engineer, Samuel Leatch has informed me that the City will be ready to apply this month as required under the Authority of 1976 PA 399, as amended (Act 399).

City of Potterville

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

TREASURERS REPORT

July 17, 2025

Utility bills—as of 6/23/25 (bills due on 15th) \$18,904.25 is outstanding with \$8,520.68 over 30 days past due.

Water usage month of June (July billing): 6,456,450 gallons

Sewer usage month of June (July billing) 6,449,084 gallons

Ready to service charge-water: \$44,189.99

Ready to service charge-sewer: \$42,014.81

Total water and sewer billed out from 5/24-6/24/25 is \$142,624.30.

Payroll month of June 2025 \$72,010.34 (this includes all payroll taxes + MERS)).

Tax bills were mailed on 6/30/25. Summer taxes are due on 9/15/25.

Auditors have been scheduled. They will be here for an initial day on 7/29/25 and the actual audit will be conducted the week of August 25th, 2025.

Bank reconciliations completed for the month of June 2025:

General account – Reconciled balance: **\$ close to completing- will include before meeting.**

Payroll account - Reconciled balance: **\$4,718.26**

Tax account – Reconciled balance: **\$2,396.92**

Gizzard Fest – Reconciled balance: **\$56,880.78**

Respectfully submitted,
Jodi West, Treasurer

City of Potterville

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

From the Clerk's office –July 2025

This month has been to organize and clean up for the end of the fiscal year so next year everything is in order when the auditor arrives, and we need to pull documents for verification. Shortly, I will begin to destroy old election documents per the election retention schedule.

I am beginning the plan of applying for a grant for the Election ADA Infrastructure. The State of Michigan has provided \$1,000,000 to be used for local jurisdictions. The ADA Infrastructure Grant Program is designed to help local municipal clerks improve accessibility at election precincts sites to ensure compliance with the Americans with Disabilities Act (ADA). Local municipal clerks may apply for up to \$10,000 in grant funds to support the installation or renovation of infrastructure that enhances accessibility. I am asking for assistance with security lighting in our parking lot for ADA. We currently only have a light at the entrance. Which in the early morning or late evening makes our handicapped parking deficient in lighting. This grant is an upfront disbursement. Funds can be awarded before the project begins and will be given in one lump sum.

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

Becky Dolman

City of Potterville

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

July 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.

- We ended the month of June with a few big tournaments, that brought in many players from across the State and from Canada. Just to give some stats, that's approximately 60 teams, and 137 games.
- The most recent tournament we completed was the first three-day tournament. This had two tournaments: "C" State Championship & Mitten Mayhem. From dealing with the weather, to no power, and sewer issues, the staff & Parks & Recreation Director were able to handle everything professionally, and as quickly as possible to get things back on schedule and operational. We received many thanks and positivity for how quickly we resolved the issues and kept things moving forward while working on a solution. The owners, State Directors, and State UIC, were truly appreciative of all our hard work to make this a successful weekend for everyone.
- We continue to deal with the weather which affects field work and what we can do.
- Youth Baseball has wrapped up. Our 8U team brought some medals home as they fought very well in the Championship game. Even though we came short, 8U received 2nd place for the end of the season tournament. Congratulations Potterville 8U Team!
- The 60/90 league has completed their season at the Lake Alliance Baseball field. We receive multiple compliments regarding the field improvements that were made. The cancellations for this field were minimal compared to years prior when it was constant. The maintenance for this field has been decreased as we don't have to spend a lot of time on the basepaths from Homeplate to first or third base. Home plate has done well of not flooding since its be raised and level properly. The mound has been in great shape and is the standard slope. We are still finding some areas that are still needing attention-for example areas where the pitchers dig in front of the pitching rubber, or the catcher's area. We continue to research how to limit the digging and what is the best, cost-effective action to take. This also goes for fast pitch.
- We had many inquiries about fall ball, and with the high interest, offered to do fall ball for the first time. We received a good number of responses, and the result is we have two fall ball teams at the 12U level. Fall ball is a short league, where games are played on Sundays and are double headers. We are hoping that this garners interest of new players and to continue into the baseball program we have.

- Flag Football is the next program that will be offered. It is a six-week program of fundamentals of football. Participants learn of catching, throwing, offense & defense, being a teammate, etc.
- Rentals for pavilions have continued to come in. We are seeing that many rentals are for the late summer prior to school starting.
- DPW has placed the Masonic Plaque in its location by the Downtown Pavilion.
- Health Inspections are set and scheduled for the end of the month.
- Irrigation System at Lake Alliance is in progress in getting fix, as there is a leak, that has started.
- The continuation of ongoing communications with CEOs, State UICs, State Directors for the season
- Continue to further my education by webinars, meetings, conferences, etc.
- The Parks & Recreation Director is continuing to work on getting her Sports Tourism Strategist (STS) certification to help further sports within the City and collaborating with surrounding areas, and Sports Commissions. This education also includes other certifications as well.

Respectfully Submitted,

Tiffani Falin, Parks & Recreation Director

Eaton County Central Dispatch

Total Calls For Service

June 2025				
Type Agency	Month To Date		Year To Date	
	Calls	%/Total	Calls	%/Total
EMS	1,608	19.4%	9,790	21.2%
Fire	1,014	12.2%	5,556	12.1%
Police	5,686	68.4%	30,744	66.7%
Total Calls	8,308	100.0%	46,090	100.0%

Eaton County Central Dispatch

EMS Calls For Service

June 2025				
Agency	Month To Date		Year To Date	
	Calls	%/Total	Calls	%/Total
Benton Twp. EMS	89	5.5%	441	4.5%
Delta Twp. EMS	562	35.0%	3,231	33.0%
Eaton Area EMS	588	36.6%	3,891	39.7%
Grand Ledge EMS	177	11.0%	1,158	11.8%
Vermontville EMS	20	1.2%	123	1.3%
Windsor Twp. EMS	115	7.2%	630	6.4%
Outside Agencies*	57	3.5%	316	3.2%
<i>DLHE (2), LIFE(0), LTEM(25), NEMS(10), PRTE(20), LAEM(0)</i>				
Total EMS Calls	1,608	100.0%	9,790	100.0%

* Agencies Outside Eaton County

Eaton County Central Dispatch

Fire Calls For Service

June 2025				
Agency	Month To Date		Year To Date	
	Calls	%/Total	Calls	%/Total
Bellevue Fire	34	3.4%	195	3.5%
Benton Twp. Fire	30	3.0%	187	3.4%
Charlotte Fire	191	18.8%	898	16.2%
Delta Fire	362	35.7%	1,964	35.3%
Eaton Rapids City	77	7.6%	412	7.4%
Eaton Rapids Twp.	75	7.4%	404	7.3%
Grand Ledge Fire	85	8.4%	508	9.1%
Hamlin Twp Fire	18	1.8%	113	2.0%
Olivet Fire	34	3.4%	147	2.6%
Roxand Twp. Fire	10	1.0%	86	1.5%
Sunfield Fire	29	2.9%	172	3.1%
Vermontville Fire	7	0.7%	74	1.3%
Windsor Fire	51	5.0%	325	5.8%
Outside Agencies*	11	1.1%	71	1.3%
<i>LTFD(11), LAFD(0), DLHF(0), NASH(0)</i>				
Total Fire Calls	1,014	100.0%	5,556	100.0%

* Agencies Outside Eaton County

Eaton County Central Dispatch

Police Calls For Service

June 2025				
Agency	Month To Date		Year To Date	
	Calls	%/Total	Calls	%/Total
Bellevue Police	33	0.6%	153	0.5%
Charlotte Police	611	10.7%	3,560	11.6%
Eaton County Sheriff	2,668	46.9%	15,123	49.2%
<i>Delta</i>	2,154	37.9%	10,208	33.2%
<i>Out County</i>	514	9.0%	4,915	16.0%
<i>Animal Control</i>	33	0.6%	608	2.0%
Eaton Rapids Police	322	5.7%	1,950	6.3%
Grand Ledge Police	428	7.5%	2,171	7.1%
Michigan State Police	1,428	25.1%	6,962	22.6%
Olivet Police	20	0.4%	106	0.3%
Pottersville Police	152	2.7%	524	1.7%
Outside Agencies*	24	0.4%	195	0.6%
<i>ME(12), DNR(12)</i>				
Total Police Calls	5,686	100.0%	30,744	100.0%

EATON COUNTY 911

Events by Nature Code by Agency

Agency: PPD, Event date/Time range: 06/01/2025 00:00:00 - 06/30/2025 23:59:59

Agency Code	Nature Code	Rpt Only	Self Init	CFS	Total	% Total	Avg Disp Time	Avg Resp Time	Avg Scene Time	Total Call Time	Avg Call Time
PPD	911 UNKNOWN CALL	0	0	5	5	3%	0:02:49	0:06:02	0:01:36	0:45:20	0:09:04
	ARGUMENT OR VERBAL ALTERCATION	0	0	1	1	1%	0:03:31	0:00:00	0:00:00	0:13:37	0:13:37
	ASSAULT	0	1	0	1	1%	0:00:00	0:00:00	1:02:43	1:02:43	1:02:43
	ASSIST CITIZEN	0	2	4	6	4%	0:03:07	0:00:00	0:18:28	1:15:31	0:12:35
	ASSIST OTHER POLICE DEPT	0	1	3	4	3%	0:02:27	0:04:21	0:26:09	2:22:35	0:35:39
	ASSIST PROTECTIVE SERVICES	0	2	0	2	1%	0:00:01	0:00:00	0:42:35	1:25:11	0:42:36
	AUTOMATIC CRASH NOTIFICATION	0	0	1	1	1%	0:00:00	0:00:00	0:00:00	0:00:55	0:00:55
	BREAKING AND ENTERING	0	0	1	1	1%	0:00:00	0:02:43	0:17:43	0:20:26	0:20:26
	CIVIL COMPLAINT	0	0	3	3	2%	0:04:15	0:05:22	0:26:16	1:47:41	0:35:54
	CRIMINAL SEXUAL CONDUCT REPORT	0	0	1	1	1%	0:05:35	1:26:19	1:47:56	3:19:50	3:19:50
	DISORDERLY PERSON OR SUBJECT	0	0	1	1	1%	0:02:06	0:04:53	0:01:02	0:08:01	0:08:01
	DOG RUNNING LOOSE	0	0	1	1	1%	0:06:22	1:59:41	0:09:43	2:15:46	2:15:46
	DOMESTIC DISPUTE	0	1	1	2	1%	0:02:42	0:03:47	0:51:48	1:52:47	0:56:24
	FIGHT OR PHYSICAL ALTERCATION	0	1	1	2	1%	0:00:54	0:00:00	0:00:16	0:09:44	0:04:52
	FOLLOWUP OF ANY KIND	0	2	3	5	3%	0:00:38	0:16:59	0:51:43	3:17:58	0:39:36
	FOUND PROPERTY	0	0	1	1	1%	0:00:00	0:00:00	0:00:00	0:00:03	0:00:03
	HARASSMENT	0	0	1	1	1%	0:03:55	4:39:13	0:00:18	4:43:26	4:43:26
	LARCENY	0	1	1	2	1%	0:40:37	4:07:02	0:01:44	4:51:08	2:25:34
	MESSAGE FOR OFFICER	0	12	0	12	8%	0:00:01	0:00:00	0:00:08	0:01:44	0:00:09
	MISCELLANEOUS INCIDENT	0	0	2	2	1%	0:07:10	0:38:25	0:20:56	1:27:27	0:43:44
	MISSING PERSON	0	1	1	2	1%	0:00:00	0:17:20	0:46:21	1:50:02	0:55:01
	MOTORIST ASSIST	0	1	0	1	1%	0:00:00	0:00:00	0:12:09	0:12:09	0:12:09

Agency Code	Nature Code	Rpt Only	Self Init	CFS	Total	% Total	Avg Disp Time	Avg Resp Time	Avg Scene Time	Total Call Time	Avg Call Time
	OPERATING WHILE IMPAIRED	0	0	1	1	1%	0:01:06	0:03:36	1:30:41	1:35:23	1:35:23
	PARKING VIOLATIONS	0	0	1	1	1%	0:02:00	0:06:23	0:08:02	0:16:25	0:16:25
	PERSONAL INJURY CRASH	0	0	2	2	1%	0:00:00	0:02:16	0:33:09	1:49:58	0:54:59
	PRISONER TRANSPORT	0	0	2	2	1%	0:02:33	1:11:58	0:20:04	4:05:02	2:02:31
	PRIVATE PROPERTY DAMAGE CRASH	0	0	1	1	1%	0:00:00	0:45:09	0:00:45	0:45:54	0:45:54
	PROPERTY CHECK	0	7	0	7	5%	0:00:01	0:00:00	0:00:04	0:00:35	0:00:05
	PROPERTY DAMAGE CRASH	0	0	2	2	1%	0:02:22	0:02:15	0:36:07	0:57:13	0:28:37
	PROPERTY DAMAGE HIT AND RUN	0	0	1	1	1%	0:07:02	6:28:15	0:00:08	6:35:25	6:35:25
	PUBLIC RELATIONS	0	1	0	1	1%	0:00:00	0:00:00	1:51:07	1:51:07	1:51:07
	STRAY DOG	0	0	1	1	1%	0:15:13	0:10:01	0:06:56	0:32:10	0:32:10
	SUICIDAL THRT OR ATTEMPT	0	0	2	2	1%	0:00:00	0:11:38	0:07:07	0:22:28	0:11:14
	SUSPICIOUS SITUATION	0	4	0	4	3%	0:00:00	0:01:49	0:06:43	0:22:09	0:05:32
	SUSPICIOUS VEHICLE	0	3	2	5	3%	0:03:52	0:00:00	0:06:51	0:49:41	0:09:56
	THREATS	0	0	2	2	1%	0:01:46	0:00:00	0:00:00	1:16:14	0:38:07
	TRAFFIC STOP	0	62	0	62	41%	0:00:01	0:13:26	0:09:26	10:12:07	0:09:52
	UNWANTED SUBJECT	0	0	1	1	1%	0:01:39	0:02:31	0:00:11	0:04:21	0:04:21
Subtotals for No Summary Code		0	102	50	152	100%	0:04:35	0:55:39	0:24:37	65:00:16	0:57:53
Subtotals for PPD		0	102	50	152	100%	0:04:35	0:55:39	0:24:37	65:00:16	0:57:53



Potterville Police Department

Chief Richard Barry

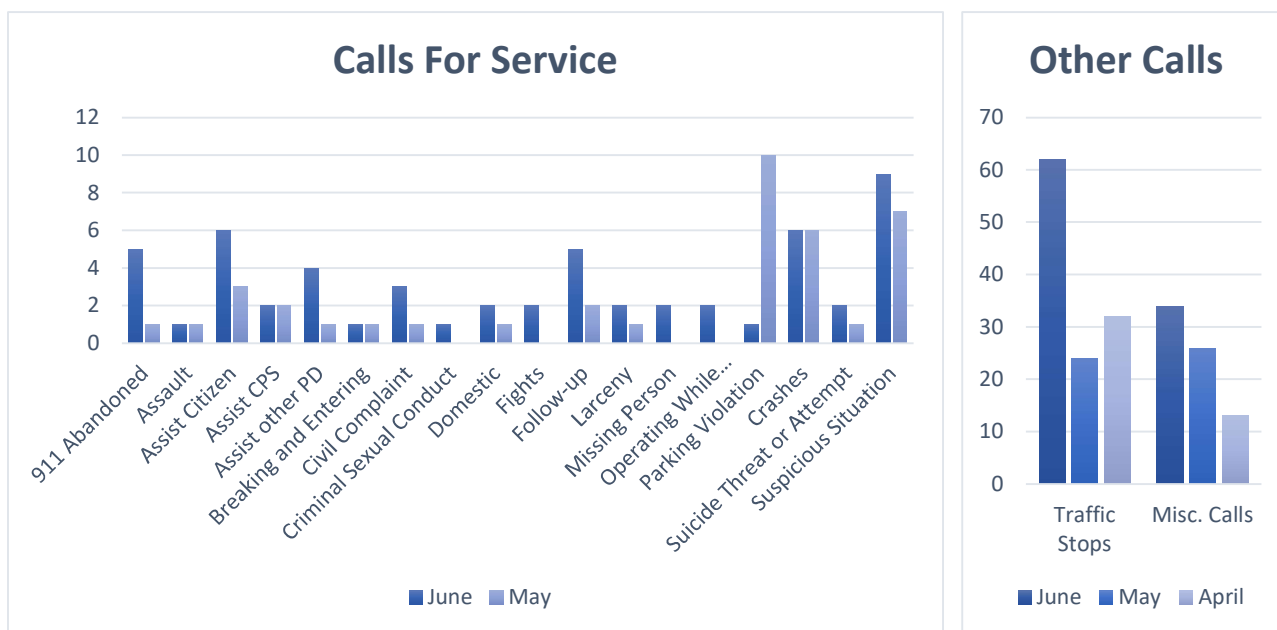


319 North Nelson St. • Potterville • Michigan • 48876 • Phone (517) 645-7802 • Fax (517) 645-7810

Dear Council,

Please see the following information regarding your police department,

- **National Night Out:** Thanks to the continued assistance by your Zoning administrator, National Night Out is scheduled for August 12th from 6-8pm. This neighborhood event includes a fun night for the community to grow closer to the police department as well as other neighboring police, fire, EMS, and dispatch entities. Further information will be provided when available.
- **K9 Update:** Officer Drako has been busy learning his role on the streets of Potterville, with a few calls for his services from outside agencies and continued training to acquire his final certification. Officer Betts and Drako have attended their required bi-monthly training sessions with neighboring agencies, including the Grand Ledge Police Department, Eaton County Sheriff's Office, and the Lansing Police Department.
- **Construction Issues:** Due to the construction on M-100, there have been numerous complaints of motorists detouring throughout the City in areas that do not typically see high traffic numbers. This has resulted in directed traffic enforcement in those areas and several traffic stops and citations issued to those found to be speeding through our neighborhoods.
- **PPD Monthly Calls for Service**



Respectfully Submitted, Chief R. Barry



City of Potterville

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

July 10, 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 day-to-day commutations or projects with property owners located in the City of Potterville.

