

City of Plainwell

Nick Larabel
Paul Rizzo
Adam Hopkins
Jim Turley
Angela Ridgway
Cathy Green
Kevin Seckel
Justin Lakamper
Randy Wisnaski



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

“The Island City”

AGENDA
DDA/TIFA/BRA
City Hall Council Chambers
February 13, 2024 7:30 AM

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Approval of Minutes/Summary –01/09/2024**
5. **General Public**
6. **Chairman’s Report**

7. **BRA Action Items**
 - A. Updates on Mill Property RFP
 - B. Accounts Payable for January of \$ 1,033.25

8. **DDA Action Items**
 - A. Revolving Loan – River Road Foods
 - B. Accounts Payable for January of \$ 429.95

9. **TIFA Action Items**
 - A. Updates on Site Plans / Property
 - B. Accounts Payable for January of \$ 472.04

10. **Communications:** 12/11/23 and 12/26/23; 01/08/24 Council Meeting Minutes. Also, the Financial Report/ Summary as of 01/31/2024
11. **Public Comments**
12. **Staff Comments:**

13. **Member Comments**
14. **Adjournment**

The Island City

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

Minutes
Plainwell DDA, BRA, and TIFA:
January 09, 2024

1. Call to Order: Meeting called to order at 7:33 a.m. by Larabel
2. Pledge of Allegiance
3. Roll Call:
Members Present: Randy Wisnaski, Nick Larabel, Cathy Green, Kevin Seckel (7:51 am), Justin Lakamper, Adam Hopkins, Paul Rizzo
Excused: Jim Turley, Angela Ridgway,
Approval of Minutes from 11/14/23: Minutes were approved and placed on file.
4. General Public: None
5. Chairman's Report: None
6. BRA Action Items
 - A. **Motion to accept accounts payable for November of \$1,015.76 was made by Hopkins and seconded by Rizzo. All in favor vote. Motion carried.**
 - B. **Motion to accept accounts payable for December of \$15,125.17 was made by Wisnaski and seconded by Green. All in favor vote. Motion carried**
7. DDA Action Items
 - A. **Discussion/Overview of the Quarterly Revolving Loan.**
 - B. **Motion to accept accounts payable for November of \$1,827.76 was made by Larabel and seconded by Rizzo. All in favor vote. Motion carried.**
 - C. **Motion to accept accounts payable for December of \$1,796.03 was made by Green and seconded by Larabel. All in favor vote. Motion carried**
8. TIFA Action Items
 - A. **Motion to accept accounts payable for November of \$559.34 was made by Larabel and seconded by Wisnaski. All in favor vote. Motion carried.**
9. Communications: 10/23/23, 11/13/2023 and 11/27/23 Council Minutes. Also, the Financial Report/Summary as of 11/31/2023 and 12/31/2023 were approved and placed on file.
10. Public Comments: None
11. Staff Comments: Community Development Manager Siegel reported:
Businesses opening soon: Auto Motor/Engine Shop
Grants: Match on Main Grant has been postponed. T-Mobile Hometown Grant for Firepit/Brooks Plaza
Budget Prep Work – 2024-2025
Member Comments:
Larabel – commented on the wayfinding signs and how nice they look.
Lakamper – RFQ due date Jan. 12, 2024; Restrictive Covenants on the Mill property
12. Adjournment:
A Motion to adjourn the meeting at 8:03 a.m.

02/04/2024 08:17 AM
User: BKELLEY
DB: Plainwell

INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL
POST DATES 01/01/2024 - 01/31/2024
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	COPS HEALTH TRUST	JANUARY 2024 DENTAL/VISION	17.08	26886
243-443-718.001	Health Insurance Premiums	PRIORITY HEALTH	JANUARY 2024 HEALTH INSURANCE	182.60	26888
243-443-725.001	Fringe Benefit - Life Insurance	MADISON NATIONAL LIFE INSURANCE	JANUARY 2024 LIFE INSURANCE	3.57	26887
243-443-801.013	Professional Services - Attorney	BLOOM SLUGGETT PC	DECEMBER 2023 LEGAL SERVICES	630.00	26964
243-443-931.000	Outside Services (RMLB)	GREENSTREET MARKETING & DESIGN	LOGO FOR CITY OF PLAINWELL	200.00	26960
Total For Dept 443 PUBLIC				1,033.25	
Total For Fund 243 BROWNFIELD				1,033.25	

02/04/2024 08:17 AM
User: BKELLEY
DB: Plainwell

INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL
POST DATES 01/01/2024 - 01/31/2024
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
-----------	-------------------	--------	---------------------	--------	---------

Fund Totals:

Fund 243 BROWNFIELD REDEVE	1,033.25
----------------------------	----------

1,033.25

02/04/2024 08:17 AM
 User: BKELLEY
 DB: Plainwell

INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL
 POST DATES 01/01/2024 - 01/31/2024
 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 443 PUBLIC WORKS					
248-443-718.001	Health Insurance Premiums	COPS HEALTH TRUST	JANUARY 2024 DENTAL/VISION	25.93	26886
248-443-718.001	Health Insurance Premiums	PRIORITY HEALTH	JANUARY 2024 HEALTH INSURANCE	330.52	26888
248-443-900.000	Printing and Publishing	SHOPPERS GUIDE INC	DDA - INDOOR MARKET ADVERT	33.84	26891
248-443-955.000	Business lunch DS	RIVERDOG TAVERN	Business lunch DS	14.66	2634
Total For Dept 443 PUBLIC				404.95	
Dept 775 SPECIAL EVENTS					
248-775-880.021	Community Promotion - Spec	PASSIFLORA	REIMBURSEMENT FOR LLL COUPE	25.00	26967
Total For Dept 775 SPECIAL				25.00	
Total For Fund 248 DOWNTOWN				429.95	

02/04/2024 08:17 AM
User: BKELLEY
DB: Plainwell

INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL
POST DATES 01/01/2024 - 01/31/2024
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Page: 2/2

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
-----------	-------------------	--------	---------------------	--------	---------

Fund Totals:

Fund 248 DOWNTOWN DEVELOPM	429.95
----------------------------	--------

429.95

02/04/2024 08:16 AM
User: BKELLEY
DB: Plainwell

INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL
POST DATES 01/01/2024 - 01/31/2024
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

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	COPS HEALTH TRUST	JANUARY 2024 DENTAL/VISION	40.49	26886
247-443-718.001	Health Insurance Premiums	PRIORITY HEALTH	JANUARY 2024 HEALTH INSURANCE	429.79	26888
247-443-725.001	Fringe Benefit - Life Insu	MADISON NATIONAL LIFE INSURANCE	JANUARY 2024 LIFE INSURANCE	1.76	26887
		Total For Dept 443	PUBLIC	472.04	
		Total For Fund 247	TAX INC	472.04	

02/04/2024 08:16 AM
User: BKELLEY
DB: Plainwell

INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL
POST DATES 01/01/2024 - 01/31/2024
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
-----------	-------------------	--------	---------------------	--------	---------

Fund Totals:

Fund 247 TAX INCREMENT FIN	472.04
----------------------------	--------

472.04

MINUTES
Plainwell City Council
December 11, 2023

1. Mayor Keeler called the regular meeting to order at 7:00 PM in City Hall Council Chambers.
2. The invocation was given by Steve Smail of Lighthouse Baptist Church.
3. Pledge of Allegiance was given by all present.
4. Roll Call: Present: Mayor Keeler, Mayor Pro Tem Steele, Councilmember Overhuel and Councilmember Wisnaski.
Absent: Councilmember Keeney.
A motion by Wisnaski, seconded by Steele, to excuse Councilmember Keeney from the proceedings. On a voice vote, all voted in favor. Motion passed.
5. Approval of Minutes:
A motion by Steele, seconded by Overhuel, to accept and place on file the Council Minutes of the 11/27/2023 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.
A motion by Steele, seconded by Overhuel, to approve the Agenda for the December 11, 2023 meeting as presented. On a voice vote, all voted in favor. Motion passed.
9. Mayor's Report: Mayor Keeler discussed restoration of the fountain, and thanked Superintendent Nieuwenhuis for his assistance.
10. Recommendations and Reports:
 - A. Community Development Manager Siegel discussed Ordinance 397, which has approval from the Planning Commission and updates text referring to site plan requirements.
A motion by Wisnaski, seconded by Overhuel, to adopt Ordinance 397 as presented by the Planning Commission. On a roll call vote, all voted in favor. Motion passed.
 - B. Superintendent Nieuwenhuis discussed the yearly flower program purchase.
A motion by Overhuel, seconded by Wisnaski, to approve the purchase of flowers from Zeinstra's Greenhouse for \$12,500.00. On a roll call vote, all voted in favor. Motion passed.
11. Communications:
A motion by Steele, seconded by Overhuel, to accept and place on file the November Investment and Fund Balance reports and the draft 12/06/2022 Planning Commission meeting minutes. On a voice vote, all in favor. Motion passed.
12. Accounts Payable:
A motion by Wisnaski, seconded by Steele, that the bills be allowed and orders drawn in the amount of \$253,050.28 for payment of same. On a roll call vote, all in favor. Motion passed.
13. Public Comments: None.

The City of Plainwell is an equal opportunity employer and provider

14. Staff Comments:

Finance Director Kelley reported working on updating policies and procedures, and continuing work on the budget. He stated he is working with Clerk Leonard to get ready for the February Election.

Personnel Coordinator Kersten shared she is working on year end payroll and W-2's.

Superintendent Nieuwenhuis shared that the Christmas party was great.

