

# City of Plainwell

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



Department of Administration Services  
211 N. Main Street  
Plainwell, Michigan 49080  
Phone: 269-685-6821  
[www.plainwell.org](http://www.plainwell.org)

“The Island City”

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**AGENDA**  
**DDA/TIFA/BRA**  
**City Hall Council Chambers**  
**October 12, 2021 7:30 AM**

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Approval of Minutes/Summary –09/14/21 Meeting Minutes**
5. **Chairman’s Report**
6. **BRA Action Items**
  - A. Mill Demolition updates
  - B. Accounts Payable for September of \$123,104.67
7. **DDA Action Items**
  - A. Revolving Loan Quarterly Report
  - B. OP Chamber Contract
  - C. Accounts Payable for September of \$6,590.11
8. **TIFA Action Items**
  - A. Update on 52 Acres in Industrial Park
  - B. Accounts Payable for September of \$4,087.52
9. **Communications:** 9/13 & 9/27 Council Minutes. Also, the Financial Report/ Summary as of 09/30/2021
10. **Public Comments**
11. **Staff Comments:**

*Community Updates:* October events: Scarecrows & Fall displays are up; Ladies Night, Pumpkins in the Park, Art and Eats tour. Planning for Indoor Market and Holiday events: Light Up the Night and holiday Parade, Santa visits.

*Businesses:* Fortress of Solitude celebrated their first year; Beyond Staging has merged with Distinguished Home, Ribbon Cutting planned for Oct. 28;
12. **Member Comments**
13. **Adjournment**

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



The City of Plainwell is an equal opportunity provider and employer

**The Island City**

Minutes  
Plainwell DDA, BRA and TIFA:  
**September 14, 2021**

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, Nick Larabel, EJ Hart, Randy Wisnaski, David O'Bryant, Adam Hopkins, Angela Ridgway, Paul Rizzo  
**Excused:** Erik Wilson
4. Approval of Minutes of 08/10/21: minutes were approved to place on file.
5. Chairman's Report: None
6. BRA Action Items
  - A. Mill Demolition updates – Siegel, Community Development Manager (CDM), shared the change order #11 for \$33,825.00 to Melching, Inc. for repair work associated with the northwest corner of building #3.
  - B. Motion to accept accounts payable for August of \$29,501.89 was made by Hart and seconded by Larabel. All in favor vote. Motion carried.** Larabel inquired about the legal fees, which are related to the legal fees re: the Mill Demolition.
7. DDA Action Items
  - A. Holiday Lights Display – Siegel, CDM shared the new holiday lights that were ordered for our DDA
  - B. Merchant Group updates were given by Ridgway. She mentioned Ladies Night Event happening in October and prep for upcoming holiday events
  - C. Motion to accept accounts payable for August of \$2,709.64 was made by Larabel and seconded by Rizzo. All in favor vote. Motion carried.**
8. TIFA Action Items
  - A. Update on the 52 Acres was given by Siegel, CDM. All Meert's have signed. Rizzo inquired about them continuing to farm the land. Siegel responded that there are logistic to work out re: this issue.
  - B. Motion to accept accounts payable for August of \$5,868.18 was made by Hart and seconded by Larabel. All in favor vote. Motion carried.**
9. Communications: 07/26 & 08/09/2021 Council Minutes. Also, the Financial Report/ Summary as of 08/30/2021 were approved and placed on file.
10. Public Comments: None
11. Staff Comments: Community Development Manager, Siegel reported:  
*Community Updates:* Planning in process for Indoor Market, Scarecrow events, Holiday events, parade, shop small Saturday etc.  
*Businesses:* Siegel, CMD, provided an update on new businesses progress, business anniversaries. Zoning information re; signage, building permits.

*RFP's* - Jenson Lot is now available w/a closing date of Oct. 29. William Crispe was brought before Council w/3 proposals. City Council approved the City Manager to move forward on developing an agreement with Stanford Lodge, while keeping the RFP active until an agreement is finalized.

Member Comments:

Wisnaski – gave a recap/update of information from the Council meeting

**Adjournment: A Motion to adjourn the meeting 8:08 a.m. was made by Hart and seconded by Hopkins.**

Submitted by Denise Siegel, Community Development Manager

DRAFT

INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL  
 POST DATES 09/01/2021 - 09/30/2021  
 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	COPS HEALTH TRUST	SEPTEMBER 2021 DENTAL & VISION	36.20	17729
443-000-715.015	LIFE INSURANCE	MADISON NATIONAL LIFE INSURANCE	SEPTEMBER 2021 LIFE INSURANCE COVERAGE	3.56	17730
443-000-743.000	DPW UNIFORM SPREAD	CONTINENTAL LINEN SERVICES	AUGUST 2021 DPW UNIFORMS/RUGS	2.08	17826
443-000-930.000	Repair/Maintenance (Outside)	OTIS ELEVATOR COMPANY	MILL SERVICE ELEVATOR MAINT 09/01/2021	144.81	17777
Total For Dept 000 OPERATIONS				186.65	
Dept 970 CAPITAL OUTLAY					
443-970-972.000	BLDGS 2 & 3 ENCAPSULATION 20 YR	MELCHING, INC.	ROOF ENCAPSULATION - MILL BUILDINGS #2	93,786.92	17801
443-970-972.000-2020-00001	DEMOLITION PROJECT OVERSIGHT	GHD SERVICES INC	MILL DEMO PHASE III THROUGH 07/31/2021	21,672.35	17829
443-970-972.000-2020-00001	DEMOLITION PROJECT OVERSIGHT	GHD SERVICES INC	MILL DEMO PHASE III THROUGH 08/28/2021	7,458.75	17829
Total For Dept 970 CAPITAL OUTLAY				122,918.02	
Total For Fund 443 BROWNFIELD REDEVELOPMENT AUTHORITY -				123,104.67	

10/08/2021 09:02 AM  
User: JULIE  
DB: Plainwell

INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL  
POST DATES 09/01/2021 - 09/30/2021  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID

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

Fund 443 BROWNFIELD REDI	123,104.67
Total For All Funds:	<u>123,104.67</u>

CITY OF PLAINWELL  
 OUTSTANDING REVOLVING LOANS  
 AS OF September 30, 2021

RECIPIENT	ORIGINAL LOAN	ORIGINAL LOAN DATE	STATUS	LAST PAYMENT DATE	PRINCIPAL PAID TO DATE	INTEREST PAID TO DATE	DELQ AMOUNT	DELQ DAYS	LOAN BALANCE	PAYOFF DATE	
Elliott's Remodeling	9,000.00	25-Sep-2008	Paid in Full	5/20/2016	9,000.00	389.75	-	-	-	5/20/2016	- Property sold - paid by Title Company at closing
Island City Computers	5,000.00	3-Jun-2012	Written Off	9/11/2019	2,306.95	142.98	2,693.05	1,753	-	9/11/2019	- Business folded - small assets retained sold 09/11/2019 - wrote off remaining balance
CPR Properties 2013	10,000.00	30-May-2013	Paid in Full	9/13/2017	10,000.00	238.14	-	-	-	9/13/2017	
H&H Auto Body LLC	3,500.00	22-Oct-2014	Paid in Full	7/30/2015	3,500.00	14.09	-	-	-	7/30/2015	
Hart's Jewelry	2,550.00	27-Sep-2013	Paid in Full	7/27/2015	2,550.00	25.56	-	-	-	7/27/2015	
London Grill-Plainwell, Inc.	10,000.00	2-Aug-2013	Paid in Full	2/4/2016	10,000.00	188.66	-	-	-	2/4/2016	
Plainwell Flowers	8,000.00	22-Sep-2014	Paid in Full	10/5/2016	8,000.00	109.62	-	-	-	10/5/2016	
Thomas Holmes	7,000.00	23-Jun-2014	Paid in Full	12/5/2018	7,000.00	177.90	-	-	-	12/5/2018	
Total Property Management	10,000.00	7-Jun-2013	Paid in Full	6/4/2018	10,000.00	254.73	-	-	-	6/4/2018	
101 S. Main St.	10,000.00	1-Oct-2013	Paid in Full	3/24/2021	10,000.00	308.06	-	-	-	3/24/2021	
Onalee Boettcher	8,452.37	14-Oct-2015	Paid in Full	1/7/2019	8,452.37	185.02	-	-	-	1/7/2019	
H&H Auto Body 2015	4,350.00	23-Nov-2015	Paid in Full	10/24/2016	4,350.00	21.54	-	-	-	10/24/2016	
Turley Properties LLC	8,000.00	23-Nov-2015	Paid in Full	4/13/2018	8,000.00	147.18	-	-	-	4/13/2018	
RWEats Healthy Living LLC	10,000.00	19-May-2016	Paid in Full	4/13/2018	10,000.00	153.15	-	-	-	4/13/2018	
Barbara Taylor Bechtel	10,000.00	12-Jan-2017	Paid in Full	7/27/2020	10,000.00	232.53	-	-	-	7/27/2020	
John Roggow	10,000.00	12-Dec-2017	Ahead	9/2/2021	7,570.31	236.31	-	-	2,429.69		
James Turley	10,000.00	1-Jun-2018	Paid in Full	7/8/2020	10,000.00	170.55	-	-	-	7/8/2020	
Plainwell Bridge & Main LLC	10,000.00	23-Aug-2019	Late	7/27/2021	3,773.26	158.78	341.46	60	6,226.74		
Adam & Rachel Hopkins	10,000.00	10-Sep-2020	Current	9/25/2021	2,128.95	94.05	-	-	7,871.05		
									16,527.48		
<b>Loans from G01 Grant</b>									43,800.55		= Cash on hand at 09/30/2021
<b>All others in G03 Grant</b>									60,328.03		

