



# CITY OF LESLIE

602 W. Bellevue • P.O. Box 496 • Leslie, MI 49251-0496  
Phone: 517-589-8236 • Fax: 517-878-6868 • Web Site: [www.cityofleslie.org](http://www.cityofleslie.org)

**LESLIE COUNCIL MEETING**  
**7:00 PM TUESDAY, SEPTEMBER 15, 2020**  
**LESLIE CITY HALL, 602 W. BELLEVUE STREET**

**Meeting to be held as a Virtual Meeting due to the COVID-19 pandemic, under the authority of Executive Order No. 2020-154 of the Office of the Governor of the State of Michigan.**

## AGENDA

**I. ROLL CALL.**  
**PLEDGE OF ALLEGIANCE.**

**II. CONSENT AGENDA:**

A. Approval of the agenda.

Approval of the minutes of regular meeting on August 18, 2020.

B. Payment of Bills – September 2020. Affirm check disbursements totaling \$106,224.37 for September 2020.

C. Boards and Commissions Appointments. Approve the following Mayoral Boards and Commissions appointments effective immediately.

Name	Board/Commission	Term Expires
Elisabeth Yeider	Downtown Development Authority	07/01/2022
Elisabeth Yeider	Local Development Finance Authority	04/03/2022

D. Communication:

- a. Manager's Report.
- b. August 2020 Financials.
- c. August 2020 Police Department Report.
- d. August 16 – September 11, 2020 Fire Department Report.
- e. July/August 2020 Report Ingham County Sheriff's Department.
- f. PASER results (roads).
- g. City of Leslie COVID-19 Safe Start Preparedness Response Plan.
- h. Hooker resignation letter.

**III. PUBLIC COMMENT – Non-Agenda Items that cannot be handled During Regular Business Hours.**

**IV. COUNCIL COMMENT – Opportunity to respond to public comment period or make comments regarding items not on the agenda.**

**V. PUBLIC HEARING – None**



# CITY OF LESLIE

602 W. Bellevue • P.O. Box 496 • Leslie, MI 49251-0496  
Phone: 517-589-8236 • Fax: 517-878-6868 • Web Site: [www.cityofleslie.org](http://www.cityofleslie.org)

## VI. ITEMS OF BUSINESS:

- A. Amendment to 024 Well, LLC LOI for Purchase of Land in Business Park. Increase amount of land purchase in business park to 024 Well, LLC.
- B. Sale of Land in Business Park Recommendation by the LDFA. A formal recommendation from the LDFA regarding sale of land in the business park to Verde Fields, LLC.
- C. 2020 Trick-or-Treating. Discussion on holding trick-or-treating hours.
- D. 2020 Lighted Christmas Parade. Discussion on holding lighted Christmas parade.

## VII. COUNCIL AGENDA:

- A. Committee Reports
- B. Manager's Report
- C. Motion to Adjourn

### Boards and Commissions Openings:

Planning Commission – term expires November 1, 2020

**Next City Council meeting is scheduled for October 20, 2020 at 7:00 p.m.**

**CITY OF LESLIE  
REGULAR COUNCIL MEETING  
MINUTES  
AUGUST 18, 2020**

**Meeting to be held as a Virtual Meeting due to the COVID-19 pandemic, under the authority of Executive Order No. 2020-75 of the Office of the Governor of the State of Michigan.**

Present: Babin, Beegle, Owen, Fox, Doane, Johnson.

Excused: None.

Also Present: CM Montenegro, Chelsea Cox, Barb Winslow, Mike Centofanti, Brandon Christy and Karl Knoneberg.

**Item 1 Consent Agenda**

- A. Approval of the agenda, moving Leslie COVID-19 Preparedness and Response Plan to Items of Business B.  
Approval of the minutes of regular meeting on July 21, 2020.
- B. Payment of Bills – August 2020. Affirm check disbursements totaling \$60,995.07 for August 2020.
- C. Boards and Commissions Appointments. Approve the following Mayoral Boards and Commissions appointments effective August 18, 2020.

<b>Name</b>	<b>Board/Commission</b>	<b>Term Expires</b>
Barbara Winslow	Board of Review—Alternate	1/31/2022
Barbara Winslow	Zoning Board of Appeals	6/30/2021

- D. Communication:
  - a. Manager’s Report.
  - b. July 2020 Financials.
  - c. July 2020 Police Department Report.
  - d. July 16 – August 15, 2020 Fire Department Report.

Moved by Doane, seconded by Owen to approve consent agenda.

**ALL YEAS  
MOTION CARRIED**

**Item 2 Public Comment**

None

**Item 4 Council Comment**

None

**Item 5 Public Hearing**

None

**Item 6 Items of Business**

- A. Resolution 2020-12 Authorizing Submittal of Ingham County Trails and Parks Program Grant Application. An application seeking grant funding in the amount of \$93,500 has been prepared by Leslie Township. Local match is \$9,375 and is to be split equally between Leslie Township, Leslie Public Schools and the City of Leslie with a match amount not to exceed \$3,125 from each entity.

Motion by Owen, second by Doane to approve Resolution 2020-12.

**ROLL CALL**

Babin-Yes

Beegle-Yes

Fox-Yes

Doane-Yes

Johnson-Yes

Owen-Yes

**MOTION CARRIED**

- B. Leslie COVID-19 Preparedness and Response Plan

Discussion was held.

No action taken.

**Item 7**

**Adjournment**

Moved by Johnson, seconded by Doane to adjourn.

ALL YEAS

MOTION CARRIED

Time: 7:58 pm.

  
Clerk Chelsea Cox

**INVOICE SUMMARY**

Date: 09/10/20

Page: 1

VENDOR	DESCRIPTION	AMOUNT	STATUS	JNLIZED?
ASSOCIATED GOVERNMENT SERVICE	PRMITS & INSPEC	2,118.00	Paid	Y
MITCHELL'S DEPT. STORE	FRINGE	1,510.81	Paid	Y
GRACON SERVICES, INC.	IT WORK	4,956.52	Paid	Y
GRACON SERVICES, INC.	EXCHANGE ONLINE IT UPGRADE	590.64	Paid	Y
MML WORKERS' COMP FUND	QTRLY WORKERS' COMP PREMIUM	2,640.00	Paid	Y
FOGG OIL COMPANY	LFD 1/2 TWP MONTHLY GAS SLIP:	238.11	Paid	Y
2ND TO NONE	CPR TRAINING	1,366.00	Void	Y
ABSOPURE	WWTP SUPPLIES	12.00	Paid	Y
RICOH USA INC	MONTHLY PER COPY FEE	31.47	Paid	Y
RICOH USA, INC.	LCO LEASE COPY/SCANNER/FAX	138.11	Paid	Y
ABSOPURE	WWTP SUPPLIES	30.00	Paid	Y
USA BLUEBOOK	WWTP SUPPLIES	316.10	Paid	Y
ETNA SUPPLY COMPANY	WATER SUPPLIES-NEW METERS	2,142.00	Paid	Y
ELHORN ENGINEERING CO.	WWTP SUPPLIES, DEPOSIT BARRE:	1,645.50	Paid	Y
CHLORIDE SOLUTIONS	LOCAL CONTRACTED SERVICES	900.90	Paid	Y
EAGLE FLAG OF AMERICA	FLAGS	342.40	Paid	Y
ACTION APPAREL	DPW FRINGE	220.00	Paid	Y
BLUE CROSS BLUE SHIELD OF MI	EMPLOYEE HEALTH INS FMO SEPT	6,044.46	Paid	Y
BLUE CROSS BLUE SHIELD OF MI	EMPLOYEE HEALTH INS FMO SEPT	5,221.41	Paid	Y
WEX BANK	MONTHLY GAS CHARGES DPW, LPD	666.05	Paid	Y
CINTAS CORPORATION	FLOOR MATS LCO, LPD, LFD	231.94	Paid	Y
BRANDON WHIPPLE	LFD CPR TRAINING	1,366.00	Paid	Y
WOW! BUSINESS	AUG WOW	791.07	Paid	Y
AT&T LONG DISTANCE	WWTP UTILITIES	719.45	Paid	Y
APOLLO FIRE EQUIPMENT	NEW HELMETS (3)	1,038.12	Paid	Y
STATE OF MICHIGAN	SOR FEE	30.00	Paid	Y
COUNTY OF INGHAM	RADIO FEE	1,515.12	Paid	Y
SHERWIN-WILLIAMS	PAINT FOR STREET MARKING	808.70	Paid	Y
SUPERIOR SAW	CHAIN SAW OIL	141.89	Paid	Y
GRACON SERVICES, INC.	MANAGED IT SERVICES SEPT 20	455.70	Paid	Y
ELECTIONSOURCE	TESTING-AUGUST 2020 ELECTION	443.50	Paid	Y
CATHEY CO	WWTP SUPPLIES	47.05	Paid	Y
D & G EQUIPMENT, INC.	MVP SUPPLIES	146.73	Paid	Y
BRANDON WHIPPLE	CPR TRAINING-DPW, FIRE, LPD	990.00	Paid	Y
ROBERT ANTEKEIER, JR	CODE ENFORCEMENT	900.00	Paid	Y
AT&T LONG DISTANCE	WEBSITE HOSTING	23.92	Paid	Y
CONSUMERS ENERGY	WWTP UTILITIES	3,197.41	Paid	Y
CONSUMERS ENERGY	STREET LIGHTS	3,203.80	Paid	Y
CONSUMERS ENERGY	FACILITIES	3,308.99	Paid	Y
THE STANDARD INSURANCE COMPAI	EMPL LIFE & DISABILITY FMO SI	462.59	Paid	Y
BOUNDARY ASSESSING	MONTHLY ASSESSOR	1,400.00	Paid	Y
U.S. POSTAL SERVICE	FIRST CLASS PRESORT	240.00	Paid	Y
SPARKLE WINDOW CLEANING	AUGUST 2020	105.00	Paid	Y
APOLLO FIRE EQUIPMENT	HELMET FRONT	47.00	Paid	Y

**INVOICE SUMMARY**

Date: 09/10/20

Page: 2

VENDOR	DESCRIPTION	AMOUNT	STATUS	JNLIZED?
FOGG OIL COMPANY	LFD GAS	40.74	Paid	Y
MULLINS AUTO PARTS & TOWING	OIL CHANGE, FILTER & LUBE CAI	200.18	Paid	Y
GRACON SERVICES, INC.	MS EXCHANGE ONLINE PLAN ONE	290.64	Paid	Y
GRACON SERVICES, INC.	NEW POWER BLOCK AT LFD	300.00	Paid	Y
MIKA MEYERS	RURAL DEVELOPMEN SEWER PROJE	280.00	Paid	Y
GRUA, TUPPER & YOUNG, PLC	ATTY FEES	2,474.96	Paid	Y
BYRUM HARDWARE	DPW AUG 20	324.40	Paid	Y
BYRUM HARDWARE	LFD AUG 20	20.16	Paid	Y
QUILL CORPORATION	OFFICE SUPPLIES	388.69	Paid	Y
MID MICHIGAN EMERGENCY EQUIP	CAR 80 INSTALL COMPUTER DOCK	300.00	Paid	Y
IMAGECRAFT	LFD AWARED ENGRAVING	26.28	Paid	Y
J L COLLISION	FENDER FLARE REPLACEMENT	200.00	Paid	Y
PEERLESS-MIDWEST INC	IRON REMOVAL PLANT *LIGHTNIN	12,305.80	Paid	Y
KENNEDY INDUSTRIES INC.	WWTP EQUIPMENT RENTAL	725.00	Paid	Y
PROCESS ENGINEERING & EQUIPM	WWTP CAPITOL EXP	839.85	Paid	Y
DEAN LEININGER	STUMP REMOVAL	920.00	Paid	Y
SHERWIN-WILLIAMS	MAJOR AND LOCAL STREET SUPPL	501.30	Paid	Y
JOHN DEERE CREDIT	MVP CAPITOL EXP	13,437.33	Paid	Y
NORTH CENTRAL LABORATORIES	WWTP SUPPLIES	271.60	Paid	Y
RIETH-RILEY CONSTRUCTION CO.	MAJOR SUPPLIES	149.42	Paid	Y
FOGG OIL COMPANY	DPW FUEL	324.50	Paid	Y
USA BLUEBOOK	WATER SUPPLIES	255.00	Paid	Y
ULINE	WATER SUPPLIES	212.33	Paid	Y
AQUIONICS INC	WWTP SUPPLIES	189.49	Paid	Y
MICHIGAN DEPT OF ENVIRONMENT	WATER CONTRACTED SERVICES	96.00	Paid	Y
CATHEY CO	WATER SUPPLIES	356.76	Paid	Y
ELHORN ENGINEERING CO.	WTP SUPPLIES	214.50	Paid	Y
MICHIGAN AGRIBUSINESS SOLUTI	WWTP CONTRACTED SERVICES	740.00	Paid	Y
MICHIGAN RURAL WATER ASSOCIA	WWTP CONTRACTED SERVICES OIC	1,162.50	Paid	Y
CITY SLICKERS	MOWING VIOLATIONS JULY 2020	800.00	Paid	Y
LESLIE DEPOT DINER	ICE MACHINE LFD	350.00	Paid	Y
VERIZON WIRELESS	LPD MODEMS	108.62	Paid	Y
FOGG OIL COMPANY	LFD 1/2 TWP MONTHLY GAS SLIP:	158.25	Paid	Y
COUNTY OF INGHAM	LSPD PUBLIC RADIO SYSTEM	342.12	Paid	Y
C2AE	MILL ST BRIDGE 69650,69510,6	12,683.90	Paid	Y
SHARE CORPORATION	WATER SUPPLIES	142.27	Paid	Y
VERIZON WIRELESS	CELL PHONES	322.91	Paid	Y
WOLVERINE ENGINEERS & SURVEY	HORNET REMOVAL	150.00	Paid	Y
MITCHELL'S DEPT. STORE	AUG 2020 DPW FRINGE	287.96	Paid	Y
PITNEY BOWES CREDIT CORP	QTRLY POSTG MTR LEASE	158.64	Paid	Y
HEIMAN FIRE EQUIPMENT	FIRE SUPPLIES	399.96	Paid	Y
RICOH USA INC	MONTHLY PER COPY FEE	27.85	Paid	Y

Total: 106,224.37



## City Manager’s Report: For the 9-15-2020 City Council meeting

---

### OPERATIONS AND COMMUNITY RELATIONS

- Police – All training events have been suspended. Chief Delamarter attends regular Chiefs meeting via electronic method at the County.
- DPW – All training events have been suspended. EGLE made a surprise visit today to the WWTP. During the visit they stated they will officially apply to make Leslie’s WWTP a class C Facility. Three lead service lines need to be installed prior to September 30 to meet our quota of 14 replacements for the year.
- Fire- See attached report.
- Administrative – includes finance, clerk and city manager – No new updates.
- Staffing Updates: Open Positions: Part-time police officer position needs to be filled.

### COVID-19 update

- As of September 11, 2020, there have been 2,370 confirmed cases and 42 deaths in Ingham County. Staff are taking necessary precautions to prevent the spread and city hall remains closed to the public, except by appointment. All who enter any City facility are required to wear a face mask. City Hall hours have gone back to their normal Monday-Friday 8am – 4:30pm schedule.

### LARGE CITY PROJECTS

Project Name	Description	Status	Completed
<b>UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION</b>			
<b>WWTP Engineering for Upgrades</b>	PASER ratings for our roads have been completed demonstrating the condition of roads.	In process	No
<b>WWTP USDA-RD application for the WWTP project</b>	Engineers have been given access to the USDA-RD site so they can upload information needed for the application.	In process	No

<b>Project Name</b>	<b>Description</b>	<b>Status</b>	<b>Completed</b>
<b>AMI Water Meters Project</b>	Replacing current water meters with automatic meter reading system. Beginning stages for this project. Will be something that takes place in the coming fiscal year.		No
<b>STREETS, SIDEWALKS, BRIDGES</b>			
<b>Mill Street Bridge replacement</b>	Replacement of culvert is complete. Restoration areas will be monitored as recent seeding takes hold. Railing still needs to be designed and placed.	95% complete	No
<b>Downtown sidewalks</b>	DDA approved replacing crosswalks at Carney and Main	On hold during COVID-19, crews will reassess and schedule.	
<b>Sidewalks throughout city</b>	A comprehensive sidewalk inventory is underway. Sidewalks will be prioritized once the list is completed	In process	
<b>MOTOR VEHICLE POOL</b>			
<b>Police Car</b>	Build out with equipment next year	New car has been delivered and is being fitted with equipment.	85%
<b>BUILDING, PROPERTY, EQUIPMENT</b>			
<b>Library Furnace/HVAC</b>	One furnace needs replacing while the other needs parts. HVAC system has been failing, one unit is broken and needs replacement. Cost estimates are being sought but appear to be about \$30-40K for both systems.	In process  Consideration of Len Foundation to request \$\$\$ for necessary repairs	No
<b>G.A.R. Hall</b>	Engineered drawings have been received from C2AE.	Waiting for contractors to provide quote for work outlined on drawing.	No
<b>PARKS, CEMETERY, NONMOTORIZED</b>			
<b>Pool Demo</b>	Recommendation is to submit for a multi-phase grant through the MDNR to demo site, add a sand/volleyball court with lighting and add a splash pad. Official engineered drawings will be required as part of the grant process.	Need to update current Parks Master plan to include intent for repurposing of old pool site.	



Project Name	Description	Status	Completed
<b>Cemetery Rules and Ordinance</b>	The Cemetery committee has been diligently working to craft a new set of rules and ordinance regulating the cemetery.	In process	

Fund 101 GENERAL FUND

GL Number	Description	Balance
<b>*** Assets ***</b>		
101-000-001.000	CASH ACCOUNT	933,180.01
101-000-004.000	INVESTMENT	535.41
101-000-010.000	TUTTLE PARK MAINTENANCE FUND	22,569.25
101-000-011.000	PETTY CASH - TREAS OFFICE	250.00
101-000-012.000	PETTY CASH - FRONT OFFICE	200.00
101-000-014.000	302 JUSTICE TRAINING FUND	466.62
101-000-015.000	POLICE FORFEITURE FUND	1,142.10
101-000-017.000	MBIA-CLASS INVESTMENTS	1,271.04
101-000-035.000	ACCOUNTS RECEIVABLE	6,505.43
101-000-078.000	DUE FROM STATE	40,141.00
101-000-084.000	DUE FROM OTHER FUNDS	1,036.88
101-000-084.248	DUE FROM DDA	506.75
101-000-084.250	DUE FROM LDFA	170.00
101-000-090.000	ADVANCE TO PAYROLL	5,000.00
101-000-091.000	ADVANCE TO FSA ACCOUNT	1,536.32
101-000-123.000	PREPAID EXPENSES	21,212.89
<b>Total Assets</b>		<b>1,035,723.70</b>
<b>*** Liabilities ***</b>		
101-000-202.000	ACCOUNTS PAYABLE	17,878.29
101-000-214.000	DUE TO OTHER FUNDS	1,665.41
101-000-257.000	ACCRUED SALARIES	35,507.00
101-000-307.248	NOTE PAYABLE TO DDA	150,000.00
101-484-307.248	NOTE PAYABLE TO DDA	(56,153.51)
101-484-308.248	INTEREST ON DDA NOTE	(2,020.00)
<b>Total Liabilities</b>		<b>146,877.19</b>
<b>*** Fund Balance ***</b>		
101-000-390.000	FUND BALANCE	684,416.60
101-000-396.000	302 JUSTICE TRAINING FUND BAL	1,444.92
101-000-397.000	POLICE FORFEITURE FUND BAL	1,141.97
<b>Total Fund Balance</b>		<b>687,003.49</b>
<b>Beginning Fund Balance - 19-20</b>		<b>687,003.49</b>
<b>Net of Revenues VS Expenditures - 19-20</b>		<b>103,035.95</b>
<b>*19-20 End FB/20-21 Beg FB</b>		<b>790,039.44</b>
<b>Net of Revenues VS Expenditures - Current Year</b>		<b>98,807.07</b>
<b>Ending Fund Balance</b>		<b>888,846.51</b>
<b>Total Liabilities And Fund Balance</b>		<b>1,035,723.70</b>

\* Year Not Closed

User: CARRIE  
DB: Leslie

PERIOD ENDING 08/31/2020  
% Fiscal Year Completed: 16.99

GL NUMBER	DESCRIPTION	2020-21	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	08/31/2020 NORM (ABNORM)	MONTH 08/31/20 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 101 - GENERAL FUND							
Revenues							
Dept 000							
101-000-402.000	PROPERTY TAXES	629,649.00	629,649.00	104,428.69	104,428.69	525,220.31	16.59
101-000-423.000	TRAILER TAXES	432.00	432.00	0.00	0.00	432.00	0.00
101-000-441.000	LOCAL COMM STAB SHARE TAX	75,750.00	75,750.00	0.00	0.00	75,750.00	0.00
101-000-445.000	PENALTIES/INT ON PROP TAXES	4,300.00	4,300.00	0.00	0.00	4,300.00	0.00
101-000-447.000	ADMIN FEES ON PROP TAXES	25,250.00	25,250.00	1,937.07	1,937.07	23,312.93	7.67
101-000-451.000	LICENSES & PERMITS	303.00	303.00	2.00	0.00	301.00	0.66
101-000-460.000	CABLE TV FRANCHISE FEE	11,110.00	11,110.00	2,710.99	2,710.99	8,399.01	24.40
101-000-504.000	TWP REIMBURSEMENT-FIRE	61,000.00	61,000.00	0.00	0.00	61,000.00	0.00
101-000-574.000	STATE SHARED REVENUE	241,470.00	241,470.00	0.00	0.00	241,470.00	0.00
101-000-580.000	WOODLAWN CEM REIMBURSEMENT	57,726.00	57,726.00	0.00	0.00	57,726.00	0.00
101-000-587.000	DDA ADMIN CONTRIBUTION	13,250.00	13,250.00	0.00	0.00	13,250.00	0.00
101-000-589.000	LDEFA ADMIN CONTRIBUTION	23,250.00	23,250.00	0.00	0.00	23,250.00	0.00
101-000-590.000	LDEFA CONTRIB TO FIRE	14,000.00	14,000.00	0.00	0.00	14,000.00	0.00
101-000-591.000	W/S ADMIN CONTRIBUTION	60,000.00	60,000.00	0.00	0.00	60,000.00	0.00
101-000-592.000	LDEFA CONTRIB TO POLICE	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
101-000-664.000	INTEREST EARNED	10,000.00	10,000.00	130.20	0.32	9,869.80	1.30
101-000-673.001	SALE OF LAND IN BUSINESS/IND P	150,000.00	150,000.00	167,592.00	0.00	(17,592.00)	111.73
101-000-677.000	LESLIE PUBLIC SCHOOL-XING GUAR	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00
101-000-678.000	MISC REIMBURSEMENTS	30,000.00	30,000.00	0.00	0.00	30,000.00	0.00
101-000-694.000	MISC OTHER	1,800.00	1,800.00	8,830.13	3,269.43	(7,030.13)	490.56
101-000-695.000	LIQUOR CONTROL FEE	1,800.00	1,800.00	1,204.50	1,204.50	595.50	66.92
Total Dept 000		1,429,090.00	1,429,090.00	286,835.58	113,551.00	1,142,254.42	20.07
TOTAL REVENUES		1,429,090.00	1,429,090.00	286,835.58	113,551.00	1,142,254.42	20.07
Expenditures							
Dept 101 - COUNCIL							
101-101-703.000	SALARIES/WAGES-COUNCIL	6,500.00	6,500.00	1,745.00	0.00	4,755.00	26.85
101-101-714.000	FICA EXPENSE	497.00	497.00	133.49	0.00	363.51	26.86
101-101-744.000	SUPPLIES	398.00	398.00	0.00	0.00	398.00	0.00
101-101-915.000	MEMBERSHIPS	1,500.00	1,500.00	231.38	0.00	1,268.62	15.43
101-101-960.000	TRAINING	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
Total Dept 101 - COUNCIL		10,895.00	10,895.00	2,109.87	0.00	8,785.13	19.37
Dept 172 - CITY MANAGER							
101-172-703.000	SALARIES/WAGES-MANAGER	75,800.00	75,800.00	10,700.07	5,007.24	65,099.93	14.12
101-172-714.000	FICA EXPENSE	5,988.00	5,988.00	774.49	383.06	5,213.51	12.93
101-172-720.000	FRINGES	15,244.00	15,244.00	954.33	472.55	14,289.67	6.26
101-172-915.000	MEMBERSHIPS	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-172-920.000	UTILITIES	500.00	500.00	61.10	0.00	438.90	12.22
101-172-959.000	MISCELLANEOUS	100.00	100.00	0.00	0.00	100.00	0.00
101-172-960.000	TRAINING	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
Total Dept 172 - CITY MANAGER		100,632.00	100,632.00	12,489.99	5,862.85	88,142.01	12.41
Dept 210 - CITY ATTORNEY							
101-210-802.000	ATTORNEY	30,000.00	30,000.00	3,454.96	3,454.96	26,545.04	11.52
Total Dept 210 - CITY ATTORNEY		30,000.00	30,000.00	3,454.96	3,454.96	26,545.04	11.52

