

City of Pottersville - Council Agenda

Thursday, February 19, 2026, 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 January 15, 2026

F. Approval of Bills: General Bills - \$54,030.28 + \$13,146.91 = \$67,177.19

Gizzard Fest - \$9,400.00 + \$867.95 = \$10,267.95

TOTAL AP = \$77,445.14

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. **Council Member appointment**
2. **Vredeveld Haefner LLC, CPAS and Consultants:** Auditor Presentation
3. **Resolution 2026-0219-02** DOT Street Certification/Cambria Court
4. **Resolution 2026-0219-03** Capital Improvement Plan
5. **Resolution 2026-0219-04** Master Plan
6. **"CLOSED SESSION"** City Manager and Clerk's evaluation

L. Public Comment on non-agenda items:

M. Communications from the Council:

N. Next Regular Meeting: Thursday, March 19, 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, January 15, 2026, at 6:04 pm at City Hall and the Pledge of Allegiance was recited.

Roll Call: Present: Mayor Lenneman, Deputy Mayor Potter, Member Connor, Member Myers-Southerly (arrived 6:11) and Member Sweeney (arrived 6:04).

Absent: Member Nichols

Approval of Agenda: Motion by Deputy Mayor Potter and supported by Member Connor. Vote: Unanimous. Motion Carried (4-0).

Approval of December 18, 2025, Regular Minutes: Deputy Mayor Potter and supported by Member Sweeney. Vote: Unanimous. Motion Carried (4-0).

Approval of Bills: Motion to pay Bills in the amount of \$115,074.71, by Member Connor and supported by Deputy Mayor Potter. Roll Call Vote: Unanimous. Motion Carried (4-0).

Public Comment on Agenda Items: Libby Ranshaw explained her resignation was to allow her to serve the City in another capacity.

Department Reports:

Benton Charter Township Fire -Chief Christiansen shared they would be switching billing companies, saving three percent. Christmas, they filled 800 stockings.

Zoning Administrator – Director Miller informed that the planning Commission recommended approval of the engineered site plan for Sunset Hills East Side Condominium. Planning Commission meetings will be held on the 2nd Tuesday of the month. In review; Beck’s Propane office, home on Cottage St., Consumers site plan.

Accept Council Member Resignation: Motion by Deputy Mayor Potter and supported by Member Connor to accept Libby Ranshaw’s letter. Vote: Unanimous. Motion Carried (5-0).

Council Member Election for Mayor: Motion by Deputy Mayor Potter and supported by Member Myers-Southerly for Jennifer Lenneman as Mayor. Roll Call Vote: Unanimous. Motion Carried (5-0).

City of Potterville

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

Council Member Election for Deputy Mayor: Motion by Mayor Lenneman and supported by Member Connor as Mike Potter for Deputy Mayor. Roll Call Vote: Unanimous. Motion Carried (5-0).

Appoint Planning Commission Member: Motion by Member Meyers- Southerly and supported by Deputy Mayor Potter for Libby Ranshaw as Planning Commission Member. Vote: Unanimous. Motion Carried (5-0).

Resolution 2026-0115-01 – Sunset Hills East Side Condominium Site Plan/final: Motion by Member Meyers-Southerly and supported by Deputy Mayor Potter. Roll Call Vote: Unanimous. Motion Carried (5-0).

Public Comment on Non-Agenda Items: A resident shared concern that they didn't believe the City should display a Nativity Scene. Also was glad the sign for "blind hill" will be put in place soon.

Excuse Absent Member Nichols: Motion by Deputy Mayor Potter and supported by Member Connor. Vote: Unanimous. Motion Carried (5-0).

Next Regular Meeting: February 19, 2026

Meeting Adjourned: 6:51 pm

Becky Dolman,

City Clerk
Approved 2/19/26

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: ALTOGAS, INC		
948647	PROPANE	1,410.65
TOTAL VENDOR ALTOGAS, INC		1,410.65
VENDOR NAME: ANDREW SCHLEGEL		
2/10/26	MEAL FOR TRAINING	10.38
TOTAL VENDOR ANDREW SCHLEGEL		10.38
VENDOR NAME: APPLIED IMAGING		
3061164	EQUIPMENT AND PRINTING-2/8-3/7/26	85.97
TOTAL VENDOR APPLIED IMAGING		85.97
VENDOR NAME: BARRY, RICHARD		
2/10/26	MILEAGE AND MEAL FOR TRAINING	160.43
TOTAL VENDOR BARRY, RICHARD		160.43
VENDOR NAME: BETTS, LUKE		
2/10/26	MEAL FOR TRAINING	12.39
TOTAL VENDOR BETTS, LUKE		12.39
VENDOR NAME: BLUE CARE NETWORK OF MICHIGAN		
FEB 2026	MEDICAL PREMIUM	7,395.50
TOTAL VENDOR BLUE CARE NETWORK OF MICHIGAN		7,395.50
VENDOR NAME: BS&A SOFTWARE		
165663	BUILDING SYSTEM SUPPORT FEE	874.00
TOTAL VENDOR BS&A SOFTWARE		874.00
VENDOR NAME: CARDMEMBER SERVICE		
12/5-1/7/26	CARBURETOR, GIFT CARDS, FLAGS, PROPANE, INK, GLOVES, PLOW TRUCK REPAIR	1,172.35
TOTAL VENDOR CARDMEMBER SERVICE		1,172.35
VENDOR NAME: CINTAS CORPORATION #725		
JAN. 2026	UNIFORM EXPENSE	289.15
TOTAL VENDOR CINTAS CORPORATION #725		289.15
VENDOR NAME: CITY OF POTTERVILLE		
12/23/1/23/26	UTILITIES	562.37
TOTAL VENDOR CITY OF POTTERVILLE		562.37
VENDOR NAME: CIVICPLUS		
344279	ONLINE CODE HOSTING	414.75
TOTAL VENDOR CIVICPLUS		414.75
VENDOR NAME: COMCAST		
JAN.20- FEB. 19,20	OFFICE INTERNET	145.85
TOTAL VENDOR COMCAST		145.85
VENDOR NAME: CONSUMERS ENERGY		
12/22-1/22/26	UTILITIES	12,562.37
TOTAL VENDOR CONSUMERS ENERGY		12,562.37
VENDOR NAME: D & L FUELS		
213317	UNLEADED GASOLINE	621.82
212906	GASOLINE REG UNLEAD	426.02
212905	PREMIUM DYED DIESEL	731.87
TOTAL VENDOR D & L FUELS		1,779.71
VENDOR NAME: DELTA DENTAL		
FEB 2026	DENTAL BENEFITS	1,075.14
TOTAL VENDOR DELTA DENTAL		1,075.14
VENDOR NAME: DETROIT SALT CO		
SI26-35942	ROCK SALT	3,232.25

02/12/2026 02:40 PM

User: RDOLMAN
DB: PottersvilleCUSTOM INVOICE REPORT FOR CITY OF POTTERVILLE
EXP CHECK RUN DATES 01/16/2026 - 02/12/2026
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: GEN

Page: 2/4

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: DETROIT SALT CO		
	TOTAL VENDOR DETROIT SALT CO	3,232.25
VENDOR NAME: EATON COUNTY SHERIFF'S DEPARTMENT		
2026-00000011	FULL DAY WORK SERVICES JAN 8, 2026	300.00
2026-00000013	WORK CREW 1/15/26	300.00
	TOTAL VENDOR EATON COUNTY SHERIFF'S DEPARTMENT	600.00
VENDOR NAME: ELHORN ENGINEERING		
309594	EL-CHLOR 30/GAL DRUM	986.00
	TOTAL VENDOR ELHORN ENGINEERING	986.00
VENDOR NAME: FCI AUTOMATION - LANSING		
00111175	HYD FLUID, ABRASION SLEEVE, HOSE ASSY	741.63
111361	SUPPLIES	210.71
	TOTAL VENDOR FCI AUTOMATION - LANSING	952.34
VENDOR NAME: FERGUSON WATERWORKS- METER ACCT		
0238004	NEPTUNE TRADE SURCHARGE FEE	574.20
	TOTAL VENDOR FERGUSON WATERWORKS- METER ACCT	574.20
VENDOR NAME: GRANGER CONTAINER SERVICE, INC		
29939663	WASTE SERVICES- FEB	268.51
	TOTAL VENDOR GRANGER CONTAINER SERVICE, INC	268.51
VENDOR NAME: HAYNOR, LEE		
02/10/26	MEAL FOR TRAINING	14.09
	TOTAL VENDOR HAYNOR, LEE	14.09
VENDOR NAME: HUTSON, INC		
11143719	STRAP	112.94
	TOTAL VENDOR HUTSON, INC	112.94
VENDOR NAME: INDIAN CREEK AG		
0693	SERVICE CALL , TIRES	755.00
16520	TIRES	2,322.50
	TOTAL VENDOR INDIAN CREEK AG	3,077.50
VENDOR NAME: MENARDS-LANSING WEST		
11789	METAL GRINDING	19.95
10568	UNDER LAYMENT	65.48
10569	DRILL BIT, DOOR STOP,	41.44
10726	MOVING BLANKET	110.39
10848	CATUS UTILITY MAT	13.27
11093	SWITCHPLATE	56.55
10845	REFUND	(8.49)
10532	OUTLET PLATE, WALL BUMPER, PAINT CAN SPOUT,	69.24
95351	WASTEBASKET, SWIFTER, TRASH BASKET	60.78
11467	6'LED WAFER, BRUSH	69.94
	TOTAL VENDOR MENARDS-LANSING WEST	498.55
VENDOR NAME: MICHIGAN ASSOCIATION OF CHIEFS		
300013112	MEMBERSHIP	115.00
	TOTAL VENDOR MICHIGAN ASSOCIATION OF CHIEFS	115.00
VENDOR NAME: MICHIGAN CAT		
PD18262483	MOTOR GP	376.85
	TOTAL VENDOR MICHIGAN CAT	376.85
VENDOR NAME: MICHIGAN POLICE EQUIPMENT		
192632	BADGE, AMNO	531.00
	TOTAL VENDOR MICHIGAN POLICE EQUIPMENT	531.00
VENDOR NAME: MICHIGAN WATER ENVIRONMENT ASSOC.		
E38574	2026 JOINT EXPO & OPERATOR DAYS	300.00
	TOTAL VENDOR MICHIGAN WATER ENVIRONMENT ASSOC.	300.00

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: MID MICHIGAN ELECTRICAL		
FEB. 3, 2026	WIRING OF NEW HEATER	620.00
TOTAL VENDOR MID MICHIGAN ELECTRICAL		620.00
VENDOR NAME: MID-MICHIGAN INTERACTIVE		
8265	WEB HOSTING & MONTHLY MAINTENANCE	1,175.00
TOTAL VENDOR MID-MICHIGAN INTERACTIVE		1,175.00
VENDOR NAME: NORTHERN PUMP & WELL		
25-J3182	ELECTRICAL: VFD CHANGE OUT	1,687.50
TOTAL VENDOR NORTHERN PUMP & WELL		1,687.50
VENDOR NAME: PAYTON ASSESSING, LLC		
JANUARY 2026	ASSESSING SERVICES	1,416.67
TOTAL VENDOR PAYTON ASSESSING, LLC		1,416.67
VENDOR NAME: POTTERVILLA APPLIED TECHNOLOGY		
36529	INTERNET AND PHONES	4,138.10
TOTAL VENDOR POTTERVILLA APPLIED TECHNOLOGY		4,138.10
VENDOR NAME: QUILL CO		
47227416	FORMS	86.42
47270486	PAPER	23.50
47252459	PAPER	24.08
47299983	YEAR END FORMS	27.48
TOTAL VENDOR QUILL CO		161.48
VENDOR NAME: SPECTRUM PRINTERS, INC.		
INV090236	SUPPLIES FOR AV BALLOTS	551.77
TOTAL VENDOR SPECTRUM PRINTERS, INC.		551.77
VENDOR NAME: THE COUNTY JOURNAL		
300117	POTTERVILLE YOUTH BASEBALL	87.40
299899	PLANNING COMMISSION NOTICE	99.50
299678	COUNCIL VACANCY	89.90
TOTAL VENDOR THE COUNTY JOURNAL		276.80
VENDOR NAME: THE PARTS PLACE-CHARLOTTE		
289062	WIPER BLADE	9.24
289230	SUPPLIES	31.47
289263	BATTERY	312.76
289281	HOOD LIFT	46.70
289343	HOOD LIFT SUPPORT	55.30
289344	LIFT SUPPORT	(46.70)
289404	WIPER BLADE	9.24
289420	ANTIFREEZE, TRIGGER NOZZLE	32.64
289429	MOTOR OIL;	194.39
289443	OIL FILTER	18.18
289445	OIL FILTER	18.18
289512	PREMIUM CAPSULES	18.38
289531	LAMP	5.44
289548	OIL FILTER, GREASE CAN	169.81
289561	SHOP TOWELS,	22.01
289560	OIL DRY, SHOP TOWELS, OIL FILTER	58.89
289572	LIFT SUPPORT	(40.91)
289574	OIL FILTER	170.48
289593	OIL FILTER PLIERS	61.99
289687	FUEL, OIL, ENGINE FILTERS	256.68
289688	OIL DRY, BLISTER PACK CAPSULES	69.68
289804	BATTERY	147.65
TOTAL VENDOR THE PARTS PLACE-CHARLOTTE		1,621.50
VENDOR NAME: UNITED STATES POST OFFICE		
2/28/26	P.O. BOX 508	78.00
DEC.23 - JAN, 23	POSTAGE FOR UTILITY BILLS	286.70
TOTAL VENDOR UNITED STATES POST OFFICE		364.70
VENDOR NAME: UNUM LIFE INSURANCE		
JAN 2026	SHORT/LONG TERM DISABILITY INSURANCE	321.34

02/12/2026 02:40 PM
User: RDOLMAN
DB: Potterville

CUSTOM INVOICE REPORT FOR CITY OF POTTERVILLE
EXP CHECK RUN DATES 01/16/2026 - 02/12/2026
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: GEN

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: UNUM LIFE INSURANCE		
	TOTAL VENDOR UNUM LIFE INSURANCE	321.34
VENDOR NAME: VILLAGE OF DIMONDALE		
2025	CHIPPER RENTAL THRU 12.31.25	109.98
	TOTAL VENDOR VILLAGE OF DIMONDALE	109.98
VENDOR NAME: VISION SERVICE PLAN		
FEB 2026	VISION	130.20
	TOTAL VENDOR VISION SERVICE PLAN	130.20
VENDOR NAME: WIGHTMAN		
100528	GENERAL ENGINEERING DEC. 15- JAN. 18, 2026	390.00
100527	SMALL URBAN PROJECT	1,475.00
	TOTAL VENDOR WIGHTMAN	1,865.00
GRAND TOTAL:		54,030.28

02/12/2026 02:24 PM
User: RDOLMAN
DB: Potterville

CUSTOM INVOICE REPORT FOR CITY OF POTTERVILLE
EXP CHECK RUN DATES 01/16/2026 - 02/12/2026
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: FEST

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: BE KIND REWIND		
JUNE 2026	BAND	5,500.00
TOTAL VENDOR BE KIND REWIND		5,500.00
VENDOR NAME: STARFARM LLC		
JUNE 5, 2026	BAND	3,900.00
TOTAL VENDOR STARFARM LLC		3,900.00
GRAND TOTAL:		9,400.00

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: ACE HARDWARE-GRAND LEDGE		
12684/4	FLAT WASHERER, NYLON NUT, FASTENERS,	89.62
TOTAL VENDOR ACE HARDWARE-GRAND LEDGE		89.62
VENDOR NAME: AT&T		
JAN 4 - FEB 3, 2026	SOFTBALL FIELDS INTERNET	69.25
TOTAL VENDOR AT&T		69.25
VENDOR NAME: B & B TRUCK EQUIPMENT		
33146	REPAIR DUMP BODY ISSUE	391.46
TOTAL VENDOR B & B TRUCK EQUIPMENT		391.46
VENDOR NAME: BOBCAT OF LANSING		
P79494	CYLINDER	717.48
P79367	AIR, OIL, HYD, FILTERS	511.80
TOTAL VENDOR BOBCAT OF LANSING		1,229.28
VENDOR NAME: CARDMEMBER SERVICE		
JAN 8-FEB 5, 2026	CALENDARS, SUPPLIES, CONFERENCE, FURNITURE, LOCKERS, CABINET, WELDING, HANGERS, CHAIR, SPOTLIGHT	3,710.15
TOTAL VENDOR CARDMEMBER SERVICE		3,710.15
VENDOR NAME: EATON COUNTY SHERIFF'S DEPARTMENT		
2026-00000015	WORK CREW 2/5/26	300.00
TOTAL VENDOR EATON COUNTY SHERIFF'S DEPARTMENT		300.00
VENDOR NAME: M & K JETTING & TELEVISIONING, INC		
260380	REPAIR BROKEN WATER MAIN	2,137.50
TOTAL VENDOR M & K JETTING & TELEVISIONING, INC		2,137.50
VENDOR NAME: MICHIGAN DEPT OF ENVIRONMENTAL		
761-11391509	WATER TESTING	80.00
TOTAL VENDOR MICHIGAN DEPT OF ENVIRONMENTAL		80.00
VENDOR NAME: NATIONAL RECREATION AND PARK ASSOC.		
2026	EXAM APPLICATION	200.00
TOTAL VENDOR NATIONAL RECREATION AND PARK ASSOC.		200.00
VENDOR NAME: PROGRESSIVE ARCHITECTS,ENGINEE		
00207759	SERVICES THROUGH JAN.30, 2026	900.00
TOTAL VENDOR PROGRESSIVE ARCHITECTS,ENGINEE		900.00
VENDOR NAME: THE PARTS PLACE-CHARLOTTE		
289816	BATTERY CABLE TERMINAL, GRINDING WHEEL	10.75
289706	FUNNEL, TREE BLACK ICE, DEXCOOL	52.29
705189	PAINT MARKER, WARRANTY, FILTER	10.60
TOTAL VENDOR THE PARTS PLACE-CHARLOTTE		73.64
VENDOR NAME: UNITED STATES POST OFFICE		
FEB 2026	ASSESSING NOTICCES 2026	644.91
TOTAL VENDOR UNITED STATES POST OFFICE		644.91
VENDOR NAME: VERIZON WIRELESS		
FEB	SERVICE	127.12
JAN 2 - FEB 1, 2026	CELL PHONES	394.88
TOTAL VENDOR VERIZON WIRELESS		522.00
VENDOR NAME: VISIONARY BUILDERS		
4163-1253, 1275	CEILINGS IN POLICE BARN	2,799.10
TOTAL VENDOR VISIONARY BUILDERS		2,799.10
GRAND TOTAL:		13,146.91

02/19/2026 03:27 PM
User: RDOLMAN
DB: Potterville

CUSTOM INVOICE REPORT FOR CITY OF POTTERVILLE
EXP CHECK RUN DATES 02/13/2026 - 02/19/2026
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: FEST

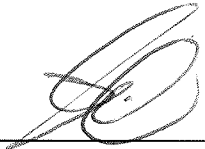
Page: 1/1

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: CARDMEMBER SERVICE		
1/8-2/5/26	WIX WEBSITE FOR GIZZARD FEST	17.95
TOTAL VENDOR CARDMEMBER SERVICE		17.95
VENDOR NAME: MICHIGAN RUNNING FOUNDATION		
2805	SUPPORT FOR RACE	850.00
TOTAL VENDOR MICHIGAN RUNNING FOUNDATION		850.00
GRAND TOTAL:		867.95

GL Number	Description	Beginning Balance
750-000-001.000	CASH	11,307.00
Beginning GL Balance:		11,307.00
Add: Payroll Disbursements		4,532.87
Ending GL Balance:		15,839.87

GL Number	Description	Ending Balance
750-000-001.000	CASH	15,839.87
Ending GL Balance:		15,839.87
Ending Bank Balance:		17,829.23
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
	DEFINED CONTRIBUTION PAYMNT MADE 12/22/25	258.75
	DEFINED CONTRIBUTION DIFF- ACH JAN	247.00
	DEFINED CONTRIBUTION DIFF- ACH JAN	254.59
		<hr/>
		656.89
Less: 0 AP Outstanding Checks		
Less: 7 PR Outstanding Checks		2,646.25
Adjusted Bank Balance		15,839.87
Unreconciled Difference:		0.00

REVIEWED BY: _____



DATE: 2-2-26

02/02/2026 09:40 AM

BANK RECONCILIATION FOR CITY OF POTTERVILLE

Page 1/1

User: JWest

Bank FEST (GIZZARD FEST)

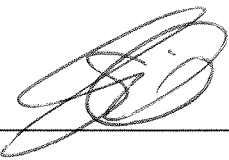
DB: Potterville

FROM 01/01/2026 TO 01/31/2026

Reconciliation Record ID: 351

GL Number	Description	Beginning Balance
211-000-001.000	CASH	55,054.28
Beginning GL Balance:		55,054.28
Add: Cash Receipts		700.00
Add: Journal Entries/Other		608.54
Ending GL Balance:		56,362.82

GL Number	Description	Ending Balance
211-000-001.000	CASH	56,362.82
Ending GL Balance:		56,362.82
Ending Bank Balance:		56,362.82
Add: Deposits in Transit		0.00
Less: 0 AP Outstanding Checks		
Less: 0 PR Outstanding Checks		
Adjusted Bank Balance		56,362.82
Unreconciled Difference:		0.00



REVIEWED BY: _____

DATE: 2-2-26

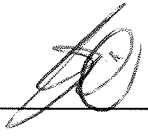
User: JWest
DB: Potterville

Bank TAX (TAX ACCOUNT)
FROM 01/01/2026 TO 01/31/2026
Reconciliation Record ID: 352

GL Number	Description	Beginning Balance
703-000-001.000	CASH	414,425.65
Beginning GL Balance:		414,425.65
Add: Cash Receipts		248,183.46
Add: Tax Receipts		208,559.51
Less: Cash Disbursements		(411,745.24)
Add: Journal Entries/Other		637.02
Ending GL Balance:		460,060.40

GL Number	Description	Ending Balance
703-000-001.000	CASH	460,060.40
Ending GL Balance:		460,060.40
Ending Bank Balance:		475,361.37
Add: Miscellaneous Transactions		(28.15)
Add: Deposits in Transit		
	DEPOSIT	(12,048.69)
	CC DEPOSIT	(18.50)
		(12,067.19)
Less: 3 AP Outstanding Checks		3,205.63
Less: 0 PR Outstanding Checks		
Adjusted Bank Balance		460,060.40
Unreconciled Difference:		0.00

REVIEWED BY: _____



DATE: _____

2-2-26

02/03/2026 11:32 AM
User: JWest
DB: Potterville

BANK RECONCILIATION FOR CITY OF POTTERVILLE
Bank GEN (GENERAL POOLED ACCOUNT)
FROM 01/01/2026 TO 01/31/2026
Reconciliation Record ID: 355

GL Number	Description	Beginning Balance
101-000-001.000	CASH	1,563,886.05
202-000-001.000	CASH	408,533.22
203-000-001.000	CASH	123,520.65
208-000-001.000	CASH	14,070.77
370-000-001.000	CASH	
401-000-001.000	CASH	8,194.17
590-000-001.000	CASH	253,902.96
590-000-010.000	CASH IN BANK - BOND RESERVE	368,450.00
590-000-011.000	CASH IN BANK-REPLACEMENT FUND	64,575.01
591-000-001.000	CASH	1,186,052.03
591-000-010.000	CASH IN BANK - BOND RESERVE	205,990.00
591-000-011.000	CASH IN BANK-REPLACEMENT FUND	414,805.01
598-000-001.000	CASH	13,440.99
641-000-001.000	CASH	58,616.62

Beginning GL Balance:	4,684,037.48
Add: Cash Receipts	88,949.32
Less: Cash Disbursements	(124,705.11)
Less: Payroll Disbursements	(104,224.06)
Less: Journal Entries/Other	(6,414.41)
Ending GL Balance:	4,537,643.22

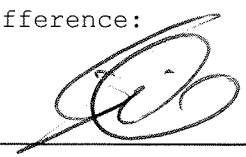
GL Number	Description	Ending Balance
101-000-001.000	CASH	1,473,345.60
202-000-001.000	CASH	373,358.05
203-000-001.000	CASH	116,149.30
208-000-001.000	CASH	2,695.72
370-000-001.000	CASH	
401-000-001.000	CASH	2,339.80
590-000-001.000	CASH	275,319.77
590-000-010.000	CASH IN BANK - BOND RESERVE	368,450.00
590-000-011.000	CASH IN BANK-REPLACEMENT FUND	64,575.01
591-000-001.000	CASH	1,237,139.78
591-000-010.000	CASH IN BANK - BOND RESERVE	205,990.00
591-000-011.000	CASH IN BANK-REPLACEMENT FUND	414,805.01
598-000-001.000	CASH	13,440.99
641-000-001.000	CASH	(9,965.81)

Ending GL Balance:	4,537,643.22
Ending Bank Balance:	4,575,056.20
Add: Miscellaneous Transactions	2,956.88
Add: Deposits in Transit	

01/05/2026 Deposit ID: 2335	12,048.69
EFT PAYMENT	1,172.35
SWEEP ACCOUNT- CLEAR IN FEB	(36,063.71)
CC \$ RECEIVED CLEAR IN FEB	(96.14)
CC \$ RECEIVED CLEAR IN FEB	(103.31)
SWEEP ACCOUNT- CLEAR IN FEB	941.56

Less: 12 AP Outstanding Checks	18,269.30
Less: 0 PR Outstanding Checks	

Adjusted Bank Balance 4,537,643.22
 Unreconciled Difference: 0.00

REVIEWED BY: 

DATE: 2-4-26

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2025 (NORMAL)	2025-26 ORIGINAL BUDGET	YTD BALANCE 01/31/2026 (NORMAL)	ACTIVITY FOR MONTH 01/31/2026 (INCREASE/DECREASE)
Fund 101 - GENERAL FUND					
Revenues					
Dept 000					
101-000-402.000	PROPERTY TAX	669,132.32	669,000.00	693,301.91	0.00
101-000-403.000	SOLID WASTE TAX	88,236.19	87,969.00	91,755.30	0.00
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	914.50	0.00
101-000-445.000	CITY PENALTY	2,657.41	1,500.00	747.05	0.00
101-000-447.000	ADMINISTRATION FEE	35,875.58	35,225.00	29,652.72	3,751.56
101-000-476.000	PERMITS	6,511.47	5,600.00	6,800.00	730.00
101-000-477.000	3% CABLE T.V.	6,137.09	6,000.00	1,065.10	0.00
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	847.54	0.00
101-000-543.010	PUBLIC ACT 302 LAW ENF.	3,946.51	550.00	419.20	0.00
101-000-543.020	CONTINUING PROFESSIONAL EDUCATION-POLICE	0.00	0.00	2,000.00	0.00
101-000-569.000	OTHER STATE GRANTS	0.00	0.00	1,526.25	1,011.98
101-000-573.000	LOCAL COMMUNITY STABILIZATION	235,554.31	235,000.00	104,318.45	0.00
101-000-574.000	ST SHARED REV - SALES TAX	340,077.00	320,000.00	115,227.00	0.00
101-000-574.100	CVTRS-CLFRF	44,451.00	42,000.00	14,816.00	0.00
101-000-579.000	GRANT REVENUE- STATE	31,000.00	0.00	2,196.00	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	70.00	5.00
101-000-656.000	FINES & FORFEITURES	968.55	500.00	1,983.00	322.08
101-000-665.000	INTEREST	53,671.66	45,000.00	29,742.41	3,924.67
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	0.00
101-000-674.000	DONATIONS	10,011.00	0.00	350.00	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	248.34	0.00
101-000-687.000	INSURANCE REIMBURSEMENT	7,244.72	0.00	2,804.18	0.00
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	300.00	0.00
Total Dept 000		1,610,067.16	1,479,099.00	1,103,098.72	9,745.29
TOTAL REVENUES		1,610,067.16	1,479,099.00	1,103,098.72	9,745.29
Expenditures					
Dept 101 - CITY COUNCIL					
101-101-703.000	SALARIES	1,990.00	2,500.00	1,290.00	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	98.67	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	46,699.00	0.00
Total Dept 101 - CITY COUNCIL		82,673.10	70,857.00	48,087.67	0.00
Dept 171 - MAYOR					
101-171-703.000	SALARIES	630.00	850.00	480.00	0.00
101-171-719.000	FRINGE BENEFITS	48.20	85.00	36.73	0.00
Total Dept 171 - MAYOR		678.20	935.00	516.73	0.00
Dept 172 - CITY MANAGER					
101-172-703.000	SALARIES	83,240.16	84,896.24	48,739.70	9,795.72
101-172-719.000	FRINGE BENEFITS	17,392.05	17,998.00	11,763.33	2,146.55
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	300.00	300.00
101-172-962.000	MILEAGE	651.00	100.00	0.00	0.00
Total Dept 172 - CITY MANAGER		103,347.61	104,644.24	60,803.03	12,242.27
Dept 215 - CLERK					
101-215-703.000	SALARIES	38,299.65	41,241.41	22,454.20	4,651.79
101-215-719.000	FRINGE BENEFITS	3,028.92	3,216.83	1,843.34	481.46
101-215-740.000	SUPPLIES	88.29	350.00	0.00	0.00

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2025 (MAL (ABNORMAL))	2025-26 ORIGINAL BUDGET (MAL)	YTD BALANCE 01/31/2026 (MAL (ABNORMAL))	ACTIVITY FOR MONTH 01/31/2026 BASE (DECREASE)
Fund 101 - GENERAL FUND					
Expenditures					
101-215-741.000	POSTAGE	1,413.20	1,650.00	61.00	0.00
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	0.00
101-215-958.000	DUES AND SUBSCRIPTIONS	144.00	160.00	100.00	0.00
101-215-962.000	MILEAGE	288.86	300.00	164.50	0.00
Total Dept 215 - CLERK		53,637.01	57,468.24	26,085.04	5,133.25
Dept 223 - AUDIT					
101-223-807.000	AUDIT	20,050.00	22,500.00	19,300.00	800.00
Total Dept 223 - AUDIT		20,050.00	22,500.00	19,300.00	800.00
Dept 253 - TREASURERS OFFICE					
101-253-703.000	SALARIES	71,868.24	73,298.16	44,359.08	8,884.62
101-253-719.000	FRINGE BENEFITS	21,975.76	22,355.94	16,073.92	3,929.38
101-253-740.000	SUPPLIES	603.25	700.00	212.85	0.00
101-253-741.000	POSTAGE	1,469.85	1,500.00	623.59	0.00
101-253-814.000	BANK SERVICE CHARGES	3,723.79	4,100.00	2,350.77	500.26
101-253-961.000	CONFERENCE AND WORKSHOPS	248.00	250.00	99.00	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	63,719.21	13,314.26
Dept 257 - ASSESSOR					
101-257-703.000	SALARIES	1,215.89	4,857.46	3,016.53	575.19
101-257-719.000	FRINGE BENEFITS	527.28	1,030.00	273.73	59.54
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	8,550.52	1,467.17
Total Dept 257 - ASSESSOR		24,414.71	25,248.46	12,100.78	2,101.90
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	1,088.29	56.03
101-265-741.000	POSTAGE	1,058.53	1,400.00	(5.46)	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	34,902.70	4,131.60
101-265-802.000	SERVICE	2,148.45	2,800.00	490.11	24.05
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	2,956.94	213.68
101-265-958.000	DUES AND SUBSCRIPTIONS	180.00	180.00	180.00	180.00
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	41,368.17	4,605.36
Dept 266 - ATTORNEY					
101-266-801.000	ATTORNEY	52,174.00	30,000.00	10,353.00	102.00
Total Dept 266 - ATTORNEY		52,174.00	30,000.00	10,353.00	102.00
Dept 301 - POLICE					
101-301-703.000	SALARIES	196,641.18	215,000.00	107,036.17	20,190.62
101-301-703.002	OVERTIME SALARIES	10,156.95	9,000.00	5,094.41	2,467.20
101-301-719.000	FRINGE BENEFITS	48,876.39	55,000.00	30,303.82	8,730.52
101-301-728.000	UNIFORM EXPENSES	10,049.33	5,000.00	1,814.15	1,604.15
101-301-740.000	SUPPLIES	10,838.30	7,800.00	9,390.55	6,156.55
101-301-740.300	SUPPLIES COMMUNITY POLICING	0.00	0.00	367.50	0.00
101-301-740.700	GUNS AND AMMUNITION	713.80	2,500.00	885.00	0.00
101-301-775.000	REPAIRS & MAINT	10,303.42	5,000.00	3,932.80	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	637.50	153.00

