

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 April 09, 2024 7:30 AM

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Approval of Minutes/Summary –03/12/2024**
5. **General Public**
6. **Chairman’s Report**

7. **BRA Action Items**
 - A. Accounts Payable for March of \$5,378.43.

8. **DDA Action Items**
 - A. Social District Updates – Signs, Stickers, and 10th Street license all ordered
 - B. Accounts Payable for March of \$731.48.

9. **TIFA Action Items**
 - A. Discussion regarding road repairs
 - B. Accounts Payable for March of \$477.14.

10. **Communications:** The 02/26/2024 and 03/11/24 Council Meeting Minutes and the Financial Report/Summary as of 03/31/2024
11. **Public Comments**
12. **Staff Comments:**
13. **Member Comments**
14. **Adjournment**

Minutes
Plainwell DDA, BRA, and TIFA:
March 12, 2024

1. Call to Order: Meeting was called to order at 7:34 a.m. by Rizzo
2. Pledge of Allegiance
3. Roll Call:
Members Present: Randy Wisnaski, Cathy Green, Jim Turley, Kevin Seckel, Justin Lakamper, Adam Hopkins, Paul Rizzo
Excused: Angela Ridgway, Nick Larabel
Approval of Minutes from 02/13/24: 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 February of \$19,126.78 was made by Turley and seconded by Hopkins. All in favor vote. Motion carried.**
7. DDA Action Items
 - A. **Motion to accept accounts payable for February of \$7,661.68 was made by Green and seconded by Seckel. All in favor vote. Motion carried.**
8. TIFA Action Items
 - A. Lakeshore Advantage funding \$250,000 for utilities in the new section of the Industrial Park
 - B. **Motion to accept accounts payable for February of \$477.14 was made by Seckel and seconded by Turley. All in favor vote. Motion carried.**
9. Communications: 01/22/2024 and 2/12/2024; Council Minutes. Also, the Financial Report/Summary as of 02/29/2024 was approved and placed on file.
10. Public Comments: None
11. Staff Comments: Community Development Manager Siegel reported on City projects; social district; and upcoming merchant meeting; and answered questions regarding businesses and vacancies downtown.
Member Comments: None
12. Adjournment:
A Motion to adjourn the meeting at 8:02 a.m.

Submitted by Denise Siegel, Community Development Manager

04/01/2024 05:36 PM
 User: BKELLEY
 DB: Plainwell

INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL
 POST DATES 03/01/2024 - 03/31/2024
 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	MARCH 2024 DENTAL/VISION F	18.26	27115
243-443-718.001	Health Insurance Premiums	PRIORITY HEALTH	MARCH 2024 HEALTH INSURANC	182.60	27119
243-443-725.001	Fringe Benefit - Life Insu	MADISON NATIONAL LIFE INSU	MARCH 2024 LIFE INSURANCE	3.57	27118
243-443-801.013	Professional Services - At	BLOOM SLUGGETT PC	FEBRUARY 2024 PROFESSIONAI	1,260.00	27218
243-443-931.000	Outside Services (RMLB)	ANALYTICAL TESTING & CONSU	ADMIN - LEAD AIR MONITORIN	2,250.00	27151
243-443-931.000	Outside Services (RMLB)	ANALYTICAL TESTING & CONSU	ADMIN - LEAD AIR MONITORIN	1,500.00	27151
243-443-931.000	Outside Services (RMLB)	ALLEGAN COUNTY SHERIFFS	DEDPW - JANUARY 2024 SHERIFF	64.00	27182
243-443-931.000	Outside Services (RMLB)	STATE OF MICHIGAN - D.N.R.	2024 FISCAL YEAR HAZARDOUS	100.00	27235
Total For Dept 443 PUBLIC				5,378.43	
Total For Fund 243 BROWNFI				5,378.43	

04/01/2024 05:36 PM
User: BKELLEY
DB: Plainwell

INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL
POST DATES 03/01/2024 - 03/31/2024
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BOTH OPEN AND PAID

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

Fund 243 BROWNFIELD REDEVE	5,378.43
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5,378.43

