

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
May 9, 2023 7:30 AM

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Approval of Minutes/Summary – 04/11/2023 Meeting Minutes**
5. **General Public**
6. **Chairman’s Report**
7. **BRA Action Items**
 - A. Draft review of the BRA Budget
 - B. Update on Lead Abatement
 - C. Accounts Payable for April of \$ 20,466.67
8. **DDA Action Items**
 - A. Draft review of the DDA Budget
 - B. Accounts Payable for April of \$ 611.22
9. **TIFA Action Items**
 - A. Draft Review of the TIFA Budget
 - B. Update on Industrial Park 52 Acres
 - C. Accounts Payable for April of \$316.63
10. **Communications:** 03/27 & 04/10 Council Minutes. Also, the Financial Report/ Summary as of 04/30/2023
11. **Public Comments**
12. **Staff Comments:**

Events: Farmers’ Market Opened; Dean’s Monday Night Cruz ins; Memorial Day Parade
Businesses: Pending sales on Bridge St. Deli; Dean’s Ice Cream
Projects: Industrial property sales; Dam #2; Mill Project, Wrapping up Rental Rehab;
DDA: Issues – back parking lot behind NAPA/Dance Kraze; parking overnight downtown;
Sidewalks kept clean of debris.
13. **Member Comments**
14. **Adjournment**

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

The City of Plainwell equal-opportunity provider and employer

The Island City

Minutes
Plainwell DDA, BRA, and TIFA:
April 11, 2023

1. Call to Order - Meeting called to order at 7:31 a.m. by Larabel
2. Pledge of Allegiance
3. Roll Call
Members Present: Randy Wisnaski, Jim Turley, Nick Larabel, Adam Hopkins, Paul Rizzo, David O'Bryant, Robert Nieuwenhuis
Excused: EJ Hart, Angela Ridgway
Approval of Minutes of 03/14/23: Minutes were approved to place on file.
4. General Public-None
5. Chairman's Report: None
6. BRA Action Items
 - A. Mill update by Siegel – Paint chips on buildings were taken, they are being analyzed waiting on results before moving to the next steps.
 - B. Motion to accept accounts payable for March of \$361.97 was made by Turley and seconded by Hopkins. All in favor vote. Motion carried.**
7. DDA Action Items
 - A. Review revolving loan, O'Bryant showed concern regarding one loan that is 90 days past due. Siegel will follow up on this with the City Treasure.
 - B. Motion to accept accounts payable for March of \$3,783.51 was made by O'Bryant and seconded by Larabel. All in favor vote. Motion carried.**
8. TIFA Action Items
 - A. Discussion regarding the Entrance Sign at the Industrial Park and the need to have it refurbished. We received one quote, and Siegel will seek two more quotes.
 - B. Motion to accept accounts payable for March of \$525.95 was made by Larabel and seconded by Wisnaski. All in favor vote. Motion carried.**
9. Communications: 02/27/23 and 03/13/2023 Council Minutes. Also, the Financial Report/ Summary as of 03/31/2023 was approved and placed on file.
10. Public Comments: None
11. Staff Comments: Community Development Manager, Siegel reported:
Events: April Spring Fling Farmers' Market; Food Truck Rallies; Outdoor Market
Businesses: 2 businesses closed; 3 buildings have pending offers;
Projects –Masterplan; Rental Rehab; Master Plan; Fitness Court; Dam #2 Project
DDA Issues – Bob Nieuwenhuis, Interim City Manager talked about the difficulty of rerouting the truck traffic through downtown; Siegel, Community Development Manager mentioned she is working with a few other communities to combat issues of buildings being used as storage, open for business, windows being covered.
12. Member Comments:
Wisnaski – Consumers adding new wiring for more power to Industrial Park, benefit VDI and any new businesses in the 52 acres; Four candidates will be interviewed on April 22 for the City Manager position. Interviews are open to the public.

Turley – Has a signed agreement on his building, he is selling his equipment and if the deal goes through he will have 60 days to vacate the property.

Hopkins – Design Street will host a celebration on Friday, April 14 for their 10-year Anniversary, highlighting the student’s work.

Adjournment: A Motion to adjourn the meeting at 8:39 a.m. was made by Larabel and seconded by Rizzo.

Submitted by Denise Siegel, Community Development Manager

DRAFT

Fund 243 - **BROWNFIELD REDEVELOPMENT AUTHORITY - BRA**

05/05/2023

Draft approved by BRA/TIFA/DDA Board ??/??/2023

Original Draft approved by Council ??/??/2023

Updated revenue/expenditures approved ??/??/2023

2023-2024 Budget

NEW GL NUMBER	DESCRIPTION	19-20 ACTUAL AMOUNTS	20-21 ACTUAL AMOUNTS	21-22 ACTUAL AMOUNTS	22-23 AMENDED BUDGET	22-23 ACTUAL TO 04/30	22-23 PROJECTED TOTALS	2023-2024 REQUESTED BUDGET
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ESTIMATED REVENUES

Dept 002 - **TAX REVENUES**

243-000-404.040	Captured Tax - AdVal Real - City	6,146	6,253	6,074	6,197	6,197	6,197	6,507
243-000-404.041	Captured Tax - AdVal Real - Library	1,112	1,130	1,103	1,123	1,123	1,123	1,179
243-000-404.042	Captured Tax - AdVal Real - Capital Impr	491	500	488	504	504	504	529
243-000-404.043	Captured Tax - AdVal Real - Fire Reserve	491	500	488	504	504	504	529
243-000-404.044	Captured Tax - AdVal Real - Solid Waste	638	649	635	656	656	656	688
243-000-404.047	Captured DDA-SCHOOL	12,262	12,443	20,670	19,098	19,098	19,098	16,242
243-000-404.048	Captured Tax - AdVal Real - County (All)	2,955	3,114	3,084	3,495	3,504	3,504	3,679
243-000-413.060	Captured Tax - AdVal Pers - City	506	473	9,283	7,163	7,163	7,163	3,619
243-000-413.061	Captured Tax - AdVal Pers - Library	92	86	1,685	1,298	1,298	1,298	656
243-000-413.062	Captured Tax - AdVal Pers - Capital Impr	40	38	746	583	583	583	295
243-000-413.063	Captured Tax - AdVal Pers - Fire Reserve	40	38	746	583	583	583	295
243-000-413.064	Captured Tax - AdVal Pers - Solid Waste	53	49	970	757	758	758	383
243-000-413.065	Captured Tax - AdVal Pers - County (All)	243	236	4,711	4,040	4,050	4,050	2,046
243-000-504.000	Federal Grant	0	3,047,183	1,377,691	25,000	0	0	0
243-000-665.000	Interest Earned - Investments	168	0	222	100	4,102	4,700	1,260
243-000-684.000	Miscellaneous Revenue	0	0	9,599	0	144,000	144,000	0
243-000-696.010	Loan Proceeds	0	0	559,236	0	0	40,764	0
243-000-699.101	Interfund Transfer In - General Fund	150,000	150,000	0	0	0	0	0
243-000-699.401	Interfund Transfer In - Capital Improve	65,000	80,000	80,000	60,000	50,000	80,000	80,000
Totals for dept 000 - OPERATIONS		240,237	3,302,692	2,077,431	131,101	244,123	315,485	117,907

