

City of Plainwell

Nick Larabel
Paul Rizzo
EJ Hart
David O'Bryant
Adam Hopkins
Jim Turley
Angela Ridgway
Erik Wilson
Randy Wisnaski



Department of Administration Services
211 N. Main Street
Plainwell, Michigan 49080
Phone: 269-685-6821
www.plainwell.org

“The Island City”

AGENDA DDA/TIFA/BRA City Hall Council Chambers December 13, 2022 7:30 AM

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Approval of Minutes/Summary – 11/08/2022 Meeting Minutes**
5. **General Public**
6. **Chairman’s Report**
7. **BRA Action Items**
 - A. Update on Mill Property
 - B. Accounts Payable for November of \$2,575.90
8. **DDA Action Items**
 - A. Update on businesses in Plainwell
 - B. Accounts Payable for November of \$1,674.73
9. **TIFA Action Items**
 - A. Update on property
 - B. Accounts Payable for November of \$1,621.71
10. **Communications: 10/24/22 and 11/14/22 Council Minutes.** Also, the Financial Report/ Summary as of 11/30/2022
11. **Public Comments**
12. **Staff Comments:**

Events: Wrapped up the Light Up the Night; Holiday Parade; Indoor Market
Businesses: Update on the business
Projects: Sound System for Hick’s Park, Rental Rehab project construction starting; Master Plan and Community Recreation Plan Draft being reviewed with a Public Hearing scheduled for January 9, 2023.
13. **Member Comments**
14. **Adjournment**

Note: All public comments limited to two minutes, when recognized please rise and give your name and address.

The City of Plainwell is an equal opportunity provider and employer

The Island City

Minutes
Plainwell DDA, BRA and TIFA:
November 8, 2022

1. Call to Order - Meeting called to order at 7:31 a.m. by Larabel
2. Pledge of Allegiance
3. Roll Call
Members Present: Nick Larabel, Randy Wisnaski, EJ Hart, David O'Bryant, Erik Wilson, Angela Ridgway, Adam Hopkins
Excused: Jim Turley, Paul Rizzo
Approval of Minutes of 10/11/22: Minutes were approved to place on file.
4. Chairman's Report: None
5. BRA Action Items
 - A. Mill update by Wilson, City Manager – lead abatement work plan with EGLE; Roof repairs; Final payout to Melching
 - B. Motion to accept accounts payable for October of \$226,033.42 was made by Hart and seconded by Wisnaski. All in favor vote. Motion carried.**
6. DDA Action Items
 - A. Business Updates – number of business in Plainwell, number of business downtown (64) Number of new businesses opened in 2022 (7); number of Industrial businesses (38)
 - B. Motion to accept accounts payable for October of \$10,07.16 was made by O'Bryant and seconded by Larabel. All in favor vote. Motion carried.**
7. TIFA Action Items
 - A. Update of Industrial Park Property – Brief update on EDA Grant; Priority Site information marketing sheet
 - B. Motion to accept accounts payable for October of \$679.44 was made Hart and seconded by Wisnaski All in favor vote. Motion carried.**
9. Communications: 09/26/22 and 10/10/2022 Council Minutes. Also, the Financial Report/ Summary as of 10/31/2022 were approved and placed on file.
10. Public Comments: None
11. Staff Comments: Community Development Manager, Siegel reported:
Events: Indoor Farmers' Market; Ladies Night; Shop Small Saturday, Cards in the Park
Businesses: Bridge St. Deli opening back up for lunch;
Business– updated business list
Projects – Sounds System ordered; Masterplan and Community Recreation Plan; Rental Rehab underway; Economic Development Grant
Erik Wilson, City Manger reported: River Grant and EGLE requesting PFAS samples
12. Member Comments:
 - Larabel – Commented on the Pumpkins in the Park and what a great event it was; also, the Indoor Market Opening Day had a great turn out.
 - Hart – Mentioned what a great sales day they had during Pumpkins in the Park
 - O'Bryant – He too had a great sales day during Pumpkins in the Park

Ridgway – Mentioned the Merchant Group would like to have communication re: the following the items:

Rezoning downtown to retail only

Reverting Semi Trucks from our downtown

They would like a Social District

Sidewalk reminder to all businesses about clean up

Parking issues re: tenants parking in front of stores during the day

Wisnaski - Thanked Angela for being the voice of the downtown Merchants

13. **Adjournment: A Motion to adjourn the meeting at 8:30 a.m. was made by Hart and seconded by Wisnaski.**

Submitted by Denise Siegel, Community Development Manager

DRAFT

INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL
 POST DATES 11/01/2022 - 11/30/2022
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 243 BROWNFIELD REDEVELOPMENT AUTHORITY FUND					
Dept 443 PUBLIC WORKS					
243-443-718.001	Health Insurance Premiums - Curr	COPS HEALTH TRUST	NOVEMBER 2022 DENTAL & VISION INSURANCE	35.19	25189
243-443-718.001	Health Insurance Premiums - Curr	PRIORITY HEALTH	NOVEMBER 2022 HEALTH INSURANCE PREMIUMS	724.32	25191
243-443-725.001	Fringe Benefit - Life Insurance	MADISON NATIONAL LIFE INSURANCE	NOVEMBER 2022 LIFE INSURANCE PREMIUMS	3.60	25190
243-443-775.000	Supplies - Repairs and Maintenance	PLAINWELL ACE HARDWARE	DPW - SNOW FENCE AT MILL WK	56.75	25243
243-443-801.013	Professional Services - Attorney	BLOOM SLUGGETT PC	PROFESSIONAL SERVICES OCTOBER 2022	499.50	25290
243-443-801.030	AUDIT SERVICES 6/30/2022	SIEGFRIED CRANDALL PC	AUDIT SERVICES YEAR END 6/30/2022	56.54	25230
243-443-931.000	WIRING DIAGRAM FOR MILL FREIGHT	GREAT LAKES ELEVATOR, LLC	WIRING DIAGRAMS FOR MILL ELEVATOR	1,200.00	25329
Total For Dept 443 PUBLIC WORKS				2,575.90	
Total For Fund 243 BROWNFIELD REDEVELOPMENT AUTHORITY FUND				2,575.90	