Community Development Manager Siegel reported that the indoor market was finished for the season and all the vendors moved out of the building. She shared that she updated EGLE on the lead abatement, and submitted PFAS sampling for the dam grant.

Superintendent Pond stated that the check valve replacement and air relief valve installations are complete at the Cushman Lift Station.

Director Callahan reported the department was currently prepping for the Shop with a Hero event.

Clerk Leonard reports working with Finance Director Kelley on ordering supplies and preparing for the upcoming Election.

Manager Lakamper reported that the Old Orchard project will be awarded at the next Council meeting. There will be an update on the development plan for the Old Mill as well. He discussed the dam project, noting the DNR is looking for alternative plans that would like all species of fish to access to the Mill Race year-round without the use of a fish ladder.

15. Council Comments:

Councilmember Overhuel was sorry to miss the Christmas party. He shared that the tree lighting ceremony had a good turnout this year, and that the downtown looks great. He noticed that the Farmer's Market appeared busy.

Councilmember Steele thanked Penny, Amanda and Jackson for their hard work at the Christmas party. She noted the food was great. She wished everyone a Merry Christmas.

Councilmember Wisnaski stated that the Christmas party was great, and the city's Christmas decorations look good.

16. Adjournment:

A motion by Steele, seconded by Overhuel, to adjourn the meeting at 7:32 PM. On a voice vote, all voted in favor. Motion passed.

Minutes respectfully
submitted by:
JoAnn Leonard
City Clerk

MINUTES APPROVED BY CITY COUNCIL
December 27, 2023


JoAnn Leonard, City Clerk

MINUTES
Plainwell City Council
December 27, 2023

1. Mayor Keeler called the regular meeting to order at 7:00 PM in City Hall Council Chambers.
2. The invocation was given by Brian Warren of Lighthouse Baptist Church.
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 12/11/2023 regular meeting. On a voice vote, all voted in favor. Motion passed.
6. Public Comment: None.
7. County Commissioner Report: Commissioner Dugan updated Council on the budget, the Allegan County Courthouse remodel, and the Allegan County Animal Shelter.
8. Agenda Amendments: None.
A motion by Steele, seconded by Overhuel, to approve the Agenda for the December 27, 2023 meeting as presented. On a voice vote, all voted in favor. Motion passed.
9. Mayor's Report: Mayor Keeler hoped everyone had a nice Christmas, and wished everyone a Happy New Year.
10. Recommendations and Reports:
 - A. Several board members' terms end on December 31, 2023. Clerk Leonard confirmed with each candidate their willingness to serve another term. Appointments are made by the Mayor, and subject to confirmation from Council.
A motion by Overhuel, seconded by Wisnaski, confirming the Mayor's reappointment of several community members to various boards and commissions. On a roll call vote, all voted in favor. Motion passed.
 - B. City Manager Lakamper and Finance Director Kelley discussed the Old Orchard Project Bid. Information was provided on the three bids received, the properties and area affected, and ways to fund the project.
A motion by Keeney, seconded by Wisnaski, to award the Old Orchard Project Bid to USA Earthworks LLC for a total cost of \$3,130,358.00 contingent upon the successful sale of general obligation bonds. On a roll call vote, all voted in favor. Motion passed.
 - C. Clerk Leonard discussed Resolutions 2024-01 through 2024-04. These annual Resolutions are updated at the end of each year.
A motion by Steele, seconded by Overhuel, to adopt Resolutions 2024-01 through 2024-04 as presented. On a roll call vote, all voted in favor. Motion passed.

11. Communications:

A motion by Steele, seconded by Overhuel, to accept and place on file the November 2023 DPS and WR reports, the 12/12/2022 DDA/BRA/TIFA meeting minutes and the draft 12/14/23 Parks & Trees meeting minutes. On a voice vote, all in favor. Motion passed.

12. Accounts Payable:

A motion by Keeney, seconded by Wisnaski, that the bills be allowed and orders drawn in the amount of \$345,630.37 for payment of same. On a roll call vote, all in favor. Motion passed.

13. Public Comments: None.

14. Staff Comments:

Finance Director Kelley reported continuing to work on the budget. He thanked Commissioner Dugan for his updates.

Personnel Coordinator Kersten had nothing to report.

Superintendent Nieuwenhuis stated that the Christmas lights looked great this year, and will be taken down after the New Year.

Clerk Leonard shared that many of the election supplies that were ordered have arrived. She stated that she has three new Election Inspectors heading to training. Applications for Absentee Voters are ready and will be mailed this week.

Manager Lakamper reported that the fire inspection for the Crispe property will be performed by the State, and should answer any questions that remain about the sale of the building. He stated that he has received the Restrictive Covenant for the Old Mill property.

15. Council Comments:

Councilmember Overhuel wished everyone a Happy New Year.

