

City of Potterville - Council Agenda

Thursday, November 20, 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 October 16, 2025

F. Approval of Bills: General Bills - \$139,767.83

TOTAL AP = \$

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. Interlocal Agreement for Eaton County Designated Assessor
2. Resolution No. 2025-1120-17, Consumers Energy Company – Street Lights

L. Next Regular Meeting: Thursday, December 18, 2025, at 6:00 p.m.

M. Excuse absent member(s):

N. 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, October 16, 2025 at 6:00 pm at City Hall and the Pledge of Allegiance was recited.

Roll Call: Present: Mayor Lenneman, Deputy Mayor Potter, Member Connor, Member Nichols, Member Ranshaw and Member 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 September 18, 2025, Regular Minutes: Motion by Deputy Mayor Potter and supported by Member Ranshaw. Vote: Unanimous. Motion Carried (6-0).

Approval of Bills: Motion to pay Bills in the amount of \$162,349.53, by Member Myers-Southerly and supported by Member Connor. Roll Call Vote: Unanimous. Motion Carried (6-0).

Public Comment on Agenda Items: None

Department Reports:

Chief Barry shared that Dracko 2.0 will be certified soon. Ingham County is assisting local City departments in Eaton County with training to handle extreme cases for animal control.

Zoning Administrator Miller said that Planning Commission will review all draft plans very soon. There will be a Public Hearing for the water plant application on November 5 at 7:00 pm.

Cambria Ridge Phase II Public Road Acceptance – Cambria Court: Motion by Deputy Mayor Potter and supported by Member Ranshaw. Vote: Unanimous. Motion Carried (6-0).

Public Comment on Non-Agenda Items: None

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

Next Regular Meeting: November 20, 2025

City of Potterville

319 N. Nelson St. ♦ PO Box 488 ♦ Potterville, MI 48876 ♦ Phone: (517) 645-7641
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Meeting Adjourned: 6:37 pm

Becky Dolman,

City Clerk

11/13/2025 02:09 PM

CUSTOM INVOICE REPORT FOR CITY OF POTTERVILLE

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User: RDOLMAN

EXP CHECK RUN DATES 10/17/2025 - 11/13/2025

DB: Potterville

BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID

BANK CODE: GEN

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: ACE HARDWARE-GRAND LEDGE		
11913	SAW BLADE	25.99
12060/4	THREADLOCKER, GORILLA ADHSV, HOOK	125.15
	BICYCLE SCREW,FASTENERS	
12056/4	SCKT, LAWN RAKE STEEL, RAKE,	96.45
12044/4	FASTENERS	12.90
12038/4	BATTERY ALKALINE AA,16 PK	17.99
TOTAL VENDOR ACE HARDWARE-GRAND LEDGE		278.48
VENDOR NAME: ALL-STAR FLEET SERVICES, LLC		
1625-25	FALL GRADING	1,300.00
TOTAL VENDOR ALL-STAR FLEET SERVICES, LLC		1,300.00
VENDOR NAME: ALTOGAS, INC		
10/3/25	55# PROPANE FILLED, 2=20 LB,	149.00
TOTAL VENDOR ALTOGAS, INC		149.00
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		
11/8-12/7/25	EQUIPMENT AND PRINTING	68.19
TOTAL VENDOR APPLIED IMAGING		68.19
VENDOR NAME: AXON ENTERPRISE, INC.		
INUS393297	EVIDENCE STORAGE	1,080.00
TOTAL VENDOR AXON ENTERPRISE, INC.		1,080.00
VENDOR NAME: BORINTRAGER SMALL ENGINES		
OCT. 3, 2025	FLYWHEEL, INGN COIL, SPARK PLUG, BAR OIL	275.49
TOTAL VENDOR BORINTRAGER SMALL ENGINES		275.49
VENDOR NAME: BS&A SOFTWARE		
164137	TAX SYSTEM ANNUAL SERVICE AND SUPPORT	871.00
TOTAL VENDOR BS&A SOFTWARE		871.00
VENDOR NAME: BUILD MASTERS RENTAL LLC		
8468	60' BOOM LIFT	950.00
TOTAL VENDOR BUILD MASTERS RENTAL LLC		950.00
VENDOR NAME: CALEDONIA FARMERS ELEVATOR		
455472	TIRE, VALVE STEM,	107.66
TOTAL VENDOR CALEDONIA FARMERS ELEVATOR		107.66
VENDOR NAME: CINTAS CORPORATION #725		
OCT 2025	UNIFORM EXPENSE	283.15
TOTAL VENDOR CINTAS CORPORATION #725		283.15
VENDOR NAME: CITY OF POTTERVILLE		
9/25-10/22/25	UTILITIES	557.75
TOTAL VENDOR CITY OF POTTERVILLE		557.75
VENDOR NAME: CMP DISTRIBUTORS		
024206	DUTY HOLSTER FRO GLOCK, LIGHT, GLOCK MAGAZINE	275.85
024170	SHIELD ARMS GLOCK MAGAZINE, DUTY HOLSTOR	389.70
TOTAL VENDOR CMP DISTRIBUTORS		665.55
VENDOR NAME: COMCAST		
10/20-11/19/25	OFFICE INTERNET	137.85
TOTAL VENDOR COMCAST		137.85

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CUSTOM INVOICE REPORT FOR CITY OF POTTERVILLE
 EXP CHECK RUN DATES 10/17/2025 - 11/13/2025
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: GEN

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INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: CONSUMERS ENERGY		
9/22-10/23/25	UTILITIES	6,806.77
OCT. 2025	UTILITIES	1,870.19
TOTAL VENDOR CONSUMERS ENERGY		8,676.96
VENDOR NAME: COOPER, PETER		
NOVEMBER 2025	MILEAGE FOR CLASS	42.00
TOTAL VENDOR COOPER, PETER		42.00
VENDOR NAME: CORE & MAIN		
X912314	MARKING PAINT,	285.12
TOTAL VENDOR CORE & MAIN		285.12
VENDOR NAME: D & L FUELS		
211904	DIESEL	478.22
211903	GASOLINE	816.10
TOTAL VENDOR D & L FUELS		1,294.32
VENDOR NAME: DELTA DENTAL		
NOV. 2025	DENTAL BENEFITS	1,075.14
TOTAL VENDOR DELTA DENTAL		1,075.14
VENDOR NAME: EATON COUNTY SHERIFF'S DEPARTMENT		
NOV. 6, 2025	SERVICES FULL DAY CUTTING WOOD	300.00
TOTAL VENDOR EATON COUNTY SHERIFF'S DEPARTMENT		300.00
VENDOR NAME: EGLE		
761-11361255	COMMUNITY PUBLIC WATER SUPPLY ANNUAL FEE	1,710.30
76111366624	LAKE ALLIANCE	181.71
TOTAL VENDOR EGLE		1,892.01
VENDOR NAME: ETNA SUPPLY COMPANY		
S106586378.001	CLOSET SPUD, ROYAL FLUSH VALVE	210.59
TOTAL VENDOR ETNA SUPPLY COMPANY		210.59
VENDOR NAME: FORCIER, ALEX		
OCT. 29.2025	MILEAGE FOR CLASS	199.36
TOTAL VENDOR FORCIER, ALEX		199.36
VENDOR NAME: FOSTER SWIFT COLLINS & SMITH		
928340	GENERAL	892.50
TOTAL VENDOR FOSTER SWIFT COLLINS & SMITH		892.50
VENDOR NAME: GORDON'S FOOD SERVICE		
809281808	CONCESSIONS	191.43
TOTAL VENDOR GORDON'S FOOD SERVICE		191.43
VENDOR NAME: LANSING WELDING, INC		
6419	WELD 2 PATCHES AT WATER TREATMENT PLANT, ROOF OF WATER WELL TOWER WLL #4	660.00
TOTAL VENDOR LANSING WELDING, INC		660.00
VENDOR NAME: MACALLISTER RENTALS		
R87682888001	EXCAVATOR, BUCKET EXCAVATOR	4,625.76
TOTAL VENDOR MACALLISTER RENTALS		4,625.76
VENDOR NAME: MAMC		
11381	MEMBERSHIP 2026	100.00
TOTAL VENDOR MAMC		100.00
VENDOR NAME: MENARDS-LANSING WEST		
05953	K9 DOG FOOD	93.98
06784	RV MARINE ANTIFREEZE	35.88
6793	7 BLADE VEHICLE SIDE, FILTER WALL MNT	26.98
TOTAL VENDOR MENARDS-LANSING WEST		156.84

