

City of Plainwell

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



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

“The Island City”

AGENDA DDA/TIFA/BRA City Hall Council Chambers February 11, 2020, 7:30 AM

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Approval of Minutes/Summary – 1/14/2020 Meeting Minutes**
5. **General Public**
6. **Chairman’s Report**
7. **BRA Action Items**
 - A. Accounts Payable for January of \$2,909.52
8. **DDA Action Items**
 - A. Accounts Payable for January of \$346.29
9. **TIFA Action Items**
 - A. Accounts Payable for January of \$603.15
10. **Communications:** 12/23/19, 1/13/2020 Council Minutes. Also the Financial Report/Summary as of 1/31/2020
11. **Public Comments**
12. **Staff Comments:**

Community Updates:

Business Updates – 112 N. Main St. has been sold, new business Perfect Image Salon remodel timeline March – July 2020

RRC – Certification Ceremony April 13 at 6:30 p.m.

Events – Art Hop, Friday March 13
13. **Member Comments**
14. **Adjournment**

Note: All public comment limited to two minutes, when recognized please rise and give your name and address.
The City of Plainwell is an equal opportunity provider and employer

The Island City

AGENDA ITEMS

7. **BRA Action Items:**

A. Accounts Payable:

Recommended Action: Consider confirming the BRA payables for January in the amount of \$2,909.52

8. **DDA Action Items:**

A. Accounts Payable:

Recommended Action: Consider confirming the DDA payables for January in the amount of \$346.29

9. **TIFA Action Items:**

A. Accounts Payable:

Recommended Action: Consider confirming the TIFA payables for January in the amount of \$603.15

Reminder of Upcoming Meetings

- February 13 – Parks and Trees Meeting at 5:00pm
- February 24 – City Council Meeting at 7:00pm

Next Meeting is scheduled for March 10 will be held at Public Safety Headquarters

Minutes
Plainwell DDA, BRA and TIFA:
January 14, 2020

1. Call to Order - Meeting called to order at 7:30 a.m. by Larabel
2. Pledge of Allegiance
3. Roll Call
Members Present: Jim Turley, Zelda Schippers, David O'Bryant; Paul Rizzo, Adam Hopkins, EJ Hart, Randy Wisnaski, Erik Wilson Nick Larabel
4. Approval of Minutes of Motion by Hart seconded by Schippers to approve 12/10/19 minutes. Motion carried.
5. General Public: None
6. Chairman's Report: None
7. BRA Action Items
A. Motion to accept accounts payable for December of \$10,406.88 was made by Rizzo and seconded by Turley. Motion carried.
8. DDA Action Items
A. Motion to accept accounts payable for December of \$2,104.21 was made by Larabel and seconded by Wisnaski. Motion carried.
B. Discussion and review of the Revolving Loan Fund
9. TIFA Action Items
A. Motion to accept accounts payable for December of \$582.83 was made by Hopkins and seconded by Wisnaski. Motion carried.
10. Communications:
11/25/19, 12/9/19 Council Minutes. Also Financial Report/Summary as of 12/31/19 were accepted and placed on file.
11. Public Comments: None
12. Staff Comments: Community Development Manager reported on:
Event updates: None – Ribbon Cutting at Abundant Living, 131 N. Main was a success;
Business Updates: All State Insurance closed; Purple Awning Closed; Abundant Living opened.
RRC Certification: Ceremony is being planned for April 13 at 6:30 p.m.
City Manager, Erik Wilson reported on:
Mill grant, everything is filed, review by MEDC Board is scheduled for Feb. 25
Consumer's conversation continues re: moving pole to south of building along M89, we are waiting on someone from Forestry to look at trees, as our proposed route for the poles may mean trimming trees.
ISO4 – Insurance Companies rate based on the community's ability to put out fires.
Plainwell's audit improved from a 5 to 4, which could mean a deduction in insurance rate for businesses and home owners. More information to come.

The city put a cease work order on 140 S. Main St. as permits were not pulled for the installation of an outdoor refrigeration unit. We are working with owner to ensure all permits are being filed.

Member Comments:

Turley – Asked about putting up banners on the fence along M89. He suggested that all banners be uniformed/consistent in size and placed on a corrugated plastic. Traffic is often backed up on M89 and banners would be visible. The fence could possibly be removed as early as next year. Jim asked if a survey to businesses could be put out to see who would be interested.

No other committee members commented

Adjournment: **A Motion by Rizzo to adjourn the meeting at 8:26 a.m. was made and passed.**