Councilmember Steele thanked DPW for the holiday decorations, with special thanks for the frog display.

Councilmember Keeney wished everyone a Happy New Year.

16. Adjournment:

A motion by Steele, seconded by Overhuel, to adjourn the meeting at 7:42 PM. On a voice vote, all voted in favor. Motion passed.

Minutes respectfully
submitted by:
JoAnn Leonard
City Clerk

MINUTES APPROVED BY CITY COUNCIL
January 08, 2024



JoAnn Leonard, City Clerk

D. Director Callahan discussed the sale of forfeited and seized firearm inventory. Proceeds from the sale of these firearms will go toward the purchase of Glock 45 9mm pistols with red dot sights, replacing the Sig Sauer P320 pistols currently in use by the department.

A motion by Wisnaski, seconded by Keeney, authorizing the Department of Public Safety to sell forfeited and seized weapon inventory, as well department issued Sig Sauer P320 firearms. On a roll call vote, all in favor. Motion passed.

11. New Business:

City Manager Lakamper discussed creating an Old Orchard Special Assessment District. There are 54 homes and 2 vacant lots that would be part of this assessment. The creation of a Special Assessment District would allow the City to assess each of the 56 affected parcels a portion of the cost of upgrading to City Sewer. After discussion, Council decided to proceed with the Special Assessment District.

12. Communications:

A. **A motion by Steele, seconded by Overhuel, to accept and place on file the December 2023 Investment and Fund Balance reports. On a voice vote, all voted 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 \$1,036,697.46 for payment of same. On a roll call vote, all voted in favor. Motion passed.

14. Public Comments: None.

15. Staff Comments:

Treasurer/Finance Director Kelley reported working on the budget & policies.

Community Development Manager Siegel reported that the ribbon cutting for MI Grounds went well, and that there was an article in the paper about the business as well.

Manager Lakamper shared that RFQ's are due Friday. An environmental attorney is going over the paperwork.

16. Council Comments: None.

17. Adjournment:

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

Minutes respectfully
Submitted by,
JoAnn Leonard
City Clerk

MINUTES APPROVED BY CITY COUNCIL
January 22, 2024


JoAnn Leonard, City Clerk

MINUTES
Plainwell City Council
January 8, 2024

1. Mayor Keeler called the regular meeting to order at 7:00 PM in City Hall Council Chambers.
2. The invocation was given by Scott Fenner of Lighthouse Baptist Church.
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 12/27/2023 regular meeting. On a voice vote, all voted in favor. Motion passed.
6. Public Comment: None.
7. County Commissioner Report: None.
8. **A motion by Steele, seconded by Overhuel, to approve the Agenda for the January 08, 2024 meeting as presented. On a voice vote, all voted in favor. Motion passed.**
9. Mayor's Report: None.
10. Recommendations and Reports:
 - A. Superintendent Pond discussed upgrading the lighting at the Water Renewal Plant Buildings. This upgrade comes with a \$2,362.29 rebate from Consumers Energy, and has a 3-year return on investment in which the energy savings will total the cost of the upgrade.
A motion by Keeney, seconded by Wisnaski, to approve the contract with Michigan Energy Solutions for removal of the remaining fluorescent bulbs and to replace them with L.E.D. lighting for \$6,324.35. On a roll call vote, all in favor. Motion passed.
 - B. Superintendent Pond discussed preventative maintenance and repair for seven Rotork Actuators. These valves were installed in 2005 and have had maintenance work in the past. On-site service cost is approximately \$1,100.00 per valve, covering repair and preventative maintenance. The cost of a full rebuild is approximately \$3,500.00. This quote was provided by a sole source contractor.
A motion by Overhuel, seconded by Keeney, to approve the contract with System Specialties for maintenance and repair of seven Rotork valves for \$7,941.00. On a roll call vote, all in favor. Motion passed.
 - C. Superintendent Pond discussed repair work on the West Clarifier Scum Arm. The Arm was damaged when a fire hose fell in the tank during cleaning. The tank is a backup to the East tank, and will be operable after repairs are made.
A motion by Keeney, seconded by Steele, to approve the contract with W Soule to remove the scum and center well arms and to fabricate and install new arms for \$6,562.00. On a roll call vote, all in favor. Motion passed.