TOTAL ESTIMATED REVENUES

240,237	3,302,692	2,077,431	131,101	244,123	315,485	117,907
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APPROPRIATIONS

Dept 443 - **PUBLIC WORKS**

243-443-703.000	Salaries/Wages - Full Time Employees	30,355	35,180	38,128	41,538	33,740	38,172	43,989
243-443-704.001	Wages - Part Time Employees	403	487	1,460	3,083	3,140	3,768	2,591
243-443-709.000	Payroll Tax - FICA/Medicare (Social Sec)	2,195	2,530	2,830	3,269	2,859	3,241	3,436
243-443-712.001	Medical Insurance Opt Out	200	204	166	390	349	462	360
243-443-713.001	Overtime Pay	0	0	0	0	1,748	1,748	0
243-443-716.000	Retirement Benefits	2,571	3,013	3,095	3,603	2,743	3,118	4,021

243-443-718.001	Health Insurance Premiums	5,069	6,689	6,628	7,113	4,256	4,791	6,306
243-443-718.012	Health Insurance - FSA - Employer Paid	1	0	0	0	0	0	0
243-443-718.013	Health Insurance - HSA - Employer Paid	1,426	1,722	1,908	1,992	999	1,192	1,812
243-443-723.001	Other Post Employment Benefits	297	313	283	123	103	123	51
243-443-725.001	Life Insurance	34	43	44	43	36	40	42
243-443-725.010	Workers Comp Insurance	387	324	230	240	155	225	239
243-443-767.000	Uniforms	21	21	23	65	4	6	101
243-443-775.000	Supplies - Repairs and Maintenance	0	1,051	379	0	2,855	2,855	0
243-443-801.000	Engineering Services	94,332	0	0	11,000	0	0	8,000
243-443-801.013	Professional Services - Attorney	10,975	1,890	5,004	3,000	1,270	1,270	1,000
243-443-801.030	Professional Services - Audit	353	353	339	2,874	374	374	374
243-443-830.000	Contractual Reimbursement CRA Activities	18,801	19,131	38,013	33,891	22,997	34,516	27,486
243-443-851.000	Postage	297	0	16	0	40	40	0
243-443-900.000	Printing and Publishing	606	0	0	250	0	0	0
243-443-931.000	Repairs and Maintenance - Equipment	8,627	4,027	668	1,000	27,240	78,557	2,760
243-443-935.001	Liability Insurance	4,917	5,683	5,624	6,186	6,050	6,050	6,958
243-443-940.000	Rentals - Equipment	1,173	1,814	3,464	3,600	4,686	5,500	3,600
243-443-948.000	Computer Services	10	418	10	0	7	7	0
243-443-955.000	Miscellaneous	0	68	0	0	0	0	0
243-443-968.000	Depreciation Expense	0	0	3,401	0	0	0	0
Totals for dept 443 - PUBLIC WORKS		183,050	84,961	111,713	123,260	115,651	186,055	113,126

Dept 900 - CAPITAL OUTLAY

243-900-972.000	Contracted Services	70,718	4,000,815	724,932	0	11,207	11,207	0
Totals for dept 900 - CAPITAL OUTLAY		70,718	4,000,815	724,932	0	11,207	11,207	0

Dept 905 - DEBT SERVICE

243-905-991.000	Principal Payment - Interfund Loans	14,930	15,079	15,230	15,382	12,819	15,382	15,536
243-905-992.050	Interest Payment - Interfund Loans	1,695	1,546	1,395	1,242	1,035	1,242	1,089
Totals for dept 905 - DEBT SERVICE		16,625	16,625	16,625	16,624	13,854	16,624	16,625

Dept 965 - TRANSFERS TO OTHER FUNDS

243-965-965.101	Interfund Transfer Out - General Fund	0	0	150,000	50,000	0	50,000	0
Totals for dept 965 - TRANSFERS TO OTHER FUNDS		0	0	150,000	50,000	0	50,000	0

TOTAL APPROPRIATIONS		270,393	4,102,401	1,003,270	189,884	140,712	263,886	129,751
NET OF REVENUES/APPROPRIATIONS - FUND 244		(30,156)	(799,709)	1,074,161	(58,783)	103,411	51,599	(11,844)

Estimated Cash **beginning of year:** 125,985

Estimated Cash **end of year:** 125,985 114,141

INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL
 POST DATES 04/01/2023 - 04/30/2023
 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	APRIL 2023 DENTAL/VISION INSURANCE PREM	35.19	25802
243-443-718.001	Health Insurance Premiums - Curr	PRIORITY HEALTH	APRIL 2023 HELATH INSURANCE PREMIUMS	123.40	25804
243-443-725.001	Fringe Benefit - Life Insurance	MADISON NATIONAL LIFE INSURANCE CO	APRIL 2023 LIFE INSURANCE PREMIUMS	3.08	25803
243-443-931.000	HEAT TAPE PER QUOTE 22-S133T	ESPER ELECTRIC	ADMIN - LIGHTS/HEAT TAPE MILL	20,305.00	25818
Total For Dept 443 PUBLIC WORKS				20,466.67	
Total For Fund 243 BROWNFIELD REDEVELOPMENT AUTHORITY F				20,466.67	
Total For All Funds:				20,466.67	
--- FUND TOTALS BY VENDOR ---					
Fund 243 BROWNFIELD REDEVELOPMENT AUTHORI					
002527	- COPS HEALTH TRUST			35.19	
002787	- ESPER ELECTRIC			20,305.00	
004206	- MADISON NATIONAL LIFE INSURANCE CO			3.08	
004785	- PRIORITY HEALTH			123.40	
TOTAL FUND 243 BROWNFIELD REDEVELOPMENT A				20,466.67	