PERIOD ENDING 08/31/2020

% Fiscal Year Completed: 16.99

GL NUMBER	DESCRIPTION	2020-21 ORIGINAL BUDGET	2020-21 AMENDED BUDGET	YTD BALANCE 08/31/2020 NORM (ABNORM)	ACTIVITY FOR MONTH 08/31/20 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
<b>Fund 101 - GENERAL FUND</b>							
<b>Expenditures</b>							
<b>Dept 215 - CITY CLERK</b>							
101-215-703.000	SALARIES/WAGES-CITY CLERK	47,322.00	47,322.00	6,984.02	3,275.97	40,337.98	14.76
101-215-714.000	FICA EXPENSE	3,186.00	3,186.00	450.28	230.24	2,735.72	14.13
101-215-720.000	FRINGES	18,000.00	18,000.00	1,640.95	416.41	16,359.05	9.12
101-215-959.000	MISCELLANEOUS	206.00	206.00	0.00	0.00	206.00	0.00
101-215-960.000	TRAINING	1,000.00	1,000.00	(223.22)	0.00	1,223.22	(22.32)
<b>Total Dept 215 - CITY CLERK</b>		<b>69,714.00</b>	<b>69,714.00</b>	<b>8,852.03</b>	<b>3,922.62</b>	<b>60,861.97</b>	<b>12.70</b>
<b>Dept 247 - BOARD OF REVIEW</b>							
101-247-703.000	SALARIES/WAGES	500.00	500.00	30.00	30.00	470.00	6.00
101-247-714.000	FICA EXPENSE	40.00	40.00	2.30	2.30	37.70	5.75
<b>Total Dept 247 - BOARD OF REVIEW</b>		<b>540.00</b>	<b>540.00</b>	<b>32.30</b>	<b>32.30</b>	<b>507.70</b>	<b>5.98</b>
<b>Dept 253 - FINANCE DIRECTOR/TREAS</b>							
101-253-703.000	SALARIES/WAGES-FIN DIR/TREAS	46,800.00	46,800.00	6,768.02	3,096.04	40,031.98	14.46
101-253-714.000	FICA EXPENSE	3,553.00	3,553.00	416.87	214.12	3,136.13	11.73
101-253-720.000	FRINGES	21,890.00	21,890.00	3,552.99	2,040.67	18,337.01	16.23
101-253-960.000	TRAINING	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
<b>Total Dept 253 - FINANCE DIRECTOR/TREAS</b>		<b>74,243.00</b>	<b>74,243.00</b>	<b>10,737.88</b>	<b>5,350.83</b>	<b>63,505.12</b>	<b>14.46</b>
<b>Dept 257 - CITY ASSESSOR</b>							
101-257-744.000	SUPPLIES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-257-810.000	CONTRACTED SERVICES	16,800.00	16,800.00	4,200.00	1,400.00	12,600.00	25.00
<b>Total Dept 257 - CITY ASSESSOR</b>		<b>17,800.00</b>	<b>17,800.00</b>	<b>4,200.00</b>	<b>1,400.00</b>	<b>13,600.00</b>	<b>23.60</b>
<b>Dept 262 - ELECTIONS</b>							
101-262-703.000	SALARIES/WAGES-ELECTIONS	2,000.00	2,000.00	1,011.00	1,011.00	989.00	50.55
101-262-744.000	SUPPLIES	800.00	800.00	561.00	0.00	239.00	70.13
101-262-810.000	CONTRACTED SERVICES	1,000.00	1,000.00	443.50	443.50	556.50	44.35
101-262-959.000	MISCELLANEOUS	400.00	400.00	0.00	0.00	400.00	0.00
101-262-960.000	TRAINING	100.00	100.00	0.00	0.00	100.00	0.00
<b>Total Dept 262 - ELECTIONS</b>		<b>4,300.00</b>	<b>4,300.00</b>	<b>2,015.50</b>	<b>1,454.50</b>	<b>2,284.50</b>	<b>46.87</b>
<b>Dept 265 - CITY HALL</b>							
101-265-703.000	SALARIES/WAGES-CITY HALL	500.00	500.00	151.28	131.88	348.72	30.26
101-265-714.000	FICA EXPENSE	29.00	29.00	10.33	8.91	18.67	35.62
101-265-744.000	SUPPLIES	10,000.00	10,000.00	295.38	281.61	9,704.62	2.95
101-265-745.000	BANK FEES	618.00	618.00	74.67	0.00	543.33	12.08
101-265-810.000	CONTRACTED SERVICES	40,000.00	40,000.00	15,202.47	11,134.22	24,797.53	38.01
101-265-811.000	CITY HALL PUBLISHING	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
101-265-912.000	INSURANCE	1,700.00	1,700.00	237.60	237.60	1,462.40	13.98
101-265-920.000	UTILITIES	11,000.00	11,000.00	2,484.89	1,375.69	8,515.11	22.59
101-265-930.000	BUILDING MAINTENANCE	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-265-940.000	EQUIPMENT RENTAL	100.00	100.00	12.72	0.00	87.28	12.72
101-265-959.000	MISCELLANEOUS	100.00	100.00	0.00	0.00	100.00	0.00
101-265-970.000	CAPITAL EXPENDITURES	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00

PERIOD ENDING 08/31/2020  
 % Fiscal Year Completed: 16.99

GL NUMBER	DESCRIPTION	2020-21	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	08/31/2020 NORM (ABNORM)	MONTH 08/31/20 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 101 - GENERAL FUND							
Expenditures							
Total Dept 265 - CITY HALL		73,047.00	73,047.00	18,469.34	13,169.91	54,577.66	25.28
Dept 276 - CEMETERY							
101-276-703.000	SALARIES/WAGES-CEMETERY	53,790.00	53,790.00	13,705.99	5,129.91	40,084.01	25.48
101-276-714.000	FICA EXPENSE	4,115.00	4,115.00	1,059.91	392.36	3,055.09	25.76
101-276-744.000	SUPPLIES	100.00	100.00	0.00	0.00	100.00	0.00
101-276-912.000	INSURANCE	1,200.00	1,200.00	290.40	290.40	909.60	24.20
101-276-940.000	EQUIPMENT RENTAL	1,000.00	1,000.00	74.94	74.94	925.06	7.49
101-276-959.338	CEMETERY CHARGES	0.00	0.00	150.00	0.00	(150.00)	100.00
101-276-965.000	CONTRIBUTIONS TO OTHER	25,000.00	25,000.00	6,250.00	0.00	18,750.00	25.00
Total Dept 276 - CEMETERY		85,205.00	85,205.00	21,531.24	5,887.61	63,673.76	25.27
Dept 299 - CONTINGENCIES							
101-299-959.000	MISCELLANEOUS	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
101-299-965.000	CONTRIBUTIONS TO OTHER	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00
Total Dept 299 - CONTINGENCIES		6,000.00	6,000.00	0.00	0.00	6,000.00	0.00
Dept 301 - POLICE SAFETY							
101-301-703.000	SALARIES/WAGES-POLICE	240,464.00	240,464.00	39,551.73	16,420.43	200,912.27	16.45
101-301-703.003	SALARIES POLICE PT	14,500.00	14,500.00	2,072.72	1,195.80	12,427.28	14.29
101-301-705.000	CROSSING GUARD WAGES	13,500.00	13,500.00	0.00	0.00	13,500.00	0.00
101-301-714.000	FICA EXPENSE	19,694.00	19,694.00	3,063.20	1,324.30	16,630.80	15.55
101-301-720.000	FRINGES	58,000.00	58,000.00	5,488.50	3,949.30	52,511.50	9.46
101-301-721.000	UNIFORMS & CLEANING	1,200.00	1,200.00	517.70	0.00	682.30	43.14
101-301-741.000	GAS & OIL	3,000.00	3,000.00	640.05	309.13	2,359.95	21.34
101-301-744.000	SUPPLIES	3,000.00	3,000.00	87.78	56.03	2,912.22	2.93
101-301-745.000	CROSSING GUARD SUPPLIES	100.00	100.00	0.00	0.00	100.00	0.00
101-301-810.000	CONTRACTED SERVICES	6,500.00	6,500.00	417.56	417.56	6,082.44	6.42
101-301-820.000	LABOR ATTORNEY	1,250.00	1,250.00	0.00	0.00	1,250.00	0.00
101-301-912.000	INSURANCE	11,000.00	11,000.00	765.60	765.60	10,234.40	6.96
101-301-920.000	UTILITIES	6,000.00	6,000.00	1,454.62	641.37	4,545.38	24.24
101-301-931.000	VEHICLE MAINTENANCE	5,000.00	5,000.00	1,330.31	0.00	3,669.69	26.61
101-301-940.000	EQUIPMENT RENTAL	2,000.00	2,000.00	115.24	28.81	1,884.76	5.76
101-301-960.000	TRAINING	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
101-301-970.000	CAPITAL EXPENDITURES	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
Total Dept 301 - POLICE SAFETY		389,708.00	389,708.00	55,505.01	25,108.33	334,202.99	14.24
Dept 336 - FIRE							
101-336-703.000	SALARIES/WAGES-FIRE	19,500.00	19,500.00	4,726.95	570.00	14,773.05	24.24
101-336-714.000	FICA EXPENSE	1,500.00	1,500.00	361.40	43.60	1,138.60	24.09
101-336-721.000	UNIFORMS & CLEANING	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-336-741.000	GAS & OIL	1,800.00	1,800.00	61.40	61.40	1,738.60	3.41
101-336-744.000	SUPPLIES	14,000.00	14,000.00	1,847.63	849.53	12,152.37	13.20
101-336-810.000	CONTRACTED SERVICES	6,000.00	6,000.00	2,255.37	2,255.37	3,744.63	37.59
101-336-912.000	INSURANCE	6,000.00	6,000.00	211.20	211.20	5,788.80	3.52
101-336-920.000	UTILITIES	7,000.00	7,000.00	750.89	551.77	6,249.11	10.73
101-336-930.000	BUILDING MAINTENANCE	9,000.00	9,000.00	0.00	0.00	9,000.00	0.00
101-336-931.000	VEHICLE MAINTENANCE	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00

PERIOD ENDING 08/31/2020

% Fiscal Year Completed: 16.99

GL NUMBER	DESCRIPTION	2020-21 ORIGINAL BUDGET	2020-21 AMENDED BUDGET	YTD BALANCE 08/31/2020 NORM (ABNORM)	ACTIVITY FOR MONTH 08/31/20 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
<b>Fund 101 - GENERAL FUND</b>							
<b>Expenditures</b>							
101-336-941.000	HYDRANT RENTAL	7,100.00	7,100.00	1,780.74	0.00	5,319.26	25.08
101-336-959.000	MISCELLANEOUS	200.00	200.00	162.50	0.00	37.50	81.25
101-336-959.336	TWP FIRE DEPT	61,000.00	61,000.00	4,778.16	3,418.43	56,221.84	7.83
101-336-960.000	TRAINING	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
101-336-970.000	CAPITAL EXPENDITURES	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00
101-336-999.001	TRANSFER TO PIF	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00
101-336-999.661	TRANSFER TO MVP	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00
<b>Total Dept 336 - FIRE</b>		<b>171,600.00</b>	<b>171,600.00</b>	<b>16,936.24</b>	<b>7,961.30</b>	<b>154,663.76</b>	<b>9.87</b>
<b>Dept 441 - DEPT OF PUBLIC WORKS</b>							
101-441-703.000	SALARIES/WAGES-DPW	42,900.00	42,900.00	7,303.17	2,594.41	35,596.83	17.02
101-441-703.002	DPW DOWNTOWN MAINT	3,500.00	3,500.00	632.17	349.04	2,867.83	18.06
101-441-714.000	FICA EXPENSE	3,825.00	3,825.00	370.70	224.10	3,454.30	9.69
101-441-720.000	FRINGES	12,017.00	12,017.00	2,904.22	1,730.51	9,112.78	24.17
101-441-741.000	GAS & OIL	6,500.00	6,500.00	1,207.14	915.48	5,292.86	18.57
101-441-744.000	SUPPLIES	8,000.00	8,000.00	420.91	281.13	7,579.09	5.26
101-441-810.000	CONTRACTED SERVICES	4,000.00	4,000.00	1,330.00	450.00	2,670.00	33.25
101-441-820.000	LABOR ATTORNEY	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00
101-441-912.000	INSURANCE	7,500.00	7,500.00	132.00	132.00	7,368.00	1.76
101-441-920.000	UTILITIES	13,000.00	13,000.00	1,966.75	858.27	11,033.25	15.13
101-441-930.000	BUILDING MAINTENANCE	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-441-940.000	EQUIPMENT RENTAL	10,000.00	10,000.00	224.69	144.51	9,775.31	2.25
101-441-959.000	MISCELLANEOUS	500.00	500.00	183.50	86.50	316.50	36.70
101-441-960.000	TRAINING	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-441-970.000	CAPITAL EXPENDITURES	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
<b>Total Dept 441 - DEPT OF PUBLIC WORKS</b>		<b>121,242.00</b>	<b>121,242.00</b>	<b>16,675.25</b>	<b>7,765.95</b>	<b>104,566.75</b>	<b>13.75</b>
<b>Dept 448 - STREET LIGHTS</b>							
101-448-920.000	UTILITIES	33,500.00	33,500.00	6,183.53	3,212.91	27,316.47	18.46
<b>Total Dept 448 - STREET LIGHTS</b>		<b>33,500.00</b>	<b>33,500.00</b>	<b>6,183.53</b>	<b>3,212.91</b>	<b>27,316.47</b>	<b>18.46</b>
<b>Dept 600 - CITY SIDEWALKS</b>							
101-600-810.000	CONTRACTED SERVICES	4,000.00	4,000.00	4,095.00	0.00	(95.00)	102.38
<b>Total Dept 600 - CITY SIDEWALKS</b>		<b>4,000.00</b>	<b>4,000.00</b>	<b>4,095.00</b>	<b>0.00</b>	<b>(95.00)</b>	<b>102.38</b>
<b>Dept 601 - SIDEWALK MAINTENANCE</b>							
101-601-703.000	SALARIES/WAGES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-601-714.000	FICA EXPENSE	79.00	79.00	0.00	0.00	79.00	0.00
101-601-940.000	EQUIPMENT RENTAL	750.00	750.00	0.00	0.00	750.00	0.00
<b>Total Dept 601 - SIDEWALK MAINTENANCE</b>		<b>1,829.00</b>	<b>1,829.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,829.00</b>	<b>0.00</b>
<b>Dept 721 - PLANNING COMMISSION</b>							
101-721-960.000	TRAINING	500.00	500.00	0.00	0.00	500.00	0.00
<b>Total Dept 721 - PLANNING COMMISSION</b>		<b>500.00</b>	<b>500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>500.00</b>	<b>0.00</b>

REVENUE AND EXPENDITURE REPORT FOR CITY OF LESLIE  
 PERIOD ENDING 08/31/2020  
 % Fiscal Year Completed: 16.99

GL NUMBER	DESCRIPTION	2020-21 ORIGINAL BUDGET	2020-21 AMENDED BUDGET	YTD BALANCE 08/31/2020 NORM (ABNORM)	ACTIVITY FOR MONTH 08/31/20 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 101 - GENERAL FUND							
Expenditures							
Dept 751 - PARKS							
101-751-703.000	SALARIES/WAGES-PARKS	14,758.00	14,758.00	2,192.91	1,106.51	12,565.09	14.86
101-751-714.000	FICA EXPENSE	1,148.00	1,148.00	156.65	81.44	991.35	13.65
101-751-720.000	FRINGES	1,200.00	1,200.00	209.70	196.87	990.30	17.48
101-751-744.000	SUPPLIES	3,000.00	3,000.00	221.94	136.12	2,778.06	7.40
101-751-810.000	CONTRACTED SERVICES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-751-810.002	TUTTLE PARK MAINTENANCE	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-751-912.000	INSURANCE	1,200.00	1,200.00	79.20	79.20	1,120.80	6.60
101-751-920.000	UTILITIES	2,500.00	2,500.00	611.38	233.26	1,888.62	24.46
101-751-930.000	BUILDING MAINTENANCE	500.00	500.00	0.00	0.00	500.00	0.00
101-751-940.000	EQUIPMENT RENTAL	7,000.00	7,000.00	896.48	210.00	6,103.52	12.81
Total Dept 751 - PARKS		33,306.00	33,306.00	4,368.26	2,043.40	28,937.74	13.12
Dept 756 - POOL							
101-756-703.000	SALARIES/WAGES-POOL	250.00	250.00	0.00	0.00	250.00	0.00
101-756-714.000	FICA EXPENSE	20.00	20.00	0.00	0.00	20.00	0.00
101-756-912.000	INSURANCE	1,200.00	1,200.00	52.80	52.80	1,147.20	4.40
101-756-920.000	UTILITIES	800.00	800.00	137.73	115.10	662.27	17.22
101-756-940.000	EQUIPMENT RENTAL	500.00	500.00	0.00	0.00	500.00	0.00
101-756-959.000	MISCELLANEOUS	100.00	100.00	0.00	0.00	100.00	0.00
Total Dept 756 - POOL		2,870.00	2,870.00	190.53	167.90	2,679.47	6.64
Dept 790 - LIBRARY							
101-790-703.000	SALARIES/WAGES	513.00	513.00	43.96	43.96	469.04	8.57
101-790-714.000	FICA EXPENSE	70.00	70.00	3.21	3.21	66.79	4.59
101-790-810.000	CONTRACTED SERVICES	1,200.00	1,200.00	0.00	0.00	1,200.00	0.00
101-790-912.000	INSURANCE	750.00	750.00	0.00	0.00	750.00	0.00
101-790-930.000	BUILDING MAINTENANCE	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
101-790-940.000	EQUIPMENT RENTAL	500.00	500.00	28.81	28.81	471.19	5.76
Total Dept 790 - LIBRARY		4,533.00	4,533.00	75.98	75.98	4,457.02	1.68
Dept 851 - INSURANCE & BONDS							
101-851-912.000	INSURANCE	10,000.00	10,000.00	105.60	105.60	9,894.40	1.06
Total Dept 851 - INSURANCE & BONDS		10,000.00	10,000.00	105.60	105.60	9,894.40	1.06
TOTAL EXPENDITURES		1,245,464.00	1,245,464.00	188,028.51	86,976.95	1,057,435.49	15.10
Fund 101 - GENERAL FUND:							
TOTAL REVENUES		1,429,090.00	1,429,090.00	286,835.58	113,551.00	1,142,254.42	20.07
TOTAL EXPENDITURES		1,245,464.00	1,245,464.00	188,028.51	86,976.95	1,057,435.49	15.10
NET OF REVENUES & EXPENDITURES		183,626.00	183,626.00	98,807.07	26,574.05	84,818.93	53.81

Fund 202 MAJOR STREET FUND

GL Number	Description	Balance
*** Assets ***		
202-000-001.000	CASH ACCOUNT	322,395.66
202-000-017.000	MBIA-CLASS INVESTMENTS	1,431.28
202-000-035.000	ACCOUNTS RECEIVABLE	28,614.61
202-000-123.000	PREPAID EXPENSES	42.70
<b>Total Assets</b>		<b>352,484.25</b>
*** Liabilities ***		
<b>Total Liabilities</b>		<b>0.00</b>
*** Fund Balance ***		
202-000-390.000	FUND BALANCE	295,475.39
<b>Total Fund Balance</b>		<b>295,475.39</b>
<b>Beginning Fund Balance - 19-20</b>		<b>295,475.39</b>
<b>Net of Revenues VS Expenditures - 19-20</b>		<b>50,095.27</b>
<b>*19-20 End FB/20-21 Beg FB</b>		<b>345,570.66</b>
<b>Net of Revenues VS Expenditures - Current Year</b>		<b>6,913.59</b>
<b>Ending Fund Balance</b>		<b>352,484.25</b>
<b>Total Liabilities And Fund Balance</b>		<b>352,484.25</b>

\* Year Not Closed



PERIOD ENDING 08/31/2020

% Fiscal Year Completed: 16.99

GL NUMBER	DESCRIPTION	2020-21 ORIGINAL BUDGET	2020-21 AMENDED BUDGET	YTD BALANCE 08/31/2020 NORM (ABNORM)	ACTIVITY FOR MONTH 08/31/20 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 202 - MAJOR STREET FUND							
Revenues							
Dept 000							
202-000-546.000	GAS & WEIGHT TAX	150,000.00	150,000.00	23,389.37	13,663.52	126,610.63	15.59
202-000-610.000	BUILD MICHIGAN	3,200.00	3,200.00	581.62	290.81	2,618.38	18.18
202-000-664.000	INTEREST EARNED	3,500.00	3,500.00	39.52	0.36	3,460.48	1.13
Total Dept 000		156,700.00	156,700.00	24,010.51	13,954.69	132,689.49	15.32
TOTAL REVENUES		156,700.00	156,700.00	24,010.51	13,954.69	132,689.49	15.32
Expenditures							
Dept 463 - ROUTINE MAINTENANCE							
202-463-703.000	SALARIES/WAGES-MS RM	30,000.00	30,000.00	6,736.70	4,091.46	23,263.30	22.46
202-463-714.000	FICA EXPENSE	2,295.00	2,295.00	478.68	294.91	1,816.32	20.86
202-463-720.000	FRINGES	10,000.00	10,000.00	987.00	424.50	9,013.00	9.87
202-463-744.000	SUPPLIES	6,000.00	6,000.00	1,010.07	944.17	4,989.93	16.83
202-463-810.000	CONTRACTED SERVICES	0.00	0.00	1,640.00	0.00	(1,640.00)	100.00
202-463-940.000	EQUIPMENT RENTAL	15,000.00	15,000.00	3,271.85	1,558.65	11,728.15	21.81
Total Dept 463 - ROUTINE MAINTENANCE		63,295.00	63,295.00	14,124.30	7,313.69	49,170.70	22.32
Dept 474 - TRAFFIC SERVICE							
202-474-703.000	SALARIES/WAGES-MS TR	1,281.00	1,281.00	1,430.98	446.96	(149.98)	111.71
202-474-714.000	FICA EXPENSE	106.00	106.00	99.81	32.07	6.19	94.16
202-474-744.000	SUPPLIES	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
202-474-810.000	CONTRACTED SERVICES	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
202-474-940.000	EQUIPMENT RENTAL	3,000.00	3,000.00	975.89	328.54	2,024.11	32.53
Total Dept 474 - TRAFFIC SERVICE		7,887.00	7,887.00	2,506.68	807.57	5,380.32	31.78
Dept 478 - WINTER MAINTENANCE							
202-478-703.000	SALARIES/WAGES-MS WM	5,307.00	5,307.00	0.00	0.00	5,307.00	0.00
202-478-714.000	FICA EXPENSE	479.00	479.00	0.00	0.00	479.00	0.00
202-478-720.000	FRINGES	1,500.00	1,500.00	149.14	19.45	1,350.86	9.94
202-478-744.000	SUPPLIES	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
202-478-940.000	EQUIPMENT RENTAL	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 478 - WINTER MAINTENANCE		13,286.00	13,286.00	149.14	19.45	13,136.86	1.12
Dept 484 - ADMINISTRATION							
202-484-810.000	CONTRACTED SERVICES	3,200.00	3,200.00	316.80	316.80	2,883.20	9.90
202-484-960.000	TRAINING	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
202-484-965.000	CONTRIBUTIONS TO OTHER	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00
Total Dept 484 - ADMINISTRATION		29,200.00	29,200.00	316.80	316.80	28,883.20	1.08
TOTAL EXPENDITURES		113,668.00	113,668.00	17,096.92	8,457.51	96,571.08	15.04