Submitted by Denise Siegel, Community Development Manager

INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL
 POST DATES 01/01/2020 - 01/31/2020
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 443 BROWNFIELD REDEVELOPMENT AUTHORITY - BRA					
Dept 000 OPERATIONS					
443-000-715.010	Health Insurance Premiums	C.O.P.S. TRUST INSURANCE	JANUARY 2020 DENTAL & VISION INSURANCE	31.60	15490
443-000-715.010	Health Insurance Premiums	PRIORITY HEALTH	JAN 2020 HEALTH INSURANCE PREMIUM	554.27	15492
443-000-715.015	LIFE INSURANCE	MADISON NATIONAL LIFE INSU	JANUARY 2020 LIFE INS COVERAGE	2.80	15491
443-000-743.000	DPW UNIFORM SPREAD	CONTINENTAL LINEN SERVICES	DECEMBER 2019 DPW UNIFORMS/RUGS/MISC	1.99	15534
443-000-801.000	Engineering Services	WIGHTMAN & ASSOCIATES INC	CITY HALL BLDG ADDITION	250.00	15600
443-000-801.000-2020-00001	MILL DEMO PHASE III ENGINEERING	GHD SERVICES INC	PHASE III MILL DEMO - ENGINEERING SERVI	1,820.81	
443-000-801.030	AUDIT SERVICES 6/30/2019	SIEGFRIED CRANDALL PC	AUDITING SERVICES FOR YEAR ENDED JUNE 3	85.46	15510
443-000-900.000	Printing and Publishing	ALLEGAN COUNTY NEWS	11/25 SUMMARY, PAPER MILL DEMO PUBLISHE	112.42	15509
443-000-900.000	Printing and Publishing	MLIVE MEDIA GROUP	MILL DEMO GRANT - PUBLIC HEARING NOTICE	46.04	15617
443-000-930.050	Computer Services	CLARK TECHNICAL SERVICES	DECEMBER 2019 - CITY WIDE IT SERVICES	4.13	15525
Total For Dept 000 OPERATIONS				2,909.52	
Total For Fund 443 BROWNFIELD REDEVELOPMENT AUTHORITY -				2,909.52	

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

Fund 443 BROWNFIELD REDI	2,909.52
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Total For All Funds:	<u>2,909.52</u>
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INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL
 POST DATES 01/01/2020 - 01/31/2020
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 494 DOWNTOWN DEVELOPMENT AUTHORITY DDA					
Dept 000 OPERATIONS					
494-000-202.494	Accounts Payable - 2014 Downtown	RHINO'S PUB	GOLDEN TICKETS - MIDWAY CHEVY DONATIONS	15.00	15533
494-000-228.023	Due to State - Sales Tax	STATE OF MICHIGAN	JANUARY 2020 SALES TAX	11.04	127
494-000-694.025	DDA - Sale of Merchandise	STATE OF MICHIGAN	JANUARY 2020 SALES TAX	(1.46)	127
494-000-715.010	Health Insurance Premiums	C.O.P.S. TRUST INSURANCE	JANUARY 2020 DENTAL & VISION INSURANCE	26.23	15490
494-000-715.010	Health Insurance Premiums	PRIORITY HEALTH	JAN 2020 HEALTH INSURANCE PREMIUM	268.72	15492
494-000-801.030	AUDIT SERVICES 6/30/2019	SIEGFRIED CRANDALL PC	AUDITING SERVICES FOR YEAR ENDED JUNE 3	16.19	15510
494-000-930.050	Computer Services	CLARK TECHNICAL SERVICES	DECEMBER 2019 - CITY WIDE IT SERVICES	4.13	15525
494-000-956.000	Documents	WALMART	Documents	6.44	1705
Total For Dept 000 OPERATIONS				346.29	
Total For Fund 494 DOWNTOWN DEVELOPMENT AUTHORITY DDA				346.29	

02/04/2020 02:53 PM

User: JULIE

DB: PLAINWELL

INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL

POST DATES 01/01/2020 - 01/31/2020

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 2/2

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

Fund 494 DOWNTOWN DEVELC	346.29
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Total For All Funds:	<u>346.29</u>
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INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL
 POST DATES 01/01/2020 - 01/31/2020
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 450 INDUSTRIAL PARK TIFA					
Dept 000 OPERATIONS					
450-000-715.010	Health Insurance Premiums	C.O.P.S. TRUST INSURANCE	JANUARY 2020 DENTAL & VISION INSURANCE	43.66	15490
450-000-715.010	Health Insurance Premiums	PRIORITY HEALTH	JAN 2020 HEALTH INSURANCE PREMIUM	537.55	15492
450-000-715.015	LIFE INSURANCE	MADISON NATIONAL LIFE INSU	JANUARY 2020 LIFE INS COVERAGE	1.62	15491
450-000-801.030	AUDIT SERVICES 6/30/2019	SIEGFRIED CRANDALL PC	AUDITING SERVICES FOR YEAR ENDED JUNE 3	16.19	15510
450-000-930.050	Computer Services	CLARK TECHNICAL SERVICES	DECEMBER 2019 - CITY WIDE IT SERVICES	4.13	15525
Total For Dept 000 OPERATIONS				<u>603.15</u>	
Total For Fund 450 INDUSTRIAL PARK TIFA				<u><u>603.15</u></u>	

02/04/2020 02:54 PM

User: JULIE

DB: PLAINWELL

INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL

POST DATES 01/01/2020 - 01/31/2020

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 2/2

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

Fund 450 INDUSTRIAL PARI	603.15
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Total For All Funds:	<u>603.15</u>
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MINUTES
Plainwell City Council
December 23, 2019

1. Mayor Keeler called a special meeting to order at 6:00 PM in City Hall Council Chambers.
2. Roll Call: Mayor Keeler, Mayor Pro Tem Steele, Councilmember Keeney, Councilmember Wisnaski and Councilmember Overhuel (at 6:19pm).
3. **A motion by Steele, seconded by Keeney, to open a public hearing to discuss the Mill Demolition Grant at 6:01pm. On a voice vote, all in favor motion passed.**
4. City Manager Erik Wilson reported updates on the Mill Demolition Grant Project, including a synopsis of where the project has been. He confirmed that the \$5.1 million grant was not awarded yet, and that the city had received a letter from the State Historic Preservation Office (SHPO) stating that demolition of buildings 1 and 9 would create an "adverse effect." Additionally, SHPO stated in their letter to the City that "SHPO accepts demolition of buildings 1 and 9 as necessary based on the structural condition/loss of historical integrity and we concur that the adverse effect cannot be avoided."

