

City of Plainwell



Brad Keeler, Mayor
Lori Steele, Mayor Pro-Tem
Todd Overhuel, Council Member
Roger Keeney, Council Member
Randy Wisnaski, Council Member

Department of Administration Services
211 N. Main Street
Plainwell, Michigan 49080
Phone: 269-685-6821 Fax: 269-685-7282
Web Page Address: www.plainwell.org

“The Island City”

AGENDA

Plainwell City Council

Monday, June 26, 2023 - 7:00PM

Plainwell City Hall Council Chambers

1. Call to Order
2. Invocation
3. Pledge of Allegiance
4. Roll Call
5. Approval of Minutes – 06/12/2023 Regular Meeting and 06/20/2023 Special Meeting
6. General Public Comments
7. County Commissioner Report
8. Agenda Adjustments and Approval
9. Mayor’s Report
10. Recommendations and Reports:

A. Public Hearing – Commercial Rehabilitation Tax Exemption – Resolution 2023-17

Council will hold a Public Hearing to receive comment on the Act 210 Application from Mark Meszaros (Mosaic Company) for a Commercial Rehabilitation Tax Exemption.

B. Board and Commission Appointment Listing

Council will consider confirming the Mayor’s appointment of two (2) citizens to various Boards and Commissions effective July 1, 2023.

C. Sale of Land – 830 Miller Road

Council will consider offers for the sale of land at 830 Miller Road.

D. DPW – Replacement Meter at Well 7

Council will consider approving a quote from Oudbier Instrument Company for \$5,500.00 to replace and install the meter at Well 7.

E. 2022/2023 Budget Amendments

Council will consider 2022/2023 budget amendments as presented.

F. Police Officers Labor Council (POLC)

Council will consider approving a 4-year contract with the POLC.

G. Resolution 2023-18 – Adjustment to Wastewater and Water Rates

Council will consider adopting Resolution 2023-18 to adjust wastewater and water rates for the new budget year.

The Island City

Plainwell is an equal opportunity provider and employer

H. Resolution 2023-19 – Monthly Recycling Services Special Assessment District 23-01

Council will consider adopting Resolution 2023-19 (Resolution No. 1) for the Monthly Recycling Services Special Assessment District No. 23-01.

I. Resolution 2023-20 – Semi-Annual Solid Waste Pickup Special Assessment District 23-02

Council will consider adopting Resolution 2023-20 (Resolution No. 1) for the Semi-Annual Solid Waste Pickup Special Assessment District No. 23-02.

J. Resolution 2023-21 – Fines and Fees Fiscal Year 2024

Council will consider adopting a resolution for general fines and fees effective July 1, 2023.

K. Public Hearing – 2023/2024 City Budget Adoption

Council will hold a Public Hearing for consideration of the 2023-2024 Plainwell City Budget and consider adopting Resolution 2023-22 General Appropriations and Resolution 2023-23 Special & Operating Funds Appropriations for the 2023-2024 Plainwell City Budget.

L. Blanket and Confirming Purchase Orders Fiscal Year 2024

Council will consider approving 21 purchase orders for approved contract work and preferred vendors.

M. Resolution 2023-24 – Public Act 152

Council will consider adopting the 80%/20% Health Care Cost Option for the Publicly Funded Health Insurance.

N. Public Safety – Rescue Boat Purchase

Council will consider authorizing the purchase of a Rescue One river rescue boat from an auction site in an amount not to exceed \$20,000.00.

11. Communications: The May 2023 Water Renewal and Public Safety Reports.

12. Accounts Payable - \$136,499.71

13. Public Comments

14. Staff Comments

15. Council Comments

16. Adjournment

Agenda Subject to Change

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

MINUTES
Plainwell City Council
June 12, 2023

1. Mayor Keeler called the regular meeting to order at 7:00 PM in City Hall Council Chambers.
2. Andrew Fritz 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 05/22/2023 regular meeting. On a voice vote, all voted in favor. Motion passed.
6. Public Comment: None.
7. County Commissioner Report: None.
8. Deputy Clerk Kelley reported no changes to the published Agenda.
A motion by Steele, seconded by Overhuel, to approve the Agenda for the June 12, 2023 meeting as presented. On a voice vote, all voted in favor. Motion passed.
9. Mayor's Report:
Mayor Keeler introduced and welcomed City Manager Justin Lakamper.
10. Recommendations and Reports:
 - A. Community Development Manager Denise Siegel reported an updated offer from Nobis for land at Miller Road. Nobis is now offering \$25,000 per acre for 20.48 acres for all three (3) lots abutting Lincoln Parkway. Council confirmed having accepted the original offer from Nobis of \$315,000 for 10.48 acres for two of those lots. Siegel confirmed that the new offer supersedes all other offers. Council debated the precedent of accepting a lower offer for land adjacent to the utility supply and how it would affect selling land further north, where utilities are not yet available.
A motion by Keeney, seconded by Steele, to counter-offer the sale of 20.48 acres at a cost equal to the original purchase price (nearly \$31,500) per acre. On a roll call vote, all in favor. Motion passed.
 - B. Finance Director Kelley presented a plan to set periodic billing rates for recycling and bulk-trash pickups. He explained that the original ordinance is worded to suggest that these charges are fees, not taxes and should be collected similarly to a water/sewer bill. Council discussed the reliability of Republic's service and that not everyone participates with the program and may not pay separately issued billing statements. Council questioned why only delinquent charges could be added to the tax bill when they have been included on the tax bill, up front, since the program was implemented.
A motion by Wisnaski to set a quarterly recycling charge of \$13.55 and a semi-annual bulk-trash fee of \$11.83. The motion failed due to lack of a seconded.

A motion by Steele, seconded by Wisnaski, to table this time until the June 26 meeting. On a voice vote, all voted in favor. Motion passed.

- C. Finance Director Kelley introduced Andy Campbell from Bakertilly who reminded Council of the presentation of water rates from May 2023. Bakertilly has conducted a water rate study considering operational, capital and debt service requirements. Based on the study, Bakertilly recommends a water commodity rate of \$3.77 per thousand gallons, and a base ready-to-serve charge of \$14.73 per month for a ¾" meter. For the ready-to-serve charge rates for other meter sizes, the American Water Works Association standards should be used to set those rates. There was discussion about the timing of implementing the new rates.

A motion by Overhuel, seconded by Keeney, to adopt the water usage rate of \$3.77 per 1,000 gallons and a base monthly ready-to-serve charge of \$14.73 for a ¾" meter, using AWWA standards for larger meters, effective October 1, 2023. On a roll call vote, all voted in favor. Motion passed.

- D. Superintendent Nieuwenhuis recommended PK Contracting for pavement markings city-wide. He reported there are no other local vendors specializing in street markings, which carry specific requirements to meet state standards.

A motion by Keeney, seconded by Wisnaski, to approve a project with PK Contracting for \$41,875.40 for pavement markings on major streets. On a voice vote, all voted in favor. Motion passed.

- E. Superintendent Nieuwenhuis presented a proposal from Fleis & Vandenbrink for assistance with the Wellhead Protection Program. He also noted that the Michigan Rural Water Association may offer a similar service for a reduced rate.

A motion by Overhuel, seconded by Steele, to table this item to consider a quote from the Michigan Rural Water Association. On a voice vote, all voted in favor. Motion passed.

- F. Community Development Manager Siegel reported needing a Public Hearing to discuss a Commercial Rehabilitation Tax Exemption application.

A motion by Steele, seconded by Overhuel, to set a public hearing for June 26, 2023 at 7pm to consider a Commercial Rehabilitation Tax Exemption. 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 May 2023 Investment and Fund Balance Reports. 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 \$165,770.86 for payment of same. On a roll call vote, all voted in favor. Motion passed.

13. Public Comments: None.

14. Staff Comments:

Personnel Coordinator Kersten reported that the City Assessor's office hours will be changing on July 12 to Wednesdays 9am to 1pm. She also reported that the union negotiations were ratified June 7 by the police union and that Council would receive the contract on June 26.

Superintendent Nieuwenhuis reported work on the bridges is going well. He also reported that the Jersey Street milling is now scheduled to begin June 19 and that paving will start June 23.

Community Development Manager Siegel reported several items, including an updated website, new downtown maps, a June 20 food truck rally and ongoing lead abatement. She also noted that the mill development project is transitioning back to the City Manager's Office.

Superintendent Pond reported having shared the city's concerns with the Clark Station with the Village of Martin and the City of Otsego, who are having similar concerns.

Finance Director/Deputy Clerk Kelley reported City Clerk JoAnn Leonard started last week and is enthusiastically training in Detroit. He also reported nearing completion of the budget, asking Council if they wanted opportunity to more in-depth review the budget. Council asked to set a special meeting for a budget workshop for June 20 at 5.30pm.

City Manager Lakamper thanked Council for the welcome and that he's glad to be here.

15. Council Comments:

Each Councilmember welcomed again City Manager Lakamper.

16. Adjournment:

A motion by Steele, seconded by Overhuel, to adjourn the meeting at 8:29 PM. On a voice vote, all voted in favor. Motion passed.

Minutes respectfully
Submitted by,
Brian Kelley
Deputy City Clerk

MINUTES APPROVED BY CITY COUNCIL
June 26, 2023

Brian Kelley, City Clerk

MINUTES
Plainwell City Council
June 20, 2023

1. Mayor Keeler called the special meeting to order at 5:33 PM in Plainwell City Hall Council Chambers.
2. Pledge of Allegiance was recited.
3. Roll Call: Present: Mayor Keeler, Mayor Pro Tem Steele, Councilmember Overhuel, Councilmember Keeney and Councilmember Wisnaski. Absent: None.
4. New Business:

- A. Finance Director Kelley gave a report on the draft 2023/2024 city budget. He noted that the Solid Waste and Motor Pool (Equipment) Funds were of the biggest concern from a financial standpoint. The Motor Pool Fund provides the gas and diesel for the Public Works and Public Safety departments and with the uncertain cost of fuel into the budget year, the budget reflects an increase in operational costs.

City Manager Justin Lakamper discussed the General Fund and long-term revenue options. He gave an update about the proposed sale of land in the Industrial Park area, and the challenges with offering utility service to entire area.

Discussion continued regarding the collection of fees for the recycling and bulk-trash program. These fees can only be collected on a tax bill once they are delinquent for a 3-month period. The city has the opportunity to create special assessment districts which would allow the collection of the charges on future tax bills. Council discussed whether the majority of the property owners would want to continue the recycling program. Council recommended to pursue the special assessment process for collecting the recycling and bulk-trash revenue.

Council discussed the options for contract services for vehicle maintenance.

5. Public Comments: None.
6. Council Comments: None.
7. Adjournment:
A motion by Steele, seconded by Overhuel, to adjourn the meeting at 7:04 PM. On voice vote, all voted in favor. Motion passed.

Minutes respectfully
Submitted by,
Brian Kelley
Deputy City Clerk / Finance Director

MINUTES APPROVED BY CITY COUNCIL
June 26, 2023

Brian Kelley, Deputy City Clerk

Resolution 2023-17
City of Plainwell
Allegan County, Michigan

**A RESOLUTION REGARDING THE GRANTING OF ACT 210 TAX EXEMPTION TO
MARK MESZAROS (MOSAIC COMPANY), 119 WEST BRIDGE STREET, PLAINWELL, MI.**

WHEREAS, the City of Plainwell established, pursuant to Act 210 of the Michigan Public Acts of 2005, a Commercial Rehabilitation District as defined in said Act on the 13th day of December, 2021 with the adoption of Resolution 2021-19, and

WHEREAS, Mark Meszaros (Mosaic Company), 119 West Bridge Street, Plainwell, Michigan 49080, the applicant, filed with the Clerk of the City of Plainwell, Allegan County, Michigan, an Application for Commercial Rehabilitation Exemption on May 1, 2023; and

WHEREAS, the City Clerk has notified in writing the City Assessor of the City of Plainwell and the legislative body of each taxing unit which levies ad valorem property taxes in the unit of a Public Hearing on this application scheduled for June 26, 2023 at 7:00 p.m. and

WHEREAS, notice of said hearing was also published in the Union Enterprise on June 8, 2023; and

WHEREAS, a Public Hearing was held on June 26, 2023 by the local legislative body to afford a hearing to the applicant, City Assessor and representatives of the affected taxing units; and

WHEREAS, the City Council of the City of Plainwell, Michigan, after a hearing thereon, determined that the granting of the Commercial Rehabilitation Exemption Certificate shall not have the affect of substantially impeding the operation of the local government unit or impairing the financial soundness of a taxing unit which levies an ad valorem property tax in the local governmental unit in which the facility is located or to be located; and

WHEREAS, the aggregate SEV of real and personal property exempt from ad valorem taxes within the City of Plainwell, after granting this certificate, will not exceed 5% of an amount equal to the sum of the SEV of the unit, plus the SEV of personal and real property thus exempted; and

WHEREAS, the City Council of the City of Plainwell, Michigan, has determined that the applicant has complied with all requirements as stated in Section 8 of Act 210 of the Michigan Public Acts of 2005, as amended; and

WHEREAS, the City Council of the City of Plainwell, Michigan desires to approve the application submitted herein:

NOW, THEREFORE BE IT RESOLVED AS FOLLOWS:

That the City Council of the City of Plainwell, Michigan hereby approves the application of Mark Meszaros (Mosaic Company), 119 West Bridge Street, Plainwell, Michigan 49080, Act 210 for Commercial Rehabilitation Exemption.

YES:

NO:

ABSENT:

Ginger J. Leonard, City Clerk

CERTIFICATE:

STATE OF MICHIGAN
COUNTY OF ALLEGAN

I, the undersigned do hereby certify the foregoing is a true and complete copy of a Resolution adopted by the City Council of the City of Plainwell, Michigan at a regular meeting of the City Council held on the 26th day of June, 2023.

Ginger J. Leonard, City Clerk

Application for Commercial Rehabilitation Exemption Certificate

Issued under authority of Public Act 210 of 2005, as amended.

LOCAL GOVERNMENT UNIT USE ONLY	
▶ Application No.	▶ Date Received
STATE USE ONLY	
▶ Application No.	▶ Date Received

Read the instructions page before completing the form. **This application should be filed after the commercial rehabilitation district is established.** The applicant must complete Parts 1, 2 and 3 and file the application form (with required attachments) with the clerk of the local governmental unit (LGU). Attach the legal description of property on a separate sheet. This project will not receive tax benefits until approved by the State Tax Commission (STC). Applications received after October 31 may not be acted upon in the current year. This application is subject to audit by the STC.

PART 1: OWNER / APPLICANT INFORMATION (applicant must complete all fields)			
Applicant (Company) Name (applicant must be the owner of the facility) Mark Meszaros (Mosaic Company)		NAICS or SIC Code 423830	
Facility's Street Address 119 West Bridge Street	City Plainwell	State MI	ZIP Code 49080
Name of City, Township or Village (taxing authority) Plainwell	County Allegan	School District Where Facility is Located Plainwell	
<input checked="" type="checkbox"/> City <input type="checkbox"/> Township <input type="checkbox"/> Village			
Date of Rehabilitation Commencement (mm/dd/yyyy) 05/01/2023	Planned Date of Rehabilitation Completion (mm/dd/yyyy) 01/01/2026		
Estimated Cost of Rehabilitation \$2,500,000	Number of Years Exemption Requested (1-10) 10		
Expected Project Outcomes (check all that apply)			
<input checked="" type="checkbox"/> Increase Commercial Activity		<input type="checkbox"/> Retain Employment	
<input checked="" type="checkbox"/> Create Employment		<input type="checkbox"/> Revitalize Urban Areas	
<input type="checkbox"/> Prevent Loss of Employment		<input type="checkbox"/> Increase Number of Residents in Facility's Community	
No. of jobs to be created due to facility's rehabilitation 35	No. of jobs to be retained due to facility's rehabilitation 35	No. of construction jobs to be created during rehabilitation 25	
PART 2: APPLICATION DOCUMENTS			
Prepare and attach the following items:			
<input checked="" type="checkbox"/> General description of the facility (year built, original use, most recent use, number of stories, square footage)		<input checked="" type="checkbox"/> Statement of the economic advantages expected from the exemption	
<input checked="" type="checkbox"/> Description of the qualified facility's proposed use		<input checked="" type="checkbox"/> Legal description	
<input checked="" type="checkbox"/> Description of the general nature and extent of the rehabilitation to be undertaken		<input checked="" type="checkbox"/> Description of the "underserved area" (Qualified Retail Food Establishments only)	
<input checked="" type="checkbox"/> Descriptive list of the fixed building equipment that will be a part of the qualified facility		<input checked="" type="checkbox"/> Commercial Rehabilitation Exemption Certificate for Qualified Retail Food Establishments (Form 4753) (Qualified Retail Food Establishments only)	
<input checked="" type="checkbox"/> Time schedule for undertaking and completing the facility's rehabilitation			
PART 3: APPLICANT CERTIFICATION			
Name of Authorized Company Officer (no authorized agents) Mark Meszaros		Telephone Number (269) 420-8186	
Fax Number		E-mail Address mark@thehouseofmosaic.com	
Street Address 179 S. Lake Doster Drive	City Plainwell	State MI	ZIP Code 49080
<p><i>I certify that, to the best of my knowledge, the information contained herein and in the attachments is truly descriptive of the property for which this application is being submitted. Further, I am familiar with the provisions of Public Act 210 of 2005, as amended, and to the best of my knowledge the company has complied or will be able to comply with all of the requirements thereof which are prerequisite to the approval of the application by the local governmental unit and the issuance of a Commercial Rehabilitation Exemption Certificate by the State Tax Commission.</i></p> <p><i>I further certify that this rehabilitation program, when completed, will constitute a rehabilitated facility, as defined by Public Act 210 of 2005, as amended, and that the rehabilitation of this facility would not have been undertaken without my receipt of the exemption certificate.</i></p>			
Signature of Authorized Company Officer (no authorized agents) <i>Mark Meszaros</i>		Title President	Date 04/05/2023

PART 4: ASSESSOR RECOMMENDATIONS (assessor of LGU must complete Part 4)			
Provide the Taxable Value and State Equalized Value of Commercial Property, as provided in Public Act 210 of 2005, as amended, for the tax year immediately preceding the effective date of the certificate (December 31 of the year approved by the STC).			
	Taxable Value	State Equalized Value (SEV)	
Land			
Building(s)			
The property to be covered by this exemption may not be included on any other specific tax roll while receiving the Commercial Rehabilitation Exemption. For example, property on the Eligible Tax Reverted Property (Land Bank) specific tax roll cannot be granted a Commercial Rehabilitation Exemption that would also put the same property on the Commercial Rehabilitation specific tax roll.			
<input type="checkbox"/> By checking this box I certify that, if approved, the property to be covered by this exemption will be on the Commercial Rehabilitation Exemption specific tax roll and not on any other specific tax roll.			
Name of Local Government Body			
Name of Assessor (first and last name)		Telephone Number	
Fax Number		E-mail Address	
<i>I certify that, to the best of my knowledge, the information contained in Part 4 of this application is complete and accurate.</i>			
Assessor's Signature			Date
PART 5: LOCAL GOVERNMENT ACTION (clerk of LGU must complete Part 5)			
Action Taken By LGU (attach a certified copy of the resolution):			
<input type="checkbox"/> Exemption approved for _____ years, ending December 30, _____ (not to exceed 10 years)			
<input type="checkbox"/> Exemption Denied			
Date District Established (attach resolution for district)	Local Unit Classification Identification (LUCI) Code	School Code	
PART 6: LOCAL GOVERNMENT CLERK CERTIFICATION (clerk of LGU must complete Part 6)			
Clerk's Name (first and last)		Telephone Number	
Fax Number		E-mail Address	
Mailing Address	City	State	ZIP Code
LGU Contact Person for Additional Information	LGU Contact Person Telephone Number	Fax Number	
<i>I certify that, to the best of my knowledge, the information contained in this application and attachments is complete and accurate and hereby request the State Tax Commission issue a Commercial Rehabilitation Exemption Certificate, as provided by Public Act 210 of 2005, as amended.</i>			
Clerk's Signature			Date

For faster service, the LGU should email the completed application and required documents to PTE@michigan.gov.

An additional submission option is to mail the completed application and required documents to:

Michigan Department of Treasury, State Tax Commission
 P.O. Box 30471
 Lansing, MI 48909

Tax Abatement Support Document

- A. **General Building Description:** The building is the oldest existing building in downtown Plainwell. Built in 1903 it was originally a hardware store. In the mid 1930's it was purchased by the Warnement family and expanded into a John Deere Dealership also selling farm equipment. (It would remain in the Warnement family until the time of purchase in 2020 by Mark and Lisa Meszaros -Mosaic Co). By the 1980's the dealership was dissolved, but continued to operate as a repair and parts shop. Since the early 2,000's it has operated at an extremely limited capacity. There have been no alterations or upgrades to the building after the workshop was added (sometime in the 40's or 50's) and all areas are original to the time they were built.

The premises to be developed consists of 3 main conjoined buildings and an outdoor area with 13 parking spaces:

- 2 story building (7,782 sf) + basement (3,850 sq ft)
 - Warehouse: 3,610 sq ft
 - Shed Area: 2,585 sq ft
 - Outdoor space: 4,125 sq ft
- B. **Proposed Use:** The building will serve the community as a multifaceted business including a distillery for spirits, restaurant and bar, bakery, art and pottery studio and event venues.
- C. **Rehabilitation Undertaken:** In our plan there will be virtually no demolition, but will include: Structural work to the building foundation, building reinforcement and reroofing, renovation of the exterior including: painting, new siding, windows and doors, replacing all plumbing, electrical, and HVAC, and interior remodel.
- D. **Fixed Equipment:** The businesses will be installing restaurant, distillery, bakery and art equipment to support each service.
- E. **Timing for Renovation Completion:** The building will undergo phases of completion for the various areas over several years starting with the back warehouse, sheds and outdoor space in 2023. The phase 2 renovation will address the 2 story building to create a full service restaurant/ bar and bakery/cafe on the first floor and pottery studio in the warehouse area by approximately 2026. Phase 3 renovation will develop the 2nd floor into art studio/event space with a catering kitchen.
Phase 1: Shed Area: 2,585 sq ft + Warehouse: 3,610 sq ft + outdoor area: 4,125 sq ft
= Total sq ft: 6,195
Phase 2: Main Floor (Kitchen, Main Restaurant and Whiskey Bar): = 3,932 sq ft
Phase 3-4: 2nd Floor (Rental Spaces, Catering Kitchen and Office): = 3,932 sq ft
- F. **Economic Advantage:** The exemption will help relocate resources to the reconstruction and equipment costs and contribute to the success of each phase of redevelopment. ***Each phase will include the creation of new jobs:**
Phase 1: FT - 6, PT- 2+ , **Phase 2:** FT - 3, PT - 6+ **Phase 3:** FT - 1, PT- 5+
 - Each proposed business activity will bring in new segments of consumers to the City of Plainwell.
 - The Mosaic vision is to create spaces of inclusivity for people to gather and engage with each other, creating a vibrant community.
 - Our goal is to collaborate with local artists, musicians and vendors to expand exposure to Michigan based products and services.

- Production of our products will prioritize Michigan suppliers and resources

G. **Mosaic Distillery will be the primary business operating on the premises with the Bakery and Studio spaces acting as auxiliary businesses.**

The Legal Facility Description: A Distillery is an establishment where spirituous liquors are manufactured and includes any place or premises wherein any liquors are manufactured for sale. Tasting room is considered an on-sale liquor establishment that includes off-site sales as an accessory activity.

Instructions for Completing Form 4507

Application for Commercial Rehabilitation Exemption Certificate

The Commercial Rehabilitation Exemption Certificate was created by Public Act 210 of 2005, as amended. The application is initially filed, reviewed, and approved by the LGU and then reviewed and approved by the State Tax Commission. According to Section 3 of Public Act 210 of 2005, as amended, the LGU must establish a Commercial Rehabilitation District. **Rehabilitation may commence after establishment of the Commercial Rehabilitation District.**

Owner / Applicant Instructions

1. Complete Parts 1, 2 and 3 of application
2. Prepare and attach all documents required under Part 2 of the application:
 - a. General description of the facility (year built, original use, most recent use, number of stories, square footage)
 - b. Description of the qualified facility's proposed use
 - c. Description of the general nature and extent of the rehabilitation to be undertaken
 - d. Descriptive list of the fixed building equipment that will be a part of the qualified facility
 - e. Time schedule for undertaking and completing the facility's rehabilitation
 - f. Statement of the economic advantages expected from the exemption
 - g. Legal description of the facility
 - h. Description of the "underserved area" (Qualified Retail Food Establishments only)
3. Qualified Retail Food Establishments:
 - a. Complete Part 1 of the *Commercial Rehabilitation Exemption Certification for Qualified Retail Food Establishments* (Form 4753). Submit to LGU clerk along with application.
 - b. Describe the "underserved area" and provide supporting documentation to show how the project area meets one or more of the following requirements:
 - i. An area that contains a low to moderate income census tract(s) which, based on per capita income, are tracts below the 66.67 percentile (\$23,643 in 1999 dollars) and a below average supermarket density
 - ii. An area that has a supermarket customer base with more than 50% living in a low income census tract(s) which based on the per capita income, are tracts below the 66.67 percentile (\$23,643 in 1999 dollars)
 - iii. An area that has demonstrated significant access limitations due to travel distance and has no Qualified Retail Food Establishments within two miles of the geo-center for an urban area or has no Qualified Retail Food Establishments within nine miles of the geo-center for a rural area.

For assistance in determining the project area's eligibility, visit www.michigan.gov/propertytaxexemptions and click on Commercial Rehabilitation Act.
4. Submit the application and all attachments to the clerk of the LGU where the property is located.

LGU Assessor Instructions

Complete and sign Part 4 of the application.

LGU Clerk Instructions

1. After LGU action, complete Part 5 of the application.
2. After reviewing the application for complete and accurate information, complete Part 6 and sign the application to certify the application meets the requirements as outlined by Public Act 210 of 2005, as amended.
3. Assemble the following for a complete application:
 - a. Completed *Application for Commercial Rehabilitation Exemption Certificate* (Form 4507)
 - b. All required attachments listed under Part 2
 - c. A copy of the resolution by the LGU establishing the district
 - d. A certified copy of the resolution by the LGU approving the application
 - e. Complete Form 4753 (Qualified Retail Food Establishments only)
4. **For faster service, email the completed application and additional required documentation to PTE@michigan.gov.** An additional submission option is to mail the completed application and required documents to: Michigan Department of Treasury, State Tax Commission, P.O. Box 30471, Lansing, MI 48909

Application Deadline

The State Tax Commission must receive complete applications on or before October 31 to ensure processing and certificate issuance for the following tax year. Applications received after October 31 may not be processed in time for certificate issuance for the following tax year.

If you have questions or need additional information or sample documents, visit www.michigan.gov/propertytaxexemptions or call 517-335-7491.

**City of Plainwell
Boards & Commissions
Appointment List
June 2023**

Brownfield Redevelopment (BRA)	4-year term
Nicholas Larabel	06/2027

Parks & Trees Commission	2-year term
Matthew Bradley	06/2025

Current Vacancies

Downtown Development Authority – 2 vacancies – currently reviewing applications

Planning Commission – 1 vacancy – currently reviewing applications

Compensation Board – 2 vacancies

Board of Review – 1 vacancy



"The Island City"

MEMORANDUM

211 N. Main Street
Plainwell, Michigan 49080
Phone: 269-685-6821
Fax: 269-685-7282

TO: Mayor and City Council
FROM: Justin Lakamper, City Manager
DATE: June 26, 2023
SUBJECT: Sale of Land – 830 Miller Rd

ACTION RECOMMENDED: The City Council should consider acknowledging and agreeing to the terms of the Letter of Intent from Profielnorm USA to purchase 15 acres of land from the City.

Background:

Since the June 12th meeting, at which you reviewed and countered an offer from Nobis Agri Science for 20 acres of industrial property, we have received an additional offer for 15 acres of land. The two offers are competing in that they both include the some of the same lots, however, they do differ in cost per acre and stated purpose:

Offer 1 Nobis Agri Science:

At the June 12th meeting Nobis had made an offer of \$25,000 per acre, totaling \$525,000, for approximately 20.48 acres comprised of lots 40, 41, and 42 in exhibit E of their purchase agreement. These lots stretch from Kenyon Park to 8th Street across Lincoln Rd. The Council then countered this offer for the price of \$30,057 per acre, totaling \$632,405. They have agreed to this price, which is one of the offers that you have before you tonight. Nobis Agri Science has not stated their intended use or plan for development of the property.

Offer 2 Profielnorm USA:

Profielnorm USA is a subsidiary of Profielnorm B.V., a Dutch manufacturing company, who is seeking industrial land in the US to build a manufacturing facility for their steel mezzanine floor business. They currently have an office in Kalamazoo and have identified Plainwell as their preferred location for expansion. Profielnorm USA has submitted a Letter of Intent (LOI) for your consideration. They wish to purchase 15 acres at full asking price of \$35,000 per acre, totaling \$525,000, for lots 40 and 41 plus an additional 5 acres to the north as depicted in their attached LOI. In this letter they have outlined the terms with which they would like to negotiate a purchase agreement, and

they guarantee that at this point they will only be pursuing the Plainwell property and will cease all other negotiations for property in the area.

Analysis:

The issue at hand is that both parties wish to purchase land along Lincoln Parkway because it has utilities present at the road which allows them to develop the land without the need to wait for, and potentially financially contribute to, public utilities or roads being installed, as would be the case if they purchased any of the land to the north. The offer from Nobis Agri Science would occupy all of this road frontage and therefore would prevent another party, in this case Profielnorm USA, from developing along Lincoln Parkway. The offer from Profielnorm USA only takes up a portion of this road frontage, leaving open the opportunity for another party, such as Nobis Agri Science, to also purchase and develop along Lincoln Parkway. Due to the fact that multiple parties can be accommodated along Lincoln Parkway which will bring a new business into the industrial park, and that Nobis Agri Science could still purchase their desired acreage north and south instead of east to west, I believe it is in the best interest to the City to pursue a purchase agreement with Profielnorm USA by acknowledging and agreeing to the terms of their letter of intent and not accepting the purchase agreement from Nobis Agri Science at this time.



BUY AND SELL AGREEMENT FOR VACANT LAND

Office of NAI Wisinski of West Michigan, Broker, Kalamazoo (city), Michigan Phone: (269) 207-1040 Fax: (269) 392-1738 6/20/2023 | 11:05 AM PDT Email: jodim@naiwmm.com Offer Date: (time)

- 1. Agency Disclosure. The undersigned Buyer and Seller each acknowledge the Broker named above is acting as (choose one):
2. Buyer's Offer. The undersigned Buyer hereby offers and agrees to purchase property located in the City of Plainwell, Allegan County, Michigan, commonly known as Part of 830 Miller Rd - Approx 21.04 acres referenced on Exhibit "E" as proposed lots 40 & 41 & 42.

Permanent Parcel Number 55-020-056-00 and legally described as follows: Legal to follow with Seller provided survey

(the "Land"), together with all fixtures and improvements situated on the Land (the "Improvements"), all of which is collectively referred to herein as the "Premises", except the following:

- 3. Purchase Price. The purchase price for the Property is: Six Hundred Thirty Two Thousand Four Hundred Five and 00/100's Dollars Dollars (\$ 632,405.00).

- 4. Payment of Purchase Price and Financing. Complete subparagraph "A" and subparagraph "B".

Terms of Payment. The purchase price shall be paid at the closing by Buyer to Seller as indicated by "X" below (mark one box or the other under this subparagraph "A").

- Cash. Buyer shall pay the full purchase price to Seller upon execution and delivery of warranty deed and performance by Seller of the closing obligations specified in this agreement.
Land Contract. Buyer shall pay the full purchase price to Seller pursuant to the terms and conditions stated in the Commercial Alliance of REALTORS Land Contract form, unless the parties mutually agree upon a different form of land contract, upon performance by Seller of the closing obligations specified in this Agreement.

Financing. Indicate by an "X" below which applies (mark one box or the other under this subparagraph "B").

- No Financing Contingency. Buyer's obligation to purchase the Premises is not contingent upon Buyer obtaining financing for all or any portion of the purchase price.
Financing Contingency. Buyer's obligation to purchase the Premises is contingent upon Buyer obtaining financing for the purchase of the Premises that is acceptable to Buyer, in Buyer's sole and absolute discretion, within () days of the Effective Date of this Agreement (the "Financing Contingency Period").

- 5. Survey. Seller shall provide Buyer with a copy of any existing survey of the Premises that Seller has in Seller's possession within five (5) days of the date of the Effective Date. In addition, (select one of the following):

- A new survey:
ALTA showing all easements of record, improvements and encroachments, if any, and completed to the most current ALTA/NSPS Land Title Survey minimum requirements; or
boundary survey with iron corner stakes and with all easements of record, improvements and encroachments, if any; or
A recertified survey; or
No new or recertified survey;

shall be obtained by Buyer at Buyer's expense; or provided by Seller to Buyer at Seller's expense, within forty-five (45.) days after the title insurance commitment referenced in this Agreement has been provided by Seller to Buyer under the terms of Title Insurance paragraph

contained in this Agreement. If Seller is responsible to provide a new or recertified survey under this paragraph and fails to do so within the required time, then Buyer may order the required survey at Seller's expense. If any matter disclosed in the new or recertified survey (or absent either, an existing survey) adversely and materially affects the value of the Premises or Buyer's intended use of the Premises, Buyer shall give seller written notice of the matter within ten (10) days after copies of both such survey and the title commitment (and all exception documents identified in the title commitment) referenced in this written Agreement are delivered to Buyer. If Seller fails to cure the matter within ten (10) days of receiving notice (the "Survey Cure Period"), Buyer shall have the right to terminate this Agreement by giving Seller written notice within ten (10) days after the expiration of the Survey Cure Period, otherwise Buyer's right to terminate this Agreement pursuant to this paragraph shall be deemed to have been waived. Other:

Seller to provide Survey that is acceptable to both parties.

6. **Title Insurance.** At Seller's expense, Seller shall provide Buyer with a standard ALTA owner's policy of title insurance in the amount of the purchase price, effective as of the date of closing. A commitment to issue such policy insuring marketable title (as defined in this Agreement) vested in Buyer, including a tax status report, shall be ordered within seven (7) days after the Effective Date, and shall be delivered, with copies of all title exception documents, as soon as feasible thereafter. (Note that some title commitments do not report on the status of oil, gas, or mineral rights.) If any matter disclosed by the title commitment adversely and materially affects the value of the Premises or Buyer's intended use of the Premises, Buyer shall give Seller written notice of the matter within ten (10) days after copies of both the title commitment (and all exception documents identified in the title commitment) and survey referenced in this Agreement are delivered to Buyer. If Seller fails to cure the matter within ten (10) days of receiving written notice (the "Title Commitment Cure Period"), Buyer shall have the right to terminate this Agreement by giving Seller written notice within ten (10) days after the expiration of the Title Commitment Cure Period, otherwise Buyer's right to terminate this Agreement pursuant to this paragraph shall be deemed to have been waived. Other:

7. **Inspections.** By signing this Agreement, Buyer is representing that the Buyer is aware that professional services are commercially available at a fee by experts selected by Buyer. The Buyer has elected to arrange and pay for services/investigations, including, but not limited to, the following:
 No Inspections Soil Borings Zoning Site Plan Approval Utilities Permitting Other (specify):

Buyer may obtain any and all inspections it deems necessary during the Inspection period.

The Buyer shall have the right to terminate this Agreement if the due diligence results are not acceptable to the Buyer by giving Seller written notice within ninety (90) days after the Effective Date of this Agreement, otherwise the right to terminate shall be deemed to have been waived. Buyer agrees that Buyer is not relying on any representation or statement made by Seller or any real estate salesperson (whether made intentionally or negligently) regarding any aspect of the Property or this sale transaction, except as may be expressly set forth in this Agreement, a written amendment to this Agreement, or a disclosure statement separately signed by the Seller. Accordingly, Buyer agrees to accept the Property "as is" and "with all faults" (whether obvious or concealed) except as otherwise expressly provided in the documents specified in the preceding sentence. Other:

8. **Closing Adjustments.** The following adjustments shall be made between the parties by the close of business on the closing date, with Buyer receiving a credit or assuming responsibility, as the case may be, for amounts attributable to time periods following the closing date:
a. Prepaid rent and Additional Rent (as defined in the paragraph);
b. Interest on any existing indebtedness assumed by Buyer;
c. Charges for any transferable service contracts assigned to Buyer described in Exhibit D;
d. Utility deposits;
e. Security deposits;
h. Additional Rent (as defined below).

If any tenant is late, delinquent or otherwise in default in the payment of rent on the closing date, Seller shall assign to Buyer the claim for and the right to collect the rent; Buyer shall pay such past due rent to Seller promptly upon receipt; but Buyer shall not be obligated to file suit to collect such rent and shall reassign the claim to Seller on demand. If any tenants are required to pay percentage rent, charges for real estate taxes, insurance, common area maintenance expenses, or other charges of a similar nature ("Additional Rent"), and any Additional Rent is collected by Buyer after closing attributable in whole or in part to any period prior to closing, Buyer shall promptly pay to Seller Seller's proportionate share of the Additional Rent. Other:

9. **Property Taxes.** All property taxes first billed prior to the year of closing will be paid by Seller, without proration. All property taxes billed or to be billed in the year of closing will be paid as follows (choose one):
 No Proration:
 Buyer Seller shall pay the taxes billed in July.
 Buyer Seller shall pay the taxes billed in December.

Calendar Year Proration. Combined per diem tax amount representing both the July bill and the December bill shall be calculated based on a 365 day year. Seller shall be responsible for the per diem total from January 1 to, but not including, the day of closing. Buyer shall be responsible for the difference between the total of the two tax bills and the Seller's share. If the amount of either tax bill is unknown on the day of closing, such amount shall be based on the prior years' tax bill.

10. **Special Assessments**, and deferred assessments, whether due in installments or otherwise, which are due and payable on or before the closing shall be paid by the Seller. All other special assessments, including deferred assessments, for improvements, now installed, not yet installed, or in the process of being installed, that are first due and payable after the closing shall be paid by Buyer. Other:

11. **Conveyance**. Upon performance by Buyer of the closing obligations specified in this Agreement, Seller shall convey the marketable title to the Property to Buyer by warranty deed or agree to convey marketable title by land contract or assignment, as required by this Agreement, including oil, gas and other mineral rights owned by Seller, if any, subject only to existing zoning ordinances, and the following matters of record: building and use restrictions, easements, oil and gas leases, and reservations, if any. As used herein, "marketable title" means marketable title within the meaning of the Michigan 40-Year Marketable Title Act (Mich. Comp. Laws §§ 565.101 et seq.).

The following paragraph applies only if the Property includes unplatted land:

Seller agrees to grant Buyer at closing the right to make (insert number) 3 division(s) under Section 108 (2), (3) and (4) of the Michigan Land Division Act. (if no number is inserted, the right to make divisions under the sections referenced above stays with any remainder of the parent parcel retained by Seller. If a number is inserted, Seller retains all available divisions in excess of the number stated; however, Seller and/or Broker do not warrant that the number of divisions stated is actually available.) If this sale will create a new division, Seller's obligations under this Agreement are contingent on Seller's receipt of municipal approval, on or before 45 days from execution (date), of the proposed division to create the Premises. Other:

12. **Warranties of Buyer**. Except as otherwise provided or acknowledged in this Agreement, Buyer represents and warrants to Seller as follows:
a. The performance of the obligations of Buyer under this Agreement will not violate any contract, indenture, statute, ordinance, judicial or administrative order or judgment applicable to Buyer.
b. There is no litigation or proceeding pending, or to Buyer's knowledge threatened, against or involving Buyer, and Buyer does not know or have reason to know of any ground for any such litigation or proceeding, which could have an adverse impact on Buyer's ability to perform, or Seller's interests, under this Agreement.
c. In entering into this Agreement, Buyer has not relied upon any written or verbal representations made by Seller or any representative of Seller, including any real estate salesperson, regarding the Property or any aspect of this transaction, which are not expressly set forth in this Agreement.
d. Other:

13. **Warranties of Seller**. Except as otherwise provided or acknowledged in this Agreement, Seller represents and warrants to, and agrees with Buyer as follows:
a. Seller's interest in the Property shall be transferred to Buyer on the closing date, free from liens, encumbrances and claims of others.
b. The performance of the obligations of Seller under this Agreement will not violate any contract, indenture, statute, ordinance, judicial or administrative order or judgment applicable to Seller or the Property.
c. There is no litigation or proceeding pending or to Seller's knowledge threatened against or involving Seller or the Property, and Seller does not know or have reason to know of any ground for any such litigation or proceeding which could have an adverse impact on Seller's ability to perform under this Agreement or that could adversely affect Buyer's title or use of the Property.
d. Seller shall continue to operate the Property in the ordinary course of business and maintain the Property in a state of good condition and repair during the interim between the signing of this Agreement and the closing date.
e. If a statement(s) of income and expense with respect to the operation of the Property is (are) described in Exhibit B, such statement(s) is (are) accurate for the period(s) designated in the statement(s).
f. The information concerning written leases and tenancies not arising out of written leases described in Exhibit B is accurate as of the Effective Date, and there are no leases or tenancies with respect to the Premises other than those described in Exhibit B (the "Leases"). The warranties in this paragraph do not apply to oil and gas leases, if any. Except as otherwise described in the documents that will be delivered pursuant to the index of Exhibits:
(1) All of the Leases are in full force and effect, no party thereto is in material default thereunder, and none of them have been modified, amended, or extended beyond what will be delivered per Exhibit B; with respect to renewal or extension options, options to purchase the Premises, advance payments in excess of one month, common area maintenance and utility fees, and security deposits, these items are set forth in the written leases described in Exhibit B.
(2) The rents set forth are being collected on a current basis and there are no arrearages;
(3) No real estate brokerage commission will become owing in the event of any tenant's exercise of any existing option to renew the term of any lease or purchase of the Premises.
g. With respect to underlying land contracts or mortgages, the sale will not accelerate indebtedness, increase interest rates, or impose penalties and sanctions.
h. Seller is without personal knowledge as to the presence on the Property of any toxic or hazardous substances or of any underground storage tanks.
i. Other:

14. **Damage to Business.** If between the Effective Date and the closing date, all or any part of the Property is damaged by fire or natural elements or other causes beyond Seller's control that cannot be repaired prior to the closing date, or any part of the Property is taken pursuant to any power of eminent domain, Seller shall immediately notify Buyer or such occurrence, and either Seller or Buyer may terminate this Agreement by written notice to the other within fifteen (15) days after the date of damage or taking. If neither elects to terminate this Agreement, there shall be no reduction in the purchase price and, at closing, Seller shall assign to Buyer whatever rights Seller may be with respect to any insurance proceeds or eminent domain award.
15. **Closing.** The closing shall be held on or before 10 days after inspect. (date) and as promptly as practical after all necessary documents have been prepared. An additional period of two (2) days shall be allowed for closing to accommodate delays in title work or the correction of title defects and/or survey problems which can be readily correctable, delays in obtaining any required inspections, surveys or repairs, delays in completing Environmental Site Assessments, Baseline Environmental Assessment or Due Care Plan/Section 7a Compliance Analysis (if such assessments or plans were ordered in a timely manner), or if the terms of purchase require participation of a lender and the lender has issued a commitment consistent with the requirement but is unable to participate in the closing on or before the required date. Other:
16. **Possession.** Seller shall tender to Buyer possession of the Property upon completion of the closing, subject to all existing leases and rights of tenants in possession. Other:
17. **Seller's Closing Obligations.** At closing, Seller shall deliver the following to Buyer:
- The warranty deed, land contract or assignment of land contract required by this Agreement.
 - A bill of sale for any Personal Property (described in Exhibit "D").
 - A written assignment by Seller of Seller's interest in all leases and a transfer to Buyer of all security deposits, accompanied by the original or a true copy of each lease.
 - An assignment of all Seller's rights under any Service Contracts described in Exhibit C which are assignable by their terms and which Buyer wishes to assume, together with an original or true copy of each Service Contract assigned.
 - A notice to any tenants advising the tenants of the sale and directing that future payments be made to Buyer.
 - An accounting of operating expenses including, but not limited to, CAM, taxes, insurance and Additional Rent, collected in advance or arrears, spent or not yet spent by Seller, showing an accurate allocation between the parties pursuant to the leases.
 - Payment of the County and State real estate transfer tax.
 - Any other documents required by this Agreement to be delivered by Seller.
18. **Buyer's Closing Obligations.** At closing, Buyer shall deliver to Seller the following:
- The cash portion of the purchase price specified in this Agreement shall be paid by cashier's check or other immediately available funds, as adjusted by the apportionments and assignments in accordance to this Agreement.
 - A written assumption by Buyer of the obligations of Seller under the leases arising after closing, including an acknowledgement of the receipt of all security deposits.
 - Any other documents required by this Agreement to be delivered by Buyer.
19. **1031 Tax Deferred Exchange.** Upon either party's request, the other party shall cooperate and reasonably assist the requesting party in structuring the purchase and sale contemplated by this Agreement as part of a tax deferred, like-kind exchange under Section 1031 of the Internal Revenue code of 1986, as amended; provided, however, that in connection therewith, the non-requesting party shall not be required to (a) incur any additional costs or expenses; (b) take legal title to additional real property (i.e. the requesting party's "replacement property" or "relinquished property"); or (c) agree to delay the closing.
20. **Notices.** Any notice required or permitted to be given hereunder shall be deemed to have been properly given, if in writing and delivered to the parties at the addresses shown below, and shall be deemed received (a) upon delivery, if delivered in person or by facsimile transmission, with receipt thereof confirmed by printed facsimile acknowledgement, (b) one (1) business day after having been deposited for next day overnight delivery with a nationally recognized overnight courier service, (c) two (2) business days after having been deposited in any U.S. post office or mail depository and sent by certified mail, postage paid, return receipt requested, or (d) upon sending, if sent by email (with a confirmation copy sent the same day by overnight delivery).
21. **Authority of the Parties.** Each of the undersigned individuals who have signed this Agreement on behalf of Seller and Buyer entities represent and warrant that he/she is authorized to sign this Agreement on behalf of such party and to bind such party to the requirements of this Agreement.
22. **Additional Acts.** Buyer and Seller agree to execute and deliver such additional documents and to perform such additional acts after the closing as may become necessary to effectuate the transfers contemplated by this Agreement.
23. **Entire Agreement.** This Agreement contains the entire agreement of the parties with respect to the sale of the Property. All contemporaneous or prior negotiations have been merged into this Agreement. This Agreement may be modified or amended only by written instrument signed by the parties to this Agreement. This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan.
24. **Earnest Money.** Buyer shall deposit \$ 10,000.00 with Sun Title Company, Escrow Agent, [insert name of Broker, Title Company or other] with this offer or within two (2) days after acceptance of this offer, evidencing Buyer's good faith, to be held by the Escrow Agent and to apply to the purchase price or the down payment portion thereof where applicable. If this offer is not accepted, or the title is not marketable, or if the purchase is contingent upon conditions specified that cannot be met, this deposit shall be promptly refunded. If the Buyer defaults, all deposits made may be forfeited as liquidated damages at Seller's election, or alternatively, Seller may retain the deposits as part payment of the purchase price and pursue Seller's legal or equitable remedies against Buyer. If the sale is not closed according to its terms, the selling Broker may notify Buyer(s) and Seller(s) of Escrow Agent's intended disposition of earnest deposit, and all parties shall be deemed to have agreed to the disposition of the earnest money deposit unless Escrow Agent is notified of a court action pending concerning this sale or disposition of earnest money within thirty (30) days after notice to the parties.
25. **Disclosure of Price and Terms.** The purchase price and the terms of this sale may be disclosed by the Commercial Alliance of REALTORS® Multiple Listing Service (CARWM) in the ordinary conduct of its business. Deletion of this paragraph shall not be considered a counter offer that would require a counter acceptance.

26. **Advice of Counsel.** Buyer acknowledges that the Broker has recommended that the parties retain an attorney or attorneys to review the terms of this Agreement.

27. **Attorneys' Fees.** In the event of litigation arising from the failure or alleged failure of either party to perform its obligations under this Agreement, the party prevailing in that litigation (including appeals of all levels) shall be entitled to collect its court costs and reasonable attorneys' fees incurred in connection with such litigation from the other party. The provisions of this Section shall survive Closing or termination of this Agreement.

28. **Environmental.**

a. **Notice to buyers and sellers (environmental risks).**

Whenever real property is acquired or occupied, the buyer incurs some degree of risk with regard to potential environmental contamination and/or protected natural resources on the property. Various federal, state, and local laws may impose liability upon the buyer for the remediation of the contamination even though the buyer did not cause it, or may restrict the buyer's ability to fully develop or utilize the property. Such risk can be minimized through the performance of environmental due diligence. Additionally, sellers are advised that they may have an obligation to provide certain environmental information and/or disclosures to prospective buyers. The failure to provide such information or disclosures may subject a seller to potential liability or result in the loss of certain liability protections.

No real estate brokers/salespersons in this transaction possess the expertise necessary to assess the nature or extent of these environmental risks or to determine the presence of environmental contamination or protected natural resources. The real estate brokers/salespersons involved in this transaction do not make independent investigations as to environmental contamination or protected natural resources with respect to any property, and they make no representations regarding the presence or absence, now or in the past, of environmental contamination. It is therefore prudent for each party to this transaction to seek legal and technical counsel from professionals experienced in environmental matters to provide an evaluation of the environmental risks associated with the transaction.

b. **Environmental reports and assessments.**

(1) Within five (5) days of the Effective Date, Seller shall deliver to Buyer copies of any existing reports, data, plans, permits, notices and/or information in Seller's possession relating to environmental matters pertaining to the Premises ("Seller's Environmental Documents").

(2) Buyer shall have a period of forty-five (45) days after the Effective Date to evaluate environmental matters relating to the Premises ("Environmental Due Diligence Period"). Buyer and Buyer's agents shall have the right to enter upon the Premises during the Environmental Due Diligence Period during reasonable business hours for the purpose of conducting, at Buyer's expense, any environmental assessments of the Premises that Buyer deems appropriate, which assessments may include, but shall not be limited to, a Phase I Environmental Site Assessment, Transaction Screen, and/or evaluation of other regulated conditions or matters such as wetlands, asbestos containing materials, mold, or lead based paint ("Environmental Assessments"). The Environmental Assessments may not include the collection or analysis of samples of soil, groundwater, soil gas, indoor air, surface water, building components or any other environmental medium unless Buyer obtains prior written consent from Seller, which consent shall not be unreasonably withheld, delayed or conditioned. Buyer agrees that the Environmental Assessments shall not unreasonably interfere with the rights of Seller or any tenants in possession and Seller agrees to reasonably cooperate and to request that its tenants reasonably cooperate with the Environmental Assessments.

