

# City of Plainwell

Richard Brooks, Mayor  
Zelda Schippers  
EJ Hart  
Tracee Dunlop  
Adam Hopkins  
Nick Larabel  
Paul Rizzo  
Jim Turley  
Erik Wilson



Department of Administration Services  
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“The Island City”

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## AGENDA DDA/TIFA/BRA City Hall Conference Room November 13, 2018 7:30 AM

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Approval of Minutes/Summary – 10/09/18 Meeting Minutes**
5. **General Public**
6. **Chairman’s Report**
7. **BRA Action Items**
  - A. Accounts Payable for October of \$933.34
8. **DDA Action Items**
  - A. Accounts Payable for October of \$687.12
9. **TIFA Action Items**
  - A. Accounts Payable for October of \$663.73
10. **Communications:** 09/24/18 and 10/08/18 Council Minutes. Also the Financial Report/Summary as of 10/31/18
11. **Public Comments**
12. **Staff Comments**

**BRA –**Roof repair due to water damage at Mill totaling \$4,985.00  
**Events:** Indoor Market, Shop Small Saturday, Holiday Walk, Tree Lighting, Holiday Parade, Christmas Festival
13. **Member Comments**
14. **Adjournment**

*Note: All public comment 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:  
October 9, 2018

1. Call to Order - Meeting called to order at 7:30 a.m. by Larabel
2. Pledge of Allegiance
3. Roll Call  
**Members Present:** Zelda Schippers, Paul Rizzo, Tracee Dunlop, EJ Hart, Nick Larabel, Adam Hopkins, Erik Wilson, Jim Turley  
**Excused:** Mayor Brooks
4. Approval of Minutes of **Motion by Rizzo, seconded by Schippers to approve 09/11/18 minutes.**
5. General Public: None
6. Chairman's Report: None
7. BRA Action Items  
**A. Motion to accept accounts payable for September of \$1,660.25 was made by Hart and seconded by Rizzo. Motion carried.**
8. DDA Action Items  
**A. Motion to accept accounts payable for September of \$1,744.63 was made by Larabel and seconded by Turley. Motion carried.**  
B. Review the quarterly report to the USDA regarding our Revolving Loan Funds.
9. TIFA Action Items  
**A. Motion to accept accounts payable for September of \$671.34 was made by Hopkins and seconded by Turley. Motion carried.**
10. Communications:  
08/27/18 and 9/10/18 Council Minutes. Also the Financial Report/Summary for 09/30/18 were accepted and placed on file.
11. Public Comments: None
12. Staff Comments: Siegel, reported on the closing of The White Owl, the sale 120 S. Main St. also the building (Arlene's) is now for sale. Provided details on current/upcoming events: Photo contest, Scarecrow Contest, and Wings of Hope Fundraiser.  
Wilson, City Manager, reported on the clean up going well on the Mill Site.
13. Member Comments:
14. Adjournment: **A Motion by Hart supported by Dunlop to adjourn the meeting at 8:08 p.m. was made and passed.**

Submitted by Denise Siegel, Community Development Manager

11/09/2018 02:33 PM  
User: Shirley  
DB: PLAINWELL

INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL  
EXP CHECK RUN DATES 10/01/2018 - 10/31/2018  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 443 BROWNFIELD REDEVELOPMENT AUTHORITY - BRA					
Dept 000 OPERATIONS					
443-000-715.010	Health Insurance Premiums	PRIORITY HEALTH	OCTOBER 2018 HEALTH INSURANCE PREMIUMS	539.01	12920
443-000-715.010	Health Insurance Premiums	C.O.P.S. TRUST INSURANCE	NOVEMBER 2018 DENTAL/VISION INS	32.37	13014
443-000-715.015	LIFE INSURANCE	MADISON NATIONAL LIFE INSURANCE	OCTOBER 2018 LIFE INSURANCE	2.82	12958
443-000-715.015	LIFE INSURANCE	MADISON NATIONAL LIFE INSURANCE	NOVEMBER 2018 LIFE INSURANCE	2.82	13044
443-000-743.000	Uniforms	CONTINENTAL LINEN SERVICES	2018-09 DPW UNIFORMS/RUGS/MISC	3.80	13020
443-000-801.030	AUDIT SERVICES 6/30/2018	SIEGFRIED CRANDALL PC	AUDIT SERVICES 6/30/18	352.52	12985
		Total For Dept 000 OPERATIONS		933.34	
		Total For Fund 443 BROWNFIELD REDEVELOPMENT AUTHORITY -		933.34	