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2025 NORMAL (ABNORMAL)	2025-26 ORIGINAL BUDGET	YTD BALANCE 01/31/2026 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 01/31/2026 INCREASE (DECREASE)
Fund 101 - GENERAL FUND					
Expenditures					
101-301-802.000	SERVICE	250.00	1,200.00	20.00	0.00
101-301-809.000	TRAINING	3,224.10	2,500.00	844.65	0.00
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	484.20	78.70
101-301-862.000	GAS	82.62	150.00	188.14	0.00
101-301-881.000	K9 EXPENSES	1,735.93	1,000.00	4,620.36	442.67
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	0.00
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	19,432.78	5,671.89
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	185,403.23	45,495.30
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	168,896.00	0.00
Total Dept 337 - EMS		162,400.00	168,896.00	168,896.00	0.00
Dept 441 - DPW					
101-441-810.000	EXPENSE	0.00	0.00	1,122.32	1,122.32
101-441-810.020	RECYCLING EXPENSE	5,320.32	6,800.00	2,660.00	0.00
Total Dept 441 - DPW		5,320.32	6,800.00	3,782.32	1,122.32
Dept 445 - DRAIN AT LARGE					
101-445-810.000	EXPENSE	527.09	550.00	32.67	0.00
Total Dept 445 - DRAIN AT LARGE		527.09	550.00	32.67	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	118.70	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	17,000.00	250.00
Total Dept 701 - PLANNING COMMISSION		39,234.94	22,050.00	17,312.47	250.00
Dept 702 - ZONING					
101-702-703.000	SALARIES	41,421.72	42,247.38	24,254.60	4,874.70
101-702-719.000	FRINGE BENEFITS	3,267.76	3,350.00	1,987.09	504.52
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	252.10	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	26,493.79	5,418.57
Dept 906 - DEBT SERVICE					
101-906-738.000	TOWNSHIP/MILL	8,619.09	9,000.00	8,886.28	0.00
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	22,759.47	10,128.83
Total Dept 906 - DEBT SERVICE		63,721.16	64,141.04	57,235.25	10,128.83
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

02/12/2026 02:53 PM
User: JWest
DB: Pottersville

REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

PERIOD ENDING 01/31/2026

GL NUMBER	DESCRIPTION	END BALANCE	2025-26	YTD BALANCE	ACTIVITY FOR
		06/30/2025	ORIGINAL	01/31/2026	MTH 01/31/2026
		NORMAL (ABNORMAL)	BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)
Fund 101 - GENERAL FUND					
Expenditures					
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
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	844,143.36	100,714.06
Fund 101 - GENERAL FUND:					
TOTAL REVENUES		1,610,067.16	1,479,099.00	1,103,098.72	9,745.29
TOTAL EXPENDITURES		1,531,422.72	1,421,885.51	844,143.36	100,714.06
NET OF REVENUES & EXPENDITURES		78,644.44	57,213.49	258,955.36	(90,968.77)
BEG. FUND BALANCE		1,096,636.43	1,175,280.87	1,175,280.87	
END FUND BALANCE		1,175,280.87	1,232,494.36	1,434,236.23	

PERIOD ENDING 01/31/2026

GL NUMBER	DESCRIPTION	END BALANCE	2025-26	YTD BALANCE	ACTIVITY FOR
		06/30/2025	ORIGINAL	01/31/2026	MONTH 01/31/2026
		(NORMAL)	BUDGET	(NORMAL)	INCREASE (DECREASE)
Fund 202 - MAJOR STREET FUND					
Revenues					
Dept 000					
202-000-451.200	SPEC ASSESSMENT ROAD - SUNSET	5,975.64	5,000.00	5,166.93	0.00
202-000-553.000	ACT 51	265,138.26	254,000.00	104,322.61	17,337.60
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	5,903.56	0.00
Total Dept 000		332,127.78	700,000.00	115,492.49	17,337.60
TOTAL REVENUES		332,127.78	700,000.00	115,492.49	17,337.60
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	58,299.50	116.25
202-480-818.000	CONTRACT LABOR	0.00	561,000.00	122,667.24	52,396.52
Total Dept 480 - CONSTRUCTION		17,009.64	576,000.00	180,966.74	52,512.77
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	2,773.58	0.00
Total Dept 906 - DEBT SERVICE		17,126.56	16,811.10	2,773.58	0.00
TOTAL EXPENDITURES		247,380.80	798,361.10	233,740.32	52,512.77
Fund 202 - MAJOR STREET FUND:					
TOTAL REVENUES		332,127.78	700,000.00	115,492.49	17,337.60
TOTAL EXPENDITURES		247,380.80	798,361.10	233,740.32	52,512.77
NET OF REVENUES & EXPENDITURES		84,746.98	(98,361.10)	(118,247.83)	(35,175.17)
BEG. FUND BALANCE		406,858.90	491,605.88	491,605.88	
END FUND BALANCE		491,605.88	393,244.78	373,358.05	

PERIOD ENDING 01/31/2026

GL NUMBER	DESCRIPTION	END BALANCE	2025-26	YTD BALANCE	ACTIVITY FOR
		06/30/2025	ORIGINAL	01/31/2026	MTH 01/31/2026
		{MAL (ABNORMAL)	BUDGET	{MAL (ABNORMAL)	BASE (DECREASE)
Fund 203 - LOCAL STREET FUND					
Revenues					
Dept 000					
203-000-451.200	SPEC ASSESSMENT ROAD - SUNSET	36,464.95	23,000.00	30,713.66	0.00
203-000-553.000	ACT 51	105,900.30	100,000.00	41,362.67	6,546.70
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	688.46	98.12
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	72,831.05	6,644.82
TOTAL REVENUES		357,358.65	333,184.77	72,831.05	6,644.82
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	77,820.70	14,016.17
Total Dept 906 - DEBT SERVICE		300,582.61	298,595.86	113,231.20	14,016.17
TOTAL EXPENDITURES		331,427.84	331,145.86	113,716.20	14,016.17
Fund 203 - LOCAL STREET FUND:					
TOTAL REVENUES		357,358.65	333,184.77	72,831.05	6,644.82
TOTAL EXPENDITURES		331,427.84	331,145.86	113,716.20	14,016.17
NET OF REVENUES & EXPENDITURES		25,930.81	2,038.91	(40,885.15)	(7,371.35)
BEG. FUND BALANCE		131,103.64	157,034.45	157,034.45	
END FUND BALANCE		157,034.45	159,073.36	116,149.30	

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2025 (NORMAL) (ABNORMAL)	2025-26 ORIGINAL BUDGET (NORMAL)	YTD BALANCE 01/31/2026 (NORMAL) (ABNORMAL)	ACTIVITY FOR MONTH 01/31/2026 INCREASE (DECREASE)
Fund 208 - PARK FUND					
Revenues					
Dept 000					
208-000-478.030	CONCESSIONS	31,766.96	25,000.00	13,778.28	0.00
208-000-478.070	FIELD RENTAL	24,507.00	23,000.00	14,390.00	0.00
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	925.00	700.00
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	32,393.28	700.00
TOTAL REVENUES		179,878.96	160,520.28	32,393.28	700.00
Expenditures					
Dept 751 - PARK ADMIN					
208-751-703.000	SALARIES	54,951.33	57,343.28	32,208.27	6,115.56
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	16,955.17	4,143.34
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	2,360.15	544.88
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	9,662.07	353.52
208-751-802.000	SERVICE	0.00	1,100.00	251.71	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	651.25	300.00
208-751-853.000	TELEPHONE EXPENSE	739.32	950.00	242.10	39.35
208-751-920.000	UTILITIES	0.00	10,050.00	4,776.70	691.70
208-751-962.000	MILEAGE	607.86	700.00	541.92	0.00
Total Dept 751 - PARK ADMIN		119,058.06	138,970.28	70,373.76	12,188.35
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	3,492.27	0.00
208-778-719.000	FRINGE BENEFITS	786.72	750.00	322.89	0.00
208-778-740.000	SUPPLIES	13,008.50	10,000.00	5,326.79	0.00
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	1,116.08	161.80

02/12/2026 02:53 PM
User: JWest
DB: Potterville

REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE
PERIOD ENDING 01/31/2026

GL NUMBER	DESCRIPTION	END BALANCE	2025-26	YTD BALANCE	ACTIVITY FOR
		06/30/2025	ORIGINAL	01/31/2026	MTH 01/31/2026
		NORMAL (ABNORMAL)	BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)
Fund 208 - PARK FUND					
Expenditures					
Total Dept 778 - CONCESSIONS		24,645.27	21,450.00	10,258.03	161.80
TOTAL EXPENDITURES		174,220.82	160,420.28	80,631.79	12,350.15
Fund 208 - PARK FUND:					
TOTAL REVENUES		179,878.96	160,520.28	32,393.28	700.00
TOTAL EXPENDITURES		174,220.82	160,420.28	80,631.79	12,350.15
NET OF REVENUES & EXPENDITURES		5,658.14	100.00	(48,238.51)	(11,650.15)
BEG. FUND BALANCE		50,590.24	56,248.38	56,248.38	
END FUND BALANCE		56,248.38	56,348.38	8,009.87	

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2025 NORMAL (ABNORMAL)	2025-26 ORIGINAL BUDGET	YTD BALANCE 01/31/2026 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 01/31/2026 INCREASE (DECREASE)
Fund 211 - GIZZARD FEST					
Revenues					
Dept 000					
211-000-665.000	INTEREST	1,676.15	1,600.00	1,411.66	608.54
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	1,100.00	700.00
211-000-682.000	RACE	7,402.24	7,000.00	972.50	0.00
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	3,534.16	1,308.54
TOTAL REVENUES		76,865.59	65,175.00	3,534.16	1,308.54
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	1,552.43	0.00
Total Dept 779 - SPECIAL EVENTS		74,676.31	68,500.00	2,902.43	0.00
TOTAL EXPENDITURES		74,676.31	68,500.00	2,902.43	0.00
Fund 211 - GIZZARD FEST :					
TOTAL REVENUES		76,865.59	65,175.00	3,534.16	1,308.54
TOTAL EXPENDITURES		74,676.31	68,500.00	2,902.43	0.00
NET OF REVENUES & EXPENDITURES		2,189.28	(3,325.00)	631.73	1,308.54
BEG. FUND BALANCE		53,541.81	55,731.09	55,731.09	
END FUND BALANCE		55,731.09	52,406.09	56,362.82	

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2025 NORMAL (ABNORMAL)	2025-26 ORIGINAL BUDGET	YTD BALANCE 01/31/2026 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 01/31/2026 INCREASE (DECREASE)
Fund 247 - TAX INCREMENT FINANCING AUTHOR					
Revenues					
Dept 728 - TIFA DEPT					
247-728-401.000	PROPERTY TAXES	196,613.90	198,000.00	165,399.88	0.00
247-728-573.000	LOCAL COMMUNITY STABILIZATION	22,685.72	24,000.00	62,118.35	39,705.72
247-728-579.200	GRANT REVENUE - LOCAL	0.00	75,450.00	0.00	0.00
247-728-665.000	INTEREST INCOME	825.68	3,850.00	4,256.11	42.35
247-728-696.000	GENERAL OBLIGATION BOND ISSUE	0.00	0.00	51.78	0.00
Total Dept 728 - TIFA DEPT		220,125.30	301,300.00	231,826.12	39,748.07
TOTAL REVENUES		220,125.30	301,300.00	231,826.12	39,748.07
Expenditures					
Dept 728 - TIFA DEPT					
247-728-703.005	WAGES - OTHER	4,974.97	5,150.63	2,858.32	408.34
247-728-727.000	OFFICE EXPENSE	1,000.00	1,150.00	25.00	0.00
247-728-731.000	PUBLICATION	147.50	300.00	0.00	0.00
247-728-801.000	ATTORNEY	0.00	500.00	0.00	0.00
247-728-803.000	ENGINEERS FEES	10,428.75	30,000.00	1,123.75	0.00
247-728-807.000	AUDIT	4,400.00	4,600.00	4,400.00	0.00
247-728-823.000	GRANT PROJECTS	0.00	150,900.00	0.00	0.00
247-728-881.000	K9 EXPENSES	19,995.95	0.00	0.00	0.00
247-728-970.000	CAPITAL OUTLAY	27,847.90	30,000.00	45,883.93	0.00
247-728-990.100	DRAIN ASSESSMENT- COUNTY	0.00	28,694.45	21,309.22	21,309.22
247-728-992.000	BOND PRINCIPAL	55,000.00	55,000.00	55,000.00	0.00
247-728-993.000	BOND INTEREST	12,945.00	10,457.00	5,853.75	0.00
Total Dept 728 - TIFA DEPT		136,740.07	316,752.08	136,453.97	21,717.56
TOTAL EXPENDITURES		136,740.07	316,752.08	136,453.97	21,717.56
Fund 247 - TAX INCREMENT FINANCING AUTHOR:					
TOTAL REVENUES		220,125.30	301,300.00	231,826.12	39,748.07
TOTAL EXPENDITURES		136,740.07	316,752.08	136,453.97	21,717.56
NET OF REVENUES & EXPENDITURES		83,385.23	(15,452.08)	95,372.15	18,030.51
BEG. FUND BALANCE		90,135.90	173,521.13	173,521.13	
END FUND BALANCE		173,521.13	158,069.05	268,893.28	

02/12/2026 02:53 PM
User: JWest
DB: Potterville

REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE
PERIOD ENDING 01/31/2026

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2025 NORMAL (ABNORMAL)	2025-26 ORIGINAL BUDGET	YTD BALANCE 01/31/2026 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 01/31/2026 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
401-729-880.200	COMMUNITY SPECIAL EVENTS	0.00	0.00	6,310.68	5,854.37
Total Dept 729 - DOWNTOWN		1,409.24	2,654.00	6,310.68	5,854.37
TOTAL EXPENDITURES		1,409.24	2,654.00	6,310.68	5,854.37
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	6,310.68	5,854.37
NET OF REVENUES & EXPENDITURES		1,244.76	0.00	(3,656.68)	(5,854.37)
BEG. FUND BALANCE		4,751.72	5,996.48	5,996.48	
END FUND BALANCE		5,996.48	5,996.48	2,339.80	

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2025 NORMAL (ABNORMAL)	2025-26 ORIGINAL BUDGET	YTD BALANCE 01/31/2026 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 01/31/2026 INCREASE (DECREASE)
Fund 590 - SEWER FUND					
Revenues					
Dept 000					
590-000-642.000	BILLS	204,909.45	198,000.00	107,759.59	18,965.76
590-000-642.001	FIXED COSTS	505,255.36	505,078.43	254,993.64	42,215.14
590-000-656.000	FINES & FORFEITURES	15,385.52	17,000.00	8,791.11	981.80
590-000-665.000	INTEREST	18,538.72	18,000.00	10,327.09	1,471.75
590-000-666.000	INSPECTION FEE	150.00	200.00	550.00	50.00
590-000-672.000	HOOK UP FEES	10,500.00	10,500.00	29,125.00	2,625.00
Total Dept 000		754,739.05	748,778.43	411,546.43	66,309.45
TOTAL REVENUES		754,739.05	748,778.43	411,546.43	66,309.45
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
590-537-980.100	COMPUTER EQUIPMENT	0.00	0.00	790.99	0.00
Total Dept 537 - ADMINISTRATIVE		8,966.42	9,800.00	790.99	0.00
Dept 556 - DPW					
590-556-740.000	SUPPLIES	16,273.07	18,000.00	7,966.20	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	400.00	0.00
590-556-803.000	ENGINEERS FEES	30,503.54	15,000.00	3,630.00	0.00
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	100,000.00	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	113,396.20	0.00
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	125,503.75	30,951.25
Total Dept 906 - DEBT SERVICE		192,767.25	375,667.00	171,503.75	30,951.25
TOTAL EXPENDITURES		696,086.59	634,867.00	285,690.94	30,951.25
Fund 590 - SEWER FUND:					
TOTAL REVENUES		754,739.05	748,778.43	411,546.43	66,309.45
TOTAL EXPENDITURES		696,086.59	634,867.00	285,690.94	30,951.25
NET OF REVENUES & EXPENDITURES		58,652.46	113,911.43	125,855.49	35,358.20
BEG. FUND BALANCE		2,958,545.76	3,017,198.22	3,017,198.22	
END FUND BALANCE		3,017,198.22	3,131,109.65	3,143,053.71	

GL NUMBER	DESCRIPTION	END BALANCE	2025-26	YTD BALANCE	ACTIVITY FOR
		06/30/2025	ORIGINAL	01/31/2026	MTH 01/31/2026
		(NORMAL)	BUDGET	(NORMAL)	INCREASE (DECREASE)
Fund 591 - WATER FUND					
Revenues					
Dept 000					
591-000-579.000	GRANT REVENUE- STATE	239,097.84	100,000.00	328,225.11	0.00
591-000-642.000	BILLS	346,927.04	355,278.00	191,259.61	33,597.79
591-000-642.001	FIXED COSTS	528,267.83	553,350.00	278,445.51	46,784.38
591-000-644.000	PENALTIES	1,850.00	1,850.00	1,240.00	360.00
591-000-656.000	FINES & FORFEITURES	17,338.36	16,500.00	10,517.08	877.90
591-000-665.000	INTEREST	42,021.09	41,000.00	23,408.08	3,335.96
591-000-666.000	INSPECTION FEE	200.00	150.00	550.00	50.00
591-000-672.000	HOOK UP FEES	11,147.01	10,000.00	30,549.75	2,777.25
591-000-684.000	MISC INCOME	639.00	250.00	285.00	285.00
Total Dept 000		1,187,488.17	1,078,378.00	864,480.14	88,068.28
TOTAL REVENUES		1,187,488.17	1,078,378.00	864,480.14	88,068.28
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	356.38	0.00
591-537-741.000	POSTAGE	2,831.50	3,500.00	1,982.80	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	1,550.00	0.00
591-537-980.100	COMPUTER EQUIPMENT	0.00	0.00	790.99	0.00
Total Dept 537 - ADMINISTRATIVE		8,920.35	12,500.00	4,680.17	286.70
Dept 556 - DPW					
591-556-740.000	SUPPLIES	14,631.20	10,000.00	3,106.16	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	2,658.78	0.00
591-556-802.000	SERVICE	9,037.38	10,000.00	3,320.30	48.00
591-556-803.000	ENGINEERS FEES	30,503.53	30,000.00	5,477.98	0.00
591-556-818.000	CONTRACT LABOR	3,385.36	100,000.00	235,121.09	0.00
591-556-965.600	CONTRIBUTION TO 641 LABOR & EQUIPMENT	231,792.82	200,000.00	100,000.00	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	351,084.31	48.00
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	72,589.38	19,126.25
Total Dept 906 - DEBT SERVICE		108,576.49	210,060.00	100,589.38	19,126.25
TOTAL EXPENDITURES		609,469.65	640,560.00	456,353.86	19,460.95
Fund 591 - WATER FUND:					
TOTAL REVENUES		1,187,488.17	1,078,378.00	864,480.14	88,068.28
TOTAL EXPENDITURES		609,469.65	640,560.00	456,353.86	19,460.95
NET OF REVENUES & EXPENDITURES		578,018.52	437,818.00	408,126.28	68,607.33
BEG. FUND BALANCE		3,183,620.41	3,761,638.93	3,761,638.93	
END FUND BALANCE		3,761,638.93	4,199,456.93	4,169,765.21	

02/12/2026 02:53 PM
User: JWest
DB: Potterville

REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE
PERIOD ENDING 01/31/2026

GL NUMBER	DESCRIPTION	END BALANCE	2025-26	YTD BALANCE	ACTIVITY FOR
		06/30/2025	ORIGINAL	01/31/2026	MTH 01/31/2026
		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	17,553.49	17,553.49	
END FUND BALANCE		17,553.49	17,553.49	13,440.99	

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2025 NORMAL (ABNORMAL)	2025-26 ORIGINAL BUDGET	YTD BALANCE 01/31/2026 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 01/31/2026 INCREASE (DECREASE)
Fund 641 - EQUIPMENT REPAIR & REPLACEMENT					
Revenues					
Dept 000					
641-000-699.100	OPERATING TRANSFER-IN	608,000.00	630,815.00	350,000.00	0.00
Total Dept 000		608,000.00	630,815.00	350,000.00	0.00
TOTAL REVENUES		608,000.00	630,815.00	350,000.00	0.00
Expenditures					
Dept 932 - EQUIPMENT REPAIR ACTIVITY					
641-932-703.000	SALARIES	256,949.59	264,865.00	149,434.36	29,096.29
641-932-703.002	OVERTIME SALARIES	22,877.29	23,000.00	13,813.63	3,441.67
641-932-719.000	FRINGE BENEFITS	68,991.21	72,000.00	46,706.06	12,593.75
641-932-728.000	UNIFORM EXPENSES	4,828.30	5,000.00	1,601.80	257.60
641-932-740.000	SUPPLIES	25,489.56	25,000.00	11,792.42	1,453.94
641-932-775.000	REPAIRS & MAINT	42,527.34	45,000.00	35,354.40	6,875.47
641-932-782.000	STREET MATERIALS & SUPPLIES	818.90	1,500.00	7,094.22	0.00
641-932-802.000	SERVICE	1,236.13	1,200.00	315.53	0.00
641-932-809.000	TRAINING	7,634.15	3,500.00	323.46	0.00
641-932-853.000	TELEPHONE EXPENSE	3,994.28	3,900.00	1,791.10	296.92
641-932-862.000	GAS	21,666.33	27,000.00	11,945.71	1,374.11
641-932-920.000	UTILITIES	134,809.86	129,100.00	66,316.79	13,661.61
641-932-958.000	DUES AND SUBSCRIPTIONS	1,096.55	1,150.00	473.22	0.00
641-932-962.000	MILEAGE	596.10	600.00	501.06	0.00
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	354,220.95	69,051.36
TOTAL EXPENDITURES		639,875.34	608,815.00	354,220.95	69,051.36
Fund 641 - EQUIPMENT REPAIR & REPLACEMENT:					
TOTAL REVENUES		608,000.00	630,815.00	350,000.00	0.00
TOTAL EXPENDITURES		639,875.34	608,815.00	354,220.95	69,051.36
NET OF REVENUES & EXPENDITURES		(31,875.34)	22,000.00	(4,220.95)	(69,051.36)
BEG. FUND BALANCE		288,007.18	256,131.84	256,131.84	
END FUND BALANCE		256,131.84	278,131.84	251,910.89	
TOTAL REVENUES - ALL FUNDS					
		5,371,804.66	5,500,404.48	3,187,856.39	229,862.05
TOTAL EXPENDITURES - ALL FUNDS					
		4,472,689.15	4,984,460.83	2,518,277.00	326,628.64
NET OF REVENUES & EXPENDITURES					
		899,115.51	515,943.65	669,579.39	(96,766.59)
BEG. FUND BALANCE - ALL FUNDS					
		8,268,825.25	9,167,940.76	9,167,940.76	
END FUND BALANCE - ALL FUNDS					
		9,167,940.76	9,683,884.41	9,837,520.15	

City of Potterville

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

February 12, 2026

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

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

1. City Council has Resolution to consider MDOT acceptance of Cambria Court (0.15 mile) as a public street under the jurisdiction of the City of Potterville. Once adopted by Resolution that includes a "legal center line description", Cambria Court and its mileage will be added to the City's public street index and become eligible for ACT 51 road funds for major and local street operation and maintenance. This procedural step of adopting Cambria Court is performed for all "new public" streets that fall under City's ownership and helps fund day to day activities of DPW snow plowing, asphalt patching, sweeping, etc. Upon Council approval the Resolution is provided to the MDOT Data Inventory and Integration Division of MDOT and notice is provided to Eaton County 911 Central Dispatch who administers addresses in the City.
2. The City's large water project for a Type I Well and Iron Removal Plant is progressing through Michigan EGLE's permit process, and is expected to be submitted to USDA Rural Development (with ELGE's permits in hand) March or April at the latest. The City has already met permit requirements for the pipes and water distribution systems going to the proposed IRP plant and wellhead, and is waiting on review of the Iron Removal Plant structure and treatment apparatus portions of the Project described in "Permit A".
3. Potterville's next future Small Urban Project is scheduled to take place 2029 (major street maintenance) and funded in most part by MDOT Comprehensive Transportation Fund dollars (\$420,000) as approved for West Vermontville Highway from the CN Railroad crossing, near the entrance to the Lockview Subdivision, to the I-69 Interstate crossing on east side of town. The project scope consists of roughly 1.02 miles of 2-inch cold milling and HMA (hot mix asphalt) resurfacing and ADA ramp upgrades at crosswalks, pavement markings, and permanent signs along Vermontville Hwy. In addition, a section of 12inch ductile iron water main is planned to be installed at the same time of road construction along Vermontville Highway from Elizabeth Way to Country Lake Drive, that will loop a large section of dead-end residential services in the Lockview Subdivision –improving water quality, water system redundancies, pressure, and flow capacity for fire prevention and service. The City of Potterville is fortunate to be a partner in the MDOT Small Urban Program, that receives approximately \$14 million of Surface Transportation Block Grant (STBG) allocation from the State annually.
4. I have completed the City's annual employee evaluations in accordance with the City's Personnel Policy Chapter 2, Section 2.8 and provided Council with evaluation forms to be utilized for the City Manager and Clerk positions. Both of these jobs are evaluated by Council at the beginning of the calendar year, and held in closed session of a regular meeting. Once the evals are complete, the forms are reviewed by employee for job performance and kept in personnel records for review.

City of Potterville

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

TREASURERS REPORT

February 19, 2026

Utility bills—as of 1/31/26 (bills due on 15th) \$53,830.17 is outstanding with \$19,294.45 over 30 days past due.

Water usage month of Jan (Feb billing): 6,118,206 gallons

Sewer usage month of Jan (Feb billing) 6,114,738 gallons

Ready to service charge-water: \$46,117.99

Ready to service charge sewer: \$41,918.52

Total water and sewer billed out from 12/23-1/23/26 is \$143,166.86.

Payroll month of January 2026 \$104,224.06 (this includes all payroll taxes + MERS January was a 3 pay month.)

Winter tax bills were mailed and are due on February 16, 2026 (February 14th falls on a weekend). Last date to pay summer or winter taxes is 3/2/26.

Bank reconciliations completed for the month of January 2026:

General account – Reconciled balance: **\$ 4,537,643.22**

Payroll account - Reconciled balance: **\$15,839.87**

Tax account – Reconciled balance: **\$460,060.40**

Gizzard Fest – Reconciled balance: **\$56,362.82**

Respectfully submitted,
Jodi West, Treasurer

City of Potterville

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

From the Clerk's office –February 2026

This month has been a month to take inventory of election supplies and order what we will need for the two upcoming elections in August and November. Also, it's been a great month to organize and clean out.

It's already time for some of you to file, if you wish to be on the ballot in Nov. Please see me for your forms:

- Nominating Petition for nonpartisan
- Affidavit of Identity and Receipt of filing
- Statement of Organization- Local Candidate Committee
- Pronunciation Form for County
- Circulating & Canvassing Petition Form instructions
- Candidate Committee Filing Instructions
- Potterville Charter -Article VIII Nominations and Elections

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

Becky Dolman

City of Potterville

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

February 2026

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

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

- We are waiting for legislative approval of the appropriation bill for the 2025 TF grant awards. Once that is passed and Governor Whitmer signs, we will be seeing the project agreement. This can still take a few months.
- We are looking good for the 2026 Season, not a lot of work can be done outside until snow is gone.
- Youth Baseball Registrations opened up in January. Registrations were very slow at the beginning, however, with deadline week, registrations are coming in.
- Continuing communications with CEOs, State UICs, and State Directors for the upcoming season. This is year-round.
- Seasonal workers are getting confirmed for returning and how many to hire for the 2026 Season.
- mParks Conference & Trade Show is in March 2026 and is back in Lansing. This year's theme is "Rethink, Reinvent. Reignite."
- Continue to further my education by webinars, meetings, conferences, certificates, etc. As well as networking with other departments in the surrounding area.
- The 2026 Recreation Grants Application Webinar took place last week. This went over all the MDNR grants for this new grant cycle. Some takeaways are:
 - It's the 50th anniversary of the Trust Fund Grant Program. It was established in 1976. Happy 50th Anniversary!
 - Since 1976, nearly \$1.4 billion has been awarded. 3,015 grants through all 83 Michigan Counties.
 - They provided results for the 2025 Grant Cycle and compared to the 2024 Grant Cycle. You will see that the Recreation Passport is very competitive and not many get awarded.
 - 2025 Trust Fund Results:
 - 100 eligible applications, for a total of \$56.6 million
 - 75 grants were recommended, for a total of \$45 million
 - Success Rates:
 - Development: 72% for \$19.1 million
 - Acquisition: 88% for \$25.8 million
 - 2024 Trust Fund Results:
 - 122 eligible applications for a total of \$53.4 million
 - 85 grants were recommended, for a total of \$41.7 million
 - Success Rates:
 - Development: 65% for \$22.5 million

- Acquisition: 100% for \$19.2 million
- 2025 Land & Water Conservation Results:
 - 12 eligible applications for \$6.5 million
 - 12 grants awarded for \$6.5 million
 - Success Rate:
 - 100%
- 2024 Land & Water Conservation Results:
 - 18 eligible applications, for \$9.1 million
 - 15 grants awarded, for \$8 million
 - Success Rate: 83%
- 2025 Recreation Passport Results:
 - 57 eligible applications for \$7.2 million
 - 15 grants awarded, for \$1.9 million
 - Success Rate: 26%
- 2024 Recreation Passport Results:
 - 52 eligible applications, for \$6.7 million
 - 14 grants awarded, for \$1.9 million
 - Success Rate: 27%

Respectfully Submitted,
Tiffani Falin, Parks & Recreation Director

City of Potterville

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

Personal property statements are starting to come back in. The majority of businesses within the City are eligible for the Small Business Taxpayer Exemption (MCL 211.9o).

Economic Condition Factors and Land Values have been finalized to set assessed values for the year.