(3) Buyer shall have the right to terminate this Agreement if Seller's Environmental Documents or the Environmental Assessments are not acceptable to Buyer by delivering written notice to Seller prior to the expiration of the Environmental Due Diligence Period. If Buyer determines that any additional environmental due diligence activities (including, but not limited to, any additional environmental investigations, reports, approvals or permits) are warranted, then Buyer may provide Seller with a proposed amendment to this Agreement to extend the Environmental Due Diligence Period to allow Buyer to conduct such activities. If Buyer does not deliver a termination notice or proposed amendment to Seller prior to the expiration of the Environmental Due Diligence Period, then Buyer shall be deemed to have waived any objections to environmental matters relating to the Premises. If Buyer provides Seller with a proposed amendment to this Agreement, then Seller shall have a period of ten (10) days to execute or negotiate mutually acceptable terms for such amendment, otherwise Buyer may, but shall not be obligated to, terminate this Agreement by delivering written notice to Seller with two (2) days after Seller's deadline for executing or negotiating an amendment to this Agreement.

(4) If the Environmental Assessments cause any damage to the Premises, Buyer agrees to reasonably restore the Premises to the condition that existed prior to such damage. The restoration obligation does not require the remediation of any existing environmental condition. Buyer shall indemnify, defend and hold Seller and Broker harmless from and against any damage to persons or property caused by Buyer or Buyer's agents in conducting the Environmental Assessments.

c. **Nondisclosure.**

(1) If Seller's Environmental Documents or the Environmental Assessments identify the Land as a "facility" as defined in Part 201 of Michigan's Natural Resources and Environmental Protection Act, Public Act 451 of 1994, as amended ("NREPA") or a "site" as defined in Part 213 of NREPA, then Buyer may conduct a Baseline Environmental Assessment ("BEA") and/or a Due Care Plan ("DCP"); provided, however, that Buyer may not submit or otherwise disclose such BEA, DCP, or similar report (e.g., a response activity plan) to the Michigan Department of Environmental Quality prior to closing unless Buyer obtains prior written consent from Seller.

(2) If Buyer exercises its right to terminate this Agreement pursuant to subparagraph b(3) above, Buyer shall not disclose Seller's Environmental Documents or the Environmental Assessments to any third party unless required by mandatory disclosure pursuant to legal process. At Seller's request, Buyer shall provide copies of any Environmental Assessments to Seller.

d. **Other:**

29. **Brokerage Fee.** Seller and/or Buyer agree(s) to pay the broker(s) involved in this transaction a brokerage fee as specified in any agency agreement or other written agreement between them. In the event no such agreement exists, Buyer Seller agrees to pay a brokerage fee of per listing agreement. This brokerage fee shall be paid in full promptly after it is earned, but not later than closing. Unless otherwise previously agreed, Buyer and/or Seller agree(s) that the brokerage fee may be shared by the recipient with any cooperating broker who participates in the sale, in such amount as the recipient decides, without further disclosure to or consent from Buyer and/or Seller. Seller and Buyer agree that the broker(s) involved in this transaction is/are an intended third party beneficiary entitled to enforce the obligation set forth herein to pay the brokerage fee. Other:

30. **Other Provisions:**

1. Buyer may transfer sales agreement to another entity owned by Buyer, or its LLC members, anytime prior to closing.

31. **Time.** Time is of the essence in this Agreement. In any case where a date for performance by either party or a deadline falls on a Saturday, Sunday or federal government holiday, the time for performance or the deadline, as applicable, shall automatically extend until 11:59 p.m. on the next business day. As used in this Agreement, a "business day" shall mean a day other than Saturday, Sunday or a federal government holiday. All other references to "days" in this Agreement shall refer to calendar days. The term "Effective Date" as used in this Agreement shall be the date upon which this Agreement is fully executed (as described below).

32. **Index of Exhibits.** Seller to furnish within _____ (____) days from Effective Date unless specified below:

Not Applicable	Attached	Exhibit #	Subject	Exhibit to be furnished within ____ number of days
X		A	Disclosure Regarding Real Estate Agency Relationships	
X		B	Income and Expense with respect to the operation of the Premises	
X		C	Written leases and any tenancies not arising out of written leases	
X		D	Service Contracts	
X		F	Addendum	

As to any "Seller to furnish" item(s) listed above, Buyer shall have the right to terminate this Agreement if any such item is not acceptable to Buyer by giving Seller written notice within n/a (n/a) days after receipt of such item(s), otherwise the right to terminate this Agreement pursuant to this paragraph shall be deemed to have been waived.

33. **By signing below, Buyer acknowledges having read this Agreement and authorizes delivery of this Agreement to Seller.** If this Agreement is signed by Seller without any modifications, the date Seller signs becomes the Effective Date. Buyer gives Broker above named until 5/25/23 (time) 5:00 p.m. (date) to obtain Seller's written acceptance of the Buyer's offer.

Buyer: Nobis Agri Service, Inc.
(print name of individual or entity)
 Signed by: Ben Nobis
C1FFC9031ACE4D5...

Signature: _____

Its: CEO
(if Buyer is an entity)

Date: _____

Buyer's Address: 620 Gray Street
Plainwell, MI 49080

Buyer: _____
(print name of individual or entity)

Signature: _____

Its: _____
(if Buyer is an entity)

Date: _____

Bus. Phone: _____ Fax: _____

Email: _____

34. SELLER'S ACCEPTANCE

Date: _____ Time: _____

The above offer is hereby accepted as written as modified

By signing below, Seller acknowledges having read and authorizes delivery of this Agreement to Buyer. If this Agreement is signed by Seller without any modifications, the date Seller signs becomes the Effective Date. If this Agreement is signed by Seller subject to any modifications, Seller gives Broker above named until _____ (time) _____ (date) to obtain Buyer's written acceptance of Seller's counter offer.

Seller: The City of Plainwell
(print name of individual or entity)

Seller: _____
(print name of individual or entity)

Signature: _____

Signature: _____

Its: _____
(if Seller is an entity)

Its: _____
(if Seller is an entity)

Date: _____

Date: _____

Seller's Address: _____

Bus. Phone: _____ Fax: _____

Email: _____

35. BUYER'S RECEIPT OF ACCEPTANCE

Date: _____ Time: _____

Buyer acknowledges receipt of Seller's acceptance of Buyer's offer. If Seller's acceptance of Buyer's offer was subject to a counter offer, Buyer agrees to accept the terms of the counter offer:

as written (with all other terms and conditions of Buyer's offer remaining unchanged); or modified as follows:

If Buyer is accepting a counter offer from Seller as written, the date Buyer signs below becomes the Effective Date. If Buyer is accepting Seller's counter offer subject to any modifications, Buyer gives Broker above named until _____ (time) _____ (date) to obtain Seller's written acceptance of Buyer's counter offer.

Buyer: _____
(print name of individual or entity)

Buyer: _____
(print name of individual or entity)

Signature: _____

Signature: _____

Its: _____
(if Buyer is an entity)

Its: _____
(if Buyer is an entity)

Date: _____

Date: _____

36. SELLER'S RECEIPT OF ACCEPTANCE

Date: _____ Time: _____

Seller acknowledges receipt of a copy of Buyer's acceptance of Seller's counter offer (if Seller made a counter offer), or Seller agrees to accept the terms of Buyer's counter offer as written. If Seller is accepting the terms of Buyer's counter offer as written, then the date Seller signs below becomes the Effective Date.

Seller: _____
(print name of individual or entity)

Seller: _____
(print name of individual or entity)

Signature: _____

Signature: _____

Its: _____
(if Seller is an entity)

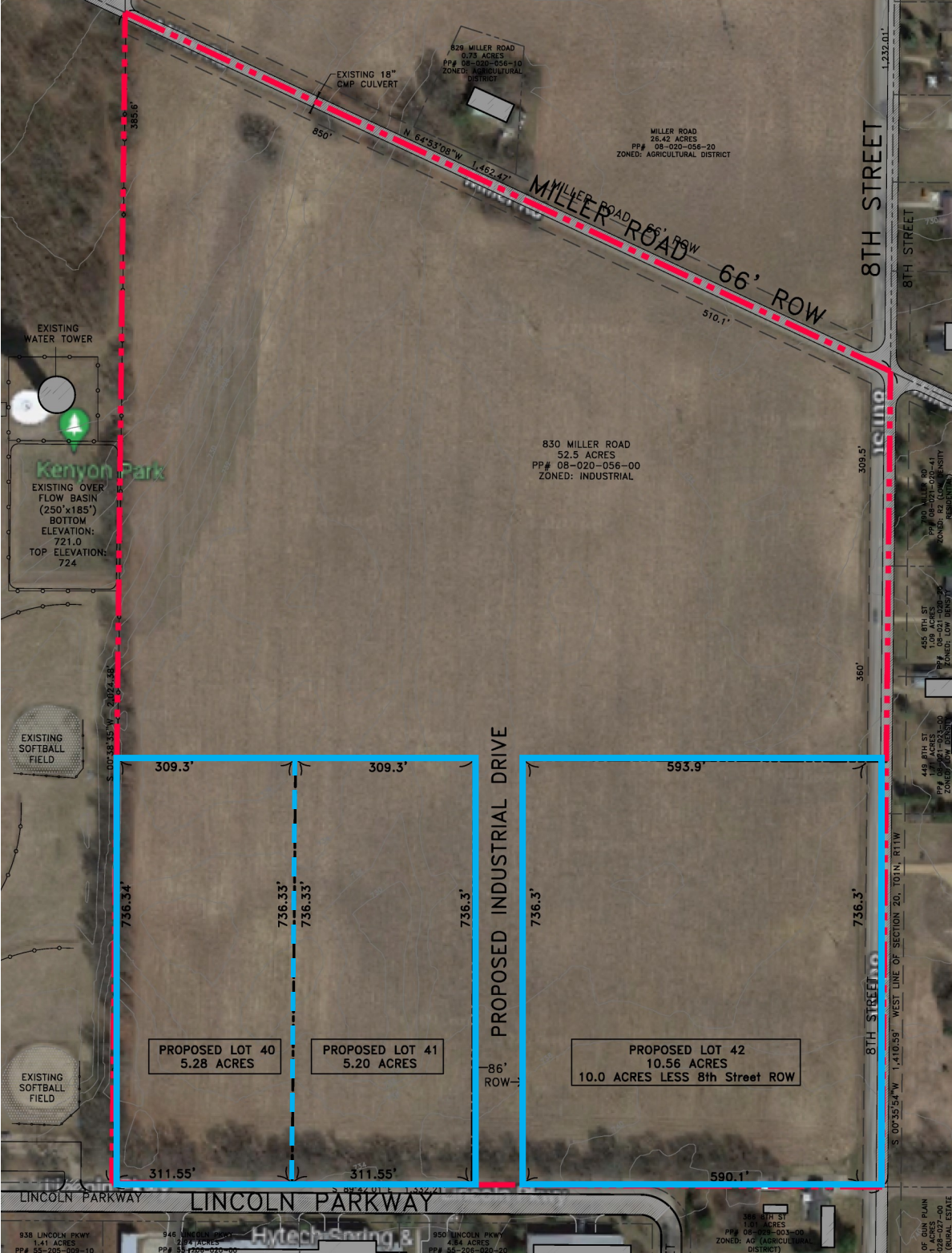
Its: _____
(if Seller is an entity)

Date: _____

Date: _____

EXHIBIT E

PROPERTY DESCRIPTION



DocuSigned by:
Ben Nobis
C1FFC9031ACE4D5...

DS
DS

June 22, 2023

Ms. Denise Siegel
Community Development Manager
City of Plainwell
Via email: DSiegel@plainwell.org

Re: Non-binding Letter of Intent to Purchase +/- 15 Acres at 830 Miller Road, Plainwell

Dear Ms. Siegel:

This letter is intended to set forth the basic terms under which Profielnorm USA | PRN Group or its nominee/assignee (“Purchaser”), is willing to purchase the property described below.

- 1. Property:** Approximately 15 acres as shown on Exhibit A of this Proposal. Seller, at Seller’s cost, will split the Property from the parent parcel (the “Property”) prior to Closing.
- 2. Purchaser’s Name and Contact Information:** Profielnorm USA. Inc_ or its assigns (“Purchaser”), whose address is 5835 West KL Ave, Kalamazoo MI 49009
- 3. Purchase Price:** The purchase price for the Property shall be Five Hundred Twenty Five Thousand Dollars (\$525,000) (the “Purchase Price”) paid in cash at Closing. No financing contingency.
- 4. Earnest Money Deposit:** Within five (5) business days of the execution of a binding, definitive purchase agreement for the Property_(the “Purchase Agreement”), Purchaser shall deposit the sum of Ten Thousand Dollars (\$10,000) (the “Earnest Money”) with the title company who shall act as escrow agent (the “Title Company”). The Earnest Money shall be applied against the Purchase Price at the Closing (as defined herein) and shall be refundable to Purchaser should Purchaser decide not to proceed with the purchase of the Property at any time during or at the end of the Due Diligence Period (as further defined herein).
- 5. Contract:** Purchaser will draft the initial draft of the Purchase Agreement.



6. **Due Diligence Period:** Purchaser shall have a period of Ninety (90) days from receipt of an ALTA/ACSM Survey & the title work from Seller to perform soil analysis, surveys, environmental analysis, title examination and other due diligence which Purchaser deems reasonably necessary in connection with the Property, subject to reasonable limitations to be set forth in the Purchase Agreement (the “Due Diligence Period”). Said inspections include but are not limited to, all authorizations and permits, connectivity to the development roads, building permit approvals, rezoning and subdivision interpretations and confirmations, and all variances, utility permits, authorizations and easements necessary for Purchaser’s intended use. Purchaser shall have the right to terminate the Purchase Agreement during the Due Diligence Period for any reason whatsoever, in which event the Earnest Money shall be returned to Purchaser.
7. **Seller Paid Due Diligence Items:** Within sixty (60) days from full execution of a Purchase Agreement, Seller at its sole cost and expense shall deliver to Purchaser the following items: (i) a new ALTA/ACSM Survey of the property depicting all easements of record, encroachments, & legal description of the property; (ii) Seller’s title insurance commitment for the Property; and (iii) any existing environmental site assessment reports and any existing geotechnical reports applicable to the Property.
8. **Closing:** The “Closing” shall take place not later than Thirty (30) calendar days after the expiration of the Due Diligence Period(s).
9. **Delivery of the Property.** As-is delivery. Any loss of crop fees owed to the agricultural lessee of property will be paid by Seller & the lease shall be terminated as of the Closing Date.
10. **Broker:** No broker, real estate agent or finder is due any fee or commission in connection with this transaction, except for NAI Wisinski of West Michigan acting as a listing agent with Kara Schroer & Bailey Witt representing the Seller. Seller shall pay NAI Wisinski per the listing agreement.
11. **Closing Costs.** Property taxes shall be pro-rated on a calendar year basis based on Purchaser’s pro-rata of the parcel they are purchasing. Closing fee will be split equally. Seller to pay transfer taxes, real estate commissions and any other customary costs.
12. **Non-Binding Letter:** This letter outlines the Purchaser’s present intentions related to the principal business terms to be incorporated into a Purchase Agreement. This letter is not intended to be a binding agreement to purchase the Property described above or an agreement to enter into a binding agreement. Neither Purchaser nor Seller shall be bound by the terms hereof until such time as the Purchase Agreement has been executed by both parties.
13. The Purchaser agrees to not initiate or carry-on negotiations for the purchase of any other land in Southwest Michigan, and the Seller agrees to not initiate or carry on negotiations for this parcel of land while the parties negotiate the Purchase Agreement. The parties agree to negotiate the



language in the Purchase Agreement in good faith to develop a mutually acceptable Purchase Agreement.

By acknowledging this letter in the space provided below, Seller agrees that this letter evidences the intent of Purchaser and Seller to pursue this transaction according to the foregoing terms. If the foregoing is acceptable, please have an authorized signatory sign the enclosed copy of this letter indicating acknowledgment of this agreement to its terms so that Purchaser may proceed with the preparation of the Purchase Agreement.

We kindly request a response by no later than _____. If you have questions, please feel free to contact me at 269-384-9784 or email me at Henry.Dingemans@profielnorm-usa.com.

Best regards,

Henry Dingemans

Name: Henry Dingemans
Title Managing Director

Seller Acknowledged and Agreed:

By: _____
Printed Name: _____
Its: _____
Date: _____





"The Island City"

MEMORANDUM

211 N. Main Street
Plainwell, Michigan 49080
Phone: 269-685-6821
Fax: 269-685-7282

To: City Council
From: Robert Nieuwenhuis
Subject: Water
Date: 5/22/2023

I am looking for approval to have Oudbier Instrument Co. install a new meter at well seven.

We have two estimates for the replacement of the meter that stopped working at well seven.

Oudbier instrument - \$5,500 with installation included

Peerless Midwest - \$5,947 installation not included

Both companies have worked for the City and do a great job. I recommend we use Oudbier instruments for the new meter and installation.

Robert Nieuwenhuis



Mishawaka, IN / 574.254.9050
Westfield, IN / 317.896.2987
Ionia, MI / 616.527.0050
Fenton, MI / 810.215.1295
Lombard, IL / 630.708.3212
Boulder, CO / 574-286-0765
Littleton, CO / 303-968-7920

June 13, 2023

City of Plainwell
Department of Public Works
126 Fairlane St
Plainwell, MI 49080

Attn: Mr. Bob Nieuwenhuis

Re: Well #7 Replacement Flow Meter

Dear Bob:

For a replacement meter head assembly with 4-20mA output signal for your 10-inch Water Specialties flow meter, we offer this unit at \$5,947. No installation labor has been included.

We sincerely appreciate the opportunity to provide this information to you and the City. Please let us know if there are any questions, or if we can be of any further assistance.

Regards,

PEERLESS-MIDWEST, INC.

Frank T. Williams

www.peerlessmidwest.com

55860 Russell Industrial Parkway, Mishawaka, IN 46545 Phone (574) 254.9050 Fax (574) 254.9650

ESTIMATE



Oudbier Instrument Co.

OUDBIER INSTRUMENT CO.

4136 Rancho Dr
Dorr, MI 49323

admin@oudbierinst.com

+269 7924404

Plainwell

Bill to

Plainwell
City of Plainwell
211 N. Main
MI.
Plainwell, MI 49080

Ship to

Plainwell
City of Plainwell
211 N. Main
Plainwell, MI. 49080

Estimate details

Estimate no.: 1002
Estimate date: 06/16/2023
Expiration date: 07/31/2023

Sales Rep: Tim Oudbier

Product or service		Amount
1. Parts	1 unit x \$5,000.00	\$5,000.00
MLE10A12A (ML04-10 W/ TR16) Same as SN 992843 10" Flanged End Meter TR16 Transmitter		
2. Contract	1 unit x \$500.00	\$500.00
Installation and Startup of new head on 10" flow meter		
3. Services	1 x \$0.00	\$0.00
Total		\$5,500.00
Expiry date		07/31/2023



"The Island City"

MEMORANDUM

211 N. Main Street
Plainwell, Michigan 49080
Phone: 269-685-6821
Fax: 269-685-7282

TO: Justin Lakamper, City Manager
FROM: Brian Kelley, Finance Director/Treasurer
DATE: June 22, 2023
SUBJECT: Budget Amendment – Fiscal Year 2022/2023

ACTION RECOMMENDED: The City Council approve budget amendments for the 2022/2023 budget to recognize several known projects affecting use of fund balance and shifted appropriations.

In reviewing the financial records for this current fiscal year, there have been several projects undertaken (or forsaken) requiring budget amendments to recognize either the use of fund balance or re-allocated appropriations. The budget amendments proposed that impact fund balance are summarized below:

General Fund – There is a net reduction the General Fund of approximately \$7,200, primarily due to overtime in the Police Department and vacation payouts for two long-term employees who left employment during the fiscal year.

Solid Waste – There is a net reduction of \$7,600 to account for unanticipated legal costs and equipment rentals.

The remaining proposed budget amendments have no impact on the budgeted fund balance in the affected funds and represent reallocation of project priorities during the year.

It is recommended that the amendments on the attached listing be approved for inclusion in the 2022/2023 Amended Budget.

Attachment: Budget Amendment Listing

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	2022-23 ACTIVITY THRU 06/30/23	REQUESTED AMENDMENT	FUND TOTAL
GENERAL FUND					
101-005-574.010	State Shared Revenue - Constitutional	390,757	277,445	(19,100)	
101-009-665.000	Interest Earnings - Investments	3,512	15,813	(14,000)	
101-010-674.002	Private Donations - Pickleball Court		21,656	(20,000)	
101-010-674.112	Private Donations - Rental Rehab Grant		80,469	(80,000)	
101-200-718.001	Health Insurance Premiums - Current EE	36,946	24,582	(7,000)	
101-200-801.013	Professional Services - Attorney	14,000	52,636	45,000	
101-200-948.000	Computer Services	13,280	24,672	12,000	
101-262-703.000	Salaries/Wages - Full Time Employees	16,906	9,373	(6,000)	
101-262-707.001	Wages - Council, Boards & Commissions	7,168	5,803	(1,300)	
101-262-716.000	Retirement - Defined Contribution 401a	1,682	901	(500)	
101-262-718.001	Health Insurance Premiums - Current EE	1,943	603	(900)	
101-262-718.013	Health Insurance - HSA - Employer Paid	936	455	(300)	
101-265-703.000	Salaries/Wages - Full Time Employees	41,428	42,006	3,000	
101-265-704.001	Wages - Part Time Employees	5,942	7,508	2,000	
101-265-709.000	Payroll Taxes - FICA - Soc Sec/Medicare	3,875	4,365	1,000	
101-265-882.000	Property Taxes - City Property	22,328	12,912	(9,000)	
101-265-931.000	Outside Services (RMLB)	44,688	46,241	3,000	
101-265-940.000	Rentals - Equipment	27,000	28,965	3,000	
101-301-703.000	Salaries/Wages - Full Time Employees	597,042	589,216	20,000	
101-301-704.001	Wages - Part Time Employees	46,506	16,280	(20,000)	
101-301-712.001	Cash in Lieu of Benefits - Insurance Buy	11,040	5,292	(5,000)	
101-301-713.001	Overtime Pay	22,000	39,655	20,000	
101-301-931.000	Outside Services (RMLB)	9,900	21,417	15,000	
101-301-948.000	Computer Services	3,500	6,802	3,000	
101-301-960.000	Education & Training - Professional	2,800	3,851	1,500	
101-336-703.000	Salaries/Wages - Full Time Employees	49,248	22,598	(15,000)	
101-336-704.001	Wages - Part Time Employees	27,383	29,610	4,000	
101-336-713.001	Overtime Pay	15,000	16,717	5,000	
101-336-931.000	Outside Services (RMLB)	8,000	4,932	(3,000)	
101-336-935.001	Property Liability Insurance	6,016	3,634	(2,400)	
101-336-960.000	Education & Training - Professional	1,500	193	(600)	
101-701-801.701	Professional Services - Planning	338,758	247,912	50,000	
101-774-703.000	Salaries/Wages - Full Time Employees	6,558	10,754	5,000	
101-774-774.000	Supplies - Planting	9,000		4,000	
101-775-703.000	Salaries/Wages - Full Time Employees	2,780	6,200	4,000	
101-775-704.001	Wages - Part Time Employees		679	800	
101-775-775.000	Supplies - Repairs and Maintenance	100	2,060	2,200	
101-775-940.000	Rentals - Equipment	1,200	2,534	2,000	
101-905-994.830	Interest - 2021 LTGO Bond - Miller Road	10,900	16,605	5,800	7,200
MAJOR STREET FUND					
202-452-703.000	Salaries/Wages - Full Time Employees		4,778	6,000	
202-452-704.001	Wages - Part Time Employees	281	1,279	1,000	
202-452-940.000	Rentals - Equipment	1,500	2,810	2,000	
202-452-967.075	Project Costs - Non-Motorized Transport	5,000	6,079	4,000	
202-463-703.000	Salaries/Wages - Full Time Employees	39,248	43,114	10,000	
202-463-704.001	Wages - Part Time Employees	2,434	4,669	3,000	
202-463-775.000	Supplies - Repairs and Maintenance	12,000	17,355	6,000	
202-463-931.000	Outside Services (RMLB)	14,080	27,341	15,000	
202-463-940.000	Rentals - Equipment	18,000	18,969	4,000	
202-463-970.023	Capital Outlay - Non-Construction Major	103,000	24,223	50,000	
202-473-970.000	Capital Outlay Control	558,410		(90,500)	
202-478-703.000	Salaries/Wages - Full Time Employees	9,862	4,886	(4,000)	
202-478-713.001	Overtime Pay	4,940	2,619	(1,900)	
202-478-775.000	Supplies - Repairs and Maintenance	12,000	6,007	(4,600)	0
LOCAL STREET FUND					
203-452-940.000	Rentals - Equipment	1,200	3,311	4,000	
203-478-775.000	Supplies - Repairs and Maintenance	12,400	6,007	(4,000)	0
SOLID WASTE FUND					
230-000-665.000	Interest Earnings - Investments	150	1,638	(1,400)	
230-529-801.013	Professional Services - Attorney		3,598	5,000	
230-529-940.000	Rentals - Equipment	32,000	34,331	4,000	7,600
BROWNFIELD FUND					
243-000-684.000	Miscellaneous Revenue		144,000	(80,000)	
243-443-931.000	Outside Services (RMLB)	1,000	29,976	80,000	



"The Island City"

MEMORANDUM

211 N. Main Street
Plainwell, Michigan 49080
Phone: 269-685-6821
Fax: 269-685-7282

TO: Justin Lakamper, City Manager
FROM: Brian Kelley, Finance Director/Treasurer
DATE: June 22, 2023
SUBJECT: Police Officers Labor Council (POLC) Contract

ACTION RECOMMENDED: To approve the POLC contract, effective July 1, 2023, as presented.

City staff, with City Attorney Grant Pecor, met with members of the Police Officers Labor Council to update the labor contract that expires June 30, 2023. Here are the main points for the negotiated contract effective July 1, 2023.

- Contributions to Health Savings Accounts will be made on a per-payroll basis, as opposed to a lump-sum at the beginning of the plan year.
- Increased wages by 5% in the first year, 3.5% in the second year, 3.5% in the third year and 3% in the fourth year of the contract.
- Vacation allowances were updated.

The union met and ratified the agreements in mid-June 2023. It is recommended that Council approve the contract.

AGREEMENT

Between

Police Officers Labor Council - POLC



and

The City of Plainwell

July 1, 2023 To

June 30, 2026

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AGREEMENT

THIS AGREEMENT entered into as of the 1st day of July, 2023, by and between the CITY OF PLAINWELL, hereinafter referred to as the "Employer," and POLICE OFFICERS LABOR COUNCIL - POLC, hereinafter referred to as the "Union."

WITNESSETH:

ARTICLE 1 - PURPOSE AND INTENT

Section 1.1: General Purpose

The general purpose of this Agreement is to set forth the wages, hours and working conditions which shall prevail for the duration of this Agreement and to promote orderly and peaceful labor relations for the mutual interest of the Employer, its employees, and the Union. Recognizing that the interest of the community and the job security of the employees depend upon the Employer's ability to continue to provide proper services to the community, the Employer and the Union, for and in consideration of the mutual promises, stipulations and conditions herein specified, agree to abide by the terms and provisions set forth herein for the duration of this Agreement.

ARTICLE 2- RECOGNITION

Section 2.1: Recognition

Pursuant to and in accordance with all applicable provisions of Act 336 of the Public Acts of 1947, as amended, the Employer hereby recognizes the Police Officers Labor Council - POLC, as the exclusive representative for the purpose of collective bargaining with respect to rates of pay, wages, hours of employment and other conditions of employment for the unit

of regular, full-time police officers and Public Safety Officers with law enforcement certification in the Plainwell Public Safety Department (hereinafter called the Unit).

Section 2.2: Management Rights

The Union recognizes that, except as specifically limited or abrogated by the terms and provisions of this Agreement, all rights to manage, direct and supervise the operations of the Plainwell Public Safety Department and the employees therein are vested solely and exclusively in the Employer.

Section 2.3: Union Activity During Working Hours

The Union agrees that, except as specifically provided for in the terms and provisions of this Agreement, and except for discussion of contract interpretation and grievances as herein provided for; employees in the Unit shall not be permitted to engage in Union activity during working hours.

Section 2.4 Unfair Labor Activity

The Employer will not aid, promote or finance any labor group or organization which purports to engage in collective bargaining or make any agreement with any such group or organization for the purpose of undermining the Union.

ARTICLE 3 - STRIKES AND LOCKOUTS

Section 3.1: Strikes and Lockouts

The Union agrees that during the life of this Agreement, neither the Union, its agents nor its members will authorize, instigate, aid, condone or engage in a work stoppage, slowdown, strike or any other concerted activity, which interferes with the operations of the Employer. The Employer agrees that during the same period, there will be no lockouts.

Section 3.2: Work Stoppages

Individual employees or groups of employees, who authorize, instigate aid, condone or engage in a work stoppage, slowdown, strike or any other concerted activity which interferes with the operations of the Employer may be disciplined or discharged by the Employer.

ARTICLE 4- DISCIPLINE AND DISCHARGE

Section 4.1: Suspensions

When, in the judgment of the Employer, an employee's work performance or conduct justifies disciplinary action, short of dismissal, an employee may be suspended without pay for just cause. All suspensions must be in writing. For the violation of City policy and proceedings, including, but not limited to, those included in the City Personnel Policy or Departmental Rules as now or hereinafter adopted, a member of the Unit may be subject to reprimand, disciplinary layoff without pay or discharge for just cause. The principles of progressive discipline shall be applied.

Section 4.2: Non-Probationary Employee Rights

In the event an employee in the Unit who has completed his probationary period shall be suspended from work for disciplinary reasons or is discharged from employment after the date hereof, and he believes he has been unjustly suspended or discharged, such suspension or discharge shall constitute a case arising under the Grievance Procedure as hereinafter provided.

- (a) The Employer agrees to promptly notify the Union, in writing, of such suspension or discharge, such notice to contain the reasons underlying the suspension

or discharge.

(b) It is understood and agreed that when an employee files a grievance with respect to his suspension or discharge, the act of filing such grievance shall constitute his authorization to the Employer to reveal to the participants of the Grievance Procedure any and all information available to the Employer concerning the alleged offense, and such filing shall further constitute a release of the Employer from any and all claimed liability by reason of such disclosure.

(c) No member shall be required to make any statements concerning the alleged offense prior to disciplinary action being taken.

Section 4.3: Reinstatement Compensation

In the event it should be decided under the Grievance Procedure that the employee was unjustly suspended or discharged, the Employer shall reinstate such employee and pay full compensation, partial compensation or no compensation, as may be decided under the Grievance Procedure. Such compensation, if any, shall be at the employee's regular rate of pay at the time of such discharge or the start of such suspension, less any compensation he may have earned at other employment during such period.

ARTICLE 5 - GRIEVANCE PROCEDURE

Section 5.1: Definition of Grievance

A grievance shall be defined as a complaint by the Union or an employee covered by this agreement arising during the term of this agreement alleging a violation of a specific provision or provisions of this agreement as written.

STEP 1: An employee who believes he has a grievance must submit his complaint orally to the Director of the Plainwell Public Safety Department ("Director") or his designee within seventy-two (72) hours (Saturday, Sunday and holidays excluded) after the occurrence of the event upon which his complaint is based. The Director or his designee shall give the employee a verbal answer within twenty-four (24) hours (Saturday, Sunday and holidays excluded) after the complaint has been submitted. In the event the complaint is not satisfactorily settled in this manner, it shall proceed to Step 2.

STEP 2: To be processed under this Grievance Procedure, a grievance must be reduced to writing, stating the facts upon which it is based and when they occurred, and specifying the section(s) of the Agreement which allegedly has been violated. The grievance must be signed by the employee who is filing the grievance and must be presented to the Director or his designee within three (3) calendar days after receiving the Director's verbal answer (Saturday, Sunday and holidays excluded). The Director shall give a written answer to the aggrieved employee within five (5) calendar days after receipt of the written grievance (Saturday, Sunday and holidays excluded). If the answer is satisfactory, the employee shall so indicate on the grievance form and sign it, with two (2) copies of the grievance thus settled retained by the employee and one (1) copy

retained by the Director.

STEP 3: If the grievance has not been settled in Step 2 and if it is to be appealed to Step III, the Union shall notify the Director, in writing, within three (3) calendar days after receipt of the written Step 2 answer, of a desire to appeal the grievance. If such written request is made, the Director and the City Manager and/or their designated representative shall meet with a representative designated by the Union within seven (7) calendar days after receipt of request for such meeting. If the answer at this stage is satisfactory, the Union representative and the grievant shall so indicate on the grievance answer and sign it, with two (2) copies of the grievance thus settled retained by the Union and one (1) by the Director.

STEP4: If the grievance has not been resolved in the foregoing steps, the Union shall, within seven (7) calendar days after the Step 3 answer has been received, have the right to process the grievance to the Appeal Board as set forth below:

(a) The Appeal Board shall consist of one (1) representative selected by the Employer, one (1) by the Union and a mediator appointed by the Michigan Employment Relations Commission. The Appeal Board shall meet within fourteen (14) calendar days after receipt of the above appeal notice by the non-moving party, and a majority shall render a decision within seven (7) calendar days following such meeting, which decision, provided it is unanimous, shall be final and binding on the parties to this Agreement. Further, the parties may, by signed, written, mutual agreement, bypass the appeal board step. In that event, arbitration pursuant to Step 4 (b) must be timely requested after the answer received in Step 3 above. The pendency of a request to bypass this sub step (a) shall not excuse the Union from complying with the time limits established in

Step 4.

(b) In the event the Appeal Board, above described, is unable to arrive at a unanimous decision, the dissatisfied party shall submit the grievance to arbitration through the Federal Mediation and Conciliation Service in accordance with its Voluntary Labor Arbitration Rules, then pertaining, provided such submission is made within thirty (30) calendar days after receipt of the Appeal Board decision by the Union and the Employer. Failure to request arbitration in writing within such period shall be deemed a withdrawal of the grievance and it will not be considered further in the Grievance Procedure.

(c) Neither the Appeal board in (a) above nor the arbitrator in (b) above shall have authority to add to, subtract from, change or modify any provisions of this Agreement, but shall be limited solely to the interpretation and application of the specific provisions contained herein. However, nothing contained herein shall be construed to limit the authority of the Appeal Board or the arbitrator, in their respective judgment, to sustain, reverse or modify any alleged unjust discipline or discharge that may reach this stage of the Grievance Procedure. The decision of the arbitrator shall be final and binding upon the parties hereto.

(d) The expenses and fees of the arbitrator and the Federal Mediation and Conciliation Service shall be shared equally by the Employer and the Union.

Section 5.3: Time Limits

Time limits at any step of the Grievance Procedure may be extended only by mutual written agreement between the Employer and the Union. In the event the Union does not appeal a grievance from one step to another within the time limits specified, the grievance shall be considered as being settled on the basis of the Employer's last answer. In the event the Employer

fails to reply to a grievance at any step of the Grievance Procedure within the specified time limits, the grievance shall automatically be referred to the next step in the Grievance Procedure; provided, however, that nothing contained herein shall be construed so as to automatically refer a grievance to either the Appeal Board or arbitration.

Section 5.4: Grievance Forms

A grievance form provided by the Union shall be used with respect to all grievances that are not satisfactorily settled prior to the Step II Grievance Procedure set forth herein.

ARTICLE 6 - SENIORITY

Section 6.1: Seniority Defined

Seniority shall be defined as an employee's length of continuous full-time employment with the Unit of the Employer since his last hiring date. "Last hiring date" shall mean the date upon which an employee first reported for work at the instruction of the Employer and since which date he has not quit, retired or been discharged. No time shall be deducted from an employee's seniority due to absences occasioned by authorized leaves of absence not in excess of ninety (90) days, vacations, sick or accident leaves or for layoffs due to lack of work or funds, except as hereinafter provided.

Section 6.2: Probationary Employees

All new employees shall be probationary employees until they have completed twelve (12) consecutive months of employment with the Employer. The purpose of the probationary period is to provide an opportunity for the Employer to determine whether the employee has the ability and other attributes which will qualify him for regular employee status. During the probationary period, the employee shall have no seniority status and may be terminated at the sole discretion of the Employer without regard to his relative length of service. In the event of such termination, the Employer shall give prior written notice thereof to the Union, which notice shall state the reason

therefore. At the conclusion of his first twelve (12) consecutive months of employment, the employee's name shall be added to the seniority list as of his last hiring date.

Section 6.3: Seniority List

The Employer will maintain an up-to-date seniority list. A copy of the seniority list will be posted on an appropriate bulletin board annually. The names of all employees who have completed their probationary periods shall be listed on the seniority list in order of their last hiring date; their names shall appear on the seniority list alphabetically by the first letter or letters of their last name. If two (2) or more of such employees have the same last name, the same procedure shall be followed with respect to their first names.

Section 6.4: Termination of Seniority

An employee's seniority shall terminate:

- (a) If he quits, retires or is justifiably discharged;
- (b) If, following a layoff for lack of work or funds, he fails or refuses to notify the Director of his intention to return to work within five (5) regularly scheduled working days after written notice sent by certified mail of such recall is sent to his address of record with the Employer, or having notified the Director of his intention to return, fails to return to work within ten (10) regularly scheduled working days after receipt of said notice;
- (c) When he has been laid off for lack of work or funds for a period of twenty-four (24) or more consecutive months.
- (d) Immediate loss of seniority would result, if conviction of a felony
- (e) Loss of certification.

Section 6.5: Layoff/Recall (Seniority)

- (a) If it is necessary to reduce the number of employees in the Unit, probationary employees shall be laid off first. Thereafter, if it is necessary to further reduce the number

of employees in a job classification in the Unit, employees shall be removed on the basis of their classification seniority in inverse order of their seniority, provided always that the remaining employees have the skill to perform the available work in that classification. Employees removed from a classification may exercise their departmental seniority in any other classification, provided they have the skill to perform available work in such classification. Employees shall be recalled in accordance with their classification seniority. The Director shall give written notice to the employees and the Union of any proposed layoff. Such notice shall state the reasons therefore and shall be submitted at least one (1) week before the effective date thereof. Part-time or reserve officers shall not be used if a full-time member of the bargaining unit is on layoff status.

(b) Beginning July 1, 2010, the following provisions shall apply to this Section: As of June 30, 2010, the City has six (6) full-time Public Safety Officers who are bargaining unit members. If a layoff of one (1) full-time Officer occurs, the City shall grant that laid off former member of the bargaining unit the first opportunity to perform all available work in a part-time capacity. If the laid off member is not available, declines the offer of assignment, or otherwise cannot perform the assignment (IE: regular assignment of back to back shift scheduling or a medical preclusion), then the City may use existing certified part-time Officers. The right to the grievance procedure outlined in Article 5 of this agreement lies with the Union on behalf of this laid off, part-time employee if these conditions are not met. During this time, the City will not hire and/or utilize additional part-time Officers other than a maximum of three (3) part-time Officers plus the one (1) laid off employee. If the City lays off any additional full-time Officers, this paragraph becomes null and void and all provisions of paragraph (a) of this Section shall apply immediately and be in full force and effect.

Section 6.6: Filling of Vacancies

(a) In the event of a vacancy or a newly created position, employees in the same classification may transfer on the basis of seniority and qualifications. In such cases, all vacancies and newly created positions shall be posted in a conspicuous place in the Public Safety Department at least five (5) calendar days prior to filling such vacancy or newly created position. Should an employee be off the entire time of the posting the Employer shall make contact with that employee to provide notice of the posting and provide an opportunity to request consideration. Any request for consideration must be in writing, including email.

(b) Employees shall apply, in writing, for the posted position within seven (7) calendar days following such posting. Employees requesting, but not present during the posting period, shall be notified of the position. Only those who are, in the opinion of the Employer, qualified for the vacancies or new positions shall be considered

(c) Temporary assignments for the purposes of filling vacancies of employees who are absent will be granted to the senior qualified employee for such job. A qualified employee, when assigned to work in a higher classification, shall receive the higher rate of pay for those hours so worked in the higher pay classification. When an employee is temporarily assigned work in a lower classification, he shall not suffer a reduction in pay.

ARTICLE 7 - LEAVES OF ABSENCE

Section 7.1: Granting of LOA by Employer

The Employer may grant a leave of absence for personal reasons not to exceed thirty (30) calendar days, which period may, for good cause, be extended to a maximum of ninety (90) days, without pay and without loss of seniority to an employee who has completed his probationary period provided, in the judgment of the Employer, such employee can be spared from his work.

Section 7.2: Granting for Physical Reasons

An employee who, because of illness or accident, is physically or mentally unable to report for work may be given a leave of absence for the duration of such disability, provided the Director is promptly notified of the necessity therefore and further provided that the Director is supplied with certification from a medical doctor of the necessity for the continuation of such absence.

Section 7.3: Granting for Military Service

Leaves of absence shall be granted to employees who are active in the National Guard or a branch of the Armed Forces Reserves for the purpose of fulfilling their annual field training obligations or required tours of active duty. Applications for leaves of absence for such purposes must be made as soon as possible after the employee's receipt of his orders.

Section 7.4: Granting for Selective Service (Draft)

full-time employee who is drafted into the military service shall be granted a leave of absence for that purpose and at the conclusion of such leave of absence, shall be reinstated in accordance with the Veterans Reemployment Rights Act, 38 USC Sec 2021, *et seq.*

Section 7.5: Granting for Union Activities

The Union representative or his designate shall be granted up to three (3) days per year to attend schools, seminars and/or workshops offered by the Union. The Union shall notify the Employer, in writing, three (3) weeks in advance of the activity of the need for time off. One (1) such day shall be paid at the employee's regular hourly rate. The remaining two (2) days shall not be compensated for by the City.

Section 7.6: Family and Medical Leave ("FMLA")

The employer shall grant Family and Medical Leave of absence and employee must comply with all FMLA regulations.

Section 7.7: Non-Work Related Disability Policy

A disability leave of absence will be granted to employees with seniority who are unable to continue to work for the City because of a non-work related injury, illness, pregnancy or other disability, subject to the right of the City to require a physician's certificate establishing to the City's satisfaction that the employee is incapacitated to work or from the safe performance of work due to illness, injury, or other disability. Any FMLA leave will run concurrently with the disability leave. A disability leave shall be with accrued sick pay and any vacation pay. An employee will not receive any benefits, except for benefits available per Section 16.9. A disability leave will be for the period of the employee's disability; provided, however, that an employee may not be on a disability leave for a period of more than six (6) consecutive months. An extension of disability leave may be granted upon the City's approval, provided the extension is requested in writing prior to the termination of the original leave. The City reserves the right to request at any time, as a condition of continuing the disability leave of absence, proof of continuing disability. In situations where the employee's physical or mental condition raises a question as to the employee's capacity to perform the essential functions of the job, the City may require a medical examination by a physician chosen by the City and at the City's expense, and if appropriate, the City can require the employee to take a leave of absence under this Section. Employees who are anticipating a leave of absence under this Section may be required to present a physician's certificate recommending that the employee continue at work, and in all cases the employee's attendance and job responsibilities must be satisfactorily maintained. Employees eligible for FMLA leave must comply with the requirements of the FMLA leave in notifying the City of the need for disability leave. Otherwise, employees are required to notify the City of any condition

which will require a leave of absence under this Section together with the anticipated date for commencement of such leave. This notice shall be given to the City by the employee as soon as the employee is first aware of the condition. All employees returning to work from a disability leave of absence must present a physician's certificate satisfactory to the Employer, which verifies that the employee is medically able to return and perform the essential functions of the job.

Section 7.8: Worker's Compensation Leave Policy

A leave of absence for a period of not more than 365 calendar days will be granted to Employees who are unable to continue to work for the Employer because of a work-related injury or disease for which the Employee is entitled to receive benefits under the workers' compensation laws of the State of Michigan, subject to the Employer's right to require medical proof.. Any employee entitlement to FMLA leave shall run concurrently with these 365 calendar days. A workers' compensation leave of absence shall be without pay or benefits after 365 calendar days, other than those received under the FMLA (if applicable) and workers' compensation laws of the State of Michigan, provided, however, that Employees may utilize accrued pay (i.e., sick or vacation pay) to supplement these payments up to 100% of their normal gross weekly wage based upon the rate of pay in effect at the time the workers' compensation leave commences. Upon written application, the Employer may, in its discretion, grant extensions of this leave up to the maximum of another six (6) months. The Employer may require at any time, as a condition of continuance of the workers' compensation leave of absence, proof of continuing inability to perform work for the Employer. In the event Employer determines that the Employee is capable of returning to work, Employee's leave of absence shall immediately end.

Section 7.9: Leave of Absence for Jury Duty.

Employees who are subpoenaed for jury duty will, upon presentation of proof of such duty, be released from work. Written notice of the summons must be provided to your supervisor as soon as it is available. You must also return to work each day within one hour of being released by the court unless two hours or less remains in your shift. Employees who are summoned/subpoenaed for jury duty will, upon submitting their jury duty pay to the Personnel Manager, be paid their normal wages/salary for up to ten (10) days per calendar year.

ARTICLE 8 - SICK LEAVE

Section 8.1: Application

For employees who qualify therefore, paid sick leave shall be acquired and applied in accordance with the provisions set forth in this Article.

Section 8.2: Accumulation and Earning Rate

Permanent, full-time employees who have completed twelve (12) consecutive months of continuous service shall accumulate paid sick leave credits on the basis of eight (hours) of paid sick leave for each month of continuous service with no maximum accumulation. An employee's previous accumulated sick leave days shall be converted from days into hours, one (1) day equaling eight (8) hours.

Section 8.3: Qualifying for Payments

In order to qualify for sick leave payments, the employee must, not later than his normal starting time on the first day of absence, report such absence, unless in the judgment of the Director the circumstances surrounding the absence make such reporting impossible, in which event such report must be made as soon thereafter as possible.

- (a) In order to qualify for sick leave payments in excess of three (3) consecutive work days, employees shall furnish a signed doctor's certificate upon return to duty.

- (b) An employee who makes a false claim for paid sick leave shall be subject to disciplinary action or dismissal depending upon the circumstances involved.
- (c) Sick leave absences for part of a day shall be charged proportionately.
- (d) In the case of catastrophic injury or illness, accumulated sick leave credits may be transferred from one (I) employee to another after a case-by-case review and approval by the City Manager

Section 8.4: Use of Paid Sick Leave

Qualified employees, subject to the provisions set forth in this Article, shall be eligible for paid sick leave from and to the extent of their unused accumulated paid sick leave credits in the following situations:

- (a) For permissible uses under Michigan's Paid Medical Leave Act, including the following:
 - The eligible employee's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the eligible employee's mental or physical illness, injury, or health condition; or preventative medical care for the eligible employee.
 - The eligible employee's family member's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the eligible employee's family member's mental or physical illness, injury, or health condition; or preventative medical care for a family member of the eligible employee.
 - If the eligible employee or the eligible employee's family member is a victim of domestic violence or sexual assault, the medical care or psychological or other counseling for physical or psychological injury or disability; to obtain services from a victim services organization; to relocate due to domestic violence or sexual assault; to obtain legal services; or to participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault.
 - For closure of the eligible employee's primary workplace by order of a public official due to a public health emergency; for an eligible employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency; or if it has been determined by the health authorities having jurisdiction or by a health care provider that the eligible employee's or eligible employee's family member's presence in the community would jeopardize the health of others because of the eligible employee's or family member's exposure to a communicable disease, whether or not the eligible employee or family member has actually contracted the communicable disease.
- (b) When an employee's absence from work is due to an illness or injury arising out of and in

the course of his employment with the Employer and which is compensable under the Michigan Worker's Compensation Act after the first day of absence necessitated thereby, he shall be entitled to utilize his unused paid sick leave credits to make up the difference between the amount of daily benefit to which he is entitled under such Act and the amount of daily take-home pay he would have received in his own job classification had he worked, but not to exceed the total equivalent of what he would have received in daily take-home pay for regular hours worked.

Section 8.5: Sick Leave Payout (Discharge or Quit)

If and when an employee quits or is discharged from his employment, any unused accumulation of paid sick leave shall be canceled. Upon receiving Social Security disability, the employee shall be paid one hundred percent (100%) of his sick leave accumulated at such time. If an employee is killed in the line of duty, his beneficiary shall be paid one hundred percent (100%) of the sick leave accumulated by the employee as of the date of his death. If an employee who has quit, retired or been discharged from his employment is subsequently rehired, such employee shall, as any other new employee, accumulate paid sick leave credits as set forth in Section 2 of this Article.

Section 8.6: Sick Leave Payout - Retirement

Effective July 1, 2015, the accumulation of sick time shall be capped at 1,000 hours.

Section 8.7: Credit after Layoff

In the event an employee is laid off from work, upon his return to work, he will be credited with all of his unused sick leave credits that he had prior to his layoff.

Section 8.8: Funeral Leave

Paid funeral leave, not deductible from sick leave, for the death of a member of an employee's immediate family shall be available in the event of the death of the employee's then current spouse, child, brother, sister, parent, grandparent, mother-in-law, father-in-law, brother-in-law, sister-in-law or stepchild. Relatives other than those herein designated shall not be considered members of the

immediate family for the purpose of this subsection. Paid funeral leaves under this subsection shall be limited to three (3) regularly scheduled working days and shall end with the day following the funeral. To be eligible for this paid leave benefit, the employee must attend the funeral.

Section 8.9: Sick/Emergency Leave

Whenever sick or emergency leave payments are made under this Article, the amount of such payments shall be deducted from the employee's accumulated unused bank of paid sick leave credits.