Fund 202 - MAJOR STREET FUND:

REVENUE AND EXPENDITURE REPORT FOR CITY OF LESLIE

PERIOD ENDING 08/31/2020

% Fiscal Year Completed: 16.99

GL NUMBER	DESCRIPTION	2020-21	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		ORIGINAL BUDGET	AMENDED BUDGET	08/31/2020 NORM (ABNORM)	MONTH 08/31/20 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 202 - MAJOR STREET FUND							
	TOTAL REVENUES	156,700.00	156,700.00	24,010.51	13,954.69	132,689.49	15.32
	TOTAL EXPENDITURES	113,668.00	113,668.00	17,096.92	8,457.51	96,571.08	15.04
	NET OF REVENUES & EXPENDITURES	43,032.00	43,032.00	6,913.59	5,497.18	36,118.41	16.07

Fund 203 LOCAL STREET FUND

GL Number	Description	Balance
*** Assets ***		
203-000-001.000	CASH ACCOUNT	70,126.24
203-000-035.000	ACCOUNTS RECEIVABLE	10,046.57
203-000-123.000	PREPAID EXPENSES	42.70
<b>Total Assets</b>		<b>80,215.51</b>
*** Liabilities ***		
<b>Total Liabilities</b>		<b>0.00</b>
*** Fund Balance ***		
203-000-390.000	FUND BALANCE	84,851.30
<b>Total Fund Balance</b>		<b>84,851.30</b>
<b>Beginning Fund Balance - 19-20</b>		<b>84,851.30</b>
<b>Net of Revenues VS Expenditures - 19-20</b>		<b>28,400.79</b>
<b>*19-20 End FB/20-21 Beg FB</b>		<b>113,252.09</b>
<b>Net of Revenues VS Expenditures - Current Year</b>		<b>(33,036.58)</b>
<b>Ending Fund Balance</b>		<b>80,215.51</b>
<b>Total Liabilities And Fund Balance</b>		<b>80,215.51</b>

\* Year Not Closed

PERIOD ENDING 08/31/2020  
 % Fiscal Year Completed: 16.99

GL NUMBER	DESCRIPTION	2020-21 ORIGINAL BUDGET	2020-21 AMENDED BUDGET	YTD BALANCE 08/31/2020 NORM (ABNORM)	ACTIVITY FOR MONTH 08/31/20 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 203 - LOCAL STREET FUND							
Revenues							
Dept 000							
203-000-546.000	GAS & WEIGHT TAX	53,000.00	53,000.00	8,212.23	4,797.39	44,787.77	15.49
203-000-556.000	OTHER STATE GRANTS	1,200.00	1,200.00	0.00	0.00	1,200.00	0.00
203-000-610.000	BUILD MICHIGAN	7,500.00	7,500.00	204.22	102.11	7,295.78	2.72
203-000-653.000	METRO ACT MAINTENANCE FEE	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
203-000-664.000	INTEREST EARNED	0.00	0.00	8.83	0.00	(8.83)	100.00
203-000-699.000	CONTRIBUTIONS FROM OTHER FND	25,000.00	25,000.00	0.00	0.00	25,000.00	0.00
Total Dept 000		87,700.00	87,700.00	8,425.28	4,899.50	79,274.72	9.61
TOTAL REVENUES		87,700.00	87,700.00	8,425.28	4,899.50	79,274.72	9.61
Expenditures							
Dept 463 - ROUTINE MAINTENANCE							
203-463-703.000	SALARIES/WAGES-LS RM	20,000.00	20,000.00	4,032.59	2,379.94	15,967.41	20.16
203-463-714.000	FICA EXPENSE	1,530.00	1,530.00	288.77	173.64	1,241.23	18.87
203-463-720.000	FRINGES	7,000.00	7,000.00	814.28	355.78	6,185.72	11.63
203-463-744.000	SUPPLIES	5,000.00	5,000.00	404.35	404.35	4,595.65	8.09
203-463-810.000	CONTRACTED SERVICES	10,000.00	10,000.00	30,528.18	900.90	(20,528.18)	305.28
203-463-940.000	EQUIPMENT RENTAL	8,000.00	8,000.00	2,276.11	1,335.27	5,723.89	28.45
Total Dept 463 - ROUTINE MAINTENANCE		51,530.00	51,530.00	38,344.28	5,549.88	13,185.72	74.41
Dept 474 - TRAFFIC SERVICE							
203-474-703.000	SALARIES/WAGES-LS TR	1,500.00	1,500.00	1,588.08	666.76	(88.08)	105.87
203-474-714.000	FICA EXPENSE	103.00	103.00	111.06	47.35	(8.06)	107.83
203-474-744.000	SUPPLIES	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
203-474-940.000	EQUIPMENT RENTAL	500.00	500.00	975.89	328.54	(475.89)	195.18
Total Dept 474 - TRAFFIC SERVICE		3,603.00	3,603.00	2,675.03	1,042.65	927.97	74.24
Dept 478 - WINTER MAINTENANCE							
203-478-703.000	SALARIES/WAGES-LS WM	4,500.00	4,500.00	0.00	0.00	4,500.00	0.00
203-478-714.000	FICA EXPENSE	412.00	412.00	0.00	0.00	412.00	0.00
203-478-720.000	FRINGES	1,500.00	1,500.00	125.75	16.39	1,374.25	8.38
203-478-744.000	SUPPLIES	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00
203-478-940.000	EQUIPMENT RENTAL	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 478 - WINTER MAINTENANCE		11,412.00	11,412.00	125.75	16.39	11,286.25	1.10
Dept 484 - ADMINISTRATION							
203-484-810.000	CONTRACTED SERVICES	2,500.00	2,500.00	316.80	316.80	2,183.20	12.67
Total Dept 484 - ADMINISTRATION		2,500.00	2,500.00	316.80	316.80	2,183.20	12.67
TOTAL EXPENDITURES		69,045.00	69,045.00	41,461.86	6,925.72	27,583.14	60.05

User: CARRIE

PERIOD ENDING 08/31/2020

DB: Leslie

% Fiscal Year Completed: 16.99

GL NUMBER	DESCRIPTION	2020-21	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		ORIGINAL BUDGET	AMENDED BUDGET	08/31/2020 NORM (ABNORM)	MONTH 08/31/20 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 203 - LOCAL STREET FUND							
TOTAL REVENUES		87,700.00	87,700.00	8,425.28	4,899.50	79,274.72	9.61
TOTAL EXPENDITURES		69,045.00	69,045.00	41,461.86	6,925.72	27,583.14	60.05
NET OF REVENUES & EXPENDITURES		18,655.00	18,655.00	(33,036.58)	(2,026.22)	51,691.58	177.09

Fund 245 PUBLIC IMPROVEMENT FUND

GL Number	Description	Balance
*** Assets ***		
245-000-001.000	CASH ACCOUNT	166,381.61
245-000-017.000	MBIA-CLASS INVESTMENTS	1,992.37
<b>Total Assets</b>		<b>168,373.98</b>
*** Liabilities ***		
<b>Total Liabilities</b>		<b>0.00</b>
*** Fund Balance ***		
245-000-390.000	Fund Balance	166,026.59
<b>Total Fund Balance</b>		<b>166,026.59</b>
Beginning Fund Balance - 19-20		166,026.59
Net of Revenues VS Expenditures - 19-20		2,325.93
*19-20 End FB/20-21 Beg FB		168,352.52
Net of Revenues VS Expenditures - Current Year		21.46
Ending Fund Balance		168,373.98
Total Liabilities And Fund Balance		168,373.98

\* Year Not Closed

09/01/2020 08:16 AM  
 User: CARRIE  
 DB: Leslie

REVENUE AND EXPENDITURE REPORT FOR CITY OF LESLIE

PERIOD ENDING 08/31/2020

% Fiscal Year Completed: 16.99

GL NUMBER	DESCRIPTION	2020-21		YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	2020-21 AMENDED BUDGET	08/31/2020 NORM (ABNORM)	MONTH 08/31/20 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 245 - PUBLIC IMPROVEMENT FUND							
Revenues							
Dept 000							
245-000-664.000	INTEREST EARNED	2,000.00	2,000.00	21.46	0.55	1,978.54	1.07
245-000-699.751	CONTRIBUTION FOR PARKS & REC	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00
Total Dept 000		<u>8,000.00</u>	<u>8,000.00</u>	<u>21.46</u>	<u>0.55</u>	<u>7,978.54</u>	<u>0.27</u>
TOTAL REVENUES		<u>8,000.00</u>	<u>8,000.00</u>	<u>21.46</u>	<u>0.55</u>	<u>7,978.54</u>	<u>0.27</u>
Fund 245 - PUBLIC IMPROVEMENT FUND:							
TOTAL REVENUES		8,000.00	8,000.00	21.46	0.55	7,978.54	0.27
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		<u>8,000.00</u>	<u>8,000.00</u>	<u>21.46</u>	<u>0.55</u>	<u>7,978.54</u>	<u>0.27</u>

Fund 248 DDA Fund

GL Number	Description	Balance
*** Assets ***		
248-000-001.000	CASH ACCOUNT	220,211.90
248-000-017.000	MBIA-CLASS INVESTMENTS	1,463.86
248-000-060.101	NOTE RECEIVABLE FROM GEN FUND	150,000.00
<b>Total Assets</b>		<b>371,675.76</b>
*** Liabilities ***		
248-000-214.101	DUE TO GENERAL FUND	350.00
<b>Total Liabilities</b>		<b>350.00</b>
*** Fund Balance ***		
248-000-390.000	FUND BALANCE	239,682.19
<b>Total Fund Balance</b>		<b>239,682.19</b>
<b>Beginning Fund Balance - 19-20</b>		<b>239,682.19</b>
<b>Net of Revenues VS Expenditures - 19-20</b>		<b>134,033.31</b>
<b>*19-20 End FB/20-21 Beg FB</b>		<b>373,715.50</b>
<b>Net of Revenues VS Expenditures - Current Year</b>		<b>(2,389.74)</b>
<b>Ending Fund Balance</b>		<b>371,325.76</b>
<b>Total Liabilities And Fund Balance</b>		<b>371,675.76</b>

\* Year Not Closed



REVENUE AND EXPENDITURE REPORT FOR CITY OF LESLIE

PERIOD ENDING 08/31/2020

% Fiscal Year Completed: 16.99

GL NUMBER	DESCRIPTION	2020-21	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	08/31/2020 NORM (ABNORM)	MONTH 08/31/20 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 248 - DDA Fund							
Revenues							
Dept 000							
248-000-405.000	TIF CAPTURE	5,586.00	5,586.00	0.00	0.00	5,586.00	0.00
248-000-664.000	INTEREST EARNED	2,000.00	2,000.00	0.92	0.36	1,999.08	0.05
248-000-696.000	MERCHANT BANNER SALES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 000		8,586.00	8,586.00	0.92	0.36	8,585.08	0.01
TOTAL REVENUES		8,586.00	8,586.00	0.92	0.36	8,585.08	0.01
Expenditures							
Dept 898 - DDA ACTIVITY							
248-898-703.000	SALARIES/WAGES DDA	0.00	0.00	350.00	0.00	(350.00)	100.00
248-898-714.000	FICA EXPENSE	0.00	0.00	145.03	70.15	(145.03)	100.00
248-898-944.000	PUBLIC RELATIONS	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
248-898-946.000	CHRISTMAS DECORATIONS	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
248-898-947.000	DOWNTOWN MAINTENANCE	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
248-898-949.000	FACADE GRANTS	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00
248-898-959.010	SPECIAL PROJECTS CONTINGENCY	23,175.00	23,175.00	0.00	0.00	23,175.00	0.00
248-898-959.030	BANNER EXPENSE	500.00	500.00	0.00	0.00	500.00	0.00
248-898-965.010	ADMIN SUPPORT	13,250.00	13,250.00	1,895.63	916.88	11,354.37	14.31
Total Dept 898 - DDA ACTIVITY		56,925.00	56,925.00	2,390.66	987.03	54,534.34	4.20
TOTAL EXPENDITURES		56,925.00	56,925.00	2,390.66	987.03	54,534.34	4.20
Fund 248 - DDA Fund:							
TOTAL REVENUES		8,586.00	8,586.00	0.92	0.36	8,585.08	0.01
TOTAL EXPENDITURES		56,925.00	56,925.00	2,390.66	987.03	54,534.34	4.20
NET OF REVENUES & EXPENDITURES		(48,339.00)	(48,339.00)	(2,389.74)	(986.67)	(45,949.26)	4.94

Fund 250 LDFA Fund

GL Number	Description	Balance
*** Assets ***		
250-000-001.000	CASH ACCOUNT	375,632.69
250-000-017.000	MBIA-CLASS INVESTMENTS	3,138.39
<b>Total Assets</b>		<b>378,771.08</b>
*** Liabilities ***		
250-000-214.101	DUE TO GENERAL FUND	170.00
<b>Total Liabilities</b>		<b>170.00</b>
*** Fund Balance ***		
250-000-390.000	FUND BALANCE	806,956.50
<b>Total Fund Balance</b>		<b>806,956.50</b>
Beginning Fund Balance - 19-20		806,956.50
Net of Revenues VS Expenditures - 19-20		(427,507.21)
*19-20 End FB/20-21 Beg FB		379,449.29
Net of Revenues VS Expenditures - Current Year		(848.21)
Ending Fund Balance		378,601.08
Total Liabilities And Fund Balance		378,771.08

\* Year Not Closed

User: CARRIE

PERIOD ENDING 08/31/2020

DB: Leslie

% Fiscal Year Completed: 16.99

GL NUMBER	DESCRIPTION	2020-21		YTD BALANCE 08/31/2020 NORM (ABNORM)	ACTIVITY FOR MONTH 08/31/20 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
		ORIGINAL BUDGET	2020-21 AMENDED BUDGET				
Fund 250 - LDFA Fund							
Revenues							
Dept 000							
250-000-405.000	TIF CAPTURE	1,292.00	1,292.00	0.00	0.00	1,292.00	0.00
250-000-664.000	INTEREST EARNED	7,983.00	7,983.00	1.98	0.81	7,981.02	0.02
Total Dept 000		9,275.00	9,275.00	1.98	0.81	9,273.02	0.02
TOTAL REVENUES		9,275.00	9,275.00	1.98	0.81	9,273.02	0.02
Expenditures							
Dept 897 - LDFA ACTIVITY							
250-897-703.000	SALARIES/WAGES LDFA	0.00	0.00	170.00	0.00	(170.00)	100.00
250-897-714.000	FICA EXPENSE	0.00	0.00	48.33	23.37	(48.33)	100.00
250-897-942.000	INGHAM COUNTY EDC	9,500.00	9,500.00	0.00	0.00	9,500.00	0.00
250-897-943.000	SPECIAL PROJECTS	500.00	500.00	0.00	0.00	500.00	0.00
250-897-944.000	PUBLIC RELATIONS	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
250-897-959.000	MISCELLANEOUS	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
250-897-965.010	ADMIN SUPPORT	23,250.00	23,250.00	631.86	305.61	22,618.14	2.72
250-897-965.020	FIRE DEPT CONTRIBUTION	14,000.00	14,000.00	0.00	0.00	14,000.00	0.00
250-897-965.050	POLICE DEPT CONTRIBUTION	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
Total Dept 897 - LDFA ACTIVITY		63,750.00	63,750.00	850.19	328.98	62,899.81	1.33
TOTAL EXPENDITURES		63,750.00	63,750.00	850.19	328.98	62,899.81	1.33
Fund 250 - LDFA Fund:							
TOTAL REVENUES		9,275.00	9,275.00	1.98	0.81	9,273.02	0.02
TOTAL EXPENDITURES		63,750.00	63,750.00	850.19	328.98	62,899.81	1.33
NET OF REVENUES & EXPENDITURES		(54,475.00)	(54,475.00)	(848.21)	(328.17)	(53,626.79)	1.56

Fund 590 SEWER FUND

GL Number	Description	Balance
*** Assets ***		
590-000-001.000	CASH ACCOUNT	(2,669.55)
590-000-004.000	INVESTMENTS	428.70
590-000-016.000	BOND & INT REDEMPTION-2012 SEWER	45,465.78
590-000-016.010	BOND RESERVE ACCT - 2012 SEWER	1,592.01
590-000-016.020	REPAIR, REPLACE, IMPROVE ACCT-201	130,760.68
590-000-017.000	MBIA-CLASS INVESTMENTS	64,173.80
590-000-035.000	ACCOUNTS RECEIVABLE	(9,774.69)
590-000-123.000	PREPAID EXPENSES	4,514.39
590-000-152.000	FIXED ASSETS	5,787,820.84
590-000-153.000	ACCUMULATED DEPRECIATION	(2,811,848.09)
<b>Total Assets</b>		<b>3,210,463.87</b>
*** Liabilities ***		
590-000-202.000	ACCOUNTS PAYABLE	98,659.17
590-000-251.000	ACCRUED INTEREST	5,798.00
590-000-300.100	USDA RD BOND PAYABLE	1,265,000.00
<b>Total Liabilities</b>		<b>1,369,457.17</b>
*** Fund Balance ***		
590-000-390.000	FUND BALANCE	1,959,815.84
<b>Total Fund Balance</b>		<b>1,959,815.84</b>
<b>Beginning Fund Balance - 19-20</b>		<b>1,959,815.84</b>
<b>Net of Revenues VS Expenditures - 19-20</b>		<b>(55,325.08)</b>
<b>*19-20 End FB/20-21 Beg FB</b>		<b>1,904,490.76</b>
<b>Net of Revenues VS Expenditures - Current Year</b>		<b>(63,484.06)</b>
<b>Ending Fund Balance</b>		<b>1,841,006.70</b>
<b>Total Liabilities And Fund Balance</b>		<b>3,210,463.87</b>

\* Year Not Closed

PERIOD ENDING 08/31/2020

% Fiscal Year Completed: 16.99

GL NUMBER	DESCRIPTION	2020-21	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	08/31/2020 NORM (ABNORM)	MONTH 08/31/20 INCR (DECR)	BALANCE NORM (ABNORM)	
<b>Fund 590 - SEWER FUND</b>							
<b>Revenues</b>							
<b>Dept 000</b>							
590-000-637.000	LAB FEES	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
590-000-648.000	SEWER SALES	390,000.00	390,000.00	2,133.23	2,792.15	387,866.77	0.55
590-000-657.000	SEWER PENALTIES	7,500.00	7,500.00	1,471.21	1,471.21	6,028.79	19.62
590-000-664.002	INT EARNED-SEWER	1,000.00	1,000.00	6.42	0.33	993.58	0.64
<b>Total Dept 000</b>		<b>401,500.00</b>	<b>401,500.00</b>	<b>3,610.86</b>	<b>4,263.69</b>	<b>397,889.14</b>	<b>0.90</b>
<b>TOTAL REVENUES</b>		<b>401,500.00</b>	<b>401,500.00</b>	<b>3,610.86</b>	<b>4,263.69</b>	<b>397,889.14</b>	<b>0.90</b>
<b>Expenditures</b>							
<b>Dept 528 - SEWER PLANT</b>							
590-528-703.000	SALARIES/WAGES	84,000.00	84,000.00	11,485.90	6,052.72	72,514.10	13.67
590-528-714.000	FICA EXPENSE	6,246.00	6,246.00	845.87	449.23	5,400.13	13.54
590-528-720.000	FRINGES	8,629.00	8,629.00	0.00	0.00	8,629.00	0.00
590-528-744.000	SUPPLIES	10,000.00	10,000.00	2,911.08	1,450.02	7,088.92	29.11
590-528-810.000	CONTRACTED SERVICES	25,000.00	25,000.00	5,950.75	4,350.75	19,049.25	23.80
590-528-912.000	INSURANCE	6,300.00	6,300.00	0.00	0.00	6,300.00	0.00
590-528-920.000	UTILITIES SEWER PLANT	35,000.00	35,000.00	8,242.63	8,140.41	26,757.37	23.55
590-528-940.000	EQUIPMENT RENTAL	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
590-528-959.000	MISCELLANEOUS	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
590-528-960.000	TRAINING	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
590-528-970.000	CAPITAL EXPENDITURES	50,000.00	50,000.00	5,613.26	0.00	44,386.74	11.23
<b>Total Dept 528 - SEWER PLANT</b>		<b>232,175.00</b>	<b>232,175.00</b>	<b>35,049.49</b>	<b>20,443.13</b>	<b>197,125.51</b>	<b>15.10</b>
<b>Dept 529 - SEWER COLLECTION</b>							
590-529-703.000	SALARIES/WAGES	35,000.00	35,000.00	4,084.74	2,276.64	30,915.26	11.67
590-529-714.000	FICA EXPENSE	2,600.00	2,600.00	290.84	165.28	2,309.16	11.19
590-529-720.000	FRINGES	13,000.00	13,000.00	1,957.95	1,204.49	11,042.05	15.06
590-529-744.000	SUPPLIES	7,000.00	7,000.00	89.65	89.65	6,910.35	1.28
590-529-810.000	CONTRACTED SERVICES	40,000.00	40,000.00	25,595.85	280.00	14,404.15	63.99
590-529-912.000	INSURANCE	1,000.00	1,000.00	26.40	26.40	973.60	2.64
590-529-940.000	EQUIPMENT RENTAL	3,500.00	3,500.00	0.00	0.00	3,500.00	0.00
590-529-959.000	MISCELLANEOUS	500.00	500.00	0.00	0.00	500.00	0.00
590-529-960.000	TRAINING	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
590-529-970.000	CAPITAL EXPENDITURES	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00
<b>Total Dept 529 - SEWER COLLECTION</b>		<b>154,100.00</b>	<b>154,100.00</b>	<b>32,045.43</b>	<b>4,042.46</b>	<b>122,054.57</b>	<b>20.80</b>
<b>Dept 558 - ADMINISTRATIVE</b>							
590-558-965.010	ADMIN SUPPORT	32,500.00	32,500.00	0.00	0.00	32,500.00	0.00
590-558-993.011	2012 WWTP DEBT SERVICE-PRIN	26,000.00	26,000.00	0.00	0.00	26,000.00	0.00
590-558-995.000	INT ON BOND DEBT	33,000.00	33,000.00	0.00	0.00	33,000.00	0.00
<b>Total Dept 558 - ADMINISTRATIVE</b>		<b>91,500.00</b>	<b>91,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>91,500.00</b>	<b>0.00</b>
<b>TOTAL EXPENDITURES</b>		<b>477,775.00</b>	<b>477,775.00</b>	<b>67,094.92</b>	<b>24,485.59</b>	<b>410,680.08</b>	<b>14.04</b>