2026 assessment notices will be going out in the mail to taxpayers by February 20th.

March Board of Review will be held Monday, March 9th: 9am-3pm and Tuesday, March 10th: 3pm-9pm.

Thanks,



Sarah Payton, MAAO



**Potterville
Police Department**

Chief Richard Barry

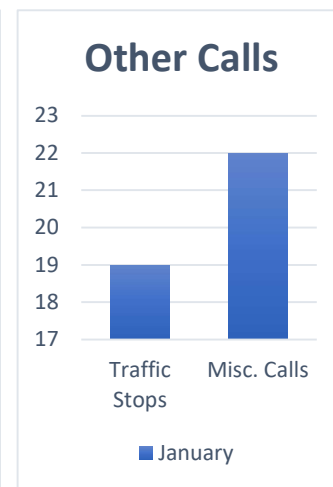
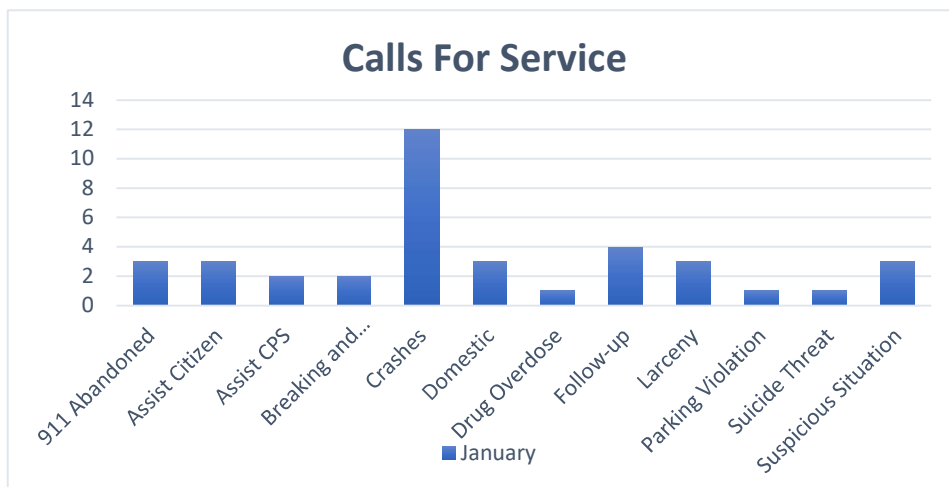


319 North Nelson St. • Potterville • Michigan • 48876 • Phone (517) 645-7802 • Fax (517) 645-7810

Dear Council,

Please see the following information regarding your police department,

- **Personnel:** Officer Haynor has accepted the position of detective with the department. This additional duty will allow a specific Officer conduct follow-up, interviews, and all the back-end work of an investigation without having to pass it along to several officers as they come on and off duty. Additionally, we have an applicant currently in the background phase for sworn police officer with the department. This position replaces the part-time position left vacant by Officer Crabtree.
- **Completed Training:** All of your officers completed a basic fraud investigations class at Oakland Community College. This training gave additional resources and techniques when investigating frauds that occur within the City. Detective Haynor also completed the MSP basic investigator school.
- **Upcoming Training:**
 - Basic Detective School: February 23rd -27th
 - Search Warrants: April 8th
 - Sovereign Citizens and First Amendment Auditors: April 15th
 - Advanced Vehicle Concealment Detection: April 20th
 - Vehicle Interdiction: May 18th -20th



-Respectfully Submitted, Chief R. Barry

EATON COUNTY 911

Events by Nature Code by Agency

Agency: PPD, Event date/Time range: 01/01/2026 00:00:00 - 01/31/2026 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	1	1	1%	0:00:53	0:10:47	0:04:29	0:16:09	0:16:09
	911 UNKNOWN CALL	0	0	2	2	3%	0:02:00	0:00:00	0:00:00	0:06:48	0:03:24
	ASSIST CITIZEN	0	2	1	3	4%	0:01:11	0:00:00	1:29:00	3:06:13	1:02:04
	ASSIST OTHER POLICE DEPT	0	0	1	1	1%	0:05:43	0:00:00	0:00:00	0:15:24	0:15:24
	ASSIST PROTECTIVE SERVICES	0	0	2	2	3%	0:02:52	0:32:19	0:00:03	0:56:03	0:28:02
	BREAKING AND ENTERING	0	0	2	2	3%	0:01:26	0:04:50	0:22:05	0:36:37	0:18:19
	CAR DEER ACCIDENT	0	0	1	1	1%	0:02:39	0:00:00	0:00:00	0:21:22	0:21:22
	CAR IN THE DITCH	0	0	2	2	3%	0:00:00	0:07:00	0:18:04	0:52:55	0:26:28
	CHECK WELLBEING	0	0	2	2	3%	0:08:59	0:08:14	0:17:24	1:00:14	0:30:07
	CRIMINAL SEXUAL CONDUCT REPORT	0	0	1	1	1%	0:04:32	0:05:54	2:48:59	2:59:25	2:59:25
	DOMESTIC DISPUTE	0	1	2	3	4%	0:09:12	0:17:37	0:41:22	3:06:09	1:02:03
	DRUG OVERDOSE	0	0	1	1	1%	0:00:00	0:00:00	0:00:00	0:02:54	0:02:54
	FOLLOWUP OF ANY KIND	0	3	1	4	5%	0:00:58	0:00:00	0:24:20	1:16:06	0:19:02
	FRAUD RETAIL EMBEZZLEMENT	0	0	1	1	1%	0:01:50	0:00:00	0:00:00	0:25:50	0:25:50
	LOCKOUT	0	0	1	1	1%	0:00:00	0:09:16	1:05:54	1:15:10	1:15:10
	MESSAGE FOR OFFICER	0	10	0	10	13%	0:00:01	0:00:00	0:00:05	0:01:03	0:00:06
	MISCELLANEOUS INCIDENT	0	1	0	1	1%	0:00:00	0:00:00	0:28:54	0:28:54	0:28:54
	PERSONAL INJURY CRASH	0	0	5	5	6%	0:01:35	0:03:47	0:48:20	4:15:36	0:51:07
	PRIVATE PROPERTY DAMAGE CRASH	0	0	1	1	1%	0:32:54	0:00:00	0:00:00	1:09:26	1:09:26
	PROPERTY DAMAGE CRASH	0	0	1	1	1%	0:01:56	0:03:08	0:25:43	0:30:47	0:30:47
	PROPERTY DAMAGE HIT AND RUN	0	0	1	1	1%	0:00:00	0:04:08	0:10:10	0:14:18	0:14:18
	ROAD RAGE	0	0	1	1	1%	0:00:00	0:00:00	0:00:00	0:14:09	0:14:09
	SUICIDAL THRT OR ATTEMPT	0	0	1	1	1%	0:01:46	0:04:48	0:55:19	1:01:53	1:01:53

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
	SUSPICIOUS SITUATION	0	0	1	1	1%	0:09:06	0:01:00	0:23:50	0:33:56	0:33:56
	SUSPICIOUS VEHICLE	0	2	0	2	3%	0:00:01	0:00:00	0:16:28	0:32:57	0:16:29
	TRAFFIC HAZARD	0	0	2	2	3%	0:01:45	0:09:14	0:32:20	0:58:56	0:29:28
	TRAFFIC STOP	0	19	0	19	24%	0:00:01	0:11:44	0:09:28	3:11:55	0:10:06
	UNKNOWN ACCIDENT	0	0	1	1	1%	0:00:00	0:02:40	0:04:21	0:07:01	0:07:01
	UNWANTED SUBJECT	0	0	3	3	4%	0:01:02	0:04:30	0:32:56	1:16:06	0:25:22
	VEHICLE REPOSSESSION	0	0	1	1	1%	0:04:47	0:02:14	0:07:29	0:14:30	0:14:30
	WARRANT ATTEMPT PICKUP	0	1	1	2	3%	0:04:33	0:44:47	1:08:34	3:51:15	1:55:38
	Subtotals for No Summary Code	0	39	40	79	100%	0:04:14	0:09:54	0:33:59	35:20:01	0:35:46
	Subtotals for PPD	0	39	40	79	100%	0:04:14	0:09:54	0:33:59	35:20:01	0:35:46

Eaton County Central Dispatch

Total Calls For Service

January 2026				
Type Agency	Month To Date		Year To Date	
	Calls	%/Total	Calls	%/Total
EMS	1,554	21.7%	1,554	21.7%
Fire	923	12.9%	923	12.9%
Police	4,689	65.4%	4,689	65.4%
Total Calls	7,166	100.0%	7,166	100.0%

Eaton County Central Dispatch

EMS Calls For Service

January 2026				
Agency	Month To Date		Year To Date	
	<u>Calls</u>	<u>%/Total</u>	<u>Calls</u>	<u>%/Total</u>
Benton Twp. EMS	68	4.4%	68	4.4%
Delta Twp. EMS	541	34.8%	541	34.8%
Eaton Area EMS	584	37.6%	584	37.6%
Grand Ledge EMS	170	10.9%	170	10.9%
Vermontville EMS	23	1.5%	23	1.5%
Windsor Twp. EMS	113	7.3%	113	7.3%
Outside Agencies* <i>DLHE (0), LIFE(0), LTEM(11), NEMS(12), PRTE(32), LAEM(0)</i>	55	3.5%	55	3.5%
Total EMS Calls	1,554	100.0%	1,554	100.0%

* Agencies Outside Eaton County

Eaton County Central Dispatch

Fire Calls For Service

January 2026				
Agency	Month To Date		Year To Date	
	Calls	%/Total	Calls	%/Total
Bellevue Fire	28	3.0%	28	3.0%
Benton Twp Fire	28	3.0%	28	3.0%
Charlotte Fire	193	20.9%	193	20.9%
Delta Fire	291	31.5%	291	31.5%
Eaton Rapids City	63	6.8%	63	6.8%
Eaton Rapids Twp.	62	6.7%	62	6.7%
Grand Ledge Fire	81	8.8%	81	8.8%
Hamlin Twp Fire	19	2.1%	19	2.1%
Olivet Fire	29	3.1%	29	3.1%
Roxand Twp. Fire	8	0.9%	8	0.9%
Sunfield Fire	46	5.0%	46	5.0%
Vermontville Fire	11	1.2%	11	1.2%
Windsor Fire	58	6.3%	58	6.3%
Outside Agencies*	6	0.7%	6	0.7%
<i>LTFD(6), LAFD(0), DLHF(0), NASH(0)</i>		0.0%		
Total Fire Calls	923	100.0%	923	100.0%

* Agencies Outside Eaton County

Eaton County Central Dispatch Police Calls For Service

January 2026				
Agency	Month To Date		Year To Date	
	Calls	%/Total	Calls	%/Total
Bellevue Police	21	0.4%	21	0.4%
Charlotte Police	544	11.6%	544	11.6%
Eaton County Sheriff	1,826	38.9%	1,826	38.9%
<i>Delta</i>	1,616	34.5%	1,616	34.5%
<i>Out County</i>	210	4.5%	210	4.5%
<i>Animal Control</i>	29	0.6%	29	0.6%
Eaton Rapids Police	235	5.0%	235	5.0%
Grand Ledge Police	456	9.7%	456	9.7%
Michigan State Police	1,409	30.0%	1,409	30.0%
Olivet Police	46	1.0%	46	1.0%
Pottersville Police	79	1.7%	79	1.7%
Outside Agencies* <i>DNR (25), ME (19)</i>	44	0.9%	44	0.9%
Total Police Calls	4,689	100.0%	4,689	100.0%



City of Potterville

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

February 12, 2026

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.

- **Policy updates:** Staff is actively working with Progressive AE on policy updates.
 - **Master Plan:** The Planning Commission held the required public hearing for the Draft Master Plan at their February 10th meeting; they approved the plan. A draft copy is attached. A resolution for Council consideration will be presented at next weeks Council Meeting.
 - **Zoning Ordinance:** While the draft Zoning Ordinance is complete, the Planning Commission began a final review at their February 10th meeting. They will continue the review at their March 10th meeting.
 - **Code of Ordinances:** In line with the Zoning Ordinance update, the Code of Ordinances is also in the process of being updated to be in compliance with best practices for our city infrastructure and to remove zoning regulations from the Code of Ordinances as they will be in the updated Zoning Ordinance.
 - **Capital Improvement Plan:** The Planning Commission approved the draft Capital Improvement Plan. A copy of the draft Capital Improvement Plan is attached. A resolution for Council consideration will be presented at next weeks Council Meeting.
- **Becks Propane:** The Site Plan Review Application for the new proposed office building has been submitted. The Planning Commission will consider this application at their March 10th meeting.
- **Consumers Energy Sub-station repairs:** Staff is still working with consumers energy on the application for the location of a temporary substation.

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.



BENTON TOWNSHIP FIRE DEPARTMENT

Fire Chief

4713 N. Hartel Rd.
Pottersville, MI. 48876
Ph. 517-645-7061

BTFD Monthly Report

DATE: February 9, 2026
SUBJECT: BTFD Monthly Report
To: Township Supervisor, Township Board Members

OPERATIONAL INFORMATION:

Working on the 2026 Fire Department Budget
Resolution for BTFD Cadet Program
Fire Department Fee Schedule
New Fire Engine
Switching Billing Companies February 28, 2026
Auction of old equipment

TRAINING:

- Fire Training – Alarm Systems & Intro to AVI @ PPS
- EMS Training – Stop the Bleed
- Image Trend Elite

MEETINGS ATTENDED:

Township Board Meeting
City Council Meeting

SPECIAL EVENTS:

- None

CODE COMPLAINTS:

1 - Zoning violation

GRANTS

Firehouse Subs grant on hold until April 2026
\$750 grant by Home Sprinkler Outreach

CALLS FOR SERVICE:

FIRE 12 City, 12 Twp, 4 Mutual Aid

EMS 35 City, 21 Twp, 12 Mutual Aid

EMS Mutual Aid

- Grand Ledge – 3
- Eaton Area – 7
- Windsor Twp. – 2
- Delta - 0

Total 96 Calls for service



BENTON TOWNSHIP FIRE DEPARTMENT

Fire Chief

4713 N. Hartel Rd.
Pottersville, MI. 48876
Ph. 517-645-7061

BTFD Monthly Report

Year to Date Totals for 2026

Total = 96

Fire = 28

EMS = 68

EMS Runs

EATON COUNTY 911

Events by Nature Code by Agency

Agency: BEMS, Event date/Time range: 01/01/2026 00:00:00 - 01/31/2026 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
BEMS	ABDOMINAL PAIN/PROBLEMS	0	0	1	1	1%	0:00:01	0:10:51	1:01:30	1:12:22	1:12:22
	AUTOMATIC CRASH NOTIFICATION	0	0	1	1	1%	0:00:01	0:00:00	0:00:00	0:03:36	0:03:36
	BREATHING PROBLEMS	0	0	9	9	13%	0:01:49	0:05:31	0:55:21	9:22:25	1:02:29
	CHEST PAIN (NON-TRAUMATIC)	0	0	3	3	4%	0:01:23	0:08:06	0:56:22	3:17:33	1:05:51
	COMMERCIAL STRUCTURE FIRE	0	0	1	1	1%	0:01:52	0:00:00	0:00:00	0:10:44	0:10:44
	CONVULSIONS/SEIZURES	0	0	1	1	1%	0:01:56	0:05:09	0:13:06	0:20:11	0:20:11
	DIABETIC PROBLEMS	0	0	1	1	1%	0:01:43	0:07:26	0:59:04	1:08:13	1:08:13
	FALLS	0	0	6	6	9%	0:01:55	0:07:43	0:37:04	4:38:25	0:46:24
	HEART PROBLEMS	0	0	2	2	3%	0:02:03	0:05:20	0:17:57	0:27:22	0:13:41
	HEMORRHAGE/LACERATIONS	0	0	4	4	6%	0:02:48	0:06:58	1:04:40	4:57:46	1:14:27
	OVERDOSE/POISONING	0	1	2	3	4%	0:02:10	0:12:46	0:34:01	2:26:55	0:48:58
	PERSONAL INJURY CRASH	0	1	6	7	10%	0:00:25	0:10:27	0:38:36	3:44:01	0:32:00
	PSYCHIATRIC/ABNORMAL BEHAVIOR	0	0	2	2	3%	0:00:12	0:16:20	0:47:20	2:07:44	1:03:52
	SICK PERSON	0	0	14	14	21%	0:02:09	0:08:45	0:51:17	13:30:53	0:57:55
	STROKE (CVA)	0	0	1	1	1%	0:03:15	0:07:21	0:50:25	1:01:01	1:01:01
	TRAFFIC/TRANSPORTATION ACCIDEN	0	0	4	4	6%	0:00:10	0:05:55	0:49:09	2:53:04	0:43:16
	UNCONSCIOUS/FAINTING (NEAR)	0	0	2	2	3%	0:01:25	0:05:05	1:00:12	2:13:23	1:06:42
	UNKNOWN PROBLEM (MAN DOWN)	0	0	6	6	9%	0:03:18	0:08:45	0:20:35	3:12:33	0:32:06
	Subtotals for No Summary Code	0	2	66	68	100%	0:01:35	0:08:17	0:44:47	56:48:11	0:46:53
	Subtotals for BEMS	0	2	66	68	100%	0:01:35	0:08:17	0:44:47	56:48:11	0:46:53



BENTON TOWNSHIP FIRE DEPARTMENT

Fire Chief

4713 N. Hartel Rd.
Pottersville, MI. 48876
Ph. 517-645-7061

BTFD Monthly Report

Fire Runs

EATON COUNTY 911

Events by Nature Code by Agency

Agency: BTFD, Event date/Time range: 01/01/2026 00:00:00 - 01/31/2026 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
BTFD	COMMERCIAL FIRE ALARM	0	0	1	1	4%	0:01:33	0:06:40	0:04:38	0:12:51	0:12:51
	COMMERCIAL STRUCTURE FIRE	0	0	3	3	11%	0:01:39	0:16:03	0:52:11	2:34:20	0:51:27
	COMPLAINT FIRE INVESTIGATION	0	1	3	4	14%	0:00:48	0:15:15	0:20:05	2:24:35	0:36:09
	MEDICAL ASSIST	0	0	4	4	14%	0:00:13	0:05:04	0:28:41	1:26:49	0:21:42
	MISCELLANEOUS FIRE RUN	0	0	1	1	4%	0:00:05	0:09:34	0:03:23	0:13:02	0:13:02
	PERSONAL INJURY CRASH	0	0	8	8	29%	0:00:30	0:09:34	0:32:43	3:49:14	0:28:39
	RESIDENTIAL FIRE ALARM	0	0	4	4	14%	0:01:29	0:10:21	0:08:35	1:05:51	0:16:28
	STRUCTURE FIRE LARGE	0	0	2	2	7%	0:00:01	0:16:33	0:34:29	0:57:25	0:28:43
	WIRES DOWN	0	0	1	1	4%	0:02:11	0:08:49	0:27:51	0:38:51	0:38:51
	Subtotals for No Summary Code	0	1	27	28	100%	0:00:57	0:10:53	0:23:37	13:22:58	0:27:32
	Subtotals for BTFD	0	1	27	28	100%	0:00:57	0:10:53	0:23:37	13:22:58	0:27:32

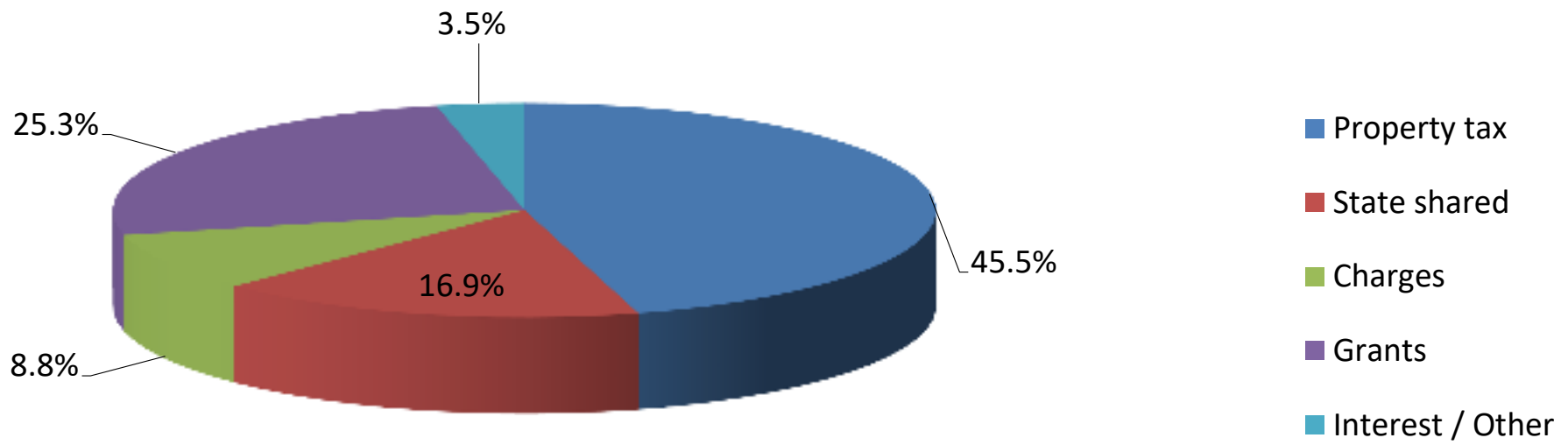
Kevin Christiansen
Fire Chief
Benton Township Fire Department
4713 N. Hartel Rd.
Pottersville, MI 48876
Station 517-645-7061
Email: bentontwp.chief@gmail.com

CITY OF POTTERVILLE YEAR ENDED JUNE 30, 2025

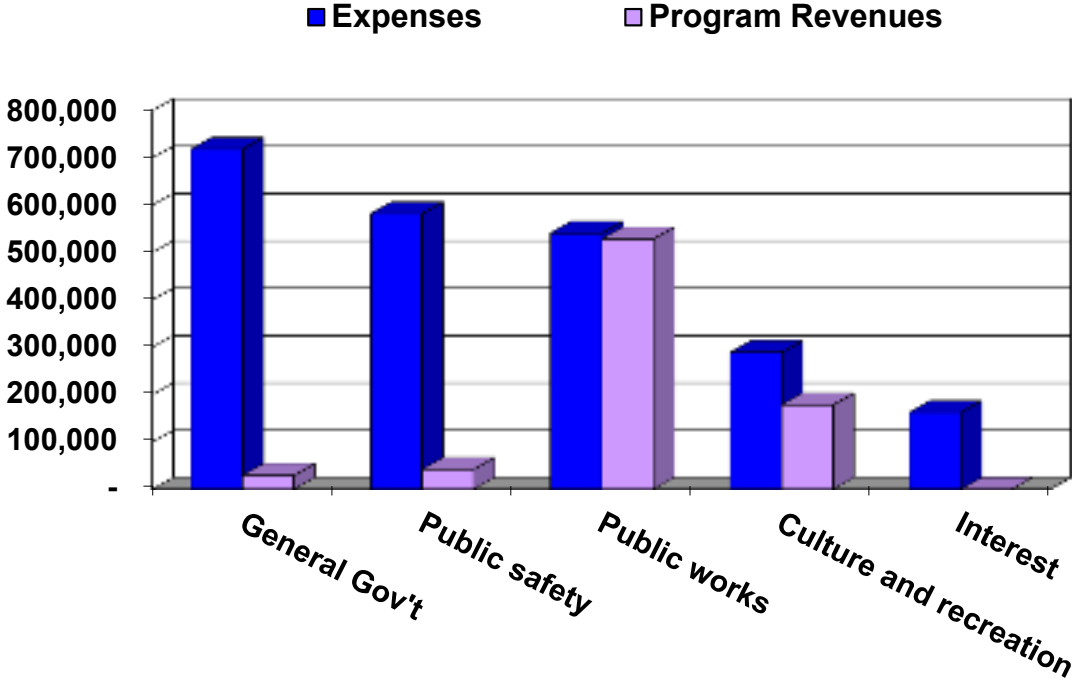
VREDEVELD HAEFNER LLC
CPAS AND CONSULTANTS



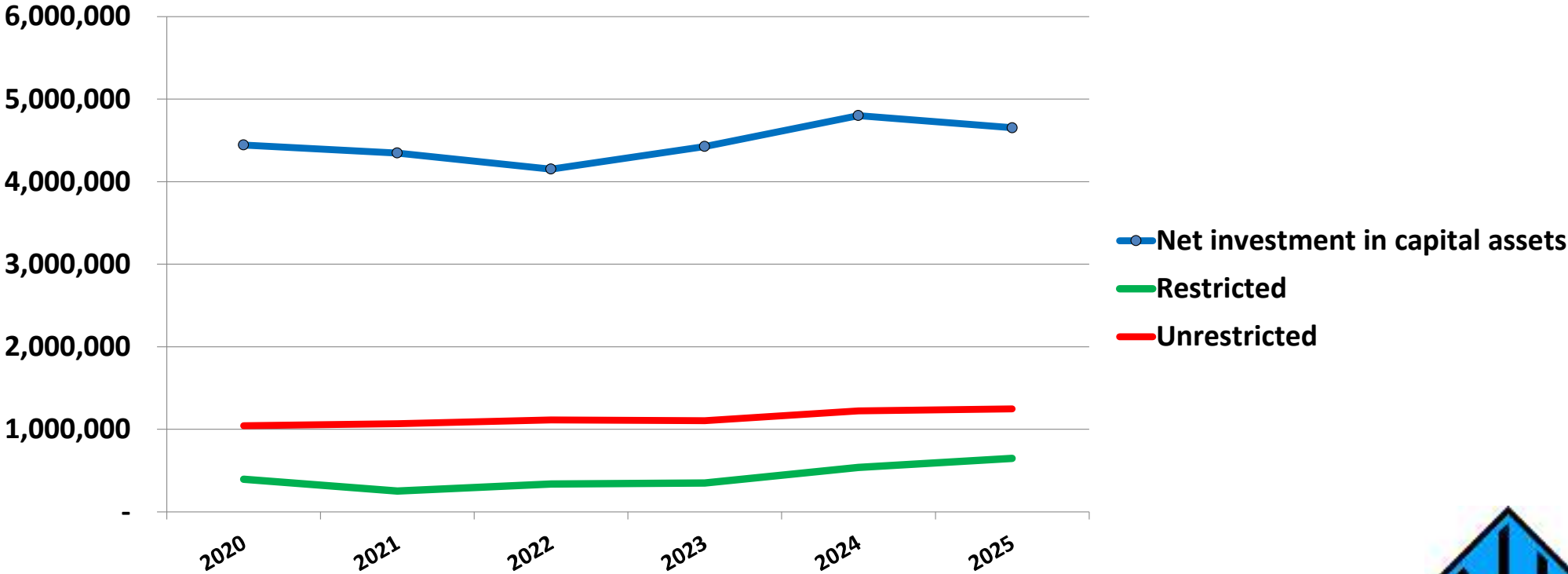
REVENUE BY TYPE GOVERNMENTAL ACTIVITIES



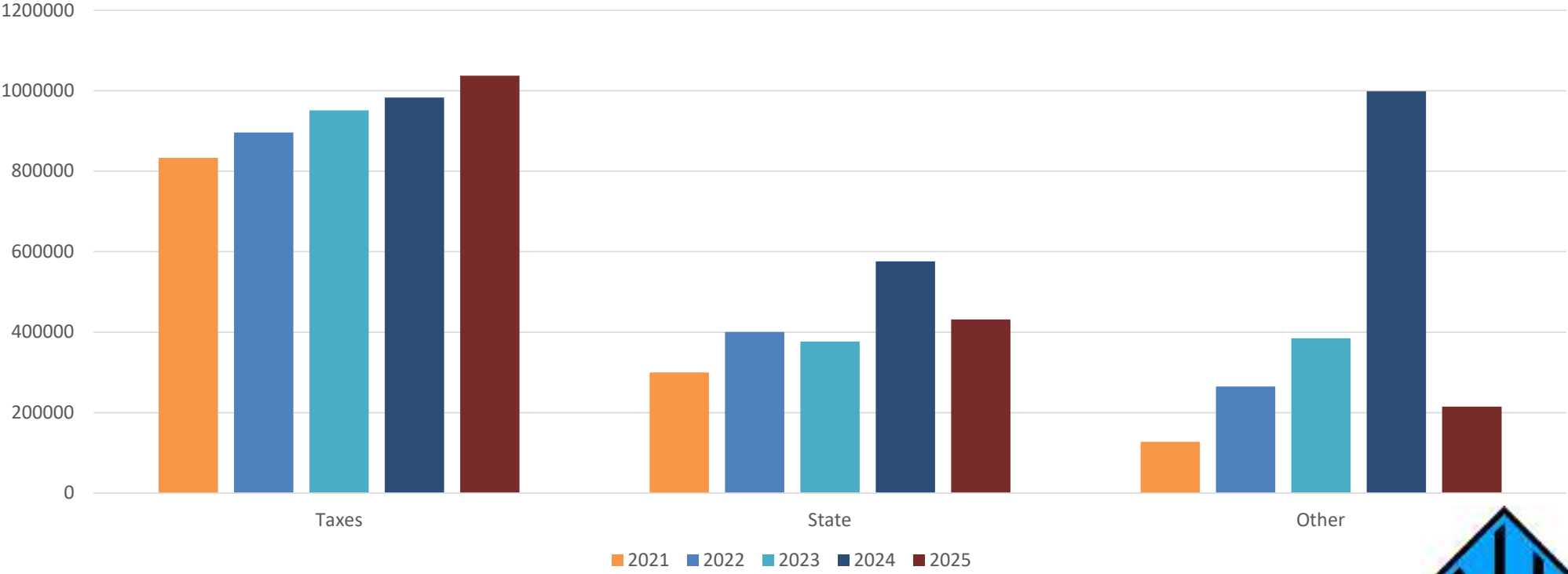
EXPENSES AND PROGRAM REVENUES GOVERNMENTAL ACTIVITIES



