

City of Plainwell

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



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

“The Island City”

AGENDA DDA/TIFA/BRA City Hall Council Chambers September 10, 2019 7:30 AM

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Approval of Minutes/Summary – 08/13/19 Meeting Minutes**
5. **General Public**
6. **Chairman’s Report**
7. **BRA Action Items**
 - A. Accounts Payable for August of \$11,879.15
8. **DDA Action Items**
 - A. Accounts Payable for August of \$1,301.18
 - B. DDA Downtown Plan Review Section F, G, H
 - C. Downtown Lighting
9. **TIFA Action Items**
 - A. Accounts Payable for August of \$627.73
10. **Communications:** 07/22/19, 8/12/19, 8/21/19, 8/22/19 Council Minutes. Also the Financial Report/ Summary as of 08/31/19
11. **Public Comments**
12. **Staff Comments:**
 - Community Events** – Sesquicentennial vintage baseball game
October – Ladies Night, Friday, Oct. 18; PIP & Arts n Eats, Oct. 19;
Live Cemetery tour Oct. 28 & 29;
 - Construction Projects:** Ransom District Library construction; Sherwood St. Project
 - Business Updates** – Empty buildings are 112 N. Main St.; 200 E. Bridge St. and 712 E. Bridge St. (Sale pending)
13. **Member Comments**
14. **Adjournment**

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

AGENDA ITEMS

7. **BRA Action Items:**

A. Accounts Payable:

Recommended Action: Consider confirming the BRA payables for August in the amount of \$11,879.15

8. **DDA Action Items:**

A. Accounts Payable:

Recommended Action: Consider confirming the DDA payables for August in the amount of \$1,301.18

B. DDA Downtown Plan Review: consider updates and new projects.

9. **TIFA Action Items:**

A. Accounts Payable:

Recommended Action: Consider confirming the TIFA payables for August in the amount of \$627.73

Minutes
Plainwell DDA, BRA and TIFA:
August 13, 2019

1. Call to Order - Meeting called to order at 7:30 a.m. by Rizzo
2. Pledge of Allegiance
3. Roll Call
Members Present: Jim Turley, Paul Rizzo, Zelda Schippers, Adam Hopkins, David O'Bryant
Excused: Erik Wilson, Nick Larabel, EJ Hart
Approval of Minutes of Motion by Hopkins, seconded by Schippers to approve 07/09/19 minutes. Motion carried.
4. General Public: None
5. Chairman's Report: None
6. BRA Action Items
 - A. **Motion to accept accounts payable for July of \$6,423.03 was made by Turley and seconded by Schippers. Motion carried.**
7. DDA Action Items
 - A. **Motion to accept accounts payable for July of \$4,056.08 was made by Turley and seconded by Hopkins. Motion carried.**
 - B. **Revolving Loan Application in the amount of \$10,000 for Plainwell Bridge and Main LLC was reviewed and voted on in an all in favor vote.**
8. TIFA Action Items
 - A. **Motion to accept accounts payable for July of \$1,290.95 was made by Schippers and seconded by Turley. Motion carried.**
9. Communications:
0708/19 Council Minutes and 07/31/19 Financial Report were accepted and placed on file.
10. Public Comments: None
11. Staff Comments: Community Development Manager reported on:
Business Updates: On the Sesquicentennial Time capsule; vintage baseball game and holiday events that are now being planned.
Construction Updates: Sherwood Street/restroom project on target. Library Construction project updates re: sidewalk closures.
Business Updates: Empty buildings downtown 112 N. Main St., 200 E. Bridge St. and there is a pending sale on 712 E. Bridge St. (the former Energy Mill); 124 E. Bridge is now on the Market (Champion Law Office) listed at \$135,000.
Plas-Tech, 946 Industrial Parkway is being required to have a phase 2 done on building as Scott is purchasing the building.
Member Comments: Turley requested the Industrial Park sign be updated due to fading letters and discoloration.

Adjournment: A Motion by Rizzo supported by Hopkins to adjourn the meeting at 7:58 a.m. was made and passed.