04/01/2024 05:37 PM
 User: BKELLEY
 DB: Plainwell

INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL
 POST DATES 03/01/2024 - 03/31/2024
 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	MARCH 2024 DENTAL/VISION F	25.93	27115
248-443-718.001	Health Insurance Premiums	PRIORITY HEALTH	MARCH 2024 HEALTH INSURANC	330.52	27119
248-443-900.000	Printing and Publishing	SHOPPERS GUIDE INC	DDA - CHOCOLATE STROLL AD	75.00	27136
248-443-931.000	Outside Services (RMLB)	PLUMBER'S PORTABLE TOILETS	DDA - PORTABLE TOILET FOR	120.00	27233
		Total For Dept 443 PUBLIC		551.45	
Dept 775 SPECIAL EVENTS					
248-775-880.021	Farmers market banner	BANNERS ON THE CHEAP	Farmers market banner	104.46	2709
248-775-880.021	Spring Soiree banner	BANNERS ON THE CHEAP	Spring Soiree banner	75.57	2709
		Total For Dept 775 SPECIAI		180.03	
		Total For Fund 248 DOWNTOW		731.48	

04/01/2024 05:37 PM
User: BKELLEY
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INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL
POST DATES 03/01/2024 - 03/31/2024
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 248 DOWNTOWN DEVELOPM	731.48
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731.48

04/01/2024 05:37 PM
User: BKELLEY
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INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL
POST DATES 03/01/2024 - 03/31/2024
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	MARCH 2024 DENTAL/VISION F	45.59	27115
247-443-718.001	Health Insurance Premiums	PRIORITY HEALTH	MARCH 2024 HEALTH INSURANC	429.79	27119
247-443-725.001	Fringe Benefit - Life Insu	MADISON NATIONAL LIFE INSU	MARCH 2024 LIFE INSURANCE	1.76	27118
Total For Dept 443 PUBLIC				477.14	
Total For Fund 247 TAX INC				477.14	

04/01/2024 05:37 PM
User: BKELLEY
DB: Plainwell

INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL
POST DATES 03/01/2024 - 03/31/2024
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 247 TAX INCREMENT FIN	477.14
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477.14

MINUTES
Plainwell City Council
February 26, 2024

1. Mayor Keeler called the regular meeting to order at 7:00 PM in the Department of Public Safety building.
2. The invocation was given by Anthony Vanvolkinburg 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 Meeting minutes of the 02/12/2024 regular meeting. On a voice vote, all voted in favor. Motion passed.
6. Public Comment: Elizabeth Peterson introduced herself to Council, sharing information about herself and that she is running for 48th Circuit Court Judge.
7. County Commissioner Report: Gale Dugan briefed Council on several items pertaining to Allegan County as a whole. He discussed hazardous waste disposal sites, the recycling program, a camera being installed along M89 between Plainwell and Otsego and working with the DNR to expand public access to state owned game land for outdoor recreational activities other than hunting. He shared that he had traveled to New York recently in support of his daughter. Gale spoke of the recent passing of a family member.
8. Agenda Amendments: None.
A motion by Keeney, seconded by Wisnaski, to approve the Agenda for the February 26, 2024 meeting as presented. On a voice vote, all voted in favor. Motion passed.
9. Mayor's Report: Mayor Keeler offered condolences to the Shumaker family.
10. Recommendations and Reports:
 - A. Community Development Manager Siegel discussed a Special Event Permit request received from Dean's Ice Cream to host a car show on Monday nights from April 15th, 2024 through October 7th, 2024.
A motion by Keeney, seconded by Steele, to approve the Special Event Permit for Dean's Ice Cream as presented. On a roll call vote, all in favor. Motion passed.
 - B. Superintendent Pond discussed a 6-month contract, covering February 2024 – July 2024, with Evoqua to provide Bioxide (a necessary water treatment chemical) and associated rental equipment.
A motion by Wisnaski, seconded by Keeney, to approve a 6-month contract with Evoqua Water Technologies to provide Bioxide and rental equipment to the City for \$16,492.12. On a roll call vote, all voted in favor. Motion passed.
 - C. Superintendent Nieuwenhuis discussed the purchase of 12 black steel flower planters from Global Industries.
A motion by Keeney, seconded by Overhuel, approving the purchase of 12 black steel flower planters from Global Industrial for \$5519.40 plus shipping. On a roll call vote, all voted in favor. Motion passed.
 - D. City Manager Lakamper discussed the sale of the William Crispe Building to Comfort Living Home, LLC.
A motion by Keeney, seconded by Wisnaski, to approve the sale of 203 W. Bridge St. to Comfort Living Home, LLC for a purchase price of \$115,000 and authorize City Manager, Justin Lakamper, to execute the sale. On a roll call vote, all voted in favor. Motion passed.
11. Communications:
A motion by Keeney, seconded by Overhuel, to accept and place on file the February 2024 Department of Public Safety and Water Renewal reports, the draft 1/22/24 Parks & Trees meeting minutes, the draft 2/13/24 DDA/BRA/TIFA meeting minutes

