

City of Plainwell

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



Department of Administration Services
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“The Island City”

AGENDA DDA/TIFA/BRA City Hall Council Chambers June 11, 2019 7:30 AM

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Approval of Minutes/Summary – 05/14/19 Meeting Minutes**
5. **General Public**
6. **Chairman’s Report**
7. **BRA Action Items**
 - A. Accounts Payable for May of \$6611.98
 - B. BRA Budget 2019-2020
8. **DDA Action Items**
 - A. Accounts Payable for April of \$1814.01
 - B. DDA Budget 2019-2020
9. **TIFA Action Items**
 - A. Accounts Payable for April of \$595.26
 - B. TIFA Budget 2019-2020
10. **CIP Review**
11. **Communications:** 05/13/19 Council Minutes. Also the Financial Report/ Summary as of 05/31/19
12. **Public Comments**
13. **Staff Comments:**

Community Events – Plainwell Days Festival, June 14-16
Business Updates – Energy Mill is now listed; 118 E. Bridge sold;
Empty buildings are 112 N. Main St.; 200 E. Bridge St. and 712 E. Bridge St.
14. **Member Comments**
15. **Adjournment**

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

AGENDA ITEMS

7. **BRA Action Items:**

A. Accounts Payable:

Recommended Action: Consider confirming the BRA payables for May in the amount of \$6611.98

8. **DDA Action Items:**

A. Accounts Payable:

Recommended Action: Consider confirming the DDA payables for May in the amount of \$1814.01

9. **TIFA Action Items:**

A. Accounts Payable:

Recommended Action: Consider confirming the TIFA payables for May in the amount of \$595.26

Minutes
Plainwell DDA, BRA and TIFA:
May 14, 2019

1. Call to Order - Meeting called to order at 7:31 a.m. by Larabel
2. Pledge of Allegiance
3. Roll Call
Members Present: Jim Turley, Paul Rizzo, Erik Wilson, Nick Larabel, EJ Hart, Zelda Schippers, Mayor Rick Brooks; Adam Hopkins, Tracee Dunlop
4. Approval of Minutes of Motion by Rizzo, seconded by Harts to approve 04/19/19 minutes. Motion carried.
5. General Public: David O'Bryant, owner of 126 E. Bridge St. Highland Ridge Jewelry
6. Chairman's Report: None
7. BRA Action Items
 - A. **Motion to accept accounts payable for April of \$689.67 was made by Hart and seconded by Dunlop. Motion carried.**
 - B. **Motion to accept and move forward to City Council the 2019/2020 BRA budget as presented was made by Hart and seconded by Hopkins.**
8. DDA Action Items
 - A. **Motion to accept accounts payable for April of \$1486.69 was made by Rizzo and seconded by Larabel. Motion carried.**
 - B. **Motion to accept and move forward to City Council the 2019/2020 DDA budget as presented was made by Larabel and seconded by Dunlop.**
9. TIFA Action Items
 - A. **Motion to accept accounts payable for April of \$596.95 was made by Hart and seconded by Brooks. Motion carried.**
 - B. **Motion to accept and move forward to City Council the 2019/2020 TIFA budget as presented was made by Hart and seconded by Larabel.**
10. Communications:
03/25/19 and 04/08/19 Council Minutes and 04/30/19 Financial Report were accepted and placed on file.
11. Public Comments: None
12. Staff Comments: Community Development Manager reported out:
]Community events for May:
Flower Planting Day, Sat. May 18, Fannie Pell Park 9 a.m.
Memorial Day parade, Monday, May 27 at 11 a.m.
President Ulysses S. Grant presentation, Tues. May 28 6 p.m. City Hall

Business Updates: Siegel reported out on the 35,000 sq. foot building in Industrial park on the market. Only 2 empty buildings downtown remain on the market. The Energy Mill is listed at \$270,000, located at 712 E. Bridge St.

City Manager, Erik Wilson reported that the EPA clean-up is delayed due to the possibility of the city receiving a CDBG Demolition grant and that City Council approved \$66,000 for engineering plans, also the City match for grant is \$510,000. If the grant is granted 2 projects cannot take place at the same time on the site.

Robert Nieuwenhuis, DPW Superintendent reported out on the sealing and striping of the back parking lot behind 10th Street, Bridge Street Deli and Ace Hardware. It is scheduled to take place Tuesday, May 28 and Wednesday, May 29. The parking lot will be closed for 2 days. Jim Turley suggested curbs between the light poles, so people would not cut through, as the south side of the lot will be angled parking.

13. Member Comments: None

Adjournment: A Motion by Larabel supported by Dunlop to adjourn the meeting at 8:11 a.m. was made and passed.

Submitted by Denise Siegel, Community Development Manager

MINUTES
Plainwell City Council
May 13, 2019

1. Mayor Brooks called the regular meeting to order at 7:00 PM in City Hall Council Chambers.
2. Steve Smail from Lighthouse Baptist Church gave the invocation.
3. Pledge of Allegiance was given by all present.
4. Roll Call: Present: Mayor Brooks, Mayor Pro-tem Steele, Councilmember Keeler, Councilmember Overhuel and Councilmember Keeney. Absent: None.
5. Approval of Minutes/Summary:
A motion by Steele, seconded by Overhuel, to accept and place on file the Council Minutes and Summary of the 04/22/2019 regular meeting and the Council Minutes. On voice vote, all voted in favor. Motion passed.
6. Public Comment: None
7. County Commissioner Report:
Commissioner Cain reported the County is proceeding with a ballot initiative in November 2020 to reset the Headlee Millage rate. The County continues to seek input on programs to be reinstated or supplemented as part of the millage request. He also reported the Commission on Aging is taking bids for delivery services for Meals on Wheels and searching for funding options.
8. Agenda Amendments: None
9. Mayor's Report: None.
10. Recommendations and Reports:
 - A. Community Development Manager Siegel presented an application from Ace Hardware to install a propane tank in the parking area at Anderson and Bannister. Plans were reviewed by the Planning Commission which recommends approval. There was discussion on whether to charge rent for use of the parking spaces or to ask Ace to maintain the grass areas on Anderson as well as the Dumpster Corral.
A motion by Overhuel, seconded by Keeler, to approve the site plan for installing a propane tank for Ace Hardware in the city parking lot at Anderson and Bannister. On a voice vote, all voted in favor. Motion passed.
 - B. Community Development Manager Siegel presented the application for the annual Memorial Day Parade. Public Safety has reviewed the plans for the annual parade set for May 27, 2019.
A motion by Overhuel, seconded by Keeney, to approve Special Event Permit 19-02 for the annual Memorial Day Parade for May 27, 2019. On a voice vote, all voted in favor. Motion passed.
 - C. Community Development Manager Siegel presented the application for the 2019 Plainwell Days Festival, including planned events and road maps. Public Safety has reviewed the plans for the event scheduled for June 13 through 16, 2019. Nancy Moorhouse discussed several of the planned events.
A motion by Overhuel, seconded by Keeler, to approve Special Event Permit 19-03 for the Plainwell Days Festival June 13 through 16, 2019. On a voice vote, all voted in favor. Motion passed.

- D. City Manager Wilson presented a contract with the Michigan Department of Transportation for planned work on North Sherwood Avenue. The State requires a resolution naming the authorized representative for the city to execute all documents related to the contract.
A motion by Steele, seconded by Overhuel, to adopt Resolution 19-11 authorizing the City Manager to execute all documents related to the North Sherwood Avenue Construction Project. On a voice vote, all voted in favor. Motion passed.
- E. Superintendent Nieuwenhuis reported having received quotes for repaving the Sun Theatre Parking Lot after recent Consumers Energy electrical system upgrades. DPW Staff have already removed and replaced some trees.
A motion by Steele, seconded by Keeler, to approve the project to pave the Sun Lot with Wyoming Asphalt for \$20,200.00, plus labor. On a roll-call vote, all voted in favor. Motion passed.
- F. City Manager Wilson briefed Council regarding application to the Michigan Economic Development Corporation for funds that would remove the last portions of the Mill. The application requires bid numbers for removing the selected buildings. The Administration recommends using GHD to engineer this third phase of the Mill Demolition Project at a quoted cost of \$66,030.00
A motion by Keeler, seconded by Overhuel, to approve the project with GHD for engineering related to the Mill Demolition Project at a cost not to exceed \$66,030.00. On a roll-call vote, all voted in favor. Motion passed.
- G. Treasurer Kelley reported that Superintendent Pond having loaned an unused ABS pump to the Village of Martin, which will need to continue to use this pump while its lift stations are being upgraded. Since the city no longer uses this style of pump in its system, it is recommended to sell the pump the Village of Martin for \$500. City Ordinance requires Council approval for all asset sales.
A motion by Overhuel, seconded by Steele, to approve the sale of an unused ABS Pump to the Village of Martin for \$500.00. On a roll-call vote, all voted in favor. Motion passed.
- H. Treasurer Kelley reported having reviewed the listing of approved depositories for city funds as required by the Investment Policy. The current listing for consideration adds United Bank and Arbor Financial Credit Union.
A motion by Steele, seconded by Keeler, to adopt Resolution 19-12 to update the listing of approved depositories of city funds. 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 April 2019 Investment and Funds Balance Reports and the Draft May 2, 2019 Planning Commission Minutes. On a voice vote, all in favor. Motion passed.**

12. Accounts Payable:

- A motion by Keeler, seconded by Steele, that the bills be allowed and orders drawn in the amount of \$129,666.97 for payment of same. On a roll call vote, all in favor. Motion passed.**

13. Public Comments: None

14. Staff Comments

Personnel Manager Lamorandier reported interviewing for seasonal help and for a Light Equipment Operator position. An offer has been made for the Light Equipment Operator position. She reported the retirement of Sheryl Gluchowski, DPW Administrative Assistant as of July 31, 2019 and that Cheryl Pickett will be transferred to DPW effective July 1. An offer has been made for a City Hall replacement for Cheryl Pickett. Shirley DeYoung's retirement party will be May 31 from 4pm-6pm at City Hall.

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Superintendent Nieuwenhuis reported the Sun Lot work and that the flower beds are ready for planting on Saturday May 18, 2019.

Community Development Manager Siegel reported the Farmers Market will open in the Sweetwaters Parking Lot on May 23 and the “President Grant” will speak at the school and at City Hall on May 28, 2019.

Clerk/Treasurer Kelley expressed gratitude for Monica Nagel, Clerk for the City of Saugatuck for allowing him to work the May 7, 2019 election as an opportunity to learn more about the election process which will serve to help the citizens of Plainwell.

15. Council Comments:

None.

16. Adjournment:

A motion by Steele, seconded by Keeler, to adjourn the meeting at 7:38 PM. On voice vote, all voted in favor. Motion passed.

Minutes respectfully
Submitted by,
Brian Kelley
City Clerk/Treasurer

INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL
 POST DATES 05/01/2019 - 05/31/2019
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 443 BROWNFIELD REDEVELOPMENT AUTHORITY - BRA					
Dept 000 OPERATIONS					
443-000-715.010	Health Insurance Premiums	PRIORITY HEALTH	MAY 2019 HEALTH INSURANCE PREMIUM	547.86	13745
443-000-715.010	Health Insurance Premiums	C.O.P.S. TRUST INSURANCE	DENTAL & VISION COVERAGE FOR JUNE 2019	32.37	13848
443-000-715.015	LIFE INSURANCE	MADISON NATIONAL LIFE INSU	JUNE 2019 LIFE INS	2.82	13914
443-000-743.000	Uniforms	CONTINENTAL LINEN SERVICES	UNIFORMS, RUGS & MISC FOR DPW - APRIL	3.80	13816
443-000-830.000	Contractual Reimbursement CRA Ac	CRA 200 ALLEGAN STREET LLC	REIMBURSEMENT AGREEMENT PAYMENT - 2018	5,889.38	13749
443-000-930.000	Repair/Maintenance (Outside)	OTIS ELEVATOR COMPANY	6/1/19 - 8/31/19 SERVICE ELEVATOR IN T	135.75	13916
Total For Dept 000 OPERATIONS				6,611.98	
Total For Fund 443 BROWNFIELD REDEVELOPMENT AUTHORITY -				6,611.98	

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

Fund 443 BROWNFIELD REDI	6,611.98
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Total For All Funds:	<u>6,611.98</u>
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Fund 443 - BROWNFIELD REDEVELOPMENT AUTHORITY - BRA
06/06/2019

OLD GL NUMBER	DESCRIPTION	15-16 ACTUAL AMOUNTS	16-17 ACTUAL AMOUNTS	17-18 ACTUAL AMOUNTS	18-19 AMENDED BUDGET	18-19 ACTUAL TO 04/30	18-19 PROJECTED TOTALS	2019-2020 REQUESTED BUDGET
ESTIMATED REVENUES								
Dept 002 - TAX REVENUES								
443-000-402.040	Captured Tax - AdVal Real - City	2,179	2,185	2,192	4,609	4,610	4,610	6,146
443-000-402.041	Captured Tax - AdVal Real - Library	261	261	263	556	867	867	1,157
443-000-402.042	Captured Tax - AdVal Real - Capital Impr	172	172	174	368	368	368	491
443-000-402.043	Captured Tax - AdVal Real - Fire Reserve	172	172	174	368	368	368	491
443-000-402.044	Captured Tax - AdVal Real - Solid Waste	224	224	226	478	478	478	638
443-000-402.048	Captured Tax - AdVal Real - County (All)	1,048	1,049	1,051	2,223	2,234	2,234	2,979
443-000-402.047	Captured DDA-SCHOOL	4,784	4,751	4,733	9,359	9,359	9,359	12,262
443-000-402.060	Captured Tax - AdVal Pers - City	694	646	585	549	549	549	506
443-000-402.061	Captured Tax - AdVal Pers - Library	83	77	70	66	103	103	95
443-000-402.062	Captured Tax - AdVal Pers - Capital Impr	55	51	46	44	44	44	40
443-000-402.063	Captured Tax - AdVal Pers - Fire Reserve	55	51	46	44	44	44	40
443-000-402.064	Captured Tax - AdVal Pers - Solid Waste	71	66	60	57	57	57	52
443-000-402.065	Captured Tax - AdVal Pers - County (All)	334	310	280	265	266	266	245
Totals for dept 002 - TAX REVENUES		10,132	10,015	9,900	18,986	19,347	19,347	25,142
Dept 004 - INTERGOVERNMENTAL REVENUE - FEDERAL								
443-000-505.000	Federal Grant	0	0	65,000	0	0	0	0
Totals for dept 004 - INTERGOVERNMENTAL REVENUE - FEDERAL		0	0	65,000	0	0	0	0
Dept 009 - INTEREST AND RENTS								
443-000-664.020	Interest Earned - Investments	10	54	510	95	219	275	200
Totals for dept 009 - INTEREST AND RENTS		10	54	510	95	219	275	200
Dept 010 - OTHER REVENUES								
443-000-673.000	Sale of Fixed Assets - Land	0	0	114,637	0	0	0	0
443-000-673.020	Sale of Fixed Assets - Miscellaneous	0	0	0	0	0	0	0
443-000-694.000	Miscellaneous Revenue	4,930	0	650	0	0	0	0
Totals for dept 010 - OTHER REVENUES		4,930	0	115,287	0	0	0	0
Dept 093 - TRANSFERS FROM OTHER FUNDS								
443-000-676.080	Interfund Transfer In - Capital Improve	69,000	60,000	67,500	75,000	62,500	75,000	65,000

Totals for dept 093 - TRANSFERS FROM OTHER FUNDS	69,000	60,000	67,500	75,000	62,500	75,000	65,000
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TOTAL ESTIMATED REVENUES	84,072	70,069	258,197	94,081	82,066	94,622	90,342
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APPROPRIATIONS

Dept 443 - PUBLIC WORKS

443-000-703.000	Salaries/Wages - Full Time Employees	30,772	28,541	29,893	33,980	22,431	26,917	34,609
443-000-706.000	Wages - Part Time Employees	1,986	231	390	272	112	134	277
443-000-713.000	Other Post Employment Benefits	995	762	657	300	250	300	297
443-000-715.000	Payroll Tax - FICA/Medicare (Social Sec)	2,354	2,073	2,186	2,486	1,615	1,938	2,534
443-000-715.010	Health Insurance Premiums	8,430	8,088	5,642	5,164	4,271	5,319	5,319
443-000-715.012	Health Insurance - FSA - Employer Paid	0	14	24	25	13	16	0
443-000-715.013	Health Insurance - HSA - Employer Paid	0	0	1,920	2,537	2,034	2,441	2,538
443-000-715.015	Life Insurance	30	32	34	34	31	37	34
443-000-718.000	Retirement Benefits	2,453	2,414	2,510	2,941	1,940	2,328	2,997
443-000-724.000	Medical Insurance Opt Out	82	109	117	175	140	168	203
443-000-743.000	Uniforms	56	56	64	65	53	64	65
443-000-775.000	Supplies - Repairs and Maintenance	238	23	52	100	(10)	0	100
443-000-801.000	Engineering Services	490	8,400	1,109	2,000	0	0	2,000
443-000-801.013	Professional Services - Attorney	8,649	1,411	15,970	8,000	3,854	4,625	8,000
443-000-801.030	Professional Services - Audit	353	488	353	353	353	353	488
443-000-830.000	Contractual Reimbursement CRA Activities	7,598	7,513	7,426	14,240	8,621	14,510	18,857
443-000-850.000	Communications - Land Line Phones	3	21	0	0	0	0	0
443-000-900.000	Printing and Publishing	30	0	0	0	0	0	500
443-000-910.000	Liability Insurance	4,178	4,475	4,556	4,725	4,725	4,725	5,009
443-000-910.010	Workers Comp Insurance	329	286	357	399	395	395	399
443-000-930.000	Repairs and Maintenance - Equipment	5,856	2,357	9,278	15,000	5,485	15,000	7,000
443-000-930.015	Administrative Services - Accounting	132	0	116	0	200	200	0
443-000-930.050	Computer Services	106	58	34	50	30	36	50
443-000-940.000	Rentals - Equipment	1,608	1,131	1,976	1,500	660	1,200	1,200
443-000-956.000	Miscellaneous	0	346	42	0	0	0	0
Totals for dept 443 - PUBLIC WORKS		76,728	68,829	84,706	94,346	57,203	80,706	92,476

Dept 900 - CAPITAL OUTLAY

443-970-972.000	Contracted Services	892	0	0	0	0	0	0
Totals for dept 900 - CAPITAL OUTLAY		892	0	0	0	0	0	0

Dept 905 - DEBT SERVICE

443-908-991.000	Principal Payment - Interfund Loans	14,037	0	14,636	14,782	12,318	14,782	14,930
443-908-995.000	Interest Payment - Interfund Loans	2,587	0	1,939	1,843	1,536	1,843	1,695

Totals for dept 905 - DEBT SERVICE	16,624	0	16,575	16,625	13,854	16,625	16,625
TOTAL APPROPRIATIONS	94,244	68,829	101,281	110,971	71,057	97,331	109,101
NET OF REVENUES/APPROPRIATIONS - FUND 443	<u>(10,172)</u>	1,240	156,916	<u>(16,890)</u>	11,009	<u>(2,709)</u>	<u>(18,759)</u>
Estimated Cash beginning of year:							<u>23,552</u>
Estimated Cash end of year:						23,552	<u><u>4,794</u></u>

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 494 DOWNTOWN DEVELOPMENT AUTHORITY DDA					
Dept 000 OPERATIONS					
494-000-202.494	Accounts Payable - 2014 DOWNTOWN	PLAINWELL ACE HARDWARE	GOLDEN TICKETS - MIDWAY CHEVROLET DONAI	70.00	13861
494-000-715.010	Health Insurance Premiums	PRIORITY HEALTH	MAY 2019 HEALTH INSURANCE PREMIUM	260.78	13745
494-000-715.010	Health Insurance Premiums	C.O.P.S. TRUST INSURANCE	DENTAL & VISION COVERAGE FOR JUNE 2019	26.23	13848
494-000-900.000	Printing and Publishing	KAECHELE PUBLICATIONS INC	DDA PLAINWELL SECTION APRIL 2019	35.00	13829
494-000-900.000	Printing and Publishing	SHOPPERS GUIDE INC	MAY 2019 ADVERTISING	90.00	13880
494-000-930.000	Repairs and Maintenance-Land & B	RIGHT WAY CONTROL (WEED MC	BARE GROUND SERVICE TO KILL WEEDS IN TF	999.00	13918
494-000-930.000	Repairs and Maintenance-Land & B	RIGHT WAY CONTROL (WEED MC	FUEL SURCHARGE FOR INVOICE #1047	20.00	13918
494-000-956.021	Special Events	PLAINWELL ARTS COUNCIL	SHARED SPONSORSHIP ARTS & EATS 2019	250.00	13796
494-000-957.022	Farmers Market Advertising	WHOFISH MEDIA	Farmers Market Advertising	25.00	1542
494-000-957.025	2019 Christmas Ornaments	KEYSTONE SPECIALTIES, INC	2019 Christmas Ornaments	38.00	1542
Total For Dept 000 OPERATIONS				1,814.01	
Total For Fund 494 DOWNTOWN DEVELOPMENT AUTHORITY DDA				1,814.01	

INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL
POST DATES 05/01/2019 - 05/31/2019
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

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

Fund 494 DOWNTOWN DEVELC	1,814.01
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Total For All Funds:	<u>1,814.01</u>
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Fund 494 - **DOWNTOWN DEVELOPMENT AUTHORITY - DDA**
06/06/2019

OLD GL NUMBER	DESCRIPTION	15-16 ACTUAL AMOUNTS	16-17 ACTUAL AMOUNTS	17-18 ACTUAL AMOUNTS	18-19 AMENDED BUDGET	18-19 ACTUAL TO 04/30	18-19 PROJECTED TOTALS	2019-2020 REQUESTED BUDGET
ESTIMATED REVENUES								
Dept 002 - TAX REVENUES								
494-000-402.030	Captured Tax - AdVal Real - City	14,966	13,349	14,954	20,969	20,969	20,969	24,515
494-000-402.031	Captured Tax - AdVal Real - Library	1,792	1,595	1,791	2,526	2,707	2,707	4,613
494-000-402.032	Captured Tax - AdVal Real - Capital Impr	1,181	1,053	1,187	1,674	1,674	1,674	1,957
494-000-402.033	Captured Tax - AdVal Real - Fire Reserve	1,181	1,053	1,187	1,674	1,674	1,674	1,957
494-000-402.045	Captured Tax - AdVal Real - County (All)	7,195	6,407	1,543	10,115	7,988	7,988	11,881
494-000-402.034	Captured Tax - AdVal Real - Solid Waste	1,535	1,369	7,170	2,176	2,176	2,176	2,544
494-000-402.060	Captured Tax - AdVal Pers - City	2,066	2,502	2,616	2,717	1,918	1,918	2,593
494-000-402.061	Captured Tax - AdVal Pers - Library	247	299	313	327	1,599	1,599	488
494-000-402.062	Captured Tax - AdVal Pers - Capital Impr	163	197	208	217	153	153	207
494-000-402.063	Captured Tax - AdVal Pers - Fire Reserve	163	197	208	217	153	153	207
494-000-402.064	Captured Tax - AdVal Pers - Solid Waste	212	257	270	282	199	199	269
494-000-402.065	Captured Tax - AdVal Pers - County (All)	993	1,201	1,254	1,310	3,105	3,105	1,257
Totals for dept 002 - TAX REVENUES		31,694	29,479	32,701	44,204	44,315	44,315	52,488
Dept 006 - INTERGOVERNMENTAL REVENUE - LOCAL								
494-000-569.000	Local Grants	0	0	6,472	5,500	5,668	5,668	5,599
494-000-569.010	Local Donations	3,500	0	0	0	0	0	0
Totals for dept 005 - INTERGOVERNMENTAL REVENUE - STATE		3,500	0	6,472	5,500	5,668	5,668	5,599
Dept 009 - INTEREST AND RENTS								
494-000-664.020	Interest Earned - Investments	15	59	94	162	404	410	200
Totals for dept 009 - INTEREST AND RENTS		15	59	94	162	404	410	200
Dept 010 - OTHER REVENUES								
494-000-694.000	Miscellaneous Revenue	2,253	1,497	323	200	15	15	200
494-000-694.022	DDA - Farmers Market Entry Fee	3,990	3,452	3,153	2,500	2,130	2,500	2,500
494-000-694.025	DDA - Sale of Merchandise	1,200	915	1,120	1,000	961	961	1,000
494-000-694.026	DDA - Special Event Revenues	0	1,626	1,050	600	1,160	1,160	600

