

**City of Potterville - Council Agenda**

Thursday, March 19, 2026, at 6:00 p.m. – Potterville City Hall, 319 N. Nelson Street

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**A. Call to Order:**

**B. Pledge of Allegiance:**

**C. Roll Call:**

**D. Approval of Agenda:**

**E. Approval of Minutes:** Regular Meeting February 19, 2026

**F. Approval of Bills:** General Bills - \$51,892.07 +

Gizzard Fest - \$4,740.00

**TOTAL AP = \$56,632.07**

**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. **Letter of support** - Tri-County Planning Commission's Regional TAP Grant Application
2. **"CLOSED SESSION"** – To consider legal material

**L. Public Comment on non-agenda items:**

**M. Communications from the Council:**

**N. Next Regular Meeting:** Thursday, April 16, at 6:00 p.m.

**O. Excuse absent member(s):**

**P. Adjourn:**

# City of Potterville

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

The City Council Meeting was called to order by Mayor Lenneman on Thursday, February 19, 2026, at 6:00 pm at City Hall and the Pledge of Allegiance was recited.

**Roll Call:** Present: Mayor Lenneman, Deputy Mayor Potter, Member Connor, Member Myers-Southerly, Member Nichols and Member Sweeney. Trevor Hunt was appointed to fill the vacancy at first item of new business.

**Absent:** None

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

**Approval of January 15, 2026, Regular Minutes:** Deputy Mayor Potter and supported by Member Myers-Southerly. Vote: Unanimous. Motion Carried (6-0).

**Approval of Bills:** Motion to pay Bills in the amount of \$77,445.14, by Member Myers-Southerly and supported by Deputy Mayor Potter. Roll Call Vote: Unanimous. Motion Carried (6-0).

**Public Comment on Agenda Items:** None

## **Department Reports:**

**Zoning Administrator** – Director Miller informed that the Planning Commission will hear about Beck’s Propane Office. Consumers have not communicated regarding site plans.

**Appointed Council Member:** Both Candidates, Trevor Hunt and Noah Weir, introduced themselves and answered questions from the Council. Motion by Member Sweeney and supported by Member Nichols to appoint Trevor Hunt to the vacant council seat. Roll Call Vote: Unanimous. Motion Carried (6-0).

**Vredeveld Haefner LLC, CPAS and Consultants:** Financial Auditor Doug Vredeeld, did presentation for year ending June 30, 2025.

**Resolution 2026-0219-02: DOT Street Certification/Cambria Court.** Motion by Deputy Mayor Potter and supported by Member Nichols. Roll Call Vote: Unanimous. Motion Carried (7-0).

# City of Potterville

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**Resolution 2026-0219-03 - Capital Improvement Plan:** Motion by Deputy Mayor Potter and supported by Member Connor. Roll Call Vote: Unanimous. Motion Carried (7-0).

**Resolution 2026-0219-04 - Master Plan:** Deputy Mayor Potter and supported by Member Myers-Southerly. Roll Call Vote: Unanimous. Motion Carried (7-0).

**Enter CLOSED SESSION - City Manager and Clerk's evaluation at 7:00 pm:** Motion by Deputy Mayor Potter and supported by Member Connor. Roll Call Vote: Unanimous. Motion Carried (7-0).

**Exit CLOSED SESSION - City Manager and Clerk's evaluation at 7:37 pm:** Deputy Mayor Potter and supported by Member Myers-Southerly. Roll Call Vote: Unanimous. Motion Carried (7-0).

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

**Excuse Absent Member:** None

**Next Regular Meeting:** March 19, 2026

**Meeting Adjourned:** 7:39 pm

*Becky Dolman,*

City Clerk  
Approved 3/19/2026

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: ACE HARDWARE-GRAND LEDGE		
12764/4	QUIET SWITCH 3 WAY, DRILL POWERED PUMP, BLACKTOP REPAIR	93.95
TOTAL VENDOR ACE HARDWARE-GRAND LEDGE		93.95
VENDOR NAME: AIRGAS GREAT LAKES		
9169491167	OXYEN INDUSTRIAL	118.09
TOTAL VENDOR AIRGAS GREAT LAKES		118.09
VENDOR NAME: AXON ENTERPRISE, INC.		
INUS428928	1 LICENSE CAMERA	2,431.52
TOTAL VENDOR AXON ENTERPRISE, INC.		2,431.52
VENDOR NAME: BLUE CARE NETWORK OF MICHIGAN		
MARCH 2026	MEDICAL PREMIUM	7,395.50
TOTAL VENDOR BLUE CARE NETWORK OF MICHIGAN		7,395.50
VENDOR NAME: BOBCAT OF LANSING		
P79545	SUPPLIES	21.01
TOTAL VENDOR BOBCAT OF LANSING		21.01
VENDOR NAME: CHARLOTTE LITHOGRAPH INC.		
131680	ENVELOPES	731.00
TOTAL VENDOR CHARLOTTE LITHOGRAPH INC.		731.00
VENDOR NAME: CINTAS CORPORATION #725		
FEBRUARY 2026	UNIFORM EXPENSE	231.32
TOTAL VENDOR CINTAS CORPORATION #725		231.32
VENDOR NAME: CITY OF POTTERVILLE		
1/24/2/25/26	UTILITIES	570.90
TOTAL VENDOR CITY OF POTTERVILLE		570.90
VENDOR NAME: COMCAST		
2/20-3/19/26	OFFICE INTERNET	145.85
TOTAL VENDOR COMCAST		145.85
VENDOR NAME: CONSUMERS ENERGY		
1/23 - 2/22/2026	UTILITIES	12,961.26
TOTAL VENDOR CONSUMERS ENERGY		12,961.26
VENDOR NAME: D & L FUELS		
213144	GASOLINE UNLEADED	910.60
TOTAL VENDOR D & L FUELS		910.60
VENDOR NAME: DELTA DENTAL		
MARCH 2026	DENTAL BENEFITS	1,075.14
TOTAL VENDOR DELTA DENTAL		1,075.14
VENDOR NAME: DUROTECH AUTOMOTIVE		
46862	2020 FORD POLICE - REMOVE AND REPLACED SPARK PLUGS, OIL CHANGE	537.19
TOTAL VENDOR DUROTECH AUTOMOTIVE		537.19
VENDOR NAME: ELHORN ENGINEERING		
309930	CHLORINE	282.88
TOTAL VENDOR ELHORN ENGINEERING		282.88
VENDOR NAME: EUROFINS EATON ANALYTICAL, INC		
8100164034	RAD TESTING	610.00
TOTAL VENDOR EUROFINS EATON ANALYTICAL, INC		610.00
VENDOR NAME: FERGUSON WATERWORKS- METER ACCT		
0239468	ARCH CURB	73.96
0238895	NEPTUNE MAPPING SERV	3,647.70

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: FERGUSON WATERWORKS- METER ACCT		
	TOTAL VENDOR FERGUSON WATERWORKS- METER ACCT	3,721.66
VENDOR NAME: FOSTER SWIFT COLLINS & SMITH		
935238	FOIA- SERVICES THROUGH JAN. 31, 2026	776.33
	TOTAL VENDOR FOSTER SWIFT COLLINS & SMITH	776.33
VENDOR NAME: GALE BRIGGS, INC		
85792	PACKING SAND	325.00
85789	PACKING SAND	110.00
	TOTAL VENDOR GALE BRIGGS, INC	435.00
VENDOR NAME: GOKEY, LAUREN		
8U	REFUND DUE TO LACK OF PLAYERS	175.00
	TOTAL VENDOR GOKEY, LAUREN	175.00
VENDOR NAME: GRANGER CONTAINER SERVICE, INC		
MARCH 2026	WASTE SERVICES	268.51
	TOTAL VENDOR GRANGER CONTAINER SERVICE, INC	268.51
VENDOR NAME: HAYNOR, LEE		
FEB 2026	MEALS AND MILEAGE	227.13
	TOTAL VENDOR HAYNOR, LEE	227.13
VENDOR NAME: LANSING UNIFORM		
109835-A	BOOTS- BRIAN JONES	210.00
	TOTAL VENDOR LANSING UNIFORM	210.00
VENDOR NAME: MENARDS-LANSING WEST		
12761	DOG FOOD	46.99
12941	SUPPLIES	48.97
13258	CONCRETE MIX, BALLASTER, BULBS	111.85
	TOTAL VENDOR MENARDS-LANSING WEST	207.81
VENDOR NAME: MICHIGAN CAT		
PD18332078	SPIDER KIT,	81.94
PD18332079	WASHER FOR LOADER	295.01
	TOTAL VENDOR MICHIGAN CAT	376.95
VENDOR NAME: MICHIGAN POLICE EQUIPMENT		
SO192036	ARMOUR	961.00
	TOTAL VENDOR MICHIGAN POLICE EQUIPMENT	961.00
VENDOR NAME: MID MI CHIEFS OF POLICE		
2026	DUES	50.00
	TOTAL VENDOR MID MI CHIEFS OF POLICE	50.00
VENDOR NAME: MILLER, CORY		
8U	REFUND DUE TO LACK OF PLAYERS	175.00
	TOTAL VENDOR MILLER, CORY	175.00
VENDOR NAME: MILLER, KAELYN		
8U	REFUND DUE TO LACK OF PLAYERS	175.00
	TOTAL VENDOR MILLER, KAELYN	175.00
VENDOR NAME: OF LANSING		
67344	2ND INSURANCE CLAIM ON 20 POLICE FORD INTERCEPTOR	6,386.90
	TOTAL VENDOR OF LANSING	6,386.90
VENDOR NAME: PARKER, MELISSA		
8U	REFUND DUE TO LACK OF PLAYERS	175.00
	TOTAL VENDOR PARKER, MELISSA	175.00
VENDOR NAME: PAYTON ASSESSING, LLC		
FEB 2026	ASSESSING SERVIC	1,416.67

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: PAYTON ASSESSING, LLC		
	TOTAL VENDOR PAYTON ASSESSING, LLC	1,416.67
VENDOR NAME: PERALTA, JOHN		
8U	REFUND DUE TO LACK OF PLAYERS	175.00
	TOTAL VENDOR PERALTA, JOHN	175.00
VENDOR NAME: PHP		
12/1-12/31/25	RICHARD BARRY COVERAGE	1,672.05
	TOTAL VENDOR PHP	1,672.05
VENDOR NAME: THE COUNTY JOURNAL		
300118	YOUTH BASEBALL	87.40
299581	MARCH BOARD OF REVIEW	89.90
299580	MARCH BOARD OF REVIEW	89.90
299579	MARCH BOARD OF REVIEW	89.90
300697	PLANNING COMMISSION PUBLIC HEARING	118.70
	TOTAL VENDOR THE COUNTY JOURNAL	475.80
VENDOR NAME: THE PARTS PLACE-CHARLOTTE		
289995	FUEL INJECTION HOSE, BRAKELINE, HOSE CLAMP	81.07
290735	NITRATE DISPOSABLE GLOVES	59.16
	TOTAL VENDOR THE PARTS PLACE-CHARLOTTE	140.23
VENDOR NAME: UM HEALTH-SPARROW OCCUPATIONAL HEAL		
00087769-00	PHYSICAL - POLICE	201.00
	TOTAL VENDOR UM HEALTH-SPARROW OCCUPATIONAL HEAL	201.00
VENDOR NAME: UNITED STATES POST OFFICE		
MARCH 2026	WATER/SEWER BILLS MARCH 2026	283.65
	TOTAL VENDOR UNITED STATES POST OFFICE	283.65
VENDOR NAME: UNUM LIFE INSURANCE		
FEB 2026	SHORT/LONG TERM DISABILITY INSURANCE	321.34
	TOTAL VENDOR UNUM LIFE INSURANCE	321.34
VENDOR NAME: VERIZON WIRELESS		
FEB 2- MAR 1	CELL PHONES	394.88
	TOTAL VENDOR VERIZON WIRELESS	394.88
VENDOR NAME: VISION SERVICE PLAN		
MARCH 2026	VISION	130.20
	TOTAL VENDOR VISION SERVICE PLAN	130.20
VENDOR NAME: WICKWIRE, APRIL		
8U	REFUND DUE TO LACK OF PLAYERS	175.00
	TOTAL VENDOR WICKWIRE, APRIL	175.00
VENDOR NAME: WIGHTMAN		
101147	SUNSET HILLS PHASE 5 SERVICED THROUGH FEB 15	1,530.00
101146	GENERAL ENGINEERING THRU FEB 15	2,538.75
	TOTAL VENDOR WIGHTMAN	4,068.75
GRAND TOTAL:		51,892.07

03/12/2026 03:04 PM  
User: RDOLMAN  
DB: Pottersville

CUSTOM INVOICE REPORT FOR CITY OF POTTERVILLE  
EXP CHECK RUN DATES 02/20/2026 - 03/12/2026  
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
BANK CODE: FEST

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR NAME: ALL AMERICAN PORTABLE TOILETS		
I83394	PORTABLE TOILETS	3,490.00
TOTAL VENDOR ALL AMERICAN PORTABLE TOILETS		3,490.00
VENDOR NAME: EATON COUNTY CONSTRUCTION		
PE26-0094	SAFETY INSPECTION	250.00
TOTAL VENDOR EATON COUNTY CONSTRUCTION		250.00
VENDOR NAME: SYCAMORE CREEK-POTTERVILLE		
1	EASTER EGG HUNT	1,000.00
TOTAL VENDOR SYCAMORE CREEK-POTTERVILLE		1,000.00
GRAND TOTAL:		4,740.00

GL Number	Description	Beginning 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)

Beginning GL Balance:	4,537,643.22
Add: Cash Receipts	171,344.71
Less: Cash Disbursements	(73,923.42)
Less: Payroll Disbursements	(71,059.26)
Add: Journal Entries/Other	147,889.66
Ending GL Balance:	4,711,894.91

GL Number	Description	Ending Balance
101-000-001.000	CASH	1,478,868.77
202-000-001.000	CASH	396,371.15
203-000-001.000	CASH	126,126.38
208-000-001.000	CASH	2,509.87
370-000-001.000	CASH	
401-000-001.000	CASH	2,339.80
590-000-001.000	CASH	359,856.11
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	1,342,202.03
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	(63,640.21)

Ending GL Balance:	4,711,894.91
Ending Bank Balance:	4,702,360.98
Add: Miscellaneous Transactions	7,037.27
Add: Deposits in Transit	
EFT PAYMENT-CC PAID ELECTRONICALLY IN JAN - WILL CLEAR IN MARCH	1,172.35
PD WTR WITH TAX CHECK- CLEAR OUT IN MARCH 2026	112.16
CC PROCESSED IN FEB BUT \$ NOT RECEIVED UNTIL MARCH	94.70
SWEEP- CLEAR IN MARCH	22,665.75
SWEEP- CLEAR IN MARCH	1,388.75
	25,433.71

Less: 25 AP Outstanding Checks	22,937.05
Less: 0 PR Outstanding Checks	
Adjusted Bank Balance	4,711,894.91
Unreconciled Difference:	0.00

REVIEWED BY: 

DATE: 3-6-25

User: JWest  
DB: Potterville

Bank FEST (GIZZARD FEST)  
FROM 02/01/2026 TO 02/28/2026  
Reconciliation Record ID: 358

GL Number	Description	Beginning Balance
211-000-001.000	CASH	56,362.82
Beginning GL Balance:		56,362.82
Add: Cash Receipts		4,100.00
Less: Cash Disbursements		(10,267.95)
Add: Journal Entries/Other		352.34
Ending GL Balance:		50,547.21

GL Number	Description	Ending Balance
211-000-001.000	CASH	50,547.21
Ending GL Balance:		50,547.21
Ending Bank Balance:		54,815.16
Add: Deposits in Transit		
	SWEEP ACCT- CLEAR IN MARCH 2026	82.05
	SWEEO ACCT- CLEAR IN MARCH 2026	400.00
		482.05
Less: 2 AP Outstanding Checks		4,750.00
Less: 0 PR Outstanding Checks		
Adjusted Bank Balance		50,547.21
Unreconciled Difference:		0.00

REVIEWED BY:



DATE:

3-3-26

03/02/2026 02:45 PM

BANK RECONCILIATION FOR CITY OF POTTERVILLE

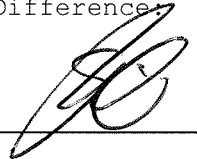
Page 1/1

User: JWest  
DB: Potterville

Bank TAX (TAX ACCOUNT)  
FROM 02/01/2026 TO 02/28/2026  
Reconciliation Record ID: 356

GL Number	Description	Beginning Balance
703-000-001.000	CASH	462,474.99
Beginning GL Balance:		462,474.99
Add: Cash Receipts		317,351.47
Add: Tax Receipts		12,408.15
Less: Cash Disbursements		(458,371.09)
Add: Journal Entries/Other		560.08
Ending GL Balance:		334,423.60

GL Number	Description	Ending Balance
703-000-001.000	CASH	334,423.60
Ending GL Balance:		334,423.60
Ending Bank Balance:		334,576.70
Add: Miscellaneous Transactions		(22.44)
Add: Deposits in Transit		
	CC DEPOSIT	(18.50)
	PD WTR ON TAX- TRANSFER TO GENERAL- TO CLEAR OUT IN MARCH	(112.16)
		(130.66)
Less: 1 AP Outstanding Checks		
Less: 0 PR Outstanding Checks		
Adjusted Bank Balance		334,423.60
Unreconciled Difference:		0.00

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

DATE: 3-3-26

User: JWest

Bank PR (PAYROLL ACCOUNT)

DB: Potterville

FROM 02/01/2026 TO 02/28/2026

Reconciliation Record ID: 360

GL Number	Description	Beginning Balance
750-000-001.000	CASH	15,839.87
Beginning GL Balance:		15,839.87
Add: Payroll Disbursements		2,837.11
Ending GL Balance:		18,676.98

GL Number	Description	Ending Balance
750-000-001.000	CASH	18,676.98
Ending GL Balance:		18,676.98
Ending Bank Balance:		26,215.16
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
	DEFINED CONTRIBUTION- CK NOT CUT FEBRUARY 26	350.92
		<u>1,007.81</u>
Less: 0 AP Outstanding Checks		
Less: 8 PR Outstanding Checks		8,545.99
Adjusted Bank Balance		18,676.98
Unreconciled Difference:		0.00

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

DATE: 3-3-26

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2025 (NORMAL)	2025-26 ORIGINAL BUDGET	YTD BALANCE 02/28/2026 (NORMAL)	ACTIVITY FOR MTH 02/28/2026 BASE (DECREASE)
Fund 101 - GENERAL FUND					
Revenues					
Dept 000					
101-000-402.000	PROPERTY TAX	669,132.32	669,000.00	693,643.42	341.51
101-000-403.000	SOLID WASTE TAX	88,236.19	87,969.00	91,800.50	45.20
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	1,368.50	454.00
101-000-445.000	CITY PENALTY	2,657.41	1,500.00	791.64	44.59
101-000-447.000	ADMINISTRATION FEE	35,875.58	35,225.00	33,843.12	4,190.40
101-000-476.000	PERMITS	6,511.47	5,600.00	8,090.00	1,290.00
101-000-477.000	3% CABLE T.V.	6,137.09	6,000.00	2,139.41	1,074.31
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	0.00
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	173,327.00	58,100.00
101-000-574.100	CVTRS-CLFRF	44,451.00	42,000.00	22,224.00	7,408.00
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	75.00	5.00
101-000-656.000	FINES & FORFEITURES	968.55	500.00	1,983.00	0.00
101-000-665.000	INTEREST	53,671.66	45,000.00	33,976.58	4,234.17
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	1,180,285.90	77,187.18
TOTAL REVENUES		1,610,067.16	1,479,099.00	1,180,285.90	77,187.18
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	89.90	89.90
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	48,177.57	89.90
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	55,270.18	6,530.48
101-172-719.000	FRINGE BENEFITS	17,392.05	17,998.00	13,376.01	1,612.68
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	0.00
101-172-962.000	MILEAGE	651.00	100.00	0.00	0.00
Total Dept 172 - CITY MANAGER		103,347.61	104,644.24	68,946.19	8,143.16
Dept 215 - CLERK					
101-215-703.000	SALARIES	38,299.65	41,241.41	25,602.21	3,148.01
101-215-719.000	FRINGE BENEFITS	3,028.92	3,216.83	2,169.16	325.82
101-215-740.000	SUPPLIES	88.29	350.00	0.00	0.00

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2025 (NORMAL)	2025-26 ORIGINAL BUDGET	YTD BALANCE 02/28/2026 (NORMAL)	ACTIVITY FOR MONTH 02/28/2026 (INCREASE / DECREASE)
<b>Fund 101 - GENERAL FUND</b>					
<b>Expenditures</b>					
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	2,013.77	551.77
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
<b>Total Dept 215 - CLERK</b>		<b>53,637.01</b>	<b>57,468.24</b>	<b>30,110.64</b>	<b>4,025.60</b>
<b>Dept 223 - AUDIT</b>					
101-223-807.000	AUDIT	20,050.00	22,500.00	19,300.00	0.00
<b>Total Dept 223 - AUDIT</b>		<b>20,050.00</b>	<b>22,500.00</b>	<b>19,300.00</b>	<b>0.00</b>
<b>Dept 253 - TREASURERS OFFICE</b>					
101-253-703.000	SALARIES	71,868.24	73,298.16	50,282.16	5,923.08
101-253-719.000	FRINGE BENEFITS	21,975.76	22,355.94	18,360.50	2,286.58
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	2,677.65	326.88
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
<b>Total Dept 253 - TREASURERS OFFICE</b>		<b>99,897.06</b>	<b>102,229.10</b>	<b>72,255.75</b>	<b>8,536.54</b>
<b>Dept 257 - ASSESSOR</b>					
101-257-703.000	SALARIES	1,215.89	4,857.46	3,399.99	383.46
101-257-719.000	FRINGE BENEFITS	527.28	1,030.00	313.43	39.70
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	644.91	644.91
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	9,967.19	1,416.67
<b>Total Dept 257 - ASSESSOR</b>		<b>24,414.71</b>	<b>25,248.46</b>	<b>14,585.52</b>	<b>2,484.74</b>
<b>Dept 265 - CITY HALL</b>					
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	1,316.23	227.94
101-265-741.000	POSTAGE	1,058.53	1,400.00	(6.46)	(1.00)
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	41,089.80	6,187.10
101-265-802.000	SERVICE	2,148.45	2,800.00	654.08	163.97
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	0.00
101-265-958.000	DUES AND SUBSCRIPTIONS	180.00	180.00	180.00	0.00
101-265-962.000	MILEAGE	94.71	50.00	15.40	0.00
101-265-980.000	OFFICE EQUIPMENT & FURNITURE	0.00	0.00	1,740.19	0.00
<b>Total Dept 265 - CITY HALL</b>		<b>94,291.05</b>	<b>68,780.00</b>	<b>47,946.18</b>	<b>6,578.01</b>
<b>Dept 266 - ATTORNEY</b>					
101-266-801.000	ATTORNEY	52,174.00	30,000.00	10,353.00	0.00
<b>Total Dept 266 - ATTORNEY</b>		<b>52,174.00</b>	<b>30,000.00</b>	<b>10,353.00</b>	<b>0.00</b>
<b>Dept 301 - POLICE</b>					
101-301-703.000	SALARIES	196,641.18	215,000.00	121,588.45	14,552.28
101-301-703.002	OVERTIME SALARIES	10,156.95	9,000.00	6,716.93	1,622.52
101-301-719.000	FRINGE BENEFITS	48,876.39	55,000.00	37,121.03	5,145.16
101-301-728.000	UNIFORM EXPENSES	10,049.33	5,000.00	1,814.15	0.00
101-301-740.000	SUPPLIES	10,838.30	7,800.00	10,126.14	735.59
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	1,416.00	531.00
101-301-775.000	REPAIRS & MAINT	10,303.42	5,000.00	10,798.30	478.60
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	0.00

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2025 NORMAL (ABNORMAL)	2025-26 ORIGINAL BUDGET	YTD BALANCE 02/28/2026 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/28/2026 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	1,041.94	197.29
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	562.90	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	0.00
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	466.20	115.00
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	20,052.78	620.00
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	4,230.71	4,230.71
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	221,769.03	28,306.85
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	0.00
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	0.00
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	218.20	99.50
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	17,900.00	900.00
Total Dept 701 - PLANNING COMMISSION		39,234.94	22,050.00	18,311.97	999.50
Dept 702 - ZONING					
101-702-703.000	SALARIES	41,421.72	42,247.38	27,504.40	3,249.80
101-702-719.000	FRINGE BENEFITS	3,267.76	3,350.00	2,323.45	336.36
101-702-731.000	PUBLICATION	649.10	1,300.00	414.75	414.75
101-702-740.000	SUPPLIES	135.74	500.00	0.00	0.00
101-702-853.000	TELEPHONE EXPENSE	665.10	940.00	291.45	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	30,534.05	4,040.26
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	0.00
Total Dept 906 - DEBT SERVICE		63,721.16	64,141.04	57,235.25	0.00
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

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REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE

PERIOD ENDING 02/28/2026

GL NUMBER	DESCRIPTION	END BALANCE	2025-26	YTD BALANCE	ACTIVITY FOR
		06/30/2025	ORIGINAL	02/28/2026	MTH 02/28/2026
		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	915,406.87	63,204.56
Fund 101 - GENERAL FUND:					
TOTAL REVENUES		1,610,067.16	1,479,099.00	1,180,285.90	77,187.18
TOTAL EXPENDITURES		1,531,422.72	1,421,885.51	915,406.87	63,204.56
NET OF REVENUES & EXPENDITURES		78,644.44	57,213.49	264,879.03	13,982.62
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	1,440,159.90	

