

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

“The Island City”

AGENDA
DDA/TIFA/BRA
City Hall Council Chambers
May 10, 2022, 7:30 AM

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Approval of Minutes/Summary –4/12/2022 Meeting Minutes**
5. **Chairman’s Report**
6. **BRA Action Items**
 - A. Roof Encapsulation - Change order from Melching, Inc for additional decking and coverboard related to the encapsulation project on Buildings 2 & 3 in the amount of \$69,325.52.
 - B. Accounts Payable for April of \$206,842.81
7. **DDA Action Items**
 - A. Revolving Loans Reviews
 - Barbed Wire Café
 - Mayor’s Joint
 - B. Accounts Payable for April of \$712.66
8. **TIFA Action Items**
 - A. Accounts Payable for April of \$717.54
9. **Communications:** 03/28, 4/11/2022 Council Minutes. Also, the Financial Report/ Summary as of 04/30/2022
10. **Public Comments**
11. **Staff Comments:**

Events: Farmers’ Market Opens May 19; Concerts begin Wed. May 25; Memorial Day Parade, May 30 @ 11 a.m.; Plainwell Days Festival; parade June 24/ event June 25

Businesses: Distinguished Homes moving to 118 E. Bridge (in front) Island City Bakery working out of the back of the building; Pending Openings Around the Board & Mayor’s Joint

Grants: EDA Grant Submitted; Rental Rehab still moving forward;

Masterplan/Community Recreation Plan updates: Updates are coming along

Projects: Industrial Park Entrance sign update; Wayfinding Map on Kayak building update
12. **Member Comments**
13. **Adjournment**

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

The Island City



The City of Plainwell is an equal opportunity provider and employer

Minutes
Plainwell DDA, BRA and TIFA:
April 12, 2022

1. Call to Order - Meeting called to order at 7:33 a.m. by Larabel
2. Pledge of Allegiance
3. Roll Call
Members Present: Jim Turley, Randy Wisnaski, David O’Bryan, Nick Larabel, Paul Rizzo, Erik Wilson, Adam Hopkins 7:36 a.m.,
Excused: EJ Hart, Angela Ridgway
4. Approval of Minutes of 03/08/22: Minutes were approved to place on file.
5. Chairman’s Report: None
6. BRA Action Items
 - A. **A motion was made to approve the Mill Payout #8 in the amount of \$244,963 by Wilson and seconded by Wisnaski. All in favor vote. Motion passed.**
 - B. **Motion to accept accounts payable for March of \$21,989.42 was made by Rizzo and seconded by Hopkins. All in favor vote. Motion carried.**
7. DDA Action Items
 - A. Revolving Loan Quarterly Report review.
 - B. **Motion to accept accounts payable for March of \$424.38 was made by Larabel and seconded by Hopkins. All in favor vote. Motion carried.**
8. TIFA Action Items
 - A. **Motion to accept accounts payable for March of \$717.54 was made Turley and seconded by Larabel. All in favor vote. Motion carried.**
9. Communications: 02/28/22 and 03/14/22 Council Minutes. Also, the Financial Report/ Summary as of 3/31/2022 were approved and placed on file.
10. Public Comments: None
11. Staff Comments: Community Development Manager, Siegel reported:
Events: Egg Hunt w/over 300 youth; Concerts begin May 25; Plainwell Days Fest Fri. June 24 evening & all-day June 25/
Businesses: The Sugar Palace grand opening; Pending Around the Board & Mayor’s Joint
Grants: Match on Main Grant -Dragonfly Quilts results week of April 18; EDA grant submitted; Rental Rehab Environmental Review sent to SHPO & Tribes, application submitted.
Masterplan/Community Recreation Plan updates: Public Open House Thursday, April 14th
12. Member Comments:
Wisnaski – asked for clarification of the Cottage Law
13. Adjournment: **A Motion to adjourn the meeting at 8:02 a.m. was made by Rizzo and seconded by Turley.**

Submitted by Denise Siegel, Community Development Manager



3662 Airline Road
Muskegon, MI 49444

Invoice

Date	Invoice #
4/14/2022	2022.1060

Bill To
Attn: Mr. Eric Wilson City of Plainwell 211 N Main Street Plainwell, MI 49080

Invoice Approved By

[Handwritten Signature]

Customer E-mail

EWilson@plainwell.org

P.O. No.	Terms	Project
	Net 30	Bldg 2 & 3 Roofing Encapsulation

Description	Quantity	Amount
Provide labor and equipment to perform the Building #2 and Building #3 roof membrane to encapsulate current asbestos roofing per quote.		
Final Billing		
Contract Amount (\$125,049.22)	100% Complete	125,049.22
Change Order 1 for B3 Vent Removal/Roofing	100% Complete	9,699.00
Additional cost for the Decking Replacement	100% complete	62,706.78
Additional cost for Coverboard	100% Complete	6,618.74
Amount Previously Invoiced		-134,748.22

Make All Checks payable to Melching Inc.
Email: Info@MelchingDemo.com
Phone: (616) 837-1214

TOTAL AMOUNT DUE THIS INVOICE \$69,325.52

Terms of Payment: Due upon receipt of invoice for work completed. A service charge of 1.5% will be added to past due accounts. Failure to pay past due amounts will result in your being liable for all of Melchings Inc.'s collection fees, attorney fees, and/or court costs required to collect past due amounts and as related to the construction Lien Act.