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 494 DOWNTOWN DEVELOPMENT AUTHORITY DDA					
Dept 000 OPERATIONS					
494-000-715.010	Health Insurance Premiums	PRIORITY HEALTH	OCTOBER 2018 HEALTH INSURANCE PREMIUMS	255.61	12920
494-000-715.010	Health Insurance Premiums	C.O.P.S. TRUST INSURANCE	NOVEMBER 2018 DENTAL/VISION INS	26.23	13014
494-000-801.030	AUDIT SERVICES 6/30/2018	SIEGFRIED CRANDALL PC	AUDIT SERVICES 6/30/18	66.78	12985
494-000-900.000	Printing and Publishing	SHOPPERS GUIDE INC	SEPT 2018 FARMERS MARKET	59.58	12924
494-000-900.000	Printing and Publishing	KAECHELE PUBLICATIONS INC	DDA SEPT 2018	70.00	12984
494-000-956.000	Ceremonial Scissors	AMAZON.COM	Ceremonial Scissors	37.97	1402
494-000-956.021	Special Events	PLAINWELL ACE HARDWARE	TIES	4.99	12961
494-000-956.021	Photo Contest supplies	MEIJER INC #191	Photo Contest supplies	67.96	1402
494-000-957.022	DDA FARMERS MARKET EXPENSE RESTR	JONS TO GO PORTABLE RESTR	10/5/18 - 11/1/18 RESTROOM FOR THE FARM	98.00	13028
Total For Dept 000 OPERATIONS				687.12	
Total For Fund 494 DOWNTOWN DEVELOPMENT AUTHORITY DDA				687.12	

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 450 INDUSTRIAL PARK TIFA					
Dept 000 OPERATIONS					
450-000-715.010	Health Insurance Premiums	PRIORITY HEALTH	OCTOBER 2018 HEALTH INSURANCE PREMIUMS	546.85	12920
450-000-715.010	Health Insurance Premiums	C.O.P.S. TRUST INSURANCE	NOVEMBER 2018 DENTAL/VISION INS	46.72	13014
450-000-715.015	LIFE INSURANCE	MADISON NATIONAL LIFE INS	OCTOBER 2018 LIFE INSURANCE	1.69	12958
450-000-715.015	LIFE INSURANCE	MADISON NATIONAL LIFE INS	NOVEMBER 2018 LIFE INSURANCE	1.69	13044
450-000-801.030	AUDIT SERVICES 6/30/2018	SIEGFRIED CRANDALL PC	AUDIT SERVICES 6/30/18	66.78	12985
Total For Dept 000 OPERATIONS				663.73	
Total For Fund 450 INDUSTRIAL PARK TIFA				663.73	

**MINUTES**  
**Plainwell City Council**  
**September 24, 2018**

1. Mayor Brooks called the regular meeting to order at 7:02 PM in City Hall Council Chambers.
2. Pledge of Allegiance was given by all present.
3. Roll Call: Present: Mayor Brooks, Mayor Pro-tem Steele, Councilman Overhuel, and Councilman Keeney.  
Absent: Councilman Keeler.
4. Approval of Minutes/Summary:  
**A motion by Steele, seconded by Overhuel, to accept and place on file the Council Minutes and Summary of the 09/10/2018 regular meeting and the Council Minutes. On voice vote, all voted in favor. Motion passed.**
5. General Public Comments: None
6. County Commissioner Report:  
County Commissioner Black reported two candidates are in the running for County Road Commissioner.
7. Agenda Amendments: None.
8. Mayor's Report:  
Mayor Brooks reflected on the summer's good tidings.
9. Recommendations and Reports:
  - A. Plans for a building addition for HyTech Spring were reviewed. The plans have been reviewed by the Planning Commission, which recommends approval, with all requirements having been satisfied.  
**A motion by Keeney, seconded by Overhuel, to approve the site plan for HyTech Spring for a building addition at 950 Lincoln Parkway. On a voice vote, all in favor. Motion passed.**
  - B. Council considered a request from Rose Restaurant Group LLC for a Class C Redevelopment Liquor License at 112 North Main Street.  
**A motion by Keeney, seconded by Overhuel, to adopt Resolution 18-22 recommending approval of a Class C Redevelopment Liquor License for Rose Restaurant Group LLC at 112 North Main Street. On a voice vote, all in favor. Motion passed.**
  - C. Superintendent Nieuwenhuis discussed the paving of the North Anderson Parking lot prior to the winter season.  
**A motion by Overhuel, seconded by Keeney, to approve the paving project with A-1 Asphalt for the North Anderson Parking Lot for \$6,480.00. On a roll-call vote, all in favor. Motion passed.**
  - D. Director Bomar requested permission to sell a 1978 fire truck, 4 tires and a seat from a police car on the My Bid auction site.  
**A motion by Overhuel, seconded by Keeney, to approve sale of city-owned assets as presented. On a voice-vote, all in favor. Motion passed.**
  - E. City Manager Wilson discussed testing water supplies per DEQ requests and the related costs for those extra tests and related contingency planning.  
**A motion by Overhuel, seconded by Keeney, to confirm purchases in the water fund for**

**testing and contingency planning. On a voice-vote, all in favor. Motion passed.**

10. Communications:

**A. A motion by Steele, seconded by Overhuel, to accept and place on file the July 2018 Public Safety Report, the August 2018 Water Renewal Report and the Planning Commission Draft Meeting Minutes from 09/19/2018. On a voice vote, all in favor. Motion passed.**

11. Accounts Payable:

**A motion by Keeney, seconded by Overhuel, that the bills be allowed and orders drawn in the amount of \$128,885.12 for payment of same. On a roll call vote, all in favor. Motion passed.**

12. Public Comments None

13. Staff Comments

Superintendent Nieuwenhuis reported the paving is complete for 2018 except the Anderson Lot and that hydrants are being painted.