494-000-694.036	DDA Donations - Movies in the Park	100	0	400	400	500	500	400
Totals for dept 010 - OTHER REVENUES		7,543	7,490	6,046	4,700	4,766	5,136	4,700

TOTAL ESTIMATED REVENUES	42,752	37,028	45,313	54,566	55,153	55,529	62,987
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APPROPRIATIONS

Dept 443 - **PUBLIC WORKS**

494-000-703.000	Salaries/Wages - Full Time Employees	11,905	13,208	14,238	17,867	12,223	14,668	18,309
494-000-706.000	Wages - Part Time Employees	707	2,310	1,618	1,500	842	1,010	1,500
494-000-710.000	Overtime Pay	100	0	10	0	0	0	0
494-000-715.000	Payroll Tax - FICA/Medicare (Social Sec)	942	1,094	1,074	1,411	907	1,088	1,443
494-000-715.010	Health Insurance Premiums	0	3,468	2,291	2,558	2,119	2,543	2,636
494-000-715.013	Health Insurance - HSA - Employer Paid	0	0	1,392	1,321	906	1,087	1,321
494-000-715.015	Life Insurance	0	0	0	2	0	2	2
494-000-718.000	Retirement Benefits	14	7	8	346	101	121	355
494-000-724.000	Medical Insurance Opt Out	0	0	2	47	38	46	47
494-000-727.000	Office Supplies	61	0	0	0	0	0	0
494-000-775.000	Supplies - Repairs and Maintenance	1,100	18	830	2,000	40	48	100
494-000-801.000	Engineering Services	132	0	0	5,200	0	0	100
494-000-801.013	Professional Services - Attorney	0	51	133	0	0	0	100
494-000-801.030	Professional Services - Audit	67	92	67	67	67	67	92
494-000-900.000	Printing and Publishing	3,757	3,402	1,780	3,000	3,344	4,013	3,600
494-000-910.000	Liability Insurance	427	458	466	484	484	484	513
494-000-910.010	Workers Comp Insurance	65	53	76	84	83	83	84
494-000-930.000	Repairs and Maintenance - Equipment	3,390	1,819	240	500	224	269	500
494-000-930.050	Computer Services	153	58	35	50	30	36	50
494-000-940.000	Rentals - Equipment	217	0	130	650	162	194	650
494-000-956.000	Miscellaneous	878	824	582	1,850	241	1,850	1,850
494-000-956.021	Special Events	5,138	989	1,187	2,000	575	2,000	2,000
494-000-957.022	DDA Farmers Market Expense	0	879	828	1,000	510	1,000	1,000
494-000-957.025	DDA Christmas Ornament Costs	0	779	758	800	1,332	1,332	800
494-000-957.036	DDA Movies in the Park	0	2,493	2,375	1,500	1,639	1,639	1,500
494-000-960.000	Education & Training - Professional	170	275	150	500	25	25	500
494-000-962.000	Memberships & Dues	0	2,155	2,290	3,100	375	3,100	3,100
Totals for dept 000-OPERATIONS		29,223	34,432	32,560	47,837	26,267	36,705	42,152

Dept 900 - **CAPITAL OUTLAY**

494-970-971.000	Capital Purchase	0	0	0	0	0	0	0
Totals for dept 900 - CAPITAL OUTLAY		0	0	0	0	0	0	0

Dept 905 - **DEBT SERVICE**

494-908-991.000	Principal Payment - Interfund Loans	11,211	11,323	11,436	11,550	9,625	11,550	11,666
494-908-995.000	Interest Payment - Interfund Loans	1,050	938	825	711	593	711	595
Totals for dept 905 - DEBT SERVICE		12,261	12,261	12,261	12,261	10,218	12,261	12,261

TOTAL APPROPRIATIONS	41,484	46,693	44,821	60,098	36,485	48,966	54,413
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NET OF REVENUES/APPROPRIATIONS - FUND 494	1,268	(9,665)	492	(5,532)	18,668	6,563	8,574
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Estimated Cash beginning of year:							<u>18,519</u>
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Estimated Cash end of year:						18,519	<u><u>27,093</u></u>
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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 450 INDUSTRIAL PARK TIFA					
Dept 000 OPERATIONS					
450-000-715.010	Health Insurance Premiums	PRIORITY HEALTH	MAY 2019 HEALTH INSURANCE PREMIUM	546.85	13745
450-000-715.010	Health Insurance Premiums	C.O.P.S. TRUST INSURANCE	DENTAL & VISION COVERAGE FOR JUNE 2019	46.72	13848
450-000-715.015	LIFE INSURANCE	MADISON NATIONAL LIFE INSURANCE	JUNE 2019 LIFE INSURANCE	1.69	13914
		Total For Dept 000 OPERATIONS		<u>595.26</u>	
		Total For Fund 450 INDUSTRIAL PARK TIFA		<u><u>595.26</u></u>	

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

Fund 450 INDUSTRIAL PARI	595.26
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Total For All Funds:	<u>595.26</u>
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Fund 450 - TAX INCREMENT FINANCING AUTHORITY - TIFA (INDUSTRIAL PARK)

06/06/2019

OLD GL NUMBER	DESCRIPTION	15-16 ACTUAL AMOUNTS	16-17 ACTUAL AMOUNTS	17-18 ACTUAL AMOUNTS	18-19 AMENDED BUDGET	18-19 ACTUAL TO 04/30	18-19 PROJECTED TOTALS	2019-2020 REQUESTED BUDGET
ESTIMATED REVENUES								
Dept 002 - TAX REVENUES								
450-000-402.040	2019 - 2020	3,415	14,863	0	0	0	0	0
450-000-402.041	Captured Tax - AdVal Real - Library	409	1,776	0	0	0	0	0
450-000-402.042	Captured Tax - AdVal Real - Capital Impr	269	1,173	0	0	0	0	0
450-000-402.043	Captured Tax - AdVal Real - Fire Reserve	269	1,173	0	0	0	0	0
450-000-402.044	Captured Tax - AdVal Real - Solid Waste	350	1,524	0	0	0	0	0
450-000-402.048	Captured Tax - AdVal Real - County (All)	1,641	7,136	0	0	0	0	0
450-000-402.060	Captured Tax - AdVal Pers - City	13,945	8,038	0	0	0	0	0
450-000-402.061	Captured Tax - AdVal Pers - Library	1,670	961	0	0	0	0	0
450-000-402.062	Captured Tax - AdVal Pers - Capital Impr	1,100	634	0	0	0	0	0
450-000-402.063	Captured Tax - AdVal Pers - Fire Reserve	1,100	634	0	0	0	0	0
450-000-402.064	Captured Tax - AdVal Pers - Solid Waste	1,430	825	0	0	0	0	0
450-000-402.065	Captured Tax - AdVal Pers - County (All)	6,705	3,857	0	0	0	0	0
450-000-402.080	Captured Tax - IFT Pers - City	6,096	0	0	0	0	0	0
450-000-402.081	Captured Tax - IFT Pers - Library	730	0	0	0	0	0	0
450-000-402.083	Captured Tax - IFT Pers - Fire Reserve	481	0	0	0	0	0	0
450-000-402.084	Captured Tax - IFT Pers - Solid Waste	625	0	0	0	0	0	0
450-000-402.085	Captured Tax - IFT Pers - County (All)	2,931	0	0	0	0	0	0
Totals for dept 002 - TAX REVENUES		43,647	42,594	0	0	0	0	0
Dept 006 - INTEGOVERNMENTAL REVENUE - LOCAL								
450-000-569.000	Local Grants	0	0	54,779	61,261	59,572	59,572	71,700
Totals for dept 005 - INTERGOVERNMENTAL REVENUE - STATE		0	0	54,779	61,261	59,572	59,572	71,700
Dept 009 - INTEREST AND RENTS								
450-000-664.020	Interest Earned - Investments	33	330	453	889	739	887	600
Totals for dept 009 - INTEREST AND RENTS		33	330	453	889	739	887	600
TOTAL ESTIMATED REVENUES		43,680	42,924	55,232	62,150	60,311	60,459	72,300

APPROPRIATIONS

Dept 443 - **PUBLIC WORKS**

450-000-703.000	Salaries/Wages - Full Time Employees	20,532	28,251	29,945	40,843	31,892	38,270	41,883
450-000-706.000	Wages - Part Time Employees	608	914	948	816	465	558	831
450-000-706.005	Wages - Part Time Seasonal Employees	0	0	130	0	0	0	0
450-000-713.000	Other Post Employment Benefits	20	28	158	14	12	14	6
450-000-715.000	Payroll Tax - FICA/Medicare (Social Sec)	1,528	2,041	2,141	3,059	2,295	2,754	3,144
450-000-715.010	Health Insurance Premiums	2,636	7,599	5,039	5,208	4,344	5,213	5,483
450-000-715.012	Health Insurance - FSA - Employer Paid	0	42	73	102	52	62	0
450-000-715.013	Health Insurance - HSA - Employer Paid	0	0	2,256	2,503	1,857	2,228	2,503
450-000-715.015	Life Insurance	10	9	10	20	19	23	20
450-000-718.000	Retirement Benefits	1,126	1,131	1,112	2,123	1,458	1,750	2,182
450-000-724.000	Medical Insurance Opt Out	20	20	42	277	220	264	385
450-000-775.000	Supplies - Repairs and Maintenance	0	0	89	0	0	0	0
450-000-801.013	Professional Services - Attorney	1,425	789	0	0	60	72	0
450-000-801.030	Professional Services - Audit	67	92	67	67	67	67	92
450-000-850.000	Communications - Land Line Phones	3	1	0	0	0	0	0
450-000-910.000	Liability Insurance	332	356	362	379	379	379	402
450-000-910.010	Workers Comp Insurance	113	172	223	249	247	247	249
450-000-930.000	Repairs and Maintenance - Equipment	4,265	950	1,463	1,800	0	0	0
450-000-930.015	Administrative Services - Accounting	132	0	116	0	0	0	0
450-000-930.050	Computer Services	51	58	34	50	30	36	50
450-000-940.000	Rentals - Equipment	2,238	2,275	2,456	1,800	225	270	1,800
450-000-956.000	Miscellaneous	820	275	147	400	915	1,098	500
450-000-962.000	Memberships & Dues	0	0	0	0	295	295	300
Totals for dept 443 - PUBLIC WORKS		35,926	45,003	46,811	59,710	44,832	53,601	59,830

NET OF REVENUES/APPROPRIATIONS - FUND 450

7,754	(2,079)	8,421	2,440	15,479	6,858	12,470
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Estimated Cash **beginning of year:**

72,387

Estimated Cash **end of year:**

72,387 84,857



CITY OF PLAINWELL CAPITAL IMPROVEMENT PLAN

2019-2024



City Council:

- Mayor - Rick Brooks
- Mayor Pro-Tem - Lori Steele
- Councilmember - Brad Keeler
- Council member - Roger Keeney
- Councilmember - Todd Overhuel

City Planning Commission:

- Chairperson – Diana Lubic
- Vice-Chairperson – Jim Higgs
- Commissioner – Gary Sausaman
- Commissioner - Lori Steele
- Commissioner – Rachel Colingsworth
- Commissioner – Stephen Bennett
- Commissioner – Jay Lawson

The Island City

WHAT IS A CAPITAL IMPROVEMENT PLAN?

A Capital Improvement Plan (CIP) is a flexible multi-year plan based upon long range infrastructure needs of the City. The purpose of a CIP is to facilitate the orderly planning of infrastructure improvements and to maintain, preserve and/or schedule replacement of equipment to ensure the efficient delivery of services to the community. The CIP is also utilized to ensure that capital improvements are fiscally sound and consistent with the tools and policies of the Council and community.

WHAT IS A CAPITAL PROJECT?

A Capital Project is a project that helps maintain or improve a City asset. To be included in the City's Capital Improvement Plan, a project must have a total cost of at least \$10,000 over the life of the project and meet at least ONE of the following criteria:

- New construction, expansion, renovation, or replacement for an existing facility or facilities. Project costs can include the cost of land, professional services (i.e. engineering/architectural) or contracted services needed to complete the project.
- or-
- It is a purchase of a major piece of equipment with a useful life of at least 10 years.
- or-
- It is considered a major maintenance or rehabilitation project for existing facilities.

CAPITAL IMPROVEMENT PLAN & THE COMMUNITY

The CIP informs the community on how the City plans to address significant capital needs over the next six-years (6). The benefits of the CIP to the community include:

- Optimizes the use of revenue;
- Coordinates the community's physical planning with its fiscal planning capabilities;
- Helps to guide future growth and development;
- Promotes efficient and responsible government;
- Encourages intergovernmental and regional cooperation;
- Helps to promote a predictable, sound and stable financial program;
- Provides adequate time for planning and engineering of projects;
- Enhances opportunities to leverage private, federal, and state funding;
- Increases opportunities to "pay as you go" thereby reducing additional interest and other charges.

The CIP represents the City's plan to serve our residents and anticipates future needs of the community. Projects are guided by various development plans and policies established by the City which include but not limited to:

- Master Plan
- DDA/BRA/TIFA Plans
- Recreational Plan
- Goals and objectives of the City Council
- Administrative Policies
- Mission Statement

CAPITAL IMPROVEMENT PLAN PROCESS & THE BUDGET

Preparation of the CIP is done under the authority of Article IV of the Michigan Planning enabling Act (P.A. 33 of 2008). The goal of the CIP is to implement the Master Plan and to assist in the community's long term financial planning.

Each year all projects included within the CIP are reviewed, potentially new projects are reviewed, and adjustments are made to existing projects arising from changes in the amount of funding required, conditions, or timeline. A new year of programming is also added each year to replace the year funded in the annual operating budget. The CIP program should continue to develop over time by adding features to gradually improve quality and sophistication. Roles and responsibilities during the Capital Improvement Process include:

CIP Policy Group reviews policies, develops project ratings, reviews funding options and presents recommendations to the Administrative Group. Members of the CIP Policy Group include:

Human Resource Manager
Community Development Manager
Water Renewal Superintendent
Public Works Superintendent
Public Safety Director
City Council Representative
Planning Commission Representative
BRA/TIFA/DDA Representative

The Administrative Group clarifies any issues, finalizes the ratings and brings the CIP draft forward to the Planning Commission. Members of the Administrative Group include:

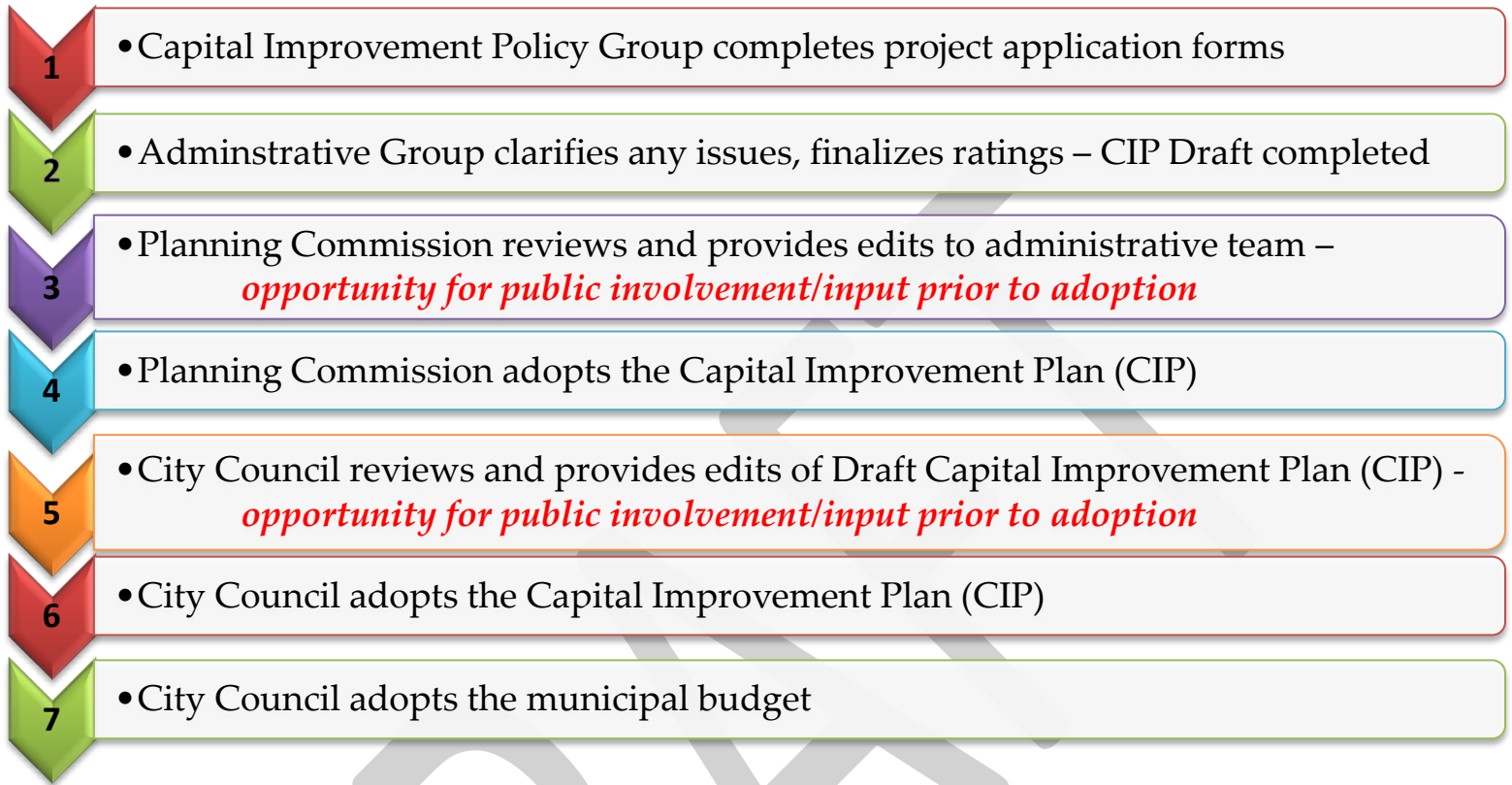
City Manager
City Clerk/Treasurer

The Planning Commission works with the Policy Group during the plan development, conducts workshops (if necessary), reviews recommendations, receives public input, conducts hearings, adopts the plan and requests the governing body to consider incorporating funding for the first year projects in the municipal budget.

The City Council is encouraged to use the Capital Improvement Plan as a tool in the adoption of the annual budget process in accordance with its goals and objectives.

Residents are encouraged to participate in plan development by working with various Boards, Commissions and staff.

Process Flow Chart:



REVIEW & SCORING CRITERIA

A wide range and variety of capital improvements are included in this Capital Improvement Plan. The following list identifies criteria the City uses to review potential projects:

- Required to fill any federal or state judicial administrative requirements;
- Ability to capture outside sources of funding;
- Impact on annual operating and maintenance costs;
- Relationship to overall fiscal policy and capabilities;
- Projects readiness in relation to planning/implementation;
- Relationship to the needs of the community;
- Relationship to other projects;
- Distribution and coordination of projects throughout the community;
- Relationship to other community plans;

A project's ultimate funding depends upon a number of factors – not only its merit, but also its location, cost, funding source, and logistics. Priority rankings do not necessarily correspond to that project being funded for any given year. For example, a road-widening project which is ranked lower than a park project may be funded before the park project because the road project has access to a restricted revenue source, whereas a park project may have to compete for funding from other revenue sources. Scoring is based on priority need as follows:

SAMPLE:

NEEDS ASSESSMENT SCORING CRITERIA		Category			Score
(Multiply Weight x Category Pts. for Total Score)	Weight	5 Points	3 Points	1 Point	
Contributes to health, safety & welfare	5	Removes hazard	Material contributes	Minimal	
Needed to comply with local, state or federal law	5	Yes	-	No	
Project conforms to adopted program, policy or plan	4	Adopted Council plan	Consistent with Admin. policy	No policy	
Project remediates an existing or projected deficiency	3	Complete remedy	Significant remedy	Minimal remedy	
Contributes to the long term needs of the community	2	20+ Years	10-19 Years	Less than 10	
Service area of project	2	Regional	City-Wide	Neighborhood	
Department Priority	2	High	Medium	Low	
Project delivers high level of service	2	High	Medium	Low	
Priority Points Earned					Total Project Score: <input type="text"/>
Low	Moderate	Desirable	Important	Urgent	
0-24	25-49	50-74	75-99	100-125	

FUNDING THE CAPITAL IMPROVEMENT PLAN

Because the capital improvements projects involve the outlay of substantial funds, numerous sources are necessary to provide financing over the life of the project. Many capital funding sources are earmarked for specific purposes and cannot be transferred from one capital program to another. For example, funds raised by the community of City of Plainwell's solid waste millage must be used for the purposes that were stated when the voters approved the millage. The CIP has to be prepared with some projections as to the amount of money available. The following is a summary of potential funding sources for projects included in a capital improvements program:

Cash – Fund Balance

The City endeavors to fund capital projects with cash (fund balance) whenever possible. The obvious benefit is the elimination of interest payments and/or other fees and charges associated with debt service.

Enterprise Funds (reserve) funds

In enterprise financing, funds are accumulated in advance for capital requirements. Enterprise funds not only pay for capital improvements, but also for the day-to-day operations of community services and the debt payment on revenue bonds. The community can set levels for capital projects; however, increases in capital expenditures for water mains, for example, could result in increased rates. Enterprise fund dollars can only be used on projects related to that particular enterprise fund, i.e., only water system funds can only be used on water system funds.

Bonds

When the City sells bonds, purchasers are, in effect, lending the community money. The money is repaid, with interest, from taxes or fees over the years. The logic behind issuing bonds (or “floating a bond issue”) for capital projects is that the citizens who benefit from the capital improvements over a period of time should help the community pay for them. The City of Plainwell may issue bonds in two forms:

General Obligation (G.O.) bonds

Perhaps the most flexible of all capital funding sources, G.O. bonds can be used for the design or construction of any capital project. These bonds are financed through property taxes. In financing through this method, the taxing power of the community is pledged to pay interest and principal to retire the debt. Voter approval is required if the community wants to increase the taxes that it levies and the amount is included in City of Plainwell’s state-imposed debt limits. To minimize the need for property tax increases, the community makes every effort to coordinate new bond issues with the retirement of previous bonds. G.O. bonds are authorized by a variety of state statutes

Revenue bonds

Revenue bonds are sold for projects that produce revenues, such as water and sewer system projects. Revenue bonds depend on user charges and other project-related income to cover their costs. Unlike G.O. bonds, revenue bonds are not included in the community state-imposed debt limits because the full faith and credit of the community back them. Revenue bonds are authorized by Public Act of 1933, the Revenue Bond Act.

Weight and gas tax

Based on a formula set by the State of Michigan, the community of City of Plainwell receives a portion of the tax placed on motor fuel and highway usage in the state. The restrictions placed on the expenditure of these funds insure that they will be spent on transportation-related projects or operations and services. These are commonly called Act 51 funds.

Tax Increment Financing (TIF)

TIF is a municipal financing tool that can be used to renovate or redevelop declining areas while improving their tax base. TIF applies the increase in various state and local taxes that result from a redevelopment project to pay for project-related public improvements. For purposes of financing activities within Plainwell's downtown district, the Downtown Development Authority adopted a 30-year TIF plan in 1982. Public Act 281 of 1986, the Local Development Finance Authority Act and Public Act 450 of 1980, the Tax Increment Financing Act authorizes TIF.

Millages

The property tax is a millage that is one of the most important sources of community revenue. The property tax rate is stated in mills (one dollar per \$1,000 of valuation). This rate is applied to a property’s net value, following the application of all exemptions and a 50 percent equalization ratio.

Federal and state funds

The federal and state governments make funds available to communities through numerous grants and aid programs. Some funds are tied directly to a specific program. The community has discretion (within certain guidelines) over the expenditure of others. For the most part, the community has no direct control over the amount of money received under these programs.

Special assessments

Capital improvements that benefit particular properties, rather than the community as a whole, may be financed more equitably by special assessment, i.e. by those who directly benefit. Local improvements often financed by this method may include new street improvements (including pavement, curb and gutter, sidewalks, etc.), sanitary and storm sewers, and water mains.

Developer contributions

Sometimes capital improvements are required to serve new development. Where funding is not available for the community to construct the improvements, developers may agree to voluntarily contribute their share or to install the facilities themselves so the development can go ahead.