REVENUE AND EXPENDITURE REPORT FOR CITY OF LESLIE

PERIOD ENDING 08/31/2020

% Fiscal Year Completed: 16.99

GL NUMBER	DESCRIPTION	2020-21		YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		ORIGINAL BUDGET	2020-21 AMENDED BUDGET	08/31/2020 NORM (ABNORM)	MONTH 08/31/20 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 590 - SEWER FUND							
Fund 590 - SEWER FUND:							
TOTAL REVENUES		401,500.00	401,500.00	3,610.86	4,263.69	397,889.14	0.90
TOTAL EXPENDITURES		477,775.00	477,775.00	67,094.92	24,485.59	410,680.08	14.04
NET OF REVENUES & EXPENDITURES		(76,275.00)	(76,275.00)	(63,484.06)	(20,221.90)	(12,790.94)	83.23

Fund 591 WATER FUND

GL Number	Description	Balance
*** Assets ***		
591-000-001.000	CASH ACCOUNT	374,714.82
591-000-004.000	INVESTMENTS	511.89
591-000-006.010	2012 WATER BOND & INTEREST REDEMP	32,790.69
591-000-017.000	MBIA-CLASS INVESTMENTS	1,358.13
591-000-035.000	ACCOUNTS RECEIVABLE	9,866.74
591-000-123.000	PREPAID EXPENSES	2,424.67
591-000-152.000	FIXED ASSETS	5,147,926.35
591-000-153.000	ACCUMULATED DEPRECIATION	(1,156,475.51)
<b>Total Assets</b>		<b>4,413,117.78</b>
*** Liabilities ***		
591-000-202.000	ACCOUNTS PAYABLE	5,284.54
591-000-251.000	ACCRUED INTEREST	7,781.00
591-000-256.000	DEPOSIT ON HYDRANT RENTAL	15.00
591-000-300.000	REVENUE BONDS PAYABLE	1,587,277.00
<b>Total Liabilities</b>		<b>1,600,357.54</b>
*** Fund Balance ***		
591-000-390.000	FUND BALANCE	2,796,517.59
<b>Total Fund Balance</b>		<b>2,796,517.59</b>
<b>Beginning Fund Balance - 19-20</b>		<b>2,796,517.59</b>
<b>Net of Revenues VS Expenditures - 19-20</b>		<b>36,300.15</b>
<b>*19-20 End FB/20-21 Beg FB</b>		<b>2,832,817.74</b>
<b>Net of Revenues VS Expenditures - Current Year</b>		<b>(20,057.50)</b>
<b>Ending Fund Balance</b>		<b>2,812,760.24</b>
<b>Total Liabilities And Fund Balance</b>		<b>4,413,117.78</b>

\* Year Not Closed

REVENUE AND EXPENDITURE REPORT FOR CITY OF LESLIE

PERIOD ENDING 08/31/2020

% Fiscal Year Completed: 16.99

GL NUMBER	DESCRIPTION	2020-21	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	08/31/2020 NORM (ABNORM)	MONTH 08/31/20 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 591 - WATER FUND							
Revenues							
Dept 000							
591-000-635.000	WATER TAP FEES	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
591-000-640.000	WATER TURN ON	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
591-000-647.000	WATER SALES	400,000.00	400,000.00	2,443.79	3,059.22	397,556.21	0.61
591-000-656.000	WATER PENALTIES	9,000.00	9,000.00	1,831.10	1,831.10	7,168.90	20.35
591-000-664.001	INT EARNED-WATER	4,500.00	4,500.00	50.22	0.33	4,449.78	1.12
591-000-669.000	HYDRANT RENTAL	7,200.00	7,200.00	0.00	0.00	7,200.00	0.00
591-000-669.001	TOWNSHIP HYDRANT RENTAL	7,200.00	7,200.00	0.00	0.00	7,200.00	0.00
Total Dept 000		430,900.00	430,900.00	4,325.11	4,890.65	426,574.89	1.00
TOTAL REVENUES		430,900.00	430,900.00	4,325.11	4,890.65	426,574.89	1.00
Expenditures							
Dept 556 - WELLS & IRON REMOVAL							
591-556-703.000	SALARIES/WAGES	25,000.00	25,000.00	3,655.78	1,711.17	21,344.22	14.62
591-556-714.000	FICA EXPENSE	2,000.00	2,000.00	256.02	123.63	1,743.98	12.80
591-556-720.000	FRINGES	8,500.00	8,500.00	1,000.09	572.80	7,499.91	11.77
591-556-744.000	SUPPLIES	10,000.00	10,000.00	1,156.98	0.00	8,843.02	11.57
591-556-812.000	SDWA FEES	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
591-556-912.000	INSURANCE	2,200.00	2,200.00	52.80	52.80	2,147.20	2.40
591-556-920.000	UTILITIES	15,000.00	15,000.00	3,097.12	2,791.44	11,902.88	20.65
591-556-930.000	BUILDING MAINTENANCE	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
591-556-940.000	EQUIPMENT RENTAL	1,500.00	1,500.00	380.93	111.53	1,119.07	25.40
591-556-959.000	MISCELLANEOUS	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
591-556-970.000	CAPITAL EXPENDITURES	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00
Total Dept 556 - WELLS & IRON REMOVAL		121,200.00	121,200.00	9,599.72	5,363.37	111,600.28	7.92
Dept 557 - WATER DISTRIBUTION							
591-557-703.000	SALARIES/WAGES	54,000.00	54,000.00	5,487.52	2,861.05	48,512.48	10.16
591-557-714.000	FICA EXPENSE	4,200.00	4,200.00	388.60	207.60	3,811.40	9.25
591-557-720.000	FRINGES	18,000.00	18,000.00	2,538.30	1,587.22	15,461.70	14.10
591-557-744.000	SUPPLIES	30,000.00	30,000.00	2,974.50	2,779.50	27,025.50	9.92
591-557-744.001	BULK SUPPLIES FOR RESALE	3,500.00	3,500.00	0.00	0.00	3,500.00	0.00
591-557-810.000	CONTRACTED SERVICES	20,000.00	20,000.00	2,525.66	208.00	17,474.34	12.63
591-557-912.000	INSURANCE	2,000.00	2,000.00	52.80	52.80	1,947.20	2.64
591-557-920.000	UTILITIES	1,500.00	1,500.00	335.91	185.94	1,164.09	22.39
591-557-940.000	EQUIPMENT RENTAL	10,000.00	10,000.00	479.60	0.00	9,520.40	4.80
591-557-960.000	TRAINING	3,500.00	3,500.00	0.00	0.00	3,500.00	0.00
591-557-970.000	CAPITAL EXPENDITURES	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00
Total Dept 557 - WATER DISTRIBUTION		196,700.00	196,700.00	14,782.89	7,882.11	181,917.11	7.52
Dept 558 - ADMINISTRATIVE							
591-558-965.010	ADMIN SUPPORT	32,500.00	32,500.00	0.00	0.00	32,500.00	0.00
591-558-993.012	2012 WATER PROJ DEBT SERVICE	75,000.00	75,000.00	0.00	0.00	75,000.00	0.00
591-558-995.000	INT ON BOND DEBT	31,000.00	31,000.00	0.00	0.00	31,000.00	0.00
Total Dept 558 - ADMINISTRATIVE		138,500.00	138,500.00	0.00	0.00	138,500.00	0.00



09/01/2020 08:16 AM  
 User: CARRIE  
 DB: Leslie

REVENUE AND EXPENDITURE REPORT FOR CITY OF LESLIE

PERIOD ENDING 08/31/2020  
 % Fiscal Year Completed: 16.99

GL NUMBER	DESCRIPTION	2020-21	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	08/31/2020 NORM (ABNORM)	MONTH 08/31/20 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 591 - WATER FUND							
Expenditures							
TOTAL EXPENDITURES		456,400.00	456,400.00	24,382.61	13,245.48	432,017.39	5.34
<hr/>							
Fund 591 - WATER FUND:							
TOTAL REVENUES		430,900.00	430,900.00	4,325.11	4,890.65	426,574.89	1.00
TOTAL EXPENDITURES		456,400.00	456,400.00	24,382.61	13,245.48	432,017.39	5.34
NET OF REVENUES & EXPENDITURES		(25,500.00)	(25,500.00)	(20,057.50)	(8,354.83)	(5,442.50)	78.66

Fund 661 MOTOR VEHICLE POOL FUND

GL Number	Description	Balance
*** Assets ***		
661-000-000.000		55.77
661-000-001.000	CASH ACCOUNT	199,319.04
661-000-004.000	INVESTMENT	421.14
661-000-017.000	MBIA-CLASS INVESTMENTS	1,803.13
661-000-152.000	FIXED ASSETS	2,144,618.03
661-000-153.000	ACCUMULATED DEPRECIATION	(1,166,029.55)
<b>Total Assets</b>		<b>1,180,187.56</b>
*** Liabilities ***		
661-000-202.000	ACCOUNTS PAYABLE	246.36
<b>Total Liabilities</b>		<b>246.36</b>
*** Fund Balance ***		
661-000-390.000	FUND BALANCE	1,435,928.39
<b>Total Fund Balance</b>		<b>1,435,928.39</b>
<b>Beginning Fund Balance - 19-20</b>		<b>1,435,928.39</b>
<b>Net of Revenues VS Expenditures - 19-20</b>		<b>(230,781.79)</b>
<b>*19-20 End FB/20-21 Beg FB</b>		<b>1,205,146.60</b>
<b>Net of Revenues VS Expenditures - Current Year</b>		<b>(25,205.40)</b>
<b>Ending Fund Balance</b>		<b>1,179,941.20</b>
<b>Total Liabilities And Fund Balance</b>		<b>1,180,187.56</b>

\* Year Not Closed

User: CARRIE

PERIOD ENDING 08/31/2020

DB: Leslie

% Fiscal Year Completed: 16.99

GL NUMBER	DESCRIPTION	2020-21		YTD BALANCE 08/31/2020 NORM (ABNORM)	ACTIVITY FOR MONTH 08/31/20 INCR (DECR)	AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	2020-21 AMENDED BUDGET			BALANCE	(ABNORM)	
Fund 661 - MOTOR VEHICLE POOL FUND								
Revenues								
Dept 000								
661-000-664.000	INTEREST EARNED	6,800.00	6,800.00	25.04	0.47	6,774.96		0.37
661-000-668.001	ALL EQUIP RENTAL	70,000.00	70,000.00	9,713.15	4,149.60	60,286.85		13.88
661-000-668.002	POLICE EQUIP RENTAL	6,000.00	6,000.00	0.00	0.00	6,000.00		0.00
Total Dept 000		82,800.00	82,800.00	9,738.19	4,150.07	73,061.81		11.76
TOTAL REVENUES		82,800.00	82,800.00	9,738.19	4,150.07	73,061.81		11.76
Expenditures								
Dept 301 - POLICE SAFETY								
661-301-931.000	VEHICLE MAINTENANCE	3,399.00	3,399.00	0.00	0.00	3,399.00		0.00
661-301-970.000	CAPITAL EXPENDITURES	5,000.00	5,000.00	32,639.00	0.00	(27,639.00)		652.78
Total Dept 301 - POLICE SAFETY		8,399.00	8,399.00	32,639.00	0.00	(24,240.00)		388.61
Dept 441 - DEPT OF PUBLIC WORKS								
661-441-703.000	SALARIES/WAGES-DPW MVP	17,044.00	17,044.00	543.89	482.61	16,500.11		3.19
661-441-714.000	FICA EXPENSE	1,526.00	1,526.00	39.52	35.22	1,486.48		2.59
661-441-720.000	FRINGES	7,000.00	7,000.00	814.70	314.59	6,185.30		11.64
661-441-741.000	GAS & OIL	6,500.00	6,500.00	470.12	178.46	6,029.88		7.23
661-441-744.000	SUPPLIES	15,000.00	15,000.00	436.36	146.73	14,563.64		2.91
661-441-810.000	CONTRACTED SERVICES	8,000.00	8,000.00	0.00	0.00	8,000.00		0.00
661-441-940.000	EQUIPMENT RENTAL	1,500.00	1,500.00	0.00	0.00	1,500.00		0.00
661-441-960.000	TRAINING	500.00	500.00	0.00	0.00	500.00		0.00
661-441-970.000	CAPITAL EXPENDITURES	15,000.00	15,000.00	0.00	0.00	15,000.00		0.00
Total Dept 441 - DEPT OF PUBLIC WORKS		72,070.00	72,070.00	2,304.59	1,157.61	69,765.41		3.20
TOTAL EXPENDITURES		80,469.00	80,469.00	34,943.59	1,157.61	45,525.41		43.42
Fund 661 - MOTOR VEHICLE POOL FUND:								
TOTAL REVENUES		82,800.00	82,800.00	9,738.19	4,150.07	73,061.81		11.76
TOTAL EXPENDITURES		80,469.00	80,469.00	34,943.59	1,157.61	45,525.41		43.42
NET OF REVENUES & EXPENDITURES		2,331.00	2,331.00	(25,205.40)	2,992.46	27,536.40		1,081.31
TOTAL REVENUES - ALL FUNDS								
TOTAL REVENUES - ALL FUNDS		2,624,671.00	2,624,671.00	338,097.89	145,788.32	2,286,573.11		12.88
TOTAL EXPENDITURES - ALL FUNDS								
TOTAL EXPENDITURES - ALL FUNDS		2,575,405.00	2,575,405.00	380,705.85	144,966.54	2,194,699.15		14.78
NET OF REVENUES & EXPENDITURES		49,266.00	49,266.00	(42,607.96)	821.78	91,873.96		86.49

Fund 249 BUILDING DEPARTMENT FUND

GL Number	Description	Balance
*** Assets ***		
249-000-001.000	CASH ACCOUNT	(1,627.09)
Total Assets		<u>(1,627.09)</u>
*** Liabilities ***		
Total Liabilities		<u>0.00</u>
*** Fund Balance ***		
249-000-390.000	Fund Balance	1,097.21
Total Fund Balance		<u>1,097.21</u>
Beginning Fund Balance - 19-20		1,097.21
Net of Revenues VS Expenditures - 19-20		604.29
*19-20 End FB/20-21 Beg FB		1,701.50
Net of Revenues VS Expenditures - Current Year		(3,328.59)
Ending Fund Balance		(1,627.09)
Total Liabilities And Fund Balance		(1,627.09)

\* Year Not Closed

REVENUE AND EXPENDITURE REPORT FOR CITY OF LESLIE

PERIOD ENDING 08/31/2020

% Fiscal Year Completed: 16.99

GL NUMBER	DESCRIPTION	2020-21	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	08/31/2020 NORM (ABNORM)	MONTH 08/31/20 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 249 - BUILDING DEPARTMENT FUND							
Revenues							
Dept 000							
249-000-607.000	CHARGES FOR SERVICES	4,120.00	4,120.00	1,128.00	77.00	2,992.00	27.38
249-000-699.000	CONTRIBUTIONS FROM OTHER FND	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00
Total Dept 000		10,120.00	10,120.00	1,128.00	77.00	8,992.00	11.15
TOTAL REVENUES		10,120.00	10,120.00	1,128.00	77.00	8,992.00	11.15
Expenditures							
Dept 371 - INSPECTORS							
249-371-703.000	SALARIES/WAGES-INSPECTORS	3,600.00	3,600.00	532.83	263.52	3,067.17	14.80
249-371-714.000	FICA EXPENSE	309.00	309.00	40.76	20.15	268.24	13.19
249-371-810.000	CONTRACTED SERVICES	8,000.00	8,000.00	3,883.00	2,118.00	4,117.00	48.54
Total Dept 371 - INSPECTORS		11,909.00	11,909.00	4,456.59	2,401.67	7,452.41	37.42
TOTAL EXPENDITURES		11,909.00	11,909.00	4,456.59	2,401.67	7,452.41	37.42
Fund 249 - BUILDING DEPARTMENT FUND:							
TOTAL REVENUES		10,120.00	10,120.00	1,128.00	77.00	8,992.00	11.15
TOTAL EXPENDITURES		11,909.00	11,909.00	4,456.59	2,401.67	7,452.41	37.42
NET OF REVENUES & EXPENDITURES		(1,789.00)	(1,789.00)	(3,328.59)	(2,324.67)	1,539.59	186.06

Fund 703 CURRENT TAX COLLECTION FUND

GL Number	Description	Balance
*** Assets ***		
703-000-001.000	CASH ACCOUNT	102,857.07
703-000-017.000	MBIA-CLASS INVESTMENTS	593.78
<b>Total Assets</b>		<b>103,450.85</b>
*** Liabilities ***		
703-000-215.000	DUE TO GEN FUND - GEN OP	50,965.03
703-000-215.001	DUE TO GEN FUND - ADMIN FEES ON T	1,245.72
703-000-215.002	DUE TO GEN FUND - PENALTIES ON TA	831.02
703-000-215.003	DUE TO GEN FUND - INTEREST ON TR	593.78
703-000-215.004	DUE TO GEN FUND - WEEDS	(200.00)
703-000-220.000	DUE TO CAP REG AIRPORT	45.47
703-000-222.000	DUE TO INGHAM COUNTY - OPERATING	20,833.55
703-000-222.001	DUE TO INGHAM COUNTY - EXTRA	295.39
703-000-222.002	DUE TO INGHAM COUNTY - DRAINS	22.39
703-000-223.000	DUE TO CADL - TAXES	101.49
703-000-225.000	DUE TO LESLIE PUBLIC SCHOOLS - SC	285.15
703-000-225.001	DUE TO LESLIE PUBLIC SCHOOLS - LP	247.86
703-000-228.000	DUE TO S.E.T.	18,397.67
703-000-234.000	DUE TO INGHAM INTERMEDIATE SCHOOL	390.30
703-000-235.000	DUE TO LANSING COMMUNITY COLLEGE-	11,583.32
703-000-275.001	OVERPAYMENTS	(2,383.40)
703-000-277.000	MOBILE HOME TAXES	(210.00)
703-000-280.000	INDUSTRIAL FACILITIES TAXES PAYAB	200.00
703-000-281.000	DELQ PERS PROP TAX PAYABLE	206.11
<b>Total Liabilities</b>		<b>103,450.85</b>
*** Fund Balance ***		
<b>Total Fund Balance</b>		<b>0.00</b>
Beginning Fund Balance - 19-20		0.00
Net of Revenues VS Expenditures - 19-20		0.00
*19-20 End FB/20-21 Beg FB		0.00
Net of Revenues VS Expenditures - Current Year		0.00
Ending Fund Balance		0.00
<b>Total Liabilities And Fund Balance</b>		<b>103,450.85</b>

\* Year Not Closed



**Leslie Police Department  
Police Log/Information Summary  
August 2020**



There were 43 log entries for the month of August 2020.

8/3 at 9:00am Sgt. Bennehoff responded to the 400 block of E. Bellevue to check a subject possibly in violation of court order.

8/3 at 10:00am Sgt. Bennehoff responded to the 800 block of W. Bellevue on the report of a violation regarding face covering.

8/3 at 11:00am Sgt. Bennehoff went to the area of 127 & Bellevue to check for a female walking on the highway.

8/3 at 1:00pm Officer Sweet was contact at the PD regarding damage to a vehicle.

8/3 at 2:30pm Officer Sweet responded to 714 Mill St. to receive information regarding a parental/child custody dispute.

8/3 at 11:43pm Officer Sweet went to the 100 block of N. High St. to investigate a report of suspicious sounds outside of a residence.

8/4 at 4:30pm Officer Sweet assisted ICSO in the 4500 block of Kinneville on a child custody dispute.

8/5 at 10:00am Sgt. Bennehoff was called to check a suspicious subject in the area of Main & Baggerly.

8/5 at 5:00pm Sgt. Bennehoff responded to the 400 block of W. Bellevue to check a suspicious situation.

8/7 at 4:10pm Officer Butski responded to Armstrong St. to check for kids on bikes riding carelessly.

8/7 at 7:48pm Officer Butski went to Bellevue & Spring to investigate a 2 car PDA.

8/8 at 4:10pm Officer Butski went to Bellevue & Hull regarding damage to a vehicle.

8/8 at 9:42pm Officer Butski responded to Rich Oil regarding a private property H&R PDA.

8/8 at 10:05pm Officer Butski responded to the 100 block of N. High St. to check for a suspicious vehicle.

8/10 at 6:30pm Officer Service was requested to assist ICSO in the 200 block of Maple St. regarding a harassment complaint on Cooper Rd.

8/12 at 10:00pm Officer Sweet responded to the 300 block of Mill St. regarding a domestic dispute.

8/13 at 8:40am Sgt. Bennehoff was called to the 300 block of Mill St. in reference to the ongoing domestic dispute.

8/13 at 2:45pm Sgt. Bennehoff assisted ICSO in the 100 block of Vicary Rd a domestic dispute.

8/14 at 12:50pm Sgt. Bennehoff & Officer Sweet responded to a call of a house fire with residents inside.

8/14 at 4:50pm Officer Sweet responded to 714 Mill St. on a trouble with a subject call.

8/17 at 9:12am Chief Delamarter was contacted by telephone regarding allegations of labor & tax law violations. The caller was referred to Michigan Department of Labor and Michigan Treasury.

8/17 at 9:30pm Officer Sweet responded to 708 E. Bellevue regarding a domestic property dispute.

8/17 at 11:30pm Officer Sweet was called to the 200 block of Maple St. regarding a family domestic dispute.

8/19 at 6:30pm Officer Service was called to investigate a 2 car PDA at Main & Race.

8/21 at 12:30pm Officer Sweet responded to the 500 block of E. Bellevue to assist on a medical call involving a baby choking.

8/21 at 2:30pm responded to the 100 block of Armstrong regarding an identity theft/fraud complaint.

8/21 at 5:30pm Officer Sweet was dispatched to the 200 block of N. Main on a 911 hand up call.

8/22 at 6:30pm Officer Sweet responded to the 500 block E. Race St. to assist on a call of regarding a carbon monoxide alarm.



8/22 at 7:00pm Officer Sweet went to the 300 block of Mill St. on a call requesting a welfare check.

8/23 at 12:00pm Officer Sweet was called to the 200 block of E. Race St. on a trouble with subject call.

8/23 at 1:45pm Officer Sweet responded to the 100 block of Spring St. regarding an ongoing family/domestic dispute which resulted in an arrest for violation of conditional bond.

8/23 at 7:30pm Sgt. Bennehoff received information and responded to threatening email sent to some Leslie Public School staff.

8/25 at 7:30pm Officer Service was called to 714 Mill St regarding a family/domestic dispute.

8/25 at 8:00pm Officer Service responded to the 300 block of S. Sherman regarding a neighbor complaint.

8/26 at 6:00am Chief Delamarter responded to the 500 block of Russell to investigate a suspicion of prowlers.

8/27 at 6:00pm Officer Sweet went to the 300 block of Pennsylvania to assist with a family dispute.

8/27 at 8:30pm Officer Sweet was called to the 100 block of E. Bellevue on a report of a larceny from an auto.

8/27 at 9:00pm Officer Sweet received a call in the 200 block of E. Bellevue on a report of a vehicle/attempt larceny.

8/28 at 8:30am Sgt. Bennehoff was contacted regarding a found wallet in the 300 block of S. Sherman.

8/28 at 10:00am Sgt. Bennehoff responded to 714 Mill St. on a call of suspicious activity.

8/29 at 6:20pm Officer Butski was called to 714 Mill St. regarding a juvenile run away.

8/29 at 7:32pm Officer Butski responded to 714 Mill St. on a call of a fight/disturbance.

8/30 at 6:00pm Officer Butski receive information regarding a larceny from an auto in the 400 block of Blair.