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and the draft 2/21/24 Planning Commission meeting minutes. On a voice vote, all voted in favor. Motion passed.

12. Accounts Payable:

A motion by Wisnaski, seconded by Keeney, that the bills be allowed and orders drawn in the amount of \$928,344.81 for payment of same. On a roll call vote, all voted in favor. Motion passed.

13. Public Comments: None.

14. Staff Comments:

Treasurer/Finance Director Kelley thanked the 2024 Election Staff, Clerk Leonard and Allegan County for their help and support during early voting, and throughout the Primary Election. He shared that the State of Michigan may reimburse the City for a share of the cost of the Presidential Primary Election. He offered condolences to the Shumaker family, noting that Judy was an asset to Plainwell for many years, and that she will be greatly missed.

Personnel Coordinator Kersten had nothing to report.

Superintendent Nieuwenhuis reported that the water meter change out project is complete. PMI did a great job, working well with the DPW and the residents of Plainwell. He thanked the residents of Plainwell for making the meter change out possible, and assisting the City with this vital upgrade.

Community Development Manager Siegel shared that she is working on a T-Mobile Grant to put toward a community fire pit at Brook's Plaza. She shared that 10th Street Saloon offered support for the liquor license necessary for the Social District. She stated that the Planning Commission had reviewed and approved the site plans for Profielnorm, a new business coming to Plainwell's Industrial Park.

Dates to Note: Art Hop is March 8th, Farmer's Market begins May 2nd, Concerts in the Park begin at the end of May, and the Food Truck Rally is happening June 20th, July 16th and August 20th at Fannie Pell Park.

Superintendent Pond reported the new well is up and running, and Peerless did solid work.

Clerk Leonard reported that Early Voting went well, and was a great learning experience. She thanked Finance Director/Deputy Clerk Kelley for his training during the process and his leadership skills. She shared that she is looking forward to Election Day, and knows that her Election Staff will do a great job.

Manager Lakamper shared that Plainwell received an A rating for the Bond Sale, slightly lower than anticipated, due to a projected low general fund balance in the future. He stated that the Restrictive Covenants have been shared with GHD, and will be discussed in March. He closed with Profielnorm today. He thanked City residents and City Staff members for going above and beyond to make the meter change out a success and as smooth as possible.

15. Council Comments:

Councilmember Keeney shared that he had seen a bald eagle circling the Department of Public Safety Building.

Mayor Pro-Tem Steele offered condolences to the Shumaker and Flegal families.

Councilmember Overhuel offered condolences to Gale Dugan for his loss, as well as the Shumaker family.

16. Adjournment:

A motion by Steele, seconded by Overhuel, to adjourn the meeting at 7:56 PM. On a voice vote, all voted in favor. Motion passed.

Minutes respectfully

Submitted by,

JoAnn Leonard

City Clerk

MINUTES APPROVED BY CITY COUNCIL

March 11, 2024


JoAnn Leonard, City Clerk

MINUTES
Plainwell City Council
March 11, 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 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 02/26/2024 regular meeting. On a voice vote, all voted in favor. Motion passed.
6. Public Comment: None.
7. County Commissioner Report: None.
8. Agenda approval:
A motion by Steele, seconded by Overhuel, to approve the Agenda for the March 11, 2024 meeting as presented. On a voice vote, all voted in favor. Motion passed.
9. Mayor's Report: None.
10. Recommendations and Reports:
 1. City Manager Lakamper discussed Resolution 2024-08 to establish Industrial Development District 2024-01.
A motion by Overhuel, seconded by Keeney, to open a Public Hearing at 7:02pm to allow comment on Southwright Michigan First's request to establish Industrial Development District 2024-01 in Industrial Park. On a voice vote, all in favor. Motion passed.