**NEW LOAN INFORMATION**

RECIPIENT NAME	APPLICANT TYPE	ADDRESS	ZIP	FUNDED BY	LOAN AMOUNT	NAICS CODE	PURPOSE	JOBS CREATED	JOBS SAVED	APPLICATION DATE	CLOSING DATE	TERM (MONTHS)	MATURITY DATE	PAYMENT AMOUNT	INTEREST	RACE	GENDER	ETHNICITY	SOURCE
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## **AGREEMENT FOR MARKETING DEVELOPMENT SERVICES**

This Agreement for Marketing Development Services, is made as of July 15, 2021 by the Otsego-Plainwell Area Chamber of Commerce (the “Chamber”), a Michigan nonprofit corporation, whose address is 135 E. Allegan Street, Otsego, MI 49078, and the City of Plainwell, Downtown Development Authority (the “CITY/DDA”), a Michigan municipal corporation, whose address is 211 N. Main St, Plainwell, MI 49080.

- A. The CITY/DDA is authorized by Michigan law to undertake economic development activities.
- B. The Chamber is a nonprofit corporation that is able to provide Business Marketing and Promotional Services to the CITY/DDA while acting as a Regional Resource for Tourism.

### **TERMS AND CONDITIONS**

In consideration of the mutual covenants and agreements constrained in this Agreement, it is agreed as follows:

1. **General Agreement.** The CITY/DDA contracts with the Chamber to provide general marketing and promotional services to the City and the geographical region in which they are located, including projects and activities in tourism, agriculture, commercial, retail, financial and industrial businesses.
2. **Payment for Services.** As consideration for the services to be provided pursuant to the Agreement, the CITY/DDA shall pay such amount as is determined annually by the Chamber’s Board of Directors. However, in no event shall this annual amount exceed \$1,250 for the first year, \$2,500 for the second year, and \$2,500 for the third year of this Agreement’s term. Payment is to be made by January 15th, of each year.
3. **Reporting.** The Chamber shall deliver to the CITY/DDA the same annual reports, i.e. activity reports, minutes, committee reports and other pieces of information, as are presently provided to members of the Chamber’s Board of Directors.
4. **Term.** This Agreement shall have a 3-year term. This Agreement may be renewed by mutual written agreement of all of the parties for an additional term or terms, the duration of which shall be specified in such Agreement.
5. **Termination.** This Agreement may be terminated at any time by mutual agreement or by either party, upon 90 days prior written notice to the other, in the event the other party fails or refuses to perform any of its duties and responsibilities under the Agreement. However, if failure to perform can be remedied within 90 days after notice, then the notice shall be null and void if the failure is in fact remedied within such 90 day time period. Notwithstanding the performance subsequent to termination.
6. **Independent Contractor.** In the performance of the services to be provided pursuant to this Agreement, it’s mutually agreed that the Chamber shall be at all times acting and performing as an independent contractor.

7. **Effective Date.** This Agreement shall be effective on January 1, 2022.
8. **Miscellaneous.** The Agreement and all rights and obligations under it shall not be assignable unless all parties agree in writing to such assignment. This Agreement shall ensure to the benefit of and be binding upon the parties and their respective successors and permitted assigns. All notices and other documents required by this Agreement shall be in writing and addressed to the respective parties at the addresses stated on Page 1 and shall be delivered in person or by ordinary mail properly addressed with sufficient postage. This Agreement has been executed in the State of Michigan and shall be governed by Michigan law. The waiver by either party of a breach of any provision of this Agreement shall not be a waiver of any subsequent breach of the same or any other provision of this Agreement. This Agreement may be executed in multiple counterparts, all of which shall be deemed to be one contract. This Agreement states the entire agreement between the parties. All prior oral or written understandings and agreements are merged into it. The captions are for convenience only and shall not affect its interpretation. This Agreement shall be enforceable only by the parties and their permitted successors and assigns and no other person shall have the right to enforce any of its provisions. All amendments to this Agreement shall be in writing and signed by both parties.

The Parties have executed this Contract as of the date first written above.

**Otsego-Plainwell Area Chamber of Commerce Representatives:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CITY/DDA of Plainwell Representatives:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Exhibit A:** 2021 Otsego-Plainwell Chamber of Commerce Strategic Business Plan

**Exhibit B:** Amendment-2022



**Exhibit A**



**2021 Strategic Business Plan**  
***“One Community - One Mission”***

The goal of this 2021 Strategic Business Plan is to develop a comprehensive organized outline that reflects & inspires growth of our Chamber. We are an extension of our business partners, and we are proud to support them through our programs & benefits. Our priorities this year will build our Chamber’s value to members, while we invest in the entire Otsego-Plainwell community.

**A. Priority Items for 2021:**

- |   |                           |
|---|---------------------------|
| <b>1. After Hours Business Mixers/Networking</b>                    | <b>Status: In-Process</b> |
| <b>2. Membership in MI Chamber of Commerce</b>                      | <b>Status: Complete</b>   |
| <b>3. New Programs</b>  |                           |
| <b>A. Restaurant Gift Card Program</b>                              | <b>Status: In-Process</b> |
| Develop a committee of restaurant owners to provide a program.      |                           |
| <b>B. Lunch &amp; Learn(s)</b>                                      | <b>Status: In-Process</b> |
| Offer one in 2021   |                           |
| <b>C. Scholarships</b>  | <b>Status:</b>            |
| Create an end of the year business grant/scholarship(s)             |                           |
| <b>D. Develop Member-Member Benefit Program</b>                     | <b>Status:</b>            |
| <b>4. Improve Chamber Social Media Presence</b>                     | <b>Status: In-Process</b> |
| Hire a intern to create/manage a more dynamic social media platform |                           |
| Create a “Like, Share” contest using Chamber members' donations     |                           |
| Increased Utilization of Chamber Website & Newsletter               |                           |
| <b>5. CITY/DDA, Township Agreements</b>                             | <b>Status: In-Process</b> |
| <b>6. Lakeshore Advantage</b>                                       | <b>Status: In-Process</b> |
| Participate in BIR process  |                           |
| <b>7. Revenue Generation</b>  |                           |
| <b>A. Create a VIP Chamber Member Program</b>                       | <b>Status: In-Process</b> |
| <b>B. Revise/Adjust member dues program for 2022</b>                | <b>Status: In-Process</b> |
| <b>C. Investigate grants opportunities for nonprofits</b>           | <b>Status:</b>            |
| <b>8. Office Productivity Software</b>                              | <b>Status: In-Process</b> |
| <b>9. Create Executive Director Job Description</b>                 | <b>Status: In-Process</b> |
| <b>10. 2022 Strategic Plan Review</b>                               | <b>Status:</b>            |
| <b>A. Survey Chamber Members in October, ‘21</b>                    |                           |
| <b>B. Annual Event Review</b>                                       |                           |
| <b>C. Budget/Timing considerations</b>                              |                           |
| <b>D. Prioritize new items for the coming year</b>                  |                           |

Exhibit B

AMENDMENT-2022

<u>Discussion Items:</u>	<u>Value to The City of Plainwell:</u>
<b>*Regional Tourism Resource with an emphasis on Marketing</b>	<b>\$ 1,500.00</b>
Tourism Tab on Chamber Website listing City Venues	
Links to City of Plainwell Website from Chamber Website	
<b>*Membership in West Michigan Tourist Association (WMTA)</b>	<b>\$ 500.00</b>
<b>*Business Support Services</b>	
Educational Seminars “Lunch & Learn”	<b>\$ 1,000.00</b>
(Minimum of one to be hosted at a Plainwell location in calendar year 2022)	
Ribbon Cutting(s)	<b>\$ 500.00</b>
Community Calendar	<b>\$ 500.00</b>
Post Plainwell Community Events on Calendar	
Posting capability	
Visitor’s Guide	
Editorial	<b>\$ 2,085.00 (4 pages)</b>
Strategic Placement of 3,500 copies	
<b>Total Chamber Services Value to the City:</b>	<b>\$ 6,085.00</b>

**\*Year to Year Business Plans** to be developed/shared with City & DDA Partner’s input. Participation in the process designed to be collaborative.