PERIOD ENDING 02/28/2026

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2025 NORMAL (ABNORMAL)	2025-26 ORIGINAL BUDGET	YTD BALANCE 02/28/2026 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/28/2026 INCREASE (DECREASE)
Fund 202 - MAJOR STREET FUND					
Revenues					
Dept 000					
202-000-451.200	SPEC ASSESSMENT ROAD - SUNSET	5,975.64	5,000.00	5,414.74	247.81
202-000-553.000	ACT 51	265,138.26	254,000.00	129,286.15	24,963.54
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	6,796.44	892.88
Total Dept 000		332,127.78	700,000.00	141,596.72	26,104.23
TOTAL REVENUES		332,127.78	700,000.00	141,596.72	26,104.23
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	1,616.13	1,616.13
Total Dept 478 - WINTER MAINT		5,014.05	5,050.00	1,616.13	1,616.13
Dept 480 - CONSTRUCTION					
202-480-803.000	ENGINEERS FEES	17,009.64	15,000.00	59,774.50	1,475.00
202-480-818.000	CONTRACT LABOR	0.00	561,000.00	122,667.24	0.00
Total Dept 480 - CONSTRUCTION		17,009.64	576,000.00	182,441.74	1,475.00
Dept 906 - DEBT SERVICE					
202-906-992.000	BOND PRINCIPAL	11,264.00	11,264.00	0.00	0.00
202-906-993.000	BOND INTEREST	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	236,831.45	3,091.13
Fund 202 - MAJOR STREET FUND:					
TOTAL REVENUES		332,127.78	700,000.00	141,596.72	26,104.23
TOTAL EXPENDITURES		247,380.80	798,361.10	236,831.45	3,091.13
NET OF REVENUES & EXPENDITURES		84,746.98	(98,361.10)	(95,234.73)	23,013.10
BEG. FUND BALANCE		406,858.90	491,605.88	491,605.88	
END FUND BALANCE		491,605.88	393,244.78	396,371.15	

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2025 NORMAL (ABNORMAL)	2025-26 ORIGINAL BUDGET	YTD BALANCE 02/28/2026 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/28/2026 INCREASE (DECREASE)
Fund 203 - LOCAL STREET FUND					
Revenues					
Dept 000					
203-000-451.200	SPEC ASSESSMENT ROAD - SUNSET	36,464.95	23,000.00	32,225.85	1,512.19
203-000-553.000	ACT 51	105,900.30	100,000.00	51,354.39	9,991.72
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	777.75	89.29
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	84,424.25	11,593.20
TOTAL REVENUES		357,358.65	333,184.77	84,424.25	11,593.20
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	1,616.12	1,616.12
Total Dept 478 - WINTER MAINT		4,870.23	5,050.00	1,616.12	1,616.12
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	0.00
Total Dept 906 - DEBT SERVICE		300,582.61	298,595.86	113,231.20	0.00
TOTAL EXPENDITURES		331,427.84	331,145.86	115,332.32	1,616.12
Fund 203 - LOCAL STREET FUND:					
TOTAL REVENUES		357,358.65	333,184.77	84,424.25	11,593.20
TOTAL EXPENDITURES		331,427.84	331,145.86	115,332.32	1,616.12
NET OF REVENUES & EXPENDITURES		25,930.81	2,038.91	(30,908.07)	9,977.08
BEG. FUND BALANCE		131,103.64	157,034.45	157,034.45	
END FUND BALANCE		157,034.45	159,073.36	126,126.38	

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2025 MAL (ABNORMAL)	2025-26 ORIGINAL BUDGET MAL	YTD BALANCE 02/28/2026 MAL (ABNORMAL)	ACTIVITY FOR MONTH 02/28/2026 BASE (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	10,025.00	9,100.00
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	41,493.28	9,100.00
TOTAL REVENUES		179,878.96	160,520.28	41,493.28	9,100.00
Expenditures					
Dept 751 - PARK ADMIN					
208-751-703.000	SALARIES	54,951.33	57,343.28	36,285.31	4,077.04
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	19,306.62	2,351.45
208-751-731.000	PUBLICATION	1,034.58	1,200.00	203.60	87.40
208-751-740.000	SUPPLIES	4,939.96	13,900.00	2,360.15	0.00
208-751-744.000	YOUTH FEES (UNIFORMS,ETC.)	0.00	8,000.00	1,840.00	0.00
208-751-745.000	YOUTH UMPIRE FEES	0.00	0.00	300.00	0.00
208-751-747.000	ADULT UMPIRE FEES	0.00	3,500.00	0.00	0.00
208-751-775.000	REPAIRS & MAINT	0.00	9,550.00	9,662.07	0.00
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
208-751-809.000	TRAINING	0.00	0.00	850.00	850.00
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	1,551.25	900.00
208-751-853.000	TELEPHONE EXPENSE	739.32	950.00	281.45	39.35
208-751-920.000	UTILITIES	0.00	10,050.00	5,422.65	645.95
208-751-962.000	MILEAGE	607.86	700.00	541.92	0.00
Total Dept 751 - PARK ADMIN		119,058.06	138,970.28	79,324.95	8,951.19
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	1,277.88	161.80

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REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE  
PERIOD ENDING 02/28/2026

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2025 NORMAL (ABNORMAL)	2025-26 ORIGINAL BUDGET	YTD BALANCE 02/28/2026 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/28/2026 INCREASE (DECREASE)
Fund 208 - PARK FUND					
Expenditures					
Total Dept 778 - CONCESSIONS		24,645.27	21,450.00	10,419.83	161.80
TOTAL EXPENDITURES		174,220.82	160,420.28	89,744.78	9,112.99
Fund 208 - PARK FUND:					
TOTAL REVENUES		179,878.96	160,520.28	41,493.28	9,100.00
TOTAL EXPENDITURES		174,220.82	160,420.28	89,744.78	9,112.99
NET OF REVENUES & EXPENDITURES		5,658.14	100.00	(48,251.50)	(12.99)
BEG. FUND BALANCE		50,590.24	56,248.38	56,248.38	
END FUND BALANCE		56,248.38	56,348.38	7,996.88	

GL NUMBER	DESCRIPTION	END BALANCE	2025-26	YTD BALANCE	ACTIVITY FOR
		06/30/2025	ORIGINAL	02/28/2026	MTH 02/28/2026
		{MAL (ABNORMAL)	BUDGET	{MAL (ABNORMAL)	BASE (DECREASE)
Fund 211 - GIZZARD FEST					
Revenues					
Dept 000					
211-000-665.000	INTEREST	1,676.15	1,600.00	1,519.00	107.34
211-000-674.000	DONATIONS	100.00	100.00	0.00	0.00
211-000-674.100	SPONSORSHIP	30,660.00	25,000.00	2,000.00	2,000.00
211-000-681.000	VENDOR BOOTHS	12,625.00	9,725.00	2,200.00	1,100.00
211-000-682.000	RACE	7,402.24	7,000.00	1,217.50	245.00
211-000-686.000	PAGEANT	2,400.00	2,400.00	1,000.00	1,000.00
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	7,986.50	4,452.34
TOTAL REVENUES		76,865.59	65,175.00	7,986.50	4,452.34
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	5,500.00	5,500.00
211-779-880.200	COMMUNITY SPECIAL EVENTS	38,412.83	30,000.00	5,917.95	3,917.95
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	2,402.43	850.00
Total Dept 779 - SPECIAL EVENTS		74,676.31	68,500.00	13,170.38	10,267.95
TOTAL EXPENDITURES		74,676.31	68,500.00	13,170.38	10,267.95
Fund 211 - GIZZARD FEST :					
TOTAL REVENUES		76,865.59	65,175.00	7,986.50	4,452.34
TOTAL EXPENDITURES		74,676.31	68,500.00	13,170.38	10,267.95
NET OF REVENUES & EXPENDITURES		2,189.28	(3,325.00)	(5,183.88)	(5,815.61)
BEG. FUND BALANCE		53,541.81	55,731.09	55,731.09	
END FUND BALANCE		55,731.09	52,406.09	50,547.21	

PERIOD ENDING 02/28/2026

GL NUMBER	DESCRIPTION	END BALANCE	2025-26	YTD BALANCE	ACTIVITY FOR
		06/30/2025	ORIGINAL	02/28/2026	MTH 02/28/2026
		AMAL (ABNORMAL)	BUDGET	AMAL (ABNORMAL)	BASE (DECREASE)
Fund 247 - TAX INCREMENT FINANCING AUTHOR					
Revenues					
Dept 728 - TIFA DEPT					
247-728-401.000	PROPERTY TAXES	196,613.90	198,000.00	205,105.60	39,705.72
247-728-573.000	LOCAL COMMUNITY STABILIZATION	22,685.72	24,000.00	22,412.63	(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	4,350.52	94.41
247-728-696.000	GENERAL OBLIGATION BOND ISSUE	0.00	0.00	0.00	(51.78)
Total Dept 728 - TIFA DEPT		220,125.30	301,300.00	231,868.75	42.63
TOTAL REVENUES		220,125.30	301,300.00	231,868.75	42.63
Expenditures					
Dept 728 - TIFA DEPT					
247-728-703.005	WAGES - OTHER	4,974.97	5,150.63	3,266.66	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	0.00
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	136,862.31	408.34
TOTAL EXPENDITURES		136,740.07	316,752.08	136,862.31	408.34
Fund 247 - TAX INCREMENT FINANCING AUTHOR:					
TOTAL REVENUES		220,125.30	301,300.00	231,868.75	42.63
TOTAL EXPENDITURES		136,740.07	316,752.08	136,862.31	408.34
NET OF REVENUES & EXPENDITURES		83,385.23	(15,452.08)	95,006.44	(365.71)
BEG. FUND BALANCE		90,135.90	173,521.13	173,521.13	
END FUND BALANCE		173,521.13	158,069.05	268,527.57	

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REVENUE AND EXPENDITURE REPORT FOR CITY OF POTTERVILLE  
PERIOD ENDING 02/28/2026

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2025 NORMAL (ABNORMAL)	2025-26 ORIGINAL BUDGET	YTD BALANCE 02/28/2026 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/28/2026 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	0.00
Total Dept 729 - DOWNTOWN		1,409.24	2,654.00	6,310.68	0.00
TOTAL EXPENDITURES		1,409.24	2,654.00	6,310.68	0.00
Fund 401 - CAPITAL PROJECT FUND- DOWNTOWN:					
TOTAL REVENUES		2,654.00	2,654.00	2,654.00	0.00
TOTAL EXPENDITURES		1,409.24	2,654.00	6,310.68	0.00
NET OF REVENUES & EXPENDITURES		1,244.76	0.00	(3,656.68)	0.00
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 02/28/2026 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/28/2026 INCREASE (DECREASE)
Fund 590 - SEWER FUND					
Revenues					
Dept 000					
590-000-642.000	BILLS	204,909.45	198,000.00	150,893.84	43,134.25
590-000-642.001	FIXED COSTS	505,255.36	505,078.43	339,002.67	84,009.03
590-000-656.000	FINES & FORFEITURES	15,385.52	17,000.00	10,171.75	1,380.64
590-000-665.000	INTEREST	18,538.72	18,000.00	11,666.41	1,339.32
590-000-666.000	INSPECTION FEE	150.00	200.00	650.00	100.00
590-000-672.000	HOOK UP FEES	10,500.00	10,500.00	34,375.00	5,250.00
Total Dept 000		754,739.05	748,778.43	546,759.67	135,213.24
TOTAL REVENUES		754,739.05	748,778.43	546,759.67	135,213.24
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	287.10	287.10
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	3,825.00	195.00
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	2,243.75	843.75
Total Dept 556 - DPW		494,352.92	249,400.00	114,722.05	1,325.85
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	0.00
Total Dept 906 - DEBT SERVICE		192,767.25	375,667.00	171,503.75	0.00
TOTAL EXPENDITURES		696,086.59	634,867.00	287,016.79	1,325.85
Fund 590 - SEWER FUND:					
TOTAL REVENUES		754,739.05	748,778.43	546,759.67	135,213.24
TOTAL EXPENDITURES		696,086.59	634,867.00	287,016.79	1,325.85
NET OF REVENUES & EXPENDITURES		58,652.46	113,911.43	259,742.88	133,887.39
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	3,276,941.10	

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2025 NORMAL (ABNORMAL)	2025-26 ORIGINAL BUDGET	YTD BALANCE 02/28/2026 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/28/2026 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	267,689.24	76,429.63
591-000-642.001	FIXED COSTS	528,267.83	553,350.00	371,025.80	92,580.29
591-000-644.000	PENALTIES	1,850.00	1,850.00	1,670.00	430.00
591-000-656.000	FINES & FORFEITURES	17,338.36	16,500.00	12,222.77	1,705.69
591-000-665.000	INTEREST	42,021.09	41,000.00	26,443.87	3,035.79
591-000-666.000	INSPECTION FEE	200.00	150.00	650.00	100.00
591-000-672.000	HOOK UP FEES	11,147.01	10,000.00	36,104.25	5,554.50
591-000-684.000	MISC INCOME	639.00	250.00	285.00	0.00
Total Dept 000		1,187,488.17	1,078,378.00	1,044,316.04	179,835.90
TOTAL REVENUES		1,187,488.17	1,078,378.00	1,044,316.04	179,835.90
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	0.00
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	0.00
Dept 556 - DPW					
591-556-740.000	SUPPLIES	14,631.20	10,000.00	4,092.16	986.00
591-556-743.000	METERS	9,119.31	8,000.00	287.10	287.10
591-556-775.000	REPAIRS & MAINT	(6,840.90)	10,000.00	4,796.28	2,137.50
591-556-802.000	SERVICE	9,037.38	10,000.00	3,400.30	80.00
591-556-803.000	ENGINEERS FEES	30,503.53	30,000.00	5,672.98	195.00
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	2,243.75	843.75
Total Dept 556 - DPW		491,972.81	418,000.00	355,613.66	4,529.35
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	0.00
Total Dept 906 - DEBT SERVICE		108,576.49	210,060.00	100,589.38	0.00
TOTAL EXPENDITURES		609,469.65	640,560.00	460,883.21	4,529.35
Fund 591 - WATER FUND:					
TOTAL REVENUES		1,187,488.17	1,078,378.00	1,044,316.04	179,835.90
TOTAL EXPENDITURES		609,469.65	640,560.00	460,883.21	4,529.35
NET OF REVENUES & EXPENDITURES		578,018.52	437,818.00	583,432.83	175,306.55
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	4,345,071.76	

GL NUMBER	DESCRIPTION	END BALANCE	2025-26	YTD BALANCE	ACTIVITY FOR
		06/30/2025	ORIGINAL	02/28/2026	MTH 02/28/2026
		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 02/28/2026 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/28/2026 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	168,985.14	19,550.78
641-932-703.002	OVERTIME SALARIES	22,877.29	23,000.00	15,104.05	1,290.42
641-932-719.000	FRINGE BENEFITS	68,991.21	72,000.00	53,186.74	6,480.68
641-932-728.000	UNIFORM EXPENSES	4,828.30	5,000.00	1,890.95	289.15
641-932-740.000	SUPPLIES	25,489.56	25,000.00	15,752.69	3,960.27
641-932-775.000	REPAIRS & MAINT	42,527.34	45,000.00	40,165.70	4,811.30
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	623.46	300.00
641-932-853.000	TELEPHONE EXPENSE	3,994.28	3,900.00	2,155.70	364.60
641-932-862.000	GAS	21,666.33	27,000.00	13,725.42	1,779.71
641-932-920.000	UTILITIES	134,809.86	129,100.00	80,552.52	14,235.73
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	6,867.17	109.98
Total Dept 932 - EQUIPMENT REPAIR ACTIVITY		639,875.34	608,815.00	407,393.57	53,172.62
TOTAL EXPENDITURES		639,875.34	608,815.00	407,393.57	53,172.62
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	407,393.57	53,172.62
NET OF REVENUES & EXPENDITURES		(31,875.34)	22,000.00	(57,393.57)	(53,172.62)
BEG. FUND BALANCE		288,007.18	256,131.84	256,131.84	
END FUND BALANCE		256,131.84	278,131.84	198,738.27	
TOTAL REVENUES - ALL FUNDS					
TOTAL EXPENDITURES - ALL FUNDS		5,371,804.66	5,500,404.48	3,631,385.11	443,528.72
NET OF REVENUES & EXPENDITURES		4,472,689.15	4,984,460.83	2,673,064.86	146,728.91
BEG. FUND BALANCE - ALL FUNDS		899,115.51	515,943.65	958,320.25	296,799.81
END FUND BALANCE - ALL FUNDS		8,268,825.25	9,167,940.76	9,167,940.76	
		9,167,940.76	9,683,884.41	10,126,261.01	

# City of Potterville

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

March 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. The City has been asked by Lynn Whipple from PEA Group planners for a letter of support for the Tri-County Planning Commission's Transportation Alternative Program (TAP) grant application to construct a non-motorized trail link between the Paul Henry Non-motorized trail and the Lansing River Trail. The proposed "regional trail project" requires local municipal support in the area and proposes a route through Eaton Township, Benton Township and Potterville on its way northeast to Dimondale via the Lansing Road right of way. As proposed, the trail would connect the existing TIFA Lansing Road path (6ft concrete sidewalk) along the west side of Lansing Road to Charlotte's downtown and Windsor Charter Twp's East Vermontville Hwy. The TCPC's regional trail would be in line with the City Parks and Master Plans that support development of non-motorized assets and interconnections of neighborhood trails to Lake Alliance Park and recreational assets (Pickleball Courts), to be funded in part by the DNR and Eaton County Parks Special Millage.

## EATON TWP AND BENTON TWP

### PAUL HENRY – THORNAPPLE TRAIL TO LANSING RIVER TRAIL



#### FACILITIES IN EATON TWP

2.2 miles sidepath

#### FACILITIES IN BENTON TWP

3.2 miles sidepath

#### MAP NOTES

1. In Eaton and Benton Twp, a sidepath is proposed on the west side of Lansing Road.
2. A side path is proposed on E Vermontville Hwy. Safety improvements including signage and high visibility crosswalks with be added at the Lansing Road Crossing.
3. Eaton County is pursuing a shared-use path along the rail corridor between N. Cochran Avenue and M-50, with plans to connect to Crandell Park in the future.

2. The City is due to receive permit review comments from EGLE Drinking Water and Environmental Health Division for the City Wellhead and Iron Removal Plant "Permit A" next week, according to ELGE District Engineer. The entire City and its engineering team at Wightman are looking forward to receiving this EGLE permit, so we may proceed to the next step of the project – development of bid specifications for a competitive bid process to take place for the \$6.4M dollar project... \$4 million provided for by the State of Michigan Legislature. The City's aging iron removal plant at Well #4 City Park is scheduled to be retired as soon as this new facility is constructed and permitted for use... hopefully in 2027 or early 2028.

# City of Potterville

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

3. The Benton Township Fire Department is organizing a Helicopter Landing Zone Operations Training event, and asked to utilize Lake Alliance Park, Monday, July 27<sup>th</sup> 2026 from 6 p.m. to 8 p.m. The training would be beneficial for multiple agencies and intends to help local and regional emergency services review safe helicopter landing zone procedures, effective communications with aircraft and teamwork procedures between ground crews and flight personnel. Similar training has been done in the past at Lake Alliance, where there's ample space for landings and setbacks from large electrical wires adjacent to the CN Railway. The City may allow the event at the Park and help the BTFD get the word out for residents and park users who could experience interruptions in park service/access. The City's DPW and Parks Department would close the park during the training period and barrel off its main entrance at Lansing Road and the non-motorized trail south of Vermontville Hwy and west of the Lockview Subdivision.
  
4. The 2026 spring season is on the horizon for the City, and typically involves an uptick in Gizzard Fest planning sessions, vender correspondences, and race plans... along with park maintenance and recreation activities at City Park and Lake Alliance Park. Residents should expect an increase in City zoning enforcements and notices for residents for curbside services (in May) for stick removal, May 4<sup>th</sup> – 18<sup>th</sup> , and the "Dump your Junk" event held at Lake Alliance Park, May 16<sup>th</sup> from 8 a.m. to Noon (or when dumpster are full). See more information online for all the City's curbside services at <https://pottervillemi.org/wp-content/uploads/2025/12/2026-Dump-Junk-and-Curbside-Notice.pdf> . Please be aware that curbside services and events are for City residents only and not for commercial use.
  
5. The 2026 Gizzard Fest will be held June 4, 5, 6<sup>th</sup> and is open to the public free of charge. See more information regarding 2026 Gizzard Fest events including the world famous Gizzard Fest Pageant, Gizzard Eating Contest hosted by Joe's Gizzard City Restaurant, Gizzard Fest Parade, Softball Tournament, Destination Bike Ride hosted by Just a Few Motorcycle Club, Corn Hole Tournament, line dancing hosted by Kick-N-Style Line Dancing, carnival fair Rides hosted Anderson Midways LLC, "Another Clucking 5k" signup at <https://runsignup.com/RACE/MI/POTTERVILLE/AnotherClucking5K> , Pancake Raffle hosted by Sycamore Creek Church, and the Classic Car Show sponsored and organized by Durotech Automotive – see more information at <https://www.gizzardfest.org/> .

# City of Potterville

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## TREASURERS REPORT

March 19, 2026

Utility bills—as of 2/28/26 (bills due on 15<sup>th</sup>) \$25,795.38 is outstanding with \$16,165.79 over 30 days past due.

Water usage month of Feb (March billing): 7,155,848 gallons

Sewer usage month of Feb (March billing) 7,151,685 gallons

Ready to service charge-water: \$46,442.87

Ready to service charge sewer: \$42,072.81

Total water and sewer billed out from 1/24-2/25 is \$152,940.25.

Payroll for the month of February 2026 was \$71,059.26 (this includes all payroll taxes + MERS).

Tax collection on real property has ended and turned over to the County for settlement. Winter tax collection: 96.9% and summer: 97.4%.

The city uses Invoice Cloud as their payment provider which integrates in real time with BS&A. This means that as soon as someone pays through the city website the payment automatically shows in our computer program. BS&A has sent notice that as of January 2027 they will not be supporting the automatic integration of payments without charging a quarterly fee for these services. BS&A has started their own payment provider service as I previously talked about in a prior report. I have investigated the BS&A payment platform, and the charge was going to be about .50 a transaction more than what residents are currently paying on Invoice Cloud. There has been much conversation regarding this situation and are hopeful that BS&A changes their mind and will continue to support without additional fees.

Bank reconciliations completed for the month of February 2026:

General account – Reconciled balance: **\$ 4,711,894.91**

Payroll account - Reconciled balance: **\$ 18,676.98.**

Tax account – Reconciled balance: **\$34,423.60**

Gizzard Fest – Reconciled balance: **\$50,547.21**

Respectfully submitted,  
Jodi West, Treasurer

# City of Potterville

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

*From the Clerk's office – March 2026*

If you are up for election and wish to be on the ballot on November 3, 2026. Please see the Clerk for your forms.

**You must file by April 21 at 4:00 pm.**

- 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

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

## March 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 and temperatures are decent. The frost and unthawing phase is always the challenging part.
- Youth Baseball registrations are closed. There are multiple age levels again this year. However, there are an increasing number of participants which is creating two teams for a couple age level. We are excited to see this youth program continue to grow and provide all children with equal opportunities to play.
- T-Ball & Coach Pitch registrations are open.
- Beginning of March was the mParks Conference & Trade Show “Rethink. Reinvent. Reignite.” It was a record-breaking year!
  - 615+ attendees from across the State
  - 120+ vendors showcasing innovative products and services at the Trade Show (it was sold out).
  - 80+ speakers sharing expertise through dynamic educational sessions.
  - Almost \$9,000 raised for the mParks Foundation- which creates programs that educate and inform parks & recreation community and communities served, about conservation, health & wellness, and other issues vital to parks & recreation in Michigan.
- With the conclusion of the mParks conference, I am looking into joining SMRPA. (Southern Michigan Recreation and Parks Association). Their mission is to provide resources, education and networking opportunities for professionals in the region. It is also an affiliation as one of the six regional groups of the broader mParks (mParks serves as the statewide voice for parks and recreation, advocating for, and providing resources to, professionals throughout Michigan).
  - MACPRO is also another consideration which is Michigan Association of County Parks & Recreation Officials.
- The Lansing River Trail to Paul Henry-Thornapple Trail continues to work on the project. Currently the project manager is working on a TAP grant application to connect

Lake Alliance Park to downtown Charlotte via a 10' side path along Lansing Road. They are seeking for a letter of support from the City.

- Benton Township Fire Department is planning/scheduling a training day out at Lake Alliance Park. It entails landing of a helicopter & presentations. This will take place on July 27. A reminder will be sent to all that Lake Alliance Park will be closed during their training as all surrounding areas and county are to be present.
- We have the 60/90 Pony league back out this year at Lake Alliance Park Baseball Field. Be ready to see some games and under the lights.
- Working on my certification of CPRP.
- Continue to further my education by webinars, meetings, conferences, certificates, etc. As well as networking with other departments in the surrounding area.