No public comment.

A motion by Overhuel, seconded by Keeney, to close the Public Hearing at 7:04pm. On a voice vote, all in favor. Motion passed.

A motion by Wisnaski, seconded by Keeney, to adopt Resolution 2024-08 and establish Industrial Development District 2024-01 as presented. On a roll call vote, all in favor. Motion passed.
 2. **A motion by Steele, seconded by Keeney, to open a Public Hearing at 7:07pm to allow comment on Resolution 2024-09 and Special Assessment District 2024-01. On a voice vote, all in favor. Motion passed.**
 1. Dennis Burd of 224 Russet Dr.- Asked what the total project cost was, how the assessment would be handled if the residence was sold, how assessment billing would work, the additional costs sewer service would add to the water bill, and where funding for this project was obtained.
 2. Nancy Muszynski of 218 Russet Dr.- Shared her concern at the assessment cost; asked the length of time before hook up to City sewer was required; asked if property taxes will increase; asked if driveway connections to the new road will be of the same material as the driveway; asked what, if anything, The City of Plainwell is an equal opportunity employer and provider

- needed to be done with drain fields, or if property owners only need to worry about the septic tank; asked what the different assessment amounts were for and stated a preference for the lowest amount.
3. Linda Carribino of 115 Russet- Asked if pricing was the same for a corner lot; asked for clarification that the tap fee was a one-time charge; asked about selling her property; asked for a full price break down, stating she lives on a fixed income and it seems like some costs are hidden.
 4. Dan Pitcher of 730 Glenview- Asked if the new roads are part of the assessment; asked if curbs and drains will be installed; asked for an informational packet to be provided.
 5. Cris Macklin of 808 Thomas St.- Asked what happens to the defunct septic tanks and who is responsible for emptying and decommissioning them; asked where the stub will be located; and who to contact for more information on decommissioning his septic system.
 6. Bob Munch of 114 Russet- Asked for an informational packet; stated he owns 2 parcels (one is vacant) and asked if the assessment applied to both his parcels; stated that previous City Manager Erik Wilson told him that there was a grant available to cover the costs of this project and inquired what happened to that grant.
 7. Denise Ulrich of 202 Russet- Asked if the new roads will be maintained; stated her property has drainage issues; asked about grant money; asked if the City had looked into ways to lessen the project cost; stated that the new roads should be covered by the City.
 8. Henry Richards of 801 Glenview- Asked if the City had done its due diligence looking for grants; stated that he had a new septic system installed a few years ago for ~\$7500 and that his parcel could accommodate an additional septic system; asked when the assessment fees will start being billed; asked if there would be any permit fees.
 9. Gary Harris of 130 Glenview- Asked that documentation be provided to property owners.
 10. Robin Pitcher of 730 Glenview- Asked about the project time line.
 11. Mike Shumaker of 821 Glenview- Asked about selling property with an assessment.
 12. Pam Waterman of 756 Glenview- Asked about accessibility to driveways and mailboxes during construction.

City Manager Lakamper, Finance Director/Treasurer Kelley, and Superintendent Nieuwenhuis discussed Resolution 2024-09, (Res. No.3) which is the next step in the Old Orchard project Special Assessment District 24-01, answering property owners' questions when possible. After public input, Council decided on \$7,500.00 per parcel instead of the original \$10,000.00. The lowered assessment amount increases chances of a City-wide sewer rate increase in the future. Superintendent Nieuwenhuis will contact Allegan County for more information on decommissioning septic systems and provide this information to all home owners.

City Manager Lakamper stated that the assessment was only on the sewer. Parcel owners have 20 years to repay the assessment. Early payment/payoff and extra payment(s) are fine and will lower interest. Billing will occur annually. Parcel owners have ten years to connect to City sewer, unless their septic system fails (requires connection), or the property is sold (requires connection and pay off of remaining assessment balance, if any). Stubs will be located in the right of way in the front yard.

A motion by Steele, seconded by Overhuel, to close the Public Hearing at 8:28pm. On a voice vote, all in favor. Motion passed.