Fund 248 - **DOWNTOWN DEVELOPMENT AUTHORITY - DDA**

05/05/2023

Draft approved by BRA/TIFA/DDA Board ??/??/2023

Original Draft approved by Council ??/??/2023

Updated revenue/expenditures approved ??/??/2023

2023-2024 Budget

NEW GL NUMBER	DESCRIPTION	19-20 ACTUAL AMOUNTS	20-21 ACTUAL AMOUNTS	21-22 ACTUAL AMOUNTS	22-23 AMENDED BUDGET	22-23 ACTUAL TO 04/30	22-23 PROJECTED TOTALS	2023-2024 REQUESTED BUDGET
ESTIMATED REVENUES								
Dept 000 - OPERATIONS								
248-000-404.030	Captured Tax - AdVal Real - City	24,516	26,174	26,636	29,290	29,290	29,290	34,222
248-000-404.031	Captured Tax - AdVal Real - Library	4,436	4,731	4,835	5,307	5,307	5,307	6,200
248-000-404.032	Captured Tax - AdVal Real - Capital Impr	1,957	2,091	2,140	2,383	2,383	2,383	2,784
248-000-404.033	Captured Tax - AdVal Real - Fire Reserve	1,957	2,091	2,140	2,383	2,383	2,383	2,784
248-000-404.034	Captured Tax - AdVal Real - Solid Waste	11,785	13,035	2,783	3,098	3,098	3,098	3,620
248-000-404.045	Captured Tax - AdVal Real - County (All)	2,544	2,718	13,519	16,518	16,559	16,559	19,347
248-000-413.060	Captured Tax - AdVal Pers - City	2,409	2,044	1,831	1,974	1,974	1,974	1,838
248-000-413.061	Captured Tax - AdVal Pers - Library	436	369	332	358	358	358	333
248-000-413.062	Captured Tax - AdVal Pers - Capital Impr	192	163	147	161	161	161	150
248-000-413.063	Captured Tax - AdVal Pers - Fire Reserve	192	163	147	161	161	161	150
248-000-413.064	Captured Tax - AdVal Pers - Solid Waste	250	212	191	209	209	209	194
248-000-413.065	Captured Tax - AdVal Pers - County (All)	1,158	1,018	929	1,113	1,116	1,116	1,038
248-000-583.000	Local Grants	5,894	6,828	7,236	6,835	7,195	7,195	7,752
248-000-583.001	Local Donations	350	1,075	0	0	0	0	0
248-000-642.001	DDA - Sale of Merchandise	978	63	1,340	0	76	76	0
248-000-642.248	DDA - Farmer's Market SNAP Sales	82	0	0	0	0	0	0
248-000-654.001	DDA - Farmers Market Entry Fee	2,577	1,790	4,811	2,200	3,729	4,709	4,225
248-000-654.001	DDA - Special Event Revenues	736	0	2,140	300	1,625	1,965	1,625
248-000-654.103	DDA Donations - Movies in the Park	0	0	0	0	1,650	1,650	0
248-000-665.000	Interest Earned - Investments	1,028	438	166	156	1,620	1,944	1,489
248-000-684.000	Miscellaneous Revenue	1,263	315	222	0	10	10	0
Totals for dept 010 - OPERATIONS		64,740	65,318	71,545	72,446	78,904	80,548	87,751
TOTAL ESTIMATED REVENUES		64,740	65,318	71,545	72,446	78,904	80,548	87,751

APPROPRIATIONS

Dept 443 - **PUBLIC WORKS**

248-443-703.000	Salaries/Wages - Full Time Employees	15,560	16,455	17,565	18,899	14,438	18,433	18,502
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248-443-704.001	Wages - Part Time Employees	0	0	0	458	0	76	0
248-443-709.000	Payroll Tax - FICA/Medicare (Social Sec)	1,065	1,127	1,182	1,408	980	1,281	1,338
248-443-712.001	Medical Insurance Opt Out	48	48	22	60	63	86	0
248-443-716.000	Retirement Benefits	69	51	35	126	12	37	0
248-443-718.001	Health Insurance Premiums	2,571	3,154	2,902	3,160	2,639	3,157	3,249
248-443-718.013	Health Insurance - HSA - Employer Paid	723	820	852	864	591	733	792
248-443-723.001	Retiree Health Care - OPEB	0	0	9	79	66	76	0
248-443-725.001	Life Insurance	0	2	2	1	1	1	0
248-443-725.010	Workers Comp Insurance	81	155	56	69	47	72	43
248-443-751.000	Office Supplies	13	0	0	0	0	0	0
248-443-775.000	Supplies - Repairs and Maintenance	52	20	16	50	60	60	100
248-443-801.013	Professional Services - Attorney	0	0	56	0	0	0	0
248-443-801.030	Professional Services - Audit	67	67	64	71	71	71	71
248-443-851.000	Postage	0	55	1	100	44	100	100
248-443-900.000	Printing and Publishing	1,450	799	1,496	1,800	932	1,800	1,800
248-443-931.000	Repairs and Maintenance - Equipment	2,820	1,035	1,215	200	363	500	500
248-443-935.001	Liability Insurance	503	581	608	669	196	196	225
248-443-948.000	Computer Services	10	6	10	50	13	50	50
248-443-955.000	Miscellaneous	396	174	451	400	451	451	400
248-443-960.000	Education & Training - Professional	0	75	175	200	0	0	200
248-443-962.000	Memberships & Dues	2,910	3,180	690	1,930	450	600	700
Totals for dept 443 - PUBLIC WORKS		28,338	27,804	27,407	30,594	21,417	27,780	28,070

Dept 775 - **SPECIAL EVENTS**

248-775-880.021	Special Events	788	316	1,042	2,850	3,220	3,220	4,250
248-775-881.022	DDA Farmers Market Expense	614	368	774	850	823	850	1,010
248-775-881.025	DDA Christmas Ornament Costs	0	0	797	0	0	0	0
248-775-881.036	DDA Movies in the Park	1,163	0	1,770	700	0	0	0
248-775-881.037	DDA - Farmer's Market SNAP Vendor	94	0	0	0	0	0	0
Totals for dept 775 - SPECIAL EVENTS		2,659	684	4,383	4,400	4,043	4,070	5,260

Dept 900 - **CAPITAL OUTLAY**

248-900-971.000	Capital Purchase	0	0	8,793	15,000	12,014	12,014	7,500
Totals for dept 900 - CAPITAL OUTLAY		0	0	8,793	15,000	12,014	12,014	7,500

Dept 905 - **DEBT SERVICE**

248-905-991.000	Principal Payment - Interfund Loans	11,666	11,783	11,900	24,159	20,133	24,159	0
248-905-992.050	Interest Payment - Interfund Loans	595	478	361	242	202	242	0
Totals for dept 905 - DEBT SERVICE		12,261	12,261	12,261	24,401	20,335	24,401	0

TOTAL APPROPRIATIONS	43,258	40,749	52,844	74,395	57,809	68,265	40,830
NET OF REVENUES/APPROPRIATIONS - FUND 249	21,482	24,569	18,701	(1,949)	21,095	12,283	46,920
Estimated Cash beginning of year:							<u>148,872</u>
Estimated Cash end of year:						148,872	<u>195,792</u>

05/05/2023 04:40 PM
 User: BKELLEY
 DB: Plainwell

INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL
 POST DATES 04/01/2023 - 04/30/2023
 BOTH JOURNALIZED AND UNJOURNALIZED
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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND					
Dept 443 PUBLIC WORKS					
248-443-718.001	Health Insurance Premiums - Curr	COPS HEALTH TRUST	APRIL 2023 DENTAL/VISION INSURANCE PREM	27.88	25802
248-443-718.001	Health Insurance Premiums - Curr	PRIORITY HEALTH	APRIL 2023 HELATH INSURANCE PREMIUMS	313.29	25804
248-443-725.001	Fringe Benefit - Life Insurance	MADISON NATIONAL LIFE INSU	APRIL 2023 LIFE INSURANCE PREMIUMS	0.05	25803
Total For Dept 443 PUBLIC WORKS				341.22	
Dept 775 SPECIAL EVENTS					
248-775-880.021	Community Promotion - Special Ev	PLUMBER'S PORTABLE TOILETS	DDA - PORTABLE TOILET FOR EGG HUNT DS	120.00	25816
248-775-880.021	Banner for ladies night	COMPLETE TEAM OUTFITTERS	Banner for ladies night	150.00	2273
Total For Dept 775 SPECIAL EVENTS				270.00	
Total For Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND				611.22	
Total For All Funds:				611.22	
--- FUND TOTALS BY VENDOR ---					
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY F					
002247	-	PLUMBER'S PORTABLE TOILETS		120.00	
002527	-	COPS HEALTH TRUST		27.88	
004206	-	MADISON NATIONAL LIFE INSURANCE CO		0.05	
004785	-	PRIORITY HEALTH		313.29	
CC9999	-	MISC VENDOR		150.00	
TOTAL FUND 248 DOWNTOWN DEVELOPMENT AUTHC				611.22	