## **Ingham County Sheriff's Department Calls**

### **17 Calls in Total in July**

15 in Township; 2 in City

- Crashes-6
- Domestic Assault-2
- Abandoned Vehicle-3
- Transport-1
- UDAA (Stolen Vehicle)-1
- Fraud-1
- General Assist-2
- Child Abuse-1

### **15 Calls in Total in August**

13 in Township; 2 in City

- Abandoned Vehicle-3
- Crashes-2
- Transports-2
- Domestic Assault-2
- CSC (Sexual Assault)-1
- Larceny in Building-1
- Home Invasion-1
- Larceny from Auto-1
- Conditional Bond Violation-1
- Assault-1

This makes 116 calls for year 2020.

We are seeing less calls for service than this time last year. As you can see from the calls listed a lot of the calls are quite serious. I don't see any calls that show a sign of a pattern. The theft complaints listed above are isolated incidents.

Fall is approaching. Normally this means more crashes involving deer.

If you have any questions regarding the above calls or have general questions regarding the Sheriff's Office, please contact me anytime.

Dep. Dustin Matusko 5476  
Ingham County Sheriff's Office  
517-676-8444 x1926

# FIRE DEPARTMENT REPORT

August 15 through September 8, 2020

## Runs-

- Building fire downtown in City -assisted by Onondaga, Mason, Henrietta and Delhi Fire departments
- Stove fire
- House fire on Butler Street
- Tree and power lines down on Kinneville Road
- Fire alarm
- CO2 alarm call for assistance
- Possible house fire Washington St
- Brush/field fire – assist to Mason FD on Plains Road
- Vehicle fire- US 127 highway call

## Training-

- Did CPR class for fire dept
- Next training- September on the third Tuesday of month

## Trucks-

- Township engine had primer valve fixed (solenoid issue)
- All trucks are in top shape, and in full operation

## Command car-

- Car got decaled, and lettered this week
- Car siren/lights will be put on this next week
- JL Collision put new fender wells on it last week
- Car will be put in service as soon as lights are on!

## COVID Update--

- Trucks are cleaned and sanitized inside after runs and chief cleans them frequently also!

## Generator-

- Fire dept. generator required a new, larger gas line to be up to code. Cost was \$7,000 and was split equally between the City and Township (\$3,500 each).

# Asphalt PASER

Modified for Michigan TAMC Data Collection

◆ Denotes Priority Distress

	Asphalt 10	Asphalt 9	Asphalt 8
<b>Good</b>	New construction No defects Less than 1 year old Only a "10" for 1 year <u>Recent base improvement</u> <i>No action required</i>	Like new condition No defects More than 1 year old <u>Recent overlay with or without a crush and shape</u> <i>No action required</i>	◆ Occasional transverse crack >40' apart ◆ Crack width tight (hairline) or sealed Few if any longitudinal cracks on joints <u>Recent seal coat or slurry seal (*see below)</u> <i>Little or no maintenance required</i>
	<b>Asphalt 7</b>	<b>Asphalt 6</b>	<b>Asphalt 5</b>
<b>Fair</b>	◆ Trans. cracks 10'-40' apart ◆ Cracks open < ¼" Little or no crack erosion Little or no raveling Few if any patches in good condition <u>First signs of wear</u> <i>Suggested Action</i> <i>Maintain with crack seal</i>	◆ Trans. cracks less than 10' apart ◆ Initial block cracking (6'-10' Blocks) ◆ Cracks open ¼" – ½" Blocks are large and stable Slight to moderate polishing or flushing No patches or few in good condition Slight raveling <u>Sound structural condition</u> <i>Suggested Action</i> <i>Maintain with sealcoat</i>	◆ Secondary cracks (crack raveling) ◆ Moderate block cracking (1' – 5' blocks) ◆ First sign of longitudinal cracks at edge ◆ Cracks open >½" Patching/wedging in good condition Moderate raveling Extensive to severe flushing & polishing <u>Sound structural condition</u> <i>Suggested Action</i> <i>Maintain with sealcoat or thin overlay</i>
	<b>Asphalt 4</b>	<b>Asphalt 3</b>	<b>Asphalt 2</b>
<b>Poor</b>	◆ Longitudinal cracking in the wheel paths ◆ Rutting ½" - 1" deep ◆ Severe block cracking: <1' blocks Severe surface raveling Multiple longitudinal & transverse cracks with slight crack erosion Patching in fair condition <u>First signs of structural weakening</u> <i>Suggested Action</i> <i>Structural overlay &gt;2"</i>	◆ < 25% alligator cracking (first signs) ◆ Moderate rutting 1" - 2" deep ◆ Severe block cracking (Alligator) Longitudinal & transverse cracks showing extensive crack erosion Occasional potholes Patches in fair/poor condition <i>Suggested Action</i> <i>Structural overlay &gt;2"</i> <i>Patching &amp; repair prior to a major overlay</i> <i>Milling would extend overlay life</i>	◆ > 25% alligator cracking ◆ Severe rutting or distortion >2" Closely spaced cracks with erosion Frequent potholes Extensive patches in poor condition <i>Suggested Action</i> <i>Reconstruction with base repair</i> <i>Crush and shape possible</i>
			<b>Asphalt 1</b> Loss of surface integrity Extensive surface distress <i>Suggested Action</i> <i>Reconstruction with base repair</i>

## General TAMC PASER Rating Tips

**Rate surface distress, not ride quality.** Be aware of cracks in the wheel path, they can be hard to see and don't affect the ride.

**Disregard the shoulder.** Rate only the drivable pavement, edge line to edge line.

**Do not ignore reflective cracks.** Rate them by assessing the type of crack they are (transverse, longitudinal, alligator...)

**Rate the current surface condition.** If construction is in progress (work is active), but you are driving on the old surface, go ahead and rate the new surface. Some barrels sitting on the side of the road is not construction in progress.

**Rate what you see,** not what distresses you think might happen in the future.

**Rate roads with the same scrutiny** regardless of their use, ownership or functional class

**Rate the lane with the worst condition** when lanes have differing conditions. For variable surface types, rate the worst lane, and select it as the Surface Subtype.

**Crush & Shape** - A treatment is considered a reconstruct only if the base material is replaced or rehabilitated.

**Rutting** - Look for visual cues such as plow scars. Get out and measure using a

straight edge and tape measure. Use caution!

**Rutting Revisions** – See page 8 of the TAMC PASER Training Manual for rutting measurement changes.

**Composite Pavement** - When a concrete pavement has been overlaid with asphalt (composite pavement) rate it based on the uppermost surface, in this case, asphalt; but note the surface subtype as composite.

**Concrete Joint Repairs** - The highest rating a repaired concrete pavement can receive is a 9. No other defects can be present and the condition is "like new." However, this is not what the Concrete PASER Manual says.

**Sealcoat**- See pages 6-7 of the TAMC PASER Training Manual for rating sealcoat pavements. Sealcoat applied over asphalt is a treatment. A sealcoat "road" is simply sealcoat over gravel.

**\*Proactive Sealcoat treatments** – Do not downgrade an Asphalt PASER 9 or 10 (no defects) to an Asphalt PASER 8 because of the treatment. Rate it based on the distresses that are visible (see page 9 of TAMC PASER Training Manual).

# Concrete PASER

Modified for Michigan TAMC Data Collection

◆ Denotes Priority Distress

	Concrete 10	Concrete 9	Concrete 8
<b>Good</b>	<p>New construction No defects Less than 1 year old Only a "10" for 1 year <u>Recent reconstruction</u> <i>No action required</i></p>	<p>◆ Joint rehabilitation, only if no other defects are present Like NEW Slight traffic wear in wheel path Slight map cracking Few pop outs <u>Recent concrete overlay</u> <i>No maintenance required</i></p>	<p>◆ Joints all in good condition ◆ Partial loss of joint sealant ◆ No transverse cracks Minor surface defects - pop outs, map cracking or slight scaling Isolated meander cracks (cracks are well-sealed or tight) Light surface wear Isolated cracks at manholes (cracks are well-sealed or tight) <i>Little or no maintenance required</i></p>
	Concrete 7	Concrete 6	Concrete 5
<b>Fair</b>	<p>◆ Isolated transverse cracks ◆ Full depth repairs all in excellent condition Minor surface scaling Some open joints Some manhole cracks Isolated settlement or heave areas Pop outs could be extensive but sound  <i>Suggested Action</i> <i>Seal open joints</i> <u>Spot repair surface defects</u></p>	<p>◆ Meander and transverse cracks ¼" open ◆ Transverse joints open ¼" ◆ Longitudinal joints open ¼" Moderate surface scaling &lt;25% of surface Several corner cracks tight or well-sealed First signs of shallow reinforcement cracks  <i>Suggested Action</i> <i>Seal open joints and cracks</i> <i>Overlay surface raveling areas</i></p>	<p>◆ First signs of crack/joint faulting up to ¼" ◆ First signs of joint or crack spalling Moderate to severe scaling or polishing between 25% to 50% of surface Spalling from shallow reinforcement Multiple corner cracks  <i>Suggested Action</i> <i>Grind and repair surface defects</i> <u>Some partial depth joint repairs or patching may be needed</u></p>
	Concrete 4	Concrete 3	Concrete 2
<b>Poor</b>	<p>◆ Crack or joint faulting up to ½" ◆ Severe spalling on joints and cracks ◆ Multiple transverse or meander cracks Severe scaling, polishing, map cracking or spalling &gt;50% of surface Corner cracks missing pieces or patches Pavement blowups  <i>Suggested Action</i> <u>Some full depth repairs</u> <i>Asphalt overlay or extensive surface texturing</i></p>	<p>◆ Severe crack or joint faulting up to 1" ◆ D-Cracking evident ◆ Many joints, transverse and meander cracks open and severely spalled Extensive patching in fair to poor condition  <i>Suggested Action</i> <u>Extensive full depth repairs</u> <i>Some full slab replacements</i></p>	<p>Extensive and severely spalled slab cracks Extensive failed patches Joints failed Severe and extensive settlement &amp; heaves  <i>Suggested Action</i> <u>Recycle or rebuild pavement</u></p>
			<p><b>Concrete 1</b> <u>Restricted speeds</u> Extensive potholes Total loss of pavement integrity  <i>Suggested Action</i> <i>Total reconstruction</i></p>

## Contact Information

Roadsoft & LDC Technical Support: 906-487-2102

TAMC Coordinator: Roger Belknap, 517-373-2249  
e-mail: belknapr@michigan.gov

TAMC Website: tamc.mcgi.state.mi.us

Center for Shared Solutions (CSS) Framework Issues:  
517-373-7910, ask for Josh Ross

PASER Data Submission via the CSS IRT web site  
<https://milogintp.michigan.gov>

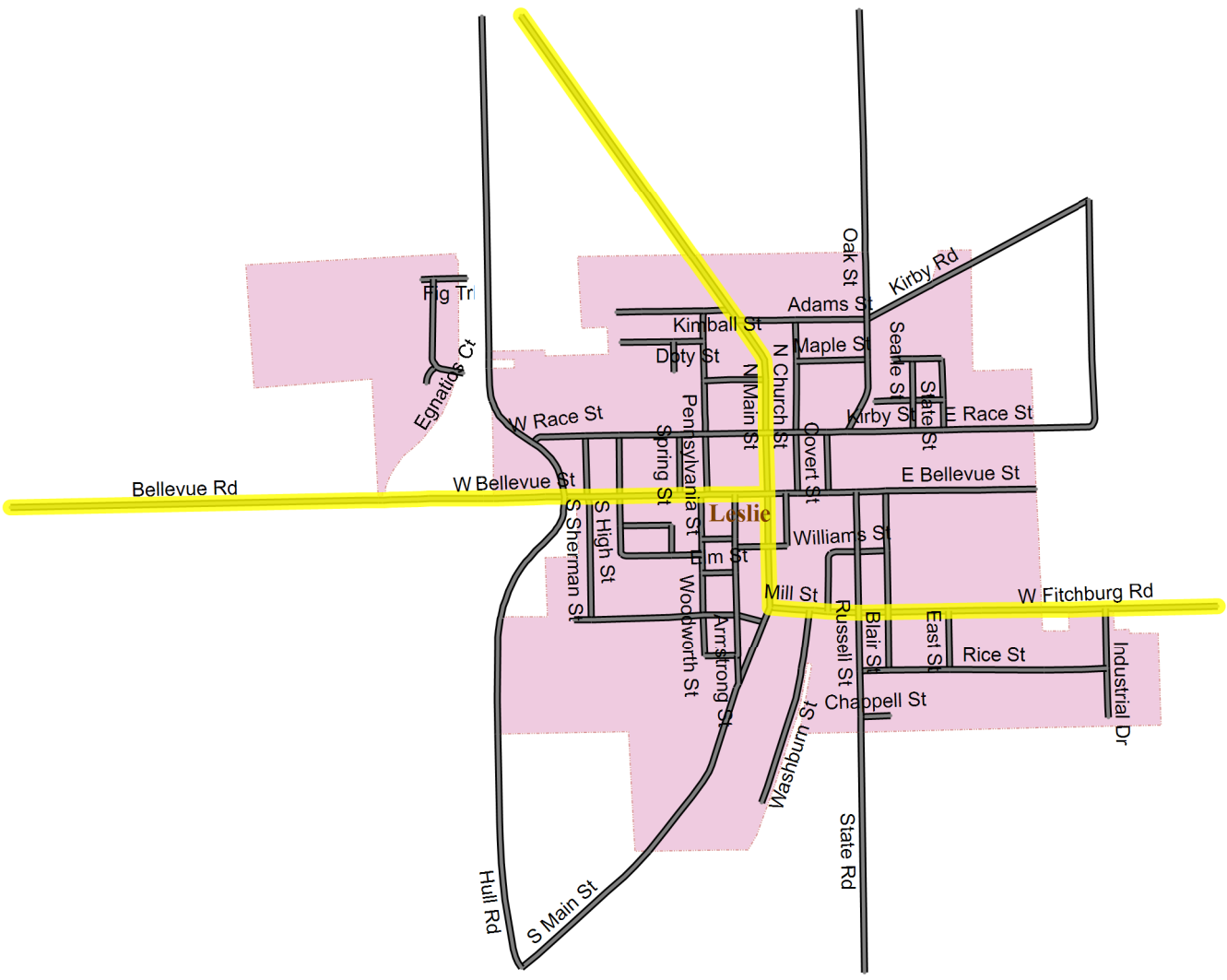


# Leslie Federal Aid Roads

1500 ft

Road

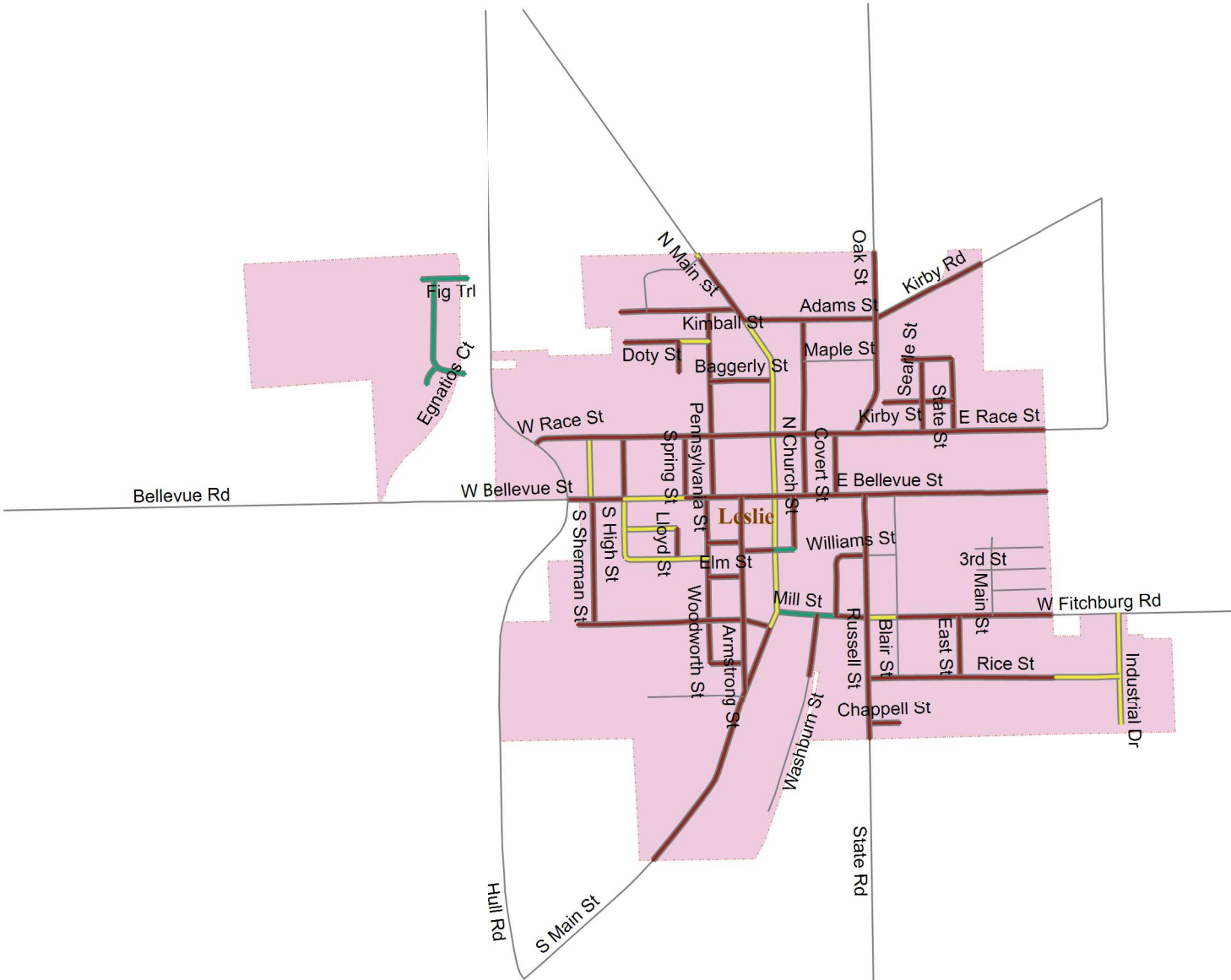
default



# 2020 Leslie Road Conditions



- Road
- Good (8-10)
  - Fair (5-7)
  - Poor (1-4)
  - Unrated
  - default



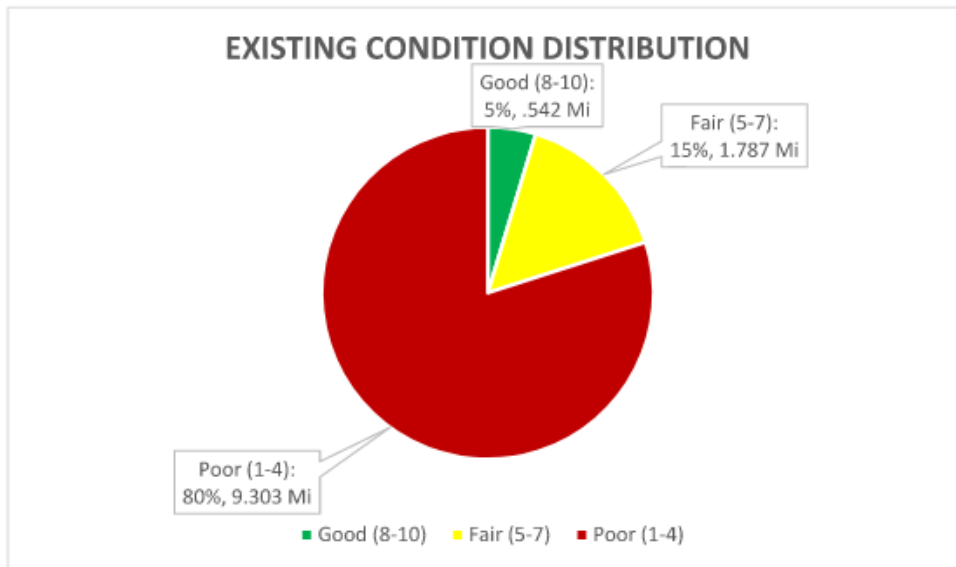


## City Road Assessment

<b>Preliminary Funding Analysis</b>				
	Revenue	Fixed Expenses	Net	Approx. Fund Balances
Major Streets	\$157,389	\$108,505	\$48,884	\$155,755
Local Streets	\$95,973	\$54,786	\$41,186	\$68,634
<b>Total</b>	<b>\$253,361.67</b>	<b>\$163,291.33</b>	<b>\$90,070.33</b>	
<b>Annual Available Funds</b>			<b>\$90,070.33</b>	

PASER	Miles
1	2.399
2	3.559
3	2.000
4	1.345
5	1.552
6	0.235
7	0
8	0.044
9	0.377
10	0.121
<b>Total</b>	<b>11.632</b>

Condition	Miles	%
Good (8-10)	0.542	4.66%
Fair (5-7)	1.787	15.36%
Poor (1-4)	9.303	79.98%



**ALLEGAN**

▲ 1670 LINCOLN RD. (M-40)  
ALLEGAN, MI 49010  
○ 269.673.8465

**BENTON HARBOR**

▲ 2303 PIPESTONE RD.  
BENTON HARBOR, MI 49022  
○ 269.927.0100

**KALAMAZOO**

▲ 433 E. RANSOM ST.  
KALAMAZOO, MI 49007  
○ 269.327.3532

**ROYAL OAK**

▲ 306 S. WASHINGTON AVE., SUITE 200  
ROYAL OAK, MI 48067  
○ 248.791.1371



**City of Leslie Safe Start  
COVID-19 Preparedness and Response Plan**

**Date Implemented: August 20, 2020**

# **City Safe Start COVID-19 Preparedness and Response Plan Table of Contents**

## **Plan**

Introduction.....	1
I. GENERAL OVERVIEW .....	1
II. BASIC INFECTION PREVENTION MEASURES.....	1
Enhanced Hygiene .....	1
Sick Leave Policies .....	1
Remote Work.....	1
Enhanced Cleaning and Disinfecting.....	2
Enhanced Social Distancing .....	2
III. PROMPT IDENTIFICATION AND ISOLATION OF SICK INDIVIDUALS.....	3
Employee Screening Before Entering the Workplace.....	3
Self-Monitoring for Symptoms.....	3
Procedures for Reporting Illness [Update for State/Local Orders/Company Policy] .....	3
Suspected Cases.....	3
Confirmed Cases.....	4
Becoming Sick at Work .....	5
PPE.....	5
IV. ADDITIONAL WORKPLACE PROTECTIONS.....	5
Engineering Controls .....	5
Administrative Controls.....	5
In-home Services .....	5
Non-Essential Travel .....	6
Visitors.....	6
Working with Insurance Companies and State and Local Health Agencies.....	6
Continue to Follow Existing OSHA Standards.....	6
Training.....	6
Recordkeeping .....	6
V. RESPONSIBILITIES.....	7
Facility Managers.....	7

**City Safe Start**  
**COVID-19 Preparedness and Response Plan**  
**Table of Contents (Continued)**

Human Resources ..... 7  
Supervisors..... 7  
Employees..... 7  
VI. EMPLOYEE CLASSIFICATIONS..... 8

**Appendices**

A: SUMMARY OF EXECUTIVE ORDER 2020-161 ..... 9  
B: SAMPLE EMPLOYEE ENTRY SCREENING QUESTIONNAIRE ..... 11  
C: EMPLOYEE RETURN TO WORK PLAN..... 12  
D: VISITOR SCREENING FORM ..... 13  
E: FACILITY DISINFECTANT BEST PRACTICES ..... 14  
F: OTHER RESOURCES ..... 16  
G: OSHA GUIDANCE FOR CLASSIFICATIONS..... 17  
H: CERTIFICATION BY RESPONSIBLE PUBLIC OFFICIAL..... 21

# **City Safe Start COVID-19 Preparedness and Response Plan**

## **INTRODUCTION**

In order to respond to the current state of emergency related to the novel coronavirus (“COVID-19”) and to comply with relevant state and local orders related to COVID-19, the City has prepared the following COVID-19 Preparedness and Response Plan (“Plan”). This Plan may be updated as this situation evolves or as state or local orders, or federal guidance, related to COVID-19 are issued or amended.