A motion by Keeney, seconded by Wisnaski, to adopt Resolution 2024-09 (No. 3) and set the assessment amount at \$7,500.00 per parcel. On a roll call vote, all voted in favor. Motion passed.

3. Superintendent Nieuwenhuis discussed selling Truck #18 at auction.
A motion by Steele, seconded by Wisnaski, to approve the sale of Truck #18 at auction. On a roll call vote, all voted in favor. Motion passed.
4. Community Development Manager Siegel discussed a Social District Permit request from Tenth Street, INC.

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A motion by Steele, seconded by Overhuel, to approve Resolution 2024-10, stating that the application from Tenth Street, INC for a Social District Permit is recommended by City Council for consideration and approval by the Michigan Liquor Control Commission. On a roll call vote, all voted in favor. Motion passed.

5. Director Callahan discussed purchasing nine (9) patrol rifles as part of an employee purchase plan for \$10,790.00.

A motion by Keeney, seconded by Wisnaski, approving the purchase of nine patrol rifles from Next Level Armament as part of an employee purchase plan for \$10,790.00. On a roll call vote, all voted in favor. Motion passed.

6. Director Callahan reported that thirty-six (36) MSA SCBA cylinders expire in June 2024 and need to be replaced. These cylinders allow firefighters to have respirable air in unsafe breathing environments.
A motion by Keeney, seconded by Wisnaski, to approve the purchase of thirty-six (36) MSA SCBA cylinders from MacQueen Emergency for 37,680.00 plus shipping. On a roll call vote, all voted in favor. Motion passed.

7. Director Callahan discussed the sale of scrap metal.

A motion by Steele, seconded by Overhuel, authorizing the DPS to sell scrap metal from old fire hose connectors and hardware and scrap from the mezzanine. 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 February 2024 Investment and Fund Balance reports. On a voice vote, all voted 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 \$197,473.37 for payment of same. On a roll call vote, all voted in favor. Motion passed.

13. Public Comments:

1. Beth Raich of 231 Gilkey- Stated that her water bill went from \$46 last month to \$90 this month- she wonders why.
2. Pam Waterman of 765 Glenview- Thanked City Manager Lakamper for the video he posted explaining the new water meters and rate changes. She stated that her new meter had not changed her monthly bill.

14. Staff Comments:

Treasurer/Finance Director Kelley thanked Verne Waterman and the rest of the 2024 Election Staff for a smooth Presidential Primary Election. He states that the 2023 taxes have been settled with Allegan County, and he was honored to hear that his work for Plainwell is outstanding. The bond sale was last week, and he is learning about the process.

Personnel Coordinator Kersten shared that the assistant Water Renewal Superintendent job opportunity has been posted. This position will be Superintendent Pond's successor.

Superintendent Nieuwenhuis thanked the residents who came to the meeting. He will send letters with more information to parcel owners. This will be a good project- his recent meeting with the engineers and construction company went great. The construction company plans to maintain access to homes and mailboxes, limit dust and mud when possible, and allow bus access.

Community Development Manager Siegel shared that she is working on several smaller projects.

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Superintendent Pond shared that he had signed retirement paperwork.

Director Callahan had nothing to report.

Clerk Leonard had nothing to report.

Manager Lakamper thanked Superintendent Pond for his transparency, and working with the City to source and train his successor. The bond sale went better than expected. He shared that he has some ideas on how to encourage interest in Plainwell in the development community.

15. Council Comments:

Mayor Pro Tem Steele thanked the community, and stated that the Old Orchard project should have already been done. She is truly sorry, as prices have sky rocketed in recent years. She encouraged everyone to have a safe and fun St. Patrick's Day.

Council member Overhuel thanked everyone for coming.

Council member Keeney thanked the public, and the Officer Culver for attending tonight's meeting.

Council member Wisnaski thanked the public.

16. Adjournment:

A motion by Steele, seconded by Overhuel, to adjourn the meeting at 8:58 PM. On a voice vote, all voted in favor. Motion passed.