Changes to these terms must be in writing

THANK YOU FOR YOUR BUSINESS

INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL
 POST DATES 04/01/2022 - 04/30/2022
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 243 BROWNFIELD REDEVELOPMENT AUTHORITY FUND					
Dept 443 PUBLIC WORKS					
243-443-718.001	Health Insurance Premiums - Curr	COPS HEALTH TRUST	APRIL 2022 DENTAL & VISION	35.05	18535
243-443-718.001	Health Insurance Premiums - Curr	PRIORITY HEALTH	APRIL 2022 HEALTH INSURANCE PREMIUM	704.61	18538
243-443-725.001	Fringe Benefit - Life Insurance	MADISON NATIONAL LIFE INSU	APRIL 2022 LIFE INSURANCE COVERAGE	3.75	18537
Total For Dept 443 PUBLIC WORKS				743.41	
Dept 900 CAPITAL OUTLAY					
243-900-972.000-2020-00001	Contracted Services	HOPKINS BURNS DESIGN STUDI	MILL DEMO SERVICES THROUGH SEPTEMBER 20	6,071.86	18542
243-900-972.000-2020-00001	Contracted Services	HOPKINS BURNS DESIGN STUDI	MILL DEMO SERVICES THROUGH DECEMBER 202	1,225.00	18542
243-900-972.000-2020-00001	Contracted Services	ROBERT DARVAS ASSOCIATES	MILL DEMO SERVICES THROUGH MARCH 2022	360.00	18570
243-900-972.000-2020-00001	SECONDARY AGREEMENT AS APPROVED	MELCHING, INC.	MILL DEMO PROJECT THROUGH 03/09/2022 -	191,501.37	18576
243-900-972.000-2020-00001	DEMOLITION PROJECT OVERSIGHT	GHD SERVICES INC	MILL DEMO SERVICES THROUGH 04/02/2022	6,941.17	18614
Total For Dept 900 CAPITAL OUTLAY				206,099.40	
Total For Fund 243 BROWNFIELD REDEVELOPMENT AUTHORITY I				206,842.81	

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INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL
POST DATES 04/01/2022 - 04/30/2022
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 243 BROWNFIELD REDI	206,842.81
Total For All Funds:	<u>206,842.81</u>



"The Island City"

City of Plainwell Small Business Revolving Loan Review Sheet For administrative use only

Plainwell City Hall
211 N. Main Street
Plainwell, MI 49080
Phone: 269-685-6821
Fax: 269-685-7282
www.plainwell.org

General Information

Name of Business: Barbed Wire Cafe'

Address of Business: 140 S. Main St.

Company Representative & Title: Barb Beddental

Telephone: 269-342-6544

Project Address: 140 S. Main St.

Is the applicant a New Business or Established Business?

Project Costs	
Real Property Acquisition	15,000
Building Construction/Renovation	59,000
Leasehold Improvements	
Machinery & Equipment	
Public Infrastructure Improvements	
Furniture & Fixtures	5,000
Working Capital	
Other (describe):	
Total Project Costs	55,000
Total Financing Requested	10,000

Description of Project:
<u>Expansion of Restaurant</u>
<u>concrete \$4,920.00</u>
<u>Approach on N. end 720.00</u>
<u>Sod Removal/Excavate 2,000</u>
<u>Renovations 20,000</u>

Scoring	Points	Points Possible
Quality of Design – does it result in high level tangible change?	10	10
Overall Project – is the project beneficial to Plainwell and the surrounding businesses?	10	10
Economic Impact – Does the project: a. demonstrate positive economic influence <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No b. create new jobs <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No c. increase property values in the immediate area <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	5	5
Is the project being leveraged with private investment?	5	5
Cost Analysis – is there value in the project as proposed?	10	10
Timetable for the project – Does the timetable provide appear to be reasonable?	10	10
Does the Project meet one or more of the project priorities?	10	10
Total Score	60	60
<input checked="" type="checkbox"/> Is collateral obtainable in case of default?		
<input checked="" type="checkbox"/> Has collateral been reviewed and approved? <u>pending title Review</u>		

Recommended amount of loan: \$ 10,000

Submitted to DDA/BRA/TIFA for final approval on: 5/10/2022

INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL
 POST DATES 04/01/2022 - 04/30/2022
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND					
Dept 000 OPERATIONS					
248-000-201.248	Accounts Payable - Downtown Doll	PASSIFLORA	GOLDEN TICKET - MIDWAY DOLLARS	10.00	18626
248-000-201.248	Accounts Payable - Downtown Doll	PLAINWELL ACE HARDWARE	GOLDEN TICKETS - MIDWAY CHEVY DOLLARS	65.00	18585
Total For Dept 000 OPERATIONS				75.00	
Dept 443 PUBLIC WORKS					
248-443-718.001	Health Insurance Premiums - Curr	COPS HEALTH TRUST	APRIL 2022 DENTAL & VISION	27.95	18535
248-443-718.001	Health Insurance Premiums - Curr	PRIORITY HEALTH	APRIL 2022 HEALTH INSURANCE PREMIUM	291.29	18538
248-443-725.001	Fringe Benefit - Life Insurance	MADISON NATIONAL LIFE INSURANCE	APRIL 2022 LIFE INSURANCE COVERAGE	0.14	18537
248-443-900.000	Printing and Publishing	PLAINWELL ACE HARDWARE	DPW - HANG HISTORICAL PLAQUE ON DOG & F	1.88	18617
248-443-900.000	Printing and Publishing	PREMIERE PRINTING CORP.	WAY FINDING KIOSK MAPS (2)	68.00	18593
Total For Dept 443 PUBLIC WORKS				389.26	
Dept 775 SPECIAL EVENTS					
248-775-880.021	Community Promotion - Special Ev	PLUMBER'S PORTABLE TOILETS	EASTER EGG HUNT - PORTABLE TOILET RENT	110.00	18602
248-775-881.022	Farmers Market Banners	BANNERSONTHECHEAP.COM	Farmers Market Banners	138.40	627
Total For Dept 775 SPECIAL EVENTS				248.40	
Total For Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND				712.66	