ARTICLE 9 - HOURS OF WORK

Section 9.1: Regular Work Week

- (a) Effective July 1, 2010, the regular workweek for all employees shall be outlined by the specific rotation documented in "Appendix B: Schedule". The normal pay period shall consist of eighty (80) hours bi-weekly. However, during time of economic duress, the City may, giving thirty (30) days' notice, reduce the regular pay period to seventy eight (78) hours bi-weekly. During this time of duress, part-time officers shall only be used for covering sick, school and vacation time for a Unit member or when a Unit member requests an additional officer on their shift. Reserve Officers shall not be used. None of the conditions listed in this Section or Appendix B will be subject to change except through collective bargaining, mutual agreement of the Employer and individual bargaining unit member and the Union. If, due to additional economic duress, the City finds it necessary to reduce the number of hours worked in a pay period below seventy eight (78) hours, part-time or

reserve Officers shall not be used.

Section 9.2: Call-In Pay

(a) If an employee of the Unit is called in to work before or after, but not in continuation with his daily work schedule, he shall be entitled to a minimum of three (3) hours at time and one half (1½) his regular hourly rate for each instance that he is called to work. Should the time worked by the employee extend beyond three (3) hours, the employee shall be paid for all time worked at the overtime rate as specified in this article, provided that when an employee is called in to work before his regularly scheduled work period, he shall receive said overtime pay only for that period of time occurring between the time he reports to work and the time at which his regularly scheduled work period starts.

(b) Off-duty, full-time Public Safety Officers shall have the right and a reasonable obligation to respond to fire calls if they are within a five-mile radius of the City of Plainwell at the time of the fire call.

Section 9.3: Overtime (Over 10 / Over 80)

(a) Any employee in the Unit who is required to work under one of the following conditions:

- Excess of twelve (12) hours per day or ten (10) hours per day if Section 9.1(b) is exercised.
- Excess of eighty (80) hours per pay period or seventy eight (78) hours per pay period if Section 9.1(a) is exercised.
- Beyond the employees scheduled shift.

shall be paid at the overtime rate of I ½ times his/her regular hourly rate for

each hour or part thereof during the above conditions. For the purposes of calculating overtime compensation due, hours paid but not worked shall count towards the hours in a given day or pay period.

(b) Any overtime worked while assigned to a higher classification which is directly related to, and required by the duties of the higher classification, shall be compensated at one and one half (1-1/2) the higher classification's rate.

(c) When an employee is temporarily assigned to work in a lower classification, he shall not suffer a reduction in pay.

Section 9.4: Court Time

If an employee of the Unit is required to appear in court outside of the Cities of Plainwell or Otsego, as a result of or in connection with the performance of his duties with the City, before or after but not in continuation with, his daily work schedule, he shall be entitled to a minimum of three (3) hours pay at time and on half (1 ½) his regular hourly rate for each such instance that he is called to work. If an employee of the Unit is required to appear in court within the Cities of Plainwell or Otsego, as a result of or in connection with the performance of his duties with the City, before or after but not in continuation with, his daily work schedule, he shall be entitled to a minimum of two (2) hours pay at time and on half (1 ½) his regular hourly rate for each such instance that he is called to work. Should the time spent in court extend beyond the two (2) or three (3) hour limits, the employee shall be paid for all time worked at the overtime rate as specified in this Article, provided that when an employee is called into court before his regularly scheduled work period, he shall receive said overtime pay only for that period of time occurring between the time at which his regularly scheduled period starts.

Section 9.5: Work Schedules

(a) Subject to the provisions of Section 9.1 (a), (b) & (c), all work schedules for employees in the Unit will be prepared by the Director or his designee on a regular basis and each schedule shall be posted at least thirty (30) days prior to its effective date. If it is determined that the current work schedule needs to be changed, the Unit shall be informed and given the opportunity to suggest the necessary changes to the schedule that will fulfill the Director's needs at his or her discretion pursuant to management rights., The Employer will, to the extent possible, schedule employees to provide for two (2) three (3) day weekends per month; which shall include Saturday and Sunday. Each such schedule may be changed by the Director or his designated representative after posting, if one these conditions exist:

- More than thirty (30) days' notice of the change
- By mutual agreement of the Union member and the Employer
- In the event of an emergency

(b) If any one of the above listed conditions exist, then the Vacancies in shifts or schedules will be filled by the following process:

- 1) First the vacancy will be filled by an available "Flex Officer".
- 2) If a "Flex Officer" is not available, then the vacancies will be filled by a Full-Time Officer.
- 3) If a Full-Time Officer is not available, then the vacancies will be filled by a Part-Time Officer.
- 4) If a Full-Time Officer is not available for the overtime or otherwise cover the vacancies and a Part-Time Officer is not available then an officers schedule can be changed to fill the vacancies.

(c) Plainwell Department of Public Safety Administration, including but limited to the Director, a command officer or Detective, can fill vacancies in the shifts or work schedules.

(d) An employee may be scheduled to work with only an eight (8) hour break between shifts once a month during the term hereof. If during such month an employee, after working one (1) shift with only an eight (8) hour break between shifts, is thereafter required to work any additional shifts with only an eight (8) hour break between shifts, he shall be paid for all hours worked during such additional shifts at the overtime rate specified in Section 9.3 of

this Article. The parties hereto expressly agree that the foregoing provisions of Section 9.5 shall not apply to those instances when an employee is called into work before or after his regularly scheduled work shift and that in such instances, the provisions of Section 9.2 of this Article shall apply.

(e) The Work Schedule will be completed and at least thirty (30) days prior to the start of each new six (6) month bid. The bids should start in March and September. Officers in their probationary period may be assigned by the Director of Public Safety to any shift for training purposes. However, these officers shall not be assigned to the same shift for more than six (6) months. If the Director determines not to make an assignment, these officers shall bid for shifts with the other officers based on seniority. Officers beyond their probationary period will bid on any open shift based on their seniority. If an Officer leaves their shift for another assignment such as the SRO or are currently on assignment, the next officer based on seniority shall have the right to those shifts if they give the Director reasonable notice of their intent to change shifts and/or schedules.

Section 9.6: Travel Time

Any employee in the Unit who is required by the Director to travel out of the City for job-related reasons during his off-duty hours shall be paid one and one-half (1-1/2) times his regular hourly rate for each hour, or past thereof, that said employee is out of the City for such reasons; provided, however, that the foregoing provisions of this Section 7 shall not apply to any out-of-City travel for educational purposes.

Section 9.7: Equalization of Overtime

The Employer shall attempt to equalize, overtime in a 12-month calendar year. When scheduled overtime among employees of the Unit is not related to court time, follow up investigation(s), firefighting, emergency call in, or officers on special training assignments and related call-ins. For purposes of this provision, overtime opportunities offered or available, but not

accepted, shall count as overtime worked. A record of such shall be kept and available for review by the Unit members. Unit seniority should be followed as a rule; if a member does not answer their cell phone or there is a conflict with the member's current schedule, they can be listed as not available.

Section 9.8: Use of Personal Vehicle

Any employee in the Unit who is required to use his personal car for job-related reasons shall be compensated therefore at the rate established by the Internal Revenue Service. An employee shall only be entitled to payment for the use of his car when authorized prior thereto by the Director or his designated representative.

Section 9.9: Compensatory Time

At the request of an employee within the pay period worked, overtime can be declared compensatory time. A maximum of forty-eight (48) hours may be banked. Compensatory time may be used if it does not create overtime. Such time off may be granted upon approval by the Director of Public Safety or designee.

Section 9.10: No Duplication or Pyramiding.

Whenever hours worked or paid leave hours such as holiday leave hours, vacation hours, or sick leave hours are reported for the purpose of calculating overtime for pay purposes, no hours worked or reported shall be pyramided, compounded, or counted twice for same hours worked or reported for any reason.

ARTICLE 10 - HOLIDAYS

Section 10.1: Holiday Pay

(a) Employees required to work on a holiday recognized by this agreement shall receive time and one-half (1 ½) their regular pay for all hours worked on the following holidays:

New Year's Eve

New Year's Day

Presidents Day Good Friday
Easter Memorial Day
Independence Day Labor Day
Floating Day to recognize birthday

(b) Employees required to work on a premium holiday recognized by this agreement shall receive double time (2x) their regular pay for all hours worked on the following holidays:

Christmas Eve
Christmas Day
Thanksgiving Day

(c) Both holiday and premium holiday pay will be in addition to their eight (8) hours base holiday pay.

(d) Those employees not required to work shall receive eight (8) hours of pay at their base hourly rate of pay.

(e) Holiday pay, which is straight time paid on a Holiday (including pay for a Holiday not worked) is to be paid and is not eligible for conversion to compensatory time. Holiday Premium or Holiday Overtime can be converted to compensatory time at the request of the employee.

(f) Where an individual's scheduled training day falls on one of the aforementioned holidays, the training day may be cancelled and the holiday pay set forth herein shall be the individual(s) previously scheduled on that day's sole compensation unless they otherwise work, in which case they shall be eligible for the compensation provided under this Agreement for working on a holiday. If a training day is cancelled an employee shall have the option of making up that day (or a portion thereof) on another mutually agreeable date during the same pay period so long as doing so does not result in the payment of overtime.

Section 10.2: Holiday Pay Hours and Period Time

The holiday pay period shall be twenty-four (24) hours in length and runs from 5:00 a.m. to 5:00 a.m.

ARTICLE 11 - INSURANCE AND RETIREMENT

Section 11.1: Hospitalization Insurance

(a) The Employer agrees to pay 80% of the total annual costs of all the medical benefit plans, prescription, dental and optical plans it offers or contributes to for employees in the bargaining unit. Total annual costs includes the premium or illustrative rate of the medical benefit plan and all employer payments for reimbursement of co-pays, deductibles, and payments into health savings accounts. The Employer reserves the right to select or change the insurance carrier or carriers, or to become a self-insurer, either wholly or partially, and to select the administrator of such self-insurance program; provided, however, the benefits provided shall remain substantially similar to the benefits currently in place unless otherwise agreed.

(b) For each fiscal year of the parties' Agreement, the City shall deposit an amount up to five thousand six hundred dollars (\$5600) and employees shall be responsible to contribute one thousand four hundred dollars (\$1400) into the eligible employees' Health Savings Account(s) for participants with two person and family coverage. For single coverage participants the amount shall be prorated (i.e. half). Employee contributions shall be deducted in a pro-rated amount each pay period. Unless on an unpaid leave, the City's and employee contributions together shall be deposited each pay period in an amount pro-rated to equal total payment by the end of the fiscal year. Contributions will only be reduced below five thousand six hundred dollars (\$5600) for participants with two person and family coverage and two thousand eight hundred (\$2800) dollars for single coverage participants when the individual employee is on an unpaid leave of absence or where they are not employed the entire year. Individuals not employed with the City on the date of any payment shall not be deemed eligible.

- (i) Where an employee has a family emergency involving medical expenses that exceed their current HSA balance, the City may enter into a loan agreement to loan them the remainder of their HSA contributions for the year. However, where their employment terminates prior to the end of that year for any reason, the loan for any amounts that would not otherwise have been paid at that point shall become immediately due upon termination of their employment and the City may deduct any amounts owed from any wages or other monies owed to the individual involved.
- (c) The City will offer payment in lieu of insurance and the corresponding HSA contributions as follows (1) Two person/Family coverage: \$6000; (2) Single coverage: \$4000. In lieu of benefits shall be paid pro-rata on a monthly basis. Individuals receiving the in lieu of payments are not eligible to participate in hospitalization, dental or vision coverage through the City. However, individuals may re-enroll in coverage upon the occurrence of a qualifying event, though they will forfeit future in lieu of benefits.
- (d) The City agrees to allow a representative of the Unit the opportunity to review potential revisions to City health insurance coverage and the opportunity to comment before changes in those benefits are finalized.

Section 11.2: Life Insurance

During the term hereof, the Employer agrees to maintain in full force and to pay the entire premium cost of life insurance coverage totaling twenty-five thousand dollars (\$25,000) for each employee of the Unit.

Section 11.3: False Arrest Insurance

The Employer is currently maintaining False Arrest Insurance coverage with Michigan Municipal Liability and Property Pool under a policy of insurance having coverage limits of \$300,000/\$500,000, which policy also makes provision for the furnishing of legal assistance to

employees charged with false arrest. The Employer agrees to continue to provide such coverage, or its equivalent, during the term hereof at the Employer's expense.

Section 11.4: Unemployment Compensation

The employee will be afforded unemployment insurance in accordance with the Michigan Employment Security Act. The City will follow the available option resulting in the least cost to the City, which will provide minimum level coverage under the Act.

Section 11.5: Retiree Hospitalization Insurance

(a) Employer agrees to pay for single person medical and prescription coverage for the retiree when he reaches the age of fifty-five (55) provided he has accrued twenty-five (25) years of service with the City. The Insurance Coverage the employee receives after retirement shall be substantially the same as the coverage he or she was receiving prior to retirement.

(b) This coverage shall cease when the retiree becomes eligible for Medicare,

(c) However, once the retiree begins to receive Medicare Part B coverage, the Employer shall then provide reimbursement up to a maximum of \$500.00 per month for Medicare/Medicare Supplemental for Dental, Optical, Prescription and/or health insurance coverage for retiree and spouse. Retiree shall provide the employer with proof of insurance coverage to receive this benefit.

(d) After a Unit member becomes eligible for the supplemental coverage, the maximum reimbursement above in section (c) will be multiplied by two percent (2%) per year to assist with cost of living increases.

(e) The benefits set forth in paragraphs (c) and (d) shall be limited to retirees and employees employed prior to July 1, 2023. Individuals hired after that date shall not be eligible for the benefits set forth in paragraphs (c) and (d).

Section 11.6: Retirement Plan

All employees who have completed a twelve (12) month probationary period shall be eligible to participate in the Employer's retirement program.. The Employer agrees to continue its pension plan by contributing 8% of the employee's base wage into the Employer's 401 (a) plan.

Employees may contribute between zero and the maximum allowed by law/IRS Rules into the Employer's designated 457 Defined Compensation Program. Effective July 1, 2015, if the employee contributes 3% or more into the designated 457 Defined Compensation Program the Employer will match by contributing an additional 3% of the employee's base wage into the Employer's designated 401(a) plan. Effective July 1, 2017, if the employee contributes 4% or more into the designated 457 Defined Compensation Program the Employer will match by contributing an additional 4% of the employee's base wage into the Employer's designated 401(a) plan.

ARTICLE 12 - PAY PERIODS

Section 12.1: Biweekly Pay Periods

All employees in the Unit shall be paid biweekly. The Employer shall make paychecks available to the employees on the first Thursday following the end of the pay period, no later than 12:00 p.m. Not more than seven (7) days shall be withheld from any employee in the Unit. Each employee shall be provided with an itemized statement of his earnings and all deductions made for any purpose upon request of such employee.

ARTICLE 13 - UNIFORM ALLOWANCE

Section 13.1: Uniform Equipment Furnished/Maintained

- (a) The Employer will furnish all uniforms and cleaning thereof to all employees in the Unit. All accessories, inclusive of gun belts, holsters, handcuff case, ammunition pouch and belt keepers, shall be furnished by the Employer. All equipment and accessories so furnished by the Employer shall be maintained in safe operating condition by the Employer. Practice ammunition will be made available to all employees during the period of time they are attending school, and an additional 5,000 practice rounds will be made available providing that the employees return all the shell casings. All such equipment supplied by the Employer shall remain the property of the Employer.
- b) An employee classified as the Detective shall be reimbursed up to \$500 for a clothing allowance during the first year of the job classification change. Any subsequent years; the clothing reimbursement allowance shall be set at \$350.

Section 13.2: Firearm Maintenance

The Employer shall furnish side arms to each employee in the Unit. Side arms so furnished by the Employer shall be maintained in safe operating condition by the Employer.

Section 13.3: Footwear

- (a) The Employer agrees to reimburse each member of the Unit One-Hundred and seventy five (\$175) toward the purchase of one (1) pair of footwear per fiscal year.
- (b) If, in the opinion of the Public Safety Director, footwear does not need to be purchased, accessory equipment related to job performance may be approved (up to \$175) by the Public Safety Director.
- (c) Any remaining balance in the current year may roll over in to the next year only, to apply toward footwear or equipment. The maximum reimbursement that will be paid

at any one time will be \$350.00.

(d) The Employer shall reimburse the employee within 30 days from the time the reimbursement is requested by the employee for reimbursement which are of a combined total or total of \$100.00 or more.

ARTICLE 14-RATES OF PAY

Section 14.1: Wage Schedule

Employees within the bargaining unit shall be paid in accordance with Appendix A.

ARTICLE 15 - VACATIONS

Section 15.1: Vacation Accumulation

(a) Regular, full-time employees who have completed twelve (12) months or more of continuous employment with the Employer since their last hiring date shall be entitled to paid vacation as set forth in the following schedule based on years of service:

Completed Years of Service

0-1 year	40 hours*
1-3 years	80 hours
4-5 years	120 hours
6-9 years	144 hours
10-12 years	160 hours
13-16 years	180 hours
17+ years	200 hours

*40 hours at start with limits on taking time off until after FTO unless previously agreed upon at hire or special circumstances exist on case by case basis at Directors discretion.

(b) Vacation time may be taken in one (1) hour increments at the option of the employee. Vacation time may be accumulated to a maximum of one and one-half (1-1/2) times an employee's annual accrual of said vacation leave; once the maximum vacation hours has

been reached the employee's vacation leave bank will be capped at that balance. Subject to the City's discretion on or before April 30th of each year employees may submit a written request to buy back vacation time in excess of forty (40) hours remaining in your vacation leave bank. A vacation buy back form must be filled out, approved by the City Manager and submitted to the Personnel Manager for payment of said hours. You will be paid at your base hourly pay rate, using said April rate of pay for all unused vacation. The employee will receive payment for the vacation buy back hours with the fast pay check in July of each year. A statement showing all accumulated vacation time shall be reported to each individual employee in his biweekly paycheck.

- (c) An employee's previously accumulated vacation days shall be converted from days into hours, one (1) day equaling eight (8) hours.

Section 15.2: Sickness/Injury on Vacation

Absence on account of sickness, injury or disability for a period of time exceeding accumulated sick leave may, with the approval of the Director and City Manager be charged against the employee's vacation leave allowance.

- (a) Any employee that becomes ill during a scheduled vacation, vacation leave cannot be converted to sick leave.

Section 15.3: Vacation Payoff

If an employee who has completed twelve (12) months of employment resigns in good standing, retires or is discharged from employment, such employee shall be paid for all unused vacation time accrued as of his termination date.

If the employee fails to render the two (2) week notification, he shall be deemed to have not resigned in good standing and thus shall not be entitled to any portion of his vacation

pay otherwise accumulated. For an employee who dies after completing twelve (12) months of employment, his designated beneficiary shall be paid all unused vacation time accrued.

Section 15.4: Vacation Paychecks

Vacation paychecks may be delivered to eligible employees on their last day worked prior to the start of their vacation, provided they make written request therefore to the Director and City Manager at least fifteen (15) calendar days in advance of the start of such vacation.

Section 15.5: Number of Employees off at One Time

The Director shall determine the number of employees who can be excused from their duties for vacation purposes at any one time. A copy of all vacation and or leave slip requests are to be submitted to the Employer by E-mail and also by paper copy.

Section 15.6: Vacation Scheduling

Vacation time off shall be allowed for periods of less than one (1) calendar week, provided that approval is first obtained from the Director. Every reasonable effort shall be made to allow employees to take their vacation at the time of their choosing if they provide two weeks' or more notice and no other Unit member is off during that same pay period.

Section 15.7: Requests for Vacation.

A copy of all vacation and or leave slip requests are to be submitted to the Employer by e-mail and also by paper copy.

An Employee wishing to withdraw or resend their request to use benefit time shall do so no less than 96 hours from commencement of said time. The time can be less than 96 hours if both the Employee and management mutually agree to do so.

Members of the Unit are encouraged to submit semi-annual vacation requests on or before February 1 and August 1 of each year. Should two (2) or more employees request

vacation during the same time period and the Director determines that all requests cannot be accommodated, those with the greatest seniority shall receive preference. The Employee shall be notified in writing by February 10th and August 10th by the Department Head of the Approval or Rejection of Vacation.

Vacation requests that are requested outside of the process outlined above may be submitted for consideration by the Deputy Director or Director. If that request is not acted upon or denied, Unit members may appeal the decision to the City Manager.

An Employee shall be allowed to have just one special long term vacation request at a time that is outside of the normal process listed above.

Section 15.8: Late Requests

Members who do not submit vacation requests prior to February 1 and August 1 or who request a change in the schedule after February 1 and August 1 shall be considered by the Director on a first-come/first-served basis. The Employee shall be notified in writing within ten (10) days of their request by the Department Head of the approval or rejections of vacation.

Section 15.9: Return to Work While on Vacation

Any employee who is on vacation shall not be required to return to work during vacation, except in the case of a declared emergency.

ARTICLE 16 - GENERAL

Section 16.1: Establishment of Rules/Regulations

The Employer shall have the right to make such reasonable rules and regulations not in conflict with this Agreement as it may from time to time deem best for the purpose of maintaining order, safety and/or efficient operations. Any complaints relative to the

reasonableness of any rule established or the discriminatory application thereof may be considered a grievance and subject to the Grievance Procedure contained in Article V.

Section 16.2: Bulletin Board

The Employer shall provide a bulletin board upon which the Union shall be permitted to post notices concerning its business and activities. Such notices shall contain nothing of a political or defamatory nature.

Section 16.3: Public Safety Director/Work Restrictions

Nothing contained in this Agreement shall be construed in any way to restrict or limit the Director of Public Safety from performing any work in the same manner and to the same extent as he did perform such work prior to the execution of this Agreement.

Section 16.4: Use of Non-Unit Personnel

(a) The Director shall have the right to subcontract or secure auxiliary services to perform work normally performed by employees in the Unit, if and when, in his judgment, he does not have the available or sufficient manpower, proper equipment, capacity or ability to perform such work within the required amount of time, during emergencies or when such work cannot be performed by employees in the Unit on an efficient and economical basis. Nothing contained in this Section shall, in any way, cause a layoff of members of the Unit. The Unit Members shall be given the first opportunity to work assignments where a licensed police officer is required before non-unit personnel are assigned. Reasonable accommodations may be made to avoid overtime. The Unit Members shall have the opportunity to work overtime before a part-time Officer is scheduled to work over seventy (70) hours in one (I) pay period.

(b) If Command Officers, other than the Director of Public Safety cover shifts one, two, or three alone, they must bid on these shifts based on their City seniority. The City shall

determine whether to cover shifts missed by Unit members, when a supervisor is on duty. The supervisor may work beyond his/her regular shift to cover for a shift vacated by a Unit member provided that there is no Unit member on the previous shift available to cover the overtime.

Section 16.5: Return to Bargaining Unit

An employee who has been promoted to a rank excluded from this bargaining unit may voluntarily return to his/her former classification within the bargaining unit during the first six (6) months of such promotion without suffering a loss of seniority.

Thereafter, an employee who returns to this bargaining unit either voluntarily or involuntarily shall have such seniority rights as are provided in this Agreement based upon the seniority that the employee acquired immediately prior to such promotion. In essence he shall retain such seniority as he earned within the bargaining Unit, and any other time outside the Unit shall be excluded.

Section 16.6: Invalid Provisions

If, during the life of this Agreement, any of the provisions contained herein are held to be invalid by operation of law or by a tribunal of competent jurisdiction, or if compliance with or enforcement of any provisions should be restrained by such tribunal pending a final determination as to its validity, the remainder of this Agreement shall not be affected thereby. In the event any provision herein contained is so rendered invalid, upon written request by either party hereto, the Employer and the Union shall enter into collective bargaining for the purpose of negotiating a mutually satisfactory replacement for such provision.

Section 16.7: Obligation to Bargain

The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining and that the

understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Employer and the Union, for the life of this Agreement, each voluntarily and unqualifiedly waives the right and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter not specifically referred to or covered in this Agreement, even though such subjects or matters may not have been within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.

Section 16.8: Agreements/Binding in Writing

No agreement or understanding contrary to this collective bargaining agreement, nor any alteration, variation, waiver or modification of any of the terms or conditions contained herein, shall be binding upon the parties hereto unless such agreement, understanding, alteration, variation, waiver or modification is executed in writing between the parties. It is further understood and agreed that this Agreement constitutes the sole, only and entire agreement between the parties hereto and cancels or supersedes any other agreement, understanding and arrangement heretofore existing.

Section 16.9: Time Worked

Any compensable day shall be considered as a day worked for the purpose of computing benefits under this Agreement. For the purposes hereof, the term "compensable day" shall be a day worked, a day for which sick leave is being paid, a vacation day, a comp day, a worker's compensation leave day and each holiday set forth in Article 10 hereof.

Section 16.10: Notification Parties Address

Unless the context requires otherwise, notices under this Agreement shall be sent to the parties designated representatives. Each party shall be notified of the name and contact information of the others' designated representative, in writing, before they shall be required to recognize them and/or

provide notices to them. Upon receipt of any such notice, each party shall be entitled to rely upon the information provided until otherwise notified, in writing, of a change.

Section 16.11: Authority of Director of Public Safety

The Director has the authority and duty to direct, supervise and coordinate the activities of the Public Safety Department. Accordingly, the employees of the Unit shall be bound by his actions and those to whom he has delegated authority.

Section 16.12: He/She

As used in this Agreement, the singular shall include the plural and the plural shall include the singular; the masculine gender shall extend to and include the feminine gender.

Section 16.13: Section Titles

The titles to the sections of the contract are for reference purposes only and are not to be used as an aid in interpreting the substantive provisions of the sections.

ARTICLE 17 - UNION SECURITY

Section 17.1: Union Security

All employees in the Unit may pay to the Union an amount of money equal to that paid by other employees in the Unit who are members of the Union, which shall be limited to an amount of money equal to the Union's regular and usual initiation fees and the Union's regular and usual dues. For present regular, full-time employees in the Unit, such payments shall commence July 1, 1982, and for new employees, the payments start thirty-one (31) days following the date of employment.

Section 17.2: Check-off Authorization

During the period of time covered by this Agreement, the Employer agrees to deduct from the pay of any employee in the Unit who is a member of the Union all dues and/or initiation fees of the POLC and to pay such amount deducted to the POLC; provided, however, that the Union

presents to the Employer authorizations, signed by such employee, allowing such deductions and payments to the Union.

Section 17.3: Dues and Initiation Fees

Amount of initiation fees and dues will be certified to the Employer by the Secretary-Treasurer of the Union. Dues deducted shall commence on the second pay period of the month and will be deducted monthly thereafter on the second pay period of the month. Deduction of initiation fees will be made in two (2) equal installments from wages payable on the two (2) pay periods immediately following the effective date of authorization. Dues deducted from any calendar month by the Employer will be remitted to the designated finance officer of the Union as soon as possible after the payroll deductions have been made. The Employer shall furnish the Union finance officer an up-to-date list of those employees who have had dues deducted from their paychecks. Where an employee, who is on check-off, is not on the payroll during the week in which deductions are to be made or who has no earnings or insufficient earnings during the week or is on a leave of absence, double deductions will be made in the following months.

Section 17.4: Agency Shop Fees/Deductions

Monthly agency fees and initial agency fees will be deducted by the Employer and be transmitted to the Union in the same manner as prescribed above for the deduction and transmission of Union dues and initiation fees.

Section 17.5: Hold Harmless

The Union agrees to hold the Employer harmless for any and all claims arising out of its agreement to deduct dues and initiation fees.

ARTICLE 18 - DURATION OF
AGREEMENT

THIS AGREEMENT shall become effective as of the date of its execution and shall remain in full force and effect until the 30th day of June, 2027 and from year to year thereafter unless either party

hereto serves written notice upon the other at least sixty (60) calendar days prior to the expiration date of this Agreement or sixty (60) calendar days prior to the expiration of any subsequent automatic renewal period of its intention to amend, modify or terminate this Agreement; provided, however, that notwithstanding anything to the contrary that may be contained or inferred herein, the Union shall submit to the Employer the Union's demands relative to any amendment, modification or termination hereof on or before February 15th of the year in which the Agreement expires as aforesaid.

THIS AGREEMENT shall supersede any rules and regulations inconsistent herewith. Insofar as any provisions of this Agreement shall conflict with any ordinance or resolution of the Employer, appropriate amendatory or other action shall be taken by the Employer to render such ordinance or resolution compatible with this Agreement.

City Manager
211 North Main Street
Plainwell, Michigan 49080

Mr. David Thomas
Police Officers Labor Council
847 Morton Avenue
Belding , Michigan 48809

City Manger

Business Representative

Date

Date

APPENDIX A					
HOURLY WAGE: Contract year July 2023 through June 2027					
		Effective	Effective	Effective	Effective
		7/1/2023	7/1/2024	7/1/2025	7/1/2026
	Increase	5.00%	3.50%	3.50%	3.00%
PSO I					
Start:		\$24.81	\$25.31	\$26.00	\$26.72
1 year		\$26.44	\$26.97	\$27.71	\$28.47
2 year		\$27.26	\$27.80	\$28.57	\$29.35
3 year		\$30.73	\$31.35	\$32.21	\$33.10
4 year		\$33.76	\$34.43	\$35.38	\$36.35
PSO II					
Start:		\$26.73	\$27.27	\$28.02	\$28.79
1 year		\$28.57	\$29.14	\$29.94	\$30.77
2 year		\$29.97	\$30.57	\$31.41	\$32.27
3 year		\$33.67	\$34.35	\$35.29	\$36.26
4 year		\$37.38	\$38.13	\$39.18	\$40.25
Detective:		\$38.88	\$39.65	\$40.74	\$41.86
School Liaison:		\$37.38	\$38.13	\$39.18	\$40.25
PSO I: DPS Employees possessing Police Certification only.					
PSO II: DPS Employees possessing Police and Firefighter II certifications.					

APPENDIX B								
		SU	MO	TU	WE	TH	FR	SA
Day 1		OFF	5A-5P	5A-5P	5A-5P	1P-9P	5A-5P	5A-5P
Day 2		5A-5P	OFF	OFF	1P-9P	5A-5P	OFF	OFF
Night 1		OFF	OFF	OFF	1P-9P	5P-5A	5P-5A	5P-5A
Night 2		5P-5A	OFF	OFF	5P-5A	1P-9P	OFF	OFF
Swing		OFF	5P-5A	5P-5A	1P-9P	OFF	3P-3A	3P-3A
		SU	MO	TU	WE	TH	FR	SA
Day 1		5A-5P	OFF	OFF	OFF	OFF	OFF	OFF
Day 2		OFF	5A-5P	5A-5P	OFF	OFF	5A-5P	5A-5P
Night 1		5P-5A	OFF	Off	5P-5A	5P-5A	OFF	OFF
Night 2		OFF	5P-5A	5P-5A	OFF	OFF	5P-5A	5P-5A
Swing		OFF	OFF	OFF	5A-5P	5A-5P	OFF	OFF
				THIS SCHEDULE REPEATS EVERY TWO WEEKS				

**City of Plainwell
Allegan County, Michigan**

Resolution No. 2023-18

At a regular meeting of the City Council for the City of Plainwell held at City Hall on June 26, 2023, and commencing at 7:00 p.m., the following Resolution was offered for adoption by Council Member _____ and was seconded by Council Member _____:

A RESOLUTION ESTABLISHING WATER AND WASTEWATER USER FEES AND CHARGES.

WHEREAS, the City of Plainwell (the “City”) desires to update and establish various water and wastewater fees such that they reasonably reflect the City’s cost to provide these services to users within City and Customer Communities;

WHEREAS, the City conducted a comprehensive water rate study, which was reviewed by the City Council on June 12, 2023, and is on file with the Plainwell City Clerk;

WHEREAS, the City has reviewed historical data and future projections regarding usage, rates, and the cost to provide these services to users within City and Customer Communities; and

WHEREAS, the City finds that the following water and wastewater user fees and charges serve a regulatory purpose and are proportionate to the necessary costs of the service being provided.

NOW, THEREFORE, BE IT RESOLVED,

1. The City adopts the wastewater rates as follows:

User Charge - O&M Commodity:	\$6.87 per thousand gallons
User Charge - Industrial Pretreatment Program (IPP):	\$0.31 per thousand gallons
Ready-to-serve Charge:	\$3.03 per thousand gallons

The above wastewater rates will be effective July 1, 2023.

2. The City adopts the water rates as follows:

User Charge - O&M Commodity:		\$3.77 per thousand gallons
Ready-to-serve Charge:	Meter size	
	¾"	\$14.73 per month
	1"	\$24.60 per month
	1 ½"	\$49.05 per month
	2"	\$78.51 per month
	3"	\$147.30 per month
	4"	\$245.55 per month
	6"	\$490.95 per month

The above water rates will be effective October 1, 2023.

3. The City hereby adopts the practice of implementing annual fee adjustments for wastewater rates based on inflation as determined by the Consumer Price Index for All Urban Consumers (CPI-U) category Water, Sewer, and Trash as published by the U.S. Bureau of Labor Statistics. Commencing on July 1, 2023, with the exception of any fixed debt service component, wastewater rates shall be automatically adjusted annually to reflect increases in the CPI-U.
4. The City hereby adopts the practice of implementing annual fee adjustments for water rates based on inflation as determined by the Consumer Price Index for All Urban Consumers (CPI-U) category Water, Sewer, and Trash as published by the U.S. Bureau of Labor Statistics. Commencing on October 1, 2023, with the exception of any fixed debt service component, water rates shall be automatically adjusted annually to reflect increases in the CPI-U.
5. All resolutions or parts of resolutions in conflict with this Resolution are, to the extent of such conflict, hereby rescinded.
6. This Resolution is effective immediately.

The vote regarding the adoption of this Resolution was as follows:

YES:

NO:

ABSENT:

Resolution Declared Adopted.

Bradley Keeler, Mayor

Ginger J. Leonard, City Clerk

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Plainwell City Council at a regular meeting held on June 26, 2023, the original of which is on file in my office and available to the public.

Ginger J. Leonard, City Clerk



City of Plainwell
County of Allegan, State of Michigan
Water Fund – Rate Study

June 22, 2023



MUNICIPAL ADVISORS

Baker Tilly Municipal Advisors, LLC
2852 Eyde Pkwy, Suite 150
East Lansing, MI 48823
(517) 321-0110
bakertilly.com

June 22, 2023

City of Plainwell
211 N. Main Street
Plainwell, MI 49080

Subject: City of Plainwell (Michigan) Water Fund – Rate Study

Dear City of Plainwell:

It is our pleasure to provide you this analysis of your Water Fund and the review of the rate structure. A rate study is not a historical document, it is a working document, which should be used as a reference for budget and finance decision-making. To this end, Baker Tilly is available to discuss the study at any point in the future.

Rates and charges must reflect the customer base being served. As such, the rate study found in these pages is unique to your community. The ultimate goal of every rate study is to develop a rate structure and revenue support system that meets the needs of operations, maintenance, and capital improvement and at the same time is as economical and equitable to the customers as possible, this is referred to as a “cost of service” analysis. You will find the observations and recommendations meet your needs and reflect your customer base.

By acceptance of this study the City Council understands and accepts the responsibility and liability for potential challenges to the rate structure and management of the funds. Rate studies, while often based on various methods, industry guidelines, do not follow a clear standard as does, for example, a CPA in producing an audit according to Generally Accepted Accounting Principles. Furthermore, state law and case law do not provide any reasonable or comprehensive guidance regarding methodology, rate structure or management of fund balances. Baker Tilly is reliant upon City officials, and other sources, who have access to relevant data to provide accurate information. The City accepts that fund management and rate adjustment recommendations are inherently subject to estimations and projections and, as such, no assurance is provided regarding the actual performance of the funds over time. The City is advised to seek legal counsel regarding the implementation of any recommendations and their liability implications.

As always, it was a pleasure serving you and do not hesitate to call if you wish to further discuss our findings.

Sincerely,

BAKER TILLY MUNICIPAL ADVISORS, LLC

Andy Campbell, CPA, Director

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Executive Summary

1.1 Community Background

The City of Plainwell is located in Allegan County, Michigan. It is 2.06 square miles and has a population of approximately 3,788 (2020 Census). The water system is comprised of three groundwater wells and roughly 25 miles of water mains. After the water is pumped and treated, it is distributed to residents in the City of Plainwell and several residents in Gun Plain Township.

Source: City of Plainwell

1.2 Objectives and Discussion

To identify the revenue support and fund management needed to fulfill the City’s operations & maintenance, and capital improvements to the system while maintaining adequate cash reserves to be able to respond to unforeseen circumstances.

As discussed with the City, a factor that remains an unknown at this time is the extent to which capital improvement costs will continue to rise, as well as how much grant money will be available for those projects. The City has used some of its current ARPA grant allocation to offset part of the construction costs in the past, but those funds are not available going forward. We are currently forecasting a 5% increase to capital improvement cost assumptions per year. Assumptions are based on past historical figures and known expectations for the future as of today.

After discussion with the working group, the City decided it would be best to implement the rate increase in October 2023 rather than July 2023 to allow time for adjustment and education to the ratepayers.

1.3 Potential Rates

Based on our analysis and direction from City officials, Baker Tilly’s recommendation is that rates will stay the same in the first quarter of 2023/24, and then the rate increase in the second quarter of \$5.00 to the City’s ready-to-serve charge as well as a \$1.00 increase to the commodity charge with inflationary increases of 3.0% per year to all rates thereafter.

TABLE 1-3: PROPOSED RATES SUMMARY

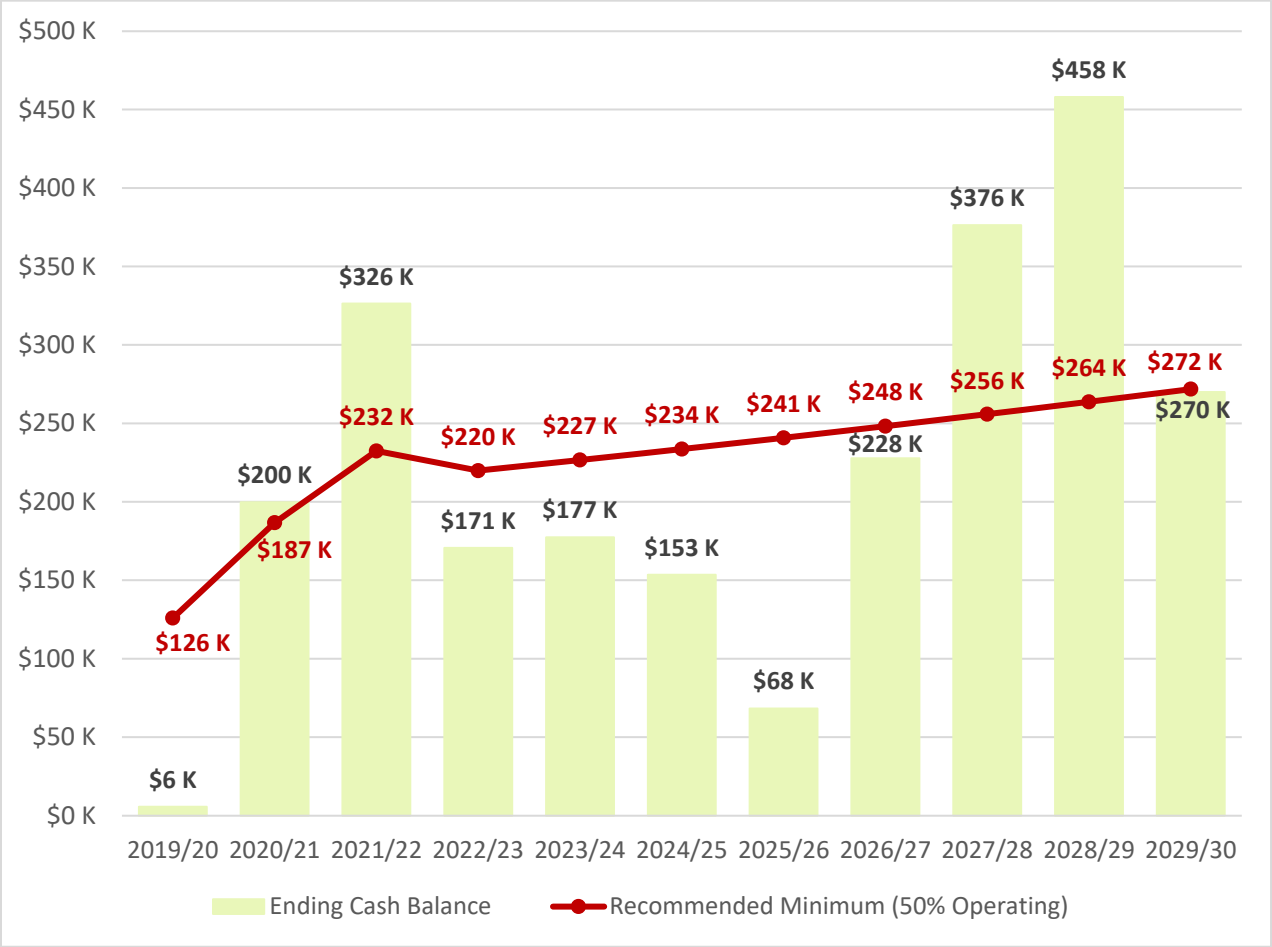
Category	Current Rates	Proposed Rates	
	2022/23	July - Sept. 2023/24	Oct. - June 2023/24
Ready-To-Serve Charge (Monthly) *	\$ 9.73	\$ 9.73	\$ 14.73
Commodity Charge (per 1,000 gallons)	\$ 2.77	\$ 2.77	\$ 3.77

* 3/4" meter size ready-to-serve charge rate

1.4 Cash Position Summary

The cash & investments balance for the City is currently around 5 months of cash operating expenses (net of depreciation). This is above our recommended minimum balance of 6 months of cash operating expenses for the City’s water fund. Over the forecast period, the cash balance fluctuates as the City anticipates cash funding and debt funding \$4,700,000 in capital improvement projects. The forecast estimates the ending cash balance to be at 6 months’ worth of cash operating expenses.

TABLE 1-4: SCHEDULE OF ACTUAL AND ESTIMATED ENDING CASH BALANCE



Information and Assumptions

A significant effort has been made by the City to inventory assets, evaluate the infrastructure, and determine asset criticality. The result is the identification of asset investment cost by project and by year. The rate study covers a 7-year forecast period to take this asset evaluation into account. The rate study is a four-step process: 1) historical comparison with audits and budgets, 2) test year, or normalized budget year, along with inflation assumptions for purposes of forecasting, 3) proof of rate to revenue for reliance on customer data, and 4) cash flow forecast including revenue, operating expense, capital spending, debt, and fund balance (i.e., actual cash and investment balance). The analysis is a “cash basis” approach as described in the AWWA Manual of Rate Making Practices.

Key information

- Audited comprehensive annual financial statements for FYE 2019, FYE 2020, FYE 2021 and FYE 2022.
- Actual Revenue and Expenditure Report for FYE 2021 and FYE 2022
- Budgeted Revenue and Expenditure Report for FYE 2023.
- Water fund cash balance as of June 30, 2022, provided by the City.
- Capital Improvement Project (CIP) provided by the City.

Key Assumptions

- Rates should not only cover the system costs, but also support future system maintenance, capital improvements, and debt service payments.
- The City will follow AWWA guidelines.
- The City is not anticipating significant population growth.
- The budgeted amount for other revenue in FYE 2023 will be consistent in future years.
- The City will conduct all capital improvement projects forecasted by the City.
- No new major customers will be connecting to the system.
- The current market rate is used for calculating proposed bond debt service.

Revenues

2.1 Rates

The City bills customers based on generally accepted methods. Customers are billed a ready-to-serve charge based on meter size and on a commodity basis for the volume of water sold. The number of customers billed at the current rates ties to the revenue reflected in the audit and budget, such that we can rely on these numbers for forecasting. The table below shows the current monthly ready-to-serve charge rate for water customers.

Baker Tilly is recommending these meter ratios to be updated to American Water Works Association's (AWWA) schedule and recommend implementation of the new meter ratios starting October 1, 2023.

TABLE 2-2A: CURRENT MONTHLY READY-TO-SERVE CHARGE

Ready-To-Serve Charge Current Rate		
Meter Size	Rate	Meter Ratios
3/4"	\$9.73	1.00
1"	17.51	1.80
1 1/2"	19.46	2.00
2"	26.26	2.70
3"	36.02	3.70
4"	48.62	5.00
6"	71.01	7.30

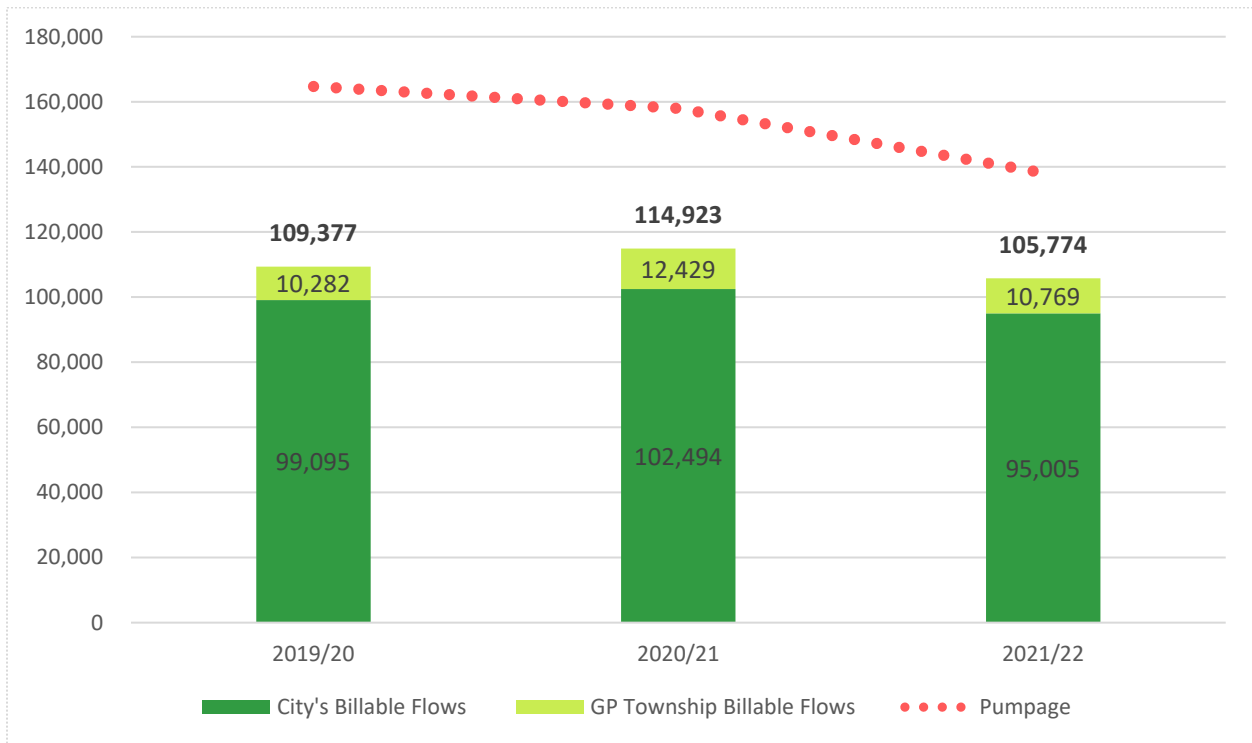
TABLE 2-2B: PROPOSED MONTHLY READY-TO-SERVE CHARGE

Ready-To-Serve Charge Proposed Rate		
Meter Size	Rate	Meter Ratios
3/4"	\$14.73	1.00
1"	24.60	1.67
1 1/2"	49.05	3.33
2"	78.51	5.33
3"	147.30	10.00
4"	245.55	16.67
6"	490.95	33.33

2.2 Customers and Usage

Over the past three years the City has seen relatively consistent levels of usage with a slight decrease. This has been a common theme among communities around Michigan as home appliances become more efficient. The COVID-19 Pandemic is another factor which adds variability in water use. The forecast assumes a consistent flow going forward. The graph below illustrates the total billed usage for the system.

TABLE 2-1B: VOLUME OF WATER BILLED (PER 1,000 GALLONS)



The City serves 1,576 customers within its own City limits as well as customers in Gun Plain Township. The table below shows the breakout of customers by meter size.

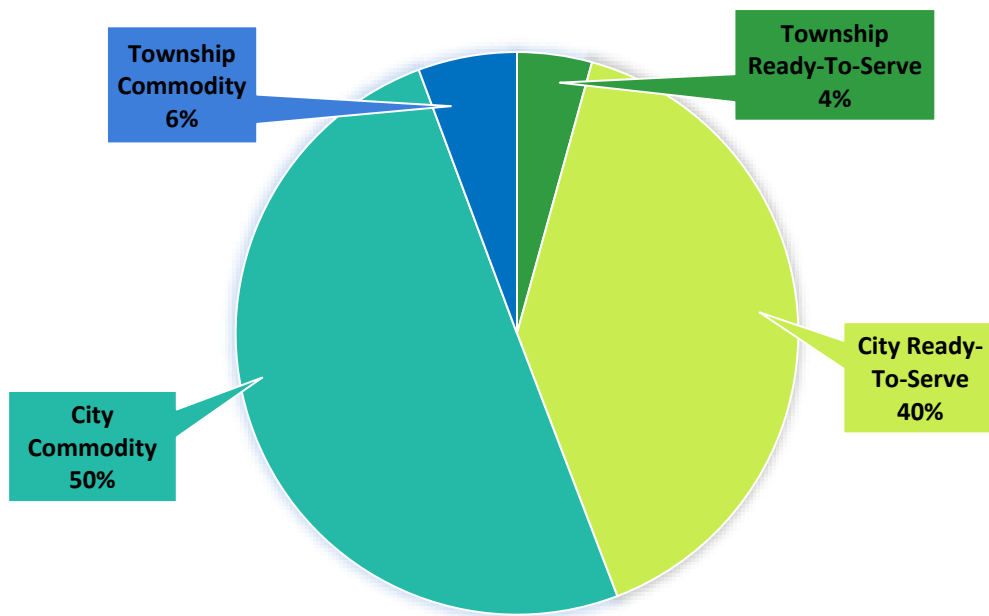
TABLE 2-1A: CUSTOMER COUNTS BY METER SIZE

Meter Size	Meter Count
3/4"	1,141
1"	359
1 1/2"	28
2"	37
3"	8
4"	3
Total Meter Count	1,576

2.3 Revenue

The City derives its revenue from its ready-to-serve and commodity charges from both users in the City of Plainwell and Gun Plain Township. Roughly 56% of the City's user rate revenue is brought in by the City's and Township's commodity charge, while the remaining 44% is brought in by the City's and Township's ready-to-serve charges. Commodity charge based on usage is typically seen as the most equitable way to allocate costs to customers, however, there are still fixed costs the system will need to cover regardless of if there is a large decrease in usage. The chart below demonstrates how much revenue is derived from each rate broken down by the City and Township users.