Respectfully Submitted,

*Tiffany Falin*, Parks & Recreation Director



**Potterville  
Police Department**

*Chief Richard Barry*

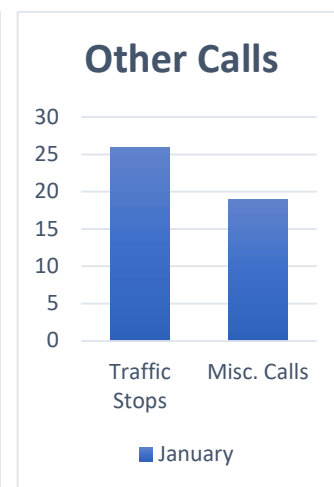
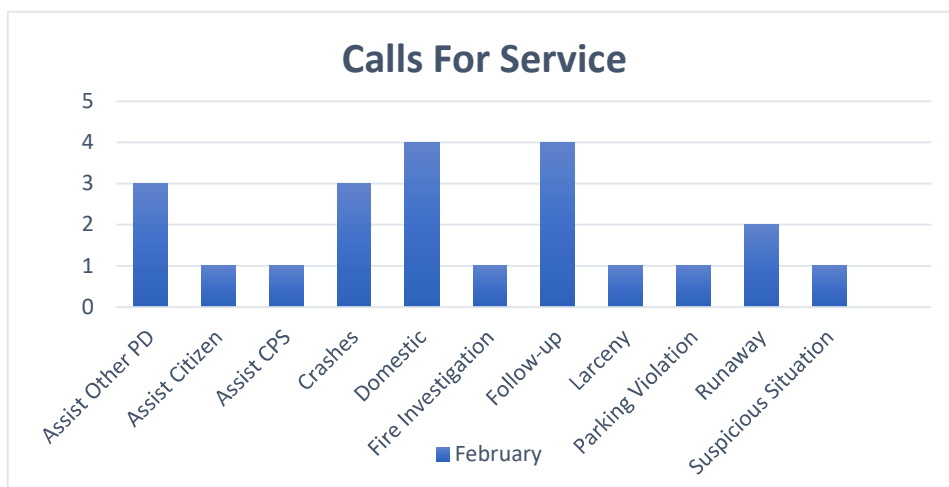


**319 North Nelson St. • Potterville • Michigan • 48876 • Phone (517) 645-7802 • Fax (517) 645-7810**

Dear Council,

Please see the following information regarding your police department,

- **Personnel:** Officer Haynor Completed the basic detective school at Oakland Community College as well as the basic investigator school presented by the Michigan State Police. Cadet Jones has officially been hired, and has started his training and outfitting for the Mid-Michigan Police Academy in August. He will spend quite a bit of time along side sworn officers, learning and preparing for his future with the department as a sworn officer.
- **Upcoming Training:**
  - Search Warrants: April 8<sup>th</sup>
  - Sovereign Citizens and First Amendment Auditors: April 15<sup>th</sup>
  - Advanced Vehicle Concealment Detection: April 20<sup>th</sup>
  - Vehicle Interdiction: May 18<sup>th</sup> -20<sup>th</sup>
  - K9 School: May 4<sup>th</sup> – June 5<sup>th</sup>



***-Respectfully Submitted, Chief R. Barry***

# EATON COUNTY 911

## Events by Nature Code by Agency

Agency: PPD, Event date/Time range: 02/01/2026 00:00:00 - 02/28/2026 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	ALARM ALL	0	0	1	1	1%	0:02:52	0:07:03	0:02:42	0:12:37	0:12:37
	ANIMAL CRUELTY	0	0	1	1	1%	0:03:06	0:00:00	0:00:00	0:08:21	0:08:21
	ARGUMENT OR VERBAL ALTERCATION	0	0	1	1	1%	0:01:25	0:08:00	0:16:56	0:26:21	0:26:21
	ASSIST CITIZEN	0	1	0	1	1%	0:00:00	0:00:00	0:03:09	0:03:09	0:03:09
	ASSIST OTHER POLICE DEPT	0	0	3	3	4%	0:04:43	0:11:36	0:37:41	1:49:17	0:36:26
	ASSIST PROTECTIVE SERVICES	0	0	1	1	1%	0:01:51	2:04:15	0:49:01	2:55:07	2:55:07
	CARDIAC OR RESP ARREST	0	0	1	1	1%	0:04:11	0:09:01	1:43:31	1:56:43	1:56:43
	CIVIL COMPLAINT	0	0	1	1	1%	0:06:18	0:15:50	0:24:23	0:46:31	0:46:31
	DIRECTED TRAFFIC ENFORCE	0	1	0	1	1%	0:00:00	0:00:00	0:00:05	0:00:05	0:00:05
	DOMESTIC DISPUTE	0	0	2	2	3%	0:02:56	0:45:18	0:05:10	1:43:52	0:51:56
	FIRE INVESTIGATION CRIMINAL	0	1	0	1	1%	0:00:00	0:00:00	4:00:42	4:00:42	4:00:42
	FOLLOWUP OF ANY KIND	0	3	1	4	6%	0:00:25	0:00:00	0:51:03	2:37:47	0:39:27
	FRAUD RETAIL EMBEZZLEMENT	0	0	1	1	1%	0:01:35	0:00:00	0:00:00	0:21:03	0:21:03
	LARCENY	0	0	1	1	1%	0:00:00	0:12:17	1:05:42	1:17:59	1:17:59
	MAN WITH A GUN	0	0	1	1	1%	0:00:00	0:00:00	0:00:00	0:34:23	0:34:23
	MESSAGE FOR OFFICER	0	4	0	4	6%	0:00:01	0:00:00	0:00:14	0:01:01	0:00:15
	MISCELLANEOUS INCIDENT	0	2	0	2	3%	0:00:00	0:00:00	3:50:22	7:40:45	3:50:23
	PARKING VIOLATIONS	0	1	0	1	1%	0:00:01	0:00:00	0:17:31	0:17:32	0:17:32
	PERSONAL INJURY CRASH	0	0	1	1	1%	0:00:00	0:04:01	1:01:12	1:05:13	1:05:13
	PRISONER TRANSPORT	0	0	1	1	1%	1:38:49	1:04:42	1:24:58	4:08:29	4:08:29
	PROPERTY DAMAGE CRASH	0	0	2	2	3%	0:18:11	0:01:24	0:29:57	1:39:04	0:49:32
	RUNAWAY	0	0	2	2	3%	0:00:00	0:10:23	0:46:47	1:54:21	0:57:11
	SUSPICIOUS VEHICLE	0	1	0	1	1%	0:00:00	0:00:00	0:07:34	0:07:34	0:07:34
	TELEPHONE HARASSMENT	0	0	1	1	1%	0:05:49	0:00:00	0:00:00	0:21:40	0:21:40

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
	THREATS	0	0	1	1	1%	0:03:55	0:00:00	0:00:00	1:34:58	1:34:58
	TRAFFIC HAZARD	0	0	2	2	3%	0:06:52	0:10:48	0:01:39	0:36:46	0:18:23
	TRAFFIC STOP	0	26	0	26	39%	0:00:01	0:09:35	0:08:12	3:52:31	0:08:57
	TRAFFIC VIOLATION	0	0	2	2	3%	0:03:38	0:00:00	0:00:00	0:07:47	0:03:54
	<b>Subtotals for No Summary Code</b>	<b>0</b>	<b>40</b>	<b>27</b>	<b>67</b>	<b>100%</b>	<b>0:08:46</b>	<b>0:23:52</b>	<b>0:49:29</b>	<b>42:21:38</b>	<b>1:01:15</b>
	<b>Subtotals for PPD</b>	<b>0</b>	<b>40</b>	<b>27</b>	<b>67</b>	<b>100%</b>	<b>0:08:46</b>	<b>0:23:52</b>	<b>0:49:29</b>	<b>42:21:38</b>	<b>1:01:15</b>

# Eaton County Central Dispatch

## Total Calls For Service

February 2026				
Type Agency	Month To Date		Year To Date	
	Calls	%/Total	Calls	%/Total
EMS	1,403	21.2%	2,957	21.5%
Fire	795	12.0%	1,718	12.5%
Police	4,425	66.8%	9,085	66.0%
<b>Total Calls</b>	<b>6,623</b>	<b>100.0%</b>	<b>13,760</b>	<b>100.0%</b>

# Eaton County Central Dispatch

## EMS Calls For Service

February 2026				
Agency	Month To Date		Year To Date	
	Calls	%/Total	Calls	%/Total
Benton Twp. EMS	66	4.7%	134	4.5%
Delta Twp. EMS	472	33.6%	1,013	34.3%
Eaton Area EMS	539	38.4%	1,123	38.0%
Grand Ledge EMS	161	11.5%	331	11.2%
Vermontville EMS	20	1.4%	43	1.5%
Windsor Twp. EMS	96	6.8%	209	7.1%
Outside Agencies*	49	3.5%	104	3.5%
<i>DLHE(0), LIFE(0), LTEM(16), NEMS(14),PRTE(19), LAEM(0)</i>				
<b>Total EMS Calls</b>	<b>1,403</b>	<b>100.0%</b>	<b>2,957</b>	<b>100.0%</b>

\* Agencies Outside Eaton County

# Eaton County Central Dispatch

## Fire Calls For Service

February 2026				
Agency	Month To Date		Year To Date	
	Calls	%/Total	Calls	%/Total
Bellevue Fire	20	2.5%	48	2.8%
Benton Twp Fire	15	1.9%	43	2.5%
Charlotte Fire	160	20.1%	353	20.5%
Delta Fire	267	33.6%	558	32.5%
Eaton Rapids City	59	7.4%	122	7.1%
Eaton Rapids Twp.	61	7.7%	123	7.2%
Grand Ledge Fire	66	8.3%	147	8.6%
Hamlin Twp Fire	16	2.0%	35	2.0%
Olivet Fire	22	2.8%	51	3.0%
Roxand Twp. Fire	10	1.3%	18	1.0%
Sunfield Fire	39	4.9%	85	4.9%
Vermontville Fire	11	1.4%	22	1.3%
Windsor Fire	40	5.0%	98	5.7%
Outside Agencies*	9	1.1%	15	0.9%
<i>LAFD(2), LTFD(7), DLHF(0), NASH(0)</i>				
<b>Total Fire Calls</b>	<b>795</b>	<b>100.0%</b>	<b>1,718</b>	<b>100.0%</b>

\* Agencies Outside Eaton County

# Eaton County Central Dispatch

## Police Calls For Service

February 2026				
Agency	Month To Date		Year To Date	
	Calls	%/Total	Calls	%/Total
Bellevue Police	20	0.5%	41	0.5%
Charlotte Police	515	11.6%	1,059	11.7%
Eaton County Sheriff	1,833	41.4%	3,659	40.3%
<i>Delta</i>	1,610	36.4%	3,226	35.5%
<i>Out County</i>	223	5.0%	433	4.8%
<i>Animal Control</i>	17	0.4%	46	0.5%
Eaton Rapids Police	218	4.9%	453	5.0%
Grand Ledge Police	426	9.6%	882	9.7%
Michigan State Police	1,253	28.3%	2,662	29.3%
Olivet Police	52	1.2%	98	1.1%
Pottersville Police	67	1.5%	146	1.6%
Outside Agencies* <i>DNR(24), ME(17)</i>	41	0.9%	85	0.9%
<b>Total Police Calls</b>	<b>4,425</b>	<b>100.0%</b>	<b>9,085</b>	<b>100.0%</b>



## BENTON TOWNSHIP FIRE DEPARTMENT

### Fire Chief

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

### BTFD Monthly Report

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

#### **OPERATIONAL INFORMATION:**

Working on the 2026 Fire Department Budget  
Fire Department Fee Schedule  
New Fire Engine  
Auction of old equipment

#### **TRAINING:**

- Fire Training – Fire Reports & Ice Rescue PPT,
- EMS Training – Cold Weather Injuries
- Image Trend Elite Training

#### **MEETINGS ATTENDED:**

Township Board Meeting

#### **SPECIAL EVENTS:**

- None

#### **CODE COMPLAINTS:**

3 - Zoning violation

#### **GRANTS**

N/A

#### **CALLS FOR SERVICE:**

**FIRE** 8 City, 6 Twp, 1 Mutual Aid  
**EMS** 25 City, 25 Twp, 16 Mutual Aid  
**EMS Mutual Aid**

- Grand Ledge – 1
- Eaton Area – 10
- Windsor Twp. – 5
- Delta - 0

**Total 81** Calls for service

#### **Year to Date Totals for 2026**

**Total** = 177

**Fire** = 43

**EMS** = 134



# BENTON TOWNSHIP FIRE DEPARTMENT

## Fire Chief

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

### BTFD Monthly Report

#### EMS Runs

#### EATON COUNTY 911

#### Events by Nature Code by Agency

Agency: BEMS, Event date/Time range: 02/01/2026 00:00:00 - 02/28/2026 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	2	2	3%	0:00:01	0:14:27	1:28:17	3:25:29	1:42:45
	AUTOMATIC CRASH NOTIFICATION	0	0	1	1	2%	0:00:58	0:06:58	0:39:44	0:47:40	0:47:40
	BACK PAIN (NON TRAUMATIC)	0	0	1	1	2%	0:02:01	0:10:12	1:22:27	1:34:40	1:34:40
	BREATHING PROBLEMS	0	0	14	14	21%	0:01:27	0:07:03	0:48:29	12:34:38	0:53:54
	CARDIAC OR RESP ARREST	0	0	1	1	2%	0:02:10	0:03:33	0:14:47	0:20:30	0:20:30
	CHEST PAIN (NON-TRAUMATIC)	0	0	2	2	3%	0:03:14	0:07:45	0:46:22	1:51:28	0:55:44
	CONVULSIONS/SEIZURES	0	0	2	2	3%	0:02:35	0:18:22	0:39:34	2:01:00	1:00:30
	DIABETIC PROBLEMS	0	0	1	1	2%	0:01:44	0:04:18	0:38:03	0:44:05	0:44:05
	EMS STANDBY	0	0	1	1	2%	0:00:32	0:05:55	0:11:06	0:17:33	0:17:33
	FALLS	1	0	10	11	17%	0:02:26	0:08:32	0:46:29	10:29:28	0:57:13
	HEART PROBLEMS	0	0	1	1	2%	0:00:00	0:10:56	0:18:40	0:29:36	0:29:36
	HEAT/COLD EXPOSURE	0	0	1	1	2%	0:01:02	0:05:56	0:28:59	0:35:57	0:35:57
	HEMORRHAGE/LACERATIONS	0	0	1	1	2%	0:02:51	0:08:17	0:50:16	1:01:24	1:01:24
	PERSONAL INJURY CRASH	0	0	4	4	6%	0:00:17	0:09:50	0:45:15	2:49:43	0:42:26
	PSYCHIATRIC/ABNORMAL BEHAVIOR	0	0	2	2	3%	0:00:00	0:11:15	0:44:58	1:52:25	0:56:13
	SICK PERSON	0	0	7	7	11%	0:01:38	0:08:15	0:55:30	5:32:30	0:47:30
	STROKE (CVA)	0	0	3	3	5%	0:03:27	0:09:16	1:01:46	2:26:49	0:48:56
	TRAUMATIC INJURIES	0	0	2	2	3%	0:02:05	0:06:01	0:29:45	1:15:41	0:37:51
	UNCONSCIOUS/FAINTING (NEAR)	0	0	2	2	3%	0:01:43	0:09:12	1:05:03	2:31:56	1:15:58
UNKNOWN PROBLEM (MAN DOWN)	0	0	7	7	11%	0:02:03	0:12:03	0:24:01	3:50:03	0:32:52	
<b>Subtotals for No Summary Code</b>		<b>1</b>	<b>0</b>	<b>65</b>	<b>66</b>	<b>100%</b>	<b>0:01:47</b>	<b>0:08:54</b>	<b>0:43:59</b>	<b>56:32:35</b>	<b>0:51:10</b>
<b>Subtotals for BEMS</b>		<b>1</b>	<b>0</b>	<b>65</b>	<b>66</b>	<b>100%</b>	<b>0:01:47</b>	<b>0:08:54</b>	<b>0:43:59</b>	<b>56:32:35</b>	<b>0:51:10</b>

Report Generated: 03/02/2026 09:04:58 | User ID: THART

Other\_EventsByNatureAgcy

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## BENTON TOWNSHIP FIRE DEPARTMENT

### Fire Chief

4713 N. Hartel Rd.  
Potterville, 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: 02/01/2026 00:00:00 - 02/28/2026 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	AUTOMATIC CRASH NOTIFICATION	0	0	1	1	7%	0:00:41	0:10:32	0:24:26	0:35:39	0:35:39
	CARDIAC OR RESP ARREST	0	0	1	1	7%	0:00:30	0:00:00	0:00:00	0:15:31	0:15:31
	COMPLAINT FIRE INVESTIGATION	0	0	1	1	7%	0:01:08	0:21:09	0:32:18	0:54:35	0:54:35
	MEDICAL ASSIST	0	0	6	6	40%	0:00:05	0:05:21	0:15:15	2:02:53	0:20:29
	MISCELLANEOUS FIRE RUN	1	0	0	1	7%	0:00:00	0:00:00	0:00:00	0:00:00	0:00:00
	PERSONAL INJURY CRASH	0	0	3	3	20%	0:00:19	0:11:09	0:50:28	3:05:48	1:01:56
	STRUCTURE FIRE LARGE	0	0	2	2	13%	0:01:12	0:06:51	0:10:12	0:34:52	0:17:26
	<b>Subtotals for No Summary Code</b>	<b>1</b>	<b>0</b>	<b>14</b>	<b>15</b>	<b>100%</b>	<b>0:00:39</b>	<b>0:11:00</b>	<b>0:26:32</b>	<b>7:29:18</b>	<b>0:34:16</b>
	<b>Subtotals for BTFD</b>	<b>1</b>	<b>0</b>	<b>14</b>	<b>15</b>	<b>100%</b>	<b>0:00:39</b>	<b>0:11:00</b>	<b>0:26:32</b>	<b>7:29:18</b>	<b>0:34:16</b>

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

# Tri-County Regional Trail Planning Report

JANUARY 2026



TRI-COUNTY  
regional planning commission

DEVELOPED FOR:



DEVELOPED BY:

PEA GROUP



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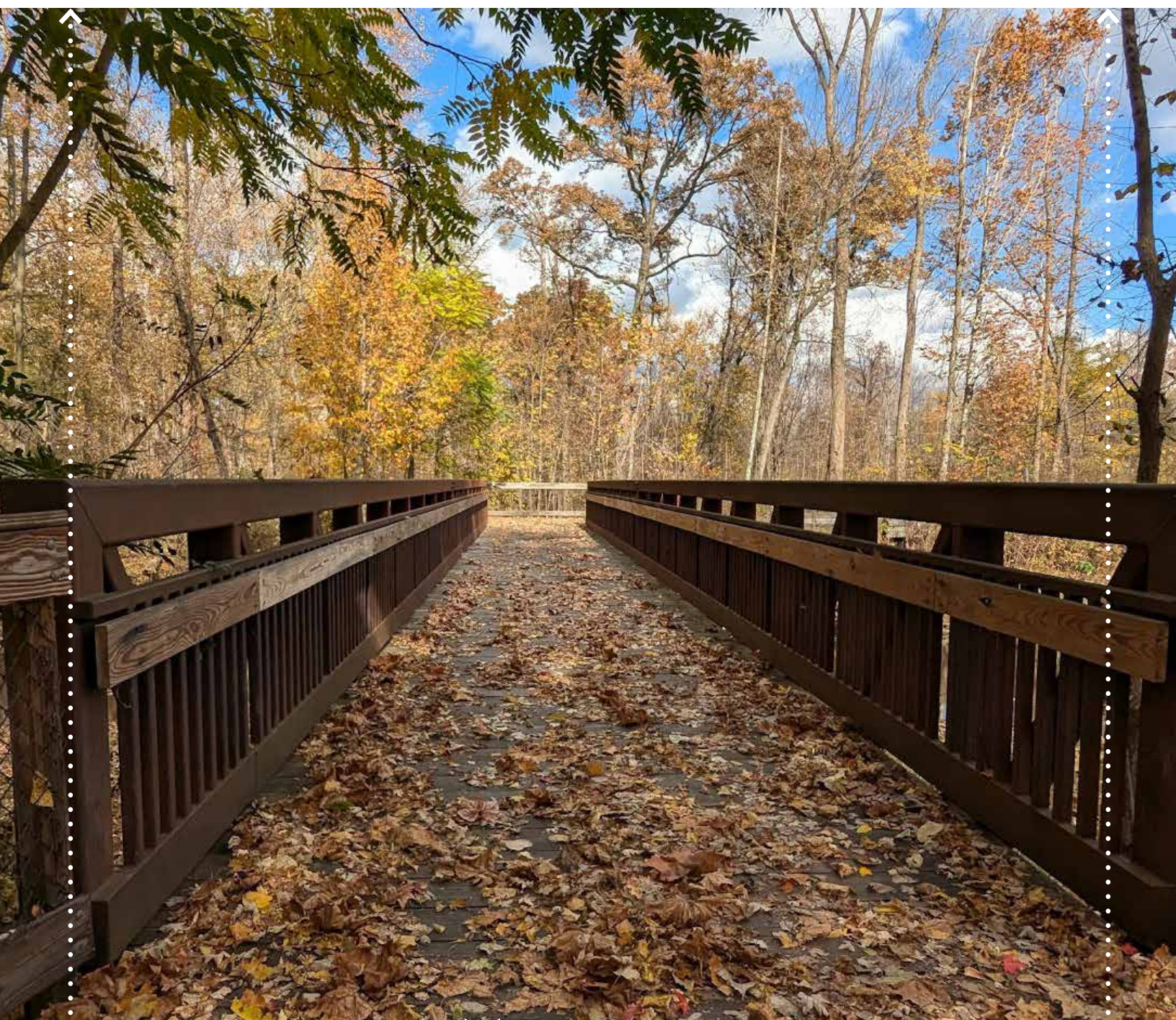
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Appendix III: Meeting Minutes

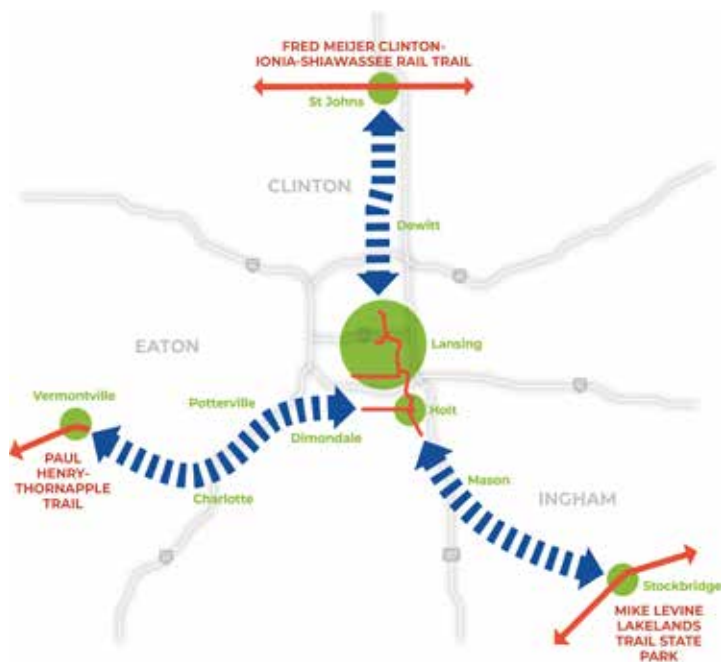
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Appendix IV: Cost Opinions

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The Tri-County Regional Trail Plan is an initiative to **link the Lansing area trails with Michigan's statewide network**, connecting 24 municipalities across three counties in an effort to promote community, health, economic growth, and outdoor recreation.



## WHY NOW?

- » There are significant **gaps** between Lansing and the statewide trail network
- » Tri-County Regional Planning Commission (TCRPC) is promoting the creation of **non-motorized routes that will close these gaps**
- » MDOT is supporting this effort by exploring ways they can best meet the challenges of developing trails in **rural communities**

## WHO IS INVOLVED?

- » **Tri-County Regional Planning Commission** is leading the project with funding from **MDOT**
- » A **project team of consultants** is assisting with plan development and preliminary engineering
- » **Stakeholders and residents** from the region, the county, and local communities are providing feedback and support



PEA GROUP



The Greenway Collaborative, Inc.

# WHAT'S IN THE PLAN?

This project represents the **planning and preliminary engineering phase** of this regional trail effort. It was developed through a step-by-step process to move from a big-picture vision to a phased plan for construction-ready projects. The plan includes:

-  **RESEARCH & SITE ANALYSIS**
-  **COST OPINIONS AND PHASING PLANS**
-  **COMMUNITY ENGAGEMENT**
-  **IMPLEMENTATION RECOMMENDATION REPORT**
-  **ROUTE REFINEMENT**
-  **SELECT TAP GRANT APPLICATIONS**
-  **FINAL TRAIL MAPS & ALIGNMENT REPORT**
-  **TARGETED CONSTRUCTION DRAWINGS**
-  **PRELIMINARY ENGINEERING PLANS**
-  **LESSONS LEARNED REPORT**

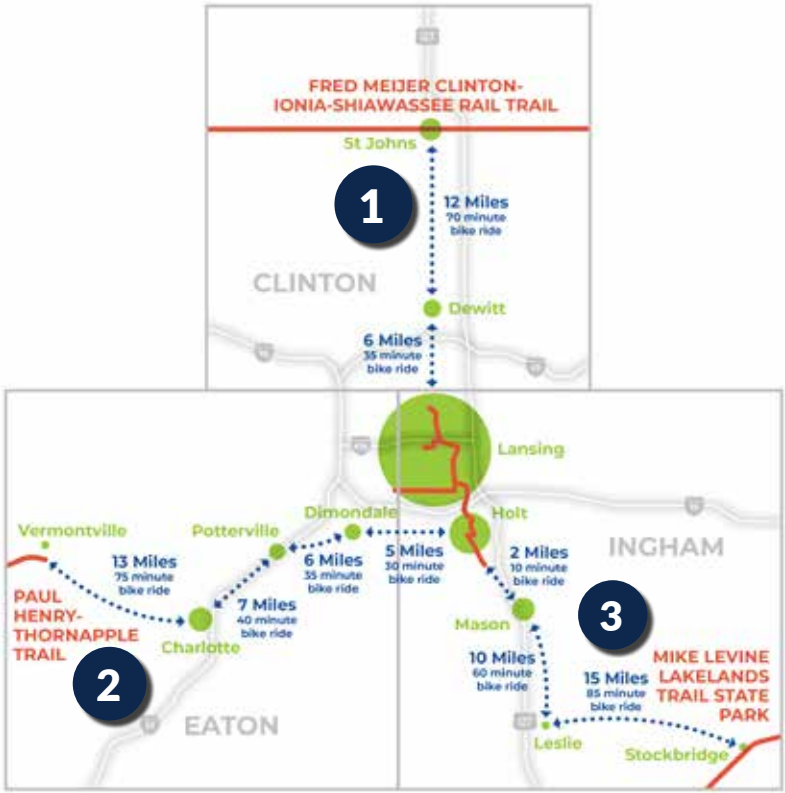
This plan lays the groundwork for local counties and agencies to secure funding and **move the project from vision to reality.**

# WHERE ARE THE TRAILS GOING?

The project focuses on **connecting the Lansing River Trail to three major regional trails.**

- 1** FRED MEIJER CLINTON IONIA SHIAWASSEE RAIL TRAIL
- 2** PAUL HENRY-THORNAPPLE TRAIL
- 3** MIKE LEVINE LAKELANDS TRAIL STATE PARK

The planned routes span **more than 80 miles** across Eaton, Clinton, and Ingham counties, connecting small towns and rural communities to the city of Lansing and these regional trail networks.



