

# 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”

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## AGENDA DDA/TIFA/BRA City Hall Council Chambers June 13, 2017 7:30 AM

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Approval of Minutes/Summary** – 05/09/17 Meeting Minutes
5. **General Public**
6. **Chairman’s Reports**
  
7. **BRA Action Items**
  - A. Accounts Payable for May of \$ 853.45
  - B. Adoption of BRA 2017-2018 Budget
  
8. **DDA Action Items**
  - A. Accounts Payable for May of \$ 641.91
  - B. Adoption of the 2017-2018 Budget
  
9. **TIFA Action Items**
  - A. Accounts Payable May of \$ 526.11
  - B. Adoption of the 2017-2018 Budget
  - C. Signage at entrance of Park – Hiring Now
  
10. **Communications:** 05/08/17, and 05/22/17 Council Minutes. Also the Financial Report/ Summary as of 05/31/17.
11. **Public Comments**
12. **Staff Comments –**
13. **Member Comments**
14. **Adjournment**

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

The City of Plainwell is an equal opportunity provider and employer

***The Island City***

Minutes  
Plainwell DDA, BRA and TIFA:  
May 9, 2017

1. Call to Order - Meeting called to order at 7:34 a.m. by Rizzo
2. Pledge of Allegiance
3. Roll Call  
Members Present: Jim Turley, Erik Wilson, EJ Hart, Paul Rizzo, Zelda Schippers, & Tracee Dunlop  
Excused: Mayor Rick Brooks, Adam Hopkins, Nick Larabel
4. Approval of Minutes of 04/11/2017 minutes
5. General Public: None
6. Chairman's Report: None
7. BRA Action Items
  - A. **Motion to accept accounts payable for April of \$2,583.69 was made by Hart and seconded by Dunlop. Motion carried.**
  - B. Wilson discussed the Comfort letter from the EPA for Sweetwater Donuts; if we do not receive the comfort letter by the next council meeting then the city will draft a lease agreement for Sweetwater's.
8. DDA Action Items
  - A. **Motion to accept accounts payable for the month of April of \$1,327.12 was made by Rizzo and seconded by Turley. Motion carried.**
  - B. Update on the financing of the Business Directory, \$240 had been collected from downtown businesses.
9. TIFA Action Items
  - A. **Motion to accept accounts payable for the month of April of \$1508.56 was made by Hart and seconded by Schippers. Motion carried.**
  - B. Discussion on the need for more property in the Industrial Park and how we can acquire more land. Wilson spoke about a \$375,000 grant to reroute storm water to free up approximately 3 acres of land.
10. Communications:  
3/27/17 and 04/10/17 Council Minutes and Financial Report/summary as of 04/31/17 was approved and placed on file.
11. Public Comments: None
12. Staff Comments:  
Dog Park updates, Farmers' Market opening day; Plainwell Kayak Company opening
- Member Comments:
13. Adjournment: **A Motion by Dunlop supported by Rizzo to adjourn the meeting at 8:13 a.m. was made and passed.**

Submitted by Denise Siegel, Community Development Manager

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 443	BROWNFIELD REDEVELOPMENT AUTH - BRA				
Dept 000	OPERATIONS				
443-000-715.010	Health Insurance	PRIORITY HEALTH	JUNE 2017 HEALTH INSURANCE	548.55	10912
443-000-743.000	Uniforms	CONTINENTAL LINEN SERVICES	2017-04 DPW RUGS/UNIFORMS/MISC	3.80	10854
443-000-930.050	Computer Services	CLARK TECHNICAL SERVICES	APRIL 2017 COMPUTER SUPPORT	1.10	10892
443-000-956.000	Miscellaneous	PNC BANK (CREDIT CARD)	APRIL 2017 STATEMENT	300.00	1089
		Total For Dept 000 OPERATIONS		853.45	
		Total For Fund 443 BROWNFIELD REDEVELOPMENT AUTH - BRA		853.45	