Superintendent Pond reported on the replacement of pumps at the water renewal facility and made a slide show of the progress.

Community Development Manager Siegel reported a pending sale on the Ron Jackson building and that the owner of Arlene's is selling the building and there have been three (3) inquiries about it..

Director Bomar reporting working with the schools and the equipment.

City Manager Wilson thanked Jan and Tom from Four Roses.

14. Council Comments:

Mayor Pro-tem Steele thanked Superintendent Nieuwenhuis for paving Starr on a Saturday.

15. Adjournment:

**A motion by Steele, seconded by Overhuel, to adjourn the meeting at 7:280 PM. On voice vote, all voted in favor. Motion passed.**

Minutes respectfully

Submitted by,

Lori Steele

Mayor Pro-tem

**MINUTES**  
**Plainwell City Council**  
**October 8, 2018**

1. Mayor Brooks called the regular meeting to order at 7:00 PM in City Hall Council Chambers.
2. Peter Dams from Lighthouse Baptist Church gave the invocation.
3. Pledge of Allegiance was given by all present.
4. Roll Call: Present: Mayor Brooks, Mayor Pro-tem Steele, Councilman Keeler, Councilman Overhuel, and Councilman Keeney. Absent: None.
5. Approval of Minutes/Summary:  
**A motion by Steele, seconded by Overhuel, to accept and place on file the Council Minutes and Summary of the 09/24/2018 regular meeting and the Council Minutes. On voice vote, all voted in favor. Motion passed.**
6. General Public Comments:  
Rick Cain introduced himself to the group reporting that he is running for County Commissioner.
7. County Commissioner Report: None.
8. Presentations:  
Community Development Denise Siegel introduced the 2018 Photography Contest Winners – Youth Winner, Caitlin Davis – Adult Co-Winners, Marcus Lucas and James Larson – Best in Show, Katie Collier
9. Agenda Amendments: None.
10. Mayor's Report:  
Thank you for the continued support from Lighthouse Baptist Church.
11. Recommendations and Reports:
  - A. Clerk/Treasurer Kelley briefed Council on minor, mostly typographical updates to the city's Investment Policy and an update of the listing of approved financial depositories as required by the Policy. The only change to the depository listing was the addition of Grand River Bank in Grandville.  
**A motion by Keeler, seconded by Keeney, to adopt Resolution 18-23 for the Approved Financial Depositories and to accept changes to the city's Investment Policy. On a voice vote, all in favor. Motion passed.**
  - B. Clerk/Treasurer Kelley reported receiving an application for an Industrial Facilities Tax Abatement for Rizzo Packaging, Inc. The process requires a public hearing which is recommended for November 12, 2018 at 7am at the regular Council Meeting.  
**A motion by Steele, seconded by Overhuel, to adopt Resolution 18-24 setting a public hearing for November 12, 2018 to consider and IFT Tax Abatement for Rizzo Packaging, Inc. On a voice vote, all in favor. Motion passed.**
  - C. Superintendent Pond recommends using Perceptive Controls to program the recently acquired SCADA radios. Councilman Keeney appreciated using local vendors for this work.  
**A motion by Steele, seconded by Overhuel, to approve the programming of SCADA radios with Perceptive Controls for \$3,600.00. On a roll-call vote, all in favor. Motion passed.**



- D. Personnel Manager Lamorandier briefed Council on a new job description created in response to an upcoming retirement, which will include additional election assistant responsibilities.  
**A motion by Keeler, seconded by Keeney, to approve the Utility Billing Specialist / Deputy City Clerk job description as presented. On a voice-vote, all in favor. Motion passed.**
- E. City Manager Wilson sought permission from Council to seek grant funds from the Michigan Economic Development Corporation (MEDC) in relation to the Plainwell Paper Mill demolition project. Manger Wilson stated that the grant application would require the City to be responsible for matching 10% of any grant- if awarded. City Manager Wilson stated he estimates the City's match could be approximately \$360,000. While there is no guarantee of funds, nor have any bids been received, Council will still review and approval all bid packages and potential grant awards.  
**A motion by Keeler, seconded by Overhuel, to confirm Council's support of allocating 10% as City Match for a possible grant award for demolition. On a roll call vote, all in favor. Motion passed.**

12. Communications:

- A. **A motion by Steele, seconded by Overhuel, to accept and place on file the September 2018 Investment and Fund Balance Reports and the August 2018 Public Safety Report. On a voice vote, all in favor. Motion passed.**

13. Accounts Payable:

- A motion by Keeler, seconded by Steele, that the bills be allowed and orders drawn in the amount of \$136,710.85 for payment of same. On a roll call vote, all in favor. Motion passed.**

14. Public Comments None

15. Staff Comments

Personnel Manager congratulated all of the photo contest participants and winners.