City Manager Wilson stated that to move forward the City will need to enter into a Memorandum of Agreement (MOA) with SHPO that will include the following provisions:

- A. During or immediately after the completion of the demolition secure all openings in the buildings to be retained.
- B. Secure/stabilize Buildings 2 and 3 to arrest continued deterioration.
- C. Within 12 months of the end of demolition development implant a marketing plan for the remaining contributing buildings in the mill complex that have yet to be rehabilitated.
- D. Provide SHPO calendar year updates on marketing efforts and interested parties.

City Manager Wilson discussed the buildings scheduled for demolition and that structural engineers have determined Building 1 to be structurally unsound.

City Manager Wilson stated the grant would include a 10% match plus some portion of the sale of property back for grant programing. Additionally, he stated the City was fortunate to not have any current debt service but the grant match would most likely require some debt.

Members of public inquired about options for preserving the buildings rather than demolition, and there was discussion about the overwhelming cost to maintain the buildings, particularly in the condition they are currently in. City Manger Wilson noted that the public has carried the cost of this project for many years and that it needs private investment to finish.

A resident thanked the city for sending notice of the Public Hearing to a distribution list created from a prior Public Hearing. He asked about the timeline and the City Manager confirmed that a draft Memorandum of Understanding is being reviewed by SHPO and that the grant will be decided on February 25, 2020.

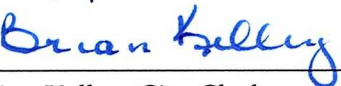
There was also a brief discussion of the power poles and the ongoing negotiations with Consumers Energy to have those moved off the riverfront.

There were no additional public questions or comments.

5. **A motion by Keeney, seconded by Steele, to close the public hearing at 6:41pm.**
6. Council agreed that they would like to see the project move forward.
7. The meeting was adjourned at 6:42pm.

Minutes respectfully submitted by,
Brian Kelley
City Clerk/Treasurer

MINUTES APPROVED BY CITY COUNCIL
January 13, 2020



Brian Kelley, City Clerk

MINUTES
Plainwell City Council
December 23, 2019

1. Mayor Keeler called the regular meeting to order at 7:00 PM in City Hall Council Chambers.
2. Pledge of Allegiance was given by all present.
3. Roll Call: Present: Mayor Keeler, Mayor Pro Tem Steele, Councilmember Overhuel, Councilmember Keeney and Councilmember Wisnaski. Absent: None.
4. Approval of Minutes/Summary:
A motion by Steele, seconded by Overhuel, to accept and place on file the Council Minutes and Summary of the 12/09/2019 regular meeting. On voice vote, all voted in favor. Motion passed.
5. Public Comments: None.
6. County Commissioner Report: None.
7. Agenda Amendments: None.
8. Mayor's Report: None
9. Recommendations and Reports:
 - A. Clerk Kelley reported a number of terms on various boards and commissions were set to expire on December 31, 2019. He reached out to each of the current members, all of whom volunteered to continue serving. The Mayor would like to re-appoint each member, subject to Council's approval.
A motion by Overhuel, seconded by Steele, to confirm the Mayor's appointment of Sue Miller and Jerry Westergaard to the Board of Review, Gina Berry, Tom Belco and Marsha Keeler to the Parks & Trees Commission and Jay Lawson to the Planning Commission. On a voice vote, all in favor. Motion passed.
 - B. Treasurer Kelley reported that the city has been planning for a full server upgrade as part of next year's capital improvement program. The mail server component of that project is in dire need of upgrade immediately, as the city has been experiencing intermittent email reliability. The city's Information Technology partner, Clark Technical Services, has quoted hardware and software totaling \$11,660.00 for a replacement mail server. It is recommended that Council approve this purchase and authorize a budget amendment for the use of available fund balances in various city funds.
A motion by Wisnaski, seconded by Overhuel, to approve a project through Clark Technical Services for hardware, software and installation of a new mail service at a total cost of \$11,660.00, amending the budget accordingly. On a roll call vote, all in favor. Motion passed.
 - C. DPW Superintendent Nieuwenhuis reported a planned change to the flower program for 2020 whereby the greenhouses would take on more of the growing responsibilities prior to the May plantings. Bids were solicited for services and two greenhouses submit bids. It is recommended that Zeinstra Greenhouse provide hanging baskets, bridge baskets and black street pots at a cost of \$3,860.00 and Diemers

Greenhouse provide in-ground flowers, concrete pots and flower trees for \$4,714.00. The additional cost of the plantings would be offset by reduced costs for labor and supplies, since the greenhouses would do more the up-front work that the city has done over the years, making this project “budget neutral”.

A motion by Keeney, seconded by Wisnaski, to approve the annual city-wide flower purchase for 2020 from Zeinstra Greenhouse and Diemers Greenhouse for a total project cost of \$8,574.00. On a roll call vote, all in favor. Motion passed.

- D. Clerk Kelley outlined five (5) annual resolutions for 2020 – the first lists the Ordinance Enforcement Officers of the city which was reviewed by the Department of Public Safety; the second lists the Council meeting dates for 2020; the third lists the employee holiday dates (when City offices are closed); the fourth is a listing of the dates on which the flags are flown on city streets, and; the fifth is a resolution authorizing the Director of Public Safety to liaison with the State of Michigan for temporary closures of state highways.