Fund 443 - BROWNFIELD REDEVELOPMENT AUTH - BRA  
5/15/2017

GL NUMBER	DESCRIPTION	13-14 ACTUAL AMOUNTS	14-15 ACTUAL AMOUNTS	15-16 ACTUAL AMOUNTS	16-17 REQUESTED BUDGET	16-17 ACTUAL TO 04/30	16-17 PROJECTED TOTALS	17-18 REQUESTED BUDGET
ESTIMATED REVENUES								
Dept 000-OPERATIONS								
443-000-402.040	Captured - City	2,118	2,148	2,179	2,185	2,185	2,185	2,205
443-000-402.041	Captured - Library	153	156	261	262	261	261	264
443-000-402.042	Captured - Cap Improvement	167	169	172	172	172	172	174
443-000-402.043	Captured - Fire Reserve	167	169	172	172	172	172	174
443-000-402.044	Captured - Solid Waste	217	220	224	224	224	224	226
443-000-402.047	Captured DDA-SCHOOL	4,772	4,758	4,784	4,750	4,751	4,751	4,732
443-000-402.048	Captured - County	986	1,033	1,048	1,051	1,049	1,049	1,059
443-000-402.060	Captured - AV - Personal - CITY	831	755	694	646	646	646	588
443-000-402.061	Captured - AV - Personal - LIBRARY	60	55	83	77	77	77	70
443-000-402.062	Captured - AV - Personal - CAP IMP	66	60	55	51	51	51	46
443-000-402.063	Captured - AV - Personal - FIRE RES	66	60	55	51	51	51	46
443-000-402.064	Captured - AV - Personal - S WASTE	85	77	71	66	66	66	60
443-000-402.065	Captured - AV - Personal - COUNTY	387	363	334	311	310	310	282
443-000-402.069	Property Tax - PPT State Reimb PA	0	208	0	0	0	0	0
443-000-545.000	State Grant	697,275	0	0	0	0	0	0
443-000-664.020	Interest Inc-Investments	618	103	10	0	40	45	0
443-000-673.000	Sale of Land	0	0	0	0	1,000	1,000	0
443-000-673.020	Sale of Misc Equipment	53,557	0	0	0	0	0	0
443-000-676.080	Rev-Transfer from Cap Improvement	79,000	29,000	69,000	60,000	50,000	60,000	70,000
443-000-694.000	Revenue-Miscellaneous	15,065	0	4,930	0	0	0	0
Totals for dept 000-OPERATIONS		855,590	39,334	84,072	70,018	61,055	71,060	79,926
TOTAL ESTIMATED REVENUES		855,590	39,334	84,072	70,018	61,055	71,060	79,926
APPROPRIATIONS								
Dept 000-OPERATIONS								
443-000-703.000	Full Time Wages	33,605	37,988	30,772	32,099	21,334		33,204
443-000-706.000	Part Time Wages	1,956	451	1,986	1,037	56		1,068