The City of Plainwell is an equal opportunity employer and provider

PERIOD ENDING 01/31/2024

% Fiscal Year Completed: 58.74

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

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	01/31/2024 (ABNORMAL)	MONTH 01/31/2024 INCREASE	(DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND									
Revenues									
243-000-404.040	Captured Tax Real - BR - City Tax	6,507.00		6,507.18		0.00		(0.18)	100.00
243-000-404.041	Captured Tax Real - BR - Library	1,179.00		1,168.55		0.00		10.45	99.11
243-000-404.042	Captured Tax Real - BR - Capital Impr	529.00		529.49		0.00		(0.49)	100.09
243-000-404.043	Captured Tax Real - BR - Fire Reserve	529.00		529.49		0.00		(0.49)	100.09
243-000-404.044	Captured Tax Real - BR - Solid Waste	688.00		688.34		0.00		(0.34)	100.05
243-000-404.047	Captured Tax Real - DDA - School	16,242.00		16,242.34		0.00		(0.34)	100.00
243-000-404.048	Captured Tax Real - BR - County Taxes	3,679.00		3,686.91		0.00		(7.91)	100.22
243-000-413.060	Captured Tax Pers - City Tax	3,619.00		3,619.11		0.00		(0.11)	100.00
243-000-413.061	Captured Tax Pers - Library	656.00		649.93		0.00		6.07	99.07
243-000-413.062	Captured Tax Pers - Capital Improvement	295.00		294.50		0.00		0.50	99.83
243-000-413.063	Captured Tax Pers - Fire Reserve	295.00		294.50		0.00		0.50	99.83
243-000-413.064	Captured Tax Pers - Solid Waste	383.00		382.85		0.00		0.15	99.96
243-000-413.065	Captured Tax Pers - County Taxes	2,046.00		2,050.58		0.00		(4.58)	100.22
243-000-665.000	Interest Earnings - Investments	1,207.00		3,657.62		468.42		(2,450.62)	303.03
243-000-699.401	Interfund Transfer In - Cap Improvement	80,000.00		46,666.69		6,666.67		33,333.31	58.33
TOTAL REVENUES		117,854.00		86,968.08		7,135.09		30,885.92	73.79
Expenditures									
243-443-703.000	Salaries/Wages - Full Time Employees	43,424.00		24,833.51		3,574.33		18,590.49	57.19
243-443-704.001	Wages - Part Time Employees	2,440.00		2,445.30		100.07		(5.30)	100.22
243-443-709.000	Payroll Taxes - FICA - Soc Sec/Medicare	3,380.00		2,109.00		284.91		1,271.00	62.40
243-443-712.001	Cash in Lieu of Benefits - Insurance Buy	360.00		894.62		148.77		(534.62)	248.51
243-443-716.000	Retirement - Defined Contribution 401a	3,969.00		799.38		306.38		3,169.62	20.14
243-443-718.001	Health Insurance Premiums - Current EE	6,020.00		988.85		142.21		5,031.15	16.43
243-443-718.013	Health Insurance - HSA - Employer Paid	2,160.00		419.98		69.64		1,740.02	19.44
243-443-723.001	Retiree Health Care - OPEB	29.00		16.66		2.38		12.34	57.45
243-443-725.001	Fringe Benefit - Life Insurance	42.00		25.00		3.57		17.00	59.52
243-443-725.010	Workers Comp Insurance	217.00		162.39		0.00		54.61	74.83
243-443-767.000	Clothing - Uniforms	99.00		0.00		0.00		99.00	0.00
243-443-775.000	Supplies - Repairs and Maintenance	0.00		132.93		0.00		(132.93)	100.00
243-443-801.000	Professional Services - Engineering	8,000.00		0.00		0.00		8,000.00	0.00
243-443-801.013	Professional Services - Attorney	1,000.00		1,932.00		630.00		(932.00)	193.20
243-443-801.030	Professional Services - Auditor	374.00		391.67		0.00		(17.67)	104.72
243-443-830.000	Contractual Reimbursement CRA Activities	27,486.00		17,438.79		0.00		10,047.21	63.45
243-443-931.000	Outside Services (RMLB)	20,310.00		48,619.95		200.00		(28,309.95)	239.39
243-443-935.001	Property Liability Insurance	6,958.00		6,428.35		0.00		529.65	92.39
243-443-940.000	Rentals - Equipment	3,600.00		3,736.41		77.80		(136.41)	103.79
243-443-948.000	Computer Services	0.00		7.68		0.00		(7.68)	100.00
243-443-955.000	Miscellaneous Expense	0.00		6.98		0.00		(6.98)	100.00
243-905-991.001	Debt Service - Principal -Interfund Loan	15,536.00		9,062.62		1,294.66		6,473.38	58.33
243-905-993.001	Debt Service - Interest - Interfund Loan	1,089.00		635.04		90.72		453.96	58.31
TOTAL EXPENDITURES		146,493.00		121,087.11		6,925.44		25,405.89	82.66
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND:									
TOTAL REVENUES		117,854.00		86,968.08		7,135.09		30,885.92	73.79
TOTAL EXPENDITURES		146,493.00		121,087.11		6,925.44		25,405.89	82.66
NET OF REVENUES & EXPENDITURES		(28,639.00)		(34,119.03)		209.65		5,480.03	119.13

