

City of Pottersville - Council Agenda

Thursday, August 21, 2025 at 6:00 p.m. – Pottersville City Hall, 319 N. Nelson Street

A. Call to Order:**B. Pledge of Allegiance:****C. Roll Call:****D. Approval of Agenda:****E. Approval of Minutes:** Regular Meeting July 17, 2025**F. Approval of Bills:** General Bills - \$197,261.57 + \$139,354.18

TOTAL AP = \$330,615.75

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. Discussion of 2" water service fee
2. Resolution 2025-0821-14 Connection Rate
3. Pavillion Fee waiver for non-profit

L. Public Comment on non-agenda items:**M. Communications from the Council:****N. Next Regular Meeting:** Thursday, September 18, 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, July 17, 2025 at 6:00 pm at City Hall and the Pledge of Allegiance was recited.

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

Absent: Member Myers-Southerly

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

Approval of June 19, 2025, Regular Minutes: Motion by Deputy Mayor Potter. Supported by Member Ranshaw. Vote: Unanimous. Motion Carried (6-0).

Approval of Bills: Motion to pay Bills in the amount of \$245,179.35, by Deputy Mayor Potter and supported by Member Nichols. Roll Call Vote: Unanimous. Motion Carried (6-0).

Public Comment on Agenda Items: None

Department Reports:

Zoning Administrator Miller reported that the ordinances are continuing to be updated, and the survey was approved for the Master Plan.

Chief Barry reminded everyone of the National Night Out. Brandy Miller was recognized for all she does for Gizzard Fest, National Night Out and many other activities she gives over and above for with the Outstanding Citizen Award.

Member Nichols shared TIFA received \$75,000+ Eaton County Parks Grant for the pickleball courts at Lake Alliance. They are waiting to see if they are awarded also the State DNR grant as well. TIFA is considering purchasing for the Police Department a portable speed radar sign.

Resolution No. 2025-0717-13 Master Utility Specifications: Motion by Deputy Mayor Potter and supported by Member Connor. Roll Call Vote: Unanimous. Resolution Adopted (6-0).

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Public Comment on Non-Agenda Items:

Lindsey Miller spoke to the water hook up rates being cost prohibited to small business owners. She shared other municipalities, and their rates compared to the City.

Duston Twichell wanted to support Ms. Miller in her concerns. He also asked the council to consider a permanent water cap service.

Excuse Absent Member Myers-Southerly: Motion by Mayor Lenneman. Supported by Deputy Mayor Potter Vote: Unanimous. Motion Carried (6-0).

Next Regular Meeting: August 21, 2025

Meeting Adjourned: 6:41 pm

Respectfully Submitted by:

Becky Dolman, City Clerk

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CUSTOM INVOICE REPORT FOR CITY OF POTTERVILLE
 EXP CHECK RUN DATES 07/18/2025 - 08/14/2025
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INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: ABFALTER REPAIR LLC		
0511	REMOVED DUMP BOX AND WIRING.REPLACED LEAF SPRINGS, CLEANED FRAME, INSTALLED NEW BOX	3,617.29
TOTAL VENDOR ABFALTER REPAIR LLC		3,617.29
VENDOR NAME: ACE HARDWARE-GRAND LEDGE		
11344	GREAT STUFF G&C 12 OZ	22.36
11314	CAULK GUN, CONCRETER GREY, CEMENT ROOF, BLACK SEALANT	76.92
11379	VARNISH, PAINT BRUSH	47.64
TOTAL VENDOR ACE HARDWARE-GRAND LEDGE		146.92
VENDOR NAME: APEX SOFTWARE		
330999	SKETCHING SOFTWARE FOE 9/1/2025- 9/1/2026	260.00
TOTAL VENDOR APEX SOFTWARE		260.00
VENDOR NAME: APPLIED IMAGING		
2898237	EQUIPMENT AND PRINTING	51.16
TOTAL VENDOR APPLIED IMAGING		51.16
VENDOR NAME: BILL'S POWERWASHER SALES &		
4517	50'- 2 WIRE 6000 PSI	150.00
TOTAL VENDOR BILL'S POWERWASHER SALES &		150.00
VENDOR NAME: BOBCAT OF LANSING		
P75774	COUPLER	55.31
P75854	SCAG CUTTING BLADE	290.76
P75796	SUPPLIES	223.60
TOTAL VENDOR BOBCAT OF LANSING		569.67
VENDOR NAME: BS&A SOFTWARE		
162496	GENERAL LEDGER, ACCONTS PAYABLE, CASH RECIEPTING, UTILITY BILLING, PAYROLL, ASSESSING SOFTWARE SUPPOR	3,878.00
TOTAL VENDOR BS&A SOFTWARE		3,878.00
VENDOR NAME: C & H UNDERGROUND LLC		
1036	10500 GALLONS OF BRINE FOR DUST CONTROLL	4,200.00
TOTAL VENDOR C & H UNDERGROUND LLC		4,200.00
VENDOR NAME: CAPITOL IRRIGATION		
AUG 2025	BASEBALL FIELD SPRING TURN ON AND NEW RELAY SWITCH	860.00
TOTAL VENDOR CAPITOL IRRIGATION		860.00
VENDOR NAME: CINTAS CORPORATION #725		
JULY 2025	UNIFORM EXPENSE	226.52
TOTAL VENDOR CINTAS CORPORATION #725		226.52
VENDOR NAME: CITY OF POTTERVILLE		
6/25-7/25/25	UTILITIES	559.35
TOTAL VENDOR CITY OF POTTERVILLE		559.35
VENDOR NAME: COMCAST		
JUL. 20-AUG 19, 20	OFFICE INTERNET	137.85
TOTAL VENDOR COMCAST		137.85
VENDOR NAME: CONSUMERS ENERGY		
JULY 2025	UTILITIES	10,064.72
TOTAL VENDOR CONSUMERS ENERGY		10,064.72
VENDOR NAME: CORE & MAIN		
X281266	ECLIPSE #24 SAMPLE STATION	2,294.32

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INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: CORE & MAIN		
	TOTAL VENDOR CORE & MAIN	2,294.32
VENDOR NAME: D & L FUELS		
210633	DIESEL	719.10
	TOTAL VENDOR D & L FUELS	719.10
VENDOR NAME: DELTA DENTAL		
AUG 2025	DENTAL BENEFITS	1,075.14
	TOTAL VENDOR DELTA DENTAL	1,075.14
VENDOR NAME: DOLMAN, REBECCA		
AUGUST	CLERK'S MEETING, BANK	29.50
	TOTAL VENDOR DOLMAN, REBECCA	29.50
VENDOR NAME: DUROTECH AUTOMOTIVE		
46140	LUBE, OIL AND FILTER 2018 DODGE CHARGER	80.01
	TOTAL VENDOR DUROTECH AUTOMOTIVE	80.01
VENDOR NAME: ELHORN ENGINEERING		
307661	FERROVER IRON	202.26
	TOTAL VENDOR ELHORN ENGINEERING	202.26
VENDOR NAME: EMS GRAND RAPIDS		
FRI-1059	ON SITE TO TEST PUMP MOTOR	402.50
	TOTAL VENDOR EMS GRAND RAPIDS	402.50
VENDOR NAME: FCI AUTOMATION - LANSING		
00103446	BUSHING, ADAPTER, FORGED	29.40
	TOTAL VENDOR FCI AUTOMATION - LANSING	29.40
VENDOR NAME: FOSTER SWIFT COLLINS & SMITH		
918967	CHERRY STREET THRU JUNE 30, 2025	204.00
	TOTAL VENDOR FOSTER SWIFT COLLINS & SMITH	204.00
VENDOR NAME: GORDON'S FOOD SERVICE		
809278249	CONCESSIONS	12.99
809277893	CONCESSIONS	389.24
809278116	CONCESSIONS	82.34
809278366	CONCESSIONS	480.38
809278877	CONCESSIONS	639.61
	TOTAL VENDOR GORDON'S FOOD SERVICE	1,604.56
VENDOR NAME: GRANGER CONTAINER SERVICE, INC		
AUGUST 2025	WASTE SERVICES	255.72
	TOTAL VENDOR GRANGER CONTAINER SERVICE, INC	255.72
VENDOR NAME: HUTSON, INC		
10983028	SPRING PIN, SUPPORT, WASHER	755.68
	TOTAL VENDOR HUTSON, INC	755.68
VENDOR NAME: IRON HORSE EXCAVATION LLC		
24-156	CONCRETE STORM CATCH BASIN	4,112.50
24-156.1	CONCRETE WATER TOWER	4,112.50
	TOTAL VENDOR IRON HORSE EXCAVATION LLC	8,225.00
VENDOR NAME: LANSING SANITARY SUPPLY, INC		
1287717	HAND SOAP DISPENSER	11.50
	TOTAL VENDOR LANSING SANITARY SUPPLY, INC	11.50
VENDOR NAME: LEXISNEXIS COPLOGIC SOLUTIONS, INC		
1030002437	CITATION SUPPORT AND MAINTENANCE FEE FOR 2 DEVICES	286.20
	TOTAL VENDOR LEXISNEXIS COPLOGIC SOLUTIONS, INC	286.20
VENDOR NAME: MENARDS-LANSING WEST		

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INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: MENARDS-LANSING WEST		
01848	SIMPLE GREEN CLNR, FOG SPRAY, ALL	109.16
160	PURPOSE CLEANER, AIR FILTER	35.88
	INSTANT WATER STOP	
TOTAL VENDOR MENARDS-LANSING WEST		145.04
VENDOR NAME: MICHIGAN CAT		
PD17625243	BOLT, NUT, CUTTING EDGE	455.93
PD17625245	RETURN BOLD AND NUT	(43.15)
PD17624321	CUTTING EDGE, NUT, BOLT	499.08
TOTAL VENDOR MICHIGAN CAT		911.86
VENDOR NAME: MICHIGAN DEPT OF ENVIRONMENTAL		
761-11339386	WATER TESTING	995.00
761-11339629	WATER TESTING	64.00
761-11339688	WATER TESTING	175.00
761-11339783	WATER TESTING	16.00
TOTAL VENDOR MICHIGAN DEPT OF ENVIRONMENTAL		1,250.00
VENDOR NAME: MICHIGAN MUNICIPAL LEAGUE		
7548207	NEW BUSINESS PREMIUM 7/1/2025-7/1/2026	43,807.00
7563207	ENDORSEMENT PREMIUM 7/1/2025-7/1/2026	900.00
TOTAL VENDOR MICHIGAN MUNICIPAL LEAGUE		44,707.00
VENDOR NAME: MID MICHIGAN ELECTRICAL		
7/30/2025	REPAIR STREET LIGHT ON SUNSET, RPLACE	485.00
	PHOTO EYE ON SUNSET AND WELL BUILDING	
TOTAL VENDOR MID MICHIGAN ELECTRICAL		485.00
VENDOR NAME: NORTHERN PUMP & WELL		
25-J3025	WELL #4 PULL AND INSPECT	22,890.00
TOTAL VENDOR NORTHERN PUMP & WELL		22,890.00
VENDOR NAME: PAYTON ASSESSING, LLC		
JULY 2025	ASSESSING SERVICES	1,416.67
TOTAL VENDOR PAYTON ASSESSING, LLC		1,416.67
VENDOR NAME: PHP		
AUG 2025	MEDICAL BENEFITS	4,742.10
TOTAL VENDOR PHP		4,742.10
VENDOR NAME: PIONEER MANUFACTURING COMPANY		
INV-257326	GAME DAY AEROSOL WHITE	1,182.00
TOTAL VENDOR PIONEER MANUFACTURING COMPANY		1,182.00
VENDOR NAME: POTTERVILLE APPLIED TECHNOLOGY		
33398	STRUCTURAL/MOUNT ANALYSIS	1,800.00
TOTAL VENDOR POTTERVILLE APPLIED TECHNOLOGY		1,800.00
VENDOR NAME: PROGRESSIVE ARCHITECTS,ENGINEE		
204721	SERVICES THRU JULY 25, 2025	5,250.00
TOTAL VENDOR PROGRESSIVE ARCHITECTS,ENGINEE		5,250.00
VENDOR NAME: QUILL CO		
45100887	PAPER, PAPER CLIPS,	73.27
TOTAL VENDOR QUILL CO		73.27
VENDOR NAME: RAY ALLEN MANUFACTURING		
RINV446132	LEASH,ULTRA MINI TUG, ULTRA TUG	56.97
TOTAL VENDOR RAY ALLEN MANUFACTURING		56.97
VENDOR NAME: THE PARTS PLACE-CHARLOTTE		
282449	PWR STEERING FL-GAL. LITHIUM EP GRS	67.89
282898	MOTOR OIL	132.81
283053	HOSE CLAMP, FUEL LINE HOSE, BRAKE PARTS	124.64
	CLEANER, PRE START FL	
282507	SUPPLIES	4.73