Fund 247 (450) - **TAX INCREMENT FINANCING AUTHORITY - TIFA (INDUSTRIAL PARK)**

05/05/2023

Draft approved by BRA/TIFA/DDA Board ??/??/2023

Original Draft approved by Council ??/??/2023

Updated revenue/expenditures approved ??/??/2023

2023-2024 Budget

NEW GL NUMBER	DESCRIPTION	19-20 ACTUAL AMOUNTS	20-21 ACTUAL AMOUNTS	21-22 ACTUAL AMOUNTS	22-23 AMENDED BUDGET	22-23 ACTUAL TO 04/30	22-23 PROJECTED TOTALS	2023-2024 REQUESTED BUDGET
ESTIMATED REVENUES								
Dept 002 - TAX REVENUES								
247-000-402.040	Captured Tax - AdVal Real - City	0	0	0	0	0	0	8,132
247-000-402.041	Captured Tax - AdVal Real - Library	0	0	0	0	0	0	1,472
247-000-402.042	Captured Tax - AdVal Real - Capital Impr	0	0	0	0	0	0	661
247-000-402.043	Captured Tax - AdVal Real - Fire Reserve	0	0	0	0	0	0	661
247-000-402.044	Captured Tax - AdVal Real - Solid Waste	0	0	0	0	0	0	860
247-000-402.048	Captured Tax - AdVal Real - County (All)	0	0	0	0	0	0	4,595
Totals for dept 002 - TAX REVENUES		0	0	0	0	0	0	16,381
Dept 006 - INTERGOVERNMENTAL REVENUE - LOCAL								
247-000-583.000	Local Grants	75,521	79,912	85,615	82,349	86,683	86,883	104,593
Totals for dept 005 - INTERGOVERNMENTAL REVENUE - STATE		75,521	79,912	85,615	82,349	86,683	86,883	104,593
Dept 009 - INTEREST AND RENTS								
247-000-665.000	Interest Earned - Investments	1,617	456	198	150	1,787	2,144	3,337
Totals for dept 009 - INTEREST AND RENTS		1,617	456	198	150	1,787	2,144	3,337
TOTAL ESTIMATED REVENUES		77,138	80,368	85,813	82,499	88,470	89,027	124,311

APPROPRIATIONS

Dept 443 - PUBLIC WORKS

247-443-703.000	Salaries/Wages - Full Time Employees	41,860	42,504	47,183	48,562	39,285	47,400	51,342
247-443-704.001	Wages - Part Time Employees	579	396	358	166	320	348	927
247-443-709.000	Payroll Tax - FICA/Medicare (Social Sec)	3,018	3,048	3,363	3,627	2,857	3,476	3,894
247-443-712.001	Medical Insurance Opt Out	375	388	388	855	622	836	855
247-443-716.000	Retirement Benefits	2,147	2,197	2,286	2,538	1,985	2,324	2,777
247-443-718.001	Health Insurance Premiums	5,041	5,903	6,375	6,719	5,032	5,861	7,046
247-443-718.012	Health Insurance - FSA - Employer Paid	4	0	0	0	0	0	0
247-443-718.013	Health Insurance - HSA - Employer Paid	1,716	1,823	1,916	1,968	1,232	1,481	1,848
247-443-723.001	Other Post Employment Benefits	6	19	30	0	0	0	0
247-443-725.001	Life Insurance	20	18	20	22	16	18	21
247-443-725.010	Workers Comp Insurance	241	354	187	242	168	244	270

247-443-775.000	Supplies - Repairs and Maintenance	13	0	0	0	0	0	3,600
247-443-801.013	Professional Services - Attorney	0	3,234	0	1,000	1,045	1,045	1,000
247-443-801.030	Professional Services - Audit	67	67	64	71	71	71	71
247-443-931.000	Repairs and Maintenance - Equipment	645	83	715	500	830	1,000	500
247-443-935.001	Liability Insurance	394	455	395	435	127	127	146
247-443-940.000	Rentals - Equipment	2,444	1,262	842	1,500	636	1,500	1,500
247-443-948.000	Computer Services	10	6	10	0	7	7	0
247-443-955.000	Miscellaneous	0	5,000	0	500	0	0	0
247-443-962.000	Memberships & Dues	305	0	0	300	0	0	0
Totals for dept 443 - PUBLIC WORKS		58,885	66,757	64,132	69,005	54,233	65,738	75,797

NET OF REVENUES/APPROPRIATIONS - FUND 247

18,253	13,611	21,681	13,494	34,237	23,289	48,514
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Estimated Cash **beginning of year:**

166,849

Estimated Cash **end of year:**

166,849 215,363

INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL
 POST DATES 04/01/2023 - 04/30/2023
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

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	APRIL 2023 DENTAL/VISION INSURANCE PREM	(106.29)	25802
247-443-718.001	Health Insurance Premiums - Curr	PRIORITY HEALTH	APRIL 2023 HELATH INSURANCE PREMIUMS	421.82	25804
247-443-725.001	Fringe Benefit - Life Insurance	MADISON NATIONAL LIFE INSU	APRIL 2023 LIFE INSURANCE PREMIUMS	1.10	25803
Total For Dept 443 PUBLIC WORKS				316.63	
Total For Fund 247 TAX INCREMENT FINANCE AUTHORITY FUNI				316.63	
Total For All Funds:				316.63	
--- FUND TOTALS BY VENDOR ---					
Fund 247 TAX INCREMENT FINANCE AUTHORITY					
002527	-	COPS HEALTH TRUST		(106.29)	
004206	-	MADISON NATIONAL LIFE INSURANCE CO		1.10	
004785	-	PRIORITY HEALTH		421.82	
TOTAL FUND 247 TAX INCREMENT FINANCE AUTH				316.63	