MISSION STATEMENT, VISION STATEMENT AND GOALS

Mission

The City of Plainwell is dedicated to delivering high quality services that promote a safe, healthy and quality lifestyle fostered through an open, responsible and cost effective government.

Vision

Plainwell is a place that is desirable to work, live and visit because of its natural beauty, economic vitality and quality family atmosphere.

City Council Goals

- Recognize the vital importance of customer service and how it is indistinguishable from the virtues of public service.
- Prioritize resources in a manner that is fiscally responsible and accountable to our residents and businesses.
- Respect, protect and celebrate the Kalamazoo River and other natural features of the City.
- Ensure our community is safe for both our residents and visitors.
- Proactively promote and preserve our existing businesses while ensuring Plainwell is an attractive community to invest in.
- Support the high quality and character of our neighborhoods.

RELATIONSHIP BETWEEN THE CIP AND THE MASTER PLAN

The CIP is intended to complement the Master Plan to help ensure projects will be completed to meet the goals and objectives of the Master Plan. The CIP is a flexible document that is meant to be re-evaluated and amended each year. At a minimum, the City identifies capital projects to be completed within the next six (6) succeeding years. In some instances, the City will identify projects 10, 20 or 30 years into the future. It is important to note that while capital projects are identified, available resources will not always be readily available. This will require difficult decisions be made in prioritizing potential CIP projects.

CAPITAL PROJECT CATEGORIES

There are several broad categories in which the City organizes prospective projects, those categories include:

- Utility and Infrastructure
- Public Safety, Health and Welfare
- Community Facilities and Development
- Transportation
- Parks and Open Space
- Motor Pool and Equipment

Within each category, further organization of projects occurs at the department level (water, sewer, streets, etc.)

SUMMARY AND DETAIL SHEETS

The following section of this plan is divided into two sections, a summary section and an addendum.

Summary:

The Summary section of this plan provides a quick glimpse of planned projects in each of the six categories.

Addendum:

The Addendum section of this plan will include a Detail Sheet of each project as well as the corresponding Needs Assessment Scoring Criteria of that project. The Detail Sheet will provide the reader with additional information about the project not found in the Summary section. While not always the case, it is important to note that the information on the Detail Sheet is intended to be completed on projects within the next two to three succeeding years. The Addendum is organized as follows:

Addendum 1.....	Utilities & Infrastructure
Addendum 2.....	Transportation
Addendum 3.....	Public Safety, Health & Welfare
Addendum 4.....	Parks & Open Space
Addendum 5.....	Community Facilities & Development
Addendum 6.....	Motor Pool & Equipment

SUMMARY

2019 CIP Projects - City Wide						
Project Title/Description	FY	CIP#	Priority	Total Cost	City Cost	Non-City Funds
Sherwood Street – Water	19-20	UI-19-01	Important	\$352,875	\$352,875	\$0
Sherwood Street – Sewer	19-20	UI-19-02	Important	\$277,259	\$277,259	\$0
Sherwood Street – Road & Storm	19-20	T-19-01	Important	\$630,134	\$255,134	\$375,000
New Restroom – Sherwood Park	19-20	P-19-01	Desirable	\$60,000	\$15,000	\$45,000
Public Works Bld. Insulation	19-20	CF-19-01	\$10,000	\$10,000	\$10,000	\$0
Police Patrol Vehicle	19-20	MP-19-01	\$46,000	\$46,000	\$46,000	\$0
Total:				\$1,376,268	\$956,268	\$420,000

Utility and Infrastructure projects provide the framework in which the City delivers services to not only today's residents, but future generations. Typical projects include, but are not limited to: water, sewer, storm water, buildings, communications and other endeavors that seek to meet the needs of a growing and dynamic community.

UTILITY AND INFRASTRUCTURE SUMMARY

Project Title/Description	FY	CIP#	Priority	Total Cost	City Cost	Non-City Funds
Sherwood Street – Water	19-20	UI-19-01	Important	\$352,875	\$352,875	\$0
Sherwood Street – Sewer	19-20	UI-19-02	Important	\$277,259	\$277,259	\$0
Water Meter Replacement - Radio Read City-wide	20-21	UI-20-01	Important	\$600,000	\$600,000	\$0
Well 4 (meter/chemical) upgrade	20-21	UI-20-02	Desirable	\$35,000	\$35,000	\$0
Digester Coating & Covers Ext.	20-21	UI-20-03	Important	\$125,000	\$125,000	\$0
Water Tower Painting - Interior	21-22	UI-21-01	Important	\$240,000	\$240,000	\$0
Obsolete Water Tower Removal	21-22	UI-21-02	Desirable	\$85,000	\$85,000	\$0
Water Tank Exterior Cleaning	22-23	UI-22-01	Desirable	\$10,000	\$10,000	\$0
Leak Detection – City Wide	24-25	UI-23-01	Desirable	\$10,000	\$10,000	\$0
Dystor Cover/Replacement	24-25	UI-24-01	Important	\$175,000	\$175,000	\$0
Replace Cushman Lift Station	25-26	UI-25-01	Important	\$1,000,000	\$1,000,000	\$0
Tank Mixer	24-25	UI-26-01	TBD	\$56,782	\$56,782	\$0
Gas Storage System - Internal Use or Sell Back	25-26	UI-26-02	TBD	\$200,000	\$200,000	\$0
Methane Scrubbing System - Internal Use	25-26	UI-26-03	TBD	\$35,000	\$35,000	\$0
N. Main Street Water Relay - Bridge to Bannister 10"	26-27	UI-26-04	TBD	\$45,000	\$45,000	\$0
Interior Digester - Strip and Coat	27-28	UI-27-01	TBD	\$75,000	\$75,000	\$0
Primary Clarifiers - Replace	27-28	UI-27-02	TBD	\$1,100,000	\$1,100,000	\$0
Water Tank Exterior Cleaning	27-28	UI-27-03	TBD	\$1,100,000	\$1,100,000	\$0
Industrial Parkway Water Loop	28-29	UI-28-01	TBD	\$347,600	\$347,600	\$0
VFD - Replace 3 variable frequency drives wells 2-5-7	28-29	UI-28-02	TBD	\$10,000	\$10,000	\$0
Water Tower Painting - Exterior	28-29	UI-28-03	TBD	\$90,000	\$90,000	\$0
2" Water Main Replacement with 8"-Various Locations	29-30	UI-29-01	TBD	\$118,000	\$118,000	\$0
Acorn Street - Water Main	32-31	UI-32-01	TBD	\$95,000	\$95,000	\$0
Water Tower - Exterior Cleaning	33-34	UI-33-01	TBD	\$10,000	\$10,000	\$0
Melrose St. Water Main Replacement	34-35	UI-34-01	TBD	\$88,000	\$88,000	\$0

Transportation projects center around the City’s network of streets. Investing in our streets is vital to a healthy community since the goods and people that are transported support our economy. The City has over 19.92 miles of road that need to be maintained. In part, the City uses a Pavement Surface Evaluation System (PASER) to prioritize projects. Opportunities to invest in transportation can include street construction and rehabilitation, non-motorized, access management issues and signal technology.

TRANSPORTATION SUMMARY

Project Title/Description	FY	CIP#	Priority	Total Cost	City Cost	Non-City Funds
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Sherwood Street – Road & Storm	19-20	T-19-01	Important	\$630,134	\$255,134	\$375,000
Cut and Removal – Various, City	20-21	T-20-21	Important	\$50,000	\$50,000	\$0
Glenview – Old Orchard, Mill/Fill	21-21	T-21-01	Important	\$380,000	\$380,000	\$0
Union, between Warrant/Church	22-23	T-22-01	Important	\$84,000	\$84,000	\$0
Jersey Street – Mill/Fill	22-23	T-22-02	Important	\$84,000	\$84,000	\$0
Michigan/Prospect/Short -Mill/Fill	23-24	T-23-01	Important	\$63,000	\$63,000	\$0
New Orchard Neighborhood – Overlay/seal	23-24	T-23-02	Desirable	\$88,000	\$88,000	\$0
Roberts, Orchard and Forbes. – Mill/Fill	24-25	T-24-01	Important	\$99,000	\$99,000	\$0
Island Ave – Mill/Fill	24-25	T-24-02	Desirable	\$19,250	\$19,250	\$0
Acorn/Wakefield Ct.	25-26	T-25-01	Important	\$190,000	\$190,000	\$0
Prince Street Ext. – Mill Property, new construction						
Walnut Woods – Mill/Fill						
Grant Street – Mill/Fill						
Starr Road – Mill/Fill						
Island Avenue – Mill/Fill						
NE Parking Lot – Remove/Repl.						
Oak Street – Mill/Fill						
Morrell Street – Mill/Fill						

Public Safety, Health and Welfare capital improvement investments supports the infrastructure, equipment and training necessary to provide effective emergency response services. The City of Plainwell is a full service Public Safety department. All full-time Public Safety Officers are certified as police, fire and medical first responders. Typical projects include police and fire response vehicles and equipment needed to improve response time, working conditions, and safety for our employees and residents.

PUBLIC SAFETY, HEALTH AND WELFARE SUMMARY

Project Title/Description	FY	CIP#	Priority	Total Cost	City Cost	Non-City Funds
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River Rescue Boat - 16' Jon Boat w/30hp	20-21	PS-20-01	Important	\$30,000	\$30,000	\$0
(3) In-car Video Cameras w/integrated body-cams & software	21-22	PS-21-01	Important	\$16,000	\$16,000	\$0
SCBA Compressor Fill Station	22-23	PS-22-01	Important	\$40,000	\$40,000	\$0
SCBA Pack Replacement (20) Additional Spare Bottles	23-24	PS-23-01	Important	\$100,000	\$100,000	\$0
Fire Truck Replacement				\$600,000	600,000	\$0

The City of Plainwell has 7 public parks ranging in size from a small roadside pull off of less than an acre, to over 29 acres. Overall park space encompasses 85 acres of land and 7.3% of the City's land use. The City updated its Community Recreation Plan in 2016 which includes additional information about the park system. Capital improvement recommendations within the Community Recreation Plan will be reviewed in concert with the City's Master Plan.

PARKS AND OPEN SPACE SUMMARY

Project Title/Description	FY	CIP#	Priority	Total Cost	City Cost	Non-City Funds
Sherwood Park Bathroom	19-20	P-19-01	Desirable	\$60,000	\$15,000	\$40,000
Pave Lot – Cook Park	22-23	P-22-01	Moderate	\$50,100	\$50,100	\$50,100
Informational Signage - Riverwalk	23-24	P-23-01	Moderate	\$20,000	\$20,000	\$20,000
Playground Improvements/Surfacing, Etc. Sherwood Park	23-24	P-23-02	Desirable	\$20,000	\$20,000	\$20,000
Remove and replace narrow walkway, bench pad – Hicks Park	24-25	P-24-01	Desirable	\$10,000	\$10,000	\$10,000
Erosion Control – Pell, Hicks, Sherwood Parks	24-25	P-24-02	Important	\$75,000	\$75,000	\$75,000
Brush Clearing – Kenyon	24-25	P-24-03	Moderate	\$10,000	\$10,000	\$10,000
Benches,/Trash Rec/Bike Rack – Kenyon Park	25-26	P-25-01	Desirable	\$10,000	\$10,000	\$10,000
Accessible Route to Watercraft Platform - Riverwalk						
Erosion Control – Hicks/City Hall						
New Hand Railings – Riverwalk						
*Accessible Play structure/New Surfacing – Thurl Cook Park						
Bury/Relocate Electric Lines – Study – Fannie Pell Park						
Remove & Relocate steep walk<5% (6' wide) Landscape Barrier to M89 – Hicks Park						
Playground (Access Route/Edge Restraint/Surfacing) –Hick Park						
Parking lot repair/access route to Gazebo – Fannie Pell Park						

Parks and Open Space Continued..

PARKS AND OPEN SPACE SUMMARY

Project Title/Description	FY	CIP#	Priority	Total Cost	City Cost	Non-City Funds
Bridge Resurface/New Railings On Trestle Bridge – Sherwood Park						
Extend Trail to Thurl Cook Park						
Screen "Backdoor" of Businesses (Fence/Landscape) -Riverwalk						
Band shell – Alternative Bathroom						
Benches,/Trash Rec/Bike Rack/swings – Hicks Park						
New Fishing Platform/Railings/Accessible Route, landscaping and amenities Riverwalk						
Add benches, trash bins, doggie waste bag - Riverwalk						
Playground Improvements/Surfacing, Etc. Sherwood Park						
Watercraft/Pedestrian Platform Darrow Park						
Installation of concrete path to fields – Kenyon Park						
Benches/Trash/Bike Rack						
Paved Parking Area - Kenyon						
Non-Motorized Trail – Thurl Cook						
Benches,/Trash Rec/Bike Rack/ Drinking Fountain – Thurl Cook						
Pedestrian walkway enhancements/extend accessible walk from Riverwalk to parking Sherwood Park						
Restroom Improvements- Cook						
Drainage Improvements - Cook						
Security Enhancements - Cook						
Extend Riverwalk to Library						
Designate/install watercraft landing – Sherwood Park						
Access Route (5' wide) – Thurl Cook Park						

The City of Plainwell owns and operates a number of facilities throughout the community. Typical projects include, but are not limited to building (plus accessory structures) repairs, maintenance and/or demolition. Additionally, funding for community development planning costs such as the Master Plan, Recreation Plan, Tax Increment Finance Plan (TIFA), Downtown Development Authority Plan (DDA) and Brownfield Redevelopment Plan (BRA) are allocated in this category.

COMMUNITY FACILITIES & DEVELOPMENT SUMMARY						
Project Title/Description	FY	CIP#	Priority	Total Cost	City Cost	Non-City Funds
Public Works Bld. Insulation	20-21	CF-19-02	Desirable	\$10,000	\$10,000	\$0
Mill Demolition – Phase III	21-22	CF-20-01	Urgent	\$5,100,000	TBD	TBD
Mill Buildings Roof 15, 16, 10 Spot Repairs	21-22	CF-21-01	Desirable	\$25,700	\$25,700	\$25,700
Repair DPW Offices and Equipment Barn	21-22	CF-22-01	Desirable	\$100,000	\$100,000	\$0
City Hall Roof Replacement	22-23	CF-22-02	Desirable	\$20,000	\$20,000	\$0
Mill Building 12 – Roof, Spot Repairs						
Server and Network Upgrades City Wide						

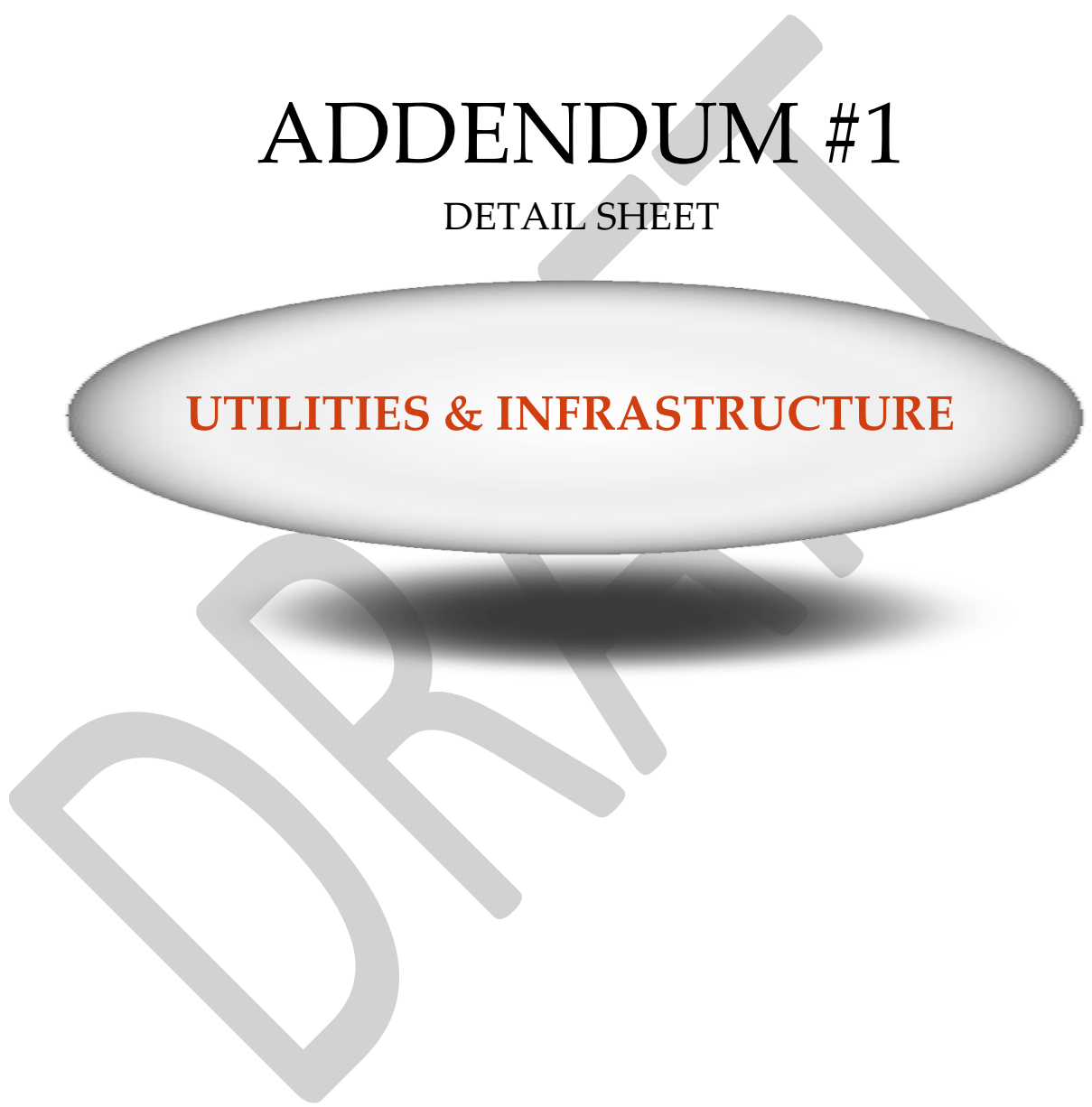
The Motor Pool and Equipment fund purchases vehicles and equipment that are then used by various departments within the City. The City establishes a rental rate which is paid by each department to that Motor Pool that utilizes the vehicle or and equipment. Typical investments are police and fire vehicles such as a fire truck or police cruiser or vehicles and ancillary equipment used for utility and transportation functions.

MOTOR POOL & EQUIPMENT SUMMARY						
Project Title/Description	FY	CIP#	Priority	Total Cost	City Cost	Non-City Funds
Police Patrol Vehicle	19-20	MP-19-01	Important	\$46,000	\$46,000	\$0
Pickup Truck 4	20-21	MP-20-01	Desirable	\$25,000	\$25,000	\$0
Police Patrol Vehicle	20-21	MP-20-02	Important	\$42,000	\$42,000	\$0
Police Patrol Vehicle	21-22	MP-21-01	Important	\$42,000	\$42,000	\$0
Loader (used pricing)	22-23	MP-22-01	Important	\$200,000	\$200,000	\$0
Police Patrol Vehicle	22-21	MP-22-02	Important	\$43,000	\$43,000	\$0
Replacement for Truck 11 (plow Truck) (used pricing)	23-24	MP-23-01	Important	\$90,000	\$90,000	\$0
Police Patrol Vehicle	23-24	MP-23-02	Important	\$45,000	\$45,000	\$0
Police Patrol Vehicle	24-25	MP-24-05	Important	\$45,000	\$45,000	\$0

ADDENDUM #1

DETAIL SHEET

UTILITIES & INFRASTRUCTURE



DETAIL SHEET

18

Project Title: Sherwood Street – Water **Priority:** Important

Category: Utility and Infrastructure (UI) Date of Assessment: 12/27/18

Assessment Prepared By: Erik J. Wilson, City Manager CIP#: UI-19-01

Participating Fund(s): Water Estimated Project Cost: \$352,875

Available Fund(s) for Project: Estimated Start Date: Fall 2019

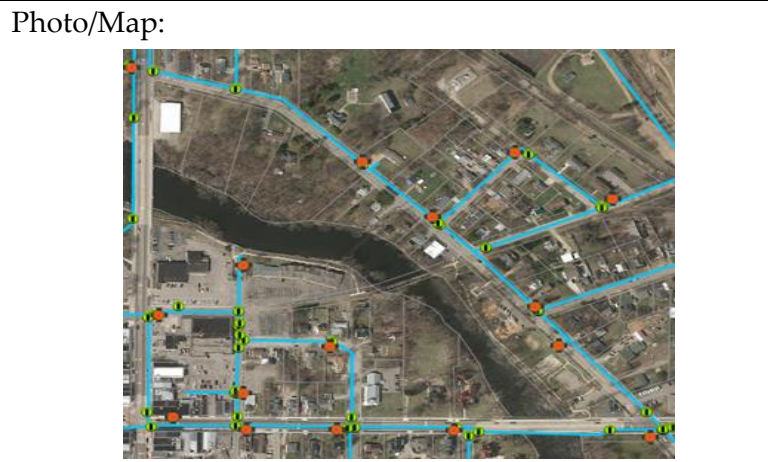
Are any non-City (or potential) funds be used: No

Prior Approval- Is project included in either the current/prior year adopted budget and if so, who has approved (Board/Council, etc): NO: YES: CIP - Council

Description: Replacement of existing water main from Oak Street north to Main Street. Replacement main will be 12-inch. Existing storm will be adjusted north of Mariette St. Abandoned sewer filled with flowable fill.

Basis of Cost Estimate (Check):

- Cost of comparable facility/equipment
- Rule of thumb indicator/unit cost
- Ball park – educated guess
- Engineer/architect cost estimate
- Preliminary estimate



Is this project part of an Adopted Program, Policy and or Plan? No If yes, identify:

20 year water plan - CIP

NEEDS ASSESSMENT SCORING CRITERIA		Category			Score
(Multiply Weight x Category Pts. for Total Score)	Weight	5 Points	3 Points	1 Point	
Contributes to health, safety & welfare	5	Removes hazard	Material contributes	Minimal	15
Needed to comply with local, state or federal law	5	Yes	-	No	5
Project conforms to adopted program, policy or plan	4	Adopted Council plan	Consistent with Admin. policy	No policy	12
Project remediates an existing or projected deficiency	3	Complete remedy	Significant remedy	Minimal remedy	9
Contributes to the long term needs of the community	2	20+ Years	10-19 Years	Less than 10	10
Service area of project	2	Regional	City-Wide	Neighborhood	6
Department Priority	2	High	Medium	Low	10
Project delivers high level of service	2	High	Medium	Low	10
Priority Points Earned					Total Project Score: 77
Low	Moderate	Desirable	Important	Urgent	
0-24	25-49	50-74	75-99	100-125	

DETAIL SHEET

Project Title: Sherwood Street – Sewer **Priority:** Important

Category: Utility and Infrastructure Date of Assessment: 10/16/19

Assessment Prepared By: Robert Nieuwenhuis CIP#: UI-19-02

Participating Fund(s): Sewer Estimated Project Cost: \$277,259

Available Fund(s) for Project: Potential Bond Estimated Start Date: Fall 2019

Are any non-City (or potential) funds be used: No

Prior Approval- Is project included in either the current/prior year adopted budget and if so, who has approved (Board/Council, etc): NO: YES: CIP - Council

Description: Lining of all sanitary that will not be replaced. This project is part of the overall Sherwood St. work.