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INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: THE PARTS PLACE-CHARLOTTE		
	TOTAL VENDOR THE PARTS PLACE-CHARLOTTE	330.07
VENDOR NAME: ULINE		
195370768	CHAMBERS CHAIRS	1,740.19
	TOTAL VENDOR ULINE	1,740.19
VENDOR NAME: UNITED STATES POST OFFICE		
AUG 2025	AUGUST 2025 WATER SEWER BILLS	269.92
	TOTAL VENDOR UNITED STATES POST OFFICE	269.92
VENDOR NAME: UNUM LIFE INSURANCE		
JULY 2025	SHORT/LONG TERM DISABILITY INSURANCE	321.34
	TOTAL VENDOR UNUM LIFE INSURANCE	321.34
VENDOR NAME: USA BLUEBOOK		
INV00787818	SAFETY CABINET	3,139.90
INV00784328	SAFET FUEL CANS	807.58
	TOTAL VENDOR USA BLUEBOOK	3,947.48
VENDOR NAME: VERIZON WIRELESS		
JULY2- AUG.1, 2025	CELL PHONES	423.80
JUL 6- AUG 5, 2025	SERVICE	47.96
	TOTAL VENDOR VERIZON WIRELESS	471.76
VENDOR NAME: VISION SERVICE PLAN		
AUGUST 2025	VISION	130.20
	TOTAL VENDOR VISION SERVICE PLAN	130.20
VENDOR NAME: WEX BANK		
106353827	FUEL	43.65
	TOTAL VENDOR WEX BANK	43.65
VENDOR NAME: WIGHTMAN		
96477	WATER IMPROVEMENT PROJECT	97.02
96477 B	WATER IMPROVEMENT PROJECT	57,903.57
95977	CAMBRIA RIDGE PHASE II 6/20/2025	3,520.65
96579	CAMBRIA RIDGE PHASE II	184.44
96583	GENERAL ENGINEERING	487.50
96582	SMALL URBAN PROJECT	2,007.50
	TOTAL VENDOR WIGHTMAN	64,200.68
GRAND TOTAL:		197,261.57

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CUSTOM INVOICE REPORT FOR CITY OF POTTERVILLE
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INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: AT&T		
AUG 4- SEP 3, 2025	SOFTBALL FIELDS INTERNET	68.75
TOTAL VENDOR AT&T		68.75
VENDOR NAME: CARDMEMBER SERVICE		
7/9-8/6/25	BACKGROUND CHECKS, FOOD FOR POLICETRAINING, VACUUM, FLAG FOOTBALL, COMPRESSOR , DISPOSABLE GLOVES,	1,116.36
TOTAL VENDOR CARDMEMBER SERVICE		1,116.36
VENDOR NAME: D & L FUELS		
210895	REGULAR GAS	1,098.92
210632	REGULAR GASOLINE	1,063.91
TOTAL VENDOR D & L FUELS		2,162.83
VENDOR NAME: DOLMAN, REBECCA		
JUL 17, 2025	MILEAGE TO MENARDS	15.40
TOTAL VENDOR DOLMAN, REBECCA		15.40
VENDOR NAME: ELHORN ENGINEERING		
8/14/25	CHLOR DRUM	1,388.00
TOTAL VENDOR ELHORN ENGINEERING		1,388.00
VENDOR NAME: FOSTER SWIFT COLLINS & SMITH		
921163	GENERAL WATER BONDS, DEVINE INVESTMENT PROPERTIES	11,719.00
TOTAL VENDOR FOSTER SWIFT COLLINS & SMITH		11,719.00
VENDOR NAME: GORDON'S FOOD SERVICE		
809279161	CONCESSIONS	509.70
TOTAL VENDOR GORDON'S FOOD SERVICE		509.70
VENDOR NAME: LEATHERS & ASSOCIATES		
12391	SLIDE WINDOWS FOR CITY PARK	407.26
TOTAL VENDOR LEATHERS & ASSOCIATES		407.26
VENDOR NAME: MENARDS-LANSING WEST		
02012	DOG FOOD	54.99
02239	6' PAD RATCHET, FLIXIBLE COUPLIN, LEADER HOSE	44.89
TOTAL VENDOR MENARDS-LANSING WEST		99.88
VENDOR NAME: NORTHERN PUMP & WELL		
25-J3120	WELL #4 TROUBLESHOOT/REPAIR, CHECK VALVE	2,800.00
TOTAL VENDOR NORTHERN PUMP & WELL		2,800.00
VENDOR NAME: POTTERVILLA APPLIED TECHNOLOGY		
33525	ENGINEERED DRAWINGS FOR 2X ALUMINUM FREESTANDING TOWERS, SUNSET DR & DPW	3,200.00
TOTAL VENDOR POTTERVILLA APPLIED TECHNOLOGY		3,200.00
VENDOR NAME: WIGHTMAN		
96689	WATER SYSTEM IMPROVEENT JULY 14- AUG. 10	109,867.00
TOTAL VENDOR WIGHTMAN		109,867.00
GRAND TOTAL:		133,354.18

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REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

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PERIOD ENDING 07/31/2025

GL NUMBER	DESCRIPTION	END BALANCE	2025-26	YTD BALANCE	ACTIVITY FOR
		06/30/2025	ORIGINAL	07/31/2025	MONTH 07/31/2025
		(NORMAL) (ABNORMAL)	BUDGET (NORMAL) (ABNORMAL)	(NORMAL) (ABNORMAL)	(INCREASE) (DECREASE)
Fund 101 - GENERAL FUND					
Revenues					
Dept 000					
101-000-402.000	PROPERTY TAX	669,132.32	669,000.00	19,967.32	19,967.32
101-000-403.000	SOLID WASTE TAX	88,236.19	87,969.00	2,642.51	2,642.51
101-000-411.000	DELINQUENT PROP TAX	1,764.77	500.00	0.00	0.00
101-000-432.000	PAYMENT IN LIEU OF TAXES	1,261.86	2,000.00	0.00	0.00
101-000-434.000	TRAILER COURT TAX	3,034.00	2,400.00	0.00	0.00
101-000-445.000	CITY PENALTY	2,657.41	1,500.00	0.00	0.00
101-000-447.000	ADMINISTRATION FEE	35,875.58	35,225.00	624.93	624.93
101-000-476.000	PERMITS	6,511.47	5,600.00	570.00	570.00
101-000-477.000	3% CABLE T.V.	6,137.09	6,000.00	619.25	619.25
101-000-479.000	OTHER PERMITS	50.00	50.00	0.00	0.00
101-000-480.000	TELECOM RIGHT OF WAY MAINTENA	12,066.75	11,000.00	0.00	0.00
101-000-481.000	LIQUOR LICENSE FEES	1,027.40	1,000.00	0.00	0.00
101-000-488.000	RECYCLING	1,046.70	1,000.00	0.00	0.00
101-000-543.010	PUBLIC ACT 302 LAW ENF.	3,946.51	550.00	0.00	0.00
101-000-569.000	OTHER STATE GRANTS	0.00	0.00	514.27	514.27
101-000-573.000	LOCAL COMMUNITY STABILIZATION	235,554.31	235,000.00	0.00	0.00
101-000-574.000	ST SHARED REV - SALES TAX	340,077.00	320,000.00	0.00	0.00
101-000-574.100	CVTRS-CLFRF	44,451.00	42,000.00	0.00	0.00
101-000-579.000	GRANT REVENUE- STATE	31,000.00	0.00	0.00	0.00
101-000-602.000	FOIA	251.50	150.00	0.00	0.00
101-000-607.000	CHARGES FOR SERVICES - PD	170.00	155.00	10.00	10.00
101-000-656.000	FINES & FORFEITURES	968.55	500.00	8.25	8.25
101-000-665.000	INTEREST	53,671.66	45,000.00	3,960.51	3,960.51
101-000-667.010	DDA PAVILION - FARMERS MARKET	50.00	0.00	0.00	0.00
101-000-671.100	LEASE/RENT	1,048.27	1,000.00	0.00	0.00
101-000-674.000	DONATIONS	10,011.00	0.00	0.00	0.00
101-000-675.050	POLICE K9 DONATION	2,750.00	0.00	0.00	0.00
101-000-676.000	REIMBURSEMENT	22,015.74	1,500.00	2,344.03	2,344.03
101-000-677.000	SCHOOL SRO REIMBURSEMENT	25,149.18	0.00	0.00	0.00
101-000-684.000	MISC INCOME	67.43	0.00	240.24	240.24
101-000-687.000	INSURANCE REIMBURSEMENT	7,244.72	0.00	0.00	0.00
101-000-693.000	SALE OF FIXED ASSETS	2,838.75	10,000.00	0.00	0.00
Total Dept 000		1,610,067.16	1,479,099.00	31,501.31	31,501.31
TOTAL REVENUES		1,610,067.16	1,479,099.00	31,501.31	31,501.31
Expenditures					
Dept 101 - CITY COUNCIL					
101-101-703.000	SALARIES	1,990.00	2,500.00	0.00	0.00
101-101-706.000	RR-CROSSING MAINTENANCE FEE	2,257.00	2,257.00	0.00	0.00
101-101-719.000	FRINGE BENEFITS	217.30	250.00	0.00	0.00
101-101-731.000	PUBLICATION	557.44	600.00	0.00	0.00
101-101-740.000	SUPPLIES	25.96	200.00	0.00	0.00
101-101-775.000	REPAIRS & MAINT	0.00	50.00	0.00	0.00
101-101-913.000	INSURANCE-LIAB & WORKMAN COMP	77,625.40	65,000.00	44,707.00	44,707.00
Total Dept 101 - CITY COUNCIL		82,673.10	70,857.00	44,707.00	44,707.00
Dept 171 - MAYOR					
101-171-703.000	SALARIES	630.00	850.00	0.00	0.00
101-171-719.000	FRINGE BENEFITS	48.20	85.00	0.00	0.00
Total Dept 171 - MAYOR		678.20	935.00	0.00	0.00
Dept 172 - CITY MANAGER					
101-172-703.000	SALARIES	83,240.16	84,896.24	6,530.48	6,530.48
101-172-719.000	FRINGE BENEFITS	17,392.05	17,998.00	1,612.69	1,612.69
101-172-740.000	SUPPLIES	0.00	150.00	0.00	0.00
101-172-781.000	COMPUTER SOFTWARE	1,169.40	1,200.00	0.00	0.00
101-172-809.000	TRAINING	895.00	300.00	0.00	0.00
101-172-962.000	MILEAGE	651.00	100.00	0.00	0.00
Total Dept 172 - CITY MANAGER		103,347.61	104,644.24	8,143.17	8,143.17
Dept 215 - CLERK					
101-215-703.000	SALARIES	38,299.65	41,241.41	3,040.61	3,040.61
101-215-719.000	FRINGE BENEFITS	3,028.92	3,216.83	232.61	232.61
101-215-740.000	SUPPLIES	88.29	350.00	0.00	0.00
101-215-741.000	POSTAGE	1,413.20	1,650.00	0.00	0.00
101-215-781.000	COMPUTER SOFTWARE	0.00	250.00	0.00	0.00

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REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