Superintendent Nieuwenhuis reported the Anderson Lot paving work has been delayed until Spring for various reasons. He also noted the leaf pickup project to which staff and a citizen raised concerns about the collection on Walnut Woods, which is being reviewed and monitored by staff. The city will make every effort to get leaves picked up before snowfall.

Superintendent Pond gave a progress report on the replacement of pumps at the water renewal facility.

Community Development Manager Siegel reported open voting for the Scarecrow Contest.

Director Bomar reported that October is Fire Prevention Month and that the Department is working to educate the elementary school students all month long.

Clerk/Treasurer Kelley reporting having convened the Election Commission to approve the listing of Election Inspectors for the November 6, 2018 General Election, noting the city continually seeks additional inspectors. He also reported absent voter ballots being mailed out at a good clip and that the auditors will return on October 24 to finalize the city's financial statement.

16. Council Comments:

Councilman Overhuel congratulation the photo contest winners.

17. Adjournment:

**A motion by Steele, seconded by Overhuel, to adjourn the meeting at 7:32 PM. On voice vote, all voted in favor. Motion passed.**

Minutes respectfully  
Submitted by,  
Brian Kelley  
City Clerk/Treasurer

PERIOD ENDING 10/31/2018

% Fiscal Year Completed: 33.70

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

GL NUMBER	DESCRIPTION	2018-19		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BGDG USED
		AMENDED BUDGET	NORMAL	10/31/2018 (ABNORMAL)	MONTH 10/31/2018	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE	
Fund 443 - BROWNFIELD REDEVELOPMENT AUTHORITY - BRA									
Revenues									
443-000-402.040	Captured Tax - AdVal Real - City Tax	4,609.00		4,609.73		0.00		(0.73)	100.02
443-000-402.041	Captured Tax - AdVal Real - Library	556.00		554.62		0.00		1.38	99.75
443-000-402.042	Captured Tax - AdVal Real - Capital Impr	368.00		368.04		0.00		(0.04)	100.01
443-000-402.043	Captured Tax - AdVal Real - Fire Reserve	368.00		368.04		0.00		(0.04)	100.01
443-000-402.044	Captured Tax - AdVal Real - Solid Waste	478.00		478.44		0.00		(0.44)	100.09
443-000-402.047	Captured DDA-SCHOOL	9,359.00		2,471.06		0.00		6,887.94	26.40
443-000-402.048	Captured Tax - AdVal Real - County (All)	2,223.00		1,684.82		0.00		538.18	75.79
443-000-402.060	Captured Tax - AdVal Pers - City	549.00		548.59		0.00		0.41	99.93
443-000-402.061	Captured Tax - AdVal Pers - Library	66.00		66.00		0.00		0.00	100.00
443-000-402.062	Captured Tax - AdVal Pers - Capital Impr	44.00		43.80		0.00		0.20	99.55
443-000-402.063	Captured Tax - AdVal Pers - Fire Reserve	44.00		43.80		0.00		0.20	99.55
443-000-402.064	Captured Tax - AdVal Pers - Solid Waste	57.00		56.94		0.00		0.06	99.89
443-000-402.065	Captured Tax - AdVal Pers - County (All)	265.00		200.50		0.00		64.50	75.66
443-000-664.020	Interest Earned - Investments	95.00		38.84		22.38		56.16	40.88
443-000-676.080	Interfund Transfer In - Capital Improve	75,000.00		25,000.00		6,250.00		50,000.00	33.33
<b>TOTAL REVENUES</b>		<b>94,081.00</b>		<b>36,533.22</b>		<b>6,272.38</b>		<b>57,547.78</b>	<b>38.83</b>
Expenditures									
443-000-703.000	Salaries/Wages - Full Time Employees	33,980.00		9,308.79		3,202.25		24,671.21	27.39
443-000-706.000	Wages - Part Time Employees	272.00		103.78		0.89		168.22	38.15
443-000-713.000	Other Post Employment Benefits	300.00		100.12		25.03		199.88	33.37
443-000-715.000	Payroll Tax - FICA/Medicare (Social Sec)	2,486.00		677.40		233.93		1,808.60	27.25
443-000-715.010	Health Insurance Premiums	5,164.00		1,738.57		413.26		3,425.43	33.67
443-000-715.012	Health Insurance - FSA - Employer Paid	25.00		4.43		1.48		20.57	17.72
443-000-715.013	Health Insurance - HSA - Employer Paid	2,537.00		1,740.00		0.00		797.00	68.58
443-000-715.015	Life Insurance	34.00		14.13		5.64		19.87	41.56
443-000-718.000	Retirement Benefits	2,941.00		816.25		263.41		2,124.75	27.75
443-000-724.000	Medical Insurance Opt Out	175.00		51.85		14.65		123.15	29.63
443-000-743.000	Uniforms	65.00		30.19		3.80		34.81	46.45
443-000-775.000	Supplies - Repairs and Maintenance	100.00		(9.98)		0.00		109.98	(9.98)
443-000-801.000	Engineering Services	2,000.00		0.00		0.00		2,000.00	0.00
443-000-801.013	Professional Services - Attorney	8,000.00		1,786.00		0.00		6,214.00	22.33
443-000-801.030	Professional Services - Audit	353.00		352.52		352.52		0.48	99.86
443-000-830.000	Contractual Reimbursement CRA Activities	14,240.00		8,620.79		0.00		5,619.21	60.54
443-000-910.000	Liability Insurance	4,725.00		4,725.00		0.00		0.00	100.00
443-000-910.010	Workers Comp Insurance	399.00		424.52		0.00		(25.52)	106.40
443-000-930.000	Repairs and Maintenance-Land & Building	15,000.00		514.18		0.00		14,485.82	3.43
443-000-930.050	Computer Services	50.00		6.44		0.00		43.56	12.88
443-000-940.000	Rentals - Equipment	1,500.00		426.52		175.36		1,073.48	28.43
443-908-991.000	Principal Payment - Interfund Loans	14,782.00		4,927.32		1,231.83		9,854.68	33.33
443-908-995.000	Interest Payment - Interfund Loans	1,843.00		614.32		153.58		1,228.68	33.33
443-970-706.000	Wages - Part Time Employees	0.00		63.92		0.00		(63.92)	100.00
443-970-715.000	Payroll Tax - FICA/Medicare (Social Sec)	0.00		4.89		0.00		(4.89)	100.00
<b>TOTAL EXPENDITURES</b>		<b>110,971.00</b>		<b>37,041.95</b>		<b>6,077.63</b>		<b>73,929.05</b>	<b>33.38</b>
Fund 443 - BROWNFIELD REDEVELOPMENT AUTHORITY - BRA:									
TOTAL REVENUES		94,081.00		36,533.22		6,272.38		57,547.78	38.83
TOTAL EXPENDITURES		110,971.00		37,041.95		6,077.63		73,929.05	33.38