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CUSTOM INVOICE REPORT FOR CITY OF POTTERVILLE
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INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: MICHIGAN CAT		
PD17954761	KIT SPOOL	1,265.98
PD17954762	CYL GP-BASIC	1,880.00
TOTAL VENDOR MICHIGAN CAT		3,145.98
VENDOR NAME: MICHIGAN DEPT OF ENVIRONMENTAL		
761-11376655	WATER TESTING	80.00
TOTAL VENDOR MICHIGAN DEPT OF ENVIRONMENTAL		80.00
VENDOR NAME: MICHIGAN MUNICIPAL LEAGUE		
0006711	CDL CONSORTIUM DRIVERS FEE 1/1/26-12/31/2026	400.00
TOTAL VENDOR MICHIGAN MUNICIPAL LEAGUE		400.00
VENDOR NAME: PAYTON ASSESSING, LLC		
OCT. 2025	ASSESSING SERVICES	1,416.67
TOTAL VENDOR PAYTON ASSESSING, LLC		1,416.67
VENDOR NAME: PHP		
NOV 2025	MEDICAL BENEFITS	4,742.10
TOTAL VENDOR PHP		4,742.10
VENDOR NAME: POTTERVILLA APPLIED TECHNOLOGY		
34031	INTERNET AND PHONES	4,131.60
TOTAL VENDOR POTTERVILLA APPLIED TECHNOLOGY		4,131.60
VENDOR NAME: PRINTING SYSTEMS		
PC-2392220	UTILITY BILLS	356.38
TOTAL VENDOR PRINTING SYSTEMS		356.38
VENDOR NAME: PROGRESSIVE ARCHITECTS,ENGINEE		
00206413	PROFESSIONAL SERVICES THRU OCT. 31, 2025	4,500.00
TOTAL VENDOR PROGRESSIVE ARCHITECTS,ENGINEE		4,500.00
VENDOR NAME: STATE OF MICHIGAN		
591:ACT51	ROAD PROJECT - MAIN STREET	79,503.20
TOTAL VENDOR STATE OF MICHIGAN		79,503.20
VENDOR NAME: THE COUNTY JOURNAL		
295976	NOTICE OF PUBLIC PLANNING COMMISSION	118.70
TOTAL VENDOR THE COUNTY JOURNAL		118.70
VENDOR NAME: THE PARTS PLACE-CHARLOTTE		
286687	PREMIUM START FLUID, PIN, CLIP, BATTERY CABLES	38.52
287058	WIPER BLADES	51.00
TOTAL VENDOR THE PARTS PLACE-CHARLOTTE		89.52
VENDOR NAME: UNUM LIFE INSURANCE		
OCT 2025	SHORT/LONG TERM DISABILITY INSURANCE	321.34
TOTAL VENDOR UNUM LIFE INSURANCE		321.34
VENDOR NAME: VERIZON WIRELESS		
OCT 2.- NOV. 2025	CELL PHONES	394.88
TOTAL VENDOR VERIZON WIRELESS		394.88
VENDOR NAME: VISION SERVICE PLAN		
NOV 2025	VISION	130.20
TOTAL VENDOR VISION SERVICE PLAN		130.20
VENDOR NAME: WEX BANK		
OCT 2025	FUEL	41.11
TOTAL VENDOR WEX BANK		41.11
VENDOR NAME: WIGHTMAN		

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CUSTOM INVOICE REPORT FOR CITY OF POTTERVILLE
EXP CHECK RUN DATES 10/17/2025 - 11/13/2025
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: GEN

INVOICE NUMBER	DESCRIPTION	AMOUNT
<hr/>		
VENDOR NAME: WIGHTMAN		
98189	WATER SYSTEM IMPROVEMENTS PROJECT	12,810.00
TOTAL VENDOR WIGHTMAN		<hr/> 12,810.00
GRAND TOTAL:		139,767.83

User: JWest

Bank GEN (GENERAL POOLED ACCOUNT)

DB: Potterville

FROM 10/01/2025 TO 10/31/2025

Reconciliation Record ID: 340

GL Number	Description	Beginning Balance
101-000-001.000	CASH	1,582,131.88
202-000-001.000	CASH	494,737.44
203-000-001.000	CASH	155,257.45
208-000-001.000	CASH	35,105.17
370-000-001.000	CASH	
401-000-001.000	CASH	8,650.48
590-000-001.000	CASH	269,453.68
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	832,194.12
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	13,440.99
641-000-001.000	CASH	(2,797.46)

Beginning GL Balance:

4,342,449.75

Add: Cash Receipts

147,995.67

Less: Cash Disbursements

(232,271.99)

Less: Payroll Disbursements

(67,785.37)

Add: Journal Entries/Other

143,263.32

Ending GL Balance:

4,333,651.38

GL Number	Description	Ending Balance
101-000-001.000	CASH	1,686,468.28
202-000-001.000	CASH	379,844.96
203-000-001.000	CASH	138,196.17
208-000-001.000	CASH	30,866.37
370-000-001.000	CASH	
401-000-001.000	CASH	8,650.48
590-000-001.000	CASH	247,063.82
590-000-010.000	CASH IN BANK - BOND RESERVE	368,450.00
590-000-011.000	CASH IN BANK-REPLACEMENT FUND	65,366.00
591-000-001.000	CASH	821,606.72
591-000-010.000	CASH IN BANK - BOND RESERVE	205,990.00
591-000-011.000	CASH IN BANK-REPLACEMENT FUND	415,596.00
598-000-001.000	CASH	13,440.99
641-000-001.000	CASH	(47,888.41)

Ending GL Balance:

4,333,651.38

Ending Bank Balance:

4,338,736.35

Add: Miscellaneous Transactions

2,329.38

Add: Deposits in Transit

10/02/2025 Deposit ID: 2257

7,212.51

11/01/2025 *Deposit ID: 2282

4,032.18

\$ PUT IN COMMON- SHOULD BE IN TAX

(1,125.70)

\$ DEPOSITED INTO COMMON- SBE TAX (\$4522.60)

(3,342.73)

SWEEP ACCT

67,800.84

74,577.10

Less: 9 AP Outstanding Checks

81,991.45

Less: 0 PR Outstanding Checks

Adjusted Bank Balance

4,333,651.38

Unreconciled Difference:

0.00

REVIEWED BY: _____

DATE: _____

11-6-25

11/04/2025 11:03 AM
User: JWest
DB: Potterville

BANK RECONCILIATION FOR CITY OF POTTERVILLE
Bank TAX (TAX ACCOUNT)
FROM 10/01/2025 TO 10/31/2025
Reconciliation Record ID: 338

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GL Number	Description	Beginning Balance
703-000-001.000	CASH	29,240.96

Beginning GL Balance:	29,240.96
Add: Cash Receipts	15,844.55
Add: Tax Receipts	175.12
Less: Cash Disbursements	(34,961.91)
Add: Journal Entries/Other	77.65
Ending GL Balance:	10,376.37

GL Number	Description	Ending Balance
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703-000-001.000	CASH	10,376.37
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Ending GL Balance:	10,376.37
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Ending Bank Balance:	13,408.90
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Add: Deposits in Transit

10/02/2025 Deposit ID: 2258	1,125.70
10/30/2025 Deposit ID: 2279	3,342.73
SHOULD BE IN GENERAL ACCOUNT (10/3 DEPOSIT)	(7,212.51)

(2,744.08)

Less: 2 AP Outstanding Checks

288.45

Less: 0 PR Outstanding Checks

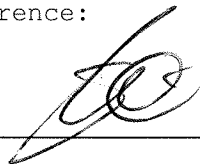
Adjusted Bank Balance

10,376.37

Unreconciled Difference:

0.00

REVIEWED BY:



DATE:

11-4-25

User: JWest

Bank PR (PAYROLL ACCOUNT)

DB: Potterville

FROM 10/01/2025 TO 10/31/2025

Reconciliation Record ID: 339

GL Number	Description	Beginning Balance
750-000-001.000	CASH	7,616.92

Beginning GL Balance:	7,616.92
Add: Payroll Disbursements	423.78
Ending GL Balance:	8,040.70

GL Number	Description	Ending Balance
750-000-001.000	CASH	8,040.70

Ending GL Balance:	8,040.70
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Ending Bank Balance:	8,569.88
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Add: Deposits in Transit

DEFINED CONTRIBUTION DIFFERENCE- ACH (AUGUST)	(96.70)
DEFINED CONTRIBUTION DIFFERENCE- ACH (SEPT)	(97.42)
DEFINED CONTRIBUTION DIFFERENCE-ACH (OCT) CK FOR ALERUS STILL OPE	90.67
	(103.45)

Less: 0 AP Outstanding Checks

Less: 2 PR Outstanding Checks	425.73
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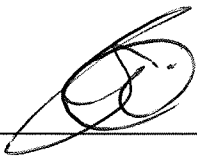
Adjusted Bank Balance

8,040.70

Unreconciled Difference:

0.00

REVIEWED BY: _____



DATE: _____

11-4-25

11/03/2025 04:49 PM
User: JWest
DB: Potterville

BANK RECONCILIATION FOR CITY OF POTTERVILLE
Bank FEST (GIZZARD FEST)
FROM 10/01/2025 TO 10/31/2025
Reconciliation Record ID: 336

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GL Number	Description	Beginning Balance
211-000-001.000	CASH	56,229.05
Beginning GL Balance:		56,229.05
Less: Cash Disbursements		(1,000.00)
Add: Journal Entries/Other		195.65
Ending GL Balance:		55,424.70

GL Number	Description	Ending Balance
211-000-001.000	CASH	55,424.70
Ending GL Balance:		55,424.70
Ending Bank Balance:		55,424.70
Add: Deposits in Transit		0.00
Less: 0 AP Outstanding Checks		
Less: 0 PR Outstanding Checks		
Adjusted Bank Balance		55,424.70
Unreconciled Difference:		0.00

REVIEWED BY: 