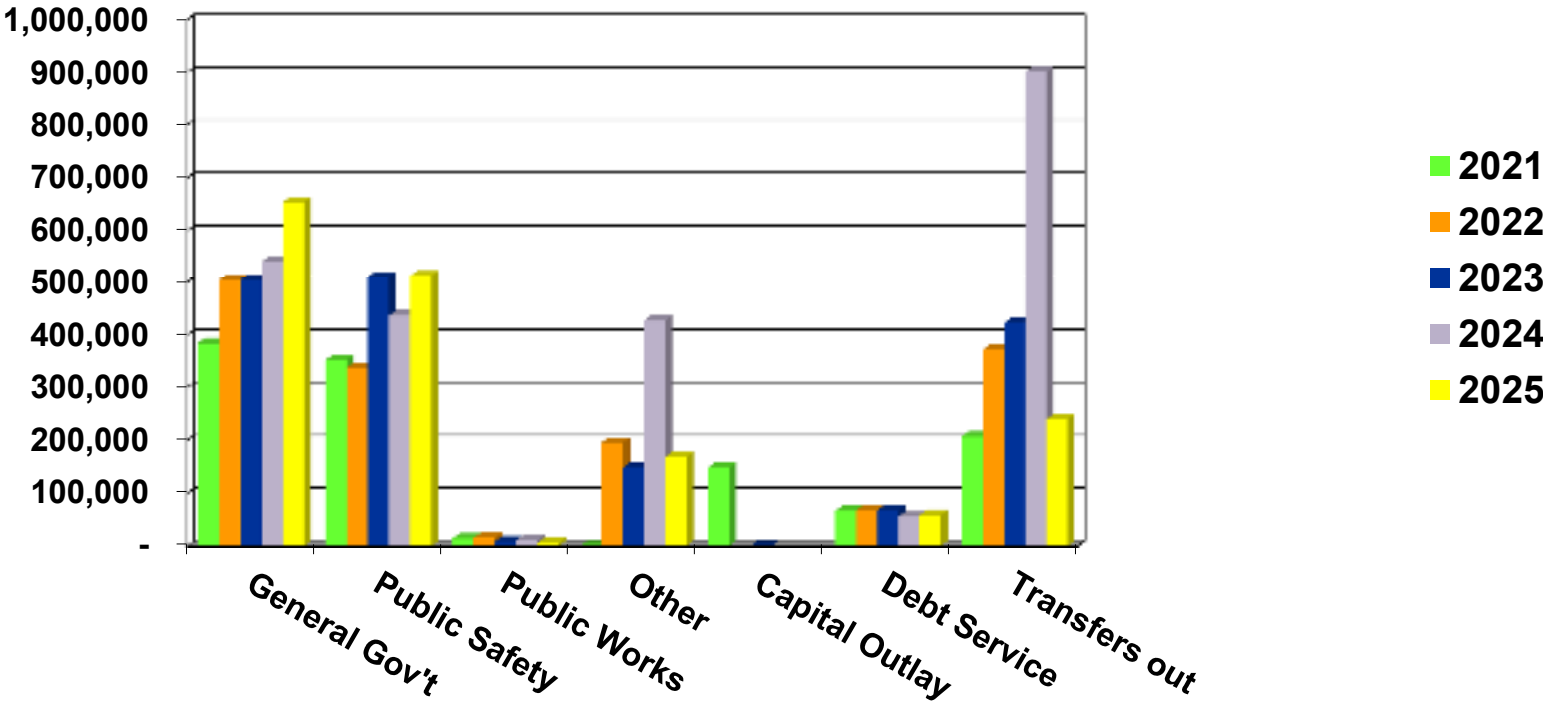
NET POSITION GOVERNMENTAL ACTIVITIES



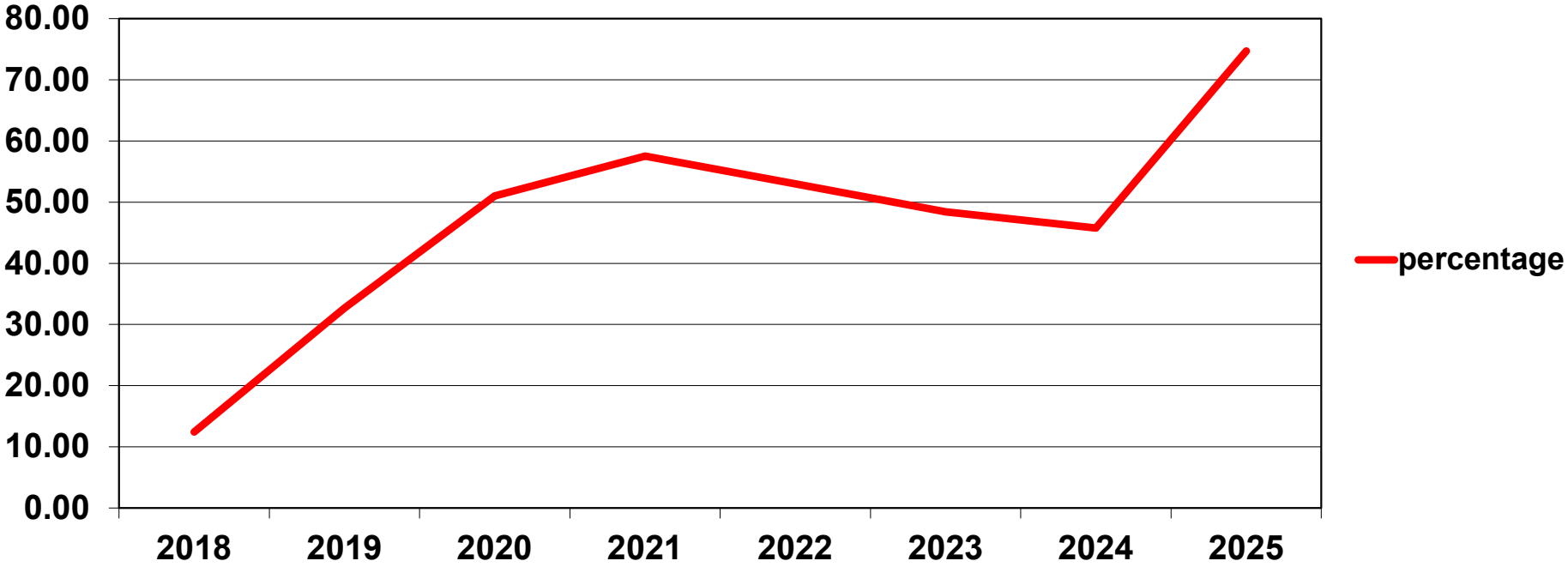
GENERAL FUND REVENUES



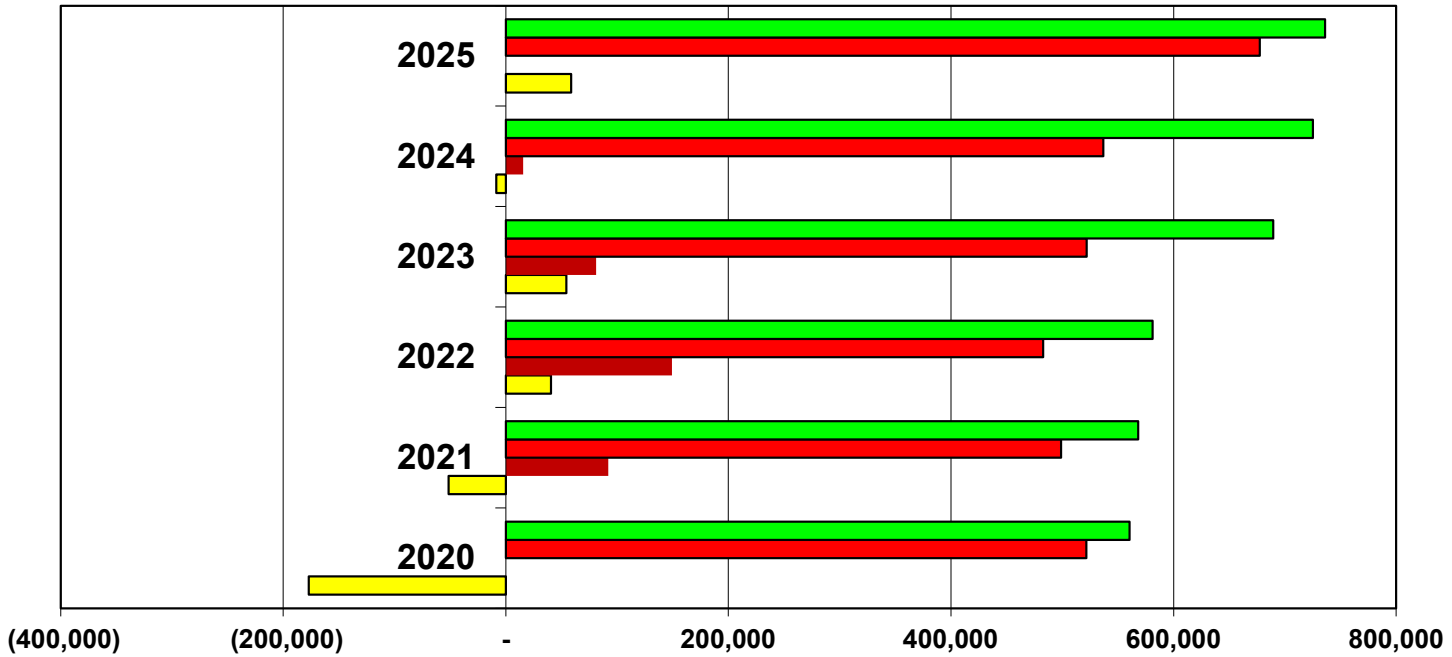
EXPENDITURES BY FUNCTION GENERAL FUND



GENERAL FUND UNASSIGNED FUND BALANCE AS A PERCENT OF EXPENDITURES AND TRANSFERS



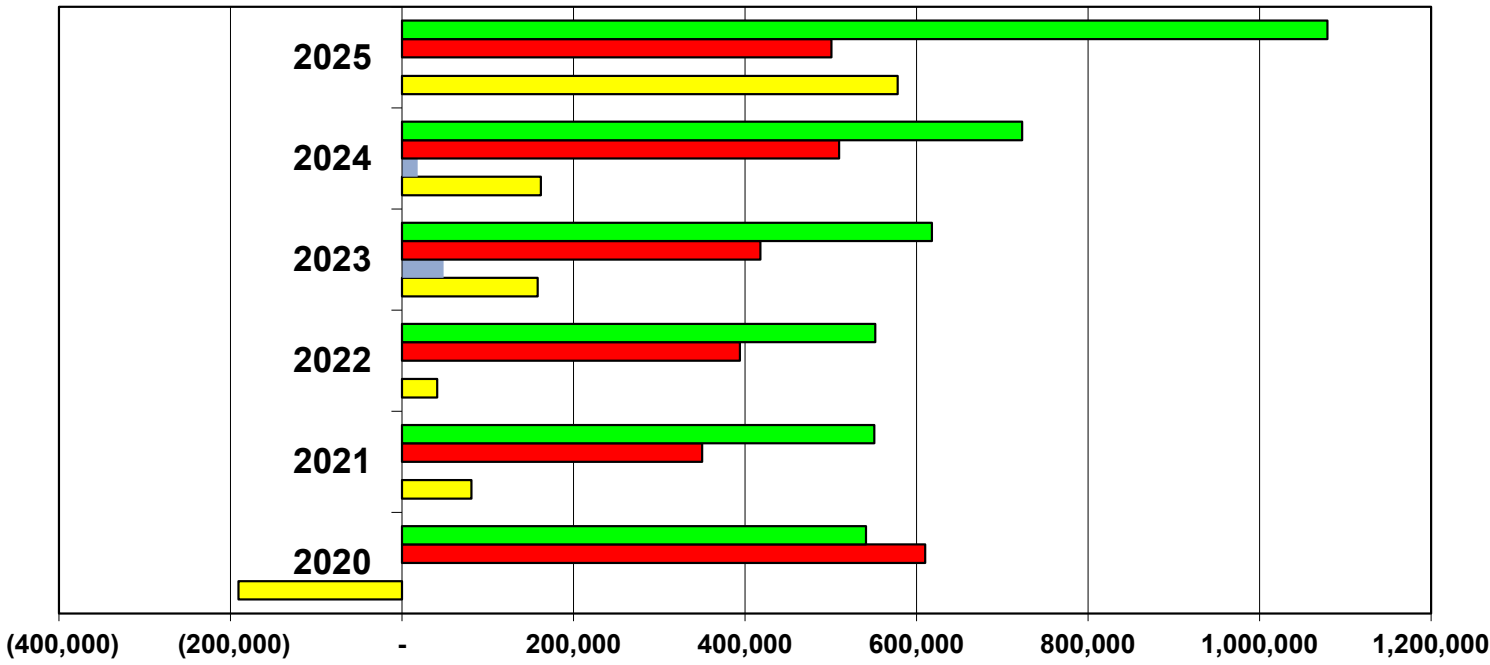
SEWER FUND



- Operating Revenue
- Operating Expenses
- Transfers in
- Change in net position



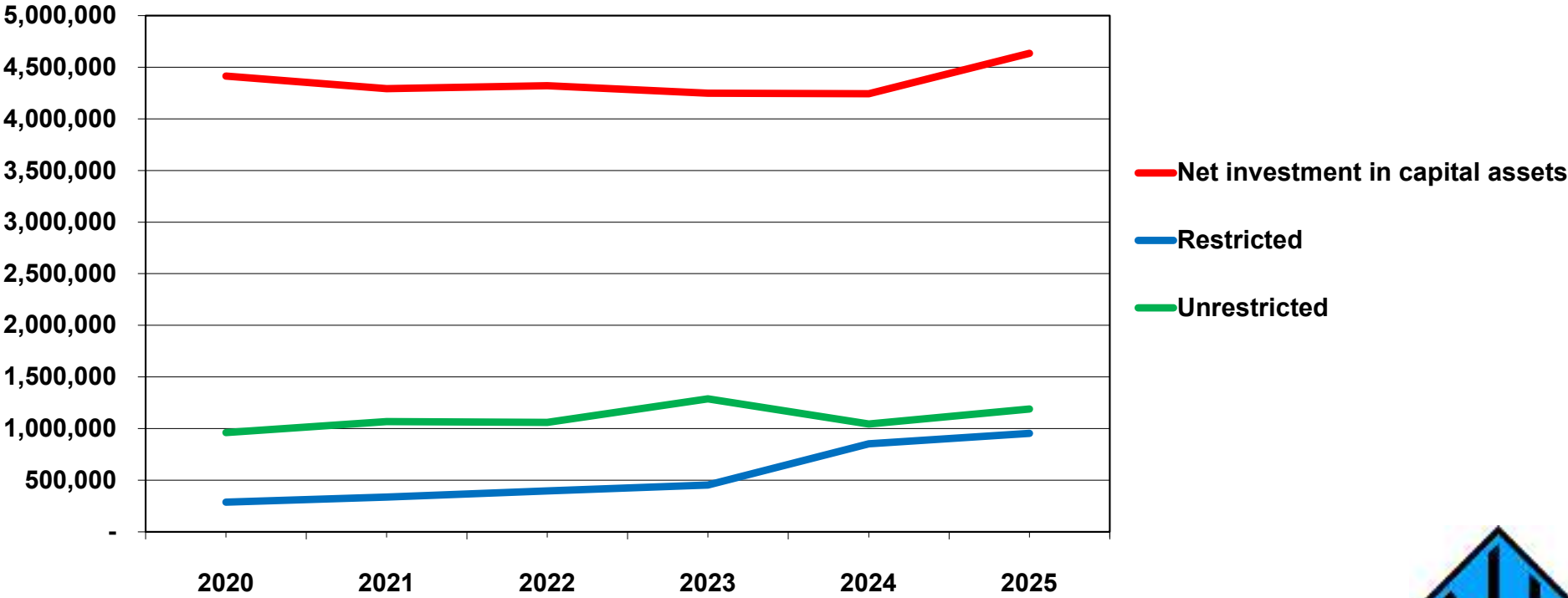
WATER FUND



- Revenues
- Expenses
- Transfers in
- Change in net position



NET ASSETS BUSINESS-TYPE ACTIVITIES



CONTACT US!

Douglas J. Vredeveld, CPA, CGFM
Partner
(616) 446-7474
dvredeveld@vh-cpas.com

Michael Vredeveld, CPA
Partner
(616) 648-8447
mvredeveld@vh-cpas.com

Vredeveld Haefner LLC



City of Potterville

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

RESOLUTION NO. 26-0219-02

At a meeting of the City Council of the City of Potterville, Eaton County, Michigan, held in the City of Potterville City Hall 319 N. Nelson Street, Potterville, MI 48876, on the 19th day of February, 2026, at 6:00 p.m.

PRESENT:

ABSENT:

RESOLUTION FOR PUBLIC STREET ADDITION AND CERTIFICATION OF CAMBRIA COURT

WHEREAS, the City Council of the City of Potterville (City) did on October 16th of October 2025 acquire title to Cambria Court public street and public street right-of-way; and

WHEREAS, it is necessary to furnish certain information to the State of Michigan to place this street within the City of Potterville Street System for the purpose of obtaining funds under Act 51, P.A. 1951 as amended;

NOW THEREFORE IT IS RESOLVED:

1. That the center line of Cambria Court is described as:
 See attached "EXHIBIT A".
2. That Cambria Court is located within the City of Potterville right-of-way and is under the control of the City Council of the City of Potterville.
3. That Cambria Court is a public street and is for public street purposes.
4. That Cambria Court is accepted into the municipal street system and is open to the public for the public use on or before December 31st of 2025.

Those Council Members voted:

Yeas:

Nays:

Absent:

City of Potterville

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

RESOLUTION 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 19th of February 2026.

Becky Dolman, City Clerk

City of Potterville

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

“EXHIBIT A”

**LEGAL DESCRIPTION OF THE CENTERLINE OF CAMBRIA COURT,
BEING A PUBLIC ROAD WITHIN THE CAMBRIA RIDGE CONDOMINIUM**

February 2, 2026
(Project No. 234032)

COMMENCING AT THE CENTER OF SECTION 23, TOWN 3 NORTH, RANGE 4 WEST, CITY OF POTTERVILLE, EATON COUNTY, MICHIGAN, THENCE NORTH 00° 16' 13" EAST ON THE NORTH AND SOUTH QUARTER LINE OF SAID SECTION 23 A DISTANCE OF 351.00 FEET TO THE NORTH RIGHT OF WAY LINE OF SUNSET DRIVE (66 FOOT WIDE, PUBLIC) AS RECORDED IN LIBER 2975, PAGE 0382, EATON COUNTY RECORDS AND THE SOUTHEAST CORNER OF LOT 50 OF "SUNSET HILLS NO.3" RECORDED IN LIBER 13, PAGE 83 TO 85 EATON COUNTY RECORDS, THENCE SOUTH 89° 49' 33" EAST ON SAID NORTH RIGHT OF WAY LINE 39.80 FEET; THENCE SOUTHEASTERLY 72.96 FEET ON SAID NORTH RIGHT OF WAY LINE AND ON A 313.00 FOOT RADIUS CURVE TO THE RIGHT WHOSE CHORD BEARS SOUTH 83° 08' 52" EAST 72.80 FEET TO THE POINT OF BEGINNING OF THE CENTERLINE HEREIN DESCRIBED; THENCE NORTH 13° 57' 10" EAST 97.57 FEET; THENCE NORTHEASTERLY 23.39 FEET ON A 150.00 FOOT RADIUS CURVE TO THE RIGHT WHOSE CHORD BEARS NORTH 18° 25' 12" EAST 23.37 FEET; THENCE NORTH 22° 53' 13" EAST 101.38 FEET; THENCE NORTHEASTERLY 59.20 FEET ON A 150.00 FOOT RADIUS CURVE TO THE LEFT WHOSE CHORD BEARS NORTH 11° 34' 43" EAST 58.82 FEET; THENCE NORTH 00° 16' 13" EAST 414.67 FEET; THENCE NORTH 07° 52' 25" EAST 160.69 FEET TO THE POINT OF ENDING.

SUBJECT TO SURVEY.

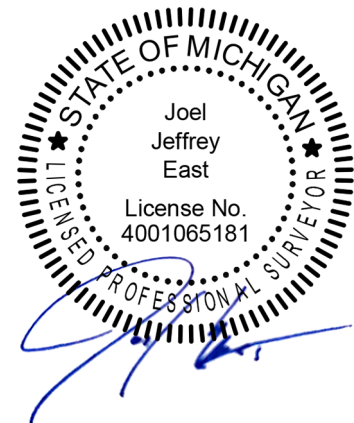
SUBJECT TO ANY AND ALL EASEMENTS AND RESTRICTIONS OF RECORD, OR OTHERWISE.

SUBJECT TO THE RIGHTS OF THE PUBLIC AND OF ANY GOVERNMENTAL UNIT IN ANY PART THEREOF TAKEN, USED, OR DEEDED FOR STREET, ROAD, OR HIGHWAY PURPOSES.

SUBJECT TO ANY FACTS THAT MAY BE DISCLOSED IN A FULL AND ACCURATE TITLE SEARCH.

BEARINGS ARE RELATED TO THE MICHIGAN STATE PLANE COORDINATE SYSTEM, SOUTH ZONE, INTERNATIONAL FEET.

THIS LEGAL DESCRIPTION IS BASED ON INFORMATION CONTAINED IN EXHIBIT A, QUIT CLAIM DEED FOR RIGHT OF WAY, RECORDED IN LIBER 3160, PAGE 1247, EATON COUNTY RECORDS.





City of Potterville Capital Improvement Plan 2026-2031

Adopted DATE

Table of Contents

Overview	1
Mission Statement and Legal Basis	1
Explanation of Capital Improvement Terms	1
Schedule and Procedure	2
Parks and Recreation Capital Improvement Projects	3
Park and Recreation Projects 2025-2026	4
Storm Sewer Capital Improvement Projects	6
Stormwater Projects 2025-2026.....	7
Sanitary Sewer Capital Improvement Projects	8
Sanitary Sewer Projects 2025-2026.....	9
Water Capital Improvement Projects	10
Water Projects 2025-2026	11

Overview

This document represents the City of Potterville’s Capital Improvement Program for the fiscal years 2026 through 2031.

The Capital Improvement Plan (CIP) is a multi-year planning instrument used to identify needs and financing sources for public infrastructure improvements. The purpose of the CIP is to facilitate the orderly planning of infrastructure improvements; to maintain, preserve, and protect the City of Potterville’s existing infrastructure systems; and to provide for the acquisition or scheduled replacement of equipment to ensure the efficient delivery of services to the community. The CIP is also utilized to ensure that capital improvements are fiscally sound and consistent with the goals and policies of the City. The CIP outlines how the City will address capital needs over the next six years.

Some of the many benefits that the CIP provides for residents and stakeholders include:

- Optimizes the use of revenue
- Focuses attention on community goals, needs, and capabilities
- Guides future growth and development
- Encourages efficient government
- Helps maintain a sound and stable financial program
- Enhances opportunities for participation in federal or state grant programs

Mission Statement and Legal Basis

The Michigan Planning Enabling Act (PA 33 of 2008) requires the Planning Commission of a local unit to annually prepare a capital improvements program of public structures and improvements. The capital improvements program is a list of public structures and improvements to be done over the ensuing six-year period, organized by priority. Each agency or department of the local unit of government should furnish the Planning Commission with lists, plans, and estimates of the time and cost of public structures and improvements relevant to their agency or department. The plan should be revisited annually to make needed modifications and plan for the next period of six years.

Explanation of Capital Improvement Terms

As used in the City of Potterville Capital Improvement Plan, a capital improvement project is defined as a major, nonrecurring expenditure that includes one or more of the following:

- Land and non-structural improvements
- New structures
- Major repairs - \$5,000 or more
- Major replacements - \$5,000 or more
- New equipment - \$5,000 or more
- Land acquisition
- Planning, engineering, feasibility, or design studies

Some projects can be done “in-house” through Department of Public Works (DPW) staff, but others will be outsourced. When seeking bids, the Village will abide by the established purchase and bid policy.

Schedule and Procedure

The preparation of the Capital Improvement Program should begin in February of each year. Final planning should be completed before the City budget is adopted in June for the fiscal year beginning July 1st.

Each department of the City submits items for inclusion in the CIP. The projects are divided into the following categories:

- Streets
- Water
- Sewer
- Parks & Recreation
- General
- Downtown Development Authority (DDA)

The projects are then assessed for inclusion in the CIP according to the following criteria:

- Necessity to fulfill any state or federal requirements
- Impact on community safety or public health
- Impact on community aesthetics
- Cost
- Availability of funding
- Relationship to community goals and policies, including, but not limited to, those outlined in the City’s Five-Year Park and Recreation Plan (2020- 2024).

Each project is assigned a tentative funding source and a total cost. Then, the projects are scheduled for the upcoming six-year period. Projects can be scheduled for one fiscal year or across multiple years.

The draft CIP is then created by City staff and presented to the Planning Commission for comment and approval. The CIP itself does not commit or obligate the expenditure of funds by the City. However, it should be used as a guide in preparing the annual budget. If it presents a realistic and orderly program for capital expenditure, it will help ensure that funds are budgeted in a timely manner and in proper sequence.

The City of Potterville Capital Improvements Program for 2026-2031 is the result of the process carried out by the Planning Commission and the administrative branch of the City government. The role of the Planning Commission in the CIP preparation is advisory to the City Council, which has the responsibility of final approval. Note that a two-thirds vote of the entire City Council is required to override the Planning Commission's denial of a proposed capital facility project.

Parks and Recreation Capital Improvement Projects

Project	Description	City Funding Source	Other Funding Source	Amt. Grants	% From Rates	Estimated Cost	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	Future
PARKS AND RECREATION													
Lake Alliance Park Trails	Trail improvements, fishing piers, lookouts and new paths.	General Fund 101 and Park Fund 209 and TIFA	DNR Trust Fund, Eaton County Parks	50%	-	\$265,000	X						
Lake Alliance Park Pickleball/Tennis	Add 2 courts	General Fund 101 and Park Fund 209 and TIFA	DNR Trust Fund, Eaton County Parks	50%	-	\$340,000	X						
Lake Alliance Park Soccer/Lacrosse Fields	Add 3 grass fields	General Fund 101 and Park Fund 209 and TIFA	DNR Trust Fund, Eaton County Parks	50%	-	\$1,110,000	X						
Lake Alliance Park Splash Park	Add one splash park	General Fund 101 and Park Fund 209 and TIFA	DNR Trust Fund, Eaton County Parks	50%	-	\$185,000	X						
Lake Alliance Park Boat Launch	Concrete water craft launch for boat, kayak, and canoes that is ADA accessible	General Fund 101 and Park Fund 209 and TIFA	DNR Trust Fund, Eaton County Parks	50%	-	\$50,000	X						
Lake Alliance Dog Park	Add dog park	General Fund 101 and Park Fund 209 and TIFA	DNR Trust Fund, Eaton County Parks	50%	-	\$12,800	X						
Veterans Memorial Park ADA Parking	Add ADA Parking Area	General Fund 101 and Park Fund 209	DNR Trust Fund, Eaton County Parks	50%	-	\$63,664		X					
Veterans Memorial Sidewalk and Pathway	Sidewalk and brick pathway	General Fund 101 and Park Fund 209	DNR Trust Fund, Eaton County Parks	50%	-	\$29,571		X					
Veterans Memorial Memorials	Install flag poles, fountain, plaques, service seals, and monument wall	General Fund 101 and Park Fund 209	DNR Trust Fund, Eaton County Parks	50%	-	\$112,609		X					
Veterans Memorial Amenities	Install furniture, benches, and lights	General Fund 101 and Park Fund 209	DNR Trust Fund, Eaton County Parks	50%	-	\$51,000		X					
Veterans Memorial Shelter	Install a small shelter, pavillion, or gazeobo	General Fund 101 and Park Fund 209	DNR Trust Fund, Eaton County Parks	50%	-	\$35,000		X					
City Park Improve Tunnel Connection	Improve Tunnel Connection under M100	General Fund 101 and Park Fund 209	DNR Trust Fund, Eaton County Parks	50%	-	\$25,000			X				
City Park Improve and expand playground	Expand "Imagination station" play area	General Fund 101 and Park Fund 209	DNR Trust Fund, Eaton County Parks	50%	-	\$904,200			X				
City Park improvements to restrooms	Improve restroom facilities	General Fund 101 and Park Fund 209	DNR Trust Fund, Eaton County Parks	50%	-	\$125,000			X				
City Park Improve ADA Spaces	Improve ADA Spaces	General Fund 101 and Park Fund 209	DNR Trust Fund, Eaton County Parks	50%	-	\$80,000			X				
City Park Baseball Field	Improve and Expand Baseball Field	General Fund 101 and Park Fund 209	DNR Trust Fund, Eaton County Parks	50%	-	\$60,000			X				
City Park Skate Park	Develop Skate Park	General Fund 101 and Park Fund 209	DNR Trust Fund, Eaton County Parks	50%	-	\$175,000			X				
Bike Path Extensions	Extend Bike Paths	General Fund 101 and Park Fund 209	DNR Trust Fund, Eaton County Parks	50%	-	\$330,000				X			
Sunset Hills Park Restrooms	Develop Restrooms	General Fund 101 and Park Fund 209	DNR Trust Fund, Eaton County Parks	50%	-	\$75,000					X		
Sunset Hills Park Basketball Court	Develop Half Court	General Fund 101 and Park Fund 209	DNR Trust Fund, Eaton County Parks	50%	-	\$15,000					X		
Total Estimated Expense							\$1,962,800	\$291,844	\$1,369,200	\$330,000	\$90,000	\$0	\$0

Park and Recreation Projects 2025-2026

Project Title	Lake Alliance Park Trails					
Department	Parks and Recreation					
Est. Cost	\$265,000					
FY Year	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31
Est. Cost	\$265,000					
Project Description						
Improve the trails, fishing piers and lookouts at Lake Alliance Park. Create new paths.						
Anticipated Source of Funding						
General Fund, DNR Trust Fund, Eaton County Parks Grant, TIFA						

Project Title	Lake Alliance Court Project						
Department	Parks and Recreation						
Est. Cost	\$340,000						
FY Year	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	Future
Est. Cost	\$340,000						
Project Description							
Add two (2) pickleball/tennis courts.							
Anticipated Source of Funding							
General Fund, DNR Trust Fund, Eaton County Parks Grant, TIFA							

Project Title	Lake Alliance Park Field Project						
Department	Parks and Recreation						
Est. Cost	\$1,110,000						
FY Year	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	Future
Est. Cost	\$1,100,000						
Project Description							
Add three (3) grass soccer/lacrosse fields.							
Anticipated Source of Funding							
General Fund 101, Park Fund 209, TIFA, DNR Trust Fund, Eaton County Parks							

Project Title	Lake Alliance Park Splash Park						
Department	Parks and Recreation						
Est. Cost	\$185,000						
FY Year	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	Future
Est. Cost	\$185,000						
Project Description							
Add one (1) splash park.							
Anticipated Source of Funding							
General Fund, DNR Trust Fund, Eaton County Parks Grant, TIFA							

Project Title	Lake Alliance Park Boat Launch						
Department	Parks and Recreation						
Est. Cost	\$50,000						
FY Year	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	Future
Est. Cost	\$50,000						
Project Description							
Add an ADA accessible concrete watercraft launch for boats, kayaks, and canoes.							
Anticipated Source of Funding							
General Fund, DNR Trust Fund, Eaton County Parks Grant, TIFA							

Project Title	Lake Alliance Park Dog Park						
Department	Parks and Recreation						
Est. Cost	\$12,800						
FY Year	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	Future
Est. Cost	\$12,800						
Project Description							
Add dog park.							
Anticipated Source of Funding							
General Fund, DNR Trust Fund, Eaton County Parks Grant, TIFA							

Storm Sewer Capital Improvement Projects

Project	Description	City Funding Source	Other Funding Source	Amt. Grants	% From Rates	Estimated Cost	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	Future
STORM WATER													
Catchment 1 NE Lake Alliance Park	Dredge storm pond and remove cattail reeds and plant debris	General Fund 101 and Storm Drain Maintenance Fund 598 and TIFA Fund 247			- N/A	\$20,000			X				
Catchment 2 S Lake Alliance Park	Replace culvert under Lake Alliance Park entrance and maintain swale area	General Fund 101 and Storm Drain Maintenance Fund 598 and TIFA Fund 247			- N/A	\$10,000			X				
Catchment 3 East side of City catch basins	Vactor clean all catch basins in local public streets and right of	General Fund 101 & Storm Drain Maintenance Fund 598			- N/A	\$25,000				X			
Catchment 4 Northwest of downtown City area	Maintain culverts, vactor catch basins, and clear debris	General Fund 101 & Storm Drain Maintenance Fund 598			- N/A	\$10,000				X			
Catchment 7 NE of Sunset Drive and Pine Hill	Maintain culverts, vactor catch basins, and clear debris	General Fund 101 & Storm Drain Maintenance Fund 598			- N/A	\$10,000				X			
Catchment 5 South of Sunset Hills drains to abel drain	Maintain culverts, vactor catch basins, and clear debris	General Fund 101 & Storm Drain Maintenance Fund 598			- N/A	\$10,000					X		
Catchment 6 Central area between Sunset Drive to Pine Hill to Hill Top Drive	Maintain control panel, pump, culverts and clear debris	General Fund 101 & Storm Drain Maintenance Fund 598			- N/A	\$20,000					X		
DPW Operations Vehicle	Replace Street Sweeper F-450 TimCo 210	Water Fund 591, Sewer Fund 590, Major Street Fund 202, and Local Street Fund 203			- N/A	\$170,000						X	
Total Estimated Expense							\$0	\$0	\$30,000	\$45,000	\$30,000	\$170,000	\$0

Stormwater Projects 2025-2026

None.