443-000-710.000	Overtime Wages-Extra Time	0	147	0	0	0	0	
443-000-713.000	Other Post Employee Benefits	811	864	995	762	635	657	
443-000-715.000	Social Security (FICA)	2,547	2,756	2,354	2,406	1,532	2,483	
443-000-715.010	Health Insurance	6,177	8,732	8,430	7,190	7,780	5,730	
443-000-715.012	FSA - Employer Paid	0	0	0	0	10	25	
443-000-715.013	HSA - Employer Paid	0	0	0	0	0	1,920	
443-000-715.015	Life Insurance	48	67	30	34	31	34	
443-000-718.000	Retirement Benefits	3,081	3,342	2,453	2,776	1,895	2,873	
443-000-724.000	Med Insurance Buyouts	0	17	82	108	87	108	
443-000-727.000	Office Supplies	0	0	0	0	0	0	
443-000-730.000	Postage	0	12	0	0	0	0	
443-000-743.000	Uniforms	65	42	56	0	44	50	
443-000-775.000	Rep & Maint Supplies	264	2,619	238	0	23	100	
443-000-801.000	Prof Services - Engineering	0	0	490	0	1,400	0	
443-000-801.013	Prof Services/Attorney	3,382	7,075	8,649	0	57	5,000	
443-000-801.030	Profess Service-Audit	499	507	353	488	488	488	
443-000-830.000	Contractual Reimbursement	0	7,517	7,598	7,514	7,513	<a href="#">7,445</a>	
443-000-850.000	Communications	35	2	3	0	21	0	
443-000-900.000	Printing & Publishing	72	40	30	0	0	0	
443-000-910.000	Liability Insurance	4,221	4,025	4,178	4,679	4,475	4,679	
443-000-910.010	Workers Comp Insurance	305	316	329	298	286	399	
443-000-920.000	Utilities	2,056	0	0	0	0	0	
443-000-930.000	Repair/Maintenance (Outside)	9,498	10,985	5,856	7,000	148	8,000	
443-000-930.015	Financial Services	1,318	845	132	0	0	0	
443-000-930.050	Computer Services	28	0	106	0	50	50	
443-000-940.000	Equipment Rental	3,717	2,211	1,608	1,000	315	450	
443-000-956.000	Miscellaneous	15,174	437	0	0	46	0	
<b>Totals for dept 000-OPERATIONS</b>		<b>88,859</b>	<b>90,997</b>	<b>76,728</b>	<b>67,391</b>	<b>48,226</b>	<b>0</b>	<b>74,763</b>

Dept 908-DEBT SERVICE

443-908-991.000	Principal Payment - Interfund Loans	500,102	32,857	14,037	0	0	14,636	
443-908-995.000	Interest Payment - Interfund Loans	0	2,726	2,587	0	0	1,939	
<b>Totals for dept 908-DEBT SERVICE</b>		<b>500,102</b>	<b>35,583</b>	<b>16,624</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>16,575</b>

Dept 970-CAPITAL OUTLAY

443-970-801.000	Prof Services - Engineering	82,000	0	0	0	0	0	
443-970-972.000	Contracted Services	606,595	2,721	20,000	0	0	0	
443-970-974.000	City Match	4,500	0	0	0	0	0	
<b>Totals for dept 970-CAPITAL OUTLAY</b>		<b>693,095</b>	<b>2,721</b>	<b>20,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

TOTAL APPROPRIATIONS	1,282,056	129,301	113,352	67,391	48,226	0	91,338
NET OF REVENUES/APPROPRIATIONS - FUND 443	(426,466)	(89,967)	(29,280)	2,627	12,829	71,060	(11,412)
Estimated Cash <b>beginning of year:</b>		95,000	36,500	16,500			24,000
Estimated Cash <b>end of year:</b>		5,033	7,220	19,127			12,589

INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL

EXP CHECK RUN DATES 05/01/2017 - 05/31/2017

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 494 DDA FUND					
Dept 000 OPERATIONS					
494-000-202.494	ACCOUNTS PAYABLE - 2017 DOWNTOWN PLAINWELL FLOWERS		2017 GOLDEN TICKETS	25.00	10845
494-000-202.494	ACCOUNTS PAYABLE - 2017 DOWNTOWN HIEMSTRA OPTICAL		2017 GOLDEN TICKETS	90.00	10850
494-000-202.494	Accounts Payable - 2014 DOWNTOWN HIEMSTRA OPTICAL		2017 GOLDEN TICKETS	245.00	10899
494-000-715.010	Health Insurance	PRIORITY HEALTH	JUNE 2017 HEALTH INSURANCE	245.81	10912
494-000-900.000	Printing & Publishing	KAECHELE PUBLICATIONS INC	DDA ADS	35.00	10870
494-000-930.050	Computer Services	CLARK TECHNICAL SERVICES	APRIL 2017 COMPUTER SUPPORT	1.10	10892
		Total For Dept 000 OPERATIONS		641.91	
		Total For Fund 494 DDA FUND		641.91	

Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY - DDA  
06/07/2017

GL NUMBER	DESCRIPTION	13-14 ACTUAL AMOUNTS	14-15 ACTUAL AMOUNTS	15-16 ACTUAL AMOUNTS	16-17 REQUESTED BUDGET	16-17 ACTUAL TO 04/30	16-17 PROJECTED TOTALS	17-18 REQUESTED BUDGET
ESTIMATED REVENUES								
Dept 000-OPERATIONS								
494-000-402.030	Captured - AV - Real - CITY	24,570	21,319	14,966	13,349	13,349		15,041
494-000-402.031	Captured - AV - Real - LIBRARY	1,779	1,561	1,792	1,598	1,595		1,797
494-000-402.032	Captured - AV - Real - CAP IMP	1,939	1,690	1,181	1,053	1,053		1,187
494-000-402.033	Captured - AV - Real - FIRE RES	1,939	1,690	1,181	1,053	1,053		1,187
494-000-402.034	Captured - AV - Real - S WASTE	2,520	2,199	1,535	1,369	1,369		1,542
494-000-402.045	Captured - AV - Real - COUNTY	11,434	10,294	7,195	6,418	6,407		7,219
494-000-402.060	Captured - AV - Personal - CITY	2,536	3,146	2,066	2,502	2,502		2,653
494-000-402.061	Captured - AV - Personal - LIBRARY	184	228	247	300	299		317
494-000-402.062	Captured - AV - Personal - CAP IMP	200	248	163	197	197		209
494-000-402.063	Captured - AV - Personal - FIRE RES	200	248	163	197	197		209
494-000-402.064	Captured - AV - Personal - S WASTE	260	323	212	257	257		272
494-000-402.065	Captured - AV - Personal - COUNTY	1,180	1,513	993	1,203	1,201		1,273
494-000-402.069	Property Tax - PPT State Reimb PA	0	2,101	0	0	0		0
494-000-545.000	State Grant	0	900	0	0	0		0
494-000-569.000	State Grants - Other (Personal Property)	0	0	0	0	0		5,600
494-000-569.010	Local Donations	0	0	3,500	0	0		0
494-000-664.020	Interest Inc-Investments	37	33	15	0	51		15
494-000-694.000	Revenue-Miscellaneous	4,252	8,986	2,253	1,500	1,397		1,500
494-000-694.022	DDA - Farmers Market Entry Fee	505	350	3,990	4,000	2,247		3,500
494-000-694.025	Sale of Merchandise	0	1,454	1,200	1,000	915		1,000
494-000-694.026	DDA - Special Event Revenues	0	0	0	0	1,616		1,000
494-000-694.036	DDA Donations - Movies in the Park	0	0	100	500	0		400
Totals for dept 000-OPERATIONS		53,535	58,283	42,752	36,496	35,705	36,700	45,921
TOTAL ESTIMATED REVENUES		53,535	58,283	42,752	36,496	35,705	36,700	45,921

APPROPRIATIONS



Dept 000-OPERATIONS

494-000-703.000	Full Time Wages	19,902	12,995	11,905	13,022	10,245		13,833
494-000-706.000	Part Time Wages	20	364	707	700	1,827		750
494-000-710.000	Overtime Wages-Extra Time	0	0	100	0	0		0
494-000-715.000	Social Security (FICA)	1,392	999	942	1,050	855		1,040
494-000-715.010	Health Insurance	(49)	(70)	0	0	3,354		2,556
494-000-715.013	HSA - Employer Paid	0	0	0	0	0		1,392
494-000-715.015	Life Insurance	2	0	0	0	0		0
494-000-718.000	Retirement Benefits	1,990	169	14	0	0		0
494-000-727.000	Office Supplies	0	2	61	25	0		0
494-000-775.000	Rep & Maint Supplies	719	1,988	1,100	1,000	0		1,000
494-000-801.000	Prof Services - Engineering	0	0	132	0	0		0
494-000-801.013	Prof Services/Attorney	0	513	0	0	0		0
494-000-801.030	Profess Service-Audit	94	96	67	92	92		92
494-000-900.000	Printing & Publishing	1,098	2,192	3,757	2,500	2,302		2,500
494-000-910.000	Liability Insurance	396	412	427	479	458		479
494-000-910.010	Workers Comp Insurance	40	65	65	55	53		84
494-000-930.000	Rep & Maint Outside Servi	6,176	8,406	3,390	3,000	1,719		500
494-000-930.050	Computer Services	0	0	153	0	50		50
494-000-940.000	Equipment Rental	449	560	217	500	0		250
494-000-956.000	Miscellaneous	1,117	1,286	878	1,000	824		0
494-000-956.021	Special Events	5,250	5,735	5,138	1,300	989		1,200
494-000-957.022	DDA Farmers Market Expenses	0	0	0	700	615		700
494-000-957.025	DDA Christmas Ornament Costs	0	0	0	800	779		800
494-000-957.036	DDA Movies in the Park	0	0	0	2,200	2,493		2,200
494-000-960.000	Education & Training	0	0	170	0	275		100
494-000-962.000	Association Memberships	0	0	0	0	1,530		3,100
<b>Totals for dept 000-OPERATIONS</b>		<b>38,596</b>	<b>35,712</b>	<b>29,223</b>	<b>28,423</b>	<b>28,460</b>	<b>0</b>	<b>32,626</b>