- **104 Cottage Street:** The Zoning Board of Appeals at their June 17th meeting approved a variance request submitted by the Eaton County Treasures Office allowing a home to be constructed on the property to be located 13' from the Cottage Road Right-of-Way and 10' from the rear property line.
- **Zoning Board of Appeals:** The Zoning Board of Appeals will meet on Tuesday, July 15th to consider a variance request submitted by Julie Alverson. Ms. Alverson is seeking a variance for the setback of a shed from the E. Gresham Highway Right-of-Way in the amount of 22' to allow a proposed shed to be located 3' from the right-of-way.
- **Proposed Sunset Hills East Single Family Residential Subdivision:** Engineering has been submitted for preliminary review by our engineers. Final submittal to be considered by the Planning Commission and then Council will take place after the engineering has been approved.
- **Policy updates:** Staff is actively working with Progressive AE on policy updates.
 - **Zoning Ordinance:** The Planning Commission reviewed and commented on proposed draft chapters at their June 17th meeting. The Planning Commission will meet again on Tuesday, July 15th to review additional proposed draft chapters.
 - **Master Plan:** It is expected the Planning Commission will begin discussion on the Master Plan update at their July meeting.
 - **Code of Ordinances:** In line with the Zoning Ordinance update, the Code of Ordinances is also in the process of being updated to be in compliance with best practices for our city infrastructure and to remove zoning regulations from the Code of Ordinances as they will be in the updated Zoning Ordinance.

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

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

All deeds, PTA, and PRE data are up to date in the database.

Field work data collection and data entry will continue throughout the summer.

Thanks,

A handwritten signature in black ink that reads "Sarah Payton". The script is cursive and fluid.

Sarah Payton, MAAO

City of Potterville

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

RESOLUTION NO. 2025-0717-13

At a regular meeting of the City Council of the City of Potterville, Eaton County, Michigan, held at the City Hall in said City on the 17th day of July 2025, at 6:00 p.m.

Present:

Absent:

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

RESOLUTION TO ADOPT MASTER UTILITY SPECIFICAITONS

WHEREAS, the City of Potterville, County of Eaton, State of Michigan (the “*City*”), has developed Master Utility Specification as attached as “Exhibit A,”; and

WHEREAS, the Master Utility Specification as attached as “Exhibit A” provides clear instruction, uniformity, and standardization of methods and materials for planning, permitting, construction, and inspection activities of public utilities and development in the City of Potterville pursuant to Chapter 38 Utilities of the City Code of Ordinances; and

NOW, THEREFORE, BE IT HEREBY RESOLVED AS FOLLOWS:

1. The City adopts the Master Utility Specification, as attached as “Exhibit A.”
2. The Master Utility Specification shall go into effect immediately upon adoption by the City.
3. Master Utility Specifications shall be made readily available to the public.
4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are hereby rescinded.

City of Potterville

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

Those Council Members voted:

Yeas:

Nays:

Absent:

RESOLUTION DECLARED ADOPTED: _____

STATE OF MICHIGAN

COUNTY OF EATON

CLERK'S CERTIFICATE

I, Becky Dolman, the duly qualified and acting City Clerk of the City of Potterville, Eaton County, Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the City of Potterville, at its meeting held on July 19, 2025, the original of which is on file in my office and that public notice of said meeting was given pursuant to and in compliance with Act 267 of the Public Acts of Michigan of 1976, as amended.

Becky Dolman

City Clerk

City of Potterville

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

“EXHIBIT A”

SANITARY SEWER SPECIFICATIONS


A. DESCRIPTION	
THIS WORK INCLUDES CONSTRUCTION LINES OF SANITARY SEWER PIPE OF THE REQUIRED TYPE AND DIAMETERS, MANHOLES AND OTHER STRUCTURES, EXCAVATION, BACKFILL AND TESTING.	
B. MATERIALS	
1.	ALL WORKMANSHIP, MATERIALS AND TESTING SHALL BE IN ACCORDANCE WITH CURRENT STANDARDS AND SPECIFICATIONS OF THE CITY OF POTTERVILLE.
2.	ALLOWABLE TYPES OF SEWER PIPE AND JOINTS ARE:
SEE NOTES AND MATERIALS AT RIGHT OF SHEET	
C. CONSTRUCTION	
1.	HANDLING PIPE
THE PIPE SHALL BE DISTRIBUTED AT THE SITE AND PROTECTED FROM FALLING FROM TRUCK TO GROUND OR INTO THE TRENCH, AND KEPT CLEAR OF PASSING VEHICLES.	
ALL MATERIALS WILL BE INSPECTED BEFORE PLACING IN THE TRENCH, AND IF DEFECTIVE, MARKED "REJECTED", AND SHALL BE REMOVED FORM THE SITE BY THE CONTRACTOR.	
2.	EXCAVATION
ALL EXCAVATION SHALL BE OPEN-CUT MADE IN SUCH A MANNER AND TO SUCH A DEPTH, LENGTH AND WIDTH AS WILL PROVIDE AMPLE ROOM FOR BUILDING AND STRUCTURES AND FOR BRACING, SHEETING AND SUPPORTING THE SIDES OF THE EXCAVATION FOR PUMPING AND DRAINAGE OF GROUND WATER AND SEWAGE WHICH MAY BE ENCOUNTERED, AND FOR THE REMOVAL OF ALL MATERIALS EXCAVATED.	
ALL WORK SHALL BE DONE TO TRUE LINE AND GRADE AS ESTABLISHED ON THE PLANS AND IN ACCORDANCE WITH GRADE STAKES SET BY THE ENGINEER.	
a.	TRENCH. EXCAVATION SHALL BE OF SUFFICIENT WIDTHS AND DEPTHS TO PROVIDE ADEQUATE ROOM FOR CONSTRUCTION AND INSTALLATION OF THE WORK TO LINES, GRADES, AND DIMENSIONS CALLED FOR ON THE PLANS, EXCEPT THE WIDTH OF A TRENCH FROM THE INVERT TO A HEIGHT 12 INCHES ABOVE THE TOP OF THE SEWER BARREL, SHALL NOT BE GREATER THAN ONE (1) FOOT PLUS THE OUTSIDE DIAMETER OF THE SEWER BARREL FOR SEWER 12 INCHES TO 36 INCHES IN DIAMETER AND TWO (2) FEET PLUS THE OUTSIDE DIAMETER FOR SEWERS 42 INCHES IN DIAMETER AND LARGER, EXCEPT FOR SEWERS FOUR (4) INCHES TO 12 INCHES INCLUSIVE, THE WIDTH OF THE TRENCH MAY BE 30 INCHES. IF THE MAXIMUM TRENCH WIDTH, AS SPECIFIED ABOVE, IS EXCEEDED, UNLESS OTHERWISE SHOWN ON THE DRAWINGS, THE CONTRACTOR SHALL INSTALL, AT HIS OWN EXPENSE, SUCH OTHER BEDDING, AS IS APPROVED BY THE CITY ENGINEER, TO SUPPORT THE ADDED LOAD OF THE BACKFILL. WHERE, THROUGH THE CONTRACTOR'S CONSTRUCTION PROCEDURES OR BECAUSE OF POOR EXISTING GROUND CONDITIONS, IT IS IMPOSSIBLE TO MAINTAIN ALIGNMENT AND GRADE PROPERLY, THE CONTRACTOR SHALL, AT HIS OWN EXPENSE, EXCAVATE BELOW GRADE AND REFILL THE TRENCH TO THE PROPER GRADE WITH A COMPACTED 1-1/2 INCH MAXIMUM SIZE AGGREGATE, SUCH AGGREGATE TO CONSIST OF ANGULAR SHAPED, CRUSHED STONE OR BLAST FURNACE SLAG CONTAINING SUFFICIENT SMALLER SIZE AGGREGATE TO PROVIDE PROPER "KEYING" OF THE MATERIAL TOGETHER IN ORDER TO INSURE THAT THE PIPE, WHEN LAID, WILL MAINTAIN CORRECT ALIGNMENT AND GRADE.
b.	SHEETING AND BRACING. WHERE THE CONDITION OF THE GROUND REQUIRES THE SIDES OF THE TRENCH SHALL BE SECURELY HELD BY BRACING AND SHEETING WHICH MAY BE REMOVED IN UNITS WHEN THE LEVEL OF THE BACKFILL HAS REACHED A POINT WHERE IT IS SAFE TO PULL THE SHEETING.
SHEETING, BRACING AND SHORING SHALL NOT BE LEFT IN PLACE AFTER THE COMPLETION OF THE WORK.	
c.	GROUNDWATER AND SEWAGE. THE CONTRACTOR SHALL REMOVE BY WELL POINTS, PUMPING, OR OTHER ACCEPTABLE METHOD, ANY WATER THAT MAY ACCUMULATE OR BE FOUND IN THE TRENCHES OR PRECAUTIONS TO KEEP THE TRENCHES AND OTHER EXCAVATIONS ENTIRELY CLEAR OF WATER DURING CONSTRUCTION OF SEWERS AND STRUCTURES. WHERE EXISTING SEWERS OR DRAINS ARE ENCOUNTERED IN THIS WORK, ADEQUATE PROVISION SHALL BE MADE FOR DIVERTING THE FLOW IN SUCH EXISTING SEWERS SO THAT THE EXCAVATION SHALL BE KEPT DRY DURING THE PROGRESS OF THE CONSTRUCTION WORK. NEWLY LAID CONCRETE SHALL BE ADEQUATELY PROTECTED FROM INJURY RESULTING FROM GROUNDWATER OR SEWAGE OR FLOW FROM THE HANDLING OF WATER OR SEWERAGE. NO DRAINAGE DITCHES SHALL BE PLACED WITHIN THE AREA TO BE OCCUPIED BY ANY STRUCTURE EXCEPT AS PERMITTED BY THE CITY ENGINEER.
d.	UTILITIES CROSSINGS. IN CROSSING OVER OR UNDER ANY MAIN OR LATERAL SEWER, SEWER CONNECTION, CATCH BASIN, WATERMAIN, SERVICE CONNECTION, GAS MAIN, GAS CONNECTION, CONDUIT, OR ANY UNDERGROUND IMPROVEMENT, THE CONTRACTOR SHALL USE ALL POSSIBLE CARE IN PROTECTING THE SAME FROM INJURY, DAMAGE OR THE FREE UNOBSTRUCTED CONTINUOUS USE OF THE SAME AS FAR AS POSSIBLE, AND THE CONTRACT WORK SHALL BE PERFORMED IN SUCH A MANNER AS WILL EFFECT THE LEAST DAMAGE OR INTERFERENCE WITH SUCH IMPROVEMENTS OR THE FREE AND UNOBSTRUCTED USE OF THE SAME.
THE CONTRACTOR WILL BE REQUIRED, TO REPAIR, REPLACE OR REBUILD ANY SUCH IMPROVEMENT INJURED OR DAMAGED BY HIM, AND SHALL BE RESPONSIBLE TO THE DEPARTMENT, COMPANIES, INDIVIDUALS, OR CORPORATIONS CONTROLLING SUCH IMPROVEMENTS.	
3.	EXCAVATED MATERIALS
EXCAVATED MATERIAL MAY BE USED IN BACKFILLING AROUND SEWERS AND OTHER STRUCTURES, PROVIDED IT IS SUITED FOR SUCH A PURPOSE. ALL MATERIAL IN EXCESS OF THE QUANTITY REQUIRED FOR BACKFILLING, OR THAT WHICH IS UNSUITED FOR BACKFILLING, SHALL BE HAILED AWAY BY THE CONTRACTOR AND DISPOSED OF LEGALLY OR BY DUMPING IN PLACES ON THE SITE DESIGNATED BY THE CITY ENGINEER. THE CONTRACTOR SHALL PROVIDE ALL LABOR FOR SPREADING SUCH MATERIAL AT THE PLACE OF DUMPING AND SHALL LEAVE THE AREA IN A FINISHED CONDITION SATISFACTORY TO THE CITY ENGINEER.	
4.	CUTTING PVC PIPE
CUTTING OF PIPE LENGTHS, WHERE REQUIRED, SHALL BE PERFORMED BY THE USE OF TOOLS OR EQUIPMENT THAT WILL PROVIDE A NEAT, PERPENDICULAR CUT WITHOUT DAMAGE TO THE PLASTIC OR THE FILLER MATERIAL. BOWING OR WARPING OF PVC PIPE CAN OCCUR WITH TEMPERATURE FLUCTUATIONS. THE CONTRACTOR SHALL STORE AND PROTECT THE PIPE TO MINIMIZE BOWING. NOMINAL 12 FT. 6 INCH PIPE LENGTHS HAVING DEVIATIONS FROM STRAIGHT GREATER THAN 1 INCH SHALL NOT BE USED.	
5.	BEDDING, LAYING AND JOINING PIPE
a.	GENERAL. ALL PIPE SHALL BE LAID TO THE LINE AND GRADE CALLED FOR ON THE PLAN. EACH PIPE, AS LAID, SHALL BE CHECKED BY THE CONTRACTOR WITH LINE AND GRADE POLE TO INSURE THAT HIS RESULT IS OBTAINED. THE FINISHED WORK SHALL BE STRAIGHT AND SHALL BE SIGHTED THROUGH BETWEEN MANHOLES.
EACH PIPE SHALL BE INSPECTED FOR DEFECTS PRIOR TO BEING LOWERED INTO THE TRENCH; AND INSIDE OF PIPE AND OUTSIDE OF SPIGOT SHALL BE CLEANED OF ANY DIRT OR FOREIGN MATTER. CONSTRUCTION SHALL BEGIN AT THE OUTLET (LOWEST) END AND SHALL PROCEED UPGRADE WITH SPIGOT ENDS POINTING IN THE DIRECTION OF FLOW UNLESS OTHERWISE APPROVED BY THE CITY OF POTTERVILLE.	