Sanitary Sewer Capital Improvement Projects

Proj#A35:N59	Description	City Funding Source	Other Funding Source	Amt. Grants	% From Rates	Estimated Cost	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	Future
SANITARY SEWER													
Extend Sanitary Main NE on Sunset Drive to new Water Treatment Facility	Install Sanitary Main pipe to new Water Treatment Facility of 500 ft	Sewer Fund 590	USDA Rural Development Bond Program	-	100%	\$100,000	X						
WWTP Lagoon Pond Valves	Replace large valves and valve boxes between WWTP Lagoons	Sewer Fund 590 and TIFA Fund 247	USDA Rural Development Bond Program	-	100%	\$13,000		X					
WWTP Auger Screen	Design and construction housing structure around auger screen and auger pit/manhole	Sewer Fund 590 and TIFA Fund 247	USDA Rural Development Bond Program	-	100%	\$60,000			X				
WWTP Auger Screen Bypass	Retro-fit and construct bypass pit and pump for auger screen	Sewer Fund 590 and TIFA Fund 247	USDA Rural Development Bond Program	-	100%	\$300,000			X				
Televise pipe under Sunset Drive in Sunset Hills development	Video survey pipe and manholes prior to local street resurfacing	Sewer Fund 590		-	100%	\$16,000			X				
Televise pipe under Pine Hill Drive in Sunset Hills development	Video survey pipe and manholes prior to local street resurfacing	Sewer Fund 590		-	100%	\$16,000			X				
Replace Large Generator at WWTP	Remove old generator from original build of WWTP and replace with high efficiency unit that is electrical surge protected	Sewer Fund 590 and TIFA Fund 247		-	50%	\$210,000				X			
DPW Operations Vehicle 1/2	Replace Ford F-350 - year 2016	Water Fund 591, Sewer Fund 590, Major Street Fund 202, and Local Street Fund 203		-	50%	\$35,000				X			
Televise pipe in Wright Industrials Parkway development	Video survey pipe and manholes prior to local street resurfacing	Sewer Fund 590 and TIFA Fund 247		-	50%	\$8,000				X			
Televise pipe in Lockview development	Video survey pipe and manholes prior to local street resurfacing	Sewer Fund 590		-	100%	\$24,000				X			
Televise pipe in Country Lake development	Video survey pipe and manholes prior to local street resurfacing	Sewer Fund 590		-	100%	\$24,000				X			
Televise and vactor clean connection pipe south of Cambria Ridge Estates that connects to IC Estates and WWTP	Video survey pipe and manholes prior vactor pressure cleaning	Sewer Fund 590		-	100%	\$25,000				X			
Manhole Linings in Lockview and Country Lake development	Replace manhole structures with new lining in both Lockview and Country Lake Subdivisions	Sewer Fund 590		-	100%	\$30,000					X		
WWTP Sludge Removal	Obtain EGLE permit and complete dredge of WWTP Lagoon Ponds (2)	Sewer Fund 590 and TIFA Fund 247	USDA Rural Development Bond Program	-	50%	\$360,000						X	
Lift Station Wet Well Pump	Replace lift station pumps (2) at Westside Lift Station	Sewer Fund 590 and TIFA Fund 247	USDA Rural Development Bond Program	-	100%	\$95,000						X	
Country Lake development	Replace main of 3,800 ft	Sewer Fund 590	USDA Rural Development Bond Program	-	100%	\$570,000						X	
Sunset Hills development	Replace main of 5,500 ft	Sewer Fund 590	USDA Rural Development Bond Program	-	100%	\$825,000							X
Lockview development	Replace main of 4,500 ft	Sewer Fund 590	USDA Rural Development Bond Program	-	100%	\$675,000							X
Wright Industrial Complex	Replace main of 1,900 ft	Sewer Fund 590 and TIFA Fund 247	USDA Rural Development Bond Program	-	50%	\$285,000							X
Total Estimated Expense							\$100,000	\$13,000	\$637,000	\$81,000	\$30,000	\$1,025,000	\$1,785,000

Sanitary Sewer Projects 2025-2026

Project Title	Sanitary Main NE Extension						
Department	Public Works						
Est. Cost	\$100,000						
FY Year	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	Future
Est. Cost	\$100,000						
Project Description							
Extend the Sanitary Main NE on Sunset Drive to the new Water Treatment Facility.							
Anticipated Source of Funding							
USDA Rural Development Bond Program, Sewer Fund 590							

Water Capital Improvement Projects

Project	Description	City Funding Source	Other Funding Source	Amt. Grants	% From Rates	Estimated Cost	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	Future
WATER													
New iron removal treatment facility with new production well, connect an existing well, and install a looping water main.	Construct new IRP Water Treatment Facility, connect 2 production wells and install water loop for redundancy of treated water supply.	Water Fund 591, General Fund 101, State Legislature EGLE Grant Award, USDA Rural Development Bond	USDA Rural Development Bond Program	60%	40%	\$6,900,000	X	X					
Natural gas utility service at Well #3 north of Sunset Drive	Install a 270 ft Consumers Energy natural gas service utility to the rear of the Iron Removal Facility at Well #4	Water Fund 591 and Sewer Fund 590 and General Fund 101		-	90%	\$25,000		X					
DPW Operations Vehicle 1/2	Replace Ford F-350 - year 2016	Water Fund, Sewer Fund, Major Street Fund and Local Street Fund		-	50%	\$35,000			X				
Water main loop from West Cherry Street to Elizabeth Way	Construct 450 ft of 12 inch water main from West Cherry Street to Elizabeth Way for water quality loop and redunacy of supply.	Water Fund 591		-	100%	\$50,000			X				
Elevated Storage Tank	Install 350 G elevated storage tank on E side of town to increase fire capacity and redundancy of water system pressure	Water Fund 591 and General Fund 101		-	90%	\$4,500,000					X		
Extend Water main SW along Lansing Road to Lake Alliance Park and City boundary	Install 2800 ft of water main to the entrance of Lake Alliance Park and to City boundary at Thornapple River	Water Fund 591 and General Fund 101 and Parks Fund 208		-	80%	\$312,000						X	
East Water System Loop	Install 5000 ft "loop" of 12 inch water main from Alro Park Drive to Hartel Road (M-100).	Water Fund 591, Sewer Fund 590, General Fund, TIFA Fund and Developer Expense		-	25%	\$555,000							X
Extend south water main	Extend 12 inch water main 1,600 feet South along M-100 over I-69 Interstate to King Hwy.	Water Fund 591, Sewer Fund 590, General Fund, TIFA Fund and Developer Expense		-	25%	\$178,000							X
Total Estimated Expense							\$3,450,000	\$3,475,000	\$85,000	\$50,000	\$4,500,000	\$312,000	\$733,000

Water Projects 2025-2026

Project Title	Iron Removal Treatment Facility						
Department	Water						
Est. Cost	\$6,900,000						
FY Year	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	Future
Est. Cost	\$3,450,000	\$3,450,000					
Project Description							
Construct an iron removal treatment facility with a new production well and install a looping water main.							
Anticipated Source of Funding							
USDA Rural Development Bond Program, Water Fund 591							

CITY OF POTTERVILLE

Eaton County, Michigan

Community Master Plan

ADOPTED 2019

UPDATED 2026

Prepared by Williams & Works
Update by Progressive Companies

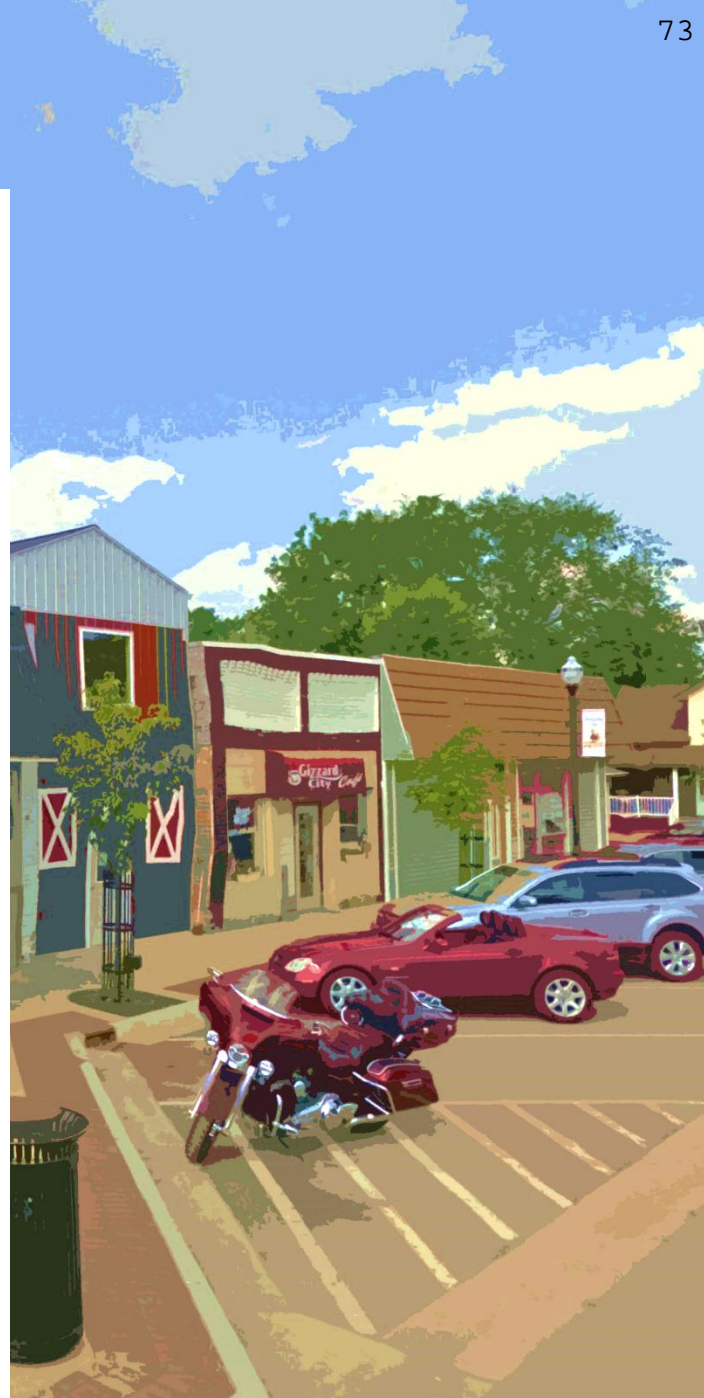


Table of Contents

CHAPTER 1: BACKGROUND AND PURPOSE	1
INTRODUCTION	1
GENERAL GOALS	1
FUNCTION OF THE PLAN	2
MASTER PLAN UPDATES	2
CHAPTER 2: COMMUNITY PROFILE	3
PHYSICAL CONDITIONS	3
FIGURE B: EXISTING LAND USE MAP (2019)	5
FIGURE C: WETLAND MAP	6
TRANSPORTATION	7
FIGURE D: STREETS & HIGHWAYS MAP	8
POPULATION CHARACTERISTICS.....	9
HOUSING CHARACTERISTICS	12
ECONOMIC CHARACTERISTICS	13
COMMUNITY FACILITIES AND SERVICES.....	16
CHAPTER 4: POLICY PROCEDURES	18
BENEFITS OF POLICY STATEMENTS	18
POLICY GOALS & OBJECTIVES	19
CHAPTER 5: FUTURE LAND USE PLAN	22
DEDICATED RESIDENTIAL AREAS.....	22
MIXED-USE AND COMMERCIAL AREAS.....	23
INDUSTRIAL AREAS	24
PARKS AND PUBLIC FACILITIES.....	25
GROWTH AND EXPANSION AREAS	26
FIGURE H: FUTURE LAND USE MAP & GROWTH AREAS	27
CHAPTER 6: COMMUNITY FACILITIES PLAN	29
STREETS AND ROADS	29
SIDEWALKS & NON-MOTORIZED TRAILS.....	31
WATER SUPPLY.....	31
SANITARY SEWERS.....	32
STORM DRAINAGE	32
PUBLIC BUILDINGS.....	33
FIGURE I: NON-MOTORIZED TRAIL PLAN MAP	34
FIGURE J: WATER SUPPLY MAP	35
FIGURE K: SANITARY SEWER MAP.....	36
FIGURE L: STORM DRAINAGE MAP	37
CHAPTER 7: IMPLEMENTATION	38
ZONING PLAN	38
PLANNING COMMISSION ANNUAL REPORT	38
SUBDIVISION CONTROLS	38
CAPITAL IMPROVEMENT PROGRAMMING.....	38
FINANCING	38
COMMUNITY SUPPORT	39

MAINTAINING THE PLAN	39
APPENDIX	40
PLANNING COMMISSION RESOLUTION	40
CITY COUNCIL RESOLUTION	40
ONLINE COMMUNITY SURVEY RESULTS	40

DRAFT

Chapter 1: Background and Purpose

INTRODUCTION

The purpose of a master plan is to translate community values and goals into a framework for decisions regarding growth, land use, public facilities, and community services. A master plan expresses a long-range vision of how citizens want a community to look and function in the future and provides guidance for achieving those goals. The Plan is a vision of how Potterville would like to grow and develop while protecting its quality of life.

This Plan is intended to help achieve Potterville's vision by clearly indicating where new housing, shopping, and growth should be encouraged and where open space and recreational areas should be protected. The Plan provides a framework in which the City can effectively and responsibly manage growth and development as well as establish an orderly process for accommodating change. One of the primary goals of the Plan is to provide for an orderly and rational process of growth. The basic intent of the Plan is to provide for economic development within the City while maintaining a high quality and attractive residential environment.

The Future Land Use Map sets aside adequate land for commercial and industrial growth during the planning period. However, the clear majority of the City is reserved for residential land uses. Only land use changes in accordance with the Plan should be permitted. If changing circumstances make certain types of development desirable that are not in accordance with the Plan, the Plan should be reviewed prior to approval of the development to determine if a revision to the Master Plan is appropriate.

The Master Plan will be most successful if City residents are involved in throughout implementation. This involvement includes public hearings, open meetings, community surveys, public notices, and published news releases to help ensure that the public is well informed of all planning and zoning decisions.

GENERAL GOALS

The general goals of the City of Potterville Master Plan are:

- 1. Provide a well-balanced land use pattern that creates opportunities for managed growth**
- 2. Encourage a variety of high-quality residential housing types for current and future residents of the city**
- 3. Carefully consider economic development opportunities to support managed growth**
- 4. Improve and maintain high-quality, effective, and efficient public services to meet the needs of a growing community**
- 5. Provide ample recreational opportunities for city residents**
- 6. Build a strong downtown that serves as a hub of community activity**

FUNCTION OF THE PLAN

In serving as a guide, the Master Plan is both visionary and strategic. It outlines goals and objectives for the future and is the principal guide directing land use policy. The Plan is intended to serve as a tool for public and private decision makers including city administration, boards and commissions, as well as businesses, community groups, the development community, nonprofit organizations, and individuals. The Plan is designed to decrease uncertainty about the City's direction. The Plan is a policy framework, not law, and should be viewed as such.

The Plan also provides a framework for decisions about public facilities and services, such as where facilities should be located to support planned growth. It is intended that city officials use the Plan in preparing their functional plans for delivering services. The Master Plan is also the basis for the City's Zoning Ordinance, which regulates the use of land and includes processes for review of residential, commercial, and industrial development.

Master Plans are authorized by the Michigan Planning Enabling Act, Public Act 33 of 2008.

MASTER PLAN UPDATES

The 2019 and 2025 Master Plan updates both built upon previous master plans and updates developed over several decades. Neither were intended to overhaul or rewrite the existing Master Plan and largely focused on modernizing the document, updating the Future Land Use Map, bringing the Plan into conformance with the Michigan Planning Enabling Act, and reviewing goals and objectives. Public input was gathered during both updates in the form of an online community survey. Because the last two updates were limited in nature, at the next 5-year review cycle, the Planning Commission should consider whether a more comprehensive planning process is appropriate.

This Master Plan should be considered a "living document". It must be continually reviewed, modified and expanded as necessary to reflect changing circumstances and opportunities. The Planning Commission and City Council may consider specific amendments to this Master Plan to better serve the public interests of the community.

Chapter 2: Community Profile

PHYSICAL CONDITIONS

LOCATION

The City of Potterville and the study area are located approximately 15 miles southwest of Metropolitan Lansing in northeastern Eaton County, as shown in Figure A. It is located at the intersection of Lansing Road (Old US-27) and Hartel Road (M-100). I-69 runs along the southeast edge of the City and includes a Potterville interchange. This represents excellent access to the Lansing area and the entire region. The total land area of Potterville is approximately 1.8 square miles.

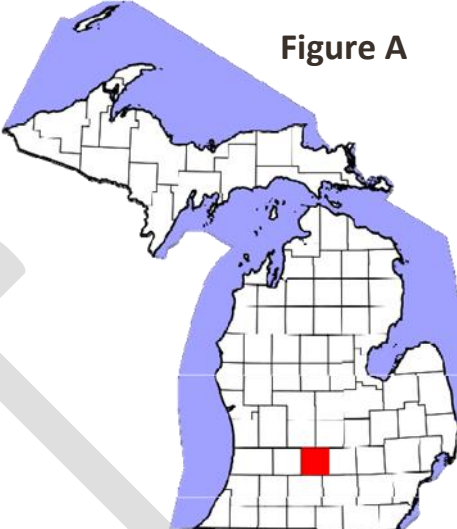
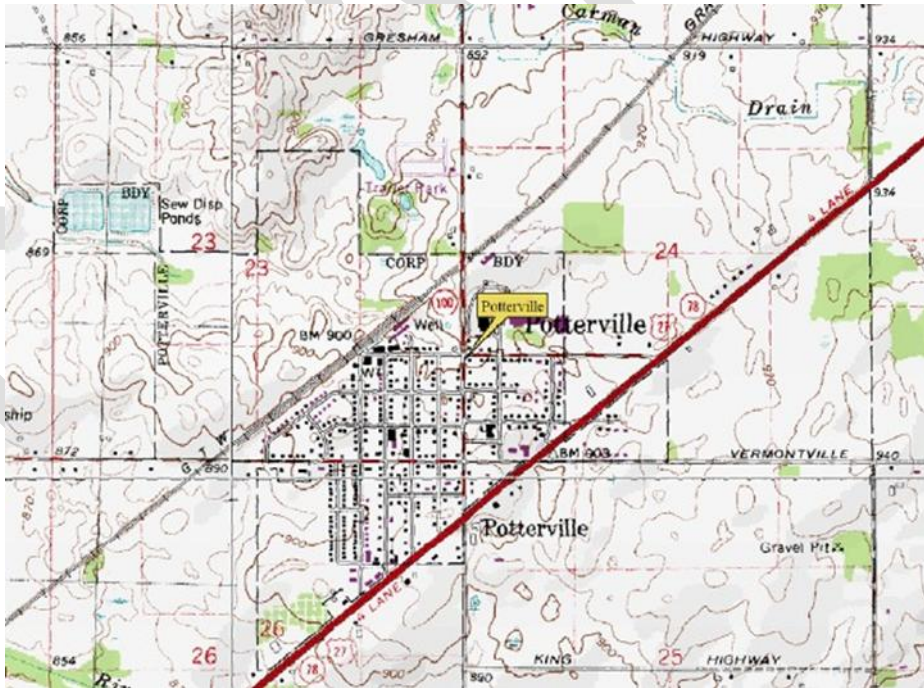


Figure A

TOPOGRAPHY

The topography of the study area is rolling, with gentle slopes and no extreme variations. Elevations range from 880 to 930 feet. The highest land is found in the southeastern portion of the City, with low-lying areas located in the northern and western portions, which includes the Sunset Hills subdivision. Portions of these low areas tend to flood in times of heavy rainfall and during the spring snow melt and would not be appropriate for large-scale developments.



EXISTING LAND USE

With the exception of a few considerably large parcels located in the northern half of the City, Potterville is largely built-out. Comparatively, a considerable portion of land immediately outside of the City is in agricultural use or vacant. The majority of developed land lies south of the railroad tracks and north of Lansing Road, in the City Limits. The 2012 – 2016 American Community Survey estimates that there are approximately 587 detached single-family residential units and 297

manufactured homes with a total of 1,103 total housing units in the City. Lot sizes within the major residential area of the City range from 7,200 square feet to 30,000 square feet, representing approximately three units per acre. There are also a number of multiple-unit housing structures located throughout the City as well as two manufactured housing parks. Commercial uses are located in the downtown area along Main Street and Lansing Road. An industrial park is located in the southwestern portion of the City and another industrial area is in the eastern part of the City. The Potterville School System facilities are located in the northeast portion of the City. Figure B shows the existing land use for the study area.

SOILS

The majority of the soils in the developed portions of the City are well drained. Wetland soils are found in the northwestern and southwestern portions of the study area; and soils with severe limitations for septic systems are found in much of the study area outside of the City Limits. High and dry soils would be the most appropriate for development, while poorly drained soils would be appropriate for very low residential and open space areas unless public sewer and water are provided. The soil characteristics of a site would determine, to a significant extent, the type of activities that would be appropriate as well as cost effective.

VEGETATION

With the exception of the tree-lined residential streets, there is relatively little vegetation cover in the City. Exceptions to this are in portions of the undeveloped area north of the railroad tracks and along the Thornapple River in the southwest where sizable wooded areas can be found. The study area landscape is primarily residential in character within the City Limits. The surrounding area still has an agricultural character; however, with a growing number of residents few large tracts of trees remain. Therefore, preservation of these resources would be important for both its recreational use and aesthetic value.

SURFACE WATER

The Thornapple River is one of the major surface water features in the study area. It runs through the westernmost section of the study area. The Thornapple Drain runs through southwestern portion of the City for approximately 800 feet and flows into the Thornapple River. The vegetative cover and terrain along the Thornapple River and Drain add to the unique, natural beauty of both waterways. The other major surface water feature is Lake Alliance. Lake Alliance is a 16-acre man-made lake in the Alliance Lake Recreation Area, which has a total of 108.4 acres of land available for recreational facilities owned by the City. Both of these are area assets to the City and they offer excellent opportunities for recreational activities.

WETLANDS

The City contains several wetland areas, especially in the southwest quadrant adjacent to Lake Alliance and the Thornapple River, as seen in Figure C. The remainder of the wetland areas present in the City are scattered in small clusters and are relatively equally distributed.

FLOODPLAIN AREAS

Floodplain areas are also present in the City. The National Flood Insurance Program Flood Insurance Rate Map for the City of Potterville shows an area from High Street to Church Street, north of Main Street as a flood plain area. Part of this area is the City Park and part is the Potterville Public Schools property. Another section is located adjacent to the Thornapple River and Alliance Lake in the southwest quadrant of the City.

FIGURE B: EXISTING LAND USE MAP (2019)

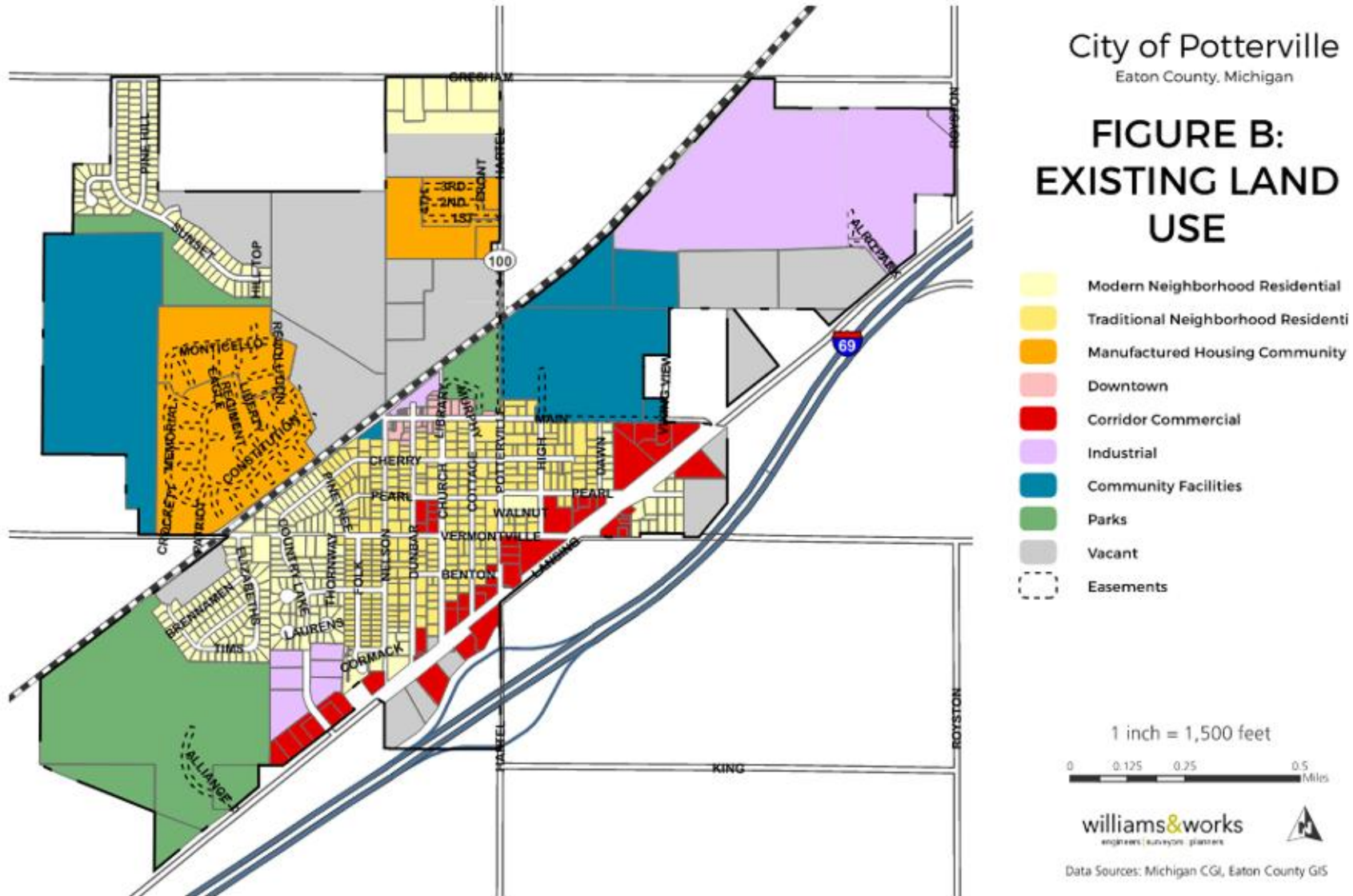
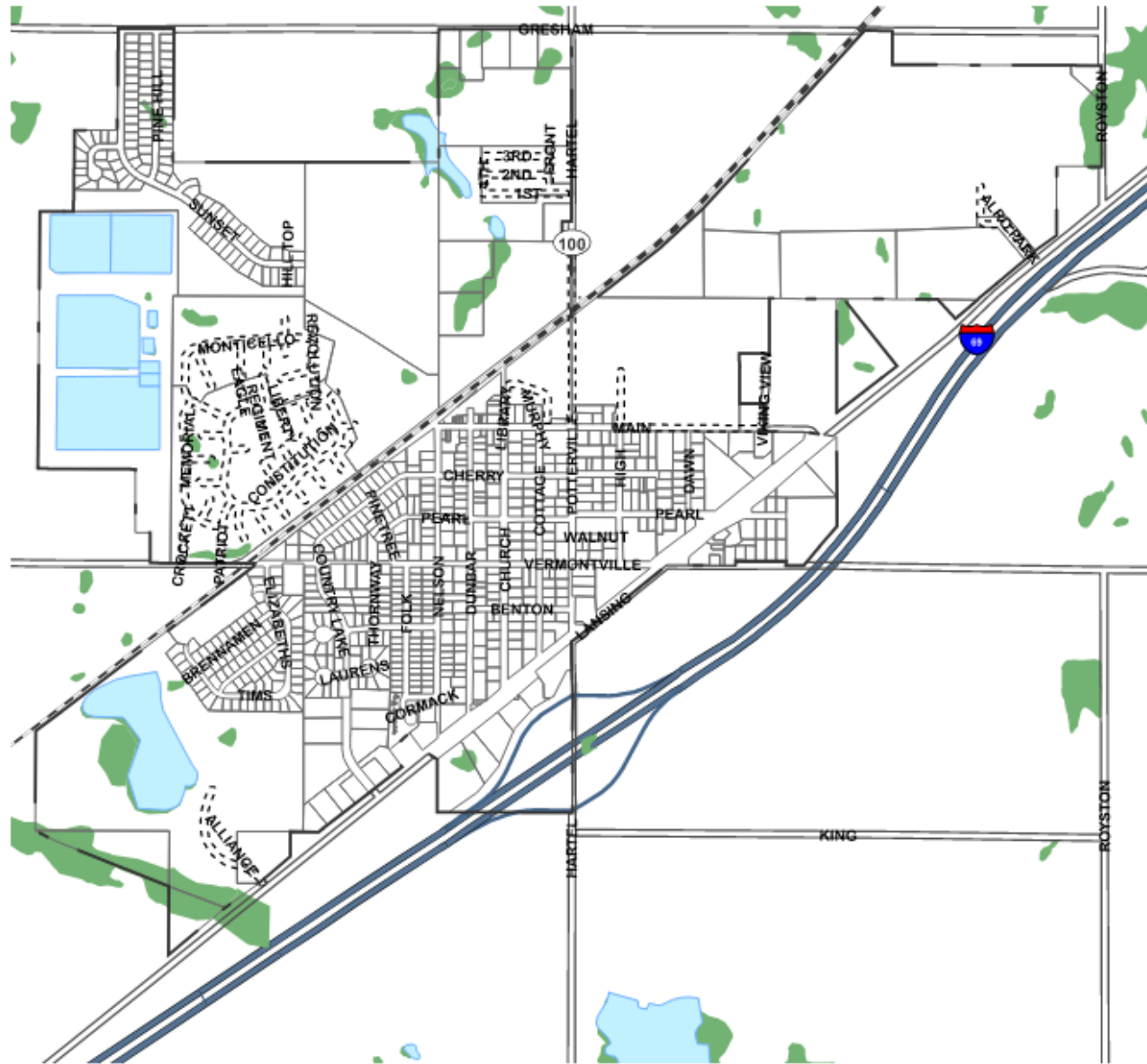


FIGURE C: WETLAND MAP



City of Potterville
Eaton County, Michigan

FIGURE C: WETLANDS

-  City of Potterville
-  Wetlands

1 inch = 1,500 feet



williams&works
engineers | surveyors | planners



Data Sources: Michigan CGI, Eaton County GIS

TRANSPORTATION

STREETS AND HIGHWAYS

The majority of the City's streets are asphalt-paved, two-lane facilities with 66-foot rights-of-way, as shown in Figure D. Street and road development is most extensive between the railroad right-of-way and Lansing Road. Wright Industrial Parkway in the southwest section of the City serves the industrial park. Alro Drive serves the Alro Steel Facility and is designed to provide access for future development of the Alro property. The I-69 interstate serves the regional transportation needs of south-central Michigan as well as Ohio, Indiana, and the Chicago Metropolitan Area.