DATE: 11-4-25

11/13/2025 11:53 AM

REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

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User: JWest

DB: Potterville

PERIOD ENDING 10/31/2025

GL NUMBER	DESCRIPTION	END BALANCE	2025-26	YTD BALANCE	ACTIVITY FOR
		06/30/2025	ORIGINAL	10/31/2025	MONTH 10/31/2025
		NORMAL (ABNORMAL)	BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)
Fund 101 - GENERAL FUND					
Revenues					
Dept 000					
101-000-402.000	PROPERTY TAX	669,132.32	669,000.00	690,301.36	10,301.89
101-000-403.000	SOLID WASTE TAX	88,236.19	87,969.00	91,358.21	1,363.35
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	439.00	0.00
101-000-445.000	CITY PENALTY	2,657.41	1,500.00	463.55	463.55
101-000-447.000	ADMINISTRATION FEE	35,875.58	35,225.00	25,399.50	323.07
101-000-476.000	PERMITS	6,511.47	5,600.00	2,280.00	1,230.00
101-000-477.000	3% CABLE T.V.	6,137.09	6,000.00	562.19	562.19
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	1,230.90	0.00
101-000-488.000	RECYCLING	1,046.70	1,000.00	489.06	0.00
101-000-543.010	PUBLIC ACT 302 LAW ENF.	3,946.51	550.00	419.20	419.20
101-000-569.000	OTHER STATE GRANTS	0.00	0.00	514.27	0.00
101-000-573.000	LOCAL COMMUNITY STABILIZATION	235,554.31	235,000.00	104,318.45	104,318.45
101-000-574.000	ST SHARED REV - SALES TAX	340,077.00	320,000.00	59,968.00	60,186.00
101-000-574.100	CVTRS-CLFRF	44,451.00	42,000.00	7,408.00	7,408.00
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	60.00	20.00
101-000-656.000	FINES & FORFEITURES	968.55	500.00	1,426.62	1,306.17
101-000-665.000	INTEREST	53,671.66	45,000.00	16,586.91	4,433.06
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	298.87	298.87
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	485.00	0.00
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	0.00
101-000-687.000	INSURANCE REIMBURSEMENT	7,244.72	0.00	2,804.18	2,446.18
101-000-689.000	CASH OVER & UNDER	0.00	0.00	(1.00)	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	1,007,052.51	195,079.98
TOTAL REVENUES		1,610,067.16	1,479,099.00	1,007,052.51	195,079.98
Expenditures					
Dept 101 - CITY COUNCIL					
101-101-703.000	SALARIES	1,990.00	2,500.00	240.00	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	18.36	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	0.00
Total Dept 101 - CITY COUNCIL		82,673.10	70,857.00	44,965.36	0.00
Dept 171 - MAYOR					
101-171-703.000	SALARIES	630.00	850.00	90.00	0.00
101-171-719.000	FRINGE BENEFITS	48.20	85.00	6.89	0.00
Total Dept 171 - MAYOR		678.20	935.00	96.89	0.00
Dept 172 - CITY MANAGER					
101-172-703.000	SALARIES	83,240.16	84,896.24	25,883.02	6,530.48
101-172-719.000	FRINGE BENEFITS	17,392.05	17,998.00	6,432.47	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	32,315.49	8,143.17
Dept 215 - CLERK					
101-215-703.000	SALARIES	38,299.65	41,241.41	11,712.95	2,933.19
101-215-719.000	FRINGE BENEFITS	3,028.92	3,216.83	896.04	224.39
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

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GL NUMBER	DESCRIPTION	END BALANCE	2025-26	YTD BALANCE	ACTIVITY FOR
		06/30/2025	ORIGINAL	10/31/2025	MONTH 10/31/2025
		(NORMAL) (ABNORMAL)	BUDGET (NORMAL)	(NORMAL) (ABNORMAL)	(INCREASE) (DECREASE)
Fund 101 - GENERAL FUND					
Expenditures					
101-215-781.000	COMPUTER SOFTWARE	0.00	250.00	0.00	0.00
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	1,462.00	804.00
101-215-958.000	DUES AND SUBSCRIPTIONS	144.00	160.00	0.00	0.00
101-215-962.000	MILEAGE	288.86	300.00	104.30	0.00
Total Dept 215 - CLERK		53,637.01	57,468.24	14,175.29	3,961.58
Dept 223 - AUDIT					
101-223-807.000	AUDIT	20,050.00	22,500.00	16,500.00	4,500.00
Total Dept 223 - AUDIT		20,050.00	22,500.00	16,500.00	4,500.00
Dept 253 - TREASURERS OFFICE					
101-253-703.000	SALARIES	71,868.24	73,298.16	23,628.30	5,923.08
101-253-719.000	FRINGE BENEFITS	21,975.76	22,355.94	8,741.91	2,186.70
101-253-740.000	SUPPLIES	603.25	700.00	212.85	174.80
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	1,204.74	364.45
101-253-961.000	CONFERENCE AND WORKSHOPS	248.00	250.00	99.00	99.00
101-253-962.000	MILEAGE	8.17	25.00	0.00	0.00
Total Dept 253 - TREASURERS OFFICE		99,897.06	102,229.10	33,886.80	8,748.03
Dept 257 - ASSESSOR					
101-257-703.000	SALARIES	1,215.89	4,857.46	1,674.42	383.46
101-257-719.000	FRINGE BENEFITS	527.28	1,030.00	147.09	33.56
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	260.00	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	4,250.01	1,416.67
Total Dept 257 - ASSESSOR		24,414.71	25,248.46	6,331.52	1,833.69
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	642.42	381.09
101-265-741.000	POSTAGE	1,058.53	1,400.00	(1.56)	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	21,636.90	4,131.60
101-265-802.000	SERVICE	2,148.45	2,800.00	283.80	41.56
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	1,643.00	250.00
101-265-958.000	DUES AND SUBSCRIPTIONS	180.00	180.00	0.00	0.00
101-265-962.000	MILEAGE	94.71	50.00	15.40	0.00
101-265-980.000	OFFICE EQUIPMENT & FURNITURE	0.00	0.00	1,740.19	0.00
Total Dept 265 - CITY HALL		94,291.05	68,780.00	25,960.15	4,804.25
Dept 266 - ATTORNEY					
101-266-801.000	ATTORNEY	52,174.00	30,000.00	8,695.50	3,799.50
Total Dept 266 - ATTORNEY		52,174.00	30,000.00	8,695.50	3,799.50
Dept 301 - POLICE					
101-301-703.000	SALARIES	196,641.18	215,000.00	57,744.11	14,657.88
101-301-703.002	OVERTIME SALARIES	10,156.95	9,000.00	1,794.89	104.04
101-301-719.000	FRINGE BENEFITS	48,876.39	55,000.00	14,868.83	3,708.31
101-301-728.000	UNIFORM EXPENSES	10,049.33	5,000.00	210.00	210.00
101-301-740.000	SUPPLIES	10,838.30	7,800.00	855.39	518.10
101-301-740.300	SUPPLIES COMMUNITY POLICING	0.00	0.00	367.50	367.50
101-301-740.700	GUNS AND AMMUNITION	713.80	2,500.00	885.00	675.00
101-301-775.000	REPAIRS & MAINT	10,303.42	5,000.00	335.93	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	127.50	127.50
101-301-802.000	SERVICE	250.00	1,200.00	20.00	0.00

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GL NUMBER	DESCRIPTION	END BALANCE	2025-26	YTD BALANCE	ACTIVITY FOR
		06/30/2025	ORIGINAL	10/31/2025	MONTH 10/31/2025
		(NORMAL) (ABNORMAL)	BUDGET (NORMAL)	(ABNORMAL)	(INCREASE) (DECREASE)
Fund 101 - GENERAL FUND					
Expenditures					
101-301-809.000	TRAINING	3,224.10	2,500.00	844.65	767.70
101-301-851.000	RADIO REPAIRS	0.00	300.00	0.00	0.00
101-301-853.000	TELEPHONE EXPENSE	1,993.26	2,250.00	248.10	78.70
101-301-862.000	GAS	82.62	150.00	147.03	103.38
101-301-881.000	K9 EXPENSES	1,735.93	1,000.00	3,352.87	291.97
101-301-941.000	PRINCIPAL ON SBITA	3,804.00	0.00	0.00	0.00
101-301-958.000	DUES AND SUBSCRIPTIONS	401.20	500.00	351.20	5.00
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	13,760.89	13,760.89
101-301-970.020	ARMOUR/SPEC EQUIP	834.00	850.00	0.00	0.00
101-301-972.000	CAPITAL OUTLAY - POLICE	31,219.00	0.00	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
101-301-999.998	PROCEEDS OF SBITA	(35,023.00)	0.00	0.00	0.00
Total Dept 301 - POLICE		319,679.27	333,050.00	95,913.89	35,375.97
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	0.00
Total Dept 337 - EMS		162,400.00	168,896.00	84,448.00	0.00
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	180.00	0.00
101-701-719.000	FRINGE BENEFITS	105.21	100.00	13.77	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	12,250.00	750.00
Total Dept 701 - PLANNING COMMISSION		39,234.94	22,050.00	12,443.77	750.00
Dept 702 - ZONING					
101-702-703.000	SALARIES	41,421.72	42,247.38	12,880.30	3,249.80
101-702-719.000	FRINGE BENEFITS	3,267.76	3,350.00	985.34	248.61
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	134.05	39.35
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	13,999.69	3,537.76
Dept 906 - DEBT SERVICE					
101-906-738.000	TOWNSHIP/MILL	8,619.09	9,000.00	8,886.28	8,886.28
101-906-991.000	DEBT SERVICE - PRINCIPAL	29,352.50	29,943.60	25,589.50	0.00
101-906-993.000	BOND INTEREST	25,749.57	25,197.44	11,281.18	800.50
Total Dept 906 - DEBT SERVICE		63,721.16	64,141.04	45,756.96	9,686.78
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	2,654.00	0.00
101-966-965.598	CONTRIBUTION TO STORM DRAIN MAINT	42,500.00	500.00	0.00	0.00