### **I. GENERAL OVERVIEW**

The following COVID-19 Preparedness & Response Plan has been established for the City of Leslie (“City”) in accordance with the requirements in the most recent Executive Order (“EO”) concerning employee safety and health, and all requirements therein signed by Governor Gretchen Whitmer and also in accordance with *Guidance on Preparing Workplaces for COVID- 19*, developed by the Occupational Health and Safety Administration (“OSHA”). Appendix A, as amended from time to time, contains a list of items all businesses and operations that are permitted to require their employees to leave their homes or residences for work must implement under the most recent EO.

### **II. BASIC INFECTION PREVENTION MEASURES**

#### ***Enhanced Hygiene***

Employees are instructed to wash their hands frequently, to cover their coughs and sneezes with tissue or the inside of their elbow, and to avoid touching their faces. Employees will be provided with access to places to frequently wash hands or to access hand sanitizer, including upon entry and at construction sites. Signs regarding proper hand washing methods will be posted in all restrooms and throughout each facility. Hand shaking is prohibited to ensure good hand hygiene.

Workers are discouraged from using other workers’ phones, desks, offices, or other work tools and equipment, when possible. If sharing such items or spaces is unavoidable, then workers should wipe down any and all items and spaces prior to sharing it with another worker.

#### ***Sick Leave Policies***

Employees are permitted to take paid leave consistent with the Families First Coronavirus Response Act and the City’s applicable PTO policies. Questions regarding leave shall be directed to the City Manager. Any on-site employee who appears to have a respiratory illness may be separated from other employees and sent home.

#### ***Remote Work***

Remote work will be considered for all employees who are not essential to operations, and whose job duties reasonably allow them to telework. Remote work is not guaranteed. All remote work must be coordinated and authorized by department managers and approved by the City Manager. Business-related travel is restricted to essential travel only.

### ***Enhanced Cleaning and Disinfecting (reference Appendix E)***

Increased cleaning and disinfecting of surfaces, equipment, and other elements of the work environment will be performed routinely using products containing EPA-approved disinfectants. Employees will be provided with access to gloves, towels and cleaning solution so that any commonly touched surfaces, such as doorknobs, push plates, desks, keyboards, phones and handrails are wiped down daily. Staff will continue to thoroughly disinfect all facility bathrooms and other areas as arranged in the contracts or job descriptions. When choosing cleaning chemicals, the City will consult information from the EPA regarding approved disinfectant labels with claims against emerging viral pathogens. The manufacturer's instructions for use of all cleaning and disinfection products will be strictly adhered to.

In the event that an employee or member of the public that has been in the facility in the last seven days tests positive for COVID-19, the following procedure will be followed:

- When a person has visited our facility and has been identified as having COVID-19:
  - o Notify the City Manager and facility personnel immediately that an individual who has been in City facilities in the last seven days has tested positive for COVID-19.
  - o If necessary and practical, close off areas visited by the ill person(s). Open outside doors and windows and use ventilating fans to increase air circulation in the area.
  - o Staff should thoroughly clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment (like tablets, touch screens, keyboards and remote controls) used by the ill person(s), focusing especially on frequently touched surfaces.
  - o If it has been more than seven days since the person(s) with suspected/confirmed COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary.

### ***Enhanced Social Distancing***

Supervisors will direct employees to perform their work in a way to reasonably avoid coming within six feet of other individuals. Where possible, employees may be relocated or provided additional resources in order to avoid shared use of offices, desks, telephones, and tools/equipment. Ground markings, signs, or physical barriers may also be used, if needed. The number of employees permitted in any breakroom or lunchroom will be limited to ensure social distancing restrictions. Employees should remain in their assigned work areas as much as possible.

In an effort to limit traffic congestion, building hours may be limited so that the public and employees are not arriving at and exiting the building at the same time. Facility Managers will provide visual indicators of appropriate spacing for employees outside of facilities in case of congestion. Where possible, Facility Managers will assign dedicated entry point(s) for screening employees to reduce congestions at the main entrance. In addition, departments are encouraged to stagger staff start and end times and lunch breaks, when possible, without disrupting service.

The City will follow Centers for Disease Control and Prevention ("CDC") and OSHA guidance with respect to prevention and mitigation measures. We have posted various posters within the workplace to inform employees of recommended prevention and mitigation measures. City will check the OSHA and CDC websites regularly for updates about recommended hygiene and

mitigation measures. Finally, the City will adopt any additional infection-control measures that are reasonable in light of the work performed at the worksite and the rate of infection in the surrounding community.

Employees are encouraged to avoid in-person meetings. When possible, conduct meetings via phone or other electronic methods such as Zoom. When required, in-person contact should be conducted with PPE and appropriate social distancing.

### **III. PROMPT IDENTIFICATION AND ISOLATION OF SICK INDIVIDUALS**

#### ***Employee Screening Before Entering the Workplace***

The City has implemented a screening protocol to identify known or suspected cases of COVID-19 among employees and isolate them from the remainder of the workforce. At the beginning of each day or at the start of each work shift, the City will screen employees for signs and symptoms of COVID-19 as required by executive order. Employees are directed to promptly report any signs and symptoms of COVID-19 to their supervisor and the City Manager before and during the work shift. A sample Employee Entry Screening Questionnaire is attached as Appendix B.

A screening questionnaire will be completed by all employees before they are permitted to enter the workplace each day. Employees are encouraged to complete the questionnaire electronically prior to arriving to work, however, if this is not possible, stations will be provided at a designated location at each building for employee screening. In addition to a screening questionnaire, some departments may require a temperature check on site before entry. Any individual taking employee temperatures will be required to wear appropriate personal protective equipment. If an employee fails the screening process, the employee will not be allowed to enter the premises until cleared to return to work (see Appendix C Employee Return to Work Plan). Employees refusing to complete the screening process may be subject to discipline.

#### ***Self-Monitoring for Symptoms***

Employees are encouraged to self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure. Coughing, shortness of breath, and difficulty breathing are common symptoms of COVID-19. The CDC has also advised that other symptoms include fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, and new loss of taste or smell. See [CDC, Watch for Symptoms list](#).

#### ***Procedures for Reporting Illness***

##### ***Suspected Cases***

An employee will be considered to have a Suspected Case of COVID-19 if:

- They are experiencing any of the following principal symptoms of COVID-19:
  - Fever of at least 100.4 F or chills
  - Shortness of breath
  - New uncontrolled cough
  - New loss of taste or smell
- Or any two (2) of the following principal symptoms of COVID-19:

- o Muscle pain or body aches including abdominal pain
- o Sore throat
- o Fatigue
- o New onset of a severe headache
- o Congestion or runny nose
- o Nausea or vomiting
- o Diarrhea
- They have been exposed to a COVID-19 positive person, meaning:  
For 15 minutes total or more, you have been within 6 feet of someone who has tested positive, within 48 hours of the onset of their illness; or you were notified by a public health official that you were in close contact with the someone testing positive for COVID-19.

If an employee believes that they qualify as a Suspected Case (as described above), they must:

- Immediately notify their Supervisor **and** contact the City Manager.
- Seek immediate medical care or advice.
- Remain home until they are no longer infectious according to the latest [guidelines](#) from the CDC (see Employee Return to Work Plan – Appendix C) and;
- If quarantined, by a public health official, until released by the public health official.

If an employee experiences any of the principal symptoms of COVID-19, that ultimately are determined by a licensed medical professional to be unrelated to the virus, they may return to work once cleared by that licensed medical professional to do so.

If an employee qualifies as a Suspected Case, then the City will:

- Ensure that the employee’s work area is thoroughly cleaned.

### *Confirmed Cases*

An employee will be considered a Confirmed Case of COVID-19 if the employee has tested positive for COVID-19.

If an employee has tested positive for COVID-19 they must:

- Immediately notify their Supervisor who **and** contact the City Manager about testing positive.
- Remain out of the workplace until they are no longer infectious according to the latest [guidelines](#) from the CDC and they are released from isolation by the public health official.

If an employee qualifies as a Confirmed Case, then the City will:

- Immediately contact the Ingham County Public Health Department and within 24 hours, any co-workers, contractors, or suppliers who may have come into contact with the person with a confirmed case of COVID-19 within 48 hours before the onset of that individuals illness.
- Ensure that the entire workplace, or affected parts thereof (depending on the employee’s presence in the workplace), is thoroughly cleaned and disinfected.
- If necessary and practical, close the work area, until all necessary cleaning and disinfecting is completed; and



- Communicate with employees about the presence of a confirmed case, the cleaning/disinfecting plans, and when the workspace will reopen if closed.

### ***Becoming Sick at Work***

The City will physically isolate any employees with known or suspected COVID-19 from the remainder of the workforce. Any on-site employee who appears to have a respiratory illness may be separated from other employees and/or other individuals and sent home. If such a situation arises, the City will identify a designated area with closable doors to serve as an isolation room until such potentially sick employees can be removed from the workplace. Personnel entering any designated area will be strictly limited.

### ***PPE***

The City will provide any required PPE in accordance with CDC and OSHA guidance as well as any state and local orders. Employees, when medically able, are required to wear masks in any indoor shared spaces. Masks are also required when workers cannot consistently maintain six feet of separation from other individuals in non-public workplaces including city vehicles. The City will also consider face shields when workers cannot consistently maintain three feet of separation from other individuals in the workplace. The City also requires employees to use PPE and hand sanitizer on public transportation.

## **IV. ADDITIONAL WORKPLACE PROTECTIONS**

### ***Engineering Controls***

The City will implement the following engineering controls:

- Physical barriers, such as clear plastic sneeze guards, where feasible.

### ***Administrative Controls***

The City will review and implement any other necessary administrative controls as appropriate.

- Monitor public health communications about COVID-19 recommendations and ensure that workers have access to that information. Frequently check the CDC COVID-19 website: [www.cdc.gov/coronavirus/2019-ncov](http://www.cdc.gov/coronavirus/2019-ncov).
- Collaborate with workers to designate effective means of communicating important COVID-19 information.
- Consider strategies to minimize face-to-face contact (*e.g.*, online payment systems, drop boxes, phone-based communication, telework).

### ***In-Home Services***

When required to provide in-home services, employees must complete the daily health screening as described in Section III. Prompt Identification and Isolation of Sick Individuals. In addition, employees will:

- Limit direct interaction with customers by using electronic means of communication whenever possible.
- Prior to entering the home, inquire with the customer whether anyone in the household has been diagnosed with COVID-19, is experiencing symptoms of COVID-19, or has had

close contact with someone who has been diagnosed with COVID-19. If so, the business or operation must reschedule for a different time.

- Limit the number of employees inside a home to the minimum number necessary to perform the work in a timely fashion.
- Wear gloves when practical and disposed of in accordance with [guidance](#) from the CDC.

### ***Non-Essential Travel***

All non-essential travel is discontinued until further notice.

### ***Visitors***

The City will follow State of Michigan and/or CDC guidelines regarding the use of masks by members of the public. City Facilities are open to the public by appointment only when business cannot be conducted otherwise. Signs will be posted on entrances informing visitors of what is required. If a visitor is seen not following posted guidelines, staff will ask them to leave the building. Staff should avoid confrontation if a visitor becomes argumentative, and contact police as needed for assistance.

### ***Working with Insurance Companies and State and Local Health Agencies***

The City will work with applicable insurance companies and state and local health agencies to provide information to workers and customers about medical care in the event of a COVID-19 outbreak.

### ***Continue to Follow Existing OSHA Standards***

The City will continue to adhere to all applicable existing OSHA standards and requirements.

### ***Training***

The City will coordinate and provide training to employees related to COVID-19. At minimum, the City will provide training as required under state executive orders and the following:

- Workplace infection-control practices.
- The proper use of personal protective equipment.
- Steps the employee must take to notify the business of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
- How to report unsafe working conditions.

Training will be implemented as soon as practicable after employees return to work. Online training, if available, will be completed within one day of return to work.

### ***Recordkeeping***

The City shall maintain the required recordkeeping under state executive orders. The following records are required to be maintained:

- Required employee training.
- Employee screening
- An accurate appointment record, including date and time of service, name of client, and contact information when providing in-home service.
- Cleaning and disinfection at city facilities.
- When an employee is identified with a confirmed case of COVID-19, any required

notifications that are made.

## **V. RESPONSIBILITIES**

### ***Facility Managers***

A Facility Manager will be designated for each city facility regularly staffed by employees. The designated Facility Manager will be responsible for implementing, monitoring, and reporting on COVID-19 control strategies developed as part of this plan. Facility Managers or their designated substitutes will be available on-site at all times when employees are present.

The Facility Manager will also be responsible for the cleaning and disinfecting of their assigned building, including but not limited to:

- Ensuring cleaning is completed prior to the re-opening of the building to the public.
- Working with staff to ensure they are thoroughly disinfecting all facility bathrooms and other areas of facilities arranged in their contracts or job descriptions.
- Providing cleaning supplies to employees and departments within their assigned facility.
- Encouraging best practices for facility disinfecting and PPE as listed in Appendix E.
- Ensuring proper signage at entrances.
- Distributing PPE to Supervisors.

### ***City Manager***

- The City Manager will be responsible for updating this plan and communicating to affected employees any change in the plan, or information as it relates to suspected or confirmed COVID-19 cases in the workplace.
- The City Manager will be responsible for enforcing the provisions of the plan.
- The City Manager and/or Facility Manager will investigate all known COVID-19 positive cases involving employees to determine if they are reportable under MIOSHA guidelines.

### ***Supervisors***

- Supervisors will be responsible for reviewing this plan with their staff and ensuring their staff adhere to the directives above including but not limited to a daily review of employee screening.
- Distributing PPE to staff.

### ***Employees***

- Will be responsible for reading and understanding the requirements of this plan and completing training as identified and required.
- Are encouraged to report unsafe working conditions to their immediate Supervisor or the City Manager.

## **VI. EMPLOYEE CLASSIFICATIONS**

The City will implement appropriate protections based on each job classification's risk level. OSHA's classification system and How to Protect Workers at Different Classifications will be consulted in determining proper PPE.

## APPENDIX A

### SUMMARY OF EXECUTIVE ORDER 2020-161

1. All businesses or operations that require their employees to leave the homes or residences for work must, at a minimum:
  - (a) Develop a COVID-19 preparedness and response plan, consistent with recommendations in Guidance on Preparing Workplaces for COVID-19, developed by the Occupational Health and Safety Administration (“OSHA”) and available [here](#). Within two weeks of resuming in-person activities, a business’s or operation’s plan must be made readily available to employees, labor unions, and customers, whether via website, internal network, or by hard copy.
  - (b) Designate one or more worksite supervisors to implement, monitor, and report on the COVID-19 control strategies developed under subsection (a). The supervisor must remain on-site at all times when employees are present on site. An on-site employee may be designated to perform the supervisory role.
  - (c) Provide COVID-19 training to employees that covers, at a minimum:
    - a. Workplace infection-control practices.
    - b. The proper use of personal protective equipment.
    - c. Steps the employee must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
    - d. How to report unsafe working conditions.
  - (d) Provide any communication and training on COVID-19 infection control practices in the primary languages common in the employee population.
  - (e) Place posters in the languages common in the employee population that encourage staying home when sick, cough and sneeze etiquette, and proper hand hygiene practices.
  - (f) Conduct a daily entry self-screening protocol for all employees or contractors entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID- 19.
  - (g) Keep everyone on the worksite premises at least six feet from one another to the maximum extent possible, including through the use of ground markings, signs, and physical barriers, as appropriate to the worksite.
  - (h) Provide non-medical grade face coverings to their employees, with supplies of N95 masks and surgical masks reserved, for now, for health care professionals, first responders (e.g., police officers, fire fighters, paramedics), and other critical workers.
  - (i) Require face coverings to be worn when employees cannot consistently maintain six

feet of separation from other individuals in the workplace, and consider face shields when employees cannot consistently maintain three feet of separation from other individuals in the workplace.

- (j) Require face coverings in shared spaces, including during in-person meetings and in restrooms and hallways.
- (k) Increase facility cleaning and disinfection to limit exposure to COVID-19, especially on high-touch surfaces (e.g., door handles), paying special attention to parts, products, and shared equipment (e.g., tools, machinery, vehicles).
- (l) Adopt protocols to clean and disinfect the facility in the event of a positive COVID-19 case in the workplace.
- (m) Make cleaning supplies available to employees upon entry and at the worksite and provide time for employees to wash hands frequently or to use hand sanitizer.
- (n) When an employee is identified with a confirmed case of COVID-19:
  - a. Immediately notify the local public health department, and
  - b. Within 24 hours, notify any co-workers, contractors, or suppliers who may have come into contact with the person with a confirmed case of COVID-19.
- (o) An employer will allow employees with a confirmed or suspected case of COVID-19 to return to the workplace only after they are no longer infectious according to the latest guidelines from the Centers for Disease Control and Prevention (“CDC”) and they are released from any quarantine or isolation by the local public health department.
- (p) Follow Executive Order 2020-36, and any executive orders that follow it, that prohibit discharging, disciplining, or otherwise retaliating against employees who stay home or who leave work when they are at particular risk of infecting others with COVID-19.
- (q) Establish a response plan for dealing with a confirmed infection in the workplace, including protocols for sending employees home and for temporary closures of all or part of the workplace to allow for deep cleaning.
- (r) Restrict business-related travel for employees to essential travel only.
- (s) Encourage employees to use personal protective equipment and hand sanitizer on public transportation.
- (t) Promote remote work to the fullest extent possible.
- (u) Adopt any additional infection-control measures that are reasonable in light of the work performed at the worksite and the rate of infection in the surrounding community.

**APPENDIX B**

*City of Leslie*

**COVID-19 Essential Workplace Screening Tool**

Employee Name:	
Date:	Time In:

**In the past 24 hours, have you experienced:**

Current Temperature \_\_\_\_\_ °F

- Fever (100.4° F or higher) or chills  Yes  No
- New uncontrolled cough:  Yes  No
- Shortness of breath:  Yes  No
- New loss of taste or smell:  Yes  No

**In the past 14 days** you have been exposed to a person with COVID-19?  Yes  No

(For 15 minutes total or more, you have been within 6 feet of someone who has tested positive, within 48 hours of the onset of their illness; or you were notified by a public health official that you were in close contact with the someone testing positive for COVID-19).

*If you answered yes to any of the principal symptoms of COVID-19 above, it is considered a suspected case of COVID-19.*

- Muscle pain or body aches including abdominal pain:  Yes  No
- Sore throat:  Yes  No
- Fatigue:  Yes  No
- New onset of a severe headache:  Yes  No
- Congestion or runny nose:  Yes  No
- Nausea or vomiting:  Yes  No
- Diarrhea:  Yes  No

*If you answered yes to any two (2) of the principal symptoms of COVID-19 above, it is considered a suspected case of COVID-19.*

If you qualify as a suspected case as described above or your temperature is 100.4° F or higher, you will not be permitted to enter the premises. Immediately notify your Supervisor **and** contact Human Resources. Self-isolate at home and seek immediate medical care and advice.

- If quarantined, by a public health official, remain so until released by the public health official otherwise, remain home until no longer infectious according to the latest CDC [guidelines](#).

**If you answered "no" to all of the above, please check and sign below prior to entering the workplace:**

\_\_\_\_\_ I will wear a face covering while in any public spaces within the premises.

Employee Signature \_\_\_\_\_

## APPENDIX C

### *City of Leslie*

#### EMPLOYEE RETURN TO WORK PLAN

Employees who fail entrance screening will only be permitted to return to work under the following circumstances.

Employees who test positive for COVID-19 or display one or more of the principal symptoms of COVID-19 (fever, atypical cough, or atypical shortness of breath) will not be permitted to return to work until:

1. They are no longer infectious according to the latest [guidelines](#) from the CDC and they are released from isolation the public health official.

Employees who have been in “close contact”\* (for 15 minutes total or more, you have been within 6 feet of someone who has tested positive, within 48 hours of the onset of their illness; or you were notified by a public health official that you were in close contact with the someone testing positive for COVID-19); or have been deemed in “close contact” by a public health official, or who displays one or more of the principal symptoms of COVID-19 will not be permitted to return to work until:

1. Remain home until they are no longer infectious according to the latest [guidelines](#) from the CDC (see Employee Return to Work Plan – Appendix C) and;
2. If quarantined, by a public health official, until released by the public health official.
3. Your illness has been deemed unrelated to the virus and you have been cleared to return to work by a licensed medical professional.
4. The individual displaying COVID-19 symptoms receives a negative COVID-19 test.

\*The “close contact” rule does not apply to the following classes of workers: first responders (*e.g.*, police officers, fire fighters, paramedics).



**APPENDIX D**

*City of Leslie*

**COVID-19 Visitor Screening Tool**

<b>Department Visiting:</b>		
<b>Visitors Name:</b>	<b>Appointment Date:</b>	<b>Time In:</b>

**In the past 24 hours, have you experienced:** Current Temperature \_\_\_\_\_ °F

- Fever (100.4° F or higher) or chills  Yes  No
- New uncontrolled cough:  Yes  No
- Shortness of breath:  Yes  No
- New loss of taste or smell:  Yes  No

**In the past 14 days** you have been exposed to a person with COVID-19?  Yes  No

For 15 minutes total or more, you have been within 6 feet of someone who has tested positive, within 48 hours of the onset of their illness; or you were notified by a public health official that you were in close contact with the someone testing positive for COVID-19.

*If you answered yes to any of the principal symptoms of COVID-19 above, it is considered a suspected case of COVID-19.*

- Muscle pain or body aches including abdominal pain:  Yes  No
- Sore throat:  Yes  No
- Fatigue:  Yes  No
- New onset of a severe headache:  Yes  No
- Congestion or runny nose:  Yes  No
- Nausea or vomiting:  Yes  No
- Diarrhea:  Yes  No

*If you answered yes to any two (2) of the principal symptoms of COVID-19 above, it is considered a suspected case of COVID-19.*

If you answer “yes” to this question, visitor is not permitted access to the premises.

**If the visitor answered "no" to all of the above:**

- Allow access to the facility and notify the visitor that they are required to wear a face covering while in any public spaces within the premises.

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Notes: \_\_\_\_\_

## APPENDIX E

### Facility Disinfectant Best Practices

The guidelines in this Appendix for disinfecting have been developed from the Centers for Disease Control and Prevention's (CDC) Facility Disinfectant Plan and adapted to our working environments. In this ever-changing environment, this is a working Appendix that may be adjusted as new guidelines, executive orders, etc. are issued. We also may adapt as additional resources--such as PPE or disinfectant product-- become available.

#### **Complete Facility Disinfection Before Opening**

As we schedule to reopen and return to regular operations, it is important to make sure the necessary precautions are taken. Re-entering a facility after COVID-19 requires more than basic cleaning or janitorial services; it requires a company with the experience of handling biohazard cleaning and virus outbreaks. The City will contract with an outside vendor to provide this service.

#### **Recommended Daily Facility Disinfection Schedule and Tips for Frontline Staff**

Routine cleaning and disinfecting are an important part of reducing the risk of exposure to COVID-19.

##### *❖ What to clean*

- Clean/disinfect surfaces & objects that are touched often
  - Doorknobs/push plates, desks, keyboards, phones, stair handrails, etc.
- Vehicles
  - Disinfect daily after use by the user.
- Remove items
  - Consider what items can be moved, stored, or removed completely to reduce frequent handling or contact from multiple people. An example of this is soft and porous materials, such as unneeded area rugs and seating. This will help reduce the challenges with cleaning and disinfecting them.
- Outdoor areas
  - Outdoor areas generally require normal routine cleaning and do not require disinfection. Spraying disinfectant on sidewalks and in parks is not an efficient use of disinfectant supplies and has not been proven to reduce the risk of COVID-19 to the public. You should maintain existing cleaning and hygiene practices for outdoor areas.