**\*CITY/DDA will have monthly statistical reports** referencing the number of clicks per month to the City of Plainwell link to be included in the monthly Chamber Board “Executive Directors” Report.

**\*City of Plainwell marketing materials** distributed to walk-in visitors as provided by CITY/DDA.

## **AGREEMENT FOR MARKETING DEVELOPMENT SERVICES**

This Agreement for Marketing Development Services, is made as of July 15, 2021 by the Otsego-Plainwell Area Chamber of Commerce (the “Chamber”), a Michigan nonprofit corporation, whose address is 135 E. Allegan Street, Otsego MI 49078, and the City of Otsego (the “City”), a Michigan municipal corporation, whose address is 117 E. Orleans, Otsego, MI 49078.

### **RECITALS**

- A. The City is authorized by Michigan law to undertake economic development activities.
- B. The Chamber is a nonprofit corporation that is able to provide Business Marketing and Promotional Services to the City while acting as a Regional Resource for Tourism.

### **TERMS AND CONDITIONS**

In consideration of the mutual covenants and agreements constrained in this Agreement, it is agreed as follows:

1. **General Agreement.** The City contracts with the Chamber to provide general marketing and promotional services to the City and the geographical region in which they are located, including projects and activities in tourism, agriculture, commercial, retail, financial and industrial businesses.
2. **Payment for Services.** As consideration for the services to be provided pursuant to the Agreement, the City shall pay such amount as is determined annually by the Chamber’s Board of Directors. However, in no event shall this annual amount exceed \$1,500 for the first year, \$1,500 for the second year, and \$1,500 for the third year of this Agreement’s term. Payment is to be made by January 15th, of each year.
3. **Reporting.** The Chamber shall deliver to the city the same annual reports, i.e. activity reports, minutes, committee reports and other pieces of information, as are presently provided to members of the Chamber’s Board of Directors.
4. **Term.** This Agreement shall have a 3-year term. This Agreement may be renewed by mutual written agreement of all of the parties for an additional term or terms, the duration of which shall be specified in such Agreement.
5. **Termination.** This Agreement may be terminated at any time by mutual agreement or by either party, upon 90 days prior written notice to the other, in the event the other party fails or refuses to perform any of its duties and responsibilities under the Agreement. However, if failure to perform can be remedied within 90 days after notice, then the notice shall be null and void if the failure is in fact remedied within such 90 day time period. Notwithstanding the performance subsequent to termination.
6. **Independent Contractor.** In the performance of the services to be provided pursuant to this Agreement, it’s mutually agreed that the Chamber shall be at all times acting and performing as an independent contractor.

7. **Effective Date.** This Agreement shall be effective on January 1, 2022.
8. **Miscellaneous.** The Agreement and all rights and obligations under it shall not be assignable unless all parties agree in writing to such assignment. This Agreement shall ensure to the benefit of and be binding upon the parties and their respective successors and permitted assigns. All notices and other documents required by this Agreement shall be in writing and addressed to the respective parties at the addresses stated on Page 1 and shall be delivered in person or by ordinary mail properly addressed with sufficient postage. This Agreement has been executed in the State of Michigan and shall be governed by Michigan law. The waiver by either party of a breach of any provision of this Agreement shall not be a waiver of any subsequent breach of the same or any other provision of this Agreement. This Agreement may be executed in multiple counterparts, all of which shall be deemed to be one contract. This Agreement states the entire agreement between the parties. All prior oral or written understandings and agreements are merged into it. The captions are for convenience only and shall not affect its interpretation. This Agreement shall be enforceable only by the parties and their permitted successors and assigns and no other person shall have the right to enforce any of its provisions. All amendments to this Agreement shall be in writing and signed by both parties.

The Parties have executed this Contract as of the date first written above.

**Otsego-Plainwell Area Chamber of Commerce Representatives:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**City of Otsego Representatives:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Exhibit A:** 2021 Otsego-Plainwell Chamber of Commerce Strategic Business Plan

**Exhibit B:** Amendment-2022

## Exhibit A



# **2021 Strategic Business Plan**

## ***“One Community - One Mission”***

The goal of this 2021 Strategic Business Plan is to develop a comprehensive organized outline that reflects & inspires growth of our Chamber. We are an extension of our business partners, and we are proud to support them through our programs & benefits. Our priorities this year will build our Chamber's value to members, while we invest in the entire Otsego-Plainwell community.

### **A. Priority Items for 2021:**

- |   |                           |
|---|---------------------------|
| <b>1. After Hours Business Mixers/Networking</b>                    | <b>Status: In-Process</b> |
| <b>2. Membership in MI Chamber of Commerce</b>                      | <b>Status: Complete</b>   |
| <b>3. New Programs</b>  |                           |
| <b>A. Restaurant Gift Card Program</b>                              | <b>Status: In-Process</b> |
| Develop a committee of restaurant owners to provide a program.      |                           |
| <b>B. Lunch &amp; Learn(s)</b>                                      | <b>Status: In-Process</b> |
| Offer one in 2021   |                           |
| <b>C. Scholarships</b>  | <b>Status:</b>            |
| Create an end of the year business grant/scholarship(s)             |                           |
| <b>D. Develop Member-Member Benefit Program</b>                     | <b>Status:</b>            |
| <b>4. Improve Chamber Social Media Presence</b>                     | <b>Status: In-Process</b> |
| Hire a intern to create/manage a more dynamic social media platform |                           |
| Create a “Like, Share” contest using Chamber members' donations     |                           |
| Increased Utilization of Chamber Website & Newsletter               |                           |
| <b>5. City, Township Agreements</b>                                 | <b>Status: In-Process</b> |
| <b>6. Lakeshore Advantage</b>                                       | <b>Status: In-Process</b> |
| Participate in BIR process  |                           |
| <b>7. Revenue Generation</b>  |                           |
| A. Create a VIP Chamber Member Program                              | <b>Status:</b>            |
| B. Revise/Adjust member dues program for 2022                       | <b>Status:</b>            |
| C. Investigate grants opportunities for nonprofits                  | <b>Status:</b>            |
| <b>8. Office Productivity Software</b>                              | <b>Status: In-Process</b> |
| <b>9. Create Executive Director Job Description</b>                 | <b>Status: In-Process</b> |
| <b>10. 2022 Strategic Plan Review</b>                               | <b>Status:</b>            |
| A. Survey Chamber Members in October, '21                           |                           |
| B. Annual Event Review  |                           |
| C. Budget/Timing considerations                                     |                           |
| D. Prioritize new items for the coming year                         |                           |

**Exhibit B**

**AMENDMENT-2022**

<b><u>Discussion Items:</u></b>	<b><u>Value to City:</u></b>
<b>*Regional Tourism Resource with an emphasis on Marketing</b>	<b>\$ 1,500.00</b>
Tourism Tab on Chamber Website	
Links to Cities Websites from Chamber Website	
<b>*Creative Arts Festival</b>	<b>\$ 3,500.00</b>
<b>*Membership in West Michigan Tourist Association (WMTA)</b>	<b>\$ 500.00</b>
<b>*Business Support Services</b>	
Educational Seminars "Lunch & Learn"	<b>\$ 1,000.00</b>
Ribbon Cutting(s)	<b>\$ 500.00</b>
Community Calendar	<b>\$ 500.00</b>
Host Community Events	
Posting capability	
Visitor's Guide	
Editorial	
Strategic Placement of 3,500 copies	<b><u>\$ 2,085.00</u></b>
<b>Total Chamber Services Value to the City:</b>	<b>\$ 9,585.00</b>

**\*Year to Year Business Plans** to be developed/shared with City & DDA Partner's input. Participation in the process designed to be collaborative.

**\*Explore Membership in Southwest Michigan First (SWMF)** (\$500.00)

## **AGREEMENT FOR SERVICES**

This contract for Services, is made as of January 1, 2022 by the Otsego-Plainwell Area Chamber of Commerce (the “Chamber”), a Michigan nonprofit corporation, whose address is 135 E. Allegan Street, Otsego MI 49078, and Otsego Main Street/Otsego Downtown Development Authority (the “DDA”), a Michigan municipal corporation, whose address is, 218 N. Farmer Street, Otsego, MI 49078.