TABLE 2-3: REVENUE BY RATE CATEGORY



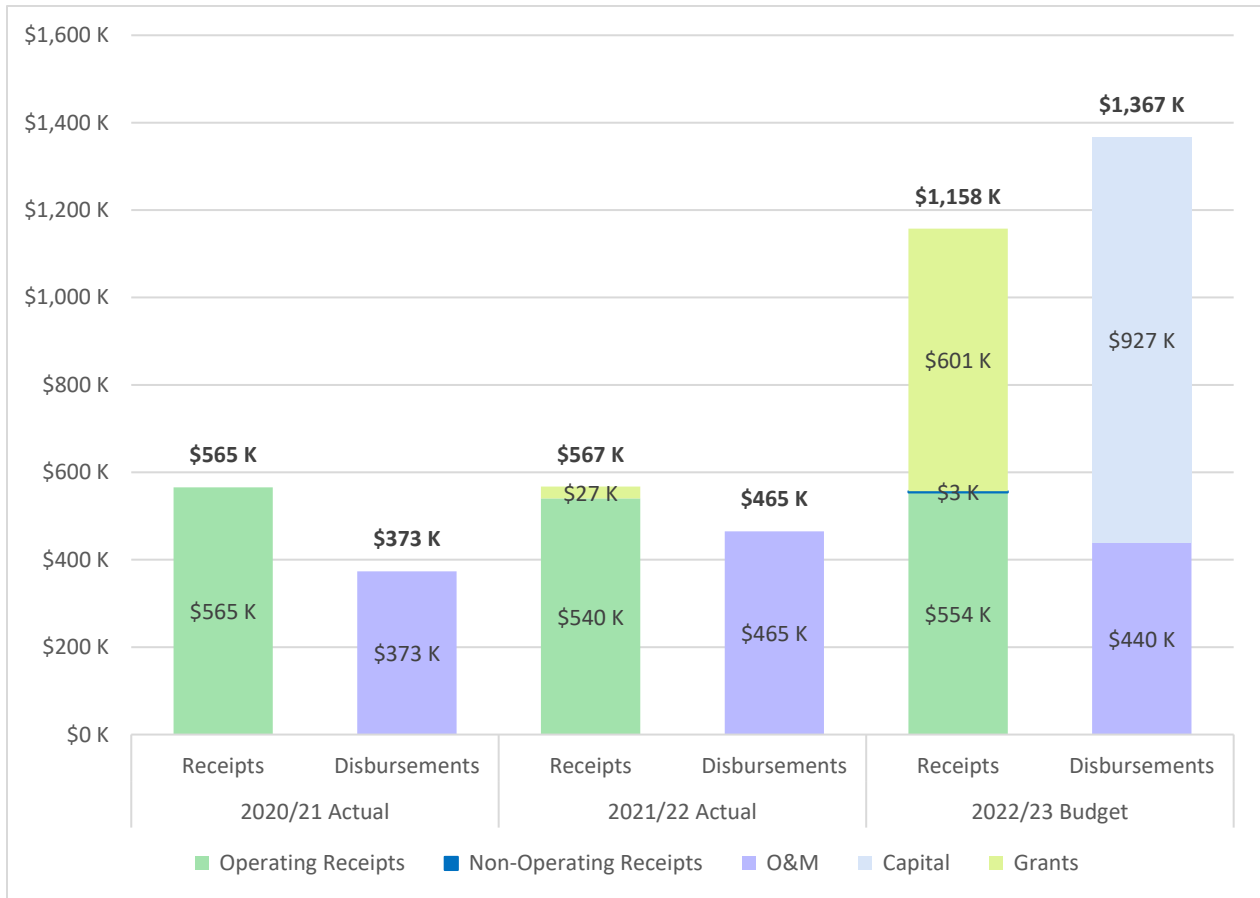
In addition to the revenues brought in by user rates, the City is conservatively assuming approximately \$22,000 per year in other revenue (revenue not derived from user rates). These revenues consist primarily of penalties and water tower rent. The forecast assumes that these other revenues will remain consistent in future years.

Operating & Maintenance Expenses

3.1 Historical O&M Expenses

Historical expenses are analyzed in the report to help look for trends and to help identify any outlier expenses. In 2022/23, the City has a couple large one-time capital improvement projects that will be mostly funded by American Rescue Plan Act (ARPA) grant the City received, which is included in receipts below. The City had a few one-time increases related to various projects and changes in personnel, but overall, the current year budget is consistent with previous years, with most expenses increasing slightly year over year.

TABLE 3-1: RECEIPT AND DISBURSEMENT HISTORY



3.2 Test Year

A test year is a normalized year for operating and maintenance expense and becomes the base year used for forecasting future expenses.

Prior year budget actuals are analyzed for trends, outliers, or one-time expenses. Any items of concern were discussed with City officials to determine what a particular line-item expense would be in a normal year. Certain adjustments were made to these particular line-items to more accurately reflect a normalized year's expense to be used in the test year before forecasted out into future years.

3.3 Inflation Assumptions

The next step is to increase the test year expenses by an annual inflationary percentage. This is done as it is not reasonable to expect expenses to be the same as they are today over the 7 years forecasted in the report. These annual inflationary increases reflect the increases in costs over time and are used to help estimate what future operating and maintenance expenses will be. The table below summarizes the general inflationary assumptions used in the report.

TABLE 3-3: INFLATION ASSUMPTIONS

Expense Type	Inflation Assumptions
Compensation Related	3.0%
Benefits	3.0%
Operating	3.0%
Purchasing	3.0%
Materials & Utilities	4.0%
Contractual Services	3.0%

Capital Improvement Plan

4.1 Capital Improvement Plan (CIP)

Capital improvements are larger, one-time expenses that are not included in annual operating and maintenance expenses. It is beneficial to look at potential capital improvements well in advance and develop a capital improvement plan as it will help the City develop policy to manage rates over time to maintain the system with the most efficient use of funds. The City’s capital improvement plan includes project plans for proactively maintaining the entire system.

The capital improvement plan estimated costs were provided by the City with built in inflation and contingency assumptions. A list of capital improvement costs by year is shown in table 4-2.

4.2 CIP Funding

The City currently plans to cash fund and debt fund capital improvement projects. The tables below show the difference in the debt funded capital improvements.

TABLE 4-2: CAPITAL IMPROVEMENT PROJECTS FUNDING SUMMARY

Year	Cash Funded Capital Improvements	Debt Funded Capital Improvements	Total
2022/23	\$926,881	-	\$926,881
2023/24	221,603	\$2,500,000	2,721,603
2024/25	215,250	-	215,250
2025/26	286,650	-	286,650
2026/27	52,093	-	52,093
2027/28	72,930	-	72,930
2028/29	127,628	900,000	1,027,628
2029/30	316,263	-	316,263
Total	\$2,219,298	\$3,400,000	\$5,619,298

Cash Flow

6.1 Methodology

The revenue needs to support operations, debt, and capital improvements while solving to cash balance. City officials determined that a one-time increase followed by a consistent rate track with manageable annual inflationary increases is the best option for their customer base. The one-time increase is implemented to assist in the systems immediate needs.

6.2 Proposed/Potential Rates

Table 6-2 demonstrates a one-time increase in quarter two of fiscal year 2023/24 of \$5.00 to the City’s ready-to-serve charge as well as a \$1.00 increase to the commodity charge with inflationary increases of 3.0% per year to all rates thereafter.

TABLE 6-2: PROPOSED RATES ADJUSTMENTS

Adjustment	2022/23	July- Sept. 2023/24	Oct. - June 2023/24	2024/25	2025/26
	Ready-To-Serve Charge (Monthly) *	\$9.73	\$9.73	\$14.73	\$15.17
Commodity Charge (per 1,000 gallons)	2.77	2.77	3.77	3.88	4.00
Adjustment Continued	2026/27	2027/28	2028/29	2029/30	
Ready-To-Serve Charge (Monthly) *	\$16.10	\$16.58	\$17.08	\$17.59	
Commodity Charge (per 1,000 gallons)	4.12	4.24	4.37	4.50	

* 3/4" meter size ready-to-serve charge rate

The City bills customers monthly. The table below are estimates of a typical homeowner’s monthly bill based on 4,500 gallons of usage.

TABLE 6-2: TYPICAL HOMEOWNER MONTHLY BILL

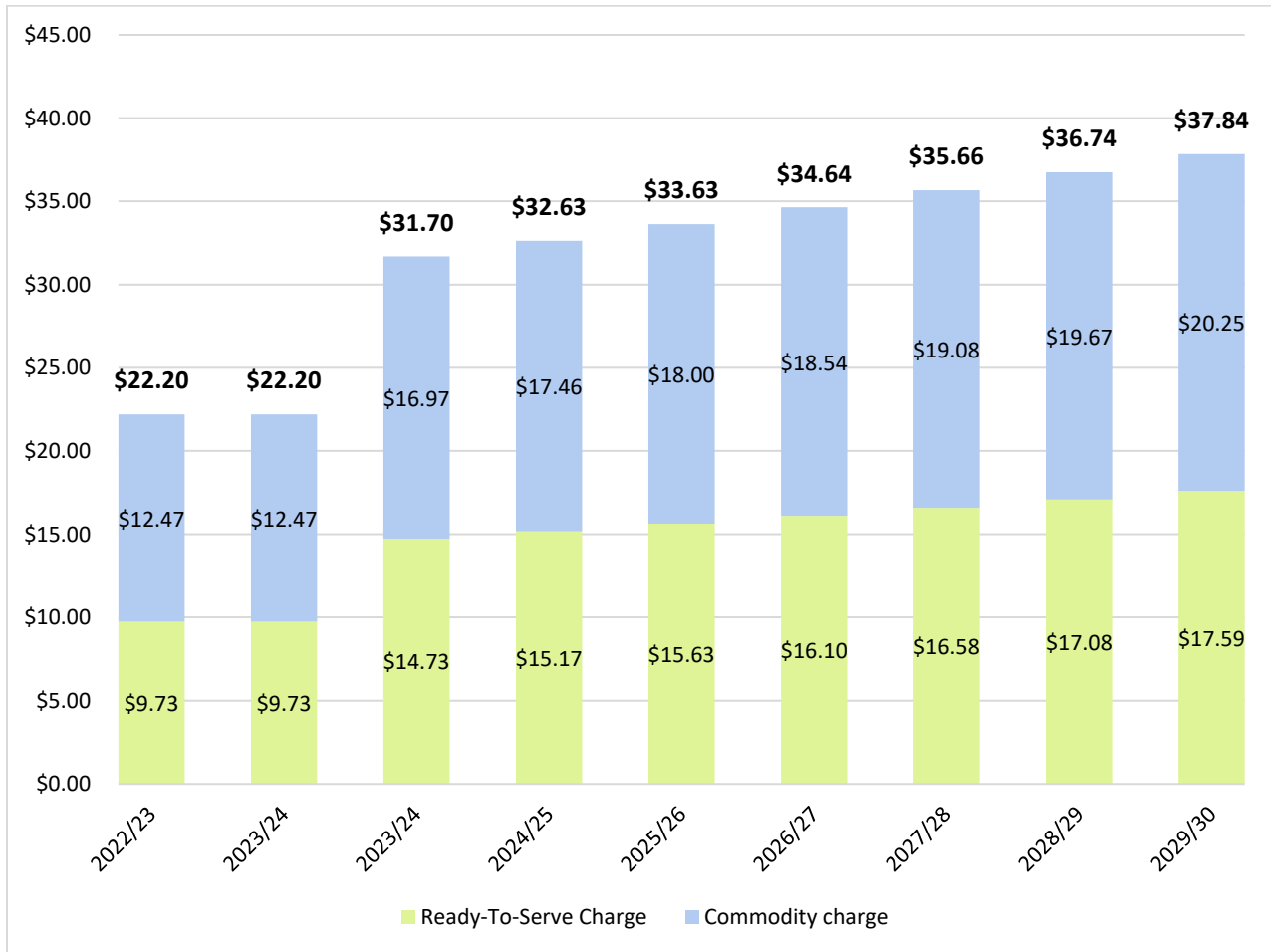
Homeowner Type	2022/23	July- Sept. 2023/24	Oct. - June 2023/24	2024/25	2025/26
	Metered [1]	\$22.20	\$22.20	\$31.70	\$32.63
Homeowner Type Continued	2026/27	2027/28	2028/29	2029/30	
Metered [1]	\$34.64	\$35.66	\$36.74	\$37.84	

[1] Assumes 4,500 gallons/month.

6.3 Rate Impact Summary

The proposed rate track results in an approximate increase of \$9.50 starting October 1, 2023; followed by additional increases of roughly \$1.00 to a typical homeowner’s monthly bill per year. Assumes 4,500 gallons of usage per month.

TABLE 6-3: TYPICAL HOMEOWNER MONTHLY BILL





CITY OF PLAINWELL

Appendix A Comparative Detail
of Operating Expenses



CITY OF PLAINWELL (MICHIGAN) WATER FUND

COMPARATIVE DETAIL OF OPERATING EXPENSES

		Fiscal Year Ended			Test Year	Multiplier
		6/30/2021	6/30/2022	6/30/2023		
		(-----Per Client-----)				
Dept. 540 - Pumping & Treatment						
703.000	Salaries/Wages - Full Time Employees	\$31,579	\$32,704	\$29,896	\$29,896	3.0%
704.001	Wages - Part Time Employees	617	1,299	414	414	3.0%
709.000	Payroll Taxes - FICA - Soc Sec/Medicare	2,720	3,175	2,793	2,793	3.0%
712.001	Cash in Lieu of Benefits - Insurance Buy	245	587	1,440	1,440	3.0%
713.001	Overtime Pay	5,072	4,375	6,080	6,080	3.0%
716.000	Retirement - Defined Contribution 401a	3,095	3,396	2,813	2,813	3.0%
718.001	Health Insurance Premiums - Current EE	4,562	4,212	3,850	3,850	3.0%
718.130	Health Insurance - HSA - Employer Paid	1,294	2,064	1,440	1,440	3.0%
723.001	Retiree Health Care - OPEB	220	398	1,082	1,082	3.0%
723.075	Retiree Health Care - OPEB GASB 75 Costs	11,654	-	-	-	0.0%
725.001	Fringe Benefit - Life Insurance	13	14	15	15	3.0%
725.010	Works Comp Insurance	917	662	821	821	3.0%
752.000	Supplies - Operating	4,822	5,383	5,200	5,200	3.0%
767.000	Clothing - Uniforms	176	182	240	240	3.0%
775.000	Supplies - Repairs and Maintenance	1,244	3,679	2,400	2,400	3.0%
801.000	Professional Services - Engineering	5,650	24,332	38,482	38,482	3.0%
801.050	Professional Services - Well/ Pump Maint	1,600	36,364	1,600	1,600	3.0%
920.000	Utilities - Electric	20,773	25,638	28,800	28,800	4.0%
921.000	Utilities - Natural Gas	874	1,496	1,600	1,600	4.0%
930.001	Outside Services - Land & Building Repairs	383	-	-	-	0.0%
931.000	Outside Services (RMLB)	11,679	6,793	6,000	6,000	3.0%
940.000	Rentals - Equipment	13,187	11,745	13,200	13,200	3.0%
955.000	Miscellaneous Expense	-	2,340	1,340	1,340	3.0%
960.000	Education & Training - Professional	-	1,662	1,100	1,100	3.0%
968.000	Depreciation Expense	-	-	-	-	0.0%
	Total Dept. 540 - Pumping & Treatment	122,375	172,499	150,606	150,606	
Dept. 545 - Distribution						
703.000	Salaries/ Wages - Full Time Employees	29,429	25,927	31,381	31,381	3.0%
704.001	Wages - Part Time Employees	1,234	1,243	562	562	3.0%
709.000	Payroll Taxes - FICA - Soc Sec/Medicare	2,337	2,121	2,660	2,660	3.0%
712.001	Cash in Lieu of Benefits - Insurance Buy	504	641	1,620	1,620	3.0%
713.001	Overtime Pay	1,099	998	2,280	2,280	3.0%
716.000	Retirement - Defined Contribution 401a	2,686	2,104	2,731	2,731	3.0%
718.001	Health Insurance Premiums - Current EE	5,663	3,640	3,111	3,111	3.0%
718.013	Health Insurance - HSA - Employer Paid	922	1,776	1,152	1,152	3.0%
723.001	Retiree Health Care - OPEB	514	582	866	866	3.0%
725.001	Fringe Benefit - Life Insurance	17	18	14	14	3.0%
725.010	Works Comp Insurance	1,047	562	691	691	3.0%
752.000	Supplies - Operating	517	1,268	800	800	3.0%
767.000	Clothing - Uniforms	391	186	384	384	3.0%
775.000	Supplies - Repairs and Maintenance	7,837	30,078	8,000	8,000	3.0%
801.000	Professional Services - Engineering	-	27,159	25,215	25,215	3.0%
920.000	Utilities - Electric	1,987	1,509	1,929	1,929	4.0%
931.000	Outside Services (RMLB)	22,512	6,051	5,800	5,800	3.0%
940.000	Rentals - Equipment	3,292	7,968	7,000	7,000	3.0%
	Total Dept. 545 - Distribution	81,988	113,831	96,196	96,196	

[1]

CITY OF PLAINWELL (MICHIGAN) WATER FUND

COMPARATIVE DETAIL OF OPERATING EXPENSES

		Fiscal Year Ended			Test Year	Multiplier
		6/30/2021	6/30/2022	6/30/2023		
		<small>(-----Per Client-----)</small>				
Dept. 560 - Utility Administration						
703.000	Salaries/ Wages - Full Time Employees	15,135	11,738	11,548	11,548	3.0%
704.001	Wages - Part Time Employees	17	-	-	-	0.0%
709.000	Payroll Taxes - FICA - Soc Sec/ Medicare	1,161	927	982	982	3.0%
712.001	Cash in Lieu of Benefits - Insurance Buy	599	599	1,320	1,320	3.0%
716.000	Retirement - Defined Contribution 401a	1,495	1,149	1,137	1,137	3.0%
718.001	Health Insurance Premiums - Current EE	217	148	125	125	3.0%
718.013	Health Insurance - HSA - Employer Paid	-	24	-	-	0.0%
725.001	Fringe Benefit - Life Insurance	2	2	7	7	3.0%
725.010	Works Comp Insurance	130	89	116	116	3.0%
751.000	Supplies - Office	53	117	200	200	3.0%
767.000	Clothing - Uniforms	114	158	228	228	3.0%
801.000	Professional Services - Engineering	-	7,729	14,271	14,271	3.0%
801.013	Professional Services - Attorney	899	-	-	-	0.0%
801.030	Professional Services - Auditor	1,165	1,120	1,235	1,235	3.0%
803.010	Administrative Services - GIS Mapping	198	166	1,200	1,200	3.0%
803.030	Administrative Services - PILOT Charge	131,375	137,687	142,209	142,209	3.0%
850.001	Communications - Cell Phones	635	1,999	2,184	2,184	3.0%
851.000	Postage	3,490	4,105	4,200	4,200	3.0%
900.000	Printing and Publishing	211	62	60	60	3.0%
931.000	Outside Services (RMLB)	858	-	250	250	3.0%
935.001	Property Liability Insurance	5,830	6,328	7,054	7,054	3.0%
948.000	Computer Services	1,801	2,101	2,300	2,300	3.0%
955.997	Miscellaneous - UB Penalties Waived	2,100	-	-	-	0.0%
955.999	Bank Service Charges	401	419	432	432	3.0%
960.000	Education & Training - Professional	-	670	700	700	3.0%
962.000	Membership & Dues	1,085	1,116	1,200	1,200	3.0%
	Total Dept. 560 - Utility Administration	168,972	178,452	192,958	192,958	
Dept. 900 - Capital Outlay						
801.000	Professional Services - Engineering	-	-	- [2]	-	0.0%
971.000	Capital Purchase	-	-	- [2]	-	0.0%
972.000	Contracted Services	-	-	- [2]	-	0.0%
	Total Dept. 900 - Capital Outlay	-	-	-	-	
	Total Water Operating Expenses	\$373,335	\$464,782	\$439,760	\$439,760	

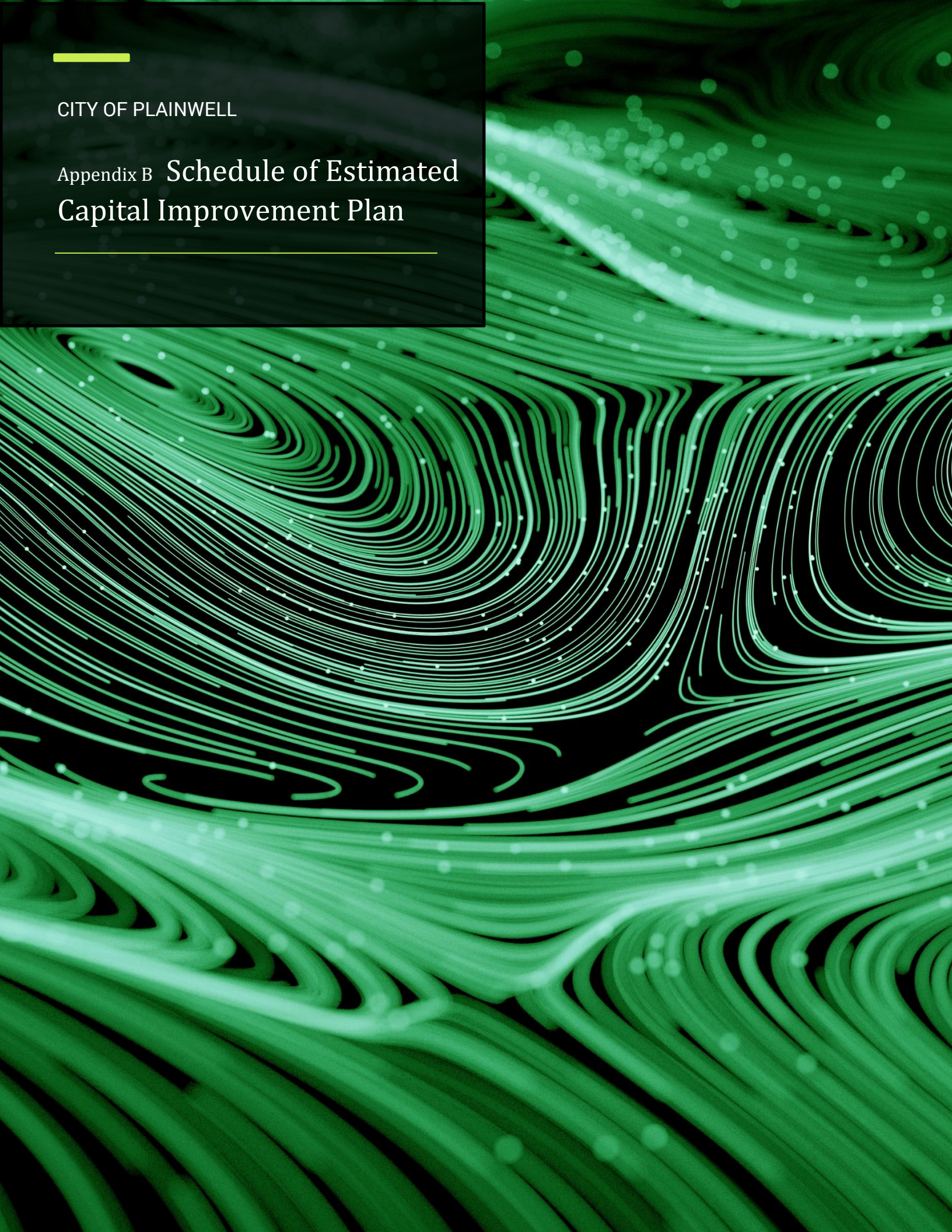
[1] Depreciation is removed from this section of the report. This item is addressed later in the report.

[2] Capital Outlay is removed from this section of the report. These items are addressed later in the report.



CITY OF PLAINWELL

Appendix B Schedule of Estimated
Capital Improvement Plan



CITY OF PLAINWELL (MICHIGAN) WATER FUND

SCHEDULE OF ESTIMATED CASH FUNDED CAPITAL IMPROVEMENTS - WATER & ROADS ASSOCIATED

Project Name/Description	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>	<u>2027/28</u>	<u>2028/29</u>	<u>2029/30</u>	<u>2030/31</u>	<u>2031/32</u>	<u>2032/33</u>	<u>2033/34</u>	<u>2034/35</u>
Water Distribution Materials Inventory	\$211,050											
Old Orchard Water		[1]										
Water Tower Painting - Interior			\$240,000									
Obsolete Water Tower Removal		\$85,000										
Well 7 Overhaul		40,000										
Industrial Park Expansion Water Lead		[2]										
Industrial Park Expansion Water Lead - Road		[2]										
Water Van		80,000										
Water Tank Exterior Cleaning			10,000									
Leak Detection - City Wide			10,000									
N Main Water Relay Bridge-Bannister 10"				\$45,000								
Water Tank Exterior Cleaning					\$10,000							
Well 4 Overhaul					50,000							
Industrial Park Water Loop						[3]						
Industrial Park Water Loop - Road						[3]						
VFD Replacement Wells 4 & 7						\$10,000						
Water Tower Painting - Exterior						90,000						
2" Water Main Replacements (8)							\$118,000					
2" Water Main Replacements (8) - Road							118,000					
Acorn Street - Water Main									\$95,000			
Acorn Street - Water Main - Road									95,000			
Water Tower Exterior Cleaning											\$10,000	
Melrose St Water Main Replacement												\$88,000
Melrose St Water Main Replacement - Road												88,000
Sub-total	211,050	205,000	260,000	45,000	60,000	100,000	236,000	-	190,000	-	10,000	176,000
Plus: Inflation Allowance (5%)	10,553	10,250	26,650	7,093	12,930	27,628	80,263	-	90,717	-	6,289	125,020
Total Cash Funded Capital Improvements	<u>\$221,603</u>	<u>\$215,250</u>	<u>\$286,650</u>	<u>\$52,093</u>	<u>\$72,930</u>	<u>\$127,628</u>	<u>\$316,263</u>	<u>\$0</u>	<u>\$280,717</u>	<u>\$0</u>	<u>\$16,289</u>	<u>\$301,020</u>

Note: These capital improvement estimates were increased by 5% every year beginning in 2023/24.

[1] Included in 2023/24 Bonds:

 Old Orchard Water \$2,414,720

[2] Costs associated to be billed to prospective builders:

 Industrial Park Expansion \$210,000

 Industrial Park Expansion Road 210,000

[3] Included in 2028/29 Bonds:

 Industrial Park Loop \$443,635

 Industrial Park Loop Road 443,635



CITY OF PLAINWELL

Appendix C **Cash Flow Analysis**



CITY OF PLAINWELL (MICHIGAN) WATER FUND

CASH FLOW ANALYSIS - WATER & ASSOCIATED ROADS CAPITAL IMPROVEMENTS

	<u>2022/23</u>	<u>2023/24</u> <u>July - Sept.</u>		<u>2023/24</u> <u>Oct. - June</u>		<u>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>	<u>2027/28</u>	<u>2028/29</u>	<u>2029/30</u>
			<u>One-time</u> <u>Increase</u>		<u>Increases</u> <u>Per Year</u>						
Assumptions											
City											
Meter Equivalents	1,794	1,794		1,977		1,977	1,977	1,977	1,977	1,977	1,977
Ready-to-Serve Rate	\$9.73	\$9.73	\$5.00	\$14.73	3.00%	\$15.17	\$15.63	\$16.10	\$16.58	\$17.08	\$17.59
Billable Flow (1,000 gal)	95,005	23,751		71,254		95,005	95,005	95,005	95,005	95,005	95,005
Commodity Charge (per 1,000 gal)	\$2.77	\$2.77	\$1.00	\$3.77	3.00%	\$3.88	\$4.00	\$4.12	\$4.24	\$4.37	\$4.50
Gun Plain Township											
Meter Equivalents	193	193		184		184	184	184	184	184	184
Ready-to-Serve Rate	\$9.73	\$9.73		\$14.73		\$15.17	\$15.63	\$16.10	\$16.58	\$17.08	\$17.59
Billable Flow (1,000 gal)	10,769	2,692		8,076		10,769	10,769	10,769	10,769	10,769	10,769
Commodity Charge (per 1,000 gal)	\$2.77	\$2.77		\$3.77		\$3.88	\$4.00	\$4.12	\$4.24	\$4.37	\$4.50
<i>Typical homeowner's monthly bill</i> <i>(assumes 4,500 gallons/month)</i>	\$22.20	\$22.20		\$31.70		\$32.63	\$33.63	\$34.64	\$35.66	\$36.74	\$37.84
Revenue											
City											
Ready-to-Serve Charge	\$209,485	\$52,371		\$262,101		\$359,953	\$370,751	\$381,874	\$393,330	\$405,130	\$417,284
Commodity Charge	263,164	65,791		268,627		368,620	380,020	391,421	402,821	415,172	427,523
Gun Plain Township											
Ready-to-Serve Charge	22,578	5,644		24,381		33,483	34,488	35,522	36,588	37,686	38,816
Commodity Charge	29,829	7,457		30,448		41,782	43,075	44,367	45,659	47,059	48,459
Other											
Miscellaneous	22,934	5,434		16,301		21,734	21,734	21,734	21,734	21,734	21,734
Grant	600,641	-		-		-	-	-	-	-	-
Otsego Township Charge	62,325	-		-		-	-	-	-	-	-
Total Revenues	<u>1,210,956</u>	<u>136,697</u>		<u>601,858</u>		<u>825,572</u>	<u>850,068</u>	<u>874,918</u>	<u>900,133</u>	<u>926,781</u>	<u>953,816</u>
Less: Total Operating Expenditures	<u>(439,760)</u>	<u>(113,319)</u>		<u>(339,957)</u>		<u>(467,211)</u>	<u>(481,577)</u>	<u>(496,388)</u>	<u>(511,657)</u>	<u>(527,400)</u>	<u>(543,631)</u>
Net Operating Revenue	771,196	23,378		261,901		358,361	368,491	378,530	388,475	399,380	410,184
Less: Estimated Cash-Funded Capital Improvements	(926,881)	-		(221,603)		(215,250)	(286,650)	(52,093)	(72,930)	(127,628)	(316,263)
Estimated Debt Service #1 2023/24 Open Market Bonds [1]	-	-		(57,000)		(167,000)	(167,000)	(167,000)	(167,000)	(167,000)	(167,000)
Estimated Debt Service #2 2028/29 Open Market Bonds [2]	-	-		-		-	-	-	-	(23,000)	(115,000)
Net Cash Flow	<u>(\$155,685)</u>	<u>\$23,378</u>		<u>(\$16,701)</u>		<u>(\$23,889)</u>	<u>(\$85,159)</u>	<u>\$159,437</u>	<u>\$148,545</u>	<u>\$81,752</u>	<u>(\$188,078)</u>
<i>Cash & Investments</i>	\$326,363	\$170,678	\$194,056	\$177,355		\$153,466	\$68,308	\$227,745	\$376,290	\$458,042	\$269,964

[1] Estimated debt service payments based on \$2,500,000 25-year open market bond issue at an estimated interest rate. This amount includes estimated bond costs and other contingencies in the amount of \$85,280.

[2] Estimated debt service payments based on \$900,000 10-year open market bond issue at an estimated interest rate.



"The Island City"

MEMORANDUM

211 N. Main Street
Plainwell, Michigan 49080
Phone: 269-685-6821
Fax: 269-685-7282

TO: Justin Lakamper, City Manager
FROM: Brian Kelley, Finance Director/Treasurer
DATE: June 22, 2023
SUBJECT: Monthly Recycling Services Special Assessment

ACTION RECOMMENDED: To adopt Resolution 2023-19 (Resolution No. 1) regarding the Monthly Recycling Services Special Assessment District No. 23-01

For many years, the City has offered a monthly recycling service for its residential property owners. The City's contract for services expired on June 30, 2022, but was extended for one month by mutual agreement. On July 25, 2022, City Council awarded a new contract with Republic Services for this program into 2027 at a cost increase. The amounts previously assessed to residential property owners would not cover the costs of the new contract.

The collection of recyclable materials constitutes a public improvement. The cost of such public improvement may be defrayed by special assessment against the properties especially benefited. The attached resolution is the first step in establishing the special assessment district.

It is recommended that City Council initiate the project by adopting Resolution 2023-19 (Resolution No. 1).

**CITY COUNCIL
CITY OF PLAINWELL
ALLEGAN COUNTY, MICHIGAN**

(Resolution No. 2023-19)

At a regular meeting of the City Council for the City of Plainwell held at City Hall on June 26, 2023, and commencing at 7:00 p.m., the following Resolution was offered for adoption by Council Member _____ and was seconded by Council Member _____:

A RESOLUTION DIRECTING THE CITY CLERK TO CAUSE TO BE PREPARED PRELIMINARY PLANS AND SPECIFICATIONS REGARDING CERTAIN PUBLIC IMPROVEMENTS CONSISTING OF MONTHLY RECYCLING SERVICES FOR THE CITY OF PLAINWELL SPECIAL ASSESSMENT DISTRICT NO. 23-01.

WHEREAS,

- A. Section 4d of the Home Rule Cities Act PA 279 of 1909 (MCL 117.1 *et seq.*) as amended, Chapter X of the City Charter, and Chapter 16 of the City Code of Ordinances authorize the City to defray the costs of public improvements via special assessment upon the properties especially benefited by the public improvements.
- B. Section 16-3 of the City Code provides that the City Council may proceed with the making of public improvements and special assessment on its own initiative.
- C. The City Council tentatively desires to proceed with certain public improvements, to wit: the monthly collection, removal, and disposal of recyclable material from designated residential units within the City (the “Public Improvements”).
- D. If the nature of the Public Improvements to be made is such that a periodic redetermination of the cost will be necessary without a change in the special assessment district boundaries and, at any time during the term of the special assessment district, an actual incremental cost increase exceeds the estimated cost by more than 10%, notice shall be given a hearing afforded to the record owners of property to be assessed. If the actual cost of the Public improvements exceeds the original estimate by 10% or more, whether fixed or periodic, the City Council may determine to assess up to 10% of the cost above the original estimate and to pay any additional cost increase from city funds available for that purpose. In such case, neither notice nor a hearing shall be required.

NOW, THEREFORE, BE IT HEREBY RESOLVED:

- 1. The City Council tentatively desires to proceed with the Public Improvements.
- 2. The City Council tentatively desires to defray the costs of the Public Improvements via a special assessment upon the properties especially benefited by the Public Improvements.

3. The City Clerk shall cause to be prepared preliminary plans and specifications describing the Public Improvements, the location of the Public Improvement, and an estimate of the cost of the Public Improvements on a fixed or periodic basis, as appropriate.
4. If the nature of the Public Improvements to be made is such that a periodic redetermination of costs will be necessary without a change in the special assessment district boundaries, the estimate of cost shall include any projected incremental increases.
5. Upon receipt of the Public Improvement plans, specifications, and cost estimate, the City Clerk shall report the same to the City Council.
6. That all actions heretofore taken by City officials, employees, and agents with respect to the Public Improvements are hereby ratified and confirmed.
7. The above recitals are incorporated as if fully restated herein.
8. That all resolutions or parts of resolutions in conflict with this Resolution are hereby rescinded.
9. Resolution No. 2023-10 is rescinded.
10. This Resolution is effective immediately.

The vote regarding the adoption of this Resolution was as follows:

YEAS: Members _____

NAYS: Members _____

ABSENT: Members _____

RESOLUTION DECLARED ADOPTED.

Brad Keeler,
Mayor

Ginger J. Leonard,
City Clerk

STATE OF MICHIGAN)
) ss.
COUNTY OF ALLEGAN)

I, Ginger J. Leonard, City of Plainwell Clerk, hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Plainwell City Council at a regular meeting held on June 26, 2023, and that public notice of said meeting was given pursuant to Act No. 267, Public Acts of Michigan, 1976, as amended, including, in the case of a special or rescheduled meeting, notice by publication or posting at least eighteen (18) hours prior to the time set for the meeting.

IN WITNESS WHEREOF, I have affixed my official signature this 27th day of June, 2023.

Ginger J. Leonard,
City Clerk



“The Island City”

MEMORANDUM

211 N. Main Street
Plainwell, Michigan 49080
Phone: 269-685-6821
Fax: 269-685-7282

TO: Justin Lakamper, City Manager
FROM: Brian Kelley, Finance Director/Treasurer
DATE: June 22, 2023
SUBJECT: Semi-Annual Solid Waste Pickup Special Assessment

ACTION RECOMMENDED: To adopt Resolution 2023-20 (Resolution No. 1) regarding the Semi-Annual Solid Waste Pickup Special Assessment District No. 23-02

For many years, the City has offered a semi-annual solid waste pickup service for its residential property owners. The City’s contract for services expired on June 30, 2022, but was extended for one month by mutual agreement. On July 25, 2022, City Council awarded a new contract with Republic Services for this program into 2027 at a cost increase. The amounts previously assessed to residential property owners would not cover the costs of the new contract.

The removal of certain solid waste bulk items constitutes a public improvement. The cost of such public improvement may be defrayed by special assessment against the properties especially benefited. The attached resolution is the first step in establishing the special assessment district.

It is recommended that City Council initiate the project by adopting Resolution 2023-20 (Resolution No. 1).

**CITY COUNCIL
CITY OF PLAINWELL
ALLEGAN COUNTY, MICHIGAN**

Resolution No. 2023-20

At a regular meeting of the City Council for the City of Plainwell held at City Hall on June 26, 2023, and commencing at 7:00 p.m., the following Resolution was offered for adoption by Council Member _____ and was seconded by Council Member _____:

A RESOLUTION DIRECTING THE CITY CLERK TO CAUSE TO BE PREPARED PRELIMINARY PLANS AND SPECIFICATIONS REGARDING CERTAIN PUBLIC IMPROVEMENTS CONSISTING OF SEMI-ANNUAL SOLID WASTE REMOVAL SERVICES FOR THE CITY OF PLAINWELL SPECIAL ASSESSMENT DISTRICT NO. 23-02.

WHEREAS,

- A. Section 4d of the Home Rule Cities Act PA 279 of 1909 (MCL 117.1 *et seq.*) as amended, Chapter X of the City Charter, and Chapter 16 of the City Code of Ordinances authorize the City to defray the costs of public improvements via special assessment upon the properties especially benefited by the public improvements.
- B. Section 16-3 of the City Code provides that the City Council may proceed with the making of public improvements and special assessment on its own initiative.
- C. The City Council tentatively desires to proceed with certain public improvements, to wit: semi-annual solid waste collection, removal, and disposal from designated residential units within the City (the “Public Improvements”).
- D. If the nature of the Public Improvements to be made is such that a periodic redetermination of the cost will be necessary without a change in the special assessment district boundaries and, at any time during the term of the special assessment district, an actual incremental cost increase exceeds the estimated cost by more than 10%, notice shall be given a hearing afforded to the record owners of property to be assessed. If the actual cost of the Public improvements exceeds the original estimate by 10% or more, whether fixed or periodic, the City Council may determine to assess up to 10% of the cost above the original estimate and to pay any additional cost increase from city funds available for that purpose. In such case, neither notice nor a hearing shall be required.

NOW, THEREFORE, BE IT HEREBY RESOLVED:

1. The City Council tentatively desires to proceed with the Public Improvements.

2. The City Council tentatively desires to defray the costs of the Public Improvements via a special assessment upon the properties especially benefited by the Public Improvements.
3. The City Clerk shall cause to be prepared preliminary plans and specifications describing the Public Improvements, the location of the Public Improvement, and an estimate of the cost of the Public Improvements on a fixed or periodic basis, as appropriate.
4. If the nature of the Public Improvements to be made is such that a periodic redetermination of costs will be necessary without a change in the special assessment district boundaries, the estimate of cost shall include any projected incremental increases.
5. Upon receipt of the Public Improvement plans, specifications, and cost estimate, the City Clerk shall report the same to the City Council.
6. That all actions heretofore taken by City officials, employees, and agents with respect to the Public Improvements are hereby ratified and confirmed.
7. The above recitals are incorporated as if fully restated herein.
8. That all resolutions or parts of resolutions in conflict with this Resolution are hereby rescinded.
9. This Resolution is effective immediately.

The vote regarding the adoption of this Resolution was as follows:

YEAS: Members _____

NAYS: Members _____

ABSENT: Members _____

RESOLUTION DECLARED ADOPTED.

Brad Keeler
Mayor

Ginger J. Leonard,
City Clerk

STATE OF MICHIGAN)
) ss.
COUNTY OF ALLEGAN)

I, Ginger J. Leonard, City of Plainwell Clerk, hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Plainwell City Council at a regular meeting held on June 26, 2023, and that public notice of said meeting was given pursuant to Act No. 267, Public Acts of Michigan, 1976, as amended, including, in the case of a special or rescheduled meeting, notice by publication or posting at least eighteen (18) hours prior to the time set for the meeting.

IN WITNESS WHEREOF, I have affixed my official signature this 27th day of June, 2023.

Ginger J. Leonard
City Clerk



“The Island City”

MEMORANDUM

211 N. Main Street
Plainwell, Michigan 49080
Phone: 269-685-6821
Fax: 269-685-7282

TO: Justin Lakamper, City Manager
FROM: Brian Kelley, Finance Director/Treasurer
DATE: June 22, 2023
SUBJECT: General Fines and Fees

ACTION RECOMMENDED: To adopt Resolution 2023-21 for general fines and fees, effective July 1, 2023

Each year as part of the budget process, the City Administration reviews and fines and fees charged for services rendered throughout the city. The department heads have reviewed the current fee structures and recommend the following changes for Fiscal Year 2023/2024.

- The Street Opening Permit has been broadened to include sidewalks, contractor work and any street opening. The fee has been increased from \$15.00 to \$25.00.
- The Parks Facility Reservation fee has been added to reflect costs associated with each facility and the amenities requested for each event.
- The Subpoena and/or Witness Compensation rates have been tied to the current rates authorized by the State of Michigan.
- The Returned Payment Fee has been increased from \$20.00 to \$25.00 to reflect additional costs incurred from bank service charges.
- The Zoning Permit Application fee has been increased from \$5.00 to \$20.00 to account for staff time involved in processing the applications.
- The Re-Zoning Application fee has increased from \$200.00 to \$250.00 to account for staff time involved in processing the applications.
- The Variance Application fee has increased from \$100.00 to \$150.00 to account for staff time involved in processing the applications.
- The Delinquency Fee for Past Due Accounts on the Shut-Off List has increased from \$30.00 to \$50.00 to account for staff time and administrative costs for providing the service.
- The Call Out Fee for Turn Ons After Hours has increased from \$100.00 to \$150.00 to account for staff time paid out for these calls.
- The Water Tap Fees for over 2" services has been modified to reflect the 2" Tap Fee plus time and materials needed for installation.
- The Fire Suppression Fee of \$2,500 has been added to the regular tap fee due to the specialized nature of the service provided.

All other costs in the listing remain the same from prior years.

City of Plainwell

Resolution 2023-21

WHEREAS, the Plainwell City Council has reviewed the various fees and fines currently levied by the City; **IT IS, HEREBY, RESOLVED THAT effective July 1, 2023 the following fees and fines shall be in effect:**

Basic Reports (UD10) (NFRS 1)	\$5.00 per request
Other Reports	Based on Search and Copy Time
Preliminary Alcohol Breath Test	\$10.00 per request
Bail / Bond Administration Fee	\$10.00 per request
Fingerprints (Ink only)	\$10.00 per request
Sex Offender Registration Fee	per current State of Michigan rates levied
Right of Way Permit (Contractor / Street Opening)	\$25.00 per request
Parking Permit	\$25.00 per request
Special Event Permit Application Fee	\$50.00 per application
Parks Facility Reservations	depending on facility and amenities on application

Subpoena and/or Witness Compensation: per current State of Michigan rates

Parking Fines:

Lots	\$10.00 per violation
Prohibited	\$10.00 per violation
Wrong Side	\$10.00 per violation
Double	\$10.00 per violation
30' Stop Sign	\$10.00 per violation
15' Hydrant	\$15.00 per violation
On Street - 2 - 5 am	\$10.00 per violation
Other:	\$10.00 per violation

Parking Fines shall triple if fine not paid within ten (10) calendar days.

Door-Door Sales:

less than 1 month	\$20.00 per week
one month	\$50.00 per application
three months	\$100.00 per application
six months	\$175.00 per application
annual	\$350.00 per application

Returned Payment Fee (check/ACH/credit card) \$25.00 per payment

Vehicle Mileage Reimbursement per current IRS standard mileage rate

Absent Voter Listing	\$25.00 for each listing for any election
Notary Services	
Residents	No charge
Non-residents	\$5.00 per stamp/seal
Copies	
	\$0.25 per page
CD's or DVD's	\$40.00
Digital Photos	\$5.00 (3 x 5) or \$10.00 (8 x 10)
Faxed/Mailed Information Request	\$1.00 per page
Marriages:	\$25.00
Applications:	
Zoning Permit Application	\$20.00 per application
Tax Exemption Applications (eg Act 198 or CRD)	\$300.00 per application
Re-zoning Application	\$250.00 per application
Variance Application	\$150.00 per application
Special Use Application	\$100.00 per application
Site Plan Review:	
Change of Use	\$20.00 per review
Minor Review	\$50.00 per review
Major Review	\$50.00 plus cost of staff and consults per review
ZBA Appeals	\$100.00 per application
Water Turn-On Turn-Off Fee:	
Turn On/ Turn Off – non-emergency (snowbirds)	\$8.00 per turn
Delinquency Fee for past-due accounts on shut-off list	\$50.00
Call Out Fee for Turn Ons After Hours	\$150.00
Water Tap Fees:	
1"	\$1,950.00
1 ½"	\$2,500.00
2"	\$2,750.00
Over 2"	\$2,750.00 plus time and materials
Fire Suppression Fee	Regular tap fee plus \$2,500.00
Meter Fees:	
	Based on meter size plus setup
¾", 1", 1 ½", 2", 3", 4"	per vendor pricing at time of purchase
IPP Fees	
	As Set by Ordinance #274 to be charged annually
Permit Fees	\$700.00 Significant Industrial Users
	\$350.00 Non-significant Users

Sewer Tap Fees:

\$2,500.00

All other fees and costs will be handled in accordance with the Freedom of Information Act Policy as adopted by the City of Plainwell.

YES:

NO:

ABSENT:

Resolution Declared Adopted – June 26, 2023

Ginger J. Leonard, City Clerk

CERTIFICATE:

I the undersigned being the duly qualified Clerk of the City of Plainwell, Allegan County Michigan, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the City Council of the City of Plainwell, Michigan, at a regular meeting of the City Council held on the 26th day of June 2023.