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User: JULIE

DB: Plainwell

INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL
POST DATES 11/01/2022 - 11/30/2022
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Page: 2/2

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
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Fund Totals:

Fund 243 BROWNFIELD REDI	2,575.90
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Total For All Funds:	<u>2,575.90</u>
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INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL
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 BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND					
Dept 000 OPERATIONS					
248-000-228.023	Due to State - Sales Tax	STATE OF MICHIGAN	NOVEMBER 2022 SALES TAX REMITTANCE	0.86	2098
248-000-642.001	Sales of Merchandise - DDA	STATE OF MICHIGAN	NOVEMBER 2022 SALES TAX REMITTANCE	(0.04)	2098
Total For Dept 000 OPERATIONS				0.82	
Dept 443 PUBLIC WORKS					
248-443-718.001	Health Insurance Premiums - Curr	COPS HEALTH TRUST	NOVEMBER 2022 DENTAL & VISION INSURANCE	27.88	25189
248-443-718.001	Health Insurance Premiums - Curr	PRIORITY HEALTH	NOVEMBER 2022 HEALTH INSURANCE PREMIUMS	313.29	25191
248-443-725.001	Fringe Benefit - Life Insurance	MADISON NATIONAL LIFE INSURANCE	NOVEMBER 2022 LIFE INSURANCE PREMIUMS	0.05	25190
248-443-801.030	AUDIT SERVICES 6/30/2022	SIEGFRIED CRANDALL PC	AUDIT SERVICES YEAR END 6/30/2022	10.71	25230
248-443-900.000	Printing and Publishing	SHOPPERS GUIDE INC	DDA - ADVERTISING INDOOR MARKET AND LIC	222.22	25305
Total For Dept 443 PUBLIC WORKS				574.15	
Dept 775 SPECIAL EVENTS					
248-775-880.021	Grand prize for ladies leaves and laugh	GRAND TRAVERSE BAY RESORT	Grand prize for ladies leaves and laugh	765.00	2087
248-775-880.021	Scarecrow comp plaque	B&C TROPHY	Scarecrow comp plaque	50.00	2087
248-775-880.021	Ladies night	DOG & THE BANK	Ladies night	50.00	2087
248-775-880.021	Community Promotion - Special Ev	PLAINWELL ACE HARDWARE	DDA - LADIES LEAVES & LAUGHTER DS	59.80	25289
248-775-880.021	Community Promotion - Special Ev	PLAINWELL ACE HARDWARE	DDA - TREE LIGHTING SUPPLIES	39.96	25289
248-775-881.022	Farmers Market Costs - DDA	GOOD NEWS PAPER	DDA - FARMERS MARKET NOVEMBER 2022	135.00	25248
Total For Dept 775 SPECIAL EVENTS				1,099.76	
Total For Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND				1,674.73	

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INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL
POST DATES 11/01/2022 - 11/30/2022
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BOTH OPEN AND PAID

Page: 2/2

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
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Fund Totals:

Fund 248 DOWNTOWN DEVELC	1,674.73
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Total For All Funds:	<u>1,674.73</u>
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INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL
 POST DATES 11/01/2022 - 11/30/2022
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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 247 TAX INCREMENT FINANCE AUTHORITY FUND					
Dept 443 PUBLIC WORKS					
247-443-718.001	Health Insurance Premiums - Curr	COPS HEALTH TRUST	NOVEMBER 2022 DENTAL & VISION INSURANCE	50.89	25189
247-443-718.001	Health Insurance Premiums - Curr	PRIORITY HEALTH	NOVEMBER 2022 HEALTH INSURANCE PREMIUMS	678.41	25191
247-443-725.001	Fringe Benefit - Life Insurance	MADISON NATIONAL LIFE INSURANCE	NOVEMBER 2022 LIFE INSURANCE PREMIUMS	1.70	25190
247-443-801.013	Professional Services - Attorney	BLOOM SLUGGETT PC	PROFESSIONAL SERVICES OCTOBER 2022	880.00	25290
247-443-801.030	AUDIT SERVICES 6/30/2022	SIEGFRIED CRANDALL PC	AUDIT SERVICES YEAR END 6/30/2022	10.71	25230
Total For Dept 443 PUBLIC WORKS				1,621.71	
Total For Fund 247 TAX INCREMENT FINANCE AUTHORITY FUND				1,621.71	

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DB: Plainwell

INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL
POST DATES 11/01/2022 - 11/30/2022
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BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
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Fund Totals:

Fund 247 TAX INCREMENT I	1,621.71
Total For All Funds:	<u>1,621.71</u>

MINUTES
Plainwell City Council
October 24, 2022

1. Mayor Keeler called the regular meeting to order at 7:00 PM in City Hall Council Chambers.
2. The invocation was given by Ken Fritz of Lighthouse Baptist Church.
3. Pledge of Allegiance was given by all present.
4. Roll Call: Present: Mayor Keeler, Mayor Pro Tem Steele, Councilmember Keeney, and Councilmember Wisnaski. Absent: Councilmember Overhuel.
A motion by Keeney, seconded by Wisnaski, to excuse Councilmember Overhuel from the proceedings. On a voice vote, all voted in favor. Motion passed.
5. Approval of Minutes:
A motion by Steele, seconded by Keeney, to accept and place on file the Council Minutes of the 10/10/2022 regular meeting. On a voice vote, all voted in favor. Motion passed.
6. Public Comment: None.
7. County Commissioner Report: None.
8. Agenda Amendments: Clerk Fenger noted the addition of one item for consideration, recommending to add item 10C – Resolution 2022-18 – Setting a Public Hearing to Consider the Transfer of an Industrial Facilities Tax Exemption to VDI Manufacturing LLC to the agenda.
A motion by Steele, seconded by Keeney, to add item 10C as recommended. On a roll call vote, all voted in favor. Motion passed.
9. Mayor's Report: Mayor Keeler stated that he was honored to participate in Pumpkins in the Park with Mayor Pro-Tem Steele, and he thought the event was excellent, with a great turnout.
10. Recommendations and Reports:
 - A. Superintendent Nieuwenhuis reported that Blankenship Logging requested to add a subcontractor, Red Oak Professional Tree Service LLC, to the contract to remove dangerous trees. The contract was previously approved for Blankenship Logging, who wanted to add an additional contractor with a crane due to the danger involved in the removal process. Nothing about the contract would change except to add Red Oak Professional Tree Service LLC.
A motion by Steele, seconded by Keeney, to amend the contract with Blankenship Logging to add Red Oak Professional Tree Service LLC as the sub-contractor to remove dangerous trees in the city for the previously approved amount of \$16,600.00. On a roll call vote, all voted in favor. Motion passed.
 - B. Superintendent Nieuwenhuis reported that the city had the opportunity to be added to the class action lawsuit for PFAS recovery costs, which would allow the city to recoup some costs incurred due to PFAS. The class action suit information was sent to every eligible participant, and if the city joins, the cost would be \$100, and the city would become a part of the lawsuit. The \$100 fee would be eligible to be included in

the amount requested to recoup, and Superintendent Nieuwenhuis estimated there would be at least \$20,000-\$30,000 that could potentially be recovered as well.

A motion by Wisnaski, seconded by Keeney, to approve entering into the PFAS cost recovery program for the amount of \$100.00. On a roll call vote, all voted in favor. Motion passed.

C. Treasurer/Finance Director Kelley reported on the existing Industrial Facilities Tax Exemption for Perceptive Industries, which applied to the real property that was purchased by VDI Manufacturing LLC. Transferring the Industrial Facilities Tax Exemption to VDI Manufacturing LLC would allow the company to continue with the existing exemption that does not expire until December 30, 2027. The transfer process includes a Public Hearing which is scheduled for November 28, 2022 at 7pm, pending approval by the City Council, and then final approval from the State Tax Commission in December.

A motion by Steele, seconded by Keeney, to approve Resolution 2022-18 to set a public hearing for 7pm on November 28, 2022 to consider the transfer of an Industrial Facilities Tax Exemption to VDI Manufacturing LCC. On a roll call vote, all voted in favor. Motion passed.

11. Communications:

A. **A motion by Steele, seconded by Keeney, to accept and place on file the September Water Renewal Report and the draft 10/11/2022 DDA/BRA/TIFA meeting minutes. On a voice vote, all in favor. Motion passed.**

12. Accounts Payable:

A motion by Keeney, seconded by Wisnaski, that the bills be allowed and orders drawn in the amount of \$147,255.73 for payment of same. On a roll call vote, all in favor. Motion passed.

13. Public Comments: None.

14. Staff Comments:

Treasurer/Finance Director Kelley reported that he was wrapping up the reports the auditors needed, providing support for the election, and starting the budget process.

Superintendent Nieuwenhuis reported that a massive amount of leaves had come down over the weekend and with the nice weather, a lot of residents had been able to rake out their loose leaves for pick up. He also reported that DPW was working with Virgil at the airport to paint the runway over the next two days.

Superintendent Pond reported that several breakdowns or issues had occurred recently, and his usual sources for parts were telling him that the parts were 30 weeks out or later. He also encountered an issue with a factory support representative requiring \$550 prior to performing any diagnostics, which has not been normal in the past. Due to these issues, he has needed to shop around to find parts, and was able to find the parts he needed for a lower price.

Director Callahan reported the only major issue recently was the accident on 102nd and Main where the gas lines had been damaged. He also noted that the fire fighters had participated in Pumpkins in the Park.

Councilmember Steele stated that the fire fighters had done a great job at Pumpkins in the Park.

Manager Wilson reported that the issue with Division 7 had been resolved with \$11,000 paid to them out of the liquidated damages from Melching Inc. He stated that he personally drove down and met with them to smooth the issue over and collect the lien waiver and roof warranty documents. He further noted that Building 16

showed signs of leaks on the south wall, and Building 12 showed signs on the top floor of a leaking roof. He noted that the storm drain lines in the buildings were getting blocked with leaves and that regular maintenance to remove the leaves would be necessary to prevent further damage. He noted that Division 7 was interested in renting portions of the mill for long term storage of materials as well.

15. Council Comments:

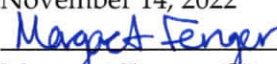
Councilmember Steele reported that Pumpkins in the Park was a great success, and thanked Mayor Keeler for letting her drive his team of horses. She also noted there was a new fire fighter in attendance at Pumpkins in the Park. She thanked DPW for their work with the loose leaf collection and tree trimming.

Councilmember Keeney wished everyone good luck in the upcoming election.

16. Adjournment:

A motion by Steele, seconded by Keeney, to adjourn the meeting at 7:26 PM. On a voice vote, all voted in favor. Motion passed.