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PERIOD ENDING 07/31/2025

GL NUMBER	DESCRIPTION	END BALANCE	2025-26	YTD BALANCE	ACTIVITY FOR
		06/30/2025	ORIGINAL	07/31/2025	MONTH 07/31/2025
		(NORMAL)	BUDGET	(NORMAL)	(INCREASE) (DECREASE)
Fund 101 - GENERAL FUND					
Expenditures					
101-215-809.000	TRAINING	1,257.26	1,800.00	0.00	0.00
101-215-822.000	ELECTIONS	9,116.83	8,500.00	0.00	0.00
101-215-958.000	DUES AND SUBSCRIPTIONS	144.00	160.00	0.00	0.00
101-215-962.000	MILEAGE	288.86	300.00	0.00	0.00
Total Dept 215 - CLERK		53,637.01	57,468.24	3,273.22	3,273.22
Dept 223 - AUDIT					
101-223-807.000	AUDIT	20,050.00	22,500.00	0.00	0.00
Total Dept 223 - AUDIT		20,050.00	22,500.00	0.00	0.00
Dept 253 - TREASURERS OFFICE					
101-253-703.000	SALARIES	71,868.24	73,298.16	5,923.08	5,923.08
101-253-719.000	FRINGE BENEFITS	21,975.76	22,355.94	2,186.70	2,186.70
101-253-740.000	SUPPLIES	603.25	700.00	0.00	0.00
101-253-741.000	POSTAGE	1,469.85	1,500.00	0.00	0.00
101-253-814.000	BANK SERVICE CHARGES	3,723.79	4,100.00	250.82	250.82
101-253-961.000	CONFERENCE AND WORKSHOPS	248.00	250.00	0.00	0.00
101-253-962.000	MILEAGE	8.17	25.00	0.00	0.00
Total Dept 253 - TREASURERS OFFICE		99,897.06	102,229.10	8,360.60	8,360.60
Dept 257 - ASSESSOR					
101-257-703.000	SALARIES	1,215.89	4,857.46	383.46	383.46
101-257-719.000	FRINGE BENEFITS	527.28	1,030.00	33.55	33.55
101-257-731.000	PUBLICATION	312.90	450.00	0.00	0.00
101-257-740.000	SUPPLIES	0.00	50.00	0.00	0.00
101-257-741.000	POSTAGE	581.61	600.00	0.00	0.00
101-257-781.000	COMPUTER SOFTWARE	260.00	260.00	0.00	0.00
101-257-810.050	RE INSPECTION - 20%	3,626.50	0.00	0.00	0.00
101-257-813.000	BOARD OF REVIEW	890.49	1,000.00	0.00	0.00
101-257-818.000	CONTRACT LABOR	17,000.04	17,001.00	0.00	0.00
Total Dept 257 - ASSESSOR		24,414.71	25,248.46	417.01	417.01
Dept 265 - CITY HALL					
101-265-703.000	SALARIES	22,782.72	0.00	0.00	0.00
101-265-719.000	FRINGE BENEFITS	8,447.70	0.00	0.00	0.00
101-265-740.000	SUPPLIES	4,145.59	4,500.00	188.06	188.06
101-265-741.000	POSTAGE	1,058.53	1,400.00	0.00	0.00
101-265-775.000	REPAIRS & MAINT	610.13	450.00	0.00	0.00
101-265-781.000	COMPUTER SOFTWARE	52,222.50	56,000.00	3,847.85	3,847.85
101-265-802.000	SERVICE	2,148.45	2,800.00	160.00	160.00
101-265-818.000	CONTRACT LABOR	375.00	400.00	0.00	0.00
101-265-880.200	COMMUNITY SPECIAL EVENTS	2,225.72	3,000.00	0.00	0.00
101-265-958.000	DUES AND SUBSCRIPTIONS	180.00	180.00	0.00	0.00
101-265-962.000	MILEAGE	94.71	50.00	0.00	0.00
101-265-980.000	OFFICE EQUIPMENT & FURNITURE	0.00	0.00	1,740.19	1,740.19
Total Dept 265 - CITY HALL		94,291.05	68,780.00	5,936.10	5,936.10
Dept 266 - ATTORNEY					
101-266-801.000	ATTORNEY	51,970.00	30,000.00	0.00	0.00
Total Dept 266 - ATTORNEY		51,970.00	30,000.00	0.00	0.00
Dept 301 - POLICE					
101-301-703.000	SALARIES	196,641.18	215,000.00	13,870.44	13,870.44
101-301-703.002	OVERTIME SALARIES	10,156.95	9,000.00	1,284.93	1,284.93
101-301-719.000	FRINGE BENEFITS	48,876.39	55,000.00	3,731.86	3,731.86
101-301-728.000	UNIFORM EXPENSES	10,049.33	5,000.00	0.00	0.00
101-301-740.000	SUPPLIES	10,838.30	7,800.00	0.00	0.00
101-301-740.700	GUNS AND AMMUNITION	713.80	2,500.00	0.00	0.00
101-301-775.000	REPAIRS & MAINT	10,303.42	5,000.00	0.00	0.00
101-301-781.000	COMPUTER SOFTWARE	1,350.00	1,500.00	0.00	0.00
101-301-801.000	ATTORNEY	465.50	1,500.00	0.00	0.00
101-301-802.000	SERVICE	250.00	1,200.00	0.00	0.00
101-301-809.000	TRAINING	3,224.10	2,500.00	0.00	0.00
101-301-851.000	RADIO REPAIRS	0.00	300.00	0.00	0.00

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PERIOD ENDING 07/31/2025

GL NUMBER	DESCRIPTION	END BALANCE	2025-26	YTD BALANCE	ACTIVITY FOR
		06/30/2025	ORIGINAL	07/31/2025	MONTH 07/31/2025
		NORMAL (ABNORMAL)	BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)
Fund 101 - GENERAL FUND					
Expenditures					
101-301-853.000	TELEPHONE EXPENSE	1,993.26	2,250.00	0.00	0.00
101-301-862.000	GAS	82.62	150.00	0.00	0.00
101-301-881.000	K9 EXPENSES	1,735.93	1,000.00	0.00	0.00
101-301-958.000	DUES AND SUBSCRIPTIONS	401.20	500.00	60.00	60.00
101-301-962.000	MILEAGE	285.72	0.00	0.00	0.00
101-301-970.000	CAPITAL OUTLAY	17,574.27	20,000.00	0.00	0.00
101-301-970.020	ARMOUR/SPEC EQUIP	834.00	850.00	0.00	0.00
101-301-972.010	CAPITAL OUTLAY	1,345.00	0.00	0.00	0.00
101-301-980.100	COMPUTER EQUIPMENT	2,558.30	2,000.00	0.00	0.00
Total Dept 301 - POLICE		319,679.27	333,050.00	18,947.23	18,947.23
Dept 302 - POLICE STATE TRAINING					
101-302-809.000	TRAINING	599.01	650.00	0.00	0.00
Total Dept 302 - POLICE STATE TRAINING		599.01	650.00	0.00	0.00
Dept 337 - EMS					
101-337-802.000	SERVICE	162,400.00	168,896.00	84,448.00	84,448.00
Total Dept 337 - EMS		162,400.00	168,896.00	84,448.00	84,448.00
Dept 441 - DPW					
101-441-810.020	RECYCLING EXPENSE	5,320.32	6,800.00	0.00	0.00
Total Dept 441 - DPW		5,320.32	6,800.00	0.00	0.00
Dept 445 - DRAIN AT LARGE					
101-445-810.000	EXPENSE	527.09	550.00	0.00	0.00
Total Dept 445 - DRAIN AT LARGE		527.09	550.00	0.00	0.00
Dept 701 - PLANNING COMMISSION					
101-701-703.000	SALARIES	1,375.00	1,000.00	0.00	0.00
101-701-719.000	FRINGE BENEFITS	105.21	100.00	0.00	0.00
101-701-731.000	PUBLICATION	237.40	900.00	0.00	0.00
101-701-740.000	SUPPLIES	10.59	50.00	0.00	0.00
101-701-803.000	ENGINEERS FEES	37,506.74	20,000.00	0.00	0.00
Total Dept 701 - PLANNING COMMISSION		39,234.94	22,050.00	0.00	0.00
Dept 702 - ZONING					
101-702-703.000	SALARIES	41,421.72	42,247.38	3,249.80	3,249.80
101-702-719.000	FRINGE BENEFITS	3,267.76	3,350.00	248.62	248.62
101-702-731.000	PUBLICATION	649.10	1,300.00	0.00	0.00
101-702-740.000	SUPPLIES	135.74	500.00	0.00	0.00
101-702-853.000	TELEPHONE EXPENSE	665.10	940.00	0.00	0.00
101-702-961.000	CONFERENCE AND WORKSHOPS	0.00	75.00	0.00	0.00
Total Dept 702 - ZONING		46,139.42	48,412.38	3,498.42	3,498.42
Dept 906 - DEBT SERVICE					
101-906-738.000	TOWNSHIP/MILL	8,619.09	9,000.00	0.00	0.00
101-906-991.000	DEBT SERVICE - PRINCIPAL	29,353.50	29,943.60	25,589.50	25,589.50
101-906-993.000	BOND INTEREST	25,748.57	25,197.44	10,480.68	10,480.68
Total Dept 906 - DEBT SERVICE		63,721.16	64,141.04	36,070.18	36,070.18
Dept 966 - CONTRIBUTIONS TO OTHER FUNDS					
101-966-965.203	CONTRIBUTION TO LOCAL STREET FUND	86,484.77	86,484.77	0.00	0.00
101-966-965.208	CONTRIBUTION TO PARK FUND	108,000.00	99,220.28	0.00	0.00
101-966-965.401	CONTRIBUTION TO CAPITAL PROJECT FUND	2,654.00	2,654.00	0.00	0.00
101-966-965.598	CONTRIBUTION TO STORM DRAIN MAINT	42,500.00	500.00	0.00	0.00
101-966-965.641	CONTRIBUTION TO EQP REPAIR & REPL	123,000.00	105,815.00	0.00	0.00
Total Dept 966 - CONTRIBUTIONS TO OTHER FUNDS		362,638.77	294,674.05	0.00	0.00

GL NUMBER	DESCRIPTION	END BALANCE	2025-26	YTD BALANCE	ACTIVITY FOR
		06/30/2025	ORIGINAL	07/31/2025	MTH 07/31/2025
		NORMAL (ABNORMAL)	BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)
Fund 101 - GENERAL FUND					
Expenditures					
TOTAL EXPENDITURES		1,531,218.72	1,421,885.51	213,800.93	213,800.93
Fund 101 - GENERAL FUND:					
TOTAL REVENUES		1,610,067.16	1,479,099.00	31,501.31	31,501.31
TOTAL EXPENDITURES		1,531,218.72	1,421,885.51	213,800.93	213,800.93
NET OF REVENUES & EXPENDITURES		78,848.44	57,213.49	(182,299.62)	(182,299.62)
BEG. FUND BALANCE		1,096,636.43	1,096,636.43	1,096,636.43	
NET OF REVENUES/EXPENDITURES - 2024-25				78,848.44	
END FUND BALANCE		1,175,484.87	1,153,849.92	993,185.25	

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GL NUMBER	DESCRIPTION	END BALANCE	2025-26	YTD BALANCE	ACTIVITY FOR
		06/30/2025	ORIGINAL	07/31/2025	MONTH 07/31/2025
		NORMAL (ABNORMAL)	BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)
Fund 202 - MAJOR STREET FUND					
Revenues					
Dept 000					
202-000-451.200	SPEC ASSESSMENT ROAD - SUNSET	5,698.57	5,000.00	131.82	131.82
202-000-553.000	ACT 51	265,138.26	254,000.00	0.00	0.00
202-000-556.100	GRANT MAIN STREET	0.00	385,000.00	0.00	0.00
202-000-582.000	COUNTY ROAD MILL 2014	50,371.72	44,000.00	99.39	99.39
202-000-665.000	INTEREST	12,359.15	12,000.00	990.13	990.13
Total Dept 000		333,567.70	700,000.00	1,221.34	1,221.34
TOTAL REVENUES		333,567.70	700,000.00	1,221.34	1,221.34
Expenditures					
Dept 463 - ROUTINE MAINT					
202-463-699.203	TRANSFER TO LOCAL STREETS	87,500.00	87,500.00	0.00	0.00
202-463-782.000	STREET MATERIALS & SUPPLIES	262.35	2,500.00	0.00	0.00
202-463-965.600	CONTRIBUTION TO 641 LABOR & EQUIPMENT	120,000.00	110,000.00	0.00	0.00
Total Dept 463 - ROUTINE MAINT		207,762.35	200,000.00	0.00	0.00
Dept 474 - TRAFFIC SIGNS					
202-474-782.000	STREET MATERIALS & SUPPLIES	468.20	500.00	0.00	0.00
Total Dept 474 - TRAFFIC SIGNS		468.20	500.00	0.00	0.00
Dept 478 - WINTER MAINT					
202-478-782.000	STREET MATERIALS & SUPPLIES	5,014.05	5,050.00	0.00	0.00
Total Dept 478 - WINTER MAINT		5,014.05	5,050.00	0.00	0.00
Dept 480 - CONSTRUCTION					
202-480-803.000	ENGINEERS FEES	17,009.64	15,000.00	348.75	348.75
202-480-818.000	CONTRACT LABOR	0.00	561,000.00	0.00	0.00
Total Dept 480 - CONSTRUCTION		17,009.64	576,000.00	348.75	348.75
Dept 906 - DEBT SERVICE					
202-906-992.000	BOND PRINCIPAL	11,264.00	11,264.00	0.00	0.00
202-906-993.000	BOND INTEREST	5,862.56	5,547.10	0.00	0.00
Total Dept 906 - DEBT SERVICE		17,126.56	16,811.10	0.00	0.00
TOTAL EXPENDITURES		247,380.80	798,361.10	348.75	348.75
Fund 202 - MAJOR STREET FUND:					
TOTAL REVENUES		333,567.70	700,000.00	1,221.34	1,221.34
TOTAL EXPENDITURES		247,380.80	798,361.10	348.75	348.75
NET OF REVENUES & EXPENDITURES		86,186.90	(98,361.10)	872.59	872.59
BEG. FUND BALANCE		406,858.90	406,858.90	406,858.90	
NET OF REVENUES/EXPENDITURES - 2024-25				86,186.90	
END FUND BALANCE		493,045.80	308,497.80	493,918.39	