PUBLIC TRANSIT

EATRAN provides demand/response bus service throughout Eaton County.

RAILROAD SERVICE

Canadian National Railroad traverses the City from the southwest through downtown and exits the City through the northeastern City Limits. The railroad provides carrier service from Chicago through Port Huron. Amtrak has stops in East Lansing and Battle Creek.

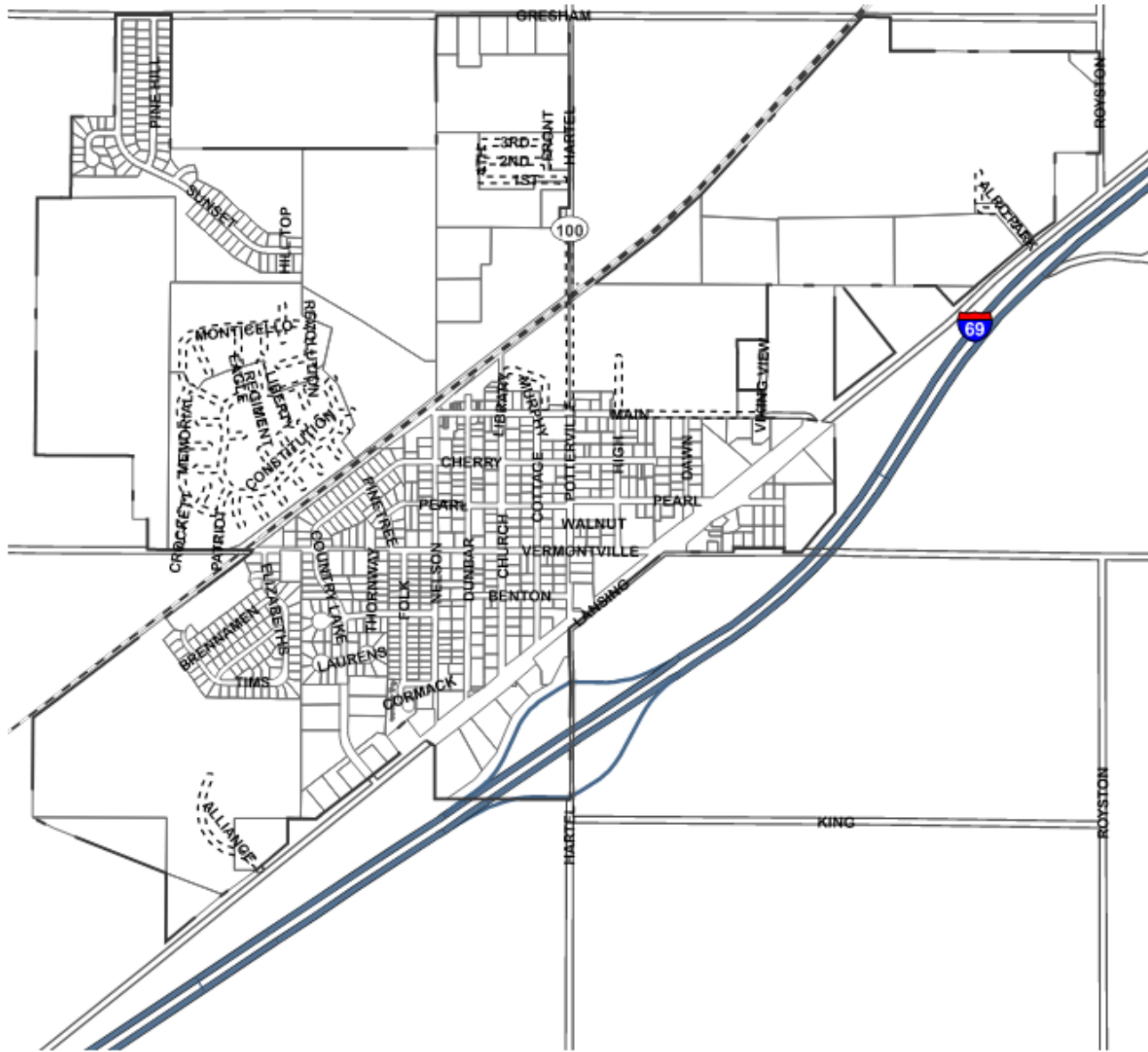
AIR SERVICE

Three airports serve the air-service needs of Eaton County. Capital City Airport is located three miles northwest of Lansing, Abrams Airport is located in Grand Ledge, and is approximately 10 miles north of Potterville, and Fitch H. Beach Airport is located between Potterville and Charlotte, approximately seven miles from Potterville. Larger airports are also located near Detroit and Grand Rapids.

REGIONAL TRANSPORTATION


Located in the heart of Michigan, Potterville has easy access to interstate and state trunk-line highways. The I-69 interstate links Potterville with I-96 and I-94. These transportation systems allow quick and easy access to the southern third of Michigan and northern Ohio, Indiana, Illinois, and Canada.

FIGURE D: STREETS & HIGHWAYS MAP



City of Potterville
Eaton County, Michigan

FIGURE D: STREETS & HIGHWAYS

 Easements

1 inch = 1,500 feet



williams&works
engineers | surveyors | planners 

Data Sources: Michigan CGI, Eaton County GIS

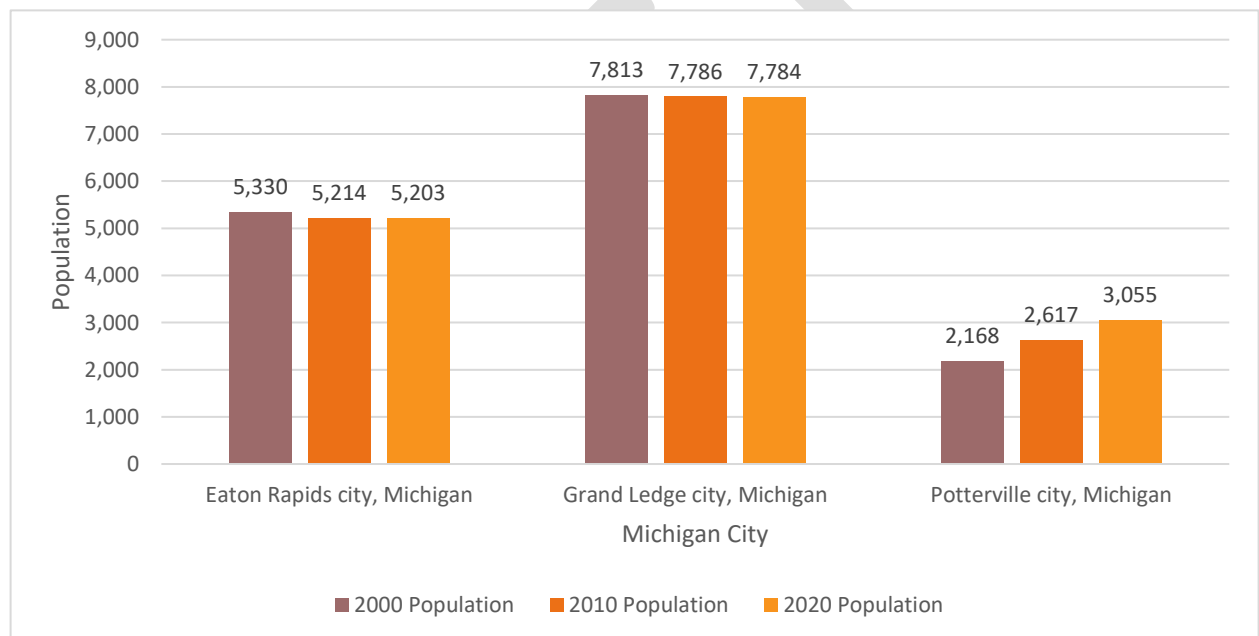
POPULATION CHARACTERISTICS

According to the 2020 Bureau of the Census, the City of Potterville had a population of 3,055. All information in this section is derived from the US Census Bureau.

Between 2000 and 2010, Potterville experienced a 20.7% increase in population. This growth continued into the next decade, with the population rising another 16.7% between 2010 and 2020. Overall, the City saw a 40.9% increase in population from 2000 to 2020.

Figure E illustrates the City of Potterville population change based on data from the 2020, 2010, and 2000 Census. Understanding Potterville's population trends provides valuable context for future planning decisions related to housing, transportation, land use, and public services. Tracking population change over time helps identify patterns of growth or decline that influence the City's long-term goals.

FIGURE E: TOTAL POPULATION (2000 - 2020)



To better understand Potterville's growth in context, Table 1 compares population changes in the City with Eaton County, the State of Michigan, and nearby cities over the same period.

TABLE 1: POPULATION CHANGE (2000-2020)

City	Potterville city, Michigan	Eaton County, Michigan	State of Michigan	Eaton Rapids city, Michigan	Grand Ledge city, Michigan
2020 Population	3,055	109,175	10,077,331	5,203	7,784
2010 Population	2,617	107,759	9,883,640	5,214	7,786
2000 Population	2,168	103,759	9,938,444	5,330	7,813

Figure F illustrates the percent change in population from 2000 to 2020 for the City of Potterville,

Eaton County, the State of Michigan, and surrounding communities. This comparison highlights how Potterville's population growth has differed from broader county and state trends, as well as from neighboring cities. The figure provides a visual snapshot of population shifts over the past two decades, to inform future land use and infrastructure planning.

FIGURE F: POPULATION PERCENT CHANGE (2000-2020): Potterville, Eaton County, Michigan, and Surrounding Communities

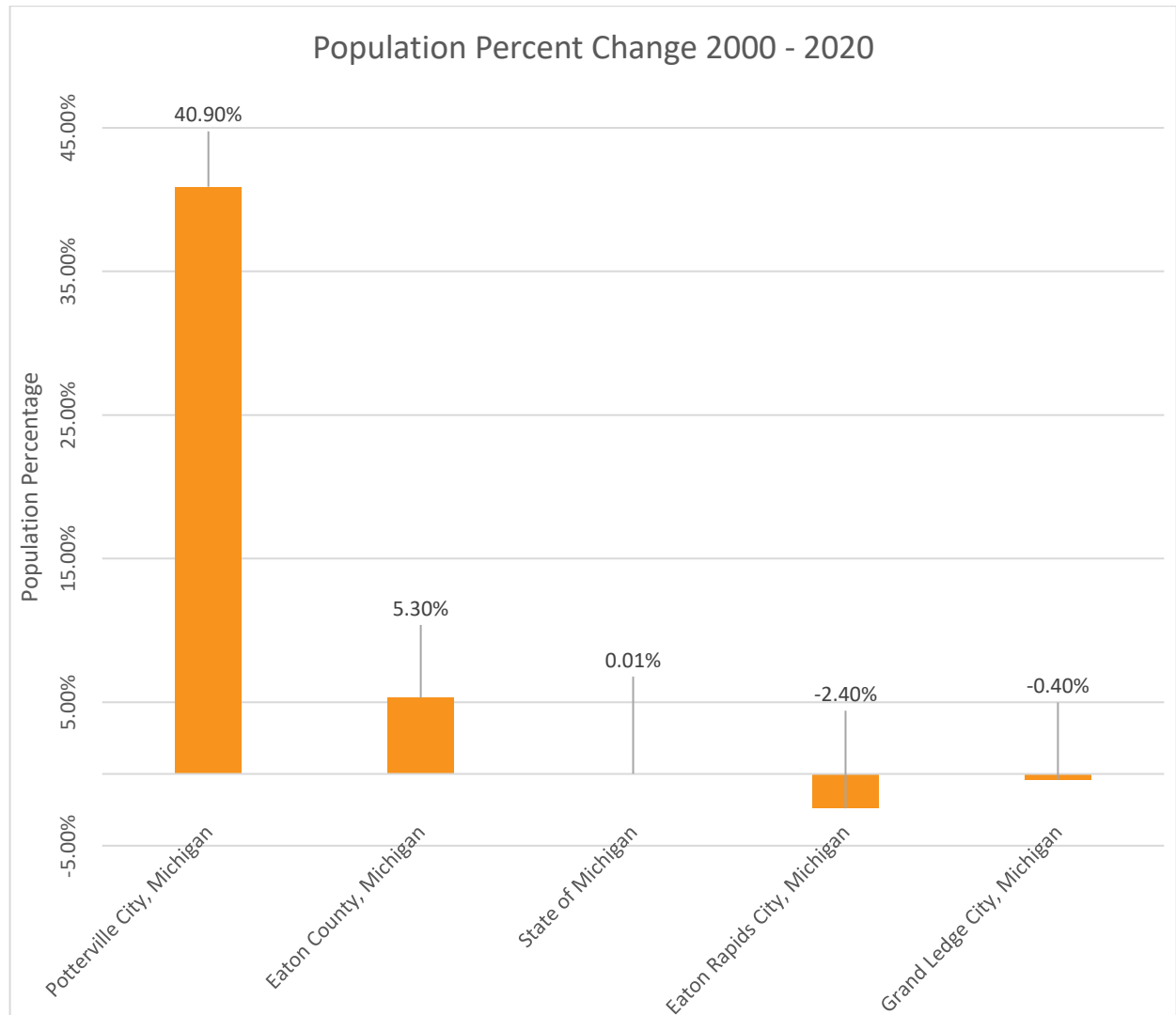


Table 2 highlights key demographic differences between Potterville, Eaton County, and Michigan. Potterville has a notably younger population, with 13.0% of residents under age 5, more than double the state and county shares, and elevated percentages in other youth age brackets. Conversely, the city has a significantly lower proportion of residents aged 65 and over (8.4%), compared to 17.1% statewide and 18.2% in the county.

TABLE 2: COMPARATIVE SOCIAL CHARACTERISTICS, 2020

2020 Social Characteristics	State of Michigan	Eaton County, Michigan	Potterville city, Michigan
Under 5 years	5.7%	5.5%	13.0%
5 to 9 years	5.9%	5.8%	7.6%
10 to 14 years	6.2%	5.8%	4.2%
15 to 19 years	6.6%	6.3%	5.5%
20 to 24 years	6.9%	6.2%	9.8%
25 to 29 years	6.8%	6.6%	9.2%
30 to 34 years	6.1%	6.2%	8.3%
35 to 39 years	6.0%	6.4%	4.3%
40 to 44 years	5.7%	5.4%	4.1%
45 to 49 years	6.3%	6.2%	9.0%
50 to 54 years	6.7%	6.7%	7.4%
55 to 59 years	7.1%	7.6%	5.2%
60 to 64 years	6.9%	7.0%	4.0%
65 to 69 years	5.8%	6.1%	2.6%
70 to 74 years	4.3%	4.9%	2.7%
75 to 79 years	2.9%	3.1%	2.0%
80 to 84 years	1.9%	2.0%	0.9%
85 years and over	2.2%	2.2%	0.2%

HOUSING CHARACTERISTICS

As of 2020, Potterville's housing stock is relatively modern, with 32.4% of units built in 2000 or later, exceeding both Eaton County (14.0%) and Michigan (13.3%). Homes built between 1960 and 1979 make up 26.4%, followed by 18.7% from 1980 to 1999 and 13.8% from 1940 to 1959. Only 8.8% of units were built before 1940, compared to 13.8% statewide, indicating less historic housing and a greater share of newer development. These patterns suggest ongoing suburban-era growth and opportunities for targeted reinvestment in mid-century housing.

TABLE 3: HOUSING CHARACTERISTICS, 2020

2020 Year-Round Housing Units by the Year Structure Built		
Percent	Number	Year
0%	57	2014 and later
2%	52	2010 to 2013
24%	248	2000 to 2009
23%	206	1980 to 1999
4%	291	1960 to 1979
10%	152	1940 to 1959
15%	97	1939 or earlier

Source: 2020 American Community Survey

FIGURE H: OCCUPIED HOUSING AGE DISTRIBUTION

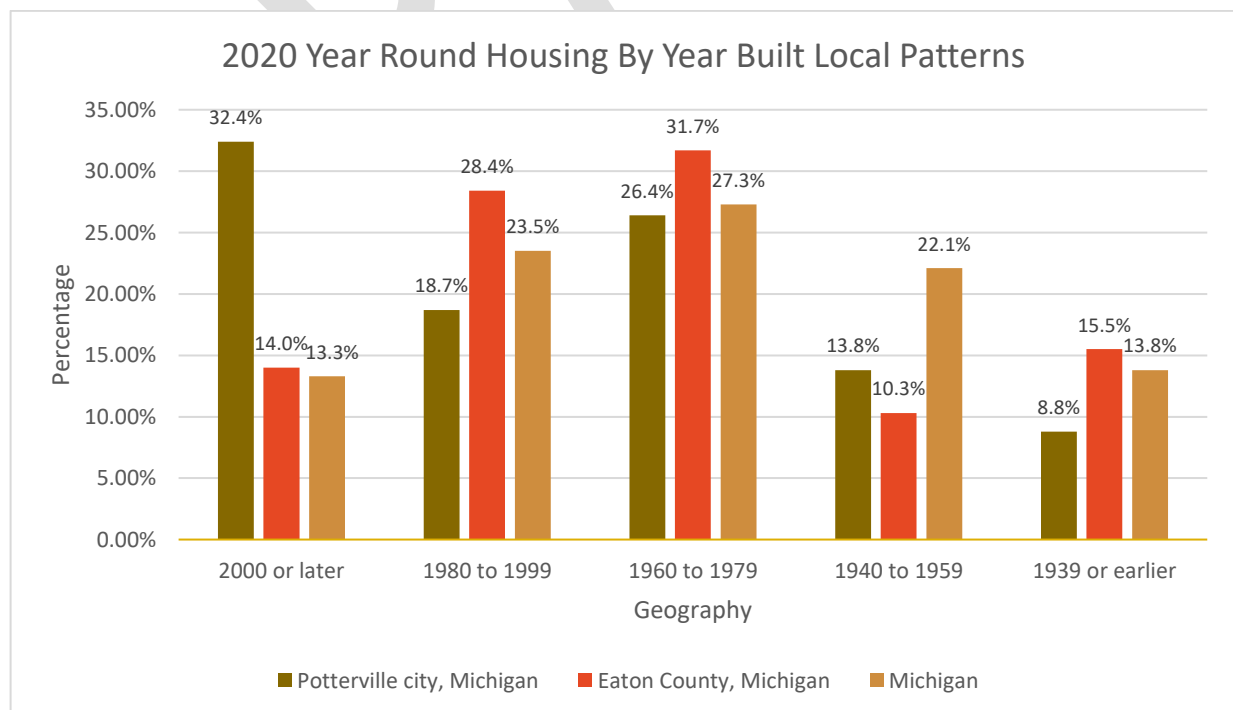
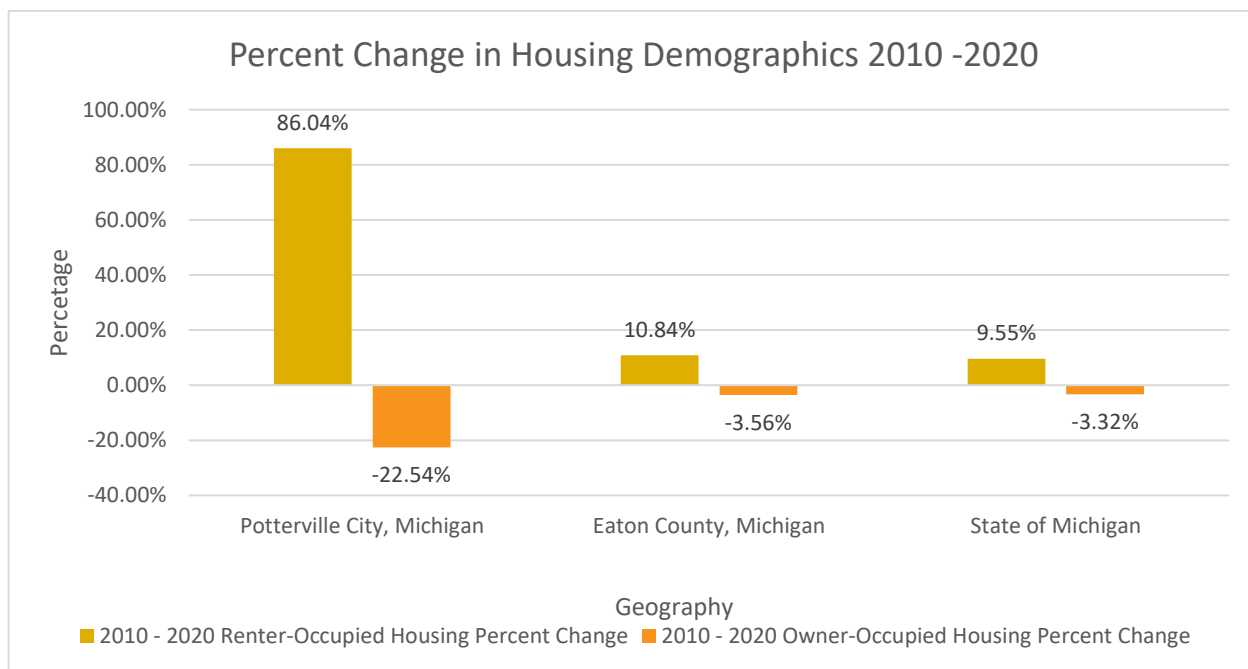


Figure I illustrates changes in housing characteristics for the City of Potterville, Eaton County and

the state between 2010 and 2020, focusing on the total and change of owner-occupied and renter-occupied housing units. These figures highlight how the balance between ownership and rental housing has shifted over time, providing insight into evolving housing trends, community stability, and residential preferences within the area. As Figure I shows, while Potterville added a significant amount of housing between 2010 and 2020, the growth was in renter-occupied households, which saw an 86% increase over that time, compared to decline in owner-occupied housing units.

FIGURE I: CHANGE IN HOUSING DEMOGRAPHICS



ECONOMIC CHARACTERISTICS

Income levels in Potterville generally lag incomes in the county and state as a whole. In addition, Potterville has a higher poverty rate than Eaton County, and a rate that is in-line with the overall State of Michigan poverty rate.

TABLE 4: COMPARATIVE INCOME CHARACTERISTICS, 2020

Metric	City of Potterville	Eaton County	State
Median Household Income	\$54,792	\$67,440	\$59,234
Median Family Income	\$70,536	\$82,178	\$75,470
% of Families Below Poverty Line	14.3%	8.6%	13.7%

Source: 2020 American Community Survey

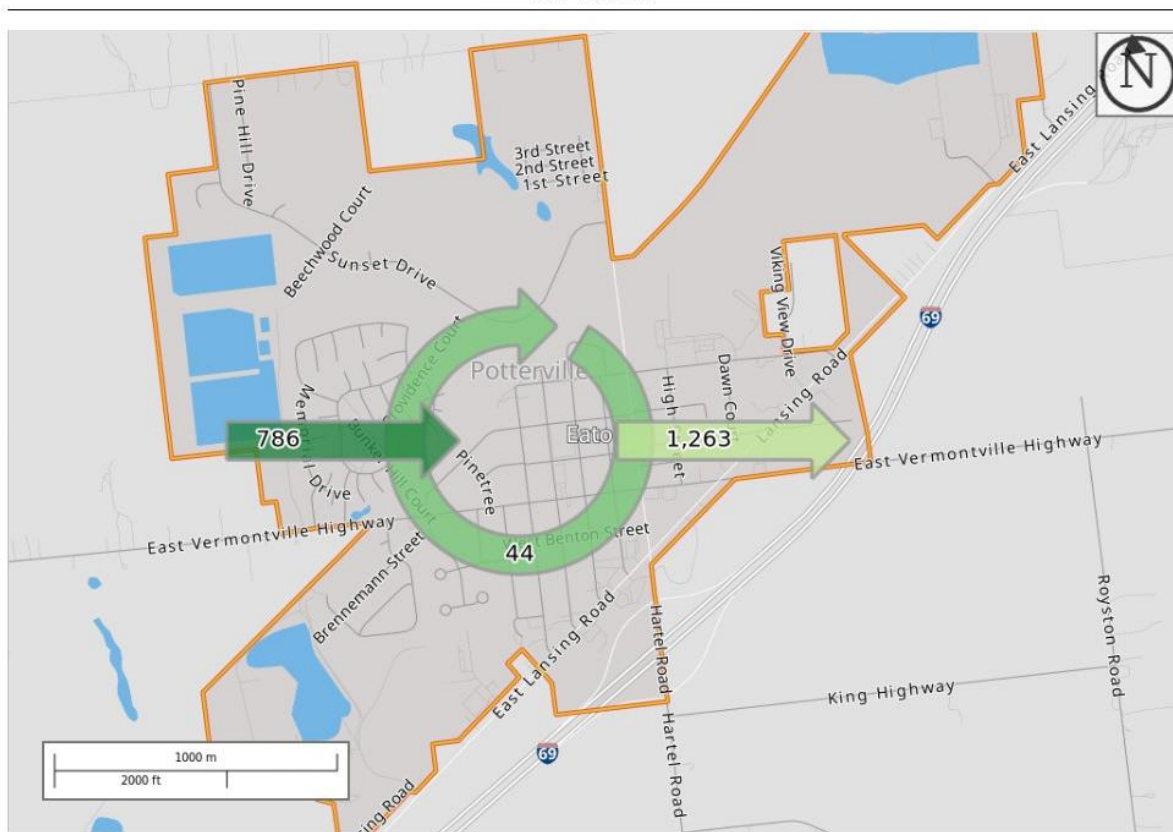
In 2020, approximately 50% of jobs located within Potterville were in wholesale trade, making it the

city’s most dominant employment sector. Educational services represent the second most common local job type, suggesting that many workers commute into the city for teaching and school-related positions. In contrast, Potterville residents are most commonly employed in health care and social assistance, indicating that a large portion of the city’s workforce travels outside the community for employment. Overall, only 3.4% of Potterville residents both live and work within the city, while 96.6% commute elsewhere. Of the 830 jobs within Potterville, just 5.3% (44) are held by local residents, highlighting the city’s dependence on an inbound workforce.

Figure M provides a breakdown of employment by industry, showing jobs in Potterville and also the industries in which workers that live in Potterville are employed. These patterns underscore the importance of regional transportation connectivity and suggest opportunities to better align local job opportunities with the city’s residential workforce.

FIGURE L: LOCAL EMPLOYMENT PATTERNS

Inflow/Outflow Counts of All Jobs for Selection Area in 2020
All Workers



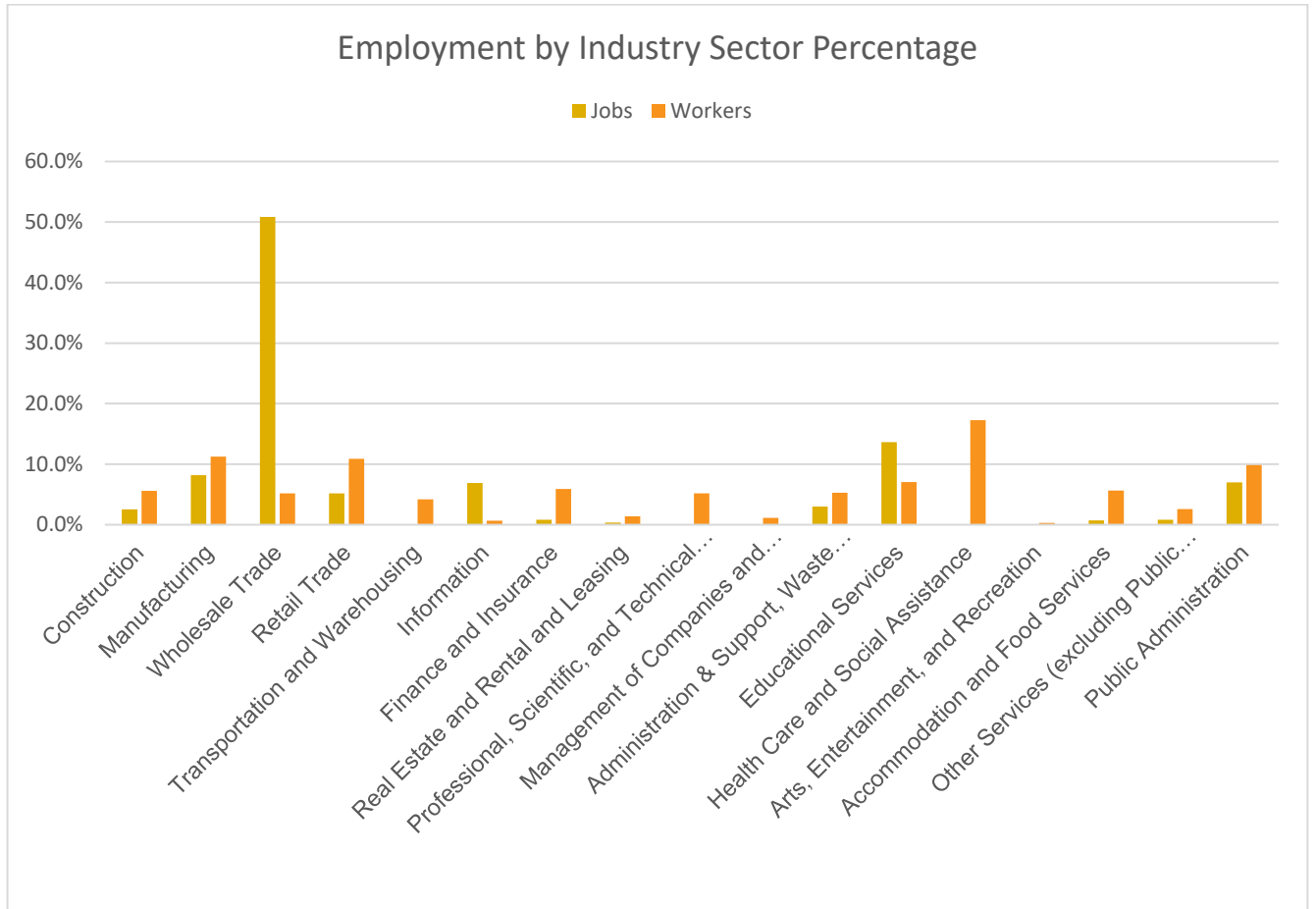
Map Legend

Selection Areas
 Selection Area

Inflow/Outflow
 Employed and Live in Selection Area
 Employed in Selection Area, Live Outside
 Live in Selection Area, Employed Outside
 Note: Overlay arrows do not indicate directionality of worker flow between home and employment locations.