### **RECITALS**

- A. The DDA is authorized by Michigan law to undertake business support & community event planning activities.
- B. The Chamber is a nonprofit corporation that is able to provide business support & community event planning activities.

### **TERMS AND CONDITIONS**

In consideration of the mutual covenants and agreements constrained in this Agreement, it is agreed as follows:

1. **General Agreement.** The DDA contracts with the Chamber to provide a suite of services as described in Exhibit B.
2. **Payment for Services.** As consideration for the services to be provided pursuant to the Contract, the DDA shall pay \$1,000 for the first year, \$1,000 for the second year, and \$1,000 for the third year of this Contract’s term. Payment is to be made by January 15th of each year.
3. **Reporting.** The Chamber shall deliver to the DDA the same reports as are presently provided to members of the Chamber’s Board of Directors. Prior to the end of each year, the Executive Director will provide an annual report summary to the DDA.
4. **Term.** This Contract shall have a 3-year term. This contract may be renewed by mutual written agreement of all of the parties for an additional term or terms, the duration of which shall be specified in such agreement.
5. **Termination.** This Contract may be terminated at any time by mutual agreement or by either party, upon 90 days prior written notice to the other, in the event the other party fails or refuses to perform any of its duties and responsibilities under the Contract. However, if failure to perform can be remedied within 90 days after notice, then the notice shall be null and void if the failure is in fact remedied within such 90 day time period. Notwithstanding the performance subsequent to termination.
6. **Independent Contractor.** In the performance of the services to be provided pursuant to this Contract, it’s mutually agreed that the Chamber shall be at all times acting and performing as an independent contractor.
7. **Effective Date.** This Contract shall be effective on January 1, 2022.

8. **Miscellaneous.** The Contract and all rights and obligations under it shall not be assignable unless all parties agree in writing to such assignment. This Contract shall insure to the benefit of and be binding upon the parties and their respective successors and permitted assigns. All notices and other documents required by this Contract shall be in writing and addressed to the respective parties at the addresses stated on Page 1 and shall be delivered in person or by ordinary mail properly addressed with sufficient postage. This Contract has been executed in the State of Michigan and shall be governed by Michigan law. The waiver by either party of a breach of any provision of this Contract shall not be a waiver of any subsequent breach of the same or any other provision of this Contract. This Contract may be executed in multiple counterparts, all of which shall be deemed to be one contract. This Contract states the entire agreement between the parties. All prior oral or written understandings and agreements are merged into it. The captions are for convenience only and shall not affect its interpretation. This Contract shall be enforceable only by the parties and their permitted successors and assigns and no other person shall have the right to enforce any of its provisions. All amendments to this Contract shall be in writing and signed by both parties.

The Parties have executed this Contract as of the date first written above.

**Otsego-Plainwell Area Chamber of Commerce Representatives:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Otsego Main Street/Otsego Downtown Development Authority Representatives:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Exhibit A:** 2021 Otsego-Plainwell Chamber of Commerce Strategic Business Plan

**Exhibit B:** Amendment-2022



## Exhibit A



# **2021 Strategic Business Plan** ***“One Community - One Mission”***

The goal of this 2021 Strategic Business Plan is to develop a comprehensive organized outline that reflects & inspires growth of our Chamber. We are an extension of our business partners, and we are proud to support them through our programs & benefits. Our priorities this year will build our Chamber’s value to members, while we invest in the entire Otsego-Plainwell community.

### **A. Priority Items for 2021:**

- |   |                           |
|---|---------------------------|
| <b>1. After Hours Business Mixers/Networking</b>                    | <b>Status: In-Process</b> |
| <b>2. Membership in MI Chamber of Commerce</b>                      | <b>Status: Complete</b>   |
| <b>3. New Programs</b>  |                           |
| <b>A. Restaurant Gift Card Program</b>                              | <b>Status: In-Process</b> |
| Develop a committee of restaurant owners to provide a program.      |                           |
| <b>B. Lunch &amp; Learn(s)</b>                                      | <b>Status: In-Process</b> |
| Offer one in 2021   |                           |
| <b>C. Scholarships</b>  | <b>Status:</b>            |
| Create an end of the year business grant/scholarship(s)             |                           |
| <b>D. Develop Member-Member Benefit Program</b>                     | <b>Status:</b>            |
| <b>4. Improve Chamber Social Media Presence</b>                     | <b>Status: In-Process</b> |
| Hire a intern to create/manage a more dynamic social media platform |                           |
| Create a “Like, Share” contest using Chamber members' donations     |                           |
| Increased Utilization of Chamber Website & Newsletter               |                           |
| <b>5. City, Township Agreements</b>                                 | <b>Status: In-Process</b> |
| <b>6. Lakeshore Advantage</b>                                       | <b>Status: In-Process</b> |
| Participate in BIR process  |                           |
| <b>7. Revenue Generation</b>  |                           |
| A. Create a VIP Chamber Member Program                              | <b>Status: In-Process</b> |
| B. Revise/Adjust member dues program for 2022                       | <b>Status:</b>            |
| C. Investigate grants opportunities for nonprofits                  | <b>Status:</b>            |
| <b>8. Office Productivity Software</b>                              | <b>Status: In-Process</b> |
| <b>9. Create Executive Director Job Description</b>                 | <b>Status: Complete</b>   |
| <b>10. 2022 Strategic Plan Review</b>                               | <b>Status:</b>            |
| A. Survey Chamber Members in October, ‘21                           |                           |
| B. Annual Event Review  |                           |
| C. Budget/Timing considerations                                     |                           |
| D. Prioritize new items for the coming year                         |                           |

**Exhibit B**

**AMENDMENT-2022**

<b><u>Services:</u></b>	<b><u>Cost to DDA:</u></b>
<b>*Business Support Services</b>	
Educational Seminars "Lunch & Learn"	\$ 250.00
●Attendance open to all businesses	
●DDA will support with advertising	
Ribbon Cutting(s)	\$ 250.00
●Chamber will notify the DDA of ribbon cuttings in downtown Otsego	
●DDA will refer new business owners to the Chamber for ribbon cuttings	
Community Calendar	\$ 500.00
●Host Community Events	
●DDA will have the ability to add events to the calendar	
<b>Total Cost of Chamber Services to the DDA:</b>	<b>\$ 1,000.00</b>

**\*Additional Items:**

- As a contracting local government, the DDA will receive all of the benefits offered to members of the Chamber of Commerce.
- As a contracting local government, the DDA will be consulted in the preparation for business plans which will be developed/shared with City & DDA partner input. Participation in the process is designed to be collaborative.

<b>Services:</b>	<b>Cost to DDA:</b>
<b>*Business Support Services</b>	
Educational Seminars "Lunch & Learn" held in Plainwell Attendance open to all businesses DDA will support with advertising	\$ 150.00
<b>*Networking Events: 5:01</b>	\$ 150.00
City will sponsor 2 in Plainwell Events	
<b>*Tourism</b>	\$ 750.00
Directory Website link to City on main page of chamber website Visitors Center Links to city/events listed under the Chamber on tourism websites Analysis of Hotel/Sherwood Garden guest	
<hr/>	
Total Cost of Chamber Services to the DDA:	<b>\$ 1,000.00</b>

**\*Additional Items:**

- As a contracting local government, the DDA will receive all of the benefits offered to members of the Chamber of Commerce.
- As a contracting local government, the DDA will receive monthly reports on the following statistics:
  - Monthly Stats on the Chamber website including number of clicks per month on City of Plainwell link
  - Number of Visitor Center walk in visits per month
  - Materials distributed to walk in visitors re: Plainwell
  - Tourism Analysis, over 3 months re: Comfort Inn/Sherwood Gardens (why are they here, where are they eating, shopping, how long is there stay)