MINUTES
Plainwell City Council
March 27, 2023

1. Mayor Keeler called the regular meeting to order at 7:01 PM in City Hall Council Chambers.
2. Jarrod Bowen of Lighthouse Baptist Church gave the invocation.
3. Pledge of Allegiance was given by all present.
4. Roll Call: Present: Mayor Keeler, Mayor Pro Tem Steele, Councilmember Overhuel, Councilmember Keeney 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 03/13/2023 regular meeting. On a voice vote, all voted in favor. Motion passed.
6. Public Comment: None.
7. County Commissioner Report:
County Commissioner Gale Dugan gave a thorough report on several county meetings, highlighting several factors, including the Solid Waste Planning Commission having entered the permitting phase, the assessment pictometry happening this spring, an upgraded generator at the 911 Center, and the county's new emergency manager.
8. **A motion by Steele, seconded by Overhuel, to approve the Agenda for the March 27, 2023 meeting as presented. On a voice vote, all voted in favor. Motion passed.**
9. Mayor's Report:
None.
10. Recommendations and Reports:
 - A. Community Development Manager Siegel introduced Larry Gonzales who gave a report on a 3-day Island City Festival, to include a carnival. The festival is planned June 8 through 10, 2023. His plan was to use the parking area off M-89 as a fundraiser for local non-profit organization. Councilmember Overhuel inquired whether the city could charge for parking. There was discussion about no plans for a beer tent during this year's festival.
A motion by Steele, seconded by Overhuel, to approve Special Event Permit 23-06 for Island City Festival as presented. On a voice vote, all in favor. Motion passed.
 - B. Community Development Manager Siegel reported that Habitat for Humanity wishes to return the property at 401 S. Sherwood, which no longer can be developed as previously planned. The only cost to the city is the payment of the state-mandated revenue stamps for any property transfer.
A motion by Keeney, seconded by Wisnaski, to approve the transfer of property at 401 S Sherwood from Habitat for Humanity and to approve the payment of \$77.40 related to the transfer. On a roll call vote, all voted in favor. Motion passed.

- C. Superintendent Nieuwenhuis introduced Jeff Wingard, Project Manager from Fleis & Vandenbrink who reported to Council that the sewer infrastructure on Michigan Avenue was identified in the SAW Grant as one of the worst rated facilities in the system. Prior to the proposed street paving on Michigan, the sewer infrastructure should be replaced. Fleis & Vandenbrink has proposed preliminary and final engineering for the project of \$7,400.00 which would allow for minor fieldwork to get a State permit going for future construction with city staff overlaying the final asphalt.
A motion by Wisnaski, seconded by Keeney, to approve the project with Fleis & Vandenbrink for preliminary and final design engineering for the Michigan Avenue Sanitary Sewer Replacement in the amount of \$7,400.00. On a roll call vote, all voted in favor. Motion passed.
- D. Jeff Wingard, Project Manager from Fleis & Vandenbrink presented its proposal to Council for the Old Orchard Project that needs final design engineering to get State permits and for the Request for Proposals which would need to be issued in the Fall of 2023 for construction to happen in 2024. It was noted that project costs continue to change and specific funding for the project has not been finalized.
A motion by Overhuel, seconded by Steele, to approve the project with Fleis & Vandenbrink for final design engineering for the Old Orchard Project in the amount of \$172,000.00. On a roll call vote, all voted in favor. Motion passed.
- E. Jeff Wingard, Project Manager from Fleis & Vandenbrink reminded Council of the bridge work scheduled to be done by the State on the West Bridge and North Main bridge. He noted that traffic would be maintained only one side of the bridges while they work, and that final construction bids would be received by the State in early April. Fleis & Vandenbrink proposes construction engineering services during the project.
A motion by Overhuel, seconded by Keeney, to approve the project with Fleis & Vandenbrink for construction engineering for the North Main and West Bridge Bridge Projects in the amount of \$78,500.00. On a roll call vote, all voted in favor. Motion passed.
- F. Finance Director Kelley reported that the City Assessor's contract expires on April 30, 2023. Former City Manager Wilson had discussed continuing with R&R Assessing (Mike Richmond), which was agreeable to everyone, but no final contact had been negotiated. During the process, there were questions about whether the Assessor should be an employee or a contractor and those details have yet to be worked out. As a result, the recommendation is for a one-year contract with the assessor with a 5% rate increase while the issue of employee versus contractor is worked out.
A motion by Steele, seconded by Overhuel, to approve a one-year professional services contract with R&R Assessing, Inc. for assessing services at a cost not to exceed \$19,500.00. On a roll call vote, all voted in favor. Motion passed.
- G. Public Safety Director Callahan reported that a recent electrical surge disabled the tracking inside the security system at the Public Safety Building. The building is secure, but the access is compromised and not tracked. Director Callahan had solicited quotes for replacement and recommends the low bid from Lockmaster Security, who installed the system originally. Insurance may help cover the cost.
A motion by Keeney, seconded by Wisnaski, to accept the low bid of \$6,450.00 from Lockmaster Security to replace the Access Control System at the Public Safety Building. On a roll call vote, all voted in favor. Motion passed.
- H. Superintendent Nieuwenhuis and Finance Director Kelley reported having worked together to negotiate a contract with former City Manager Erik Wilson to continue on as a consultant for the bigger projects. The proposed contact for consideration is up to four (4) months, is specific to the Mill Development and

The City of Plainwell is an equal opportunity employer and provider

Plainwell Dam No. 2 Projects and lays out a transition plan for the projects. There was discussion about any documents that are generated for the duration of the project be turned over to the city at the conclusion of the project. Community Development Manager Siegel reported having already had communication and that the projects are moving ahead.

A motion by Overhuel, seconded by Wisnaski, to approve a professional services contract with Erik Wilson for the Mill Development and Plainwell Dam No. 2 projects in the amount not to exceed \$7,040.00. On a roll call vote, all voted in favor. Motion passed.

11. Communications:

A. A motion by Steele, seconded by Overhuel, to accept and place on file the February 2023 Public Safety and Water Renewal Reports, the draft minutes from the March 14, 2023 DDA/BRA/TIFA Board Meeting and the draft minutes from the March 15, 2023 Planning Commission Meeting. On a voice vote, all voted 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 \$94,909.69 for payment of same. On a roll call vote, all voted in favor. Motion passed.

13. Public Comments:

Resident Judy Shumaker had several questions about whether the property owners would have input, or if there would be public meetings, about the Old Orchard Project. Superintendent Nieuwenhuis and Project Manager Wingard both reported that no final plans have been developed yet and that the city would reach out to the property owners keeping them informed as the project continues.

14. Staff Comments:

Personnel Coordinator Amanda Kersten reported that Penny Soper had started today as Utility Billing Specialist.

Community Development Manager Siegel reported working with appraisers who are evaluating the Mill land and the Meert Farm land for future sales. She also reported that the lead paint abatement project would start as soon as all the parties agreed to the work plan, and she gave a report on the public meeting for the Dam Removal project from last week.

Director Callahan reported conducting school trainings and working on accreditation. He also shared a letter of commendation for Public Safety Officer David Rantz who was praised by a resident for a recent interaction.

Finance Director/Clerk Kelley noted Penny Soper's start as Utility Billing Specialist. He thanked Roxanne Branch, Amanda Kersten and Denise Siegel for working together to get through a staffing shortage and holding each other up.

Superintendent Nieuwenhuis reported learning a new normal as an Interim City Manager and that things are off to a good start..

15. Council Comments:

Each Councilmember thanked the staff for their hard work.

16. Adjournment:

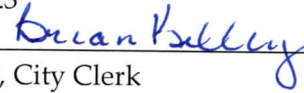
A motion by Steele, seconded by Overhuel, to adjourn the meeting at 8:13 PM. On a voice vote, all voted in favor. Motion passed.