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PERIOD ENDING 07/31/2025

GL NUMBER	DESCRIPTION	END BALANCE	2025-26	YTD BALANCE	ACTIVITY FOR
		06/30/2025	ORIGINAL	07/31/2025	MTH 07/31/2025
		NORMAL (ABNORMAL)	BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)
Fund 203 - LOCAL STREET FUND					
Revenues					
Dept 000					
203-000-451.200	SPEC ASSESSMENT ROAD - SUNSET	24,547.51	23,000.00	804.39	804.39
203-000-553.000	ACT 51	105,900.30	100,000.00	0.00	0.00
203-000-582.000	COUNTY ROAD MILL 2014	50,250.24	35,000.00	66.26	66.26
203-000-665.000	INTEREST	1,235.91	1,200.00	99.01	99.01
203-000-699.001	CONTRIBUTIONS FROM MAJOR STREET FUND	87,500.00	87,500.00	0.00	0.00
203-000-699.101	GF CONTRIBUTION	86,484.77	86,484.77	0.00	0.00
Total Dept 000		355,918.73	333,184.77	969.66	969.66
TOTAL REVENUES		355,918.73	333,184.77	969.66	969.66
Expenditures					
Dept 463 - ROUTINE MAINT					
203-463-965.600	CONTRIBUTION TO 641 LABOR & EQUIPMENT	25,000.00	25,000.00	0.00	0.00
Total Dept 463 - ROUTINE MAINT		25,000.00	25,000.00	0.00	0.00
Dept 478 - WINTER MAINT					
203-478-782.000	STREET MATERIALS & SUPPLIES	4,870.23	5,050.00	0.00	0.00
Total Dept 478 - WINTER MAINT		4,870.23	5,050.00	0.00	0.00
Dept 480 - CONSTRUCTION					
203-480-803.000	ENGINEERS FEES	975.00	2,500.00	0.00	0.00
Total Dept 480 - CONSTRUCTION		975.00	2,500.00	0.00	0.00
Dept 906 - DEBT SERVICE					
203-906-992.000	BOND PRINCIPAL	168,382.50	171,792.40	35,410.50	35,410.50
203-906-993.000	BOND INTEREST	132,200.11	126,803.46	14,503.07	14,503.07
Total Dept 906 - DEBT SERVICE		300,582.61	298,595.86	49,913.57	49,913.57
TOTAL EXPENDITURES		331,427.84	331,145.86	49,913.57	49,913.57
Fund 203 - LOCAL STREET FUND:					
TOTAL REVENUES		355,918.73	333,184.77	969.66	969.66
TOTAL EXPENDITURES		331,427.84	331,145.86	49,913.57	49,913.57
NET OF REVENUES & EXPENDITURES		24,490.89	2,038.91	(48,943.91)	(48,943.91)
BEG. FUND BALANCE		131,103.64	131,103.64	131,103.64	
NET OF REVENUES/EXPENDITURES - 2024-25				24,490.89	
END FUND BALANCE		155,594.53	133,142.55	106,650.62	

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GL NUMBER	DESCRIPTION	END BALANCE	2025-26	YTD BALANCE	ACTIVITY FOR
		06/30/2025	ORIGINAL	07/31/2025	MONTH 07/31/2025
		(NORMAL)	BUDGET	(NORMAL)	(INCREASE) (DECREASE)
Fund 208 - PARK FUND					
Revenues					
Dept 000					
208-000-478.030	CONCESSIONS	31,766.96	25,000.00	4,378.84	4,378.84
208-000-478.070	FIELD RENTAL	24,507.00	23,000.00	4,482.00	4,482.00
208-000-478.084	FLAG FOOTBALL	1,350.00	1,250.00	110.00	110.00
208-000-478.090	YOUTH FEES	10,325.00	8,800.00	225.00	225.00
208-000-667.000	PAVILION RENT	1,555.00	1,300.00	315.00	315.00
208-000-667.020	TIFA PAVILION - COMMUNITY CEN	1,775.00	1,600.00	375.00	375.00
208-000-674.000	DONATIONS	250.00	100.00	0.00	0.00
208-000-680.001	SPECIAL EVENTS	350.00	250.00	0.00	0.00
208-000-699.101	GF CONTRIBUTION	108,000.00	99,220.28	0.00	0.00
Total Dept 000		179,878.96	160,520.28	9,885.84	9,885.84
TOTAL REVENUES		179,878.96	160,520.28	9,885.84	9,885.84
Expenditures					
Dept 751 - PARK ADMIN					
208-751-703.000	SALARIES	54,951.33	57,343.28	4,626.04	4,626.04
208-751-703.002	OVERTIME SALARIES	478.75	400.00	0.00	0.00
208-751-719.000	FRINGE BENEFITS	22,919.49	24,277.00	2,359.17	2,359.17
208-751-731.000	PUBLICATION	1,034.58	1,200.00	0.00	0.00
208-751-740.000	SUPPLIES	4,939.96	13,900.00	0.00	0.00
208-751-744.000	YOUTH FEES (UNIFORMS,ETC.)	0.00	8,000.00	700.00	700.00
208-751-747.000	ADULT UMPIRE FEES	0.00	3,500.00	400.00	400.00
208-751-775.000	REPAIRS & MAINT	0.00	9,550.00	760.45	760.45
208-751-802.000	SERVICE	0.00	1,100.00	0.00	0.00
208-751-803.000	ENGINEERS FEES	7,160.98	2,500.00	0.00	0.00
208-751-810.100	GRANT EXPENSE	23,225.79	2,000.00	0.00	0.00
208-751-818.000	CONTRACT LABOR	3,000.00	3,500.00	0.00	0.00
208-751-853.000	TELEPHONE EXPENSE	739.32	950.00	0.00	0.00
208-751-920.000	UTILITIES	0.00	10,050.00	1,073.65	1,073.65
208-751-962.000	MILEAGE	607.86	700.00	165.20	165.20
Total Dept 751 - PARK ADMIN		119,058.06	138,970.28	10,084.51	10,084.51
Dept 770 - LAKE ALLIANCE MAINTENANCE					
208-770-740.000	SUPPLIES	2,635.87	0.00	0.00	0.00
208-770-775.000	REPAIRS & MAINT	3,746.41	0.00	0.00	0.00
208-770-802.000	SERVICE	608.04	0.00	0.00	0.00
208-770-920.000	UTILITIES	7,728.07	0.00	0.00	0.00
Total Dept 770 - LAKE ALLIANCE MAINTENANCE		14,718.39	0.00	0.00	0.00
Dept 771 - CITY PARK					
208-771-740.000	SUPPLIES	27.90	0.00	0.00	0.00
208-771-775.000	REPAIRS & MAINT	1,816.62	0.00	0.00	0.00
Total Dept 771 - CITY PARK		1,844.52	0.00	0.00	0.00
Dept 774 - BASEBALL					
208-774-740.000	SUPPLIES	748.25	0.00	0.00	0.00
208-774-775.000	REPAIRS & MAINT	315.00	0.00	0.00	0.00
Total Dept 774 - BASEBALL		1,063.25	0.00	0.00	0.00
Dept 777 - BALLFIELD					
208-777-740.000	SUPPLIES	1,307.32	0.00	0.00	0.00
208-777-744.000	YOUTH FEES (UNIFORMS,ETC.)	7,276.00	0.00	0.00	0.00
208-777-745.000	YOUTH UMPIRE FEES	3,440.00	0.00	(100.00)	(100.00)
Total Dept 777 - BALLFIELD		12,023.32	0.00	(100.00)	(100.00)
Dept 778 - CONCESSIONS					
208-778-703.000	SALARIES	8,349.74	8,000.00	1,861.01	1,861.01
208-778-719.000	FRINGE BENEFITS	786.72	750.00	162.81	162.81
208-778-740.000	SUPPLIES	13,008.50	10,000.00	734.98	734.98
208-778-746.000	CONCESSION - FOOD LICENSE	637.00	700.00	0.00	0.00
208-778-814.000	BANK SERVICE CHARGES	1,863.31	2,000.00	144.86	144.86

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2025 NORMAL (ABNORMAL)	2025-26 ORIGINAL BUDGET	YTD BALANCE 07/31/2025 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 07/31/2025 INCREASE (DECREASE)
Fund 208 - PARK FUND					
Expenditures					
Total Dept 778 - CONCESSIONS		24,645.27	21,450.00	2,903.66	2,903.66
TOTAL EXPENDITURES		173,352.81	160,420.28	12,888.17	12,888.17
Fund 208 - PARK FUND:					
TOTAL REVENUES		179,878.96	160,520.28	9,885.84	9,885.84
TOTAL EXPENDITURES		173,352.81	160,420.28	12,888.17	12,888.17
NET OF REVENUES & EXPENDITURES		6,526.15	100.00	(3,002.33)	(3,002.33)
BEG. FUND BALANCE		50,590.24	50,590.24	50,590.24	
NET OF REVENUES/EXPENDITURES - 2024-25				6,526.15	
END FUND BALANCE		57,116.39	50,690.24	54,114.06	

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REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE
PERIOD ENDING 07/31/2025

GL NUMBER	DESCRIPTION	END BALANCE	2025-26	YTD BALANCE	ACTIVITY FOR
		06/30/2025	ORIGINAL	07/31/2025	MONTH 07/31/2025
		NORMAL (ABNORMAL)	BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)
Fund 211 - GIZZARD FEST					
Revenues					
Dept 000					
211-000-665.000	INTEREST	1,676.15	1,600.00	147.80	147.80
211-000-674.000	DONATIONS	100.00	100.00	0.00	0.00
211-000-674.100	SPONSORSHIP	30,660.00	25,000.00	0.00	0.00
211-000-681.000	VENDOR BOOTHS	12,625.00	9,725.00	100.00	100.00
211-000-682.000	RACE	7,402.24	7,000.00	72.50	72.50
211-000-686.000	PAGEANT	2,400.00	2,400.00	0.00	0.00
211-000-688.000	CARNIVAL	4,614.70	3,300.00	0.00	0.00
211-000-690.000	TENT TICKET SALES	17,361.00	16,000.00	0.00	0.00
211-000-691.000	ATM	26.50	50.00	0.00	0.00
Total Dept 000		76,865.59	65,175.00	320.30	320.30
TOTAL REVENUES		76,865.59	65,175.00	320.30	320.30
Expenditures					
Dept 779 - SPECIAL EVENTS					
211-779-740.000	SUPPLIES	6,580.17	8,000.00	0.00	0.00
211-779-818.000	CONTRACT LABOR	22,442.00	26,000.00	0.00	0.00
211-779-880.200	COMMUNITY SPECIAL EVENTS	38,412.83	30,000.00	1,000.00	1,000.00
211-779-880.500	PAGEANT	1,742.68	500.00	0.00	0.00
211-779-880.600	RACE	5,498.63	4,000.00	0.00	0.00
Total Dept 779 - SPECIAL EVENTS		74,676.31	68,500.00	1,000.00	1,000.00
TOTAL EXPENDITURES		74,676.31	68,500.00	1,000.00	1,000.00
Fund 211 - GIZZARD FEST :					
TOTAL REVENUES		76,865.59	65,175.00	320.30	320.30
TOTAL EXPENDITURES		74,676.31	68,500.00	1,000.00	1,000.00
NET OF REVENUES & EXPENDITURES		2,189.28	(3,325.00)	(679.70)	(679.70)
BEG. FUND BALANCE		53,541.81	53,541.81	53,541.81	
NET OF REVENUES/EXPENDITURES - 2024-25				2,189.28	
END FUND BALANCE		55,731.09	50,216.81	55,051.39	

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REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE
PERIOD ENDING 07/31/2025

GL NUMBER	DESCRIPTION	END BALANCE	2025-26	YTD BALANCE	ACTIVITY FOR
		06/30/2025	ORIGINAL	07/31/2025	MTH 07/31/2025
		NORMAL (ABNORMAL)	BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)
Fund 401 - CAPITAL PROJECT FUND- DOWNTOWN					
Revenues					
Dept 000					
401-000-699.100	TRANSFER IN	2,654.00	2,654.00	0.00	0.00
Total Dept 000		2,654.00	2,654.00	0.00	0.00
TOTAL REVENUES		2,654.00	2,654.00	0.00	0.00
Expenditures					
Dept 729 - DOWNTOWN					
401-729-740.600	LANDSCAPING SUPPLIES	1,409.24	2,554.00	0.00	0.00
401-729-818.000	CONTRACT LABOR	0.00	100.00	0.00	0.00
Total Dept 729 - DOWNTOWN		1,409.24	2,654.00	0.00	0.00
TOTAL EXPENDITURES		1,409.24	2,654.00	0.00	0.00
Fund 401 - CAPITAL PROJECT FUND- DOWNTOWN:					
TOTAL REVENUES		2,654.00	2,654.00	0.00	0.00
TOTAL EXPENDITURES		1,409.24	2,654.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		1,244.76	0.00	0.00	0.00
BEG. FUND BALANCE		4,751.72	4,751.72	4,751.72	
NET OF REVENUES/EXPENDITURES - 2024-25				1,244.76	
END FUND BALANCE		5,996.48	4,751.72	5,996.48	

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REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