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 DB: Plainwell

INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL  
 POST DATES 09/01/2021 - 09/30/2021  
 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					
494-000-228.023	Due to State - Sales Tax	STATE OF MICHIGAN	SEPTEMBER 2021 SALES TAX REMITTED	4.23	439
494-000-694.025	DDA - Sale of Merchandise	STATE OF MICHIGAN	SEPTEMBER 2021 SALES TAX REMITTED	(0.06)	439
494-000-715.010	Health Insurance Premiums	COPS HEALTH TRUST	SEPTEMBER 2021 DENTAL & VISION	29.29	17729
494-000-715.015	Life Insurance	MADISON NATIONAL LIFE INSURANCE	SEPTEMBER 2021 LIFE INSURANCE COVERAGE	0.14	17730
494-000-775.000	Supplies - Repairs and Maintenance	PLAINWELL ACE HARDWARE	REPAIR SIGNS DOWNTOWN	8.18	17779
494-000-900.000	Printing and Publishing	SHOPPERS GUIDE INC	CHRIS HAAS AWARD APPLICATION 8/21/21 &	165.28	17744
494-000-956.000	Frames for Ribbon Cutting Ceremonies	AMZN MKTP US	Frames for Ribbon Cutting Ceremonies	33.47	431
494-000-957.022	Annual Sponsorship, Cost for Advertisement	LOCALHARVEST	Annual Sponsorship, Cost for Advertisement	30.00	431
494-000-957.025	Water, Popcicles - Farmers Market	MEIJER	Water, Popcicles - Farmers Market	6.68	431
494-000-962.000	Membership Dues	MICHIGAN DOWNTOWN ASSOCIATION	Membership Dues	225.00	431
Total For Dept 000 OPERATIONS				502.21	
Dept 970 CAPITAL OUTLAY					
494-970-971.000	ARCHES GREEN SET OF 5	CHRISTMAS DONE BRIGHT	NEW HOLIDAY DISPLAYS 2021	6,087.90	17836
Total For Dept 970 CAPITAL OUTLAY				6,087.90	
Total For Fund 494 DOWNTOWN DEVELOPMENT AUTHORITY DDA				6,590.11	

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INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL  
POST DATES 09/01/2021 - 09/30/2021  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID

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

Fund 494 DOWNTOWN DEVELC	6,590.11
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Total For All Funds:	<u>6,590.11</u>
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INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL  
 POST DATES 09/01/2021 - 09/30/2021  
 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	COPS HEALTH TRUST	SEPTEMBER 2021 DENTAL & VISION	47.68	17729
450-000-715.015	LIFE INSURANCE	MADISON NATIONAL LIFE INSURANCE	SEPTEMBER 2021 LIFE INSURANCE COVERAGE	1.54	17730
450-000-801.013	Professional Services - Attorney	BLOOM SLUGGETT PC	LEGAL SERVICES THROUGH 08/31/2021 - MEE	3,864.00	17832
450-000-900.000	Printing and Publishing	MLIVE MEDIA GROUP	07/02/2021 PUBLIC HEARING NOTICE - MILI	174.30	17800
		Total For Dept 000 OPERATIONS		4,087.52	
		Total For Fund 450 INDUSTRIAL PARK TIFA		4,087.52	

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User: JULIE  
DB: Plainwell

INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL  
POST DATES 09/01/2021 - 09/30/2021  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID

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

Fund 450 INDUSTRIAL PARI	4,087.52
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Total For All Funds:	<u>4,087.52</u>
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MINUTES  
Plainwell City Council  
September 13, 2021

1. Mayor Keeler called the regular meeting to order at 7:00 PM in City Hall Council Chambers.
2. Matt Hooper 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 of the 08/23/2021 regular meeting. On a voice vote, all voted in favor. Motion passed.**
6. Public Comment: None
7. County Commissioner Report:  
Commissioner Cain reported that the County has been very busy discussing American Rescue Plan Act funding, and Covid-related issues. He gave an update on handling of health department mandates and the challenges related to conflicting statutes.
8. Agenda Amendments: None
9. Mayor's Report:  
Mayor Keeler expressed the city's and his personal condolences to the friends and family of former City Treasurer Karen Koehn who passed away September 13, 2021.
10. Recommendations and Reports:
  - A. Clerk Kelley reported that Parks & Trees Commissioner Tom Belco moved out of the city in August 2021, creating a vacancy of his seat. Volunteer and city retiree Shirley DeYoung applied to serve on the Parks & Trees Commission to complete Belco's term at the Mayor's appointment, subject to Council confirmation. **A motion by Keeney, seconded by Wisnaski, to confirm the Mayor's appointment of Shirley DeYoung to the Parks & Trees Commission to complete the term surrendered by Tom Belco's move. On a voice vote, all voted in favor. Motion passed.**
  - B. Clerk Kelley noted receipt of an application for Industrial Facilities Tax (IFT) Abatement from Darby Metal Treating, Inc. for a building addition. As required, the City Council must allow each of the taxing authorities to have opportunity to comment on the application at a public hearing. The resolution before Council recommends holding a public hearing on October 11, 2021. **A motion by Wisnaski, seconded by Keeney, to adopt Resolution 2021-15 to set a Public Hearing for Monday, October 11, 2021, to consider an IFT Tax Abatement Application from Darby Metal Treating, Inc. On a voice vote, all voted in favor. Motion passed.**



- C. Director Bomar reported streamlining the process of policy and procedure updating. The Department has reviewed the Lexipol system and believes the updated policies will enhance department operations. The program is web-based and offers a mobile application for quick access to updated policies.  
**A motion by Overhuel, seconded by Steele, to approve the purchase of a subscription for updated law enforcement manuals, plus a cross reference, from Lexipol in the amount of \$8,677.70. On a roll call vote, all voted in favor. Motion passed.**
- D. Superintendent Pond reporting annual chlorine and sulfur gas purchases. Until this year, there has been only one vendor option. This year a second, local, vendor offers similar pricing with no container rental charges, offering an overall cost reduction. Quotes were provided in the Council packet.  
**A motion by Keeney, seconded by Steele, to approve the purchase of chlorine and sulfur dioxide gas purchases with Haviland Chemical at an estimated cost of \$8,405.22. On a roll call vote, all voted in favor. Motion passed.**
- E. Superintendent Pond reported a necessary update to a scientific and measurable study to determine the levels that users can discharge into the water renewal system without a surcharge. These limits were last updated in 2013. It was discussed that the Village of Martin may seek a portion of this study (specifically the "special alternative limits" study) from a different vendor, which would reduce the city's overall cost of this project.  
**A motion by Keeney, seconded by Wisnaski, to approve the project with Fleis & Vandenbrink to complete the Maximum Allowable Headworks Loading Study for \$54,400.00. On a roll call vote, all voted in favor. Motion passed.**
- F. Community Development Manager Siegel reminded Council of planned upgrades to the Christmas lighting downtown. Based on recommendations from downtown merchants and the DDA Board, the displays are coming from Christmas Done Bright.  
**A motion by Overhuel, seconded by Wisnaski, to approve the purchase of five (5) new holiday displays from Christmas Done Bright in the amount of \$6,087.90. On a roll call vote, all voted in favor. Motion passed.**
- G. City Manager Wilson reported that Building 2 originally used the east wall of Building 1 for its west wall. With the demolition of Building 1, the building was "peeled off" the east wall, so as to leave a west wall for Building 2, which now needs to be modified to mitigate future deterioration. This change is a structural requirement for the remaining structure.  
**A motion by Keeney, seconded by Steele, to confirm the Change Order #11 with Melching, Inc. in the amount of \$33,825.00. On a roll call vote, all voted in favor. Motion passed.**
- H. City Manager Wilson reporting having received three (3) proposals for future use of the Crispe House. He noted that none of the proposals provided enough details to make a recommendation to Council. He noted that none of them specifically offered to keep the William Crispe name, which was important to the City. He also noted that only the Stanford Lodge proposal indicated the future use as a Home for the Aged, which was the preferred use by the city. He asked for Council direction on how to proceed. Council all desired to leave the Request for Proposal available until a final decision is made.  
**A motion by Steele, seconded by Wisnaski, to authorize the City Manager to negotiate and draft a lease agreement with Stanford Lodge for consideration by Council. On a voice vote, all voted in favor. Motion passed.**

- I. Superintendent Pond Nieuwenhuis reported necessary repairs to the 2006 GMC salt truck before winter. A motion by Keeney, seconded by Steele, to approve repairs to the 2006 GMC salt truck from M&K Truck Centers in an estimated amount of \$3,768.79. On a roll call vote, all voted in favor. Motion passed.**

11. Communications:

- A. A motion by Steele, seconded by Overhuel, to accept and place on file the August 2021 Investment and Fund Balance Reports, and the August 2021 Public Safety Report. 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 \$750,788.77 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 going through 40 applications for the Deputy Clerk position and also reported three (3) upcoming interviews for the full-time Public Safety Officer position.

Superintendent Nieuwenhuis reported Water Operator Dan Neeson's last day due to retirement. Wade Keyzer will take over the duties of Water Operator for the City on September 14, 2021.

Community Development Manager Siegel gave Council an overview of zoning applications, RRC certificate updates and upcoming fall events.