Minutes respectfully
Submitted by,
Margaret Fenger
City Clerk

MINUTES APPROVED BY CITY COUNCIL
November 14, 2022


Margaret Fenger, City Clerk

MINUTES
Plainwell City Council
November 14, 2022

1. Mayor Keeler called the regular meeting to order at 7:00 PM in City Hall Council Chambers.
2. The invocation was given by Brian Warren of Lighthouse Baptist Church.
3. Pledge of Allegiance was given by all present.
4. Roll Call: Present: Mayor Keeler, Mayor Pro Tem Steele, Councilmember Keeney, Councilmember Overhuel and Councilmember Wisnaski. Absent: None.
5. Approval of Minutes:
A motion by Steele, seconded by Overhuel, to accept and place on file the Council Minutes of the 10/24/2022 regular meeting. On a voice vote, all voted in favor. Motion passed.
6. Director Callahan introduced Robert Hester and Anthony Banas as new paid, on-call firefighters for the Department of Public Safety. He spoke regarding their qualifications and thanked them for joining the team. Both of them thanked the City Council and Director Callahan for the opportunity.
7. Community Development Manager Siegel presented Holly Thomas, Jaqua Realtors, with the "People's Choice" Award for the annual Scarecrow / Sculpture and Harvest contest. Community Development Manager Siegel announced that Envy Salon had won the "Best in Show" award.
8. Public Comment: None.
9. County Commissioner Report: None.
10. Agenda Amendments: None.
11. Mayor's Report: None.
12. Recommendations and Reports:
 - A. Clerk Fenger reported that Dale Burnham had resigned from the Planning Commission, leaving a vacant seat. Two people applied, and the Mayor selected one to appoint, subject to City Council's approval.
A motion by Wisnaski, seconded by Keeney, to confirm the Mayor's appointment of David Collard to the Planning Commission to complete the term of a Commissioner who resigned. On a voice vote, all voted in favor. Motion passed.
 - B. Superintendent Pond reported on the need for bioxide as part of the waste treatment process with the waste that comes from customers further away from the treatment plant. The bioxide helps eliminate the smell of the waste, and is a necessary part of the process. Superintendent Pond recommended purchasing the chemical through Evoqua Water Technologies.
A motion by Keeney, seconded by Wisnaski, to approve a contract with Evoqua Water Technologies for the chemical bioxide, equipment maintenance and site visits in the amount of \$49,320.00. On a roll call vote, all voted in favor. Motion passed.

- C. Superintendent Pond reported that the engineers at Fleis & Vandenbrink had reviewed the City's current surcharge rates and IPP/Commercial rate fees and recommended increasing both. The last time the rates and fees were increased was 2011, and the fees support the extra cost of the non-domestic waste from the industrial/commercial customers.

A motion by Overhuel, seconded by Steele, to approve new surcharge rates and IPP/Commercial rate fees. On a roll call vote, all voted in favor. Motion passed.

- D. Superintendent Nieuwenhuis reported that a new sign was needed for the city limit entrance on South Main Street to replace the sign destroyed last month in an accident. He also noted that the Kenyon Park sign was due to be replaced to match the remaining signs. The other signs were purchased through SignWriter and Superintendent Nieuwenhuis recommended going through them again to match the existing signs.

A motion by Steele, seconded by Overhuel, to approve the purchase of new signs for South Main and Kenyon Park through SignWriter in the amount of \$6,378.00. On a roll call vote, all voted in favor. Motion passed.

Manager Wilson noted that there were noticing requirements for fee increases, and suggested setting a date for the new rate increases approved as part of Agenda Item C to take effect in the future to allow for enough time to send notices to the affected customers.

A motion by Overhuel, seconded by Steele, to approve new surcharge rates and IPP/Commercial rate fees to go into effect on January 1, 2023. On a roll call vote, all voted in favor. Motion passed.

- E. Superintendent Nieuwenhuis reported that the transmission in Truck 12, the plow truck, was not working and needed to be replaced. M & C Repair has done other work and Superintendent Nieuwenhuis has been impressed with their work, plus the transmission would come with a 3 year warranty once installed.

A motion by Steele, seconded by Overhuel, to approve M & C Repair LLC to replace the transmission in Truck 12 in the amount of \$9,229.99. On a roll call vote, all voted in favor. Motion passed.

- F. Director Callahan reported the Chief's patrol vehicle was showing signs of the transmission slipping, and Zeigler Ford confirmed that the transmission and power transfer unit needed to be replaced. He detailed all the options, but the most cost effective option was to replace the transmission and power transfer unit through Zeigler Ford.

A motion by Wisnaski, seconded by Keeney, to approve Zeigler Ford to replace the transmission and power transfer unit in the 2014 Ford Interceptor SUV in the amount of \$7,000.00. On a roll call vote, all voted in favor. Motion passed.

13. Communications:

- A. **A motion by Steele, seconded by Overhuel, to accept and place on file the October Investment and Fund Balance reports, the October Water Renewal report, the October DPS report, and the draft 11/08/2022 DDA/BRA/TIFA meeting minutes. On a voice vote, all in favor. Motion passed.**

14. Accounts Payable:

A motion by Keeney, seconded by Wisnaski, that the bills be allowed and orders drawn in the amount of \$402,629.36 for payment of same. On a roll call vote, all in favor. Motion passed.

15. Public Comments: None.

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16. Staff Comments:

Treasurer/Finance Director Kelley congratulated all candidates in the local races, including the incumbent City Councilmembers who were the top 3 elected in their race. He reported continuing to work on the budget cycle, and waiting on results from the audit.

Superintendent Nieuwenhuis reported the 1 ton truck will be going to Midway Chevrolet for transmission issues next week. He also noted that November 20th was the last day to rake out loose leaves, because street sweeping would begin November 21st.

Community Development Manager Siegel welcomed David Collard to the Planning Commission, and noted that the Planning Commission was working on some upcoming housekeeping changes, as well as ordinances changes and site plan reviews. She noted the Workshop #2 for the Master Plan was scheduled for Thursday, November 17 at 4pm. She also reported that VDI Manufacturing was a new business in the Industrial Park, and would be requesting an IFT transfer within the next couple weeks. Community Development Manger Siegel reported that Shop Small Saturday was the Saturday after Thanksgiving, and the Indoor Market was still going strong each Saturday. She also reported that Ladies' Night had a great turnout.

Director Callahan reported that they were almost done rewriting the policies and procedures for the department. He also reported that joint active shooter training with Otsego Public Safety had been held at William Crispe House recently. Director Callahan reported finding like-new Spartan brand armor plates that another jurisdiction was selling that are normally \$200 per set for \$50 per set, so he purchased 12 sets for \$600. He also reported preparing for the Christmas Parade.