Minutes respectfully
Submitted by,
Brian Kelley
City Clerk

MINUTES APPROVED BY CITY COUNCIL

April 10, 2023

Brian Kelley, City Clerk



MINUTES
Plainwell City Council
April 10, 2023

1. Mayor Keeler called the regular meeting to order at 7:00 PM in City Hall Council Chambers.
2. Scott Smail of Lighthouse Baptist Church gave the invocation.
3. Pledge of Allegiance was given by all present.
4. Roll Call: Present: Mayor Keeler, Mayor Pro Tem Steele, Councilmember Overhuel, Councilmember Keeney 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 03/27/2023 regular meeting. On a voice vote, all voted in favor. Motion passed.
6. Public Comment:
Mr. Richmond, a resident at 118 Mariette, lodged a complaint about large campfires at neighboring 140 N Sherwood which may exceed allowed limits. Public Safety Director Callahan took Mr. Richmond's complaint.
7. County Commissioner Report: None
8. **A motion by Steele, seconded by Overhuel, to approve the Agenda for the April 10, 2023 meeting as presented. On a voice vote, all voted in favor. Motion passed.**
9. Mayor's Report:
Mayor Keeler introduced Penny Soper, the city's new Utility Billing Specialist.
10. Recommendations and Reports:
 - A. Representatives from Consumers Energy reported receipt of an application from VDI Manufacturing which needs additional electric capacity to adequately operate its shop in the Industrial Park. Engineers at Consumers identified overhead lines which could be added to adequately supply the Industrial Park and planned expansion. The additional lines would encroach on city-owned land known as the Hickory Street Parcel, next to the substation at 350 Kenwood Street. The overhead lines would travel SouthEast from the substation down Kenwood, then NorthEast between 328 and 318 Kenwood across the railroad tracks into the Industrial Park. Consumers needs an easement from the City to cross the "Hickory Street Parcel", also known as parcel number 55-029-016-20. All other easements needed for the entire project have already been signed, and Consumers has already sent a mobile substation to serve the community while the upgrades are done at the permanent substation.
A motion by Wisnaski, seconded by Steele, to approve an easement for Consumers Energy for the electrical facility upgrades as presented. On a voice vote, all in favor. Motion passed.
 - B. Finance Director Kelley reminded Council about the bridge project scheduled for the summer on North Main and West Bridge. The Michigan Department of Transportation offered its contract confirming the 95% funding from federal and state sources with the 5% city match. The state requires positive confirmation, by resolution, of who can sign the contract.

A motion by Overhuel, seconded by Steele, to approve Construction Contract 23-2054 with the Michigan Department of Transportation for repairs to the West Bridge and North Main bridges and adopting Resolution 2023-14 authorizing Brian Kelley and Bob Nieuwenhuis to sign the contract on behalf of the city. On a roll call vote, all voted in favor. Motion passed.

- C. Community Development Siegel gave a brief update on the Dam project, noting the unplanned request by NOAA for PFAS testing of the sediment, with an additional request for more sites to be tested. GHD had worked up the Change Order for consideration.

A motion by Keeney, seconded by Wisnaski, to approve the change order for PFAS sediment sampling for the Plainwell Dam No 2 Project in the amount of \$69,850.00. On a roll call vote, all voted in favor. Motion passed.

- D. Community Development Siegel reported the planned Memorial Day Parade and that the special event permit requests the closure of M-89, which needs Council approval.

A motion by Steele, seconded by Overhuel, to approve Special Event Permit 23-07 for the May 29, 2023 Memorial Day Parade. On a voice vote, all voted in favor. Motion passed.

11. Communications:

- A. **A motion by Steele, seconded by Overhuel, to accept and place on file the March 2023 Investment and Fund Balance Reports, the draft minutes from the March 16, 2023 Parks & Trees Meeting and the March 2023 Public Safety Report. On a voice vote, all voted 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 \$284,980.15 for payment of same. On a roll call vote, all voted in favor. Motion passed.

13. Public Comments: None

14. Staff Comments:

Personnel Coordinator Amanda Kersten reported reviewing applications for City Clerk.

Community Development Manager Siegel reported researching property rights for the former jail lot behind the old Fire Hall. She reported working with the broker to determine appraised value for mill land and farm land. She also noted that the lead paint chips had been removed for testing.

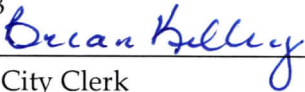
Superintendent Pond noted that the Dystor cover would be removed this week.

Superintendent Nieuwenhuis reported that the bids for the bridge project came in 0.23% off from engineering estimates.

15. **A motion by Steele, seconded by Overhuel, to adjourn to Closed Session at 7:35pm to review and consider the applicants who have requested confidentiality as permitted under Michigan Open Meetings Act MCL 15.268 Section 8 (f) for the position of Plainwell City Manager. On a roll call vote, all voted in favor. Motion passed.**

16. A motion by Keeney, seconded by Wisnaski, to return to the Regular Session at 8:33pm. On a roll call vote, all voted in favor. Motion passed.
17. A motion by Wisnaski, seconded by Steele, to offer interviews for the position of Plainwell City Manager to Candidates #26, #29, #31 and #33, and to conduct those interviews at a Public Meeting on Saturday, April 22, 2023 at 8:45am. On a roll call vote, all voted in favor. Motion passed.
18. Council Comments: None
19. Adjournment:
A motion by Steele, seconded by Overhuel, to adjourn the meeting at 8:37 PM. On a voice vote, all voted in favor. Motion passed.