FIGURE M: LOCAL EMPLOYMENT DISTRIBUTION



DRAFT

COMMUNITY FACILITIES AND SERVICES

SANITARY SEWAGE

The wastewater treatment facility for the City of Potterville is comprised of two small aerated lagoons, two large storage ponds with a combined capacity of 82,000,000 gallons, and an 85-foot diameter clarifier for the chemical precipitation and removal of phosphorus. The plant was constructed in 1979 under a grant from the United States Environmental Protection Agency. The plant discharges seasonally to the Able Drain which feeds into the Thornapple River.

The City's sanitary sewer system is shown in Figure K in Chapter 6. The system serves all major residential, commercial and industrial areas of the city. The treatment plant has a capacity to serve approximately 1,800 residential equivalent units. Significant improvements to both the collection and treatment system were made between 2014 and 2018.

WATER SYSTEM

The City's water system is shown in Figure J in Chapter 6. The system has a capacity of approximately 390,000 gallons per day with the largest well out of service. Water is supplied from two wells. Well No. 3 was constructed in 2002 to a depth of 200 feet. It has a capacity of approximately 350 gpm. Well No. 4 was constructed in 2014 to a depth of 174 feet and has a capacity of approximately 270 gpm. The City operates two iron removal plants, one each at Well No. 3 and Well No. 4. The plant for Well No. 3 is an oxidation/greensand system rated at 350 gpm, and the one for Well No. 4 is an aeration oxidation system rated at 235 gpm.

STORM SEWER SYSTEM

The City's storm water system is shown in Figure L in Chapter 6. The general flow of storm water is from east to west and eventually flows into the Able Drain. Storm sewer lines were installed on nearly every street impacted during the 2014-2018 utility improvements project. Catch basins were installed to collect storm water from the streets and a storm sewer lateral was provided for the properties along the road. The system is comprised of those storm pipes, manholes, catch basins, along with natural wetlands, drainage courses and culverts.

POLICE, AMBULANCE, AND FIRE PROTECTION

Police protection is currently provided by the City of Potterville Police Department, with three marked patrol cars, a Police Chief, and 3 officers. The police department receives assistance, when needed, from the Eaton County Sheriff's Department (approximately 6½ miles to the southwest in Charlotte) and from the Michigan State Police, Lansing Post (approximately 5½ miles to the northeast on Lansing Road). Fire protection is provided by the City of Potterville Fire Department. The fire station is located at 319 N Nelson. Ambulance services are provided by Eaton Area EMS.

RECREATION FACILITIES

The City of Potterville has four local park facilities located within its borders. The first is the 3.6-acre Potterville City Park. This park contains one basketball court, one baseball diamond, one playground, rest room facilities, and a picnic area with two pavilions and 12 picnic tables. The second park is the Veterans' Memorial Park. This park is approximately one-half acre in size and is limited to one picnic area with one available picnic table, two benches, and an informational booth. The third park is Alliance Lake Park, which has become a major local recreation area. Alliance Lake's beginnings as a gravel pit for the construction of I-69 has led to its development as a quality fishing facility featuring adjacent wetlands, fishing docks, and trails. The lake has been successfully managed through the proper introduction of aquatic plants and fish species. Adjacent to the lake throughout the park are areas dedicated to picnicking, biking, hiking, and jogging. The park has concessions, restrooms, a pavilion, and playground. Features were added in 2008 and 2009 including a sledding hill, disc-golf

course, fishing docks, and observatories for wildlife. The fourth park, more recently acquired, is Sunset Hills. It is located in the northwest section of the City and south of E. Gresham Highway, this site contains 14.3 acres with scattered vegetative growth and a playground facility. There are residential areas in close proximity both to the north and south of the site.

The Potterville School facilities contain two playgrounds, a running track, a football field, a baseball diamond, a softball diamond, practice fields for football and/or soccer, and an outdated nature study area which at one time included hiking trails. The approximate acreage for the outdoor facilities of this complex is 40 acres.

A more detailed inventory of parks and recreation facilities in the City can be found in the City of Potterville Parks and Recreation Plan.

DRAFT

Chapter 4: Policy Procedures

BENEFITS OF POLICY STATEMENTS

A core tenet of a master plan is the establishment of a policy plan or statement. The formulation of such statements may evolve from a desire to remedy an existing or projected problem or may be based on a perception of an ideal community. Policy development is the most important element of the Master Plan.

The process of establishing policy is an aid to the daily decision-making process. Clear statements benefit municipal government, developers, and the public. Local government, in particular, can perform more efficiently and consistently when sound policy is the guide. The time necessary for considering and acting on recurring problems can be greatly reduced if policy guidelines have been established. Business interests and the general public benefit when specific policy statements are adopted. By establishing policies, they can have a better understanding of the general rules governing future development and can make decisions accordingly. In addition, public confidence in the local level of government is enhanced with a clear understanding of the planning process and how the goals for the community are to be achieved.

The benefits of establishing goals and policies are as follows:

- 1. CONSISTENCY:** A comprehensive list of policies concerning a variety of planning issues can do much to minimize arbitrary decision making.
- 2. EFFICIENCY:** Clearly stated policies may reduce the amount of time spent on individual projects, while providing sound planning principles to aid in the process
- 3. COORDINATION:** Policy statements create a single framework within which the City Council, Planning Commission, staff, and the public can work under in the development of the City.
- 4. STABILITY:** Policies are general in nature and, thus, provide an element of stability as the Plan is modified over time.
- 5. GUIDE TO DECISION MAKING AND REVIEW:** Policies are necessary in adopting sound land use decisions and are helpful to the courts in judging the fairness of specific controls in the context of an overall plan for the community.

POLICY GOALS & OBJECTIVES

As a vital component of the planning process, the following policy goals were developed by the Planning Commission:

1. **GOAL: PROVIDE A WELL-BALANCED LAND USE PATTERN THAT CREATES OPPORTUNITIES FOR MANAGED GROWTH**
 - **Objective 1:** Educate local officials and city residents about the contents of the master plan and its relevance to their homes and day-to-day activities.
 - **Objective 2:** Maintain the zoning ordinance and make regular updates to reflect changing preferences within the community and broader market.
 - **Objective 3:** Provide residential areas of the city with great access to amenities, including parks, services, and businesses that create a high quality small town.
 - **Objective 4:** Encourage new industrial development to locate in the industrial park or in select areas separated from residential areas to provide a more efficient business environment and to minimize conflicts with neighboring land uses.
2. **GOAL: ENCOURAGE A VARIETY OF HIGH-QUALITY RESIDENTIAL HOUSING TYPES FOR CURRENT AND FUTURE RESIDENTS OF THE CITY**
 - **Objective 1:** Encourage and promote the development of new residential areas with access to public services, consistent with the Future Land Use Plan.
 - **Objective 2:** Provide flexibility in housing types permitted in Potterville neighborhoods to create opportunities for residents at all stages of life, including children, young families, single people, and retirees.
 - **Objective 3:** Explore opportunities to encourage the development of additional housing in Potterville's neighborhoods that adds units without changing community character. This includes permitted backyard cottages and accessory dwelling units, as well as duplexes and townhouses that add value to neighborhoods.
 - **Objective 4:** Encourage proper maintenance of the existing housing stock through grant and loan programs, as well as establishment of a rental inspection ordinance.
 - **Objective 5:** Enforce the City's blight ordinance and other codes that ensure the quality of housing and development is maintained.
3. **GOAL: CAREFULLY CONSIDER ECONOMIC DEVELOPMENT OPPORTUNITIES TO SUPPORT MANAGED GROWTH**
 - **Objective 1:** Encourage both commercial and industrial development in appropriate locations in the City through identification of underutilized properties and sites, followed by developing incentives to encourage investment in those sites by job-creating industries.
 - **Objective 2:** Improve public services, such as sewers, water, streets, and sidewalks, to prepare for and attract new commercial and industrial establishments.
 - **Objective 3:** Promote the existing heavy-industrial area North of the downtown to attract additional industrial development, and plan for future industrial space needs in the same

area.

- **Objective 4:** Plan for future annexations to promote continued economic growth and residential development, but ensure that any new utilities or services extended are supported by the revenue generated by the new development.
 - **Objective 6:** Encourage and facilitate collaboration with other governmental agencies, including adjacent townships.
 - **Objective 7:** Maintain an inventory of properties, buildings, and prioritized redevelopment sites that may be available for sale, including their access to infrastructure, telecommunications, etc.
 - **Objective 8:** Collaborate with regional Economic Development agencies to support business retention and small business support in the City.
 - **Objective 9:** Receive and maintain status as a Redevelopment Ready Community (RRC).
- 4. GOAL: IMPROVE AND MAINTAIN HIGH-QUALITY, EFFECTIVE, AND EFFICIENT PUBLIC SERVICES TO MEET THE NEEDS OF A GROWING COMMUNITY**
- **Objective 1:** Coordinate and share public services between the City, Eaton County, and neighboring communities whenever possible.
 - **Objective 2:** Coordinate regional transportation needs with neighboring communities and regional entities.
 - **Objective 3:** Encourage neighborhood and development connectivity for streets and non-motorized transportation to ensure a more efficient and convenient transportation network.
 - **Objective 4:** Expand the non-motorized trail system to connect residential areas with downtown, parks, and schools.
 - **Objective 5:** Consider traffic calming measures as opportunities arise, particularly in neighborhoods and downtown that are part of non-motorized connection routes.
- 5. GOAL: PROVIDE AMPLE RECREATIONAL OPPORTUNITIES FOR CITY RESIDENTS**
- **Objective 1:** Implement recreational improvement projects listed in the City of Potterville Recreational Plan, and apply for state or federal recreation grant monies for implementation.
 - **Objective 2:** Work with Eaton County in the provision of regional recreation resources, such as non-motorized trail systems and river corridor access.
 - **Objective 3:** Continue to improve and add facilities at Lake Alliance Park, including swimming beach, restrooms, additional athletic fields, additional picnic shelters and docks, play equipment, and a small campground.
 - **Objective 4:** Encourage public-private partnerships and utilize volunteers for development of recreational facilities and programs.

6. GOAL: BUILD A STRONG DOWNTOWN THAT SERVES AS A HUB OF COMMUNITY ACTIVITY

- **Objective 1:** Promote new development that complements the existing classic main street design.
- **Objective 2:** Work with downtown businesses to strengthen their position in the community through hosting regular community events and gatherings that attract residents and visitors.
- **Objective 3:** Continue to maintain a streetscape in downtown that is accessible for pedestrians, bicyclists, and vehicles.
- **Objective 4:** Create a connection between Downtown Pottersville, across the Railroad tracks to neighborhoods to the North and West.



Connection across railroad tracks

Chapter 5: Future Land Use Plan

The Future Land Use Plan for the City is truly a look into the future. The way land is used determines how residents live, promotes a healthy downtown, ensures safe residential neighborhoods, and encourages a variety of commercial and industrial activity to support the local economy. As such, the Future Land Use Plan serves as a practical guide for local officials as decisions regarding planning, zoning, and public facility improvements are made and is critical to ensuring the goals and objectives in the previous chapter are realized.

The Future Land Use Plan is purposefully general in scope. It is not, in most cases, intended to establish precise boundaries of land use or exact locations of future uses in the same way as the Official City Zoning Map. The Master Plan is a long-term vision and certain land use decisions will depend on site-specific conditions at the time an application is received. Planning is intended to guide land use from a policy standpoint, while zoning is the act of regulating land use by law or ordinance. Michigan law requires that zoning be based on a plan.

DEDICATED RESIDENTIAL AREAS

Single-family residential development has been a hallmark of Potterville, providing stable housing communities within the community. The Future Land Use Plan supports the existing single-family housing communities with the creation of two land use designations: Traditional Residential and Manufactured Housing. The goal of these districts is to support existing single-family residential development patterns and the efficient use of land and public services in the context of a small city, while providing for greater flexibility and choices in housing types to meet the evolving needs of a growing community.

TRADITIONAL RESIDENTIAL

The “Traditional Residential” future land use designation is located primarily in the core of the City surrounding the downtown with an extension of this area into the northwest quadrant of the City. This land use designation is intended for single and two or three-family residential dwellings in the existing traditional grid street pattern. These areas will provide for the majority of the City’s housing needs. New residential developments or redevelopment should focus on establishing strong vehicle and pedestrian connections to existing neighborhoods and destinations while providing a range of housing styles that meet the needs of people at various stages of life. This style of development closely matches the more established neighborhoods in Potterville, rather than newer neighborhoods built on the edges of the city.

Desired Uses	Corresponding Zoning Districts	Residential Density	Desired Features
Single-family residential dwellings, two and three-family residential dwellings, parks, community buildings, churches, schools	TR (Traditional Residential)	4 to 8 dwelling units per acre	Neighborhood parks, pedestrian/bike access to non-motorized trails and downtown, street trees, street lights

MANUFACTURED RESIDENTIAL

The “Manufactured Residential” future land use designation is intended to protect and enhance the experience of living in a manufactured home community. Manufactured Home Parks have historically been able to provide single family homes in a neighborhood setting that is more affordable than

traditional “stick-built” single family homes. To encourage the creation of a community, uses that support home and community life are permitted, such as public parks, Child Care Homes, and Home Occupations. This area, located north of the railroad tracks, encompasses the two existing Manufactured Home Parks.

Careful consideration should be given to the transition area between the manufactured housing and traditional single-family homes. For example, manufactured housing lots on the exterior of the park should provide double-wide units with the orientation of the unit similar to neighboring homes.

Desired Uses	Corresponding Zoning Districts	Residential Density	Desired Features
Manufactured Homes, parks, community buildings	MH: Manufactured Housing District.	4 to 12 dwelling units per acre	Visual screening and buffers from adjacent zoning districts, strong connection and access to parks and recreational opportunities, pedestrian/bike access to non-motorized trails and downtown, pleasant street environment within the district including street trees, lights and walkways

MIXED-USE AND COMMERCIAL AREAS

Commercial land use serves multiple purposes in Pottersville. While the commercial uses centered along Lansing Road, and to a lesser extent Hartel Rd./M-100, are focused on convenience, speed, and economic efficiency, the commercial space downtown and within neighborhoods forms the heart of the community. For example, an ice cream shop downtown should function very differently than an ice cream shop next to the highway.

A strong and stable commercial base is necessary to provide goods and services to the City’s population, create employment opportunities, and assure a stable tax base for city services. However, the context and relationships of commercial development to neighborhoods and streets is critical to establishing a high-quality community.

This Plan establishes general criteria for the location of commercial and mixed-use growth to ensure that it is compatible with neighboring uses and that public facilities and services are adequate to support development. Two commercial future land use designations are included in the Future Land Use Map. The intent, character, and proposed densities for these areas are discussed as follows.

MIXED-USE BUSINESS

The “Mixed-Use Business District” future land use designation is located primarily in the traditional downtown, along Main Street between Nelson Street and Hartel Road, with a few additional parcels throughout the City. This designation acknowledges the importance of the existing downtown area as a focal point of the community and supports the creation of a traditional, walkable, main street environment. To accomplish this, various types of retail, restaurant, entertainment, service, and office establishments are encouraged while also providing a variety of housing. Upper-level apartments, townhomes, and 2-3 unit dwellings will accommodate the wide range of household needs of City residents. Placemaking elements such as storefront windows, high-quality building materials and design, and outdoor seating will add to the vitality of the districts, encourage pedestrian travel and improve public spaces.

Desired Uses	Corresponding Zoning Districts	Residential Density	Desired Features
Mixed-use buildings with office, service, retail, and restaurant uses on the first floor, commercial buildings oriented toward the street, multiple-family residential dwellings, parks, community buildings, churches, schools	MUB (Mixed-Use Business District)	8 to 15 dwelling units per acre	Traffic calming, crosswalk demarcations, countdown walk signs, plantings, wayfinding signage, public art, bike racks, neighborhood parks, pedestrian/bike access to non-motorized trails, street trees, decorative street lights, outdoor seating

HIGHWAY COMMERCIAL

The “Highway Commercial” future land use designation is located primarily along Lansing Road and adjacent to I-69 near the southern border of the City. This area is intended for larger-scale and higher-intensity commercial land uses that would be inappropriate in the downtown area, uses serving the motoring and commuting public, and multi-family units. Control of driveway frequency, location, and spacing should be managed to preserve the roadway capacity and safety to support business and multi-family units. Shared access points and cross access should also be encouraged or required. Careful attention should be paid to vehicle circulation patterns, strip development, lighting, parking, landscaping, signage, and other aesthetic and design concerns. This will help promote a safe, efficient, and attractive commercial area to serve the City and region.

Desired Uses	Corresponding Zoning Districts	Residential Density	Public Services	Desired Features
Eating and drinking establishments, retail, services, entertainment, convenience shopping, hotels, offices, community facilities, Multi-family housing,	HC (Highway Commercial)	N/A	Sewer, water, sidewalks, streets	Screening, buffering, parking lot landscaping, crosswalk demarcations, countdown walk signs, plantings, wayfinding signage, pedestrian/bike access to non-motorized trails, street trees, street lights

INDUSTRIAL AREAS

Industrial development is an essential component of a sound economic development policy for the City. The industrial base of a community plays an important role in its economic strength and prosperity. Industrial activities provide both employment opportunities and tax base. Industrial activities should be located in close proximity to each other to improve the flow of shipping and employee traffic and allowing firms to share facilities and services and reduce land use conflicts. Access points are to be combined and limited in number to allow smooth traffic flow. Industrial areas can be desirable components of the City, without being undesirable to neighbors. Well-planned industrial parks can be attractive locations for research and development firms and light industrial activities. Two industrial future land use designations are included in the Future Land Use Map. The intent and character are discussed as follows.

LIGHT INDUSTRIAL

The “Light Industrial” future land use designation is located primarily in the Potterville Industrial Park. It is intended for light and moderate intensity industrial uses depending upon site location. The most appropriate area for light industrial development, or uses associated with the LI, Light Industrial Zone District, is the existing industrial park in the southwest section of the City. This is primarily due to adjacent residential and park uses and existing industrial activity. It is located directly north of Lansing Road along Wright Industrial Parkway.

Desired Uses	Corresponding Zoning Districts	Residential Density	Public Services	Desired Features
Warehousing, technology, researching, wholesale activities	LI (Light Industrial)	N/A	Sewer, water, sidewalks, streets	Arterial connections, screening, buffering, parking lot landscaping, street lights

HEAVY INDUSTRIAL

The “Heavy Industrial” future land use designation is intended for higher intensity industrial uses such as manufacturing, compounding, processing, packaging, assembly, and/or treatment of finished or semi-finished products. The most appropriate area for heavy industrial development, or uses associated with the HI (Heavy Industrial) Zone District, is the northeast section of the City and the Alro Steel area. Limiting this kind of activity to one location, far from residential areas, limits potential impacts from truck traffic and late night operations.

Desired Uses	Corresponding Zoning Districts	Residential Density	Public Services	Desired Features
Manufacturing, compounding, processing, packaging, assembly and/or treatment of finishing or semi-finished products	HI (Heavy Industrial)	N/A	Sewer, water, sidewalks, streets	Arterial connections, screening, buffering, parking lot landscaping, street lights

PARKS AND PUBLIC FACILITIES

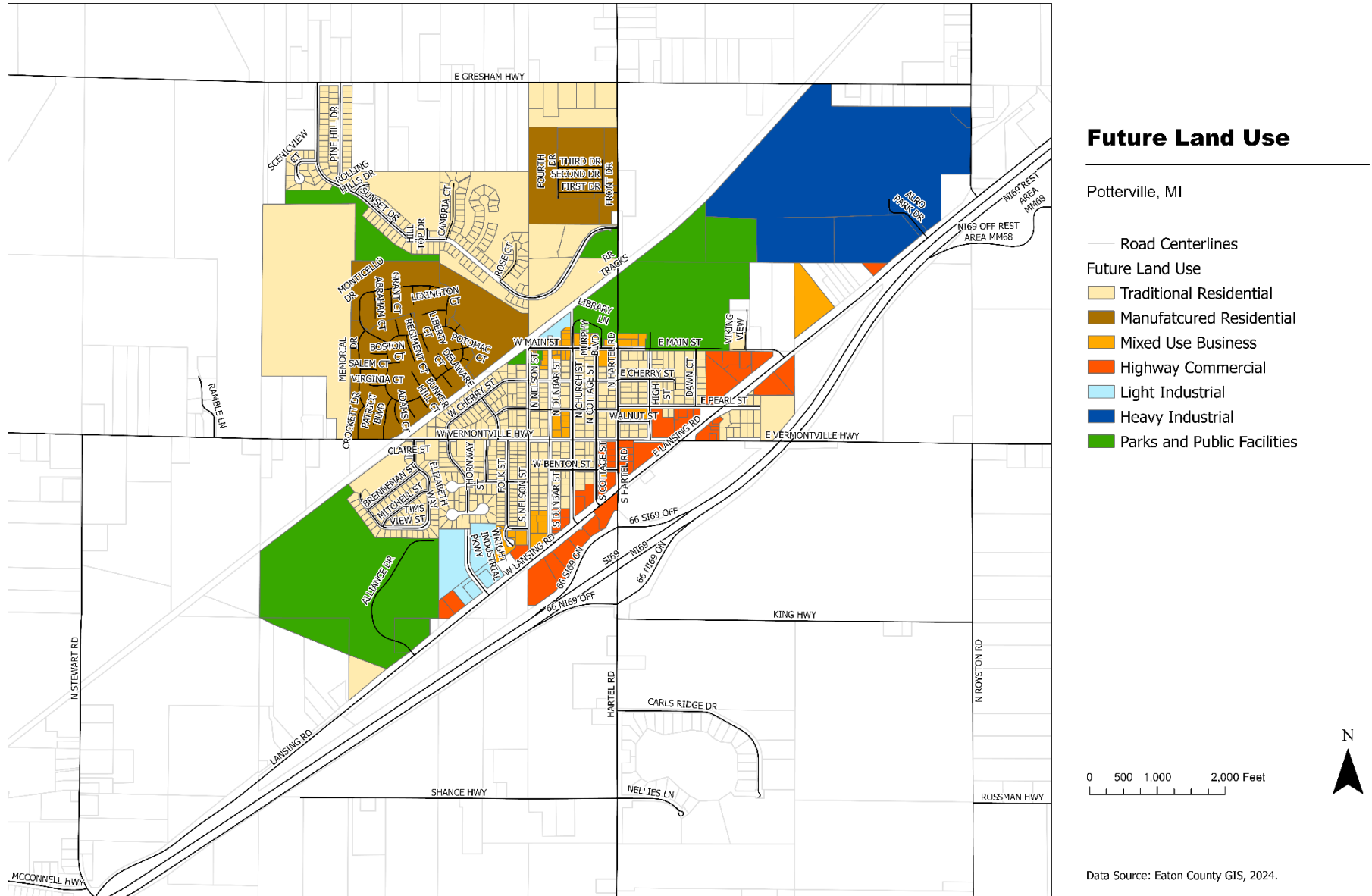
Parks and public facilities are those areas that are intended for public or institutional uses, such as public parks, schools, public infrastructure, and city government buildings. This classification includes all existing and proposed parks to meet the recreation needs of the City as identified in Chapter 6. These parks are located at the Potterville City Park at the northwest corner of Main Street and Hartel Road, and Veterans Memorial Park on Main Street between Nelson and Dunbar, Lake Alliance in the southwestern portion of the City, and Sunset Hills Park just off Gresham Highway in the Sunset Hills Subdivision. Existing or planned city property includes the City Hall on Nelson Street, the City of Potterville/Benton Township Fire Station, the sanitary lagoon facilities, and the well. The school facilities are located at the northeast corner of Main Street and Hartel Road. This area should provide adequate land to continue to serve the educational needs of the city residents. Each of these areas are currently zoned Traditional Residential.

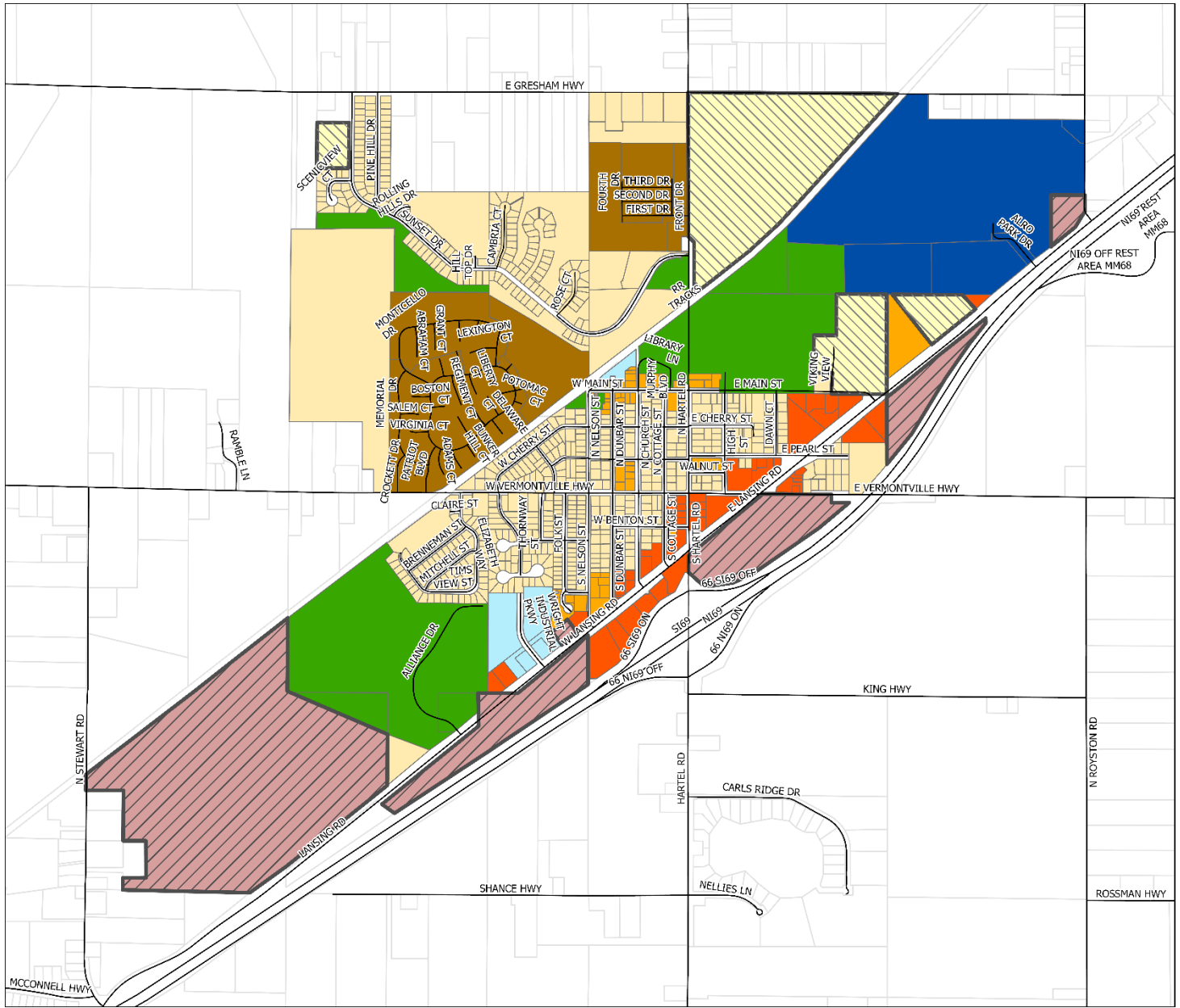
GROWTH AND EXPANSION AREAS

The City of Potterville has several opportunities for potential expansion of city boundaries to support development of new residential uses to meet demand for housing and commercial and mixed-use development along Lansing Highway to provide additional services and employment opportunities for residents. The opportunities for growth are included in the Growth Areas map in Figure H.

DRAFT

FIGURE H: FUTURE LAND USE MAP & GROWTH AREAS

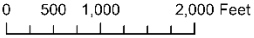




Growth Areas

Potterville, MI

- Road Centerlines
- Future Land Use
 - Traditional Residential
 - Manufactured Residential
 - Mixed Use Business
 - Highway Commercial
 - Light Industrial
 - Heavy Industrial
 - Parks and Public Facilities
- Growth Areas
 - Commercial/Mixed Use
 - Residential



Data Source: Eaton County GIS, 2024.

Chapter 6: Community Facilities Plan

Efficient and affordable utilities and facilities, such as road, sewage disposal, water supply, drainage, fire and police protection, parks, and schools, are necessary to encourage continued economic growth and to protect the public health, safety, and welfare of city residents. The ability to attract high-quality residential, commercial, and industrial development requires adequate public utilities and facilities. Proper planning for facilities and services ensures that needed improvements and services are available to serve projected growth. Public planning can also reduce the costs of providing such facilities and services by coordinating development and services, thus utilizing the existing and proposed improvements to the greatest extent.

The master plan provides a basis for identifying needs and settings spending priorities for facilities and services. Consideration of existing and proposed public facilities and services is an important component when regulations are adopted and when individual land development proposals are reviewed.

The Planning Commission should carry out its responsibility for adequate facilities and services by planning for needed facilities and services through City Council's more detailed ten-year capital improvement program. Existing built-up areas have priority for public spending over undeveloped areas. In general, public spending for facilities and services should be as follows:

- First, to maintain existing facilities and services where necessary to serve existing development at appropriate service level standards.
- Second, to upgrade facilities and services within existing service areas where possible to support planned growth at higher service levels.
- Third, to serve new planned development at appropriate service levels, as necessary.

It is important that the City control and regulate growth to preserve its quality of life and to ensure an efficient community facility system. One of the most effective means of accomplishing this is through the provision of public sewer and water services. The location, timing, and character of growth are directly related to sewer and water service availability. This will require that land must first be annexed to the City or use of a 425 agreement, where land use and financial control can be maintained. The master plan should be consulted in considering the placement or improvements of public facilities.

STREETS AND ROADS

Residential and local access streets provide safe access to housing and are often used for bicycle and pedestrian travel. Auto traffic should be light and slow, and truck traffic should be minimized. Commercial and industrial local access streets provide convenient vehicle and pedestrian access to businesses for shoppers, employees, and service vehicles. City street patterns and design should:

- Enable complete streets whenever possible.
- Provide safe intersections and access points distanced from intersections to avoid traffic conflicts.
- Allow safe and convenient pedestrian and bicycle travel.
- Separate local traffic from through traffic.

- Provide safe vehicular access and turning movements to and from abutting lots.
- Prioritize traffic-calming measures aimed at reducing speed on local streets and in walkable areas.
- Provide curbs and gutters, green stormwater infrastructure, or other devices effective for drainage and stormwater control.
- Provide durable landscaping and street trees.
- Ensure adequate width, turning radii, and sight distances for large truck traffic in industrial areas.

Accident prevention is a major concern in street design standards. At higher densities, sidewalks or improved walkways and clearly marked crossing points are essential for pedestrian safety. For all residential streets, on-street parking areas should be viewed as a means of accommodating parking demand by residents, visitors, or service vehicles. However, residents' parking needs should first be accommodated by off-street parking, if viable given the development context. Right-of-way for all local street classifications should be the standard minimum 66 feet necessary to accommodate the roadway, transit-related improvements, sidewalks, and utilities necessary for existing and planned development.

In order to provide an efficient roadway network for the City, this plan identifies several road improvement projects. First, a connection should be made between Vermontville Highway and Gresham in the southwest corner to provide an alternative north-south route.