b.	RIGID PIPE MATERIALS. THE PIPE SHALL BE LAID ON THE STANDARD BEDDING CONSISTING OF THE SAND CUSHION, WHICH SHALL EXTEND TO A SUBGRADE FOUR (4) INCHES BELOW THE BOTTOM OF THE PIPE. THE PIPES SHALL BE CENTERED IN THE BELLS AND PUSHED TIGHT TOGETHER TO FORM A SMOOTH AND CONTINUOUS INVERT. AFTER LAYING OF PIPE, CARE SHALL BE TAKEN SO AS NOT TO DISTURB ITS LINE OR GRADE. SHOULD LINE OR GRADE BECOME DISTURBED, THE PIPE SHALL BE RELAID PROPERLY BY THE CONTRACTOR.	THE REMAINDER OF THE STANDARD PIPE BEDDING, FREE FROM STONES AND LUMPS SHALL BE PLACED WITH CARE, IN SIX (6) INCH LAYERS TO AN ELEVATION PROVIDING 12 INCHES OF COVER OVER THE PIPE. EACH LAYER SHALL BE THOROUGHLY COMPACTED BY POWER TAMPING.
c.	POLYVINYL CHLORIDE (PVC) PIPE. THE PIPE SHALL CONFORM TO ASTM D3034 AND JOINTS TO ASTM D3212. BEDDING FOR PVC PIPE SHALL BE IN ACCORDANCE WITH THE LATEST APPLICABLE D SPECIFICATION, EXCEPT, (1) ONLY MDOT CLASS II GRANULAR MATERIAL MAY BE USED, (2) EMBEDMENT SHALL EXTEND TO MINIMUM 12 INCHES ABOVE TOP OF PIPE, AND (3) FLOODING OR PUDDLING SHALL NOT BE USED.	
	WHERE UNSTABLE BOTTOMS ARE ENCOUNTERED, THE CONTRACTOR SHALL PROVIDE A FOUNDATION CONSISTING OF AN APPROVED GRADED AND PROCESSED ANGULAR STONE OR GRAVEL.	
CARE SHALL BE TAKEN DURING BEDDING COMPACTION TO AVOID DISTORTING THE SHAPE OF THE PIPE OR DAMAGING ITS EXTERIOR WALL.		
6.	BACKFILL	
BACKFILL IS DEFINED AS THAT MATERIAL PLACED INTO THE TRENCH FROM THE TOP OF THE PIPE BEDDING TO THE GROUND SURFACE. BACKFILL SHALL BE PLACED INTO THE TRENCH ACCORDING TO ONE OF THE FOLLOWING SPECIFIED MANNERS AS DETERMINED BY THE LOCATION OF THE TRENCH OR THE EDGE OF TRENCH NEAREST THE EXISTING PAVEMENT, ROADWAY, SIDEWALK, DRIVEWAY OR PARKING AREA.		
WHEREVER COMPACTION IS REQUIRED, IT SHALL BE ACCOMPLISHED BY SUITABLE MECHANICAL COMPACTION EQUIPMENT APPROVED BY THE CITY ENGINEER. FROZEN BACKFILL MATERIALS ARE NOT PERMITTED UNDER ANY CIRCUMSTANCE WHATSOEVER.		
a.	UNDER OR ADJACENT TO PAVEMENT	
TRENCH LOCATION		TRENCH LOCATION
1)	UNDER EXISTING OR PROPOSED PAVEMENT	BACKFILL SHALL BE FULL DEPTH MECHANICALLY COMPACTED MDOT CLASS II GRANULAR MATERIAL CONSTRUCTED IN SIX (6) INCH LAYERS, LOOSE MEASURE WITH EACH LAYER COMPACTED TO NOT LESS THAN 95 PERCENT OF MAXIMUM UNIT WEIGHT AT OPTIMUM MOISTURE CONTENT PER AASHTO-180 OR BY MDOT CONE DENSITY METHOD.
2)	PARALLEL TO AND LESS THAN FIVE (5) FEET FROM EDGE PAVEMENT	SELECTED EXCAVATED OR OTHER ACCEPTABLE BACKFILL MATERIALS SHALL BE PLACED, AFTER STANDARD BEDDING CALLED FOR ON PLAN HAS BEEN COMPLETED, INTO TRENCH IN SIX (6) INCH LAYERS, LOOSE MEASURE, WITH EACH LAYER COMPACTED TO NOT LESS THAN 90 PERCENT MAXIMUM UNIT WEIGHT. BACKFILL MATERIAL USED MUST PROVIDE COMPACTION MEETING REQUIREMENTS OF THE LOCAL UNIT OF GOVERNMENT.
3)	PARALLEL AND LESS THAN TEN (10) FEET AND MORE THAN FIVE (5) FEET FROM EDGE OF PAVEMENT	
b.	OPEN SPACE AREAS. ALL TRENCHES IN OPEN SPACE AREAS SHALL BE BACKFILLED BY PROPERLY BEDDING THE PIPE ACCORDING TO THE PIPE BEDDING DETAILS AND THEN SPREADING BACKFILL MATERIAL OVER THE PIPE AND MECHANICALLY COMPACTING TO 90 PERCENT OF MAXIMUM UNIT WEIGHT. CONTRACTOR SHALL REGRADE AS NECESSARY DURING THE LIFE OF THE CONTRACT AND AS DIRECTED BY THE CITY ENGINEER.	
c.	BACKFILL. BACKFILL SHALL NOT BE PLACED AGAINST ANY PORTION OF A STRUCTURE UNTIL THE STRUCTURE HAS PASSED INSPECTION AND HAS BEEN APPROVED BY THE CITY ENGINEER FOR BACKFILLING. ALL TRENCHES SHOULD BE BACKFILLED AS SOON AS INSPECTION IS COMPLETED IN ORDER TO AVOID UNNECESSARY RISK OR DAMAGE TO THE STRUCTURE AND ALSO TO REDUCE THE RISK OF ACCIDENTS INVOLVING THE PUBLIC.	
IF A BULLDOZER OR OTHER MACHINE IS USED TO PLACE THE BACKFILL MATERIAL, NO MATERIAL SHALL BE PUSHED OR DROPPED INTO THE TRENCH, BUT SHALL BE PLACED ON THE SLOPING ENDS OF THE COMPLETED BACKFILL, AND ALLOWED TO ROLL IN PLACE TO THE BOTTOM OF THE TRENCH.		
7.	CONNECTIONS TO EXISTING STRUCTURES	
WHERE THE PLANS CALL FOR CONNECTIONS TO EXISTING MANHOLES OR SEWER LATERALS, THE CONTRACTOR SHALL EXERCISE DUE CARE TO INSURE THAT THE STRUCTURE AS A WHOLE IS NOT DAMAGED.		
8.	MANHOLES	
MANHOLES SHALL BE CONSTRUCTED OF THE TYPE AND IN ACCORDANCE WITH THE DETAILS INCLUDED WITH THIS DOCUMENT, AND AT ALL LOCATIONS SHOWN ON THE PLANS, OR AS LAID OUT IN THE FIELD BY THE CITY ENGINEER. COVERS SHALL BE SET AT THE REQUIRED FINAL ELEVATION SO THAT NO SUBSEQUENT ADJUSTMENT SHALL BE NECESSARY.		
CONNECTIONS TO MANHOLES SHALL BE PROPERLY SUPPORTED AND BRACED WHERE NOT RESTING ON ORIGINAL GROUND SO THAT ANY SETTLEMENT WILL NOT DISTURB THE CONNECTION.		
EXCAVATION SHALL BE CARRIED TO THE DEPTH REQUIRED TO PERMIT THE CONSTRUCTION OF THE REQUIRED BASE AND BOTTOM OF EXCAVATION SHALL BE TRIMMED TO A UNIFORM HORIZONTAL BED. THE EXCAVATION SHALL BE SUFFICIENTLY WIDE TO ALLOW FOR SHOULDERING, OR FORM WORK, SHOULD ANY OR ALL BE NECESSARY.		
SET BOLTED WATERTIGHT FRAMES AND COVERS TO THE REQUIRED FINISHED ELEVATIONS AS SHOWN ON THE PLANS.		
WHEN COMPLETED, MANHOLES SHALL BE CLEARED OF SCAFFOLDS AND CLEANED OF SURPLUS MORTAR OR OTHER FOREIGN MATERIALS.		
9.	WYES, RISERS AND SERVICE CONNECTIONS	
WYE BRANCHES WITH TYPE OF JOINT MATCHING SIX (6) INCH LEAD PROPOSED TO BE USED, OR STUBS FITTED WITH SUITABLE STOPPERS OF THE SAME TYPE OF MATERIAL AND JOINT AS THE MAIN SEWER, SHALL BE SET AS CALLED FOR ON THE PLANS.		
RISER SHALL CONNECT TO WYE BRANCHES CONSTRUCTED AS PART OF SEWER PROPER AND SHALL INCLUDE A 45 DEGREE BEND AND STRAIGHT PIPE LAID TO THE HEIGHTS SPECIFIED AT THE RIGHT OF WAY LINE OR EASEMENT LINE.		
HOUSE CONNECTION SEWER BEDDING FOR PVC PIPE SHALL BE EQUAL TO THAT OF MAIN SEWER BEDDING. HOUSE CONNECTIONS SHALL BE MADE IN PLANT FABRICATED 45 DEGREES OR 60 DEGREES WYE FITTINGS. FITTINGS AND RISERS SHALL NOT BE BEDDED IN CONCRETE.		
FOR PVC PIPE, EACH WYE OR END OF SERVICE LEAD SHALL HAVE A FACTORY APPROVED PLUG.		

EACH WYE OR END OF SERVICE LEAD SHALL BE MARKED BY SETTING A 1 INCH X 2 INCH X 6 FT. CYPRESS, ASH OR CEDAR STAKE VERTICALLY ABOVE THE END OF THE LEAD.	
BACKFILL AT ALL RISERS SHALL BE CAREFULLY PLACED AND TAMPED SUFFICIENTLY TO INSURE AGAINST DAMAGE FROM BACKFILL SETTLEMENT.	
10.	STUBS
WHERE CALLED FOR, STUBS SHALL BE ONE FULL PIPE LENGTH, OR AT LEAST SIX (6) FEET LONG, BULKHEADED WITH MASONRY OR FACTORY APPROVED PLUGS OR CAPS.	
11.	TESTING AND INSPECTION OF PIPE MATERIALS AND BACKFILL COMPACTION
a.	MANUFACTURER'S TEST CERTIFICATES SHALL ACCOMPANY ALL PIPE SHIPMENTS AND SHALL BE PROVIDED TO THE CITY ENGINEER.
b.	WHERE SEWER IS CONSTRUCTED IN EASEMENTS AND PAVED AREAS NOT IN PUBLIC RIGHTS OF WAY, THE BACKFILL TESTING SHALL BE PERFORMED BY AN INDEPENDENT TESTING LABORATORY AND THE COST OF SERVICES PERFORMED SHALL BE PAID FOR BY THE CONTRACTOR. COMPACTION TESTING SHALL BE ONE TEST PER LAYER OF BACKFILL PER 50 FEET OF TRENCH.
12.	TESTING FOR INFILTRATION AND TELEVISION INSPECTION
a.	TELEVISION INSPECTION. ALL SANITARY SEWERS SHALL BE TELEVISION INSPECTED WITH TEST RESULTS APPROVED BY THE CITY PRIOR TO PLACING THE SEWER INTO SERVICE. ALL COURSES NOT TRUE TO LINE OR GRADE SHALL BE DUG UP AND RELAID. TELEVISION INSPECTION FOR ALL SANITARY SEWERS EIGHT (8) INCHES IN DIAMETER UP TO AND INCLUDING 27 INCHES IN DIAMETER SHALL BE PROVIDED BY THE CONTRACTOR. A VIDEO OF ALL LINES TELEVISED SHALL BE PROVIDED TO THE CITY AT THE COMPLETION OF THE INSPECTION.
b.	INFILTRATION/EXFILTRATION TESTING
1)	INFILTRATION/EXFILTRATION TESTING SHALL BE IN ACCORDANCE WITH SECTION 825 OF THE CURRENT MICHIGAN DEPARTMENT OF TRANSPORTATION (MDOT) STANDARD SPECIFICATIONS FOR CONSTRUCTION.
13.	DEFLECTION TESTING FOR PVC PIPE
DEFLECTION MEASUREMENTS SHALL BE MADE UPON COMPLETION OF THE PROJECT PROVIDED THE SEWER HAS BEEN INSTALLED FOR NOT LESS THAN 30 DAYS AND NOT MORE THAN 12 MONTHS PRIOR TO TESTING. DEFLECTION TESTING SHALL BE PERFORMED ON ALL FLEXIBLE PIPE.	
INSTRUCTIONS FOR MANDREL DEFLECTION TESTING ARE AS FOLLOWS:	
a.	COMPLETELY FLUSH THE LINE MAKING SURE THE PIPE IS CLEAN OF ANY MUD OR TRASH THAT WOULD HINDER THE PASSAGE OF THE MANDREL.
b.	DURING THE FINAL FLUSHING OF THE LINE, ATTACH A FLOATING BLOCK OR BALL TO THE END OF THE MANDREL, PULL ROPE AND FLOAT THE ROPE THROUGH THE LINE. (A NYLON SKI ROPE IS RECOMMENDED). DEFLECTION MUST BE LIMITED TO A MAXIMUM OF 5% AND THE MANDREL USED FOR TESTING MUST NOT BE LESS THAN 95% OF THE INSIDE DIAMETER OF THE PIPE BEING TESTED.
c.	AFTER THE ROPE IS THREADED THROUGH THE LINE, CONNECT THE PULL ROPE TO THE MANDREL AND PLACE THE MANDREL IN THE ENTRANCE OF THE PIPE.
d.	CONNECT A SECOND ROPE TO THE BACK OF THE MANDREL. THIS WILL ENABLE YOU TO RETRIEVE THE MANDREL IF EXCESS DEFLECTION IS ENCOUNTERED.
e.	REMOVE ALL THE SLACK IN THE PULL ROPE BY GENTLY PULLING THE ROPE AT THE FAR MANHOLE. AFTER THE SLACK HAS BEEN REMOVED, PLACE A TAPE MARKER ON THE ROPE CLOSE TO THE PIPE WHERE THE MANDREL WILL EXIT. IF MANDREL ENCOUNTERS EXCESSIVE DEFLECTION, THE MARKER WILL PROVIDE A MEANS OF MEASURING THE TRAVEL OF THE MANDREL SO THAT THE DEFLECTED AREA CAN BE LOCATED.
f.	DRAW MANDREL THROUGH THE SEWER LINE. NO MECHANICAL ASSISTANCE MAY BE USED WHEN DRAWING THE MANDREL THROUGH THE SEWER LINE.
g.	AN INCREASING RESISTANCE TO PULL IS AN INDICATION OF EXCESSIVE DEFLECTION. THE MAXIMUM ALLOWABLE DEFLECTION SHALL NOT EXCEED 5% OF THE PIPE'S INTERNAL DIAMETER. IF THIS OCCURS, MEASURE BEGINNING MARKER ON ROPE TO THE MANDREL, LOCATE SECTION AND REPLACE BEDDING OR PIPE IF VISUAL EXAMINATION REVEALS DAMAGE.
h.	RETEST AS REQUIRED.

SANITARY SEWER SPECIFICATIONS

1.	ALL WORKMANSHIP, MATERIALS AND TESTING SHALL BE IN ACCORDANCE WITH CURRENT STANDARDS AND SPECIFICATIONS OF THE CITY OF POTTERVILLE.
2.	ALLOWABLE TYPES OF SEWER PIPE AND JOINTS ARE:
a.	REINFORCED CONCRETE SEWER PIPE SHALL CONFORM TO SECTIONS 402 AND 909 OF THE CURRENT MICHIGAN DEPARTMENT OF TRANSPORTATION (MDOT) STANDARD SPECIFICATIONS FOR CONSTRUCTION.
b.	POLYVINYL CHLORIDE (PVC) SEWER PIPE SHALL CONFORM TO THE REQUIREMENTS OF ASTM D3034 AND MUST HAVE A STANDARD DIMENSION RATIO (SDR) OF 26. PROVIDE JOINTS WITH AN ELASTOMERIC GASKET PUSH-ON TYPE CONFORMING TO ASTM D3212. PVC FITTINGS MUST BE FULL FITTINGS CONFORMING TO ASTM D3034 FOR PIPE WALL THICKNESS OF SDR 26.
3.	TESTING OF SANITARY SEWERS AND EXISTING STUBS BY INFILTRATION/EXFILTRATION OR AIR TESTING IS REQUIRED. INFILTRATION FOR ANY SECTION OF SEWERS BETWEEN MANHOLES SHALL NOT EXCEED 100 GAL./INCH DIA./MILE/24 HOURS.
4.	ALL SANITARY SEWERS SHALL BE TELEVISION INSPECTED WITH TEST RESULTS APPROVED BY CITY OF POTTERVILLE PRIOR TO PLACING THE SEWER INTO SERVICE. ALL COURSES NOT TRUE TO LINE OR GRADE SHALL BE DUG UP AND RELAID. TELEVISION INSPECTION FOR ALL SANITARY SEWERS EIGHT (8) INCHES IN DIAMETER TO AND INCLUDING 27 INCHES IN DIAMETER SHALL BE PROVIDED BY THE CONTRACTOR.
5.	NO FOOTING DRAINS SHALL BE CONNECTED TO THE BUILDING SEWER.
6.	THE DIFFERENTIAL IN EXCAVATION ELEVATION AROUND EXISTING MANHOLES SHALL NOT EXCEED SIX (6) FEET.
7.	TO TAP AN EXISTING MANHOLE OR SEWER PIPE, THE CONTRACTOR SHALL UTILIZE CORING THE MANHOLE PIPE USING KOR-N-SEAL BOOT, RES-SEAL, LINK-SEAL, PRESS WEDGE II OR OTHER APPROVED EQUAL. ALL TAPS TO THE MANHOLE MUST BE MADE BELOW THE TRANSITION SECTION.
8.	NO CONNECTION RECEIVING STORM WATER, SURFACE WATER, OR GROUND WATER SHALL BE MADE TO SANITARY SEWERS.
9.	IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO VERIFY AND/OR OBTAIN ANY INFORMATION NECESSARY REGARDING THE PRESENCE OF UNDERGROUND UTILITIES ON THE PROJECT.
10.	CONTRACTOR SHALL CALL MISS DIG AT (800) 482-7171 AT LEAST THREE(3) WORKING DAYS PRIOR TO CONSTRUCTION. CONTRACTOR SHALL BE RESPONSIBLE FOR ANY DAMAGE DONE TO ANY EXISTING UTILITY DURING CONSTRUCTION.
11.	CONTRACTOR SHALL NOTIFY THE CITY OF POTTERVILLE FIVE (2) WORKING DAYS PRIOR TO THE START OF CONSTRUCTION OR TESTING.



WIGHTMAN

1670 LINCOLN RD.
ALLEGAN, MI. 49010
269.673.8465

www.gowightman.com

PROJECT NAME:

MASTER UTILITY SPECIFICATIONS

CITY OF POTTERVILLE

319 N. NELSON STREET
POTTERVILLE, MI 48876

00 1/30/2025
DRAFT

SAL

REVISIONS

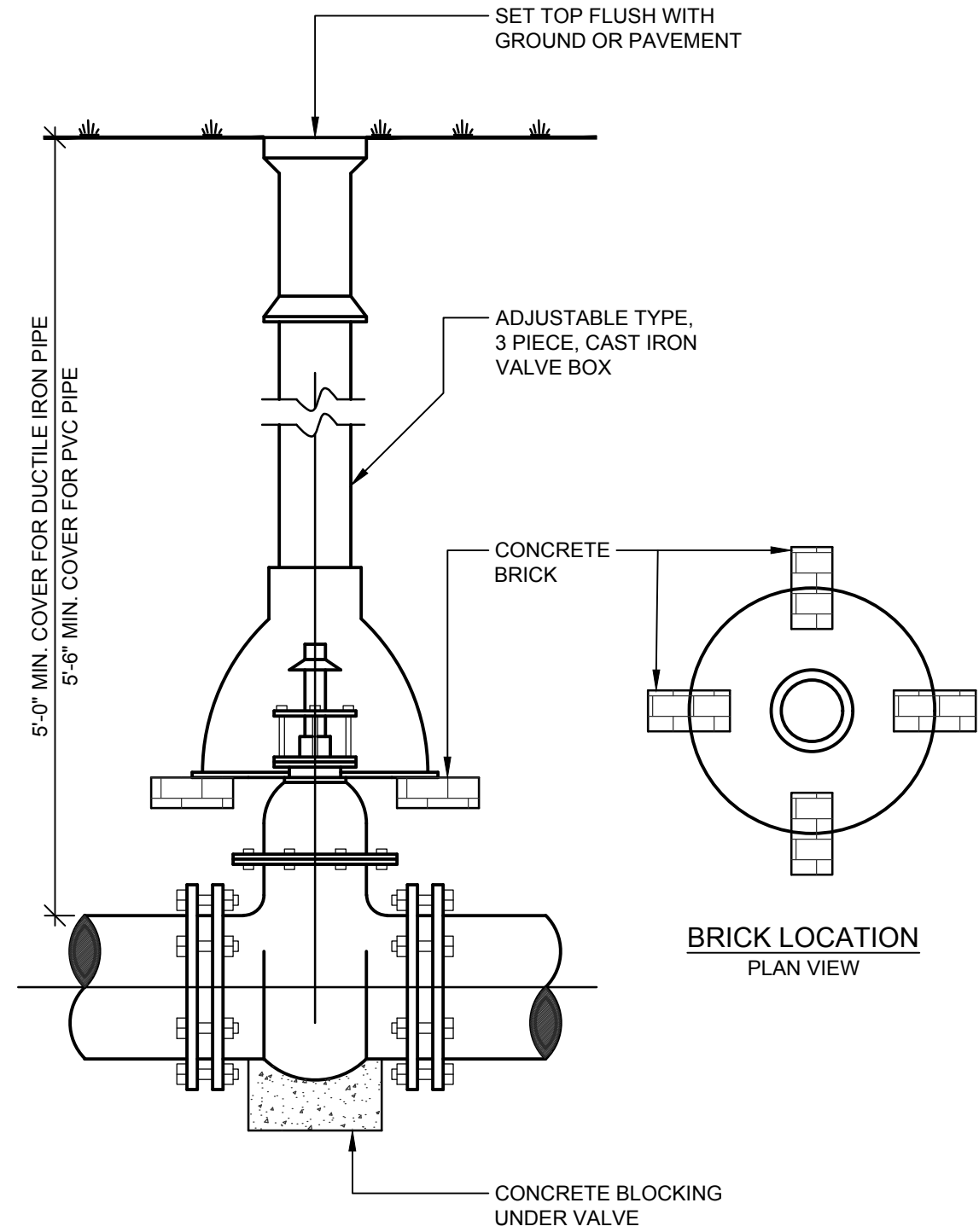
Drawn: 01/20/2025 by J. Anderson, Layout: 01/20/2025 by J. Anderson
THE REPRODUCTION, COPYING OR OTHER USE OF THIS DRAWING WITHOUT WRITTEN CONSENT IS PROHIBITED.
© 2025 WIGHTMAN & ASSOCIATES, INC.