A motion by Steele, seconded by Keeney, to adopt Resolutions 2020-01 through 2020-05 for Ordinance Enforcement Officers, 2020 Council Meeting Dates, 2020 Employee Holiday Dates, 2020 Street Flag Dates and 2020 Street Closures. On a voice vote, all in favor. Motion passed.

10. Communications:

- A. **A motion by Steele, seconded by Overhuel, to accept and place on file the November 2019 Public Safety and Water Renewal Reports. On a voice vote, all in favor. Motion passed.**

11. Accounts Payable:

A motion by Wisnaski, seconded by Keeney, that the bills be allowed and orders drawn in the amount of \$234,499.74 for payment of same. On a roll call vote, all in favor. Motion passed.

12. Public Comments: None.

13. Staff Comments:

Personnel Manager Lamorandier gave a brief overview of new training software being implemented city-wide.

Superintendent Nieuwenhuis wished everyone a Merry Christmas.

Director Bomar reported that a Law Enforcement Information Network (LEIN) Audit was successfully completed with minimal findings, and that the “Shop with a Hero” event was a rousing success.

Treasurer Kelley reported that the financial audit has been completed and reported delivered to the State. A presentation to Council will be made on January 27. He also noted preparing for budget and elections.

14. Council Comments:

Council wished everyone a Merry Christmas.

15. Adjournment:

A motion by Steele, seconded by Overhuel, to adjourn the meeting at 7:34 PM. On voice vote, all voted in favor. Motion passed.

Minutes respectfully submitted by,
Brian Kelley
City Clerk/Treasurer

MINUTES APPROVED BY CITY COUNCIL
January 13, 2020



Brian Kelley, City Clerk

MINUTES
Plainwell City Council
January 13, 2020

1. Mayor Keeler called the regular meeting to order at 7:00 PM in City Hall Council Chambers.
2. Don Mejeur from 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/Summary:
A motion by Steele, seconded by Overhuel, to accept and place on file the Council Minutes and Summary of the 12/23/2019 regular and special meetings. On voice vote, all voted in favor. Motion passed.
6. Public Comments: None.
7. County Commissioner Report: None.
8. Agenda Amendments: None.
9. Mayor's Report:
On behalf of the City, the Council and the Staff, Mayor Keeler offered condolences to the family and friends of the Post Office employee from last week's accident on 10th Street.
10. Recommendations and Reports:
 - A. Clerk Kelley reported the city currently does not have a set fee for members of the public who request absent voter listings. Various groups use such listings for various purposes and the generation of the listing requires some customization of the data so as to protect the private parts of the voter records. The County provides such listings for a fee and recommends the local units adopt a policy to charge for these requests, which are expected to increase over time.
A motion by Overhuel, seconded by Steele, to adopt Resolution 2020-06 establishing a \$25.00 fee per request for an absent voter listing. On a voice vote, all in favor. Motion passed.
 - B. Director Bomar reported having identified two (2) sets of fire turn-out gear and firefighter boots in need of repair, as identified during the department's annual inspection. The purchase is included in the budget and bids were received from vendors authorized to sell the equipment.
A motion by Wisnaski, seconded by Keeney, to approve the purchase of two (2) sets of fire turn-out gear and firefighter boots from West Shore Fire Inc. in the amount of \$5,972.00. On a roll call vote, all in favor. Motion passed.
 - C. WR Superintendent Pond reported having to replace a chlorine pump, used to disinfect effluent water. The department routinely keeps a spare on hand for such replacements and, accordingly, needs to purchase a new spare pump.

A motion by Keeney, seconded by Overhuel, to approve the purchase of a spare chlorine pump from Kerr Pump Inc. in the amount of \$4,555.00. On a roll call vote, all in favor. Motion passed.

- D. Personnel Manager Lamorandier, City Manager Wilson and Director Bomar reported an agreement between the City and Clark Technical Services for ongoing computer maintenance, formalizing the service levels already provided. The agreement is a requirement from the recent LEIN audit due to Clark Technical's access to the Criminal Justice Information Network, and the related restrictions.**

A motion by Overhuel, seconded by Steele, to approve a one-year contract with Clark Technical Services for information technology services and authorize the City Manager to execute all documents related to the approved action. On a roll call vote, all in favor. Motion passed.

11. Communications:

- A. A motion by Steele, seconded by Overhuel, to accept and place on file the December 2019 Investment and Fund Balance Reports and the December 5, 2019 Inter-Municipal Sewer Meeting Minutes. On a voice vote, all in favor. Motion passed.**

12. Accounts Payable:

A motion by Keeney, seconded by Wisnaski, that the bills be allowed and orders drawn in the amount of \$792,090.53 for payment of same. On a roll call vote, all in favor. Motion passed.

13. Public Comments: None.

14. Staff Comments:

Personnel Manager Lamorandier reported completion of year-end payroll reports and ongoing implementation of training software.

Superintendent Nieuwenhuis warned about the upcoming pothole season being a challenge due to the recent freezing and thawing, which makes potholes worse.

Community Development Manager Siegel reported that she's updating the website and that Abundant Living recently celebrated their grand opening. She also briefed Council on the city's certification as a Redevelopment Ready Community, giving an overview of the process involved and how it will benefit the economic development within the city.

Superintendent Pond gave a detailed report about tank cleanings and biosolids removal.