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INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL

POST DATES 04/01/2022 - 04/30/2022

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 2/2

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

Fund 248 DOWNTOWN DEVELC	712.66
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Total For All Funds:	<u>712.66</u>
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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 247 TAX INCREMENT FINANCE AUTHORITY FUND					
Dept 443 PUBLIC WORKS					
247-443-718.001	Health Insurance Premiums - Curr	COPS HEALTH TRUST	APRIL 2022 DENTAL & VISION	49.59	18535
247-443-718.001	Health Insurance Premiums - Curr	PRIORITY HEALTH	APRIL 2022 HEALTH INSURANCE PREMIUM	666.24	18538
247-443-725.001	Fringe Benefit - Life Insurance	MADISON NATIONAL LIFE INSU	APRIL 2022 LIFE INSURANCE COVERAGE	1.71	18537
Total For Dept 443 PUBLIC WORKS				717.54	
Total For Fund 247 TAX INCREMENT FINANCE AUTHORITY FUNI				717.54	

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

Fund 247 TAX INCREMENT I	717.54
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Total For All Funds:	<u>717.54</u>
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MINUTES
Plainwell City Council
March 28, 2022

1. Mayor Keeler called the regular meeting to order at 7:00 PM in City Hall Council Chambers.
2. Jared Bowen of Lighthouse Baptist Church gave the invocation.
3. Pledge of Allegiance was given by all present.
4. Roll Call: Present: Mayor Keeler, Mayor Pro Tem Steele, Councilmember Overhuel, Councilmember Keeney and Councilmember Wisnaski. Absent: None.
5. Approval of Minutes/Summary:
A motion by Steele, seconded by Overhuel, to accept and place on file the Council Minutes of the 03/14/2022 regular meeting. On a voice vote, all voted in favor. Motion passed.
6. Public Comment: None.
7. Presentations:
 - A. DPW Superintendent Bob Nieuwenhuis reported on the Water Utility of the Year award the Department of Public Works received from the Michigan Rural Water Association.
 - B. Mayor Brad Keeler spoke about City Manager Erik Wilson's time at the city and detailed his accomplishments. He presented Manager Wilson with a certificate commemorating his 20 years of service to the city.
8. County Commissioner Report:
Gail Dugan reported that a new Public Information Officer position had been created to provide County Administrator updates to all municipalities in the county. He also noted the restoration of the Director of Transportation position, updated county public health policies and progress on various projects around the county.
9. Agenda Amendments: None.
10. Mayor's Report: None.
11. Recommendations and Reports:
 - A. Deputy City Clerk Maggie Fenger reported that the Parks & Trees Commission has had a vacancy for several months. City resident Cory Redder applied to serve on the commission to fill the vacant term at the Mayor's appointment, subject to Council confirmation.
A motion by Overhuel, seconded by Keeney, to confirm the Mayor's appointment of Cory Redder to the Parks & Trees Commission. On a roll call vote, all voted in favor. Motion passed.
 - B. Manager Wilson reported on a request to rent the Council Chambers to host a fundraiser. He also noted there was not a current policy in place regarding rentals and asked for guidance from Council regarding both the current request and a rental policy. He noted several questions that had come up during the staff discussion of a policy. Council directed staff to create a draft policy for future consideration, and

recommending offering the fire hall at the Department of Public Safety as a better option for the current rental request.

- C. Treasurer Brian Kelley reported on the need to upgrade the servers for the Department of Public Safety. The current servers are near capacity and need to be replaced for continued use. Treasurer Kelley reported that Clark Technical Services would identify the best, most cost-effective equipment for the city to purchase and install the equipment once available. The equipment is estimated to cost \$4,000.00 and the fixed cost for installation by Clark Technical Services is \$4,440.00.

A motion by Wisnaski, seconded by Steele, to approve the purchase and installation of two (2) servers at the Department of Public Safety for a total project cost not to exceed \$8,440.00. On a roll call vote, all voted in favor. Motion passed.

- D. Manager Wilson reported on the Pay Request Application for Melching, Inc. that included work done through March 24, 2022. He noted that there would likely be one more Pay Request Application however the work was winding down.

A motion by Keeney, seconded by Wisnaski, to approve the Pay Request Application #8 for Melching, Inc, in the amount of \$224,963.00. On a roll call vote, all voted in favor. Motion passed.

12. Communications:

- A. **A motion by Steele, seconded by Overhuel, to accept and place on file the February 2022 DPS Report the DRAFT 3/16/2022 Planning commission meeting minutes and the DRAFT 3/17/2022 Parks & Trees Commission meeting minutes. On a voice vote, all in favor. Motion passed.**

13. Accounts Payable:

A motion by Keeney, seconded by Wisnaski, that the bills be allowed and orders drawn in the amount of \$55,679.90 for payment of same. On a roll call vote, all in favor. Motion passed.

14. Public Comments: None.

15. Staff Comments:

Clerk/Treasurer Kelley reported on the upcoming closing on the bonds for the Industrial Park acreage purchase and continuing work on the budget.

Personnel Manager Sandy Lamorandier reported that 4 applicants for the Director of Public Safety position had been interviewed and the process was moving forward.

Deputy Director John Varley reported recent ropes and knots training as well as pursuit and precision driving training for the department.

Community Development Manager Denise Siegel reported that both the EDA and the Rental Rehab grants had been submitted. She also reported a ribbon cutting ceremony for Sugar Palace, a new bakery at 133 E Bridge St, on Friday April 1 at 3pm.

Superintendent Nieuwenhuis reported that loose leaf pick up had been wrapped up, and if the weather cooperated hydrant flushing would begin Friday. He also reported that there were 2 internal candidates for the full-time position that recently opened.