Minutes respectfully
Submitted by,
JoAnn Leonard
City Clerk

MINUTES APPROVED BY CITY COUNCIL
March 25, 2024


JoAnn Leonard, City Clerk

PERIOD ENDING 03/31/2024

% Fiscal Year Completed: 75.14

*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	03/31/2024 (ABNORMAL)	MONTH 03/31/2024 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		3,908.54		2.15		(2,701.54)	323.82
243-000-699.401	Interfund Transfer In - Cap Improvement	80,000.00		60,000.03		6,666.67		19,999.97	75.00
TOTAL REVENUES		117,854.00		100,552.34		6,668.82		17,301.66	85.32
Expenditures									
243-443-703.000	Salaries/Wages - Full Time Employees	43,424.00		34,648.33		4,742.27		8,775.67	79.79
243-443-704.001	Wages - Part Time Employees	2,440.00		2,702.64		243.66		(262.64)	110.76
243-443-709.000	Payroll Taxes - FICA - Soc Sec/Medicare	3,380.00		2,884.45		382.50		495.55	85.34
243-443-712.001	Cash in Lieu of Benefits - Insurance Buy	360.00		1,192.16		148.76		(832.16)	331.16
243-443-716.000	Retirement - Defined Contribution 401a	3,969.00		1,657.28		427.16		2,311.72	41.76
243-443-718.001	Health Insurance Premiums - Current EE	6,020.00		1,275.63		143.39		4,744.37	21.19
243-443-718.013	Health Insurance - HSA - Employer Paid	2,160.00		587.99		101.09		1,572.01	27.22
243-443-723.001	Retiree Health Care - OPEB	29.00		21.42		2.38		7.58	73.86
243-443-725.001	Fringe Benefit - Life Insurance	42.00		32.14		3.57		9.86	76.52
243-443-725.010	Workers Comp Insurance	217.00		148.44		0.00		68.56	68.41
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		144.33		0.00		(144.33)	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		20,912.75		1,260.00		(19,912.75)	2,091.28
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		53,524.15		3,914.00		(33,214.15)	263.54
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		5,426.40		1,689.99		(1,826.40)	150.73
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		11,651.94		1,294.66		3,884.06	75.00
243-905-993.001	Debt Service - Interest - Interfund Loan	1,089.00		816.48		90.72		272.52	74.98
TOTAL EXPENDITURES		146,493.00		161,900.00		14,444.15		(15,407.00)	110.52
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND:									
TOTAL REVENUES		117,854.00		100,552.34		6,668.82		17,301.66	85.32
TOTAL EXPENDITURES		146,493.00		161,900.00		14,444.15		(15,407.00)	110.52
NET OF REVENUES & EXPENDITURES		(28,639.00)		(61,347.66)		(7,775.33)		32,708.66	214.21

PERIOD ENDING 03/31/2024

% Fiscal Year Completed: 75.14

*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	03/31/2024	MONTH 03/31/2024	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	5,833.09	1,041.30	(2,503.09)	175.17
TOTAL REVENUES		124,304.00	117,665.53	1,041.30	6,638.47	94.66
Expenditures						
247-443-703.000	Salaries/Wages - Full Time Employees	50,485.00	37,632.20	4,346.40	12,852.80	74.54
247-443-704.001	Wages - Part Time Employees	469.00	310.67	39.09	158.33	66.24
247-443-709.000	Payroll Taxes - FICA - Soc Sec/Medicare	3,791.00	2,812.45	325.41	978.55	74.19
247-443-712.001	Cash in Lieu of Benefits - Insurance Buy	855.00	891.75	111.25	(36.75)	104.30
247-443-716.000	Retirement - Defined Contribution 401a	2,732.00	1,515.31	256.04	1,216.69	55.47
247-443-718.001	Health Insurance Premiums - Current EE	6,847.00	3,213.38	360.17	3,633.62	46.93
247-443-718.013	Health Insurance - HSA - Employer Paid	2,160.00	976.46	113.93	1,183.54	45.21
247-443-725.001	Fringe Benefit - Life Insurance	21.00	15.82	1.76	5.18	75.33
247-443-725.010	Workers Comp Insurance	247.00	170.76	0.00	76.24	69.13
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	48,458.98	5,554.05	25,965.02	65.11
Fund 247 - TAX INCREMENT FINANCE AUTHORITY FUND:						
TOTAL REVENUES		124,304.00	117,665.53	1,041.30	6,638.47	94.66
TOTAL EXPENDITURES		74,424.00	48,458.98	5,554.05	25,965.02	65.11
NET OF REVENUES & EXPENDITURES		49,880.00	69,206.55	(4,512.75)	(19,326.55)	138.75