Director Bomar noted that a received inspection by the Insurance Service Office for ISO Certification resulted in improved ratings for all four (4) categories. The city's Public Protection Classification had been a "5" and is now a "4" as a result of the improved ratings, which should result in slightly lower property insurance for homeowners and businesses as those policies renew. Director Bomar thanked his staff for their hard work on that inspection.

Clerk/Treasurer Kelley reported processing Absent Voter applications for the March 10, 2020 election and drafting the budget documents.

City Manager Wilson thanked the Department of Public Safety for the great work on the ISO inspection.

15. Council Comments:

Council thanked DPS for their hard work.

Council Member Wisnaski also thanked the Department of Public Works for their professionalism and hard work on a December 24, 2019 water leak.

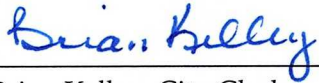
16. Adjournment:

A motion by Steele, seconded by Overhuel, to adjourn the meeting at 7:39PM. On voice vote, all voted in favor. Motion passed.

Minutes respectfully submitted by,
Brian Kelley
City Clerk/Treasurer

MINUTES APPROVED BY CITY COUNCIL

January 27, 2020



Brian Kelley, City Clerk

PERIOD ENDING 01/31/2020

% Fiscal Year Completed: 58.74

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

GL NUMBER	DESCRIPTION	2019-20		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	01/31/2020 (ABNORMAL)	MONTH 01/31/2020	INCREASE (DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 443 - BROWNFIELD REDEVELOPMENT AUTHORITY - BRA									
Revenues									
443-000-402.040	Captured Tax - AdVal Real - City Tax	6,146.00		6,146.08		0.00		(0.08)	100.00
443-000-402.041	Captured Tax - AdVal Real - Library	1,157.00		1,112.40		0.00		44.60	96.15
443-000-402.042	Captured Tax - AdVal Real - Capital Impr	491.00		490.70		0.00		0.30	99.94
443-000-402.043	Captured Tax - AdVal Real - Fire Reserve	491.00		490.70		0.00		0.30	99.94
443-000-402.044	Captured Tax - AdVal Real - Solid Waste	638.00		637.91		0.00		0.09	99.99
443-000-402.047	Captured DDA-SCHOOL	12,262.00		12,261.76		0.00		0.24	100.00
443-000-402.048	Captured Tax - AdVal Real - County (All)	2,979.00		2,954.77		0.00		24.23	99.19
443-000-402.060	Captured Tax - AdVal Pers - City	506.00		506.01		0.00		(0.01)	100.00
443-000-402.061	Captured Tax - AdVal Pers - Library	95.00		91.58		0.00		3.42	96.40
443-000-402.062	Captured Tax - AdVal Pers - Capital Impr	40.00		40.40		0.00		(0.40)	101.00
443-000-402.063	Captured Tax - AdVal Pers - Fire Reserve	40.00		40.40		0.00		(0.40)	101.00
443-000-402.064	Captured Tax - AdVal Pers - Solid Waste	52.00		52.52		0.00		(0.52)	101.00
443-000-402.065	Captured Tax - AdVal Pers - County (All)	245.00		243.26		0.00		1.74	99.29
443-000-664.020	Interest Earned - Investments	200.00		164.42		2.37		35.58	82.21
443-000-676.080	Interfund Transfer In - Capital Improve	65,000.00		35,000.00		5,000.00		30,000.00	53.85
TOTAL REVENUES		90,342.00		60,232.91		5,002.37		30,109.09	66.67
Expenditures									
443-000-703.000	Salaries/Wages - Full Time Employees	34,609.00		14,875.93		2,123.59		19,733.07	42.98
443-000-706.000	Wages - Part Time Employees	277.00		229.15		5.16		47.85	82.73
443-000-713.000	Other Post Employment Benefits	297.00		173.32		24.76		123.68	58.36
443-000-715.000	Payroll Tax - FICA/Medicare (Social Sec)	2,534.00		1,066.35		148.98		1,467.65	42.08
443-000-715.010	Health Insurance Premiums	5,319.00		3,047.31		426.39		2,271.69	57.29
443-000-715.012	Health Insurance - FSA - Employer Paid	0.00		1.37		0.00		(1.37)	100.00
443-000-715.013	Health Insurance - HSA - Employer Paid	2,538.00		1,426.15		0.00		1,111.85	56.19
443-000-715.015	Life Insurance	34.00		19.62		2.80		14.38	57.71
443-000-718.000	Retirement Benefits	2,997.00		1,316.19		191.89		1,680.81	43.92
443-000-724.000	Medical Insurance Opt Out	203.00		103.95		16.86		99.05	51.21
443-000-730.000	Postage	0.00		289.65		0.00		(289.65)	100.00
443-000-743.000	Uniforms	65.00		10.74		1.99		54.26	16.52
443-000-775.000	Supplies - Repairs and Maintenance	100.00		0.00		0.00		100.00	0.00
443-000-801.000	Engineering Services	2,000.00		33,271.66		2,070.81		(31,271.66)	1,663.58
443-000-801.013	Professional Services - Attorney	8,000.00		1,140.00		0.00		6,860.00	14.25
443-000-801.030	Professional Services - Audit	488.00		352.52		85.46		135.48	72.24
443-000-830.000	Contractual Reimbursement CRA Activities	18,857.00		18,801.37		0.00		55.63	99.70
443-000-900.000	Printing and Publishing	500.00		230.00		158.46		270.00	46.00
443-000-910.000	Liability Insurance	5,009.00		4,916.58		0.00		92.42	98.15
443-000-910.010	Workers Comp Insurance	399.00		386.72		0.00		12.28	96.92
443-000-930.000	Outside Services (RMLB)	7,000.00		7,202.64		0.00		(202.64)	102.89
443-000-930.050	Computer Services	50.00		10.07		4.13		39.93	20.14
443-000-940.000	Rentals - Equipment	1,200.00		415.27		0.00		784.73	34.61
443-908-991.000	Principal Payment - Interfund Loans	14,930.00		8,709.19		1,244.17		6,220.81	58.33
443-908-995.000	Interest Payment - Interfund Loans	1,695.00		988.75		141.25		706.25	58.33
TOTAL EXPENDITURES		109,101.00		98,984.50		6,646.70		10,116.50	91.89
Fund 443 - BROWNFIELD REDEVELOPMENT AUTHORITY - BRA:									
TOTAL REVENUES		90,342.00		60,232.91		5,002.37		30,109.09	66.67
TOTAL EXPENDITURES		109,101.00		98,984.50		6,646.70		10,116.50	91.89