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GL NUMBER	DESCRIPTION	END BALANCE	2025-26	YTD BALANCE	ACTIVITY FOR
		06/30/2025	ORIGINAL	10/31/2025	MONTH 10/31/2025
		NORMAL (ABNORMAL)	BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)
Fund 101 - GENERAL FUND					
Expenditures					
101-966-965.641	CONTRIBUTION TO EQP REPAIR & REPL	123,000.00	105,815.00	100,000.00	0.00
Total Dept 966 - CONTRIBUTIONS TO OTHER FUNDS		362,638.77	294,674.05	102,654.00	0.00
TOTAL EXPENDITURES		1,531,422.72	1,421,885.51	538,143.31	85,140.73
Fund 101 - GENERAL FUND:					
TOTAL REVENUES		1,610,067.16	1,479,099.00	1,007,052.51	195,079.98
TOTAL EXPENDITURES		1,531,422.72	1,421,885.51	538,143.31	85,140.73
NET OF REVENUES & EXPENDITURES		78,644.44	57,213.49	468,909.20	109,939.25
BEG. FUND BALANCE		1,096,636.43	1,096,636.43	1,096,636.43	
NET OF REVENUES/EXPENDITURES - 2024-25				78,644.44	
END FUND BALANCE		1,175,280.87	1,153,849.92	1,644,190.07	

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GL NUMBER	DESCRIPTION	END BALANCE	2025-26	YTD BALANCE	ACTIVITY FOR
		06/30/2025	ORIGINAL	10/31/2025	MONTH 10/31/2025
		NORMAL (ABNORMAL)	BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)
Fund 202 - MAJOR STREET FUND					
Revenues					
Dept 000					
202-000-451.200	SPEC ASSESSMENT ROAD - SUNSET	5,975.64	5,000.00	4,919.12	137.47
202-000-553.000	ACT 51	265,138.26	254,000.00	47,678.88	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	48,654.73	44,000.00	99.39	0.00
202-000-665.000	INTEREST	12,359.15	12,000.00	3,972.34	1,044.45
Total Dept 000		332,127.78	700,000.00	56,669.73	1,181.92
TOTAL REVENUES		332,127.78	700,000.00	56,669.73	1,181.92
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	50,000.00	0.00
Total Dept 463 - ROUTINE MAINT		207,762.35	200,000.00	50,000.00	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	52,341.25	15,017.50
202-480-818.000	CONTRACT LABOR	0.00	561,000.00	66,089.40	66,089.40
Total Dept 480 - CONSTRUCTION		17,009.64	576,000.00	118,430.65	81,106.90
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	168,430.65	81,106.90
Fund 202 - MAJOR STREET FUND:					
TOTAL REVENUES		332,127.78	700,000.00	56,669.73	1,181.92
TOTAL EXPENDITURES		247,380.80	798,361.10	168,430.65	81,106.90
NET OF REVENUES & EXPENDITURES		84,746.98	(98,361.10)	(111,760.92)	(79,924.98)
BEG. FUND BALANCE		406,858.90	406,858.90	406,858.90	
NET OF REVENUES/EXPENDITURES - 2024-25				84,746.98	
END FUND BALANCE		491,605.88	308,497.80	379,844.96	

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GL NUMBER	DESCRIPTION	END BALANCE	2025-26	YTD BALANCE	ACTIVITY FOR
		06/30/2025	ORIGINAL	10/31/2025	MONTH 10/31/2025
		NORMAL (ABNORMAL)	BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)
Fund 203 - LOCAL STREET FUND					
Revenues					
Dept 000					
203-000-451.200	SPEC ASSESSMENT ROAD - SUNSET	36,464.95	23,000.00	29,201.47	22.53
203-000-553.000	ACT 51	105,900.30	100,000.00	19,083.59	0.00
203-000-582.000	COUNTY ROAD MILL 2014	39,772.72	35,000.00	66.26	0.00
203-000-665.000	INTEREST	1,235.91	1,200.00	397.22	104.44
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		357,358.65	333,184.77	48,748.54	126.97
TOTAL REVENUES		357,358.65	333,184.77	48,748.54	126.97
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	485.00	0.00
Total Dept 480 - CONSTRUCTION		975.00	2,500.00	485.00	0.00
Dept 906 - DEBT SERVICE					
203-906-992.000	BOND PRINCIPAL	168,382.50	171,792.40	35,410.50	0.00
203-906-993.000	BOND INTEREST	132,200.11	126,803.46	31,691.32	17,188.25
Total Dept 906 - DEBT SERVICE		300,582.61	298,595.86	67,101.82	17,188.25
TOTAL EXPENDITURES		331,427.84	331,145.86	67,586.82	17,188.25
Fund 203 - LOCAL STREET FUND:					
TOTAL REVENUES		357,358.65	333,184.77	48,748.54	126.97
TOTAL EXPENDITURES		331,427.84	331,145.86	67,586.82	17,188.25
NET OF REVENUES & EXPENDITURES		25,930.81	2,038.91	(18,838.28)	(17,061.28)
BEG. FUND BALANCE		131,103.64	131,103.64	131,103.64	
NET OF REVENUES/EXPENDITURES - 2024-25				25,930.81	
END FUND BALANCE		157,034.45	133,142.55	138,196.17	

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GL NUMBER	DESCRIPTION	END BALANCE	2025-26	YTD BALANCE	ACTIVITY FOR
		06/30/2025	ORIGINAL	10/31/2025	MONTH 10/31/2025
		(NORMAL)	BUDGET	(NORMAL)	(DECREASE)
Fund 208 - PARK FUND					
Revenues					
Dept 000					
208-000-478.030	CONCESSIONS	31,766.96	25,000.00	13,778.28	3,612.84
208-000-478.070	FIELD RENTAL	24,507.00	23,000.00	13,266.00	2,544.00
208-000-478.084	FLAG FOOTBALL	1,350.00	1,250.00	1,925.00	0.00
208-000-478.090	YOUTH FEES	10,325.00	8,800.00	225.00	0.00
208-000-667.000	PAVILION RENT	1,555.00	1,300.00	550.00	0.00
208-000-667.020	TIFA PAVILION - COMMUNITY CEN	1,775.00	1,600.00	825.00	0.00
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	30,569.28	6,156.84
TOTAL REVENUES		179,878.96	160,520.28	30,569.28	6,156.84
Expenditures					
Dept 751 - PARK ADMIN					
208-751-703.000	SALARIES	54,951.33	57,343.28	17,695.69	4,320.55
208-751-703.002	OVERTIME SALARIES	478.75	400.00	468.22	0.00
208-751-719.000	FRINGE BENEFITS	22,919.49	24,277.00	9,406.78	2,332.44
208-751-731.000	PUBLICATION	1,034.58	1,200.00	116.20	0.00
208-751-740.000	SUPPLIES	4,939.96	13,900.00	1,220.66	0.00
208-751-744.000	YOUTH FEES (UNIFORMS,ETC.)	0.00	8,000.00	1,840.00	0.00
208-751-745.000	YOUTH UMPIRE FEES	0.00	0.00	300.00	0.00
208-751-747.000	ADULT UMPIRE FEES	0.00	3,500.00	0.00	0.00
208-751-775.000	REPAIRS & MAINT	0.00	9,550.00	7,368.69	553.48
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	51.25	0.00
208-751-853.000	TELEPHONE EXPENSE	739.32	950.00	124.05	39.35
208-751-920.000	UTILITIES	0.00	10,050.00	2,622.80	200.64
208-751-962.000	MILEAGE	607.86	700.00	165.20	0.00
Total Dept 751 - PARK ADMIN		119,058.06	138,970.28	41,379.54	7,446.46
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	8,596.08	0.00	0.00	0.00
Total Dept 770 - LAKE ALLIANCE MAINTENANCE		15,586.40	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	0.00	0.00
Total Dept 777 - BALLFIELD		12,023.32	0.00	0.00	0.00
Dept 778 - CONCESSIONS					
208-778-703.000	SALARIES	8,349.74	8,000.00	3,154.38	981.25
208-778-719.000	FRINGE BENEFITS	786.72	750.00	293.33	85.87
208-778-740.000	SUPPLIES	13,008.50	10,000.00	4,974.55	1,267.82
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	560.24	142.96

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REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE
PERIOD ENDING 10/31/2025

GL NUMBER	DESCRIPTION	END BALANCE	2025-26	YTD BALANCE	ACTIVITY FOR
		06/30/2025	ORIGINAL	10/31/2025	MONTH 10/31/2025
		NORMAL (ABNORMAL)	BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)
<hr/>					
Fund 208 - PARK FUND					
Expenditures					
Total Dept 778 - CONCESSIONS		24,645.27	21,450.00	8,982.50	2,477.90
TOTAL EXPENDITURES		174,220.82	160,420.28	50,362.04	9,924.36
Fund 208 - PARK FUND:					
TOTAL REVENUES		179,878.96	160,520.28	30,569.28	6,156.84
TOTAL EXPENDITURES		174,220.82	160,420.28	50,362.04	9,924.36
NET OF REVENUES & EXPENDITURES		5,658.14	100.00	(19,792.76)	(3,767.52)
BEG. FUND BALANCE		50,590.24	50,590.24	50,590.24	
NET OF REVENUES/EXPENDITURES - 2024-25				5,658.14	
END FUND BALANCE		56,248.38	50,690.24	36,455.62	