Superintendent Bryan Pond reported that a major Capital Improvement Project, replacing the doors at various locations in the waste water treatment plant along with well houses and lift stations, was underway.

Deputy City Clerk Maggie Fenger reported creating various city-wide accounts to allow for more efficient use of services such as Zoom and Dropbox.

Manager Wilson reported that Stanford Lodge wanted to cancel the lease agreement for the William Crispe House. He noted that he had requested a letter from Stanford Lodge with more information be sent to Council for further discussion at a future meeting.

16. Council Comments:

All councilmembers thanked Manager Wilson for his years of service to the City.

Councilmember Todd Overhuel noted there might be an issue with loose leaves because the weather hadn't allowed everyone to rake out their leaves in time for the loose leaf pick up.

17. Adjournment:

A motion by Steele, seconded by Wisnaski, to adjourn the meeting at 8:15 PM. On voice vote, all voted in favor. Motion passed.

Minutes respectfully
Submitted by,
Maggie Fenger
Deputy City Clerk

MINUTES APPROVED BY CITY COUNCIL
April 11, 2022


Maggie Fenger, Deputy City Clerk

MINUTES
Plainwell City Council
April 11, 2022

1. Mayor Keeler called the regular meeting to order at 7:00 PM in City Hall Council Chambers.
2. Scott Smail of Lighthouse Baptist Church gave the invocation.
3. Pledge of Allegiance was given by all present.
4. Roll Call: Present: Mayor Keeler, Mayor Pro Tem Steele, Councilmember Overhuel, Councilmember Keeney and Councilmember Wisnaski. Absent: None.
5. Approval of Minutes:
A motion by Steele, seconded by Overhuel, to accept and place on file the Council Minutes of the 03/28/2022 regular meeting. 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.
10. Recommendations and Reports:
 - A. City Manager Erik Wilson reported that Dean's Ice Cream had submitted a Special Event Permit Application for the car show hosted weekly from May 1 to October 3, 2022. This request includes closing Sherwood Avenue from Sterling Avenue to Oak Street for each weekly event. In the past, these events have been treated as one event for the purpose of the special event permit application, with a single \$50.00 fee being charged for the entire event series. Closing the street before each event in the series has cost the city \$255.68 in labor and equipment per week. In previous years, DPW employees have been responsible for sign placement due to liability concerns associated with closing the road. Interim Public Safety Director John Varley suggested having an on-duty officer check the sign placement after volunteers from Dean's Ice Cream put the road closure signs out as a cost-saving measure. Interim Director Varley also suggested providing a map with sign placements marked for the volunteers to use when they placed the signs each time.
A motion by Overhuel, seconded by Keeney, to approve the Special Event Permit Application for Dean's Ice Cream to close Sherwood Avenue from Sterling Avenue to Oak Street once a week from May 1 to October 3, 2022 and direct the City Manager to reduce associated costs as much as possible. On a voice vote, all voted in favor. Motion passed.
A motion by Steele, seconded by Wisnaski, to approve maintaining the one-time \$50 Special Event Permit Application fee for the Dean's Ice Cream special event request. On a voice vote, all voted in favor. Motion passed.
 - B. Deputy Clerk Maggie Fenger reported on an updated room rental policy for the Council Chambers. Deputy Clerk Fenger noted changes that were made based on the discussion at the March 28, 2022

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meeting. Deputy Clerk Fenger stated that the policy was created to provide guidance for city staff when rental requests are received, but was designed to allow the city staff to have flexibility when approving requests. Additionally, the City Manager was given the ability to waive any fees and approve certain requests that may violate the rules of the policy. Councilmember Steele expressed concern regarding the fees in the policy and requested more time to review the draft.

A motion by Steele, seconded by Overhuel, to table the Council Chambers rental policy for reconsideration at a future meeting. On a voice vote, all voted in favor. Motion passed.

11. Communications:

A. A motion by Steele, seconded by Overhuel, to accept and place on file the March 2022 DPS Report and the April 2022 Investment and Fund Balance Reports. 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 \$104,054.35 for payment of same. On a roll call vote, all in favor. Motion passed.

13. Public Comments: None.

14. Staff Comments:

Clerk/Treasurer Kelley reported that Councilmembers Keeler, Keeney and Wisnaski had been handed nominating petition packets for the upcoming November 8, 2022 election. Three Council member positions are on the ballot, and any member of the public who wishes to run for election may contact the City Clerk's Office for a nominating petition packet. Anyone who wishes to run for office must collect not less than 30 and not more than 60 signatures of registered City of Plainwell voters, and petitions are due back to the City Clerk's Office by 4:00pm on July 26, 2022.

Interim Director John Varley reported that there would be Search and Rescue training at the William Crispe House this week both Wednesday and Thursday for the entire Department of Public Safety as well as community partners. He also noted that he had applied for and been awarded a grant for body cameras that would require a 1-to-1 match from the city.

Community Development Manager Denise Siegel reported that a second new business, The Sugar Palace, had opened recently. A ribbon cutting was held and their opening day turnout was excellent. She also noted two businesses, Mayor's Joint and Around the Board Game Café, were planning to open within the next couple months. She also announced the Open House for the Master Plan and Community Recreation Plan would be held on April 14th at 6pm in the Council Chambers. All community members are welcome to attend and provide input on the plans.

Superintendent Bryan Pond reported that the #1 blower had failed a second time, and was being repaired by the factory under the warranty.

Deputy Clerk Fenger reported working with Clerk Kelley on election prep.

Manager Wilson announced a walk through at the Mill on Thursday at 10:30am with the engineer, Melching, Inc and other subcontractors and invited all Councilmembers to attend. He also noted work on a solution to replace the air tanks at DPS, and noted that the background check for the DPS Director candidate was progressing. He expects to announce the new candidate at the next council meeting.