Basis of Cost Estimate (Check):

- Cost of comparable facility/equipment
- Rule of thumb indicator/unit cost
- Ball park – educated guess
- Engineer/architect cost estimate
- Preliminary estimate



Is this project part of an Adopted Program, Policy and or Plan? No If yes, identify:

Identified in Capital Improvement Plan

NEEDS ASSESSMENT SCORING CRITERIA		Category			Score
(Multiply Weight x Category Pts. for Total Score)	Weight	5 Points	3 Points	1 Point	
Contributes to health, safety & welfare	5	Removes hazard	Material contributes	Minimal	25
Needed to comply with local, state or federal law	5	Yes	-	No	25
Project conforms to adopted program, policy or plan	4	Adopted Council plan	Consistent with Admin. policy	No policy	3
Project remediates an existing or projected deficiency	3	Complete remedy	Significant remedy	Minimal remedy	3
Contributes to the long term needs of the community	2	20+ Years	10-19 Years	Less than 10	10
Service area of project	2	Regional	City-Wide	Neighborhood	6
Department Priority	2	High	Medium	Low	10
Project delivers high level of service	2	High	Medium	Low	10
Priority Points Earned					Total Project Score: 92
Low	Moderate	Desirable	Important	Urgent	
0-24	25-49	50-74	75-99	100-125	

DETAIL SHEET

20

Project Title: Water Meter Replacement – City Wide Radio Read **Priority:** Important

Category: Utility and Infrastructure Date of Assessment: 10/16/19

Assessment Prepared By: Robert Nieuwenhuis CIP#: UI-20-01

Participating Fund(s): Water Estimated Project Cost: \$600,000

Available Fund(s) for Project: Potential Bond Estimated Start Date: Fall 2019

Are any non-City (or potential) funds be used: Potential Bond

Prior Approval- Is project included in either the current/prior year adopted budget and if so, who has approved (Board/Council, etc): NO: YES:

Description: Replacement of all meters city wide. Upgrade the meter reading system to radio or cell reads. City Wide back flow prevention and asset management of distribution materials used in all buildings.

- Basis of Cost Estimate (Check):
- Cost of comparable facility/equipment
 - Rule of thumb indicator/unit cost
 - Ball park – educated guess
 - Engineer/architect cost estimate
 - Preliminary estimate



Is this project part of an Adopted Program, Policy and or Plan? No If yes, identify:

20 year water plan - CIP

NEEDS ASSESSMENT SCORING CRITERIA

(Multiply Weight x Category Pts. for Total Score)		Category			Score
Weight	5 Points	3 Points	1 Point		
Contributes to health, safety & welfare	5	Removes hazard	Material contributes	Minimal	15
Needed to comply with local, state or federal law	5	Yes	-	No	25
Project conforms to adopted program, policy or plan	4	Adopted Council plan	Consistent with Admin. policy	No policy	3
Project remediates an existing or projected deficiency	3	Complete remedy	Significant remedy	Minimal remedy	3
Contributes to the long term needs of the community	2	20+ Years	10-19 Years	Less than 10	10
Service area of project	2	Regional	City-Wide	Neighborhood	6
Department Priority	2	High	Medium	Low	10
Project delivers high level of service	2	High	Medium	Low	10

Priority Points Earned

Low	Moderate	Desirable	Important	Urgent	Total Project Score:
0-24	25-49	50-74	75-99	100-125	82

DETAIL SHEET

21

Project Title: Well 4 (Meter/Chemical) Upgrade **Priority:** Desirable

Category: Utility and Infrastructure Date of Assessment: 10/17/2018

Assessment Prepared By: Robert Nieuwenhuis CIP#: UI-20-02

Participating Fund(s): Water Estimated Project Cost: \$35,000

Available Fund(s) for Project: TBD Estimated Start Date: Fall 2020

Are any non-City (or potential) funds be used: Potential Bond

Prior Approval- Is project included in either the current/prior year adopted budget and if so, who has approved (Board/Council, etc): NO: YES:

Description: Well 4 will have pipes redone for a new meter to be installed. Chemical room will be combined with Well 7 with the elimination chlorine gas.

Basis of Cost Estimate (Check):

- Cost of comparable facility/equipment
- Rule of thumb indicator/unit cost
- Ball park – educated guess
- Engineer/architect cost estimate
- Preliminary estimate



Is this project part of an Adopted Program, Policy and or Plan? No If yes, identify:
 20 Year Water Plan - CIP

NEEDS ASSESSMENT SCORING CRITERIA		Category			Score
(Multiply Weight x Category Pts. for Total Score)	Weight	5 Points	3 Points	1 Point	
Contributes to health, safety & welfare	5	Removes hazard	Material contributes	Minimal	15
Needed to comply with local, state or federal law	5	Yes	-	No	5
Project conforms to adopted program, policy or plan	4	Adopted Council plan	Consistent with Admin. policy	No policy	12
Project remediates an existing or projected deficiency	3	Complete remedy	Significant remedy	Minimal remedy	9
Contributes to the long term needs of the community	2	20+ Years	10-19 Years	Less than 10	10
Service area of project	2	Regional	City-Wide	Neighborhood	6
Department Priority	2	High	Medium	Low	6
Project delivers high level of service	2	High	Medium	Low	10
Priority Points Earned					Total Project Score: 73
Low	Moderate	Desirable	Important	Urgent	
0-24	25-49	50-74	75-99	100-125	

DETAIL SHEET

22

Project Title: Digester Coating & Covers Ext. **Priority:** Important

Category: Utility and Infrastructure Date of Assessment: 10-17-19

Assessment Prepared By: Bryan Pond CIP#: UI-20-03

Participating Fund(s): Sewer Estimated Project Cost: \$125,000

Available Fund(s) for Project: Cash Estimated Start Date: Fall 2020

Are any non-City (or potential) funds be used: no

Prior Approval- Is project included in either the current/prior year adopted budget and if so, who has approved (Board/Council, etc): NO: YES:

Description: When the new covers were put on in 2005 the engineering plan did not include coating the interior of the tanks, leaks were treated at the time, new leaks have developed since then.

Basis of Cost Estimate (Check):

- Cost of comparable facility/equipment
- Rule of thumb indicator/unit cost
- Ball park – educated guess
- Engineer/architect cost estimate
- Preliminary estimate



Is this project part of an Adopted Program, Policy and or Plan? No If yes, identify:

CIP

NEEDS ASSESSMENT SCORING CRITERIA		Category			Score
(Multiply Weight x Category Pts. for Total Score)	Weight	5 Points	3 Points	1 Point	
Contributes to health, safety & welfare	5	Removes hazard	Material contributes	Minimal	15
Needed to comply with local, state or federal law	5	Yes	-	No	25
Project conforms to adopted program, policy or plan	4	Adopted Council plan	Consistent with Admin. policy	No policy	12
Project remediates an existing or projected deficiency	3	Complete remedy	Significant remedy	Minimal remedy	9
Contributes to the long term needs of the community	2	20+ Years	10-19 Years	Less than 10	6
Service area of project	2	Regional	City-Wide	Neighborhood	10
Department Priority	2	High	Medium	Low	10
Project delivers high level of service	2	High	Medium	Low	6

Priority Points Earned					Total Project Score:
Low	Moderate	Desirable	Important	Urgent	
0-24	25-49	50-74	75-99	100-125	

93

DETAIL SHEET

23

Project Title: Water Tower Painting-Interior **Priority:** Important

Category: Utility and Infrastructure (UI) Date of Assessment: 10-17-18

Assessment Prepared By: Robert Nieuwenhuis CIP#: UI-21-01

Participating Fund(s): Water Estimated Project Cost: \$240,000

Available Fund(s) for Project: TBD Estimated Start Date: 2021

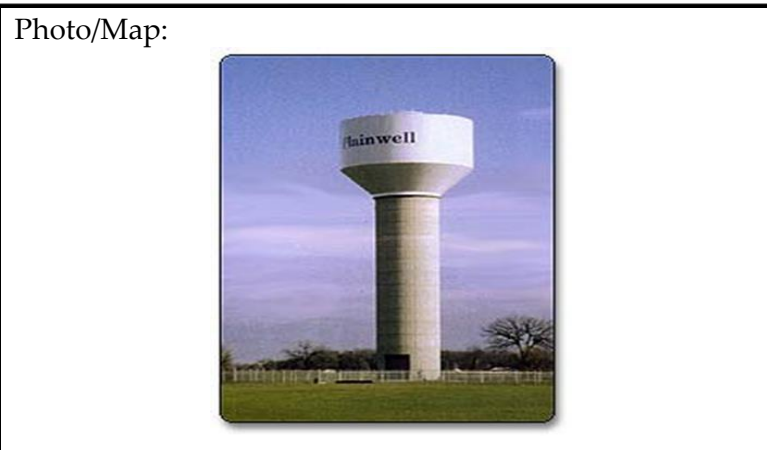
Are any non-City (or potential) funds be used: No – possible bond proceeds

Prior Approval- Is project included in either the current/prior year adopted budget and if so, who has approved (Board/Council, etc): NO: YES:

Description: Drain, clean and paint the interior of the water tower.

Basis of Cost Estimate (Check):

- Cost of comparable facility/equipment
- Rule of thumb indicator/unit cost
- Ball park – educated guess
- Engineer/architect cost estimate
- Preliminary estimate



Is this project part of an Adopted Program, Policy and or Plan? No If yes, identify:

20 Year Water Plan - CIP

NEEDS ASSESSMENT SCORING CRITERIA		Category			Score
(Multiply Weight x Category Pts. for Total Score)	Weight	5 Points	3 Points	1 Point	
Contributes to health, safety & welfare	5	Removes hazard	Material contributes	Minimal	25
Needed to comply with local, state or federal law	5	Yes	-	No	5
Project conforms to adopted program, policy or plan	4	Adopted Council plan	Consistent with Admin. policy	No policy	12
Project remediates an existing or projected deficiency	3	Complete remedy	Significant remedy	Minimal remedy	9
Contributes to the long term needs of the community	2	20+ Years	10-19 Years	Less than 10	10
Service area of project	2	Regional	City-Wide	Neighborhood	6
Department Priority	2	High	Medium	Low	6
Project delivers high level of service	2	High	Medium	Low	10


Priority Points Earned

Low	Moderate	Desirable	Important	Urgent	
0-24	25-49	50-74	75-99	100-125	

Total Project Score: 83

DETAIL SHEET

Project Title: Obsolete Water Tower Removal		Priority: Desirable
Category: Utility and Infrastructure (UI)		Date of Assessment: 1-10-19
Assessment Prepared By: Erik J. Wilson		CIP#: UI-21-02
Participating Fund(s): Water		Estimated Project Cost: \$85,000
Available Fund(s) for Project: \$0		Estimated Start Date: 2021
Are any non-City (or potential) funds be used: Potential bond project		
Prior Approval- Is project included in either the current/prior year adopted budget and if so, who has approved (Board/Council, etc): NO: <input checked="" type="checkbox"/> YES:		
Description: Demolition of former water tower. There is a lease in place for telecommunications that will need to be terminated or co-located prior to demolition.		

<p>Basis of Cost Estimate (Check):</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Cost of comparable facility/equipment <input type="checkbox"/> Rule of thumb indicator/unit cost <input type="checkbox"/> Ball park – educated guess <input type="checkbox"/> Engineer/architect cost estimate <input type="checkbox"/> Preliminary estimate <p>Is this project part of an Adopted Program, Policy and or Plan? No <input type="checkbox"/> If yes, identify:</p> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> CIP – estimated was acquired from another community’s construction cost (New Castle, Del.) </div>	<p>Photo/Map:</p> 
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NEEDS ASSESSMENT SCORING CRITERIA		Category			Score
(Multiply Weight x Category Pts. for Total Score)	Weight	5 Points	3 Points	1 Point	
Contributes to health, safety & welfare	5	Removes hazard	Material contributes	Minimal	15
Needed to comply with local, state or federal law	5	Yes	-	No	5
Project conforms to adopted program, policy or plan	4	Adopted Council plan	Consistent with Admin. policy	No policy	12
Project remediates an existing or projected deficiency	3	Complete remedy	Significant remedy	Minimal remedy	3
Contributes to the long term needs of the community	2	20+ Years	10-19 Years	Less than 10	10
Service area of project	2	Regional	City-Wide	Neighborhood	6
Department Priority	2	High	Medium	Low	6
Project delivers high level of service	2	High	Medium	Low	10
Priority Points Earned					Total Project Score:
Low	Moderate	Desirable	Important	Urgent	
0-24	25-49	50-74	75-99	100-125	
					67

DETAIL SHEET

Project Title: Water Tower Exterior Cleaning **Priority:** Desirable

Category: Utility and Infrastructure (UI) Date of Assessment: 10-17-18

Assessment Prepared By: Robert Nieuwenhuis CIP#: UI-22-01

Participating Fund(s): Water Estimated Project Cost: \$10,000

Available Fund(s) for Project: TBD Estimated Start Date: 2022

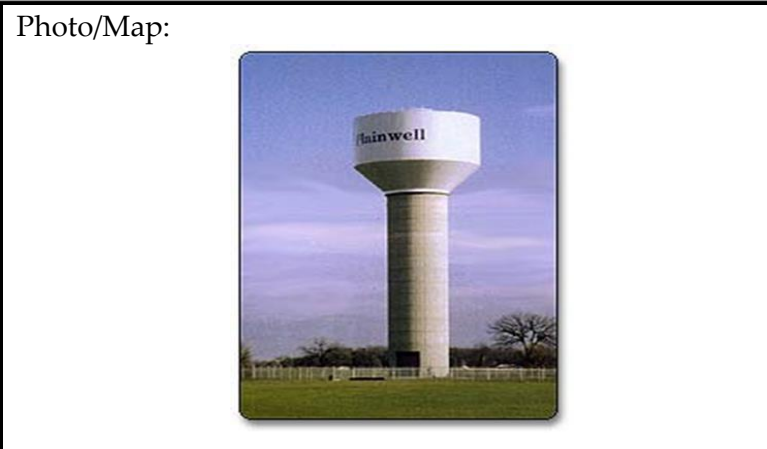
Are any non-City (or potential) funds be used: No

Prior Approval- Is project included in either the current/prior year adopted budget and if so, who has approved (Board/Council, etc): NO: YES:

Description: Power wash exterior of tower

Basis of Cost Estimate (Check):

- Cost of comparable facility/equipment
- Rule of thumb indicator/unit cost
- Ball park – educated guess
- Engineer/architect cost estimate
- Preliminary estimate



Is this project part of an Adopted Program, Policy and or Plan? No If yes, identify:

20 Year Water Plan - CIP

NEEDS ASSESSMENT SCORING CRITERIA		Category			Score
(Multiply Weight x Category Pts. for Total Score)	Weight	5 Points	3 Points	1 Point	
Contributes to health, safety & welfare	5	Removes hazard	Material contributes	Minimal	15
Needed to comply with local, state or federal law	5	Yes	-	No	5
Project conforms to adopted program, policy or plan	4	Adopted Council plan	Consistent with Admin. policy	No policy	12
Project remediates an existing or projected deficiency	3	Complete remedy	Significant remedy	Minimal remedy	9
Contributes to the long term needs of the community	2	20+ Years	10-19 Years	Less than 10	2
Service area of project	2	Regional	City-Wide	Neighborhood	6
Department Priority	2	High	Medium	Low	6
Project delivers high level of service	2	High	Medium	Low	5
Priority Points Earned					Total Project Score: 59
Low	Moderate	Desirable	Important	Urgent	
0-24	25-49	50-74	75-99	100-125	

DETAIL SHEET

Project Title: Leak Detection **Priority:** Desirable

Category: Utility and Infrastructure Date of Assessment: 10-16-18

Assessment Prepared By: Rick Updike CIP#: UI-23-01

Participating Fund(s): Water Estimated Project Cost: \$10,000

Available Fund(s) for Project: Cash Estimated Start Date: Fall 2024

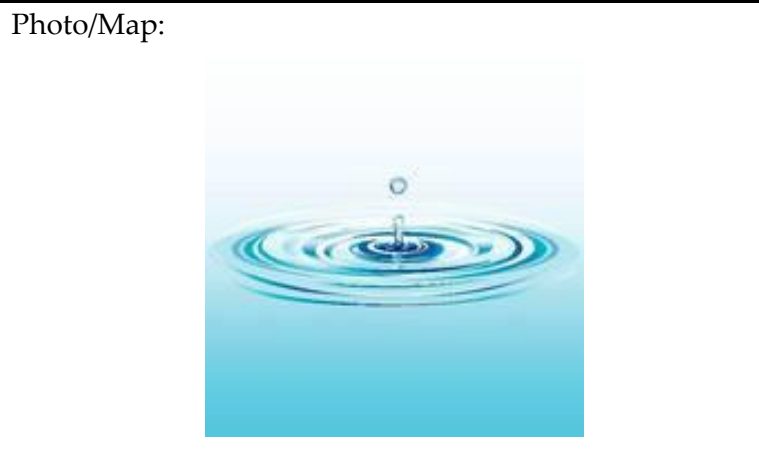
Are any non-City (or potential) funds be used: TBD

Prior Approval- Is project included in either the current/prior year adopted budget and if so, who has approved (Board/Council, etc): NO: YES:

Description: Conduct city wide leak detection activities at a variety of locations to determine infrastructure improvements.

Basis of Cost Estimate (Check):

- Cost of comparable facility/equipment
- Rule of thumb indicator/unit cost
- Ball park – educated guess
- Engineer/architect cost estimate
- Preliminary estimate



Is this project part of an Adopted Program, Policy and or Plan? No If yes, identify:

CIP

NEEDS ASSESSMENT SCORING CRITERIA		Category			Score
(Multiply Weight x Category Pts. for Total Score)	Weight	5 Points	3 Points	1 Point	
Contributes to health, safety & welfare	5	Removes hazard	Material contributes	Minimal	15
Needed to comply with local, state or federal law	5	Yes	-	No	5
Project conforms to adopted program, policy or plan	4	Adopted Council plan	Consistent with Admin. policy	No policy	12
Project remediates an existing or projected deficiency	3	Complete remedy	Significant remedy	Minimal remedy	9
Contributes to the long term needs of the community	2	20+ Years	10-19 Years	Less than 10	6
Service area of project	2	Regional	City-Wide	Neighborhood	6
Department Priority	2	High	Medium	Low	6
Project delivers high level of service	2	High	Medium	Low	6
Priority Points Earned					Total Project Score: 65
Low	Moderate	Desirable	Important	Urgent	
0-24	25-49	50-74	75-99	100-125	

DETAIL SHEET

27

Project Title: Dystor Inflatable Cover/Replacement **Priority:** Important

Category: Utility and Infrastructure Date of Assessment: 10-16-18

Assessment Prepared By: Bryan Pond CIP#: UI-24-01

Participating Fund(s): Sewer Estimated Project Cost: \$175,000

Available Fund(s) for Project: Cash Estimated Start Date: Fall 2021

Are any non-City (or potential) funds be used: TBD

Prior Approval- Is project included in either the current/prior year adopted budget and if so, who has approved (Board/Council, etc): NO: YES:

Description: Installed in 2005 the cover has an expected lifetime of 15 yrs.

- Basis of Cost Estimate (Check):**
- Cost of comparable facility/equipment
 - Rule of thumb indicator/unit cost
 - Ball park – educated guess
 - Engineer/architect cost estimate
 - Preliminary estimate

Photo/Map:



Is this project part of an Adopted Program, Policy and or Plan? No If yes, identify:

CIP

NEEDS ASSESSMENT SCORING CRITERIA

(Multiply Weight x Category Pts. for Total Score)		Category			Score	
		Weight	5 Points	3 Points		1 Point
Contributes to health, safety & welfare		5	Removes hazard	Material contributes	Minimal	15
Needed to comply with local, state or federal law		5	Yes	-	No	5
Project conforms to adopted program, policy or plan		4	Adopted Council plan	Consistent with Admin. policy	No policy	12
Project remediates an existing or projected deficiency		3	Complete remedy	Significant remedy	Minimal remedy	15
Contributes to the long term needs of the community		2	20+ Years	10-19 Years	Less than 10	6
Service area of project		2	Regional	City-Wide	Neighborhood	10
Department Priority		2	High	Medium	Low	10
Project delivers high level of service		2	High	Medium	Low	10

Priority Points Earned

Low
Moderate
Desirable
Important
Urgent

0-24
25-49
50-74
75-99
100-125

Total Project Score: 83

DETAIL SHEET

28

Project Title: Replace Cushman St Lift Station **Priority:** Important

Category: Utility and Infrastructure (UI) Date of Assessment: 10-16-18

Assessment Prepared By: Bryan Pond CIP#: UI-25-01

Participating Fund(s): Sewer Estimated Project Cost: \$1,000,000

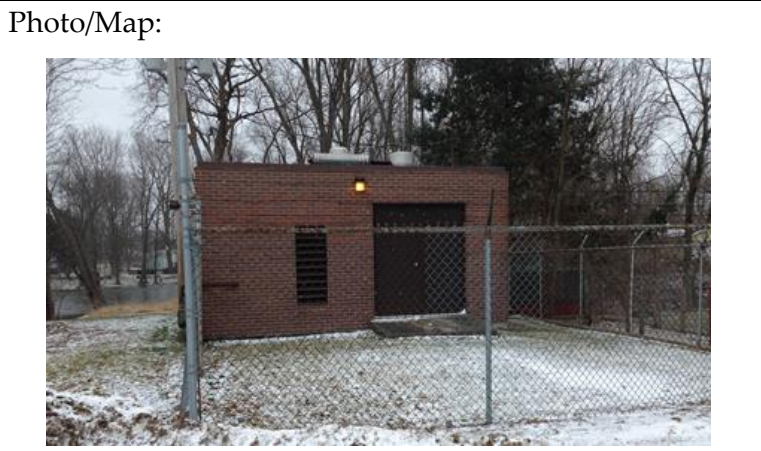
Available Fund(s) for Project: TBD Estimated Start Date: TBD

Are any non-City (or potential) funds be used: No

Prior Approval- Is project included in either the current/prior year adopted budget and if so, who has approved (Board/Council, etc): NO: YES:

Description: Initial station was constructed in 1950's. In 1980 they built the new station on top of the old wet well from 1950's. Considerable engineering work needs to be completed before work/budget can be established.

- Basis of Cost Estimate (Check):**
- Cost of comparable facility/equipment
 - Rule of thumb indicator/unit cost
 - Ball park – educated guess
 - Engineer/architect cost estimate
 - Preliminary estimate



Is this project part of an Adopted Program, Policy and or Plan? No If yes, identify:

CIP

NEEDS ASSESSMENT SCORING CRITERIA		Category			Score
(Multiply Weight x Category Pts. for Total Score)	Weight	5 Points	3 Points	1 Point	
Contributes to health, safety & welfare	5	Removes hazard	Material contributes	Minimal	15
Needed to comply with local, state or federal law	5	Yes	-	No	5
Project conforms to adopted program, policy or plan	4	Adopted Council plan	Consistent with Admin. policy	No policy	12
Project remediates an existing or projected deficiency	3	Complete remedy	Significant remedy	Minimal remedy	9
Contributes to the long term needs of the community	2	20+ Years	10-19 Years	Less than 10	10
Service area of project	2	Regional	City-Wide	Neighborhood	10
Department Priority	2	High	Medium	Low	6
Project delivers high level of service	2	High	Medium	Low	10
Priority Points Earned					
Low	Moderate	Desirable	Important	Urgent	
0-24	25-49	50-74	75-99	100-125	
Total Project Score:					77

ADDENDUM #2

DETAIL SHEET

TRANSPORTATION

DETAIL SHEET

30

Project Title: Sherwood Street Road & Storm **Priority:** Important

Category: Transportation Date of Assessment: 12-27-18

Assessment Prepared By: Erik J. Wilson, City Manager CIP#: T-19-01

Participating Fund(s): Major Street Estimated Project Cost: \$630,134

Available Fund(s) for Project: \$502,900 Estimated Start Date: Fall 2019

Are any non-City (or potential) funds to be used: \$375,000 – MDOT, Small Urban Funding Grant will be applied.

Prior Approval- Is project included in either the current/prior year adopted budget and if so, who has approved (Board/Council, etc): NO: YES: Council approval

Description: 2,200 feet of road improvements on Sherwood from Bridge (M89) north to Main Street. Improvements include replacement of existing asphalt, base, curb, storm, gutter repairs and ADA sidewalks ramps.