PERIOD ENDING 03/31/2024

% Fiscal Year Completed: 75.14

*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	03/31/2024 (ABNORMAL)	MONTH 03/31/2024 INCREASE	(DECREASE)	NORMAL	(ABNORMAL) BALANCE	
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		3,895.70		0.00		329.30	92.21
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		3,445.06		538.61		(1,961.06)	232.15
248-000-674.022	Private Donations - Sponsorship FarmersMk	0.00		600.00		600.00		(600.00)	100.00
TOTAL REVENUES		87,746.00		89,575.63		1,138.61		(1,829.63)	102.09
Expenditures									
248-443-703.000	Salaries/Wages - Full Time Employees	18,163.00		13,271.87		1,398.29		4,891.13	73.07
248-443-709.000	Payroll Taxes - FICA - Soc Sec/Medicare	1,312.00		910.75		94.69		401.25	69.42
248-443-718.001	Health Insurance Premiums - Current EE	3,264.00		2,423.38		271.96		840.62	74.25
248-443-718.013	Health Insurance - HSA - Employer Paid	792.00		513.13		60.30		278.87	64.79
248-443-725.010	Workers Comp Insurance	41.00		26.67		0.00		14.33	65.05
248-443-775.000	Supplies - Repairs and Maintenance	100.00		140.12		0.00		(40.12)	140.12
248-443-801.030	Professional Services - Auditor	71.00		74.15		0.00		(3.15)	104.44
248-443-851.000	Postage	100.00		5.58		2.64		94.42	5.58
248-443-900.000	Printing and Publishing	1,800.00		366.52		75.00		1,433.48	20.36
248-443-931.000	Outside Services (RMLB)	1,498.00		1,569.12		120.00		(71.12)	104.75
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		99.55		0.00		300.45	24.89
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		3,544.05		180.03		705.95	83.39
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		6,550.00		0.00		950.00	87.33
TOTAL EXPENDITURES		41,476.00		31,938.85		2,202.91		9,537.15	77.01
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND:									
TOTAL REVENUES		87,746.00		89,575.63		1,138.61		(1,829.63)	102.09
TOTAL EXPENDITURES		41,476.00		31,938.85		2,202.91		9,537.15	77.01
NET OF REVENUES & EXPENDITURES		46,270.00		57,636.78		(1,064.30)		(11,366.78)	124.57

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL
 PERIOD ENDING 03/31/2024
 % Fiscal Year Completed: 75.14

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

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDT USED
		AMENDED BUDGET	NORMAL	03/31/2024 (ABNORMAL)	MONTH 03/31/2024	INCREASE (DECREASE)	NORMAL	(ABNORMAL) BALANCE	
TOTAL REVENUES - ALL FUNDS		329,904.00		307,793.50		8,848.73		22,110.50	93.30
TOTAL EXPENDITURES - ALL FUNDS		262,393.00		242,297.83		22,201.11		20,095.17	92.34
NET OF REVENUES & EXPENDITURES		67,511.00		65,495.67		(13,352.38)		2,015.33	97.01

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL

PERIOD ENDING 03/31/2024

% Fiscal Year Completed: 75.14

*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	03/31/2024	MONTH 03/31/2024	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	3,908.54	2.15	(2,701.54)	323.82
F40.05	F40.05 - Other financing, Transfer In	80,000.00	60,000.03	6,666.67	19,999.97	75.00
TOTAL REVENUES		117,854.00	100,552.34	6,668.82	17,301.66	85.32
Expenditures						
443	PUBLIC WORKS	129,868.00	149,431.58	13,058.77	(19,563.58)	115.06
905	DEBT SERVICE	16,625.00	12,468.42	1,385.38	4,156.58	75.00
TOTAL EXPENDITURES		146,493.00	161,900.00	14,444.15	(15,407.00)	110.52
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND:						
TOTAL REVENUES		117,854.00	100,552.34	6,668.82	17,301.66	85.32
TOTAL EXPENDITURES		146,493.00	161,900.00	14,444.15	(15,407.00)	110.52
NET OF REVENUES & EXPENDITURES		(28,639.00)	(61,347.66)	(7,775.33)	32,708.66	214.21