Superintendent Pond reported purchase of a new truck for water renewal operations, which just needs a new radio and a bed liner.

Director Bomar gave an update on theft activity and a recent decline after recent arrests in the City of Kalamazoo. He reported a Cub Scout event the week of September 20, 2021.

Clerk/Treasurer Kelley reporting ongoing work on utility billing, property tax, and audit projects.

15. Council Comments:

Councilmember Overhuel again asked about notification to residents who put out brush long before the monthly pickup.

Mayor Pro Tem Steele expressed condolences for Karen Koehn and wished Sandy Lamorandier and Jeff Welcher a happy birthday.

16. Adjournment:

**A motion by Keeney, seconded by Wisnaski, to adjourn the meeting at 7:47 PM. On voice vote, all voted in favor. Motion passed.**

Minutes respectfully  
Submitted by,  
Brian Kelley  
City Clerk/Treasurer

MINUTES APPROVED BY CITY COUNCIL  
September 27, 2021 *Brian Kelley*  

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Brian Kelley, City Clerk

**MINUTES**  
**Plainwell City Council**  
**September 27, 2021**

1. Mayor Keeler called the regular meeting to order at 7:00 PM in City Hall Council Chambers.
2. Steve Smail 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 of the 09/13/2021 special and regular meetings. On a voice vote, all voted in favor. Motion passed.**
6. Public Comment: None
7. County Commissioner Report: None
8. Agenda Amendments: None
9. Mayor's Report: None  
Mayor Keeler reported great progress with installation of the Noon Whistle.
10. Recommendations and Reports:
  - A. Included with the budget was the purchase of a replacement salt truck for the DPW Fleet. Superintendent Nieuwenhuis has been shopping and found a used vehicle that once belonged to City of Midland. The vehicle has been inspected and meets the city's needs. Should the purchase be approved, the 1994 Ford dump truck could be sold at auction. Councilmember Overhuel suggested keeping the 1994 for use in leaf pickups as opposed to renting a truck, as has been past practice. Council agreed the 1994 truck should be retained. Pickup truck #4 could be sold at auction subject to Council approval, as this truck has been replaced by a former Water Renewal vehicle.  
**A motion by Keeney, seconded by Wisnaski, to approve the purchase of a 2007 IHC Dump Truck from Midwest Trailer and Equipment for \$42,515.00 and the auction of Truck 4. On a roll call vote, all voted in favor. Motion passed.**
  - B. City Manager Wilson had provided in the Council Packet an update about code enforcement actions at the former Clark Station at 204 S. Main. The property owner agreed to a court order mandating he correct the enforcement issues, but the deadline for the order has passed. Council considered options for rehabilitating the property, focusing on the fuel tanks. Inquiries were made about how many tanks, the fuel level in each, and whether there is ongoing contamination. The Council is concerned about legal and environmental concerns.  
**A motion by Wisnaski, seconded by Keeney, to direct the city to undertake initial low-cost options to address landscaping, littering and public safety issues to secure the property. On a roll call, all voted in favor. Motion passed.**

11. Communications: None

**A.**

12. Accounts Payable:

**A motion by Wisnaski, seconded by Steele, that the bills be allowed and orders drawn in the amount of \$190,052.74 for payment of same. On a roll call vote, all in favor. Motion passed.**

13. Public Comments: None

14. Staff Comments

Superintendent Nieuwenhuis noted that hydrants will be flushed on October 8, and loose leaf pickup will begin the following week. He also reported the department has moved Wade Keyzer into the Water Operator position and Rodd Leonard to the full-time Equipment Operator position vacated by Keyzer.

Community Development Manager Siegel noted working on seeking funding for the River to River Trail. She also gave a report on discussions with the industrial park occupants who are seeking funding for fiber-optic and road infrastructure improvements. She also noted a house on East Hill Street that has been refurbished and available on Air BnB.

Superintendent Pond gave a report on lift station maintenance.

Director Bomar reported working on the final stages of choosing a candidate for the full-time Public Safety Officer position. He thanked Personnel Manager Sandy Lamorandier for going above and beyond helping.

Clerk/Treasurer Kelley reported working on the auditors for the upcoming site visit in two weeks. He noted having attending treasurer and clerk trainings last week.

15. Council Comments:

Councilmember Keeney asked about Old Orchard sewer installation.

Councilmember Overhuel reminded Superintendent Nieuwenhuis to seek cover for the 1994 Ford.

Mayor Pro Tem Steele expressed concern for a school family who lost their home in a recent fire.

16. Adjournment:

**A motion by Keeney, seconded by Wisnaski, to adjourn the meeting at 7:47 PM. On voice vote, all voted in favor. Motion passed.**

Minutes respectfully  
Submitted by,  
Brian Kelley  
City Clerk/Treasurer

MINUTES APPROVED BY CITY COUNCIL  
October 11, 2021

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Brian Kelley, City Clerk

PERIOD ENDING 09/30/2021

% Fiscal Year Completed: 25.21

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

GL NUMBER	DESCRIPTION	2021-22		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	09/30/2021 (ABNORMAL)	MONTH 09/30/2021 INCREASE	(DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 443 - BROWNFIELD REDEVELOPMENT AUTHORITY - BRA									
Revenues									
443-000-402.040	Captured Tax - AdVal Real - City Tax	6,074.00		6,074.14		0.00		(0.14)	100.00
443-000-402.041	Captured Tax - AdVal Real - Library	1,105.00		731.68		0.00		373.32	66.22
443-000-402.042	Captured Tax - AdVal Real - Capital Impr	488.00		488.17		0.00		(0.17)	100.03
443-000-402.043	Captured Tax - AdVal Real - Fire Reserve	488.00		488.17		0.00		(0.17)	100.03
443-000-402.044	Captured Tax - AdVal Real - Solid Waste	635.00		634.63		0.00		0.37	99.94
443-000-402.047	Captured DDA-SCHOOL	20,670.00		7,405.74		0.00		13,264.26	35.83
443-000-402.048	Captured Tax - AdVal Real - County (All)	3,043.00		2,202.95		0.00		840.05	72.39
443-000-402.060	Captured Tax - AdVal Pers - City	9,283.00		9,283.05		0.00		(0.05)	100.00
443-000-402.061	Captured Tax - AdVal Pers - Library	1,688.00		1,118.25		0.00		569.75	66.25
443-000-402.062	Captured Tax - AdVal Pers - Capital Impr	746.00		746.10		0.00		(0.10)	100.01
443-000-402.063	Captured Tax - AdVal Pers - Fire Reserve	746.00		746.10		0.00		(0.10)	100.01
443-000-402.064	Captured Tax - AdVal Pers - Solid Waste	970.00		969.93		0.00		0.07	99.99
443-000-402.065	Captured Tax - AdVal Pers - County (All)	4,651.00		3,366.77		0.00		1,284.23	72.39
443-000-664.020	Interest Earned - Investments	0.00		10.17		4.57		(10.17)	100.00
443-000-676.080	Interfund Transfer In - Capital Improve	80,000.00		20,000.01		6,666.67		59,999.99	25.00
443-000-697.000	Loan Proceeds	0.00		559,236.00		559,236.00		(559,236.00)	100.00
TOTAL REVENUES		130,587.00		613,501.86		565,907.24		(482,914.86)	469.80
Expenditures									
443-000-703.000	Salaries/Wages - Full Time Employees	38,984.00		8,694.35		4,079.94		30,289.65	22.30
443-000-706.000	Wages - Part Time Employees	579.00		228.50		70.86		350.50	39.46
443-000-713.000	Other Post Employment Benefits	283.00		70.86		23.62		212.14	25.04
443-000-715.000	Payroll Tax - FICA/Medicare (Social Sec)	2,841.00		636.39		300.85		2,204.61	22.40
443-000-715.010	Health Insurance Premiums	6,956.00		1,589.94		(153.59)		5,366.06	22.86
443-000-715.013	Health Insurance - HSA - Employer Paid	3,237.00		1,788.00		0.00		1,449.00	55.24
443-000-715.015	Life Insurance	43.00		10.68		3.56		32.32	24.84
443-000-718.000	Retirement Benefits	3,729.00		826.85		370.21		2,902.15	22.17
443-000-724.000	Medical Insurance Opt Out	122.00		28.37		12.37		93.63	23.25
443-000-730.000	Postage	100.00		0.00		0.00		100.00	0.00
443-000-743.000	Uniforms	65.00		3.86		2.08		61.14	5.94
443-000-775.000	Supplies - Repairs and Maintenance	500.00		0.00		0.00		500.00	0.00
443-000-801.000	Engineering Services	1,000.00		0.00		0.00		1,000.00	0.00
443-000-801.013	Professional Services - Attorney	2,000.00		2,406.50		0.00		(406.50)	120.33
443-000-801.030	Professional Services - Audit	353.00		0.00		0.00		353.00	0.00
443-000-830.000	Contractual Reimbursement CRA Activities	37,940.00		25,691.76		0.00		12,248.24	67.72
443-000-900.000	Printing and Publishing	250.00		0.00		0.00		250.00	0.00
443-000-910.000	Liability Insurance	5,700.00		5,996.00		0.00		(296.00)	105.19
443-000-910.010	Workers Comp Insurance	305.00		303.94		0.00		1.06	99.65
443-000-930.000	Outside Services (RMLB)	6,000.00		144.81		144.81		5,855.19	2.41
443-000-930.050	Computer Services	500.00		8.04		0.00		491.96	1.61
443-000-940.000	Rentals - Equipment	2,000.00		1,387.59		680.06		612.41	69.38
443-000-956.000	Miscellaneous	100.00		0.00		0.00		100.00	0.00
443-908-991.000	Principal Payment - Interfund Loans	15,230.00		3,807.51		1,269.17		11,422.49	25.00
443-908-995.000	Interest Payment - Interfund Loans	1,395.00		348.75		116.25		1,046.25	25.00
443-970-972.000	Contracted Services	0.00		122,918.02		122,918.02		(122,918.02)	100.00
TOTAL EXPENDITURES		130,212.00		176,890.72		129,838.21		(46,678.72)	135.85