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REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE
PERIOD ENDING 10/31/2025

GL NUMBER	DESCRIPTION	END BALANCE	2025-26	YTD BALANCE	ACTIVITY FOR
		06/30/2025	ORIGINAL	10/31/2025	MONTH 10/31/2025
		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	561.11	135.65
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	250.00	0.00
211-000-682.000	RACE	7,402.24	7,000.00	182.50	60.00
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	50.00	0.00
Total Dept 000		76,865.59	65,175.00	1,043.61	195.65
TOTAL REVENUES		76,865.59	65,175.00	1,043.61	195.65
Expenditures					
Dept 779 - SPECIAL EVENTS					
211-779-740.000	SUPPLIES	6,580.17	8,000.00	(650.00)	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	2,000.00	0.00
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	1,350.00	0.00
TOTAL EXPENDITURES		74,676.31	68,500.00	1,350.00	0.00
Fund 211 - GIZZARD FEST :					
TOTAL REVENUES		76,865.59	65,175.00	1,043.61	195.65
TOTAL EXPENDITURES		74,676.31	68,500.00	1,350.00	0.00
NET OF REVENUES & EXPENDITURES		2,189.28	(3,325.00)	(306.39)	195.65
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	55,424.70	

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REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE
PERIOD ENDING 10/31/2025

GL NUMBER	DESCRIPTION	END BALANCE	2025-26	YTD BALANCE	ACTIVITY FOR
		06/30/2025	ORIGINAL	10/31/2025	MONTH 10/31/2025
		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	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	1,409.24	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	2,654.00	0.00
TOTAL EXPENDITURES		1,409.24	2,654.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		1,244.76	0.00	2,654.00	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	8,650.48	

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PERIOD ENDING 10/31/2025

GL NUMBER	DESCRIPTION	END BALANCE	2025-26	YTD BALANCE	ACTIVITY FOR
		06/30/2025	ORIGINAL	10/31/2025	MONTH 10/31/2025
		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	54,350.67	10.29
590-000-642.001	FIXED COSTS	505,255.36	505,078.43	129,211.05	37.29
590-000-656.000	FINES & FORFEITURES	15,385.52	17,000.00	4,355.46	1,134.19
590-000-665.000	INTEREST	18,538.72	18,000.00	5,958.51	1,566.67
590-000-666.000	INSPECTION FEE	150.00	200.00	50.00	0.00
590-000-672.000	HOOK UP FEES	10,500.00	10,500.00	2,875.00	0.00
Total Dept 000		754,739.05	748,778.43	196,800.69	2,748.44
TOTAL REVENUES		754,739.05	748,778.43	196,800.69	2,748.44
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	1,183.13	805.00
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
590-556-968.000	DEPRECIATION EXPENSE	279,708.00	0.00	0.00	0.00
590-556-970.000	CAPITAL OUTLAY	46,339.51	8,000.00	1,400.00	0.00
Total Dept 556 - DPW		494,352.92	249,400.00	2,583.13	805.00
Dept 906 - DEBT SERVICE					
590-906-991.000	DEBT SERVICE - PRINCIPAL	0.00	179,000.00	46,000.00	0.00
590-906-993.000	BOND INTEREST	192,767.25	196,667.00	68,733.75	37,150.00
Total Dept 906 - DEBT SERVICE		192,767.25	375,667.00	114,733.75	37,150.00
TOTAL EXPENDITURES		696,086.59	634,867.00	117,316.88	37,955.00
Fund 590 - SEWER FUND:					
TOTAL REVENUES		754,739.05	748,778.43	196,800.69	2,748.44
TOTAL EXPENDITURES		696,086.59	634,867.00	117,316.88	37,955.00
NET OF REVENUES & EXPENDITURES		58,652.46	113,911.43	79,483.81	(35,206.56)
BEG. FUND BALANCE		2,958,545.76	2,958,545.76	2,958,545.76	
NET OF REVENUES/EXPENDITURES - 2024-25				58,652.46	
END FUND BALANCE		3,017,198.22	3,072,457.19	3,096,682.03	

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GL NUMBER	DESCRIPTION	END BALANCE	2025-26	YTD BALANCE	ACTIVITY FOR
		06/30/2025	ORIGINAL	10/31/2025	MONTH 10/31/2025
		NORMAL (ABNORMAL)	BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)
Fund 591 - WATER FUND					
Revenues					
Dept 000					
591-000-579.000	GRANT REVENUE- STATE	239,097.84	100,000.00	0.00	0.00
591-000-642.000	BILLS	346,927.04	355,278.00	96,537.14	18.20
591-000-642.001	FIXED COSTS	528,267.83	553,350.00	139,376.49	40.92
591-000-644.000	PENALTIES	1,850.00	1,850.00	500.00	120.00
591-000-656.000	FINES & FORFEITURES	17,338.36	16,500.00	5,201.03	1,404.81
591-000-665.000	INTEREST	42,021.09	41,000.00	13,505.96	3,551.13
591-000-666.000	INSPECTION FEE	200.00	150.00	50.00	0.00
591-000-672.000	HOOK UP FEES	11,147.01	10,000.00	2,777.25	0.00
591-000-684.000	MISC INCOME	639.00	250.00	0.00	0.00
Total Dept 000		1,187,488.17	1,078,378.00	257,947.87	5,135.06
TOTAL REVENUES		1,187,488.17	1,078,378.00	257,947.87	5,135.06
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	1,122.70	286.70
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	1,122.70	286.70
Dept 556 - DPW					
591-556-740.000	SUPPLIES	14,631.20	10,000.00	1,953.51	0.00
591-556-743.000	METERS	9,119.31	8,000.00	0.00	0.00
591-556-775.000	REPAIRS & MAINT	(6,840.90)	10,000.00	1,048.78	0.00
591-556-802.000	SERVICE	9,037.38	10,000.00	1,434.00	136.00
591-556-803.000	ENGINEERS FEES	30,503.53	30,000.00	3,031.10	805.00
591-556-818.000	CONTRACT LABOR	3,385.36	100,000.00	208,790.59	18,588.80
591-556-965.600	CONTRIBUTION TO 641 LABOR & EQUIPMENT	231,792.82	200,000.00	0.00	0.00
591-556-968.000	DEPRECIATION EXPENSE	161,929.00	0.00	0.00	0.00
591-556-970.000	CAPITAL OUTLAY	38,415.11	50,000.00	1,400.00	0.00
Total Dept 556 - DPW		491,972.81	418,000.00	217,657.98	19,529.80
Dept 906 - DEBT SERVICE					
591-906-992.000	BOND PRINCIPAL	0.00	103,000.00	28,000.00	0.00
591-906-993.000	BOND INTEREST	108,576.49	107,060.00	40,081.25	20,570.00
Total Dept 906 - DEBT SERVICE		108,576.49	210,060.00	68,081.25	20,570.00
TOTAL EXPENDITURES		609,469.65	640,560.00	286,861.93	40,386.50
Fund 591 - WATER FUND:					
TOTAL REVENUES		1,187,488.17	1,078,378.00	257,947.87	5,135.06
TOTAL EXPENDITURES		609,469.65	640,560.00	286,861.93	40,386.50
NET OF REVENUES & EXPENDITURES		578,018.52	437,818.00	(28,914.06)	(35,251.44)
BEG. FUND BALANCE		3,183,620.41	3,183,620.41	3,183,620.41	
NET OF REVENUES/EXPENDITURES - 2024-25				578,018.52	
END FUND BALANCE		3,761,638.93	3,621,438.41	3,732,724.87	

GL NUMBER	DESCRIPTION	END BALANCE	2025-26	YTD BALANCE	ACTIVITY FOR
		06/30/2025	ORIGINAL	10/31/2025	MONTH 10/31/2025
		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	4,112.50	0.00
Total Dept 556 - DPW		29,979.77	500.00	4,112.50	0.00
TOTAL EXPENDITURES		29,979.77	500.00	4,112.50	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	4,112.50	0.00
NET OF REVENUES & EXPENDITURES		12,520.23	0.00	(4,112.50)	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	13,440.99	