- Basis of Cost Estimate (Check):**
- Cost of comparable facility/equipment
 - Rule of thumb indicator/unit cost
 - Ball park – educated guess
 - Engineer/architect cost estimate
 - Preliminary estimate



Is this project part of an Adopted Program, Policy and or Plan? No If yes, identify:

Identified in our Capital Improvement Plan

NEEDS ASSESSMENT SCORING CRITERIA		Category			Score
(Multiply Weight x Category Pts. for Total Score)	Weight	5 Points	3 Points	1 Point	
Contributes to health, safety & welfare	5	Removes hazard	Material contributes	Minimal	25
Needed to comply with local, state or federal law	5	Yes	-	No	5
Project conforms to adopted program, policy or plan	4	Adopted Council plan	Consistent with Admin. policy	No policy	20
Project remediates an existing or projected deficiency	3	Complete remedy	Significant remedy	Minimal remedy	15
Contributes to the long term needs of the community	2	20+ Years	10-19 Years	Less than 10	6
Service area of project	2	Regional	City-Wide	Neighborhood	6
Department Priority	2	High	Medium	Low	10
Project delivers high level of service	2	High	Medium	Low	10
Priority Points Earned					
Low	Moderate	Desirable	Important	Urgent	
0-24	25-49	50-74	75-99	100-125	
Total Project Score:					97

DETAIL SHEET

Project Title: Cut and Removal – Various, City Wide **Priority:** Important

Category: Transportation Date of Assessment: 10-17-18

Assessment Prepared By: Robert Nieuwenhuis, DPW Superintendent CIP#: T-20-01

Participating Fund(s): Local/Major Street Estimated Project Cost: \$50,000

Available Fund(s) for Project: Major/Local Streets Estimated Start Date: Fall 2021

Are any non-City (or potential) funds be used: No

Prior Approval- Is project included in either the current/prior year adopted budget and if so, who has approved (Board/Council, etc): NO: YES:

Description: City staff will cut, remove and fill damaged sections of streets in various locations of the City.

- Basis of Cost Estimate (Check):**
- Cost of comparable facility/equipment
 - Rule of thumb indicator/unit cost
 - Ball park – educated guess
 - Engineer/architect cost estimate
 - Preliminary estimate



Is this project part of an Adopted Program, Policy and or Plan? No If yes, identify:

CIP

NEEDS ASSESSMENT SCORING CRITERIA		Category			Score
(Multiply Weight x Category Pts. for Total Score)	Weight	5 Points	3 Points	1 Point	
Contributes to health, safety & welfare	5	Removes hazard	Material contributes	Minimal	25
Needed to comply with local, state or federal law	5	Yes	-	No	5
Project conforms to adopted program, policy or plan	4	Adopted Council plan	Consistent with Admin. policy	No policy	12
Project remediates an existing or projected deficiency	3	Complete remedy	Significant remedy	Minimal remedy	9
Contributes to the long term needs of the community	2	20+ Years	10-19 Years	Less than 10	2
Service area of project	2	Regional	City-Wide	Neighborhood	2
Department Priority	2	High	Medium	Low	10
Project delivers high level of service	2	High	Medium	Low	10
Priority Points Earned					Total Project Score: 75
Low	Moderate	Desirable	Important	Urgent	
0-24	25-49	50-74	75-99	100-125	

DETAIL SHEET

32

Project Title: Glenview - Old Orchard Neighborhood **Priority:** Important

Category: Transportation Date of Assessment: 10-17-18

Assessment Prepared By: Robert Nieuwenhuis, DPW Superintendent CIP#: T-21-01

Participating Fund(s): Local Street Estimated Project Cost: \$380,000

Available Fund(s) for Project: Major/Local Streets Estimated Start Date: Fall 2021

Are any non-City (or potential) funds be used: No

Prior Approval- Is project included in either the current/prior year adopted budget and if so, who has approved (Board/Council, etc): NO: YES:

Description: Mill and fill approximately 218,000 sq. ft. of asphalt.

Basis of Cost Estimate (Check):

- Cost of comparable facility/equipment
- Rule of thumb indicator/unit cost
- Ball park – educated guess
- Engineer/architect cost estimate
- Preliminary estimate



Is this project part of an Adopted Program, Policy and or Plan? No If yes, identify:

CIP

NEEDS ASSESSMENT SCORING CRITERIA		Category			Score
(Multiply Weight x Category Pts. for Total Score)	Weight	5 Points	3 Points	1 Point	
Contributes to health, safety & welfare	5	Removes hazard	Material contributes	Minimal	25
Needed to comply with local, state or federal law	5	Yes	-	No	5
Project conforms to adopted program, policy or plan	4	Adopted Council plan	Consistent with Admin. policy	No policy	12
Project remediates an existing or projected deficiency	3	Complete remedy	Significant remedy	Minimal remedy	9
Contributes to the long term needs of the community	2	20+ Years	10-19 Years	Less than 10	10
Service area of project	2	Regional	City-Wide	Neighborhood	2
Department Priority	2	High	Medium	Low	10
Project delivers high level of service	2	High	Medium	Low	10
Priority Points Earned					Total Project Score: 83
Low	Moderate	Desirable	Important	Urgent	
0-24	25-49	50-74	75-99	100-125	

DETAIL SHEET

33

Project Title: Union, between Warrant/Church **Priority:** Important

Category: Transportation Date of Assessment: 5-21-19

Assessment Prepared By: Robert Nieuwenhuis, DPW Superintendent CIP#: T-22-01

Participating Fund(s): Local Street Estimated Project Cost: \$12,000

Available Fund(s) for Project: Major Street Estimated Start Date: Fall 2021

Are any non-City (or potential) funds be used: TBD

Prior Approval- Is project included in either the current/prior year adopted budget and if so, who has approved (Board/Council, etc): NO: YES:

Description: Mill and fill approximately 48,000 sq. ft.

Basis of Cost Estimate (Check):

- Cost of comparable facility/equipment
- Rule of thumb indicator/unit cost
- Ball park – educated guess
- Engineer/architect cost estimate
- Preliminary estimate

Photo/Map:



Is this project part of an Adopted Program, Policy and or Plan? No If yes, identify:

CIP

NEEDS ASSESSMENT SCORING CRITERIA

(Multiply Weight x Category Pts. for Total Score)		Category			Score	
		Weight	5 Points	3 Points		1 Point
Contributes to health, safety & welfare		5	Removes hazard	Material contributes	Minimal	25
Needed to comply with local, state or federal law		5	Yes	-	No	5
Project conforms to adopted program, policy or plan		4	Adopted Council plan	Consistent with Admin. policy	No policy	12
Project remediates an existing or projected deficiency		3	Complete remedy	Significant remedy	Minimal remedy	15
Contributes to the long term needs of the community		2	20+ Years	10-19 Years	Less than 10	10
Service area of project		2	Regional	City-Wide	Neighborhood	2
Department Priority		2	High	Medium	Low	10
Project delivers high level of service		2	High	Medium	Low	10

Priority Points Earned

Low	Moderate	Desirable	Important	Urgent	Total Project Score:	89
0-24	25-49	50-74	75-99	100-125		

DETAIL SHEET

34

Project Title: Jersey Street

Priority: Important

Category: Transportation

Date of Assessment: 10-17-18

Assessment Prepared By: Robert Nieuwenhuis, DPW Superintendent

CIP#: T-22-02

Participating Fund(s): Local Street

Estimated Project Cost: \$90,000

Available Fund(s) for Project: TBD

Estimated Start Date: Fall 2021

Are any non-City (or potential) funds be used: No

Prior Approval- Is project included in either the current/prior year adopted budget and if so, who has approved (Board/Council, etc): NO: YES:

Description: Mill and fill approximately 48,000 sq. ft.

Basis of Cost Estimate (Check):

- Cost of comparable facility/equipment
- Rule of thumb indicator/unit cost
- Ball park – educated guess
- Engineer/architect cost estimate
- Preliminary estimate

Photo/Map:



Is this project part of an Adopted Program, Policy and or Plan? No If yes, identify:

CIP

NEEDS ASSESSMENT SCORING CRITERIA

(Multiply Weight x Category Pts. for Total Score)		Category			Score
		5 Points	3 Points	1 Point	
Contributes to health, safety & welfare	5	Removes hazard	Material contributes	Minimal	25
Needed to comply with local, state or federal law	5	Yes	-	No	5
Project conforms to adopted program, policy or plan	4	Adopted Council plan	Consistent with Admin. policy	No policy	12
Project remediates an existing or projected deficiency	3	Complete remedy	Significant remedy	Minimal remedy	15
Contributes to the long term needs of the community	2	20+ Years	10-19 Years	Less than 10	10
Service area of project	2	Regional	City-Wide	Neighborhood	2
Department Priority	2	High	Medium	Low	10
Project delivers high level of service	2	High	Medium	Low	10

Priority Points Earned

Low
 Moderate
 Desirable
 Important
 Urgent
0-24
25-49
50-74
75-99
100-125

Total Project Score: 89

DETAIL SHEET

35

Project Title: Michigan - Prospect- Short Street **Priority:** Important

Category: Transportation Date of Assessment: 10-17-18

Assessment Prepared By: Robert Nieuwenhuis, DPW Superintendent CIP#: T-23-01

Participating Fund(s): Local Streets Estimated Project Cost: \$63,000

Available Fund(s) for Project: TBD Estimated Start Date: Fall 2023

Are any non-City (or potential) funds be used: No

Prior Approval- Is project included in either the current/prior year adopted budget and if so, who has approved (Board/Council, etc): NO: YES:

Description: Mill and fill approximately 36,000 sq. ft.

Basis of Cost Estimate (Check):

- Cost of comparable facility/equipment
- Rule of thumb indicator/unit cost
- Ball park – educated guess
- Engineer/architect cost estimate
- Preliminary estimate

Photo/Map:



Is this project part of an Adopted Program, Policy and or Plan? No If yes, identify:

CIP

NEEDS ASSESSMENT SCORING CRITERIA

(Multiply Weight x Category Pts. for Total Score)		Category			Score
Weight	5 Points	3 Points	1 Point		
Contributes to health, safety & welfare	5	Removes hazard	Material contributes	Minimal	25
Needed to comply with local, state or federal law	5	Yes	-	No	5
Project conforms to adopted program, policy or plan	4	Adopted Council plan	Consistent with Admin. policy	No policy	12
Project remediates an existing or projected deficiency	3	Complete remedy	Significant remedy	Minimal remedy	15
Contributes to the long term needs of the community	2	20+ Years	10-19 Years	Less than 10	10
Service area of project	2	Regional	City-Wide	Neighborhood	2
Department Priority	2	High	Medium	Low	10
Project delivers high level of service	2	High	Medium	Low	10

Priority Points Earned

Low	Moderate	Desirable	Important	Urgent	
0-24	25-49	50-74	75-99	100-125	Total Project Score:

89

DETAIL SHEET

36

Project Title: New Orchard		Priority: Desirable
Category: Transportation		Date of Assessment: 2-19-19
Assessment Prepared By: Robert Nieuwenhuis, DPW Superintendent		CIP#: T-23-02
Participating Fund(s): Local Streets		Estimated Project Cost: \$88,000
Available Fund(s) for Project: TBD		Estimated Start Date: TBD
Are any non-City (or potential) funds be used: TBD		
Prior Approval- Is project included in either the current/prior year adopted budget and if so, who has approved (Board/Council, etc): NO: <input checked="" type="checkbox"/> YES:		
Description: Overlay and seal approximately 142,000 sq. ft. of pavement		

<p>Basis of Cost Estimate (Check):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Cost of comparable facility/equipment <input checked="" type="checkbox"/> Rule of thumb indicator/unit cost <input type="checkbox"/> Ball park – educated guess <input type="checkbox"/> Engineer/architect cost estimate <input type="checkbox"/> Preliminary estimate <p>Is this project part of an Adopted Program, Policy and or Plan? No <input type="checkbox"/> If yes, identify:</p> <div style="border: 1px solid black; padding: 5px; min-height: 20px;">CIP</div>	<p>Photo/Map:</p> 
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NEEDS ASSESSMENT SCORING CRITERIA		Category			Score	
(Multiply Weight x Category Pts. for Total Score)	Weight	5 Points	3 Points	1 Point		
Contributes to health, safety & welfare	5	Removes hazard	Material contributes	Minimal	15	
Needed to comply with local, state or federal law	5	Yes	-	No	5	
Project conforms to adopted program, policy or plan	4	Adopted Council plan	Consistent with Admin. policy	No policy	12	
Project remediates an existing or projected deficiency	3	Complete remedy	Significant remedy	Minimal remedy	9	
Contributes to the long term needs of the community	2	20+ Years	10-19 Years	Less than 10	2	
Service area of project	2	Regional	City-Wide	Neighborhood	2	
Department Priority	2	High	Medium	Low	6	
Project delivers high level of service	2	High	Medium	Low	10	
Priority Points Earned					Total Project Score:	
Low	Moderate	Desirable	Important	Urgent		61
0-24	25-49	50-74	75-99	100-125		

DETAIL SHEET

37

Project Title: Roberts, Orchard and Forbes **Priority:** Important

Category: Transportation Date of Assessment: 5-22-19

Assessment Prepared By: Robert Nieuwenhuis, DPW Superintendent CIP#: T-24-01

Participating Fund(s): Local Streets Estimated Project Cost: \$99,000

Available Fund(s) for Project: TBD Estimated Start Date: TBD

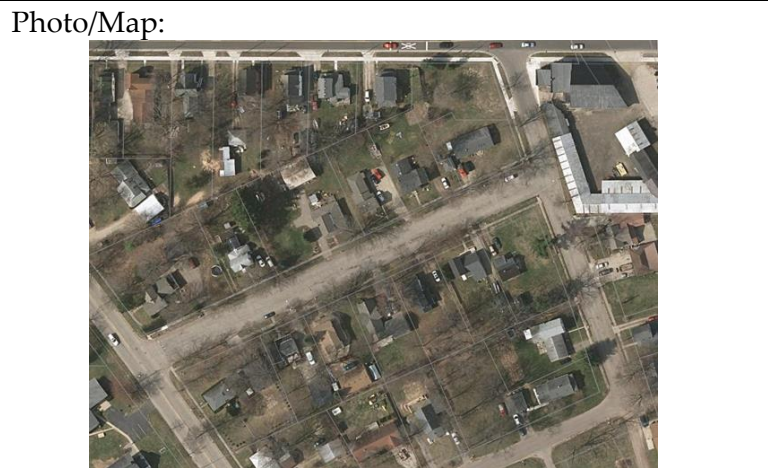
Are any non-City (or potential) funds be used: TBD

Prior Approval- Is project included in either the current/prior year adopted budget and if so, who has approved (Board/Council, etc): NO: YES:

Description: Mill and fill approximately 57,000 sq. ft.

Basis of Cost Estimate (Check):

- Cost of comparable facility/equipment
- Rule of thumb indicator/unit cost
- Ball park – educated guess
- Engineer/architect cost estimate
- Preliminary estimate



Is this project part of an Adopted Program, Policy and or Plan? No If yes, identify:

CIP

NEEDS ASSESSMENT SCORING CRITERIA		Category			Score
(Multiply Weight x Category Pts. for Total Score)	Weight	5 Points	3 Points	1 Point	
Contributes to health, safety & welfare	5	Removes hazard	Material contributes	Minimal	25
Needed to comply with local, state or federal law	5	Yes	-	No	5
Project conforms to adopted program, policy or plan	4	Adopted Council plan	Consistent with Admin. policy	No policy	12
Project remediates an existing or projected deficiency	3	Complete remedy	Significant remedy	Minimal remedy	15
Contributes to the long term needs of the community	2	20+ Years	10-19 Years	Less than 10	10
Service area of project	2	Regional	City-Wide	Neighborhood	2
Department Priority	2	High	Medium	Low	10
Project delivers high level of service	2	High	Medium	Low	10
Priority Points Earned					Total Project Score: 89
Low	Moderate	Desirable	Important	Urgent	
0-24	25-49	50-74	75-99	100-125	

DETAIL SHEET

38

Project Title: Island Ave. **Priority:** Desirable

Category: Transportation Date of Assessment: 5-21-19

Assessment Prepared By: Robert Nieuwenhuis, DPW Superintendent CIP#: T-24-02

Participating Fund(s): Local Streets Estimated Project Cost: \$19,250

Available Fund(s) for Project: TBD Estimated Start Date: TBD

Are any non-City (or potential) funds be used: TBD

Prior Approval- Is project included in either the current/prior year adopted budget and if so, who has approved (Board/Council, etc): NO: YES:

Description: Mill and fill approximately 11,000 sq. ft.

Basis of Cost Estimate (Check):

- Cost of comparable facility/equipment
- Rule of thumb indicator/unit cost
- Ball park – educated guess
- Engineer/architect cost estimate
- Preliminary estimate

Photo/Map:




Is this project part of an Adopted Program, Policy and or Plan? No If yes, identify:

CIP

NEEDS ASSESSMENT SCORING CRITERIA		Category			Score
(Multiply Weight x Category Pts. for Total Score)	Weight	5 Points	3 Points	1 Point	
Contributes to health, safety & welfare	5	Removes hazard	Material contributes	Minimal	15
Needed to comply with local, state or federal law	5	Yes	-	No	5
Project conforms to adopted program, policy or plan	4	Adopted Council plan	Consistent with Admin. policy	No policy	12
Project remediates an existing or projected deficiency	3	Complete remedy	Significant remedy	Minimal remedy	15
Contributes to the long term needs of the community	2	20+ Years	10-19 Years	Less than 10	6
Service area of project	2	Regional	City-Wide	Neighborhood	6
Department Priority	2	High	Medium	Low	6
Project delivers high level of service	2	High	Medium	Low	6
Priority Points Earned					Total Project Score: 71
Low	Moderate	Desirable	Important	Urgent	
0-24	25-49	50-74	75-99	100-125	

DETAIL SHEET

Project Title: Walnut Wood		Priority: Important
Category: Transportation		Date of Assessment: 10-17-18
Assessment Prepared By: Robert Nieuwenhuis, DPW Superintendent		CIP#: T-25-01
Participating Fund(s): TIFA		Estimated Project Cost: \$178,000
Available Fund(s) for Project: TBD		Estimated Start Date:
Are any non-City (or potential) funds be used:		
Prior Approval- Is project included in either the current/prior year adopted budget and if so, who has approved (Board/Council, etc): NO: <input type="checkbox"/> YES: TIFA Plan		
Description: Mill and fill approximately 102,000 sq. ft.		

<p>Basis of Cost Estimate (Check):</p> <p><input type="checkbox"/> Cost of comparable facility/equipment</p> <p><input checked="" type="checkbox"/> Rule of thumb indicator/unit cost</p> <p><input type="checkbox"/> Ball park – educated guess</p> <p><input type="checkbox"/> Engineer/architect cost estimate</p> <p><input type="checkbox"/> Preliminary estimate</p>	<p>Photo/Map:</p> 
<p>Is this project part of an Adopted Program, Policy and or Plan? No <input type="checkbox"/> If yes, identify:</p> <div style="border: 1px solid black; padding: 5px; min-height: 30px;"> <p>CIP</p> </div>	

NEEDS ASSESSMENT SCORING CRITERIA		Category			Score
(Multiply Weight x Category Pts. for Total Score)	Weight	5 Points	3 Points	1 Point	
Contributes to health, safety & welfare	5	Removes hazard	Material contributes	Minimal	15
Needed to comply with local, state or federal law	5	Yes	-	No	5
Project conforms to adopted program, policy or plan	4	Adopted Council plan	Consistent with Admin. policy	No policy	12
Project remediates an existing or projected deficiency	3	Complete remedy	Significant remedy	Minimal remedy	15
Contributes to the long term needs of the community	2	20+ Years	10-19 Years	Less than 10	6
Service area of project	2	Regional	City-Wide	Neighborhood	6
Department Priority	2	High	Medium	Low	10
Project delivers high level of service	2	High	Medium	Low	10
Priority Points Earned					Total Project Score:
Low	Moderate	Desirable	Important	Urgent	
0-24	25-49	50-74	75-99	100-125	
					79

ADDENDUM #3

DETAIL SHEET

**PUBLIC SAFETY, HEALTH &
WELFARE**

DETAIL SHEET

41

Project Title: DPS Water Rescue Boat **Priority:** Important

Category: Public Safety - Fire Date of Assessment:

Assessment Prepared By: Bill Bomar CIP#: PS-20-01

Participating Fund(s): Fire Reserve Estimated Project Cost: \$30,000

Available Fund(s) for Project: TBD Estimated Start Date: TBD

Are any non-City (or potential) funds be used: possible USDA with city matching funds

Prior Approval- Is project included in either the current/prior year adopted budget and if so, who has approved (Board/Council, etc): NO: YES:

Description: Description: 16' Rescue One Connector Boat, Aluminum Trailer, Mercury 60/40 Horse Power Jet Drive, 4 Rescue Dry Suits, 4 Life jackets.

Basis of Cost Estimate (Check):

- Cost of comparable facility/equipment
- Rule of thumb indicator/unit cost
- Ball park – educated guess
- Engineer/architect cost estimate
- Preliminary estimate



Is this project part of an Adopted Program, Policy and or Plan? No If yes, identify:

CIP

NEEDS ASSESSMENT SCORING CRITERIA

(Multiply Weight x Category Pts. for Total Score)		Category			Score
Weight		5 Points	3 Points	1 Point	
5	Contributes to health, safety & welfare	Removes hazard	Material contributes	Minimal	25
5	Needed to comply with local, state or federal law	Yes	-	No	5
4	Project conforms to adopted program, policy or plan	Adopted Council plan	Consistent with Admin. policy	No policy	12
3	Project remediates an existing or projected deficiency	Complete remedy	Significant remedy	Minimal remedy	9
2	Contributes to the long term needs of the community	20+ Years	10-19 Years	Less than 10	10
2	Service area of project	Regional	City-Wide	Neighborhood	10
2	Department Priority	High	Medium	Low	10
2	Project delivers high level of service	High	Medium	Low	10

Priority Points Earned

Low	Moderate	Desirable	Important	Urgent	
0-24	25-49	50-74	75-99	100-125	Total Project Score:

91

DETAIL SHEET

42

Project Title: DPS BWC **Priority: Important**

Category: Public Safety - Police Date of Assessment:

Assessment Prepared By: Bill Bomar CIP#: PS-21-01

Participating Fund(s): Capital Estimated Project Cost: \$16,000

Available Fund(s) for Project: TBD Estimated Start Date: 01/01/2020

Are any non-City (or potential) funds be used: TBD

Prior Approval- Is project included in either the current/prior year adopted budget and if so, who has approved (Board/Council, etc): NO: YES:

Description: Description: In car and body worn cameras for each officer.

- Basis of Cost Estimate (Check):**
- Cost of comparable facility/equipment
 - Rule of thumb indicator/unit cost
 - Ball park – educated guess
 - Engineer/architect cost estimate
 - Preliminary estimate



Is this project part of an Adopted Program, Policy and or Plan? No If yes, identify:

CIP

NEEDS ASSESSMENT SCORING CRITERIA		Category			Score
(Multiply Weight x Category Pts. for Total Score)	Weight	5 Points	3 Points	1 Point	
Contributes to health, safety & welfare	5	Removes hazard	Material contributes	Minimal	25
Needed to comply with local, state or federal law	5	Yes	-	No	5
Project conforms to adopted program, policy or plan	4	Adopted Council plan	Consistent with Admin. policy	No policy	12
Project remediates an existing or projected deficiency	3	Complete remedy	Significant remedy	Minimal remedy	15
Contributes to the long term needs of the community	2	20+ Years	10-19 Years	Less than 10	6
Service area of project	2	Regional	City-Wide	Neighborhood	6
Department Priority	2	High	Medium	Low	6
Project delivers high level of service	2	High	Medium	Low	10
Priority Points Earned					Total Project Score:
Low	Moderate	Desirable	Important	Urgent	
0-24	25-49	50-74	75-99	100-125	
83					

DETAIL SHEET

43

Project Title: DPS SCBA Compressor Fill Station **Priority:** Important

Category: Public Safety - Fire Date of Assessment:

Assessment Prepared By: Bill Bomar CIP#: PS-22-01


Participating Fund(s): Fire Reserve Estimated Project Cost: \$40,000

Available Fund(s) for Project: TBD Estimated Start Date: TBD

Are any non-City (or potential) funds be used: FEMA AFG, application submitted

Prior Approval- Is project included in either the current/prior year adopted budget and if so, who has approved (Board/Council, etc): NO: YES:

Description: Currently the fire department is dependent on another fire department to provide breathing air for our SCBA and cascade bottles.