Ginger J. Leonard, City Clerk

City of Plainwell

2023-2024 Budget



“The Island City”

Fund	2023 - 2024 Total Revenue	2023 - 2024 Total Expenditures	2023 - 2024 Revenues/Under Expenditures	Estimated Cash Balance as of 6/30/2024	%
General	\$ 3,035,273	\$ 2,820,009	\$ 215,264	\$ 656,376	23%
Major Street	\$ 457,641	\$ 373,556	\$ 84,085	\$ 268,434	72%
Local Street	\$ 304,311	\$ 516,231	\$ (211,920)	\$ 89,009	17%
Solid Waste Removal	\$ 239,902	\$ 224,256	\$ 15,646	\$ 18,957	8%
BRA	\$ 117,854	\$ 129,201	\$ (11,347)	\$ 109,325	85%
TIFA	\$ 124,304	\$ 74,863	\$ 49,441	\$ 215,933	288%
DDA	\$ 87,746	\$ 40,843	\$ 46,903	\$ 195,330	478%
ARPA Stimulus	\$ 6,000	\$ 415,469	\$ (409,469)	\$ 0	
Revolving Loan	\$ 7,134	\$ 10,000	\$ (2,866)	\$ 27,812	278%
Capital Improvement	\$ 102,902	\$ 116,423	\$ (13,521)	\$ 66,224	57%
Fire Reserve	\$ 102,860	\$ 97,995	\$ 4,865	\$ 81,773	83%
Airport	\$ 70,171	\$ 78,927	\$ (8,756)	\$ 30,030	38%
Sewer	\$ 2,237,173	\$ 2,538,400	\$ (301,227)	\$ 396,381	16%
Water	\$ 3,477,190	\$ 3,311,837	\$ 165,354	\$ 416,688	13%
Motor Pool (Equipment)	\$ 272,624	\$ 273,325	\$ (701)	\$ 7,765	3%
OPEB	\$ 54,235	\$ 58,434	\$ (4,199)	\$ 90,582	155%
	\$ 10,697,319	\$ 11,079,770	\$ (382,450)	\$ 2,670,619	

Fund 101 - GENERAL FUND

06/22/2023

2023-2024 Budget		19-20	20-21	21-22	22-23	22-23	22-23	2023-2024
NEW GL NUMBER	DESCRIPTION	ACTUAL AMOUNTS	ACTUAL AMOUNTS	ACTUAL AMOUNTS	AMENDED BUDGET	ACTUAL TO 04/30	PROJECTED TOTALS	REQUESTED BUDGET
ESTIMATED REVENUES								
Dept 002 - TAX REVENUES								
101-002-402.000	Current Property Taxes - Real Property	973,826	1,006,533	1,028,206	1,065,387	1,063,352	1,063,352	1,148,155
101-002-410.000	Current Property Taxes - Personal	81,721	75,935	73,986	74,757	74,297	74,297	75,255
101-002-432.000	Payments in Lieu of Taxes - PLoTs	13,309	13,015	13,246	13,369	0	13,225	13,893
101-002-434.000	Taxes - Trailer Tax MCL 125.1041	75	550	312	300	250	300	300
101-002-437.000	Industrial Facilities Tax	13,481	17,358	18,229	17,515	17,515	17,515	12,625
101-002-445.000	Taxes - Interest Collected	3,342	2,533	3,096	2,800	3,259	3,259	3,000
101-002-445.001	Taxes - Late Fees Collected	6,495	8,109	5,912	5,800	6,368	6,368	6,000
101-002-447.000	Property Tax Administration Fee - Summer	24,467	25,218	25,967	27,754	27,547	27,547	29,143
101-002-447.001	Property Tax Administration Fee - Winter	18,787	22,759	23,566	24,672	24,202	24,202	26,211
Totals for dept 002 - TAX REVENUES		1,135,503	1,172,010	1,192,520	1,232,354	1,216,790	1,230,065	1,314,582
Dept 003 - LICENSES AND PERMITS								
101-003-477.000	Franchise Fees - Cable TV (Spectrum)	48,308	46,806	47,165	46,400	23,627	47,254	46,800
101-003-490.000	Permits - PCI	52,395	25,072	28,132	20,000	19,813	22,000	20,000
101-003-490.001	Permits - Other	800	625	915	485	430	485	500
Totals for dept 003 - LICENSES AND PERMITS		101,503	72,503	76,212	66,885	43,870	69,739	67,300
Dept 004 - INTERGOVERNMENTAL REVENUE - FEDERAL								
101-004-504.000	Federal Grant	1,103	0	0	500,000	32,054	362,619	137,381
101-004-528.001	Federal Grant - Other - 2020 CARES	0	125,488	0	0	0	0	0
Totals for dept 004 - INTERGOVERNMENTAL REVENUE - FEDERAL		1,103	125,488	0	500,000	32,054	362,619	137,381
Dept 005 - INTERGOVERNMENTAL REVENUE - STATE								
101-005-540.000	State Grants	1,431	0	5,525	267,590	180,533	274,136	0
101-005-543.302	State Grant - PA 302 Public Safety Training	1,290	892	952	900	1,886	1,886	1,500
101-005-550.000	State Grant - Liquor License Fees	4,371	3,614	3,918	3,900	4,335	4,335	4,200
101-005-573.000	Local Community Stabilization Share Tax	2,519	5,836	0	0	0	0	0
101-005-574.010	State Shared Revenue - Constitutional	328,355	372,318	406,270	390,757	277,445	413,630	414,909
101-005-574.020	State Shared Revenue - CVTRS/EVIP	73,605	73,606	90,094	99,102	63,664	95,499	110,681
Totals for dept 005 - INTERGOVERNMENTAL REVENUE - STATE		411,571	456,266	506,759	762,249	527,863	789,486	531,290

Dept 007 - CHARGES FOR SERVICES

101-007-626.005	Charges for Service - Police Reports	817	562	723	750	446	535	500
101-007-626.215	Charges for Service - Notary Fees	40	85	65	50	25	50	50
101-007-626.301	Charges for Service - Police Department	1,035	680	825	750	1,330	1,596	700
101-007-636.581	PILOT Transfer for Services - Airport	5,697	5,507	5,900	5,965	4,971	5,965	6,012
101-007-636.590	PILOT Transfer for Services - Sewer Fund	248,821	250,432	252,486	250,983	209,153	250,983	254,569
101-007-636.591	PILOT Transfer for Services - Water Fund	134,784	131,375	137,687	142,209	118,508	142,209	143,553
101-007-636.661	PILOT Transfer for Services - Motor Pool Fund	24,263	24,590	25,900	26,641	22,201	26,641	25,660
101-007-652.000	Parking Fees	835	945	1,020	720	600	650	600
101-007-654.001	Reimbursement - Kenyon Park	(500)	(2,000)	0	0	0	0	0
101-007-654-262	Charges for Services - Elections	7,332	0	0	0	0	0	0
101-007-654-301	Charges for Services - Plainwell DPS	21,196	0	0	0	0	0	0
Totals for dept 007 - CHARGES FOR SERVICES		444,320	412,176	424,606	428,068	357,234	428,629	431,644

Dept 008 - FINES AND FORFEITURES

101-008-657.000	Fines - Ordinance Enforcement	9,701	5,385	4,937	2,000	3,294	3,544	2,000
101-008-657.002	Fines - Ordinance - Cost Recovery	(2,188)	1,209	300	1,000	3,250	3,250	1,000
101-008-657.003	Fines - Ordinance - Accident Cost Recovery	(523)	0	1,037	0	2,564	2,564	0
Totals for dept 008 - FINES AND FORFEITURES		6,990	6,594	6,274	3,000	9,108	9,358	3,000

Dept 009 - INTEREST AND RENTS

101-009-665.000	Interest Earnings - Investments	11,621	3,574	1,587	3,512	14,211	17,053	4,211
101-009-665.012	Interest Earnings - Business Loans	595	478	361	242	202	242	0
101-009-665.014	Interest Earnings - Interfund Loans	1,695	1,546	1,395	1,242	1,035	1,242	1,089
101-009-667.010	Rents - City Hall Council Chambers	40	0	0	0	0	0	0
101-009-667.020	Rents - Pell Park Facility	1,517	2,413	2,283	1,967	2,591	2,070	2,040
101-009-667.203	Rents - Crispe Community House	0	0	2,000	0	0	0	0
101-009-667.830	Rents - 830 Miller Road - Meert Farm	0	0	0	5,000	5,000	5,000	0
Totals for dept 009 - INTEREST AND RENTS		15,468	8,011	7,626	11,963	23,039	25,607	7,340

Dept 010 - OTHER REVENUES

101-010-674.001	Private Donations - Dog Park	192	0	0	0	0	0	0
101-010-674.002	Private Donations - Pickleball Court	10,750	5,624	3,830	0	1,656	21,656	0
101-010-674.112	Private Donations - Rental Rehab	0	0	0	0	80,469	80,469	0
101-010-674.150	Private Donations - Sesquicentennial	1,249	33	0	0	0	0	0
101-010-674.262	Private Grant - CTCL Elections	0	5,000	0	0	0	0	0
101-010-675.000	Flower Program Donations	200	2,585	2,480	2,000	1,150	2,000	1,500
101-010-675.020	Charitable Contributions Received	8	2,050	30,712	0	0	0	0
101-010-676.000	Reimbursements	892	0	0	0	0	0	0

101-010-684.000	Miscellaneous Revenue	3,787	6,472	3,456	4,205	3,297	3,299	700
Totals for dept 010 - OTHER REVENUES		17,078	21,764	40,478	6,205	86,572	107,424	2,200

Dept 010 - **OTHER FINANCING SOURCES**

101-011-693.000	Sale of Fixed Assets - Land	0	0	12,791	0	0	0	500,000
101-011-693.010	Sale of Fixed Assets - Equipment	0	0	0	0	400	400	0
101-011-696.010	Loan Proceeds	0	0	500,000	0	0	0	0
101-011-698.001	Other Finance Source - Workers' Comp Ins	526	0	0	0	0	0	0
101-011-698.002	Other Finance Source - Liability Insurance	0	186,564	121,377	0	4,072	4,072	0
Totals for dept 011 - OTHER FINANCING SOURCES		526	186,564	634,168	0	4,472	4,472	500,000

Dept 093 - **TRANSFERS FROM OTHER FUNDS**

101-093-699.243	Interfund Transfer In - Brownfield	14,930	15,079	165,230	65,382	12,819	65,382	15,536
101-093-699.248	Interfund Transfer In - DDA Fund	11,666	11,783	11,900	24,159	20,133	24,159	0
101-093-699.285	Interfund Transfer In - ARPA Fund	0	0	0	0	0	0	10,000
101-093-699.402	Interfund Transfer In - Fire Reserve	15,000	15,000	15,000	15,000	12,500	15,000	15,000
Totals for dept 093 - TRANSFERS FROM OTHER FUNDS		41,596	41,862	192,130	104,541	45,452	104,541	40,536

TOTAL ESTIMATED REVENUES

2,175,658	2,503,238	3,080,773	3,115,265	2,346,454	3,131,940	3,035,273
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APPROPRIATIONS

Dept 101 - **CITY COUNCIL**

101-101-707.001	Wages - Council, Boards & Commissions	9,850	9,400	10,000	10,000	8,500	10,000	10,000
101-101-709.000	Payroll Tax - FICA/Medicare (Social Sec)	754	719	765	765	650	765	765
101-101-725.010	Workers Comp Insurance	18	14	10	12	8	11	33
101-101-801.013	Professional Services - Attorney	1,031	0	0	0	0	0	0
101-101-801.030	Professional Services - Audit	5,504	4,464	7,175	4,734	4,735	4,734	4,735
101-101-850.001	Communications - Cell Phones	947	526	574	574	392	436	880
101-101-900.000	Printing and Publishing	4,255	4,049	4,005	4,000	3,857	3,857	4,000
101-101-935.001	Liability Insurance	168	194	222	244	71	71	82
101-101-948.000	Computer Services	83	0	60	0	0	0	0
101-101-955.000	Miscellaneous	60	0	0	100	0	0	0
101-101-962.000	Memberships & Dues	2,726	2,778	2,817	2,871	2,910	2,910	3,000
Totals for dept 101 - CITY COUNCIL		25,396	22,144	25,628	23,300	21,123	22,784	23,495

Dept 200 - **CITY ADMINISTRATION**

101-200-703.000	Salaries/Wages - Full Time Employees	198,412	193,719	226,963	228,039	178,605	209,497	235,337
101-200-704.001	Wages - Part Time Employees	8,189	279	149	13,520	10,782	13,025	13,859
101-200-709.000	Payroll Tax - FICA/Medicare (Social Sec)	14,593	13,227	15,551	17,818	13,985	16,529	18,621
101-200-712.001	Medical Insurance Opt Out	4,314	2,282	2,212	4,875	5,185	6,404	4,875

101-200-713.001	Overtime Pay	0	34	198	0	465	912	0
101-200-716.000	Retirement Benefits	18,237	19,679	20,321	22,133	16,411	19,440	23,300
101-200-718.001	Health Insurance Premiums	30,712	38,382	44,937	36,946	21,897	25,002	29,608
101-200-718.013	Health Insurance - HSA - Employer Paid	9,432	13,770	14,224	17,106	5,809	7,079	13,032
101-200-723.001	Other Post Employment Benefits	314	1,058	971	816	680	680	0
101-200-725.001	Life Insurance	206	206	214	196	163	183	151
101-200-725.010	Workers Comp Insurance	825	612	414	524	361	485	554
101-200-749.000	Employee Recognition	339	290	341	100	451	451	100
101-200-751.000	Office Supplies	5,362	4,481	6,185	6,000	7,827	10,000	8,000
101-200-801.000	Professional Services - Engineering	0	0	5,300	0	0	0	0
101-200-801.013	Professional Services - Attorney	8,995	10,867	51,538	14,000	39,234	60,000	40,000
101-200-803.015	Administrative Services - Accounting	200	0	1,000	0	0	0	0
101-200-850.000	Communications - Land Line Phones	3,839	3,839	4,327	4,080	5,864	7,037	3,600
101-200-850.001	Communications - Cell Phones	608	1,091	1,198	1,182	631	757	780
101-200-851.000	Postage	4,072	4,002	3,349	4,375	2,736	3,283	3,600
101-200-900.000	Printing and Publishing	4,249	1,650	3,039	2,400	2,753	3,200	3,200
101-200-931.000	Outside Services	6,969	6,900	10,395	8,200	16,186	35,400	12,800
101-200-935.001	Liability Insurance	1,676	1,937	2,103	2,313	3,133	3,133	3,603
101-200-948.000	Computer Services	15,908	20,135	19,795	13,280	21,219	22,600	16,000
101-200-955.000	Miscellaneous	20	32	197	200	72	200	200
101-200-955.010	Miscellaneous - City Administrator	730	311	1,282	1,000	735	1,000	1,000
101-200-955.999	Bank Service Charges	2,389	2,151	1,621	2,960	1,358	2,960	2,960
101-200-960.000	Education & Training - Professional	3,049	2,151	4,184	3,600	2,053	2,053	9,000
101-200-962.000	Memberships & Dues	1,265	1,273	1,431	1,524	648	1,524	1,900
Totals for dept 200 - CITY ADMINISTRATION		344,904	344,358	443,439	407,187	359,243	452,834	446,080

Dept 257 - ASSESSING

101-257-704.001	Wages - Part Time Employees	0	0	0	0	0	0	2,146
101-257-707.001	Wages - Council, Boards & Commissions	425	485	590	660	654	654	795
101-257-709.000	Payroll Tax - FICA/Medicare (Social Sec)	33	37	45	50	50	50	225
101-257-725.010	Workers Comp Insurance	0	0	2	1	1	1	7
101-257-751.000	Office Supplies	0	278	0	0	0	0	0
101-257-801.257	Professional Services - Assessor	18,000	18,050	18,350	18,650	15,500	18,750	16,250
101-257-851.000	Postage	903	1,134	1,024	1,200	908	1,200	1,200
101-257-900.000	Printing & Publishing	240	440	270	300	300	300	360
101-257-931.000	Outside Services	503	510	0	750	0	750	0
101-257-948.000	Computer Services	1,210	1,301	1,328	1,400	1,203	1,400	1,400
101-257-960.000	Education & Training - Professional	0	0	0	0	196	196	200
Totals for dept 257 - ASSESSING		21,314	22,235	21,609	23,011	18,812	23,301	22,583

Dept 262 - **ELECTIONS**

101-262-703.000	Salaries/Wages - Full Time Employees	13,868	15,597	19,140	16,906	8,291	10,540	8,846
101-262-704.001	Wages - Part Time Employees	195	17	0	0	0	0	0
101-262-707.001	Wages - Council, Boards & Commissions	2,174	4,189	138	7,168	5,803	5,803	7,488
101-262-709.000	Payroll Tax - FICA/Medicare (Social Sec)	1,025	1,130	1,383	1,787	638	801	1,182
101-262-713.001	Overtime Pay	0	0	57	0	397	397	0
101-262-716.000	Retirement Benefits	1,387	1,529	1,510	1,682	827	1,051	885
101-262-718.001	Health Insurance Premiums	1,910	2,108	2,647	1,943	625	967	2,148
101-262-718.013	Health Insurance - HSA - Employer Paid	911	912	1,216	936	404	560	1,368
101-262-725.001	Life Insurance	6	6	9	9	4	5	6
101-262-725.010	Workers Comp Insurance	48	61	37	53	38	47	37
101-262-751.000	Office Supplies	6,129	1,844	1,946	1,800	250	250	2,000
101-262-801.013	Professional Services - Attorney	547	0	1,104	0	3,316	3,316	0
101-262-851.000	Postage	476	1,311	1,895	3,097	633	633	3,500
101-262-861.000	Transportation - Mileage Reimbursement	0	0	0	100	0	0	100
101-262-900.000	Printing and Publishing	421	97	808	200	216	216	1,200
101-262-931.000	Repairs and Maintenance - Equipment	230	0	0	0	615	615	7,000
101-262-935.001	Liability Insurance	135	156	173	190	78	78	90
101-262-940.000	Rentals - Equipment	30	61	0	0	0	0	0
101-262-948.000	Computer Services	906	13	2,146	200	86	221	1,000
101-262-955.000	Miscellaneous	449	617	0	250	802	802	1,200
101-262-960.000	Education & Training - Professional	229	52	0	2,000	0	1,100	2,000
101-262-962.000	Memberships & Dues	120	60	120	140	0	0	150
Totals for dept 262 - ELECTIONS		31,196	29,760	34,329	38,461	23,023	27,402	40,200

Dept 265 - **BUILDINGS AND GROUNDS**

101-265-703.000	Salaries/Wages - Full Time Employees	47,925	35,489	43,937	41,428	34,981	43,385	46,869
101-265-704.001	Wages - Part Time Employees	11,720	7,950	10,214	5,942	5,506	7,182	6,729
101-265-704.005	Wages - Part Time Seasonal Employees	294	0	0	0	0	0	0
101-265-709.000	Payroll Tax - FICA/Medicare (Social Sec)	4,619	3,327	4,366	3,875	3,642	4,492	4,683
101-265-712.001	Medical Insurance Opt Out	780	776	993	2,475	2,194	2,978	3,585
101-265-713.001	Overtime Pay	2,022	654	3,560	2,280	5,495	5,916	4,729
101-265-716.000	Retirement Benefits	4,732	3,750	4,156	4,097	3,413	4,218	4,567
101-265-718.001	Health Insurance Premiums	2,984	3,160	3,915	4,278	2,685	3,180	2,266
101-265-718.012	Health Insurance - FSA - Employer Paid	7	0	0	0	0	0	0
101-265-718.013	Health Insurance - HSA - Employer Paid	571	262	1,320	1,584	450	670	546
101-265-723.001	Other Post Employment Benefits	978	980	1,070	1,190	992	1,217	605
101-265-725.001	Life Insurance	15	14	14	21	17	21	24
101-265-725.010	Workers Comp Insurance	1,597	1,148	921	1,102	746	1,138	1,116
101-265-751.000	Office Supplies	1,484	1,298	719	1,000	768	1,000	1,000

101-265-752.000	Operating Supplies	504	140	140	200	7	200	200
101-265-767.000	Uniforms	2,323	1,301	1,460	2,400	1,150	1,350	833
101-265-775.000	Supplies - Repairs and Maintenance	21,063	9,218	14,028	15,000	12,002	22,603	16,800
101-265-850.000	Communications - Land Line Phones	6,636	2,364	1,644	1,800	1,678	2,115	2,200
101-265-850.001	Communications - Cell Phones	682	1,656	2,173	1,440	1,100	1,657	2,708
101-265-851.000	Postage	70	16	64	50	69	100	100
101-265-882.000	Property Tax - City Property	180	194	1,244	22,328	6,837	12,837	12,920
101-265-900.000	Printing and Publishing	0	0	38	0	0	0	0
101-265-920.000	Utilities - Electric	25,425	24,218	30,464	36,400	18,488	36,126	40,400
101-265-921.000	Utilities - Natural Gas	4,412	6,158	9,127	10,000	11,118	13,386	13,800
101-265-922.000	Utilities - Water/Sewer	2,013	1,502	3,588	3,200	3,179	3,239	3,200
101-265-930.001	Repair & Maintenance - Land & Bldgs	408	0	0	0	0	4,550	0
101-265-931.000	Outside Services	49,989	252,118	133,885	44,688	36,112	53,229	51,600
101-265-935.001	Liability Insurance	2,179	2,518	4,797	5,277	3,847	3,847	4,424
101-265-940.000	Rentals - Equipment	19,799	21,369	29,121	27,000	23,780	29,280	31,200
101-265-948.000	Computer Services	1,022	4,114	1,417	2,000	1,161	1,446	2,000
101-265-955.000	Miscellaneous	0	4	1	0	39	39	0
101-265-960.000	Education & Training	44	360	1,355	1,600	0	0	300
Totals for dept 265 - BUILDINGS AND GROUNDS		216,477	386,058	309,731	242,655	181,456	261,401	259,404

Dept 301 - PUBLIC SAFETY - POLICE DIVISION

101-301-703.000	Salaries/Wages - Full Time Employees	559,229	563,142	569,295	597,042	495,505	615,309	639,548
101-301-704.001	Wages - Part Time Employees	28,002	14,057	15,240	46,506	15,340	24,837	69,504
101-301-706.001	Holiday Pay - Worked Hours	18,326	18,096	7,224	8,400	6,633	8,400	8,763
101-301-706.002	Holiday Pay - Hours Not Worked	20,334	19,264	18,890	21,455	18,896	20,704	23,441
101-301-709.000	Payroll Tax - FICA/Medicare (Social Sec)	47,224	46,650	47,617	51,562	41,599	52,630	58,529
101-301-712.001	Medical Insurance Opt Out	3,591	4,644	2,504	11,040	3,912	6,710	11,340
101-301-713.001	Overtime Pay	33,008	28,480	43,708	22,000	31,656	43,796	47,661
101-301-713.002	Overtime - Court	1,519	1,492	2,874	3,000	3,214	3,979	1,963
101-301-716.000	Retirement Benefits	65,180	69,300	57,949	68,424	52,617	65,683	63,255
101-301-718.001	Health Insurance Premiums	87,677	87,971	84,649	97,322	81,179	97,991	105,491
101-301-718.013	Health Insurance - HSA - Employer Paid	48,686	46,092	42,687	44,372	41,316	42,052	43,056
101-301-723.001	Other Post Employment Benefits	11,302	17,996	20,521	33,930	29,236	33,765	38,402
101-301-723.076	Contributions to OPEB Trust	0	2,063	0	0	0	0	0
101-301-725.001	Life Insurance	592	570	521	592	494	593	592
101-301-725.010	Workers Comp Insurance	13,103	10,907	7,755	10,181	7,094	10,857	11,620
101-301-751.000	Office Supplies	756	696	2,585	1,000	1,282	1,596	1,600
101-301-752.000	Operating Supplies	2,816	4,317	13,853	6,040	4,867	7,867	6,500
101-301-767.000	Uniforms	5,973	3,984	4,275	4,200	5,077	5,311	6,348
101-301-775.000	Supplies - Repairs and Maintenance	2,387	1,238	652	1,200	152	652	1,000

101-301-801.013	Professional Services - Attorney	8,075	5,188	4,775	5,400	1,775	3,900	5,400
101-301-850.000	Communications - Land Line Phones	3,605	7,796	3,897	6,000	3,538	4,746	4,580
101-301-850.001	Communications - Cell Phones	3,641	3,424	3,319	2,806	1,986	2,711	2,760
101-301-851.000	Postage	1,136	242	116	300	100	300	300
101-301-861.000	Transportation - Mileage Reimbursement	0	15	0	0	209	209	200
101-301-900.000	Printing and Publishing	0	320	550	160	0	0	200
101-301-920.000	Utilities - Electric	6,787	6,227	7,588	7,200	5,393	7,200	7,200
101-301-921.000	Utilities - Natural Gas	696	1,493	2,189	2,200	2,371	2,529	2,600
101-301-922.000	Utilities - Water/Sewer	683	749	624	800	662	802	840
101-301-931.000	Repairs and Maintenance - Equipment	5,055	2,664	15,530	9,900	14,644	21,558	15,120
101-301-934.001	Repair & Maintenance - Radio Equipment	730	693	698	800	0	800	800
101-301-935.001	Liability Insurance	17,322	20,020	21,730	22,903	18,541	18,541	21,322
101-301-940.000	Rentals - Equipment	48,300	48,300	53,561	57,319	42,989	57,320	57,320
101-301-948.000	Computer Services	5,536	1,453	8,405	3,500	6,134	6,600	6,600
101-301-955.000	Miscellaneous	798	180	590	200	65	65	200
101-301-960.000	Education & Training - Professional	3,935	1,362	3,529	2,800	2,752	3,011	4,300
101-301-961.000	Education & Training - Police PA 302	1,139	2,411	1,983	1,844	1,246	1,844	1,844
101-301-962.000	Memberships & Dues	740	625	200	600	215	215	600
Totals for dept 301 - PUBLIC SAFETY - POLICE DIVISION		1,057,883	1,044,121	1,072,083	1,152,998	942,689	1,175,083	1,270,799

Dept 336 - PUBLIC SAFETY - FIRE DIVISION

101-336-703.000	Salaries/Wages - Full Time Employees	20,381	23,450	22,369	49,248	19,772	29,772	53,160
101-336-704.001	Wages - Part Time Employees	19,046	20,548	23,618	27,383	23,187	30,165	29,246
101-336-706.002	Holiday Pay - Hours Not Worked	1,298	1,230	1,206	1,866	1,206	1,363	2,156
101-336-709.000	Payroll Tax - FICA/Medicare (Social Sec)	4,273	4,438	4,991	6,999	4,361	5,937	7,774
101-336-712.001	Medical Insurance Opt Out	312	404	218	960	340	505	660
101-336-713.001	Overtime Pay	17,966	14,893	20,363	15,000	14,572	18,256	19,625
101-336-716.000	Retirement Benefits	2,251	2,813	1,530	5,683	1,565	2,659	5,256
101-336-718.001	Health Insurance Premiums	7,071	7,037	7,061	8,260	6,853	8,315	9,173
101-336-718.013	Health Insurance - HSA - Employer Paid	4,689	2,692	3,276	3,608	5,879	5,943	3,744
101-336-723.001	Other Post Employment Benefits	940	1,507	1,734	2,449	2,041	2,435	3,339
101-336-725.001	Life Insurance	50	48	44	50	42	50	50
101-336-725.010	Workers Comp Insurance	2,433	2,610	1,947	2,334	1,581	2,520	1,835
101-336-751.000	Office Supplies	11	11	0	500	0	0	500
101-336-752.000	Operating Supplies	4,119	3,450	620	2,000	2,889	2,889	2,400
101-336-759.000	Gasoline	837	625	977	350	897	1,197	1,200
101-336-767.000	Uniforms	7,814	6,281	1,357	11,500	9,894	9,894	11,612
101-336-775.000	Supplies - Repairs and Maintenance	894	2,691	1,195	500	2,459	2,459	2,600
101-336-850.000	Communications - Land Line Phones	522	691	756	780	592	781	800
101-336-850.001	Communications - Cell Phones	285	299	283	300	240	288	300

101-336-851.000	Postage	0	0	6	0	0	0	0
101-336-900.000	Printing and Publishing	0	80	0	0	0	0	0
101-336-920.000	Utilities - Electric	6,787	6,212	7,564	8,400	5,374	6,449	7,200
101-336-921.000	Utilities - Natural Gas	696	1,493	2,189	2,400	2,371	2,845	3,000
101-336-922.000	Utilities - Water/Sewer	683	749	624	800	662	794	800
101-336-931.000	Repairs and Maintenance - Equipment	7,266	8,846	8,013	8,000	4,249	8,000	8,000
101-336-932.001	Repair & Maintenance - Fire Vehicles	11,881	9,994	13,003	10,000	560	2,000	10,000
101-336-934.001	Repair & Maintenance - Radio Equipment	631	693	100	1,000	223	1,000	500
101-336-935.001	Liability Insurance	4,359	5,038	5,469	6,016	3,634	3,634	4,179
101-336-940.000	Rentals - Equipment	230	423	218	300	448	706	720
101-336-948.000	Computer Services	238	36	498	300	149	149	300
101-336-960.000	Education & Training - Professional	1,084	593	1,603	1,500	193	693	1,500
101-336-962.000	Memberships & Dues	300	300	125	300	175	175	300
Totals for dept 336 - PUBLIC SAFETY - FIRE DIVISION		129,347	130,175	132,957	178,786	116,408	151,873	191,929

Dept 448 - **STREET LIGHTING**

101-448-775.000	Supplies - Repairs and Maintenance	0	0	5,206	0	192	192	0
101-448-925.000	Utilities - Street Lights	42,505	42,097	40,768	42,000	30,328	40,561	42,000
Totals for dept 448 - STREET LIGHTING		42,505	42,097	45,974	42,000	30,520	40,753	42,000

Dept 651 - **AMBULANCE**

101-651-843.000	Ambulance Service	8,611	4,306	8,818	9,603	9,382	9,382	9,992
Totals for dept 651 - AMBULANCE		8,611	4,306	8,818	9,603	9,382	9,382	9,992

Dept 701 - **PLANNING**

101-701-703.000	Salaries/Wages - Full Time Employees	10,755	10,293	10,940	11,225	9,110	11,486	11,558
101-701-709.000	Payroll Tax - FICA/Medicare (Social Sec)	732	701	734	813	614	788	835
101-701-718.001	Health Insurance Premiums	1,461	1,631	1,712	1,888	1,603	1,918	2,077
101-701-718.013	Health Insurance - HSA - Employer Paid	504	504	504	504	374	458	504
101-701-725.010	Workers Comp Insurance	40	33	20	24	16	25	26
101-701-751.000	Office Supplies	0	0	20	0	0	0	0
101-701-801.000	Engineering Services	0	0	19,599	5,000	2,415	5,000	0
101-701-801.013	Professional Services - Attorney	0	0	2,405	5,000	3,540	5,000	0
101-701-801.701	Professional Services - Planning	1,271	2,889	18,164	338,758	236,291	371,987	5,000
101-701-803.000	Permits - Protective Inspections	52,395	25,072	28,132	20,000	19,813	22,000	20,000
101-701-900.000	Printing and Publishing	114	210	190	0	100	100	0
101-701-931.000	Outside Services	924	395	1,401	1,390	800	900	1,300
101-701-935.001	Liability Insurance	257	297	323	355	104	104	120
101-701-948.000	Computer Services	2,711	2,579	2,579	2,579	2,435	3,125	2,640
101-701-955.000	Miscellaneous	0	(130)	(68)	0	0	0	0

101-701-960.000	Education & Training - Professional	725	680	74	150	0	0	0
101-701-962.000	Memberships & Dues	60	60	65	70	0	0	0
Totals for dept 701 - PLANNING		71,949	45,214	86,794	387,756	277,215	422,891	44,060

Dept 728 - **ECONOMIC DEVELOPMENT**

101-728-880.000	Public Relations	762	1,132	1,435	1,500	1,017	1,017	1,500
Totals for dept 728 - ECONOMIC DEVELOPMENT		762	1,132	1,435	1,500	1,017	1,017	1,500

Dept 751 - **PARKS & RECREATION**

101-751-703.000	Salaries/Wages - Full Time Employees	36,960	36,287	37,781	37,252	28,609	36,194	39,525
101-751-704.001	Wages - Part Time Employees	13,004	14,879	12,071	7,020	3,835	7,915	8,248
101-751-704.005	Wages - Part Time Seasonal Employees	436	0	0	0	0	0	0
101-751-709.000	Payroll Tax - FICA/Medicare (Social Sec)	3,827	3,912	3,866	3,499	2,657	3,600	3,874
101-751-712.001	Medical Insurance Opt Out	835	831	985	2,430	2,122	2,880	3,255
101-751-713.001	Overtime Pay	230	273	594	380	581	651	194
101-751-716.000	Retirement Benefits	3,648	3,835	3,456	3,697	2,778	3,506	3,862
101-751-718.001	Health Insurance Premiums	3,399	3,501	3,674	3,938	2,488	2,946	1,904
101-751-718.012	Health Insurance - FSA - Employer Paid	18	0	0	0	0	0	0
101-751-718.013	Health Insurance - HSA - Employer Paid	1,161	3,819	1,224	1,440	218	418	438
101-751-723.001	Other Post Employment Benefits	916	919	989	1,082	902	1,106	454
101-751-725.001	Life Insurance	14	13	14	20	15	19	21
101-751-725.010	Workers Comp Insurance	1,339	1,029	881	936	608	939	947
101-751-751.000	Office Supplies	0	0	132	0	129	155	200
101-751-752.000	Operating Supplies	129	0	0	100	187	224	200
101-751-767.000	Uniforms	593	383	547	650	383	460	675
101-751-775.000	Supplies - Repairs and Maintenance	4,622	4,312	6,489	4,800	6,598	15,680	7,500
101-751-801.000	Engineering Services	0	0	0	0	2,875	2,875	0
101-751-850.001	Communications - Cell Phones	57	59	59	60	55	66	68
101-751-900.000	Printing and Publishing	175	108	86	100	0	70	100
101-751-920.000	Utilities - Electric	15,266	17,213	18,355	19,500	12,805	15,366	16,800
101-751-922.000	Utilities - Water/Sewer	7,418	6,210	6,329	6,500	4,564	5,477	6,000
101-751-931.000	Outside Services	1,371	4,481	1,538	3,000	5,205	7,852	5,500
101-751-935.001	Liability Insurance	1,676	1,937	2,102	2,312	2,504	2,504	2,880
101-751-940.000	Rentals - Equipment	39,473	40,654	32,880	36,000	15,892	26,000	29,500
101-751-948.000	Computer Services	249	223	23	100	1,016	1,016	500
101-751-967.010	Project Costs - Cook Park	3,162	12,958	348	0	1,081	1,081	21,000
101-751-967.020	Project Costs - Pell Park	350	593	4,239	15,000	1,945	1,945	1,000
101-751-967.025	Project Costs - Hicks Park	850	0	0	0	387	387	1,000
101-751-967.026	Project Costs - Kenyon (Old Rec) Park	2	0	0	0	0	0	1,000
101-751-967.027	Project Costs - Sherwood Park	1,160	1,080	36	2,000	1,221	1,221	2,000

101-751-967.050	Project Costs - Christmas Decorations	3,269	4,071	2,548	5,000	383	383	5,000
101-751-967.055	Project Costs - Riverwalk Park	0	1,643	84	0	0	0	1,000
Totals for dept 751 - PARKS & RECREATION		145,609	165,223	141,330	156,816	102,043	142,936	164,645

Dept 774 - **FLOWERS**

101-774-703.000	Salaries/Wages - Full Time Employees	7,318	6,794	8,085	6,558	5,668	7,009	8,088
101-774-704.001	Wages - Part Time Employees	5,613	6,046	2,613	2,527	983	1,577	6,960
101-774-704.005	Wages - Part Time Seasonal Employees	5,965	0	0	0	0	0	0
101-774-709.000	Payroll Tax - FICA/Medicare (Social Sec)	1,427	967	814	703	533	688	1,202
101-774-712.001	Medical Insurance Opt Out	89	89	146	375	346	470	630
101-774-713.001	Overtime Pay	0	47	0	0	61	61	172
101-774-716.000	Retirement Benefits	728	850	765	651	550	678	790
101-774-718.001	Health Insurance Premiums	335	762	741	781	492	582	433
101-774-718.012	Health Insurance - FSA - Employer Paid	1	0	0	0	0	0	0
101-774-718.013	Health Insurance - HSA - Employer Paid	15	815	264	288	55	95	102
101-774-723.001	Other Post Employment Benefits	135	135	161	216	180	221	102
101-774-725.001	Life Insurance	2	2	2	3	3	4	4
101-774-725.010	Workers Comp Insurance	601	363	212	206	129	203	329
101-774-752.000	Operating Supplies	35	0	0	0	0	0	0
101-774-767.000	Uniforms	16	13	19	20	4	20	164
101-774-774.000	Supplies - Plantings	8,734	8,575	9,124	9,000	0	13,973	9,450
101-774-775.000	Supplies - Repairs and Maintenance	1,408	2,248	1,265	1,400	2,006	3,000	3,600
101-774-861.000	Transportation - Mileage Reimbursement	0	44	0	0	0	0	0
101-774-931.000	Repairs and Maintenance - Equipment	48	0	20	0	0	0	0
101-774-935.001	Liability Insurance	559	646	701	771	226	226	260
101-774-940.000	Rentals - Equipment	7,959	4,649	3,176	6,000	1,336	6,000	6,400
101-774-955.000	Miscellaneous	0	60	0	0	0	0	0
Totals for dept 774 - FLOWERS		40,988	33,105	28,108	29,499	12,572	34,807	38,686

Dept 775 - **SPECIAL EVENTS**

101-775-703.000	Salaries/Wages - Full Time Employees	3,643	2,778	4,468	2,780	4,762	5,318	3,936
101-775-704.001	Wages - Part Time Employees	217	156	656	0	428	428	349
101-775-709.000	Payroll Tax - FICA/Medicare (Social Sec)	305	227	427	222	402	448	382
101-775-712.001	Medical Insurance Opt Out	116	116	84	195	158	214	315
101-775-713.001	Overtime Pay	107	0	558	0	0	0	444
101-775-716.000	Retirement Benefits	358	285	425	273	471	525	384
101-775-718.001	Health Insurance Premiums	639	682	226	201	126	149	159
101-775-718.012	Health Insurance - FSA - Employer Paid	1	0	0	0	0	0	0
101-775-718.013	Health Insurance - HSA - Employer Paid	31	32	60	72	53	63	36
101-775-723.001	Other Post Employment Benefits	198	197	194	54	45	55	35

101-775-725.001	Life Insurance	3	3	3	1	1	1	2
101-775-725.010	Workers Comp Insurance	203	145	44	56	39	58	86
101-775-767.000	Uniforms	12	13	12	20	2	5	59
101-775-775.000	Supplies - Repairs and Maintenance	8	24	174	100	1,424	1,625	1,000
101-775-880.150	Special Event - Sesquicentennial	982	0	0	0	0	0	0
101-775-935.001	Liability Insurance	111	128	138	152	45	45	52
101-775-940.000	Rentals - Equipment	1,196	414	1,910	1,200	2,204	2,600	2,200
Totals for dept 775 - SPECIAL EVENTS		8,130	5,200	9,379	5,326	10,160	11,534	9,439

Dept 779 - **FORESTRY**

101-779-703.000	Salaries/Wages - Full Time Employees	1,504	1,392	1,483	1,521	1,235	1,529	0
101-779-704.001	Wages - Part Time Employees	1,056	26	14	0	14	14	0
101-779-709.000	Payroll Tax - FICA/Medicare (Social Sec)	199	112	118	126	102	127	0
101-779-712.001	Medical Insurance Opt Out	62	61	61	135	96	130	0
101-779-716.000	Retirement Benefits	145	146	144	148	120	149	0
101-779-718.001	Health Insurance Premiums	8	7	7	7	6	7	0
101-779-718.012	Health Insurance - FSA - Employer Paid	1	0	0	0	0	0	0
101-779-725.001	Life Insurance	0	0	0	1	0	1	0
101-779-725.010	Workers Comp Insurance	72	43	20	26	18	27	0
101-779-775.000	Supplies - Repairs and Maintenance	17	21	30	0	43	66	0
101-779-931.000	Repairs and Maintenance - Equipment	3,600	3,600	0	0	0	0	0
101-779-935.001	Liability Insurance	49	57	62	68	20	20	0
Totals for dept 779 - FORESTRY		6,713	5,465	1,939	2,032	1,654	2,070	0

Dept 900 - **CAPITAL OUTLAY**

101-900-971.000	Capital Purchase	0	0	510,075	0	0	0	0
101-900-972.000	Contracted Services	0	0	0	500,000	142,427	361,942	195,158
Totals for dept 900 - CAPITAL OUTLAY		0	0	510,075	500,000	142,427	361,942	195,158

Dept 905 - **DEBT SERVICE**

101-905-992.001	Principal - City Hall Copier 2015	1,438	0	0	0	0	0	0
101-905-992.002	Principal - DPW Copier 2016	1,292	560	0	0	0	0	0
101-905-992.003	Principal - City Hall Postage Meter 2020	0	1,177	1,596	1,627	1,288	1,627	1,659
101-905-992.004	Principal - 2021 DPS Copier Lease	0	0	1,781	1,539	1,432	1,539	1,561
101-905-992.830	Principal - 2021 LTGO Bond - Miller Road	0	0	0	25,000	0	25,000	28,000
101-905-993.830	Bond Issuance Costs - 2022 LTGO Bond	0	0	9,500	0	0	0	0
101-905-994.001	Interest - City Hall Copier 2015	32	0	0	0	0	0	0
101-905-994.002	Interest - DPW Copier 2016	64	5	0	0	0	0	0
101-905-994.003	Interest - City Hall Postage Meter 2020	0	111	121	90	0	90	58
101-905-994.004	Interest - 2021 DPS Copier Lease	0	0	0	117	0	125	95

101-905-994.830	Interest - 2021 LTGO Bond - Miller Road	0	0	0	10,900	0	16,619	13,666
Totals for dept 905 - DEBT SERVICE		2,826	1,853	12,998	39,273	2,720	45,000	45,039

Dept 965 - **TRANSFERS TO OTHER FUNDS**

101-965-995.230	Interfund Transfer Out - Solid Waste	0	18,000	6,000	18,000	15,000	18,000	15,000
101-965-995.243	Interfund Transfer Out - Brownfield	150,000	150,000	0	0	0	0	0
Totals for dept 965 - TRANSFERS TO OTHER FUNDS		150,000	168,000	6,000	18,000	15,000	18,000	15,000

TOTAL APPROPRIATIONS	2,304,610	2,450,446	2,892,626	3,258,203	2,267,464	3,205,010	2,820,009
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NET OF REVENUES/APPROPRIATIONS - FUND 101	(128,952)	52,792	188,147	(142,938)	78,990	(73,070)	215,264
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Estimated Cash beginning of year:							441,112
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Estimated Cash end of year:							441,112	656,376
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Fund 202 - **MAJOR STREET**
06/22/2023

2023-2024 Budget		19-20	20-21	21-22	22-23	22-23	22-23	2023-2024
NEW GL NUMBER	DESCRIPTION	ACTUAL AMOUNTS	ACTUAL AMOUNTS	ACTUAL AMOUNTS	AMENDED BUDGET	ACTUAL TO 04/30	PROJECTED TOTALS	REQUESTED BUDGET
ESTIMATED REVENUES								
Dept 000-OPERATIONS								
202-000-540.000	State Grant	0	0	0	558,410	0	0	0
202-000-546.000	State Shared Revenue - Act 51 MTF	318,590	350,489	370,368	382,920	257,486	384,370	395,098
202-000-582.000	County Contributions for Roads	78,793	50,462	52,226	51,600	54,874	54,874	52,500
202-000-582.001	Shared Revenue - County METRO	7,639	7,948	8,151	8,200	0	8,690	8,200
202-000-665.000	Interest Earned - Investments	578	311	349	300	320	384	1,843
202-000-684.000	Miscellaneous Revenue	1,751	2,797	2,145	0	922	2,570	0
202-000-698.002	Other Financing Source - Liability Insurance	0	0	0	0	1,673	1,831	0
Totals for dept 000-OPERATIONS		407,351	412,007	433,239	1,001,430	315,275	452,719	457,641
TOTAL ESTIMATED REVENUES		407,351	412,007	433,239	1,001,430	315,275	452,719	457,641
APPROPRIATIONS								
Dept 452 - STREET CONSTRUCTION								
202-452-703.000	Salaries/Wages - Full Time Employees	3,369	1,295	1,797	0	2,580	2,580	2,229
202-452-704.001	Wages - Part Time Employees	1,038	687	613	281	592	658	262
202-452-704.005	Wages - Part Time Seasonal Employees	116	0	0	0	0	0	0
202-452-709.000	Payroll Tax - FICA/Medicare (Social Sec)	336	152	178	21	242	247	195
202-452-712.001	Medical Insurance Opt Out	55	54	1	0	0	0	135
202-452-713.001	Overtime Pay	0	37	0	0	42	42	0
202-452-716.000	Retirement Benefits	336	153	180	0	258	258	218
202-452-718.001	Health Insurance Premiums	632	336	27	0	0	0	239
202-452-718.013	Health Insurance - HSA - Employer Paid	1,208	16	0	0	33	33	66
202-452-723.001	Other Post Employment Benefits	21	23	0	0	0	0	98
202-452-725.001	Life Insurance	2	2	2	0	0	0	1
202-452-725.010	Workers Comp Insurance	123	80	11	7	3	6	56
202-452-767.000	Uniforms	18	17	20	20	4	6	54
202-452-940.000	Rentals - Equipment	4,110	698	1,056	1,500	1,756	3,500	1,500
202-452-955.000	Miscellaneous	0	243	0	0	0	0	0
202-452-967.075	Project Costs - Non-Motorized Transport	398	975	1,896	5,000	1,960	16,960	5,000
Totals for dept 452 - STREET CONSTRUCTION		11,762	4,768	5,781	6,829	7,470	24,290	10,053

Dept 463 - ROUTINE MAINTENANCE

202-463-703.000	Salaries/Wages - Full Time Employees	34,151	34,399	39,497	39,248	33,264	52,926	32,247
202-463-704.001	Wages - Part Time Employees	5,862	3,261	3,791	2,434	3,353	4,825	3,142
202-463-709.000	Payroll Tax - FICA/Medicare (Social Sec)	3,038	2,810	3,284	3,237	2,894	4,579	2,925
202-463-712.001	Medical Insurance Opt Out	812	778	902	2,220	1,993	3,403	2,520
202-463-713.001	Overtime Pay	638	279	851	0	172	172	907
202-463-716.000	Retirement Benefits	3,339	3,548	3,694	3,889	3,258	5,169	3,150
202-463-718.001	Health Insurance Premiums	4,373	4,777	4,853	4,555	2,853	4,550	1,852
202-463-718.012	Health Insurance - FSA - Employer Paid	9	0	0	0	0	0	0
202-463-718.013	Health Insurance - HSA - Employer Paid	891	3,132	1,592	1,820	555	951	456
202-463-723.001	Other Post Employment Benefits	806	847	895	1,014	845	1,029	557
202-463-725.001	Life Insurance	18	18	19	23	17	31	17
202-463-725.010	Workers Comp Insurance	928	817	612	725	489	621	705
202-463-767.000	Uniforms	313	255	335	372	341	341	565
202-463-775.000	Supplies - Repairs and Maintenance	13,344	10,748	28,823	12,000	15,290	19,759	16,000
202-463-780.000	Supplies - Storm Sewer	971	0	740	1,500	1,673	1,673	1,500
202-463-801.000	Engineering Services	51,686	0	0	0	0	0	0
202-463-801.030	Professional Services - Audit	679	679	653	720	721	721	721
202-463-803.010	GIS Mapping Costs	1,307	198	2,147	2,460	1,892	2,463	2,160
202-463-931.000	Outside Services	12,773	20,093	11,690	14,080	14,475	32,335	20,000
202-463-935.001	Liability Insurance	841	972	1,055	1,176	386	386	444
202-463-940.000	Rentals - Equipment	15,025	14,520	21,067	18,000	13,808	37,715	18,000
202-463-948.000	Computer Services	713	637	812	800	272	800	800
202-463-960.000	Education and Training	0	62	230	0	0	0	0
202-463-967.023	Project Costs - Major Street Non-Constr	308,815	31,314	13,144	103,000	21,708	143,148	20,000
Totals for dept 463 - ROUTINE MAINTENANCE		461,332	134,144	140,686	213,273	120,259	317,597	128,668

Dept 473 - BRIDGE MAINTENANCE

202-473-703.000	Salaries/Wages - Full Time Employees	33	24	5	0	0	0	0
202-473-709.000	Payroll Tax - FICA/Medicare (Social Sec)	3	2	0	0	0	0	0
202-473-716.000	Retirement Benefits	3	2	1	0	0	0	0
202-473-801.000	Engineering Services	1,700	0	19,900	0	0	0	0
202-473-934.274	Bridge Repairs - City Share	0	0	33	27,921	0	28,000	50,800
202-473-970.000	Capital Outlay - Bridge Construction	0	0	0	558,410	0	12,000	22,788
Totals for dept 473 - BRIDGE MAINTENANCE		1,739	28	19,939	586,331	0	40,000	73,588

Dept 474 - TRAFFIC SERVICES

202-474-703.000	Salaries/Wages - Full Time Employees	2,652	2,399	2,258	2,326	1,883	2,331	2,816
202-474-704.001	Wages - Part Time Employees	65	33	43	0	24	24	87
202-474-709.000	Payroll Tax - FICA/Medicare (Social Sec)	224	193	182	220	154	197	257
202-474-712.001	Medical Insurance Opt Out	101	102	75	165	108	149	195
202-474-713.001	Overtime Pay	146	0	0	380	0	70	272

202-474-716.000	Retirement Benefits	254	231	217	224	181	224	271
202-474-718.001	Health Insurance Premiums	317	337	27	0	0	0	28
202-474-718.013	Health Insurance - HSA - Employer Paid	15	16	0	0	0	0	6
202-474-723.001	Other Post Employment Benefits	135	135	123	0	0	0	3
202-474-725.001	Life Insurance	2	2	2	1	1	1	1
202-474-725.010	Workers Comp Insurance	127	122	45	59	41	61	64
202-474-767.000	Uniforms	6	6	6	12	1	1	14
202-474-775.000	Supplies - Repairs and Maintenance	91	0	0	0	0	0	0
202-474-920.000	Utilities - Electric	670	546	586	600	452	600	600
202-474-931.000	Outside Services	2,014	1,408	10,756	2,000	0	500	500
202-474-940.000	Rentals - Equipment	30	0	137	0	0	0	0
Totals for dept 474 - TRAFFIC SERVICES		6,849	5,530	14,457	5,987	2,845	4,158	5,114

Dept 478 - **WINTER MAINTENANCE**

202-478-703.000	Salaries/Wages - Full Time Employees	5,578	7,302	7,031	9,862	4,388	6,406	7,376
202-478-704.001	Wages - Part Time Employees	412	1,755	341	1,123	79	343	786
202-478-709.000	Payroll Tax - FICA/Medicare (Social Sec)	615	985	800	1,230	571	826	1,171
202-478-712.001	Medical Insurance Opt Out	183	184	217	555	505	689	585
202-478-713.001	Overtime Pay	2,163	4,195	3,121	4,940	2,619	3,530	6,654
202-478-716.000	Retirement Benefits	547	734	682	979	431	624	719
202-478-718.001	Health Insurance Premiums	1,114	1,188	1,088	1,160	727	861	299
202-478-718.012	Health Insurance - FSA - Employer Paid	1	0	0	0	0	0	0
202-478-718.013	Health Insurance - HSA - Employer Paid	54	56	360	432	95	155	66
202-478-723.001	Other Post Employment Benefits	219	220	241	325	271	332	51
202-478-725.001	Life Insurance	4	4	5	5	5	6	4
202-478-725.010	Workers Comp Insurance	492	392	310	365	246	370	172
202-478-767.000	Uniforms	24	25	26	36	4	6	130
202-478-775.000	Supplies - Repairs and Maintenance	13,146	10,116	2,835	12,000	6,007	6,007	10,000
202-478-940.000	Rentals - Equipment	3,971	7,551	7,575	8,400	4,491	4,491	7,500
Totals for dept 478 - WINTER MAINTENANCE		28,523	34,707	24,632	41,412	20,439	24,646	35,513

Dept 482 - **ADMINISTRATION - STREETS**

202-482-703.000	Salaries/Wages - Full Time Employees	5,537	5,415	6,621	7,716	5,907	6,830	12,654
202-482-704.001	Wages - Part Time Employees	0	0	0	0	0	0	768
202-482-709.000	Payroll Tax - FICA/Medicare (Social Sec)	392	384	473	559	432	499	1,011
202-482-712.001	Medical Insurance Opt Out	0	0	0	0	0	0	270
202-482-713.001	Overtime Pay	0	0	0	0	0	0	0
202-482-716.000	Retirement Benefits	521	501	548	735	541	632	1,249
202-482-718.001	Health Insurance Premiums	852	952	1,096	1,224	828	962	1,380
202-482-718.013	Health Insurance - HSA - Employer Paid	324	324	384	414	247	304	516
202-482-725.001	Life Insurance	6	6	6	7	6	7	9
202-482-725.010	Workers Comp Insurance	20	17	12	17	12	15	30

Totals for dept 482 - ADMINISTRATION - STREETS	7,652	7,599	9,140	10,672	7,973	9,249	17,887
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Dept 905 - **DEBT SERVICE**

202-905-991.001	Principal Payment - Interfund Loans	0	0	0	2,627	2,189	2,627	2,653
202-905-993.001	Interest Payment - Interfund Loans	184	158	133	107	89	107	80
Totals for dept 905 - DEBT SERVICE		184	158	133	2,734	2,278	2,734	2,733