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL
 PERIOD ENDING 01/31/2020
 % Fiscal Year Completed: 58.74

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

GL NUMBER	DESCRIPTION	2019-20	YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDT USED
		AMENDED BUDGET	NORMAL	01/31/2020 (ABNORMAL)	INCREASE	MONTH 01/31/2020 (DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 443 - BROWNFIELD REDEVELOPMENT AUTHORITY - BRA									
NET OF REVENUES & EXPENDITURES		(18,759.00)		(38,751.59)		(1,644.33)		19,992.59	213.32

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL

PERIOD ENDING 01/31/2020

% Fiscal Year Completed: 58.74

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

GL NUMBER	DESCRIPTION	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	01/31/2020	MONTH 01/31/2020	BALANCE	
Fund 450 - INDUSTRIAL PARK TIFA						
Revenues						
450-000-569.000	Local Grants	71,700.00	75,521.37	0.00	(3,821.37)	105.33
450-000-664.020	Interest Earned - Investments	600.00	919.64	178.79	(319.64)	153.27
TOTAL REVENUES		72,300.00	76,441.01	178.79	(4,141.01)	105.73
Expenditures						
450-000-703.000	Salaries/Wages - Full Time Employees	41,883.00	21,068.84	3,130.00	20,814.16	50.30
450-000-706.000	Wages - Part Time Employees	831.00	428.57	15.46	402.43	51.57
450-000-713.000	Other Post Employment Benefits	6.00	3.36	0.48	2.64	56.00
450-000-715.000	Payroll Tax - FICA/Medicare (Social Sec)	3,144.00	1,511.53	218.32	1,632.47	48.08
450-000-715.010	Health Insurance Premiums	5,483.00	2,971.84	423.29	2,511.16	54.20
450-000-715.012	Health Insurance - FSA - Employer Paid	0.00	4.19	0.00	(4.19)	100.00
450-000-715.013	Health Insurance - HSA - Employer Paid	2,503.00	1,715.97	0.00	787.03	68.56
450-000-715.015	Life Insurance	20.00	11.41	1.62	8.59	57.05
450-000-718.000	Retirement Benefits	2,182.00	1,080.71	165.68	1,101.29	49.53
450-000-724.000	Medical Insurance Opt Out	385.00	192.73	32.06	192.27	50.06
450-000-801.030	Professional Services - Audit	92.00	66.78	16.19	25.22	72.59
450-000-910.000	Liability Insurance	402.00	393.89	0.00	8.11	97.98
450-000-910.010	Workers Comp Insurance	249.00	241.34	0.00	7.66	96.92
450-000-930.000	Outside Services (RMLB)	0.00	645.00	0.00	(645.00)	100.00
450-000-930.050	Computer Services	50.00	10.07	4.13	39.93	20.14
450-000-940.000	Rentals - Equipment	1,800.00	2,012.78	0.00	(212.78)	111.82
450-000-956.000	Miscellaneous	500.00	0.00	0.00	500.00	0.00
450-000-962.000	Memberships & Dues	300.00	0.00	0.00	300.00	0.00
TOTAL EXPENDITURES		59,830.00	32,359.01	4,007.23	27,470.99	57.24
Fund 450 - INDUSTRIAL PARK TIFA:						
TOTAL REVENUES		72,300.00	76,441.01	178.79	(4,141.01)	105.73
TOTAL EXPENDITURES		59,830.00	32,359.01	4,007.23	27,470.99	57.24
NET OF REVENUES & EXPENDITURES		12,470.00	44,082.00	(3,828.44)	(31,612.00)	338.38