Director Callahan gave an update on Ryan Welcher's condition, and noted that he had moved to Mary Free Bed, and had a breakthrough in physical therapy that allowed him to speak to his parents.

Clerk Fenger congratulated the local candidates, and thanked the Department of Public Works for their help setting up for the election. She also thanked the Department of Public Safety for keeping an eye on things during Election Day. Clerk Fenger reported there was an excellent turnout for the election, and stated that the group of new and returning Election Inspectors did a great job.

17. Council Comments:

Councilmember Wisnaski congratulated all the local candidates, and welcomed Anthony Banas, Robert Hester, and David Collard. He congratulated the winners of the Scarecrow Stroll. He thanked the people that had voted for him. He stated that he was excited to continue as a councilmember and proud to continue representing the City.

Councilmember Keeney thanked everyone who had turned out to vote, period. He also congratulated everyone and welcomed Anthony Banas, Robert Hester, and David Collard.

Councilmember Steele welcomed the new employees and Planning Commissioner. She noted that the Scarecrow Stroll had a lot of great entries. She thanked Superintendent Nieuwenhuis for leaf pick up.

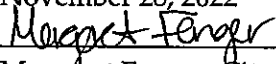
Councilmember Overhuel thanked the new employees, and noted that Community Development Manager Siegel had done a great job with the events. He also noted that everyone did a great job with the election.

18. Adjournment:

The City of Plainwell is an equal opportunity employer and provider

A motion by Steele, seconded by Wisnaski, to adjourn the meeting at 7:50 PM. On a voice vote, all voted in favor. Motion passed.

Minutes respectfully
Submitted by,
Margaret Fenger
City Clerk

MINUTES APPROVED BY CITY COUNCIL
November 28, 2022


Margaret Fenger, City Clerk

PERIOD ENDING 11/30/2022

% Fiscal Year Completed: 41.92

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	11/30/2022 (NORMAL (ABNORMAL))	MONTH 11/30/2022 (INCREASE (DECREASE))	BALANCE (NORMAL (ABNORMAL))	
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND						
Revenues						
243-000-404.040	Captured Tax Real - BR - City Tax	6,197.00	6,197.34	0.00	(0.34)	100.01
243-000-404.041	Captured Tax Real - BR - Library	1,123.00	739.75	0.00	383.25	65.87
243-000-404.042	Captured Tax Real - BR - Capital Impr	504.00	504.28	0.00	(0.28)	100.06
243-000-404.043	Captured Tax Real - BR - Fire Reserve	504.00	504.28	0.00	(0.28)	100.06
243-000-404.044	Captured Tax Real - BR - Solid Waste	656.00	655.58	0.00	0.42	99.94
243-000-404.047	Captured Tax Real - DDA - School	19,098.00	6,523.20	0.00	12,574.80	34.16
243-000-404.048	Captured Tax Real - BR - County Taxes	3,495.00	2,595.72	0.00	899.28	74.27
243-000-413.060	Captured Tax Pers - City Tax	7,163.00	7,163.25	0.00	(0.25)	100.00
243-000-413.061	Captured Tax Pers - Library	1,298.00	855.05	0.00	442.95	65.87
243-000-413.062	Captured Tax Pers - Capital Improvement	583.00	582.90	0.00	0.10	99.98
243-000-413.063	Captured Tax Pers - Fire Reserve	583.00	582.90	0.00	0.10	99.98
243-000-413.064	Captured Tax Pers - Solid Waste	757.00	757.77	0.00	(0.77)	100.10
243-000-413.065	Captured Tax Pers - County Taxes	4,040.00	3,000.30	0.00	1,039.70	74.26
243-000-504.000	Federal Grant	25,000.00	0.00	0.00	25,000.00	0.00
243-000-665.000	Interest Earnings - Investments	100.00	2,389.79	429.34	(2,289.79)	2,389.79
243-000-684.000	Miscellaneous Revenue	0.00	144,000.00	0.00	(144,000.00)	100.00
243-000-699.401	Interfund Transfer In - Cap Improvement	60,000.00	26,666.67	5,000.00	33,333.33	44.44
TOTAL REVENUES		131,101.00	203,718.78	5,429.34	(72,617.78)	155.39
Expenditures						
243-443-703.000	Salaries/Wages - Full Time Employees	41,538.00	15,596.07	2,916.31	25,941.93	37.55
243-443-704.001	Wages - Part Time Employees	3,083.00	2,084.90	219.05	998.10	67.63
243-443-709.000	Payroll Taxes - FICA - Soc Sec/Medicare	3,269.00	1,408.82	236.30	1,860.18	43.10
243-443-712.001	Cash in Lieu of Benefits - Insurance Buy	390.00	148.80	40.01	241.20	38.15
243-443-713.001	Overtime Pay	0.00	1,748.42	142.66	(1,748.42)	100.00
243-443-716.000	Retirement - Defined Contribution 401a	3,603.00	1,419.84	263.18	2,183.16	39.41
243-443-718.001	Health Insurance Premiums - Current EE	7,113.00	2,873.26	565.06	4,239.74	40.39
243-443-718.013	Health Insurance - HSA - Employer Paid	1,992.00	610.08	152.80	1,381.92	30.63
243-443-723.001	Retiree Health Care - OPEB	123.00	64.70	10.26	58.30	52.60
243-443-725.001	Fringe Benefit - Life Insurance	43.00	18.21	3.60	24.79	42.35
243-443-725.010	Workers Comp Insurance	240.00	154.80	(60.94)	85.20	64.50
243-443-767.000	Clothing - Uniforms	65.00	3.75	0.00	61.25	5.77
243-443-775.000	Supplies - Repairs and Maintenance	0.00	2,481.91	56.75	(2,481.91)	100.00
243-443-801.000	Professional Services - Engineering	11,000.00	0.00	0.00	11,000.00	0.00
243-443-801.013	Professional Services - Attorney	3,000.00	1,270.33	499.50	1,729.67	42.34
243-443-801.030	Professional Services - Auditor	2,874.00	329.37	44.57	2,544.63	11.46
243-443-830.000	Contractual Reimbursement CRA Activities	33,891.00	22,996.74	0.00	10,894.26	67.86
243-443-900.000	Printing and Publishing	250.00	0.00	0.00	250.00	0.00
243-443-931.000	Outside Services (RMLB)	1,000.00	1,349.55	1,349.55	(349.55)	134.96
243-443-935.001	Property Liability Insurance	6,186.00	6,050.44	0.00	135.56	97.81
243-443-940.000	Rentals - Equipment	3,600.00	3,288.65	48.38	311.35	91.35
243-443-948.000	Computer Services	0.00	6.53	0.00	(6.53)	100.00
243-900-972.000	Capital Outlay - Contracted Services	0.00	11,206.76	0.00	(11,206.76)	100.00
243-905-991.001	Debt Service - Principal -Interfund Loan	15,382.00	6,396.51	1,281.79	8,985.49	41.58
243-905-993.001	Debt Service - Interest - Interfund Loan	1,242.00	530.38	103.51	711.62	42.70
243-965-995.101	Interfund Transfer Out - General Fund	50,000.00	0.00	0.00	50,000.00	0.00
TOTAL EXPENDITURES		189,884.00	82,038.82	7,872.34	107,845.18	43.20