PERIOD ENDING 03/31/2024

% Fiscal Year Completed: 75.14

*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	03/31/2024 (ABNORMAL)	MONTH 03/31/2024 INCREASE (DECREASE)	NORMAL	(ABNORMAL) 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		5,833.09	1,041.30		(2,503.09)	175.17
D04	D04 - State grants	104,593.00		95,453.50	0.00		9,139.50	91.26
TOTAL REVENUES		124,304.00		117,665.53	1,041.30		6,638.47	94.66
Expenditures								
443	PUBLIC WORKS	74,424.00		48,458.98	5,554.05		25,965.02	65.11
TOTAL EXPENDITURES		74,424.00		48,458.98	5,554.05		25,965.02	65.11
Fund 247 - TAX INCREMENT FINANCE AUTHORITY FUND:								
TOTAL REVENUES		124,304.00		117,665.53	1,041.30		6,638.47	94.66
TOTAL EXPENDITURES		74,424.00		48,458.98	5,554.05		25,965.02	65.11
NET OF REVENUES & EXPENDITURES		49,880.00		69,206.55	(4,512.75)		(19,326.55)	138.75

PERIOD ENDING 03/31/2024

% Fiscal Year Completed: 75.14

*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	03/31/2024	MONTH 03/31/2024	BALANCE	
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	3,445.06	538.61	(1,961.06)	232.15
D04	D04 - State grants	7,752.00	7,446.80	0.00	305.20	96.06
D06	D06 - Charges for services	5,850.00	5,438.70	0.00	411.30	92.97
UNCLASSIFIED	Unclassified	0.00	600.00	600.00	(600.00)	100.00
TOTAL REVENUES		87,746.00	89,575.63	1,138.61	(1,829.63)	102.09
Expenditures						
443	PUBLIC WORKS	28,716.00	20,428.48	2,022.88	8,287.52	71.14
775	SPECIAL EVENTS	5,260.00	4,960.37	180.03	299.63	94.30
900	CAPITAL OUTLAY	7,500.00	6,550.00	0.00	950.00	87.33
TOTAL EXPENDITURES		41,476.00	31,938.85	2,202.91	9,537.15	77.01
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND:						
TOTAL REVENUES		87,746.00	89,575.63	1,138.61	(1,829.63)	102.09
TOTAL EXPENDITURES		41,476.00	31,938.85	2,202.91	9,537.15	77.01
NET OF REVENUES & EXPENDITURES		46,270.00	57,636.78	(1,064.30)	(11,366.78)	124.57
TOTAL REVENUES - ALL FUNDS						
TOTAL REVENUES - ALL FUNDS		329,904.00	307,793.50	8,848.73	22,110.50	93.30
TOTAL EXPENDITURES - ALL FUNDS						
TOTAL EXPENDITURES - ALL FUNDS		262,393.00	242,297.83	22,201.11	20,095.17	92.34
NET OF REVENUES & EXPENDITURES		67,511.00	65,495.67	(13,352.38)	2,015.33	97.01

AGENDA ITEMS

7. **BRA Action Items:**

A. Accounts Payable:

Recommended Action: Consider confirming the BRA payables for March in the amount of \$5,378.43.

8. **DDA Action Items:**

A. Discussion – Social District

B. Accounts Payable:

Recommended Action: Consider confirming the DDA payables for March for \$731.48.

9. **TIFA Action Items:**

A. Discussion – Road Repair

B. Accounts Payable:

Recommended Action: Consider confirming the TIFA payables for March in the amount of \$477.14.

A reminder of Upcoming Meetings/Events:

- April 08, 2024 – City Council Meeting 7:00p.m. / Council Chambers
- April 11, 2024 – Parks and Trees Meeting 5:00 p.m. / City Hall Conference Room
- April 17, 2024 - Planning Commission 6:30 p.m. / Council Chambers
- April 20, 2024 – Spring Soiree Downtown Event
- April 22, 2024 – City Council Meeting 7:00p.m. / Council Chambers