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

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	01/31/2024	MONTH 01/31/2024	BALANCE	
Fund 247 - TAX INCREMENT FINANCE AUTHORITY FUND						
Revenues						
247-000-404.040	Captured Tax Real - BR - City Tax	8,132.00	8,131.82	0.00	0.18	100.00
247-000-404.041	Captured Tax Real - BR - Library	1,472.00	1,459.30	0.00	12.70	99.14
247-000-404.042	Captured Tax Real - BR - Capital Impr	661.00	661.48	0.00	(0.48)	100.07
247-000-404.043	Captured Tax Real - BR - Fire Reserve	661.00	661.48	0.00	(0.48)	100.07
247-000-404.044	Captured Tax Real - BR - Solid Waste	860.00	859.88	0.00	0.12	99.99
247-000-404.048	Captured Tax Real - BR - County Taxes	4,595.00	4,604.98	0.00	(9.98)	100.22
247-000-583.000	Local Grants	104,593.00	95,453.50	0.00	9,139.50	91.26
247-000-665.000	Interest Earnings - Investments	3,330.00	4,105.25	1,066.54	(775.25)	123.28
TOTAL REVENUES		124,304.00	115,937.69	1,066.54	8,366.31	93.27
Expenditures						
247-443-703.000	Salaries/Wages - Full Time Employees	50,485.00	27,654.66	3,884.09	22,830.34	54.78
247-443-704.001	Wages - Part Time Employees	469.00	234.26	39.09	234.74	49.95
247-443-709.000	Payroll Taxes - FICA - Soc Sec/Medicare	3,791.00	2,063.35	290.17	1,727.65	54.43
247-443-712.001	Cash in Lieu of Benefits - Insurance Buy	855.00	669.25	111.26	185.75	78.27
247-443-716.000	Retirement - Defined Contribution 401a	2,732.00	960.62	209.79	1,771.38	35.16
247-443-718.001	Health Insurance Premiums - Current EE	6,847.00	2,493.04	358.21	4,353.96	36.41
247-443-718.013	Health Insurance - HSA - Employer Paid	2,160.00	748.62	113.93	1,411.38	34.66
247-443-725.001	Fringe Benefit - Life Insurance	21.00	12.30	1.76	8.70	58.57
247-443-725.010	Workers Comp Insurance	247.00	184.83	0.00	62.17	74.83
247-443-775.000	Supplies - Repairs and Maintenance	3,600.00	5.59	0.00	3,594.41	0.16
247-443-801.013	Professional Services - Attorney	1,000.00	0.00	0.00	1,000.00	0.00
247-443-801.030	Professional Services - Auditor	71.00	74.15	0.00	(3.15)	104.44
247-443-931.000	Outside Services (RMLB)	500.00	0.00	0.00	500.00	0.00
247-443-935.001	Property Liability Insurance	146.00	134.88	0.00	11.12	92.38
247-443-940.000	Rentals - Equipment	1,500.00	697.88	0.00	802.12	46.53
247-443-948.000	Computer Services	0.00	7.68	0.00	(7.68)	100.00
TOTAL EXPENDITURES		74,424.00	35,941.11	5,008.30	38,482.89	48.29
Fund 247 - TAX INCREMENT FINANCE AUTHORITY FUND:						
TOTAL REVENUES		124,304.00	115,937.69	1,066.54	8,366.31	93.27
TOTAL EXPENDITURES		74,424.00	35,941.11	5,008.30	38,482.89	48.29
NET OF REVENUES & EXPENDITURES		49,880.00	79,996.58	(3,941.76)	(30,116.58)	160.38