## WHAT WILL THE TRAILS LOOK LIKE?

The **ideal trail is an off-road, multi-use path**—safe, scenic, and uninterrupted. However, most easy-to-build corridors in the region already exist, and the remaining options face challenges like land use, ownership, and environmental constraints.

To create a fully connected trail system, the plan includes a **mix of different pathway facilities**. This flexible approach allows the network to move forward, even in areas where ideal off-road trails aren't possible.



### SHARED USE PATHS

Wide, paved trails physically separated from roadways, designed for two-way use by both pedestrians and bicyclists.



### BIKE LANES AND SIDEWALKS

Dedicated space within the roadway for bicycles paired with sidewalks for pedestrians.



### SIGNED BIKE ROUTES AND SIDEWALKS

Low-volume, low-speed local roadways signed and marked for bicycle travel, accompanied by sidewalks for pedestrian travel.



### SIDEPATHS

Wide, paved trails adjacent to but physically separated from roadways, designated for two-way use by both pedestrians and bicyclists.



### WIDE PAVED SHOULDERS

A paved extension of the roadway that provides space for bicyclists, pedestrians, and buggies outside the travel lanes in rural areas where sidewalks are not feasible.



### SCENIC GRAVEL ROAD ROUTES

A signed route on low-traffic, unpaved roads through pastoral and natural landscapes, offering bicyclists a quiet and scenic riding experience.

## HOW AND WHEN WILL IT BE IMPLEMENTED?

### IMPLEMENTATION WILL HAPPEN AT THE LOCAL LEVEL

TCRPC is leading the planning, but the **trails will be built by county governments and local agencies**. The phasing plan outlines next steps based on feasibility and competitiveness for funding. Some segments may move forward quickly, while others will require more time due to land access, environmental reviews, or coordination with other projects.

### SUPPORT FOR LOCAL IMPLEMENTATION

To support future implementation, a **Transportation Alternatives Program (TAP) Grant Playbook** and a **Lessons Learned Report** will guide local partners in advancing projects and pursuing funding.

### TAP PILOT PROJECTS

As part of a \$2.5 million Transportation Alternatives Program (TAP) pilot project, the following **three trail segments** were selected, and TAP grant applications submitted to help fund their construction.



- 1 DIMONDALE PEDESTRIAN BRIDGE (0.2 MILES)
- 2 LANSING ROAD SIDEPATH (5.5 MILES)
- 3 CHARLOTTE TO LESLIE RAIL-WITH-TRAIL (9.5 MILES)

## STAY CONNECTED

The Tri-County Regional Trail Plan is about more than paths and pavement, it's about **connection, community, and a shared vision** for the future of Mid-Michigan. This project was designed to serve YOU—the community. Let's keep the momentum going.

Learn more: [mitcrpc.org/currentprojects](https://mitcrpc.org/currentprojects)

Contact us: [info@mitcrpc.org](mailto:info@mitcrpc.org)

# PROJECT BACKGROUND

The 2022 study was “not intended to be a regional non-motorized plan, but instead focus on one set of corridors that begin to connect the region to the rest of the state.”<sup>1</sup> Instead, the purpose was to:

- » Visualize and plan connections from the Lansing River Trail system to the statewide trail network
- » Add to the quality of life of the Lansing Region
- » Position the Tri-County region to utilize federal and state funding resources
- » Establish TCRPC as a regional champion for trails
- » Integrate trails with the regional transportation network
- » Capitalize on tourism and promote areas of interest
- » Foster connections to parks, jobs, and community amenities
- » Identify post-construction maintenance and management needs
- » Outline recommended trail support systems

The 2022 study included high level stakeholder input and desktop review using GIS data of the region. The report played a key role in the advancement of this project. This planning report furthers the project with the addition of field studies and in-depth community engagement. This study also includes preliminary engineering drawings not included in this document. The drawings were used to develop the cost opinions, and alongside this study, can help unlock funding opportunities to bring the proposed routes to fruition.

## VISION

To create an interconnected, accessible, and cohesive non-motorized network that safely connects communities and points of interest throughout the region, capitalizes on existing assets and infrastructure, and encourages strategic investment to enhance vibrant communities.

## EARLY PLANNING

TCRPC established a local stakeholder committee to identify a future trail network within the region, beginning with establishing three non-motorized routes connecting the Tri-County region to the rest of the state, with the goal of future projects enhancing the network and creating more connections. There are several parks, recreation areas, and downtown districts that lie outside of the final route. While not the focus of this study, where applicable, this report does note these potential connections in an effort to see if any specific routes could provide the benefit of access in the future.

## MDOT PILOT PROJECT

The Michigan Department of Transportation (MDOT) created three pilot projects across the state to assist communities that may not have the time or financial resources for planning assistance, preliminary engineering, and grant application preparation for Transportation Alternatives Program (TAP) funding. It is a way to advance projects that cross multiple municipal jurisdictions and creates a unique opportunity for multi-community collaboration benefiting the Tri-County region. This study is the largest of the three.

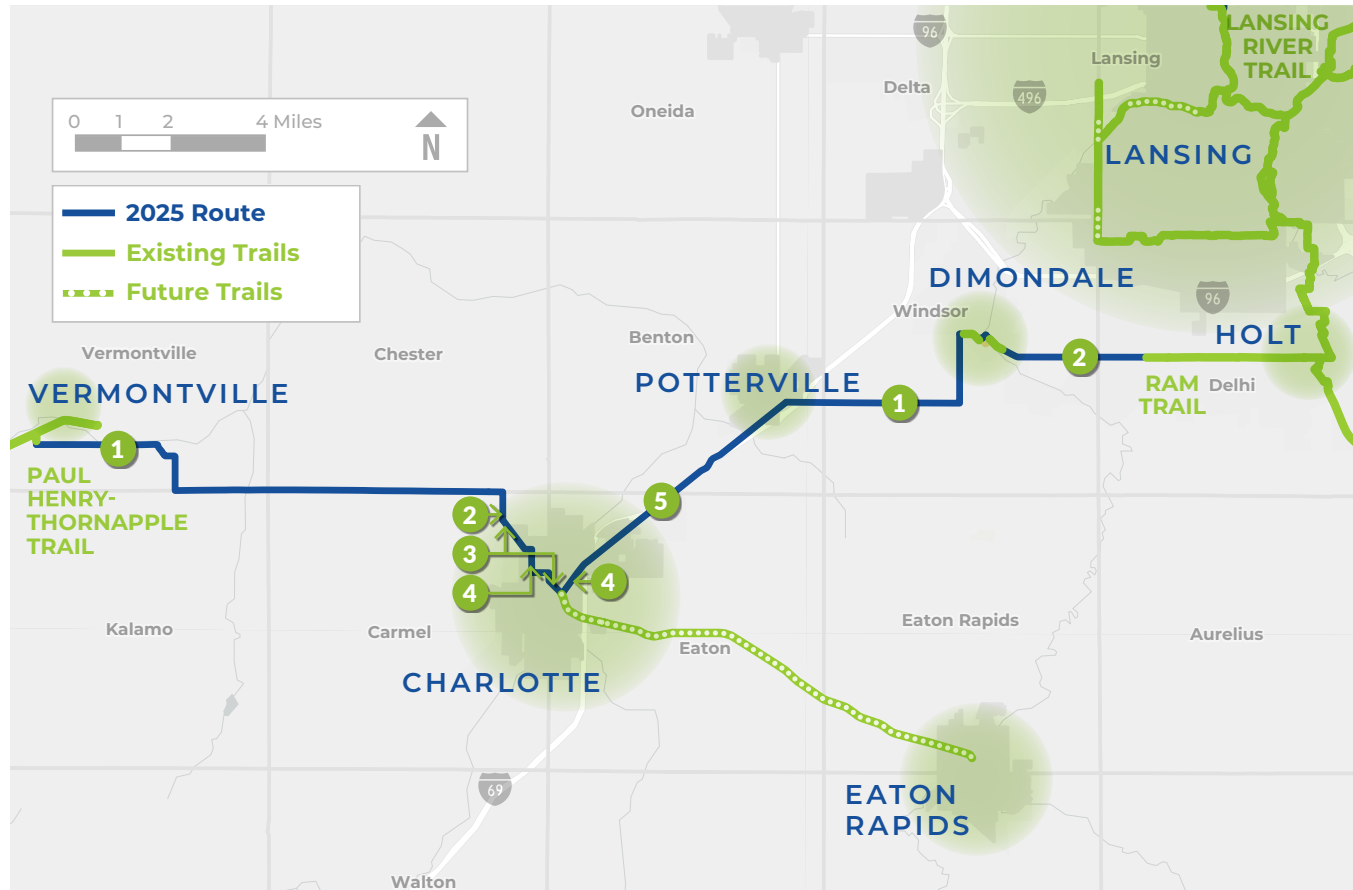
<sup>1</sup> Rep. Regional Trails Feasibility Plan. Plymouth, MI: OHM Advisors, 2022.

→ Paul Henry — ←  
Thornapple Trail  
→ To Lansing River Trail ←



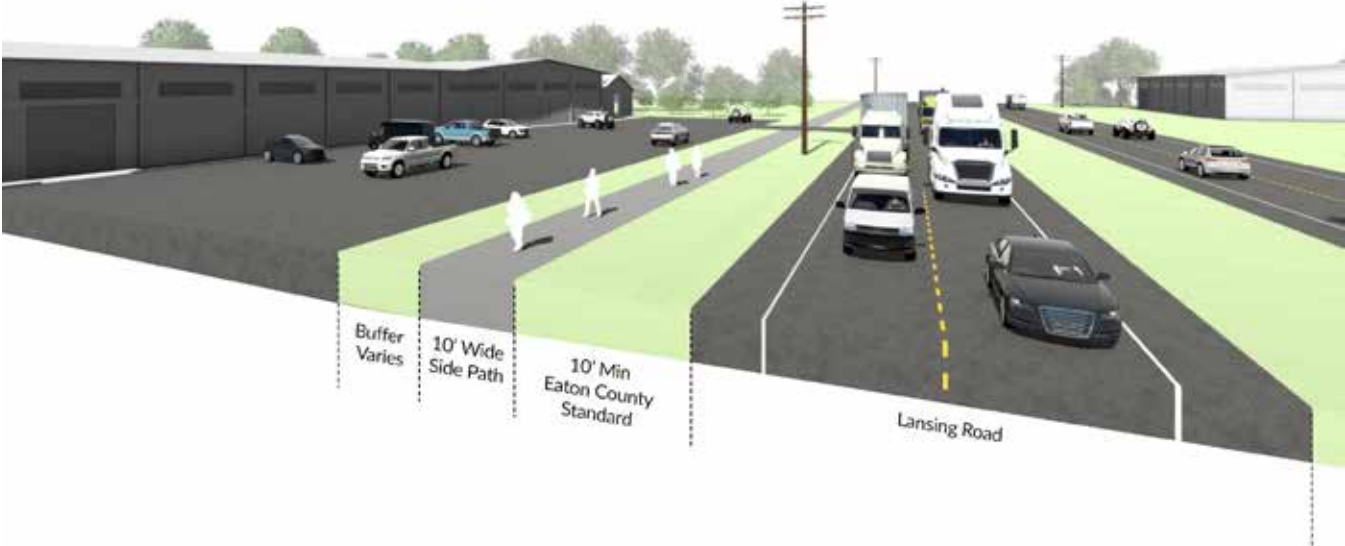
# FINAL ROUTE

## PAUL HENRY – THORNAPPLE TRAIL TO LANSING RIVER TRAIL



The map above illustrates the finalized route, accompanied by cross sections on the subsequent pages to provide an overall view of the trail facilities. For a more detailed breakdown highlighting the specific facilities, see the Trails Facilities by Municipality Section.

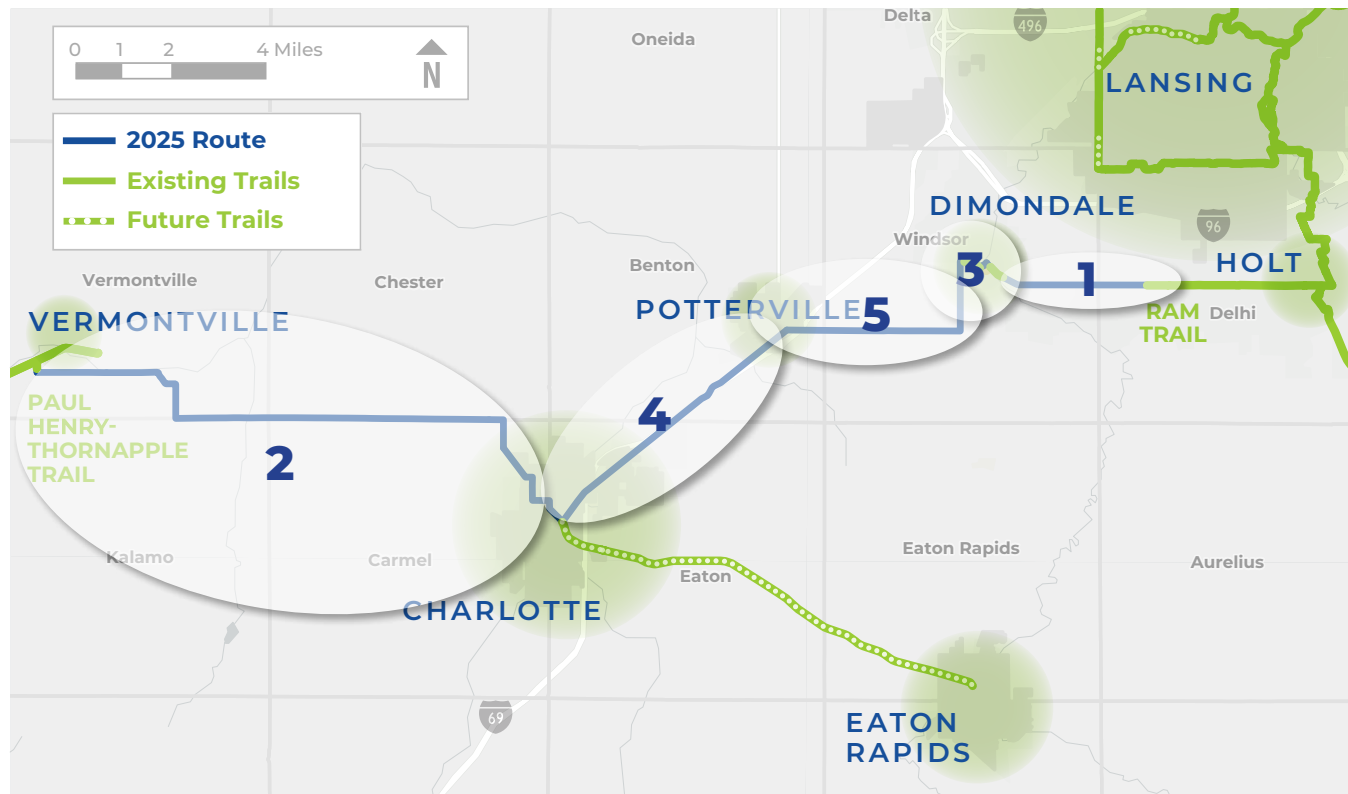
# ROUTE CROSS SECTIONS



10' SIDEPATH ALONG LANSING ROAD, MINIMUM 10' FROM PAVEMENT EDGE

# PHASING PLAN

## PAUL HENRY – THORNAPPLE TRAIL TO LANSING RIVER TRAIL



### PHASE 1

Holt Hwy from Dimondale to the existing Ram Trail just east of Holt High School.

### PHASE 2

Paul Henry–Thornapple Trail north of the Maple Valley Jr/Sr School, heading east and south on Nashville Hwy to a trailhead at Optimist Park on Kinsel Hwy. The route continues south on Wheaton Rd, turning southeast on the Consumers corridor and east on Beech Hwy, until meeting existing sidewalks on High St, Amity St, and N. Cochran, ending with a section from N Cochran to Lansing Rd within the former rail corridor.

### PHASE 3

Apply for a TAP grant for the pedestrian bridge over the Grand River between Danford Island and Lions Parks.

A secondary project includes upgrading bike lanes and non-motorized route signage.

### PHASE 4

Apply for a TAP grant for a 10' wide sidepath along Lansing Road from Lake Alliance Park to existing sidewalks at Tully Brown Dr in Charlotte. From there, widen sidepath as needed and upgrade shoulders for cyclists until former rail corridor at Gale St.

### PHASE 5

10' sidepath heading north from Lake Alliance Park until E Vermontville Hwy.

A secondary project in conjunction with future road reconstruction to implement 7' wide shoulders and a signed bike route from on E Vermontville Hwy, N Canal St, ending on Windsor Hwy at the cemetery and the existing sidewalks and bike lanes in Dimondale.

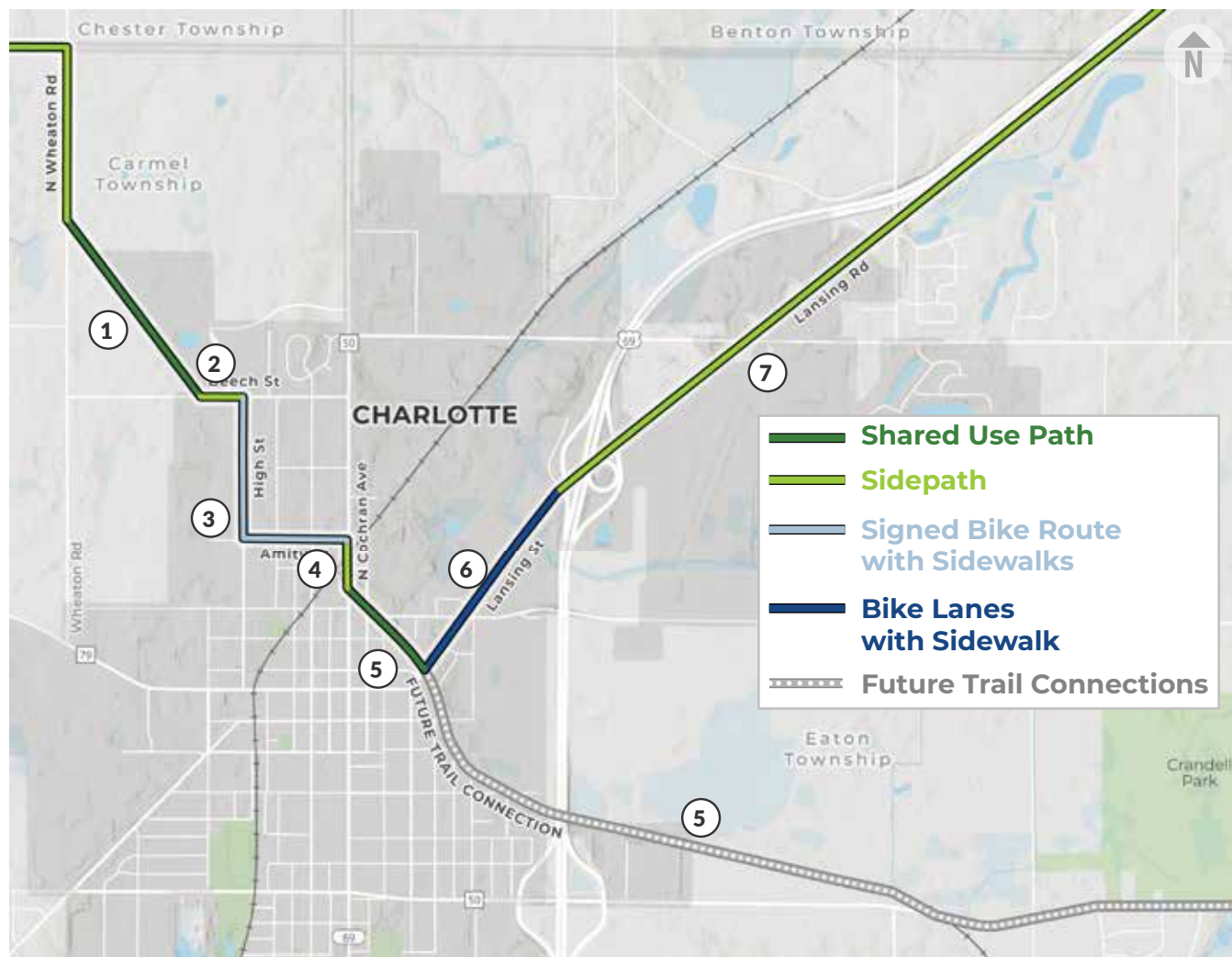
Note: See Trail Facilities by Municipality section for more detailed information on trail facility types.



# Facilities by Municipality

# CITY OF CHARLOTTE

## PAUL HENRY – THORNAPPLE TRAIL TO LANSING RIVER TRAIL



### FACILITIES IN CITY OF CHARLOTTE

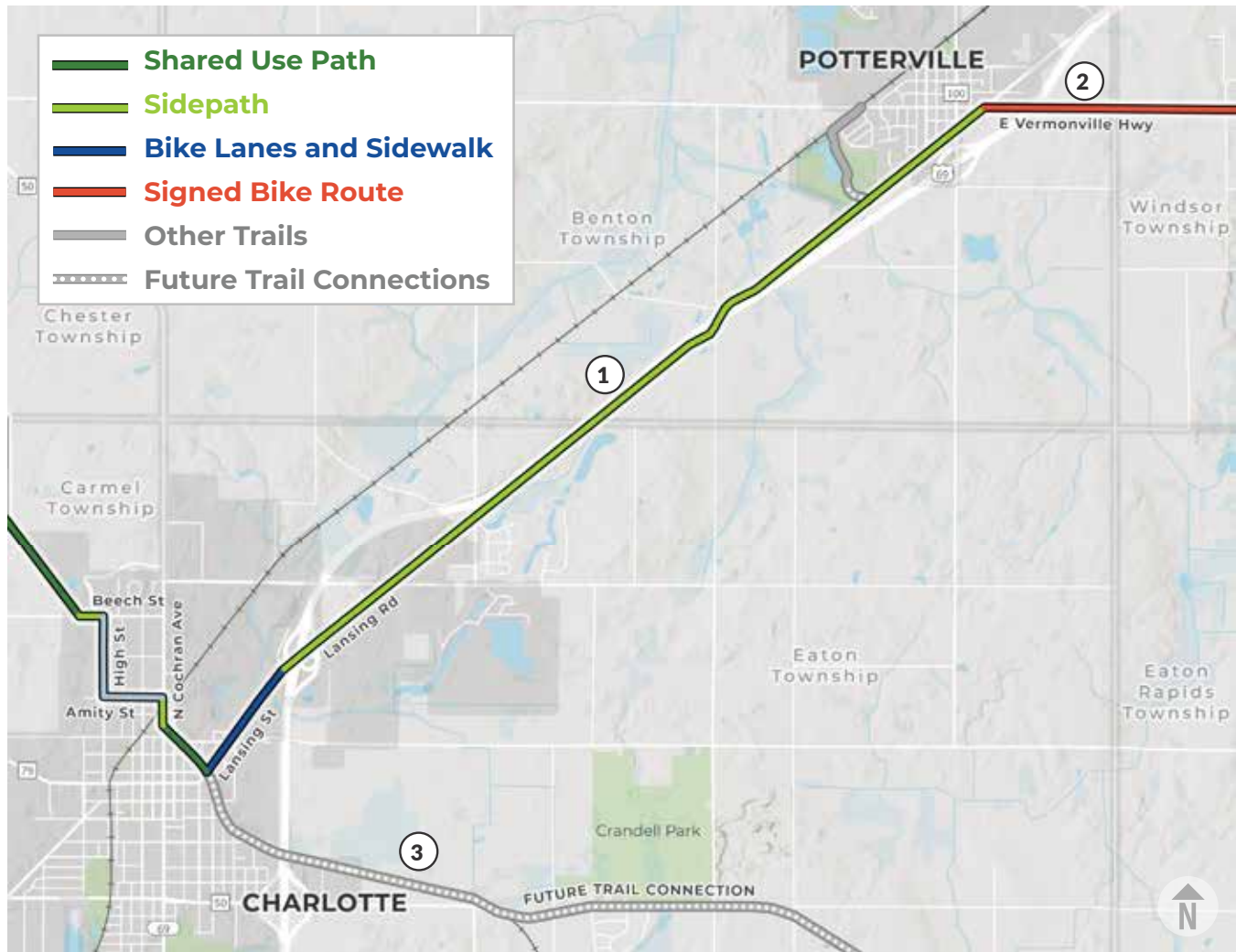
0.7 miles shared use path  
 1.4 miles of sidepath  
 0.9 miles of bike lanes  
 0.9 miles sidewalk (0.9 miles existing)

### MAP NOTES

1. The proposed shared-use path follows an old railroad corridor between N. Wheaton Rd and Beech St. The property is owned by Eaton County.
2. The sidepath is proposed for the north side of Beech St.
3. A signed bike route with existing sidewalk on Amity St and High St.
4. Widen existing sidewalk on west side of Cochran.
5. Eaton County is pursuing a shared-use path along the rail corridor between N. Cochran Ave and Lansing St, with plans to connect to Crandell Lake Park in the future.
6. Existing sidewalks with proposed bike lanes on Lansing St from rail corridor to Tully-Brown Dr.
7. A sidepath on the west side of Lansing Rd from Tully-Brown Dr to Lake Alliance Park.