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL

PERIOD ENDING 11/30/2022

% Fiscal Year Completed: 41.92

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	11/30/2022	MONTH 11/30/2022	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE	
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND								
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND:								
TOTAL REVENUES		131,101.00	203,718.78		5,429.34		(72,617.78)	155.39
TOTAL EXPENDITURES		189,884.00	82,038.82		7,872.34		107,845.18	43.20
NET OF REVENUES & EXPENDITURES		(58,783.00)	121,679.96		(2,443.00)		(180,462.96)	207.00

PERIOD ENDING 11/30/2022

% Fiscal Year Completed: 41.92

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	11/30/2022 (ABNORMAL)	MONTH 11/30/2022 INCREASE (DECREASE)	NORMAL	BALANCE (ABNORMAL)	
Fund 247 - TAX INCREMENT FINANCE AUTHORITY FUND								
Revenues								
247-000-583.000	Local Grants	82,349.00		86,682.78	0.00		(4,333.78)	105.26
247-000-665.000	Interest Earnings - Investments	150.00		119.76	31.78		30.24	79.84
TOTAL REVENUES		82,499.00		86,802.54	31.78		(4,303.54)	105.22
Expenditures								
247-443-703.000	Salaries/Wages - Full Time Employees	48,562.00		19,306.88	3,641.56		29,255.12	39.76
247-443-704.001	Wages - Part Time Employees	166.00		101.99	34.85		64.01	61.44
247-443-709.000	Payroll Taxes - FICA - Soc Sec/Medicare	3,627.00		1,383.20	262.22		2,243.80	38.14
247-443-712.001	Cash in Lieu of Benefits - Insurance Buy	855.00		272.07	69.99		582.93	31.82
247-443-716.000	Retirement - Defined Contribution 401a	2,538.00		1,051.81	190.56		1,486.19	41.44
247-443-718.001	Health Insurance Premiums - Current EE	6,719.00		2,761.66	530.38		3,957.34	41.10
247-443-718.013	Health Insurance - HSA - Employer Paid	1,968.00		627.14	154.01		1,340.86	31.87
247-443-723.001	Retiree Health Care - OPEB	0.00		2.50	0.00		(2.50)	100.00
247-443-725.001	Fringe Benefit - Life Insurance	22.00		8.51	1.70		13.49	38.68
247-443-725.010	Workers Comp Insurance	242.00		167.79	(49.75)		74.21	69.33
247-443-801.013	Professional Services - Attorney	1,000.00		880.00	880.00		120.00	88.00
247-443-801.030	Professional Services - Auditor	71.00		62.39	8.79		8.61	87.87
247-443-931.000	Outside Services (RMLB)	500.00		630.00	0.00		(130.00)	126.00
247-443-935.001	Property Liability Insurance	435.00		127.42	0.00		307.58	29.29
247-443-940.000	Rentals - Equipment	1,500.00		636.18	0.00		863.82	42.41
247-443-948.000	Computer Services	0.00		6.53	0.00		(6.53)	100.00
247-443-955.000	Miscellaneous Expense	500.00		0.00	0.00		500.00	0.00
247-443-962.000	Memberships & Dues	300.00		0.00	0.00		300.00	0.00
TOTAL EXPENDITURES		69,005.00		28,026.07	5,724.31		40,978.93	40.61
Fund 247 - TAX INCREMENT FINANCE AUTHORITY FUND:								
TOTAL REVENUES		82,499.00		86,802.54	31.78		(4,303.54)	105.22
TOTAL EXPENDITURES		69,005.00		28,026.07	5,724.31		40,978.93	40.61
NET OF REVENUES & EXPENDITURES		13,494.00		58,776.47	(5,692.53)		(45,282.47)	435.57