Minutes respectfully
Submitted by,
Brian Kelley
City Clerk

MINUTES APPROVED BY CITY COUNCIL
April 24, 2023


Brian Kelley, City Clerk

PERIOD ENDING 04/30/2023

% Fiscal Year Completed: 83.29

*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	04/30/2023 NORMAL (ABNORMAL)	MONTH 04/30/2023 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	1,123.00	0.00	0.00	100.00
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	19,098.02	0.00	(0.02)	100.00
243-000-404.048	Captured Tax Real - BR - County Taxes	3,495.00	3,503.94	0.00	(8.94)	100.26
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 - BR - Library	1,298.00	1,298.05	0.00	(0.05)	100.00
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	4,050.14	0.00	(10.14)	100.25
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	4,102.35	572.21	(4,002.35)	4,102.35
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	50,000.00	5,000.00	10,000.00	83.33
TOTAL REVENUES		131,101.00	244,123.80	5,572.21	(113,022.80)	186.21
Expenditures						
243-443-703.000	Salaries/Wages - Full Time Employees	41,538.00	33,739.63	1,255.24	7,798.37	81.23
243-443-704.001	Wages - Part Time Employees	3,083.00	3,139.96	716.07	(56.96)	101.85
243-443-709.000	Payroll Taxes - FICA - Soc Sec/Medicare	3,269.00	2,859.14	147.82	409.86	87.46
243-443-712.001	Cash in Lieu of Benefits - Insurance Buy	390.00	348.87	39.98	41.13	89.45
243-443-713.001	Overtime Pay	0.00	1,748.42	0.00	(1,748.42)	100.00
243-443-716.000	Retirement - Defined Contribution 401a	3,603.00	2,743.49	89.96	859.51	76.14
243-443-718.001	Health Insurance Premiums - Current EE	7,113.00	4,255.78	97.90	2,857.22	59.83
243-443-718.013	Health Insurance - HSA - Employer Paid	1,992.00	999.06	52.19	992.94	50.15
243-443-723.001	Retiree Health Care - OPEB	123.00	102.80	10.28	20.20	83.58
243-443-725.001	Fringe Benefit - Life Insurance	43.00	35.69	3.08	7.31	83.00
243-443-725.010	Workers Comp Insurance	240.00	154.80	0.00	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	2,855.25	0.00	(2,855.25)	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	0.00	1,729.67	42.34
243-443-801.030	Professional Services - Auditor	2,874.00	373.88	0.00	2,500.12	13.01
243-443-830.000	Contractual Reimbursement CRA Activities	33,891.00	22,996.74	0.00	10,894.26	67.86
243-443-851.000	Postage	0.00	40.30	0.00	(40.30)	100.00
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	27,239.50	20,305.00	(26,239.50)	2,723.95
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	4,685.70	0.00	(1,085.70)	130.16
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	12,818.50	1,281.85	2,563.50	83.33
243-905-993.001	Debt Service - Interest - Interfund Loan	1,242.00	1,035.40	103.54	206.60	83.37
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	140,710.72	24,102.91	49,173.28	74.10

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL

PERIOD ENDING 04/30/2023

% Fiscal Year Completed: 83.29

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

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	04/30/2023	MONTH 04/30/2023	BALANCE	
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND						
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND:						
	TOTAL REVENUES	131,101.00	244,123.80	5,572.21	(113,022.80)	186.21
	TOTAL EXPENDITURES	189,884.00	140,710.72	24,102.91	49,173.28	74.10
	NET OF REVENUES & EXPENDITURES	(58,783.00)	103,413.08	(18,530.70)	(162,196.08)	175.92

PERIOD ENDING 04/30/2023

% Fiscal Year Completed: 83.29

*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	04/30/2023 (ABNORMAL)	MONTH 04/30/2023 INCREASE	(DECREASE)	NORMAL	(ABNORMAL) BALANCE	
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		1,787.05		218.40		(1,637.05)	1,191.37
TOTAL REVENUES		82,499.00		88,469.83		218.40		(5,970.83)	107.24
Expenditures									
247-443-703.000	Salaries/Wages - Full Time Employees	48,562.00		39,284.52		2,839.30		9,277.48	80.90
247-443-704.001	Wages - Part Time Employees	166.00		320.05		40.43		(154.05)	192.80
247-443-709.000	Payroll Taxes - FICA - Soc Sec/Medicare	3,627.00		2,856.91		207.77		770.09	78.77
247-443-712.001	Cash in Lieu of Benefits - Insurance Buy	855.00		622.09		70.01		232.91	72.76
247-443-716.000	Retirement - Defined Contribution 401a	2,538.00		1,985.06		112.82		552.94	78.21
247-443-718.001	Health Insurance Premiums - Current EE	6,719.00		5,032.34		329.36		1,686.66	74.90
247-443-718.013	Health Insurance - HSA - Employer Paid	1,968.00		1,231.78		100.74		736.22	62.59
247-443-725.001	Fringe Benefit - Life Insurance	22.00		16.41		1.10		5.59	74.59
247-443-725.010	Workers Comp Insurance	242.00		167.79		0.00		74.21	69.33
247-443-801.013	Professional Services - Attorney	1,000.00		1,044.50		0.00		(44.50)	104.45
247-443-801.030	Professional Services - Auditor	71.00		70.82		0.00		0.18	99.75
247-443-931.000	Outside Services (RMLB)	500.00		830.00		0.00		(330.00)	166.00
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		54,232.40		3,701.53		14,772.60	78.59
Fund 247 - TAX INCREMENT FINANCE AUTHORITY FUND:									
TOTAL REVENUES		82,499.00		88,469.83		218.40		(5,970.83)	107.24
TOTAL EXPENDITURES		69,005.00		54,232.40		3,701.53		14,772.60	78.59
NET OF REVENUES & EXPENDITURES		13,494.00		34,237.43		(3,483.13)		(20,743.43)	253.72

PERIOD ENDING 04/30/2023

% Fiscal Year Completed: 83.29

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GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	04/30/2023 (ABNORMAL)	MONTH 04/30/2023 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		5,306.83		0.00		0.17	100.00
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		16,558.67		0.00		(40.67)	100.25
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		357.63		0.00		0.37	99.90
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		1,115.93		0.00		(2.93)	100.26
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		75.61		0.00		(75.61)	100.00
248-000-654.001	Charges for Service - Farmers Market Fee	2,200.00		3,728.82		585.00		(1,528.82)	169.49
248-000-654.102	Special Event Revenues - DDA	300.00		1,625.00		0.00		(1,325.00)	541.67
248-000-654.103	Donations - Movies In the Park - DDA	0.00		1,650.00		0.00		(1,650.00)	100.00
248-000-665.000	Interest Earnings - Investments	156.00		1,620.17		226.91		(1,464.17)	1,038.57
248-000-684.000	Miscellaneous Revenue	0.00		10.00		0.00		(10.00)	100.00
TOTAL REVENUES		72,446.00		78,902.32		811.91		(6,456.32)	108.91
Expenditures									
248-443-703.000	Salaries/Wages - Full Time Employees	18,899.00		14,438.20		1,368.10		4,460.80	76.40
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		979.50		92.71		428.50	69.57
248-443-712.001	Cash in Lieu of Benefits - Insurance Buy	60.00		62.54		7.51		(2.54)	104.23
248-443-716.000	Retirement - Defined Contribution 401a	126.00		12.12		1.01		113.88	9.62
248-443-718.001	Health Insurance Premiums - Current EE	3,160.00		2,639.36		258.83		520.64	83.52
248-443-718.013	Health Insurance - HSA - Employer Paid	864.00		590.97		60.49		273.03	68.40
248-443-723.001	Retiree Health Care - OPEB	79.00		66.10		6.61		12.90	83.67
248-443-725.001	Fringe Benefit - Life Insurance	1.00		0.61		0.05		0.39	61.00
248-443-725.010	Workers Comp Insurance	69.00		47.05		0.00		21.95	68.19
248-443-775.000	Supplies - Repairs and Maintenance	50.00		59.98		0.00		(9.98)	119.96
248-443-801.030	Professional Services - Auditor	71.00		70.82		0.00		0.18	99.75
248-443-851.000	Postage	100.00		44.22		0.00		55.78	44.22
248-443-900.000	Printing and Publishing	1,800.00		931.73		0.00		868.27	51.76
248-443-931.000	Outside Services (RMLB)	200.00		362.50		0.00		(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		450.56		0.00		(50.56)	112.64
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		450.00		0.00		1,480.00	23.32
248-775-880.021	Community Promotion - Special Events	2,850.00		3,220.04		270.00		(370.04)	112.98
248-775-881.022	Farmers Market Costs - DDA	850.00		823.44		0.00		26.56	96.88
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		12,013.91		0.00		2,986.09	80.09
248-905-991.001	Debt Service - Principal -Interfund Loan	24,159.00		20,132.50		2,013.25		4,026.50	83.33
248-905-993.001	Debt Service - Interest - Interfund Loan	242.00		201.70		20.17		40.30	83.35
TOTAL EXPENDITURES		74,395.00		57,806.89		4,098.73		16,588.11	77.70