Submitted by Denise Siegel, Community Development Manager

DRAFT

INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL
 POST DATES 08/01/2019 - 09/30/2019
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 443 BROWNFIELD REDEVELOPMENT AUTHORITY - BRA					
Dept 000 OPERATIONS					
443-000-715.010	Health Insurance Premiums	PRIORITY HEALTH	AUGUST 2019 HEALTH INSURANCE PREMIUM	572.40	14099
443-000-715.010	Health Insurance Premiums	C.O.P.S. TRUST INSURANCE	AUGUST 2019 DENTAL & VISION INS.	32.37	14157
443-000-715.010	Health Insurance Premiums	C.O.P.S. TRUST INSURANCE	SEPTEMBER 2019 DENTAL & VISION INSURANC	32.37	14230
443-000-715.010	Health Insurance Premiums	PRIORITY HEALTH	SEPTEMBER 2019 HEALTH INSURANCE PREMIUM	554.48	15003
443-000-715.015	LIFE INSURANCE	MADISON NATIONAL LIFE INSURANCE	AUGUST 2019 LIFE INSURANCE	2.82	14161
443-000-715.015	LIFE INSURANCE	MADISON NATIONAL LIFE INSURANCE	SEPTEMBER 2019 LIFE INSURANCE	2.78	15038
443-000-730.000	Postage for Grant Application Pa	POSTMASTER	Postage for Grant Application Paperwork	25.50	1613
443-000-743.000	DPW UNIFORM SPREAD	CONTINENTAL LINEN SERVICES	JULY 2019 DPW RUGS/UNIFORMS 428868	1.90	14158
443-000-830.000	Contractual Reimbursement CRA Ac	CRA 200 ALLEGAN STREET LLC	REIMBURSEMENT OF 2019 SUMMER TAXES PER	11,102.47	14215
443-000-930.000	Repair/Maintenance (Outside)	OTIS ELEVATOR COMPANY	9/1/19 - 11/30/19 SERVICE ELEVATOR IN E	135.75	14219
443-000-930.050	Computer Services	PAGE FREEZER SOFTWARE INC	PAGEFREEZER FOR SOCIAL MEDIA 2019/2020	5.94	14171
Total For Dept 000 OPERATIONS				12,468.78	
Total For Fund 443 BROWNFIELD REDEVELOPMENT AUTHORITY -				12,468.78	

INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL
POST DATES 08/01/2019 - 09/30/2019
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	12,468.78
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Total For All Funds:	<u>12,468.78</u>
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INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL
 POST DATES 08/01/2019 - 08/31/2019
 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	AUGUST 2019 SALES USE WITHHOLDING TAX F	2.55	103
494-000-694.000	SALES TAX DISCOUNT	STATE OF MICHIGAN	AUGUST 2019 SALES USE WITHHOLDING TAX F	(0.05)	103
494-000-715.010	Health Insurance Premiums	PRIORITY HEALTH	AUGUST 2019 HEALTH INSURANCE PREMIUM	274.07	14099
494-000-715.010	Health Insurance Premiums	C.O.P.S. TRUST INSURANCE	AUGUST 2019 DENTAL & VISION INS.	26.23	14157
494-000-930.000	Outside Services (RMLB)	DR HOOKS SIGNS INC	NAME PLATE DAVID O'BRYANT	16.00	14139
494-000-930.000	Outside Services (RMLB)	DR HOOKS SIGNS INC	CORRECTED NAME PLATE - D. O'BRYANT	20.00	15022
494-000-930.050	Computer Services	PAGE FREEZER SOFTWARE INC	PAGEFREEZER FOR SOCIAL MEDIA 2019/2020	5.94	14171
494-000-956.000	REVOLVING LOAN TITLE SEARCH	DEVON TITLE AGENCY	TITLE SEARCH 120 EAST BRIDGE	250.00	14120
494-000-957.022	Receipt Book	WALMART	Receipt Book	6.44	1613
494-000-957.036	DDA Movies in the Park	HOPKINS ADAM	MOVIE SHOWINGS 2019	700.00	14216
Total For Dept 000 OPERATIONS				<u>1,301.18</u>	
Total For Fund 494 DOWNTOWN DEVELOPMENT AUTHORITY DDA				<u><u>1,301.18</u></u>	

INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL
POST DATES 08/01/2019 - 08/31/2019
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	1,301.18
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Total For All Funds:	<u>1,301.18</u>
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INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL
 POST DATES 08/01/2019 - 08/31/2019
 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	PRIORITY HEALTH	AUGUST 2019 HEALTH INSURANCE PREMIUM	573.38	14099
450-000-715.010	Health Insurance Premiums	C.O.P.S. TRUST INSURANCE	AUGUST 2019 DENTAL & VISION INS.	46.72	14157
450-000-715.015	LIFE INSURANCE	MADISON NATIONAL LIFE INSURANCE	AUGUST 2019 LIFE INSURANCE	1.69	14161
450-000-930.050	Computer Services	PAGE FREEZER SOFTWARE INC	PAGEFREEZER FOR SOCIAL MEDIA 2019/2020	5.94	14171
Total For Dept 000 OPERATIONS				627.73	
Total For Fund 450 INDUSTRIAL PARK TIFA				627.73	

INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL
POST DATES 08/01/2019 - 08/31/2019
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	627.73
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Total For All Funds:	<u>627.73</u>
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MINUTES
Plainwell City Council
July 22, 2019