PERIOD ENDING 07/31/2025

GL NUMBER	DESCRIPTION	END BALANCE	2025-26	YTD BALANCE	ACTIVITY FOR
		06/30/2025	ORIGINAL	07/31/2025	MONTH 07/31/2025
		NORMAL (ABNORMAL)	BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)
Fund 590 - SEWER FUND					
Revenues					
Dept 000					
590-000-642.000	BILLS	204,909.45	198,000.00	(110.25)	(110.25)
590-000-642.001	FIXED COSTS	505,255.36	505,078.43	47.24	47.24
590-000-656.000	FINES & FORFEITURES	15,385.52	17,000.00	1,109.19	1,109.19
590-000-665.000	INTEREST	18,538.72	18,000.00	1,485.19	1,485.19
590-000-666.000	INSPECTION FEE	150.00	200.00	50.00	50.00
590-000-672.000	HOOK UP FEES	10,500.00	10,500.00	2,625.00	2,625.00
Total Dept 000		754,739.05	748,778.43	5,206.37	5,206.37
TOTAL REVENUES		754,739.05	748,778.43	5,206.37	5,206.37
Expenditures					
Dept 537 - ADMINISTRATIVE					
590-537-775.000	REPAIRS & MAINT	8,171.42	9,000.00	0.00	0.00
590-537-809.000	TRAINING	795.00	800.00	0.00	0.00
Total Dept 537 - ADMINISTRATIVE		8,966.42	9,800.00	0.00	0.00
Dept 556 - DPW					
590-556-740.000	SUPPLIES	16,273.07	18,000.00	0.00	0.00
590-556-743.000	METERS	8,130.84	9,000.00	0.00	0.00
590-556-775.000	REPAIRS & MAINT	4,790.78	5,400.00	0.00	0.00
590-556-802.000	SERVICE	400.00	1,000.00	0.00	0.00
590-556-803.000	ENGINEERS FEES	30,503.54	15,000.00	146.25	146.25
590-556-818.000	CONTRACT LABOR	0.00	3,000.00	0.00	0.00
590-556-965.600	CONTRIBUTION TO 641 LABOR & EQUIPMENT	108,207.18	190,000.00	0.00	0.00
590-556-970.000	CAPITAL OUTLAY	199,126.51	8,000.00	0.00	0.00
Total Dept 556 - DPW		367,431.92	249,400.00	146.25	146.25
Dept 906 - DEBT SERVICE					
590-906-991.000	DEBT SERVICE - PRINCIPAL	173,000.00	179,000.00	46,000.00	46,000.00
590-906-993.000	BOND INTEREST	194,171.25	196,667.00	31,583.75	31,583.75
Total Dept 906 - DEBT SERVICE		367,171.25	375,667.00	77,583.75	77,583.75
TOTAL EXPENDITURES		743,569.59	634,867.00	77,730.00	77,730.00
Fund 590 - SEWER FUND:					
TOTAL REVENUES		754,739.05	748,778.43	5,206.37	5,206.37
TOTAL EXPENDITURES		743,569.59	634,867.00	77,730.00	77,730.00
NET OF REVENUES & EXPENDITURES		11,169.46	113,911.43	(72,523.63)	(72,523.63)
BEG. FUND BALANCE		2,958,545.76	2,958,545.76	2,958,545.76	
NET OF REVENUES/EXPENDITURES - 2024-25				11,169.46	
END FUND BALANCE		2,969,715.22	3,072,457.19	2,897,191.59	

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REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

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PERIOD ENDING 07/31/2025

GL NUMBER	DESCRIPTION	END BALANCE	2025-26	YTD BALANCE	ACTIVITY FOR
		06/30/2025	ORIGINAL	07/31/2025	MONTH 07/31/2025
		(NORMAL) (ABNORMAL)	BUDGET (NORMAL) (ABNORMAL)	(NORMAL) (ABNORMAL)	(INCREASE) (DECREASE)
Fund 591 - WATER FUND					
Revenues					
Dept 000					
591-000-579.000	GRANT REVENUE- STATE	104,138.70	100,000.00	0.00	0.00
591-000-642.000	BILLS	346,927.04	355,278.00	(33.32)	(33.32)
591-000-642.001	FIXED COSTS	528,267.83	553,350.00	49.55	49.55
591-000-644.000	PENALTIES	1,850.00	1,850.00	80.00	80.00
591-000-656.000	FINES & FORFEITURES	17,338.36	16,500.00	1,275.03	1,275.03
591-000-665.000	INTEREST	42,021.09	41,000.00	3,366.43	3,366.43
591-000-666.000	INSPECTION FEE	200.00	150.00	50.00	50.00
591-000-672.000	HOOK UP FEES	11,147.01	10,000.00	2,777.25	2,777.25
591-000-684.000	MISC INCOME	639.00	250.00	0.00	0.00
Total Dept 000		1,052,529.03	1,078,378.00	7,564.94	7,564.94
TOTAL REVENUES		1,052,529.03	1,078,378.00	7,564.94	7,564.94
Expenditures					
Dept 537 - ADMINISTRATIVE					
591-537-731.000	PUBLICATION	581.02	3,500.00	0.00	0.00
591-537-740.000	SUPPLIES	1,448.43	2,500.00	0.00	0.00
591-537-741.000	POSTAGE	2,831.50	3,500.00	269.92	269.92
591-537-781.000	COMPUTER SOFTWARE	0.00	1,000.00	0.00	0.00
591-537-809.000	TRAINING	4,059.40	2,000.00	0.00	0.00
Total Dept 537 - ADMINISTRATIVE		8,920.35	12,500.00	269.92	269.92
Dept 556 - DPW					
591-556-740.000	SUPPLIES	14,631.20	10,000.00	0.00	0.00
591-556-743.000	METERS	9,119.31	8,000.00	0.00	0.00
591-556-775.000	REPAIRS & MAINT	6,199.10	10,000.00	0.00	0.00
591-556-802.000	SERVICE	9,037.38	10,000.00	0.00	0.00
591-556-803.000	ENGINEERS FEES	30,503.53	30,000.00	146.25	146.25
591-556-818.000	CONTRACT LABOR	244,799.34	100,000.00	0.00	0.00
591-556-965.600	CONTRIBUTION TO 641 LABOR & EQUIPMENT	231,792.82	200,000.00	0.00	0.00
591-556-970.000	CAPITAL OUTLAY	167,625.11	50,000.00	0.00	0.00
Total Dept 556 - DPW		713,707.79	418,000.00	146.25	146.25
Dept 906 - DEBT SERVICE					
591-906-992.000	BOND PRINCIPAL	100,000.00	103,000.00	28,000.00	28,000.00
591-906-993.000	BOND INTEREST	109,392.49	107,060.00	19,511.25	19,511.25
Total Dept 906 - DEBT SERVICE		209,392.49	210,060.00	47,511.25	47,511.25
TOTAL EXPENDITURES		932,020.63	640,560.00	47,927.42	47,927.42
Fund 591 - WATER FUND:					
TOTAL REVENUES		1,052,529.03	1,078,378.00	7,564.94	7,564.94
TOTAL EXPENDITURES		932,020.63	640,560.00	47,927.42	47,927.42
NET OF REVENUES & EXPENDITURES		120,508.40	437,818.00	(40,362.48)	(40,362.48)
BEG. FUND BALANCE		3,183,620.41	3,183,620.41	3,183,620.41	3,183,620.41
NET OF REVENUES/EXPENDITURES - 2024-25				120,508.40	120,508.40
END FUND BALANCE		3,304,128.81	3,621,438.41	3,263,766.33	3,263,766.33

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REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE
PERIOD ENDING 07/31/2025

GL NUMBER	DESCRIPTION	END BALANCE	2025-26	YTD BALANCE	ACTIVITY FOR
		06/30/2025	ORIGINAL	07/31/2025	MONTH 07/31/2025
		NORMAL (ABNORMAL)	BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)
Fund 598 - STORM DRAIN MAINTENANCE					
Revenues					
Dept 000					
598-000-699.101	GF CONTRIBUTION	42,500.00	500.00	0.00	0.00
Total Dept 000		42,500.00	500.00	0.00	0.00
TOTAL REVENUES		42,500.00	500.00	0.00	0.00
Expenditures					
Dept 556 - DPW					
598-556-818.000	CONTRACT LABOR	29,979.77	500.00	0.00	0.00
Total Dept 556 - DPW		29,979.77	500.00	0.00	0.00
TOTAL EXPENDITURES		29,979.77	500.00	0.00	0.00
Fund 598 - STORM DRAIN MAINTENANCE:					
TOTAL REVENUES		42,500.00	500.00	0.00	0.00
TOTAL EXPENDITURES		29,979.77	500.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		12,520.23	0.00	0.00	0.00
BEG. FUND BALANCE		5,033.26	5,033.26	5,033.26	
NET OF REVENUES/EXPENDITURES - 2024-25				12,520.23	
END FUND BALANCE		17,553.49	5,033.26	17,553.49	

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REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

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PERIOD ENDING 07/31/2025

GL NUMBER	DESCRIPTION	END BALANCE	2025-26	YTD BALANCE	ACTIVITY FOR
		06/30/2025	ORIGINAL	07/31/2025	MONTH 07/31/2025
		NORMAL (ABNORMAL)	BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)
Fund 641 - EQUIPMENT REPAIR & REPLACEMENT					
Revenues					
Dept 000					
641-000-699.100	OPERATING TRANSFER-IN	608,000.00	630,815.00	0.00	0.00
Total Dept 000		608,000.00	630,815.00	0.00	0.00
TOTAL REVENUES		608,000.00	630,815.00	0.00	0.00
Expenditures					
Dept 932 - EQUIPMENT REPAIR ACTIVITY					
641-932-703.000	SALARIES	256,949.59	264,865.00	25,450.65	25,450.65
641-932-703.002	OVERTIME SALARIES	22,877.29	23,000.00	1,196.59	1,196.59
641-932-719.000	FRINGE BENEFITS	68,991.21	72,000.00	6,738.78	6,738.78
641-932-728.000	UNIFORM EXPENSES	4,828.30	5,000.00	0.00	0.00
641-932-740.000	SUPPLIES	25,489.56	25,000.00	4,752.83	4,752.83
641-932-775.000	REPAIRS & MAINT	42,527.34	45,000.00	379.18	379.18
641-932-782.000	STREET MATERIALS & SUPPLIES	818.90	1,500.00	0.00	0.00
641-932-802.000	SERVICE	1,236.13	1,200.00	15.53	15.53
641-932-809.000	TRAINING	7,634.15	3,500.00	0.00	0.00
641-932-853.000	TELEPHONE EXPENSE	3,994.28	3,900.00	0.00	0.00
641-932-862.000	GAS	21,666.33	27,000.00	1,009.75	1,009.75
641-932-920.000	UTILITIES	124,323.67	129,100.00	11,015.56	11,015.56
641-932-958.000	DUES AND SUBSCRIPTIONS	1,096.55	1,150.00	0.00	0.00
641-932-962.000	MILEAGE	596.10	600.00	0.00	0.00
641-932-970.000	CAPITAL OUTLAY	25,508.75	6,000.00	0.00	0.00
Total Dept 932 - EQUIPMENT REPAIR ACTIVITY		608,538.15	608,815.00	50,558.87	50,558.87
TOTAL EXPENDITURES		608,538.15	608,815.00	50,558.87	50,558.87
Fund 641 - EQUIPMENT REPAIR & REPLACEMENT:					
TOTAL REVENUES		608,000.00	630,815.00	0.00	0.00
TOTAL EXPENDITURES		608,538.15	608,815.00	50,558.87	50,558.87
NET OF REVENUES & EXPENDITURES		(538.15)	22,000.00	(50,558.87)	(50,558.87)
BEG. FUND BALANCE		288,007.18	288,007.18	288,007.18	
NET OF REVENUES/EXPENDITURES - 2024-25				(538.15)	
END FUND BALANCE		287,469.03	310,007.18	236,910.16	
TOTAL REVENUES - ALL FUNDS					
TOTAL EXPENDITURES - ALL FUNDS		5,016,720.22	5,199,104.48	56,669.76	56,669.76
NET OF REVENUES & EXPENDITURES		4,673,573.86	4,667,708.75	454,167.71	454,167.71
BEG. FUND BALANCE - ALL FUNDS		343,146.36	531,395.73	(397,497.95)	(397,497.95)
END FUND BALANCE - ALL FUNDS		8,178,689.35	8,178,689.35	8,178,689.35	
		8,521,835.71	8,710,085.08	8,124,337.76	

GL Number	Description	Beginning 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

Beginning GL Balance:	3,928,660.12
Add: Cash Receipts	147,042.03
Less: Cash Disbursements	(237,673.94)
Less: Payroll Disbursements	(78,455.10)
Less: Journal Entries/Other	(133,081.96)
Ending GL Balance:	3,626,491.15

GL Number	Description	Ending Balance
101-000-001.000	CASH	1,031,656.03
202-000-001.000	CASH	472,075.32
203-000-001.000	CASH	97,910.14
208-000-001.000	CASH	52,908.28
370-000-001.000	CASH	
401-000-001.000	CASH	5,996.48
590-000-001.000	CASH	151,685.77
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	873,717.90
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	(31,288.26)

Ending GL Balance: 3,626,491.15

Ending Bank Balance: 3,588,605.59

Add: Miscellaneous Transactions 1,626.93

Add: Deposits in Transit

08/04/2025 *Deposit ID: 2183 906.25
 TOO MUCH TRANSFERRED TO PAYROLL (129.77)
 PAYROLL 136.54
 MML PAYMENT MADE ACH - NOT ENTERED IN BSA 43,807.00
 MML PAYMENT MADE ACH- NOT ENTERED IN BSA 900.00

Less: 10 AP Outstanding Checks 9,361.39

Less: 0 PR Outstanding Checks

Adjusted Bank Balance 3,626,491.15

Unreconciled Difference 0.00

REVIEWED BY: 

DATE: 8-6-25

08/04/2025 04:05 PM
User: JWest
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BANK RECONCILIATION FOR CITY OF POTTERVILLE
Bank PR (PAYROLL ACCOUNT)
FROM 07/01/2025 TO 07/31/2025
Reconciliation Record ID: 322