PERIOD ENDING 01/31/2024

% Fiscal Year Completed: 58.74

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

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	01/31/2024 (ABNORMAL)	MONTH 01/31/2024 INCREASE (DECREASE)	NORMAL	BALANCE (ABNORMAL)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND								
Revenues								
248-000-404.030	Captured Tax Real - DDA - City Tax	34,222.00		34,221.56	0.00		0.44	100.00
248-000-404.031	Captured Tax Real - DDA - Library	6,200.00		6,144.81	0.00		55.19	99.11
248-000-404.032	Captured Tax Real - DDA - Capital Impr	2,784.00		2,784.42	0.00		(0.42)	100.02
248-000-404.033	Captured Tax Real - DDA - Fire Reserve	2,784.00		2,784.42	0.00		(0.42)	100.02
248-000-404.034	Captured Tax Real - DDA - Solid Waste	3,620.00		3,619.78	0.00		0.22	99.99
248-000-404.045	Captured Tax Real - DDA - County Taxes	19,347.00		19,387.86	0.00		(40.86)	100.21
248-000-413.060	Captured Tax Pers - City Tax	1,838.00		1,837.77	0.00		0.23	99.99
248-000-413.061	Captured Tax Pers - Library	333.00		329.92	0.00		3.08	99.08
248-000-413.062	Captured Tax Pers - Capital Improvement	150.00		149.55	0.00		0.45	99.70
248-000-413.063	Captured Tax Pers - Fire Reserve	150.00		149.55	0.00		0.45	99.70
248-000-413.064	Captured Tax Pers - Solid Waste	194.00		194.41	0.00		(0.41)	100.21
248-000-413.065	Captured Tax Pers - County Taxes	1,038.00		1,041.02	0.00		(3.02)	100.29
248-000-583.000	Local Grants	7,752.00		7,446.80	0.00		305.20	96.06
248-000-642.001	Sales of Merchandise - DDA	0.00		18.00	0.00		(18.00)	100.00
248-000-654.001	Charges for Service - Farmers Market Fee	4,225.00		3,875.70	0.00		349.30	91.73
248-000-654.102	Special Event Revenues - DDA	1,625.00		1,525.00	0.00		100.00	93.85
248-000-665.000	Interest Earnings - Investments	1,484.00		2,586.70	563.98		(1,102.70)	174.31
TOTAL REVENUES		87,746.00		88,097.27	563.98		(351.27)	100.40
Expenditures								
248-443-703.000	Salaries/Wages - Full Time Employees	18,163.00		9,784.43	1,398.29		8,378.57	53.87
248-443-709.000	Payroll Taxes - FICA - Soc Sec/Medicare	1,312.00		668.53	94.69		643.47	50.96
248-443-718.001	Health Insurance Premiums - Current EE	3,264.00		1,879.46	271.96		1,384.54	57.58
248-443-718.013	Health Insurance - HSA - Employer Paid	792.00		392.52	60.31		399.48	49.56
248-443-725.010	Workers Comp Insurance	41.00		30.68	0.00		10.32	74.83
248-443-775.000	Supplies - Repairs and Maintenance	100.00		114.13	0.00		(14.13)	114.13
248-443-801.030	Professional Services - Auditor	71.00		74.15	0.00		(3.15)	104.44
248-443-851.000	Postage	100.00		2.94	0.00		97.06	2.94
248-443-900.000	Printing and Publishing	1,800.00		291.52	33.84		1,508.48	16.20
248-443-931.000	Outside Services (RMLB)	1,498.00		1,249.12	0.00		248.88	83.39
248-443-935.001	Property Liability Insurance	225.00		207.87	0.00		17.13	92.39
248-443-948.000	Computer Services	50.00		7.68	0.00		42.32	15.36
248-443-955.000	Miscellaneous Expense	400.00		84.71	14.66		315.29	21.18
248-443-960.000	Education & Training - Professional	200.00		45.00	0.00		155.00	22.50
248-443-962.000	Memberships & Dues	700.00		767.09	0.00		(67.09)	109.58
248-775-880.021	Community Promotion - Special Events	4,250.00		2,649.62	25.00		1,600.38	62.34
248-775-881.022	Farmers Market Costs - DDA	1,010.00		1,416.32	0.00		(406.32)	140.23
248-900-971.000	Capital Purchase	7,500.00		0.00	0.00		7,500.00	0.00
TOTAL EXPENDITURES		41,476.00		19,665.77	1,898.75		21,810.23	47.41
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND:								
TOTAL REVENUES		87,746.00		88,097.27	563.98		(351.27)	100.40
TOTAL EXPENDITURES		41,476.00		19,665.77	1,898.75		21,810.23	47.41
NET OF REVENUES & EXPENDITURES		46,270.00		68,431.50	(1,334.77)		(22,161.50)	147.90

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL

PERIOD ENDING 01/31/2024

% Fiscal Year Completed: 58.74

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

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	01/31/2024 (ABNORMAL)	MONTH 01/31/2024 INCREASE	(DECREASE)	NORMAL	(ABNORMAL) BALANCE	
TOTAL REVENUES - ALL FUNDS		329,904.00		291,003.04		8,765.61		38,900.96	88.21
TOTAL EXPENDITURES - ALL FUNDS		262,393.00		176,693.99		13,832.49		85,699.01	67.34
NET OF REVENUES & EXPENDITURES		67,511.00		114,309.05		(5,066.88)		(46,798.05)	169.32

PERIOD ENDING 01/31/2024

% Fiscal Year Completed: 58.74

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

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	01/31/2024	MONTH 01/31/2024	BALANCE	
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND						
Revenues						
D01	D01 - Taxes	36,647.00	36,643.77	0.00	3.23	99.99
D08	D08 - Interest and rentals	1,207.00	3,657.62	468.42	(2,450.62)	303.03
F40.05	F40.05 - Other financing, Transfer In	80,000.00	46,666.69	6,666.67	33,333.31	58.33
TOTAL REVENUES		117,854.00	86,968.08	7,135.09	30,885.92	73.79
Expenditures						
443	PUBLIC WORKS	129,868.00	111,389.45	5,540.06	18,478.55	85.77
905	DEBT SERVICE	16,625.00	9,697.66	1,385.38	6,927.34	58.33
TOTAL EXPENDITURES		146,493.00	121,087.11	6,925.44	25,405.89	82.66
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND:						
TOTAL REVENUES		117,854.00	86,968.08	7,135.09	30,885.92	73.79
TOTAL EXPENDITURES		146,493.00	121,087.11	6,925.44	25,405.89	82.66
NET OF REVENUES & EXPENDITURES		(28,639.00)	(34,119.03)	209.65	5,480.03	119.13