Second, a sufficient interior circulation pattern must be maintained to serve all residential areas. Local streets should be connected to the larger collector system connecting the local roads with the major arterials, including Hartel Road, Vermontville Highway, and Lansing Road. This can best be done by preserving the existing grid-pattern of development and encouraging continued block patterns to form.

Third, the City should ensure that Lansing Road is in acceptable condition should the opportunity arise to make it a City-owned street. The Development and Finance Plan of the Potterville Tax Increment Finance Authority recommends a pedestrian boulevard, public parking improvements, landscaping, street lighting, pedestrian crosswalks; and sewer, water, and storm improvements. Lansing Road should include or be able to accommodate these improvements before the city accepts the roadway from the State.

Fourth, the City should ensure that all new streets become "complete streets." A transportation system needs to meet the needs of all types of users – motorists, pedestrians, bicyclists, and disabled residents and visitors. This approach focuses on harmonizing streets with their surroundings while interlacing transportation networks to meet the mobility needs of all users. The City should implement context-sensitive street design solutions to accommodate all users and ability levels by installing ADA compliant curbs and ramps, pedestrian friendly crosswalks, sidewalks of appropriate width and distance from roadway, and on-street bicycle facilities where feasible and appropriate.

Roadway improvements linked to economic development (such as in the industrial park) could be funded through tax increment funds as well as grant programs through the Farm Security Agency, United States Department of Commerce Economic Development Administration, and the Michigan Department of Transportation.

SIDEWALKS & NON-MOTORIZED TRAILS

This Plan seeks to outline future connections for the City's sidewalk and non-motorized trail system. As of 2019, the existing bikeway system has non-motorized trail facilities along Vermontville Highway from M-100 west to and along the railroad tracks terminating in Alliance Lake Park. The other completed segment is along Sunset Drive from Hill Top Drive east to M-100, following M-100 south and terminating in Potterville City Park.

The City intends to create multiple connected loop systems that serve not only commuting or destination-seeking riders, but leisure riders as well. All future non-motorized trails will include a 10-foot paved cross-section with shoulder. Planned future connections and extensions of the City's non-motorized trail system are outlined in Figure I in this Chapter and include the following:

- Extension north and west along Sunset Drive to Gresham Highway from Hill Top Drive, with the intent to connect outside the City to Fox Memorial Park
- Extension along the north side of Lansing Road from Alliance Lake Park to M-100
- Extension along M-100 from Lansing Road to Main Street, connecting to Potterville City Park and the public school property
- Extension along Vermontville Highway west to the wastewater treatment access drive turning north and extending adjacent to the wastewater treatment plant and connecting to the Sunset Drive segment and Sunset Hills Park
- Extension of a loop and connection around Alliance Lake and along the Thornapple River

WATER SUPPLY

Service level standards for water supplies should assure continued water quality, adequate domestic supplies, and fire flow levels. A decision to expand existing water services should be based on the following criteria:

- Is it economically feasible to expand water service given the planned density or use?
- Do private water quality problems that threaten public health exist and can they be solved by expansion of public water service?
- Do private water quality problems exist and can they be solved by expansion public water service?

A new water tower is planned to serve the City at or near the Alro Industrial Park. The existing 300,000 gallon tower is in the Wright Industrial Park. The City should apply and is currently applying for funds for this expansion. Funds available or that have potential are State and Federal grant programs for future infrastructure improvements related to economic development. Possible funding sources are Community Development Block Grants (CDBG), USDA Rural Development Loans, trust funds, low interest bond options, and United States Department of Commerce Economic Development Administration Grants. Financing leverage is also available through the Potterville Tax Increment Finance Authority revenues.

Figure J shows the existing water mains in the City. They are generally located in all developed portions of the City south of the railroad tracks and north of Lansing Road. The majority are 8-inch mains, although Main Street is serviced by 10-inch and 12-inch mains; and the industrial park is served by a 12-inch main. In addition, 24-inch underground casings are currently located along Hartel

Road and Vermontville Highway across I-69 to permit the extension of a 12-inch water main to serve the area south of I-69 should future growth occur or annexation desired.

Future water line extensions will be appropriate in areas designated as medium- to high-density residential, commercial, and industrial, as well as newly annexed areas of the City intended for development. A 12-inch water main loop is recommended north of the railroad tracks to Gresham Highway and south of the city limits along Hartel Road.

SANITARY SEWERS

Adequate sewage treatment and disposal are essential for economic growth, to protect public health and safety, and to maintain high quality for all water resource users. In general, the following criteria should be applied in considering sewer service extensions:

- Do land use plans and zoning for urban uses and densities support the proposed sanitary sewer addition?
- Are on-site disposal methods unfeasible for planned land uses and densities, and/or is water quality threatened by the presence or potential of health hazards resulting from inadequate wastewater disposal methods?
- Are sanitary sewers technically and financially feasible within the proposed area?

The City's lagoon treatment facility is located north of Vermontville Highway on the City's western border. It has a capacity of approximately 1,500 dwelling units, which exceeds the projected population growth through the year 2030. The sanitary sewer collection system is shown in Figure K. It is generally located between the railroad tracks and Lansing Road. The majority of the system is 8-inch lines with 12-inch lines along Main and Nelson Streets and 8-inch to 10-inch lines through the entire industrial park. Eighteen-inch underground casings are located along Hartel Road and Vermontville Highway to accommodate a ten-inch sanitary sewer line across I-69. This will help to serve potential future growth south of I-69.

Sewer systems extensions will be required to service new or infill areas or to provide more efficient service to existing areas. Other medium-to high-density residential areas, as well as new commercial and industrial areas, should be adequately provided with public sewer. The northernmost and easternmost sections of the City should be provided with public sewers when demand warrants it.

STORM DRAINAGE

Natural drainage systems have many important functions, including storing and regulating storm water flow, purifying surface water, recharging groundwater, transporting water, and supporting important biological activities. Alteration of natural drainage systems results in public costs and can result in environmental degradation including flooding, erosion, sedimentation, and damage to water quality and habitats elsewhere in the system. Certain land uses can have significant effects on water quality. Sedimentation from ground disturbed by grading, new development, and farming can reduce storm water flow, fill wetlands, and smother aquatic life and habitat. Surface water runoff from developed areas can carry pollutants such as oil, heavy metals, garden chemicals, and animal wastes into the water system.

The most direct and effective approach to protect water quality is to control the amount and quality of surface water runoff. New development and agricultural activities can be modified to prevent significant runoff and water quality problems. The site plan review process outlined in the City's Zoning Ordinance should ensure that new, large-scale development does not increase the amount of storm water discharging from the site. Adequate storm water retention and detention basins should

be required to help stabilize surface water flows.

Figure L shows the storm drain system of the study area. The major drainage ways are the Thornapple Drain and the Abel Drain. Both systems eventually flow into the Thornapple River west of the study area. The City's drainage system should also be continuously monitored to determine areas in need of improvement.

PUBLIC BUILDINGS

As the City grows, additional building space may be required for administrative and government services. Additionally, existing City buildings will also need renovations and repairs. This Plan recommends setting land aside in advance for future public space needs. A second fire station may be required in the future. A potential site for this is at the intersection of Hartel Road and King Highway, south of the I-69 interchange. This location would have excellent fire protection access to the high-value residential, commercial, and industrial areas along Lansing Road and the I-69 interchange. Emergency facilities may include ambulance and paramedic services.

DRAFT

FIGURE I: NON-MOTORIZED TRAIL PLAN MAP

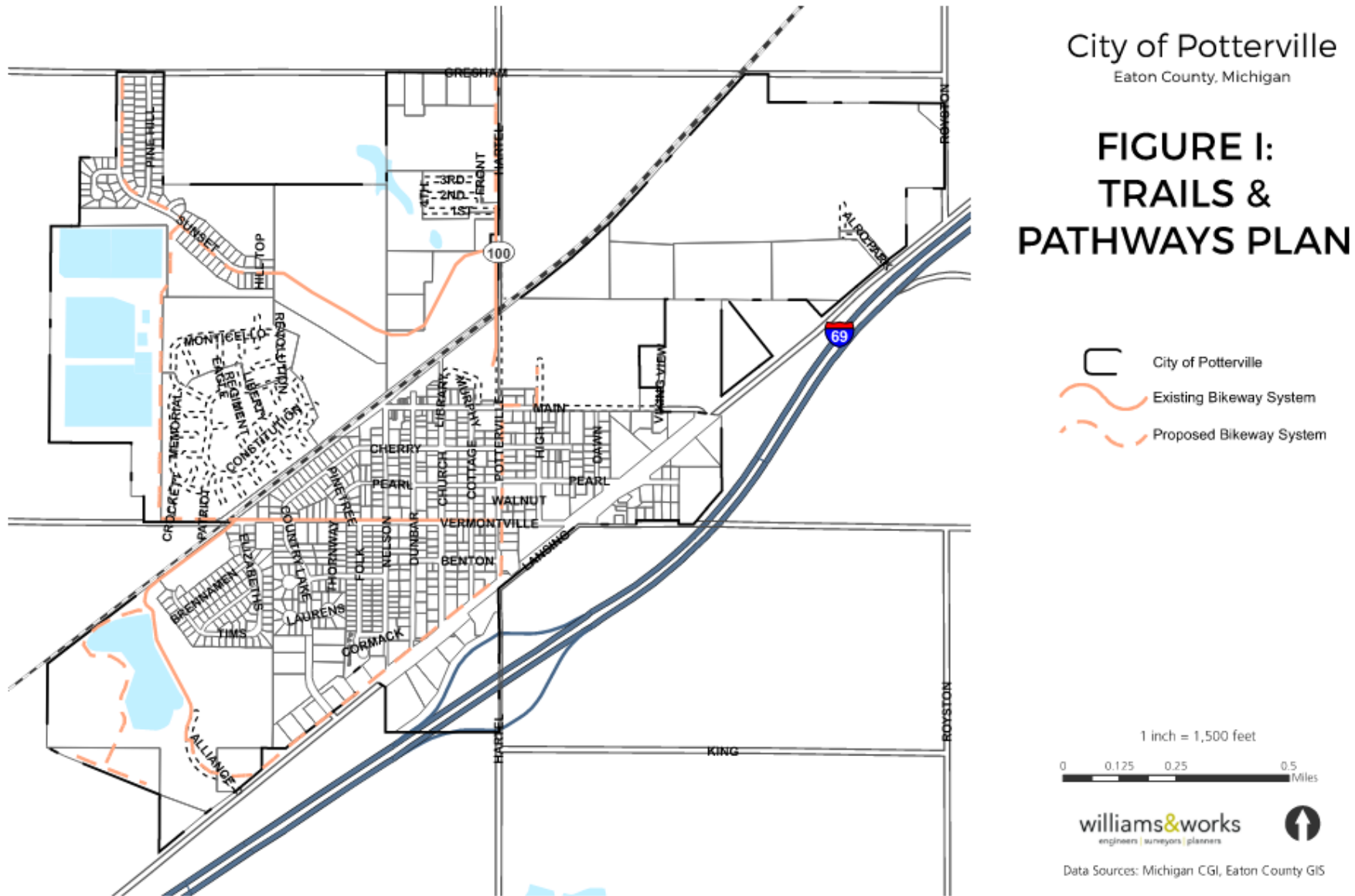


FIGURE J: WATER SUPPLY MAP

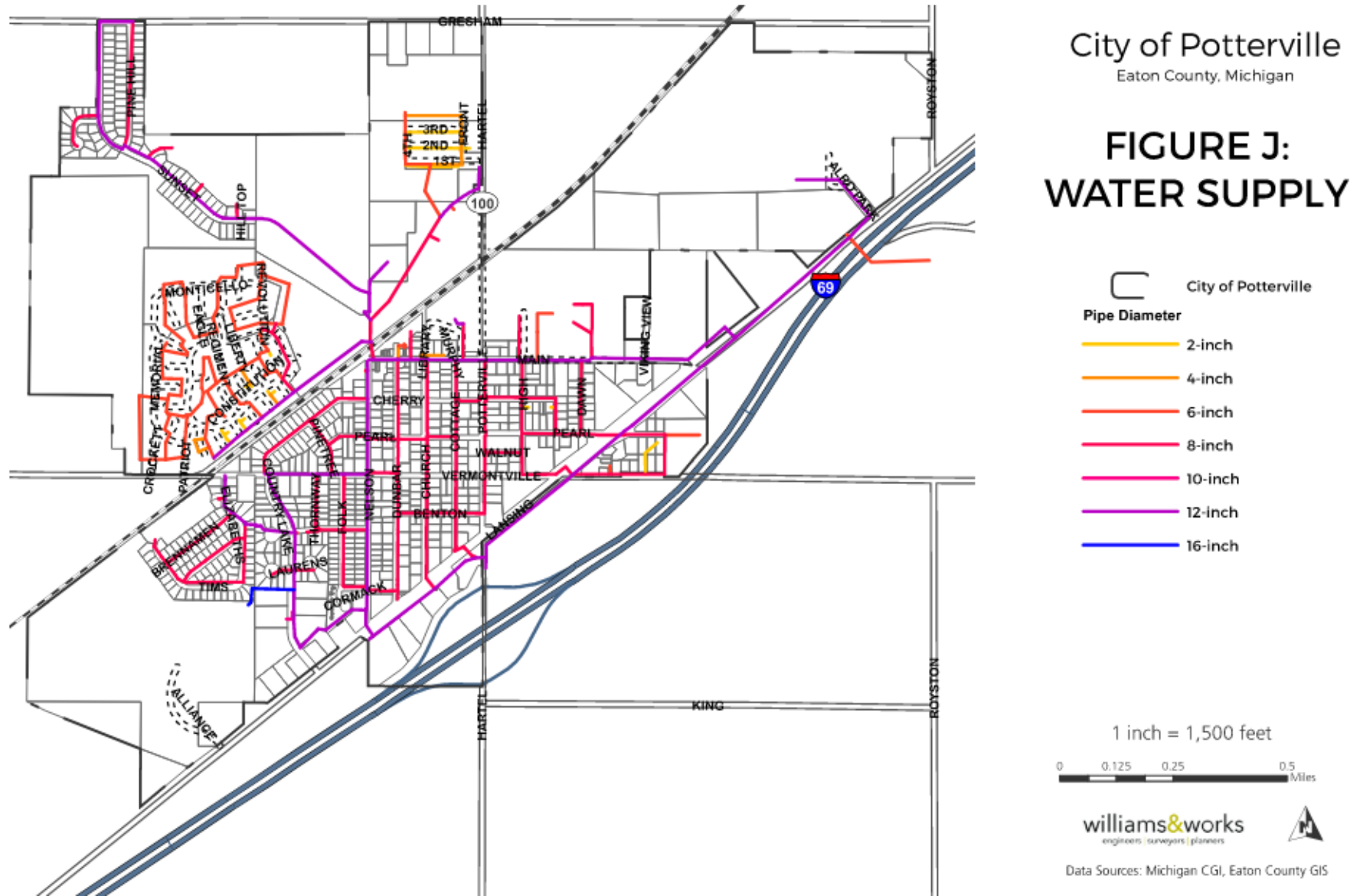
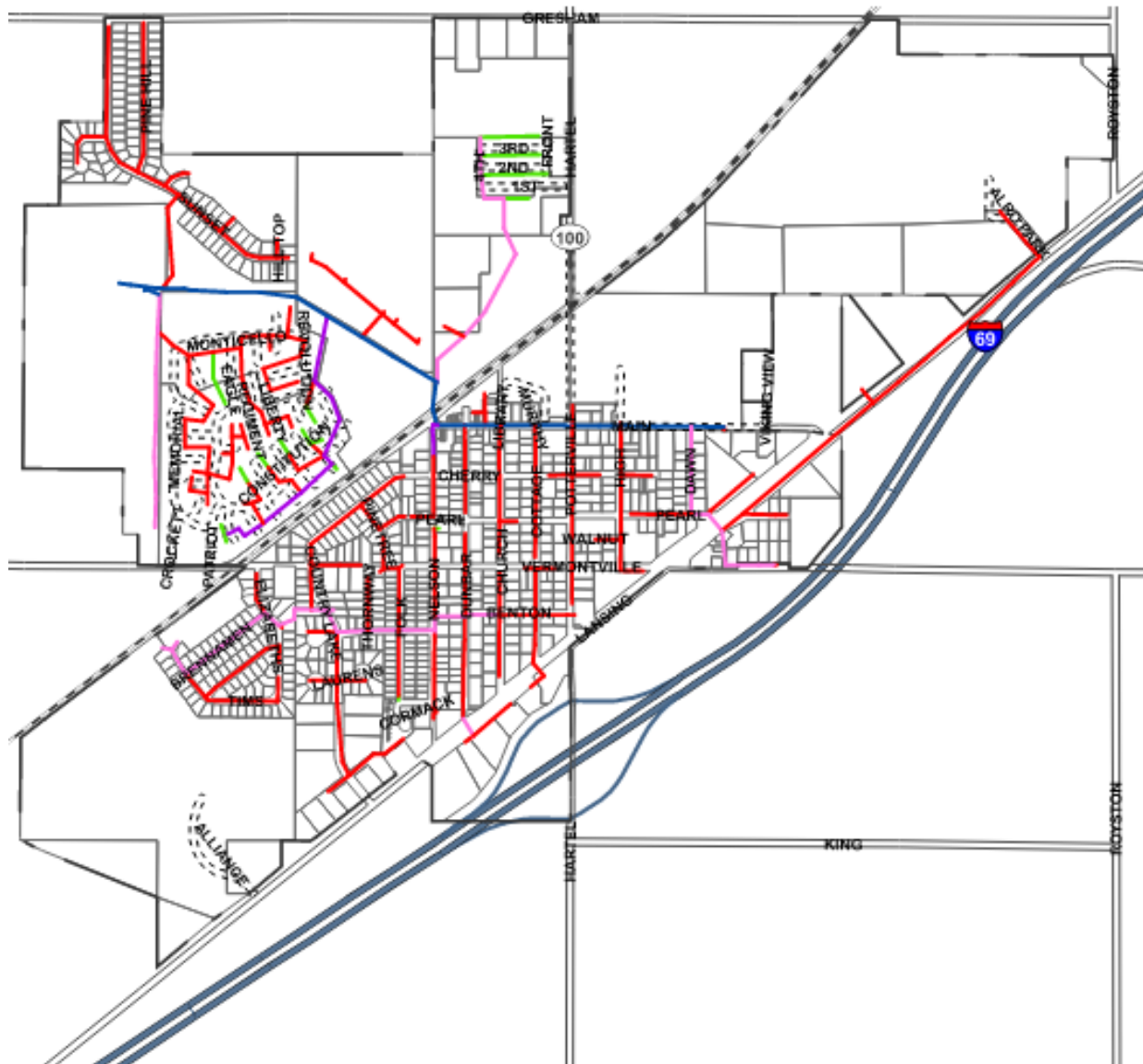
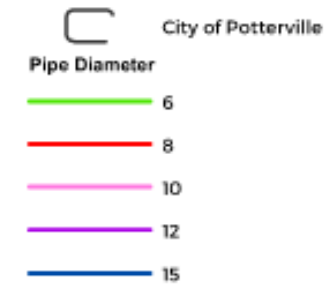


FIGURE K: SANITARY SEWER MAP



City of Potterville
Eaton County, Michigan

FIGURE K: SANITARY SEWER



1 inch = 1,500 feet

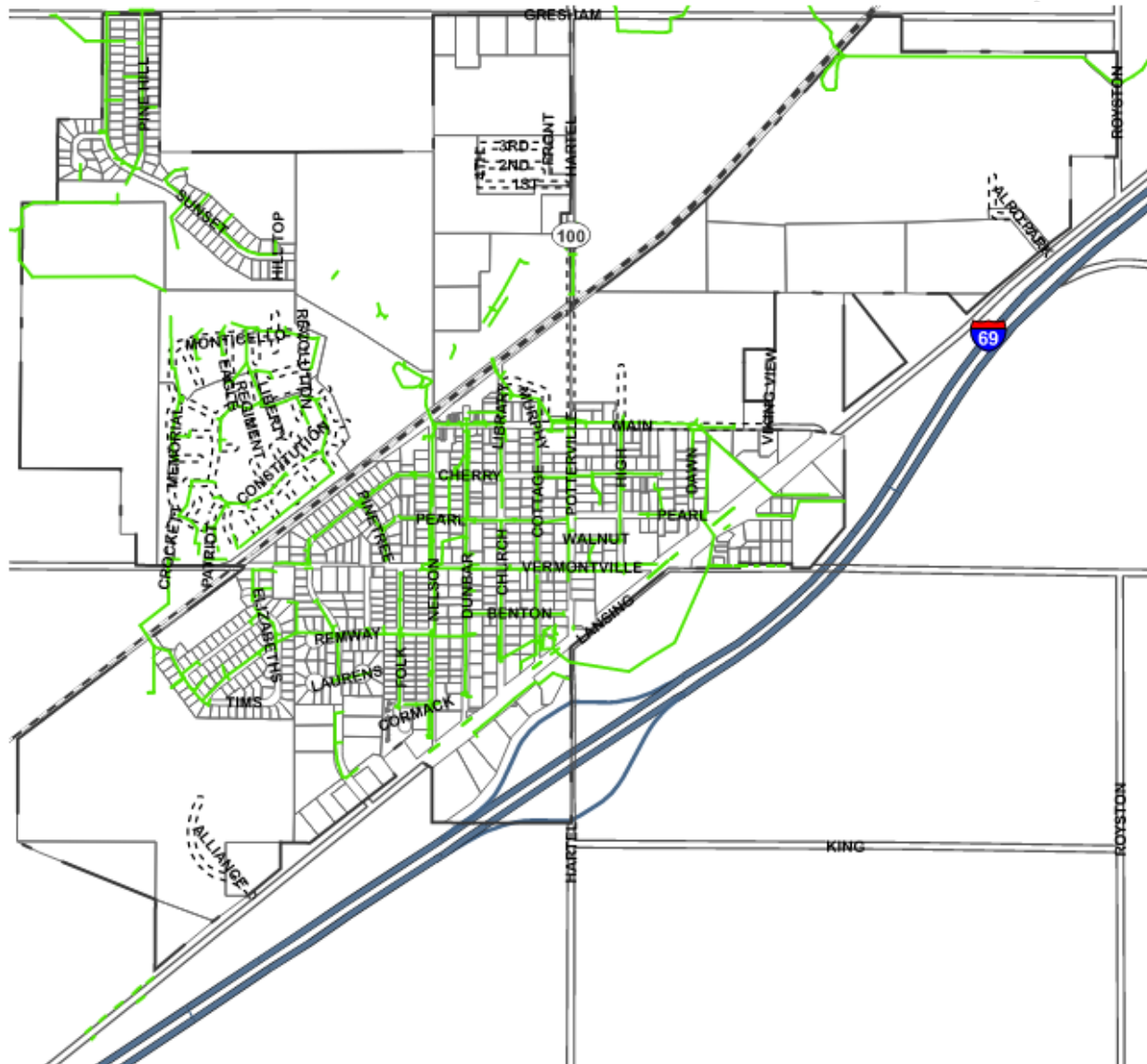


williams&works
engineers | surveyors | planners




Data Sources: Michigan CGI, Eaton County GIS

FIGURE L: STORM DRAINAGE MAP



City of Potterville
Eaton County, Michigan

FIGURE L: STORM DRAINAGE

-  City of Potterville
-  Storm Pipe

1 inch = 1,500 feet

0 0.125 0.25 0.5 Miles

williams&works
engineers | surveyors | planners



Data Sources: Michigan CGI, Eaton County GIS

Chapter 7: Implementation

The master plan establishes a coordinated approach to land use and development and promotes the general health, safety, convenience, welfare, economy, and efficiency of the City. However, in order for the benefits of the planning process to be realized, the plan must be implemented. The plan will be successful only if it is continually used in the decision-making process of the City.

ZONING PLAN

The primary means for implementing the goals and objectives expressed in the master plan is through the zoning ordinance. The zoning ordinance has been completely re-written in concert with the 2025 Master Plan update, but it should be reviewed and updated regularly to reflect the evolving needs of the community. The zoning district applicable to each Future Land Use Classification is provided in Chapter 5.

PLANNING COMMISSION ANNUAL REPORT

As part of its annual report to the City Council, the City of Potterville Planning Commission will review progress against the Policy Goals and Objectives in Chapter 4 each year. This review will include a summary of activities completed that year and planned activities the next year. It should also identify any issues that have arisen with administration of the master plan or zoning ordinance and bring those to the attention of the City Council.

SUBDIVISION CONTROLS

While zoning regulates the use of land, subdivision regulations control the subdivision of the land. These regulations are designed to ensure that the development is compatible with the community, that adequate public facilities are provided, and that all applicable regulations are met. Subdivision regulations typically consider such elements as streets, sidewalks, curbs and gutters, drainage, public services, natural amenities, open space recreation areas, street lighting, and lot dimensions and placement.

A subdivision control ordinance can help implement the plan by encouraging proper lot arrangement and the coordination of private facility investment with future needs. For example, residential lots adjacent to incompatible zoning districts should have buffering deeper than normal lots; and residential stub streets should be required, as appropriate, to allow for future street extensions.

Site condominium design and approval procedures should also be adopted to prepare for this growing development option. Site condominium provisions should be included in both the zoning ordinance and subdivision control ordinance.

CAPITAL IMPROVEMENT PROGRAMMING

The City is adopting a revised, simplified Capital Improvement Program (CIP) along with this 2025 Master Plan update. The CIP will be updated and reviewed by staff and the Planning Commission by no later than March 31st each calendar year, in preparation for the next fiscal year's budgeting process.

FINANCING

The CIP should identify possible funding mechanisms for public investment. Funding can come from

traditional sources, such as general fund monies, special assessments, and user fees. More innovative financing is available through tax increment financing, local fund-raising efforts, private foundations, and state and federal grant programs.

Tax increment financing can currently be used in the Tax Increment Finance Authority (TIFA) District along Lansing Road between Main Street and the industrial park. The TIFA plan provides for funding of numerous projects, such as roadways, sewer, water, drainage, landscaping, lighting, signage, parking area, and pedestrian crosswalks.

There are also numerous state and federal grants available to the City. The plan has already referred to several of these grant programs. They include economic development, public infrastructure, environmental protection, housing, and recreation grants. The City should maintain an active list of potential funding sources and grant programs.

COMMUNITY SUPPORT

City residents have an opportunity, as well as the responsibility, to provide comments and discussion regarding development in the City. As representatives of its citizens, the City Council and the Planning Commission welcome input from the public. Prior to making any major land use changes and prior to making modifications to this plan, a public hearing will be held to allow all interested and affected citizens to express their options and have their interests considered by the decision-making body.

The City should work and cooperate with Benton Township and other neighboring communities to help ensure compatible, neighboring land uses for the betterment of the entire community. This type of cooperation is currently being practiced with regard to an intergovernmental I-69 transportation planning effort. The City should also coordinate its land use and public service activities with Eaton County and the Pottersville School District. For example, the City bikeway system could be integrated into a countywide bike trail with proper planning and coordination; and the community park could provide educational opportunities and facilities for the public schools. The City should provide copies of this plan to interested parties and welcome input concerning its implementation.

MAINTAINING THE PLAN

It is important that the plan be used in the daily decision-making process of the City. In order to be a functional, decision-making tool, the plan must remain current. By recording land use activities on a regular basis, the plan can be continually updated to reflect current conditions. This will also help identify development trends that are not in accordance with the objectives of the plan and may identify concepts that should be incorporated into the plan. In order to keep the plan current, the following information should be recorded by the zoning administrator continuously:

- Locations of new buildings.
- Parcel splits.
- Zoning Requests.
- A description of any development that would be noteworthy in assessing the growth of the City.

Every five years, the Planning Commission should review the plan in its entirety to compare the development that has occurred with the policies of the plan. If necessary, the plan should be modified to reflect the current character of the community. The goals and objectives of the City should also be reassessed in light of any changed conditions.

APPENDIX

PLANNING COMMISSION RESOLUTION

CITY COUNCIL RESOLUTION

ONLINE COMMUNITY SURVEY RESULTS

DRAFT

City of Potterville

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

RESOLUTION NO. 2026-0219-03

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 19th day of February, 2026, at 6:00 p.m.

Present:

Absent:

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

RESOLUTION OF ADOPTION OF THE CAPITAL IMPROVEMENT PLAN

WHEREAS, pursuant to the Michigan Planning Enabling Act, Public Act 33 of 2008 the City Council of the City of Potterville has the authority and obligation to adopt a Capital Improvement Plan; and

WHEREAS, the City Planning Commission approves and recommends the Capital Improvement Plan be adopted pursuant to Michigan Planning Enabling Act, Public Act 33 of 2008; therefore

BE IT RESOLVED, by the City Council of the City of Potterville as follows:

The City Council adopts the Capital Improvement Plan as attached hereto as “**Exhibit A**”, which shall be effective immediately pursuant to Michigan Planning Enabling Act, Public Act 33 of 2008.

City of Potterville

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

RESOLUTION NO. 2026-0219-04

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 19th day of February, 2026, at 6:00 p.m.

Present:

Absent:

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

A RESOLUTION ADOPTING THE PROPOSED CITY OF POTTERVILLE MASTER PLAN UPDATE

WHEREAS, the Michigan Planning Enabling Act, MCL 125.3801 *et seq.* ("MPEA") authorizes the Planning Commission to prepare a Master Plan for the use, development and preservation of all lands in the City; and

WHEREAS, the Planning Commission prepared an updated Master Plan and submitted such plan to the City Council for review and comment; and

WHEREAS, on November 20, 2025, the Potterville City Council received and reviewed the proposed Master Plan prepared by the Planning Commission, authorized distribution of the Master Plan to the Notice Group entities identified in the MPEA and asserted its right to give final approval or rejection of the Plan; and

WHEREAS, notice was provided to the Notice Group entities as provided in the MPEA;

and

WHEREAS, the Planning Commission held a public hearing on February 10, 2026 to consider public comment on the proposed Master Plan, and to further review and comment on the proposed Plan; and

City of Potterville

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

WHEREAS, after the public hearing was held, the Planning Commission voted to approve the updated Master Plan on February 10, 2026, and recommended adoption of the proposed Master Plan to the City Council; and

WHEREAS, the City Council finds that the proposed Master Plan is desirable, proper, reasonable, and furthers the use, preservation, and development goals and strategies of the City;

NOW, THEREFORE, BE IT HEREBY RESOLVED AS FOLLOWS:

1. ***Adoption of 2026 Master Plan.*** The Potterville City Council hereby approves and adopts the proposed updated Master Plan, including all of the chapters, figures, descriptive matters, maps and tables contained therein.

2. ***Distribution to Notice Group.*** Pursuant to MCL 125.3843, the City Council approves distribution of the updated Master Plan to the Notice Group.

3. ***Findings of Fact.*** The City Council has made the foregoing determination based on a review of existing land uses in the City, a review of the existing Master Plan provisions and maps, and input received from the Planning Commission and the public, as well as the assistance of a professional planning group. The City Council also finds that the updated Master Plan will accurately reflect and implement the City's goals and strategies for the use, preservation, and development of lands within the City of Potterville.

4. ***Effective Date.*** The amended Master Plan shall become effective on the adoption date of this resolution.

City of Potterville

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

These 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 proceeding taken by the City Council of said City at regular meeting held on February 19th 2026.

Becky Dolman

City Clerk