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GL NUMBER	DESCRIPTION	END BALANCE	2025-26	YTD BALANCE	ACTIVITY FOR
		06/30/2025	ORIGINAL	10/31/2025	MONTH 10/31/2025
		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	150,000.00	0.00
Total Dept 000		608,000.00	630,815.00	150,000.00	0.00
TOTAL REVENUES		608,000.00	630,815.00	150,000.00	0.00
Expenditures					
Dept 932 - EQUIPMENT REPAIR ACTIVITY					
641-932-703.000	SALARIES	256,949.59	264,865.00	83,052.41	16,251.71
641-932-703.002	OVERTIME SALARIES	22,877.29	23,000.00	6,314.44	2,403.70
641-932-719.000	FRINGE BENEFITS	68,991.21	72,000.00	25,423.80	5,882.44
641-932-728.000	UNIFORM EXPENSES	4,828.30	5,000.00	829.73	320.06
641-932-740.000	SUPPLIES	25,489.56	25,000.00	7,934.92	205.00
641-932-775.000	REPAIRS & MAINT	42,527.34	45,000.00	15,215.16	6,832.02
641-932-782.000	STREET MATERIALS & SUPPLIES	818.90	1,500.00	7,094.22	7,094.22
641-932-802.000	SERVICE	1,236.13	1,200.00	15.53	0.00
641-932-809.000	TRAINING	7,634.15	3,500.00	323.46	113.46
641-932-853.000	TELEPHONE EXPENSE	3,994.28	3,900.00	912.43	276.50
641-932-862.000	GAS	21,666.33	27,000.00	6,516.31	284.96
641-932-920.000	UTILITIES	134,809.86	129,100.00	31,647.70	3,189.50
641-932-958.000	DUES AND SUBSCRIPTIONS	1,096.55	1,150.00	73.22	73.22
641-932-962.000	MILEAGE	596.10	600.00	259.70	259.70
641-932-968.000	DEPRECIATION EXPENSE	44,656.00	0.00	0.00	0.00
641-932-970.000	CAPITAL OUTLAY	1,703.75	6,000.00	6,757.19	0.00
Total Dept 932 - EQUIPMENT REPAIR ACTIVITY		639,875.34	608,815.00	192,370.22	43,186.49
TOTAL EXPENDITURES		639,875.34	608,815.00	192,370.22	43,186.49
Fund 641 - EQUIPMENT REPAIR & REPLACEMENT:					
TOTAL REVENUES		608,000.00	630,815.00	150,000.00	0.00
TOTAL EXPENDITURES		639,875.34	608,815.00	192,370.22	43,186.49
NET OF REVENUES & EXPENDITURES		(31,875.34)	22,000.00	(42,370.22)	(43,186.49)
BEG. FUND BALANCE		288,007.18	288,007.18	288,007.18	
NET OF REVENUES/EXPENDITURES - 2024-25				(31,875.34)	
END FUND BALANCE		256,131.84	310,007.18	213,761.62	
TOTAL REVENUES - ALL FUNDS					
TOTAL REVENUES - ALL FUNDS		5,151,679.36	5,199,104.48	1,751,486.23	210,624.86
TOTAL EXPENDITURES - ALL FUNDS		4,335,949.08	4,667,708.75	1,426,534.35	314,888.23
NET OF REVENUES & EXPENDITURES		815,730.28	531,395.73	324,951.88	(104,263.37)
BEG. FUND BALANCE - ALL FUNDS		8,178,689.35	8,178,689.35	8,178,689.35	
END FUND BALANCE - ALL FUNDS		8,994,419.63	8,710,085.08	9,319,371.51	

City of Potterville

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

November 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. Council has Resolution on behalf of Consumers Energy for 10 additional public street lights in the Cambria Ridge Development – 4 along Rose Court and 6 along Cambria Court to the west. Public street lights throughout Potterville are planned and approved by the PC *and* City Council, then formally received by Resolution when they are installed and energized along public streets. The lamp post style lights are maintained by CE but invoiced monthly for energy and service to the City. As with other developments like Sunset Hills, Lockview and Country Lake – the Cambria Ridge Development includes public streets in the neighborhood for safety of residents, service providers, bus stops, and utility crews.

2. Public Act 660 of 2018 requires a county jurisdiction to have a formal agreement for “Designated Assessor” (if services are needed by the local jurisdiction) on file with the State Tax Commission as of December 31, 2020. Accordingly, the following interlocal agreement has been executed by the Board of Commissioners for Eaton County, a majority of the assessing districts in Eaton County, and the individual put forth as the proposed Designated Assessor. Eaton County and the Assessing Districts are collectively referred to throughout this AGREEMENT as the “Parties.”

The Assessing Agreement is a renewal from the 2021-2025 agreement with similar terms and prices, it's adopted by the City pursuant to law, and reviewed by the Eaton County Board and its Assessing Dept. It's now ready to be adopted by the City and its neighboring jurisdictions. The County designated assessor satisfies requirements contained State Tax Commission's *Supervising Preparation of the Assessment Roll* approved by the State Tax Commission August 21, 2018. Within 30 to 90 days of being appointed as the Designated Assessor for an assessing district, the Designated Assessor shall prepare and transmit to the assessing district's supervisor, manager, or chief executive a detailed proposal, including a schedule for delivery of documents, to correct deficiencies identified by the State Tax Commission's audit.

3. Please help spread the word for the Thanksgiving Basket and Hope Tree charities sponsored by the Potterville Straight Up citizen organization. Qualifying families must to live in the Potterville School District or attend Potterville Schools. All Hope Tree applications must be received by November 24th. Applications are available online at <https://pottervillemi.org/wp-content/uploads/2025/11/PVSU-THNKSGVNG-HPTREE.pdf> . For more information regarding Thanksgiving Baskets or the Hope Tree charities please contact Potterville Straight Up at Pottervillesu@gmail.com.

Also, please save the date for the City Potterville Annual Christmas Event and parade to be held December 6th at 6:00 pm. Join your neighbors and friends downtown for festivities of carols, cookies and tree lighting.

4. The Potterville Girl Scouts volunteered services to repaint the City's Food Pantry this week. Thank you, Girl Scouts, for your community service. The City food pantry is currently located at the City Hall parking lot and is stocked and ready to help those in need 24/7. If you need help with hunger or looking to help others with food pantry services, contact the local Sycamore Creek Church at (517) 645-7701. The Sycamore Creek

City of Potterville

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

Church Potterville Campus is located at 105 N Church St Potterville, MI, United States, Michigan 48876 and runs a large food pantry for critical food assistance to residents facing food insecurity. This food pantry serves as a resource, offering nutritious food and support for individuals and families struggling with hunger. The Sycamore Creek Church Potterville Campus – Food Pantry is a nonprofit organization dedicated to collecting, storing, and distributing food to those in need. It often provides fresh produce, dairy, and protein, supporting healthy diets during tough times. Additionally, many food banks offer nutrition education and outreach programs to help families make healthier choices. Service hours may vary—it's best to call ahead or check the Sycamore Creek Church website at <https://sycamorecreekchurch.org/potterville/> or social channels before visiting.

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TREASURERS REPORT November 20,2025

Utility bills—as of 10/31/25 (bills due on 15th) \$20,791.47 is outstanding with \$10,028.93 over 30 days past due.

Water usage month of Oct (Nov billing): 5,096,084 gallons

Sewer usage month of Oct (Nov billing) 5,072,728 gallons

Ready to service charge-water: \$46,417.91

Ready to service charge-sewer: \$42,032.36

Total water and sewer billed out from 9/25/25-10/22/25 is \$134,427.78.

Payroll month of September 2025 \$68,334.39 (this includes all payroll taxes + MERS.)

Summer taxes are due on 9/15/25 this year (normally due on 9/14 but this date falls on weekend).

Summer tax collection rate through 11/13/25: 96.87%. Winter tax bills will be mailed out on 12/1/25 and are due on February 16, 2026 (February 14th falls on a weekend).

Aaron and I met with the intern superintendent of Potterville schools twice as a meet and greet, once here at City Hall and once at school where we were provided a tour and lunch.

Bank reconciliations completed for the month of September 2025:

General account – Reconciled balance: **\$ 4,333,651.38**

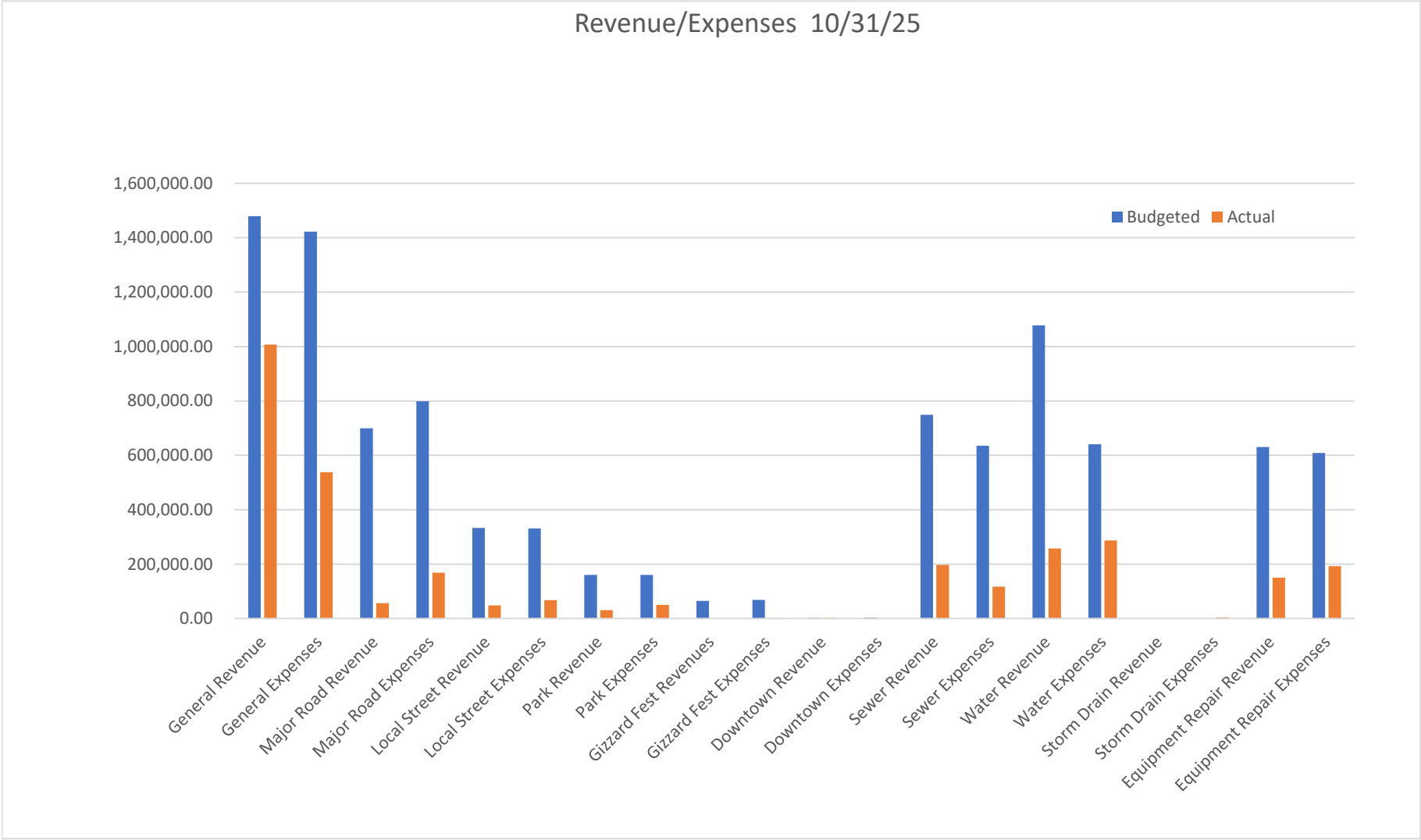
Payroll account - Reconciled balance: **\$8,040,.70**