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL  
 PERIOD ENDING 10/31/2018  
 % Fiscal Year Completed: 33.70

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

GL NUMBER	DESCRIPTION	2018-19 AMENDED BUDGET	YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDT USED
			NORMAL	(ABNORMAL)	MONTH 10/31/2018 INCREASE (DECREASE)	MONTH 10/31/2018 INCREASE (DECREASE)	NORMAL	(ABNORMAL)	
Fund 443 - BROWNFIELD REDEVELOPMENT AUTHORITY - BRA									
NET OF REVENUES & EXPENDITURES		(16,890.00)		(508.73)		194.75		(16,381.27)	3.01

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL

PERIOD ENDING 10/31/2018

% Fiscal Year Completed: 33.70

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

GL NUMBER	DESCRIPTION	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	10/31/2018 (NORMAL (ABNORMAL))	MONTH 10/31/2018 (INCREASE (DECREASE))	BALANCE (NORMAL (ABNORMAL))	
Fund 450 - INDUSTRIAL PARK TIFA						
Revenues						
450-000-569.000	Local Grants	61,261.00	59,571.62	59,571.62	1,689.38	97.24
450-000-664.020	Interest Earned - Investments	889.00	200.81	53.34	688.19	22.59
TOTAL REVENUES		62,150.00	59,772.43	59,624.96	2,377.57	96.17
Expenditures						
450-000-703.000	Salaries/Wages - Full Time Employees	40,843.00	13,025.25	4,598.40	27,817.75	31.89
450-000-706.000	Wages - Part Time Employees	816.00	343.75	114.58	472.25	42.13
450-000-713.000	Other Post Employment Benefits	14.00	4.80	1.20	9.20	34.29
450-000-715.000	Payroll Tax - FICA/Medicare (Social Sec)	3,059.00	953.58	342.44	2,105.42	31.17
450-000-715.010	Health Insurance Premiums	5,208.00	1,750.53	432.26	3,457.47	33.61
450-000-715.012	Health Insurance - FSA - Employer Paid	102.00	17.42	5.73	84.58	17.08
450-000-715.013	Health Insurance - HSA - Employer Paid	2,503.00	1,716.00	0.00	787.00	68.56
450-000-715.015	Life Insurance	20.00	8.50	3.38	11.50	42.50
450-000-718.000	Retirement Benefits	2,123.00	493.70	176.74	1,629.30	23.25
450-000-724.000	Medical Insurance Opt Out	277.00	81.63	23.06	195.37	29.47
450-000-801.030	Professional Services - Audit	67.00	66.78	66.78	0.22	99.67
450-000-910.000	Liability Insurance	379.00	379.00	0.00	0.00	100.00
450-000-910.010	Workers Comp Insurance	249.00	264.92	0.00	(15.92)	106.39
450-000-930.000	Repairs and Maintenance-Land & Building	1,800.00	0.00	0.00	1,800.00	0.00
450-000-930.050	Computer Services	50.00	6.44	0.00	43.56	12.88
450-000-940.000	Rentals - Equipment	1,800.00	224.55	89.82	1,575.45	12.48
450-000-956.000	Miscellaneous	400.00	275.00	0.00	125.00	68.75
TOTAL EXPENDITURES		59,710.00	19,611.85	5,854.39	40,098.15	32.85
Fund 450 - INDUSTRIAL PARK TIFA:						
TOTAL REVENUES		62,150.00	59,772.43	59,624.96	2,377.57	96.17
TOTAL EXPENDITURES		59,710.00	19,611.85	5,854.39	40,098.15	32.85
NET OF REVENUES & EXPENDITURES		2,440.00	40,160.58	53,770.57	(37,720.58)	1,645.93