# EATON TWP AND BENTON TWP

## PAUL HENRY – THORNAPPLE TRAIL TO LANSING RIVER TRAIL



### FACILITIES IN EATON TWP

2.2 miles sidepath

### FACILITIES IN BENTON TWP

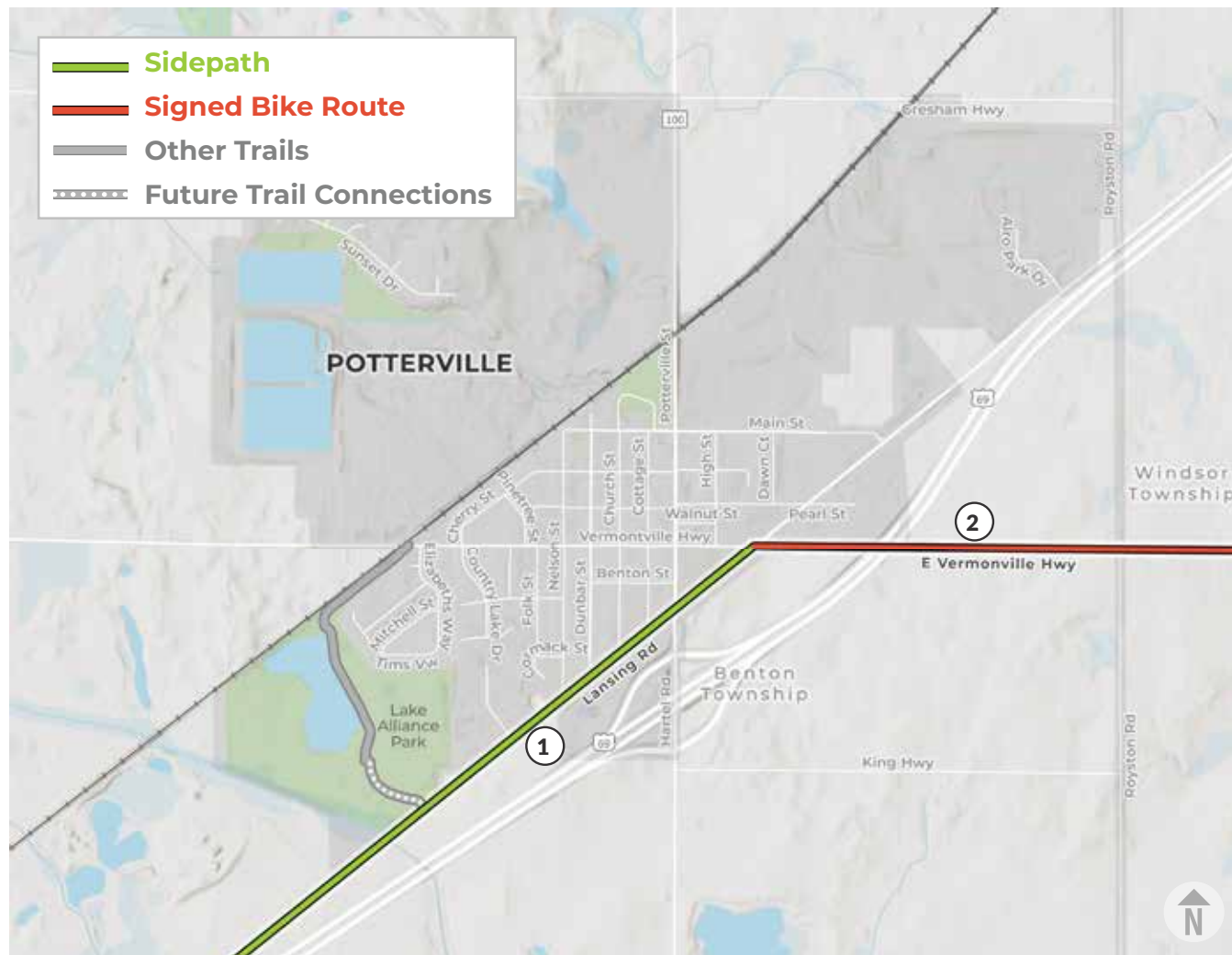
3.2 miles sidepath

### MAP NOTES

1. In Eaton and Benton Twp, a sidepath is proposed on the west side of Lansing Road, crossing to the east side at Hartel Rd. The crossing includes safety improvements such as signage and high visibility crosswalks.
2. In Benton Twp, in conjunction with future road reconstruction, implement 7' wide shoulders and a signed bike route on E Vermontville Hwy. Implement safety improvements, including signage and bridge deck upgrades on the I-69 overpass. Current Eaton County standards require 10' from edge of pavement in urban areas and a minimum of 13' from edge of pavement in rural areas.
3. Eaton County is pursuing a shared-use path along the rail corridor between N. Cochran Avenue and M-50, with plans to connect to Crandell Park in the future.

# VILLAGE OF POTTERVILLE

## PAUL HENRY – THORNAPPLE TRAIL TO LANSING RIVER TRAIL



### FACILITIES IN THE VILLAGE OF POTTERVILLE

0.7 miles sidepath

### MAP NOTES

1. A sidepath is proposed on the west side of Lansing Rd from Lake Alliance Park to S Hartel Rd, where it crosses to the east side. The crossing includes safety improvements such as signage and high visibility crosswalks.
2. In conjunction with future road reconstruction, implement 7' wide shoulders and a signed bike route on E Vermontville Hwy. Implement safety improvements, including signage and bridge deck upgrades on the I-69 overpass. Current Eaton County standards require 10' from edge of pavement in urban areas and a minimum of 13' from edge of pavement in rural areas.

## COORDINATION AND ENGAGEMENT

Ongoing coordination among jurisdictions, stakeholders, and users is essential for maintaining momentum, sharing resources, and solving problems collaboratively. As the trail expands, so must the partnerships that support it.

### KEY ACTIONS

- » Establish a regional trail coordination group or task force to support implementation, troubleshoot challenges, and align funding efforts.
- » Host an annual regional trail summit to bring together local governments, nonprofits, advocacy groups, and other stakeholders to share updates, celebrate progress, and identify shared priorities.
- » Create channels for ongoing public engagement, such as online feedback forms, sharing trail updates, and notification of trail events.
- » Share best practices and lessons learned across jurisdictions to improve efficiency, consistency, and the overall quality of the trail system.
- » Engage the community through volunteer programs, educational outreach, and advocacy campaigns to increase trail use, stewardship, and public support.

### A DEDICATED TRAIL LEADERSHIP ORGANIZATION

The tri-county area currently lacks a dedicated non-profit entity that can lead all aspects of trail development including planning, land acquisition, funding, promotion, programming and maintenance.

Example of groups that have been successful with this model include:

- » Waterloo Pathway Initiative (Washtenaw County): plays a key role in securing land and easements to expand trail networks, as well as in grant writing, promotion, and fundraising
- » West Michigan Trails: supports an 18-county regional network by coordinating advocacy, fundraising, and public outreach across multiple jurisdictions
- » Traverse Area Recreation and Transportation Trails: oversees trail development, maintenance, programming, and partnerships throughout the region

While the specific roles of these organizations vary, they all demonstrated the importance of a single focused organization to drive progress and long-term sustainability.

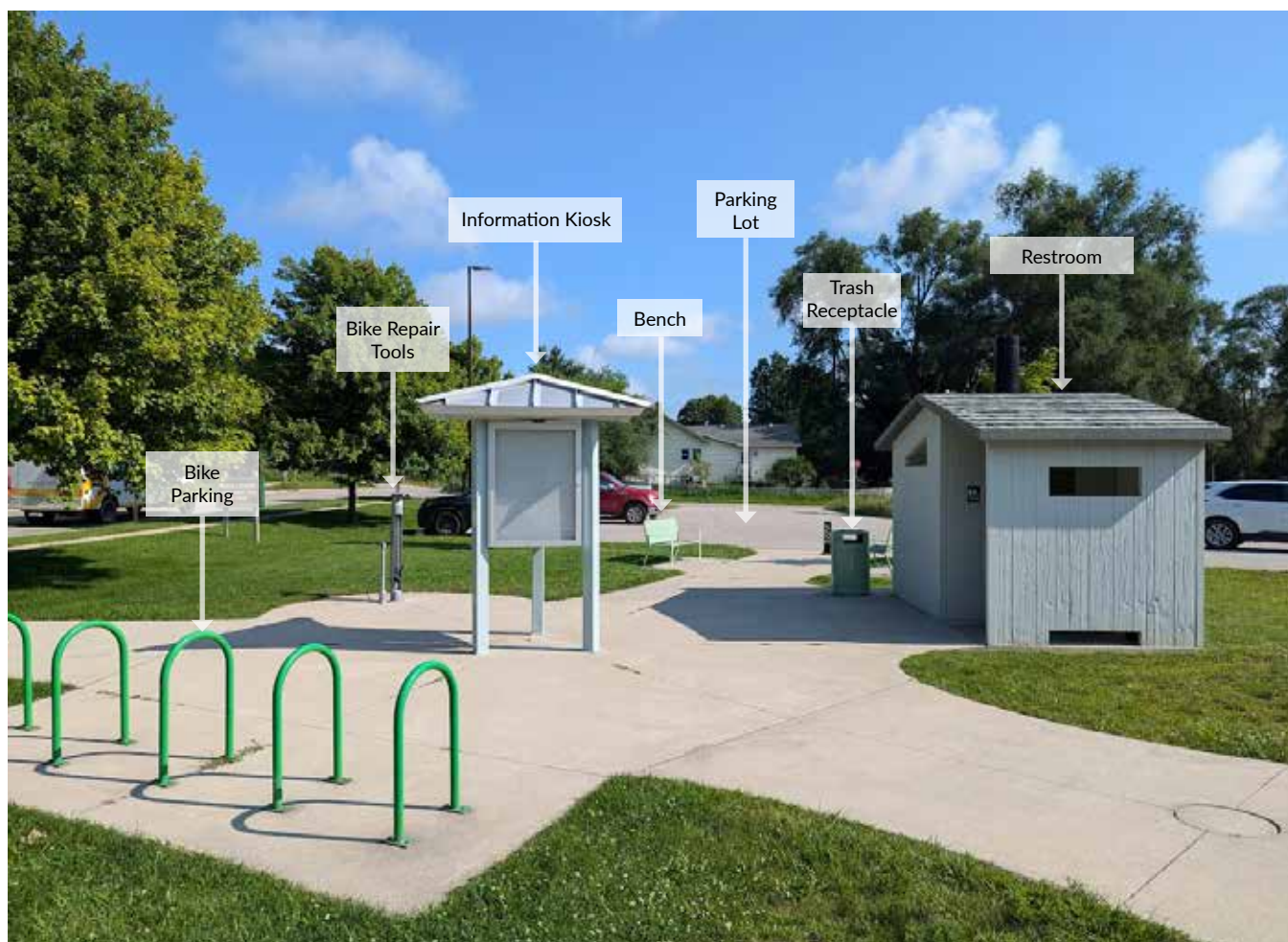
A similar entity in the tri-county area could lead funding coordination, promotion, and trail maintenance. The Tri-County Bicycle Association could serve as a potential partner or a starting point for building this type of comprehensive support structure.

# TRAIL AMENITIES

Long distances between destinations mean that comfortable, accessible amenities are critical. These features improve safety, encourage more frequent use, and support a wider range of users.

## KEY ACTIONS

- » Provide amenities such as:
  - Parking for cars and bicycles
  - Restrooms and water stations
  - Benches and shaded rest areas
  - Trash and recycling bins
  - Basic bike repair tools
  - Emergency call boxes
  - Landscaping and tree-lined buffers
  - E-bike charging stations
- » Identify and prioritize key trailhead locations
- » Identify ownership and maintenance responsibilities of trail amenities
- » Secure funding for installation and long-term upkeep



Stockbridge Trailhead for the Mike Levine Lakelands Trail State Park

# WAYFINDING

Users need clear, consistent signage to navigate the trail and feel confident. A well-designed wayfinding system also helps build a sense of place and ties the network together.

## KEY ACTIONS

- » Develop a phased signage and branding strategy starting with point-to-point navigation, then layering in co-branding and regional identity over time.
- » Coordinate signage styles and standards across jurisdictions to ensure consistency (e.g. Ingham County Wayfinding Plan).
- » Use a combination of online and on-the-ground information such as printed maps, brochures, online interactive maps, and QR codes linked to website information.
- » Ensure compliance with MUTCD standards for all signs in public rights-of-way.
- » As the trail network evolves, consider developing consistent route naming, trail branding, and marketing strategies to support a unified regional identity and build broad community support where appropriate.
- » Set a process for ongoing signage maintenance and updates.

The following section provides practical guidance, design considerations, and real-world examples to support the development of a consistent, user-friendly trail wayfinding system across the region.

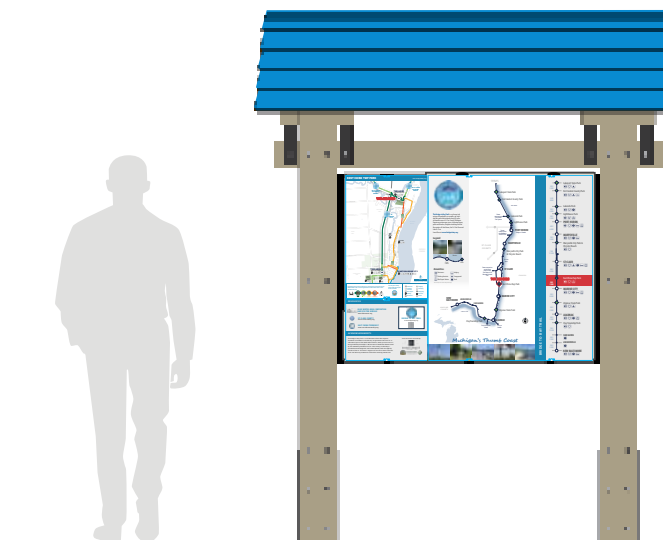


Ingham County Wayfinding for the Lansing River Trail

## TRAILHEAD

At the beginning of any trail or segment, users should be greeted with a clear and informative kiosk or map station that includes:

- » Trail maps showing the full trail, connections, and nearby points of interest.
- » Trail information, such as allowed uses (bikes, pedestrians, equestrians), difficulty levels, and hours of use.
- » Closures or warnings about construction, weather hazards, or seasonal changes.
- » QR codes or web links to regional trail networks, amenities, and/or real-time updates.



Example from the The Bridge to Bay Trail

## DIRECTIONAL

To keep users informed and engaged while on the trail, clear and consistent directional signage is essential. Recommended practices include:

- » "What's Ahead" signs: These typically list the top three destinations ahead. They also enhance usability, especially for first time visitors, by including distance and symbols for restrooms, water stations, and parking.
- » Signs should be installed both as users leave key destinations—such as cities, trailheads, or major parks—and at decision points or intersections where multiple trail options or routes converge.
- » Uniform symbols for trail features and services across jurisdictions. This creates a seamless and intuitive experience for users navigating across different municipalities or counties.



Example from Ingham County

## MILE MARKERS

Mileage signs support fitness tracking, emergency location reference, and general user orientation. Ideally, incremental markers that increase or decrease logically (e.g.,  $\frac{1}{4}$ ,  $\frac{1}{2}$ ,  $\frac{3}{4}$  mile) provide the most useful reference for users. However, implementing this system can be challenging, especially on non-linear trails with loops, spurs, or branches.

Determining a clear start or end point can also be politically sensitive, particularly when trails cross multiple jurisdictions. As trails expand, connect, or evolve, maintaining an incremental mileage system becomes even more complex.

The Lansing River Trail's approach is to place repeating  $\frac{1}{4}$ -mile markers (e.g., each sign reads " $\frac{1}{4}$  mile") to help users track their trip progress at regular intervals regardless of direction or starting point. While this method simplifies implementation and avoids issues with numbering, it may limit broader navigational clarity, especially for visitors unfamiliar with the trail.

For developing trail systems where the starting point is likely to change, consider using pavement markings rather than posts initially to reduce reinstallation needs and maintain flexibility.

To systematically implement mile marker signs, consider the following guidelines:

- » Start from a logical anchor point, such as a major trailhead, city center, or popular access location when using incremental markers.
- » Use consistent spacing, such as every  $\frac{1}{4}$  or  $\frac{1}{2}$  mile. For example, in densely populated areas with frequent access points,  $\frac{1}{4}$ -mile increments are often more helpful. On long, straight segments with fewer access points,  $\frac{1}{2}$ -mile or full-mile increments may be more appropriate.
- » Include directional cues (e.g., "2.5 miles to Hawk Island Park") to help orient users and provide destination context.
- » Coordinate across jurisdictions to avoid conflicting systems and ensure continuity throughout the trail network.
- » Use emergency location codes to assist first responders.



Example from Ingham County

## CONFIRMATION

Confirmation signs help trail users know they are still on the right path, especially between major turns or intersections. These signs are important for user confidence and navigation.

Confirmation can take several forms, including:

- » Sign plaques mounted on posts
- » Pavement markings with trail names or directional arrows
- » Flags or banners on light poles

When a segment is shared by more than one trail, stacked signage or co-branded markings can be used to represent multiple names. It's important to keep the design clear and not overcrowded.

Using consistent branding like logos, colors, or symbols on signs, pavement, or flags helps users recognize the trail and feel confident they're on the right route.



Example from the Bridge to Bay Trail

## ROAD CROSSINGS

When a trail crosses a roadway, effective signage is critical for both safety and navigation. In addition to regulatory signs (such as stop or crosswalk warnings), well-placed guide signs play a key role in helping users make informed decisions and stay oriented.

These crossings are key decision points, and the following signs can improve the user experience:

- » Street name signs for trail users. A sign blade showing the road name should be visible from the trail to assist with navigation or emergency reference.
- » Trail name signs for road users. A sign showing the trail name should face the street, so people walking or biking along the road can find and access the trail easily.

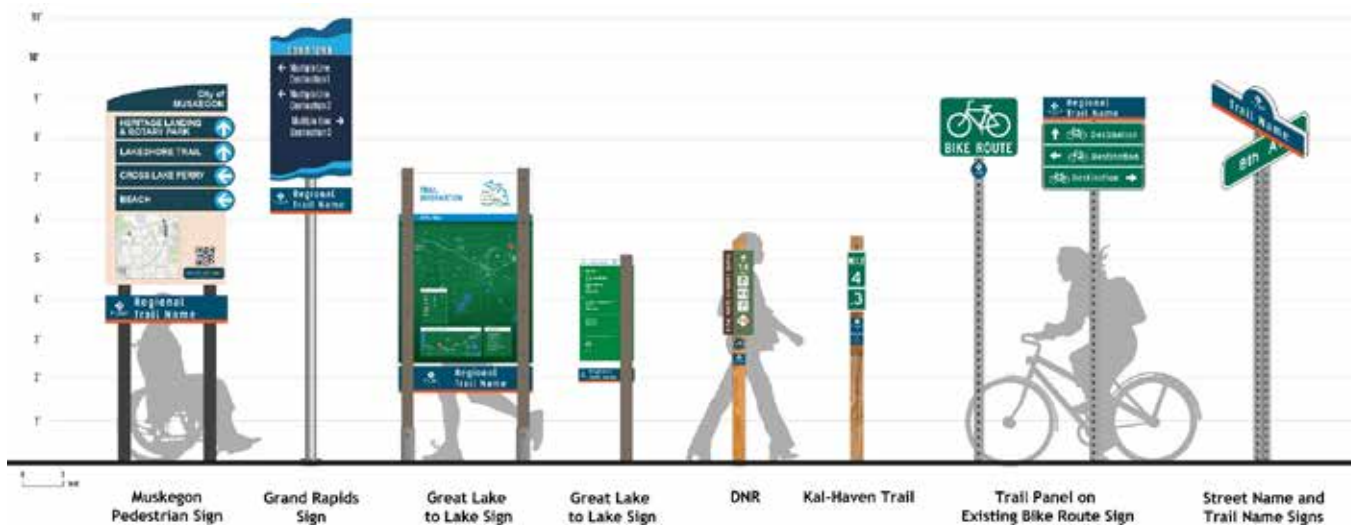


Example from West Michigan Trails

## RECOGNITION PLAQUES

Many trails include recognition plaques to honor funders, donors, civic organizations, or individuals who have contributed to the trail system. These plaques provide a meaningful way to acknowledge support without overshadowing the trail's primary identity or branding.

- » Use recognition plaques to highlight contributors beyond the local trail branding, connecting local efforts to broader regional or organizational support.
- » When appropriate, include QR codes or web links to provide additional information about the funder or organization recognized.
- » The key is to complement and build on local trail branding—not compete with or confuse it. Placement, design, and tone should support the overall wayfinding system while maintaining clear visual distinction from navigational signage.



Example from West Michigan Trails shows how modular panels can be added to local trail signs letting users know they are on a regional trail.

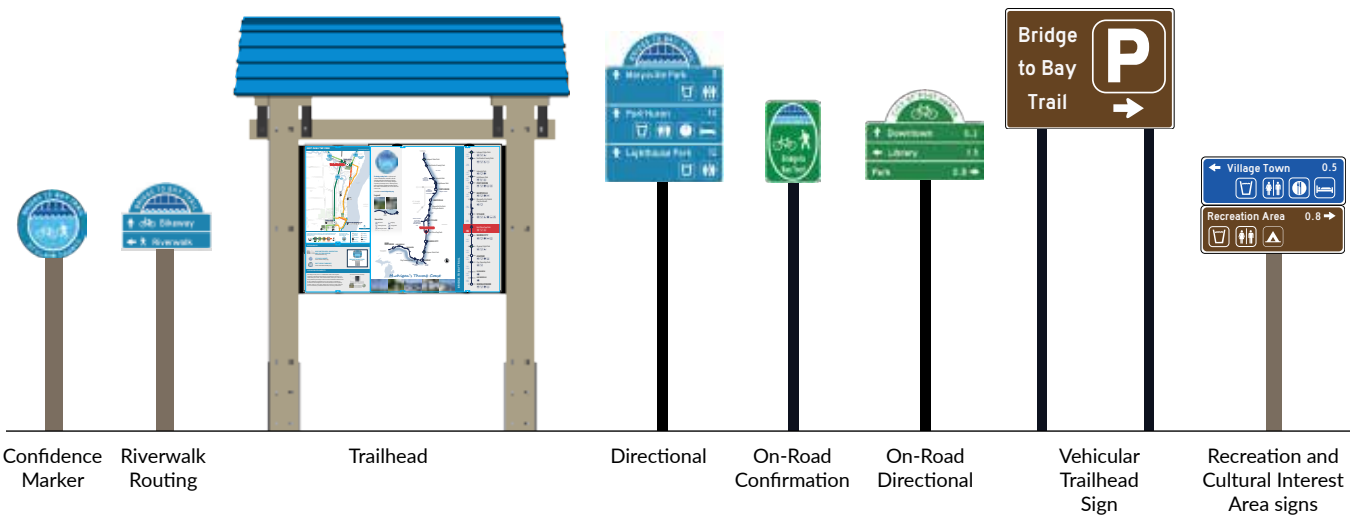
## WAYFINDING EXAMPLES

The following graphics highlight how other trail systems have approach wayfinding.

### INGHAM COUNTY SIGN FAMILY



### BRIDGE TO BAY TRAIL SIGN FAMILY



### WEST MICHIGAN TRAILS SIGN FAMILY



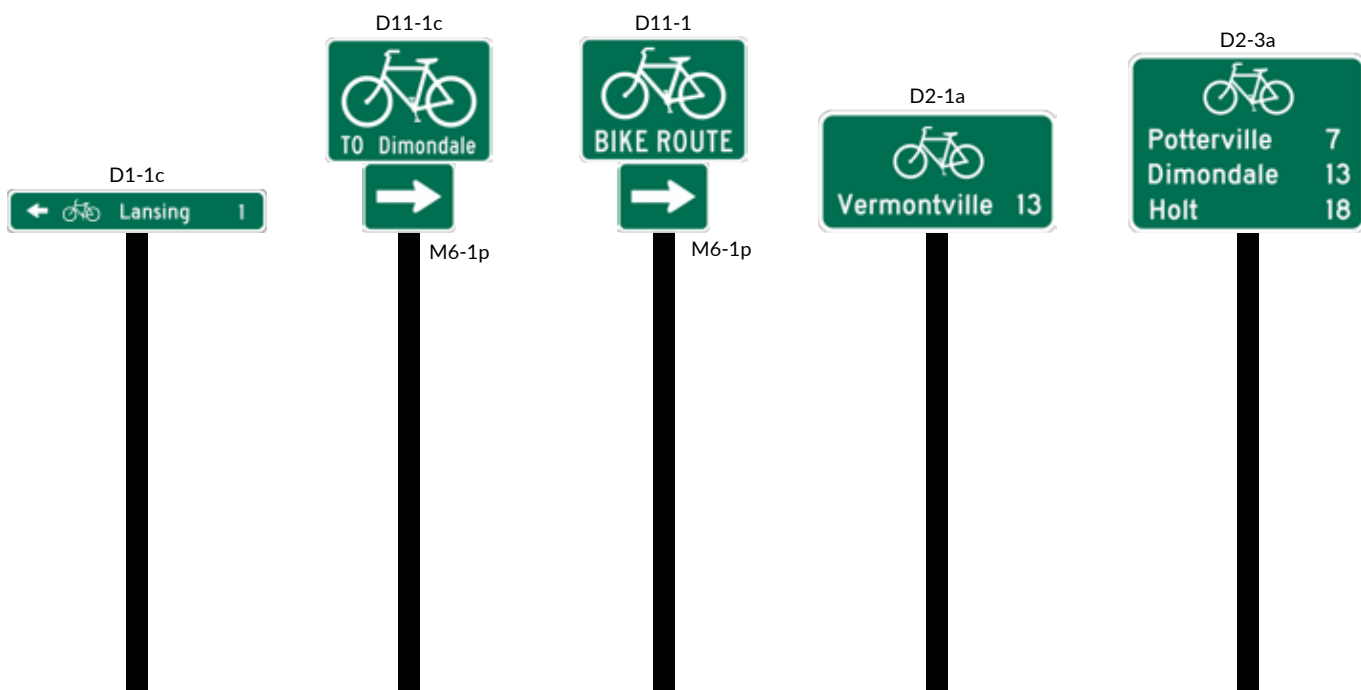
## MUTCD COMPLIANT SIGNAGE

Trail routes within public rights-of-way must comply with the Manual on Uniform Traffic Control Devices (MUTCD). This ensures that signage is safe, consistent, and legally recognized across jurisdictions.

### Design Considerations:

- » Signs must be installed at standard heights and lateral clearances, as outlined in the MUTCD.
- » Use reflective materials or high-visibility colors where signs are placed near or along roads.
- » Any trail-specific branding or customization must not interfere with the visibility or legibility of the official sign elements.
- » Part 9 of the 11th Edition MUTCD provides detailed guidance on traffic control for bicycle facilities and multi-use trails, including sign types, placement, and design standards.