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL
 PERIOD ENDING 01/31/2024
 % Fiscal Year Completed: 58.74

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

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	01/31/2024	MONTH 01/31/2024	BALANCE	
Fund 247 - TAX INCREMENT FINANCE AUTHORITY FUND						
Revenues						
D01	D01 - Taxes	16,381.00	16,378.94	0.00	2.06	99.99
D08	D08 - Interest and rentals	3,330.00	4,105.25	1,066.54	(775.25)	123.28
D04	D04 - State grants	104,593.00	95,453.50	0.00	9,139.50	91.26
TOTAL REVENUES		124,304.00	115,937.69	1,066.54	8,366.31	93.27
Expenditures						
443	PUBLIC WORKS	74,424.00	35,941.11	5,008.30	38,482.89	48.29
TOTAL EXPENDITURES		74,424.00	35,941.11	5,008.30	38,482.89	48.29
Fund 247 - TAX INCREMENT FINANCE AUTHORITY FUND:						
TOTAL REVENUES		124,304.00	115,937.69	1,066.54	8,366.31	93.27
TOTAL EXPENDITURES		74,424.00	35,941.11	5,008.30	38,482.89	48.29
NET OF REVENUES & EXPENDITURES		49,880.00	79,996.58	(3,941.76)	(30,116.58)	160.38

PERIOD ENDING 01/31/2024

% Fiscal Year Completed: 58.74

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

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BGD USED
		AMENDED BUDGET	NORMAL	01/31/2024 (ABNORMAL)	MONTH 01/31/2024 INCREASE (DECREASE)	NORMAL	ABNORMAL	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND								
Revenues								
D01	D01 - Taxes	72,660.00		72,645.07	0.00		14.93	99.98
D08	D08 - Interest and rentals	1,484.00		2,586.70	563.98		(1,102.70)	174.31
D04	D04 - State grants	7,752.00		7,446.80	0.00		305.20	96.06
D06	D06 - Charges for services	5,850.00		5,418.70	0.00		431.30	92.63
TOTAL REVENUES		87,746.00		88,097.27	563.98		(351.27)	100.40
Expenditures								
443	PUBLIC WORKS	28,716.00		15,599.83	1,873.75		13,116.17	54.32
775	SPECIAL EVENTS	5,260.00		4,065.94	25.00		1,194.06	77.30
900	CAPITAL OUTLAY	7,500.00		0.00	0.00		7,500.00	0.00
TOTAL EXPENDITURES		41,476.00		19,665.77	1,898.75		21,810.23	47.41
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND:								
TOTAL REVENUES		87,746.00		88,097.27	563.98		(351.27)	100.40
TOTAL EXPENDITURES		41,476.00		19,665.77	1,898.75		21,810.23	47.41
NET OF REVENUES & EXPENDITURES		46,270.00		68,431.50	(1,334.77)		(22,161.50)	147.90
TOTAL REVENUES - ALL FUNDS								
		329,904.00		291,003.04	8,765.61		38,900.96	88.21
TOTAL EXPENDITURES - ALL FUNDS								
		262,393.00		176,693.99	13,832.49		85,699.01	67.34
NET OF REVENUES & EXPENDITURES		67,511.00		114,309.05	(5,066.88)		(46,798.05)	169.32

AGENDA ITEMS

7. **BRA Action Items:**

A. Accounts Payable: Discussion and updates

B. Accounts Payable:

Recommended Action: Consider confirming the BRA payables for January in the amount of \$ 1,033.25

8. **DDA Action Items:**

A. Recommended Action: Discussion on Revolving Loan

B. Accounts Payable:

Recommended Action: Consider confirming the DDA payables for January for \$ 429.95

9. **TIFA Action Items:**

A. Accounts Payable: Discussion/ updates on property and Site Plans

B. Accounts Payable:

Recommended Action: Consider confirming the TIFA payables for January in the amount of \$ 472.04

A reminder of Upcoming Meetings/Events:

- February 15, 2024 – Parks and Trees Meeting 5:00 p.m. / City Hall Conference Room
- February 21, 2024 - Planning Commission 6:30 p.m. / City Hall Conference Room
- February 26, 2024 – City Commission Meeting 7:00 p.m./ Public Safety Training Room

The Island City

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

The City of Plainwell equal-opportunity provider and employer