DATE: JANUARY, 2025
SCALE: NONE

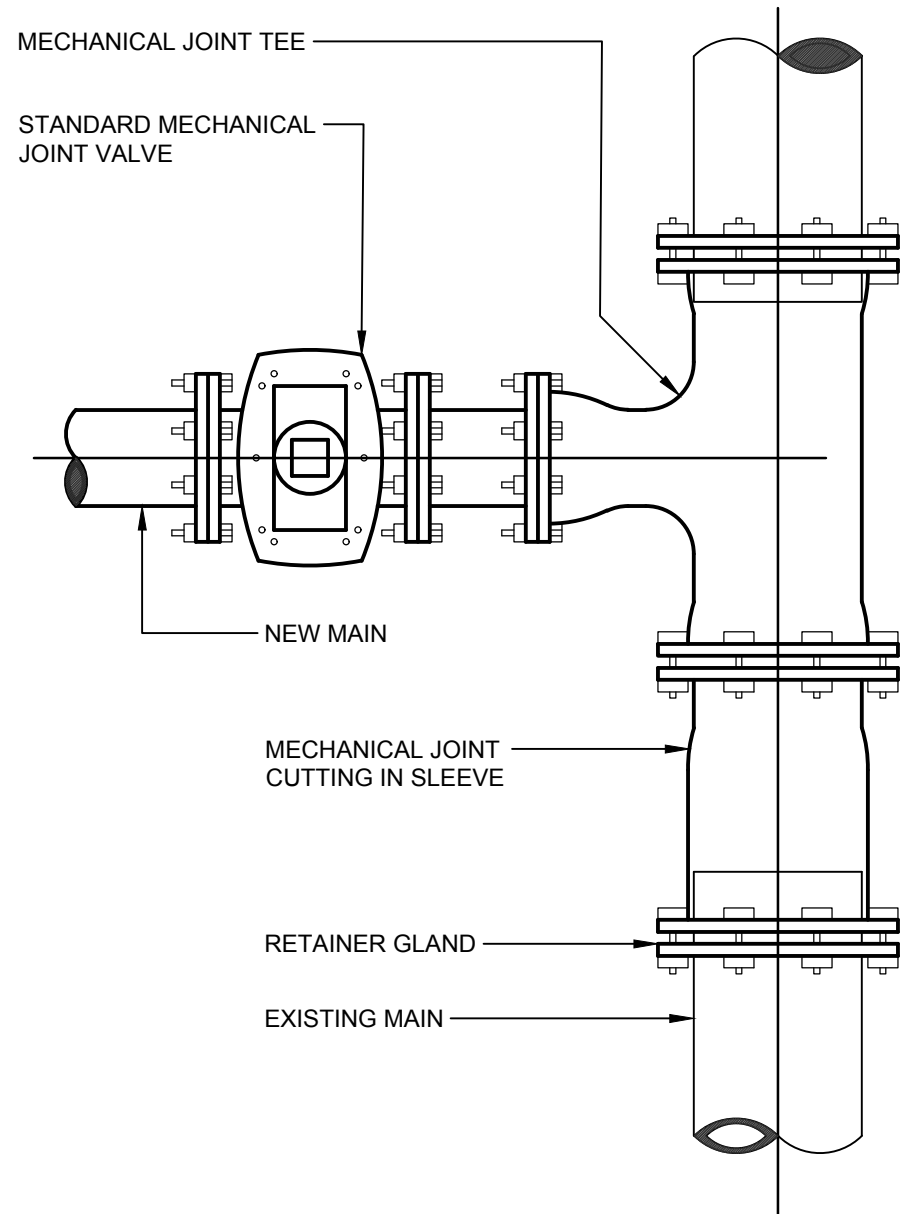
STANDARD SANITARY SEWER SPECIFICATIONS

JOB No. 234032

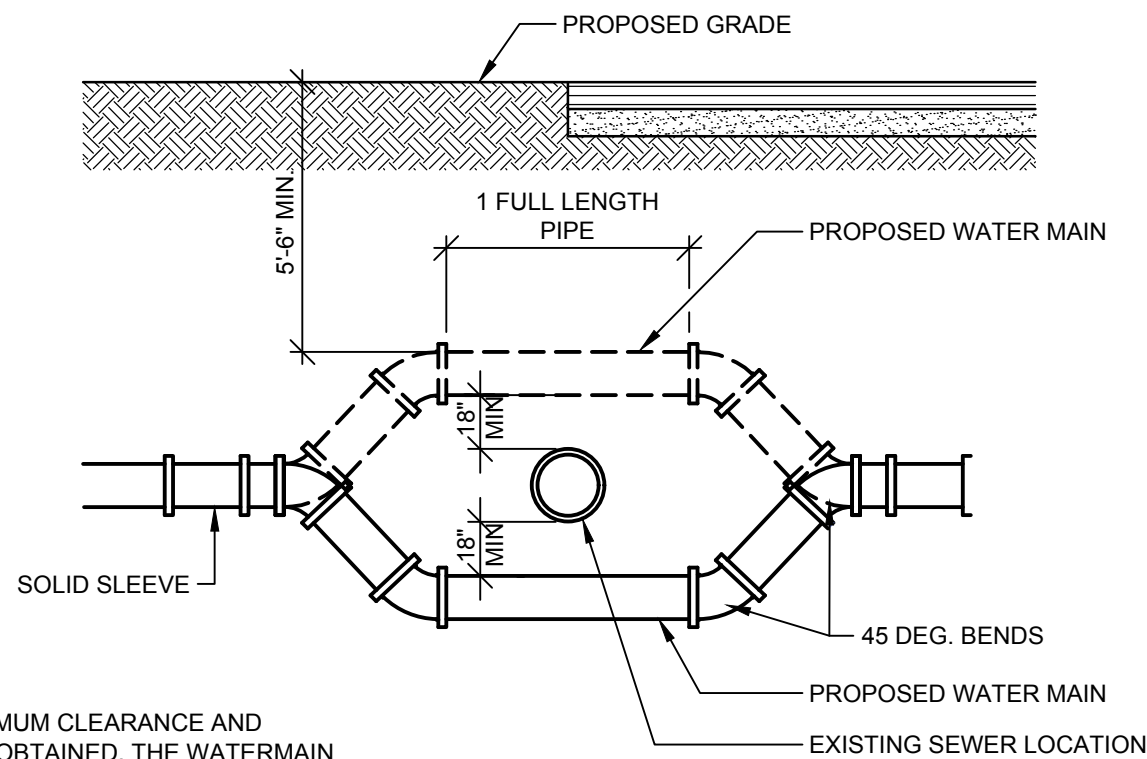
C004
OF 6



TYPICAL GATE VALVE & VALVE BOX

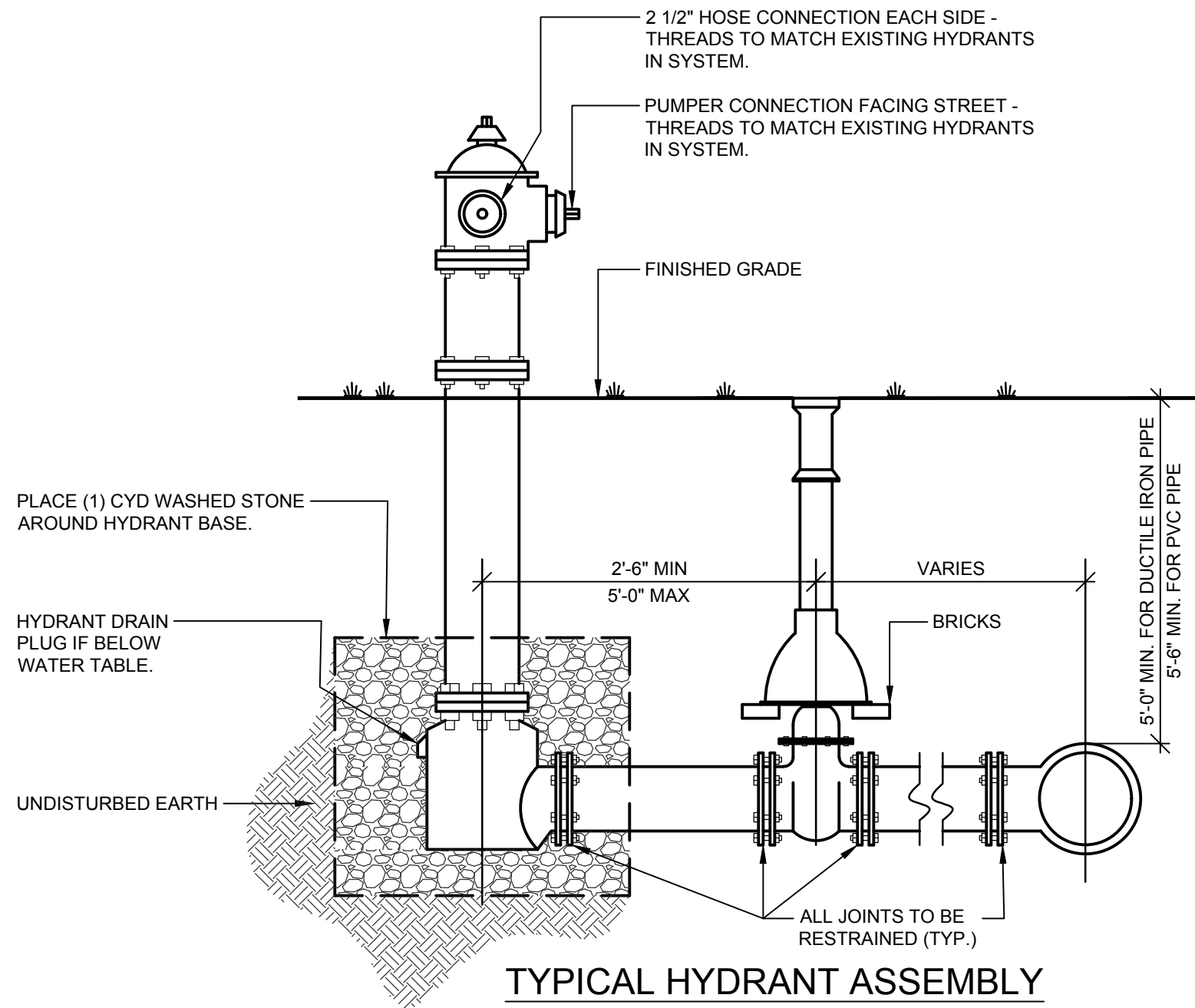


DRY TAP METHOD
CONNECTING NEW MAIN TO EXISTING MAIN

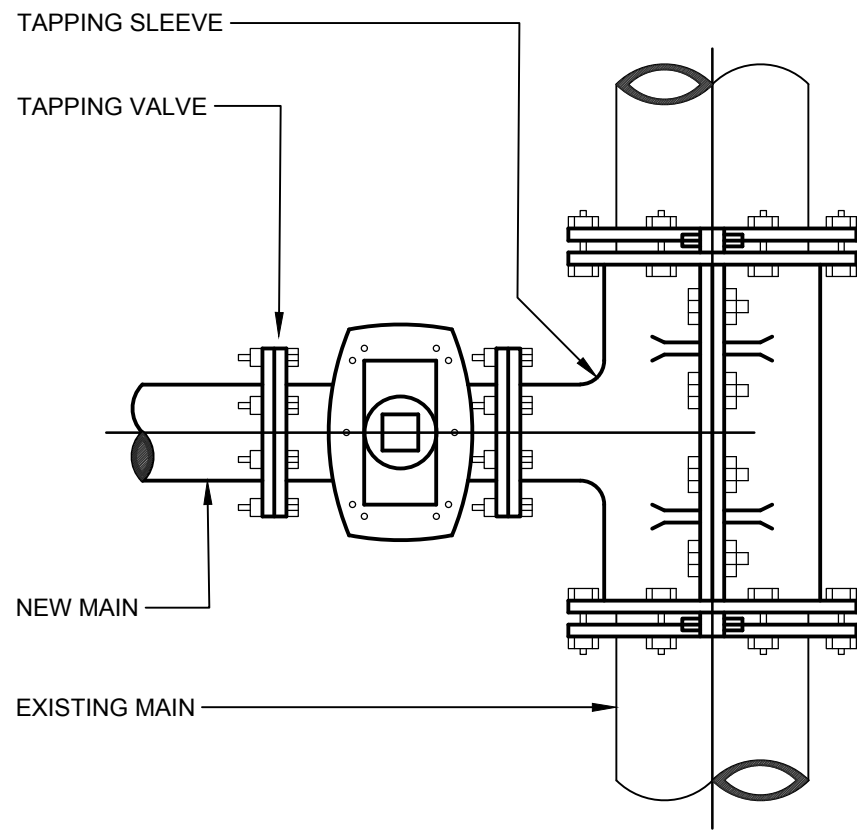


NOTE:
WHEN THE MINIMUM CLEARANCE AND
COVER CAN BE OBTAINED, THE WATERMAIN
IS TO BE RELOCATED ABOVE THE SEWER.
RESTRAINED JOINTS ARE REQUIRED.

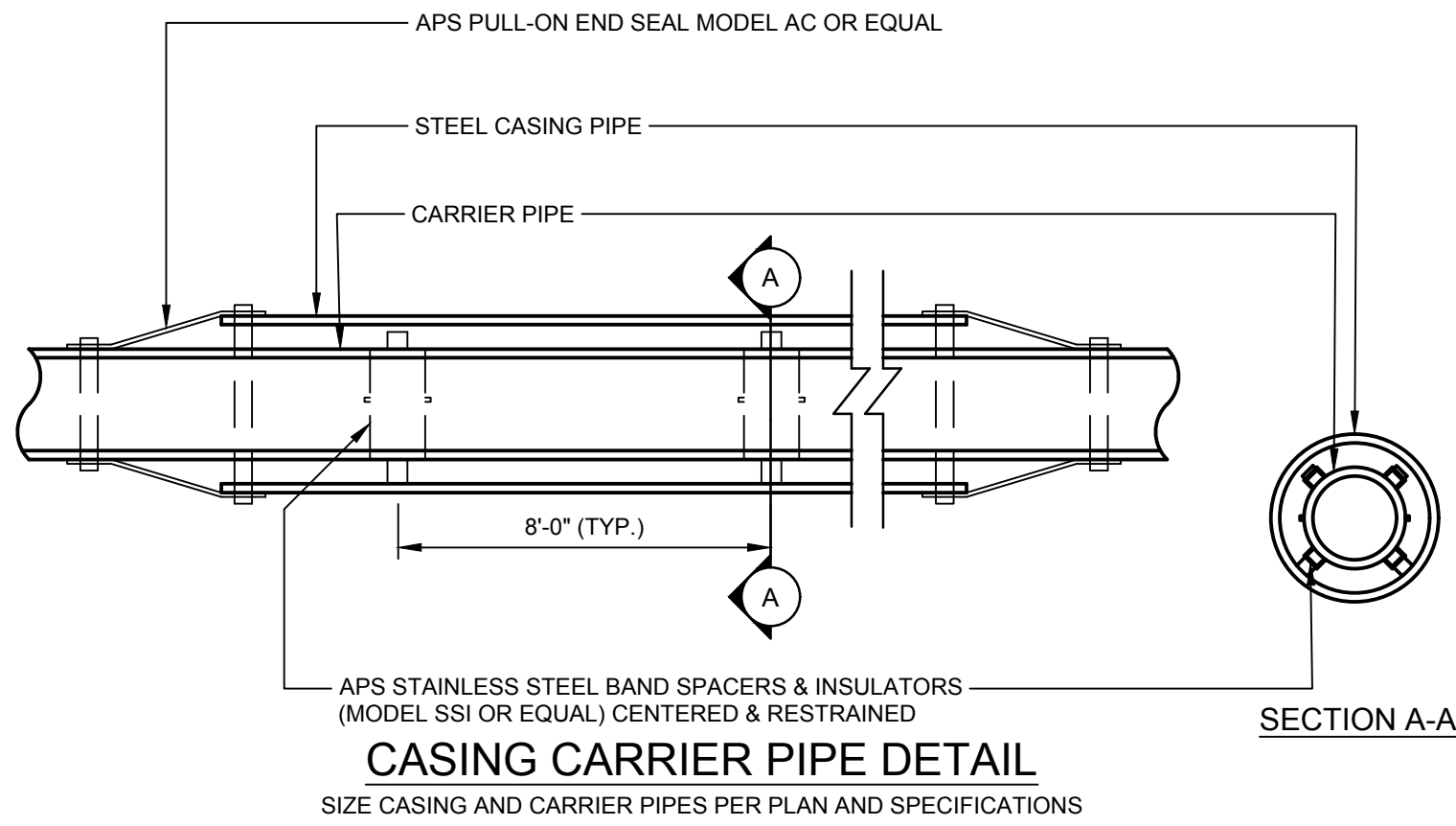
INSUFFICIENT CLEARANCE
WATER MAIN CROSSING SEWER