1. Mayor Pro Tem Steele called the regular meeting to order at 7:00 PM in City Hall Council Chambers.
2. Scott Smail from Lighthouse Baptist Church gave the invocation.
3. Pledge of Allegiance was given by all present.
4. Roll Call: Present: Mayor Pro Tem Steele, Councilmember Keeler, Councilmember Overhuel and Councilmember Keeney. Absent: Mayor Brooks.
A motion by Keeney, seconded by Overhuel, to excuse Mayor Brooks with prior notification. On a voice vote, all in favor. Motion passed.
5. Approval of Minutes/Summary:
A motion by Overhuel, seconded by Keeler, to accept and place on file the Council Minutes and Summary of the 07/08/2019 regular meeting. On voice vote, all voted in favor. Motion passed.
6. Public Comment:
Ryan Burns from Troop 35 introduced himself working toward a Merit Badge.
7. County Commissioner Report: None
8. Agenda Amendments: None
9. Mayor's Report: None
10. Recommendations and Reports:
 - A. Community Development Manager Siegel presented plans for the new Ransom District Library, which have been reviewed by staff and considered by the Planning Commission. The plans outline the new building and related site modifications. Planner Ryan Russell answered Council's questions about soil borings and reported the building would be raised to elevation 727 and that the building's foundation would be embedded into the bedrock. The Planning Commission recommends approval.
A motion by Keeney, seconded by Keeler, to approve the site plan for the Ransom District Library at 180 Sherwood Avenue. On a voice vote, all voted in favor. Motion passed.
 - B. Clerk Kelley reported the resignation of DDA Member Tracee Dunlop, which was accepted by the Board on July 9. Business Owner David O'Bryant has applied to fill that position and Mayor Pro Tem Steele has made the appointment, subject to Council's confirmation.
A motion by Keeler, seconded by Overhuel, to confirm the Mayoral appointment of David O'Bryant to complete Tracee Dunlop's term on the DDA/BRA/TIFA Board. On a voice vote, all voted in favor. Motion passed.

- C. Personnel Manager Lamorandier reported wording changes in the city's Section 125 Plan Document, regarding the Health Savings Account, that must be approved by the governing body.
A motion by Keeney, seconded by Keeler, to adopt Resolution 19-18 to approve changes to the Section 125 Plan Document. On a voice vote, all voted in favor. Motion passed.
- D. Superintendent Nieuwenhuis reported that a planned 2020 overhaul of Well 4 should be accelerated for maintenance issues, after a recent inspection found leaks at the well site. The city's preferred provider, Peerless Midwest, has offered to complete the work for a project cost not to exceed \$25,000.00.
A motion by Keeler, seconded by Overhuel, to approve the overhaul of Well 4 with Peerless Midwest at a cost not to exceed \$25,000.00, and to amend the budget accordingly. On a roll-call vote, all voted in favor. Motion passed
- E. Treasurer Kelley reported a necessary upgrade to the city's firewall which will improve performance of the city's computer system and will allow for soon-to-be requested upgrades to other hardware infrastructure. Information Technology Manager Tony Clark solicited a quote from the city's preferred computer vendor, CDW-G.
A motion by Keeney, seconded by Overhuel, to approve the upgrades to the City Hall Firewall with CDW-G through Clark Technical Services at a cost of \$10,051.25 and to amend the budget accordingly. On a roll-call vote, all voted in favor. Motion passed.

11. Communications:

A motion by Overhuel, seconded by Keeler, to accept and place on file the June 2019 Public Safety Reports, the DRAFT DDA/TIFA/BRA Board Minutes from July 9, 2019 and the DRAFT Planning Commission Minutes from July 17, 2019. On a voice vote, all in favor. Motion passed.

12. Accounts Payable:

A motion by Keeler, seconded by Keeney, that the bills be allowed and orders drawn in the amount of \$156,424.58 for payment of same. On a roll-call vote, all in favor. Motion passed.

13. Public Comments: None

14. Staff Comments:

Personnel Manager Lamorandier reminded Council of Sheryl Gluchowski's retirement on July 31, 2019.

Superintendent Nieuwenhuis briefed Council on the 2019 Water Sampling Program and the related results.

Community Development Manager Siegel briefed Council on Movies in the Park and permitting activities.

Superintendent Pond reported backup systems worked sufficiently during the Friday power outage.

Director Bomar reported an August 6 audit of fire apparatus by the Insurance Service Office. He introduced Officer Bob Farris, who thanked the Council for the opportunity to return to service in Plainwell. Public Safety Officer Eric Luthy demonstrated the new equipment vest which moves item off the officer's belt, creating many efficiencies and reducing stress to the back and hips.

Clerk/Treasurer Kelley reported 2019 Summer Property Tax bills are due on Thursday August 15, 2019, and that he is working on year-end. He also reported having confirmed with Plainwell Schools and the County that we will have a November 5, 2019 election for a school bond issue.

15. Council Comments:

None.

16. Adjournment:

A motion by Keeney, seconded by Overhuel, to adjourn the meeting at 7:29 PM. On voice vote, all voted in favor. Motion passed.