15. Council Comments:

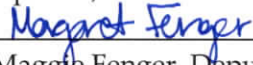
Councilmember Overhuel commented on the vandalism of the Sherwood Park restrooms. Treasurer Kelley reported working on a plan to install cameras in the area. The bathrooms are currently closed until further notice. Interim Director Varley noted that the restrooms do have an automatic lock that locks at 10pm each day.

Councilmember Steele commented on an issue with several kids out riding gas-powered mini-bikes without helmets in the street. She also thanked Community Development Manager Siegel for the Sugar Palace ribbon cutting ceremony, and noted that the Easter Egg Hunt was a great event.

16. Adjournment:

A motion by Steele, seconded by Wisnaski, to adjourn the meeting at 8:15 PM. On voice vote, all voted in favor. Motion passed.

Minutes respectfully
Submitted by,
Maggie Fenger
Deputy City Clerk

MINUTES APPROVED BY CITY COUNCIL
April 25, 2022


Maggie Fenger, Deputy City Clerk

PERIOD ENDING 04/30/2022

% Fiscal Year Completed: 83.29

*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	04/30/2022 NORMAL (ABNORMAL)	MONTH 04/30/2022 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND						
Revenues						
243-000-404.040	Captured Tax Real - BR - City Tax	6,074.00	6,074.14	0.00	(0.14)	100.00
243-000-404.041	Captured Tax Real - BR - Library	1,105.00	1,102.69	0.00	2.31	99.79
243-000-404.042	Captured Tax Real - BR - Capital Impr	488.00	488.17	0.00	(0.17)	100.03
243-000-404.043	Captured Tax Real - BR - Fire Reserve	488.00	488.17	0.00	(0.17)	100.03
243-000-404.044	Captured Tax Real - BR - Solid Waste	635.00	634.63	0.00	0.37	99.94
243-000-404.047	Captured Tax Real - DDA - School	20,670.00	20,669.82	0.00	0.18	100.00
243-000-404.048	Captured Tax Real - BR - County Taxes	3,043.00	3,084.37	0.00	(41.37)	101.36
243-000-413.060	Captured Tax Pers - City Tax	9,283.00	9,283.05	0.00	(0.05)	100.00
243-000-413.061	Captured Tax Pers - Library	1,688.00	1,685.28	0.00	2.72	99.84
243-000-413.062	Captured Tax Pers - Capital Improvement	746.00	746.10	0.00	(0.10)	100.01
243-000-413.063	Captured Tax Pers - Fire Reserve	746.00	746.10	0.00	(0.10)	100.01
243-000-413.064	Captured Tax Pers - Solid Waste	970.00	969.93	0.00	0.07	99.99
243-000-413.065	Captured Tax Pers - County Taxes	4,651.00	4,711.41	0.00	(60.41)	101.30
243-000-504.000	Federal Grant	0.00	847,168.00	224,963.00	(847,168.00)	100.00
243-000-665.000	Interest Earnings - Investments	0.00	173.08	35.46	(173.08)	100.00
243-000-684.000	Miscellaneous Revenue	0.00	9,598.80	3,000.00	(9,598.80)	100.00
243-000-696.010	Loan Proceeds	0.00	559,236.00	0.00	(559,236.00)	100.00
243-000-699.401	Interfund Transfer In - Cap Improvement	80,000.00	66,666.70	6,666.67	13,333.30	83.33
TOTAL REVENUES		130,587.00	1,533,526.44	234,665.13	(1,402,939.44)	1,174.33
Expenditures						
243-443-703.000	Salaries/Wages - Full Time Employees	38,984.00	29,169.48	2,787.61	9,814.52	74.82
243-443-704.001	Wages - Part Time Employees	579.00	233.92	0.66	345.08	40.40
243-443-709.000	Payroll Taxes - FICA - Soc Sec/Medicare	2,841.00	2,092.04	195.87	748.96	73.64
243-443-712.001	Cash in Lieu of Benefits - Insurance Buy	122.00	124.01	12.38	(2.01)	101.65
243-443-716.000	Retirement - Defined Contribution 401a	3,729.00	2,541.49	228.57	1,187.51	68.15
243-443-718.001	Health Insurance Premiums - Current EE	6,956.00	5,536.36	545.73	1,419.64	79.59
243-443-718.013	Health Insurance - HSA - Employer Paid	3,237.00	1,908.00	0.00	1,329.00	58.94
243-443-723.001	Retiree Health Care - OPEB	283.00	236.20	23.62	46.80	83.46
243-443-725.001	Fringe Benefit - Life Insurance	43.00	36.39	3.75	6.61	84.63
243-443-725.010	Workers Comp Insurance	305.00	229.62	0.00	75.38	75.29
243-443-767.000	Clothing - Uniforms	65.00	13.67	0.00	51.33	21.03
243-443-775.000	Supplies - Repairs and Maintenance	500.00	0.00	0.00	500.00	0.00
243-443-801.000	Professional Services - Engineering	1,000.00	0.00	0.00	1,000.00	0.00
243-443-801.013	Professional Services - Attorney	2,000.00	2,406.50	0.00	(406.50)	120.33
243-443-801.030	Professional Services - Auditor	353.00	338.86	0.00	14.14	95.99
243-443-830.000	Contractual Reimbursement CRA Activities	37,940.00	25,691.76	0.00	12,248.24	67.72
243-443-851.000	Postage	100.00	7.38	0.00	92.62	7.38
243-443-900.000	Printing and Publishing	250.00	0.00	0.00	250.00	0.00
243-443-931.000	Outside Services (RMLB)	6,000.00	562.77	0.00	5,437.23	9.38
243-443-935.001	Property Liability Insurance	5,700.00	5,624.46	0.00	75.54	98.67
243-443-940.000	Rentals - Equipment	2,000.00	1,387.59	0.00	612.41	69.38
243-443-948.000	Computer Services	500.00	8.04	0.00	491.96	1.61
243-443-955.000	Miscellaneous Expense	100.00	0.00	0.00	100.00	0.00
243-900-972.000	Contracted Services	1,089,513.18	815,134.33	206,099.40	274,378.85	74.82
243-905-991.001	Debt Service - Principal -Interfund Loan	15,230.00	12,691.70	1,269.17	2,538.30	83.33
243-905-993.001	Debt Service - Interest - Interfund Loan	1,395.00	1,162.50	116.25	232.50	83.33
TOTAL EXPENDITURES		1,219,725.18	907,137.07	211,283.01	312,588.11	74.37