TYPICAL HYDRANT ASSEMBLY

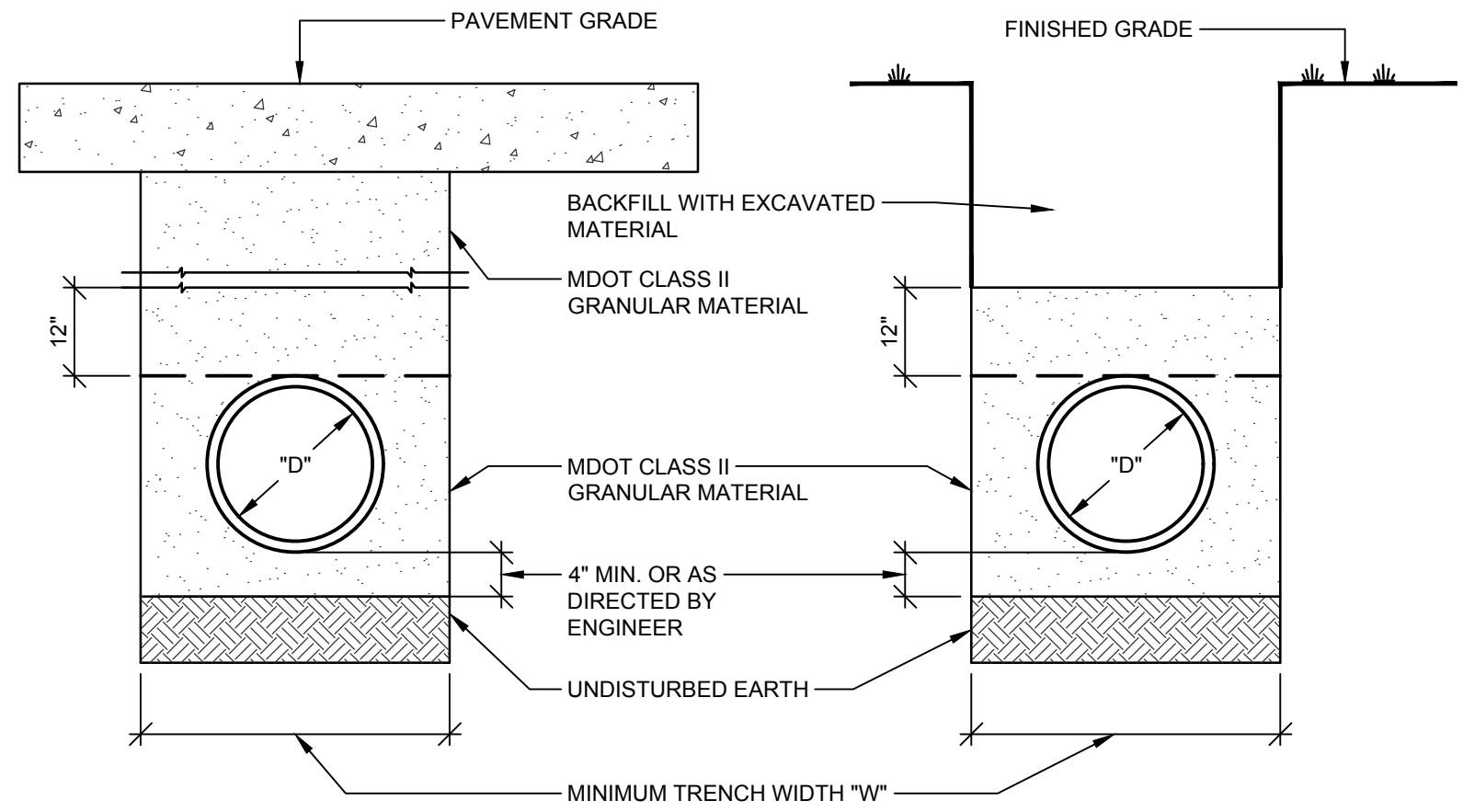


WET TAP METHOD
(UNDER PRESSURE)
CONNECTING NEW MAIN TO EXISTING MAIN



CASING CARRIER PIPE DETAIL

SIZE CASING AND CARRIER PIPES PER PLAN AND SPECIFICATIONS

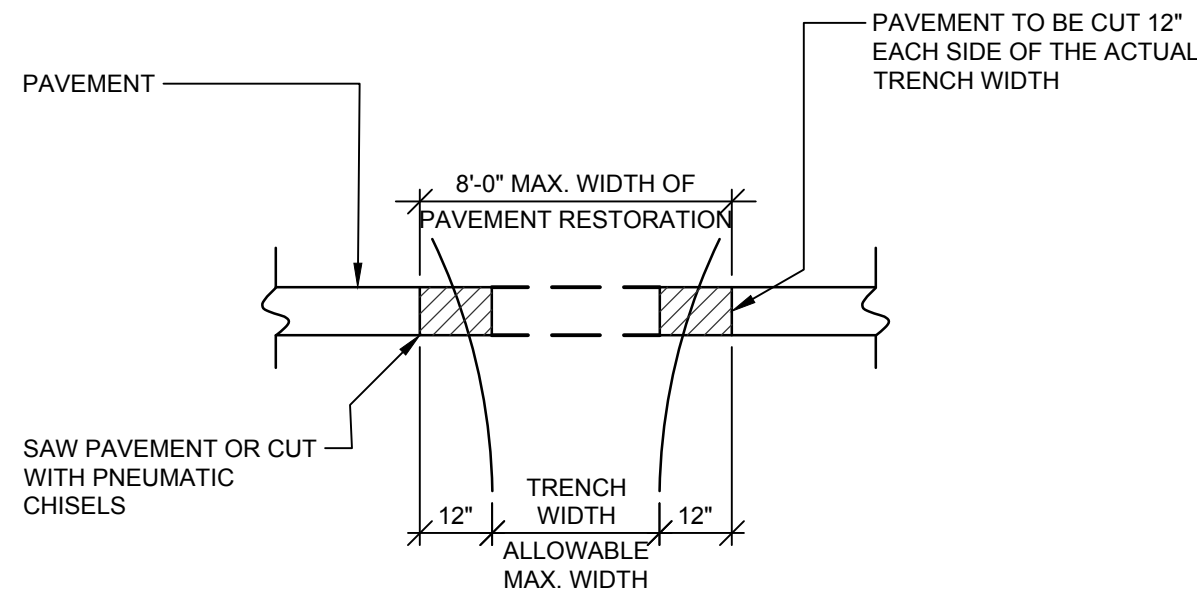


TRENCH DETAIL UNDER PAVEMENT

TRENCH DETAIL

TRENCH DIMENSIONS	
DIA "D"	MIN. WIDTH "W" (FEET)
LESS THAN 18"	3.0
21"	3.5
24"	4.0
30"	5.0
36"	6.0
42"	7.0
48"	8.0
54"	9.5
60"	10.0
66"	10.5
72"	11.0

NOTE: IN ALL CASES BELL HOLES SHALL BE PROVIDED SO THAT BELL SUPPORTS NO WEIGHT.



TYPICAL DETAIL PAVEMENT
CUTTING & RESTORATION

WATER SERVICE PERMITS AND NOTICES

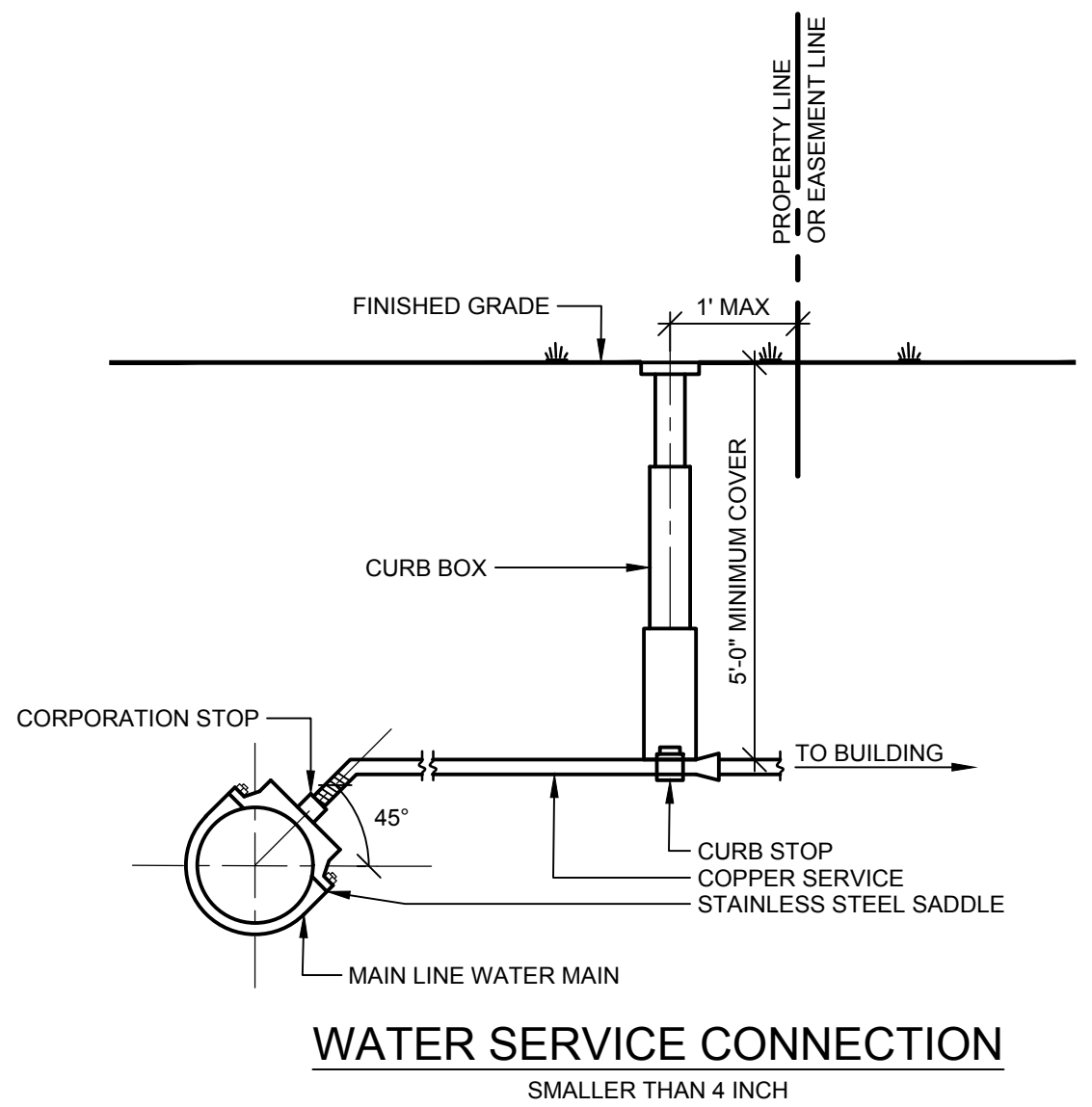
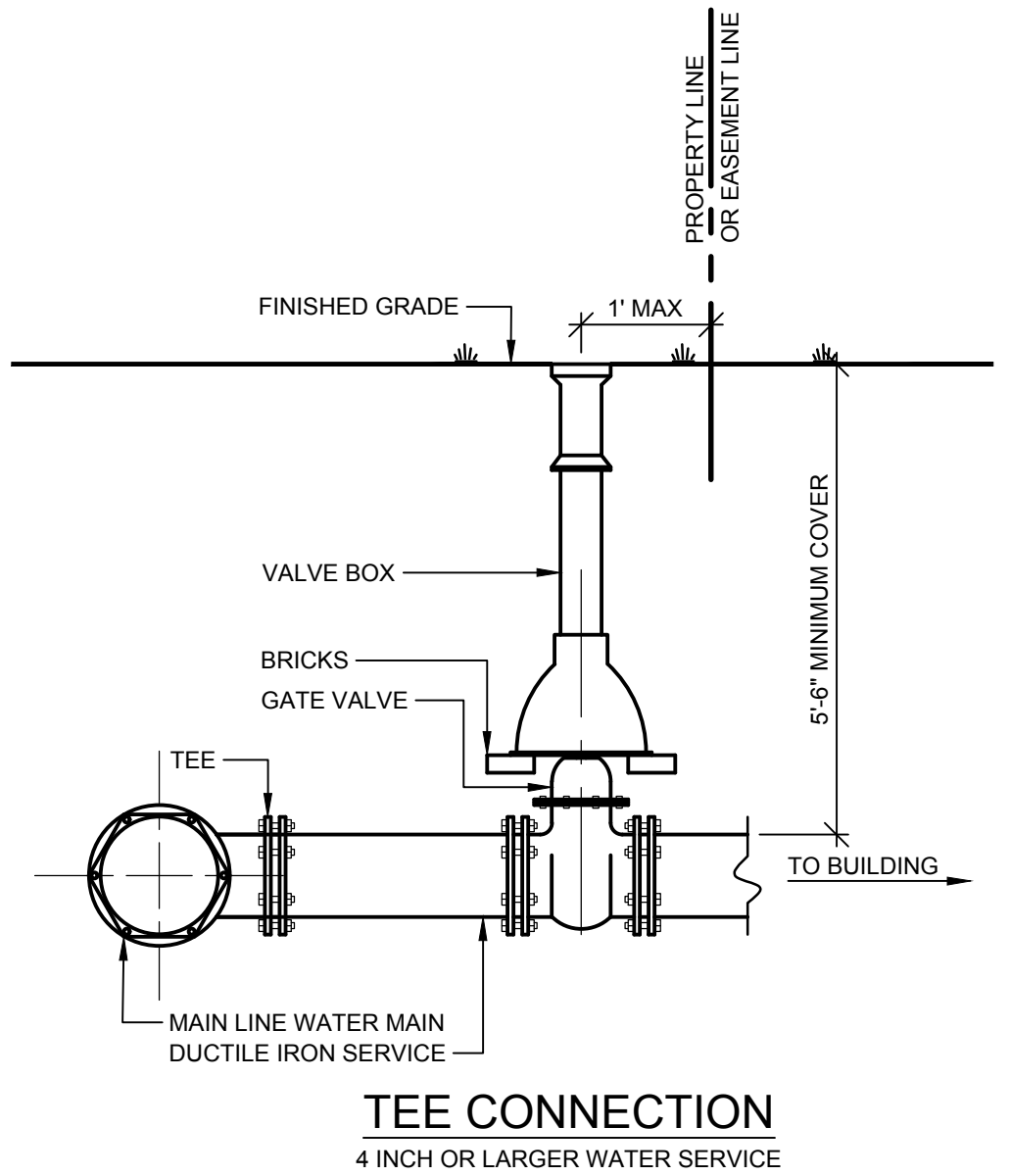
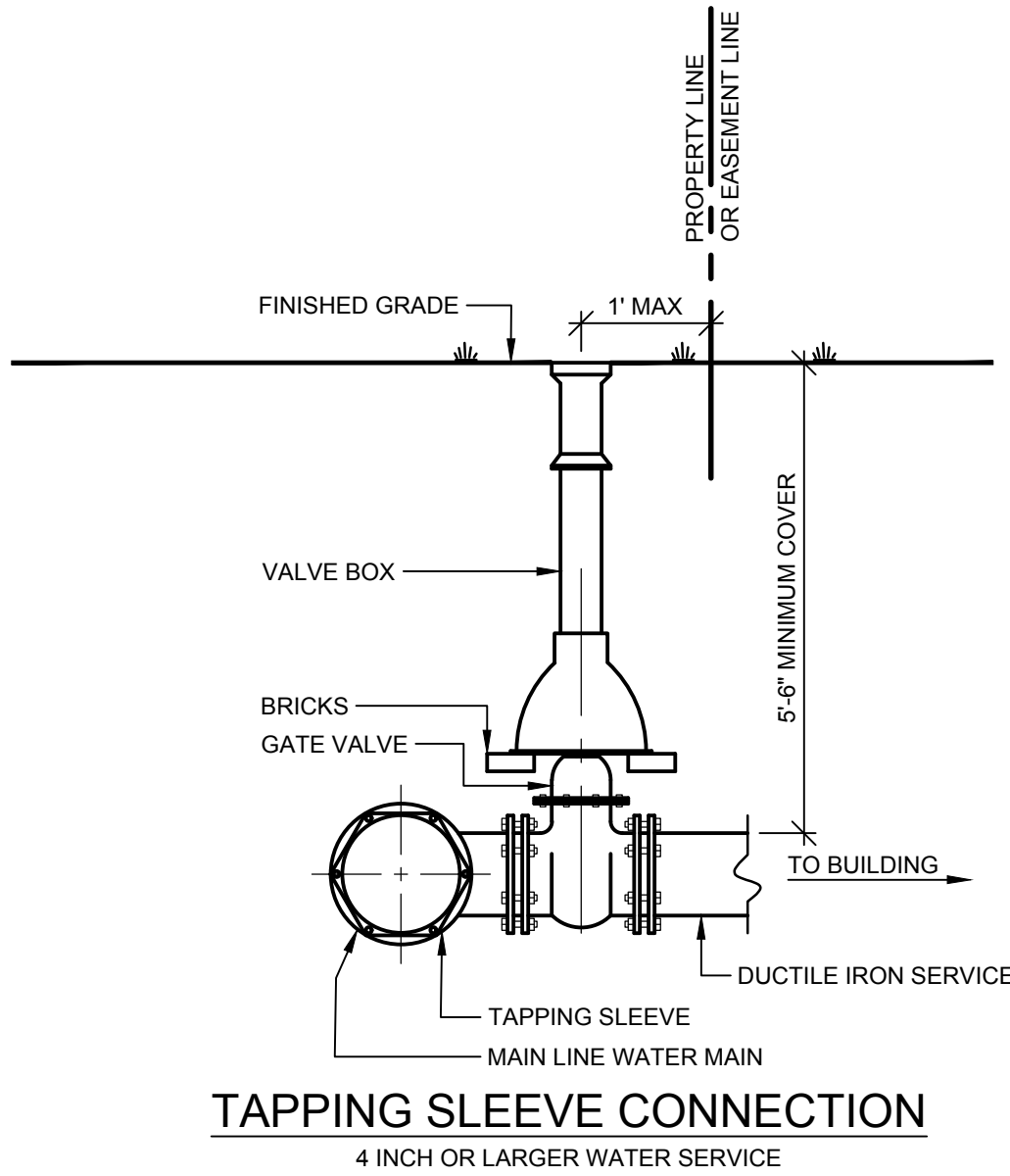
- A. BEFORE INSTALLATION OF ANY WATER SERVICE BETWEEN THE CURB STOP OR GATE VALVE AND THE PROPOSED STRUCTURE, THE CONTRACTOR SHALL OBTAIN A PLUMBING PERMIT FROM THE EATON COUNTY DEPARTMENT OF CONSTRUCTION CODES & PLANNING AND ZONING.
- B. BEFORE ANY WORK MAY BE STARTED, THERE MUST BE A WATER AGREEMENT PAID IN FULL ON FILE WITH THE CITY OF POTTERVILLE.
- C. AN INSPECTION OF THE INSTALLATION OF THE TAP, SERVICE LINE IN THE RIGHT-OF-WAY OR EASEMENT, AND CURB STOP AND GATE VALVE BY THE CITY OF POTTERVILLE DEPARTMENT OF PUBLIC WORKS IS REQUIRED. TWO (2) WORKING DAYS NOTICE SHALL BE PROVIDED PRIOR TO BEGINNING ANY CONSTRUCTION.