Minutes respectfully
Submitted by,
Brian Kelley
City Clerk/Treasurer

MINUTES APPROVED BY CITY COUNCIL

August 12, 2019



Brian Kelley, City Clerk

MINUTES
Plainwell City Council
August 12, 2019

1. Mayor Pro Tem Steele 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 Pro Tem Steele, Councilmember Keeler, Councilmember Overhuel and Councilmember Keeney. Absent: Mayor Brooks.
5. Approval of Minutes/Summary:
A motion by Overhuel, seconded by Keeler, to accept and place on file the Council Minutes and Summary of the 07/22/2019 regular meeting. On voice vote, all voted in favor. Motion passed.
6. Public Comment: None
7. County Commissioner Report:
Commissioner Rick Cain updated Council about the County's plans to upgrade the Courthouse and about concerns over funding at the medical care facility at Dumont Lake.
8. Agenda Amendments: None
9. Mayor's Report: None
10. Recommendations and Reports:
 - A. Clerk Kelley reviewed the process to fill the City Council Vacancy. Per Charter, Council has 30 days to appoint a new City Councilmember or a special election would need to be called. A Public Notice seeking applications from citizens was published on Monday, August 5, 2019 at City Hall and on the website. Applications will be accepted until 4pm on Friday, August 16, 2019, at which time copies of all the applications will be delivered to each Council Member for review. Council will hold at least one special meeting on or before August 23, 2019 to interview and/or appoint a new member. If a new member is appointed, he/ she would take the Oath of Office at the regular Council Meeting on August 26, 2019.
A motion by Keeler, seconded by Overhuel, to confirm the process to seek applications for the vacant City Council position. On a voice vote, all voted in favor. Motion passed.
 - B. Community member Tony Gless reported having received donations totaling \$10,000 for the purpose of upgrading two (2) pickleball courts at Cook Park. The funds were received by the City and plans have been discussed with Wright Fencing and Racquet Sports, both vendors used by the city in the past, to complete the upgrades that were funded by prior donations. The project cost will not exceed the \$10,000 donated. Mr. Gless thanked DPW Superintendent Bob Nieuwenhuis and the DPW admin staff for being so accommodating.
A motion by Keeney, seconded by Keeler, to acknowledge private donations totaling \$10,000 and to approve related upgrades to the pickleball courts at Cook Park for \$10,000. On a roll-call vote, all voted in favor. Motion passed.

C. Treasurer Kelley reported on behalf of Superintendent Pond that the annual purchases of chemicals used in the Wastewater Treatment Plant have been priced out from the city's preferred vendor.

A motion by Overhuel, seconded by Keeler, to approve the annual chlorine and sulfur dioxide gas purchases with Alexander Chemical at an estimated cost of \$10,000.00. On a roll-call vote, all voted in favor. Motion passed.

D. Treasurer Kelley reported on behalf of Superintendent Nieuwenhuis about the city's software to manage the equipment fleet. Currently the city uses Cartegraph for this work and the annual license renewal cost is due for \$5,940.00. The city has reviewed other software and recommends converting this process to BS&A Work Order system. The BS&A system, once converted, will allow for operational efficiencies because the other city departments use the same platform, and the BS&A system is more tailored to the city's needs. The BS&A engineers have reviewed the city's data and feel the conversion could be done by March 2020, which would allow for some parallel work with Cartegraph to make sure BS&A is fully functional before the Cartegraph license expires in August 2020. The SAW Grant original budget included \$15,000 for a conversion of this type and that budget remains available.

A motion by Overhuel, seconded by Keeler, to approve the annual Cartegraph software license for \$5,940.00 and to approve a project to convert to BS&A Work Orders at a project cost of \$16,370.00. On a roll-call vote, all voted in favor. Motion passed.

11. Communications:

A motion by Overhuel, seconded by Keeler, to accept and place on file the June 2019 Water Renewal Report, and the July 2019 Investment and Fund Balance Reports. On a voice vote, all in favor. Motion passed.

12. Accounts Payable:

A motion by Keeler, seconded by Keeney, that the bills be allowed and orders drawn in the amount of \$399,208.19 for payment of same. On a roll-call vote, all in favor. Motion passed.

13. Public Comments: None

14. Staff Comments:

Personnel Manager Lamorandier noted that Mayor Brooks will be missed.

Community Development Manager Siegel reported learning all about environmental reviews.

Clerk/Treasurer Kelley reported 2019 Summer Property Tax bills are due on Thursday, August 15, 2019, that the audit is well underway and that work will start soon for the November 5, 2019 election.

15. Council Comments:

Councilmember Overhuel stated that Mayor Brooks did a lot for him and for his community and that the Mayor will be missed.

16. Adjournment:

A motion by Keeney, seconded by Keeler, to adjourn the meeting at 7:27 PM. On voice vote, all voted in favor. Motion passed.

Minutes respectfully

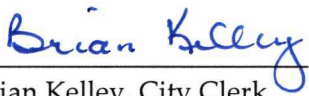
Submitted by,

Brian Kelley

City Clerk/Treasurer

MINUTES APPROVED BY CITY COUNCIL

August 26, 2019

A handwritten signature in blue ink that reads "Brian Kelley". The signature is written in a cursive style and is positioned above a horizontal line.

Brian Kelley, City Clerk

MINUTES
Plainwell City Council
August 21, 2019

1. Mayor Pro Tem Steele called the special meeting to order at 4:31 PM in City Hall Council Chambers.
2. Roll Call: Present: Mayor Pro Tem Steele, Councilmember Keeler, Councilmember Overhuel and Councilmember Keeney. Absent: None.
3. Pledge of Allegiance was given by all present.
4. Action Items
 - A. Mayor Pro Tem Steele welcomed everyone in attendance and offered the candidates in attendance the opportunity to be heard. None of the candidates spoke at that time. She then asked Council for input on a process to narrow a field of nine (9) candidates for Council. Councilmember Keeler asked the candidates in attendance to introduce themselves. The candidates in attendance were Randy Wisnaski, Dennis Moore, Jason Byrd, Jay Lawson and Matthew Bradley. Councilmember Keeler noted he was surprised by having received 9 applications and that he'd read each application three times and was impressed with everyone's qualifications. Councilmember Overhuel asked the candidates if they had any questions for Council at this time. City Manager Wilson reported that the process was up to Council – they could vote to narrow the field, or they could interview the candidates, or make a motion to choose one – it really is up to Council.