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL

PERIOD ENDING 09/30/2021

% Fiscal Year Completed: 25.21

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

GL NUMBER	DESCRIPTION	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	09/30/2021	MONTH 09/30/2021	BALANCE	
Fund 443 - BROWNFIELD REDEVELOPMENT AUTHORITY - BRA						
TOTAL REVENUES		130,587.00	613,501.86	565,907.24	(482,914.86)	469.80
TOTAL EXPENDITURES		130,212.00	176,890.72	129,838.21	(46,678.72)	135.85
NET OF REVENUES & EXPENDITURES		375.00	436,611.14	436,069.03	(436,236.14)	.6,429.64

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL

PERIOD ENDING 09/30/2021

% Fiscal Year Completed: 25.21

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

GL NUMBER	DESCRIPTION	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	09/30/2021	MONTH 09/30/2021	BALANCE	
Fund 450 - INDUSTRIAL PARK TIFA						
Revenues						
450-000-569.000	Local Grants	81,334.00	0.00	0.00	81,334.00	0.00
450-000-664.020	Interest Earned - Investments	180.00	36.80	10.68	143.20	20.44
TOTAL REVENUES		81,514.00	36.80	10.68	81,477.20	0.05
Expenditures						
450-000-703.000	Salaries/Wages - Full Time Employees	46,108.00	10,659.29	5,106.65	35,448.71	23.12
450-000-706.000	Wages - Part Time Employees	0.00	207.85	50.80	(207.85)	100.00
450-000-713.000	Other Post Employment Benefits	30.00	7.50	2.50	22.50	25.00
450-000-715.000	Payroll Tax - FICA/Medicare (Social Sec)	3,357.00	771.95	371.98	2,585.05	23.00
450-000-715.010	Health Insurance Premiums	6,828.00	1,495.69	(134.37)	5,332.31	21.91
450-000-715.013	Health Insurance - HSA - Employer Paid	3,290.00	1,812.00	0.00	1,478.00	55.08
450-000-715.015	Life Insurance	22.00	4.62	1.54	17.38	21.00
450-000-718.000	Retirement Benefits	2,360.00	578.43	260.98	1,781.57	24.51
450-000-724.000	Medical Insurance Opt Out	311.00	71.05	32.05	239.95	22.85
450-000-730.000	Postage	0.00	131.75	0.00	(131.75)	100.00
450-000-801.000	Engineering Services	0.00	2,300.00	0.00	(2,300.00)	100.00
450-000-801.013	Professional Services - Attorney	2,500.00	5,958.50	3,864.00	(3,458.50)	238.34
450-000-801.030	Professional Services - Audit	67.00	0.00	0.00	67.00	0.00
450-000-900.000	Printing and Publishing	0.00	174.30	174.30	(174.30)	100.00
450-000-910.000	Liability Insurance	400.00	420.77	0.00	(20.77)	105.19
450-000-910.010	Workers Comp Insurance	249.00	248.13	0.00	0.87	99.65
450-000-930.000	Outside Services (RMLB)	200.00	0.00	0.00	200.00	0.00
450-000-930.050	Computer Services	0.00	8.04	0.00	(8.04)	100.00
450-000-940.000	Rentals - Equipment	2,200.00	345.83	101.69	1,854.17	15.72
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		68,722.00	25,195.70	9,832.12	43,526.30	36.66
Fund 450 - INDUSTRIAL PARK TIFA:						
TOTAL REVENUES		81,514.00	36.80	10.68	81,477.20	0.05
TOTAL EXPENDITURES		68,722.00	25,195.70	9,832.12	43,526.30	36.66
NET OF REVENUES & EXPENDITURES		12,792.00	(25,158.90)	(9,821.44)	37,950.90	196.68



PERIOD ENDING 09/30/2021

% Fiscal Year Completed: 25.21

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GL NUMBER	DESCRIPTION	2021-22		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	09/30/2021 (ABNORMAL)	MONTH 09/30/2021 INCREASE	(DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY DDA									
Revenues									
494-000-402.030	Captured DDA-CITY	26,174.00		26,635.52		0.00		(461.52)	101.76
494-000-402.031	Captured DDA-LIBRARY	4,740.00		3,208.14		0.00		1,531.86	67.68
494-000-402.032	Captured DDA-Capital Impr	2,091.00		2,140.49		0.00		(49.49)	102.37
494-000-402.033	Capture DDA-Fire Reserve	2,091.00		2,140.49		0.00		(49.49)	102.37
494-000-402.034	Capture-DDA-Solid Waste	12,591.00		2,782.72		0.00		9,808.28	22.10
494-000-402.045	Captured DDA-COUNTY	2,718.00		9,659.94		0.00		(6,941.94)	355.41
494-000-402.060	Captured Tax - AdVal Pers - City	2,044.00		1,830.79		0.00		213.21	89.57
494-000-402.061	Captured Tax - AdVal Pers - Library	370.00		220.50		0.00		149.50	59.59
494-000-402.062	Captured Tax - AdVal Pers - Capital Impr	163.00		147.15		0.00		15.85	90.28
494-000-402.063	Captured Tax - AdVal Pers - Fire Reserve	163.00		147.15		0.00		15.85	90.28
494-000-402.064	Captured Tax - AdVal Pers - Solid Waste	212.00		191.29		0.00		20.71	90.23
494-000-402.065	Captured Tax - AdVal Pers - County (All)	983.00		663.97		0.00		319.03	67.55
494-000-569.000	Local Grants	6,874.00		0.00		0.00		6,874.00	0.00
494-000-664.020	Interest Earned - Investments	135.00		44.05		14.33		90.95	32.63
494-000-694.000	Miscellaneous Revenue	0.00		12.00		0.00		(12.00)	100.00
494-000-694.022	DDA - Farmers Market Entry Fee	2,200.00		505.00		105.00		1,695.00	22.95
494-000-694.025	DDA - Sale of Merchandise	0.00		80.27		70.83		(80.27)	100.00
494-000-694.026	DDA - Special Event Revenues	300.00		1,240.00		915.00		(940.00)	413.33
494-000-694.036	DDA Donations - Movies in the Park	800.00		0.00		0.00		800.00	0.00
TOTAL REVENUES		64,649.00		51,649.47		1,105.16		12,999.53	79.89
Expenditures									
494-000-703.000	Salaries/Wages - Full Time Employees	18,449.00		4,300.79		2,053.24		14,148.21	23.31
494-000-713.000	Other Post Employment Benefits	0.00		2.34		0.78		(2.34)	100.00
494-000-715.000	Payroll Tax - FICA/Medicare (Social Sec)	1,334.00		294.17		143.25		1,039.83	22.05
494-000-715.010	Health Insurance Premiums	2,848.00		722.71		(57.83)		2,125.29	25.38
494-000-715.013	Health Insurance - HSA - Employer Paid	1,260.00		852.00		0.00		408.00	67.62
494-000-715.015	Life Insurance	1.00		0.42		0.14		0.58	42.00
494-000-718.000	Retirement Benefits	132.00		31.66		8.28		100.34	23.98
494-000-724.000	Medical Insurance Opt Out	13.00		3.12		1.13		9.88	24.00
494-000-730.000	Postage	100.00		0.00		0.00		100.00	0.00
494-000-775.000	Supplies - Repairs and Maintenance	100.00		16.17		8.18		83.83	16.17
494-000-801.013	Professional Services - Attorney	0.00		55.50		0.00		(55.50)	100.00
494-000-801.030	Professional Services - Audit	67.00		0.00		0.00		67.00	0.00
494-000-900.000	Printing and Publishing	1,800.00		643.78		165.28		1,156.22	35.77
494-000-910.000	Liability Insurance	616.00		647.99		0.00		(31.99)	105.19
494-000-910.010	Workers Comp Insurance	75.00		74.74		0.00		0.26	99.65
494-000-930.000	Outside Services (RMLB)	200.00		0.00		0.00		200.00	0.00
494-000-930.050	Computer Services	50.00		8.04		0.00		41.96	16.08
494-000-940.000	Rentals - Equipment	200.00		0.00		(110.00)		200.00	0.00
494-000-956.000	Miscellaneous	400.00		33.47		33.47		366.53	8.37
494-000-956.021	Special Events	2,000.00		0.00		0.00		2,000.00	0.00
494-000-957.022	DDA Farmers Market Expense	425.00		30.00		30.00		395.00	7.06
494-000-957.025	DDA Christmas Ornament Costs	800.00		797.27		6.68		2.73	99.66
494-000-957.036	DDA Movies in the Park	1,500.00		1,770.00		110.00		(270.00)	118.00
494-000-960.000	Education & Training - Professional	100.00		175.00		0.00		(75.00)	175.00
494-000-962.000	Memberships & Dues	1,430.00		225.00		225.00		1,205.00	15.73
494-908-991.000	Principal Payment - Interfund Loans	11,900.00		2,975.01		991.67		8,924.99	25.00
494-908-995.000	Interest Payment - Interfund Loans	361.00		90.24		30.08		270.76	25.00
494-970-713.000	Other Post Employment Benefits	9.00		0.00		0.00		9.00	0.00
494-970-971.000	Capital Purchase	18,000.00		6,087.90		6,087.90		11,912.10	33.82