WATER SERVICE APPROVED MATERIALS LIST

- A. SERVICE CONNECTIONS
- 4 INCH OR LARGER
 - DUCTILE TEE
 - TAPPING SLEEVE
 - SMALLER THAN 4 INCH
 - FORD BRASS CORPORATION STOP OR APPROVED EQUAL
- B. SERVICE LINE
- 4 INCH OR LARGER
 - PRESSURE CLASS 350 DUCTILE IRON
 - SMALLER THAN 4 INCH
 - COPPER - TYPE "K"
- C. SADDLE
- FORD STAINLESS STEEL OR APPROVED EQUAL
- D. CURB STOP
- 4 INCH OR LARGER
 - EJIW RESILIENT SEATED GATE VALVE OPENING TO THE LEFT
 - SMALLER THAN 4 INCH
 - FORD BRASS BALL VALVE CURB STOP - MINNEAPOLIS PATTERN OR APPROVED EQUAL
- E. VALVE / CURB BOX
- 4 INCH OR LARGER
 - EJIW 8550 SERIES OR APPROVED EQUAL - NO PLASTIC
 - SMALLER THAN 4 INCH
 - MINNEAPOLIS PATTERN
 - BUFFALO BOXES WILL NOT BE PERMITTED
- F. VALVE BOX COVER
- 4 INCH OR LARGER
 - EJIW 6800 SERIES BEARING THE LETTERING "WATER"

WATER SERVICE INSTALLATION

- A. TAPS SHALL BE MADE AFTER THE WATERMAIN HAS SUCCESSFULLY PASSED A BACTERIA AND PRESSURE TEST AND THE CONNECTION TO THE CITY OF POTTERVILLE SYSTEM IS COMPLETED. THE TAP SHALL BE MADE AT A RIGHT ANGLE TO THE WATERMAIN. THE TAP SHALL BE MADE ON THE UPPER HALF OF THE MAIN AT A 45 DEGREE ANGLE FROM THE VERTICAL PLACE ON THE SIDE OF THE MAIN TO WHICH SERVICE IS TO BE EXTENDED.
- B. A CURB STOP VALVE SHALL BE INSERTED ON THE SERVICE AT ONE (1) FOOT INSIDE THE ROAD RIGHT-OF-WAY OR EASEMENT LINE. A CURB BOX SHALL BE INSTALLED VERTICALLY OVER THE VALVE SO THAT, AFTER THE SERVICE IS BACKFILLED TO FINAL GRADE, A KEY MAY BE PLACED ON THE VALVE AND IT MAY BE OPERATED EASILY.
- C. IN ORDER TO INSURE THAT NO ROCKS WILL BE PLACED OVER THE PIPE, THE FIRST FOOT OF COVER THE PIPE SHALL BE PLACED BY HAND. THE REMAINDER OF THE TRENCH SHALL BE BACKFILLED IN A MANNER SUITABLE TO THE CITY. NO DEBRIS OR BOULDERS OVER TWO (2) INCHES SHALL BE INCLUDED IN ANY OF THE BACKFILL MATERIAL..
- D. ANY PORTION OF THE SERVICE THAT WILL BE BENEATH PAVEMENT SHALL BE MECHANICALLY COMPACTED TO THE SUBGRADE ELEVATION. TRENCHES OUTSIDE OF PAVED AREAS SHALL BE COMPACTED IN A MANNER TO AVOID SETTLEMENT.
- E. ALL SERVICES SHALL BE A MINIMUM OF FIVE (5) FEET BELOW FINAL GRADE.



SANITARY SEWER SERVICE PERMITS AND NOTICES

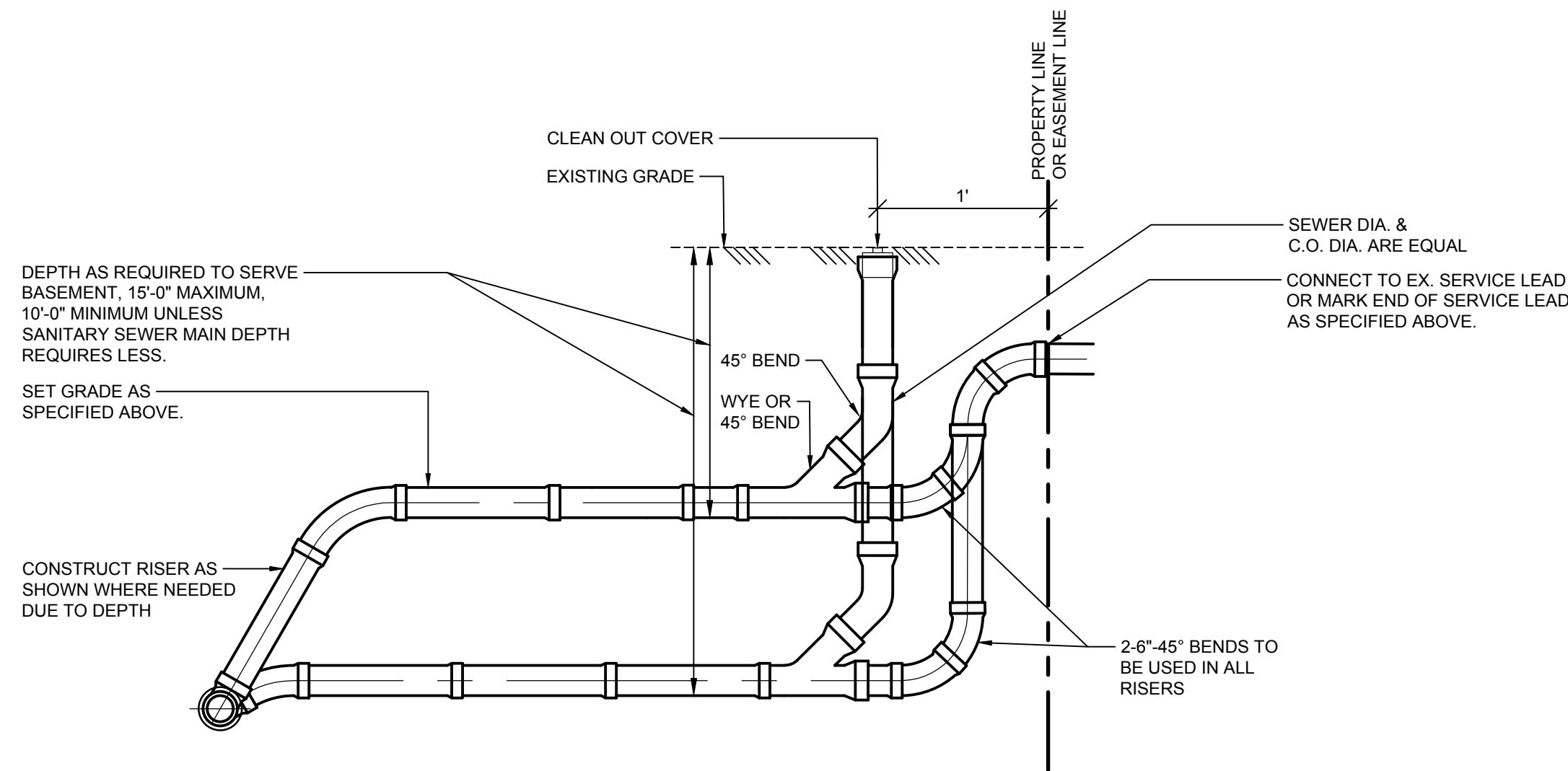
- A. BEFORE INSTALLATION OF ANY SANITARY SEWER SERVICE TO THE PROPOSED STRUCTURE, THE CONTRACTOR SHALL OBTAIN A PLUMBING PERMIT FROM THE EATON COUNTY DEPARTMENT OF CONSTRUCTION CODES & PLANNING AND ZONING.
- B. BEFORE AN WORK MAY BE STARTED THERE MUST BE A SANITARY SEWER AGREEMENT PAID IN FULL ON FILE WITHIN THE CITY OF POTTERVILLE.
- C. AN INSPECTION OF THE INSTALLATION OF THE TAP AND SERVICE LINE IN THE RIGHT-OF-WAY OR EASEMEN, BY THE CITY OF POTTERVILLE DEPARTMENT OF PUBLIC WORKS IS REQUIRED. TWO (2) WORKING DAYS NOTICE SHALL BE PROVIDED PRIOR TO BEGINNING ANY CONSTRUCTION.

SANITARY SEWER SERVICE APPROVED MATERIALS


- A. POLYVINYL CHLORIDE (PVC) SEWER SERVICE PIPE SHALL BE SIX (6) INCH DIAMETER AND CONFORM TO THE REQUIREMENTS OF ASTM D3034 AND MUST HAVE A STANDARD DIMENSION RATION (SDR) OF 26.
- B. PVC FITTING MUST BE FULL FITTINGS CONFORMING TO ASTM D3034 FOR PIPE WALL THICKNESS OF SDR 26.
- C. CLEAN OUT COVERS SHALL BE EJIW 6800 SERIES BEARING THE LETTERING "SEWER".

SANITARY SEWER SERVICE INSTALLATION

- A. SANITARY SEWER SERVICE INSTALLATION SHALL BE IN ACCORDANCE WITH SECTION 825 OF THE CURRENT MICHIGAN DEPARTMENT OF TRANSPORTATION (MDOT) STANDARD SPECIFICATIONS FOR CONSTRUCTION.
- B. EACH WYE OR END OF SERVICE LEAD SHALL BE MARKED BY SETTING A 1 INCH X 2 INCH X 6 FT. CYPRESS, ASH, OR CEDAR STAKE VERTICALLY ABOVE THE END OF THE LEAD.
- C. BACKFILL AT ALL RISERS SHALL BE CAREFULLY PLACED AND TAMPED SUFFICIENTLY TO INSURE AGAINST DAMAGE FROM BACKFILL SETTLEMENT.
- D. THE MINIMUM GRADE ON THE SEWER SERVICE SHALL BE 2 PERCENT (1/4 INCH/FOOT), WHERE MINIMUM DEPTHS CANNOT BE OBTAINED AND WHEN APPROVED BY THE ENGINEER, THE MINIMUM GRADE MAY BE REDUCED TO 1 PERCENT (1/8 INCH/FOOT).



SERVICE CONNECTIONS - TYPICAL CONSTRUCTION



WIGHTMAN

1670 LINCOLN RD.
ALLEGAN, MI. 49010
269.673.8465

www.gowightman.com

PROJECT NAME:

MASTER UTILITY SPECIFICATIONS

CITY OF POTTERVILLE

319 N. NELSON STREET
POTTERVILLE, MI 48876

00 1/30/2025
DRAFT

SAL

REVISIONS

Revised/Issued/By/Of/Approved/Checked/Engineer/Date/Notes
THE REPRODUCTION, COPYING OR OTHER USE OF THIS DRAWING WITHOUT WRITTEN CONSENT IS PROHIBITED.
© 2025 WIGHTMAN & ASSOCIATES, INC.