PERIOD ENDING 11/30/2022

% Fiscal Year Completed: 41.92

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GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT USED
			NORMAL	(ABNORMAL)	MONTH 11/30/2022 INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE		
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND									
Revenues									
248-000-404.030	Captured Tax Real - DDA - City Tax	29,290.00		29,290.21		0.00		(0.21)	100.00
248-000-404.031	Captured Tax Real - DDA - Library	5,307.00		3,495.86		0.00	1,811.14	65.87	
248-000-404.032	Captured Tax Real - DDA - Capital Impr	2,383.00		2,383.18		0.00	(0.18)	100.01	
248-000-404.033	Captured Tax Real - DDA - Fire Reserve	2,383.00		2,383.18		0.00	(0.18)	100.01	
248-000-404.034	Captured Tax Real - DDA - Solid Waste	3,098.00		3,098.21		0.00	(0.21)	100.01	
248-000-404.045	Captured Tax Real - DDA - County Taxes	16,518.00		12,267.76		0.00	4,250.24	74.27	
248-000-413.060	Captured Tax Pers - City Tax	1,974.00		1,974.15		0.00	(0.15)	100.01	
248-000-413.061	Captured Tax Pers - Library	358.00		235.59		0.00	122.41	65.81	
248-000-413.062	Captured Tax Pers - Capital Improvement	161.00		160.65		0.00	0.35	99.78	
248-000-413.063	Captured Tax Pers - Fire Reserve	161.00		160.65		0.00	0.35	99.78	
248-000-413.064	Captured Tax Pers - Solid Waste	209.00		208.84		0.00	0.16	99.92	
248-000-413.065	Captured Tax Pers - County Taxes	1,113.00		826.82		0.00	286.18	74.29	
248-000-583.000	Local Grants	6,835.00		7,194.59		0.00	(359.59)	105.26	
248-000-642.001	Sales of Merchandise - DDA	0.00		56.71		14.19	(56.71)	100.00	
248-000-654.001	Charges for Service - Farmers Market Fee	2,200.00		2,603.82		1,185.00	(403.82)	118.36	
248-000-654.102	Special Event Revenues - DDA	300.00		1,625.00		775.00	(1,325.00)	541.67	
248-000-654.103	Donations - Movies In the Park - DDA	0.00		1,650.00		1,650.00	(1,650.00)	100.00	
248-000-665.000	Interest Earnings - Investments	156.00		119.59		18.41	36.41	76.66	
248-000-684.000	Miscellaneous Revenue	0.00		10.00		0.00	(10.00)	100.00	
TOTAL REVENUES		72,446.00		69,744.81		3,642.60	2,701.19	96.27	
Expenditures									
248-443-703.000	Salaries/Wages - Full Time Employees	18,899.00		6,901.44		1,361.32	11,997.56	36.52	
248-443-704.001	Wages - Part Time Employees	458.00		0.00		0.00	458.00	0.00	
248-443-709.000	Payroll Taxes - FICA - Soc Sec/Medicare	1,408.00		467.39		91.01	940.61	33.20	
248-443-712.001	Cash in Lieu of Benefits - Insurance Buy	60.00		25.00		7.50	35.00	41.67	
248-443-716.000	Retirement - Defined Contribution 401a	126.00		4.52		0.33	121.48	3.59	
248-443-718.001	Health Insurance Premiums - Current EE	3,160.00		1,267.11		258.83	1,892.89	40.10	
248-443-718.013	Health Insurance - HSA - Employer Paid	864.00		265.06		66.05	598.94	30.68	
248-443-723.001	Retiree Health Care - OPEB	79.00		27.18		6.59	51.82	34.41	
248-443-725.001	Fringe Benefit - Life Insurance	1.00		0.36		0.05	0.64	36.00	
248-443-725.010	Workers Comp Insurance	69.00		47.05		(14.98)	21.95	68.19	
248-443-775.000	Supplies - Repairs and Maintenance	50.00		0.00		0.00	50.00	0.00	
248-443-801.030	Professional Services - Auditor	71.00		62.39		8.79	8.61	87.87	
248-443-851.000	Postage	100.00		1.38		0.00	98.62	1.38	
248-443-900.000	Printing and Publishing	1,800.00		627.02		222.22	1,172.98	34.83	
248-443-931.000	Outside Services (RMLB)	200.00		362.50		3.50	(162.50)	181.25	
248-443-935.001	Property Liability Insurance	669.00		195.97		0.00	473.03	29.29	
248-443-948.000	Computer Services	50.00		13.07		0.00	36.93	26.14	
248-443-955.000	Miscellaneous Expense	400.00		270.56		0.00	129.44	67.64	
248-443-960.000	Education & Training - Professional	200.00		0.00		0.00	200.00	0.00	
248-443-962.000	Memberships & Dues	1,930.00		125.00		0.00	1,805.00	6.48	
248-775-880.021	Community Promotion - Special Events	2,850.00		1,789.76		964.76	1,060.24	62.80	
248-775-881.022	Farmers Market Costs - DDA	850.00		404.85		135.00	445.15	47.63	
248-775-881.036	Movies in the Park Costs - DDA	700.00		0.00		0.00	700.00	0.00	
248-900-971.000	Capital Purchase	15,000.00		8,666.31		0.00	6,333.69	57.78	
248-905-991.001	Debt Service - Principal -Interfund Loan	24,159.00		9,044.67		2,013.25	15,114.33	37.44	
248-905-993.001	Debt Service - Interest - Interfund Loan	242.00		110.72		20.13	131.28	45.75	
TOTAL EXPENDITURES		74,395.00		30,679.31		5,144.35	43,715.69	41.24	

PERIOD ENDING 11/30/2022

% Fiscal Year Completed: 41.92

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GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BGD USED
		AMENDED BUDGET	NORMAL	11/30/2022 (ABNORMAL)	MONTH 11/30/2022	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND									
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND:									
	TOTAL REVENUES	72,446.00		69,744.81		3,642.60		2,701.19	96.27
	TOTAL EXPENDITURES	74,395.00		30,679.31		5,144.35		43,715.69	41.24
	NET OF REVENUES & EXPENDITURES	(1,949.00)		39,065.50		(1,501.75)		(41,014.50)	2,004.39
	TOTAL REVENUES - ALL FUNDS	286,046.00		360,266.13		9,103.72		(74,220.13)	125.95
	TOTAL EXPENDITURES - ALL FUNDS	333,284.00		140,744.20		18,741.00		192,539.80	42.23
	NET OF REVENUES & EXPENDITURES	(47,238.00)		219,521.93		(9,637.28)		(266,759.93)	464.71