A motion by Overhuel, seconded by Keeler, to take a vote for the top 5 candidates. On a voice vote, all voted in favor. Motion passed.

Clerk Kelley reported that each Councilmember had in front of them the listing of candidates in alphabetical order and asked that each Councilmember list the top 5, by number, and that he would gather the ballots and "score" them according to rank and report the top 5. Each Councilmember prepared the listing, folded the sheet and put in into a box. The box was then tossed by the Clerk and opened to reveal the votes. Upon tally, the Clerk informed Council that there was a tie for 5th place resulting in 7 candidates remaining in the race. Upon discussion, Council considered another vote to reduce the field more.

A motion by Keeney, seconded by Keeler, to take a second vote to pick the top 3 candidates. After discussion and on a voice vote, all voted in opposition. Motion denied.

It was determined that the Council ranked the candidates in different ways during the first vote, which may have skewed the results. Additional discussion was made for how to "rank" the candidates. Council was asked to report "first choice" by their top candidate, "second choice" by their second candidate, and so on. Then the Clerk would assign a point value to each ranking – the "first choice" would receive 4 points, "second choice" would receive 3 points, and so on.

A motion by Keeler, seconded by Overhuel, to re-start the process and vote for the top 4 candidates using the point system explained. After discussion and on a voice vote, all voted in favor. Motion passed.

Clerk Kelley received the rankings from each Councilmember in the box, which was tossed and the results
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tallied. Each Councilmember appeared to have completed the rankings consistently. The top four candidates were reported in alphabetical order as Candidates Lawson, Sausaman, Whitney and Wisnaki. Council asked if there was a scoring gap amongst the top 4. Clerk Kelley reported that one candidate had received three "first place" rankings, so there was a gap between the top and the second-place scores. Council asked who the top 2 candidates were and Clerk Kelley reported them alphabetically as Lawson and Wisnaski.

Council then discussed how to proceed focusing on the top 2. Council discussed whether to meet again and, if so, when. Clerk Kelley reminded Council that there was an 18-hour requirement to post a Special Meeting, so Council could meet as soon as Thursday afternoon.

A motion by Keeney, seconded by Overhuel, to interview the Top 2 Candidates at a special meeting of Council on Thursday, August 22, 2019 at 6:30pm. On a voice vote, all voted in favor. Motion passed.

5. Public Comments: None

6. Council Comments:

Councilmember Overhuel thanked all the candidates for having applied and that everyone was qualified. He also challenged everyone to come to the Council Meetings.

Councilman Keeney also thanked the candidates for having applied.

Mayor Pro Tem Steele thanked everyone who applied as well as those who thought to apply. She noted that the process has been hard and emotional for everyone.

7. Adjournment:

A motion by Keeney, seconded by Keeler, to adjourn the meeting at 4:37 PM. On voice vote, all voted in favor. Motion passed.

Minutes respectfully
Submitted by,
Brian Kelley
City Clerk/Treasurer

MINUTES APPROVED BY CITY COUNCIL
August 26, 2019


Brian Kelley, City Clerk

MINUTES
Plainwell City Council
August 22, 2019

1. Mayor Pro Tem Steele called the special meeting to order at 6:33 PM in City Hall Council Chambers.
2. Pledge of Allegiance was given by all present.
3. Roll Call: Present: Mayor Pro Tem Steele, Councilmember Keeler, Councilmember Overhuel and Councilmember Keeney. Absent: None.
4. Action Items
 - A. Mayor Pro Tem Steele drew from a basket which included two names to choose which candidate would be interviewed first. Upon the draw, she announced Candidate Randy Wisnaski would be interviewed first. Candidate Lawson stepped out of Council Chambers. Council asked Wisnaski a series of eight (8) questions, with each Councilmember asking two questions. Upon completion, Wisnaski stepped out of Council Chambers and Candidate Jay Lawson stepped in and was asked the same series of eight (8) questions in the same rotation. Upon completion, both candidates returned to Council Chambers. Mayor Pro-Tem Steele thanked them both for their interest.

A motion by Keeney, seconded by Keeler, to appoint Randy Wisnaski to the vacant City Council seat. After a brief discussion and on a roll-call vote, all voted in favor. Motion passed.

5. Public Comments: None
6. Council Comments:

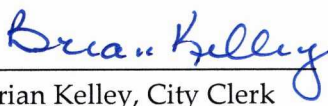
Councilman Keeney thanked the candidates and noted the emotional roller coaster they had all been on.

Mayor Pro Tem Steele thanked both candidates.

7. Adjournment:
A motion by Keeler, seconded by Overhuel, to adjourn the meeting at 7:23 PM. On voice vote, all voted in favor. Motion passed.