<p>Basis of Cost Estimate (Check):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Cost of comparable facility/equipment <input type="checkbox"/> Rule of thumb indicator/unit cost <input type="checkbox"/> Ball park – educated guess <input type="checkbox"/> Engineer/architect cost estimate <input checked="" type="checkbox"/> Preliminary estimate 	<p>Photo/Map:</p> <div style="text-align: center;">  </div>
<p>Is this project part of an Adopted Program, Policy and or Plan? No <input checked="" type="checkbox"/> If yes, identify:</p> <div style="border: 1px solid black; padding: 5px; min-height: 40px;"> <p>CIP</p> </div>	

NEEDS ASSESSMENT SCORING CRITERIA		Category			Score
(Multiply Weight x Category Pts. for Total Score)	Weight	5 Points	3 Points	1 Point	
Contributes to health, safety & welfare	5	Removes hazard	Material contributes	Minimal	15
Needed to comply with local, state or federal law	5	Yes	-	No	5
Project conforms to adopted program, policy or plan	4	Adopted Council plan	Consistent with Admin. policy	No policy	4
Project remediates an existing or projected deficiency	3	Complete remedy	Significant remedy	Minimal remedy	15
Contributes to the long term needs of the community	2	20+ Years	10-19 Years	Less than 10	10
Service area of project	2	Regional	City-Wide	Neighborhood	10
Department Priority	2	High	Medium	Low	10
Project delivers high level of service	2	High	Medium	Low	10

Priority Points Earned					Total Project Score:
Low	Moderate	Desirable	Important	Urgent	
0-24	25-49	50-74	75-99	100-125	

79

DETAIL SHEET

Project Title: SCBA Pack Replacement **Priority:** Desirable

Category: Public Safety - Fire Date of Assessment:

Assessment Prepared By: Bill Bomar CIP#: PS-23-01

Participating Fund(s): Capital Estimated Project Cost: \$100,000

Available Fund(s) for Project: TBD Estimated Start Date: 09/01/2020

Are any non-City (or potential) funds be used: Potentially Future FEMA AFG application

Prior Approval- Is project included in either the current/prior year adopted budget and if so, who has approved (Board/Council, etc): NO: YES:

Description: Replace firefighting breathing apparatus for existing personnel (20).

- Basis of Cost Estimate (Check):**
- Cost of comparable facility/equipment
 - Rule of thumb indicator/unit cost
 - Ball park – educated guess
 - Engineer/architect cost estimate
 - Preliminary estimate



Is this project part of an Adopted Program, Policy and or Plan? No If yes, identify:

CIP

NEEDS ASSESSMENT SCORING CRITERIA		Category			Score
(Multiply Weight x Category Pts. for Total Score)	Weight	5 Points	3 Points	1 Point	
Contributes to health, safety & welfare	5	Removes hazard	Material contributes	Minimal	25
Needed to comply with local, state or federal law	5	Yes	-	No	5
Project conforms to adopted program, policy or plan	4	Adopted Council plan	Consistent with Admin. policy	No policy	12
Project remediates an existing or projected deficiency	3	Complete remedy	Significant remedy	Minimal remedy	15
Contributes to the long term needs of the community	2	20+ Years	10-19 Years	Less than 10	6
Service area of project	2	Regional	City-Wide	Neighborhood	6
Department Priority	2	High	Medium	Low	10
Project delivers high level of service	2	High	Medium	Low	10
Priority Points Earned					
Low	Moderate	Desirable	Important	Urgent	
0-24	25-49	50-74	75-99	100-125	
Total Project Score:					89

ADDENDUM #4

DETAIL SHEET

PARKS & OPEN SPACES

DETAIL SHEET

46

Project Title: Sherwood Park Bathroom **Priority:** Desirable

Category: Parks and Open Spaces Date of Assessment: 2-15-19

Assessment Prepared By: Denise Siegel, Community Development Manager CIP#: P-19-01

Participating Fund(s): General Estimated Project Cost: \$60,000

Available Fund(s) for Project: \$15,000 Estimated Start Date: 09/01 2019

Are any non-City (or potential) funds be used: DNR Grant \$45,000

Prior Approval- Is project included in either the current/prior year adopted budget and if so, who has approved (Board/Council, etc): NO: YES: Council approval

Description: Precast Restroom to be placed in Sherwood Park

Basis of Cost Estimate (Check):

- Cost of comparable facility/equipment
- Rule of thumb indicator/unit cost
- Ball park – educated guess
- Engineer/architect cost estimate
- Preliminary estimate

Photo/Map:



Is this project part of an Adopted Program, Policy and or Plan? No If yes, identify:

Community Recreation Plan

NEEDS ASSESSMENT SCORING CRITERIA		Category			Score
(Multiply Weight x Category Pts. for Total Score)	Weight	5 Points	3 Points	1 Point	
Contributes to health, safety & welfare	5	Removes hazard	Material contributes	Minimal	5
Needed to comply with local, state or federal law	5	Yes	-	No	5
Project conforms to adopted program, policy or plan	4	Adopted Council plan	Consistent with Admin. policy	No policy	20
Project remediates an existing or projected deficiency	3	Complete remedy	Significant remedy	Minimal remedy	3
Contributes to the long term needs of the community	2	20+ Years	10-19 Years	Less than 10	10
Service area of project	2	Regional	City-Wide	Neighborhood	5
Department Priority	2	High	Medium	Low	6
Project delivers high level of service	2	High	Medium	Low	6
Priority Points Earned					Total Project Score: 60
Low	Moderate	Desirable	Important	Urgent	
0-24	25-49	50-74	75-99	100-125	

DETAIL SHEET

47

Project Title: Pave Lot – Cook Park

Priority: Moderate

Category: Parks and Open Space Summary

Date of Assessment: 4/30/19

Assessment Prepared By: Denise Siegel, Community Development Manager

CIP#: P-22-01

Participating Fund(s): General

Estimated Project Cost: \$50,100

Available Fund(s) for Project: TBD

Estimated Start Date: May 2022

Are any non-City (or potential) funds be used: TBD

Prior Approval- Is project included in either the current/prior year adopted budget and if so, who has approved (Board/Council, etc): NO: YES:

Description: Pave parking lot at Cook Park

Basis of Cost Estimate (Check):

- Cost of comparable facility/equipment
- Rule of thumb indicator/unit cost
- Ball park – educated guess
- Engineer/architect cost estimate
- Preliminary estimate

Photo/Map:



Is this project part of an Adopted Program, Policy and or Plan? No If yes, identify:

Community Recreation Plan

NEEDS ASSESSMENT SCORING CRITERIA

Category

(Multiply Weight x Category Pts. for Total Score)	Weight	5 Points	3 Points	1 Point	Score
Contributes to health, safety & welfare	5	Removes hazard	Material contributes	Minimal	5
Needed to comply with local, state or federal law	5	Yes	-	No	5
Project conforms to adopted program, policy or plan	4	Adopted Council plan	Consistent with Admin. policy	No policy	20
Project remediates an existing or projected deficiency	3	Complete remedy	Significant remedy	Minimal remedy	3
Contributes to the long term needs of the community	2	20+ Years	10-19 Years	Less than 10	6
Service area of project	2	Regional	City-Wide	Neighborhood	2
Department Priority	2	High	Medium	Low	2
Project delivers high level of service	2	High	Medium	Low	2

Priority Points Earned

Low Moderate Desirable Important Urgent
0-24 25-49 50-74 75-99 100-125

Total Project Score:

45

DETAIL SHEET

48

Project Title: Informational Signage - Riverwalk **Priority:** Moderate

Category: Parks and Open Space Date of Assessment: 4/30/19

Assessment Prepared By: Denise Siegel, Community Development Manager CIP#: P-23-01

Participating Fund(s): General Estimated Project Cost: \$20,000

Available Fund(s) for Project: TBD Estimated Start Date: TBD

Are any non-City (or potential) funds be used: Possible –some local grants.

Prior Approval- Is project included in either the current/prior year adopted budget and if so, who has approved (Board/Council, etc): NO: YES:

Description: Informational Signage along the Riverwalk

- Basis of Cost Estimate (Check):**
- Cost of comparable facility/equipment
 - Rule of thumb indicator/unit cost
 - Ball park – educated guess
 - Engineer/architect cost estimate
 - Preliminary estimate



Is this project part of an Adopted Program, Policy and or Plan? No If yes, identify:
 Community Recreation Plan

NEEDS ASSESSMENT SCORING CRITERIA		Category			Score
(Multiply Weight x Category Pts. for Total Score)	Weight	5 Points	3 Points	1 Point	
Contributes to health, safety & welfare	5	Removes hazard	Material contributes	Minimal	5
Needed to comply with local, state or federal law	5	Yes	-	No	5
Project conforms to adopted program, policy or plan	4	Adopted Council plan	Consistent with Admin. policy	No policy	20
Project remediates an existing or projected deficiency	3	Complete remedy	Significant remedy	Minimal remedy	3
Contributes to the long term needs of the community	2	20+ Years	10-19 Years	Less than 10	2
Service area of project	2	Regional	City-Wide	Neighborhood	6
Department Priority	2	High	Medium	Low	2
Project delivers high level of service	2	High	Medium	Low	2
Priority Points Earned					Total Project Score: 45
Low	Moderate	Desirable	Important	Urgent	
0-24	25-49	50-74	75-99	100-125	

DETAIL SHEET

49

Project Title:		Priority: Desirable	
Category: Playground Improvements		Date of Assessment: 4/30/19	
Assessment Prepared By: Denise Siegel, Community Development Manager		CIP#: P-23-02	
Participating Fund(s): General		Estimated Project Cost: \$20,000	
Available Fund(s) for Project: TBD		Estimated Start Date: August 2023	
Are any non-City (or potential) funds be used: TBD			
Prior Approval- Is project included in either the current/prior year adopted budget and if so, who has approved (Board/Council, etc): NO: <input checked="" type="checkbox"/> YES:			
Description: Resurface playground areas and upgrades to the playground equipment			

Basis of Cost Estimate (Check):

- Cost of comparable facility/equipment
- Rule of thumb indicator/unit cost
- Ball park – educated guess
- Engineer/architect cost estimate
- Preliminary estimate

Is this project part of an Adopted Program, Policy and or Plan? No If yes, identify:

Community Recreation Plan



NEEDS ASSESSMENT SCORING CRITERIA		Category			Score
(Multiply Weight x Category Pts. for Total Score)	Weight	5 Points	3 Points	1 Point	
Contributes to health, safety & welfare	5	Removes hazard	Material contributes	Minimal	25
Needed to comply with local, state or federal law	5	Yes	-	No	5
Project conforms to adopted program, policy or plan	4	Adopted Council plan	Consistent with Admin. policy	No policy	20
Project remediates an existing or projected deficiency	3	Complete remedy	Significant remedy	Minimal remedy	6
Contributes to the long term needs of the community	2	20+ Years	10-19 Years	Less than 10	6
Service area of project	2	Regional	City-Wide	Neighborhood	2
Department Priority	2	High	Medium	Low	2
Project delivers high level of service	2	High	Medium	Low	6
Priority Points Earned					Total Project Score: 72
Low	Moderate	Desirable	Important	Urgent	
0-24	25-49	50-74	75-99	100-125	

DETAIL SHEET

50

Project Title: _____ **Priority:** Desirable

Category: Parks and Open Space Date of Assessment: 4/30/19

Assessment Prepared By: Denise Siegel, Community Development Manager CIP#: P-24-01

Participating Fund(s): Capital Estimated Project Cost: \$10,000

Available Fund(s) for Project: Estimated Start Date: May 2024

Are any non-City (or potential) funds be used: Possible local grants

Prior Approval- Is project included in either the current/prior year adopted budget and if so, who has approved (Board/Council, etc): NO: YES:

Description: Replace narrow walk way in Hicks Park along with the bench – pad.

- Basis of Cost Estimate (Check):**
- Cost of comparable facility/equipment
 - Rule of thumb indicator/unit cost
 - Ball park – educated guess
 - Engineer/architect cost estimate
 - Preliminary estimate



Is this project part of an Adopted Program, Policy and or Plan? No If yes, identify:
 Community Recreation Plan

NEEDS ASSESSMENT SCORING CRITERIA		Category			Score
(Multiply Weight x Category Pts. for Total Score)	Weight	5 Points	3 Points	1 Point	
Contributes to health, safety & welfare	5	Removes hazard	Material contributes	Minimal	25
Needed to comply with local, state or federal law	5	Yes	-	No	5
Project conforms to adopted program, policy or plan	4	Adopted Council plan	Consistent with Admin. policy	No policy	20
Project remediates an existing or projected deficiency	3	Complete remedy	Significant remedy	Minimal remedy	3
Contributes to the long term needs of the community	2	20+ Years	10-19 Years	Less than 10	10
Service area of project	2	Regional	City-Wide	Neighborhood	2
Department Priority	2	High	Medium	Low	2
Project delivers high level of service	2	High	Medium	Low	6

Priority Points Earned					Total Project Score: 73
Low	Moderate	Desirable	Important	Urgent	
0-24	25-49	50-74	75-99	100-125	

DETAIL SHEET

51

Project Title: _____ **Priority:** Important

Category: Parks and Open Space Date of Assessment: 04/30/19

Assessment Prepared By: Denise Siegel, Community Development Manager CIP#: P-24-02

Participating Fund(s): General / Capital Estimated Project Cost: \$175,000

Available Fund(s) for Project: TBD Estimated Start Date: July 2024

Are any non-City (or potential) funds be used: _____

Prior Approval- Is project included in either the current/prior year adopted budget and if so, who has approved (Board/Council, etc): NO: YES: _____

Description: Erosion control along the Riverwalk in Pell, Hicks and Sherwood Parks

Basis of Cost Estimate (Check):

- Cost of comparable facility/equipment
- Rule of thumb indicator/unit cost
- Ball park – educated guess
- Engineer/architect cost estimate
- Preliminary estimate



Is this project part of an Adopted Program, Policy and or Plan? No If yes, identify:

Community Recreation Plan

NEEDS ASSESSMENT SCORING CRITERIA		Category			Score
(Multiply Weight x Category Pts. for Total Score)	Weight	5 Points	3 Points	1 Point	
Contributes to health, safety & welfare	5	Removes hazard	Material contributes	Minimal	25
Needed to comply with local, state or federal law	5	Yes	-	No	5
Project conforms to adopted program, policy or plan	4	Adopted Council plan	Consistent with Admin. policy	No policy	20
Project remediates an existing or projected deficiency	3	Complete remedy	Significant remedy	Minimal remedy	9
Contributes to the long term needs of the community	2	20+ Years	10-19 Years	Less than 10	6
Service area of project	2	Regional	City-Wide	Neighborhood	6
Department Priority	2	High	Medium	Low	6
Project delivers high level of service	2	High	Medium	Low	2
Priority Points Earned					Total Project Score: 79
Low	Moderate	Desirable	Important	Urgent	
0-24	25-49	50-74	75-99	100-125	

DETAIL SHEET

52

Project Title: **Priority:** Moderate

Category: Parks and Open Space Date of Assessment: 4/30/19

Assessment Prepared By: Denise Siegel, Community Development Manager CIP#: P-24-03

Participating Fund(s): Estimated Project Cost: \$20,000

Available Fund(s) for Project: Estimated Start Date:

Are any non-City (or potential) funds be used:

Prior Approval- Is project included in either the current/prior year adopted budget and if so, who has approved (Board/Council, etc): NO: YES:

Description: Clear 8 acres of underdeveloped area in Kenyon Park

- Basis of Cost Estimate (Check):**
- Cost of comparable facility/equipment
 - Rule of thumb indicator/unit cost
 - Ball park – educated guess
 - Engineer/architect cost estimate
 - Preliminary estimate



Is this project part of an Adopted Program, Policy and or Plan? No If yes, identify:

Community Recreation Plan

NEEDS ASSESSMENT SCORING CRITERIA		Category			Score
(Multiply Weight x Category Pts. for Total Score)	Weight	5 Points	3 Points	1 Point	
Contributes to health, safety & welfare	5	Removes hazard	Material contributes	Minimal	5
Needed to comply with local, state or federal law	5	Yes	-	No	5
Project conforms to adopted program, policy or plan	4	Adopted Council plan	Consistent with Admin. policy	No policy	20
Project remediates an existing or projected deficiency	3	Complete remedy	Significant remedy	Minimal remedy	3
Contributes to the long term needs of the community	2	20+ Years	10-19 Years	Less than 10	3
Service area of project	2	Regional	City-Wide	Neighborhood	6
Department Priority	2	High	Medium	Low	2
Project delivers high level of service	2	High	Medium	Low	2
Priority Points Earned					
Low	Moderate	Desirable	Important	Urgent	Total Project Score:
0-24	25-49	50-74	75-99	100-125	46

DETAIL SHEET

53

Project Title: _____ **Priority:** Desirable

Category: Parks and Open Spaces Date of Assessment: 4/30/19

Assessment Prepared By: Erik Wilson, City Manager CIP#: P-25-01

Participating Fund(s): General Estimated Project Cost: \$10,000

Available Fund(s) for Project: TBD Estimated Start Date: TBD

Are any non-City (or potential) funds be used: TBD

Prior Approval- Is project included in either the current/prior year adopted budget and if so, who has approved (Board/Council, etc): NO: YES:

Description: Install new benches, trash receptacles and bike rack at Kenyon Park

- Basis of Cost Estimate (Check):**
- Cost of comparable facility/equipment
 - Rule of thumb indicator/unit cost
 - Ball park – educated guess
 - Engineer/architect cost estimate
 - Preliminary estimate

Photo/Map:



Is this project part of an Adopted Program, Policy and or Plan? No If yes, identify:
 Community Recreation Plan

NEEDS ASSESSMENT SCORING CRITERIA		Category			Score
(Multiply Weight x Category Pts. for Total Score)	Weight	5 Points	3 Points	1 Point	
Contributes to health, safety & welfare	5	Removes hazard	Material contributes	Minimal	5
Needed to comply with local, state or federal law	5	Yes	-	No	5
Project conforms to adopted program, policy or plan	4	Adopted Council plan	Consistent with Admin. policy	No policy	20
Project remediates an existing or projected deficiency	3	Complete remedy	Significant remedy	Minimal remedy	3
Contributes to the long term needs of the community	2	20+ Years	10-19 Years	Less than 10	6
Service area of project	2	Regional	City-Wide	Neighborhood	6
Department Priority	2	High	Medium	Low	6
Project delivers high level of service	2	High	Medium	Low	6

Priority Points Earned					Total Project Score:
Low	Moderate	Desirable	Important	Urgent	
0-24	25-49	50-74	75-99	100-125	

57

ADDENDUM #5

DETAIL SHEET



**COMMUNITY FACILITIES &
DEVELOPMENT**

DETAIL SHEET

55

Project Title: Public Works Insulation **Priority:** Desirable

Category: Community Facilities Date of Assessment: 5-10-19

Assessment Prepared By: Bob Nieuwenhuis, DPW Superintendent CIP#: CF-19-01

Participating Fund(s): Multiple Funds Estimated Project Cost: \$10,000

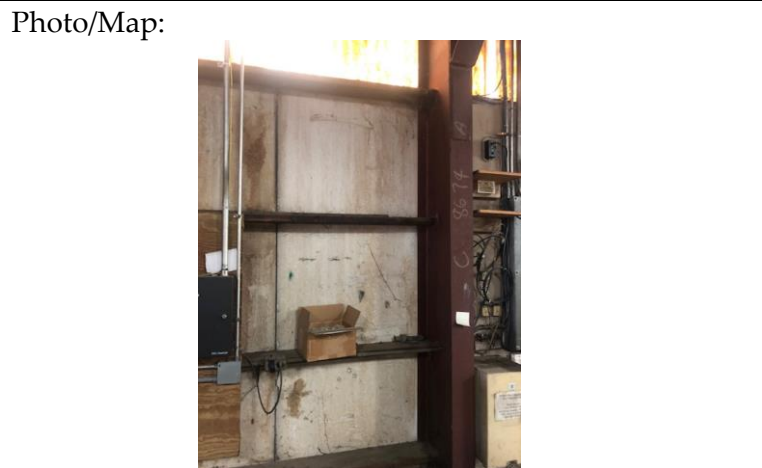
Available Fund(s) for Project: \$10,000 Estimated Start Date: Winter 2019

Are any non-City (or potential) funds be used: No

Prior Approval- Is project included in either the current/prior year adopted budget and if so, who has approved (Board/Council, etc): NO: YES:

Description: Add insulation to equipment storage area in DPW yard.

- Basis of Cost Estimate (Check):**
- Cost of comparable facility/equipment
 - Rule of thumb indicator/unit cost
 - Ball park – educated guess
 - Engineer/architect cost estimate
 - Preliminary estimate



Is this project part of an Adopted Program, Policy and or Plan? No If yes, identify:

No

NEEDS ASSESSMENT SCORING CRITERIA		Category			Score
(Multiply Weight x Category Pts. for Total Score)	Weight	5 Points	3 Points	1 Point	
Contributes to health, safety & welfare	5	Removes hazard	Material contributes	Minimal	5
Needed to comply with local, state or federal law	5	Yes	-	No	5
Project conforms to adopted program, policy or plan	4	Adopted Council plan	Consistent with Admin. policy	No policy	4
Project remediates an existing or projected deficiency	3	Complete remedy	Significant remedy	Minimal remedy	9
Contributes to the long term needs of the community	2	20+ Years	10-19 Years	Less than 10	6
Service area of project	2	Regional	City-Wide	Neighborhood	2
Department Priority	2	High	Medium	Low	10
Project delivers high level of service	2	High	Medium	Low	10
Priority Points Earned					Total Project Score: 51
Low	Moderate	Desirable	Important	Urgent	
0-24	25-49	50-74	75-99	100-125	

DETAIL SHEET

56

Project Title: Mill Demolition Phase III **Priority: Urgent**

Category: : Community Facilities Date of Assessment: 3-15-19

Assessment Prepared By: Erik J. Wilson, City Manager CIP#: CF-20-01

Participating Fund(s): TIFA Estimated Project Cost: \$5,100,000

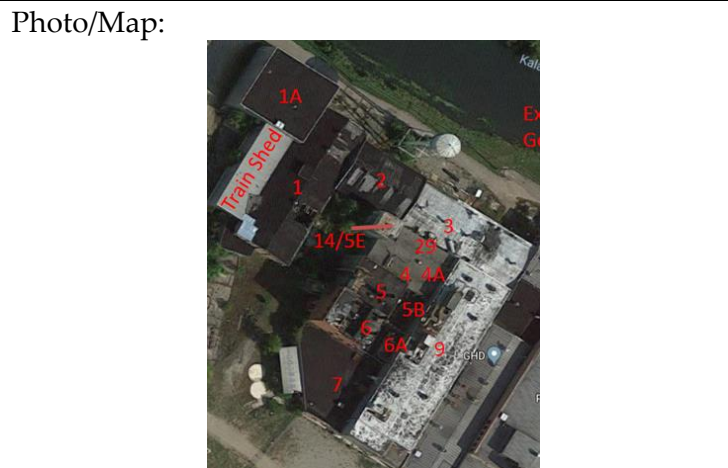
Available Fund(s) for Project: TBD Estimated Start Date: TBD

Are any non-City (or potential) funds be used: Grant funds-various

Prior Approval- Is project included in either the current/prior year adopted budget and if so, who has approved (Board/Council, etc): NO: YES:

Description: Complete demolition of existing mill buildings

- Basis of Cost Estimate (Check):**
- Cost of comparable facility/equipment
 - Rule of thumb indicator/unit cost
 - Ball park – educated guess
 - Engineer/architect cost estimate
 - Preliminary estimate



Is this project part of an Adopted Program, Policy and or Plan? No If yes, identify:

CIP

NEEDS ASSESSMENT SCORING CRITERIA		Category			Score
(Multiply Weight x Category Pts. for Total Score)	Weight	5 Points	3 Points	1 Point	
Contributes to health, safety & welfare	5	Removes hazard	Material contributes	Minimal	25
Needed to comply with local, state or federal law	5	Yes	-	No	25
Project conforms to adopted program, policy or plan	4	Adopted Council plan	Consistent with Admin. policy	No policy	20
Project remediates an existing or projected deficiency	3	Complete remedy	Significant remedy	Minimal remedy	9
Contributes to the long term needs of the community	2	20+ Years	10-19 Years	Less than 10	10
Service area of project	2	Regional	City-Wide	Neighborhood	6
Department Priority	2	High	Medium	Low	10
Project delivers high level of service	2	High	Medium	Low	10
Priority Points Earned					Total Project Score:
Low	Moderate	Desirable	Important	Urgent	
0-24	25-49	50-74	75-99	100-125	
					115

DETAIL SHEET

57

Project Title: Mill Building Roof Repairs **Priority:** Desirable

Category: Community Facilities Date of Assessment: 4-25-19

Assessment Prepared By: Bob Nieuwenhuis, DPW Superintendent CIP#: CF-21-01

Participating Fund(s): TIFA Estimated Project Cost: \$25,700

Available Fund(s) for Project: TBD Estimated Start Date: TBD

Are any non-City (or potential) funds be used: No

Prior Approval- Is project included in either the current/prior year adopted budget and if so, who has approved (Board/Council, etc): NO: YES:

Description: Conduct repairs on buildings 15, 16, and 10 of the mill complex

Basis of Cost Estimate (Check):

- Cost of comparable facility/equipment
- Rule of thumb indicator/unit cost
- Ball park – educated guess
- Engineer/architect cost estimate
- Preliminary estimate

Photo/Map:



Is this project part of an Adopted Program, Policy and or Plan? No If yes, identify:

CIP

NEEDS ASSESSMENT SCORING CRITERIA		Category			Score
(Multiply Weight x Category Pts. for Total Score)	Weight	5 Points	3 Points	1 Point	
Contributes to health, safety & welfare	5	Removes hazard	Material contributes	Minimal	15
Needed to comply with local, state or federal law	5	Yes	-	No	5
Project conforms to adopted program, policy or plan	4	Adopted Council plan	Consistent with Admin. policy	No policy	12
Project remediates an existing or projected deficiency	3	Complete remedy	Significant remedy	Minimal remedy	9
Contributes to the long term needs of the community	2	20+ Years	10-19 Years	Less than 10	6
Service area of project	2	Regional	City-Wide	Neighborhood	6
Department Priority	2	High	Medium	Low	6
Project delivers high level of service	2	High	Medium	Low	6
Priority Points Earned					Total Project Score: 65
Low	Moderate	Desirable	Important	Urgent	
0-24	25-49	50-74	75-99	100-125	

DETAIL SHEET

58

Project Title: Repair DPW Offices and Equipment Barn **Priority:** Desirable

Category: : Community Facilities Date of Assessment:

Assessment Prepared By: Bob Nieuwenhuis, DPW Superintendent CIP#: CF-22-01

Participating Fund(s): Estimated Project Cost: \$100,000

Available Fund(s) for Project: Estimated Start Date:

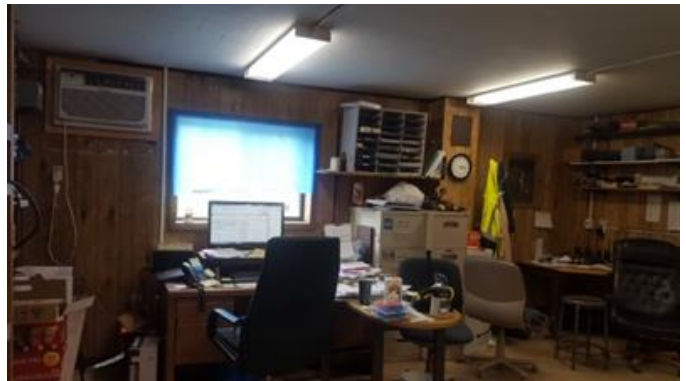
Are any non-City (or potential) funds be used:

Prior Approval- Is project included in either the current/prior year adopted budget and if so, who has approved (Board/Council, etc): NO: YES:

Description: Renovate and upgrade existing DPW offices.