PERIOD ENDING 01/31/2020

% Fiscal Year Completed: 58.74

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

GL NUMBER	DESCRIPTION	2019-20		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	01/31/2020 (ABNORMAL)	MONTH 01/31/2020 INCREASE	(DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY DDA									
Revenues									
494-000-402.030	Captured DDA-CITY	24,515.00		24,515.53		0.00		(0.53)	100.00
494-000-402.031	Captured DDA-LIBRARY	4,613.00		4,436.43		0.00		176.57	96.17
494-000-402.032	Captured DDA-Capital Impr	1,957.00		1,957.03		0.00		(0.03)	100.00
494-000-402.033	Capture DDA-Fire Reserve	1,957.00		1,957.03		0.00		(0.03)	100.00
494-000-402.034	Capture-DDA-Solid Waste	2,544.00		2,544.16		0.00		(0.16)	100.01
494-000-402.045	Captured DDA-COUNTY	11,881.00		11,785.07		0.00		95.93	99.19
494-000-402.060	Captured Tax - AdVal Pers - City	2,593.00		2,409.13		0.00		183.87	92.91
494-000-402.061	Captured Tax - AdVal Pers - Library	488.00		435.84		0.00		52.16	89.31
494-000-402.062	Captured Tax - AdVal Pers - Capital Impr	207.00		192.35		0.00		14.65	92.92
494-000-402.063	Captured Tax - AdVal Pers - Fire Reserve	207.00		192.35		0.00		14.65	92.92
494-000-402.064	Captured Tax - AdVal Pers - Solid Waste	269.00		250.05		0.00		18.95	92.96
494-000-402.065	Captured Tax - AdVal Pers - County (All)	1,257.00		1,157.90		0.00		99.10	92.12
494-000-569.000	Local Grants	5,599.00		5,894.37		0.00		(295.37)	105.28
494-000-569.010	Local Donations	0.00		350.00		0.00		(350.00)	100.00
494-000-664.020	Interest Earned - Investments	200.00		626.99		100.75		(426.99)	313.50
494-000-694.000	Miscellaneous Revenue	200.00		1,263.05		0.00		(1,063.05)	631.53
494-000-694.022	DDA - Farmers Market Entry Fee	2,500.00		2,281.75		0.00		218.25	91.27
494-000-694.025	DDA - Sale of Merchandise	1,000.00		963.79		185.41		36.21	96.38
494-000-694.026	DDA - Special Event Revenues	600.00		736.00		0.00		(136.00)	122.67
494-000-694.036	DDA Donations - Movies in the Park	400.00		0.00		0.00		400.00	0.00
494-000-694.494	DDA - Farmer's Market SNAP Sales	0.00		82.00		0.00		(82.00)	100.00
TOTAL REVENUES		62,987.00		64,030.82		286.16		(1,043.82)	101.66
Expenditures									
494-000-703.000	Salaries/Wages - Full Time Employees	18,309.00		7,915.44		1,199.52		10,393.56	43.23
494-000-706.000	Wages - Part Time Employees	1,500.00		0.00		0.00		1,500.00	0.00
494-000-715.000	Payroll Tax - FICA/Medicare (Social Sec)	1,443.00		534.09		78.87		908.91	37.01
494-000-715.010	Health Insurance Premiums	2,636.00		1,530.34		213.93		1,105.66	58.06
494-000-715.013	Health Insurance - HSA - Employer Paid	1,321.00		722.93		0.00		598.07	54.73
494-000-715.015	Life Insurance	2.00		0.00		0.00		2.00	0.00
494-000-718.000	Retirement Benefits	355.00		25.06		6.19		329.94	7.06
494-000-724.000	Medical Insurance Opt Out	47.00		25.55		3.93		21.45	54.36
494-000-775.000	Supplies - Repairs and Maintenance	100.00		3.99		0.00		96.01	3.99
494-000-801.000	Engineering Services	100.00		0.00		0.00		100.00	0.00
494-000-801.013	Professional Services - Attorney	100.00		0.00		0.00		100.00	0.00
494-000-801.030	Professional Services - Audit	92.00		66.78		16.19		25.22	72.59
494-000-900.000	Printing and Publishing	3,600.00		1,074.95		0.00		2,525.05	29.86
494-000-910.000	Liability Insurance	513.00		502.85		0.00		10.15	98.02
494-000-910.010	Workers Comp Insurance	84.00		81.42		0.00		2.58	96.93
494-000-930.000	Outside Services (RMLB)	500.00		1,726.00		0.00		(1,226.00)	345.20
494-000-930.050	Computer Services	50.00		10.07		4.13		39.93	20.14
494-000-940.000	Rentals - Equipment	650.00		95.00		0.00		555.00	14.62
494-000-956.000	Miscellaneous	1,850.00		395.56		6.44		1,454.44	21.38
494-000-956.021	Special Events	2,000.00		762.52		0.00		1,237.48	38.13
494-000-957.022	DDA Farmers Market Expense	1,000.00		425.31		0.00		574.69	42.53
494-000-957.025	DDA Christmas Ornament Costs	800.00		0.00		0.00		800.00	0.00
494-000-957.036	DDA Movies in the Park	1,500.00		1,163.00		0.00		337.00	77.53
494-000-957.494	DDA - Farmer's Market SNAP Vendor Pymts	0.00		94.00		0.00		(94.00)	100.00
494-000-960.000	Education & Training - Professional	500.00		0.00		0.00		500.00	0.00
494-000-962.000	Memberships & Dues	3,100.00		2,760.00		0.00		340.00	89.03
494-908-991.000	Principal Payment - Interfund Loans	11,666.00		6,805.19		972.17		4,860.81	58.33
494-908-995.000	Interest Payment - Interfund Loans	595.00		347.06		49.58		247.94	58.33