Dept 965 - **TRANSFERS TO OTHER FUNDS**

202-965-995.203	Interfund Transfer Out - Local Street	0	0	250,000	100,000	83,333	100,000	100,000
Totals for dept 965 - TRANSFERS TO OTHER FUNDS		0	0	250,000	100,000	83,333	100,000	100,000

TOTAL APPROPRIATIONS	518,041	186,934	464,768	967,238	244,597	522,674	373,556
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NET OF REVENUES/APPROPRIATIONS - FUND 202					70,678	(69,955)	84,085
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Estimated Cash beginning of year:							184,349
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Estimated Cash end of year:						184,349	268,434
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Fund 203 - LOCAL STREET
06/22/2023

2023-2024 Budget		19-20	20-21	21-22	22-23	22-23	22-23	2023-2024
NEW GL NUMBER	DESCRIPTION	ACTUAL AMOUNTS	ACTUAL AMOUNTS	ACTUAL AMOUNTS	AMENDED BUDGET	ACTUAL TO 04/30	PROJECTED TOTALS	REQUESTED BUDGET
ESTIMATED REVENUES								
Dept 000-OPERATIONS								
203-000-546.000	State Shared Revenue - Act 51 MTF	113,471	124,828	131,829	136,267	91,371	136,784	140,602
203-000-582.000	County Contributions for Roads	0	29,868	31,824	31,000	31,654	31,654	52,500
203-000-582.001	Shared Revenue - County METRO	7,639	7,948	8,151	8,300	0	8,200	8,200
203-000-665.000	Interest Earned - Investments	1,393	359	291	338	400	480	3,009
203-000-684.000	Miscellaneous Revenue	0	0	56	0	0	0	0
203-000-699.202	Interfund Transfer In - Major Streets	0	0	250,000	100,000	83,333	100,000	100,000
Totals for dept 000-OPERATIONS		122,503	163,003	422,151	275,905	206,758	277,118	304,311
TOTAL ESTIMATED REVENUES		122,503	163,003	422,151	275,905	206,758	277,118	304,311

APPROPRIATIONS

Dept 452 - STREET CONSTRUCTION

203-452-703.000	Salaries/Wages - Full Time Employees	5,906	2,802	1,909	2,519	3,392	3,915	3,191
203-452-704.001	Wages - Part Time Employees	814	418	376	281	807	873	436
203-452-709.000	Payroll Tax - FICA/Medicare (Social Sec)	496	236	168	213	324	371	289
203-452-712.001	Medical Insurance Opt Out	69	68	43	120	125	170	225
203-452-716.000	Retirement Benefits	588	304	186	252	307	357	312
203-452-718.001	Health Insurance Premiums	790	842	396	384	240	284	256
203-452-718.013	Health Insurance - HSA - Employer Paid	950	40	120	144	39	59	66
203-452-723.001	Other Post Employment Benefits	21	23	19	108	90	110	82
203-452-725.001	Life Insurance	3	3	3	1	2	2	2
203-452-725.010	Workers Comp Insurance	154	166	59	66	44	67	81
203-452-767.000	Uniforms	15	16	15	18	2	2	79
203-452-940.000	Rentals - Equipment	2,307	1,491	729	1,200	3,006	3,500	1,500
203-452-967.075	Project Costs - Non-Motorized Transport	610	0	1,266	5,000	1,041	4,000	5,000
Totals for dept 452 - STREET CONSTRUCTION		12,723	6,409	5,289	10,306	9,419	13,710	11,519

Dept 463 - ROUTINE MAINTENANCE

203-463-703.000	Salaries/Wages - Full Time Employees	33,043	35,189	39,887	31,307	39,301	44,885	28,745
203-463-704.001	Wages - Part Time Employees	2,983	3,135	2,691	1,591	4,802	5,124	2,618
203-463-709.000	Payroll Tax - FICA/Medicare (Social Sec)	2,740	2,843	3,173	2,546	3,729	4,208	2,552
203-463-712.001	Medical Insurance Opt Out	662	628	677	1,620	1,498	1,978	2,130

203-463-713.001	Overtime Pay	1,038	471	556	0	4,521	4,521	454
203-463-716.000	Retirement Benefits	3,224	3,597	3,738	3,089	3,804	4,343	2,806
203-463-718.001	Health Insurance Premiums	3,834	4,248	4,150	3,482	2,217	2,576	1,860
203-463-718.012	Health Insurance - FSA - Employer Paid	7	0	0	0	0	0	0
203-463-718.013	Health Insurance - HSA - Employer Paid	1,644	2,101	1,328	1,472	737	893	480
203-463-723.001	Other Post Employment Benefits	460	518	536	602	501	621	648
203-463-725.001	Life Insurance	16	16	17	19	14	17	15
203-463-725.010	Workers Comp Insurance	641	579	390	470	319	478	634
203-463-767.000	Uniforms	268	217	285	312	802	802	494
203-463-775.000	Supplies - Repairs and Maintenance	11,647	18,321	15,949	15,544	9,563	12,500	14,000
203-463-780.000	Supplies - Storm Sewer	1,160	0	299	2,500	3,175	3,175	2,500
203-463-801.030	Professional Services - Audit	582	582	560	618	618	618	618
203-463-803.010	GIS Mapping Costs	1,307	198	166	1,200	271	271	300
203-463-931.000	Outside Services	15,159	8,130	16,414	14,000	16,409	33,724	20,000
203-463-935.001	Liability Insurance	643	743	806	899	281	281	323
203-463-940.000	Rentals - Equipment	9,590	15,337	10,938	13,750	30,405	34,617	16,800
203-463-948.000	Computer Services	713	637	812	800	242	800	800
203-463-960.000	Education and Training	0	0	230	0	0	0	0
203-463-970.028	Project Costs - Local Streets Non-Constr	0	0	18,659	382,000	85,246	117,875	345,000
Totals for dept 463 - ROUTINE MAINTENANCE		91,361	97,490	122,261	477,821	208,455	274,307	443,777

Dept 474 - TRAFFIC SERVICES

203-474-703.000	Salaries/Wages - Full Time Employees	2,409	2,238	2,502	2,306	2,132	2,580	2,363
203-474-704.001	Wages - Part Time Employees	76	85	293	0	106	106	87
203-474-709.000	Payroll Tax - FICA/Medicare (Social Sec)	195	183	219	220	180	223	199
203-474-712.001	Med Insurance Buyouts	88	89	89	195	130	179	165
203-474-713.001	Overtime Pay	0	0	0	380	0	70	0
203-474-716.000	Retirement Benefits	231	217	235	223	208	252	228
203-474-718.001	Health Insurance Premiums	9	7	7	7	6	7	28
203-474-718.012	Health Insurance - FSA - Employer Paid	1	0	0	0	0	0	0
203-474-718.013	Health Insurance - HSA - Employer Paid	0	0	0	0	0	0	6
203-474-723.001	Other Post Employment Benefits	0	0	0	0	0	0	3
203-474-725.001	Life Insurance	1	1	1	1	1	1	1
203-474-725.010	Workers Comp Insurance	53	61	38	50	35	52	54
203-474-767.000	Uniforms	0	0	0	0	0	0	14
203-474-775.000	Supplies - Repairs and Maintenance	94	102	0	0	0	0	0
203-474-940.000	Rentals - Equipment	664	420	659	425	296	296	500
Totals for dept 474 - TRAFFIC SERVICES		3,821	3,403	4,043	3,807	3,094	3,766	3,648

Dept 478 - WINTER MAINTENANCE

203-478-703.000	Salaries/Wages - Full Time Employees	4,599	5,746	7,130	6,923	3,587	4,998	7,929
203-478-704.001	Wages - Part Time Employees	308	301	511	281	42	108	873
203-478-709.000	Payroll Tax - FICA/Medicare (Social Sec)	571	761	818	937	525	715	1,186

203-478-712.001	Medical Insurance Opt Out	142	143	147	375	337	461	630
203-478-713.001	Overtime Pay	2,702	4,211	3,192	4,940	2,993	3,904	6,169
203-478-716.000	Retirement Benefits	450	568	696	685	352	487	773
203-478-718.001	Health Insurance Premiums	949	1,012	738	769	480	564	327
203-478-718.013	Health Insurance - HSA - Employer Paid	46	48	240	288	85	125	72
203-478-723.001	Other Post Employment Benefits	281	282	284	216	180	221	54
203-478-725.001	Life Insurance	4	4	4	3	3	4	4
203-478-725.010	Workers Comp Insurance	384	357	229	284	195	290	187
203-478-767.000	Uniforms	18	19	18	30	3	3	144
203-478-775.000	Supplies - Repairs and Maintenance	13,146	10,136	2,835	12,400	6,007	6,007	8,500
203-478-940.000	Rentals - Equipment	3,708	5,087	8,098	12,000	4,528	4,528	7,500
Totals for dept 478 - WINTER MAINTENANCE		27,308	28,675	24,940	40,131	19,317	22,415	34,348

Dept 482 - ADMINISTRATION - STREETS

203-482-703.000	Salaries/Wages - Full Time Employees	4,661	4,534	5,405	6,157	4,742	5,424	13,429
203-482-704.001	Wages - Part Time Employees	0	0	0	0	0	0	768
203-482-709.000	Payroll Tax - FICA/Medicare (Social Sec)	330	320	385	445	347	396	1,068
203-482-712.001	Medical Insurance Opt Out	0	0	0	0	0	0	270
203-482-716.000	Retirement Benefits	433	415	452	579	424	491	1,324
203-482-718.001	Health Insurance Premiums	726	813	922	1,027	663	765	1,488
203-482-718.013	Health Insurance - HSA - Employer Paid	264	264	304	324	185	227	552
203-482-725.001	Life Insurance	5	5	6	6	5	6	10
203-482-725.010	Workers Comp Insurance	17	14	10	13	9	12	31
Totals for dept 482 - ADMINISTRATION - STREETS		6,436	6,365	7,484	8,551	6,375	7,321	18,940

Dept 905 - DEBT SERVICE

203-905-991.001	Principal Payment - Interfund Loans	0	0	0	3,730	3,108	3,730	3,767
203-905-993.001	Interest Payment - Interfund Loans	379	343	306	269	224	269	232
Totals for dept 905 - DEBT SERVICE		379	343	306	3,999	3,332	3,999	3,999

TOTAL APPROPRIATIONS	142,028	142,685	164,323	544,615	249,992	325,518	516,231
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NET OF REVENUES/APPROPRIATIONS - FUND 204					(43,234)	(48,400)	(211,920)
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Estimated Cash beginning of year:							300,929
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Estimated Cash end of year:						300,929	89,009
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Fund 230 - **SOLID WASTE REMOVAL**
6/22/2023

2023-2024 Budget		19-20	20-21	21-22	22-23	22-23	22-23	2023-2024
NEW GL NUMBER	DESCRIPTION	ACTUAL AMOUNTS	ACTUAL AMOUNTS	ACTUAL AMOUNTS	AMENDED BUDGET	ACTUAL TO 04/30	PROJECTED TOTALS	REQUESTED BUDGET
ESTIMATED REVENUES								
Dept 000-OPERATIONS								
230-002-403.002	Property Taxes - Solid Waste Real Prop	101,071	104,459	107,426	112,697	112,482	112,482	121,453
230-002-410.000	Current Property Taxes - Personal Prop	8,482	7,967	7,730	7,908	7,860	7,860	7,961
230-002-432.000	Payments in Lieu of Taxes - PLoTs	1,381	1,352	1,384	1,414	1,399	1,399	1,470
230-002-437.000	Industrial Facilities Tax	1,399	1,803	1,905	1,853	1,853	1,853	1,335
230-002-451.001	Special Assessment - Monthly Recycling	34,427	34,427	34,410	34,456	34,397	34,397	63,198
230-002-451.002	Special Assessment - Bulk-Trash Pickup	24,279	24,279	24,268	24,298	24,259	24,259	29,435
230-005-573.000	Local Community Stabilization Share Tax	261	606	31	0	30	30	0
230-009-665.000	Interest Earned - Investments	1,182	357	193	150	1,572	1,600	50
230-010-684.000	Miscellaneous Revenue	24,000	0	0	0	7	7	0
230-093-699.101	Interfund Transfer In - General Fund	0	18,000	6,000	18,000	15,000	18,000	15,000
Totals for dept 000-OPERATIONS		196,482	193,250	183,347	200,776	198,859	201,887	239,902
TOTAL ESTIMATED REVENUES		196,482	193,250	183,347	200,776	198,859	201,887	239,902

APPROPRIATIONS

Dept 529 - SOLID WASTE OPERATIONS

230-529-703.000	Salaries/Wages - Full Time Employees	51,207	50,787	52,886	58,494	44,561	55,301	50,677
230-529-704.001	Wages - Part Time Employees	8,365	10,245	4,696	7,020	6,742	8,392	5,038
230-529-709.000	Payroll Tax - FICA/Medicare (Social Sec)	4,436	4,515	4,348	5,042	4,053	5,054	4,463
230-529-712.001	Medical Insurance Opt Out	1,007	956	1,074	2,700	2,478	3,386	3,210
230-529-713.001	Overtime Pay	146	28	872	380	754	824	544
230-529-716.000	Retirement Benefits	4,971	5,230	4,914	5,765	4,299	5,331	4,962
230-529-718.001	Health Insurance Premiums	7,598	8,462	7,919	7,723	4,785	5,585	3,502
230-529-718.012	Health Insurance - FSA - Employer Paid	7	0	0	0	0	0	0
230-529-718.013	Health Insurance - HSA - Employer Paid	1,775	1,128	2,558	3,024	888	1,237	1,020
230-529-723.001	Other Post Employment Benefits	1,372	1,423	1,476	1,457	1,214	1,479	523
230-529-725.001	Life Insurance	34	34	35	38	30	36	30
230-529-725.010	Workers Comp Insurance	1,520	1,282	1,031	1,118	731	1,120	870
230-529-767.001	Uniforms	356	308	398	350	378	378	698
230-529-775.000	Supplies - Repairs and Maintenance	658	362	116	500	0	0	0
230-529-801.013	Professional Services - Attorney	0	0	3,888	0	1,107	5,000	0
230-529-801.030	Professional Services - Audit	291	291	280	309	309	309	309

230-529-802.080	Contract Services - Recycling Pickups	31,122	32,011	33,049	53,587	41,555	56,571	58,089
230-529-802.085	Contract Services - Bulk Trash Pickups	11,045	10,278	14,071	25,898	14,051	26,899	29,506
230-529-851.000	Postage	0	0	0	0	0	0	3,000
230-529-900.000	Printing and Publishing	0	0	0	0	0	0	1,400
230-529-931.000	Outside Services	19,201	17,775	17,350	19,500	12,720	15,220	19,500
230-529-935.001	Liability Insurance	894	1,033	1,121	1,233	361	361	415
230-529-940.000	Rentals - Equipment	34,450	33,322	29,407	32,000	31,118	37,118	36,000
230-529-948.000	Computer Services	478	538	455	500	199	500	500
Totals for dept 529 - SOLID WASTE OPERATIONS		180,933	180,008	181,944	226,638	172,333	230,101	224,256

TOTAL APPROPRIATIONS	<u>180,933</u>	<u>180,008</u>	<u>181,944</u>	226,638	172,333	230,101	224,256
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NET OF REVENUES/APPROPRIATIONS - FUND 230					<u>26,526</u>	<u>(28,214)</u>	15,646
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Estimated Cash beginning of year:							<u>3,311</u>
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Estimated Cash end of year:						3,311	<u>18,957</u>
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Fund 243 - **BROWNFIELD REDEVELOPMENT AUTHORITY - BRA**

06/08/2023

Draft approved by BRA/TIFA/DDA Board 05/09/2023

Original Draft approved by Council 05/22/2023

Updated revenue/expenditures approved 06/13/2023

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	1,207
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	117,854
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TOTAL ESTIMATED REVENUES		240,237	3,302,692	2,077,431	131,101	244,123	315,485	117,854
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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	38,438	43,597
243-443-704.001	Wages - Part Time Employees	403	487	1,460	3,083	3,140	3,768	2,424
243-443-709.000	Payroll Tax - FICA/Medicare (Social Sec)	2,195	2,530	2,830	3,269	2,859	3,259	3,391
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	3,144	3,982
243-443-718.001	Health Insurance Premiums	5,069	6,689	6,628	7,113	4,256	4,863	6,058

Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY - BRA

06/08/2023

Draft approved by BRA/TIFA/DDA Board 05/09/2023

Original Draft approved by Council 05/22/2023

Updated revenue/expenditures approved 06/13/2023

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
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	1,222	2,172
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	226	219
243-443-767.000	Uniforms	21	21	23	65	4	6	102
243-443-775.000	Supplies - Repairs and Maintenance	0	1,051	379	0	2,855	7,755	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	191,368	112,576
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	269,199	129,201

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

06/08/2023

Draft approved by BRA/TIFA/DDA Board 05/09/2023

Original Draft approved by Council 05/22/2023

Updated revenue/expenditures approved 06/13/2023

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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	NET OF REVENUES/APPROPRIATIONS - FUND 244	(30,156)	(799,709)	1,074,161	(58,783)	103,411	46,286	(11,347)

Estimated Cash **beginning of year:**

120,672

Estimated Cash **end of year:**

120,672 109,325

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

06/08/2023

Draft approved by BRA/TIFA/DDA Board 05/09/2023

Original Draft approved by Council 05/22/2023

Updated revenue/expenditures approved 06/13/2023

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	3,330
Totals for dept 009 - INTEREST AND RENTS		1,617	456	198	150	1,787	2,144	3,330
TOTAL ESTIMATED REVENUES		77,138	80,368	85,813	82,499	88,470	89,027	124,304

APPROPRIATIONS

Dept 443 - PUBLIC WORKS

247-443-703.000	Salaries/Wages - Full Time Employees	41,860	42,504	47,183	48,562	39,285	47,630	50,893
247-443-704.001	Wages - Part Time Employees	579	396	358	166	320	348	469
247-443-709.000	Payroll Tax - FICA/Medicare (Social Sec)	3,018	3,048	3,363	3,627	2,857	3,492	3,822
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	2,347	2,732
247-443-718.001	Health Insurance Premiums	5,041	5,903	6,375	6,719	5,032	5,923	6,847
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	1,507	2,160
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	247
247-443-775.000	Supplies - Repairs and Maintenance	13	0	0	0	0	0	3,600

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

06/08/2023

Draft approved by BRA/TIFA/DDA Board 05/09/2023

Original Draft approved by Council 05/22/2023

Updated revenue/expenditures approved 06/13/2023

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	
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	66,095	74,863	
NET OF REVENUES/APPROPRIATIONS - FUND 247		<u>18,253</u>	<u>13,611</u>	<u>21,681</u>	<u>13,494</u>	34,237	22,932	49,441	
Estimated Cash beginning of year:								<u>166,492</u>	
Estimated Cash end of year:								166,492	<u>215,933</u>

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

06/08/2023

Draft approved by BRA/TIFA/DDA Board 05/09/2023

Original Draft approved by Council 05/22/2023

Updated revenue/expenditures approved 06/13/2023

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	1,484
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	87,746
TOTAL ESTIMATED REVENUES		64,740	65,318	71,545	72,446	78,904	80,548	87,746

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

06/08/2023

Draft approved by BRA/TIFA/DDA Board 05/09/2023

Original Draft approved by Council 05/22/2023

Updated revenue/expenditures approved 06/13/2023

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
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	3,264
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	41
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	862	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	28,142	28,083

Dept 775 - **SPECIAL EVENTS**

248-775-880.021	Special Events	788	316	1,042	2,850	3,220	3,303	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	4,153	5,260

Dept 900 - **CAPITAL OUTLAY**

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

06/08/2023

Draft approved by BRA/TIFA/DDA Board 05/09/2023

Original Draft approved by Council 05/22/2023

Updated revenue/expenditures approved 06/13/2023

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
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	68,710	40,843
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NET OF REVENUES/APPROPRIATIONS - FUND 249	21,482	24,569	18,701	(1,949)	21,095	11,838	46,903
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Estimated Cash beginning of year:							148,427
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Estimated Cash end of year:						148,427	195,330
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Fund 285 - **STIMULUS GRANT FUND**
05/02/2023

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 004 - INTERGOVERNMENTAL REVENUE - FEDERAL									
285-000-528.002	Federal Grants - Other - 2021 ARPA	0	0	0	197,667	0	0	0	
Totals for dept 004 - INTERGOVERNMENTAL REVENUE - FEDERAL		0	0	0	197,667	0	0	0	
Dept 009 - INTEREST AND RENTS									
285-000-665.000	Interest Earned - Investments	0	0	967	1,500	9,652	11,582	6,000	
Totals for dept 009 - INTEREST AND RENTS		0	0	967	1,500	9,652	11,582	6,000	
TOTAL ESTIMATED REVENUES		0	0	967	199,167	9,652	11,582	6,000	
APPROPRIATIONS									
Dept 965 - TRANSFERS TO OTHER FUNDS									
285-965-995.101	Interfund Transfer Out - General	0	0	0	10,000	0	0	10,000	
285-965-995.591	Interfund Transfer Out - Water Fund	0	0	0	388,591	0	0	405,469	
Totals for dept 965 - TRANSFERS TO OTHER FUNDS		0	0	0	398,591	0	0	415,469	
TOTAL APPROPRIATIONS		0	0	0	398,591	0	0	415,469	
NET OF REVENUES/APPROPRIATIONS - FUND 285		0	0	967	(199,424)	9,652	11,582	(409,469)	
Estimated Cash beginning of year:								409,469	
Estimated Cash end of year:								409,469	0

Fund 297 - REVOLVING LOAN FUND
05/02/2023

2023-2024 Budget		19-20	20-21	21-22	22-23	22-23	22-23	2023-2024	
NEW GL NUMBER	DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	AMENDED	ACTUAL	PROJECTED	REQUESTED	
		AMOUNTS	AMOUNTS	AMOUNTS	BUDGET	TO 04/30	TOTALS	BUDGET	
ESTIMATED REVENUES									
Dept 000 - OPERATIONS									
297-000-619.000	Application Fees	0	0	900	0	0	0	0	
297-000-665.000	Interest Earned - Investments	550	189	64	60	141	169	150	
297-000-665.012	Interest Earned - Business Loans	259	202	181	442	315	347	144	
297-010-692.000	Loan Principal - Business	0	0	0	12,530	17,470	18,600	6,840	
Totals for dept 000 - OPERATIONS		809	391	1,145	13,032	17,926	19,116	7,134	
TOTAL ESTIMATED REVENUES		809	391	1,145	13,032	17,926	19,116	7,134	
APPROPRIATIONS									
297-690-881.000	Loan Payments - Business	0	0		10,000	0	0	10,000	
297-690-955.000	Miscellaneous	2,693	0	86	0	0	0	0	
Totals for dept 690 - REDEVELOPMENT		2,693	0	86	10,000	0	0	10,000	
TOTAL APPROPRIATIONS		2,693	0	86	10,000	0	0	10,000	
NET OF REVENUES/APPROPRIATIONS - FUND 297		(1,884)	391	1,059	3,032	17,926	19,116	(2,866)	
Estimated Cash beginning of year:								<u>30,678</u>	
Estimated Cash end of year:								30,678	<u>27,812</u>

Fund 401 - CAPITAL IMPROVEMENT FUND
5/20/2023

2023-2024 Budget	19-20	20-21	21-22	22-23	22-23	22-23	2023-2024
NEW GL NUMBER	ACTUAL	ACTUAL	ACTUAL	AMENDED	ACTUAL	PROJECTED	REQUESTED
DESCRIPTION	AMOUNTS	AMOUNTS	AMOUNTS	BUDGET	TO 04/30	TOTALS	BUDGET
ESTIMATED REVENUES							
Dept 000 - OPERATIONS							
401-000-403.003	Property Taxes - Capital Improvement	77,746	80,352	82,634	86,689	86,524	93,425
401-000-410.000	Current Property Taxes-Personal Property	6,525	6,128	5,946	6,083	6,046	6,124
401-000-432.000	Payments in Lieu of Taxes - PILOTs	1,063	1,040	1,065	1,088	1,076	1,130
401-000-437.000	Industrial Facilities Tax	1,076	1,387	1,465	1,425	1,425	1,027
401-000-540.000	State Grant	45,000	0	0	11,000	0	0
401-000-573.000	Local Community Stabilization Share Tax	201	466	0	0	0	0
401-000-665.000	Interest Earned - Investments	1,307	323	154	60	1,083	1,196
Totals for dept 000 - OPERATIONS		132,918	89,696	91,264	106,345	96,154	102,902
TOTAL ESTIMATED REVENUES		132,918	89,696	91,264	106,345	96,154	102,902
APPROPRIATIONS							
Dept 900 - CAPITAL OUTLAY							
401-900-801.030	Professional Services - Audit	97	97	93	103	103	103
401-900-971.000	Capital Purchase	27,580	4,829	0	50,766	21,928	36,320
401-900-972.000	Contracted Services	64,971	850	0	0	0	0
Totals for dept 900 - CAPITAL OUTLAY		92,648	5,776	93	50,869	22,031	36,423
Dept 965 - TRANSFERS TO OTHER FUNDS							
401-965-995.243	Interfund Transfer Out - Brownfield	65,000	80,000	80,000	60,000	50,000	80,000
Totals for dept 965 - TRANSFERS TO OTHER FUNDS		65,000	80,000	80,000	60,000	50,000	80,000
TOTAL APPROPRIATIONS		157,648	85,776	80,093	110,869	72,031	116,423
NET OF REVENUES/APPROPRIATIONS - FUND 402		(24,730)	3,920	11,171	(4,524)	24,123	(13,521)
Estimated Cash beginning of year:							<u>79,745</u>
Estimated Cash end of year:						79,745	<u><u>66,224</u></u>

Fund 402 - FIRE RESERVE CAPITAL IMPROVEMENT FUND
06/22/2023

2023-2024 Budget	19-20	20-21	21-22	22-23	22-23	22-23	2023-2024
NEW GL NUMBER	ACTUAL	ACTUAL	ACTUAL	AMENDED	ACTUAL	PROJECTED	REQUESTED
DESCRIPTION	AMOUNTS	AMOUNTS	AMOUNTS	BUDGET	TO 04/30	TOTALS	BUDGET
ESTIMATED REVENUES							
Dept 000-OPERATIONS							
402-002-403.001	Property Taxes - Fire Reserve Real Prop	77,746	80,352	82,634	86,689	86,524	93,425
402-002-410.000	Current Property Taxes - Personal Prop	6,525	6,128	5,946	6,083	6,046	6,124
402-002-432.000	Payments in Lieu of Taxes - PILoTs	1,063	1,040	1,065	1,088	1,076	1,130
402-002-437.000	Industrial Facilities Tax	1,076	1,387	1,465	1,853	1,425	1,027
402-005-573.000	Local Community Stabilization Share Tax	201	466	0	0	4	0
402-009-665.000	Interest Inc-Investments	1,786	634	531	300	1,350	1,154
Totals for dept 000-OPERATIONS		88,397	90,007	91,641	96,013	96,425	102,860
TOTAL ESTIMATED REVENUES		88,397	90,007	91,641	96,013	96,425	102,860
APPROPRIATIONS							
Dept 900 - CAPITAL OUTLAY							
402-900-801.030	Professional Services - Audit	97	97	93	103	103	103
402-900-931.000	Outside Services	2,580	0	0	0	0	0
402-900-986.000	Capital Purchase	0	0	0	42,946	42,946	20,000
Totals for dept 900 - CAPITAL OUTLAY		2,677	97	93	43,049	43,049	20,103
Dept 905 - DEBT SERVICE							
402-905-991.010	Principal Payment - Bond	20,000	20,000	21,000	22,000	22,000	23,000
402-905-992.010	Interest Payment - Bond	43,003	42,253	41,503	40,716	40,716	39,892
Totals for dept 905 - DEBT SERVICE		63,003	62,253	62,503	62,716	62,716	62,892
Dept 965 - TRANSFERS TO OTHER FUNDS							
402-965-995.101	Interfund Transfer Out - General	15,000	15,000	15,000	15,000	12,500	15,000
Totals for dept 965 - TRANSFERS TO OTHER FUNDS		15,000	15,000	15,000	15,000	12,500	15,000
TOTAL APPROPRIATIONS		80,680	77,350	77,596	120,765	118,265	97,995
NET OF REVENUES/APPROPRIATIONS - FUND 402		7,717	12,657	14,045	(24,752)	(21,840)	4,865
Estimated Cash beginning of year:							76,908

Estimated Cash **end of year:**

76,908 81,773

Fund 581 - AIRPORT FUND
06/22/2023

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								
581-000-642.001	Airport Fuel Sales	21,803	24,500	41,509	50,393	43,526	52,231	40,873
581-000-665.000	Interest Earned - Investments	369	131	61	60	87	104	582
581-000-667.040	Rents - Airport	24,210	24,216	21,594	24,930	21,191	25,319	26,266
581-000-667.050	Rents - Billboard	8,000	6,379	6,106	6,000	2,450	2,450	2,450
Totals for dept 000 - OPERATIONS		54,382	55,226	69,270	81,383	67,254	80,104	70,171
TOTAL ESTIMATED REVENUES		54,382	55,226	69,270	81,383	67,254	80,104	70,171

Dept 595 - AIRPORT OPERATIONS

581-595-703.000	Salaries/Wages - Full Time Employees	1,767	2,889	890	2,519	2,801	3,324	1,391
581-595-704.001	Wages - Part Time Employees	276	326	124	388	146	301	285
581-595-709.000	Payroll Tax - FICA/Medicare (Social Sec)	137	233	78	221	228	282	132
581-595-712.001	Medical Insurance Opt Out	27	27	43	120	125	179	90
581-595-716.000	Retirement Benefits	156	289	84	252	279	329	136
581-595-718.001	Health Insurance Premiums	402	336	356	387	240	284	133
581-595-718.013	Health Insurance - HSA - Employer Paid	15	421	120	144	78	98	36
581-595-723.001	Other Post Employment Benefits	10	12	19	108	90	110	51
581-595-725.001	Life Insurance	1	1	1	1	1	2	1
581-595-725.010	Workers Comp Insurance	62	54	60	68	45	71	37
581-595-751.000	Office Supplies	153	0	772	0	0	0	0
581-595-759.000	Gasoline	19,220	19,053	38,483	49,140	39,267	47,000	38,500
581-595-759.003	Airport Fuel - Sales Tax	1,217	1,354	2,258	3,000	2,491	3,000	2,310
581-595-767.000	Uniforms	6	92	6	9	1	1	34
581-595-775.000	Supplies - Repairs and Maintenance	1,046	2,958	1,147	1,600	3,938	3,938	1,500
581-595-801.030	Professional Services - Audit	97	97	93	103	103	103	103
581-595-803.030	Administrative Services - PILOT	5,697	5,507	5,900	5,965	4,971	5,965	6,012
581-595-850.000	Communications - Land Line Phones	2,716	3,006	1,071	4,380	526	647	840
581-595-920.000	Utilities - Electric	2,065	2,218	2,657	2,880	1,935	2,634	3,000
581-595-931.000	Outside Services	3,427	5,024	5,982	3,800	3,416	4,516	17,200
581-595-935.001	Liability Insurance	3,296	3,981	4,104	4,514	5,118	3,571	5,886
581-595-940.000	Rentals - Equipment	957	2,061	166	800	2,521	2,521	900
581-595-948.000	Computer Services	78	314	226	300	39	39	300

581-595-955.000	Miscellaneous	15	0	0	0	0	0	0
581-595-963.000	Licenses - Airport Registration	50	50	50	50	50	50	50
581-595-968.000	Depreciation Expense	3,626	3,626	3,626	0	0	0	0
Totals for dept 595 - AIRPORT OPERATIONS		46,519	53,929	68,316	80,749	68,409	78,965	78,927
TOTAL APPROPRIATIONS		46,519	53,929	68,316	80,749	68,409	78,965	78,927
NET OF REVENUES/APPROPRIATIONS - FUND 581		7,863	1,297	954	634	(1,155)	1,139	(8,756)
Estimated Cash beginning of year:								<u>38,786</u>
Estimated Cash end of year:							38,786	<u><u>30,030</u></u>

Fund 590 - SEWER FUND
06/22/2023

2023-2024 Budget		19-20	20-21	21-22	22-23	22-23	22-23	2023-2024
NEW GL NUMBER	DESCRIPTION	ACTUAL AMOUNTS	ACTUAL AMOUNTS	ACTUAL AMOUNTS	AMENDED BUDGET	ACTUAL TO 04/30	PROJECTED TOTALS	REQUESTED BUDGET
ESTIMATED REVENUES								
Dept 004 - INTERGOVERNMENTAL REVENUE - FEDERAL								
590-000-504.000	Federal Grant	33,742	0	0	0	0	0	0
Totals for dept 004 - INTERGOVERNMENTAL REVENUE - FEDERAL		33,742	0	0	0	0	0	0
Dept 005 - INTEGOVERNMENTAL REVENUE - STATE								
590-000-545.000	State Grant	349,876	200,016	0	0	0	0	0
Totals for dept 005 - INTERGOVERNMENTAL REVENUE - STATE		349,876	200,016	0	0	0	0	0
Dept 007 - CHARGES FOR SERVICES								
590-000-629.010	Extra Strength Waste - Gun Plain Twp	1,014	1,649	2,158	2,708	(663)	(663)	304
590-000-629.020	Extra Strength Waste - Martin Village	3,733	2,053	1,140	1,115	637	764	360
590-000-629.030	Extra Strength Waste - Otsego Township	18,545	19,443	20,659	16,090	29,829	35,795	24,000
590-000-630.050	IPP - Administrative/Permit Fees	700	700	700	700	700	700	700
590-000-635.000	Utility Connection Charge - Inside City	7,500	2,500	2,500	0	0	0	0
590-000-637.000	Readiness to Serve (Capital) - City	204,005	198,977	208,425	211,304	180,048	216,058	221,834
590-000-637.010	Readiness to Serve (Capital) - Gun Plain	53,730	53,199	56,429	56,004	47,616	57,139	60,967
590-000-637.020	Readiness to Serve (Capital) - Martin VI	39,574	37,709	42,420	41,227	36,733	44,080	45,747
590-000-637.030	Readiness to Serve (Capital) - Otsego Tw	98,113	100,607	111,723	106,687	97,452	116,942	125,446
590-000-642.000	Metered Services (O&M) - City	459,963	447,867	468,985	475,074	404,805	485,766	502,971
590-000-642.010	Metered Services (O&M) - Gun Plain Twp	121,144	119,746	126,965	125,915	107,055	128,466	138,233
590-000-642.020	Metered Services (O&M) - Martin Village	91,459	88,000	97,899	96,267	84,459	101,351	106,478
590-000-642.030	Metered Services (O&M) - Otsego Township	221,214	226,458	251,378	239,865	219,102	262,922	284,427
590-000-644.000	IPP Billed - City	6,036	5,700	6,697	6,507	5,461	6,553	7,001
590-000-644.010	IPP Billed - Gun Plain Township	1,134	1,110	1,290	1,091	1,072	1,286	1,170
590-000-644.020	IPP Billed - Martin Village	617	358	360	162	300	360	124
590-000-644.030	IPP Billed - Otsego Township	4,408	4,339	5,493	4,654	4,473	5,368	4,809
590-000-658.000	Utility Billing Penalty Charges	10,176	9,953	10,690	10,000	11,961	14,353	11,700
Totals for dept 007 - CHARGES FOR SERVICES		1,343,065	1,320,368	1,415,911	1,395,370	1,231,040	1,477,241	1,536,271
Dept 009 - INTEREST AND RENTS								
590-000-665.000	Interest Earned - Investments	15,109	4,065	1,885	1,560	10,104	12,125	6,903
590-000-665.014	Interest - Interfund Loans	379	343	306	269	224	269	232
Totals for dept 009 - INTEREST AND RENTS		15,488	4,408	2,191	1,829	10,328	12,394	7,135

Dept 010 - **OTHER REVENUES**

590-000-673.020	Sale of Fixed Assets - Miscellaneous	0	0	0	0	0	0	0
590-000-684.000	Miscellaneous Revenue	8,441	12,990	14,550	0	69,149	76,385	0
590-000-692.003	Other Financing - Insurance Proceeds	18,553	0	2,132	0	0	0	0
590-000-696-005	Proceeds from Sale of Bonds	0	0	0	0	0	0	690,000
Totals for dept 010 - OTHER REVENUES		26,994	12,990	16,682	0	69,149	76,385	690,000

Dept 093 - **TRANSFERS FROM OTHER FUNDS**

590-000-699.203	Interfund Transfer In - Local Streets	0	0	0	3,730	3,108	3,730	3,767
Totals for dept 093 - TRANSFERS FROM OTHER FUNDS		0	0	0	3,730	3,108	3,730	3,767

TOTAL ESTIMATED REVENUES

1,769,165	1,537,782	1,434,784	1,400,929	1,313,625	1,569,749	2,237,173
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APPROPRIATIONS

Dept 540 - **PUMPING & TREATMENT**

590-540-703.000	Salaries/Wages - Full Time Employees	109,733	115,690	114,618	132,292	100,661	127,447	134,402
590-540-704.001	Wages - Part Time Employees	527	798	10,409	27,191	19,774	25,849	32,794
590-540-709.000	Payroll Tax - FICA/Medicare (Social Sec)	8,695	9,364	10,344	13,171	10,014	12,773	14,101
590-540-712.001	Medical Insurance Opt Out	2,628	2,616	2,775	6,420	4,744	6,454	6,525
590-540-713.001	Overtime Pay	10,179	12,980	12,549	13,300	10,097	12,550	16,414
590-540-716.000	Retirement Benefits	10,644	11,236	11,503	13,104	9,979	12,508	13,157
590-540-718.001	Health Insurance Premiums	14,986	16,758	18,771	17,941	14,757	17,569	17,617
590-540-718.013	Health Insurance - HSA - Employer Paid	6,784	6,005	6,168	6,336	4,276	5,304	5,598
590-540-723.001	Other Post Employment Benefits	1,336	232	2,986	2,510	2,091	2,234	2,195
590-540-723.075	OPEB GASB 75 Costs	10,015	16,943	(41,180)	0	0	0	0
590-540-723.076	Contributions to OPEB Trust	0	1,516	0	0	0	0	0
590-540-725.001	Life Insurance	67	67	67	72	60	72	70
590-540-725.010	Workers Comp Insurance	3,658	2,635	1,436	2,385	1,763	2,593	1,990
590-540-751.000	Office Supplies	0	19	50	0	287	287	300
590-540-752.000	Operating Supplies	38,359	44,995	47,438	49,600	50,506	65,506	115,000
590-540-754.000	Supplies - Safety	1,466	2,360	1,787	1,900	499	1,900	2,000
590-540-758.000	Diesel Fuel	0	0	0	0	1,160	1,160	1,200
590-540-767.000	Uniforms	388	325	617	461	968	1,250	3,535
590-540-775.000	Supplies - Repairs and maintenance	24,976	17,388	34,432	30,000	35,827	50,000	41,000
590-540-801.000	Engineering Services	242,476	89,725	45,970	1,200	0	0	3,000
590-540-850.000	Communications - Land Line Phones	360	362	360	360	299	359	360
590-540-850.001	Communications - Cell Phones	505	90	0	0	0	0	0
590-540-920.000	Utilities - Electric	92,748	93,493	95,327	99,540	72,902	95,586	97,000
590-540-921.000	Utilities - Natural Gas	12,463	19,619	27,120	23,573	35,366	40,000	30,000
590-540-922.000	Utilities - Water/Sewer	1,259	1,696	1,301	1,500	1,155	1,386	1,500
590-540-930.001	Repair & Maintenance - Land & Bldgs	52	211	1,003	1,100	1,966	1,966	2,000
590-540-931.000	Outside Services	97,518	79,507	68,494	132,641	174,929	200,000	95,000

590-540-934.000	Repairs & Maintenance - Biosolids Removal	21,177	19,024	18,289	21,926	23,201	23,201	25,000
590-540-940.000	Rentals - Equipment	248	38,195	15,961	11,970	7,874	11,174	12,484
590-540-960.000	Education & Training - Professional	1,815	70	71	600	906	906	2,000
590-540-968.000	Depreciation Expense	333,287	332,110	336,384	0	425	0	0
Totals for dept 540 - PUMPING & TREATMENT		1,048,349	936,029	845,050	611,093	586,486	720,034	676,242

Dept 546 - INDUSTRIAL PRE-TREATMENT

590-546-703.000	Salaries/Wages - Full Time Employees	6,193	3,812	3,622	6,275	3,263	4,489	4,544
590-546-709.000	Payroll Tax - FICA/Medicare (Social Sec)	439	319	264	488	254	350	339
590-546-712.001	Medical Insurance Opt Out	82	82	82	120	128	158	15
590-546-713.001	Overtime Pay	33	453	0	380	160	230	216
590-546-716.000	Retirement Benefits	604	366	347	612	315	433	439
590-546-718.001	Health Insurance Premiums	1,101	1,239	1,189	1,231	1,046	1,250	1,106
590-546-718.013	Health Insurance - HSA - Employer Paid	181	130	336	336	167	223	252
590-546-723.001	Other Post Employment Benefits	36	0	70	38	31	31	5
590-546-725.001	Life Insurance	3	3	3	3	3	4	2
590-546-725.010	Workers Comp Insurance	159	132	53	63	42	63	37
590-546-752.000	Operating Supplies	0	83	0	0	390	390	0
590-546-767.000	Uniforms	0	6	13	0	0	0	26
590-546-801.000	Engineering Services	2,551	620	1,948	4,800	4,661	5,661	2,000
590-546-801.013	Professional Services - Attorney	2,646	254	0	8,100	0	0	8,100
590-546-801.022	Professional Services - Samples & Tests	1,755	4,250	2,409	4,000	7,232	7,232	14,800
Totals for dept 546 - INDUSTRIAL PRE-TREATMENT		15,783	11,749	10,336	26,446	17,692	20,514	31,881

Dept 550 - COLLECTION

590-550-703.000	Salaries/Wages - Full Time Employees	27,930	21,774	24,990	21,608	23,060	27,405	30,652
590-550-704.001	Wages - Part Time Employees	569	429	542	281	1,080	1,146	1,746
590-550-709.000	Payroll Tax - FICA/Medicare (Social Sec)	2,263	1,724	2,005	1,907	1,994	2,387	2,773
590-550-712.001	Medical Insurance Opt Out	602	599	565	1,380	1,055	1,445	1,800
590-550-713.001	Overtime Pay	2,150	719	1,211	2,280	1,664	2,085	3,038
590-550-716.000	Retirement Benefits	2,732	2,145	2,297	2,089	2,254	2,661	2,989
590-550-718.001	Health Insurance Premiums	4,291	4,497	2,357	1,820	1,412	1,654	3,055
590-550-718.012	Health Insurance - FSA - Employer Paid	5	0	0	0	0	0	0
590-550-718.013	Health Insurance - HSA - Employer Paid	2,088	651	1,104	672	650	750	900
590-550-723.001	Other Post Employment Benefits	423	379	497	419	349	410	1,299
590-550-725.001	Life Insurance	18	15	16	11	9	11	16
590-550-725.010	Workers Comp Insurance	1,118	909	347	433	297	443	626
590-550-752.000	Operating Supplies	10,966	22,629	24,351	43,108	33,465	66,148	51,729
590-550-767.000	Uniforms	357	407	246	482	15	15	500
590-550-775.000	Supplies - Repairs and maintenance	268	3,271	537	500	758	1,000	1,000
590-550-801.000	Engineering Services	147,213	96,147	0	0	248	7,826	1,000
590-550-931.000	Repairs and Maintenance - Equipment	2,973	1,256	2,816	2,000	2,010	2,010	2,500
590-550-940.000	Rentals - Equipment	4,163	2,692	3,818	4,000	5,494	7,500	7,500

590-550-955.000	Miscellaneous	0	16,571	2,978	0	0	0	0
Totals for dept 550 - COLLECTION		210,129	176,814	70,677	82,990	75,814	124,896	113,123

Dept 560 - UTILITY ADMINISTRATION

590-560-703.000	Salaries/Wages - Full Time Employees	72,316	64,555	72,134	71,866	57,564	71,360	74,187
590-560-704.001	Wages - Part Time Employees	65	33	0	0	1,238	1,238	0
590-560-709.000	Payroll Tax - FICA/Medicare (Social Sec)	5,138	4,644	5,167	5,208	4,232	5,245	5,359
590-560-712.001	Medical Insurance Opt Out	424	422	422	930	659	892	930
590-560-716.000	Retirement Benefits	6,974	6,210	6,968	6,943	5,571	6,910	7,172
590-560-718.001	Health Insurance Premiums	11,648	13,018	13,880	15,155	12,848	15,377	16,586
590-560-718.012	Health Insurance - FSA - Employer Paid	13	0	0	0	0	0	0
590-560-718.013	Health Insurance - HSA - Employer Paid	4,490	4,158	3,696	3,696	2,709	3,325	3,696
590-560-725.001	Life Insurance	25	25	25	28	21	26	28
590-560-725.010	Workers Comp Insurance	1,296	1,044	543	626	419	628	615
590-560-751.000	Office Supplies	734	1,243	301	400	1,334	1,334	400
590-560-767.000	Uniforms	554	604	631	600	460	849	308
590-560-801.000	Engineering Services	1,268	233	2,450	0	0	0	0
590-560-801.013	Professional Services - Attorney	92	0	0	0	0	0	0
590-560-801.030	Professional Services - Audit	1,612	1,456	1,399	1,544	1,544	1,544	1,544
590-560-803.010	GIS Mapping Costs	2,020	306	257	1,200	540	4,366	2,000
590-560-803.030	Administrative Services - PILOT	248,821	250,432	252,486	250,983	209,153	250,983	254,569
590-560-850.000	Communications - Land Line Phones	658	667	663	720	966	1,237	1,200
590-560-850.000	Communications - Cell Phones	376	769	870	869	797	1,014	792
590-560-851.000	Postage	3,616	3,493	4,618	4,200	3,435	4,035	3,600
590-560-900.000	Printing and Publishing	0	0	730	0	0	0	0
590-560-931.000	Outside Services	732	1,570	722	840	710	860	960
590-560-935.001	Liability Insurance	10,280	11,881	12,896	14,375	17,141	17,141	19,712
590-560-948.000	Computer Services	4,066	18,437	2,757	3,000	1,745	2,778	3,000
590-560-955.000	Miscellaneous	6,412	5,695	6,937	0	1,297	0	0
590-560-955.997	UB Penalty Charges Waived	3,510	3,091	0	0	0	0	0
590-560-955.998	Credit Card Transaction Fees	1,089	0	0	0	0	0	0
590-560-955.999	Bank Service Charges	1,152	1,108	1,087	1,140	775	1,033	1,080
590-560-960.000	Education & Training - Professional	307	154	102	500	525	525	6,500
590-560-962.000	Memberships & Dues	217	217	220	300	924	924	950
590-560-963.001	Permits - DPW/WR	0	0	260	7,800	6,463	7,760	7,735
Totals for dept 560 - UTILITY ADMINISTRATION		389,905	395,465	392,221	392,923	333,070	401,384	412,923

Dept 900 - CAPITAL OUTLAY

590-900-801.000	Engineering Services	0	0	0	0	38,093	130,973	0
590-900-971.000	Capital Purchase	(6,952)	(82)	0	328,056	300,252	363,876	165,130
590-900-972.000	Capital Contract Services	0	0	0	0	0	0	970,000
Totals for dept 900 - CAPITAL OUTLAY		(6,952)	(82)	0	328,056	338,345	494,849	1,135,130

Dept 905 - **DEBT SERVICE**

590-905-991.012	Principal Payment - SRF Bond	0	0	0	125,000	125,000	125,000	130,000
590-905-992.000	Interest SRF	50,868	50,868	44,775	42,289	42,431	42,431	39,101
Totals for dept 905 - DEBT SERVICE		50,868	50,868	44,775	167,289	167,431	167,431	169,101

Dept 965 - **TRANSFERS TO OTHER FUNDS**

590-965-995.591	Interfund Transfer Out - Water Fund	20,000	0	0	0	0	0	0
Totals for dept 965 - TRANSFERS TO OTHER FUNDS		20,000	0	0	0	0	0	0

TOTAL APPROPRIATIONS	1,728,082	1,570,843	1,363,059	1,608,797	1,518,838	1,929,108	2,538,400
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NET OF REVENUES/APPROPRIATIONS - FUND 590	41,083	(33,061)	71,725	(207,868)	(205,213)	(359,359)	(301,227)
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Estimated Cash beginning of year:							<u>697,608</u>
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Estimated Cash end of year:						697,608	<u><u>396,381</u></u>
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Fund 591 - WATER FUND

06/22/2023

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

ESTIMATED REVENUES

Dept 000-OPERATIONS

591-000-504.000	Federal Grant	110,927	0	0	0	0	0	
591-000-539.000	State Grant	4,125	0	27,044	212,050	191,313	212,050	
591-000-635.010	Utility Connection Charge - Inside	6,620	6,825	5,555	0	4,898	10,498	
591-000-635.010	Utility Connection Charge - Outside	0	0	3,310	0	0	0	
591-000-637.000	Ready to Service Charge - City	183,425	189,280	194,899	206,554	167,458	200,950	
591-000-637.010	Ready to Service Charge - Gun Plain	19,361	20,628	21,748	22,578	18,500	22,200	
591-000-642.000	Metered Services (O & M) - City	249,347	265,923	255,092	272,267	289,293	347,152	
591-000-642.010	Metered Services (O & M) - Gun Plain Twp	25,563	31,737	28,252	32,615	25,296	30,355	
591-000-651.000	Use Fees - Water Turn-Ons	4,226	1,048	1,574	1,200	1,124	1,652	
591-000-658.000	Utility Billing Penalty Charges	6,077	5,959	6,826	6,000	7,400	8,880	
591-000-665.000	Interest Inc-Investments	565	326	467	500	641	769	
591-000-665.014	Interest - Interfund Loans	184	158	133	107	89	107	
591-000-667.000	Rents - Water Tower	16,652	14,545	12,322	12,000	11,000	12,000	
591-000-676.590	Inter-fund loan from Sewer	20,000	0	0	0	0	0	
591-000-688.000	Miscellaneous Revenue	939	1,765	10,645	500	651	651	
591-000-692.001	Other Financing Source - Workers Com	1,514	27,761	0	0	0	0	
591-000-696.005	Proceeds from Sale of Bonds	0	0	0	0	0	2,340,000	
591-000-699.202	Interfund Transfer In - Major Streets	0	0	0	2,627	2,189	2,627	
591-000-699.285	Interfund Transfer In - ARPA Stimulus	0	0	0	388,591	0	0	
Totals for dept 000-OPERATIONS		649,525	565,955	567,867	1,157,589	719,852	849,891	3,477,190