PERIOD ENDING 11/30/2022

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GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	11/30/2022 NORMAL (ABNORMAL)	MONTH 11/30/2022 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND						
Revenues						
D01	Taxes	46,001.00	30,662.32	0.00	15,338.68	66.66
D08	Interest and rentals	100.00	2,389.79	429.34	(2,289.79)	2,389.79
D09	Other	0.00	144,000.00	0.00	(144,000.00)	100.00
05	Transfer in	60,000.00	26,666.67	5,000.00	33,333.33	44.44
UNCLASSIFIED	Unclassified	25,000.00	0.00	0.00	25,000.00	0.00
TOTAL REVENUES		131,101.00	203,718.78	5,429.34	(72,617.78)	155.39
Expenditures						
443	PUBLIC WORKS	123,260.00	63,905.17	6,487.04	59,354.83	51.85
900	CAPITAL OUTLAY	0.00	11,206.76	0.00	(11,206.76)	100.00
905	DEBT SERVICE	16,624.00	6,926.89	1,385.30	9,697.11	41.67
965	TRANSFERS TO OTHER FUNDS	50,000.00	0.00	0.00	50,000.00	0.00
TOTAL EXPENDITURES		189,884.00	82,038.82	7,872.34	107,845.18	43.20
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND:						
TOTAL REVENUES		131,101.00	203,718.78	5,429.34	(72,617.78)	155.39
TOTAL EXPENDITURES		189,884.00	82,038.82	7,872.34	107,845.18	43.20
NET OF REVENUES & EXPENDITURES		(58,783.00)	121,679.96	(2,443.00)	(180,462.96)	207.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL

PERIOD ENDING 11/30/2022

% Fiscal Year Completed: 41.92

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	11/30/2022	MONTH 11/30/2022	BALANCE	
Fund 247 - TAX INCREMENT FINANCE AUTHORITY FUND						
Revenues						
D08	Interest and rentals	150.00	119.76	31.78	30.24	79.84
D04	State grants	82,349.00	86,682.78	0.00	(4,333.78)	105.26
TOTAL REVENUES		82,499.00	86,802.54	31.78	(4,303.54)	105.22
Expenditures						
443	PUBLIC WORKS	69,005.00	28,026.07	5,724.31	40,978.93	40.61
TOTAL EXPENDITURES		69,005.00	28,026.07	5,724.31	40,978.93	40.61
Fund 247 - TAX INCREMENT FINANCE AUTHORITY FUND:						
TOTAL REVENUES		82,499.00	86,802.54	31.78	(4,303.54)	105.22
TOTAL EXPENDITURES		69,005.00	28,026.07	5,724.31	40,978.93	40.61
NET OF REVENUES & EXPENDITURES		13,494.00	58,776.47	(5,692.53)	(45,282.47)	435.57

PERIOD ENDING 11/30/2022

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GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDTG USED
		AMENDED BUDGET	11/30/2022 NORMAL (ABNORMAL)	MONTH 11/30/2022 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND						
Revenues						
D01	Taxes	62,955.00	56,485.10	0.00	6,469.90	89.72
D08	Interest and rentals	156.00	119.59	18.41	36.41	76.66
D09	Other	0.00	10.00	0.00	(10.00)	100.00
D04	State grants	6,835.00	7,194.59	0.00	(359.59)	105.26
UNCLASSIFIED	Unclassified	2,500.00	5,935.53	3,624.19	(3,435.53)	237.42
TOTAL REVENUES		72,446.00	69,744.81	3,642.60	2,701.19	96.27
Expenditures						
443	PUBLIC WORKS	30,594.00	10,663.00	2,011.21	19,931.00	34.85
775	SPECIAL EVENTS	4,400.00	2,194.61	1,099.76	2,205.39	49.88
900	CAPITAL OUTLAY	15,000.00	8,666.31	0.00	6,333.69	57.78
905	DEBT SERVICE	24,401.00	9,155.39	2,033.38	15,245.61	37.52
TOTAL EXPENDITURES		74,395.00	30,679.31	5,144.35	43,715.69	41.24
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND:						
TOTAL REVENUES		72,446.00	69,744.81	3,642.60	2,701.19	96.27
TOTAL EXPENDITURES		74,395.00	30,679.31	5,144.35	43,715.69	41.24
NET OF REVENUES & EXPENDITURES		(1,949.00)	39,065.50	(1,501.75)	(41,014.50)	2,004.39
TOTAL REVENUES - ALL FUNDS						
TOTAL REVENUES - ALL FUNDS		286,046.00	360,266.13	9,103.72	(74,220.13)	125.95
TOTAL EXPENDITURES - ALL FUNDS		333,284.00	140,744.20	18,741.00	192,539.80	42.23
NET OF REVENUES & EXPENDITURES		(47,238.00)	219,521.93	(9,637.28)	(266,759.93)	464.71

AGENDA ITEMS

7. **BRA Action Items:**

A. Recommended Action: Informational updates on Mill Site

B. Accounts Payable:

Recommended Action: Consider confirming the BRA payables for November in the amount of \$2,575.90

8. **DDA Action Items:**

A. Update on businesses: Discussion and Review

B. Accounts Payable:

Recommended Action: Consider confirming the DDA payables for November in the amount of \$1,674.73

9. **TIFA Action Items:**

A. Recommended Action: Informational regarding updates on property

B. Accounts Payable:

Recommended Action: Consider confirming the TIFA payables for November in the amount of \$1,621.71

Reminder of Upcoming Meetings/Events:

- December 15 – Parks and Trees Meeting 5:00 p.m. / City Hall Conference Room
- December 21 – Planning Commission at 7:00 p.m. / Site Plan Review
- December 23 – Office closed
- December 26 – Office closed
- December 27 – City Council Meeting at 7:00 p.m./ Council Chambers
- December 30 – Office closed