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL
 PERIOD ENDING 04/30/2022
 % Fiscal Year Completed: 83.29

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

GL NUMBER	DESCRIPTION	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		AMENDED BUDGET	04/30/2022	MONTH 04/30/2022	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	USED
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND						
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND:						
	TOTAL REVENUES	130,587.00	1,533,526.44	234,665.13	(1,402,939.44)	1,174.33
	TOTAL EXPENDITURES	1,219,725.18	907,137.07	211,283.01	312,588.11	74.37
	NET OF REVENUES & EXPENDITURES	(1,089,138.18)	626,389.37	23,382.12	(1,715,527.55)	57.51

PERIOD ENDING 04/30/2022

% Fiscal Year Completed: 83.29

*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	NORMAL	04/30/2022 (ABNORMAL)	MONTH 04/30/2022 INCREASE (DECREASE)	NORMAL	BALANCE (ABNORMAL)	
Fund 247 - TAX INCREMENT FINANCE AUTHORITY FUND								
Revenues								
247-000-583.000	Local Grants	81,334.00		85,614.96	0.00		(4,280.96)	105.26
247-000-665.000	Interest Earnings - Investments	180.00		162.88	17.36		17.12	90.49
TOTAL REVENUES		81,514.00		85,777.84	17.36		(4,263.84)	105.23
Expenditures								
247-443-703.000	Salaries/Wages - Full Time Employees	46,108.00		37,155.19	3,589.17		8,952.81	80.58
247-443-704.001	Wages - Part Time Employees	0.00		266.84	2.04		(266.84)	100.00
247-443-709.000	Payroll Taxes - FICA - Soc Sec/Medicare	3,357.00		2,645.21	251.52		711.79	78.80
247-443-712.001	Cash in Lieu of Benefits - Insurance Buy	311.00		295.36	32.04		15.64	94.97
247-443-716.000	Retirement - Defined Contribution 401a	2,360.00		1,858.98	170.90		501.02	78.77
247-443-718.001	Health Insurance Premiums - Current EE	6,828.00		5,320.17	527.28		1,507.83	77.92
247-443-718.013	Health Insurance - HSA - Employer Paid	3,290.00		1,916.00	0.00		1,374.00	58.24
247-443-723.001	Retiree Health Care - OPEB	30.00		25.00	2.50		5.00	83.33
247-443-725.001	Fringe Benefit - Life Insurance	22.00		16.18	1.71		5.82	73.55
247-443-725.010	Workers Comp Insurance	249.00		187.46	0.00		61.54	75.29
247-443-801.013	Professional Services - Attorney	2,500.00		0.00	0.00		2,500.00	0.00
247-443-801.030	Professional Services - Auditor	67.00		64.19	0.00		2.81	95.81
247-443-931.000	Outside Services (RMLB)	200.00		0.00	0.00		200.00	0.00
247-443-935.001	Property Liability Insurance	400.00		394.70	0.00		5.30	98.68
247-443-940.000	Rentals - Equipment	2,200.00		449.75	0.00		1,750.25	20.44
247-443-948.000	Computer Services	0.00		8.04	0.00		(8.04)	100.00
247-443-955.000	Miscellaneous Expense	500.00		0.00	0.00		500.00	0.00
247-443-962.000	Memberships & Dues	300.00		0.00	0.00		300.00	0.00
TOTAL EXPENDITURES		68,722.00		50,603.07	4,577.16		18,118.93	73.63
Fund 247 - TAX INCREMENT FINANCE AUTHORITY FUND:								
TOTAL REVENUES		81,514.00		85,777.84	17.36		(4,263.84)	105.23
TOTAL EXPENDITURES		68,722.00		50,603.07	4,577.16		18,118.93	73.63
NET OF REVENUES & EXPENDITURES		12,792.00		35,174.77	(4,559.80)		(22,382.77)	274.97