Tax account – Reconciled balance: **\$10,376.37**

Gizzard Fest – Reconciled balance: **\$55,424.70**

Respectfully submitted,
Jodi West, Treasurer

	Budgeted	Actual
General Revenue	1,479,099.00	1,007,052.51
General Expenses	1,421,885.51	538,143.31
Major Road Revenue	700,000.00	56,669.73
Major Road Expenses	798,361.10	168,430.65
Local Street Revenue	333,184.77	48,748.54
Local Street Expenses	331,145.86	67,586.82
Park Revenue	160,520.28	30,569.28
Park Expenses	160,420.28	50,362.04
Gizzard Fest Revenues	65,175.00	1,043.61
Gizzard Fest Expenses	68,500.00	1,350.00
Downtown Revenue	2,654.00	2,654.00
Downtown Expenses	3,600.00	0.00
Sewer Revenue	748,778.43	196,800.69
Sewer Expenses	634,867.00	117,316.88
Water Revenue	1,078,378.00	257,947.87
Water Expenses	640,560.00	286,861.93
Storm Drain Revenue	500.00	0.00
Storm Drain Expenses	500.00	4,112.50
Equipment Repair Rever	630,815.00	150,000.00
Equipment Repair Expen	608,815.00	192,370.22



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From the Clerk's office –November 2025

This month I was able to per the retention schedule clean out some election and other city documents to take them to be shredded in Lansing. It is always great feeling to purge what we can. 😊

My cross training for the utility billing and closing out for the day was beneficial while Jodi needed personal time this month. I enjoy helping and keeping up to date with treasurer's office duties.

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

Interlocal Agreement for Eaton County to Approve the Designated Assessor for the period January 1, 2026 through December 31, 2030

Public Act 660 of 2018 requires a county to have a Designated Assessor on file with the State Tax Commission as of December 31, 2020. Accordingly, the following interlocal agreement (hereinafter “AGREEMENT”) has been executed by the Board of Commissioners for Eaton County, a majority of the assessing districts in Eaton County, and the individual put forth as the proposed Designated Assessor. Eaton County and the Assessing Districts are collectively referred to throughout this AGREEMENT as the “Parties.”

RECITALS

WHEREAS, The Assessing Districts are Municipal Corporations located within the County of Eaton, in the State of Michigan;

WHEREAS, The Michigan Constitution of 1963, Article 7, Section 28 permits a political subdivision to exercise jointly with any other political subdivision any power, privilege or authority which such political subdivisions share in common with each other and which each might exercise separately;

WHEREAS, The Urban Cooperation Act of 1967, being MCL 124.505 *et seq*, and the Intergovernmental Transfer of Functions and Responsibilities Act, give effect to the Constitutional provision by providing that public agencies may enter into interlocal agreements to carry out their respective functions, powers and authority;

WHEREAS, P.A. 660 of 2018 requires each County to enter into an AGREEMENT that designates the individual who will serve as the County’s Designated Assessor. That interlocal agreement must be approved by the County Board and a majority of the assessing districts in the County.

WHEREAS, P.A. 660 of 2018 mandates that the Designated Assessor shall be an advanced assessing officer or a master assessing officer.

NOW, THEREFORE, based on the foregoing Recitals, and in consideration of the terms of this Agreement, the Members agree as follows:

BACKGROUND INFORMATION

Eaton County proposes that Timothy Vandermark (R- 7793) serve as the Designated Assessor for the following assessing districts within Eaton County: Bellevue Township, Benton Charter Township, Brookfield Township, Carmel Township, Chester Township, Delta Charter Township, Eaton Township, Eaton Rapids Township, Hamlin Township, Kalamo Township, Oneida Charter Township, Roxand Township, Sunfield Township, Vermontville Township, Walton Township, Windsor Charter Township, City of Charlotte, City of Eaton Rapids, City of Grand Ledge, City of Olivet and City of Potterville.

Once the designated assessor process is invoked, the Parties agree that the Designated Assessor will perform the duties associated with being the assessor of record for an assessing district at the following location: Eaton County Equalization Department, 1045 Independence Blvd., Charlotte, MI. The Parties further agree that specific hours will be negotiated as part of the employment contract to be executed in the event an assessing district is subject to the designated assessor process.

QUALIFICATIONS OF DESIGNATED ASSESSOR

Included as an addendum to this AGREEMENT, the Eaton County Board of Commissioners has received and reviewed the following documents provided by the Designated Assessor:

1. Resume, curriculum vitae, or other documents providing the Designated Assessor's current employment status as well as additional and specific details regarding the Designated Assessor's current assessing or equalization responsibilities and local unit assessing experience as it relates to being approved as the Designated Assessor for Eaton County.
2. Disclosure of any conflicts of the interest involving the proposed Designated Assessor, the County, or any assessing district, if applicable.

It is understood that the individual identified as the Designated Assessor in this AGREEMENT will, during the length of this agreement, maintain their assessor certification in good standing with the State Tax Commission and when required to serve as the Designated Assessor for an assessing district in Eaton County shall act as the Assessor of Record for that assessing district. When acting as the Assessor of Record for an assessing district, the Designated Assessor shall meet all the requirements as set forth by the State Tax Commission's *Supervising Preparation of the Assessment Roll* approved by the State Tax Commission August 21, 2018.

Any additional requirements that are agreed to by the Designated Assessor, the County and the Assessing Districts may not conflict with the State Tax Commission's *Supervising Preparation of the Rolls*.

DUTIES AND RESPONSIBILITIES OF DESIGNATED ASSESSOR

The Designated Assessor, while serving as the assessor of record for an assessing district within Eaton County, shall satisfy all requirements contained State Tax Commission's *Supervising Preparation of the Assessment Roll* approved by the State Tax Commission August 21, 2018.

Within 30 to 90 days of being appointed as the Designated Assessor for the assessing district, the Designated Assessor shall prepare and transmit to the assessing district's supervisor, manager, or chief executive a detailed proposal, including a schedule for delivery of documents, to correct deficiencies identified by the State Tax Commission's audit.

The Parties agree that the Designated Assessor, while serving as the assessor of record for an assessing district within Eaton County, shall:

1. Attend all March, July and December Board of Review meetings.
2. Costs incurred in appeals to the Michigan Tax Tribunal (i.e., appraisal costs, expert witness fees and attorney fees) shall be incurred by the represented assessment unit
3. The Designated Assessor shall prepare the following reports for review by the supervisor, manager, chief executive, board, or council as requested.

For an assessing district employing assessing staff other than the assessor of record, assessing staff will conduct their duties as under the direction and supervision of the Designated Assessor.

While not acting in the capacity as the Designated Assessor for an assessing district, the Designated Assessor will have the following duties and responsibilities for Eaton County and the assessing districts within Eaton County: Equalization Director.

DUTIES AND RESPONSIBILITIES OF EATON COUNTY AND ASSESSING DISTRICTS WITHIN EATON COUNTY

The Parties to this AGREEMENT understand and agree that the assessing districts identified in this AGREEMENT required to utilize the services of the Designated Assessor will, during and throughout the term of this AGREEMENT, to the following:

1. Provide the Designated Assessor with reasonable access to records, documents, databases and information in order to allow the Designated Assessor to serve as the assessor of record for the assessing district and satisfy all requirements *Supervising Preparation of the Assessment Roll* approved by the State Tax Commission August 21, 2018.
2. Furnish the Designated Assessor with any applicable policies and procedures that the Designated Assessor may be subject to during the period of time the Designated Assessor serves as the assessing district's assessor of record.
3. Provide any technology, equipment, and workspace necessary for the Designated Assessor to carry out their requirements under this Agreement.

DESIGNATED ASSESSOR COMPENSATION

The Designated Assessor may charge an assessing district that is required to contract with the Designated Assessor and that assessing district shall pay, for the reasonable costs incurred by the Designated Assessor in serving as the assessing district's Assessor of Record, including, but not limited to, the costs of overseeing and administering the annual assessment, preparing and defending the assessment roll, and operating the assessing office.