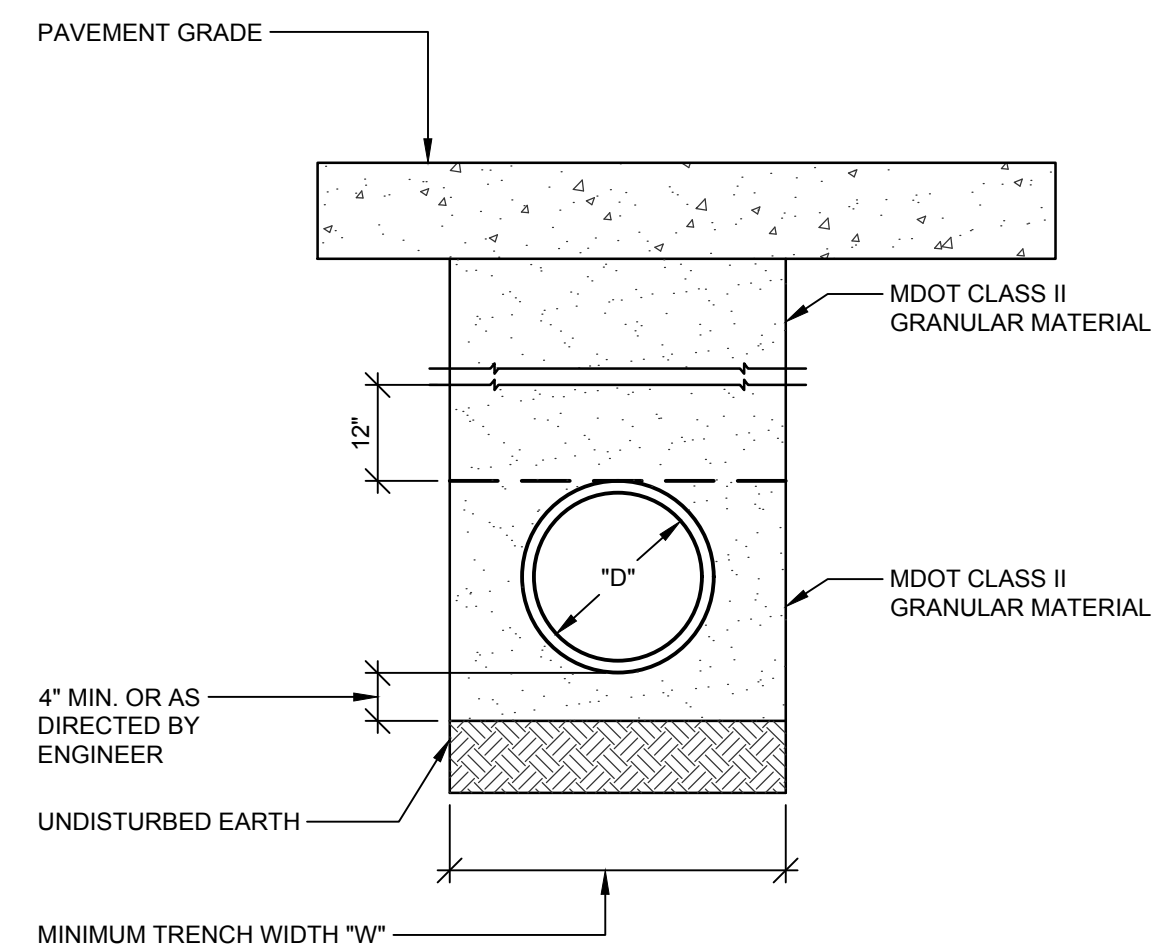
DATE: JANUARY, 2025

SCALE: NONE

STANDARD WATER AND SEWER SERVICE DETAILS

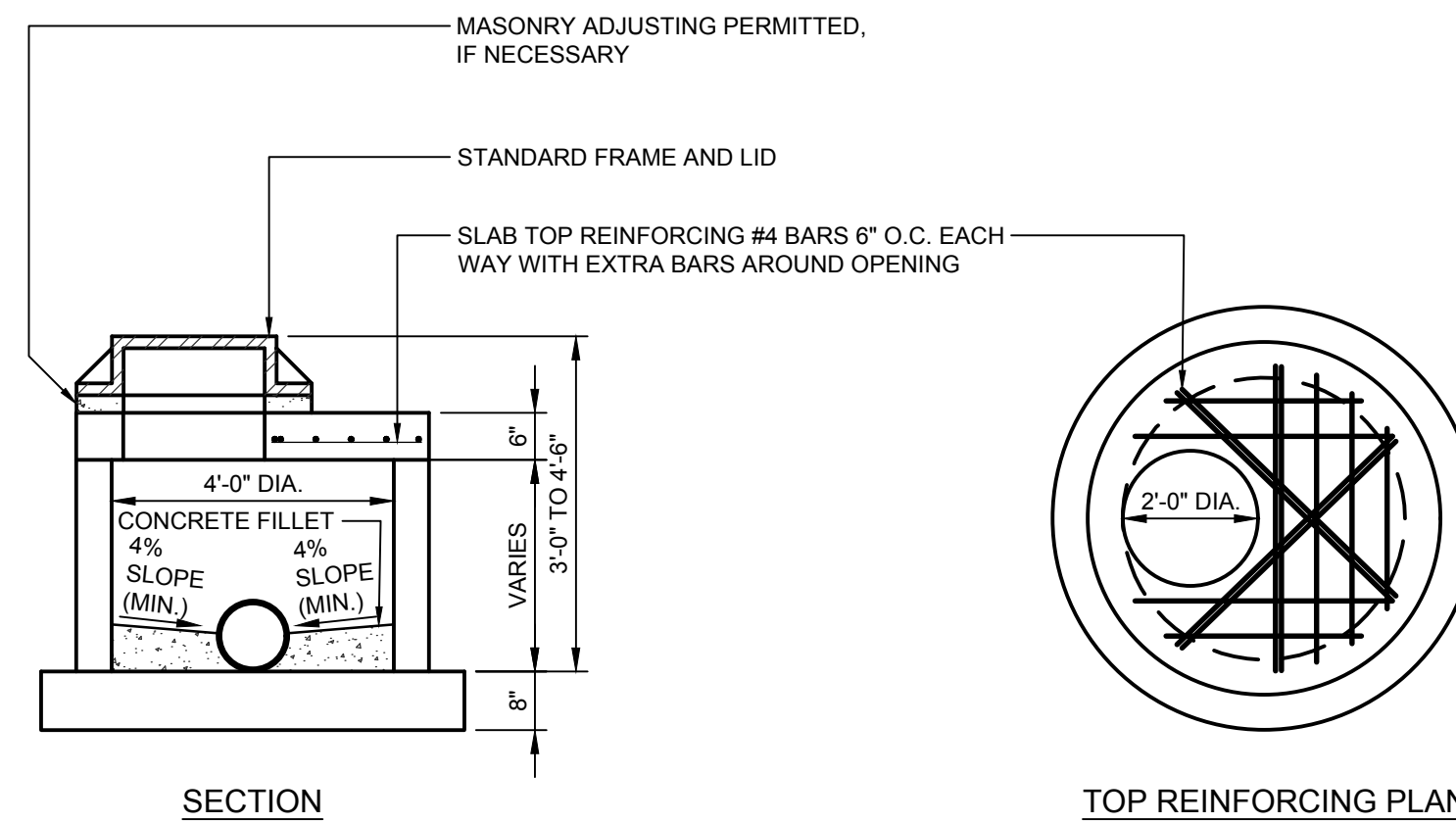
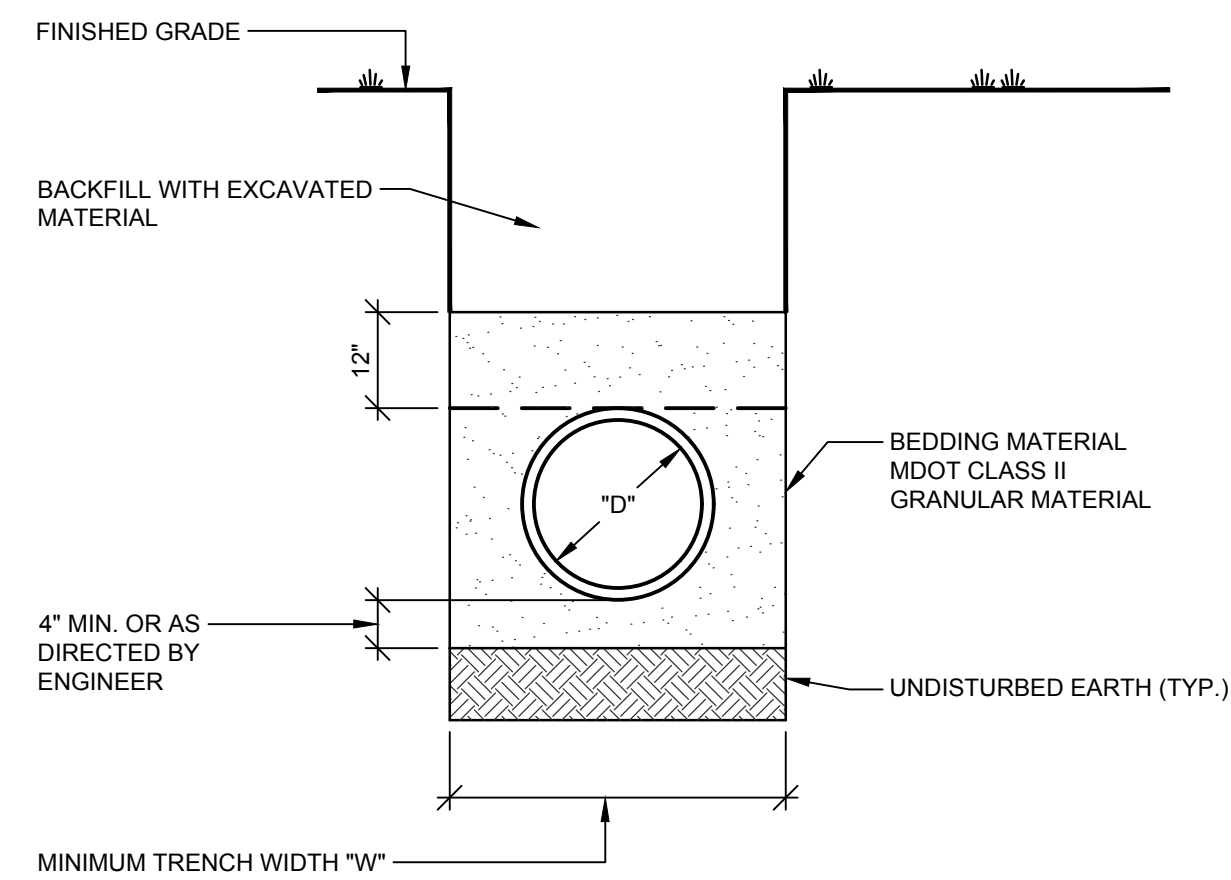
JOB No. 234032

C003
OF 6

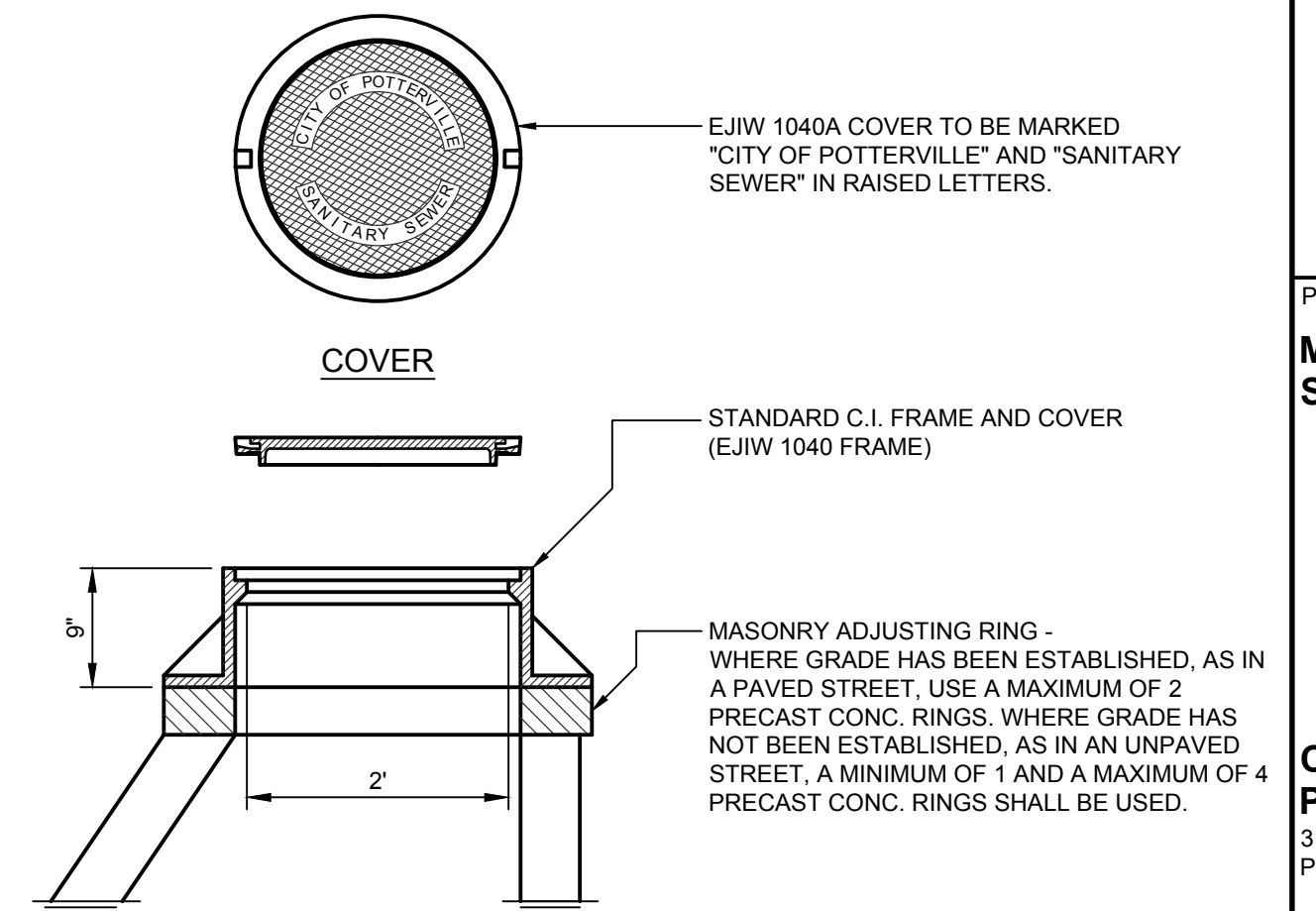


TRENCH DETAIL UNDER PAVEMENT

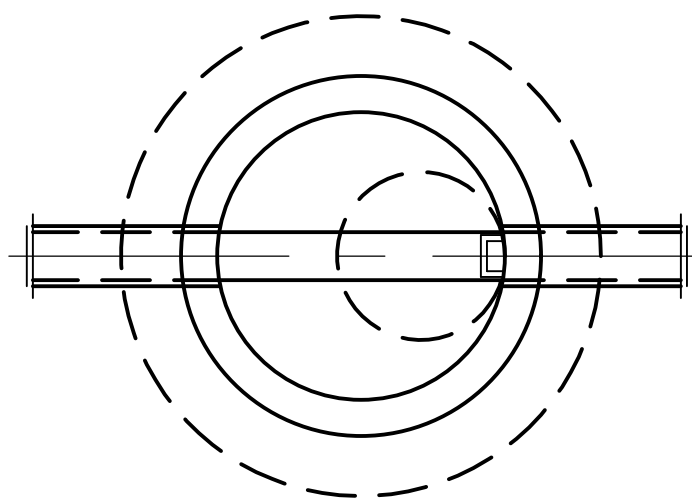
NOTE: IN ALL CASES BELL HOLES SHALL BE PROVIDED SO THAT BELL SUPPORTS NO WEIGHT.



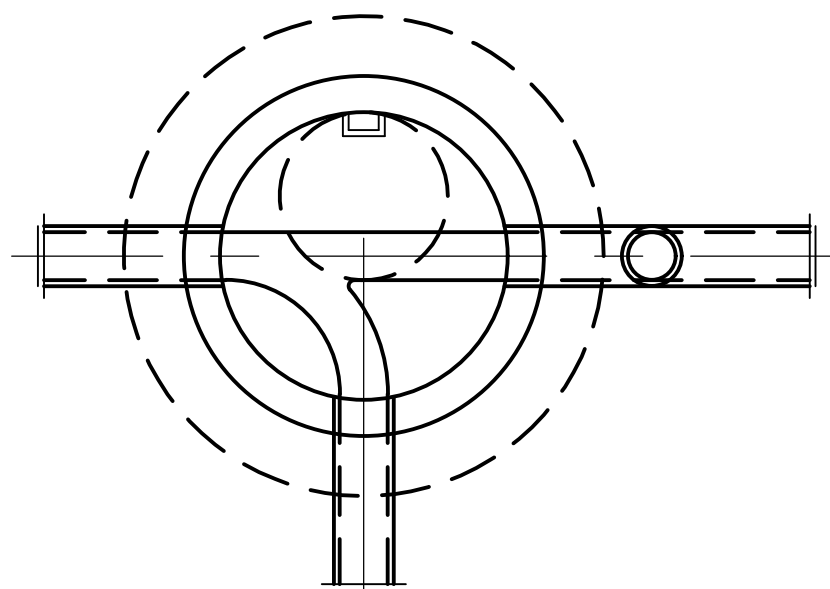
STANDARD MANHOLE 3'-0" TO 4'-6" DEPTH



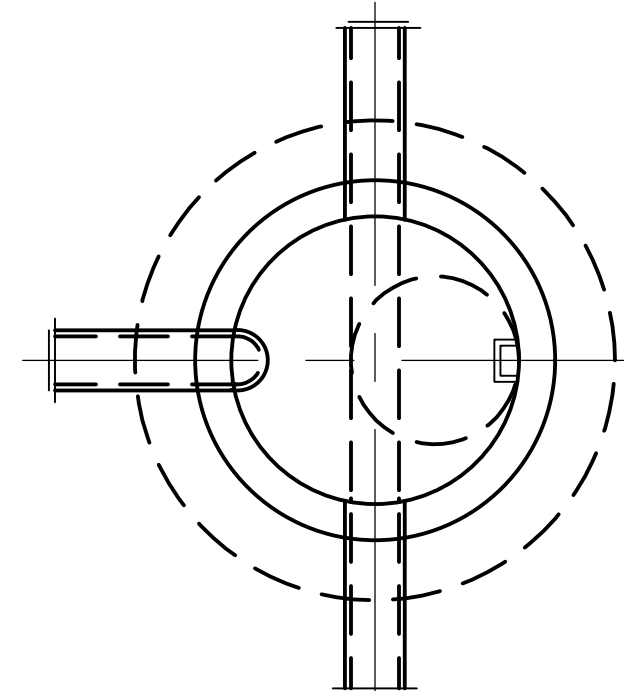
TYPICAL DETAIL FOR MANHOLE TOP FINISHING