PERIOD ENDING 04/30/2022

% Fiscal Year Completed: 83.29

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GL NUMBER	DESCRIPTION	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	04/30/2022	MONTH 04/30/2022	BALANCE	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND						
Revenues						
248-000-404.030	Captured Tax Real - DDA - City Tax	26,174.00	26,635.52	0.00	(461.52)	101.76
248-000-404.031	Captured Tax Real - DDA - Library	4,740.00	4,834.69	0.00	(94.69)	102.00
248-000-404.032	Captured Tax Real - DDA - Capital Impr	2,091.00	2,140.49	0.00	(49.49)	102.37
248-000-404.033	Captured Tax Real - DDA - Fire Reserve	2,091.00	2,140.49	0.00	(49.49)	102.37
248-000-404.034	Captured Tax Real - DDA - Solid Waste	12,591.00	2,782.72	0.00	9,808.28	22.10
248-000-404.045	Captured Tax Real - DDA - County Taxes	2,718.00	13,519.15	0.00	(10,801.15)	497.39
248-000-413.060	Captured Tax Pers - City Tax	2,044.00	1,830.79	0.00	213.21	89.57
248-000-413.061	Captured Tax Pers - Library	370.00	332.28	0.00	37.72	89.81
248-000-413.062	Captured Tax Pers - Capital Improvement	163.00	147.15	0.00	15.85	90.28
248-000-413.063	Captured Tax Pers - Fire Reserve	163.00	147.15	0.00	15.85	90.28
248-000-413.064	Captured Tax Pers - Solid Waste	212.00	191.29	0.00	20.71	90.23
248-000-413.065	Captured Tax Pers - County Taxes	983.00	929.10	0.00	53.90	94.52
248-000-583.000	Local Grants	6,874.00	7,236.32	0.00	(362.32)	105.27
248-000-642.001	Sales of Merchandise - DDA	0.00	1,339.94	0.00	(1,339.94)	100.00
248-000-654.001	Reimbursement	2,200.00	825.00	50.00	1,375.00	37.50
248-000-654.102	Special Event Revenues - DDA	300.00	3,140.00	0.00	(2,840.00)	1,046.67
248-000-654.103	Donations - Movies In the Park - DDA	800.00	0.00	0.00	800.00	0.00
248-000-665.000	Interest Earnings - Investments	135.00	140.37	12.25	(5.37)	103.98
248-000-684.000	Miscellaneous Revenue	0.00	12.00	0.00	(12.00)	100.00
TOTAL REVENUES		64,649.00	68,324.45	62.25	(3,675.45)	105.69
Expenditures						
248-443-703.000	Salaries/Wages - Full Time Employeees	18,449.00	14,312.97	1,329.87	4,136.03	77.58
248-443-709.000	Payroll Taxes - FICA - Soc Sec/Medicare	1,334.00	965.95	88.20	368.05	72.41
248-443-712.001	Cash in Lieu of Benefits - Insurance Buy	13.00	15.60	1.14	(2.60)	120.00
248-443-716.000	Retirement - Defined Contribution 401a	132.00	42.21	1.00	89.79	31.98
248-443-718.001	Health Insurance Premiums - Current EE	2,848.00	2,435.03	233.46	412.97	85.50
248-443-718.013	Health Insurance - HSA - Employer Paid	1,260.00	852.00	0.00	408.00	67.62
248-443-723.001	Retiree Health Care - OPEB	0.00	7.80	0.78	(7.80)	100.00
248-443-725.001	Fringe Benefit - Life Insurance	1.00	1.40	0.14	(0.40)	140.00
248-443-725.010	Workers Comp Insurance	75.00	56.47	0.00	18.53	75.29
248-443-775.000	Supplies - Repairs and Maintenance	100.00	16.17	0.00	83.83	16.17
248-443-801.013	Professional Services - Attorney	0.00	55.50	0.00	(55.50)	100.00
248-443-801.030	Professional Services - Auditor	67.00	64.19	0.00	2.81	95.81
248-443-851.000	Postage	100.00	1.46	0.73	98.54	1.46
248-443-900.000	Printing and Publishing	1,800.00	1,445.91	69.88	354.09	80.33
248-443-931.000	Outside Services (RMLB)	200.00	110.00	0.00	90.00	55.00
248-443-935.001	Property Liability Insurance	616.00	607.84	0.00	8.16	98.68
248-443-940.000	Rentals - Equipment	200.00	0.00	0.00	200.00	0.00
248-443-948.000	Computer Services	50.00	8.04	0.00	41.96	16.08
248-443-955.000	Miscellaneous Expense	400.00	396.46	0.00	3.54	99.12
248-443-960.000	Education & Training - Professional	100.00	175.00	0.00	(75.00)	175.00
248-443-962.000	Memberships & Dues	1,430.00	540.00	0.00	890.00	37.76
248-775-880.021	Community Promotion - Special Events	2,000.00	1,042.01	110.00	957.99	52.10
248-775-881.022	Farmers Market Costs - DDA	425.00	634.24	138.40	(209.24)	149.23
248-775-881.025	Christmas Ornament Costs - DDA	800.00	797.27	0.00	2.73	99.66
248-775-881.036	Movies in the Park Costs - DDA	1,500.00	1,770.00	0.00	(270.00)	118.00
248-900-723.001	Retiree Health Care - OPEB	9.00	0.00	0.00	9.00	0.00
248-900-971.000	Capital Purchase	18,000.00	8,793.12	0.00	9,206.88	48.85
248-905-991.001	Debt Service - Principal -Interfund Loan	11,900.00	9,916.70	991.67	1,983.30	83.33
248-905-993.001	Debt Service - Interest - Interfund Loan	361.00	300.80	30.08	60.20	83.32

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL

PERIOD ENDING 04/30/2022

% Fiscal Year Completed: 83.29

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GL NUMBER	DESCRIPTION	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	04/30/2022	MONTH 04/30/2022	BALANCE	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND						
Expenditures						
TOTAL EXPENDITURES		64,170.00	45,364.14	2,995.35	18,805.86	70.69
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND:						
TOTAL REVENUES		64,649.00	68,324.45	62.25	(3,675.45)	105.69
TOTAL EXPENDITURES		64,170.00	45,364.14	2,995.35	18,805.86	70.69
NET OF REVENUES & EXPENDITURES		479.00	22,960.31	(2,933.10)	(22,481.31)	4,793.38
TOTAL REVENUES - ALL FUNDS						
TOTAL EXPENDITURES - ALL FUNDS		276,750.00	1,687,628.73	234,744.74	(1,410,878.73)	609.80
NET OF REVENUES & EXPENDITURES		1,352,617.18	1,003,104.28	218,855.52	349,512.90	74.16
NET OF REVENUES & EXPENDITURES		(1,075,867.18)	684,524.45	15,889.22	(1,760,391.63)	63.63