Compensation amounts shall be set within the ongoing contract between the Designated Assessor and the Assessing Districts plus the County. All fees and services of the Designated Assessor shall be billed monthly and paid within 45 days of invoicing. All annual fees will be billed on a prorated basis. All payment for services rendered will be paid by the assessing district directly to Eaton County. The current fee schedule is as follows:

Complete Reassessment of the District at \$20.00 / parcel

Maintenance of the Tax Roll at \$15.00 per parcel for the first year
 \$15.50 per parcel for the 2nd year
 \$16.00 per parcel for the 3rd year
 \$16.50 per parcel for the 4th year
 \$17.00 per parcel for the 5th year

If required by the Designated Assessor, the Assessing Districts shall each be responsible for an equal share of an annual retainer fee paid to the Designated Assessor. The County shall collect each share and disperse the retainer fee to the Designated Assessor. The County is not responsible for paying a share of the retainer fee. No retainer fee is being charged to the local for the duration of the contract with Timothy Vandermark.

Fees owed by a jurisdiction under the inter-local agreement will be billed monthly, paid to Eaton County Equalization and will be due 30 days post invoice date.

ADDENDUMS

Addendum A: Designated Assessor resume and qualifications.

This interlocal agreement shall become effective upon the execution hereof by the parties hereto.

COUNTY OF EATON:

 Jim Mott, Chairperson
 County Board of Commissioners

 Date

BELLEVUE TOWNSHIP:

 Don L. Chase
 Supervisor

 Date

BENTON CHARTER TOWNSHIP:

 Gary Suits
 Supervisor

 Date

BROOKFIELD TOWNSHIP:

 Nolan Spotts
 Supervisor

 Date

CARMEL TOWNSHIP:

 Don Ramsey
 Supervisor

 Date

CHESTER TOWNSHIP:

 Donald Stall
 Supervisor

 Date

DELTA CHARTER TOWNSHIP:

 Fonda Brewer
 Supervisor

 Date

EATON TOWNSHIP:

 Dave Roberts
 Supervisor

 Date

EATON RAPIDS TOWNSHIP:

 Scott Wilson
 Supervisor

 Date

HAMLIN TOWNSHIP:

Phillip A. Bombrys
Supervisor

Date

KALAMO TOWNSHIP:

Brett Ramey
Supervisor

Date

ONEIDA CHARTER TOWNSHIP:

Rick Jones
Supervisor

Date

ROXAND TOWNSHIP:

Larry Mead
Supervisor

Date

SUNFIELD TOWNSHIP:

Selena Duits
Supervisor

Date

VERMONTVILLE TOWNSHIP:

Jack Owens
Supervisor

Date

WALTON TOWNSHIP:

Doug Thering
Supervisor

Date

WINDSOR CHARTER TOWNSHIP:

Beth Shaw
Supervisor

Date

CITY OF CHARLOTTE:

Tim Lewis
Authorized Representative

Date

CITY OF EATON RAPIDS:

Pam Colestock
Authorized Representative

Date

CITY OF GRAND LEDGE:

Keith Mulder
Authorized Representative

Date

CITY OF OLIVET:

Laura Barlund-Maas
Authorized Representative

Date

CITY OF POTTERVILLE:

Jennifer Lenneman
Authorized Representative

Date

DESIGNATED ASSESSOR

Timothy Vandermark, MMAO
Eaton County Equalization

Date



**AUTHORIZATION FOR CHANGE IN STANDARD LIGHTING
CONTRACT(COMPANY-OWNED) FORM 547**

Contract Number: 103037898204

Consumers Energy Company is authorized as of _____ by the City of POTTERVILLE, to make changes, as listed below, in the lighting system(s) covered by the existing Standard Lighting Contract between the Company and the City of POTTERVILLE, dated 5/8/2020.

Lighting Type: General Unmetered Light Emitting Diode Lighting Rate GU-LED

Except for the changes in the lighting system(s) as herein authorized, all provisions of the aforesaid Standard Lighting Contract dated 5/8/2020 shall remain in full force and effect.

Notification Number(s): 1063720409; 1071863432

Comments: INSTALLED (4) STREETLIGHTS FOR CAMBRIA RIDGE PHASE 1B BACK ON 6/6/23, INSTALL (6) NEW STREETLIGHTS FOR CAMBRIA RIDGE PHASE 2.

City of POTTERVILLE

By: _____

(Signature)

(Printed)

Its: _____

(Title)

This Agreement may be executed and delivered in counterparts, including by a facsimile or an electronic transmission thereof, each of which shall be deemed an original. Any document generated by the parties with respect to this Agreement, including this Agreement, may be imaged and stored electronically and introduced as evidence in any proceeding as if original business records. Neither party will object to the admissibility of such images as evidence in any proceeding on account of having been stored electronically.

RESOLUTION

RESOLVED, that it is hereby deemed advisable to authorize Consumers Energy Company to make changes in the lighting service as provided in the Standard Lighting Contract between the Company and the City of POTTERVILLE, dated 5/8/2020, in accordance with the Authorization for Change in Standard Lighting Contract dated _____,

heretofore submitted to and considered by this ☐ commission ☐ council ☐ board; and

RESOLVED, further, that the _____ Clerk be and are authorized to execute such authorization for change on the behalf of the City.

STATE OF MICHIGAN
COUNTY OF EATON

I, _____, clerk of the City of POTTERVILLE do hereby certify that the foregoing resolution was duly adopted by the

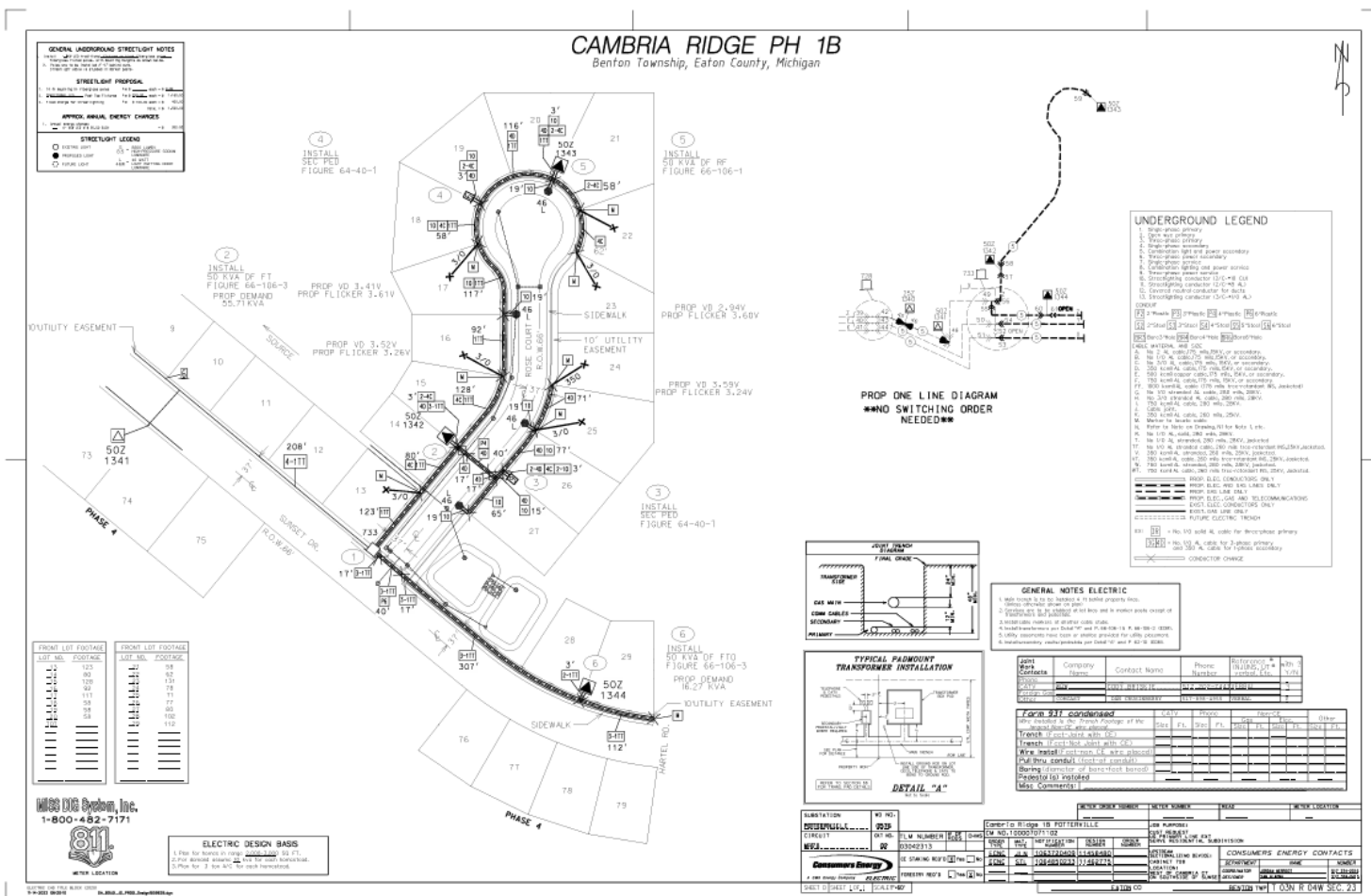
☐ commission ☐ council ☐ board of said municipality, at the meeting held on _____.

Dated:

Municipal Customer Type: City

GENERAL UNMETERED LIGHT EMITTING DIODE LIGHTING RATE GU-LED

- (4000) 50 watt LED White Post Top Traditional CO to Install at location CAMBRIA RIDGE DEVELOPMENT PHASE 1B & PHASE 2;



[illegible]