PERIOD ENDING 04/30/2023

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GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BGD USED
		AMENDED BUDGET	NORMAL	04/30/2023 (ABNORMAL)	MONTH	04/30/2023 (DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND									
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND:									
	TOTAL REVENUES	72,446.00		78,902.32		811.91		(6,456.32)	108.91
	TOTAL EXPENDITURES	74,395.00		57,806.89		4,098.73		16,588.11	77.70
	NET OF REVENUES & EXPENDITURES	(1,949.00)		21,095.43		(3,286.82)		(23,044.43)	1,082.37
	TOTAL REVENUES - ALL FUNDS	286,046.00		411,495.95		6,602.52		(125,449.95)	143.86
	TOTAL EXPENDITURES - ALL FUNDS	333,284.00		252,750.01		31,903.17		80,533.99	75.84
	NET OF REVENUES & EXPENDITURES	(47,238.00)		158,745.94		(25,300.65)		(205,983.94)	336.06

PERIOD ENDING 04/30/2023

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GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	04/30/2023	MONTH 04/30/2023	BALANCE	
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND						
Revenues						
D01	Taxes	46,001.00	46,021.45	0.00	(20.45)	100.04
D08	Interest and rentals	100.00	4,102.35	572.21	(4,002.35)	4,102.35
D09	Other	0.00	144,000.00	0.00	(144,000.00)	100.00
05	Transfer in	60,000.00	50,000.00	5,000.00	10,000.00	83.33
UNCLASSIFIED	Unclassified	25,000.00	0.00	0.00	25,000.00	0.00
TOTAL REVENUES		131,101.00	244,123.80	5,572.21	(113,022.80)	186.21
Expenditures						
443	PUBLIC WORKS	123,260.00	115,650.06	22,717.52	7,609.94	93.83
900	CAPITAL OUTLAY	0.00	11,206.76	0.00	(11,206.76)	100.00
905	DEBT SERVICE	16,624.00	13,853.90	1,385.39	2,770.10	83.34
965	TRANSFERS TO OTHER FUNDS	50,000.00	0.00	0.00	50,000.00	0.00
TOTAL EXPENDITURES		189,884.00	140,710.72	24,102.91	49,173.28	74.10
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND:						
TOTAL REVENUES		131,101.00	244,123.80	5,572.21	(113,022.80)	186.21
TOTAL EXPENDITURES		189,884.00	140,710.72	24,102.91	49,173.28	74.10
NET OF REVENUES & EXPENDITURES		(58,783.00)	103,413.08	(18,530.70)	(162,196.08)	175.92

PERIOD ENDING 04/30/2023

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GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	04/30/2023	MONTH 04/30/2023	BALANCE	
Fund 247 - TAX INCREMENT FINANCE AUTHORITY FUND						
Revenues						
D08	Interest and rentals	150.00	1,787.05	218.40	(1,637.05)	1,191.37
D04	State grants	82,349.00	86,682.78	0.00	(4,333.78)	105.26
TOTAL REVENUES		82,499.00	88,469.83	218.40	(5,970.83)	107.24
Expenditures						
443	PUBLIC WORKS	69,005.00	54,232.40	3,701.53	14,772.60	78.59
TOTAL EXPENDITURES		69,005.00	54,232.40	3,701.53	14,772.60	78.59
Fund 247 - TAX INCREMENT FINANCE AUTHORITY FUND:						
TOTAL REVENUES		82,499.00	88,469.83	218.40	(5,970.83)	107.24
TOTAL EXPENDITURES		69,005.00	54,232.40	3,701.53	14,772.60	78.59
NET OF REVENUES & EXPENDITURES		13,494.00	34,237.43	(3,483.13)	(20,743.43)	253.72

PERIOD ENDING 04/30/2023

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GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	04/30/2023	MONTH 04/30/2023	BALANCE	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND						
Revenues						
D01	Taxes	62,955.00	62,998.13	0.00	(43.13)	100.07
D08	Interest and rentals	156.00	1,620.17	226.91	(1,464.17)	1,038.57
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	7,079.43	585.00	(4,579.43)	283.18
TOTAL REVENUES		72,446.00	78,902.32	811.91	(6,456.32)	108.91
Expenditures						
443	PUBLIC WORKS	30,594.00	21,415.30	1,795.31	9,178.70	70.00
775	SPECIAL EVENTS	4,400.00	4,043.48	270.00	356.52	91.90
900	CAPITAL OUTLAY	15,000.00	12,013.91	0.00	2,986.09	80.09
905	DEBT SERVICE	24,401.00	20,334.20	2,033.42	4,066.80	83.33
TOTAL EXPENDITURES		74,395.00	57,806.89	4,098.73	16,588.11	77.70
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND:						
TOTAL REVENUES		72,446.00	78,902.32	811.91	(6,456.32)	108.91
TOTAL EXPENDITURES		74,395.00	57,806.89	4,098.73	16,588.11	77.70
NET OF REVENUES & EXPENDITURES		(1,949.00)	21,095.43	(3,286.82)	(23,044.43)	1,082.37
TOTAL REVENUES - ALL FUNDS						
TOTAL REVENUES - ALL FUNDS		286,046.00	411,495.95	6,602.52	(125,449.95)	143.86
TOTAL EXPENDITURES - ALL FUNDS		333,284.00	252,750.01	31,903.17	80,533.99	75.84
NET OF REVENUES & EXPENDITURES		(47,238.00)	158,745.94	(25,300.65)	(205,983.94)	336.06

AGENDA ITEMS

7. **BRA Action Items:**

- A. Recommended Action: A draft review of the BRA budget
- B. Recommended Action: Update given on the Lead Abatement project
- C. Accounts Payable:
Recommended Action: Consider confirming the BRA payables for April in the amount of \$ 20,466.67

8. **DDA Action Items:**

- A. Recommended Action: Draft Review of the DDA Budget
- B. Accounts Payable:
Recommended Action: Consider confirming the DDA payables for April in the amount of \$ 611.22

9. **TIFA Action Items:**

- A. Recommend Action: Draft Review of the TIFA Budget
- B. Recommended Action: Update given on Industrial Property Sale
- B. Accounts Payable:
Recommended Action: Consider confirming the TIFA payables for April in the amount of \$316.63

A reminder of Upcoming Meetings/Events:

- May 11 – Parks and Trees Meeting 5:00 p.m. / City Hall Conference Room
- May 17 - Planning Commission – 6:30 p.m. /Council Chambers
- May 22 – City Council Meeting at 7:00 p.m./ Council Chambers
- May 29 – Memorial Day / Office Closed