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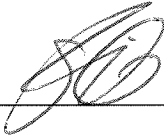
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GL Number	Description	Beginning Balance
750-000-001.000	CASH	4,718.26
Beginning GL Balance:		4,718.26
Add: Payroll Disbursements		700.24
Ending GL Balance:		5,418.50

GL Number	Description	Ending Balance
750-000-001.000	CASH	5,418.50
Ending GL Balance:		5,418.50
Ending Bank Balance:		5,425.27
Add: Deposits in Transit		
	TRANSFERRED TOO MUCH 6/23 PAYROLL- LEIK	129.77
		(136.54)
		(6.77)

Less: 0 AP Outstanding Checks
Less: 0 PR Outstanding Checks

Adjusted Bank Balance 5,418.50
Unreconciled Difference: 0.00

REVIEWED BY: 

DATE: 8-6-25

08/04/2025 04:02 PM
User: JWest
DB: Potterville

BANK RECONCILIATION FOR CITY OF POTTERVILLE
Bank FEST (GIZZARD FEST)
FROM 07/01/2025 TO 07/31/2025
Reconciliation Record ID: 325

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GL Number	Description	Beginning Balance
211-000-001.000	CASH	56,880.78
Beginning GL Balance:		56,880.78
Add: Cash Receipts		100.00
Less: Cash Disbursements		(2,149.69)
Add: Journal Entries/Other		220.30
Ending GL Balance:		55,051.39

GL Number	Description	Ending Balance
211-000-001.000	CASH	55,051.39
Ending GL Balance:		55,051.39
Ending Bank Balance:		55,670.39
Add: Deposits in Transit		0.00
Less: 2 AP Outstanding Checks		619.00
Less: 0 PR Outstanding Checks		
Adjusted Bank Balance		55,051.39
Unreconciled Difference:		0.00

REVIEWED BY: 

DATE: 8-6-25

08/04/2025 03:50 PM
User: JWest
DB: Potterville

BANK RECONCILIATION FOR CITY OF POTTERVILLE
Bank TAX (TAX ACCOUNT)
FROM 07/01/2025 TO 07/31/2025
Reconciliation Record ID: 324

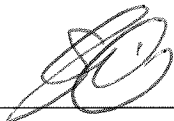
Page 1/1

26

GL Number	Description	Beginning Balance
703-000-001.000	CASH	2,396.92
Beginning GL Balance:		2,396.92
Add: Cash Receipts		114,406.20
Add: Tax Receipts		386,106.96
Less: Cash Disbursements		(62,346.70)
Add: Journal Entries/Other		11.79
Ending GL Balance:		440,575.17

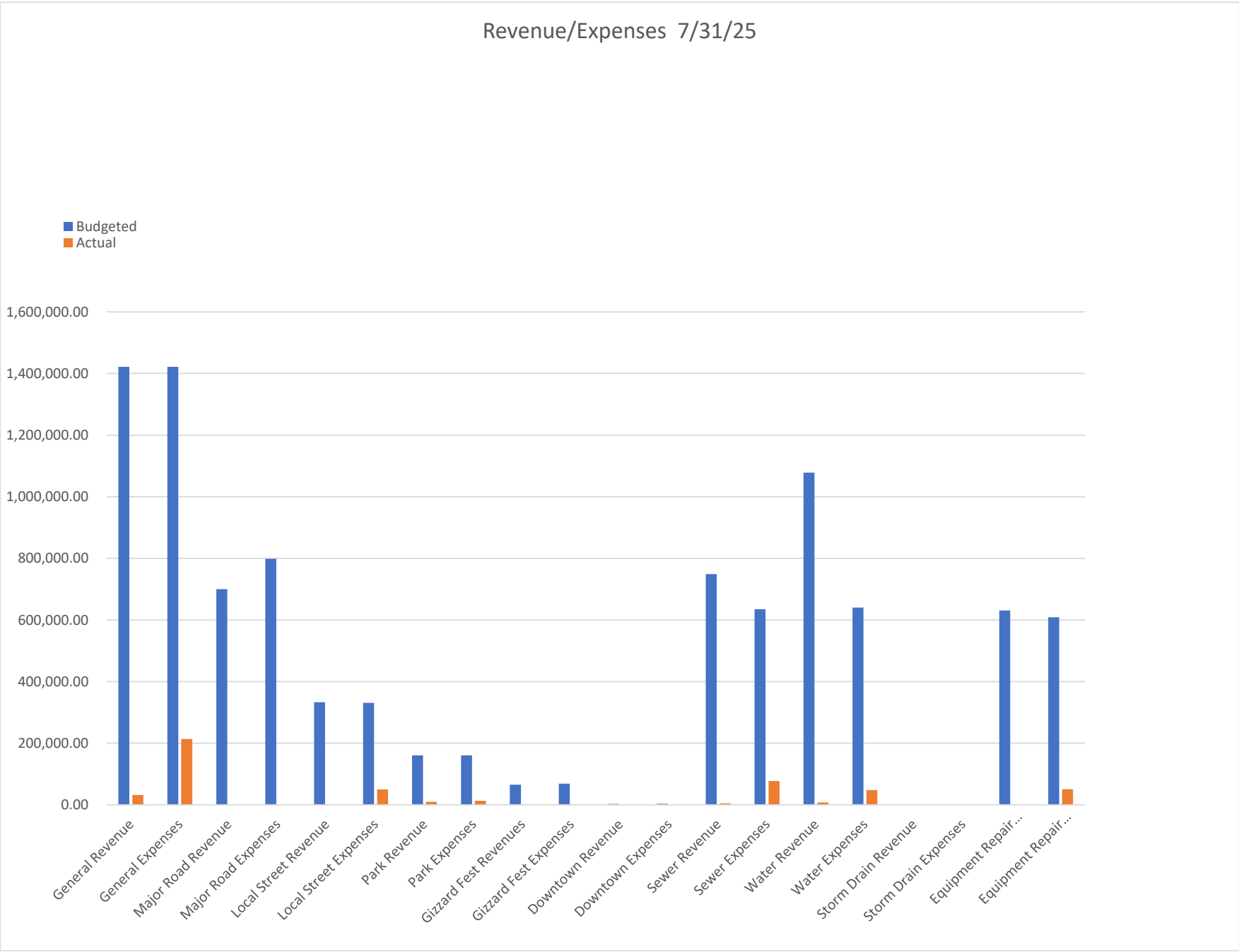
GL Number	Description	Ending Balance
703-000-001.000	CASH	440,575.17
Ending GL Balance:		440,575.17
Ending Bank Balance:		88,529.38
Add: Miscellaneous Transactions		380,997.29
Add: Deposits in Transit		
08/04/2025 *Deposit ID: 2184		4,957.42
		4,957.42
Less: 3 AP Outstanding Checks		33,908.92
Less: 0 PR Outstanding Checks		
Adjusted Bank Balance		440,575.17
Unreconciled Difference:		0.00

REVIEWED BY:



DATE:

8-6-25



City of Potterville

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

August 14, 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. Below is a summary of American Water Works Association (AWWA) METER EQUIVELENT TABLE and Standards of Operation as provided by Michigan Rural Water Association, Water Circuit Representative, Joe VanDommelen regarding Council's draft Resolution to install a new 1 ½ size meter tap/connection fee and customers fees for the City's water and waste water utilities. The intent of the new Resolution is to better accommodate small business customers who demand large quantities of water for their permitted use of their property.

AWWA M-22 MANUAL		AWWA Industry Standard
		Factor based on 5/8" meter
Meter Size	AWWA (gpm capacity)	
5/8 inch	20 gpm	1.00
3/4 inch	30 gpm	1.50
1 inch	50 gpm	2.50
1-1/2 inch	100 gpm	5.00
2 inch	160 gpm	8.00
3 inch	300 gpm	15.00
4 inch	500 gpm	25.00
6 inch	1,000 gpm	50.00
8 inch	1,600 gpm	80.00
10 inch	2,300 gpm	115.00
12 inch	4,300 gpm	215.00
14 inch	6,400 gpm	320.00

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In Potterville, the most common residential water meter size is 5/8" (also referred to as 5/8" x 3/4"), and is typically associated with flow rates of up to 20 gallons per minute (GPM). Important points to remember about 5/8" meters and AWWA standards are as follow:

- **Flow Capacity:** The 5/8" designation refers to the internal flow capacity or bore of the meter.
- **Threads:** The actual thread size for connecting the meter to the water service line is often 3/4" AWWA meter threads.
- **Standards:** AWWA (American Water Works Association) has standards (e.g., C700, C708) that specify performance and materials for cold-water meters, including those used in residential applications.

In essence, a 5/8" meter is designed to handle the water demands of most residential applications, with 20 GPM being a common maximum flow rate associated with this size.

In review of City Utilities, it's important that Council adopts its Fees by Resolution in a public setting that is NOT in a private office, or other third-party permitting agency who is NOT responsible for responsibilities of long-term debt, maintenance and ownership costs of the system. This ensure that the cost sharing distributions are left only to those obligated to pay the bills... Council makes the decision to set price as they are only body responsible for defaulting on its own debt obligations to the USDA Rural Development and the State of Michigan. To avoid a default, the City of Potterville follows utility practices that install rates upon qualified AWWA meter equivalent tables as recommended by professionals like Mr. VanDommelen at the Michigan Rural Water Association (MRWA) and Micheala Hooper of Bakertilly, Inc. who are objective in their analysis and familiar with State and regional rates of EGLE permitted supplies. Their methods of pricing ensure 3 objectives for the City as follows:

- ✓ Rates shall qualify revenue bond financing with advantageous borrowing terms of USDA Rural Development and continue to meet annual USDA RD audit standards, City must follow agreed to legal covenants and sustain qualified "Interest Rate Redemption Accounts" for appropriate maintenance, repairs and replacement of critical system assets...like the City's Iron Removal facilities.
- ✓ Rates must be proven to independently fund operations and replacements of your Utilities as allowed by EGLE standards without question... this is not an option to consider in the year 2025. Council Members and even Governors of the State can be sued for creating dangerous conditions from Water Utilities. Funding your Utilities must be done with minimal draws or reliance upon subsidies from "obscure" assessment districts or special millages, draws from "rainy day Fund balances" from the General Fund, Parks and Recreation Funds, or Departmental Budgets for Police, Fire, EMS, Road Maintenance, Snow Plowing, etc.... Cities and/or Townships who survive by robbing Peter type finances are not operating properly or legally.
- ✓ Rates actually track annual expenditure increases inflation, consumer price indexes for capital replacement and operational materials, utility increases like gas and power, and costs of living increases of employees and staff of operators.

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- ✓ Prices shall “ENSURE SYSTEM EXPENSES ARE MET AND THAT ALL USERS PAY THEIR PROPORTIONATE SHARE OF OPERATION, MAINTENANCE, EQUIPMENT REPLACEMENT AND ADMINISTRATION EXPENSES” as stated per USDA Rural Development Phase II Wastewater System Revenue Bond, Series 2016A for Principal Amount \$4.626 Million Dollars. This is language taken directly from the City’s legal agreements with USDA Rural Development.

To ensure all customer shareholders pay their “proportionate amount” based upon the benefit they receive, Potterville Utility Rates are set upon a nationally recognized standard for homes, that is the 5/8” size at the price of \$2,777.25, or 20 gallons per minute capacity limit of clean potable water. The new fees for the upsized 1 ½” meter size is rated by the same AWWA to generate 100 gallons per minute or 5x the amount of a normal homeowner connection.

As such, the minimum charge for the 1 ½ meter size, is 5x the standard homeowner rate. To consider deviating from this standard, is to raise serious questions of fairness and legal conflicts with all other customer types, including 10 adopted Bond Legal agreements that were approved with these fee schedules, including the “RTS” fees as agreed in legal contract. These covenants with the USDA Rural Development Bond Program shall not be broken should Potterville expect to honor its Bond agreements and seek future funding from the USDA Rural Development Bond Program. The new proposed 1½” rate for connection/tap fees, “RTS” fees, and capacity fee(s) is the current 5/8” rate times 5 as follows:

Water Tap/Connection Fee 1 ½” = $\$2,777.25 \times 5 = \$13,886.25$

Waste Water (Sewer) Tap/Connection Fee 1 ½” = $\$2,625.00 \times 5 = \$13,125.00$

Water RTS 1 ½” = $\$38.87 \times 5 = \194.35

Waste Water (Sewer) RTS 1 ½” = $\$35.43 \times 5 = \177.15

2. Developer discussions involving a leaking water main in the Phase 2 of the Cambria Ridge Estates Development, have taken place with the city/developer/contractor who agreed to completely replace their “C-900” Water Main with new pipe material and fittings rather than attempt a patch and sleeves method of repair. After conferring with the city attorney, city engineer and the developer this week, the only sensible solution was for the developer (and their contractor) to completely replace their water main should the city’s engineers be expected to accept the utility for public use and obligation. This is good news, as the outcome avoids another “East Cherry Street type circumstance” when taxpayers (and the City utility customers) were put in the poor position of being pressured and threatened by the Contractor to accept bad infrastructure after the project was allowed to continue past a point of discovery of error in construction or defect in materials. Proper procedure and enforcement of the City in this case stopped construction of this development appropriately. It allowed time for the City to enforcement its own policies and to demand proper development steps from the developer and contractor.