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL

PERIOD ENDING 01/31/2020

% Fiscal Year Completed: 58.74

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

GL NUMBER	DESCRIPTION	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	01/31/2020 NORMAL (ABNORMAL)	MONTH 01/31/2020 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY DDA						
Expenditures						
TOTAL EXPENDITURES		54,413.00	27,067.11	2,550.95	27,345.89	50.99
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY DDA:						
TOTAL REVENUES		62,987.00	64,030.82	286.16	(1,043.82)	101.66
TOTAL EXPENDITURES		54,413.00	27,067.11	2,550.95	27,345.89	50.99
NET OF REVENUES & EXPENDITURES		8,574.00	36,963.71	(2,264.79)	(28,389.71)	423.22
TOTAL REVENUES - ALL FUNDS		225,629.00	200,704.74	5,467.32	24,924.26	88.95
TOTAL EXPENDITURES - ALL FUNDS		223,344.00	158,410.62	13,204.88	64,933.38	72.64
NET OF REVENUES & EXPENDITURES		2,285.00	42,294.12	(7,737.56)	(40,009.12)	1,683.38

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL

PERIOD ENDING 01/31/2020

% Fiscal Year Completed: 58.74

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

GL NUMBER	DESCRIPTION	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	01/31/2020	MONTH 01/31/2020	BALANCE	
Fund 443 - BROWNFIELD REDEVELOPMENT AUTHORITY - BRA						
Revenues						
TAXES	TAXES	25,142.00	25,068.49	0.00	73.51	99.71
INTEREST	INTEREST & RENTS	200.00	164.42	2.37	35.58	82.21
TRANSFER	FUNDS TRANSFERS	65,000.00	35,000.00	5,000.00	30,000.00	53.85
TOTAL REVENUES		90,342.00	60,232.91	5,002.37	30,109.09	66.67
Expenditures						
000	OPERATIONS	92,476.00	89,286.56	5,261.28	3,189.44	97.92
908	DEBT SERVICE	16,625.00	9,697.94	1,385.42	6,927.06	58.33
TOTAL EXPENDITURES		109,101.00	98,984.50	6,646.70	10,116.50	91.89
Fund 443 - BROWNFIELD REDEVELOPMENT AUTHORITY - BRA:						
TOTAL REVENUES		90,342.00	60,232.91	5,002.37	30,109.09	66.67
TOTAL EXPENDITURES		109,101.00	98,984.50	6,646.70	10,116.50	91.89
NET OF REVENUES & EXPENDITURES		(18,759.00)	(38,751.59)	(1,644.33)	19,992.59	213.32

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL

PERIOD ENDING 01/31/2020

% Fiscal Year Completed: 58.74

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

GL NUMBER	DESCRIPTION	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	01/31/2020	MONTH 01/31/2020	BALANCE	
Fund 450 - INDUSTRIAL PARK TIFA						
Revenues						
INTEREST	INTEREST & RENTS	600.00	919.64	178.79	(319.64)	153.27
OTHER	OTHER	71,700.00	75,521.37	0.00	(3,821.37)	105.33
TOTAL REVENUES		72,300.00	76,441.01	178.79	(4,141.01)	105.73
Expenditures						
000	OPERATIONS	59,830.00	32,359.01	4,007.23	27,470.99	57.24
TOTAL EXPENDITURES		59,830.00	32,359.01	4,007.23	27,470.99	57.24
Fund 450 - INDUSTRIAL PARK TIFA:						
TOTAL REVENUES		72,300.00	76,441.01	178.79	(4,141.01)	105.73
TOTAL EXPENDITURES		59,830.00	32,359.01	4,007.23	27,470.99	57.24
NET OF REVENUES & EXPENDITURES		12,470.00	44,082.00	(3,828.44)	(31,612.00)	338.38

PERIOD ENDING 01/31/2020

% Fiscal Year Completed: 58.74

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

GL NUMBER	DESCRIPTION	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	01/31/2020 NORMAL (ABNORMAL)	MONTH 01/31/2020 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY DDA						
Revenues						
TAXES	TAXES	52,488.00	51,832.87	0.00	655.13	98.75
INTEREST	INTEREST & RENTS	200.00	626.99	100.75	(426.99)	313.50
UNCLASSIFIED	Unclassified	0.00	82.00	0.00	(82.00)	100.00
OTHER	OTHER	10,299.00	11,488.96	185.41	(1,189.96)	111.55
TOTAL REVENUES		<u>62,987.00</u>	<u>64,030.82</u>	<u>286.16</u>	<u>(1,043.82)</u>	<u>101.66</u>
Expenditures						
000	OPERATIONS	42,152.00	19,914.86	1,529.20	22,237.14	48.85
908	DEBT SERVICE	12,261.00	7,152.25	1,021.75	5,108.75	58.33
TOTAL EXPENDITURES		<u>54,413.00</u>	<u>27,067.11</u>	<u>2,550.95</u>	<u>27,345.89</u>	<u>50.99</u>
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY DDA:						
TOTAL REVENUES		62,987.00	64,030.82	286.16	(1,043.82)	101.66
TOTAL EXPENDITURES		54,413.00	27,067.11	2,550.95	27,345.89	50.99
NET OF REVENUES & EXPENDITURES		<u>8,574.00</u>	<u>36,963.71</u>	<u>(2,264.79)</u>	<u>(28,389.71)</u>	<u>423.22</u>
TOTAL REVENUES - ALL FUNDS						
TOTAL EXPENDITURES - ALL FUNDS						
NET OF REVENUES & EXPENDITURES		<u>2,285.00</u>	<u>42,294.12</u>	<u>(7,737.56)</u>	<u>(40,009.12)</u>	<u>1,683.38</u>