Minutes respectfully
Submitted by,
Brian Kelley
City Clerk/Treasurer

MINUTES APPROVED BY CITY COUNCIL
August 26, 2019


Brian Kelley, City Clerk

PERIOD ENDING 08/31/2019

% Fiscal Year Completed: 16.94

*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	08/31/2019	MONTH 08/31/2019	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
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	739.48	0.00	417.52	63.91
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	3,186.64	0.00	9,075.36	25.99
443-000-402.048	Captured Tax - AdVal Real - County (All)	2,979.00	2,228.13	0.00	750.87	74.79
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	60.88	0.00	34.12	64.08
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	183.44	0.00	61.56	74.87
443-000-664.020	Interest Earned - Investments	200.00	74.83	42.67	125.17	37.42
443-000-676.080	Interfund Transfer In - Capital Improve	65,000.00	10,000.00	5,000.00	55,000.00	15.38
TOTAL REVENUES		90,342.00	24,878.12	5,042.67	65,463.88	27.54
Expenditures						
443-000-703.000	Salaries/Wages - Full Time Employees	34,609.00	3,876.16	2,237.25	30,732.84	11.20
443-000-706.000	Wages - Part Time Employees	277.00	107.85	65.10	169.15	38.94
443-000-713.000	Other Post Employment Benefits	297.00	49.52	24.76	247.48	16.67
443-000-715.000	Payroll Tax - FICA/Medicare (Social Sec)	2,534.00	283.04	162.98	2,250.96	11.17
443-000-715.010	Health Insurance Premiums	5,319.00	865.57	443.45	4,453.43	16.27
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	1,426.15	1,111.85	56.19
443-000-715.015	Life Insurance	34.00	5.64	2.82	28.36	16.59
443-000-718.000	Retirement Benefits	2,997.00	343.64	197.33	2,653.36	11.47
443-000-724.000	Medical Insurance Opt Out	203.00	21.81	14.64	181.19	10.74
443-000-730.000	Postage	0.00	25.50	25.50	(25.50)	100.00
443-000-743.000	Uniforms	65.00	1.90	1.90	63.10	2.92
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	0.00	0.00	2,000.00	0.00
443-000-801.013	Professional Services - Attorney	8,000.00	0.00	0.00	8,000.00	0.00
443-000-801.030	Professional Services - Audit	488.00	0.00	0.00	488.00	0.00
443-000-830.000	Contractual Reimbursement CRA Activities	18,857.00	11,102.47	11,102.47	7,754.53	58.88
443-000-900.000	Printing and Publishing	500.00	0.00	0.00	500.00	0.00
443-000-910.000	Liability Insurance	5,009.00	5,421.14	0.00	(412.14)	108.23
443-000-910.010	Workers Comp Insurance	399.00	418.84	0.00	(19.84)	104.97
443-000-930.000	Outside Services (RMLB)	7,000.00	135.75	135.75	6,864.25	1.94
443-000-930.050	Computer Services	50.00	5.94	5.94	44.06	11.88
443-000-940.000	Rentals - Equipment	1,200.00	128.61	100.03	1,071.39	10.72
443-908-991.000	Principal Payment - Interfund Loans	14,930.00	2,488.34	1,244.17	12,441.66	16.67
443-908-995.000	Interest Payment - Interfund Loans	1,695.00	282.50	141.25	1,412.50	16.67
TOTAL EXPENDITURES		109,101.00	26,991.74	17,331.49	82,109.26	24.74
Fund 443 - BROWNFIELD REDEVELOPMENT AUTHORITY - BRA:						
TOTAL REVENUES		90,342.00	24,878.12	5,042.67	65,463.88	27.54
TOTAL EXPENDITURES		109,101.00	26,991.74	17,331.49	82,109.26	24.74

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL
 PERIOD ENDING 08/31/2019
 % Fiscal Year Completed: 16.94

*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	08/31/2019 (ABNORMAL)	INCREASE	MONTH 08/31/2019 (DECREASE)	NORMAL	(ABNORMAL)	BALANCE	
Fund 443 - BROWNFIELD REDEVELOPMENT AUTHORITY - BRA										
NET OF REVENUES & EXPENDITURES		(18,759.00)		(2,113.62)		(12,288.82)		(16,645.38)		11.27