City of Potterville

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TREASURERS REPORT

August 21, 2025

Utility bills—as of 7/31/25 (bills due on 15th) \$10,336.52 is outstanding with \$7,940.27 over 30 days past due.

Water usage month of July (Aug billing): 5,421,352 gallons

Sewer usage month of July (Aug billing) 5,404,748 gallons

Ready to service charge-water: \$46,481.48

Ready to service charge-sewer: \$42,090.31

Total water and sewer billed out from 6/25-7/24/25 is \$140,463.65.

Payroll month of July 2025 \$79,284.01 (this includes all payroll taxes + MERS).

Tax bills were mailed on 6/30/25. Summer taxes are due on 9/15/25 this year (normally due on 9/14 but this date falls on weekend).

New water rate per resolution was included on the August billing (bills due 8/15/25).

Auditors were here to do initial audit on internal procedures. They will be returning the week of August 25th to do the complete audit of the city financials.

Bank reconciliations completed for the month of July 2025:

General account – Reconciled balance: **\$ 3,626,491.15**

Payroll account - Reconciled balance: **\$5,418.50**

Tax account – Reconciled balance: **\$440,575.17**

Gizzard Fest – Reconciled balance: **\$55,051.39**

Respectfully submitted,

Jodi West, Treasurer

City of Potterville

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From the Clerk's office –August 2025

This month Jodi had two weeks in a row where she had a couple days off. Aaron decided that this would be a great opportunity for cross training. So, I have worked four days assisting Jodi by collecting tax and utility payments. I have in the past taken payments occasionally but never from the beginning to final reports and completed the deposits. This certainly helped me feel much more confident in filling in for her.

The City of Potterville and City of Grand Ledge are the only two jurisdictions in Eaton County that **WILL** **NOT** have a November election this year. The other jurisdictions either have school elections and/or an Eaton County Commissioner race. The next election for the City of Potterville will be by August 2026.

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

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August 13, 2025

To: City Council

From: Donald Stanley, DPW Director

Subject: Manager's Report

DPW has been mowing parks and fields with no issues other than a repair on the irrigation pump at Lake Alliance. DPW has been working on a new drain ditch from the water tower to the softball complex parking lot. We've been removing trees and excess dirt to make a new ditch line for the water tower overflow. Also been cleaning up the burn site at the Lake Alliance compost site. The new dump truck bed has been installed and new fuel tank containers and cabinets have been put to use as recommended by OSHA and the Michigan Municipal League Worker's Comp Loss Control Consultant, Todd Weaver.

City of Potterville

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August 2025

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

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

- The MSU Mobile Boat Wash hosted by Mid-Michigan CISMA took place on July 19th at Lake Alliance. It was a rainy day so there were not many boats that came to the event.
- Rentals for pavilions have continued to come in.
- Fall Ball is wrapping up this month. This was a laid-back season, where players got to experience playing double headers, develop and critique their skills to further develop becoming a better player.
- We received notification for the Consumers Energy Foundation 2025 Prosperity Award. With a short timeframe, the letter of intent for this opportunity was submitted early and we look forward to the next step if we are selected for the first round. The project we went with for this is making the improvements to Veterans Park.
- We should be getting our preliminary scores next month in September for our MDNR Trust Fund Grant we applied for back in April.
- Flag Football registration is open. Registration has been advertised on social media, city's website, local newspaper: The County Journal, and sent over to the school for their open house.
- We had the honor and pleasure of the owners of NSA come to Potterville the last weekend in June. We truly appreciate all that they do, and they saw the Parks & Recreation Director and her staff responsibilities and all that we do each and every weekend with the teams, players, NSA's staff. We definitely had a good report from the owners from their visit. Great job team!
- We have a few big slow pitch tournaments that have returned to being played in Potterville this season. They are this month: one is the National Regionals for Men's. Another one is the Women's Slow Pitch World Series. These big events bring teams and visitors, from across the State, Indiana, Ohio, Illinois, with a team or two from Canada.
- The Parks and Recreation Director is recertified in Flag Football for the 2025 Season.
- Potterville Straight Up has reached out in considering a Fall Fund Day & Community Resource Fair in September. A tentative date has been chosen; however, no further action or documents have been submitted.

- We pass both of our health inspections with neither facility having any violations.
- Irrigation System at Lake Alliance Softball Complex has been fixed. There was a leak at a connection point between fields one and four. The area was dug out; connection was fixed and it was back filled.
- Irrigation System at Lake Alliance Baseball field, had an issue. The pump was primed, and relay was put in. It stopped working on the last zone. We had a motor and pump company come out and results were bad capacitors. Cause of the malfunction was the lake may have been hit with lightning, that it traveled through with the pipe to the pump as it's in the lake. The part was ordered and is being fixed.
- Playground components of windows have been ordered for one of the slides at City Park.
- The continuation of ongoing communications with CEOs, State UICs, State Directors for the season.
- 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.
- Continue to further my education by webinars, meetings, conferences, etc. As well as networking with other departments in the surrounding area.

Respectfully Submitted,

Tiffani Falin, Parks & Recreation Director



City of Potterville

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August 13, 2025

To: City of Potterville Council Members

From: Brandy Miller, Zoning Administrator

Re: Report to Council

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

- **104 Cottage Street:** Due to the approval of the variance, several potential buyers are now interested in purchasing this property to construct a home.
- **Zoning Board of Appeals:** The Zoning Board of Appeals met on July 15th to consider a variance request submitted by Julie Alverson 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. The Zoning Board of Appeals approved the request.
- **Proposed Sunset Hills East Single Family Residential Subdivision:** The first round of engineering review is complete and has been sent to the developers for review and correction. Once the engineering has final approval the application and plan will be reviewed by the Planning Commission to make recommendation to council. This should take place this fall.
- **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 August 13, 2025 meeting.
 - **Master Plan:** The Planning Commission met on August 13th to review proposed updates to the Master Plan.
 - **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.
- **National Night Out:** Due to the Potterville School District Open House scheduled for August 12, National Night Out has been rescheduled to take place on Tuesday, September 9th. Staff is working with Chief Barry on the planning of this event. Volunteers are welcome.

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

"City of Helping Hands"

City of Potterville

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Field work is mostly complete. Sketching and data entry continues throughout the summer.

The County is predicting a 2.8% CPI for 2026 based on current data. The final number per the STC will be out in November.

The July Board of Review meeting had no items for review.

Thanks,

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

Sarah Payton, MAAO



Potterville Police Department

Chief Richard Barry

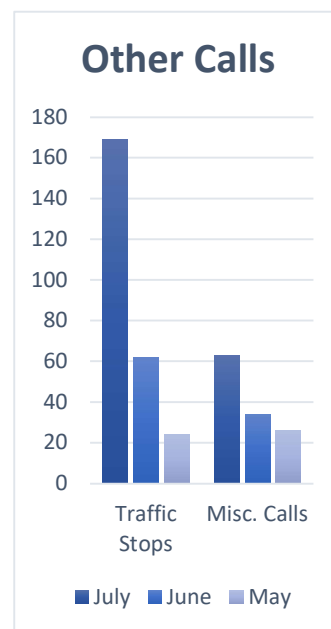
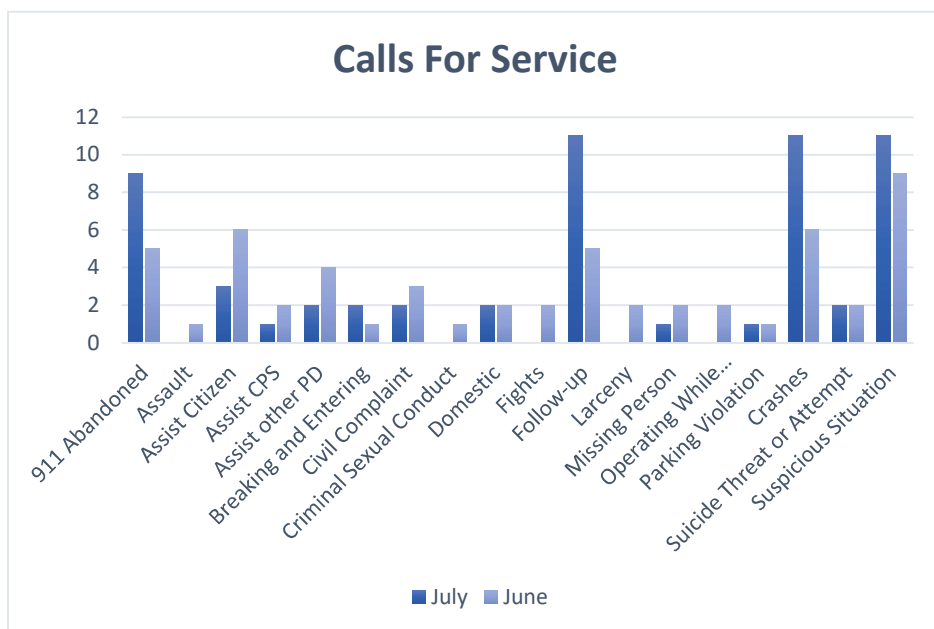


319 North Nelson St. • Potterville • Michigan • 48876 • Phone (517) 645-7802 • Fax (517) 645-7810

Dear Council,

Please see the following information regarding your police department,

- **National Night Out:** This has been rescheduled for Tuesday, September 9th, from 6-8 pm. 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. Keep an eye out for the flyer with all the planned activities.
- **Traffic Enforcement:** As you can see from the statistics below, directed traffic enforcement was a large priority during the construction throughout the city. This will continue as school starts, with enforcement of the 25mph zone on Hartel during the morning and afternoon when students are walking to class.
- **PPD Monthly Calls for Service**



Respectfully Submitted, Chief R. Barry

Eaton County Central Dispatch

Total Calls For Service

July 2025				
Type Agency	Month To Date		Year To Date	
	Calls	%/Total	Calls	%/Total
EMS	1,560	18.6%	11,350	20.8%
Fire	862	10.3%	6,418	11.8%
Police	5,954	71.1%	36,698	67.4%
Total Calls	8,376	100.0%	54,466	100.0%

Eaton County Central Dispatch

EMS Calls For Service

July 2025				
Agency	Month To Date		Year To Date	
	Calls	%/Total	Calls	%/Total
Benton Twp. EMS	70	4.5%	511	4.5%
Delta Twp. EMS	538	34.5%	3,769	33.2%
Eaton Area EMS	595	38.1%	4,486	39.5%
Grand Ledge EMS	190	12.2%	1,348	11.9%
Vermontville EMS	16	1.0%	139	1.2%
Windsor Twp. EMS	102	6.5%	732	6.4%
Outside Agencies* <i>DLHE (0), LIFE(0), LTEM(21), NEMS(8), PRTE(20), LAEM(0)</i>	49	3.1%	365	3.2%
Total EMS Calls	1,560	100.0%	11,350	100.0%

* Agencies Outside Eaton County

Eaton County Central Dispatch

Fire Calls For Service

July 2025				
Agency	Month To Date		Year To Date	
	Calls	%/Total	Calls	%/Total
Bellevue Fire	27	3.1%	222	3.5%
Benton Twp. Fire	22	2.6%	209	3.3%
Charlotte Fire	187	21.7%	1,085	16.9%
Delta Fire	301	34.9%	2,265	35.3%
Eaton Rapids City	59	6.8%	471	7.3%
Eaton Rapids Twp.	56	6.5%	460	7.2%
Grand Ledge Fire	73	8.5%	581	9.1%
Hamlin Twp Fire	16	1.9%	129	2.0%
Olivet Fire	22	2.6%	169	2.6%
Roxand Twp. Fire	18	2.1%	104	1.6%
Sunfield Fire	31	3.6%	203	3.2%
Vermontville Fire	7	0.8%	81	1.3%
Windsor Fire	37	4.3%	362	5.6%
Outside Agencies*	6	0.7%	77	1.2%
<i>LTFD(6), LAFD(0), DLHF(0), NASH(0)</i>				
Total Fire Calls	862	100.0%	6,418	100.0%

* Agencies Outside Eaton County

Eaton County Central Dispatch

Police Calls For Service

July 2025				
Agency	Month To Date		Year To Date	
	Calls	%/Total	Calls	%/Total
Bellevue Police	18	0.3%	171	0.5%
Charlotte Police	598	10.0%	4,158	11.3%
Eaton County Sheriff	2,431	40.8%	17,554	47.8%
<i>Delta</i>	1,967	33.0%	12,175	33.2%
<i>Out County</i>	464	7.8%	5,379	14.7%
<i>Animal Control</i>	29	0.5%	637	1.7%
Eaton Rapids Police	345	5.8%	2,295	6.3%
Grand Ledge Police	468	7.9%	2,639	7.2%
Michigan State Police	1,753	29.4%	8,715	23.7%
Olivet Police	21	0.4%	127	0.3%
Pottersville Police	290	4.9%	814	2.2%
Outside Agencies*	30	0.5%	225	0.6%
<i>ME(10), DNR(20)</i>				
Total Police Calls	5,954	100.0%	36,698	100.0%