##### *❖ Who should clean and when*

- It is recommended that surfaces and objects that are touched often be cleaned and disinfected at least twice a day: once at lunchtime and once before you leave for the day.
- Supervisors should establish a schedule among their working staff to disinfect their own working areas.
- Building Facility Managers should establish a schedule for disinfecting shared areas in the building.
- Janitorial/custodial staff will continue to thoroughly disinfect all facility bathrooms and other areas of our facilities arranged in their contracts or job descriptions.

##### *❖ Clean and disinfect correctly*

The City will provide an approved disinfectant. Supervisors should contact their Facility Managers to request PPE and cleaning supplies.

- **Hard (Non-porous) Surfaces**
  - For disinfecting, most common EPA-registered household disinfectants should be effective.

- o Doorknobs, handles, & push plates, desks, counters, phones, stair handrails, elevator/door buttons, etc.
- **Soft (Porous) Surfaces**
  - o For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on those surfaces.
  - o If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items, and then dry items completely.
- **Electronics**
  - o For electronics such as tablets, touch screens, keyboards and remote controls remove visible contamination if present.
  - o Follow the manufacturer's instructions for all cleaning and disinfection products.

❖ *Use products safely*

- Be sure to use the provided disinfectant safely. Follow recommended label instructions for use. Products are not to be ingested or used improperly.

**Recommended PPE and Hand Hygiene for Disinfecting**

- Cleaning staff should wear disposable gloves for all tasks in the cleaning process, including handling trash.
  - o Gloves should be compatible with the disinfectant products being used.
- Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
  - o Gloves should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to clean hands after removing gloves.
  - o Clean hands after handling dirty laundry.
- Gloves should be removed after cleaning a room. Wash hands immediately after gloves are removed.
- Cleaning staff should immediately report any potential exposures to their Supervisor.
- Cleaning staff and others should wash hands often, including immediately after removing gloves. Wash hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

**Recommended Screening Station at Facility Entrance**

- Ideally, each facility should have an employee check-in station with the following:
  - o Hand sanitizer
  - o CDC sign about going home if you are sick
  - o Sign regarding face coverings
  - o Sign regarding social distancing
  - o Health screening form or service

**APPENDIX F**  
**OTHER RESOURCES**

Occupational Safety and Health Administration website: [www.osha.gov](http://www.osha.gov)

Centers for Disease Control and Prevention website: [www.cdc.gov](http://www.cdc.gov)

National Institute for Occupational Safety and Health website: [www.cdc.gov/niosh](http://www.cdc.gov/niosh)

Governor Whitmer's Executive Order 2020-114:

[https://content.govdelivery.com/attachments/MIEOG/2020/06/05/file\\_attachments/1467520/EO%202020-114.pdf](https://content.govdelivery.com/attachments/MIEOG/2020/06/05/file_attachments/1467520/EO%202020-114.pdf)

Helpful CDC Guidance:

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

CDC Handwashing Fact Sheet:

<https://www.cdc.gov/handwashing/pdf/hand-sanitizer-factsheet.pdf>

CDC Fact Sheet and Poster on Preventing the Spread of Germs:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-11x17-en.pdf>

CDC Fact Sheet on What to Do if You Are Sick:

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/sick-with-2019-nCoV-fact-sheet.pdf>

CDC Poster for Entrance Reminding Employees Not to Enter When Sick:

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stayhomefromwork.pdf>

CDC Guidance on Reopening Businesses:

<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

## APPENDIX G

### OSHA GUIDANCE FOR CLASSIFICATIONS

(See OSHA Guidance on Preparing Workplaces for COVID-19, pp 20-25)

#### **Very High Exposure Risk:**

*Very high exposure risk jobs* are those with high potential for exposure to known or suspected sources of COVID-19 during specific medical, postmortem, or laboratory procedures. Workers in this category include:

- Healthcare workers (e.g., doctors, nurses, dentists, paramedics, emergency medical technicians) performing aerosol-generating procedures (e.g., intubation, cough induction procedures, bronchoscopies, some dental procedures and exams, or invasive specimen collection) on known or suspected COVID-19 patients.
- Healthcare or laboratory personnel collecting or handling specimens from known or suspected COVID-19 patients (e.g., manipulating cultures from known or suspected COVID-19 patients).
- Morgue workers performing autopsies, which generally involve aerosol-generating procedures, on the bodies of people who are known to have, or suspected of having, COVID-19 at the time of their death.

#### **High Exposure Risk:**

*High exposure risk jobs* are those with high potential for exposure to known or suspected sources of COVID-19. Workers in this category include:

- Healthcare delivery and support staff (e.g., doctors, nurses, and other hospital staff who must enter patients' rooms) exposed to known or suspected COVID-19 patients. (Note: when such workers perform aerosol-generating procedures, their exposure risk level becomes very high.)
- Medical transport workers (e.g., ambulance vehicle operators) moving known or suspected COVID-19 patients in enclosed vehicles.
- Mortuary workers involved in preparing (e.g., for burial or cremation) the bodies of people who are known to have, or suspected of having, COVID-19 at the time of their death.

#### **Medium Exposure Risk:**

*Medium exposure risk jobs* include those that require frequent and/or close contact with (i.e., within 6 feet) people who may be infected with COVID-19, but who are not known or suspected COVID-19 patients. In areas without ongoing community transmission, workers in this risk group may have frequent contact with travelers who may return from international locations with widespread COVID-19 transmission. In areas where there is ongoing community transmission, workers in this category may have contact with the general public (e.g., schools, high-population density work environments, some high-volume retail settings).

#### **Lower Exposure Risk (Caution):**

*Lower exposure risk (caution) jobs* are those that do not require contact with people known to be, or suspected of being, infected with COVID-19 nor frequent close contact with (i.e., within 6 feet

of) the general public. Workers in this category have minimal occupational contact with the public and other coworkers.

### **Jobs Classified at Lower Exposure Risk: What to Do to Protect Workers**

For workers who do not have frequent contact with the general public, employers should follow the guidance in “Steps All Employers Can Take to Reduce Workers’ Risk of Exposure to SARSCoV-2” in OSHA’s Guidance, beginning on page 7, and implement control measures described in this section.

#### *Engineering Controls:*

Additional engineering controls are not recommended for workers in the lower exposure risk group. Employers should ensure that engineering controls, if any, used to protect workers from other job hazards continue to function as intended.

#### *Administrative Controls:*

- Monitor public health communications about COVID-19 recommendations and ensure that workers have access to that information. Frequently check the CDC COVID-19 website: [www.cdc.gov/coronavirus/2019-ncov](http://www.cdc.gov/coronavirus/2019-ncov).
- Collaborate with workers to designate effective means of communicating important COVID-19 information.

#### *Personal Protective Equipment:*

Additional PPE is not recommended for workers in the lower exposure risk group. Workers should continue to use the PPE, if any, that they would ordinarily use for other job tasks.<sup>1</sup>

### **Jobs Classified as Medium Exposure Risk: What to Do to Protect Workers**

In workplaces where workers have medium exposure risk, employers should follow the guidance in “Steps All Employers Can Take to Reduce Workers’ Risk of Exposure to SARS-CoV-2” in OSHA’s Guidance, beginning on page 7, and implement control measures described in this section.

#### *Engineering Controls*

- Install physical barriers, such as clear plastic sneeze guards, where feasible. <sup>1</sup> Michigan currently requires employers to require that employees wear face coverings when employees cannot consistently maintain six feet of separation from other individuals regardless of classification. <sup>18</sup> Administrative Controls:
- Consider offering face masks to ill employees and customers to contain respiratory secretions until they are able leave the workplace (i.e., for medical evaluation/care or to return home). In the event of a shortage of masks, a reusable face shield that can be decontaminated may be an acceptable method of protecting against droplet transmission. See CDC/ NIOSH guidance for optimizing respirator supplies, which discusses the use of surgical masks, at: [www.cdc.gov/coronavirus/2019-ncov/hcp/respirators-strategy](http://www.cdc.gov/coronavirus/2019-ncov/hcp/respirators-strategy).
- Keep customers informed about symptoms of COVID-19 and ask sick customers to minimize contact with workers until they are healthy again, such as by posting signs about COVID-19 in stores where sick customers may visit (e.g., pharmacies) or including COVID-19 information in automated messages sent when prescriptions are ready for pick

- up. • Where appropriate, limit customers’ and the public’s access to the worksite, or restrict access to only certain workplace areas.
- Consider strategies to minimize face-to-face contact (e.g., drive through windows, phone based communication, telework).
- Communicate the availability of medical screening or other worker health resources (e.g., on-site nurse; telemedicine services).

### *Personal Protective Equipment (PPE)*

When selecting PPE, consider factors such as function, fit, decontamination ability, disposal, and cost. Sometimes, when PPE will have to be used repeatedly for a long period of time, a more expensive and durable type of PPE may be less expensive overall than disposable PPE. Each employer should select the combination of PPE that protects workers specific to their workplace.

Workers with medium exposure risk may need to wear some combination of gloves, a gown, a face mask, and/or a face shield or goggles. PPE ensembles for workers in the medium exposure risk category will vary by work task, the results of the employer’s hazard assessment, and the types of exposures workers have on the job.

In rare situations that would require workers in this risk category to use respirators, see the PPE section beginning on page 14 of [OSHA’s] booklet, which provides more details about respirators. For the most up-to-date information, visit OSHA’s COVID-19 webpage: [www.osha.gov/covid-19](http://www.osha.gov/covid-19)

### **Jobs Classified at High or Very High Exposure Risk: What to Do to Protect Workers.**

In workplaces where workers have high or very high exposure risk, employers should follow the guidance in “Steps All Employers Can Take to Reduce Workers’ Risk of Exposure to SARS-CoV2” in OSHA’s Guidance, beginning on page 7, and implement control measures described in this section. 19

#### Engineering Controls:

- Ensure appropriate air-handling systems are installed and maintained in healthcare facilities. See “Guidelines for Environmental Infection Control in Healthcare Facilities” for more recommendations on air handling systems at: [www.cdc.gov/mmwr/preview/mmwrhtml/rr5210a1.htm](http://www.cdc.gov/mmwr/preview/mmwrhtml/rr5210a1.htm)
- CDC recommends that patients with known or suspected COVID-19 (i.e., person under investigation) should be placed in an airborne infection isolation room (AIIR), if available.
- Use isolation rooms when available for performing aerosol-generating procedures on patients with known or suspected COVID-19. For postmortem activities, use autopsy suites or other similar isolation facilities when performing aerosol-generating procedures on the bodies of people who are known to have, or suspected of having, COVID-19 at the time of their death. See the CDC postmortem guidance at: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-postmortem-specimens.html>. OSHA also provides guidance for postmortem activities on its COVID-19 webpage: [www.osha.gov/covid-19](http://www.osha.gov/covid-19)
- Use special precautions associated with Biosafety Level 3 when handling specimens from known or suspected COVID-19 patients. For more information about biosafety levels, consult the U.S. Department of Health and Human Services (HHS) “Biosafety in Microbiological and Biomedical Laboratories” at:

[https://www.cdc.gov/labs/BMBL.html?CDC\\_AA\\_refVal=https%3A%2F%2Fwww.cdc.gov%2Fbiosafety%2Fpublications%2Findex.htm](https://www.cdc.gov/labs/BMBL.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fbiosafety%2Fpublications%2Findex.htm)

### *Administrative Controls*

If working in a healthcare facility, follow existing guidelines and facility standards of practice for identifying and isolating infected individuals and for protecting workers.

- Develop and implement policies that reduce exposure, such as cohorting (i.e., grouping) COVID-19 patients when single rooms are not available.
- Post signs requesting patients and family members to immediately report symptoms of respiratory illness on arrival at the healthcare facility and use disposable face masks.
- Consider offering enhanced medical monitoring of workers during COVID-19 outbreaks.
- Provide all workers with job-specific education and training on preventing transmission of COVID-19, including initial and routine/refresher training.
- Ensure that psychological and behavioral support is available to address employee stress.

### *Safe Work Practices*

- Provide emergency responders and other essential personnel who may be exposed while working away from fixed facilities with alcohol-based hand rubs containing at least 60% alcohol for decontamination in the field.

### *Personal Protective Equipment (PPE):*

Most workers at high or very high exposure risk likely need to wear gloves, a gown, a face shield or goggles, and either a face mask or a respirator, depending on their job tasks and exposure risks.

Those who work closely with (either in contact with or within 6 feet of) patients known to be, or suspected of being, infected with [COVID-19], should wear respirators. In these instances, see the PPE section beginning on page 14 of [OSHA's] booklet, which provides more details about respirators. For the most up-to-date information, also visit OSHA's COVID-19 webpage: [www.osha.gov/covid-19](http://www.osha.gov/covid-19)

PPE ensembles may vary, especially for workers in laboratories or morgue/mortuary facilities who may need additional protection against blood, body fluids, chemicals, and other materials to which they may be exposed. Additional PPE may include medical/surgical gowns, fluid-resistant coveralls, aprons, or other disposable or reusable protective clothing. Gowns should be large enough to cover the areas requiring protection. OSHA may also provide updated guidance for PPE use on its website: [www.osha.gov/covid-19](http://www.osha.gov/covid-19).

**NOTE:** Workers who dispose of PPE and other infectious waste must also be trained and provided with appropriate PPE. The CDC webpage "Healthcare-associated Infections" ([www.cdc.gov/hai](http://www.cdc.gov/hai)) provides additional information on infection control in healthcare facilities.



## APPENDIXH

### City SafeStart COVID-19 Preparedness and Response Plan

#### Certification by Responsible Public Official

This is to certify that I have reviewed the City COVID-19 Preparedness and Response Plan attached hereto and to the best of my knowledge and belief:

- It complies with Michigan Executive Order #2020-42 dated Thursday, April 9, 2020, and Michigan Executive Order #2020-59 dated April 24, 2020, and Executive Order #2020-70, Executive Order #2020-77, and Executive Order #2020-91 and Executive Order #2020-92 as may be amended from time to time.
- The plan is consistent with the guidance from U. S. Department of Labor, Occupational Health and Safety Administration publication OSHA 3990-03-2020, Guidance on Preparing Workplaces for COVID -19.
- The plan is available on the City website <https://www.cityofleslie.org/> and at each City facility where in-person operations take place during the COVID-19 emergency.

I declare that the foregoing is true and correct.

Municipality/Entity: City

Signature: Susan Montenegro

Name of Official: Susan Montenegro

Title: City Manager

Date: August 20, 2020

September 8<sup>th</sup>, 2020

TO: Susan Montenegro, Leslie City Manager  
Leslie City Council, LDFA, DDA

RE: LDFA and DDA Board seats

Hello,

It has been a sincere privilege and honor to serve on the LDFA and DDA boards over the last few years. I have taken on a new challenge and have joined the Kalamazoo Fire Department, and will also be assisting Independent Bank in a Project Specialist role. Unfortunately both these roles will take me away from the City of Leslie. I ask that you accept my resignation due to this situation.

I feel very strongly that this role deserves the attention of someone who is in the community on a daily basis and committed to making great decisions to help move the City forward. Please consider Elisabeth Yeider, Independent Bank, Leslie Bank Manager as a replacement for my seat on both boards. Elisabeth is returning to the town she grew up in, currently lives in, has a young son in Leslie Public Schools (two Leslie Grads as well), and a wealth of knowledge of this community. I know this community means a lot to her, and she is very interested in contributing more to the great city of Leslie and being a part of its future.

Thank you for everything you do to make Leslie The Place to Be!

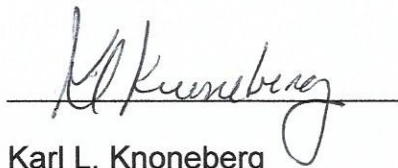
Sincerely,

A handwritten signature in black ink, appearing to read 'Keith M. Hooker', with a long horizontal flourish extending to the right.

Keith M. Hooker

## Amended Letter Of Intent

024 Well LLC further referred to as "The Company" would like to amend the current letter of intent previously approved by both the LDFA and the Leslie City Council. The current agreement states The Company wishes to purchase an additional acre of land, located due south from the property currently owned by The Company, at the accepted/approved purchase price of \$20,000 USD and would now like to amend the previous LOI in the manner prescribed herein: The Company would like to add an additional 7.8 acres or 339,768 square feet of land [to its existing LOI]; the additional land being due south and west of the lot(s) currently owned or soon to be acquired by 'The Company'. The 'bid' purchase price of the additional 7.8 acres is \$21,000 per acre bringing the total land to be purchased to 8.8 acres or 383,328 square feet for the total purchase price of \$183,800 USD.

A handwritten signature in cursive script, appearing to read "K. Knoneberg", is written over a horizontal line.

Karl L. Knoneberg  
024 Well LLC  
Managing Partner/Founder

## 024 Well LLC and CTK Agriculture LLC Amended Expansion plan

Since our last LOI and expansion plan was submitted we have acquired a Class A medical marijuana growing license from both the City of Leslie and the State of Michigan. Our company has started production at our current facility at 835 Rice street and we are looking forward to our first harvest in the upcoming months. Now that we have a licensed facility and have been vetted by the state, we can now fast track obtaining further licenses from the state. This will cut back on the time required to get new licenses, a process that can take a new licensee up to a year. Having our license has also attracted the attention of investors willing to invest in our new business now that we are up and running. Our most recent LOI, requesting to purchase an additional acre of land, reflected our then financial standing. Since then, our company has found investors that share our vision of creating an organic based, zero waste, environmentally friendly business model. We have believed from the start that for our business to succeed, we would need to scale and in 'trying to stay ahead of the curve', we have developed a growing method and facility that could be easily scaled thus allowing us to remain competitive in the years to come and to demonstrate

that, we have developed an comprehensive five phase plan to grow our business.

When we received our license from the state, it made available our business address to the public and other potential companies and thus the realization that Leslie permitted businesses like ours. Considering this as well as the knowledge of the limited amount of land available, we have entertained several offers from investors who are willing to help us move our plan forward; if we moved ahead with only the current land we own and the additional acre we were approved to buy, it would not allow our company to remain viable in the years to come. We feel strongly that we must acquire more land for our business to last and, in that we feel we have found a home in Leslie, we wish to remain here and grow our new business. The following is our intended plans, if approved, for the full 8.8 acres.

## **Phases and Timelines**

Phase 1: “Completed” Constructed initial 4800 square foot greenhouse and obtained local and state Class A Grow Licenses. We closed on our land on 8/7/19 and started construction on 8/21/19. By performing most of the work ourselves, the project was completed in less than a year.

Phase 2: “Pending Amended LOI Approval”  
Excavate and landscape property, expand current building to 9600 square feet, construct an additional 9600 square foot green house, construct a 20,000 square foot processing facility, pave all parking areas as well as walk ways. This is anticipated to begin after we close on the the proposed property (Amended LOI); depending when this happens, we may need to wait until the weather breaks before we are able to begin work. It is our intention to hire an experienced contractor to facilitate a 2 month completion.

Phase 3: “Pending Phase 2 Completion”  
Obtain a Class C and a Processing License from the City and the State as well as construct a CHP power plant on the property. We anticipate this phase to take 1 to 2 months to complete.

Phase 4: “Pending Phase 3 Completion“  
Construct six each 9600 square foot greenhouses. . We anticipate this phase to take 3 months to complete.

Phase 5:  
Obtain 3 more class C growing license from the City and State. This process will begin during Phase 4 and will be completed in conjunction with the completion of stage 4.

Overview: We plan to start construction of our expansion after closing on the proposed land deal (amended LOI) and weather permitting, project the proposed expansion to be completed by October/ November 2021.

## **Cutting Edge Facilities**

Greenhouses: We have worked closely with our building manufacturer and have developed a hybrid greenhouse facility that has the security of an enclosed building with the natural light of a green house. We currently use soil to grow our plants chemical free and follow the guidelines of organic practices, as we build more greenhouses, we will be transitioning to a growing technique known as Aquaponics. This is a closed loop system involving the use of live fish; the 'filtered' fish waste feeds the plants while the food fed to the fish is grown in conjunction with our current crop. It is our belief, backed by research, that this would be the most environmentally friendly, organic and waste free method of growing in operation, to date

CHP: CO2 (carbon dioxide), Heat, Power. We

intend to construct a CHP power plant on our property. This is a process where natural gas is burned, the CO<sub>2</sub> is collected, distributed to the greenhouse to help with the growth of plants while steam from a steam driven generator will heat our green houses in the winter as well as provide power that will allow us to use little to no electric (from Consumers) to run our facilities.

Sun and LED: Our facilities will use both natural sun light and power saving LED's; this will cut back on waste as well as allow us to remain a sustainable farm.

Green Goals: The intent of our company is to always be at the fore front of new technology allowing us to grow a clean, chemical free product with as little impact on the environment as possible thus allowing us to produce safe products in a safe working space.

## **JOBS**

From the beginning it has been our intention to provide good paying jobs to the Leslie community. This is one way of us giving back to Leslie for all the support we received from our neighbors here. We are happy to say 90% of the work completed on our current building was done by workers or businesses located within and near the city and it is company policy is to offer jobs first to people living within the community. During our



current growing season, we anticipate employing 30 workers, and as our company grows, so will our need for high paid professionals i.e. horticulturists, biologists, accountants, etc. Once our company is operating at full capacity, we anticipate employing 200+ people with rewarding positions that are good paying within the following job categories:

## **Administrative Job Descriptions**

### **Leadership Department Positions**

#### Director of Operations:

This position's duties include, but are not limited to:

1. The overseeing of day to day operations
2. Administrating and coordinating with other members in leadership
3. Keeping the entity moving in a positive direction reflecting the goals and dignity of the brand

Base pay for this position will be \$80,000 a year salary

Prerequisites:

1. Knowledge of different types of cannabis
2. Cultivation techniques
3. Product awareness
4. Managing a team with a common objective

## **Compliance Department Positions**

### Chief Compliance Officer:

This position's duties include but are not limited to:

1. Knowledge of local and state laws regarding cannabis as it relates to the entity
2. Working with members to ensure guidelines and laws are met.
3. Overseeing traceability
4. Overseeing lab testing protocols
5. Lobbying on behalf of the company to local and state officials.

Base pay for this position will be \$55,000 a year salary

Prerequisites:

1. Experience working with traceability software
2. Knowledge of the legalities associated with entity
3. Community outreach for cannabis issues

## **Accounting Department Positions**

### Accountant:

This position's responsibilities include but are not limited to:

1. Record keeping

2. Payroll
3. Taxes

Base pay for this position will be \$45,000 per year salary

Prerequisites:

1. Bookkeeping experience with quick books as well as other software
2. Knowledge of traceability
3. Experience with payroll and associated business expenses
4. Experience working with a CPA on the challenges of 280e and other relevant tax codes

## **Marketing Department Positions**

### Director of Marketing:

This position's duties include but are not limited to:

1. Develop and implement a marketing plan including:
  - a. Advertising
  - b. Product placement
  - c. Customer needs
  - d. Brand development
2. Supervise sales associates
3. Supervise the art department

Base pay for this position will be \$20 per hour

Prerequisites:

1. Marketing experience
2. Leadership and team experience

## **Production Job Descriptions**

### Master Grower:

This position's duties include but are not limited to:

1. The over-seeing of growing process
2. Caring for the overall wellbeing of plants and their production
3. Setting and maintaining a feeding schedule
4. Administering and maintaining pest control protocols
5. Guiding crew in proper gardening techniques

Base pay for this position will be \$80,000 per year  
salary

Prerequisites:

1. Degree in horticulture from an accredited learning institute or 5 years growing experience in the cannabis industry.
2. Experience guiding a team working toward a common objective

3. A willingness to continue education to facilitate the development of innovative, cutting edge growing techniques

### Master Propagator:

This position's duties include but are not limited to:

1. Overseeing propagation
2. Selecting strains and mother plant phenotypes
3. Ensuring the 'garden' always has future genetics available
4. Keeping a well-stocked genetic library

Base pay for this position will be \$50,000 per year salary

Prerequisites:

1. A degree in horticulture from an accredited learning institute or 5 years growing experience in the cannabis industry.
2. Experience with propagation and micro propagation techniques
3. Cleanroom lab experience

### Master of Environment:

This position's duties include but are not limited to:

1. Overseeing and maintaining an optimal growing environment.
  - a. lights

- b. air
- c. water
- 2. Working with the Master Grower
- 3. Maintaining and repairing lighting equipment, HVAC, CO2 and water delivery as well as waste systems
- 4. Overall facility maintenance

Base pay for this job is \$25 per hour

Prerequisites:

- 1. Knowledge of lighting, air and water systems
- 2. Working with a team to complete a mutual goal.