- Basis of Cost Estimate (Check):**
- Cost of comparable facility/equipment
 - Rule of thumb indicator/unit cost
 - Ball park – educated guess
 - Engineer/architect cost estimate
 - Preliminary estimate

Photo/Map:



Is this project part of an Adopted Program, Policy and or Plan? No If yes, identify:

NEEDS ASSESSMENT SCORING CRITERIA		Category			Score
(Multiply Weight x Category Pts. for Total Score)	Weight	5 Points	3 Points	1 Point	
Contributes to health, safety & welfare	5	Removes hazard	Material contributes	Minimal	15
Needed to comply with local, state or federal law	5	Yes	-	No	5
Project conforms to adopted program, policy or plan	4	Adopted Council plan	Consistent with Admin. policy	No policy	4
Project remediates an existing or projected deficiency	3	Complete remedy	Significant remedy	Minimal remedy	9
Contributes to the long term needs of the community	2	20+ Years	10-19 Years	Less than 10	6
Service area of project	2	Regional	City-Wide	Neighborhood	2
Department Priority	2	High	Medium	Low	6
Project delivers high level of service	2	High	Medium	Low	6
Priority Points Earned					Total Project Score: 53
Low	Moderate	Desirable	Important	Urgent	
0-24	25-49	50-74	75-99	100-125	

DETAIL SHEET

59

Project Title: City Hall Roof Replacement **Priority:** Desirable

Category: Community Facilities Date of Assessment: 4-25-19

Assessment Prepared By: Bob Nieuwenhuis, DPW Superintendent CIP#: CF-22-02

Participating Fund(s): TIFA Estimated Project Cost: \$20,000

Available Fund(s) for Project: TBD Estimated Start Date: TBD

Are any non-City (or potential) funds be used: TBD

Prior Approval- Is project included in either the current/prior year adopted budget and if so, who has approved (Board/Council, etc): NO: YES:

Description: Replace City Hall roof, total area approximately 14,100 sq. ft.

Basis of Cost Estimate (Check):

- Cost of comparable facility/equipment
- Rule of thumb indicator/unit cost
- Ball park – educated guess
- Engineer/architect cost estimate
- Preliminary estimate

Photo/Map:

Is this project part of an Adopted Program, Policy and or Plan? No If yes, identify:

CIP

NEEDS ASSESSMENT SCORING CRITERIA		Category			Score
(Multiply Weight x Category Pts. for Total Score)	Weight	5 Points	3 Points	1 Point	
Contributes to health, safety & welfare	5	Removes hazard	Material contributes	Minimal	15
Needed to comply with local, state or federal law	5	Yes	-	No	5
Project conforms to adopted program, policy or plan	4	Adopted Council plan	Consistent with Admin. policy	No policy	12
Project remediates an existing or projected deficiency	3	Complete remedy	Significant remedy	Minimal remedy	9
Contributes to the long term needs of the community	2	20+ Years	10-19 Years	Less than 10	6
Service area of project	2	Regional	City-Wide	Neighborhood	6
Department Priority	2	High	Medium	Low	6
Project delivers high level of service	2	High	Medium	Low	6
Priority Points Earned					Total Project Score: 65
Low	Moderate	Desirable	Important	Urgent	
0-24	25-49	50-74	75-99	100-125	

ADDENDUM #6

DETAIL SHEET

MOTOR POOL & EQUIPMENT

DETAIL SHEET

61

Project Title: DPS Patrol Vehicle **Priority:** Important

Category: Motor Pool Date of Assessment:

Assessment Prepared By: Bill Bomar, Public Safety Director CIP#: MP-19-01

Participating Fund(s): Equipment Estimated Project Cost: \$46,000

Available Fund(s) for Project: TBD Estimated Start Date: 10-01-2019

Are any non-City (or potential) funds be used: No

Prior Approval- Is project included in either the current/prior year adopted budget and if so, who has approved (Board/Council, etc): NO: YES:

Description: This patrol car will be an addition to DPS current Fleet.

Basis of Cost Estimate (Check):
 Cost of comparable facility/equipment
 Rule of thumb indicator/unit cost
 Ball park – educated guess
 Engineer/architect cost estimate
 Preliminary estimate



Is this project part of an Adopted Program, Policy and or Plan? No If yes, identify:
 Try to replace patrol vehicles when they reach 5 years and over 100,000 miles.

NEEDS ASSESSMENT SCORING CRITERIA		Category			Score
(Multiply Weight x Category Pts. for Total Score)	Weight	5 Points	3 Points	1 Point	
Contributes to health, safety & welfare	5	Removes hazard	Material contributes	Minimal	15
Needed to comply with local, state or federal law	5	Yes	-	No	5
Project conforms to adopted program, policy or plan	4	Adopted Council plan	Consistent with Admin. policy	No policy	12
Project remediates an existing or projected deficiency	3	Complete remedy	Significant remedy	Minimal remedy	15
Contributes to the long term needs of the community	2	20+ Years	10-19 Years	Less than 10	10
Service area of project	2	Regional	City-Wide	Neighborhood	6
Department Priority	2	High	Medium	Low	6
Project delivers high level of service	2	High	Medium	Low	10
Priority Points Earned					Total Project Score: 79
Low	Moderate	Desirable	Important	Urgent	
0-24	25-49	50-74	75-99	100-125	

DETAIL SHEET

62

Project Title: DPW Pick Up Truck		Priority: Desirable
Category: Motor Pool		Date of Assessment:
Assessment Prepared By: Bob Nieuwenhuis, DPW Superintendent		CIP#: MP-20-01
Participating Fund(s):	Estimated Project Cost: \$25,000	
Available Fund(s) for Project:	Estimated Start Date:	
Are any non-City (or potential) funds be used:		
Prior Approval- Is project included in either the current/prior year adopted budget and if so, who has approved (Board/Council, etc): NO: <input type="checkbox"/> YES: <input type="checkbox"/>		
Description: Replace truck #4 with new pick-up truck		

Basis of Cost Estimate (Check):

- Cost of comparable facility/equipment
- Rule of thumb indicator/unit cost
- Ball park – educated guess
- Engineer/architect cost estimate
- Preliminary estimate

Is this project part of an Adopted Program, Policy and or Plan? No If yes, identify:



NEEDS ASSESSMENT SCORING CRITERIA		Category			Score
(Multiply Weight x Category Pts. for Total Score)	Weight	5 Points	3 Points	1 Point	
Contributes to health, safety & welfare	5	Removes hazard	Material contributes	Minimal	15
Needed to comply with local, state or federal law	5	Yes	-	No	5
Project conforms to adopted program, policy or plan	4	Adopted Council plan	Consistent with Admin. policy	No policy	4
Project remediates an existing or projected deficiency	3	Complete remedy	Significant remedy	Minimal remedy	9
Contributes to the long term needs of the community	2	20+ Years	10-19 Years	Less than 10	6
Service area of project	2	Regional	City-Wide	Neighborhood	6
Department Priority	2	High	Medium	Low	10
Project delivers high level of service	2	High	Medium	Low	10
Priority Points Earned					
Low	Moderate	Desirable	Important	Urgent	
0-24	25-49	50-74	75-99	100-125	
Total Project Score:					65

DETAIL SHEET

63

Project Title: DPS Patrol Vehicle

Priority: Important

Category: Motor Pool

Date of Assessment:

Assessment Prepared By: Bill Bomar, Public Safety Director

CIP#: MP-20-02

Participating Fund(s): Equipment

Estimated Project Cost: \$42,000

Available Fund(s) for Project: TBD

Estimated Start Date: 10-01-2020

Are any non-City (or potential) funds be used: No

Prior Approval- Is project included in either the current/prior year adopted budget and if so, who has approved (Board/Council, etc): NO: YES:

Description: this purchase will replace oldest patrol vehicle in Fleet.

Basis of Cost Estimate (Check):

- Cost of comparable facility/equipment
- Rule of thumb indicator/unit cost
- Ball park – educated guess
- Engineer/architect cost estimate
- Preliminary estimate

Photo/Map:



Is this project part of an Adopted Program, Policy and or Plan? No If yes, identify:

Try to replace patrol vehicles when they reach 5 years and over 100,000.

NEEDS ASSESSMENT SCORING CRITERIA

Category

(Multiply Weight x Category Pts. for Total Score)	Weight	5 Points	3 Points	1 Point	Score
Contributes to health, safety & welfare	5	Removes hazard	Material contributes	Minimal	15
Needed to comply with local, state or federal law	5	Yes	-	No	5
Project conforms to adopted program, policy or plan	4	Adopted Council plan	Consistent with Admin. policy	No policy	12
Project remediates an existing or projected deficiency	3	Complete remedy	Significant remedy	Minimal remedy	15
Contributes to the long term needs of the community	2	20+ Years	10-19 Years	Less than 10	10
Service area of project	2	Regional	City-Wide	Neighborhood	6
Department Priority	2	High	Medium	Low	6
Project delivers high level of service	2	High	Medium	Low	10

Priority Points Earned

Low
Moderate
Desirable
Important
Urgent

0-24
25-49
50-74
75-99
100-125

Total Project Score:

79

DETAIL SHEET

64

Project Title: DPS Patrol Vehicle **Priority:** Important

Category: Motor Pool Date of Assessment:

Assessment Prepared By: Bill Bomar, Public Safety Director CIP#: MP-21-01

Participating Fund(s): Equipment Estimated Project Cost: \$42,000

Available Fund(s) for Project: TBD Estimated Start Date: 10/01/2021

Are any non-City (or potential) funds be used: No

Prior Approval- Is project included in either the current/prior year adopted budget and if so, who has approved (Board/Council, etc): NO: YES:

Description: this purchase will replace oldest patrol vehicle in Fleet.

Basis of Cost Estimate (Check):
 Cost of comparable facility/equipment
 Rule of thumb indicator/unit cost
 Ball park – educated guess
 Engineer/architect cost estimate
 Preliminary estimate



Is this project part of an Adopted Program, Policy and or Plan? No If yes, identify:
 Try to replace patrol vehicles when they reach 5 years and over 100,000 miles.

NEEDS ASSESSMENT SCORING CRITERIA		Category			Score
(Multiply Weight x Category Pts. for Total Score)	Weight	5 Points	3 Points	1 Point	
Contributes to health, safety & welfare	5	Removes hazard	Material contributes	Minimal	15
Needed to comply with local, state or federal law	5	Yes	-	No	5
Project conforms to adopted program, policy or plan	4	Adopted Council plan	Consistent with Admin. policy	No policy	12
Project remediates an existing or projected deficiency	3	Complete remedy	Significant remedy	Minimal remedy	15
Contributes to the long term needs of the community	2	20+ Years	10-19 Years	Less than 10	10
Service area of project	2	Regional	City-Wide	Neighborhood	6
Department Priority	2	High	Medium	Low	6
Project delivers high level of service	2	High	Medium	Low	10

Priority Points Earned

Low	Moderate	Desirable	Important	Urgent	
0-24	25-49	50-74	75-99	100-125	

Total Project Score: 79

DETAIL SHEET

65

Project Title: Loader (used) **Priority: Important**

Category: Motor Pool Date of Assessment: 4-12-19

Assessment Prepared By: Bob Nieuwenhuis, DPW Superintendent CIP#: MP-22-01

Participating Fund(s): Estimated Project Cost: \$200,000

Available Fund(s) for Project: Estimated Start Date:

Are any non-City (or potential) funds be used:

Prior Approval- Is project included in either the current/prior year adopted budget and if so, who has approved (Board/Council, etc): NO: YES:

Description: Seek to purchase used loader. Estimates for new is \$340,000. This piece of equipment is used for leaf pick up, snow removal and other essential operations.

Basis of Cost Estimate (Check):

- Cost of comparable facility/equipment
- Rule of thumb indicator/unit cost
- Ball park – educated guess
- Engineer/architect cost estimate
- Preliminary estimate



Is this project part of an Adopted Program, Policy and or Plan? No If yes, identify:

NEEDS ASSESSMENT SCORING CRITERIA		Category			Score
(Multiply Weight x Category Pts. for Total Score)	Weight	5 Points	3 Points	1 Point	
Contributes to health, safety & welfare	5	Removes hazard	Material contributes	Minimal	15
Needed to comply with local, state or federal law	5	Yes	-	No	5
Project conforms to adopted program, policy or plan	4	Adopted Council plan	Consistent with Admin. policy	No policy	12
Project remediates an existing or projected deficiency	3	Complete remedy	Significant remedy	Minimal remedy	15
Contributes to the long term needs of the community	2	20+ Years	10-19 Years	Less than 10	6
Service area of project	2	Regional	City-Wide	Neighborhood	6
Department Priority	2	High	Medium	Low	10
Project delivers high level of service	2	High	Medium	Low	10

Priority Points Earned					Total Project Score:
Low	Moderate	Desirable	Important	Urgent	
0-24	25-49	50-74	75-99	100-125	

79

DETAIL SHEET

66

Project Title: DPS Patrol Vehicle **Priority:** Important

Category: Motor Pool Date of Assessment: 3-15-19

Assessment Prepared By: Bill Bomar, Public Safety Director CIP#: MP-22-02

Participating Fund(s): Equipment Estimated Project Cost: \$43,000

Available Fund(s) for Project: TBD Estimated Start Date: 10-01-2021

Are any non-City (or potential) funds be used: No

Prior Approval- Is project included in either the current/prior year adopted budget and if so, who has approved (Board/Council, etc): NO: YES:

Description: this purchase will replace oldest patrol vehicle in fleet.

Basis of Cost Estimate (Check):
 Cost of comparable facility/equipment
 Rule of thumb indicator/unit cost
 Ball park – educated guess
 Engineer/architect cost estimate
 Preliminary estimate



Is this project part of an Adopted Program, Policy and or Plan? No If yes, identify:
 Try to replace patrol vehicles when they reach 5 years and over 100,000 miles.

NEEDS ASSESSMENT SCORING CRITERIA		Category			Score
(Multiply Weight x Category Pts. for Total Score)	Weight	5 Points	3 Points	1 Point	
Contributes to health, safety & welfare	5	Removes hazard	Material contributes	Minimal	15
Needed to comply with local, state or federal law	5	Yes	-	No	5
Project conforms to adopted program, policy or plan	4	Adopted Council plan	Consistent with Admin. policy	No policy	12
Project remediates an existing or projected deficiency	3	Complete remedy	Significant remedy	Minimal remedy	15
Contributes to the long term needs of the community	2	20+ Years	10-19 Years	Less than 10	10
Service area of project	2	Regional	City-Wide	Neighborhood	6
Department Priority	2	High	Medium	Low	6
Project delivers high level of service	2	High	Medium	Low	10

Priority Points Earned

Low	Moderate	Desirable	Important	Urgent	
0-24	25-49	50-74	75-99	100-125	

Total Project Score: 79

DETAIL SHEET

67

Project Title: Plow Truck – DPW (used) **Priority:** Important

Category: Motor Pool Date of Assessment: 3-15-19

Assessment Prepared By: Bob Nieuwenhuis, DPW Superintendent CIP#: MP-23-01

Participating Fund(s): Estimated Project Cost: \$90,000

Available Fund(s) for Project: Estimated Start Date:

Are any non-City (or potential) funds be used:

Prior Approval- Is project included in either the current/prior year adopted budget and if so, who has approved (Board/Council, etc): NO: YES:

Description: Replace plow truck. This piece of equipment hauls snow and leaves as well as plows roads.

Basis of Cost Estimate (Check):

- Cost of comparable facility/equipment
- Rule of thumb indicator/unit cost
- Ball park – educated guess
- Engineer/architect cost estimate
- Preliminary estimate

Photo/Map:



Is this project part of an Adopted Program, Policy and or Plan? No If yes, identify:

NEEDS ASSESSMENT SCORING CRITERIA		Category			Score
(Multiply Weight x Category Pts. for Total Score)	Weight	5 Points	3 Points	1 Point	
Contributes to health, safety & welfare	5	Removes hazard	Material contributes	Minimal	15
Needed to comply with local, state or federal law	5	Yes	-	No	5
Project conforms to adopted program, policy or plan	4	Adopted Council plan	Consistent with Admin. policy	No policy	12
Project remediates an existing or projected deficiency	3	Complete remedy	Significant remedy	Minimal remedy	15
Contributes to the long term needs of the community	2	20+ Years	10-19 Years	Less than 10	6
Service area of project	2	Regional	City-Wide	Neighborhood	6
Department Priority	2	High	Medium	Low	10
Project delivers high level of service	2	High	Medium	Low	10
Priority Points Earned					
Low	Moderate	Desirable	Important	Urgent	
0-24	25-49	50-74	75-99	100-125	
Total Project Score:					79

DETAIL SHEET

68

Project Title: DPS Patrol Vehicle **Priority:** Important

Category: Motor Pool Date of Assessment: 3-15-19

Assessment Prepared By: Bill Bomar, Public Safety Director CIP#: MP-23-02

Participating Fund(s): Equipment Estimated Project Cost: \$45,000

Available Fund(s) for Project: TBD Estimated Start Date: 10/01/2024

Are any non-City (or potential) funds be used: No

Prior Approval- Is project included in either the current/prior year adopted budget and if so, who has approved (Board/Council, etc): NO: YES:

Description: this purchase will replace oldest patrol vehicle in Fleet.

Basis of Cost Estimate (Check):
 Cost of comparable facility/equipment
 Rule of thumb indicator/unit cost
 Ball park – educated guess
 Engineer/architect cost estimate
 Preliminary estimate



Is this project part of an Adopted Program, Policy and or Plan? No If yes, identify:
 Try to replace patrol vehicles when they reach 5 years and over 100,000 miles.

NEEDS ASSESSMENT SCORING CRITERIA		Category			Score
(Multiply Weight x Category Pts. for Total Score)	Weight	5 Points	3 Points	1 Point	
Contributes to health, safety & welfare	5	Removes hazard	Material contributes	Minimal	15
Needed to comply with local, state or federal law	5	Yes	-	No	5
Project conforms to adopted program, policy or plan	4	Adopted Council plan	Consistent with Admin. policy	No policy	12
Project remediates an existing or projected deficiency	3	Complete remedy	Significant remedy	Minimal remedy	15
Contributes to the long term needs of the community	2	20+ Years	10-19 Years	Less than 10	10
Service area of project	2	Regional	City-Wide	Neighborhood	6
Department Priority	2	High	Medium	Low	6
Project delivers high level of service	2	High	Medium	Low	10

Priority Points Earned					Total Project Score:
Low	Moderate	Desirable	Important	Urgent	
0-24	25-49	50-74	75-99	100-125	
					79

DETAIL SHEET

69

Project Title: DPS Patrol Vehicle

Priority: Important

Category: Motor Pool

Date of Assessment: 3-15-19

Assessment Prepared By: Bill Bomar, Public Safety Director

CIP#: MP-24-01

Participating Fund(s): Equipment

Estimated Project Cost: \$45,000

Available Fund(s) for Project: TBD

Estimated Start Date: 10/01/2024

Are any non-City (or potential) funds be used: No

Prior Approval- Is project included in either the current/prior year adopted budget and if so, who has approved (Board/Council, etc): NO: YES:

Description: this purchase will replace oldest patrol vehicle in Fleet.

Basis of Cost Estimate (Check):

- Cost of comparable facility/equipment
- Rule of thumb indicator/unit cost
- Ball park – educated guess
- Engineer/architect cost estimate
- Preliminary estimate

Photo/Map:



Is this project part of an Adopted Program, Policy and or Plan? No If yes, identify:

Try to replace patrol vehicles when they reach 5 years and over 100,000 miles.

NEEDS ASSESSMENT SCORING CRITERIA

Category

(Multiply Weight x Category Pts. for Total Score)	Weight	5 Points	3 Points	1 Point	Score
Contributes to health, safety & welfare	5	Removes hazard	Material contributes	Minimal	15
Needed to comply with local, state or federal law	5	Yes	-	No	5
Project conforms to adopted program, policy or plan	4	Adopted Council plan	Consistent with Admin. policy	No policy	12
Project remediates an existing or projected deficiency	3	Complete remedy	Significant remedy	Minimal remedy	15
Contributes to the long term needs of the community	2	20+ Years	10-19 Years	Less than 10	10
Service area of project	2	Regional	City-Wide	Neighborhood	6
Department Priority	2	High	Medium	Low	6
Project delivers high level of service	2	High	Medium	Low	10

Priority Points Earned

Low
Moderate
Desirable
Important
Urgent
0-24
25-49
50-74
75-99
100-125

Total Project Score:

79

(END)

DRAFT

MINUTES
Plainwell City Council
May 13, 2019

1. Mayor Brooks called the regular meeting to order at 7:00 PM in City Hall Council Chambers.
2. Steve Smail from Lighthouse Baptist Church gave the invocation.
3. Pledge of Allegiance was given by all present.
4. Roll Call: Present: Mayor Brooks, Mayor Pro-tem Steele, Councilmember Keeler, Councilmember Overhuel and Councilmember Keeney. Absent: None.
5. Approval of Minutes/Summary:
A motion by Steele, seconded by Overhuel, to accept and place on file the Council Minutes and Summary of the 04/22/2019 regular meeting and the Council Minutes. On voice vote, all voted in favor. Motion passed.
6. Public Comment: None
7. County Commissioner Report:
Commissioner Cain reported the County is proceeding with a ballot initiative in November 2020 to reset the Headlee Millage rate. The County continues to seek input on programs to be reinstated or supplemented as part of the millage request. He also reported the Commission on Aging is taking bids for delivery services for Meals on Wheels and searching for funding options.
8. Agenda Amendments: None
9. Mayor's Report: None.
10. Recommendations and Reports:
 - A. Community Development Manager Siegel presented an application from Ace Hardware to install a propane tank in the parking area at Anderson and Bannister. Plans were reviewed by the Planning Commission which recommends approval. There was discussion on whether to charge rent for use of the parking spaces or to ask Ace to maintain the grass areas on Anderson as well as the Dumpster Corral.
A motion by Overhuel, seconded by Keeler, to approve the site plan for installing a propane tank for Ace Hardware in the city parking lot at Anderson and Bannister. On a voice vote, all voted in favor. Motion passed.
 - B. Community Development Manager Siegel presented the application for the annual Memorial Day Parade. Public Safety has reviewed the plans for the annual parade set for May 27, 2019.
A motion by Overhuel, seconded by Keeney, to approve Special Event Permit 19-02 for the annual Memorial Day Parade for May 27, 2019. On a voice vote, all voted in favor. Motion passed.
 - C. Community Development Manager Siegel presented the application for the 2019 Plainwell Days Festival, including planned events and road maps. Public Safety has reviewed the plans for the event scheduled for June 13 through 16, 2019. Nancy Moorhouse discussed several of the planned events.
A motion by Overhuel, seconded by Keeler, to approve Special Event Permit 19-03 for the Plainwell Days Festival June 13 through 16, 2019. On a voice vote, all voted in favor. Motion passed.