The following examples demonstrate how MUTCD compliant wayfinding signs can be applied along proposed routes within the Tri-County area.

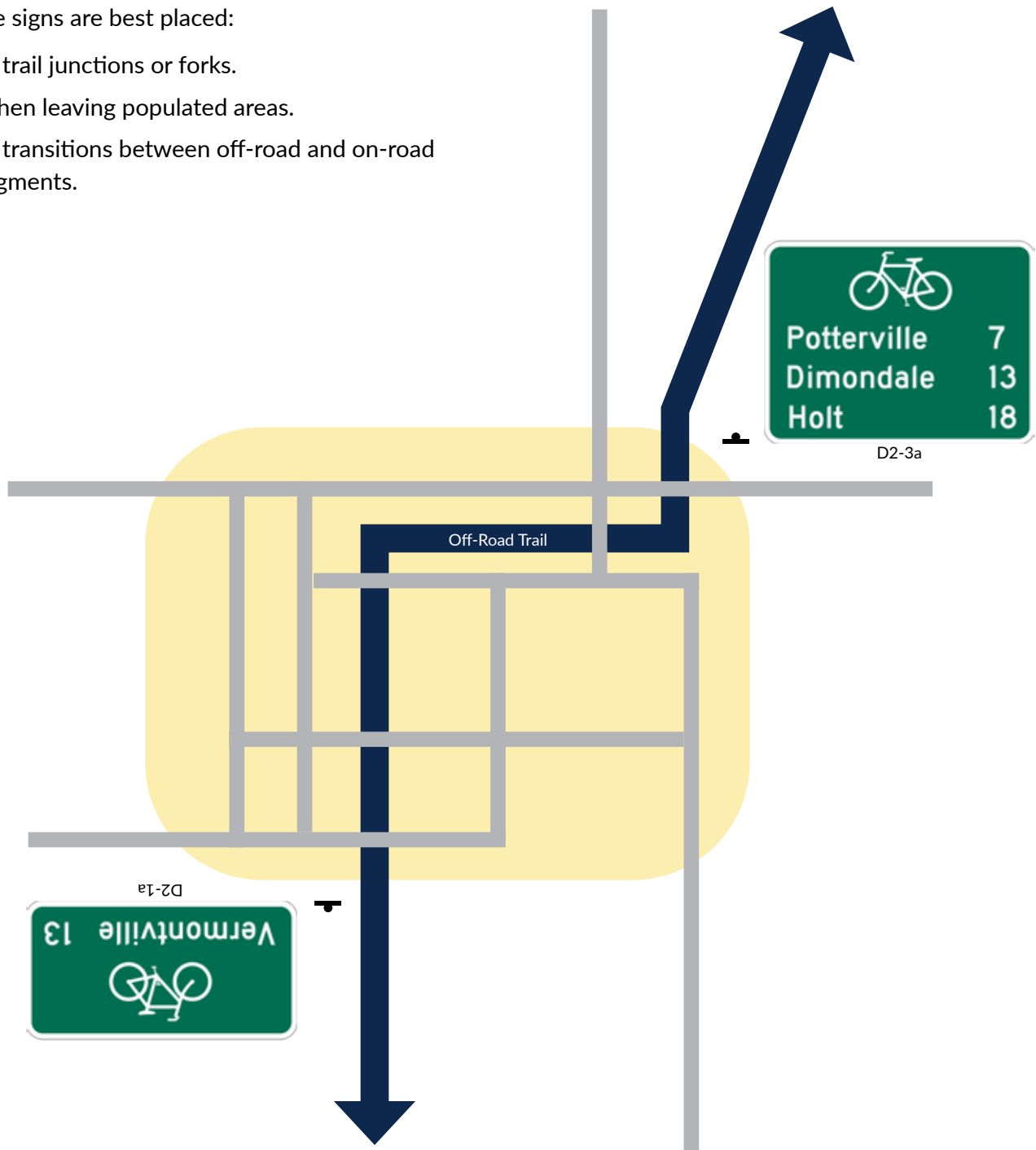


## EXAMPLE 1: DIRECTIONAL SIGNS FOR NAVIGATION

This example focuses on providing clear, forward-looking information to trail users at key decision points. Directional signs such as the D2-3a and D2-1a are used to display up to three destinations, helping users understand their location and available travel options.

These signs are best placed:

- » At trail junctions or forks.
- » When leaving populated areas.
- » At transitions between off-road and on-road segments.





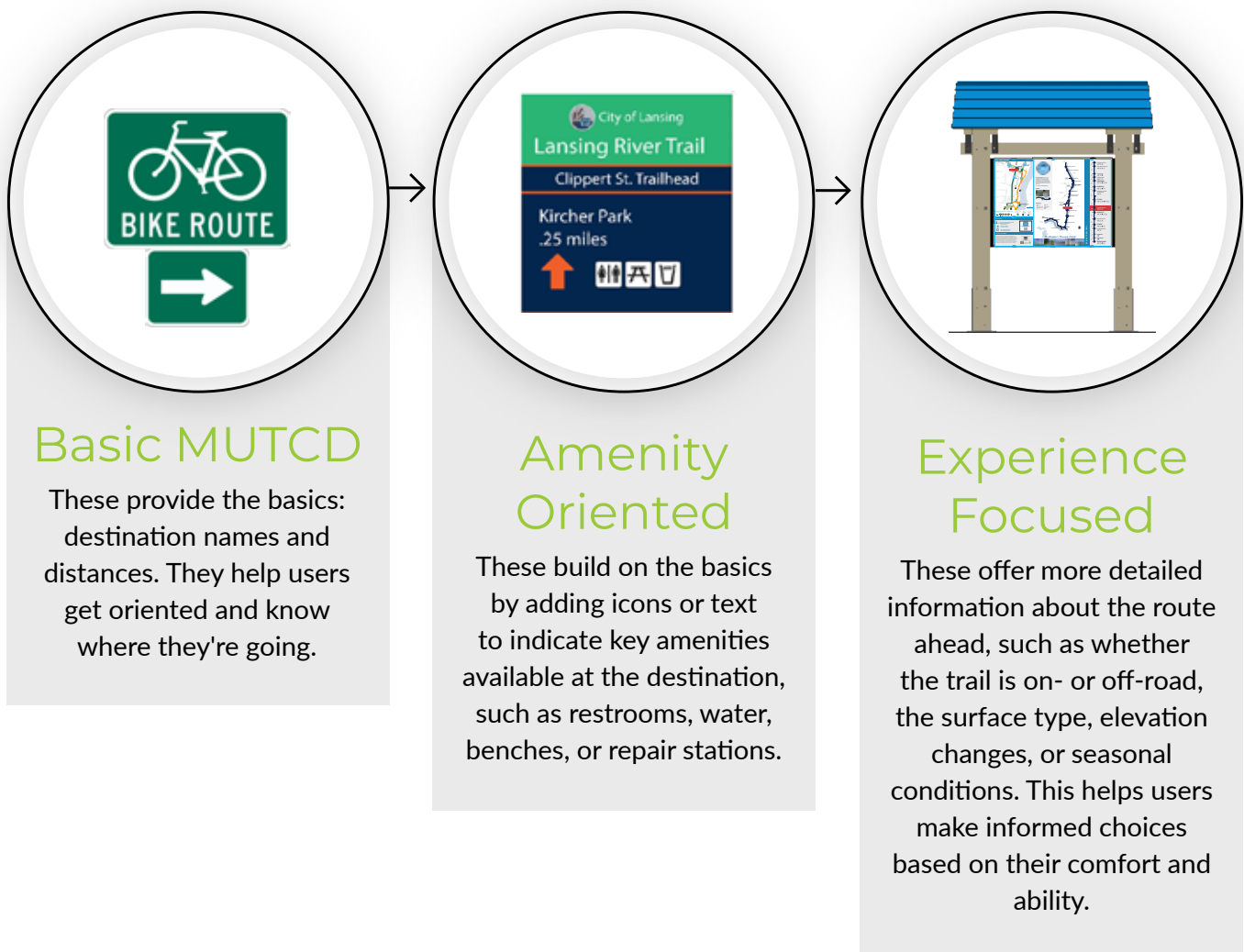
## BUILDING A BETTER WAYFINDING SYSTEM FOR TRAILS

The MUTCD provides important guidelines for trail signage, but it has some limitations when it comes to fully supporting trail users. MUTCD signs typically focus on basic directional information, such as listing the distance to a destination. While this is useful, it doesn't provide information about the quality of the experience or what amenities users can expect along or at that destination.

This is where trail kiosks and maps become essential. They add a qualitative aspect to wayfinding by showing users what services, facilities, or features are available, such as restrooms, water fountains, parking, or scenic viewpoints, helping users make more informed decisions.

### TIERED APPROACH TO TRAIL WAYFINDING

To build a more user-friendly system, trail wayfinding can be approached in three levels:



## TRAIL WAYFINDING & USER NAVIGATION: A REALISTIC APPROACH FOR TRI-COUNTY TRAILS

Creating a unified navigation system is no small task. Today, these corridors are made up of a patchwork of local trails with a mix of names, styles, and branding. Wayfinding isn't just about placing signs: it's about helping users navigate a system that has developed independently across jurisdictions.

As the region works toward greater connectivity, the challenge is clear: how do we create a seamless and intuitive user experience across multiple communities, without adding confusion through overlapping names, inconsistent signage, or too many competing identities?



## THE CURRENT REALITY: A PATCHWORK OF NAMES AND SIGNS

At present, trail users encounter:

- » Different names for what may seem like a continuous trail corridor, changing from one jurisdiction to the next.
- » Distinct signage styles based on local policies or preferences.
- » Overlapping branding efforts from cities, counties, parks departments, and other entities.

This can be confusing for trail users, especially visitors, making it hard to understand the bigger picture of a connected regional system.

## WHY A NEW BRAND ALONE WON'T SOLVE IT

It might seem like introducing a new “Tri-County Trails” brand would solve the issue. In reality, adding a new logo or name without a unified wayfinding system could make things more complicated:

- » Users may see a stack of logos (city, township, county, Tri-County) with no clear guidance.
- » Local trail names are well-established and meaningful to communities, and changing or overriding them could meet resistance.
- » Without clear navigation tools, branding alone doesn't help people find their way.

## START WITH FUNCTION: FOCUS ON POINT-TO-POINT WAYFINDING

Clear, point-to-point navigation should be the top priority as the trail system develops. Rather than focusing on promoting a regional name, emphasize helping users move between recognizable destinations, such as Mason to Holt, St. Johns to DeWitt, or Charlotte to Potterville. Signage and maps should make these connections intuitive and easy to follow, supporting real-world use while the larger Tri-County vision continues to take shape.

- » Reduce confusion by providing consistent directional signage, mileage markers, and trail intersection signs.
- » Make trailhead kiosks more useful by including “You Are Here” maps that show local and regional context.
- » Most users are not traveling the entire length of a future regional corridor. They are looking for safe, direct routes for commuting, recreation, or exercise. Wayfinding should reflect those real-life needs.

## EVOLVING THE SYSTEM OVER TIME

As the regional trail system takes shape, the most important goal is ensuring that users can navigate easily and confidently, even as the system is still growing. A clear, destination-focused wayfinding system will lay the foundation for a regional identity that can emerge naturally over time, supported by both local pride and regional connection. Wayfinding and branding can evolve together in phases:

- » Lead with functional wayfinding: Support seamless, point-to-point navigation across jurisdictions with consistent signage and maps.
- » Implement co-branded signage: Gradually introduce regional trail markers alongside local names to show that segments are part of a larger route.
- » Unify digital tools: Develop a single regional map and mobile-friendly website with real-time route info, recommended trips, detours, and amenities. Include QR codes on signage that link to this shared platform.
- » Engage local stakeholders: Collaborate with local agencies and community groups to maintain existing trail names while aligning with broader network goals.
- » Evaluate for future branding: Once wayfinding is consistent and the network is fully connected, revisit a full-scale Tri-County Trails brand rollout.

## THINKING BEYOND WAYFINDING: A ROLE FOR REGIONAL PROMOTION

Wayfinding is just one piece of the user experience. Promotion and public information also matter. As the trail system evolves, there is a valuable role to play in regional trail promotion, especially through tools like printed maps, trailhead kiosks, digital maps, recommended trips, visitor information, and branding graphics that help people understand what exists today and what is coming next.

Building upon existing resources, the Tri-County Bicycle Association (TCBA) online map provides a model for presenting trails across the region, including construction updates and event details. This platform demonstrates potential approaches for future trail communication efforts, such as shared map templates, promotional graphics, or other collaborative tools.

Clarifying who leads this promotional effort is an important next step. Whether led by Tri-County Regional Planning Commission, TCBA, or a coalition of partners, regional promotion can help elevate trail awareness and usage while reinforcing a shared vision, even before the trail network is fully built out.

## A MODEL TO LEARN FROM

One example of successful regional branding is the Border-to-Border Trail (B2B) in Washtenaw County:

- » It acts as a county-wide overlay, unifying local trail segments under a singular, recognizable identity.
- » Despite different jurisdictions and existing names, the B2B brand has become distinct and trusted.
- » The B2B uses consistent wayfinding and an active website to support the user experience.



# MAINTENANCE GUIDELINES

Maintenance of active mobility facilities is crucial to ensure the safety, accessibility, and aesthetics of trails and their supporting amenities. Scheduled preventative maintenance is generally more cost effective and easier to budget for than reactionary maintenance. Each municipality should establish a detailed maintenance plan that specifies standards, schedules, and quality control based on best practices.

The following pages include best management practices to maintain the safety and long term durability of pathways, boardwalks, and associated amenities. The guidelines also provide a timeline and schedule for expected maintenance tasks. The schedule provides a framework for procuring services each year to maintain the pathways.

## BUDGETING RESOURCE

The Rails to Trails Conservancy provides a Yearly Routine Maintenance Cost Per Mile, updated annually to assist with maintenance budgeting using six different trail contexts from across the country. Visit their website<sup>1</sup> for updated information.

### Yearly Routine Rail-Trail Maintenance Costs Per Mile

						
	Armstrong Trail	MoPac Trail West	Northern Rail Trail	Panhandle Pathway	Sammamish River Trail	Schuylkill Banks
<b>Location</b>	Western Pennsylvania	Lincoln, Nebraska	Central New Hampshire	Northern Indiana	Seattle, Washington	Philadelphia, Pennsylvania
<b>Trail Surface</b>	Stone Dust-Rural	Concrete-Suburban	Stone Dust-Rural	Asphalt-Rural	Asphalt-Suburban	Asphalt-Urban
<b>Visitation</b>	69% increase from 2019 to 2020	N/A	2019: 150,000 average total	N/A	2018: 572,832 Total (278,735 Peds, 294,097 Bikes)	2019: 1,726,215 user trips
<b>Primary Maintenance Performed By</b>	Nonprofit staff and volunteers	Park district staff	State staff and volunteers	All volunteer	County staff	City and nonprofit staff
<b>Length Studied</b>	36 miles	5 miles	34 miles	23 miles	10 miles	1 mile
<b>Total Yearly Cost Per Mile</b>	\$2,377	\$679 (not including trailheads)	\$1,330	\$967	\$7,819	\$102,322
<b>Volunteer Hours</b>	1,908	32	355	687	0	1,228
<b>Surface and Structures</b>	2468-foot tunnel and seven bridges	Six bridges inspected on a five-year rotation	Winter sanding a safety challenge at crossings	One 230-foot bridge	No bridges	Trail located between active tracks and river
<b>Vegetation</b>	Emerging high-tree canopy over trail	No tree canopy reduces costs significantly	Japanese Knotweed overtaking native species	Controls root damage by trenching	Trenching not allowed per archeology	Extensive grass areas and plantings
<b>Level of Amenities</b>	Low	Low	Low	Low	High, with one fixed toilet and three temporary	Very high and very rich level of design
<b>Cleanliness and General Comments</b>	"Pack it in, pack it out" policy	Removes snow after 2 inches	Most significant impact is from beavers	Occasional dumping of tires/mattresses	Has 18 trash receptacles at trail heads	Trash receptacles emptied daily, floods annually

Created 2019. Updated 2022

[railstotrails.org](http://railstotrails.org)

Thank you to the Pennsylvania Department of Conservation and Natural Resources for their financial support



<sup>1</sup>"Yearly Routine Rail-Trail Maintenance Costs per Mile - Rails to Trails Conservancy." Rails to Trails Conservancy, 13 Feb. 2024, [www.railstotrails.org/resource-library/resources/yearly-routine-rail-trail-maintenance-costs-per-mile/](http://www.railstotrails.org/resource-library/resources/yearly-routine-rail-trail-maintenance-costs-per-mile/). Accessed 12 Aug. 2025.

# ANNUAL MAINTENANCE

These tasks provide a framework for procuring services each year to maintain the pathways.

## SPRING

### SIDEWALKS AND SHARED USE PATHWAYS

- » Sweep pathways of all debris accumulated over the winter.
- » Collect trash & recyclables weekly.
- » Mow pathway shoulders min. 2' from pavement, bi-weekly.
- » Perform bi-monthly vandalism inspection. Identify and address hazards as needed and restore vandalized areas.
- » In April, clear vegetation from all areas within 2' feet of the edge of pathway to a height of 12' above grade.
- » Inspect and clean drainage infrastructure to maintain functionality (this may include catch basin inlets, culverts or swales near pathways).
- » Repair any areas adjacent to pavement that have settled or eroded.
- » Annual inspection of signage. Order and install replacements if required.

### MID-BLOCK CROSSINGS

- » Sweep Crossing Islands of all debris accumulated over the winter.

### ROADWAYS

- » Scrape excess soil and vegetation from shoulders and bike lanes.
- » Sweep paved shoulders and bike lanes monthly.
- » Update painted pavement markings.

### BOARDWALKS

- » Sweep boardwalk of all debris accumulated over the winter.
- » Inspect railings and repair any winter damage.

### AMENITIES

- » Clear debris from seating/rest areas.
- » Turn on water faucets and repair any damage.
- » Clear out trash and debris from planting beds and rain gardens.
- » Mulch planting beds and plant annuals.
- » Refill pet waste bags every other week.
- » Inspect path and intersection lighting.
- » Replace pump gaskets and replace any missing tools in bike repair stands.
- » Mow grass every two weeks.

## SUMMER

### SIDEWALKS AND SHARED USE PATHWAYS

- » Remove encroaching soil and grass/vegetation from the trail surface.
- » Trim overhead and adjacent vegetation
- » Sweep pathways monthly.
- » Perform bi-monthly vandalism inspection. Identify and address hazards as needed and restore vandalized areas.
- » In June, edge trail with weed whip to maintain visibility of pavement edge.

### MID-BLOCK CROSSINGS

- » Inspect and maintain/replace signage and delineator posts as necessary.

### ROADWAYS

- » Sweep paved shoulders and bike lanes monthly.

### BOARDWALKS

- » Trim encroaching overhead and adjacent vegetation.

### AMENITIES

- » Mow as needed.
- » Weed planting beds and rain gardens.
- » Refill pet waste bags every other week.
- » Collect trash & recyclables weekly.
- » Replace any missing tools in bike repair stands.
- » Mow grass every two to three weeks as necessary.

## FALL

### SIDEWALKS AND SHARED USE PATHWAYS

- » Clear pathway of fallen leaves mid-fall and end of season.
- » Perform bi-monthly vandalism inspection. Identify and address hazards as needed and restore vandalized areas.
- » In September, clear vegetation within 2' feet of the edge of pathway to a height of 12' above grade. Edge trail with weed whip to maintain visibility of pavement edge.

### MID-BLOCK CROSSINGS

- » Clear mid-block crossings of debris.

### ROADWAYS

- » Sweep paved shoulders and bike lanes monthly.

### BOARDWALKS

- » Clear boardwalks of fallen leaves mid-season and end of season.

### AMENITIES

- » Mow as needed.
- » Weed planting beds and rain gardens.
- » Refill pet waste bags every other week.
- » Collect trash & recyclables weekly.
- » Replace any missing tools in bike repair stands.
- » Mow grass every two weeks.

## WINTER

### SIDEWALKS AND SHARED USE PATHWAYS

- » Remove encroaching soil and grass/vegetation from the trail surface.
- » Trim overhead and adjacent vegetation.
- » Sweep pathways monthly.
- » Perform bi-monthly vandalism inspection. Identify and address hazards as needed and restore vandalized areas.
- » In June, edge trail with weed whip to maintain visibility of pavement edge.

### MID-BLOCK CROSSINGS

- » Inspect and maintain/replace signage and delineator posts as necessary.

### ROADWAYS

- » Sweep paved shoulders and bike lanes monthly.

### BOARDWALKS

- » Trim encroaching overhead and adjacent vegetation.

### AMENITIES

- » Mow as needed.
- » Weed planting beds and rain gardens.
- » Refill pet waste bags every other week.
- » Collect trash & recyclables weekly.
- » Replace any missing tools in bike repair stands.
- » Mow grass every two to three weeks as necessary.

# PROACTIVE SCHEDULED MAINTENANCE

These tasks are meant to be performed throughout the life time of pathway facilities to ensure their longevity and safety.

## EVERY TWO YEARS

Break up tasks so 1/2 of the municipality is addressed each year.

### SIDEWALKS AND SHARED USE PATHWAYS

- » Clean out culverts and ditches.
- » Repair potholes and broken pavement.
- » Crack seal pathways.
- » Update thermoplastic pavement markings.
- » Apply fog seal to asphalt pavement.
- » Fill open cracks less than 1" wide.
- » Replace isolated sections of asphalt pavement with cracks greater than 1" wide or pavement failure.
- » Remove root heave conditions by cutting and sealing intrusive roots.

### ROADWAYS

- » Crack seal bike lanes.

### BOARDWALKS AND BRIDGES

- » Inspect and repair any loose wood decking.
- » Clean wood decking of mold/mildew to assure good traction.
- » Inspect gaps at abutment and adjust trail grade as necessary.
- » Conduct structural engineering inspection and perform any necessary critical repairs.

### MID-BLOCK CROSSINGS

- » Inspect all signs, signals, and delineator posts and repair or replace as necessary.

### AMENITIES

- » Inspect and repair site furnishings as necessary.

## EVERY FIVE YEARS

Break up tasks so 1/5 of the municipality is addressed each year.

### SIDEWALKS AND SHARED USE PATHWAYS

- » Inspect and rate surface condition.
- » Inspect for positive drainage of surface.
- » Repair surface defects.
- » Grind uneven concrete joints.
- » Sealcoat asphalt pathways.
- » Clean and repair any distressed or failing joints in concrete pavement. Replace isolated sections of pavement failure.
- » Remove root heave conditions by cutting and sealing intrusive roots.

### MID-BLOCK CROSSINGS

- » Inspect and repair curbs and walkways.

### ROADWAYS

- » Sealcoat asphalt paved shoulders and bike lanes.

### BOARDWALKS AND BRIDGES

- » Sealcoat boardwalk decking and railings.
- » Remove and replace heaved or cracked boards on decking or railings.
- » Inspect deck surface for signs of settling or heaving and implement repairs.

### AMENITIES

- » Inspect and replace plantings as necessary.
- » Inspect and repair kiosks and interpretive signage as necessary.

## EVERY TEN YEARS

Break up tasks so 1/10 of the municipality is addressed each year.

### SIDEWALKS AND SHARED USE PATHWAYS

- » Perform an ADA assessment and address any critical issues.
- » Resurface asphalt pathways.

### MID-BLOCK CROSSINGS

- » Replace signs as necessary to meet reflectivity standards.
- » Upgrade beacons as necessary to meeting current standards.

### ROADWAYS

- » Resurface asphalt shoulders and bike lanes.

### BOARDWALKS AND BRIDGES

- » Repaint all metal elements.
- » Power wash and seal wood surfaces.
- » Remove and replace heaved or cracked boards on decking or railings.
- » Inspect deck surface for signs of settling or heaving and implement repairs.
- » Inspect substructure, including beams, joists, posts, piles, for distress and implement repairs.

### AMENITIES

- » Inspect and replace site furnishings as necessary.
- » Inspect and replace bike repair stations as necessary.

## EVERY TWENTY YEARS

### SIDEWALKS AND SHARED USE PATHWAYS

- » Inspect and rate surface condition.
- » Inspect for positive drainage of surface.
- » Repair surface defects.
- » Grind uneven concrete joints.
- » Sealcoat asphalt pathways.
- » Clean and repair any distressed or failing joints in concrete pavement. Replace isolated sections of pavement failure.
- » Remove root heave conditions by cutting and sealing intrusive roots.

### MID-BLOCK CROSSINGS

- » Inspect and repair curbs and walkways.

### ROADWAYS

- » Sealcoat asphalt paved shoulders and bike lanes.

### BOARDWALKS AND BRIDGES

- » Sealcoat boardwalk decking and railings
- » Remove and replace heaved or cracked boards on decking or railings.
- » Inspect deck surface for signs of settling or heaving and implement repairs.

### AMENITIES

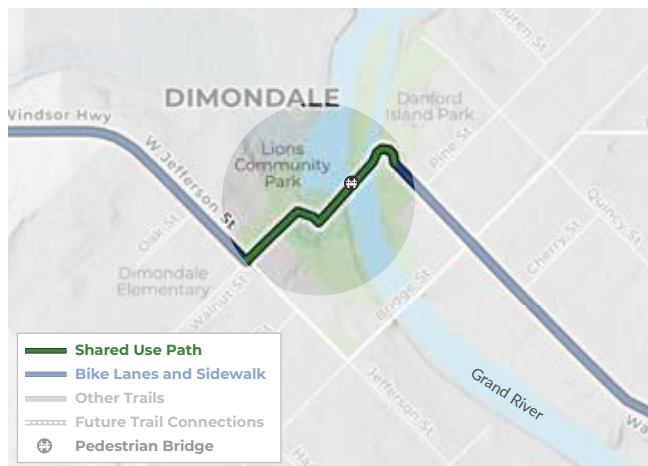
- » Inspect and replace plantings as necessary.
- » Inspect and repair kiosks and interpretive signage as necessary.