TOTAL ESTIMATED REVENUES

649,525	565,955	567,867	1,157,589	719,852	849,891	3,477,190
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APPROPRIATIONS

Dept 540-PUMPING & TREATMENT

591-540-703.000	Full Time Wages	34,627	31,579	32,704	29,896	25,656	31,623	48,451
591-540-704.001	Part Time Wages	1,149	617	1,299	414	1,066	1,243	3,601
591-540-709.000	Social Security (FICA)	2,908	2,720	3,175	2,793	2,279	2,862	4,576

591-540-712.001	Med Insurance Buyouts	247	245	587	1,440	1,505	2,015	2,085
591-540-713.001	Overtime Wages-Extra Time	3,782	5,072	4,375	6,080	3,061	4,182	8,022
591-540-716.000	Retirement Benefits	3,457	3,095	3,396	2,813	2,474	3,028	4,729
591-540-718.001	Health Insurance	4,273	4,562	4,212	3,850	2,610	3,053	7,247
591-540-718.012	FSA - Employer Paid	1	0	0	0	0	0	0
591-540-718.013	HSA - Employer Paid	1,553	1,294	2,064	1,440	1,247	1,447	2,148
591-540-723.001	Other Post Employee Benefits	243	220	398	1,082	902	1,106	3,585
591-540-723.075	OPEB GASB 75 Costs	7,201	11,654	(28,843)	0	0	0	0
591-540-725.001	Life Insurance	17	13	14	15	15	18	26
591-540-725.010	Workers Comp Insurance	1,098	917	662	821	562	841	1,137
591-540-752.000	Operating Supplies	4,699	4,822	5,383	5,200	4,414	5,200	6,600
591-540-767.000	Uniforms	71	176	182	240	19	19	1,023
591-540-775.000	Rep & Maint Supplies	2,365	1,244	3,679	2,400	11,098	13,177	3,600
591-540-801.000	Prof Services - Engineering	5,191	5,650	24,332	38,482	17,044	34,014	6,000
591-540-801.050	Prof Serv-WA Well/Pump Mt	1,600	1,600	36,364	1,600	11,737	12,140	1,600
591-540-920.000	Utilities - Electric	23,621	20,773	25,638	28,800	20,763	27,585	30,000
591-540-921.000	Utilities - Natural Gas	708	874	1,496	1,600	1,225	1,464	1,700
591-540-930.001	Rep & Maint-Building	423	383	0	0	0	0	0
591-540-931.000	Outside Services	25,973	11,679	6,793	6,000	23,984	25,024	12,000
591-540-940.000	Equipment Rental	7,117	13,187	11,745	13,200	10,383	14,960	18,000
591-540-955.000	Miscellaneous	0	0	2,340	1,340	917	917	0
591-540-960.000	Education & Training - Professional Ed	955	0	1,662	1,100	1,709	1,709	1,800
591-540-963.001	Permits - DPW/WR	0	0	0	0	1,522	1,522	1,600
591-540-968.000	Depreciation Expense	136,107	102,280	102,337	0	0	0	0
Totals for dept 540-PUMPING & TREATMENT		269,386	224,656	245,994	150,606	146,192	189,149	169,530

Dept 545-DISTRIBUTION

591-545-703.000	Full Time Wages	34,182	29,429	25,927	31,381	24,573	30,531	33,303
591-545-704.001	Part Time Wages	1,550	1,234	1,243	562	1,855	1,987	2,531
591-545-709.000	Social Security (FICA)	2,702	2,337	2,121	2,660	2,257	2,785	2,926
591-545-712.001	Med Insurance Buyouts	507	504	641	1,620	1,468	1,993	1,965
591-545-713.001	Overtime Wages-Extra Time	1,448	1,099	998	2,280	2,674	3,095	1,555
591-545-716.000	Retirement Benefits	3,249	2,687	2,104	2,731	2,250	2,787	3,249
591-545-718.001	Health Insurance	5,316	5,663	3,640	3,111	2,143	2,503	3,435
591-545-718.012	FSA - Employer Paid	5	0	0	0	0	0	0
591-545-718.013	HSA - Employer Paid	1,029	922	1,776	1,152	811	971	978
591-545-723.001	Other Post Employee Benefits	510	514	582	866	722	885	1,571
591-545-725.001	Life Insurance	20	17	18	14	12	15	17
591-545-725.010	Workers Comp Insurance	1,374	1,047	562	691	472	702	751

591-545-752.000	Operating Supplies	13	517	1,268	800	6,429	6,429	2,400
591-545-767.000	Uniforms	91	391	186	384	744	744	599
591-545-775.000	Rep & Maint Supplies	11,098	7,837	30,078	8,000	13,630	15,987	16,000
591-545-801.000	Prof Services - Engineering	0	0	27,159	25,215	7,144	25,444	3,000
591-545-920.000	Utilities	2,205	1,987	1,509	1,929	721	927	1,200
591-545-931.000	Outside Services	3,129	22,512	6,051	5,800	7,173	8,773	6,000
591-545-940.000	Equipment Rental	5,749	3,292	7,968	7,000	9,163	12,000	12,000
Totals for dept 545-DISTRIBUTION		74,177	81,989	113,831	96,196	84,241	118,558	93,480

Dept 560-UTILITY ADMINISTRATION

591-560-703.000	Full Time Wages	12,349	15,135	11,738	11,548	9,389	11,659	12,216
591-560-704.001	Part Time Wages	65	17	0	0	0	0	0
591-560-709.000	Social Security (FICA)	981	1,161	927	982	769	967	1,033
591-560-712.001	Med Insurance Buyouts	602	599	599	1,320	935	1,265	1,320
591-560-713.001	Overtime Wages-Extra Time	110	0	0	0	0	0	0
591-560-716.000	Retirement Benefits	1,200	1,495	1,149	1,137	926	1,150	1,199
591-560-718.001	Health Insurance	212	217	148	125	111	132	128
591-560-718.012	FSA - Employer Paid	18	0	0	0	0	0	0
591-560-718.013	HSA - Employer Paid	8	0	24	0	0	0	0
591-560-725.001	Life Insurance	2	2	2	7	1	2	7
591-560-725.010	Workers Comp Insurance	303	130	89	116	81	120	116
591-560-751.000	Office Supplies	285	53	117	200	967	967	500
591-560-767.000	Uniforms	152	114	158	228	484	484	500
591-560-801.000	Prof Services - Engineering	1,900	0	7,729	14,271	4,023	9,643	3,000
591-560-801.013	Prof Services/Attorney	1,093	899	0	0	0	0	0
591-560-801.030	Profess Service-Audit	1,269	1,165	1,120	1,235	1,235	1,235	1,235
591-560-803.010	GIS Mapping Costs	1,307	198	166	1,200	271	271	1,200
591-560-803.030	PILOT (Pmt in Lieu of Taxes)	134,784	131,375	137,687	142,209	118,508	142,209	143,553
591-560-850.001	Communications - Cell Phones	661	635	1,999	2,184	1,232	1,858	2,400
591-560-851.000	Postage	3,613	3,490	4,105	4,200	3,435	3,735	3,600
591-560-900.000	Printing & Publishing	0	211	62	60	86	172	200
591-560-931.000	Rep & Maint Outside Servi	0	858	0	250	0	0	0
591-560-935.001	Liability Insurance	5,044	5,830	6,328	7,054	5,578	5,578	6,415
591-560-948.000	Computer Services	2,136	1,801	2,101	2,300	861	1,894	2,000
591-560-955.997	UB Penalty Charges Waived	1,577	2,100	0	0	0	0	0
591-560-955.998	Credit Card Transaction Fees	384	0	0	0	0	0	0
591-560-955.999	Bank Service Charges	448	401	419	432	314	419	480
591-560-960.000	Education & Training	570	0	670	700	95	95	700
591-560-962.000	Association Memberships	1,145	1,085	1,116	1,200	1,841	1,841	2,000

Totals for dept 560-UTILITY ADMINISTRATION	172,218	168,971	178,453	192,958	151,142	185,696	183,802
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Dept 908-DEBT SERVICE

591-905-991.001	Principal Payment- DWRF Loan	0	0	0	0	0	0	0
591-905-993.001	Interest Payment- DWRF Loan	563	0	0	0	0	0	0
Totals for dept 908-DEBT SERVICE		563	0	0	0	0	0	0

Dept 970-CAPITAL OUTLAY

591-900-801.000	Professional Services - Engineering	0	0	2,712	10,787	33,638	50,448	59,040
591-900-971.000	Capital Purchase	6,952	(104)	0	704,044	147,225	147,225	465,985
591-900-972.000	Contracted Services	0	0	0	212,050	193,586	193,586	2,340,000
Totals for dept 970-CAPITAL OUTLAY		6,952	(104)	2,712	926,881	374,449	391,259	2,865,025

TOTAL APPROPRIATIONS	523,296	475,512	540,990	1,366,641	756,024	884,662	3,311,837
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NET OF REVENUES/APPROPRIATIONS - FUND 591	126,229	90,443	26,877	(209,052)	(36,172)	(34,771)	165,354
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Estimated Cash beginning of year:							251,335
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Estimated Cash end of year:							251,335	416,688
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Fund 661 - EQUIPMENT FUND
06/22/2023

2023-2024 Budget		19-20	20-21	21-22	22-23	22-23	22-23	2023-2024
		ACTUAL	ACTUAL	ACTUAL	AMENDED	ACTUAL	PROJECTED	REQUESTED
NEW GL NUMBER	DESCRIPTION	AMOUNTS	AMOUNTS	AMOUNTS	BUDGET	TO 04/30	TOTALS	BUDGET
ESTIMATED REVENUES								
Dept 000-OPERATIONS								
661-000-628.001	Equipment Rental - General Fund	116,987	115,870	120,867	127,819	86,649	121,906	127,340
661-000-628.202	Equipment Rental/Major	23,137	22,769	29,834	27,900	20,055	45,706	27,000
661-000-628.203	Equipment Rental/Local	16,269	22,335	20,424	27,375	38,234	42,941	26,300
661-000-628.230	Equip Rental-Solid Waste	34,450	33,322	29,407	32,000	31,118	37,118	36,000
661-000-628.243	Equipment Rental - BRA	1,173	1,814	3,464	3,600	4,686	5,500	3,600
661-000-628.247	Equipment Rental/TIFA	2,444	1,262	842	1,500	636	1,500	1,500
661-000-628.581	Equipment Rental-Airport	957	2,061	166	800	2,521	2,521	900
661-000-628.590	Equipment Rental/Sewer	4,412	40,887	19,779	15,970	13,368	18,674	19,984
661-000-628.591	Equipment Rental/Water	12,866	16,480	19,713	20,200	19,545	26,960	30,000
661-000-665.000	Interest Inc-Investments	3,139	995	109	36	283	340	0
661-000-673.010	Rev-Sale Fixed Assets-Equ	0	6,330	30,520	5,000	3,126	3,126	0
661-000-684.000	Revenue-Miscellaneous	104	0	974	0	376	376	0
661-000-692.002	OFS - Liability Claim Reimbursment	26,319	1,388	20,152	0	0	0	0
Totals for dept 000-OPERATIONS		242,257	265,513	296,251	262,200	220,597	306,668	272,624
TOTAL ESTIMATED REVENUES		242,257	265,513	296,251	262,200	220,597	306,668	272,624

APPROPRIATIONS

Dept 000-OPERATIONS

661-596-703.000	Salaries/Wages - Full Time Employ	33,199	41,458	41,030	49,325	33,670	43,667	39,616
661-596-704.001	Wages - Part Time Employees	2,138	2,153	3,837	1,257	2,641	3,016	3,335
661-596-704.005	Wages - Part Time Seasonal Employ	52	0	0	0	0	0	0
661-596-709.000	Social Security (FICA)	2,604	3,270	3,491	3,960	2,949	3,797	3,505
661-596-712.001	Med Insurance Buyouts	807	804	1,164	2,910	2,582	3,505	3,060
661-596-713.000	Overtime Wages-Extra Time	0	19	99	0	84	84	272
661-596-716.000	Retirement Benefits	3,135	4,113	3,925	4,875	3,306	4,263	3,854
661-596-718.001	Health Insurance	2,348	2,503	4,534	5,047	3,171	3,755	1,507
661-596-718.012	FSA - Employer Paid	7	0	0	0	0	0	0
661-596-718.013	HSA - Employer Paid	1,690	169	1,584	1,872	218	478	348
661-596-723.001	Other Post Employee Benefits	167	179	305	1,407	1,172	1,437	343
661-596-725.001	Life Insurance	12	12	12	25	19	23	19
661-596-725.010	Workers Comp Insurance	935	765	913	1,124	768	1,155	888
661-596-752.000	Operating Supplies	2,834	3,845	7,513	3,000	1,809	2,400	3,000
661-596-758.000	Diesel Fuel	8,501	9,150	14,394	28,717	15,932	20,862	22,000
661-596-759.000	Gasoline	15,400	16,498	28,181	45,815	24,837	31,754	32,500
661-596-767.000	Uniforms	122	98	281	171	357	357	565
661-596-775.000	Rep & Maint Supplies	20,355	24,414	30,415	20,000	29,217	35,060	24,000
661-596-775.010	Supplies-Police Cruisers	74	358	152	400	21	21	400
661-596-801.030	Profess Service-Audit	485	485	466	515	515	515	515
661-596-803.030	PILOT (Pmt in Lieu of Taxes)	24,263	24,590	25,900	26,641	22,201	26,641	25,660
661-596-850.001	Communications - Cell Phones	78	82	81	84	75	75	0
661-596-931.000	Outside Services	8,380	30,070	30,095	22,000	53,822	62,106	24,000
661-596-932.000	Services-Police Cruisers	23,052	15,148	14,968	14,000	16,109	16,959	14,000
661-596-935.001	Liability Insurance	10,057	11,624	12,617	14,065	14,816	14,816	17,038
661-596-940.001	Equipment Rental - Outside Rentals	0	0	1,080	0	0	0	0
661-596-948.000	Computer Services	384	333	85	200	107	107	200
661-596-960.000	Education & Training	100	0	7,705	2,700	0	0	2,700
661-596-968.000	Depreciation Expense	53,135	58,555	81,026	0	0	0	0
Totals for dept 596 - TRANSPORTATION		214,314	250,695	315,853	250,110	230,398	276,853	223,325

Dept 970-CAPITAL OUTLAY

661-900-971.000	Capital Purchase	1,742	0	0	47,777	46,397	46,397	50,000
Totals for dept 970-CAPITAL OUTLAY		1,742	0	0	47,777	46,397	46,397	50,000

TOTAL APPROPRIATIONS

216,056	250,695	315,853	297,887	276,795	323,250	273,325
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Fund 662 - OTHER POST EMPLOYMENT BENEFIT FUND

05/02/2023

2023-2024 Budget		19-20	20-21	21-22	22-23	22-23	22-23	2023-2024
		ACTUAL	ACTUAL	ACTUAL	AMENDED	ACTUAL	PROJECTED	REQUESTED
NEW GL NUMBER	DESCRIPTION	AMOUNTS	AMOUNTS	AMOUNTS	BUDGET	TO 04/30	TOTALS	BUDGET
ESTIMATED REVENUES								
Dept 000-OPERATIONS								
662-000-614.101	Post Employ Benefits - General Fund	14,783	22,792	25,641	39,738	34,077	39,738	44,547
662-000-614.202	Post Employ Benefits - Major	1,181	1,225	1,260	1,339	1,116	1,339	1,238
662-000-614.203	Post Employ Benefits - Local	762	823	839	926	772	926	1,163
662-000-614.230	Post Employ Benefits - S. Waste	1,372	1,423	1,476	1,457	1,214	1,457	1,163
662-000-614.243	Post Employ Benefits - BRA	297	313	283	123	103	123	51
662-000-614.247	Post Employ Benefits - TIFA	6	19	30	0	0	0	0
662-000-614.248	Post Employ Benefits - DDA	0	0	9	79	66	79	0
662-000-614.581	Post Employ Benefits - Airport	10	12	19	108	90	108	51
662-000-614.590	Post Employ Benefits - Sewer	1,796	610	3,553	2,966	2,472	2,966	3,102
662-000-614.591	Post Employ Benefits - Water	753	734	979	1,948	1,623	1,948	1,760
662-000-614.661	Post Employ Benefits - Equipment	167	179	305	1,407	1,172	1,407	960
662-000-664.020	Interest Inc-Investments	1,075	314	122	150	309	371	200
Totals for dept 000-OPERATIONS		22,202	28,444	34,516	50,241	43,014	50,462	54,235
TOTAL ESTIMATED REVENUES		22,202	28,444	34,516	50,241	43,014	50,462	54,235
APPROPRIATIONS								
Dept 000-OPERATIONS								
662-200-723.075	OPEB GASB 75 Costs	0	0	6,573	15,528	15,528	15,528	13,364
662-200-724.001	Sick Pay	4,229	0	6,284	3,607	3,215	3,215	4,927
662-200-801.030	Professional Services - Audit	0	4,200	1,400	4,400	4,400	4,400	4,400
662-200-874.000	Post Employment - Health Care	12,116	16,170	22,232	30,957	19,678	22,488	35,743
Totals for dept 000-OPERATIONS		16,345	20,370	36,489	54,492	42,821	45,631	58,434
TOTAL APPROPRIATIONS		16,345	20,370	36,489	54,492	42,821	45,631	58,434
NET OF REVENUES/APPROPRIATIONS - FUND 662		5,857	8,074	(1,973)	(4,251)	193	4,831	(4,199)
Estimated Cash beginning of year:							90,143	94,781

Estimated Cash **end of year:**



94,781

90,582

Resolution 2023-22
City of Plainwell
General Appropriations Act
Fiscal Year 2023-2024

WHEREAS, Public Act 621 of 1978 mandates a provision for expenditures of appropriations and disposition of revenues, and

WHEREAS, it is necessary to provide for a tax levy to fund the various appropriations, and

WHEREAS, it is necessary to provide for the implementation, operation and periodic amendment of this act,

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Plainwell having reviewed the proposed budget document finds that the total revenues and transfers necessary for operation of the General Fund in fiscal year 2023/2024 are as follows:

Property Taxes.....	\$1,314,582
License and Permits.....	\$67,300
Intergovernmental Revenue – Federal.....	\$137,381
Intergovernmental Revenue – State	\$531,290
Charges for Services	\$431,644
Fines and Fees.....	\$3,000
Interest and Rents	\$7,340
Other Revenue.....	\$2,200
Other Financing Sources.....	\$500,000
Transfers from Other Funds	<u>\$40,536</u>
TOTAL:	\$3,035,273

BE IT FURTHER RESOLVED THAT the City Council having reviewed the proposed budget hereby establishes Budget Control Activities and appropriates in the amount and for the purposes set forth as follows:

Legislative	\$23,495
Administrative	\$446,080
Assessor/Board of Review	\$22,583
Elections	\$40,200
Buildings & Grounds.....	\$259,404
Public Safety / Police.....	\$1,270,799
Public Safety / Fire	\$191,929
Street Lighting	\$42,000
Health & Safety - Ambulance.....	\$9,992
Planning/Community Development.....	\$45,560
Parks	\$164,645
Flowers/Beautification.....	\$38,686
Special Events	\$9,439
Capital Outlay	\$195,158
Debt Service	\$45,039
Transfers to Other Funds	<u>\$15,000</u>
TOTAL:	\$2,820,009

BE IT FURTHER RESOLVED THAT the City Council, having reviewed the above revenues and expenditures and being advised that the City Assessor has certified the taxable value of all real and personal property in the City to be **103,312,094** and the value of the property subject to the Industrial and Commercial Facilities tax to be **2,541,109**, hereby directs that the tax levy for 2023/2024 be set at **15.5890** which includes 14.2890 mills of the city's total authorized amount of 16.0000 mills for general operations and 1.3000 mills of the city's total authorized amount of 3.0000 mills for solid waste removal and further directs that the Treasurer prepare a tax roll and levy said taxes to be due and payable on July 1, 2023 for the purposes as shown in the proposed budget document.

BE IT FURTHER RESOLVED THAT no member of the City Council or employees of the City shall expend any funds or obligate the expenditure of any funds except pursuant to the appropriations act adopted by the City Council. Changes in the amount of any appropriation shall require approval of the City Council.

BE IT FURTHER RESOLVED THAT the City Manager is charged with the supervision and execution of the budget adopted under this general appropriations act and shall be responsible for the performance of the programs within the amounts appropriated by the City Council unless such amounts appropriated are amended.

BE IT FURTHER RESOLVED THAT this resolution is effective July 1, 2023.

This resolution is hereby adopted on this 26th day of June 2023 by the City Council of the City of Plainwell with the following YES and NO vote:

YES:
NO:
ABSENT:

ATTEST:

CITY OF PLAINWELL:

Ginger J. Leonard, City Clerk

Bradley Keeler, Mayor

CERTIFICATION:

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Plainwell City Council, County of Allegan, State of Michigan, at a meeting held on June 27, 2026, the original of which is on file in the City Clerk's office and available to the public. Public notice of said meeting was given pursuant to and in compliance with the Open Meetings Act, Act No. 267 of the Public Acts of Michigan of 1976 including in the case of a special or rescheduled meeting, notice by posting at least eight (18) hours prior to the time set for said meeting.

Ginger J. Leonard, City Clerk

Resolution 2023-23
City of Plainwell
Special and Operating Funds Appropriations Act
Fiscal Year 2023-2024

WHEREAS, it is necessary to provide for the expenditure of appropriations and the disposition of revenues, and

WHEREAS, it is necessary to provide for tax levies and other charges to fund the various appropriations;

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

That the City Council of the City of Plainwell having reviewed the proposed revenues, expenditures and unappropriated fund balances of the various special and operating funds hereby establishes Budget Control Activities and appropriates in the amounts and for the purposes set forth as follows:

Major Street Fund.....	\$373,556
Local Street Fund	\$516,231
Solid Waste Fund	\$224,256
Brownfield Redevelopment Authority Fund.....	\$129,201
Tax Increment Finance Authority.....	\$74,863
Downtown Development Authority Fund.....	\$40,843
American Rescue Plan Act Stimulus Fund.....	\$415,469
Revolving Loan Fund	\$10,000
Capital Improvement Fund	\$116,423
Fire Reserve Fund	\$97,995
Airport Fund.....	\$78,927
Sewer Fund	\$2,538,400
Water Fund	\$3,311,837
Motor Pool Fund	\$273,325
Other Post Employment Benefit Fund.....	\$58,434

BE IT FURTHER RESOLVED THAT no member of the City Council or employee of the City shall expend any funds or obligate the expenditure of any funds except pursuant to the special and operating funds appropriations act adopted by the City Council. Changes in the amount of any appropriations shall require Council approval.

BE IT FURTHER RESOLVED THAT the City Manager is charged with the supervision of the budget adopted under the special and operating funds appropriations act and shall be responsible for the performance of the programs within the amounts appropriated by the City Council unless so amended.

BE IT FURTHER RESOLVED THAT this resolution is effective **July 1, 2023**.

This resolution is hereby adopted on this 26th day of June 2023 by the City Council of the City of Plainwell with the following YES and NO vote:

YES:

NO:

ABSENT:

ATTEST: CITY OF PLAINWELL:

Ginger J. Leonard, City Clerk

Bradley Keeler, Mayor

CERTIFICATION:

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Plainwell City Council, Allegan County, State of Michigan, at a meeting held on June 26, 2023, the original of which is on file in the City Clerk's office and available to the public. Public notice of said meeting was given pursuant to and in compliance with the Open Meetings Act, Act No. 267 of the Public Acts of Michigan of 1976, including in the case of a special or rescheduled meeting, notice by posting at least eighteen (18) hours prior to the time set for said meeting.

Ginger J. Leonard, City Clerk



“The Island City”

MEMORANDUM

211 N. Main Street
Plainwell, Michigan 49080
Phone: 269-685-6821
Fax: 269-685-7282

TO: Justin Lakamper, City Manager
FROM: Brian Kelley, Finance Director/Treasurer
DATE: June 20, 2023
SUBJECT: Summary Purchase Order Approval Fiscal Year 2024

ACTION RECOMMENDED: The City Council should approve a listing of confirming and blanket purchase orders for Fiscal Year 2024.

The City routinely performs recurring and regular purchases from existing vendors for products and services. The Purchasing Policy requires purchase orders for all purchases over \$1,000, and Council Approval for specific purchases over \$5,000.00.

Several purchases are made under contracts previously approved by Council. Other purchases are made from sole-source providers for specialized equipment, or from preferred vendors known to be inside the city limits, or offering the best prices.

Enclosed for Council’s consideration is a listing of known purchase orders for these purchases from contracted, sole-source or preferred vendors for purchases in the upcoming budget year. Included in the listing are several blanket purchase orders for estimated annual costs to a preferred vendor; for the blanket purchase orders, any purchase over \$5,500 would still need Council approval.

Approving the request for purchase order approvals will ensure efficient acquisition of goods and services needed for city operations, as well as enhancing compliance with requirements for purchase orders over \$1,000. These amounts are already included in the budget considered by Council on June 26, 2023.

CITY OF PLAINWELL
PURCHASE ORDERS FOR FISCAL 2024
As of July 1, 2023

Reg Number	Vendor Name	PO Type	Description	Funding Source	Amount
000001790	MICHIGAN MUNICIPAL LEAGUE LIA & PRO	Regular	GENERAL LIABILITY INSURANCE - FISCAL 2023/2024	All Funds	88,688.00
000001791	MML WORKERS COMP FUND	Regular	WORKERS COMP INSURANCE FOR 2023/2024	All Funds	26,172.76
000001792	RENEWED EARTH INC	Confirming	MONTHLY LEAF AND BRUSH REMOVAL PER CONTRACT FY2024	Solid Waste	15,000.00
000001793	ARROW ENERGY INC	Blanket	AIRPORT FUEL PURCHASES FYE 06/30/2024	Airport	38,500.28
000001796	RIDDERMAN & SONS OIL CO INC	Blanket	GASOLINE & DIESEL FUEL PURCHASES FYE 06/30/2024	Motor Pool	35,000.00
000001797	FUEL MANAGEMENT SYSTEM/PACIFIC PRID	Blanket	PUBLIC SAFETY FUEL PURCHASES FYE 06/30/2024	Motor Pool	21,150.00
000001798	GHD SERVICES INC	Blanket	2023/2024 COMMON AREA/CITY HALL UTILITIES/MAINTENANCE	General Fund	25,837.20
000001799	STATE OF MICHIGAN	Regular	NDPES ANNUAL PERMIT FEE, 2024	Water Renewal	5,600.00
000001800	STATE OF MICHIGAN	Regular	BIOSOLIDS LAND APP FEE 2024	Water Renewal	2,000.00
000001801	BS&A SOFTWARE	Blanket	2023/2024 SOFTWARE SUPPORT	All Funds	11,644.00
000001802	WYOMING ASPHALT PAVING INC.	Blanket	ASPHALT PURCHASES FOR SMALL PAVING PROJECTS FY2024	Major/Local Streets	12,000.00
000001803	L.L. JOHNS & ASSOCIATES INC	Confirming	2023/2024 AIRPORT LIABILITY INSURANCE	Airport	5,733.90
000001804	PLAINWELL REDI MIX - COSGROVE ENTER	Blanket	CONCRETE PURCHASES FY2024	Major/Local Streets	11,840.00
000001805	DAN'S TREE SERVICE	Blanket	TREE REMOVALS FY2024	General/Major/Local	8,000.00
000001806	CITY OF ALLEGAN	Blanket	WATER TESTING SERVICES FISCAL YEAR 2024	Water Fund	2,000.00
000001807	NORTH CENTRAL NCL OF WISCONSIN	Blanket	VARIOUS LAB SUPPLIES FOR TESTING FISCAL 2024	Water Renewal	7,000.00
000001808	BORGESS FOUNDATION	Confirming	2023/2024 AMBULANCE SERVICE AGREEMENT	General Fund	9,992.00
000001809	SIEGFRIED CRANDALL PC	Regular	AUDIT SREVICES FOR JUNE 30, 2023	All Funds	10,700.00
000001810	REPUBLIC SERVICES (RECYCLE)	Confirming	MONTHLY RECYCLING SERVICES FISCAL YEAR 2023/2024 PER CONTRACT	Solid Waste	55,577.85
000001811	REPUBLIC SERVICES (RECYCLE)	Confirming	CONTRACTED BULK TRASH PICKUPS FOR FISCAL YEAR 2024 - YEAR 2 OF 5	Solid Waste	29,506.82
000001812	DETROIT SALT COMPANY	Blanket	100 TONS OF EARLY ROAD SALT 2023-2024 FY	Major/Local Streets	6,033.00
000001813	COMPASS MINERALS	Regular	150 TONS OF SEASONAL SALT 2023/2024	Major/Local Streets	10,153.50
					<u>438,129.31</u>

Purchase Requisition

06/23/2023
02:11 PM

Purchase Requisition No 000001790

Requested Date 07/01/2023
Required Date
Requested By BRIAN KELLEY

Department 200

Preferred Vendor 002670
MICHIGAN MUNICIPAL LEAGUE LIA & PRC
Address LIABILITY & PROPERTY POOL
PO BOX 972067
YPSILANTI, MI 48197-0835

Req. Description GENERAL LIABILITY INSURANCE - FISCAL 2023/2024

Qty.	Description	GL Number 1	Unit Price	Amount
1	LIABILITY INSURANCE	101-101-935.001	82.00	82.00
1	LIABILITY INSURANCE	101-262-935.001	90.00	90.00
1	LIABILITY INSURANCE	101-200-935.001	3,603.00	3,603.00
1	LIABILITY INSURANCE	101-265-935.001	4,424.00	4,424.00
1	LIABILITY INSURANCE	101-301-935.001	21,322.00	21,322.00
1	LIABILITY INSURANCE	101-336-935.001	4,179.00	4,179.00
1	LIABILITY INSURANCE	101-751-935.001	2,880.00	2,880.00
1	LIABILITY INSURANCE	101-774-935.001	260.00	260.00
1	LIABILITY INSURANCE	101-775-935.001	52.00	52.00
1	LIABILITY INSURANCE	101-701-935.001	120.00	120.00
1	LIABILITY INSURANCE	202-463-935.001	444.00	444.00
1	LIABILITY INSURANCE	203-463-935.001	323.00	323.00
1	LIABILITY INSURANCE	230-529-935.001	415.00	415.00
1	LIABILITY INSURANCE	243-443-935.001	6,958.00	6,958.00
1	LIABILITY INSURANCE	247-443-935.001	146.00	146.00
1	LIABILITY INSURANCE	248-443-935.001	225.00	225.00
1	LIABILITY INSURANCE	590-560-935.001	19,712.00	19,712.00
1	LIABILITY INSURANCE	591-560-935.001	6,415.00	6,415.00
1	LIABILITY INSURANCE	661-596-935.001	17,038.00	17,038.00
			Total:	88,688.00

Purchase Requisition

06/23/2023
02:11 PM

Purchase Requisition No 000001791

Requested Date 07/01/2023
Required Date
Requested By BRIAN KELLEY

Department 200

Preferred Vendor 000070
MML WORKERS COMP FUND
Address P.O. BOX 972081
YPSILANTI, MI 48197-0835

Req. Description WORKERS COMP INSURANCE FOR 2023/2024

Qty.	Description	GL Number 1	Unit Price	Amount
1	WORKERS COMP 2022/2023	101-101-725.010	33.34	33.34
1	WORKERS COMP 2022/2023	101-200-725.010	553.71	553.71
1	WORKERS COMP 2022/2023	101-257-725.010	6.60	6.60
1	WORKERS COMP 2022/2023	101-262-725.010	36.64	36.64
1	WORKERS COMP 2022/2023	101-265-725.010	1,116.31	1,116.31
1	WORKERS COMP 2022/2023	101-301-725.010	11,620.01	11,620.01
1	WORKERS COMP 2022/2023	101-336-725.010	1,835.03	1,835.03
1	WORKERS COMP 2022/2023	101-701-725.010	25.64	25.64
1	WORKERS COMP 2022/2023	101-751-725.010	946.94	946.94
1	WORKERS COMP 2022/2023	101-774-725.010	328.93	328.93
1	WORKERS COMP 2022/2023	101-775-725.010	86.04	86.04
1	WORKERS COMP 2022/2023	202-452-725.010	55.56	55.56
1	WORKERS COMP 2022/2023	202-463-725.010	705.46	705.46
1	WORKERS COMP 2022/2023	202-474-725.010	63.76	63.76
1	WORKERS COMP 2022/2023	202-478-725.010	172.27	172.27
1	WORKERS COMP 2022/2023	202-482-725.010	29.73	29.73
1	WORKERS COMP 2022/2023	203-452-725.010	80.93	80.93
1	WORKERS COMP 2022/2023	203-463-725.010	633.68	633.68
1	WORKERS COMP 2022/2023	203-474-725.010	53.86	53.86
1	WORKERS COMP 2022/2023	203-478-725.010	186.55	186.55
			Total:	26,172.76

Purchase Requisition

06/23/2023
02:11 PM

Purchase Requisition No 000001792

Requested Date 07/01/2023

Department 443

Required Date

Requested By BOB NIEUWENHUIS

Preferred Vendor 002371
RENEWED EARTH INC

Address 5111 SOUTH 9TH STREET

KALAMAZOO, MI 49009

Req. Description MONTHLY LEAF AND BRUSH REMOVAL PER CONTRACT FY2024

Qty.	Description	GL Number 1	Unit Price	Amount
12	LEAF AND BRUSH PICKUP	230-529-931.000	1,250.00	15,000.00
Total:				15,000.00

Purchase Requisition

06/23/2023
02:11 PM

Purchase Requisition No 000001793

Requested Date 07/01/2023

Department 595

Required Date

Requested By VIRGIL WILLIAMS

Preferred Vendor 004803
ARROW ENERGY INC

Address 1404 INDUSTRIAL DR STE 3

SALINE, MI 48176-9495

Req. Description AIRPORT FUEL PURCHASES FYE 06/30/2024

Qty.	Description	GL Number 1	Unit Price	Amount
7,000	AIRPORT FUEL PURCHASES	581-595-759.000	5.50	38,500.28
Total:				38,500.28

Purchase Requisition

06/23/2023
02:11 PM

Purchase Requisition No 000001794

Requested Date 07/01/2023

Department 443

Required Date

Requested By BOB NIEUWENHUIS

Preferred Vendor 000010
RIDDERMAN & SONS OIL CO INC

Address PO BOX 117

PLAINWELL, MI 49080

Req. Description GASOLINE & DIESEL FUEL PURCHASES FYE 06/30/2024

Qty.	Description	GL Number 1	Unit Price	Amount
5,500	DIESEL FUEL PURCHASES	661-596-758.000	4.00	22,000.00
4,000	GASOLINE PURCHASES DPW	661-596-759.000	3.25	13,000.00
Total:				35,000.00

Purchase Requisition

06/23/2023
02:11 PM

Purchase Requisition No 000001795

Requested Date 07/01/2023
Required Date
Requested By KEVIN CALLAHAN

Department 301

Preferred Vendor 002650
FUEL MANAGEMENT SYSTEM/PACIFIC PRII
Address 0-305 LAKE MICHIGAN DRIVE NW
GRAND RAPIDS, MI 49534-3355

Req. Description PUBLIC SAFETY FUEL PURCHASES FYE 06/30/2024

Qty.	Description	GL Number 1	Unit Price	Amount
6,000	POLICE CRUISER FUEL PURCHASE	661-596-759.000	3.25	19,500.00
300	FIRE APPARATUS FUEL PURCHASE	101-336-759.000	5.50	1,650.00
Total:				21,150.00

Purchase Requisition

06/23/2023
02:11 PM

Purchase Requisition No 000001796

Requested Date 07/01/2023

Department 443

Required Date

Requested By BOB NIEUWENHUIS

Preferred Vendor 000010
RIDDERMAN & SONS OIL CO INC

Address PO BOX 117

PLAINWELL, MI 49080

Req. Description GASOLINE & DIESEL FUEL PURCHASES FYE 06/30/2024

Qty.	Description	GL Number 1	Unit Price	Amount
5,500	DIESEL FUEL PURCHASES	661-596-758.000	4.00	22,000.00
4,000	GASOLINE PURCHASES DPW	661-596-759.000	3.25	13,000.00
Total:				35,000.00

Purchase Requisition

06/23/2023
02:11 PM

Purchase Requisition No 000001797

Requested Date 07/01/2023
Required Date
Requested By KEVIN CALLAHAN

Department 301

Preferred Vendor 002650
FUEL MANAGEMENT SYSTEM/PACIFIC PRII
Address 0-305 LAKE MICHIGAN DRIVE NW
GRAND RAPIDS, MI 49534-3355

Req. Description PUBLIC SAFETY FUEL PURCHASES FYE 06/30/2024

Qty.	Description	GL Number 1	Unit Price	Amount
6,000	POLICE CRUISER FUEL PURCHASE	661-596-759.000	3.25	19,500.00
300	FIRE APPARATUS FUEL PURCHASE	101-336-759.000	5.50	1,650.00
Total:				21,150.00

Purchase Requisition

06/23/2023
02:11 PM

Purchase Requisition No 000001798

Requested Date 07/01/2023
Required Date
Requested By BRIAN KELLEY

Department 265

Preferred Vendor 004241
GHD SERVICES INC
Address DEPARTMENT 406
PO BOX 8000
BUFFALO, NY 14267

Req. Description 2023/2024 COMMON AREA/CITY HALL UTILITIES/MAINTENANCE

Qty.	Description	GL Number 1	Unit Price	Amount
12	MONTHLY CITY HALL/COMMON UT:	101-265-920.000	1,494.78	17,937.36
12	MONTHLY COMMON AREA MAINTEN:	101-265-931.000	658.32	7,899.84
Total:				25,837.20

Purchase Requisition

06/23/2023
02:11 PM

Purchase Requisition No 000001799

Requested Date 07/01/2023

Department 560

Required Date

Requested By BRYAN POND

Preferred Vendor 000962
STATE OF MICHIGAN

Address DEPT OF ENVIRO, GR LAKES, & ENERGY
CASHIERS OFFICE PO BOX 30657
LANSING, MI 48909

Req. Description NDPEs ANNUAL PERMIT FEE, 2024

Qty.	Description	GL Number 1	Unit Price	Amount
1	NDPEs ANNUAL PERMIT FEE 2024	590-560-963.001	5,600.00	5,600.00
			Total:	5,600.00

Purchase Requisition

06/23/2023
02:11 PM

Purchase Requisition No 000001800

Requested Date 07/01/2023

Department 560

Required Date

Requested By BRYAN POND

Preferred Vendor 000962
STATE OF MICHIGAN

Address DEPT OF ENVIRO, GR LAKES, & ENERGY
CASHIERS OFFICE PO BOX 30657
LANSING, MI 48909

Req. Description BIOSOLIDS LAND APP FEE 2024

Qty.	Description	GL Number 1	Unit Price	Amount
1	BIOSOLIDS LAND APP FEE 2024	590-560-963.001	2,000.00	2,000.00
Total:				2,000.00

Purchase Requisition

06/23/2023
02:11 PM

Purchase Requisition No 000001801

Requested Date 07/01/2023

Department 200

Required Date

Requested By BRIAN KELLEY

Preferred Vendor 001043

BS&A SOFTWARE

Address 14965 ABBEY LANE

BATH, MI 48808-7709

Req. Description 2023/2024 SOFTWARE SUPPORT

Qty.	Description	GL Number 1	Unit Price	Amount
1	UTILITY BILLING SYSTEM SUPP	590-560-948.000	875.00	875.00
1	FIXED ASSETS SYSTEM SUPPORT	101-200-948.000	500.00	500.00
1	MISCELLANEOUS RECEIVABLES :	101-200-948.000	500.00	500.00
1	PURCHASE ORDER SYSTEM SUPPO	101-200-948.000	500.00	500.00
1	PAYROLL SYSTEM SUPPORT	101-200-948.000	650.00	650.00
1	CASH RECEIPTING SYSTEM SUPP	101-200-948.000	500.00	500.00
1	ACCOUNTS PAYABLE SYSTEM SUP	101-200-948.000	500.00	500.00
1	GENERAL LEDGER SYSTEM SUPPO	101-200-948.000	600.00	600.00
1	HR SYSTEM SUPPORT	101-200-948.000	400.00	400.00
1	ASSESSING SYSTEM SUPPORT	101-257-948.000	887.00	887.00
1	ONLINE SERVICES - ACCESS MY	101-200-948.000	4,000.00	4,000.00
1	WORK ORDER SYSTEM SUPPORT	101-265-948.000	1,200.00	1,200.00
1	TAX SYSTEM SUPPORT	101-200-948.000	532.00	532.00
			Total:	11,644.00

Purchase Requisition

06/23/2023
02:11 PM

Purchase Requisition No 000001802

Requested Date 07/01/2023

Department 463

Required Date

Requested By BOB NIEUWENHUIS

Preferred Vendor 000947
WYOMING ASPHALT PAVING INC.

Address PO BOX 192
PO BOX 192
PLAINWELL, MI 49080

Req. Description ASPHALT PURCHASES FOR SMALL PAVING PROJECTS FY2024

Qty.	Description	GL Number 1	Unit Price	Amount
1	ASPHALT PURCHASES FY 2024	202-463-970.023	12,000.00	12,000.00
Total:				12,000.00

Purchase Requisition

06/23/2023
02:11 PM

Purchase Requisition No 000001803

Requested Date 07/01/2023

Department 595

Required Date

Requested By VIRGIL WILLIAMS

Preferred Vendor 004806

L.L. JOHNS & ASSOCIATES INC

Address 6515 HIGHLAND RD SUITE 220

WATERFORD, MI 48327

Req. Description 2023/2024 AIRPORT LIABILITY INSURANCE

Qty.	Description	GL Number 1	Unit Price	Amount
1	AIRPORT LIABILITY INSURANCE	581-595-935.001	4,583.90	4,583.90
1	AIRPORT STORAGE TANK INSURAI	581-595-935.001	1,150.00	1,150.00
Total:				5,733.90

Purchase Requisition

06/23/2023
02:11 PM

Purchase Requisition No 000001804

Requested Date 07/01/2023
Required Date
Requested By CHERYL PICKETT

Department 452

Preferred Vendor 002582
PLAINWELL REDI MIX - COSGROVE ENTEF
Address PO BOX 492
PLAINWELL, MI 49080

Req. Description CONCRETE PURCHASES FY2024

Qty.	Description	GL Number 1	Unit Price	Amount
15	CONCRETE PURCHASES FY2024	101-265-775.000	160.00	2,400.00
11	CONCRETE PURCHASES FY2024	101-751-775.000	160.00	1,760.00
7	CONCRETE PURCHASES FY2024	202-452-967.075	160.00	1,120.00
17	CONCRETE PURCHASES FY2024	202-463-775.000	160.00	2,720.00
7	CONCRETE PURCHASES FY2024	203-452-967.075	160.00	1,120.00
17	CONCRETE PURCHASES FY2024	203-463-775.000	160.00	2,720.00
Total:				11,840.00

Purchase Requisition

06/23/2023
02:11 PM

Purchase Requisition No 000001805

Requested Date 07/01/2023
Required Date
Requested By CHERYL PICKETT

Department 463

Preferred Vendor 001415
DAN'S TREE SERVICE
Address 5925 MARSH RD
SHELBYVILLE, MI 49344-9436

Req. Description TREE REMOVALS FY2024

Qty.	Description	GL Number 1	Unit Price	Amount
1	TREE REMOVALS FY2024	202-463-931.000	8,000.00	8,000.00
Total:				8,000.00

Purchase Requisition

06/23/2023
02:11 PM

Purchase Requisition No 000001806

Requested Date 07/01/2023
Required Date
Requested By CHERYL PICKETT

Department 540

Preferred Vendor 002562
CITY OF ALLEGAN

Address
231 TROWBRIDGE ST
ALLEGAN, MI 49010

Req. Description WATER TESTING SERVICES FISCAL YEAR 2024

Qty.	Description	GL Number 1	Unit Price	Amount
120	WATER SAMPLE TESTINGS	591-540-931.000	20.00	2,400.00
			Total:	2,400.00

Purchase Requisition

06/23/2023
02:11 PM

Purchase Requisition No 000001807

Requested Date 07/01/2023

Department 540

Required Date

Requested By BRYAN POND

Preferred Vendor 001413

NORTH CENTRAL NCL OF WISCONSIN INC

Address PO BOX 8

BIRNAMWOOD, WI 54414

Req. Description

VARIOUS LAB SUPPLIES FOR TESTING FISCAL YEAR 2024

Qty.	Description	GL Number 1	Unit Price	Amount
1	GENERIC LAB SUPPLIES FOR TE	590-540-752.000	7,000.00	7,000.00
Total:				7,000.00

Purchase Requisition

06/23/2023
02:11 PM

Purchase Requisition No 000001808

Requested Date 07/01/2023

Department 651

Required Date

Requested By JUSTIN LAKAMPER

Preferred Vendor 002668
BORGESS FOUNDATION

Address 1521 GULL ROAD - MSB 300

KALAMAZOO, MI 49048

Req. Description 2023/2024 AMBULANCE SERVICE AGREEMENT

Qty.	Description	GL Number 1	Unit Price	Amount
1	2023/2024 AMBULANCE SERVICE	101-651-843.000	9,992.00	9,992.00
Total:				9,992.00

Purchase Requisition

06/23/2023
02:11 PM

Purchase Requisition No 000001809

Requested Date 07/01/2023

Department 200

Required Date

Requested By BRIAN KELLEY

Preferred Vendor 000100
SIEGFRIED CRANDALL PC **

Address 246 E KILGORE RD

KALAMAZOO, MI 49001

Req. Description AUDIT SERVICES FOR JUNE 30, 2023

Qty.	Description	GL Number 1	Unit Price	Amount
1	AUDIT SERVICES 6/30/2023	101-101-801.030	10,700.00	10,700.00
Total:				10,700.00

Purchase Requisition

06/23/2023
02:11 PM

Purchase Requisition No 000001810

Requested Date 07/01/2023

Department 529

Required Date

Requested By ERIK WILSON

Preferred Vendor 004886
REPUBLIC SERVICES

Address PO BOX 9001099

LOUISVILLE, KY 40290-1099

Req. Description MONTHLY RECYCLING CONTRACTED SERVICES - YEAR 2 OF 5

Qty.	Description	GL Number 1	Unit Price	Amount
11	MONTHLY RECYCLING SERVICES ·	230-529-802.080	4,646.57	51,112.27
1	MONTHLY RECYCLING SERVICES ·	230-529-802.080	4,465.58	4,465.58
Total:				55,577.85

Purchase Requisition

06/23/2023
02:11 PM

Purchase Requisition No 000001811

Requested Date 07/01/2023

Department 529

Required Date

Requested By JUSTIN LAKAMPER

Preferred Vendor 004886
REPUBLIC SERVICES

Address PO BOX 9001099

LOUISVILLE, KY 40290-1099

Req. Description CONTRACTED BULK TRASH PICKUPS FISCAL YEAR 2024 - YEAR 2

Qty.	Description	GL Number 1	Unit Price	Amount
131	HOURLY CHARGE BULK TRASH PIC	230-529-802.085	182.88	23,884.13
98	TONAGE CHARGE BULK TRASH PIC	230-529-802.085	57.48	5,622.69
Total:				29,506.82

Purchase Requisition

06/23/2023
02:11 PM

Purchase Requisition No 000001812

Requested Date 07/01/2023
Required Date
Requested By CHERYL PICKETT

Department 478

Preferred Vendor 001711
DETROIT SALT COMPANY
Address 12841 SANDERS STREET
DETROIT, MI 48217

Req. Description 2023-2024 SEASONAL ROAD SALT 100 TONS

Qty.	Description	GL Number 1	Unit Price	Amount
100	SEASONAL FILL ROAD SALT	101-265-775.000	61.84	6,184.00
Total:				6,184.00

Purchase Requisition

06/23/2023
02:11 PM

Purchase Requisition No 000001813

Requested Date 07/01/2023
Required Date
Requested By CHERYL PICKETT

Department 478

Preferred Vendor 004193
COMPASS MINERALS

Address PO BOX 277043

ATLANTA, GA 30384-7043

Req. Description 2023/2024 SEASONAL SALT

Qty.	Description	GL Number 1	Unit Price	Amount
150	SEASONAL SALT THROUGH MI-DE/	101-265-775.000	67.69	10,153.50
Total:				10,153.50



“The Island City”

MEMORANDUM

211 N. Main Street
Plainwell, Michigan 49080
Phone: 269-685-6821
Fax: 269-685-7282

TO: Justin Lakamper, City Manager
FROM: Brian Kelley, Finance Director/Treasurer
DATE: June 22, 2023
SUBJECT: Health Insurance Contributions

ACTION RECOMMENDED: The City Council adopt Resolution 2023-24 for the 80%/20% Employer/Employee Health Care Cost Option.

Public Act 152 of 2011 was signed by the Governor on September 24, 2011 and gave municipalities three (3) options for providing healthcare coverage for employees.

The first option was to adopt a “hard cap” limit on the employer’s total annual health care costs for employees based on coverage levels. The second option was to limit the employer’s share of the annual health care costs to 80%. The third option was for the city to exempt itself from the requirements of the Act, which required an annual 2/3 vote of the governing body.

After review, the City Council originally opted for the 80%/20% option where employees contribute 20% of the healthcare costs through a payroll deduction. This option has been renewed each year. After an updated review, the Administration recommends continuing the 80%/20% option as allowed by the Act.