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL

PERIOD ENDING 08/31/2019

% Fiscal Year Completed: 16.94

*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	08/31/2019	MONTH 08/31/2019	BALANCE	
Fund 450 - INDUSTRIAL PARK TIFA						
Revenues						
450-000-569.000	Local Grants	71,700.00	0.00	0.00	71,700.00	0.00
450-000-664.020	Interest Earned - Investments	600.00	178.95	79.49	421.05	29.83
TOTAL REVENUES		72,300.00	178.95	79.49	72,121.05	0.25
Expenditures						
450-000-703.000	Salaries/Wages - Full Time Employees	41,883.00	5,540.92	3,176.04	36,342.08	13.23
450-000-706.000	Wages - Part Time Employees	831.00	270.67	134.12	560.33	32.57
450-000-713.000	Other Post Employment Benefits	6.00	0.96	0.48	5.04	16.00
450-000-715.000	Payroll Tax - FICA/Medicare (Social Sec)	3,144.00	414.21	236.70	2,729.79	13.17
450-000-715.010	Health Insurance Premiums	5,483.00	894.42	462.18	4,588.58	16.31
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	1,715.97	787.03	68.56
450-000-715.015	Life Insurance	20.00	3.38	1.69	16.62	16.90
450-000-718.000	Retirement Benefits	2,182.00	291.15	164.64	1,890.85	13.34
450-000-724.000	Medical Insurance Opt Out	385.00	38.60	25.87	346.40	10.03
450-000-801.030	Professional Services - Audit	92.00	0.00	0.00	92.00	0.00
450-000-910.000	Liability Insurance	402.00	434.31	0.00	(32.31)	108.04
450-000-910.010	Workers Comp Insurance	249.00	261.38	0.00	(12.38)	104.97
450-000-930.050	Computer Services	50.00	5.94	5.94	44.06	11.88
450-000-940.000	Rentals - Equipment	1,800.00	1,676.23	344.93	123.77	93.12
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	11,552.33	6,268.56	48,277.67	19.31
Fund 450 - INDUSTRIAL PARK TIFA:						
TOTAL REVENUES		72,300.00	178.95	79.49	72,121.05	0.25
TOTAL EXPENDITURES		59,830.00	11,552.33	6,268.56	48,277.67	19.31
NET OF REVENUES & EXPENDITURES		12,470.00	(11,373.38)	(6,189.07)	23,843.38	91.21

PERIOD ENDING 08/31/2019

% Fiscal Year Completed: 16.94

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GL NUMBER	DESCRIPTION	2019-20		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	08/31/2019 (ABNORMAL)	MONTH 08/31/2019 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		2,949.29		0.00		1,663.71	63.93
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		8,887.36		0.00		2,993.64	74.80
494-000-402.060	Captured Tax - AdVal Pers - City	2,593.00		2,459.23		(134.01)		133.77	94.84
494-000-402.061	Captured Tax - AdVal Pers - Library	488.00		295.78		(16.12)		192.22	60.61
494-000-402.062	Captured Tax - AdVal Pers - Capital Impr	207.00		196.35		(10.70)		10.65	94.86
494-000-402.063	Captured Tax - AdVal Pers - Fire Reserve	207.00		196.35		(10.70)		10.65	94.86
494-000-402.064	Captured Tax - AdVal Pers - Solid Waste	269.00		255.25		(13.91)		13.75	94.89
494-000-402.065	Captured Tax - AdVal Pers - County (All)	1,257.00		891.43		(48.58)		365.57	70.92
494-000-569.000	Local Grants	5,599.00		0.00		0.00		5,599.00	0.00
494-000-664.020	Interest Earned - Investments	200.00		137.29		77.88		62.71	68.65
494-000-694.000	Miscellaneous Revenue	200.00		300.05		0.05		(100.05)	150.03
494-000-694.022	DDA - Farmers Market Entry Fee	2,500.00		365.00		295.00		2,135.00	14.60
494-000-694.025	DDA - Sale of Merchandise	1,000.00		0.00		0.00		1,000.00	0.00
494-000-694.026	DDA - Special Event Revenues	600.00		0.00		0.00		600.00	0.00
494-000-694.036	DDA Donations - Movies in the Park	400.00		0.00		0.00		400.00	0.00
TOTAL REVENUES		62,987.00		47,907.13		138.91		15,079.87	76.06
Expenditures									
494-000-703.000	Salaries/Wages - Full Time Employees	18,309.00		2,063.38		1,194.86		16,245.62	11.27
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		142.83		83.43		1,300.17	9.90
494-000-715.010	Health Insurance Premiums	2,636.00		425.88		218.21		2,210.12	16.16
494-000-715.013	Health Insurance - HSA - Employer Paid	1,321.00		722.93		722.93		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		8.44		5.75		346.56	2.38
494-000-724.000	Medical Insurance Opt Out	47.00		5.86		3.94		41.14	12.47
494-000-775.000	Supplies - Repairs and Maintenance	100.00		0.00		0.00		100.00	0.00
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		0.00		0.00		92.00	0.00
494-000-900.000	Printing and Publishing	3,600.00		0.00		0.00		3,600.00	0.00
494-000-910.000	Liability Insurance	513.00		554.46		0.00		(41.46)	108.08
494-000-910.010	Workers Comp Insurance	84.00		88.18		0.00		(4.18)	104.98
494-000-930.000	Outside Services (RMLB)	500.00		131.00		36.00		369.00	26.20
494-000-930.050	Computer Services	50.00		5.94		5.94		44.06	11.88
494-000-940.000	Rentals - Equipment	650.00		0.00		0.00		650.00	0.00
494-000-956.000	Miscellaneous	1,850.00		250.00		250.00		1,600.00	13.51
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	1,000.00		74.87		6.44		925.13	7.49
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		700.00		337.00	77.53
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		2,500.00		0.00		600.00	80.65
494-908-991.000	Principal Payment - Interfund Loans	11,666.00		1,944.34		972.17		9,721.66	16.67
494-908-995.000	Interest Payment - Interfund Loans	595.00		99.16		49.58		495.84	16.67
TOTAL EXPENDITURES		54,413.00		10,180.27		4,249.25		44,232.73	18.71