Crew:

These positions' duties include but are not limited to:

- 1. General labor at facility
- 2. Product labeling and packaging

Base pay for this job is \$10 per hour

Prerequisites:

- 1. Willingness to follow direction
- 2. Willingness to work hard
- 3. Reliability

**Processing job descriptions**

### Processor Manager:

This position's responsibilities include but are not limited to:

1. Overseeing the processing of harvested cannabis.
  - a. trimming
  - b. extraction
  - c. cooking
  - d. packaging

Base pay for this job is \$50,000 Salary per year

Prerequisites:

1. Leadership experience
2. Organizational skills
3. Reliability

### Trimmers:

These positions' duties include but are not limited to:

1. Manicuring cannabis
2. Weighing and packaging cannabis products

Base pay for this job is \$12 per hour

Prerequisites:

1. Willingness to work hard and follow direction
2. Reliability

### Kitchen staff:

These positions' responsibilities include but are not limited to:

1. Production of infused products
  - a. edibles
  - b. topicals
  - c. concentrates

Base pay for this job is \$25 per hour

Prerequisites:

1. Willingness to work hard and follow direction
2. Reliability

#### Extractors:

These positions' duties include but are not limited to:

1. Utilizing various techniques in production of cannabis concentrates
  - a. oil
  - b. hash
  - c. fats such as butters

Base pay for this position is \$25 per hour

Prerequisites:

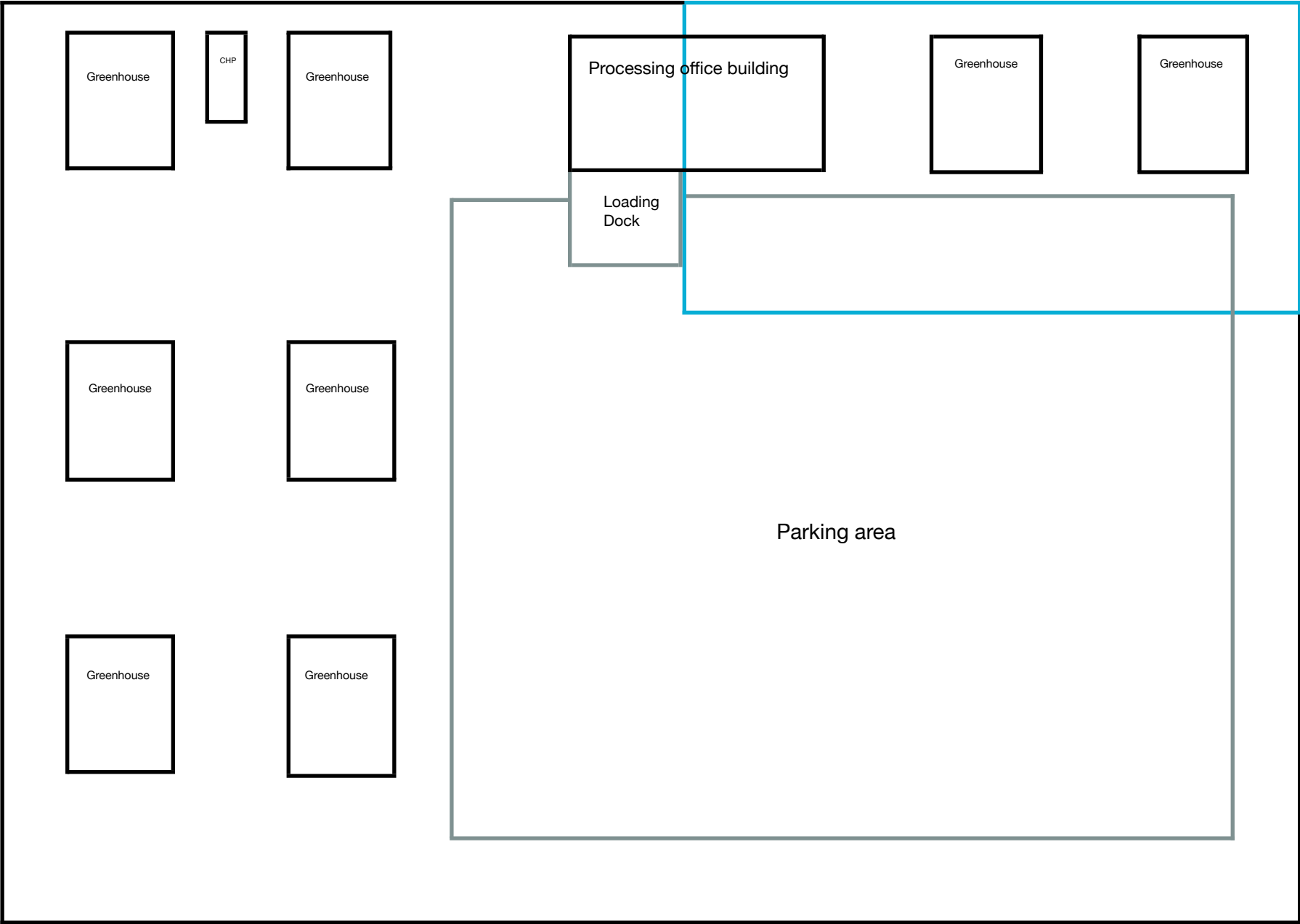
1. Training or experience with closed loop and short path extraction.



## Closing

024 Well LLC and CTK Agriculture LLC would like a chance to grow our business in the City of Leslie and provide quality jobs to our employees and produce clean, environmentally friendly and safe products to our consumers.

Current 1 acre parcel with additional 1 acre parcel



Additional 7.8 acres

## Option 1

Verde Fields, LLC  
677 Virginia Ave  
East Lansing, MI 48823  
Verdefields.mi@gmail.com

August 12, 2020

Leslie Local Development Finance Authority (LDFA)  
Leslie City Council  
c/o Susan Montenegro  
City Manager  
City of Leslie  
602 W. Bellevue Street  
Leslie, Michigan 49251

Dear LDFA and DDA:

Verde Fields LLC is offering to purchase land on Industrial Drive, in the City of Leslie Business Park.

Verde Fields, LLC is submitting this letter with the intent to request a purchase of several acres (approx. 3) in the City of Leslie Industrial park. We have acquired a Prequalification from the State of Michigan for a Class C medical cannabis grow. Preliminary drawings and quotes have been acquired for the construction of this project. We are submitting two letters of intent for council to choose from. The intent is based on the following:

- Cash offer to the City of Leslie
- Closing date to be held by October 31, 2020
- Offer good until September 30<sup>th</sup>, 2020

### Considerations

- Verde Fields is willing to pay \$23,000 per acre for the remaining acreage of parcel number 33-17-14-27-152-019 (approximately 3.16 acres / estimated cost of \$72,680)
- Payment will be made at closing after a survey is completed and our due diligence has been completed.
- Survey cost will be reimbursed by Verde Fields, LLC.

### Conditions:

- Verde Fields will be allowed a due diligence period on the lot.
- Municipal license from the city to be granted for Verde Fields, LLC.
- The doctrine of emblements is present, but we would ask the City of Leslie to confirm a crop removal date with the tenant farmer

- Soil Testing, favorable to concrete pad / building construction.
- Utilities are available to lot.
  - Water
  - Sewer
  - Electric

This letter is not an official offer and that all details would need to be negotiated and executed through a formal Purchase Agreement. Such purchase agreement will be created by the city attorney.

Sincerely,

Norman Albrecht



## Option 2

Verde Fields, LLC  
677 Virginia Ave  
East Lansing, MI 48823  
Verdefields.mi@gmail.com

August 12, 2020

Leslie Local Development Finance Authority (LDFA)  
Leslie City Council  
c/o Susan Montenegro  
City Manager  
City of Leslie  
602 W. Bellevue Street  
Leslie, Michigan 49251

Dear LDFA and DDA:

Verde Fields LLC is offering to purchase land on Rice Street and Industrial Drive, in the City of Leslie Business Park.

Verde Fields, LLC is submitting this letter with the intent to request a purchase of the remaining city owned acres (approx. 7.8) in the City of Leslie Industrial park. We have acquired a Prequalification from the State of Michigan for a Class C medical cannabis grow. Preliminary drawings and quotes have been acquired for the construction of this project. We are submitting two letters of intent for council to choose from. The intent is based on the following:

- Cash offer to the City of Leslie
- Closing date to be held by October 31, 2020
- Offer good until September 30<sup>th</sup>, 2020

Considerations:

- Verde Fields is willing to pay \$22,000 per acre for all the remaining acreage of parcel number 33-17-14-27-152-018 and 33-17-14-27-152-019 (approximately 7.80 acres / estimated cost of \$171,600)
- Payment will be made at closing and after a survey is completed and our due diligence has been completed.
- Survey cost will be reimbursed by Verde Fields, LLC.

Conditions:

- Verde Fields will be allowed a due diligence period on the lot.
- Municipal license from the city to be granted for Verde Fields, LLC.
- The doctrine of emblements is present, but we would ask the City of Leslie to confirm a crop removal date with the tenant farmer

- Soil Testing, favorable to concrete pad / building construction.
- Utilities are available to lot.
  - Water
  - Sewer
  - Electric

This letter is not an official offer and all details would need to be negotiated and executed through a formal purchase agreement. Such purchase agreement will be created by the city attorney.

Sincerely,

Norman Albrecht





## Business Plan for land use in the City of Leslie Business Park

### Grading

The area surrounding and supporting the building will be graded to shed water into storm drains and/or dispersed properly to prevent standing water.

The buffer around the building will be a minimum of ten feet.

### Structures

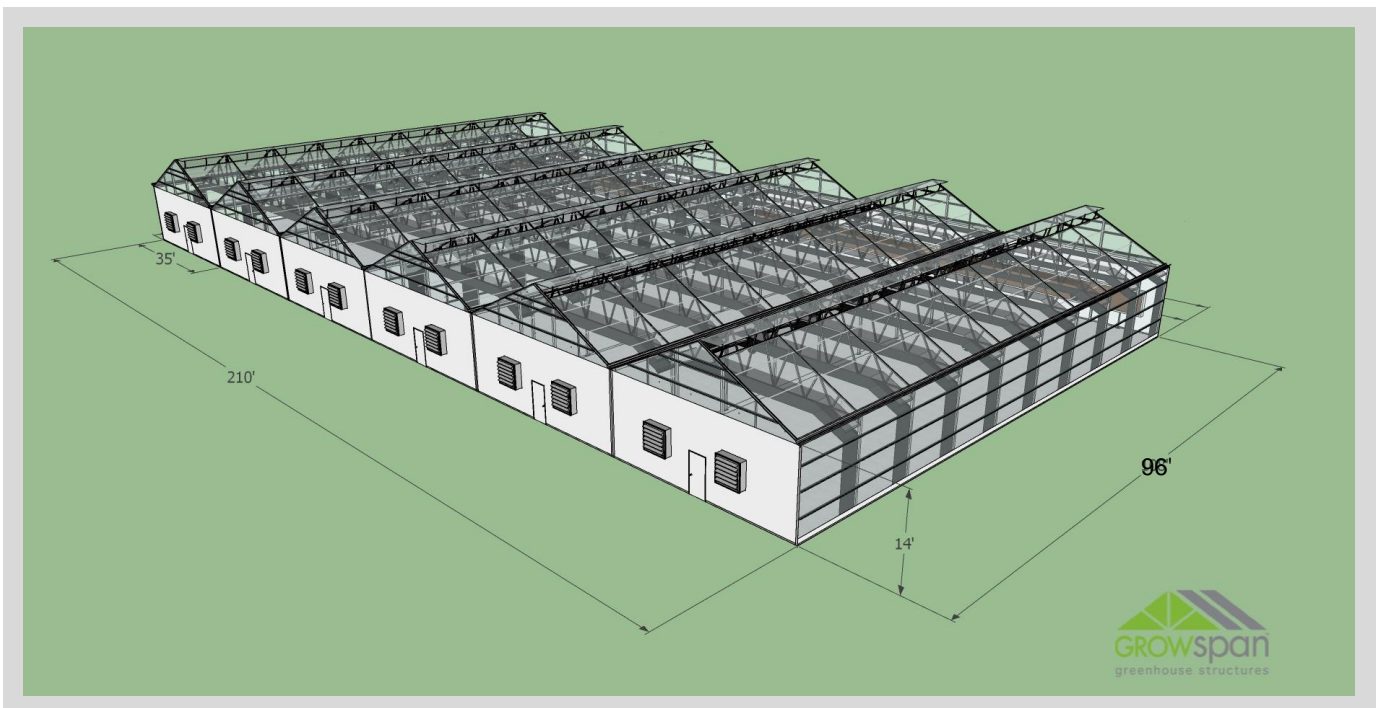
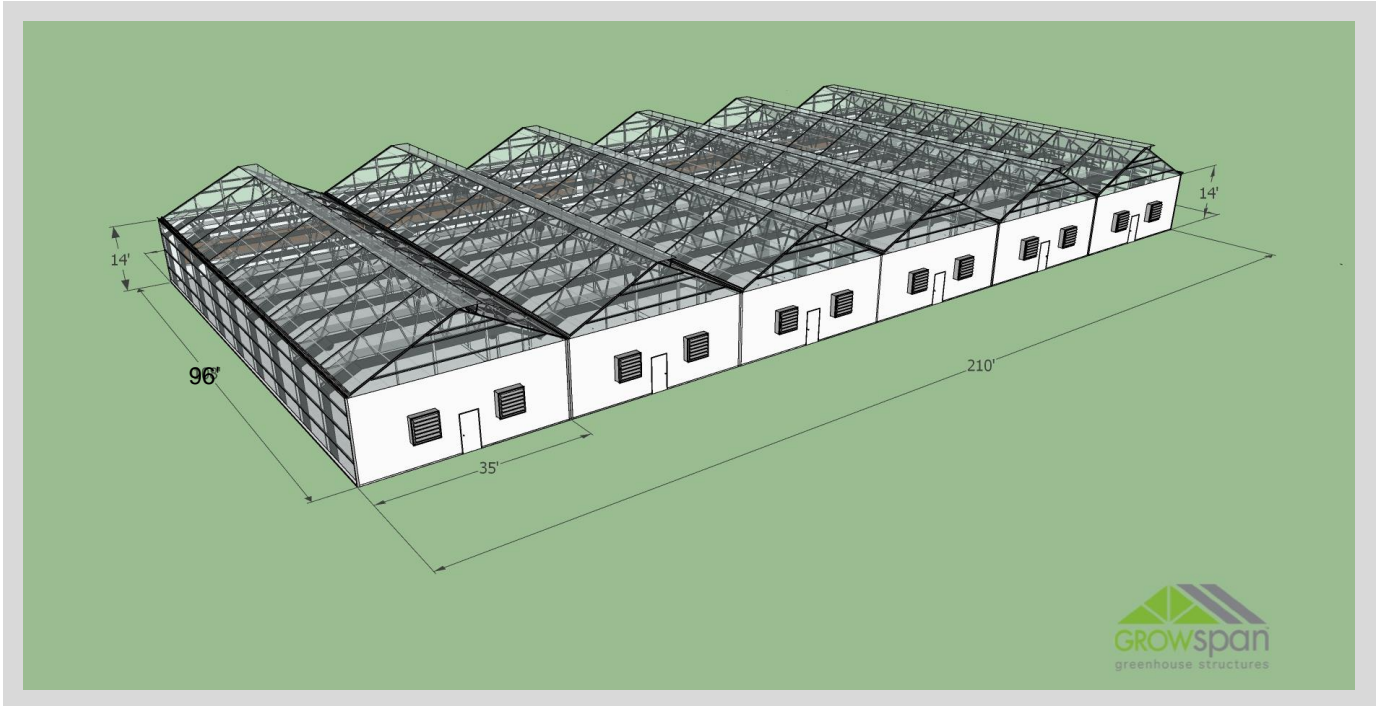
The construction plan will begin after acquiring the property from the city and a possible close date of October 15, 2020. This allows Verde Fields, LLC to perform soil samples and do our due diligence on the parcel(s). The building(s) will consist of two 11,000 square foot light deprivation greenhouses with future plan to add a pre-engineered office/head house. The greenhouses will be made of cold formed steel and polycarbonate twin walls. Once design is finalized our architect will submit the final orientation of the building and spacing.

The greenhouses will be engineered for 20 pounds per square foot snow loads and 105 mph wind speed. The overall dimensions of the buildings will be around 96 feet by 105 feet each. The headhouse will be 8,000 – 12,000 square feet.

### Access

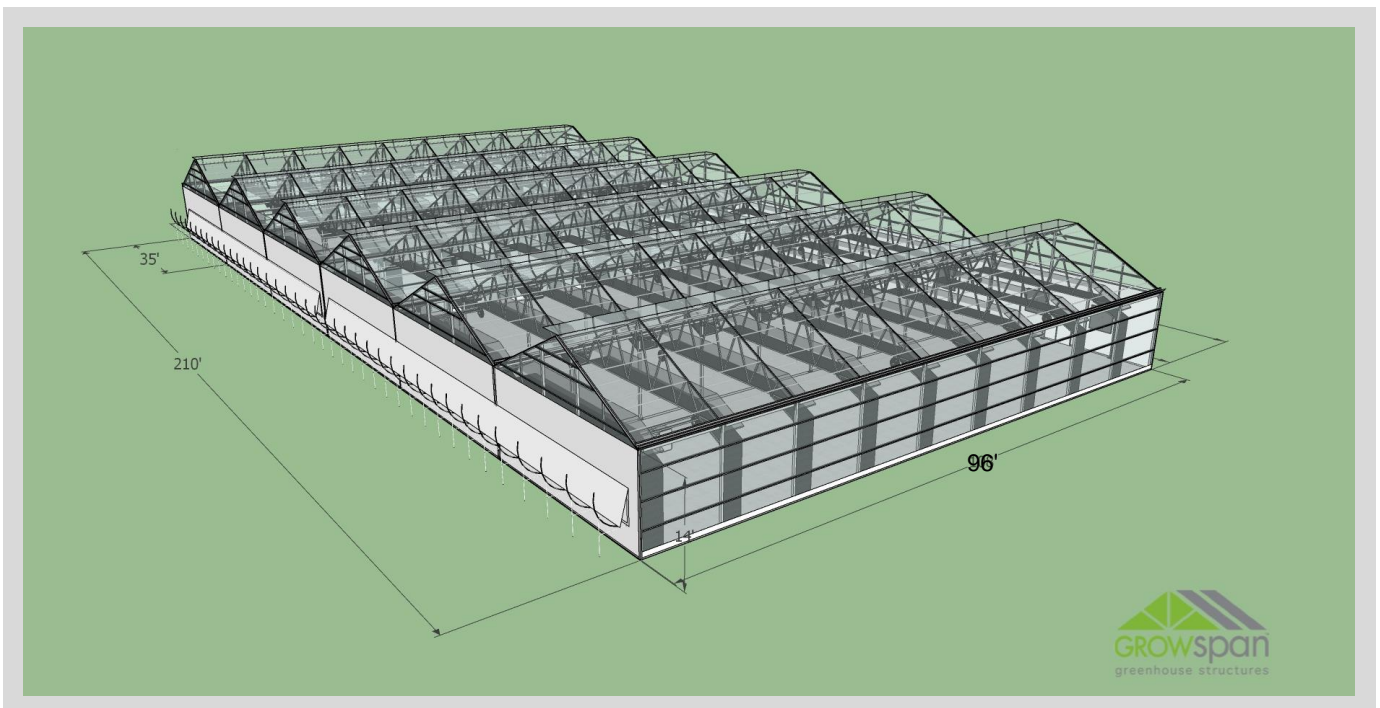
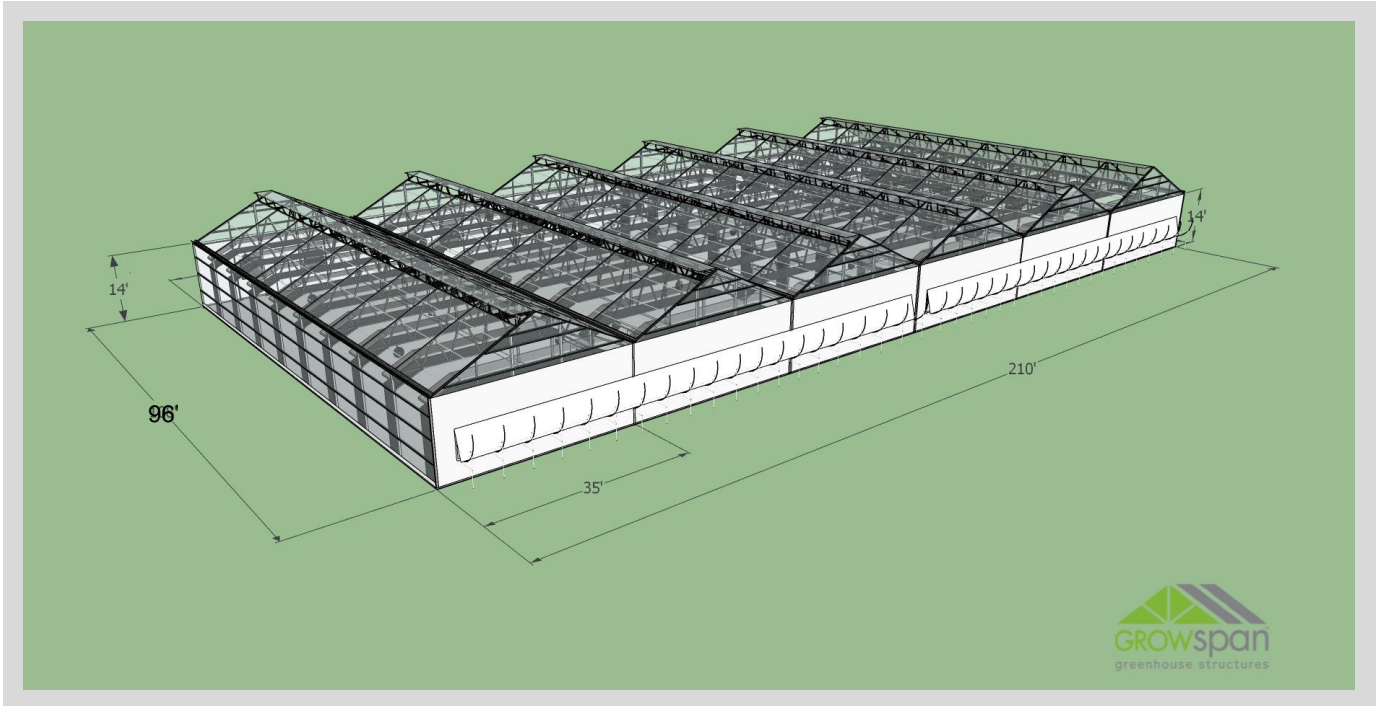
Curb cuts and access to the site will need to be approved by the city to accommodate construction and final driveway to the business.

Construction to begin in early November of 2020 and will take approximately 5 months to complete.





# VERDE FIELDS 3D



# VERDE FIELDS 3D