PERIOD ENDING 10/31/2018

% Fiscal Year Completed: 33.70

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

GL NUMBER	DESCRIPTION	YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT USED
		2018-19 AMENDED BUDGET	10/31/2018 NORMAL (ABNORMAL)	MONTH 10/31/2018 INCREASE (DECREASE)	MONTH 10/31/2018 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)		
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY DDA								
Revenues								
494-000-402.030	Captured DDA-CITY	20,969.00	20,969.42	0.00		(0.42)	100.00	
494-000-402.031	Captured DDA-LIBRARY	2,526.00	2,522.62	0.00		3.38	99.87	
494-000-402.032	Captured DDA-Capital Impr	1,674.00	1,673.90	0.00		0.10	99.99	
494-000-402.033	Capture DDA-Fire Reserve	1,674.00	1,673.90	0.00		0.10	99.99	
494-000-402.034	Capture-DDA-Solid Waste	2,176.00	2,176.09	0.00		(0.09)	100.00	
494-000-402.045	Captured DDA-COUNTY	10,115.00	7,663.85	0.00		2,451.15	75.77	
494-000-402.060	Captured Tax - AdVal Pers - City	2,717.00	2,717.22	0.00		(0.22)	100.01	
494-000-402.061	Captured Tax - AdVal Pers - Library	327.00	326.83	0.00		0.17	99.95	
494-000-402.062	Captured Tax - AdVal Pers - Capital Impr	217.00	216.95	0.00		0.05	99.98	
494-000-402.063	Captured Tax - AdVal Pers - Fire Reserve	217.00	216.95	0.00		0.05	99.98	
494-000-402.064	Captured Tax - AdVal Pers - Solid Waste	282.00	282.03	0.00		(0.03)	100.01	
494-000-402.065	Captured Tax - AdVal Pers - County (All)	1,310.00	993.05	0.00		316.95	75.81	
494-000-569.000	Local Grants	5,500.00	5,668.01	5,668.01		(168.01)	103.05	
494-000-664.020	Interest Earned - Investments	162.00	162.19	39.76		(0.19)	100.12	
494-000-694.000	Miscellaneous Revenue	200.00	15.00	0.00		185.00	7.50	
494-000-694.022	DDA - Farmers Market Entry Fee	2,500.00	910.00	225.00		1,590.00	36.40	
494-000-694.025	DDA - Sale of Merchandise	1,000.00	60.00	35.00		940.00	6.00	
494-000-694.026	DDA - Special Event Revenues	600.00	510.00	510.00		90.00	85.00	
494-000-694.036	DDA Donations - Movies in the Park	400.00	500.00	0.00		(100.00)	125.00	
TOTAL REVENUES		54,566.00	49,258.01	6,477.77		5,307.99	90.27	
Expenditures								
494-000-703.000	Salaries/Wages - Full Time Employees	17,867.00	5,047.59	1,806.25		12,819.41	28.25	
494-000-706.000	Wages - Part Time Employees	1,500.00	457.52	179.12		1,042.48	30.50	
494-000-715.000	Payroll Tax - FICA/Medicare (Social Sec)	1,411.00	384.38	142.53		1,026.62	27.24	
494-000-715.010	Health Insurance Premiums	2,558.00	872.74	202.50		1,685.26	34.12	
494-000-715.013	Health Insurance - HSA - Employer Paid	1,321.00	906.00	0.00		415.00	68.58	
494-000-715.015	Life Insurance	2.00	0.00	0.00		2.00	0.00	
494-000-718.000	Retirement Benefits	346.00	62.30	14.90		283.70	18.01	
494-000-724.000	Medical Insurance Opt Out	47.00	13.94	3.93		33.06	29.66	
494-000-775.000	Supplies - Repairs and Maintenance	2,000.00	0.00	0.00		2,000.00	0.00	
494-000-801.000	Engineering Services	5,200.00	0.00	0.00		5,200.00	0.00	
494-000-801.030	Professional Services - Audit	67.00	66.78	66.78		0.22	99.67	
494-000-900.000	Printing and Publishing	3,000.00	933.98	629.58		2,066.02	31.13	
494-000-910.000	Liability Insurance	484.00	484.00	0.00		0.00	100.00	
494-000-910.010	Workers Comp Insurance	84.00	89.37	0.00		(5.37)	106.39	
494-000-930.000	Repairs and Maintenance-Land & Building	500.00	0.00	0.00		500.00	0.00	
494-000-930.050	Computer Services	50.00	6.44	0.00		43.56	12.88	
494-000-940.000	Rentals - Equipment	650.00	0.00	0.00		650.00	0.00	
494-000-956.000	Miscellaneous	1,850.00	37.97	0.00		1,812.03	2.05	
494-000-956.021	Special Events	2,000.00	82.19	4.99		1,917.81	4.11	
494-000-957.022	DDA Farmers Market Expense	1,000.00	392.00	98.00		608.00	39.20	
494-000-957.025	DDA Christmas Ornament Costs	800.00	657.72	0.00		142.28	82.22	
494-000-957.036	DDA Movies in the Park	1,500.00	1,639.00	0.00		(139.00)	109.27	
494-000-960.000	Education & Training - Professional	500.00	0.00	0.00		500.00	0.00	
494-000-962.000	Memberships & Dues	3,100.00	0.00	0.00		3,100.00	0.00	
494-908-991.000	Principal Payment - Interfund Loans	11,550.00	3,850.00	962.50		7,700.00	33.33	
494-908-995.000	Interest Payment - Interfund Loans	711.00	237.00	59.25		474.00	33.33	
TOTAL EXPENDITURES		60,098.00	16,220.92	4,170.33		43,877.08	26.99	