# TAP GRANT APPLICABLE SEGMENTS



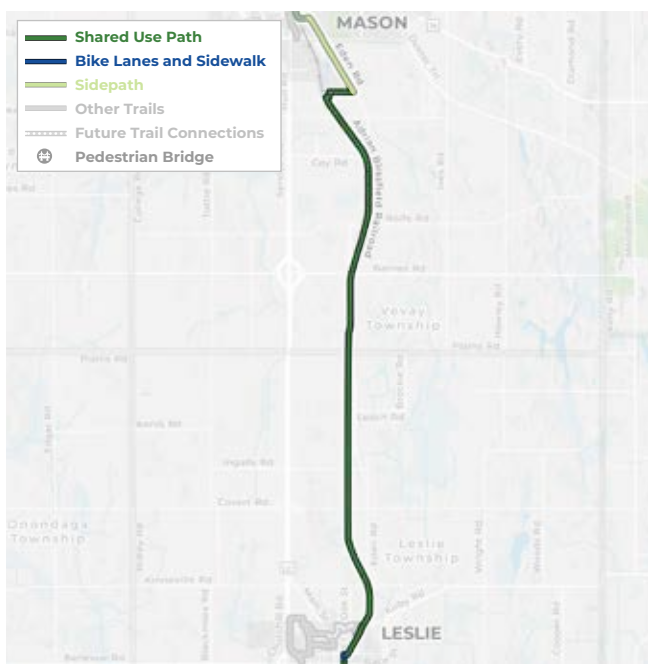
## 5.5 MILES

- » 0.8 miles bike lane with sidewalk in Charlotte, from Gale and Lansing St to I-69 Entrance Ramp.
- » 4.7 mile sidepath Lansing St and I-69 Entrance Ramp to Lake Alliance Park on Lansing Rd in Potterville.



## 0.2 MILES

- » 0.09 mile pedestrian bridge over the Grand River.
- » 0.11 mile shared use path in Danford Island Park and Lions Community Park.



## 9.5 MILES

- » 9.3 miles of 10' wide trail with 12' high fence parallel to existing Adrian Blissfield Railroad.
- » 0.2 on road biking with sidewalks in Leslie from Race Rd to Covert St and E Bellevue St.

For more information about the TAP Grant process, please see the TAP Grant Playbook.

# .....> Planning Process <.....



**TRI-COUNTY**  
regional planning commission

# ROUTE REFINEMENT PROCESS

The refinement of the trail plan involved a collaborative process working with municipalities, stakeholders, local nonprofits, and the community. Data collection included site inventory and analysis, stakeholder input and community engagement. The following outlines the process used to determine the recommended route:

## DESKTOP REVIEW

The process began by examining the 2022 Regional Trails Feasibility Plan along with the non-motorized plans for each of the counties and communities the proposed corridors traverse. The project team reviewed existing right of way, heat maps, census data, crash reports, and other data pertinent to route location. This laid the groundwork for further evaluation and refinement.

## STAKEHOLDER ENGAGEMENT

The team engaged with stakeholders including municipal leaders, parks and recreation staff, municipal engineers, county officials, and local non-profit groups. Both in person and virtual meetings were held to present the project and gather additional perspectives on recent projects and initiatives, build a sense of community needs, and establish trail champions and supportive partnerships.

## FIELD ANALYSIS OF ROUTES

The next step included field visits to verify conditions along the previously planned corridors, as well as the potential route alternatives. Close attention was given to natural features, agricultural uses, new pedestrian facilities, environmental factors, and population centers. Field analysis combined with feedback from local authorities, community organizations, and relevant agencies resulted in refinement of the previous trail alignments.

## SOLICITATION OF COMMUNITY ENGAGEMENT

The routes were presented to the community at large through an online survey and a series of in person meetings for input. This engagement process allowed community members to provide feedback, voice concerns, and express preferences regarding the proposed trail routes.

## FINALIZATION OF ROUTE

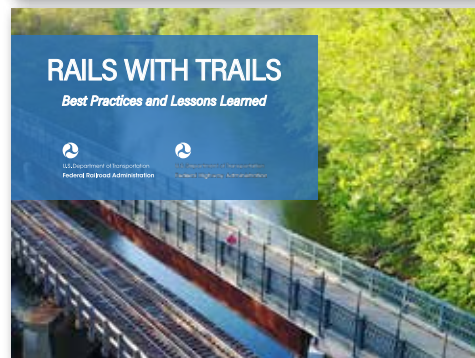
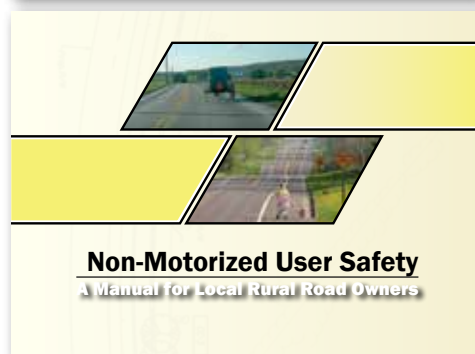
Based on feedback from stakeholders and communities, the recommended trail route was finalized. This involved synthesizing all available information, addressing any outstanding issues or concerns, and selecting the route that best aligned with the project objectives and community needs.

This structured planning process allowed for a systematic evaluation of potential routes, engagement with stakeholders and the public, and ultimately identified three recreation corridors that maximize benefits and minimize potential challenges.

## REVIEW OF EXISTING PLANS + DATA

A thorough examination of numerous past studies was conducted to ensure alignment with existing initiatives. This included a comprehensive review of the following studies:

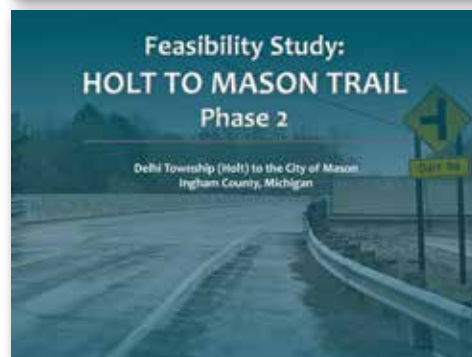
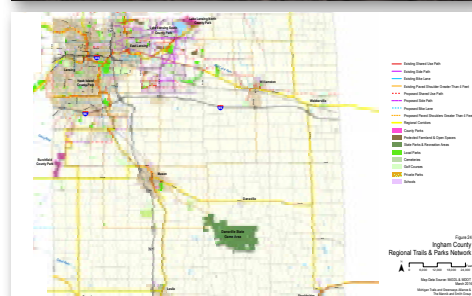
- » Charlotte 2013 Overall Non-Motorized Network Plan
- » Charlotte 2013 Pedestrian Safety Action Plan
- » Charlotte Five Year Parks & Recreation Plan 2024-2028
- » Charlotte Master Plan Report 2024
- » Charlotte Recreation Plan 2024-2028
- » Clinton County 2015 Non-Motorized Facilities Plan
- » Clinton County Park, Recreation, and Open Space Plan 2020-2024
- » Eaton County Parks Master Plan Report 2021
- » Federal Highway Administration Non-Motorized User Safety Guide: A Manual for Local Rural Road Owners
- » Federal Highway Administration Small Town and Rural Multimodal Networks
- » Holt to Mason Trail: Feasibility Study Phase 2
- » Ingham County Existing Trails Map 2016
- » Ingham County Trails and Parks Comprehensive Report 2016
- » Jackson County Non-Motorized Plan 2020
- » Mason Master Plan 2023
- » Mason Recreation Master Plan and Non-Motorized Transportation Plan 2020-2024
- » MDNR State Designated Water Trails 2018
- » MDOT Coordinated Mobility Plan: Clinton Eaton Ingham Counties 2016
- » MDOT Roads and Private Property 2019
- » MDOT University Region Non-Motorized Plan 2015
- » Moving Mid-Michigan: Tri-County 2045 Metropolitan Transportation Plan December 2020
- » Potterville 2025-2029 Five Year Recreation Plan
- » Rails with Trails: Best Practices and Lessons Learned 2020
- » Shared Use Path Level of Service Calculator 2006
- » Stockbridge Walkable Trails Plan 2010



- » TCRPC Regional Non-Motorized Transportation System Planning & Analysis 2020
- » TCRPC Regional Trails Feasibility Plan August 2023
- » Tri-County Multimodal System Report (Transit, Rail, and Air)
- » Tri-County Regional Growth Summary Report 2005
- » Tri-County Regional Transportation Development Plan May 2015
- » Tri-County Socio-Economic Forecast Report

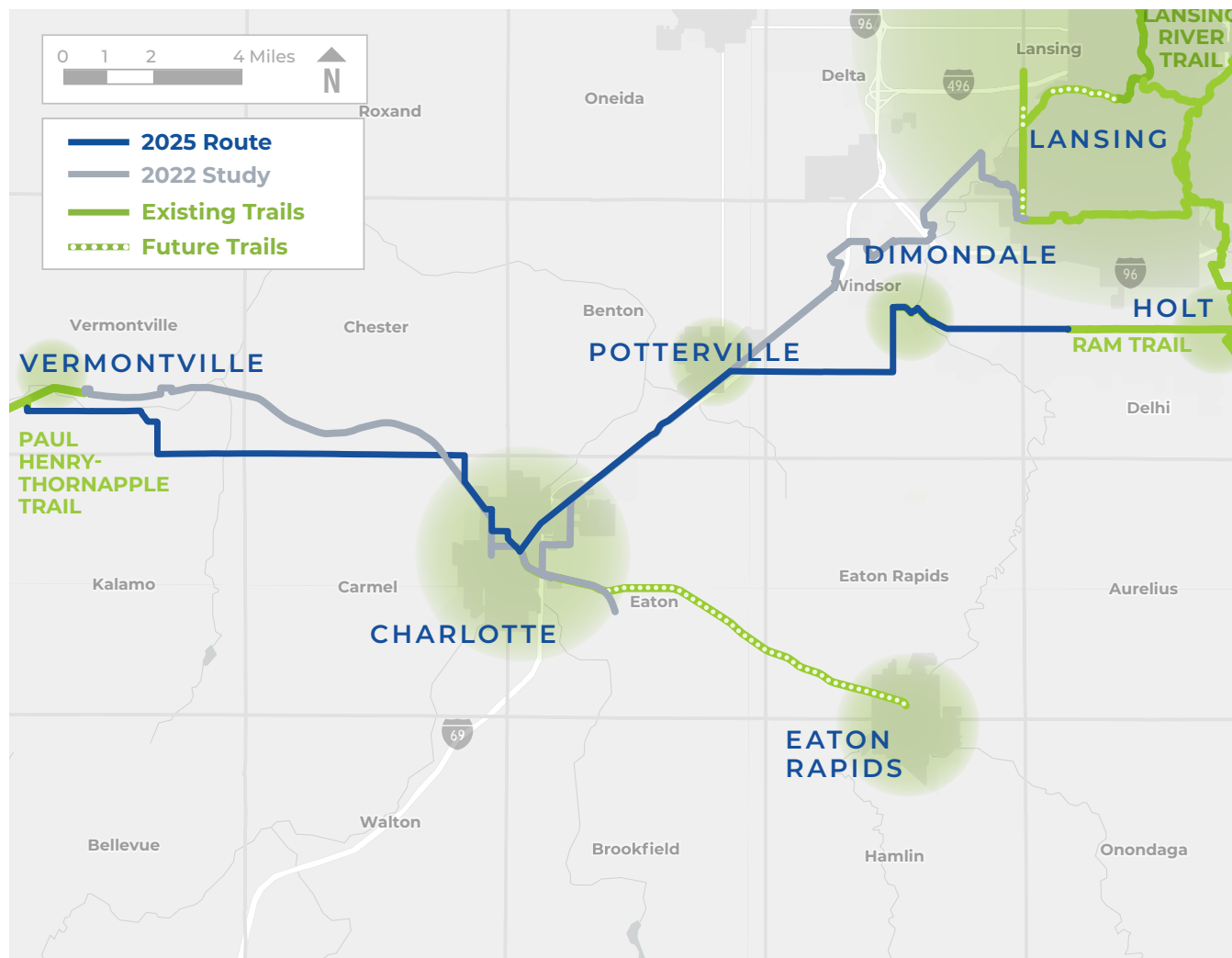
### ADDITIONAL RESEARCH

- » American Association of State Highway and Transportation Officials (AASHTO) Guidelines
- » National Association of City Transportation Officials (NACTO) Guidelines
- » State of Michigan Traffic Crash Reports
- » MDOT Right of Way Maps
- » Consumers Energy Pedestrian and Bike Path Trail Packet & Development Procedures
- » Strava and Garmin Heat Maps
- » GIS maps to identify potential easement acquisition
- » Lidar mapping to review topography, current land uses (i.e. farming, recreation, industrial areas), environmental concerns (i.e. wetlands, endangered species habitat), and natural features (i.e. steep slopes, river crossings, forested areas)
- » Transportation Alternatives Program Applicant Guide
- » Amish Population in the United States by State and County, 2020
- » Census data
- » Aerial imagery to identify rest stop opportunities and physical obstructions or other challenges



# 2025 ALIGNMENT

## PAUL HENRY – THORNAPPLE TRAIL TO LANSING RIVER TRAIL



The 2025 corridor includes the following features and updates:

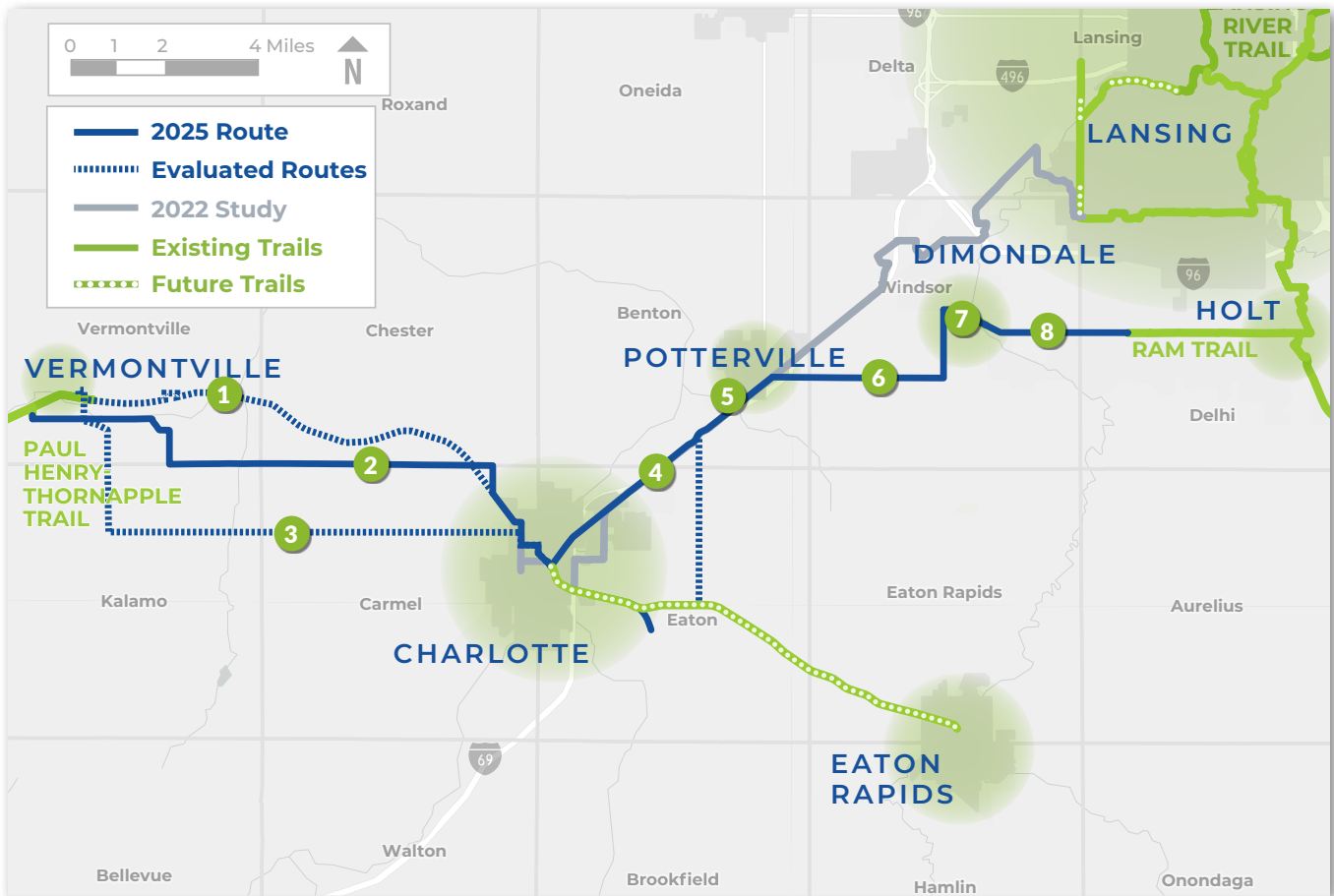
- » Builds on existing infrastructure
  - Ram Trail on Holt Highway
  - Existing bike lanes and sidewalks in Dimondale
- » Pursues a route with destinations along the way (Charlotte, Potterville, Dimondale)
- » Pastoral agricultural scenery
- » Improves connections to schools
- » Incorporates a proposed pedestrian bridge
- » Trailhead/rest stop opportunities in
  - Potterville Lake Alliance Park
  - Downtown Dimondale
  - Downtown Charlotte

## DATA COLLECTION: SITE VISITS

Utilizing the updated maps created during the desktop evaluation, the project team performed numerous site visits to analyze both the original and alternative alignments and gain a better understanding of site features not visible from a desktop review. This included driving, walking and/or biking the various routes to explore existing infrastructure, natural features, utilities, and potential rest stops. The process revealed additional opportunities such as built trails or challenges that were not visible on aerial mapping.



# EATON COUNTY



The Eaton County site visits included exploration of the connection between Holt High School and Dimondale, Windsor Twp, Potterville, Benton Twp, Chester Twp, Vermontville Twp, Eaton Twp, Carmel, Twp, Charlotte, and Kalamo Twp. This included both the proposed plan and potential new connections. All investigation of the consumers and rail corridors were done during the desktop evaluation. The site visits led to the following discoveries:

- 1 There is a large Amish community between The Paul Henry Thornapple Trail in Vermontville and Charlotte
- 2 There are many scenic gravel roads in Chester, Benton, Eaton, and Carmel Twps
- 3 M-79 is a busy road with high speeds, yet bicycles still attempt to ride on the shoulders
- 4 Observed people walking along Lansing Rd between Potterville and Charlotte in areas without a pathway
- 5 Lake Alliance Park in Potterville has an existing trail connection to the town and neighborhoods
- 6 Vermontville Hwy has existing shoulders in Windsor Twp, including on the bridge over I-69
- 7 Existing bike lanes and sidewalks in Dimondale
- 8 Extension of the Ram Trail into Windsor Township would link students in the township to schools in Delhi Township



Paul Henry–Thornapple Trail



Ionia Rd south of Nashville Hwy, Vermontville Twp



Thornapple Trailhead, Village of Vermontville



Forest Rd near trailhead, Village of Vermontville



Ionia Rd with shoulders, Kalamo Twp



Valley Hwy, Kalamo Twp



N Wheaton Rd south of Valley Hwy, Carmel Twp



Beech Hwy, Carmel Twp



Beech Hwy with existing sidewalk, Carmel Twp



High Street, Charlotte



Amnity St, Charlotte



N Cochran Ave, Charlotte



Rail spur, Charlotte



Lansing Rd, Charlotte



Lansing Rd I-69 underpass



Lake Alliance Park, Pottsville



Pathway from Lake Alliance Park to Pottsville



Vermontville Hwy I-69 overpass



Vermontville Hwy, Windsor Twp



Dimondale bike lanes with parking



Dimondale sidewalks with bike lanes



Bridge Street, Dimondale



Holt Hwy, Windsor Twp



Pathway from Lake Alliance Park to Pottsville



Billwood Hwy, I-96 underpass



Billwood Hwy, east of Lansing Rd



Crandell Lake Park, Eaton Twp



Creys Rd, Dimondale



Waverly Road, Dimondale



Stewart and Packard, Eaton Twp



Consumers Corridor, Benton Twp

# STAKEHOLDER INPUT

Following the initial round of site visits, the engagement process began through a series of targeted meetings with key stakeholder groups.

The planning team started with three high-level introductory meetings, one in each county, focused on individuals and organizations whose jurisdiction's encompass the proposed corridor. Attendees included municipal engineers, city planners, parks and recreation staff, city managers, representatives from utility companies, Adrian Blissfield Railroad, MDOT Federal Highway Administration Staff, and non-profit organizations focused on non-motorized transportation and healthy communities. These virtual meetings began by outlining the vision and goals, then provided an overview of the project and introduction to the planning process.

As large group formats have their limitations in facilitating detailed conversations, the introductory meetings were followed by a series of focused sessions, both virtual and in-person, based on each municipality's preferences. These meetings led to more in-depth discussions of local priorities, route-specific questions or concerns, and the introduction of the community engagement strategy. At these meetings, the stakeholders also helped identify the most effective communication methods for reaching a broad community audience.

The insights gathered through this series of meetings were instrumental in refining the proposed trail alignments. Participants provided valuable input regarding desired connections, specific community desires, and potential routes not initially identified. In some cases, suggested alignments already had established community support and potential funding sources identified, shaping the proposed routes even further.

See Appendix III for meeting minutes.

FRED MEIJER CLINTON-IONIA-SHIAWASSEE RAIL TRAIL ←.....→ LANSING RIVER TRAIL

**TRI-COUNTY**  
regional planning commission

**KEY STAKEHOLDER MEETING**  
NON-MOTORIZED REGIONAL TRAIL CONNECTIONS

OCTOBER 2024

PEA GROUP The Greenway Collaborative, Inc. OHM MDOT

# COMMUNITY ENGAGEMENT

The first step of the community engagement process was developing an engagement plan and timeline based on the feedback received from the stakeholder groups. Previous experience has shown that the best range of feedback is dependent on a flexible plan with a hybrid of both online and in person opportunities for touch points. Our plan included a combination of:

- » Print materials for displays, mailings, fliers and postcards to be used and distributed by the stakeholders
- » A social media kit, including graphics and suggested messaging for social media posts and eblasts
- » A website, complete with survey, interactive maps, and project information
- » Large maps and presentations for in person meetings

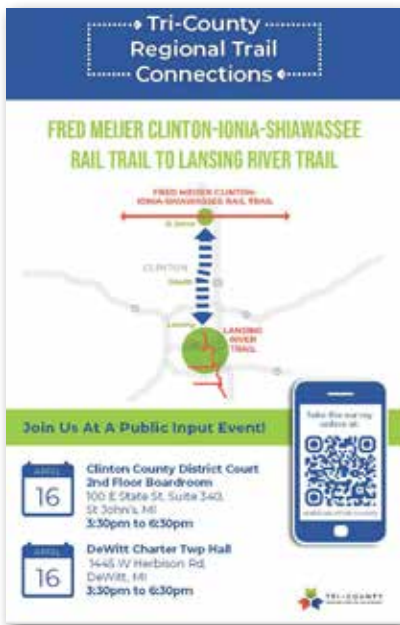
The project team held six in person meetings, two in each county. The following pages outline the in-person events and the engagement summary. Specific comments received from both the in-person meetings and online survey can be found in Appendix II.



Postcards for mailings or easy handouts.



Yard signs with QR codes in prominent areas.



Poster displays in public venues or at community events.



Interactive web maps for public comment.

# COMMUNITY ENGAGEMENT

## COMMUNITY ENGAGEMENT PLAN

This document gives an overview of the community engagement materials and timelines.