Resolution 2023-24

RESOLUTION TO ADOPT 80%/20% EMPLOYER/EMPLOYEE HEALTH CARE COST OPTION AS SET FORTH IN 2011 PUBLIC ACT 152, THE PUBLICLY FUNDED HEALTH INSURANCE CONTRIBUTION ACT

WHEREAS, 2011 Public Act 152 (the “Act”) was passed by the State Legislature and signed by the Governor on September 24, 2011;

WHEREAS, the Act contains three options for complying with the requirements of the Act;

WHEREAS, the three options are as follows:

- 1) Section 3 - “Hard Caps” Option - limits a public employer’s total annual health care costs for employees based on coverage levels, as defined in the Act;
- 2) Section 4 - “80%/20%” Option - limits a public employer’s share of total annual health care costs to not more than 80%. This option requires an annual majority vote of the governing body;
- 3) Section 8 - “Exemption” Option - a local unit of government, as defined in the Act, may exempt itself from the requirements of the Act by an annual 2/3 vote of the governing body;

WHEREAS, the Plainwell City Council has decided to adopt the 80%/20% option as its choice of compliance under the Act, as noted in Resolution 13-12, and as adopted with the City’s most recent Annual Budget, Resolutions 2023-22 and 2023-23;

NOW, THEREFORE, BE IT RESOLVED the *City Council* of the *City of Plainwell* confirms its prior elections to comply with the requirements of 2011 Public Act 152, the Publicly Funded Health Insurance Contribution Act, by adopting the 80%/20% option for the medical benefit plan coverage year *August 1, 2023* through *July 31, 2024*.

Yeas:

Nays:

Absent:

RESOLUTION DECLARED ADOPTED:

CERTIFICATION

As its Clerk, I, Ginger J. Leonard, certify that this is a true and complete copy of a resolution adopted by the City Council of the City of Plainwell, Allegan County, Michigan, at a regular meeting held on Monday, June 26, 2023.

Date: June 26, 2023

Ginger J. Leonard, City Clerk

City of Plainwell



Brad Keeler, Mayor
Lori Steele, Mayor Pro-Tem
Todd Overhuel, Council Member
Roger Keeney, Council Member
Randy Wisnaski, Council Member

“The Island City”

Department of Public Safety
119 Island Ave
Plainwell, Michigan 49080
Phone: 269-685-9858
Fax: 269-685-5460
Email Address: publicsafety@plainwell.org

TO: Justin Lakamper
FROM: Kevin Callahan, Public Safety Director
DATE: June 26, 2023
SUBJECT: Rescue Boat purchase

ACTION RECOMMENDED: The City Council should consider approving a proposal to replace the Fire Departments river rescue boat.

Total Cost: Not to exceed \$20,000 of Fire Reserve Funds

Budget Impact: The funding for this project will come from

Background Information: Our current river rescue boat is a 1995 Avon inflatable with an underpowered 9.9hp motor. The boat has air leaks that require re-inflation of the boat at least a couple times per month as well as an air tank carried on board in the event of deflation during a rescue. The load limit on a boat that size per the manufacturer is 5 people or 825 pounds. Rescues require at least one person to operate the motor that is tiller operated and at a minimum 2 rescuers with 3 being preferred. That puts 4 rescuers in the boat. If the rescue is for one person we are immediately at capacity for personnel and could already be over capacity of weight. A history of past water rescues also shows that it is not uncommon to effect rescue of 2 or 3 people as sometimes kayaker that needs rescue will have a fellow kayaker attempt to rescue the person that needs assistance and then needs rescue themselves. This truly highlights our underpowered motor and small size of the boat.

Our current dilemma brought us to explore other options. We looked at a boat that is for sale locally and the boat performed well during rescue operations on a lake. We intend to test the boat on the river in the near future to see what its capability is. In doing research on options I found recommendations for the boat would be that it be a jet motor as the jets have the ability to operate in more shallow water. Due to the depth of the Kalamazoo River being very shallow in spots we determined that a jet motor may be our best options. In returning to the local boat we looked to see if we could replace the original motor with a jet motor and found that it is possible to switch the lower end of the motor from a prop to a jet output and that would likely cost around \$2000 for the conversion. We did find, however, that switching to a jet motor presents an issue with power reduction by about 1/3. This would mean that a 60hp motor is reduced to 40hp output and that a 40hp output would result in about 28hp output. The departments current boat is 10-foot-long and the local one we looked at is about 14 feet in length and both have a prop motor on them. The current version has a device that protects the rocks from hitting the prop but the

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boat has had to be portaged from time to time due to the prop. During the testing of the local boat we found that a 25hp motor on it was challenged to get up on plane with one driver and three rescuers. This boat does have a slight v on the hull which could be contributing to this according to members of the DNR we spoke with. We still looked into what it would cost to convert the 25hp motor to a jet lower unit and this was where we discovered issues with horsepower loss when switching over to a jet motor. A conversion to jet and the boat itself would cost around \$6,000. The local boat is rated at 5 occupants/665lbs. with the motor on it according to manufacturer's specification. With the loss in power due to jet conversation and the possibility of fast-moving water on the river that would be more challenging to get on plane we looked at moving up an engine size to a 40hp or 60hp motor and then converting to a jet. The total for the new motor with conversion would be about \$10,000 to \$12,000. Coupled with the cost of the boat we would be looking around \$14,000. It was after I invested the time on specs and cost of a new motor that I found out that the local boat will only handle a max of 25hp that is currently on it. We will still be testing this boat on the river to see if it has the capability we need. The local boat would need some modifications to be able to scoop someone out of the water and expected costs are projected to be about \$1000.

We looked into current boat manufactures and found similar inflatable boats, such as the AB Inflatable, that were 14 to 16-foot-long with a 60hp motor with jet output. These boats were found to cost between \$40,000 and \$50,000 and determined these to be out of our range while keeping the budget in mind.

In checking out options I was able to locate two used river rescue specific boats designed by a company called RescueOne. This company makes flat bottom rescue boats that allow more gear and the ability to effectively execute rescues with equipment already mounted onto the boat. In searching nationwide, currently there is one used river rescue boat/motor and trailer (second one sold already) on an auction sites that could be picked up for close to \$20,000 complete with emergency lights with no modifications that would be a turn key boat other than decals. The boat is a flat bottom boats with 1800lb weight capacities and are rated at up to 8 people. I would like to request permission from the council to be able to seek out a used boat with the cap on costs to be \$20,000. We will still be evaluating the current local boat but want permission to seek out what would work best to conduct rescues without missing out on something. The money would come from the budget that is earmarked for fire/rescue reserve funds to replace large equipment such as this.

Water Renewal

Superintendent: Bryan Pond

May 2023



Significant Department Actions and Results

The two new valves for the final pump room were changed as one valve was broken and one did not close all the way.

The new DYSTOR cover was installed, and is holding more gas than the old cover did. I am estimating \$1,000/month saving on natural gas costs.

During the time the DYSTOR tank was not in service the tank cracks were sealed and the lower room wall.

PFAS was detected in our effluent at 15.4 ng/l, the limit to the river is 12ng/l. EGLE will now require monthly test until we find the source, or show that we are below 12ng/l the previous two tests were 6 & 8 ng/l or parts/trillion.

Pending Items (including CIP) FY 22/23

New non clog pumps for 12th St lift station (2)

Clean Dystor, last cleaned 2005 & digesters last cleaned 2013

New Dystor Cover Installed, 2005 cover removed

Expenditure Summary/Issues

\$16,750 \$33,500 complete

\$50,000 complete

\$318,000 complete

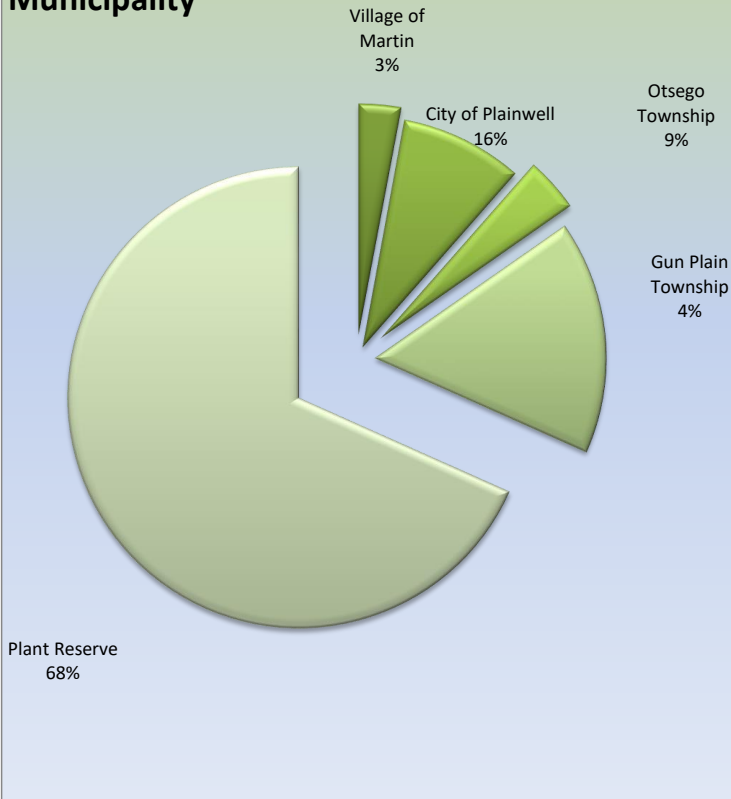
\$401,500

Monthly Flow Data

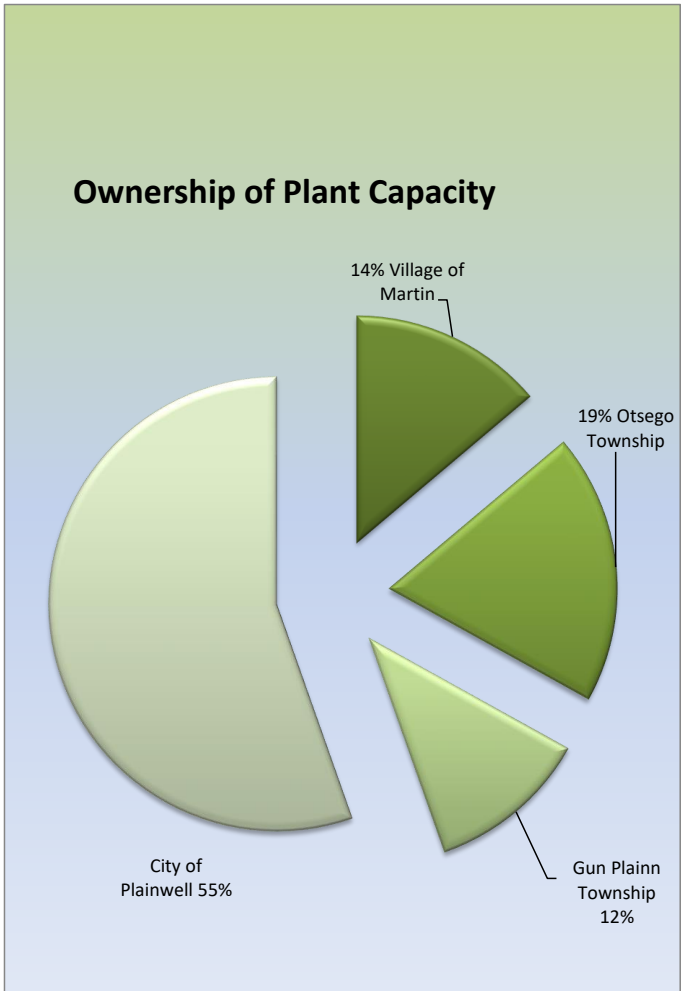
Our permitted volume of treatment is 1,300,000 gallons per day. The table and graph below shows the breakdown of average monthly flow from our customer communities, the percent ownership of our customer communities.

	Total Gallons	Permitted Daily Flow Gallons	Reserve	Ownership of Plant Capacity
Village of Martin	759,283			
Gun River MH Park	395,000			
US 131 Motor Sports Park	12,930			
Total:	1,167,213			
AVG. DAILY:	41,686	180,000	77%	14%
Otsego Township	Total: 3,462,012			
AVG. DAILY:	123,643	250,000	51%	19%
Gun Plain Township	Total: 1,031,000			
North Point Church	2,000			
North 10th Street	287,448			
Gores Addition	216,000			
AVG. DAILY	54,873	150,000	63%	12%
City of Plainwell	Total: 6596827			
AVG. DAILY:	212800.87	720,000	70%	55%
Avg. Daily Plant Flow from entire service district	0.40			

Monthly % of Flow Per Municipality



Ownership of Plant Capacity



State Required Reporting Compatible Pollutants

MI State Requirement	City Benchmark	Monthly Avg. Reported/MDEQ
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Carbonaceous Biochemical oxygen demand (CBOD-5):

25 mg/l	15	12.73
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This test measures the amount of oxygen consumed by bacteria during the decomposition of organic materials. Organic materials from wastewater treatment facility act as a food source for bacteria.

TOTAL SUSPENDED SOLIDS (TSS):

30 mg/l	15	15
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Includes all particles suspended in water which will not pass through a filter. As levels of TSS increase, a water body begins to lose its ability to support a diversity of aquatic life.

PHOSPHORUS (P):

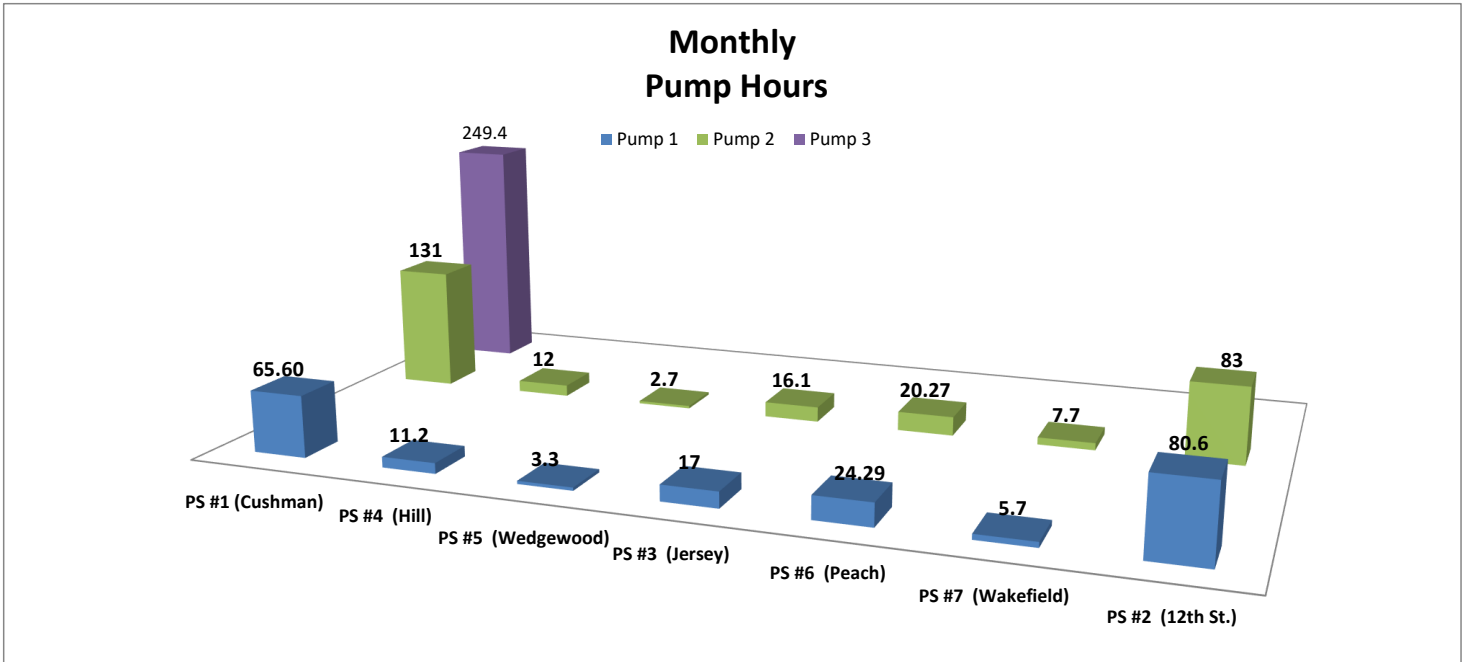
1.0 mg/l	0.45	0.48
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Controlling phosphorous discharges is a key factor in preventing eutrophication of surface waters. Eutrophication is caused by water enrichment of inorganic plant nutrients. Eutrophication negatively effects water bodies due to increases in algal blooming, causing excessive plant growth which depletes dissolved oxygen in the river which is necessary for aquatic life to survive.

Total Coliform (COLI):

200counts/ml	50	3
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A group of bacteria found in soil, on vegetation and in large numbers in the intestine of warm-blooded animals, including humans. Water is not a natural medium for coliform organisms and their presence in water is indicative of some type of contamination.



Pumps convey the waste where gravity sewers cannot, run times are a indicator of how the station is operating and being maintained.



PLAINWELL PUBLIC SAFETY

Police, Fire and Medical First Responder Services

A handwritten signature in blue ink, appearing to be the initials "K.C.", is located to the right of the text "Police, Fire and Medical First Responder Services".

MONTHLY REPORT

May 2023

Prepared by Director Kevin Callahan

Plainwell Department of Public Safety

Scheduled Hours By Activity for May 2023

The categories listed below are based on law enforcement related activities and the hours that scheduled road patrol personnel spend in the 4 major areas.

Total Hours
743
Percentage of Total Hours

TOTAL ROAD PATROL HOURS SCHEDULED FOR THE MONTH

The Hours officers are scheduled for road patrol or other uniformed functions. These are fixed shifts which generally carry assigned duties.

Totals of all the below mentioned areas.

HOURS SPENT INVESTIGATING OR HANDLING CRIMINAL COMPLAINTS

The Hours Scheduled for criminal investigations of complaints that are in violation of a criminal law that an individual could be arrested and jailed for.

Examples include: Burglaries, Robberies, Drunk Driving, All Sex Offenses, Alcohol Offenses, Larcenies, Etc.

HOURS SPENT INVESTIGATING OR HANDLING NON-CRIMINAL COMPLAINTS

The Hours Scheduled for Calls for Service or Complaints that require investigation but are not criminal in nature.

Examples include: Auto Accidents, Accidental Fires, Traffic Citations, Property Inspections, Etc.

HOURS SPENT ON SUPPORT OR PERIPHERAL ACTIVITIES

The Hours Scheduled for required duties however are not criminal or non-criminal in nature and are supporting functions.

Examples include: Report Writing, Court, Directed Patrol, Foot Patrol, On Duty Training, Transport of Paperwork to the Court, Evidence to the Crime Lab, Etc.

TOTAL UNOBLIGATED PATROL HOURS

The Hours of Scheduled Road Patrol left over that officers are not assigned to an activity or working on a complaint.

*Examples include: General Preventive Patrol, Building Security Checks, Etc.
Note: This also includes any break time the officers take during their shift.*

TOTAL HOURS OBLIGATED TO DUTIES, COMPLAINTS, INVESTIGATIONS, ETC.

It is recommended by the International Association of Chiefs of Police (IACP) that no more than 65% to 70% of an officers time on duty, be obligated to complaints, investigations, activities or assigned responsibilities. The rationale behind this is to assure that officers are available for emergencies without unreasonable delay and provide for preventive and traffic patrol duties.

743

87 11.69%

167 22.43%

245 32.99%

244 32.90%

499 67.10%

Plainwell Department of Public Safety

Complaints/Activities for May 2023

ARRESTS

CUSTODIAL ARRESTS	13	<i>An individual taken into custody for a criminal offense and jailed for that offense.</i>
ARREST COUNTS	11	<i>Criminal complaints or cases cleared by the custodial arrest or issuance of a warrant(s).</i>

TRAFFIC ENFORCEMENT & CITATIONS

HAZARDOUS CITATIONS	9	<i>Uniform Law Citations issued by officers to individuals for moving traffic violations. (Drag racing, Speeding, etc.)</i>
NON-HAZARDOUS CITATIONS	13	<i>Uniform Law Citations issued by officers to individuals for NON-moving traffic violations. (Registration, Equipment, Etc.)</i>
DRUNK DRIVING CITATIONS	1	<i>This is an activity that we specifically monitor that would normally be considered a hazardous citation.</i>
PARKING CITATIONS	0	<i>Citations issued in violation of city ordinance. This would include Overnight Parking, Time Limitation Parking, etc.</i>
VERBAL WARNINGS	14	<i>Traffic enforcement where no citation was issued but warnings were given.</i>
TOTAL TRAFFIC CITATIONS/WARNINGS	37	

COMPLAINTS

ORIGINAL DISPATCH COMPLAINTS	252	<i>Complaints that are call in or the officer is dispatched to by Allegan County Central Dispatch (911) or our business office.</i>
PATROL INITIATED COMPLAINTS	21	<i>Complaints observed by the officer while on patrol or came to their attention by personal observation.</i>
TOTAL COMPLAINTS	273	

OTHER ACTIVITIES

MOTORISTS ASSISTS	0	<i>Motorist contacts caused by mechanical breakdown or similar problem.</i>
PROPERTY INSPECTIONS	0	<i>Checks of homes or business specifically requested by a home or business owner.</i>
MOTOR VEHICLE ACCIDENTS	9	<i>Total motor vehicle accidents both on public roads or private property.</i>
COMMERCIAL BUILDING SECURITY CHECK	1,411	<i>Nightly security inspections of business' conducted by officers to assure windows and doors are locked.</i>
FOUND UNSECURED	1	<i>The number of business' found unlocked or unsecured.</i>

Classification of Crimes Reported

File Class	CRIMES AGAINST PERSON	May	Year to Date
900	Murder and Non-Negligent Manslaughter	0	0
1000	Kidnapping	0	0
1100	Sexual Assault	1	5
1200	Robbery	0	0
1300	Aggravated & Non-Aggravated Assault	4	27
PROPERTY CRIMES			
2000	Arson	0	0
2100	Extortion	0	0
2200	Burglary	1	3
2300	Larceny	2	15
2400	Motor Vehicle Theft	1	3
2500	Forgery/Counterfeiting	0	0
2600	Fraudulent Activities	0	8
2700	Embezzlement	0	0
2800	Stolen Property - Buying, receiving	0	0
2900	Damage to Property	2	4
3500	Violation of Controlled Substances Act	0	3
MORALS/DECENCY CRIMES			
3600	Sex Offenses (Other than Sexual Assault)	0	0
3700	Obscenity	0	0
3800	Family Offenses	1	3
4100	Liquor Violations	0	5
PUBLIC ORDER CRIMES			
4800	Obstructing Police - Offenses Which Interfere with Investigations	0	0
4900	Escape/Flight - Fleeing and Eluding a Officer's Custody	1	1
5000	Obstructing Justice	5	25
5200	Weapons Offenses	0	3
5300	Public Peace	5	22
5400	Traffic Investigations - Any Criminal Traffic Complaints	3	16
5500	Health and Safety	25	44
5600	Civil Rights	0	0
5700	Invasion of Privacy	0	5
6200	Conservation Law Violation	0	0
7300	Miscellaneous Criminal Offense	0	0
GENERAL NON-CRIMINAL			
9100	Juvenile/Minor/School Complaints	1	8
9200	Civil Custody	0	4
9300	Traffic Non-Criminal (Reports Only - Does not include Citations Issued)	4	6
9400	False Alarm Activation	6	26
9500	Fires (Other than Arson)	0	2
9700	Accidents, All Other	13	53
9800	Inspections, Unfounded FIRS	0	0
9900	General Assistance (All Except Other Police Agencies)	105	409
9911 & 9912	General Assistance (Other Police Agencies)	59	317
FIRS	Medical First Responder	34	156



May Reports for Plainwell Department of Public Safety

PRIORITY 1 ASSISTS OUTSIDE OF JURISDICTION

The Plainwell Department of Public Safety was dispatched to 59 calls for assistance outside the city limits of Plainwell by Allegan County Central Dispatch.

These calls were classified as priority 1 assists.

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Fire Suppression/Call Out Incident Report

Date	Dispatch Time	Arrival Time	Location	Incident Type	Actions taken	Apparatus	PSO	POC
05/02/2023	11:08	11:13	1565 Woodlea Dr	Building Fire	Cancelled En Route	S62	2	4
05/06/2023	13:14	13:20	320 Brigham	Medical	EMS Service & Lift Assist	S62, C6	1	5
05/11/2023	16:57	17:02	Bridge St / Anderson St	PDA	Traffic Control & Clean Up	T63, E11, C5	3	2
05/11/2023	22:51	22:58	215 Prince St	Medical	Provide Manpower	S62	1	2
05/14/2023	10:30	10:31	100 Block W First Ave	Wire Fire	Standby & Control Traffic	T63, E11	1	5
05/20/2023	17:58	18:09	228 Lesa St	Smoke Detector	Investigate	E11, C4	1	5
05/23/2023	09:50	09:59	1130 N Peach Ct	Medical	Provide EMS & Manpower	S62	0	2
05/23/2023	14:51	14:57	Starr Rd / 11 th St	PIA	Traffic Control & Clean Up	S62, T63, E11, C6, C3	3	5
05/23/2023	23:27	23:30	11 11 th St	Building Fire	Provide Manpower & Ventilate	T63, E17, C1	2	5
05/29/2023	10:10	10:15	1041 Miller Rd	Building Fire	Provide Manpower	E11, E17, C6, C5	6	4

Calls for Service at Plainwell Schools

Plainwell High School: 4
684 Starr Road

Gilkey School: 1
707 S. Woodhams Street

Plainwell Middle School: 3
720 Brigham Street

Starr Elementary: 0
601 school Drive

Early Childhood Development: 0
307 E. Plainwell Street

Renaissance School: 0
798 E. Bridge Street

Admin, Maintenance & Bus Garage: 0
600 School Drive

Ordinance Report

There was a total of twenty-three ordinance violations in May. Twenty-three ordinance violation letters were sent out to violators – all letters were for grass violations. Six second notice letter were also sent.

One ordinance fine was issued for an unresolved grass violation, and payment was not received. Twenty violation cases were resolved and closed. Three violation cases remain unresolved from May – one will be receiving an ordinance fine and two will be receiving a second notice letter.

One false alarm warning letter was sent.

06/22/2023

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF PLAINWELL
INVOICE ENTRY DATES 06/09/2023 - 06/22/2023
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Vendor Code	Vendor Name	Description	Amount
000004	PLAINWELL AUTO SUPPLY INC		
	689560	DPW - FUEL FILTER #17 AB	38.82
	689842	DPW - GENERATOR BATTERY WK	162.09
	689898	DPW - THROTTLE BODY TRUCK #19 AB	295.99
	690628	WR - OIL FOR SCREEN COMPACTOR BP	41.37
	690634	WR - OIL FOR SCREEN COMPACTOR BP	41.37
TOTAL FOR: PLAINWELL AUTO SUPPLY INC			579.64
000010	RIDDERMAN & SONS OIL CO INC		
	165764	DPW - 353GL GASOLINE 5-87 REG 10% E	933.23
	165765	DPW - 187GL DIESEL 30-#2 DYED	519.42
	40771	AIRPORT FUEL JUNE 2023	104.73
TOTAL FOR: RIDDERMAN & SONS OIL CO INC			1,557.38
000013	RATHCO SAFETY SUPPLY INC		
	178075	DPW - SIGNS FOR GATE & WINDOW CP	82.00
	178115	DPW - RESTRICTED AREA SIGN FOR DPS	96.00
TOTAL FOR: RATHCO SAFETY SUPPLY INC			178.00
000014	MICHIGAN GAS UTILIITIES CORP		
	4616216990	CITY HALL GAS SERVICE 5/11 - 6/13/2023	42.08
	4616392973	WR GAS SERVICE 5/11 - 6/13/2023	1,010.11
	4617144081	CRISPE HOUSE GAS SERVICE 5/11 - 6/13/2023	88.54
	4617343804	DPS GAS SERVICE 5/11 - 6/13/2023	30.48
	4617357672	DPW GAS SERVICE 5/11 - 6/13/2023	69.82
	4617480974	WR CUSHMAN LIFT STATION GAS SERVICE 5/11 - 6/13/2023	45.01
	4618977624	WR 12TH ST LIFT STATION GAS SERVICE 5/12 - 6/14/2023	44.28
	4618990009	DPW BACK BARN GAS SERVICE 5/11 - 6/13	55.22
	4619402572	WR CHEM ROOM GAS SERVICE 5/12 - 6/14/2023	53.69
TOTAL FOR: MICHIGAN GAS UTILIITIES CORP			1,439.23
000034	VERIZON		
	9936885503	ALARM SERVICE MAY 11 TO JUNE 10, 2023 (DPW/WR)	41.64
TOTAL FOR: VERIZON			41.64
000035	APPLIED INNOVATION		
	2236388	CITY HALL COPIER CHARGES 5/13 - 6/12/2023	215.38
	2239653	DPW/WR COPIER CHARGES 4/13 - 5/12/2023	80.57
TOTAL FOR: APPLIED INNOVATION			295.95

000046	EMERGENCY VEHICLE PRODUCTS		
	0017439	DPS - DIAGNOSE/REALCE STARTER E 15 KC	406.05
TOTAL FOR: EMERGENCY VEHICLE PRODUCTS			406.05
000134	HAROLD ZIEGLER FORD		
	331712.1	DPS - OIL CHANGE/SERVICE TRUCK 63 2011 FORD KC	58.14
	332015	DPS - OIL CHANGE/SERVICE 2018 FORD EXPLORER KC	55.69
TOTAL FOR: HAROLD ZIEGLER FORD			113.83
000138	AMERICAN OFFICE SOLUTIONS		
	34218818	DPS COPIER LEASE & USAGE MAY 2023	135.43
TOTAL FOR: AMERICAN OFFICE SOLUTIONS			135.43
000153	FLEIS & VANDENBRINK INC		
	65324	PROFESSIONAL SERVICES DWAM GRANT MARCH 2023	4,285.45
	66117	PROFESSIONAL SERVICES MAY 2023 ZONING/PLANNING	308.00
	66123	PROFESSIONAL SERVICES DWAM GRANT MAY 2023	2,066.00
	66130	PROFESSIONAL SERVICES MAY 2023 MI AVE SEWER REPL	1,122.00
	66134	PROFESSIONAL SERVICES MAY 2023 OLD ORCHARD FINAI	26,008.44
	66139	WR - MAY 2023 PROJECT CLOSEOUT DIGESTER BP	820.00
TOTAL FOR: FLEIS & VANDENBRINK INC			34,609.89
000164	ETNA SUPPLY CO INC		
	S105134413.001	DPW - STORM COVERS JERSEY ST	555.00
TOTAL FOR: ETNA SUPPLY CO INC			555.00
000203	HONEYTREE ARBORIST SERVICES		
	1511	DPW - EMERALD ASH BORER TREATMENT SPRING 2023	3,600.00
TOTAL FOR: HONEYTREE ARBORIST SERVICES			3,600.00
000348	KALAMAZOO LANDSCAPE SUPPLIES		
	IN0248727	DPW - MULCH FOR BEDS JF	60.00
TOTAL FOR: KALAMAZOO LANDSCAPE SUPPLIES			60.00
000356	LOCK MASTER SECURITY LLC		
	11855	DPS - ACCESS CONTROL SYSTEM AT PUBLIC SAFETY	6,450.00
	11883	DPS - KEYS FOR FILE LOCKS & DUPLICATE KEYS	46.00
	11906	DPW - REPAIR ACCESS CONTROL SYSTEM RN	225.00
TOTAL FOR: LOCK MASTER SECURITY LLC			6,721.00
000393	RON JACKSON INSURANCE/AUTO OWNERS		
	66-408935	ADMIN - NOTARY BOND SOPER	45.00
	66-408938	ADMIN - NOTARY BOND KELLEY	45.00
TOTAL FOR: RON JACKSON INSURANCE/AUTO OWNERS			90.00
000734	SAFETY-KLEEN SYSTEMS		

	91789702.1	DPW - PARTS WASHER SOLVENT	438.46
TOTAL FOR: SAFETY-KLEEN SYSTEMS			438.46
000760	ALLEGAN COUNTY SHERIFFS DEPT		
	2023.3	DPW - MARCH 2023 DEBT CREW WORK CP	96.00
	2023.4	DPW - DEBT CREW WORK CP	168.00
	2023.5	DPW - MAY 2023 DEBT CREW WORK CP	168.00
TOTAL FOR: ALLEGAN COUNTY SHERIFFS DEPT			432.00
000897	SHERWIN WILLIAMS		
	7200-0	WR - (4) 5GAL PAINT FOR OUTSIDE BUILDING BP	1,311.80
TOTAL FOR: SHERWIN WILLIAMS			1,311.80
000947	WYOMING ASPHALT PAVING INC.		
	2023-235	DPW - POTHOLE REPAIR	150.42
TOTAL FOR: WYOMING ASPHALT PAVING INC.			150.42
000991	SAFETY SERVICES INC		
	111413	WR - CALIBRATION GAS METHANE SENSOR BP	107.00
TOTAL FOR: SAFETY SERVICES INC			107.00
001854	MODEL FIRST AID		
	00000133085	WR - FIRST AID/SAFETY SUPPLIES BP	90.44
	00000133088	DPW - FIRST AID/SAFETY SUPPLIES KC	152.14
	00000133114	DPW - FIRST AID/SAFETY SUPPLIES RN	127.47
TOTAL FOR: MODEL FIRST AID			370.05
002030	DRUG SCREEN PLUS INC		
	23MAY1339	WR - RANDOM TESTING GILLILAND	47.00
TOTAL FOR: DRUG SCREEN PLUS INC			47.00
002091	ABONMARCHE CONSULTANTS, INC.		
	146578	ADMIN - GRANT ADMIN SERVICES MAY 2023 SOUTHWRI	150.00
TOTAL FOR: ABONMARCHE CONSULTANTS, INC.			150.00
002116	CHARTER COMMUNICATIONS		
	0011894060723	AIRPORT INTERNET 6/7 - 7/6/2023	84.00
	0013877060523	CITY HALL INTERNET/PHONE/TV 6/5 - 7/4/2023	387.07
	005583601060723	DPW/WR INTERNET SERVICE JUNE 2023	149.98
TOTAL FOR: CHARTER COMMUNICATIONS			621.05
002246	ELHORN ENGINEERING CO.		
	297783	DPW - CHEMICALS FOR WELLS 4 & 7 DUE TO HIGH USAG	1,058.00
TOTAL FOR: ELHORN ENGINEERING CO.			1,058.00
002281	HOME DEPOT		
	0010118	DPW - FINISH TRIM & PUNCH OFFICE AB	52.18

0013244		DPW - SAFETY FENCE/T POSTS/PLYWOOD/HASPS MILL A	429.52
1010903		DPW - 1 1/2" STAPLES OFFICE AB	21.78
1013128		DPW - 2X4'S FOR SHOP JF	27.46
1013142		DPW - 12' 2X4'S SHOP JF	9.33
2010804		DPW - LUMBER FOR OFFICE REDO AB	7.95
2010825		DPW - RISER/4" POP UP WK	7.24
2022572		DPW - SOFFIT/FASCIA/NAILS OFFICE AB	340.73
4010579		DPW - FRAMING FUEL CELL/MULTI TOOL BLADE AB	59.33
5011538		DPW - 3 ALUMINUM CONCRETE PLACER AB	112.23
5011543		DPW - RISER/POP UP/ROTOR SPRINKLER IRRIGATION W	19.21
7010414		DPW- DRINKING FOUNTAIN VALVE SHERWOOD PARK WI	9.20
7012374		DPW - GAL COUPLINGS/NIPPLE ADAPTERS PARKS AB	10.11
8022401		DPW - WINDOW SEALING/ROOFING NAILS JF	45.96
TOTAL FOR: HOME DEPOT			1,152.23

002347	ALRO STEEL CORPORTATION		
	DFN7952KZ	DPW - SHEARING/USABLE DROPS JERSEY STREET JF	242.50
TOTAL FOR: ALRO STEEL CORPORTATION			242.50

002371	RENEWED EARTH INC		
	31564	DPW - COMPOST SITE MGMT MAY 2023	1,250.00
TOTAL FOR: RENEWED EARTH INC			1,250.00

002404	GREENMARK EQUIPMENT		
	P84323	DPW - SB ADAPTER BOBCAT	865.71
TOTAL FOR: GREENMARK EQUIPMENT			865.71

002496	WAANDERS CONCRETE CO		
	76231	DPW - 10YRDS NORTH MAIN SIDEWALK	1,565.60
TOTAL FOR: WAANDERS CONCRETE CO			1,565.60

002650	FUEL MANAGEMENT SYSTEM		
	196771	DPS FUEL FOR POLICE/FIRE VEHICLES 6/15/2023	966.87
TOTAL FOR: FUEL MANAGEMENT SYSTEM			966.87

002668	ASCENSION BORGESS FOUNDATION		
	507571	ADMIN - RANDOM TESTING JG NEW HIRE SCREENING LE	144.00
	508068	ADMIN - NEW HIRE SCREENING WHITNEY AK	116.00
TOTAL FOR: ASCENSION BORGESS FOUNDATION			260.00

002675	ENGINEERING SUPPLY & IMAGING		
	123971	DPW - INK CARTRIDGES FOR PLOTTER CP	503.29
TOTAL FOR: ENGINEERING SUPPLY & IMAGING			503.29

002869	PLUMMERS ENVIRONMENTAL SERVICES INC		
	23167284	WR - LIFT STATION CLEANING BP	7,800.00
TOTAL FOR: PLUMMERS ENVIRONMENTAL SERVICES INC			7,800.00

004241	GHD SERVICES INC		
	340-0071885	UTILITIES/COMMON AREA MAINT APRIL 2023	1,122.77
TOTAL FOR: GHD SERVICES INC			1,122.77
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004796	SILVERSCRIPT INSURANCE COMPANY		
	2023.06TOWN	RETIREE PRESCRIPTION COVERAGE JUNE 2023 - TOWN	30.60
	2023.06WHIT	RETIREE PRESCRIPTION COVERAGE JUNE 2023 - WHITNEY	30.60
TOTAL FOR: SILVERSCRIPT INSURANCE COMPANY			61.20
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004803	ARROW ENERGY INC		
	141382	AIRPORT FUEL AVGAS 100LL JUNE 2023	7,287.80
TOTAL FOR: ARROW ENERGY INC			7,287.80
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004814	WILLIAMS & WORKS		
	94161	RRC GRANT - MASTER PLAN UPDATE & ECONOMIC DEV S	11,050.00
TOTAL FOR: WILLIAMS & WORKS			11,050.00
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004850	FERGUSON		
	0179418	DPW - FELT JERSEY ST PROJECT	409.42
TOTAL FOR: FERGUSON			409.42
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004855	PLAINWELL ACE HARDWARE		
	13519	DPW - 1 QUART EXT PAINT MILL AS	21.99
	13520	DPW - MISC PVC SUPPLIES IRRIGATION WK	12.84
	13552	DPW - NO TRESPASS/PRIVATE PROP/DANGER SIGNS WK	88.08
	13555	DPW - CABLE TIES FESTIVAL WK	9.98
	13561	DPW - SINK REPAIR @ DPS WK	31.99
	13565	DPW - SUPPLIES WELL 7 WK	14.99
	13584	WR - PURELL ADV ALOE (2) BP	9.18
	13590	DPW - EDGER/STAKES JERSEY ST PROJECT AB	39.17
	13599	AIRPORT - PAINT & SUPPLIES VW	77.16
	13640	WR - PAINTERS TAPE/BRUSHES BP	31.17
	13646	WR - ALL PURPOSE CLEANER/FEBREEZE BP	24.17
	13657	DPS - ARMOR ALL/TIRE SHINE JW	13.58
	13688	WR - PAINT FOR DYSTOR FLOOR BP	102.75
	13689	DPW - FOB BATTERIES FOR GATE/VEHICLES CP	48.00
TOTAL FOR: PLAINWELL ACE HARDWARE			525.05
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004902	BLOOM SLUGGETT PC		
	23948	PROFESSIONAL SERVICES MAY 2023	2,549.00
TOTAL FOR: BLOOM SLUGGETT PC			2,549.00
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005012	UNITED BANK		
	2023.06.09.2	ACH FEE - ACH PAYABLES	7.00
	2023.06.12	ACH FEE - UB PRENOTE	7.00
	2023.06.16	RETURNED PAYMENT FEE (CHANGE ONLY)	7.50

	2023.06.21	ACH FEES (2) - PAYROLL - DIRECT DEPOSIT/UNION DUES	14.00
	2023.06.23.	RETURNED PAYMENT FEE	15.00
TOTAL FOR: UNITED BANK			50.50

005015	CHECKALT-KLIK		
	204570	ELOCKBOX FEES FOR MAY 2023	131.88
TOTAL FOR: CHECKALT-KLIK			131.88

005047	STAPLES, INC.		
	3539657529	ADMIN - TONER CARTRIDGES/FAN CLERKS OFFICE RB	396.22
	3539993800	DPW - OFFICE/PARK SUPPLIES CP	218.57
TOTAL FOR: STAPLES, INC.			614.79

005085	TRACE ANALYTICAL LABORATORIES, INC.		
	3060437	WR - PFAS COMPLIANCE SAMPLING BP	1,012.00
TOTAL FOR: TRACE ANALYTICAL LABORATORIES, INC.			1,012.00

005112	W & W COMMERCIAL CLEANING LLC		
	312	CITY HALL CLEANING JUNE 2023	175.00
TOTAL FOR: W & W COMMERCIAL CLEANING LLC			175.00

005124	HEALTHQUITY INC		
	07Q4GPC	JUNE 2023 HSA FEES	14.00
TOTAL FOR: HEALTHQUITY INC			14.00

ALLEG ISD	ALLEGAN AREA EDUCATION SVC AGENCY		
	2019DPP.202306	2019 DELINQUENT PERSONAL PROPERTY TAX COLLECTIO	36.15
TOTAL FOR: ALLEGAN AREA EDUCATION SVC AGENCY			36.15

ALLEGAN TR	ALLEGAN COUNTY TREASURER		
	2019DPP.202306	2019 DELINQUENT PERSONAL PROPERTY TAX COLLECTIO	67.16
	MHT 2023.06	TRAILER TAX COLLECTIONS DECEMBER 2022 TO JUNE 202	895.83
TOTAL FOR: ALLEGAN COUNTY TREASURER			962.99

CBEFT	HUNTINGTON NATIONAL BANK		
	2023.05	MAY 2023 HUNTINGTON BANK SERVICE FEES	30.00
TOTAL FOR: HUNTINGTON NATIONAL BANK			30.00

PL COM SCH	PLAINWELL COMMUNITY SCHOOLS		
	2019DPP.202306	2019 DELINQUENT PERSONAL PROPERTY TAX COLLECTIO	98.53
TOTAL FOR: PLAINWELL COMMUNITY SCHOOLS			98.53

RANSOM	RANSOM DISTRICT LIBRARY		
	2019DPP.202306	2019 DELINQUENT PERSONAL PROPERTY TAX COLLECTIO	13.65
TOTAL FOR: RANSOM DISTRICT LIBRARY			13.65

STATE MICH	STATE OF MICHIGAN		

2022 PILOT	2022 PILOT DISTRIBUTION - STATE SHARE	40,679.96
TOTAL FOR: STATE OF MICHIGAN		40,679.96

TOTAL - ALL VENDORS 136,499.71

INVOICE AUTHORIZATION

Person Compiling Report

I verify that to the best of my knowledge the attached invoice listing is accurate and the procedures in place to compile this invoice listing has been followed.

Insert Signature:

Roxanne Branch
Digitally signed by Roxanne Branch
Date: 2023.06.22 12:46:35 -04'00'

Brian Kelley, Finance Director/Treasurer

I verify that I have reviewed the expenditures attributed to my department and to the best of my knowledge the attached invoice listing is accurate and complies with the City's purchasing policy.

Insert Signature:

Brian Kelley
Digitally signed by Brian Kelley
Date: 2023.06.22 23:55:02 -04'00'

Bryan Pond, Water Renewal Plant Supt.

I verify that I have reviewed the expenditures attributed to my department and to the best of my knowledge the attached invoice listing is accurate and complies with the City's purchasing policy.

Insert Signature:

Bryan Pond
Digitally signed by Bryan Pond
Date: 2023.06.23 11:20:34 -04'00'

Kevin Callahan, Public Safety Director

I verify that I have reviewed the expenditures attributed to my department and to the best of my knowledge the attached invoice listing is accurate and complies with the City's purchasing policy.

Insert Signature:

Kevin A Callahan
Digitally signed by Kevin A Callahan
Date: 2023.06.23 10:34:44 -04'00'

Bob Nieuwenhuis, Public Works Supt.

I verify that I have reviewed the expenditures attributed to my department and to the best of my knowledge the attached invoice listing is accurate and complies with the City's purchasing policy.

Insert Signature:

Robert Nieuwenhuis
Digitally signed by Robert Nieuwenhuis
Date: 2023.06.22 14:35:59 -04'00'

Justin Lakamper, City Manager

I verify that I have reviewed the expenditures attributed to my department and to the best of my knowledge the attached invoice listing is accurate and complies with the City's purchasing policy.

Insert Signature:

Justin Lakamper
Digitally signed by Justin Lakamper
Date: 2023.06.23 09:12:42 -04'00'

Reports & Communications:

A. Public Hearing – Commercial Rehabilitation Tax Exemption – Resolution 2023-17

Mark Meszaros (Mosaic Company) made application for a Commercial Rehabilitation Exemption for building improvements at 119 W. Bridge St. Notification has been made to the tax units and to the City Assessor for purposes of tonight's Public Hearing to consider this request.

Recommended action: Consider adopting Resolution 2023-17 to confirm Council's support of the Commercial Rehabilitation Exemption Certificate as presented.

B. Board and Commission Appointment Listing

Several board members' terms end on June 30, 2023. Deputy Clerk Kelley confirmed with each candidate that they are willing to continue serving for another term. Each appointment is made by the Mayor, subject to confirmation from Council. The Administration is accepting applications to fill vacancies of several boards and commissions.

Recommended action: Consider confirming the Mayor's Board appointments as presented.

C. Sale of Land – 830 Miller Road

Offers have been received for land located at 830 Miller Road.

Recommended action: Consider will consider offers for the sale of land at 830 Miller Road.

D. DPW – Replacement Meter at Well 7

Superintendent Nieuwenhuis solicited quotes from two firms to replace the meter at Well 7. The meter is used to measure water pumped into the city's system. The recommended bid includes installation.

Recommended action: Consider approving a quote from Oudbier Instrument Company for \$5,500.00 to replace and install the meter at Well 7.

E. 2022/2023 Budget Amendments

This is a housekeeping item to account for budgetary shifts and/or projects within the 2022/2023 budget.

Recommended action: Consider approving the recommended budget amendments as presented.

F. Police Officers Labor Council (POLC)

The current POLC labor contract expires June 30, 2023. The proposed contract has been drafted and reviewed by the City Attorney and ratified by the Union. The new contract will run from June 1, 2023 through June 30, 2027.

Recommended action: Consider approving a 4-year labor contract with the POLC

G. Resolution 2023-18 – Adjustment to Wastewater and Water Rates

Bakertilly in East Lansing has performed a water rate study as part of the DWAM Grant. Presentations were made in May and June about rate setting methodologies and proposed rates. The final report for water rates has been submitted and is included in the Council Packet. Wastewater rates are increasing by the rate of CPI, similar to prior year adjustments.

Recommended action: Consider adopting Resolution 2023-18 to adjust wastewater and water rates for the new budget year.

H. Resolution 2023-19 – Monthly Recycling Services Special Assessment District 23-01

The City offers a monthly recycling service for its residential property owners. In July of 2022, Republic Services was awarded the contract for the program with a cost increase. The amounts previously assessed with not cover the costs of the new contract. This resolution is the first step in establishing a special assessment district for a public improvement which will cover the costs of the service provided.

Recommended action: Consider adopting Resolution 2023-19 (Resolution No. 1) for the Monthly Recycling Services Special Assessment District No. 23-01.

I. Resolution 2023-20 – Semi-Annual Solid Waste Pickup Special Assessment District 23-02

The City offers a semi-annual solid waste pickup for its residential property owners. In July of 2022, Republic Services was awarded the contract for the program with a cost increase. The amounts previously assessed with not cover the costs of the new contract. This resolution is the first step in establishing a special assessment district for a public improvement which will cover the costs of the service provided.

Recommended action: Consider adopting Resolution 2023-20 (Resolution No. 1) for the Semi-Annual Solid Waste Special Assessment District No. 23-02.

J. Resolution 2023-21 – Fines and Fees Fiscal Year 2024

Fines and fees charges for services rendered have been reviewed and updated as part of the budget process.

Recommended action: Consider adopting a resolution for general fines and fees effective July 1, 2023.

K. Public Hearing - 2023/2024 City Budget Adoption

This is the annual Public Hearing to consider Resolution 2023-22 General Appropriations and Resolution 2023-23 Special & Operating Funds Appropriations, thereby setting the 2023-2024 Plainwell City Budget.

Recommended action: Consider adopting Resolution 2023-22 General Appropriations and Resolution 2023-23 Special & Operating Funds Appropriations to adopt the 2023-2024 Plainwell City Budget.

L. Blanket and Confirming Purchase Orders Fiscal Year 2024

This is a listing of known purchase orders needed for the newly adopted budget. These items are for previously approved contracts, sole-source purchases or blankets for recurring purchases of less than \$5,500 each to the same preferred vendor.

Recommended action: Consider approving 21 Fiscal Year 2024 purchase orders as presented.

M. Resolution 2023-24 – Public Act 152

Public Act 152 from 2011 sets forth guidelines under which government entities can offer health insurance to its employees. There are three options for funding healthcare – setting a hard-cap limit for what the employer pays, an 80/20 option where the employee pays 20% of the health care costs, or exemption from the Act by a 2/3 vote of the governing body. The city has operated under the 80%/20% rule since the Act was enforced. Resolution 2023-24 confirms what was done through the budget process.

Recommended action: Consider adopting the 80%/20% Health Care Cost Option for the Publicly Funded Health Insurance.

N. Public Safety – Rescue Boat Purchase

Public Safety Director Callahan requests replacement of the 1995 Avon inflatable rescue boat, which is underpowered. The Department is evaluating options and found an auction site offering a used Rescue One boat, made specifically for river rescues and requests authorization to purchase the replacement boat.

Recommended action: Consider authorizing the purchase of a Rescue One river rescue boat from an auction site in an amount not to exceed \$20,000.00.

Reminder of Upcoming Meetings

- July 5, 2023 – Plainwell Planning Commission – 6:30pm
- **July 10, 2023 – Plainwell City Council – 7:00pm**
- July 11, 2023 – Plainwell DDA/BRA/TIFA – 7:30am
- July 13, 2023 – Plainwell Parks & Trees – 5:00pm

Non-Agenda Items / Materials Transmitted

- None