- D. City Manager Wilson presented a contract with the Michigan Department of Transportation for planned work on North Sherwood Avenue. The State requires a resolution naming the authorized representative for the city to execute all documents related to the contract.
A motion by Steele, seconded by Overhuel, to adopt Resolution 19-11 authorizing the City Manager to execute all documents related to the North Sherwood Avenue Construction Project. On a voice vote, all voted in favor. Motion passed.
- E. Superintendent Nieuwenhuis reported having received quotes for repaving the Sun Theatre Parking Lot after recent Consumers Energy electrical system upgrades. DPW Staff have already removed and replaced some trees.
A motion by Steele, seconded by Keeler, to approve the project to pave the Sun Lot with Wyoming Asphalt for \$20,200.00, plus labor. On a roll-call vote, all voted in favor. Motion passed.
- F. City Manager Wilson briefed Council regarding application to the Michigan Economic Development Corporation for funds that would remove the last portions of the Mill. The application requires bid numbers for removing the selected buildings. The Administration recommends using GHD to engineer this third phase of the Mill Demolition Project at a quoted cost of \$66,030.00
A motion by Keeler, seconded by Overhuel, to approve the project with GHD for engineering related to the Mill Demolition Project at a cost not to exceed \$66,030.00. On a roll-call vote, all voted in favor. Motion passed.
- G. Treasurer Kelley reported that Superintendent Pond having loaned an unused ABS pump to the Village of Martin, which will need to continue to use this pump while its lift stations are being upgraded. Since the city no longer uses this style of pump in its system, it is recommended to sell the pump the Village of Martin for \$500. City Ordinance requires Council approval for all asset sales.
A motion by Overhuel, seconded by Steele, to approve the sale of an unused ABS Pump to the Village of Martin for \$500.00. On a roll-call vote, all voted in favor. Motion passed.
- H. Treasurer Kelley reported having reviewed the listing of approved depositories for city funds as required by the Investment Policy. The current listing for consideration adds United Bank and Arbor Financial Credit Union.
A motion by Steele, seconded by Keeler, to adopt Resolution 19-12 to update the listing of approved depositories of city funds. 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 April 2019 Investment and Funds Balance Reports and the Draft May 2, 2019 Planning Commission Minutes. On a voice vote, all in favor. Motion passed.**

12. Accounts Payable:

- A motion by Keeler, seconded by Steele, that the bills be allowed and orders drawn in the amount of \$129,666.97 for payment of same. On a roll call vote, all in favor. Motion passed.**

13. Public Comments: None

14. Staff Comments

Personnel Manager Lamorandier reported interviewing for seasonal help and for a Light Equipment Operator position. An offer has been made for the Light Equipment Operator position. She reported the retirement of Sheryl Gluchowski, DPW Administrative Assistant as of July 31, 2019 and that Cheryl Pickett will be transferred to DPW effective July 1. An offer has been made for a City Hall replacement for Cheryl Pickett. Shirley DeYoung's retirement party will be May 31 from 4pm-6pm at City Hall.

The City of Plainwell is an equal opportunity employer and provider

Superintendent Nieuwenhuis reported the Sun Lot work and that the flower beds are ready for planting on Saturday May 18, 2019.

Community Development Manager Siegel reported the Farmers Market will open in the Sweetwaters Parking Lot on May 23 and the “President Grant” will speak at the school and at City Hall on May 28, 2019.

Clerk/Treasurer Kelley expressed gratitude for Monica Nagel, Clerk for the City of Saugatuck for allowing him to work the May 7, 2019 election as an opportunity to learn more about the election process which will serve to help the citizens of Plainwell.

15. Council Comments:

None.

16. Adjournment:

A motion by Steele, seconded by Keeler, to adjourn the meeting at 7:38 PM. On voice vote, all voted in favor. Motion passed.

Minutes respectfully
Submitted by,
Brian Kelley
City Clerk/Treasurer

PERIOD ENDING 05/31/2019

% Fiscal Year Completed: 91.78

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

GL NUMBER	DESCRIPTION	2018-19		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BGDG USED
		AMENDED BUDGET	NORMAL	05/31/2019 (ABNORMAL)	MONTH	05/31/2019 (DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 443 - BROWNFIELD REDEVELOPMENT AUTHORITY - BRA									
Revenues									
443-000-402.040	Captured Tax - AdVal Real - City Tax	4,609.00		4,609.73		0.00		(0.73)	100.02
443-000-402.041	Captured Tax - AdVal Real - Library	556.00		867.45		0.00		(311.45)	156.02
443-000-402.042	Captured Tax - AdVal Real - Capital Impr	368.00		368.04		0.00		(0.04)	100.01
443-000-402.043	Captured Tax - AdVal Real - Fire Reserve	368.00		368.04		0.00		(0.04)	100.01
443-000-402.044	Captured Tax - AdVal Real - Solid Waste	478.00		478.44		0.00		(0.44)	100.09
443-000-402.047	Captured DDA-SCHOOL	9,359.00		9,358.65		0.00		0.35	100.00
443-000-402.048	Captured Tax - AdVal Real - County (All)	2,223.00		2,234.29		0.00		(11.29)	100.51
443-000-402.060	Captured Tax - AdVal Pers - City	549.00		548.59		0.00		0.41	99.93
443-000-402.061	Captured Tax - AdVal Pers - Library	66.00		103.23		0.00		(37.23)	156.41
443-000-402.062	Captured Tax - AdVal Pers - Capital Impr	44.00		43.80		0.00		0.20	99.55
443-000-402.063	Captured Tax - AdVal Pers - Fire Reserve	44.00		43.80		0.00		0.20	99.55
443-000-402.064	Captured Tax - AdVal Pers - Solid Waste	57.00		56.94		0.00		0.06	99.89
443-000-402.065	Captured Tax - AdVal Pers - County (All)	265.00		265.89		0.00		(0.89)	100.34
443-000-664.020	Interest Earned - Investments	95.00		247.04		28.25		(152.04)	260.04
443-000-676.080	Interfund Transfer In - Capital Improve	75,000.00		68,750.00		6,250.00		6,250.00	91.67
TOTAL REVENUES		94,081.00		88,343.93		6,278.25		5,737.07	93.90
Expenditures									
443-000-703.000	Salaries/Wages - Full Time Employees	33,980.00		25,620.50		3,189.27		8,359.50	75.40
443-000-706.000	Wages - Part Time Employees	272.00		176.88		65.03		95.12	65.03
443-000-713.000	Other Post Employment Benefits	300.00		275.33		25.03		24.67	91.78
443-000-715.000	Payroll Tax - FICA/Medicare (Social Sec)	2,486.00		1,853.13		238.12		632.87	74.54
443-000-715.010	Health Insurance Premiums	5,164.00		4,693.41		422.12		470.59	90.89
443-000-715.012	Health Insurance - FSA - Employer Paid	25.00		14.58		1.43		10.42	58.32
443-000-715.013	Health Insurance - HSA - Employer Paid	2,537.00		2,034.19		0.00		502.81	80.18
443-000-715.015	Life Insurance	34.00		33.87		2.82		0.13	99.62
443-000-718.000	Retirement Benefits	2,941.00		2,224.10		284.41		716.90	75.62
443-000-724.000	Medical Insurance Opt Out	175.00		154.24		14.63		20.76	88.14
443-000-743.000	Uniforms	65.00		56.79		3.80		8.21	87.37
443-000-775.000	Supplies - Repairs and Maintenance	100.00		(9.98)		0.00		109.98	(9.98)
443-000-801.000	Engineering Services	2,000.00		0.00		0.00		2,000.00	0.00
443-000-801.013	Professional Services - Attorney	8,000.00		3,854.00		0.00		4,146.00	48.18
443-000-801.030	Professional Services - Audit	353.00		352.52		0.00		0.48	99.86
443-000-830.000	Contractual Reimbursement CRA Activities	14,240.00		14,510.17		5,889.38		(270.17)	101.90
443-000-910.000	Liability Insurance	4,725.00		4,725.00		0.00		0.00	100.00
443-000-910.010	Workers Comp Insurance	399.00		395.41		0.00		3.59	99.10
443-000-930.000	Repairs and Maintenance-Land & Building	15,000.00		5,620.77		135.75		9,379.23	37.47
443-000-930.015	Administrative Services - Accounting	0.00		200.00		0.00		(200.00)	100.00
443-000-930.050	Computer Services	50.00		29.75		0.00		20.25	59.50
443-000-940.000	Rentals - Equipment	1,500.00		863.08		203.24		636.92	57.54
443-908-991.000	Principal Payment - Interfund Loans	14,782.00		13,550.13		1,231.83		1,231.87	91.67
443-908-995.000	Interest Payment - Interfund Loans	1,843.00		1,689.38		153.58		153.62	91.66
TOTAL EXPENDITURES		110,971.00		82,917.25		11,860.44		28,053.75	74.72
Fund 443 - BROWNFIELD REDEVELOPMENT AUTHORITY - BRA:									
TOTAL REVENUES		94,081.00		88,343.93		6,278.25		5,737.07	93.90
TOTAL EXPENDITURES		110,971.00		82,917.25		11,860.44		28,053.75	74.72
NET OF REVENUES & EXPENDITURES		(16,890.00)		5,426.68		(5,582.19)		(22,316.68)	32.13

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL
PERIOD ENDING 05/31/2019
% Fiscal Year Completed: 91.78

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

GL NUMBER	DESCRIPTION	2018-19		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	05/31/2019 (ABNORMAL)	MONTH	05/31/2019 (DECREASE)	NORMAL	(ABNORMAL) BALANCE	

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL

PERIOD ENDING 05/31/2019

% Fiscal Year Completed: 91.78

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

GL NUMBER	DESCRIPTION	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	05/31/2019 (NORMAL (ABNORMAL))	MONTH 05/31/2019 (INCREASE (DECREASE))	BALANCE (NORMAL (ABNORMAL))	
Fund 450 - INDUSTRIAL PARK TIFA						
Revenues						
450-000-569.000	Local Grants	61,261.00	59,571.62	0.00	1,689.38	97.24
450-000-664.020	Interest Earned - Investments	889.00	814.74	75.45	74.26	91.65
TOTAL REVENUES		62,150.00	60,386.36	75.45	1,763.64	97.16
Expenditures						
450-000-703.000	Salaries/Wages - Full Time Employees	40,843.00	36,618.13	4,726.20	4,224.87	89.66
450-000-706.000	Wages - Part Time Employees	816.00	628.33	163.14	187.67	77.00
450-000-713.000	Other Post Employment Benefits	14.00	13.20	1.20	0.80	94.29
450-000-715.000	Payroll Tax - FICA/Medicare (Social Sec)	3,059.00	2,650.78	355.76	408.22	86.66
450-000-715.010	Health Insurance Premiums	5,208.00	4,776.35	432.26	431.65	91.71
450-000-715.012	Health Insurance - FSA - Employer Paid	102.00	57.47	5.86	44.53	56.34
450-000-715.013	Health Insurance - HSA - Employer Paid	2,503.00	1,856.75	0.00	646.25	74.18
450-000-715.015	Life Insurance	20.00	20.33	1.69	(0.33)	101.65
450-000-718.000	Retirement Benefits	2,123.00	1,714.17	256.52	408.83	80.74
450-000-724.000	Medical Insurance Opt Out	277.00	243.03	23.05	33.97	87.74
450-000-801.013	Professional Services - Attorney	0.00	60.00	0.00	(60.00)	100.00
450-000-801.030	Professional Services - Audit	67.00	66.78	0.00	0.22	99.67
450-000-910.000	Liability Insurance	379.00	379.00	0.00	0.00	100.00
450-000-910.010	Workers Comp Insurance	249.00	246.76	0.00	2.24	99.10
450-000-930.000	Repairs and Maintenance-Land & Building	1,800.00	0.00	0.00	1,800.00	0.00
450-000-930.050	Computer Services	50.00	29.75	0.00	20.25	59.50
450-000-940.000	Rentals - Equipment	1,800.00	406.02	181.47	1,393.98	22.56
450-000-956.000	Miscellaneous	400.00	914.75	0.00	(514.75)	228.69
450-000-962.000	Memberships & Dues	0.00	295.00	0.00	(295.00)	100.00
TOTAL EXPENDITURES		59,710.00	50,976.60	6,147.15	8,733.40	85.37
Fund 450 - INDUSTRIAL PARK TIFA:						
TOTAL REVENUES		62,150.00	60,386.36	75.45	1,763.64	97.16
TOTAL EXPENDITURES		59,710.00	50,976.60	6,147.15	8,733.40	85.37
NET OF REVENUES & EXPENDITURES		2,440.00	9,409.76	(6,071.70)	(6,969.76)	385.65

PERIOD ENDING 05/31/2019

% Fiscal Year Completed: 91.78

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

GL NUMBER	DESCRIPTION	2018-19		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	05/31/2019 (ABNORMAL)	MONTH 05/31/2019 INCREASE	(DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY DDA									
Revenues									
494-000-402.030	Captured DDA-CITY	20,969.00		20,969.42		0.00		(0.42)	100.00
494-000-402.031	Captured DDA-LIBRARY	2,526.00		2,706.95		0.00		(180.95)	107.16
494-000-402.032	Captured DDA-Capital Impr	1,674.00		1,673.90		0.00		0.10	99.99
494-000-402.033	Capture DDA-Fire Reserve	1,674.00		1,673.90		0.00		0.10	99.99
494-000-402.034	Capture-DDA-Solid Waste	2,176.00		2,176.09		0.00		(0.09)	100.00
494-000-402.045	Captured DDA-COUNTY	10,115.00		7,987.63		0.00		2,127.37	78.97
494-000-402.060	Captured Tax - AdVal Pers - City	2,717.00		1,917.98		0.00		799.02	70.59
494-000-402.061	Captured Tax - AdVal Pers - Library	327.00		1,599.13		0.00		(1,272.13)	489.03
494-000-402.062	Captured Tax - AdVal Pers - Capital Impr	217.00		153.15		0.00		63.85	70.58
494-000-402.063	Captured Tax - AdVal Pers - Fire Reserve	217.00		153.15		0.00		63.85	70.58
494-000-402.064	Captured Tax - AdVal Pers - Solid Waste	282.00		199.09		0.00		82.91	70.60
494-000-402.065	Captured Tax - AdVal Pers - County (All)	1,310.00		3,104.51		0.00		(1,794.51)	236.99
494-000-569.000	Local Grants	5,500.00		5,668.01		0.00		(168.01)	103.05
494-000-664.020	Interest Earned - Investments	162.00		433.37		29.61		(271.37)	267.51
494-000-694.000	Miscellaneous Revenue	200.00		15.00		0.00		185.00	7.50
494-000-694.022	DDA - Farmers Market Entry Fee	2,500.00		2,345.00		215.00		155.00	93.80
494-000-694.025	DDA - Sale of Merchandise	1,000.00		960.75		0.00		39.25	96.08
494-000-694.026	DDA - Special Event Revenues	600.00		1,160.00		0.00		(560.00)	193.33
494-000-694.036	DDA Donations - Movies in the Park	400.00		500.00		0.00		(100.00)	125.00
TOTAL REVENUES		54,566.00		55,397.03		244.61		(831.03)	101.52
Expenditures									
494-000-703.000	Salaries/Wages - Full Time Employees	17,867.00		13,903.05		1,679.99		3,963.95	77.81
494-000-706.000	Wages - Part Time Employees	1,500.00		841.52		0.00		658.48	56.10
494-000-715.000	Payroll Tax - FICA/Medicare (Social Sec)	1,411.00		1,025.94		119.37		385.06	72.71
494-000-715.010	Health Insurance Premiums	2,558.00		2,326.43		207.67		231.57	90.95
494-000-715.013	Health Insurance - HSA - Employer Paid	1,321.00		906.00		0.00		415.00	68.58
494-000-715.015	Life Insurance	2.00		0.00		0.00		2.00	0.00
494-000-718.000	Retirement Benefits	346.00		102.85		2.27		243.15	29.73
494-000-724.000	Medical Insurance Opt Out	47.00		41.50		3.94		5.50	88.30
494-000-775.000	Supplies - Repairs and Maintenance	2,000.00		40.15		0.00		1,959.85	2.01
494-000-801.000	Engineering Services	5,200.00		0.00		0.00		5,200.00	0.00
494-000-801.030	Professional Services - Audit	67.00		66.78		0.00		0.22	99.67
494-000-900.000	Printing and Publishing	3,000.00		3,469.00		125.00		(469.00)	115.63
494-000-910.000	Liability Insurance	484.00		484.00		0.00		0.00	100.00
494-000-910.010	Workers Comp Insurance	84.00		83.24		0.00		0.76	99.10
494-000-930.000	Repairs and Maintenance-Land & Building	500.00		1,243.00		1,019.00		(743.00)	248.60
494-000-930.050	Computer Services	50.00		29.75		0.00		20.25	59.50
494-000-940.000	Rentals - Equipment	650.00		162.03		0.00		487.97	24.93
494-000-956.000	Miscellaneous	1,850.00		240.97		0.00		1,609.03	13.03
494-000-956.021	Special Events	2,000.00		825.02		250.00		1,174.98	41.25
494-000-957.022	DDA Farmers Market Expense	1,000.00		535.00		25.00		465.00	53.50
494-000-957.025	DDA Christmas Ornament Costs	800.00		1,370.40		38.00		(570.40)	171.30
494-000-957.036	DDA Movies in the Park	1,500.00		1,639.00		0.00		(139.00)	109.27
494-000-960.000	Education & Training - Professional	500.00		25.00		0.00		475.00	5.00
494-000-962.000	Memberships & Dues	3,100.00		375.00		0.00		2,725.00	12.10
494-908-991.000	Principal Payment - Interfund Loans	11,550.00		10,587.50		962.50		962.50	91.67
494-908-995.000	Interest Payment - Interfund Loans	711.00		651.75		59.25		59.25	91.67
TOTAL EXPENDITURES		60,098.00		40,974.88		4,491.99		19,123.12	68.18

PERIOD ENDING 05/31/2019

% Fiscal Year Completed: 91.78

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

GL NUMBER	DESCRIPTION	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	05/31/2019 NORMAL (ABNORMAL)	MONTH 05/31/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY DDA						
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY DDA:						
	TOTAL REVENUES	54,566.00	55,397.03	244.61	(831.03)	101.52
	TOTAL EXPENDITURES	60,098.00	40,974.88	4,491.99	19,123.12	68.18
	NET OF REVENUES & EXPENDITURES	(5,532.00)	14,422.15	(4,247.38)	(19,954.15)	260.70
	TOTAL REVENUES - ALL FUNDS	210,797.00	204,127.32	6,598.31	6,669.68	96.84
	TOTAL EXPENDITURES - ALL FUNDS	230,779.00	174,868.73	22,499.58	55,910.27	75.77
	NET OF REVENUES & EXPENDITURES	(19,982.00)	29,258.59	(15,901.27)	(49,240.59)	146.42

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL

PERIOD ENDING 05/31/2019

% Fiscal Year Completed: 91.78

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

GL NUMBER	DESCRIPTION	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	05/31/2019	MONTH 05/31/2019	BALANCE	
Fund 443 - BROWNFIELD REDEVELOPMENT AUTHORITY - BRA						
Revenues						
TAXES	TAXES	18,986.00	19,346.89	0.00	(360.89)	101.90
INTEREST	INTEREST & RENTS	95.00	247.04	28.25	(152.04)	260.04
TRANSFER	FUNDS TRANSFERS	75,000.00	68,750.00	6,250.00	6,250.00	91.67
TOTAL REVENUES		94,081.00	88,343.93	6,278.25	5,737.07	93.90
Expenditures						
000	OPERATIONS	94,346.00	67,677.74	10,475.03	26,668.26	71.73
908	DEBT SERVICE	16,625.00	15,239.51	1,385.41	1,385.49	91.67
TOTAL EXPENDITURES		110,971.00	82,917.25	11,860.44	28,053.75	74.72
Fund 443 - BROWNFIELD REDEVELOPMENT AUTHORITY - BRA:						
TOTAL REVENUES		94,081.00	88,343.93	6,278.25	5,737.07	93.90
TOTAL EXPENDITURES		110,971.00	82,917.25	11,860.44	28,053.75	74.72
NET OF REVENUES & EXPENDITURES		(16,890.00)	5,426.68	(5,582.19)	(22,316.68)	32.13

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL

PERIOD ENDING 05/31/2019

% Fiscal Year Completed: 91.78

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

GL NUMBER	DESCRIPTION	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	05/31/2019 NORMAL (ABNORMAL)	MONTH 05/31/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 450 - INDUSTRIAL PARK TIFA						
Revenues						
INTEREST	INTEREST & RENTS	889.00	814.74	75.45	74.26	91.65
OTHER	OTHER	61,261.00	59,571.62	0.00	1,689.38	97.24
TOTAL REVENUES		62,150.00	60,386.36	75.45	1,763.64	97.16
Expenditures						
000	OPERATIONS	59,710.00	50,976.60	6,147.15	8,733.40	85.37
TOTAL EXPENDITURES		59,710.00	50,976.60	6,147.15	8,733.40	85.37
Fund 450 - INDUSTRIAL PARK TIFA:						
TOTAL REVENUES		62,150.00	60,386.36	75.45	1,763.64	97.16
TOTAL EXPENDITURES		59,710.00	50,976.60	6,147.15	8,733.40	85.37
NET OF REVENUES & EXPENDITURES		2,440.00	9,409.76	(6,071.70)	(6,969.76)	385.65

PERIOD ENDING 05/31/2019

% Fiscal Year Completed: 91.78

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

GL NUMBER	DESCRIPTION	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	05/31/2019 NORMAL (ABNORMAL)	MONTH 05/31/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY DDA						
Revenues						
TAXES	TAXES	44,204.00	44,314.90	0.00	(110.90)	100.25
INTEREST	INTEREST & RENTS	162.00	433.37	29.61	(271.37)	267.51
OTHER	OTHER	10,200.00	10,648.76	215.00	(448.76)	104.40
TOTAL REVENUES		54,566.00	55,397.03	244.61	(831.03)	101.52
Expenditures						
000	OPERATIONS	47,837.00	29,735.63	3,470.24	18,101.37	62.16
908	DEBT SERVICE	12,261.00	11,239.25	1,021.75	1,021.75	91.67
TOTAL EXPENDITURES		60,098.00	40,974.88	4,491.99	19,123.12	68.18
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY DDA:						
TOTAL REVENUES		54,566.00	55,397.03	244.61	(831.03)	101.52
TOTAL EXPENDITURES		60,098.00	40,974.88	4,491.99	19,123.12	68.18
NET OF REVENUES & EXPENDITURES		(5,532.00)	14,422.15	(4,247.38)	(19,954.15)	260.70
TOTAL REVENUES - ALL FUNDS						
TOTAL REVENUES - ALL FUNDS		210,797.00	204,127.32	6,598.31	6,669.68	96.84
TOTAL EXPENDITURES - ALL FUNDS		230,779.00	174,868.73	22,499.58	55,910.27	75.77
NET OF REVENUES & EXPENDITURES		(19,982.00)	29,258.59	(15,901.27)	(49,240.59)	146.42