### Print Materials:

#### Materials for Review

- » **4x6 Post Card:** To be distributed to cities, townships, and county departments and to be handed out at public open houses.
- » **Project Poster:** To be distributed to cities, townships, and county departments.
- » **CIS Event Poster:** To be distributed to cities, townships, and county departments.
- » **Thornapple Event Poster:** To be distributed to cities, townships, and county departments.
- » **Lakelands Event Poster:** To be distributed to cities, townships, and county departments.
- » **Yard Signs:** Placed at libraries, communities buildings, parks and trails. The sign will be double-sided.
- » **6x10 Mailer:** Send to residence within a specific distance to meeting locations

### Social Media Info:

#### Materials for Review

- » Contact Info
- » Open House Events Details
- » Graphics
- » Suggested Messaging and email templates
- » Distribution

### Website:

#### Materials for Review

- » **Homepage :** [walkbike.info/tricounty](http://walkbike.info/tricounty)
- » **Example project page:** [walkbike.info/tricounty/CIS](http://walkbike.info/tricounty/CIS)
- » **Example Survey:** [Survey Link](#)
- » **Interactive Maps:**
  - [CIS Connection Map](#)
  - [Lakelands Connection Map](#)
  - [Thornapple Connection Map](#)
- » **Overview of Trail Route:** web document that gives a brief overview of the route
- » **Open House Events:** coordinate with Tri-County on website registration
- » **Webpages and Surveys:** for Lakeland, CIS and Thornapple Connections

### Open House Meetings:

#### Materials for Review

- » Dates/Locations
- » Maps
- » Display Boards
- » Presentation (5-10 minute overview)
- » Sign-in Sheet
- » Paper Surveys (match online survey)
- » Sticky Notes for Comments
- » Food/Refreshments
- » Swag

## TIMELINE

### Week of February 24th

- » Send draft promotional print materials, example web page and example survey to Tri-county for review (focus review on layout and graphics - meeting information and route info still under development)
- » Coordinate and schedule open house locations
- » Develop social media materials
- » Contact Playmakers, TCBA, MTGA, and LMB to provide a head's up and discuss promotion

### Week of March 3rd

- » Finalize routes & open house locations
- » Draft surveys for all three routes
- » Draft website pages for all three routes
- » Update promotional print material with route/open house info

### Week of March 10th

- » Finalize and print promotional materials
- » Develop open house materials
- » Review social media materials
- » Finalize and launch website/survey by March 14th

### Week of March 17th

- » Distribute and launch social media

### Week of March 24th

- » Distribute promotional print materials and place yard signs
- » Prepare open house presentation

### Week of March 31st

- » Finalize and print open house materials

### Week of April 7th, April 14th and April 28th

- » Public Open House Meetings
- » Prepare meeting summaries

### Month of May and June

- » Promote online input in May
- » Summarize all feedback in June

# COMMUNITY ENGAGEMENT: THORNAPPLE

APRIL 8, 2025 — 3 - 6 PM — ALIVE HEALTH CENTER



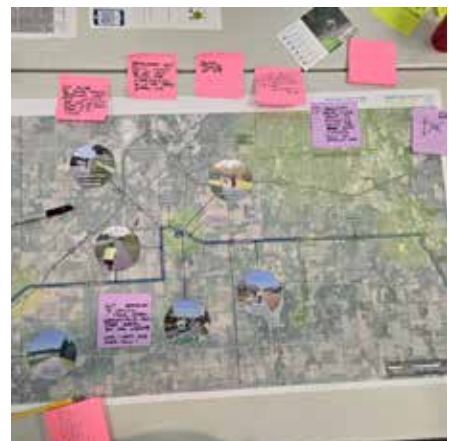
- » The meeting was held at the ALIVE Center in Charlotte
- » The most well attended of the six meetings
- » All three presentations were well attended, with most people having discussions around the maps afterward



APRIL 30, 2025 — 3 - 6 PM — DIMONDALE PRESBYTERIAN CHURCH



- » The meeting was held at Dimondale Presbyterian Church
- » Most attendees resided in the Village of Dimondale
- » Interactive presentations were followed by smaller discussions surrounding the maps



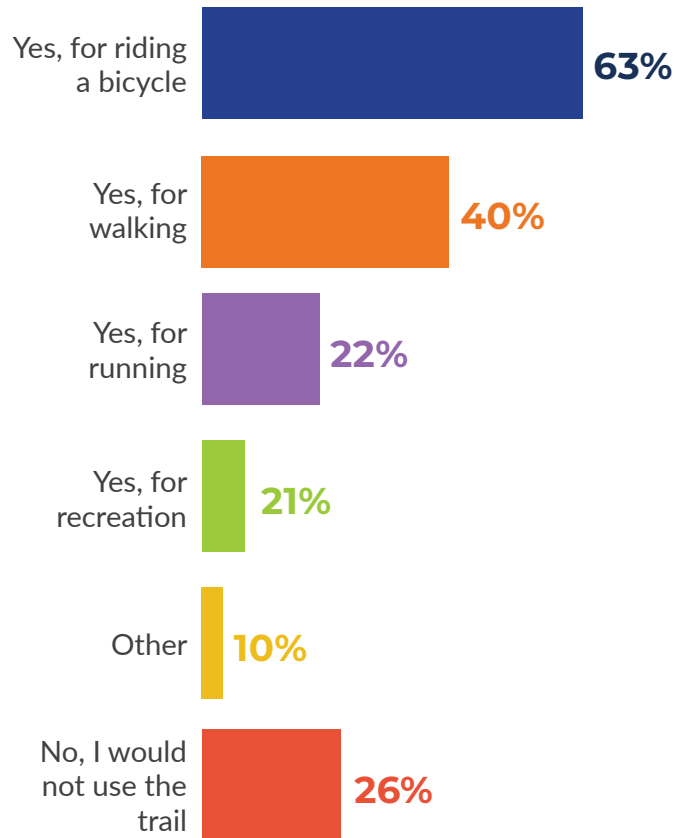
# PAUL HENRY-THORNAPPLE TRAIL TO LANSING RIVER TRAIL

## COMMUNITY INPUT SUMMARY

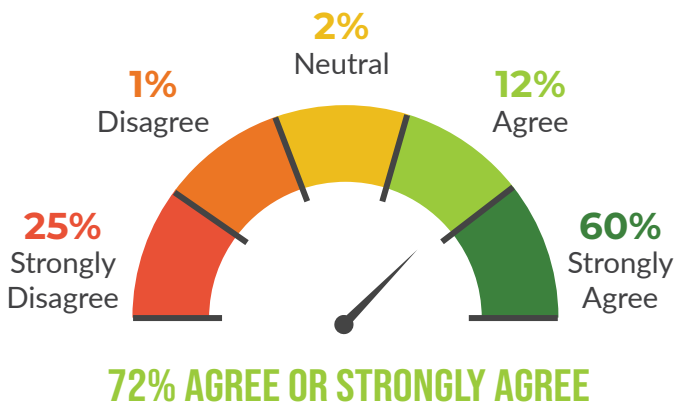


During April and May 2025, public engagement for the Tri-County Regional Trails Plan included six open houses across the region and an online survey to encourage broad participation. A total of 204 surveys were completed for the proposed Paul Henry-Thornapple Trail to Lansing River Trail connection, and 82 people attended open houses in Charlotte and Dimondale. Community members shared their opinions on the proposed route, including their support or concerns. This valuable feedback played a key role in shaping the final route. This document summarizes the input received during the process.

### WOULD YOU USE THE TRAIL CONNECTION?



### IT IS IMPORTANT TO PROVIDE A TRAIL CONNECTION BETWEEN THE PAUL HENRY-THORNAPPLE TRAIL AND LANSING RIVER TRAIL



*Most respondents who strongly disagreed with the proposed trail indicated they would not use it and reside in Chester Township, where the route would require easements through private property.*

## WHAT DO YOU LIKE ABOUT THE PROPOSED ROUTE?



**Connectivity Between Communities** — Enthusiasm for connecting Charlotte, Dimondale, Holt, and Lansing for commuting, recreation, and access to parks, schools, and existing trails.

**Safe, Off-Road Travel** — The route offers a safe alternative to biking and walking along busy roads, especially in areas lacking sidewalks or bike lanes.

**Paved Surface** — A paved trail is preferred to support a wider range of bikes, including e-bikes and road bikes, and to encourage use across age and ability levels.

**Use of Rail Corridors (Rails-to-Trails)** — Using abandoned rail lines is seen as efficient, scenic, and cost-effective. Many appreciate reusing old corridors in ways that serve the public.

**Outdoor Recreation & Health** — The trail supports safe exercise and time outdoors, especially in rural areas. It promotes healthy activity close to home for people of all ages.

**Family-Friendly & Everyday Use** — The trail's accessibility to homes, parks, and schools makes it a convenient option for families, children, and older adults. It supports safe, daily use for recreation, commuting, and short local trips.

**Support for Local Businesses and Tourism** — The trail is seen as a way to boost small-town economies, with stops for food, rest, and nearby attractions.

### **Strategic Improvements & Early Wins**

Respondents emphasized the importance of achieving “low-hanging fruit” to build momentum. Quick, visible progress can improve public confidence and demonstrate commitment.

**Desire for Trail Features & Improvements** — Safe crossings, bridges, wider sidewalks, sidepaths, and scenic views. Specific suggestions included a Grand River pedestrian bridge in Dimondale and links to Crandell Lake Park.

## WHAT DO YOU DISLIKE ABOUT THE PROPOSED ROUTE?



**Private Property & Landowner Rights** — Many landowners along the route oppose trails crossing private land, especially where they've reclaimed old rail corridors. Concerns include loss of privacy, eminent domain, trespassing, and disruptions to farming, hunting, and livestock. Many resent being asked again after past opposition.

**Public Safety, Vandalism & Policing** — Existing trails were cited as magnets for litter, vandalism, dumping, noise, and drug use. Residents fear similar issues will degrade their community's character, burden them with cleanup, and pose safety risks — especially in areas with limited police patrols and emergency access. Concerns about personal liability persist, and many doubt the trail can be safely managed with current resources.

**Loss of Rural Character** — Opponents value their quiet lifestyle and view the trail as bringing noise, strangers, and urban issues. Many moved to the area for privacy and don't want to give that up.

**Public Costs & Spending** — There's skepticism about trail costs amid struggling services. Many see it as an unnecessary burden when roads and emergency response are underfunded.

**Distrust in Process & Representation** — Many distrust the planning process, feeling past opposition was ignored and fearing this is just a box-checking exercise before pushing forward.

**Preference for Alternate Routes** — Some would support trails routed away from homes and farms. Suggestions included using state-owned right-of-ways, enhancing already popular gravel bike routes, or improving shoulders and signage on low-traffic roads. There was a strong preference for avoiding land that cuts through private property, especially where homes, livestock, or crops are directly adjacent to the old railroad bed.

**TELL US ANYTHING  
ELSE YOU FEEL IS  
IMPORTANT:**



**Trail Design & Infrastructure** – Paved trails are preferred, with crushed limestone acceptable in some areas. Key needs include restrooms, water refill stops, mile markers, signage, and safe crossings.

**Connectivity & Access** – Regional trail connections between towns such as Holt, Dimondale, Charlotte, and Eaton Rapids enhance recreation and commuting. Opportunities to coordinate trips with kayaking add value. Improved crossings at barriers like I-96 and expanded access to destinations like Crandell Lake Park would boost trail utilization.

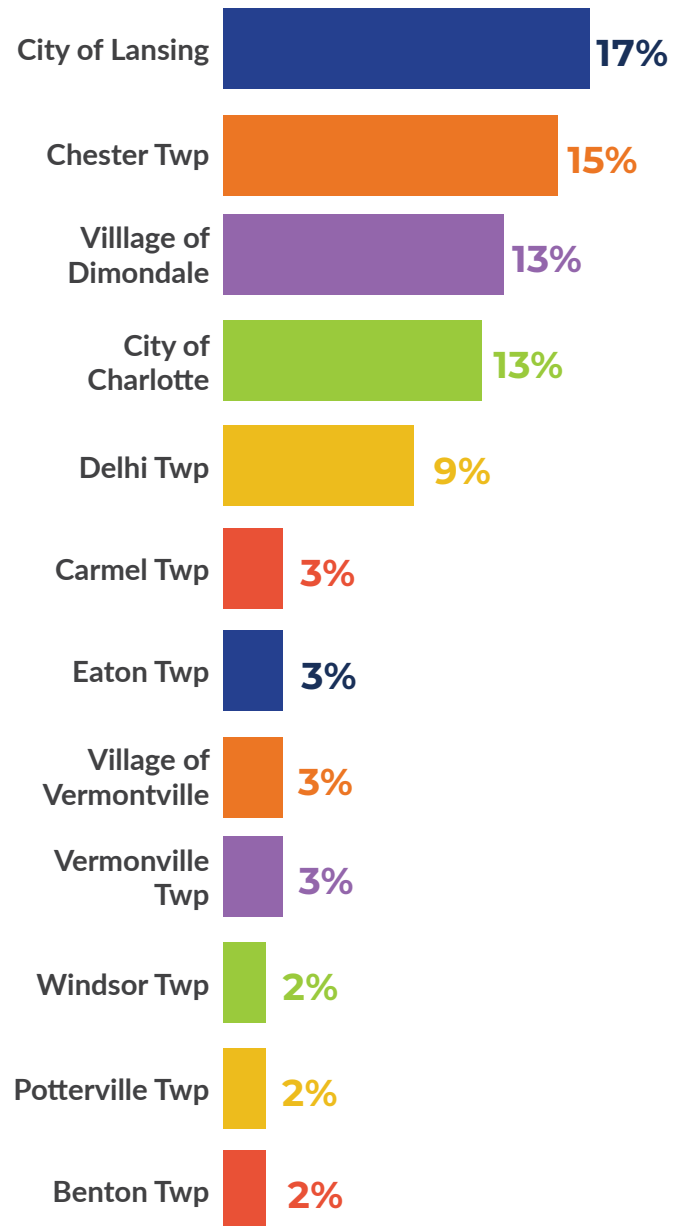
**Safety & Trail Conditions** – Safe trail use depends on protected bike lanes, well-marked crossings, flashing lights, and signage. Maintenance is a recurring concern, especially in areas where trails may fall into disrepair or already lack emergency access and police presence.

**Existing Trail Issues** – Priority should be given to maintaining and repairing current trails first.

**Private Property & Routing** – Avoid crossing private land – especially reclaimed rail corridors. Use public roads or rights-of-way instead.

**Community Benefits** – There is strong support for trails as they encourage outdoor activity, promote public health, support active transportation, and help people connect with nature. They also provide economic benefits through tourism and increased foot traffic in local communities.

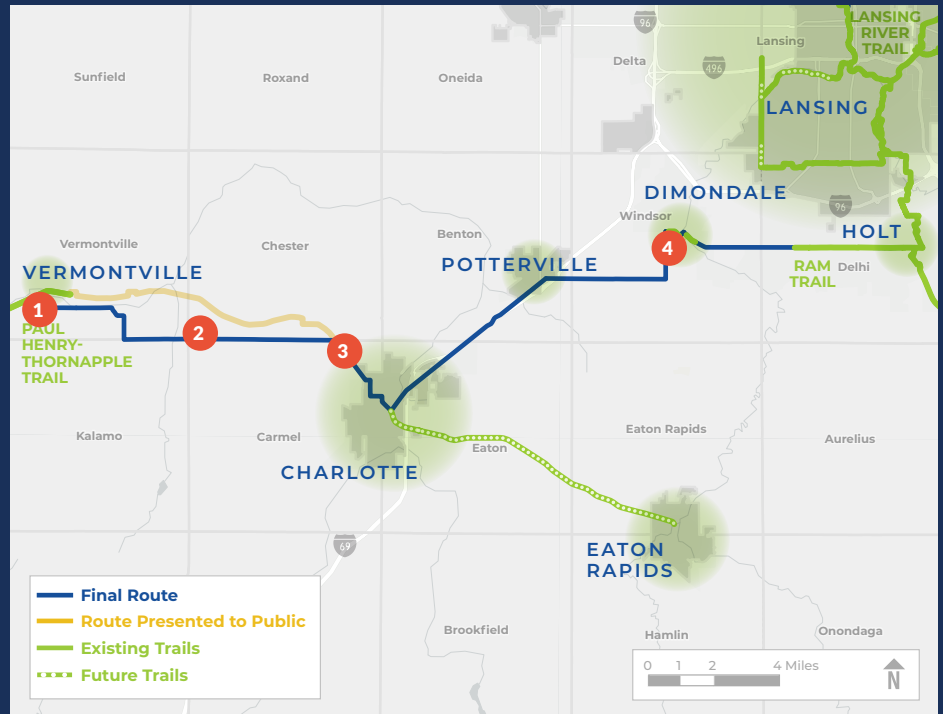
**SELECT THE AREA YOU LIVE IN OR ARE  
MOST FAMILIAR WITH:**



Other areas represented 13% of respondents, including East Lansing, Mason, Delta Township, Meridian Township, Eaton Rapids, Olivet, Williamston, and Watertown Township.

## HOW COMMUNITY ENGAGEMENT IS SHAPING THE TRAIL:

### KEY ROUTING UPDATES BASED ON FEEDBACK



1

#### Accessing the Paul-Henry Thornapple Trail

The current trail ends on a gravel road between a small neighborhood and a grain elevator south of Vermontville, making it difficult to find and access. The updated route proposes connecting to the trail at Maple Valley High School on N. Mason Road, where an existing shared-use path provides easier access to the trail. This location also presents a strong opportunity for establishing a trailhead with parking and amenities.

2

#### Shift to Scenic Road Route

While the original plan to use the former rail corridor was not feasible due to property access limitations, a new opportunity has emerged. A scenic gravel road bike route through picturesque rural landscapes is now being proposed as an alternative. This new route maintains regional connectivity through wayfinding and reflects the growing popularity of gravel road cycling in the area. Future considerations could include Natural/Scenic Road designations and lower advisory speeds.

3

#### Connect to Optimist Park

Add pathway connection from Charlotte to provide paved access to Optimist Park, which serves as the starting point to the gravel road route heading west on Kinsley Hwy.

4

#### Dimondale Pedestrian Bridge

Proposed bridge over the Grand River connecting Danford Island Park and Lions Park for safer access to parks and Dimondale Elementary.

## BROADER INSIGHTS AND KEY TAKEAWAYS

Community engagement around the proposed regional trail revealed several emerging themes that offer direction for future trail planning and investment. These broader insights highlight not only where public support is strongest but also where focused planning is needed to ensure a successful and sustainable trail system.



### PROVIDE KEY INFRASTRUCTURE SUPPORTING SAFE AND COMFORTABLE TRAIL USE

Participants emphasized the need for basic infrastructure to support trail use, especially on longer-distance routes. Key trailheads should be identified and improved with amenities such as parking, signage, restrooms, water stations, and seating areas. Provide wayfinding including location and destination markers to enhance the user experience. Incorporate current best practices for trail crossings appropriate for an all ages and abilities trail.



### DEFINE MAINTENANCE RESPONSIBILITIES AND FUNDING

Ensuring the long-term maintenance of the regional trail is a priority for many, particularly in rural communities. Many rural areas lack the staffing, equipment, and budget capacity to support trail upkeep. To ensure safe, year-round access, a clear maintenance plan is needed that defines roles and secures outside funding. This will prevent local governments from being overburdened by an asset they cannot sustain on their own.



### PRIORITIZE CONNECTIONS TO SATELLITE COMMUNITIES FIRST

There is strong public support for expanding the trail outward from Lansing to connect with nearby towns. These segments are viewed as more feasible in the short term and align with areas of higher population and clear community backing. In addition, these routes are likely to be more competitive for grant funding due to the connections they provide, making them a strategic starting point for trail expansion.



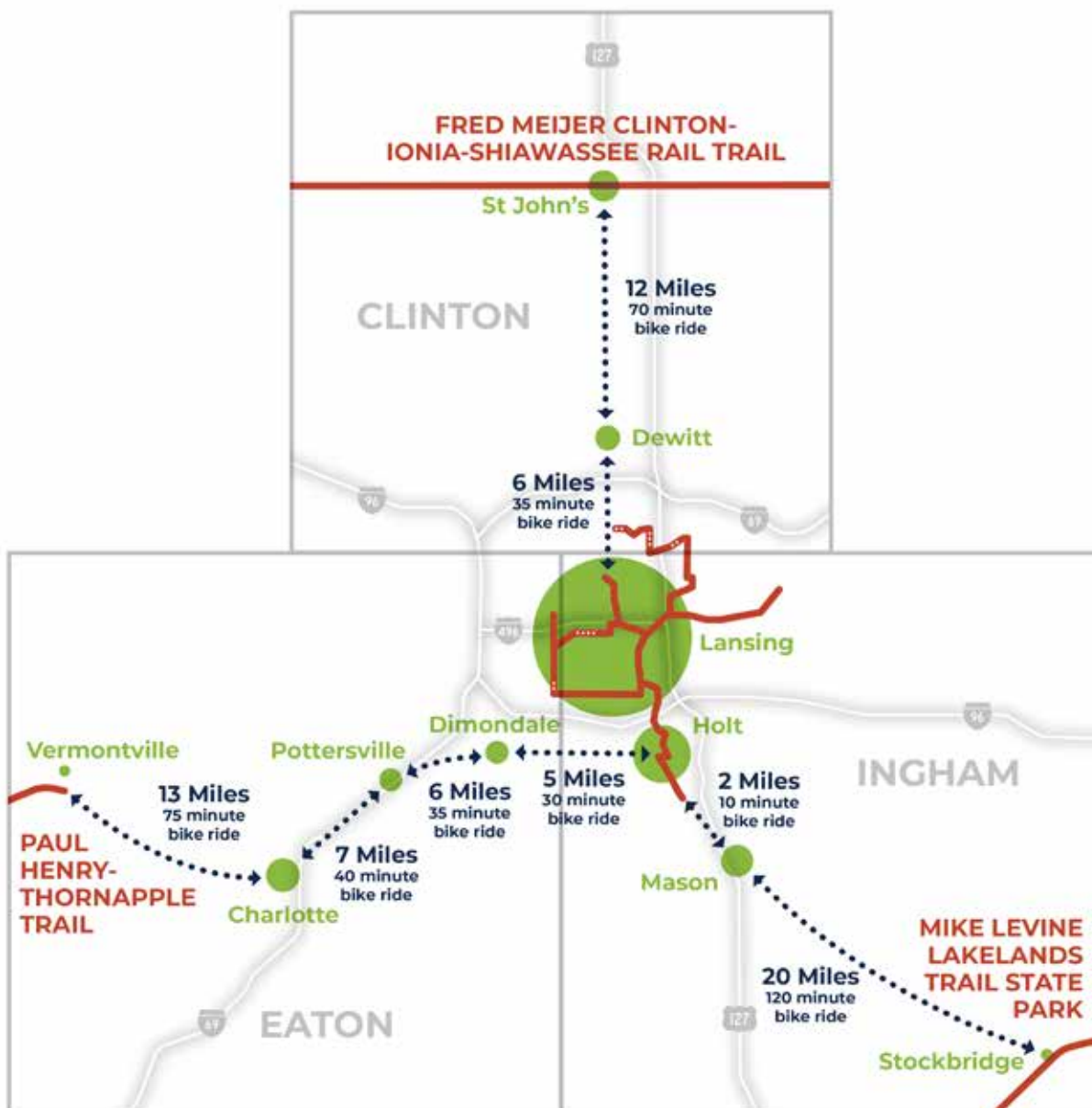
### ADDRESS CHALLENGES WITH REMOTE EXTENSIONS

Trail segments extending farther from Lansing face more significant challenges. These include longer distances between points of interest, a lack of amenities or destinations along the route, and less visible community support – especially from rural residents. These realities suggest a need to reassess the pace and approach for these extensions and to consider how features, access, and local engagement could be improved over time.

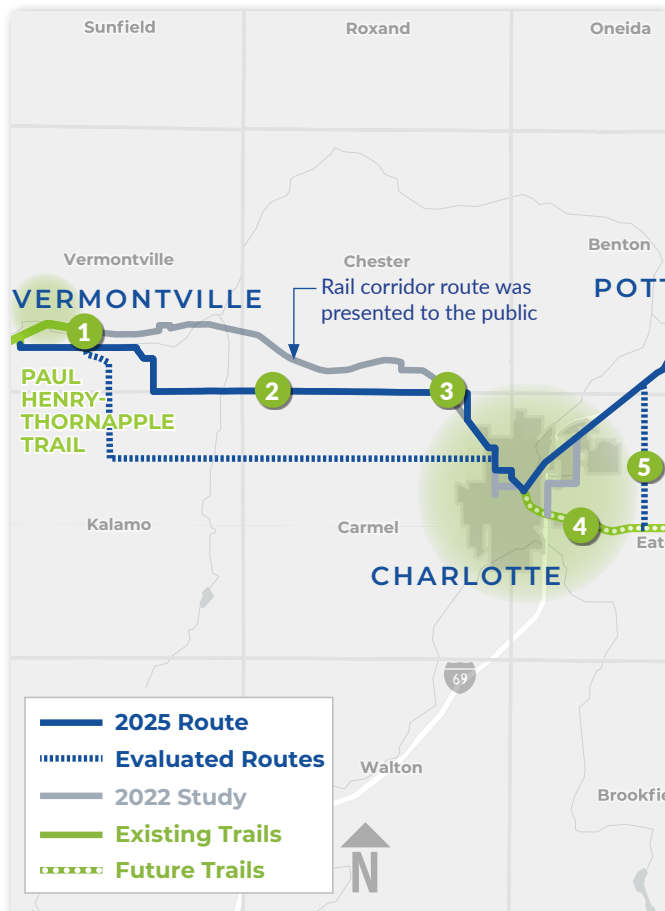
## ROUTE REFINEMENT

The stakeholder and public engagement process resulted in several meaningful changes to the proposed regional corridor alignments. This input was instrumental in shaping a more well-rounded and complete route that better reflects the community's needs and priorities. Engaging the public not only builds trust and support, but also identifies additional opportunities and challenges that might otherwise be overlooked. As detailed in the following pages, several adjustments, some of them significant, were made based on the feedback received, leading to a more community supported solution.

Due to the regional nature of these routes, there are segments that will not satisfy every community goal. However, these alignments are intended to serve as a foundation communities can build on in the future, creating additional connections to population centers, parks, and other amenities.



## ROUTE REVISIONS: EATON COUNTY



**1** The current termination point of the Paul Henry – Thornapple Trail is in the back of a small neighborhood. There is no support from the Vermontville community to have this regional connection pass through here and the required easements would be difficult to obtain. The new termination point is near Maple Valley Junior/Senior High School.



- 2** The most well-attended community meeting took place in Charlotte, where numerous residents expressed strong opposition to the proposed alignment along the former rail corridor. Many adjacent property owners had purchased the land outright several decades prior and have opposed various trail proposals along the corridor since the 1990s. While the survey indicated public interest in non-motorized connections, this particular alignment was ultimately removed from consideration.
- 3** Eaton County Parks wants the new trail system to connect to existing parks wherever possible. This new alignment creates a trailhead opportunity at the existing Optimist Park.
- 4** TCRPC, as of this report, is working to purchase a rail spur heading southeast out of Charlotte. The Charlotte community also supports this spur because with additional easements, it could eventually provide non-motorized connections to a grocery store and Crandell Lake Park.
- 5** The route to Charlotte through Crandell Lake Park from the east was deemed infeasible due to licensing agreements along the Consumers corridor and limited right-of-way along narrow country roads.

## ROUTE REVISIONS: EATON COUNTY



**6** In Dimondale, the alignment presented included adding a two-way cycle track to the existing bridge to avoid the expense of a new pedestrian bridge over the Grand River. However, the community preferred separate pedestrian bridge in spite of the cost. They support the idea of connecting two existing parks, Lyons Park and Danford Island Park. Lyons Park is set to have improvements completed in 2026, so the timing was perfect to ensure the bridge and connecting trail are considered in the design.

Dimondale leadership also highlighted the need for safety enhancements to the existing bike lanes. While the bike lane infrastructure is in place, they expressed interest in upgrades such as green paint or bollards to improve visibility and increase safety for cyclists.



**5** Discussions with Potterville revealed upcoming improvements at Lake Alliance Park on Lansing Road, which will serve as both a trailhead and destination for the pedestrians who currently walk along the grassy roadside and will benefit from the new side path.

**7** At the meetings with Dimondale, it was also brought to light that Dimondale is districted to Holt Schools, yet there is no non-motorized access route between the two municipalities. This provided further support to address the need of a pathway along Holt Highway.