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL

PERIOD ENDING 10/31/2018

% Fiscal Year Completed: 33.70

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

GL NUMBER	DESCRIPTION	2018-19		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	10/31/2018 (ABNORMAL)	MONTH 10/31/2018 INCREASE	(DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY DDA									
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY DDA:									
	TOTAL REVENUES	54,566.00		49,258.01		6,477.77		5,307.99	90.27
	TOTAL EXPENDITURES	60,098.00		16,220.92		4,170.33		43,877.08	26.99
	NET OF REVENUES & EXPENDITURES	(5,532.00)		33,037.09		2,307.44		(38,569.09)	597.20
	TOTAL REVENUES - ALL FUNDS	210,797.00		145,563.66		72,375.11		65,233.34	69.05
	TOTAL EXPENDITURES - ALL FUNDS	230,779.00		72,874.72		16,102.35		157,904.28	31.58
	NET OF REVENUES & EXPENDITURES	(19,982.00)		72,688.94		56,272.76		(92,670.94)	363.77

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL  
 PERIOD ENDING 10/31/2018  
 % Fiscal Year Completed: 33.70

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

GL NUMBER	DESCRIPTION	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	10/31/2018 NORMAL (ABNORMAL)	MONTH 10/31/2018 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 443 - BROWNFIELD REDEVELOPMENT AUTHORITY - BRA						
Revenues						
TAXES	TAXES	18,986.00	11,494.38	0.00	7,491.62	60.54
INTEREST	INTEREST & RENTS	95.00	38.84	22.38	56.16	40.88
TRANSFER	FUNDS TRANSFERS	75,000.00	25,000.00	6,250.00	50,000.00	33.33
TOTAL REVENUES		94,081.00	36,533.22	6,272.38	57,547.78	38.83
Expenditures						
000	OPERATIONS	94,346.00	31,431.50	4,692.22	62,914.50	33.32
908	DEBT SERVICE	16,625.00	5,541.64	1,385.41	11,083.36	33.33
970	CAPITAL OUTLAY	0.00	68.81	0.00	(68.81)	100.00
TOTAL EXPENDITURES		110,971.00	37,041.95	6,077.63	73,929.05	33.38
Fund 443 - BROWNFIELD REDEVELOPMENT AUTHORITY - BRA:						
TOTAL REVENUES		94,081.00	36,533.22	6,272.38	57,547.78	38.83
TOTAL EXPENDITURES		110,971.00	37,041.95	6,077.63	73,929.05	33.38
NET OF REVENUES & EXPENDITURES		(16,890.00)	(508.73)	194.75	(16,381.27)	3.01



REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL  
 PERIOD ENDING 10/31/2018  
 % Fiscal Year Completed: 33.70

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GL NUMBER	DESCRIPTION	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	10/31/2018 NORMAL (ABNORMAL)	MONTH 10/31/2018 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 450 - INDUSTRIAL PARK TIFA						
Revenues						
INTEREST	INTEREST & RENTS	889.00	200.81	53.34	688.19	22.59
OTHER	OTHER	61,261.00	59,571.62	59,571.62	1,689.38	97.24
TOTAL REVENUES		62,150.00	59,772.43	59,624.96	2,377.57	96.17
Expenditures						
000	OPERATIONS	59,710.00	19,611.85	5,854.39	40,098.15	32.85
TOTAL EXPENDITURES		59,710.00	19,611.85	5,854.39	40,098.15	32.85
Fund 450 - INDUSTRIAL PARK TIFA:						
TOTAL REVENUES		62,150.00	59,772.43	59,624.96	2,377.57	96.17
TOTAL EXPENDITURES		59,710.00	19,611.85	5,854.39	40,098.15	32.85
NET OF REVENUES & EXPENDITURES		2,440.00	40,160.58	53,770.57	(37,720.58)	1,645.93