PERIOD ENDING 08/31/2019

% Fiscal Year Completed: 16.94

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GL NUMBER	DESCRIPTION	2019-20		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	08/31/2019 (ABNORMAL)	MONTH 08/31/2019 INCREASE	(DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY DDA									
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY DDA:									
	TOTAL REVENUES	62,987.00		47,907.13		138.91		15,079.87	76.06
	TOTAL EXPENDITURES	54,413.00		10,180.27		4,249.25		44,232.73	18.71
	NET OF REVENUES & EXPENDITURES	8,574.00		37,726.86		(4,110.34)		(29,152.86)	440.01
	TOTAL REVENUES - ALL FUNDS	225,629.00		72,964.20		5,261.07		152,664.80	32.34
	TOTAL EXPENDITURES - ALL FUNDS	223,344.00		48,724.34		27,849.30		174,619.66	21.82
	NET OF REVENUES & EXPENDITURES	2,285.00		24,239.86		(22,588.23)		(21,954.86)	1,060.83

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL

PERIOD ENDING 08/31/2019

% Fiscal Year Completed: 16.94

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GL NUMBER	DESCRIPTION	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	08/31/2019	MONTH 08/31/2019	BALANCE	
Fund 443 - BROWNFIELD REDEVELOPMENT AUTHORITY - BRA						
Revenues						
TAXES	TAXES	25,142.00	14,803.29	0.00	10,338.71	58.88
INTEREST	INTEREST & RENTS	200.00	74.83	42.67	125.17	37.42
TRANSFER	FUNDS TRANSFERS	65,000.00	10,000.00	5,000.00	55,000.00	15.38
TOTAL REVENUES		90,342.00	24,878.12	5,042.67	65,463.88	27.54
Expenditures						
000	OPERATIONS	92,476.00	24,220.90	15,946.07	68,255.10	26.19
908	DEBT SERVICE	16,625.00	2,770.84	1,385.42	13,854.16	16.67
TOTAL EXPENDITURES		109,101.00	26,991.74	17,331.49	82,109.26	24.74
Fund 443 - BROWNFIELD REDEVELOPMENT AUTHORITY - BRA:						
TOTAL REVENUES		90,342.00	24,878.12	5,042.67	65,463.88	27.54
TOTAL EXPENDITURES		109,101.00	26,991.74	17,331.49	82,109.26	24.74
NET OF REVENUES & EXPENDITURES		(18,759.00)	(2,113.62)	(12,288.82)	(16,645.38)	11.27

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL

PERIOD ENDING 08/31/2019

% Fiscal Year Completed: 16.94

*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	08/31/2019	MONTH 08/31/2019	BALANCE	
Fund 450 - INDUSTRIAL PARK TIFA						
Revenues						
INTEREST	INTEREST & RENTS	600.00	178.95	79.49	421.05	29.83
OTHER	OTHER	71,700.00	0.00	0.00	71,700.00	0.00
TOTAL REVENUES		72,300.00	178.95	79.49	72,121.05	0.25
Expenditures						
000	OPERATIONS	59,830.00	11,552.33	6,268.56	48,277.67	19.31
TOTAL EXPENDITURES		59,830.00	11,552.33	6,268.56	48,277.67	19.31
Fund 450 - INDUSTRIAL PARK TIFA:						
TOTAL REVENUES		72,300.00	178.95	79.49	72,121.05	0.25
TOTAL EXPENDITURES		59,830.00	11,552.33	6,268.56	48,277.67	19.31
NET OF REVENUES & EXPENDITURES		12,470.00	(11,373.38)	(6,189.07)	23,843.38	91.21

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL

PERIOD ENDING 08/31/2019

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GL NUMBER	DESCRIPTION	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	08/31/2019	MONTH 08/31/2019	BALANCE	
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY DDA						
Revenues						
TAXES	TAXES	52,488.00	47,104.79	(234.02)	5,383.21	89.74
INTEREST	INTEREST & RENTS	200.00	137.29	77.88	62.71	68.65
OTHER	OTHER	10,299.00	665.05	295.05	9,633.95	6.46
TOTAL REVENUES		62,987.00	47,907.13	138.91	15,079.87	76.06
Expenditures						
000	OPERATIONS	42,152.00	8,136.77	3,227.50	34,015.23	19.30
908	DEBT SERVICE	12,261.00	2,043.50	1,021.75	10,217.50	16.67
TOTAL EXPENDITURES		54,413.00	10,180.27	4,249.25	44,232.73	18.71
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY DDA:						
TOTAL REVENUES		62,987.00	47,907.13	138.91	15,079.87	76.06
TOTAL EXPENDITURES		54,413.00	10,180.27	4,249.25	44,232.73	18.71
NET OF REVENUES & EXPENDITURES		8,574.00	37,726.86	(4,110.34)	(29,152.86)	440.01
TOTAL REVENUES - ALL FUNDS						
TOTAL REVENUES - ALL FUNDS		225,629.00	72,964.20	5,261.07	152,664.80	32.34
TOTAL EXPENDITURES - ALL FUNDS		223,344.00	48,724.34	27,849.30	174,619.66	21.82
NET OF REVENUES & EXPENDITURES		2,285.00	24,239.86	(22,588.23)	(21,954.86)	1,060.83