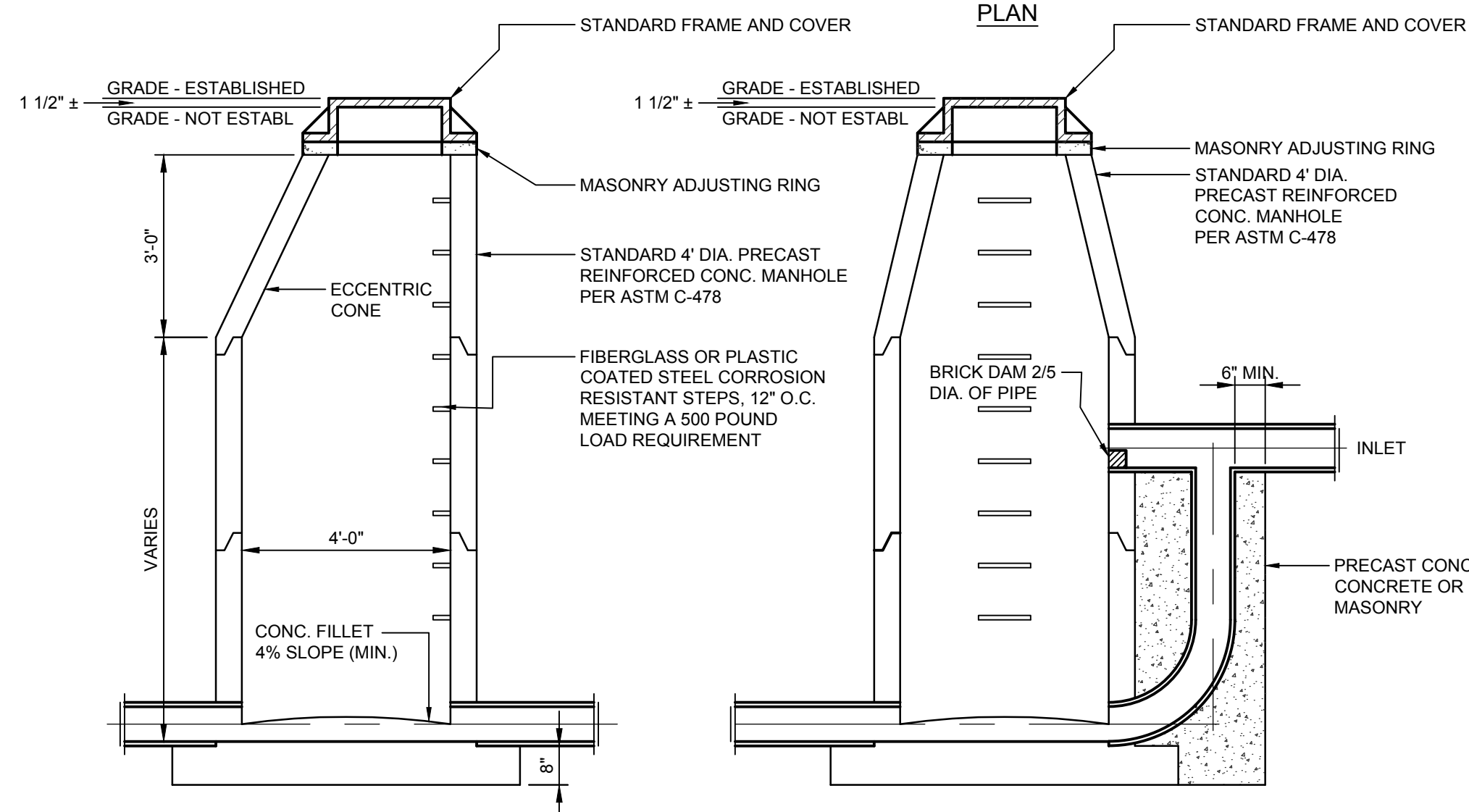
PLAN



PLAN

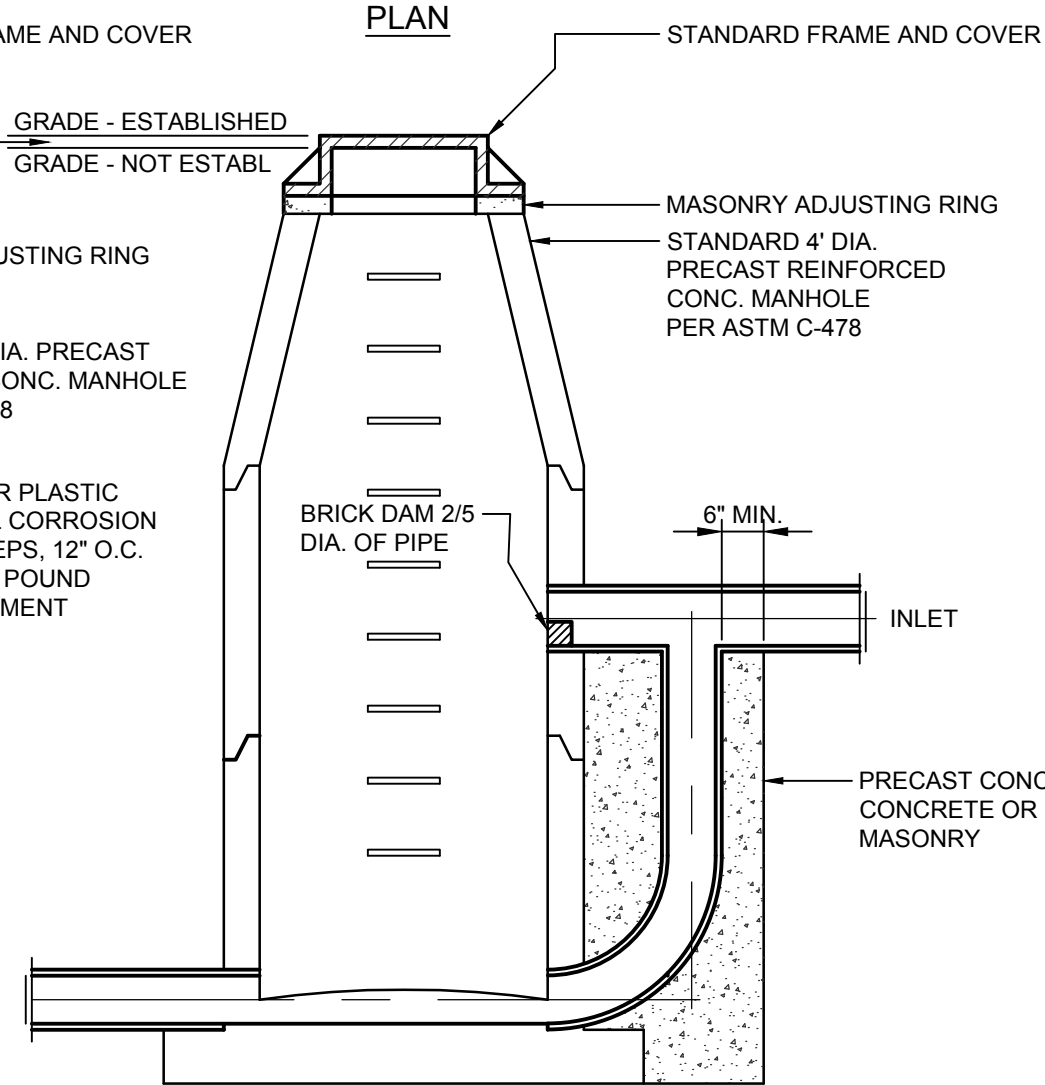


PLAN



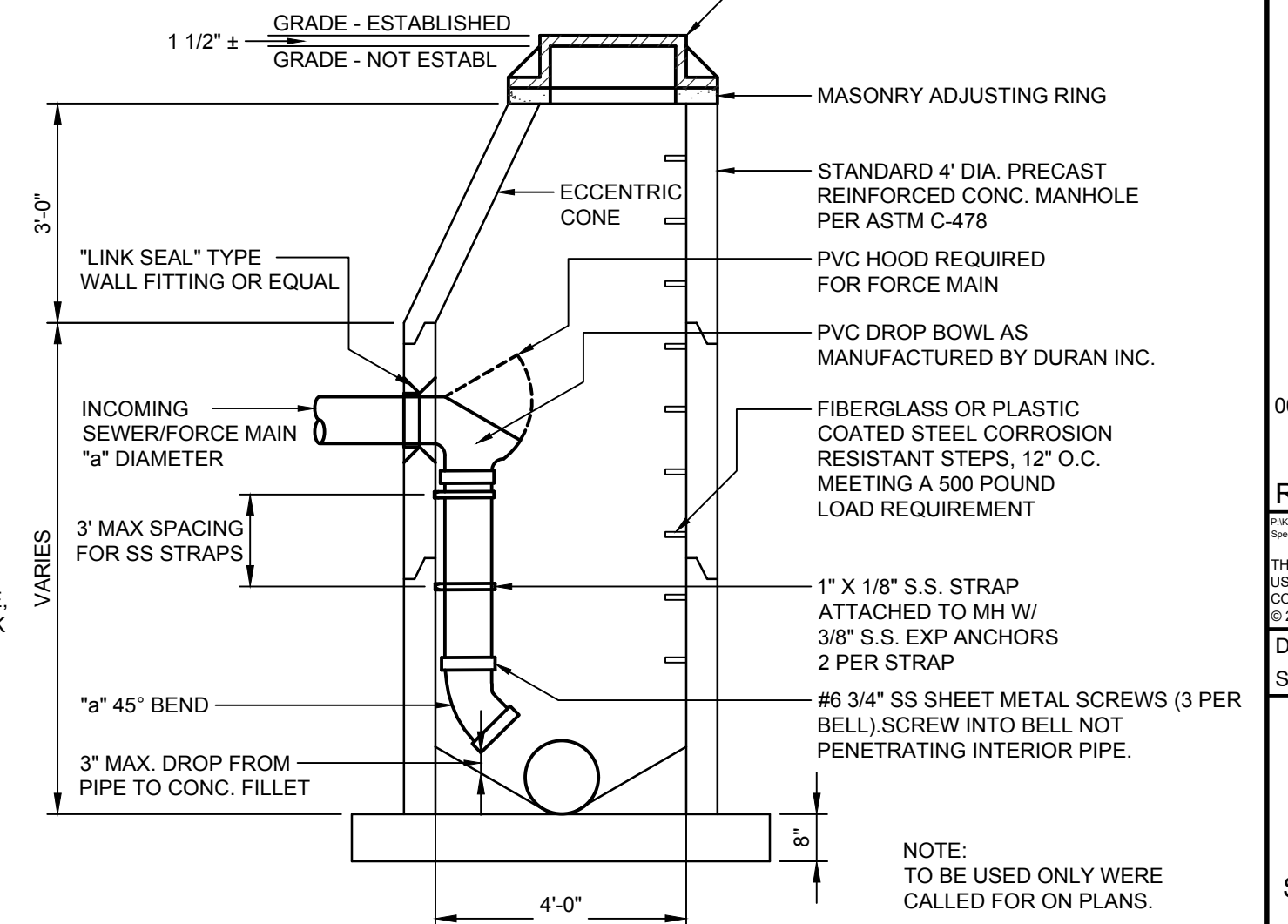
SECTION

STANDARD PRECAST MANHOLE



SECTION

STANDARD DROP MANHOLE



SECTION

INTERNAL DROP CONNECTION



- JOINTS IN CURB OR CURB AND GUTTER NOT TIES TO CONCRETE PAVEMENT:**
1. PLACE 1" FIBER JOINT FILLER AT SPRING POINTS OF STREET RETURNS.
 2. PLACE 1" FIBER JOINTS AT APPROXIMATELY 400 FOOT INTERVALS WHEN SPRING POINTS OF INTERESTING STREETS ARE MORE THAN 400 FEET APART.
 3. PLACE AN EXPANSION JOINT 10' TO 50' EACH SIDE OF EACH CATCH BASIN.
 4. PLACE CONTROL JOINTS AT APPROXIMATELY 50 FOOT INTERVALS.

PLAN NOTES

1. ALL WORKSMANSHIP, MATERIALS, AND TESTING SHALL BE IN ACCORDANCE WITH THE CURRENT STANDARDS AND SPECIFICATIONS OF THE CITY OF POTTERVILLE AND MICHIGAN DEPARTMENT OF TRANSPORTATION WHERE REFERENCED.
2. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO VERIFY AND/OR OBTAIN ANY INFORMATION NECESSARY REGARDING THE PRESENCE OF UNDERGROUND UTILITIES ON THE PROJECT.
3. CONTRACTOR SHALL CALL MISS DIG AT (800) 482-7171 AT LEAST THREE (3) WORKING DAYS PRIOR TO CONSTRUCTION. CONTRACTOR SHALL BE RESPONSIBLE FOR ANY DAMAGE DONE TO ANY EXISTING UTILITY DURING CONSTRUCTION.
4. CONTRACTOR SHALL NOTIFY THE CITY OF POTTERVILLE FIVE (5) WORKING DAYS PRIOR TO START OF CONSTRUCTION OR TESTING.
5. TESTING AND INSPECTION OF MATERIALS AND CONSTRUCTION IS REQUIRED AT THE EXPENSE OF THE CONTRACTOR.

SIDEWALKS

- A. WHERE REQUIRED BY THE PLANNING COMMISSION AND/OR ZONING ORDINANCE, PUBLIC WALKS ARE TO BE INSTALLED AS PART OF THE SITE DEVELOPMENT AND ALONG THE FRONTAGE OF THE PROPERTY.
- B. SIDEWALKS SHALL BE FIVE (5) FEET IN WIDTH.
- C. SIDEWALKS SHALL EXTEND THROUGH ALL DRIVEWAYS WITHOUT STEPS, CURBS, OR OTHER OBSTACLES.
- D. SIDEWALKS SHALL USE MDOT CONCRETE MIXTURE GRADE 3500, PLACED SIX (6) INCH THICK AT RESIDENTIAL DRIVES, EIGHT (8) INCH THICK AT COMMERCIAL DRIVES, AND FOUR (4) INCH THICK ELSEWHERE.
- E. CAST IRON DETECTABLE WARNING SURFACE SHALL BE PROVIDED ON WALKING SURFACES IN ACCORDANCE WITH THE CURRENT AMERICANS WITH DISABILITY ACT ACCESSIBILITY GUIDELINES (ADAAG). DETECTABLE WARNING SURFACES SHALL BE COLONIAL RED IN COLOR.

STORM SEWER SYSTEM

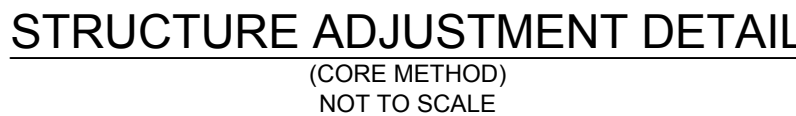
- A. A STRUCTURE WITH MULTIPLE PIPE CONNECTION, WITH AT LEAST ONE OF WHICH BEING A 12 INCH, MUST BE A MINIMUM OF A FOUR (4) FOOT STRUCTURE.
- B. STORM SEWERS MUST HAVE A MINIMUM OF THREE (3) FEET OF COVER.
- C. A TWO (2) FOOT SUMP IS REQUIRED, AT A MINIMUM, AT ALL CURB INLETS.

STORM SEWER NOTES AND MATERIALS

- A. STORM SEWER SHALL BE IN ACCORDANCE WITH SECTION 402 OF THE CURRENT MICHIGAN DEPARTMENT OF TRANSPORTATION (MDOT) STANDARD SPECIFICATION FOR CONSTRUCTION.
- B. STORM SEWER STRUCTURES SHALL BE IN ACCORDANCE WITH SECTION 403 OF THE CURRENT MICHIGAN DEPARTMENT OF TRANSPORTATION (MDOT) STANDARD SPECIFICATIONS FOR CONSTRUCTION.

COMMERCIAL AND INDUSTRIAL SITE DEVELOPMENT REQUIREMENTS

- A. FOR COMMERCIAL AND INDUSTRIAL SITE DEVELOPMENT ONLY. SURFACING FOR PARKING AREAS SHALL CONSIST OF A MINIMUM SURFACE THICKNESS OF 2 INCH MDOOT HMA 4EL LEVELING COURSE AND 2 INCH MDOOT HMA 4EL TOP COURSE AND LAID ON AN EIGHT (8) INCH MINIMUM THICKNESS SUBBASE PLACED IN TWO (2) COMPACTED FOUR (4) INCH LAYERS OF MDOOT SPECIFICATION 22A, OR APPROVED EQUIVALENT AND A TWELVE (12) INCH MINIMUM THICKNESS SAND SUBBASE OF MDOOT CLASS II GRANULAR MATERIAL. THIS MINIMUM SPECIFICATION SHALL NOT BE CONSTRUED AS A SUBSTITUTE FOR SUFFICIENT PAVEMENT THICKNESS WHERE TRAFFIC CONDITIONS AND/OR SOIL CONDITIONS REQUIRE MORE SUBSTANTIAL PAVEMENT DESIGNS.
- B. CONCRETE CURB AND GUTTER SHALL BE MDOOT TYPE C-4, UNLESS APPROVED OTHERWISE, WITH CONCRETE MIXTURE GRADE 3500 OR APPROVED EQUIVALENT.
- C. CONCRETE PAVING MAY BE USED WHICH PROVIDES AN EQUIVALENT SECTION BASED ON AASHTO DESIGN CRITERIA.



STRUCTURE ADJUSTMENT NOTES

ALL MANHOLES LOCATED WITHIN PAVEMENT SURFACE SHALL HAVE THE FRAME & COVER ADJUSTED TO FINISHED GRADE AS SHOWN IN THE STRUCTURE ADJUSTMENT DETAIL.

1. THE CENTER OF MANHOLE COVERS SHALL BE WITNESSED AND INVENTORIED UTILIZING GLOBAL POSITIONING SYSTEM (GPS) EQUIPMENT. GPS WITNESSING OF MANHOLES SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.
2. THE OPENINGS IN THE TOP OF THE STRUCTURES SHALL BE COVERED WITH STEEL PLATES UNTIL PAVING OPERATIONS HAVE BEEN COMPLETED. STEEL PLATES SHALL HAVE A HOLE FOR CENTERING THE CIRCULAR SAW AND BE APPROVED BY THE ENGINEER BEFORE PLACEMENT AND USE.
3. IN AREAS WHERE THE HMA IS TO BE COLD MILLED, ALL OF THE MANHOLE COVERS SHALL BE REMOVED, AND HOLES IN THE PAVEMENT SHALL BE TEMPORARILY FILLED WITH HMA PRIOR TO ROAD BEING COLD MILLED.
4. THE CONTRACTOR SHALL MAINTAIN AND PROTECT THE AREAS AROUND THE MANHOLES (DRAINAGE STRUCTURES) AND THE INSIDE OF THES MANHOLES (DRAINAGE STRUCTURES) FROM MILLINGS AND OTHER DEBRIS DURING CONSTRUCTION. THE VENDOR SHALL BE RESPONSIBLE FOR REMOVING ALL DEBRIS FROM MANHOLES AND THE DOWNSTREAM SEWER LINE AS NECESSARY, INCLUDING THE CUT HOLE PRIOR TO PLACING CONCRETE.
5. AFTER FINAL HMA PAVING IS COMPLETE, THE STRUCTURES SHALL BE LOCATED UTILIZING THE GPS COORDINATES THAT WERE RECORDED PRIOR TO PAVING.
6. USING THE GPS LOCATED POINTS, THE C SHALL CUT A 54-INCH TO 60-INCH DIAMETER HOLE CENTERED ON THE STRUCTURE. CUTS SHALL BE MADE WITH A CIRCULAR CORE BIT. THE USE OF PNEUMATIC HAMMERS IS PROHIBITED EXCEPT FOR REMOVING THE PAVEMENT WITHIN THE PRECUT AREA. BOX CUTS MAY BE PERMITTED AT THE DISCRETION OF ENGINEER IN SPECIAL CIRCUMSTANCES WHEN STRUCTURES HAVE OVERSIZED MANHOLE COVERS, ARE CLUSTERED TOGETHER OR WHEN STRUCTURES ARE CLOSE TO CURBS. SAW CUTS THAT EXTEND BEYOND THE LIMITS OF THE PAVEMENT BEING REMOVED SHALL BE MINIMIZED AND SHALL BE SEALED WITH HOT POURED RUBBER ASPHALT.
7. MANHOLE COVERS SHALL BE SET TO THE REQUIRED GRADE WITH VYLON PIPE AS SHOWN IN THE DETAIL ON THE PLANS. THE USE OF CONCRETE ADJUSTING RINGS IN MORTAR MAY BE ACCEPTABLE AT THE ENGINEER'S DISCRETION BUT SHALL NOT BE USED WITH THE VYLON PIPE. THE USE OF BRICK OR WOODEN WEDGES TO HOLD THE CASTINGS IN PLACE WILL NOT BE PERMITTED. CONCRETE RINGS ARE TO ONLY BE USED WHEN THE HEIGHT OF THE VYLON PIPE IS MINIMAL AND A SINGLE CONCRETE RING MIGHT BE USED.
8. PLACE THE CONCRETE MIXTURE (GRADE P-NC) SURROUNDING THE ADJUSTING RINGS AND THE MANHOLE COVERS AND VIBRATE AT A 12 INCH SPACING TO CONSOLIDATE THE CONCRETE. MOVE THE VIBRATORS TO PREVENT FORMING LOCALIZED AREAS OF GROUT. DO NOT DRAG THE VIBRATOR THROUGH THE CONCRETE AND DO NOT USE THEM FOR FLOWING OR SPREADING CONCRETE.
9. STRIKE OFF THE CONCRETE SURFACE, FLOAT AND PROVIDE A BROOM TEXTURE TO BE EVEN WITH THE SURROUNDING PAVEMENT AND MANHOLE COVER.
10. PROTECT THE MANHOLE COVER AND SURROUNDING PAVEMENT FROM CONCRETE SPATTER AND CLEAN AS NECESSARY TO REMOVE ALL MATERIAL AND STAINS ON THE MANHOLE COVER OR PAVEMENT.
11. APPLY CURING COMPOUND TO THE CONCRETE SURFACE IMMEDIATELY AFTER TEXTURING.
12. PROTECT THE CONCRETE FOR A MINIMUM OF 72 HOURS PRIOR TO ALLOWING TRAFFIC OR CONSTRUCTION EQUIPMENT TO DRIVE OVER THE MANHOLE COVERS OR SURROUNDING CONCRETE.