EATON COUNTY 911

Events by Nature Code by Agency

Agency: PPD, Event date/Time range: 07/01/2025 00:00:00 - 07/31/2025 23:59:59

Agency Code	Nature Code	Rpt Only	Self Init	CFS	Total	% Total	Avg Disp Time	Avg Resp Time	Avg Scene Time	Total Call Time	Avg Call Time
PPD	911 ABANDONED	0	0	3	3	1%	0:01:02	0:07:00	0:06:00	0:41:04	0:13:41
	911 UNKNOWN CALL	0	0	6	6	2%	0:01:43	0:05:17	0:07:13	1:16:26	0:12:44
	ABANDONED VEHICLE	0	0	1	1	0%	0:03:12	0:06:05	0:15:55	0:25:12	0:25:12
	ALARM ALL	0	0	2	2	1%	0:00:00	0:08:12	0:18:01	0:52:24	0:26:12
	ARGUMENT OR VERBAL ALTERCATION	0	0	1	1	0%	0:05:47	0:00:00	0:00:00	0:20:23	0:20:23
	ASSIST CITIZEN	0	2	1	3	1%	0:00:12	0:00:00	0:29:29	2:44:09	0:54:43
	ASSIST OTHER POLICE DEPT	0	0	2	2	1%	0:02:11	0:09:16	0:35:43	1:32:10	0:46:05
	ASSIST PROTECTIVE SERVICES	0	0	1	1	0%	0:57:40	0:00:00	0:09:48	1:07:28	1:07:28
	BARKING DOG	0	0	2	2	1%	0:10:55	0:03:05	0:02:24	0:32:48	0:16:24
	BREAKING AND ENTERING	0	0	2	2	1%	0:02:57	0:00:00	0:00:00	1:07:37	0:33:49
	CAR DEER ACCIDENT	0	0	1	1	0%	0:02:36	0:02:17	0:04:20	0:09:13	0:09:13
	CARDIAC OR RESP ARREST	0	0	1	1	0%	0:00:17	0:02:15	0:20:53	0:23:25	0:23:25
	CHECK WELLBEING	0	0	5	5	2%	0:04:55	0:06:42	0:19:33	2:35:50	0:31:10
	CIVIL COMPLAINT	0	0	2	2	1%	0:09:36	0:01:28	0:00:03	0:23:18	0:11:39
	DIRECTED TRAFFIC ENFORCE	0	5	0	5	2%	0:00:01	0:00:00	0:07:20	0:36:44	0:07:21
	DOMESTIC DISPUTE	0	0	2	2	1%	0:17:07	0:18:17	0:23:31	1:40:44	0:50:22
	FIRE DEPT ASSIST	0	0	2	2	1%	0:00:45	0:01:07	0:55:45	1:54:07	0:57:04
	FOLLOWUP OF ANY KIND	0	7	4	11	4%	0:07:18	0:19:07	0:44:25	9:09:48	0:49:59
	FRAUD RETAIL EMBEZZLEMENT	0	0	3	3	1%	0:02:26	0:00:00	0:00:00	0:08:38	0:02:53
	LOCKOUT	0	1	0	1	0%	0:00:00	0:05:06	0:05:59	0:11:05	0:11:05
	MDOP	0	0	1	1	0%	0:00:00	0:00:00	0:00:00	0:00:03	0:00:03
	MESSAGE FOR OFFICER	0	14	0	14	5%	0:00:01	0:00:00	0:00:35	0:08:26	0:00:36
	MISCELLANEOUS ANIMAL	0	0	1	1	0%	0:02:05	0:00:00	0:00:00	0:13:10	0:13:10
	MISCELLANEOUS INCIDENT	0	1	0	1	0%	0:00:00	0:00:00	0:45:06	0:45:06	0:45:06

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
	MISSING PERSON	0	0	1	1	0%	0:02:40	0:05:27	0:39:52	0:47:59	0:47:59
	MOTORIST ASSIST	0	3	0	3	1%	0:00:00	0:00:00	0:15:12	0:45:38	0:15:13
	PARKING VIOLATIONS	0	1	0	1	0%	0:00:00	0:00:00	0:28:01	0:28:01	0:28:01
	PERSONAL INJURY CRASH	0	0	3	3	1%	0:00:00	0:05:21	0:37:19	1:29:26	0:29:49
	PRIVATE PROPERTY DAMAGE CRASH	0	0	1	1	0%	0:02:52	0:00:00	0:00:00	0:11:40	0:11:40
	PROPERTY CHECK	0	8	0	8	3%	0:00:01	0:00:00	0:00:07	0:01:01	0:00:08
	PROPERTY DAMAGE CRASH	0	1	5	6	2%	0:02:10	0:06:14	0:51:57	5:43:13	0:57:12
	ROAD RAGE	0	0	1	1	0%	0:00:00	0:00:00	0:00:00	0:07:31	0:07:31
	RUNAWAY	0	0	1	1	0%	0:00:00	0:00:00	0:00:00	0:04:25	0:04:25
	STOLEN VEHICLE	0	0	1	1	0%	0:00:00	0:00:00	0:00:00	0:56:25	0:56:25
	SUBPOENA SERVICE	0	1	0	1	0%	0:00:00	0:00:00	0:10:49	0:10:49	0:10:49
	SUICIDAL THRT OR ATTEMPT	0	0	2	2	1%	0:00:11	0:12:42	0:18:39	1:02:52	0:31:26
	SUSPICIOUS SITUATION	0	5	1	6	2%	0:41:03	0:00:00	0:03:19	2:25:40	0:24:17
	SUSPICIOUS VEHICLE	0	4	1	5	2%	0:02:04	0:19:01	0:04:05	0:45:43	0:09:09
	THREATS	0	0	1	1	0%	0:03:37	0:10:18	0:06:03	0:19:58	0:19:58
	TRAFFIC CONTROL	0	3	0	3	1%	0:00:01	0:00:00	0:57:40	2:53:01	0:57:40
	TRAFFIC HAZARD	0	0	1	1	0%	0:02:13	0:15:43	0:01:44	0:19:40	0:19:40
	TRAFFIC STOP	0	169	0	169	58%	0:00:01	0:04:43	0:08:38	24:35:25	0:08:44
	TRAFFIC VIOLATION	0	0	1	1	0%	0:08:19	0:00:00	0:00:00	0:12:44	0:12:44
	WARRANT ATTEMPT PICKUP	0	1	1	2	1%	0:03:08	0:04:08	0:13:28	0:38:20	0:19:10
Subtotals for No Summary Code		0	226	64	290	100%	0:06:06	0:07:47	0:19:05	72:58:49	0:25:02
Subtotals for PPD		0	226	64	290	100%	0:06:06	0:07:47	0:19:05	72:58:49	0:25:02

City of Potterville

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

NEW WATER UTILITY FEE RATES PER MONTH/PER UNIT

	<u>Current Rate</u>	<u>New Rate</u>	<u>Change +/-</u>
“Ready to Serve”			
1 ½ - inch Meter Size	N/A	\$194.35 per meter	New Fee Item
Tap/Connection Fee			
1 ½ -inch Meter Size	N/A	\$13,886.25 per meter	New Fee Item

NEW WASTE WATER (SEWER) UTILITY FEE RATES PER MONTH/PER UNIT

“Ready to Serve”			
1 ½ - inch Meter Size	N/A	\$177.15 per meter	New Fee Item
Tap/Connection Fee			
1 ½ -inch Meter Size	N/A	\$13,125.00 per meter	New Fee Item

*Non-listed Utility Fee Rates have zero change.

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RESOLUTION NO. 2025-0821-14

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 21st day of August 2025, at 6:00 p.m.

Present:

Absent:

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

UTILITY FEES RATE IN ACCORDANCE WITH BAKER TILLY MUNICIPAL ADVISORS FINANCIAL RATE ANALYSIS

WHEREAS, the City Council of the City of Potterville (“the City”) shall fund all principal and interest payments on all United States Department of Agriculture Rural Development (USDA RD) Revenue Bonds issued to the City for the construction and development of the City’s water and waste water utility systems, payable from net revenues that shall meet the revenue requirements of total costs resulting from operation of the water and waste water utility systems, after paying costs of operation and maintenance, replacement of operating equipment, capital improvement, administrative expenses of financial management, billing and meter reading etc., and debt service expenses of those systems; and

WHEREAS, such revenues shall consist of and be derived from utility fee rates and charges billed to the users of the City’s water and waste water utility systems and composed in fee schedules as determined by the City and amended from time to time upon analysis of the City and professional studies as provided by service groups such as Baker Tilly Municipal Advisors and Michigan Rural Water Association (MRWA); and

WHEREAS, the City’s new water utility fee rates per month and/or per unit are enclosed as “**Exhibit A**” are consistent with the Baker Tilly Municipal Advisors Financial Rate Analysis and MRWA as provided to the City;

WHEREAS, the City has reviewed and held public hearing upon these new water utility fee rates are in accordance with the City’s Baker Tilly Municipal Financial Rate Analysis and MRWA review; and

WHEREAS, the new utility fee rates for water services are enclosed in “**Exhibit A**,” are based upon water and waste water utility systems costs of the City, and fairness and equity amongst customers of the City’s water and waste water utility systems; and

WHEREAS, the City is an equal opportunity provider and employer that determines water fees rates in a manner that is based on good business practices, fairness, and professional study from such groups as the Michigan Rural Water Association (MRWA) Baker Tilly Municipal Advisors; and

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WHEREAS, the City shall make available all utility fee rates and include them in a consolidated fee schedule that is available to the public and on file in the Office of the City Clerk; and

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The City Council of the City of Potterville (the City) adopts new water and wastewater utility fee rates and for its public water services as set forth in “**Exhibit A**” as enclosed and as summarized above in this Resolution. The City’s new utility fee rates shall be applied in a manner that is fair and uniform and shall replace current water utility fees rates. All new fee rates shall be incorporated in a new Utility Fee Schedule and Consolidated Fee Schedule for the City of Potterville that is to be on file with the Office of the City Clerk.
2. The new water fee rates for water utility services and connection tap fees shall go into effect no more than 60 days upon adoption of this Resolution.
3. Any and all City Council Resolutions that are in conflict with this Resolution are hereby repealed, but only to the extent necessary to give this Resolution full force and effect.

Those Council Members voted:

Yeas:

Nays:

Absent:

RESOLUTION DECLARED ADOPTED:

STATE OF MICHIGAN

COUNTY OF EATON

CLERK’S CERTIFICATE

I, Becky Dolman, the duly qualified and acting City Clerk of the City of Potterville, Eaton County Michigan DO HERBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the City Council of said City at regular meeting held on the 21st of August of 2025.

Becky Dolman
City Clerk

City of Potterville

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“EXHIBIT A”

City of Potterville

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NEW WATER UTILITY FEE RATES PER MONTH/PER UNIT

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August 19, 2025

Dear Pottersville City Council,

Pottersville Straight Up is currently planning our first-ever Fall **Community Resource Fair & Family Fun Day**, to be held on Saturday, September 27th at City Park from noon-4 pm. Please find attached our pavilion rental form and request for a fee waiver for the use of the pavilion as well as a copy of our 501(c)3 determination letter from the IRS.

The goal of this event to raise awareness about resources and tools that can provide assistance to residents of the City of Pottersville, and we hope to ask other community organizations to have a presence there as well by hosting tables that highlight their service to the community. The City would also be welcome to host a table and share information about municipal services, programming, and volunteer opportunities (contact Katherine Bussard for details on participation). Additionally, we hope to debut our "Pop-Up Personal Needs Pantry" and to offer seasonal refreshments and free games and activities for children. All of this will be offered to the community at no cost.

We hope that you will grant our request for a fee waiver so that we can devote our full resources to helping our neighbors in need.

Please contact our co-chairs Katherine Bussard (517-667-8569) or Nora Smalley (231-740-4564) if you have any questions.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Katherine Bussard". The signature is fluid and cursive, with a long horizontal stroke at the end.

On behalf of the Pottersville Straight Up Board of Directors



City of Potterville

Pavilion Rental Application

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

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

Rental #: _____
Fee: _____
Date Submitted: _____

Rental Date(s): 09/27/25
Organization / Name: Potterville Straight Up
Contact Name: Katherine Bussard
Address: 746 Breneman, Potterville
Phone: (517) 667-8569 Alternate Phone: (231) 740-4564
Email: K.Bussard.SLG@gmail.com

Pavilion Location:

**Request Waiver of Fee - Non-profit use*
Downtown: Large Pavilion (\$65.00) ☒ Small Pavilion (\$40.00) _____ DDA Pavilion (\$50.00) _____
Lake Alliance: Half Pavilion (\$75.00) _____ Whole Pavilion (\$150.00) _____
Small Pavilion (\$50.00) _____
Estimated Maximum Attendance 100-200? Hours Needed: From Now To 4pm

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

Katherine Bussard
Applicant's Signature

08/19/2025
Date

Office Use Only: Fee: _____ Date Paid: _____
Processed by: _____

RULES & REGULATIONS FOR PARK FACILITY USE

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

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

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

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

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

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

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

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

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

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

Kathleen Bassard
Applicant's Signature

August 19, 2025
Date