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL

PERIOD ENDING 09/30/2021

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GL NUMBER	DESCRIPTION	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	09/30/2021 NORMAL (ABNORMAL)	MONTH 09/30/2021 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY DDA						
Expenditures						
TOTAL EXPENDITURES		64,170.00	19,837.32	9,727.25	44,332.68	30.91
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY DDA:						
TOTAL REVENUES		64,649.00	51,649.47	1,105.16	12,999.53	79.89
TOTAL EXPENDITURES		64,170.00	19,837.32	9,727.25	44,332.68	30.91
NET OF REVENUES & EXPENDITURES		479.00	31,812.15	(8,622.09)	(31,333.15)	6,641.37
TOTAL REVENUES - ALL FUNDS						
TOTAL EXPENDITURES - ALL FUNDS						
NET OF REVENUES & EXPENDITURES		13,646.00	443,264.39	417,625.50	(429,618.39)	3,248.31

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL  
 PERIOD ENDING 09/30/2021  
 % Fiscal Year Completed: 25.21

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

GL NUMBER	DESCRIPTION	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	09/30/2021	MONTH 09/30/2021	BALANCE	
Fund 443 - BROWNFIELD REDEVELOPMENT AUTHORITY - BRA						
Revenues						
TAXES	TAXES	50,587.00	34,255.68	0.00	16,331.32	67.72
INTEREST	INTEREST & RENTS	0.00	10.17	4.57	(10.17)	100.00
TRANSFER	FUNDS TRANSFERS	80,000.00	20,000.01	6,666.67	59,999.99	25.00
OTHER	OTHER	0.00	559,236.00	559,236.00	(559,236.00)	100.00
TOTAL REVENUES		130,587.00	613,501.86	565,907.24	(482,914.86)	469.80
Expenditures						
000	OPERATIONS	113,587.00	49,816.44	5,534.77	63,770.56	43.86
908	DEBT SERVICE	16,625.00	4,156.26	1,385.42	12,468.74	25.00
970	CAPITAL OUTLAY	0.00	122,918.02	122,918.02	(122,918.02)	100.00
TOTAL EXPENDITURES		130,212.00	176,890.72	129,838.21	(46,678.72)	135.85
Fund 443 - BROWNFIELD REDEVELOPMENT AUTHORITY - BRA:						
TOTAL REVENUES		130,587.00	613,501.86	565,907.24	(482,914.86)	469.80
TOTAL EXPENDITURES		130,212.00	176,890.72	129,838.21	(46,678.72)	135.85
NET OF REVENUES & EXPENDITURES		375.00	436,611.14	436,069.03	(436,236.14)	6,429.64

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL

PERIOD ENDING 09/30/2021

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GL NUMBER	DESCRIPTION	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	09/30/2021	MONTH 09/30/2021	BALANCE	
Fund 450 - INDUSTRIAL PARK TIFA						
Revenues						
INTEREST	INTEREST & RENTS	180.00	36.80	10.68	143.20	20.44
OTHER	OTHER	81,334.00	0.00	0.00	81,334.00	0.00
TOTAL REVENUES		81,514.00	36.80	10.68	81,477.20	0.05
Expenditures						
000	OPERATIONS	68,722.00	25,195.70	9,832.12	43,526.30	36.66
TOTAL EXPENDITURES		68,722.00	25,195.70	9,832.12	43,526.30	36.66
Fund 450 - INDUSTRIAL PARK TIFA:						
TOTAL REVENUES		81,514.00	36.80	10.68	81,477.20	0.05
TOTAL EXPENDITURES		68,722.00	25,195.70	9,832.12	43,526.30	36.66
NET OF REVENUES & EXPENDITURES		12,792.00	(25,158.90)	(9,821.44)	37,950.90	196.68

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL  
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GL NUMBER	DESCRIPTION	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	09/30/2021	MONTH 09/30/2021	BALANCE	
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY DDA						
Revenues						
TAXES	TAXES	54,340.00	49,768.15	0.00	4,571.85	91.59
INTEREST	INTEREST & RENTS	135.00	44.05	14.33	90.95	32.63
OTHER	OTHER	10,174.00	1,837.27	1,090.83	8,336.73	18.06
TOTAL REVENUES		64,649.00	51,649.47	1,105.16	12,999.53	79.89
Expenditures						
000	OPERATIONS	33,900.00	10,684.17	2,617.60	23,215.83	31.52
908	DEBT SERVICE	12,261.00	3,065.25	1,021.75	9,195.75	25.00
970	CAPITAL OUTLAY	18,009.00	6,087.90	6,087.90	11,921.10	33.80
TOTAL EXPENDITURES		64,170.00	19,837.32	9,727.25	44,332.68	30.91
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY DDA:						
TOTAL REVENUES		64,649.00	51,649.47	1,105.16	12,999.53	79.89
TOTAL EXPENDITURES		64,170.00	19,837.32	9,727.25	44,332.68	30.91
NET OF REVENUES & EXPENDITURES		479.00	31,812.15	(8,622.09)	(31,333.15)	6,641.37
TOTAL REVENUES - ALL FUNDS						
TOTAL EXPENDITURES - ALL FUNDS						
NET OF REVENUES & EXPENDITURES		13,646.00	443,264.39	417,625.50	(429,618.39)	3,248.31

## AGENDA ITEMS

### 6. **BRA Action Items:**

A. Mill Demolition Progress Updates

B. Accounts Payable:

Recommended Action: Consider confirming the BRA payables for September in the amount of \$123,104.67

### 7. **DDA Action Items:**

A. Revolving Loan Quarterly Report

B. OP Chamber Contract

C. Accounts Payable:

Recommended Action: Consider confirming the DDA payables for September in the amount of \$6,590.11

### 8. **TIFA Action Items:**

A. Update on the 52 acres in the Industrial Park

B. Accounts Payable:

Recommended Action: Consider confirming the TIFA payables for September in the amount of \$4,087.52

### **Reminder of Upcoming Meetings**

- October 14 – Parks and Trees Meeting at 5 p.m.
- October 20 – Planning Commission Meeting 7 p.m./Public Hearing Used Car Lot, 760 N. Main
- October 25 – City Council Meeting at 7 p.m.

### **Non-Agenda Items / Events for October**

Oct. 14 – Final day of the outdoor Farmers' Market

Oct. 15 – Ladies, Leaves and Laughter 3 – 8 p.m.

Oct. 16 – Pumpkins in the Park/Trick or Treating downtown

Oct. 16 & 17 – Arts and Eats

Oct. 18 – Fall Trash Pickup