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL

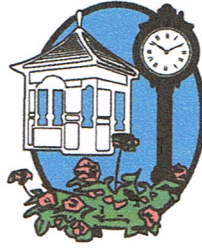
PERIOD ENDING 10/31/2018

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GL NUMBER	DESCRIPTION	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	10/31/2018	MONTH 10/31/2018	BALANCE	
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY DDA						
Revenues						
TAXES	TAXES	44,204.00	41,432.81	0.00	2,771.19	93.73
INTEREST	INTEREST & RENTS	162.00	162.19	39.76	(0.19)	100.12
OTHER	OTHER	10,200.00	7,663.01	6,438.01	2,536.99	75.13
TOTAL REVENUES		54,566.00	49,258.01	6,477.77	5,307.99	90.27
Expenditures						
000	OPERATIONS	47,837.00	12,133.92	3,148.58	35,703.08	25.37
908	DEBT SERVICE	12,261.00	4,087.00	1,021.75	8,174.00	33.33
TOTAL EXPENDITURES		60,098.00	16,220.92	4,170.33	43,877.08	26.99
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY DDA:						
TOTAL REVENUES		54,566.00	49,258.01	6,477.77	5,307.99	90.27
TOTAL EXPENDITURES		60,098.00	16,220.92	4,170.33	43,877.08	26.99
NET OF REVENUES & EXPENDITURES		(5,532.00)	33,037.09	2,307.44	(38,569.09)	597.20
TOTAL REVENUES - ALL FUNDS						
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TOTAL EXPENDITURES - ALL FUNDS						
TOTAL EXPENDITURES - ALL FUNDS		230,779.00	72,874.72	16,102.35	157,904.28	31.58
NET OF REVENUES & EXPENDITURES		(19,982.00)	72,688.94	56,272.76	(92,670.94)	363.77

# City of Plainwell



“The Island City”

Rick Brooks, Mayor  
Lori Steele, Mayor Pro-Tem  
Brad Keeler, Council Member  
Todd Overhuel, Council Member  
Roger Keeney, Council Member

211 N. Main Street  
Plainwell, Michigan 49080  
Phone: 269-685-6821  
Fax: 269-685-7282  
Web Address: [www.plainwell.org](http://www.plainwell.org)

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To: Erik Wilson, Brian Kelley  
From: Robert Nieuwenhuis  
Subject: 2018 Brown Field Redevelopment  
Date: Nov, 1, 2018

The old engineering room in the mill has experienced some water damage from a roof leak. The water had pooled up on the roof and found its way through a seam in the roof. The roof drains have been cleared and the pool of water is gone, but the wood and roofing materials have been damaged from the water sitting on the roof. I recommend Carlyle Roofing Co. make the repairs needed ASAP before we have issues with snow load. The quote for the repairs on damaged area is \$3,985.00. I would also recommend we have Carlyle Roofing Co. repair seams that could allow water damage to happen in other areas for \$ 1,000.00.

1) Roof Repairs	\$ 3,985.00
2) Seam Repairs	\$ 1,000.00
Total	\$ 4,985.00

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[www.plainwell.org](http://www.plainwell.org).

*The City of Plainwell is an equal opportunity provider, and employer*

**Proposal**  
**CARLYLE ROOFING CO., INC.**

433 12TH STREET  
P.O. BOX 12 \* PLAINWELL, MICHIGAN 49080-0012  
PHONE (269) 685-8070  
FAX (269) 685-5898  
info@carlyleroofting.net  
www.carlyleroofting.net

TO: City of Plainwell

DATE 10/23/18

CARLYLE ROOFING CO., INC., hereinafter called the Company, proposes to furnish and install:

**Plainwell Paper Engineering - roofing and decking repairs**

According to the following specifications:

- Tear out the roofing and insulation over the rotten decking in a 6'x21' area.
- Tear out the rotten wood saddle and rotten deck boards in a 5'x20' area
- Screw down new wolmanized center match 2x6 deck boards
- Make new plywood saddle along the wall
- Backfill with new insulation
- adhere new roofing patch over the 6'x21' area

Estimated Cost: \$3,985.00

Full payment of the above work shall be due upon completion.

The Company carries Workman's Compensation and Public Liability Insurance, but does not assume risks of any character under this contract other than that covered by such insurance. The Company disclaims any and all liability for damages to persons or property resulting from mold growth within any part of the building envelope due to moisture entering the building envelope prior to Company's completion of installation of the roof membrane, or as a result of damage to or penetration of the installed roof membrane. Any warranties shall accrue only to the benefit of the original owner named above. It is not transferable to any other person except with the written consent of the Contractor. Any warranties shall assume that normal maintenance procedures are followed by the owner. THIS PROPOSAL IS LIMITED TO -30- DAYS ACCEPTANCE FROM DATE HEREOF.

The Company will not proceed with above work until we receive a signed copy of this agreement.

CARLYLE ROOFING COMPANY, INC.

By:   
GEORGE CARLYLE

CUSTOMER SIGNATURE