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL
 PERIOD ENDING 04/30/2022
 % Fiscal Year Completed: 83.29

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GL NUMBER	DESCRIPTION	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	04/30/2022 NORMAL (ABNORMAL)	MONTH 04/30/2022 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND						
Revenues						
UNCLASSIFIED	Unclassified	130,587.00	1,533,526.44	234,665.13	(1,402,939.44)	1,174.33
TOTAL REVENUES		<u>130,587.00</u>	<u>1,533,526.44</u>	<u>234,665.13</u>	<u>(1,402,939.44)</u>	<u>1,174.33</u>
Expenditures						
443	PUBLIC WORKS	113,587.00	78,148.54	3,798.19	35,438.46	68.80
900	CAPITAL OUTLAY	1,089,513.18	815,134.33	206,099.40	274,378.85	74.82
905	DEBT SERVICE	16,625.00	13,854.20	1,385.42	2,770.80	83.33
TOTAL EXPENDITURES		<u>1,219,725.18</u>	<u>907,137.07</u>	<u>211,283.01</u>	<u>312,588.11</u>	<u>74.37</u>
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND:						
TOTAL REVENUES		130,587.00	1,533,526.44	234,665.13	(1,402,939.44)	1,174.33
TOTAL EXPENDITURES		<u>1,219,725.18</u>	<u>907,137.07</u>	<u>211,283.01</u>	<u>312,588.11</u>	<u>74.37</u>
NET OF REVENUES & EXPENDITURES		<u>(1,089,138.18)</u>	<u>626,389.37</u>	<u>23,382.12</u>	<u>(1,715,527.55)</u>	<u>57.51</u>

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	04/30/2022	MONTH 04/30/2022	BALANCE	
Fund 247 - TAX INCREMENT FINANCE AUTHORITY FUND						
Revenues						
UNCLASSIFIED	Unclassified	81,514.00	85,777.84	17.36	(4,263.84)	105.23
TOTAL REVENUES		<u>81,514.00</u>	<u>85,777.84</u>	<u>17.36</u>	<u>(4,263.84)</u>	<u>105.23</u>
Expenditures						
443	PUBLIC WORKS	68,722.00	50,603.07	4,577.16	18,118.93	73.63
TOTAL EXPENDITURES		<u>68,722.00</u>	<u>50,603.07</u>	<u>4,577.16</u>	<u>18,118.93</u>	<u>73.63</u>
<hr/>						
Fund 247 - TAX INCREMENT FINANCE AUTHORITY FUND:						
TOTAL REVENUES		81,514.00	85,777.84	17.36	(4,263.84)	105.23
TOTAL EXPENDITURES		<u>68,722.00</u>	<u>50,603.07</u>	<u>4,577.16</u>	<u>18,118.93</u>	<u>73.63</u>
NET OF REVENUES & EXPENDITURES		<u>12,792.00</u>	<u>35,174.77</u>	<u>(4,559.80)</u>	<u>(22,382.77)</u>	<u>274.97</u>

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL
 PERIOD ENDING 04/30/2022
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GL NUMBER	DESCRIPTION	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	04/30/2022 NORMAL (ABNORMAL)	MONTH 04/30/2022 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND						
Revenues						
UNCLASSIFIED	Unclassified	64,649.00	68,324.45	62.25	(3,675.45)	105.69
TOTAL REVENUES		64,649.00	68,324.45	62.25	(3,675.45)	105.69
Expenditures						
443	PUBLIC WORKS	29,175.00	22,110.00	1,725.20	7,065.00	75.78
775	SPECIAL EVENTS	4,725.00	4,243.52	248.40	481.48	89.81
900	CAPITAL OUTLAY	18,009.00	8,793.12	0.00	9,215.88	48.83
905	DEBT SERVICE	12,261.00	10,217.50	1,021.75	2,043.50	83.33
TOTAL EXPENDITURES		64,170.00	45,364.14	2,995.35	18,805.86	70.69
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND:						
TOTAL REVENUES		64,649.00	68,324.45	62.25	(3,675.45)	105.69
TOTAL EXPENDITURES		64,170.00	45,364.14	2,995.35	18,805.86	70.69
NET OF REVENUES & EXPENDITURES		479.00	22,960.31	(2,933.10)	(22,481.31)	4,793.38
TOTAL REVENUES - ALL FUNDS						
TOTAL REVENUES - ALL FUNDS		276,750.00	1,687,628.73	234,744.74	(1,410,878.73)	609.80
TOTAL EXPENDITURES - ALL FUNDS		1,352,617.18	1,003,104.28	218,855.52	349,512.90	74.16
NET OF REVENUES & EXPENDITURES		(1,075,867.18)	684,524.45	15,889.22	(1,760,391.63)	63.63

AGENDA ITEMS

6. **BRA Action Items:**

A. Update on meeting re: punch list

B. Accounts Payable:

Recommended Action: Consider confirming the BRA payables for April in the amount of \$206,842.81

7. **DDA Action Items:**

A. Revolving Loan approval Barbed Wire Café & Mayor's Joint

B. Accounts Payable:

Recommended Action: Consider confirming the DDA payables for April in the amount of \$712.66

8. **TIFA Action Items:**

A. Accounts Payable:

Recommended Action: Consider confirming the TIFA payables for April in the amount of \$717.54

Reminder of Upcoming Meetings

Parks and Trees Meeting – Thursday, May 12, 5 p.m. City Hall Council Chambers

Planning Meeting – Wednesday, May 18, 7 pm

City Council Meeting – Monday, May 23, 7 pm City Hall Council Chambers

City Offices Closed on Monday, May 30 for Memorial Day