Dept 908-DEBT SERVICE

494-908-991.000	Principal Payment - Interfund Loans	10,990	11,100	11,211	11,323	9,436	11,323	11,436
494-908-995.000	Interest Payment - Interfund Loans	1,271	1,161	1,050	938	782	938	825
<b>Totals for dept 908-DEBT SERVICE</b>		<b>12,261</b>	<b>12,261</b>	<b>12,261</b>	<b>12,261</b>	<b>10,218</b>	<b>12,261</b>	<b>12,261</b>

TOTAL APPROPRIATIONS

50,857	47,973	41,484	40,684	38,678	12,261	44,887
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NET OF REVENUES/APPROPRIATIONS - FUND 494

2,678	10,310	1,268	(4,188)	(2,973)	24,439	1,034
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Estimated Cash <b>beginning of year:</b>	9,500	13,000	12,000	<u>10,000</u>
Estimated Cash <b>end of year:</b>	<u>19,810</u>	<u>14,268</u>	<u>7,812</u>	<u><u>11,034</u></u>

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 450	INDUST PARK TIFA				
Dept 000	OPERATIONS				
450-000-715.010	Health Insurance	PRIORITY HEALTH	JUNE 2017 HEALTH INSURANCE	525.01	10912
450-000-930.050	Computer Services	CLARK TECHNICAL SERVICES	APRIL 2017 COMPUTER SUPPORT	1.10	10892
		Total For Dept 000 OPERATIONS		526.11	
		Total For Fund 450 INDUST PARK TIFA		526.11	

Fund 450 - INDUST PARK TIFA  
6/7/2017

GL NUMBER	DESCRIPTION	13-14 ACTUAL AMOUNTS	14-15 ACTUAL AMOUNTS	15-16 ACTUAL AMOUNTS	16-17 REQUESTED BUDGET	16-17 ACTUAL TO 04/30	16-17 PROJECTED TOTALS	17-18 REQUESTED BUDGET
ESTIMATED REVENUES								
Dept 000-OPERATIONS								
450-000-402.040	Captured - AV - Real - CITY	4,659	177	3,415	14,874	14,863		0
450-000-402.041	Captured - AV - Real - LIBRARY	335	0	409	1,841	1,776		0
450-000-402.042	Captured - AV - Real - CAP IMP	368	0	269	1,173	1,173		0
450-000-402.043	Captured - AV - Real - FIRE RES	368	0	269	1,173	1,173		0
450-000-402.044	Captured - AV - Real - S WASTE	478	0	350	1,525	1,524		0
450-000-402.048	Captured - AV - Real - COUNTY	2,158	0	1,641	7,151	7,136		0
450-000-402.060	Captured - AV - Personal - CITY	3,914	13,780	13,945	6,839	8,038		0
450-000-402.061	Captured - AV - Personal - LIBRARY	283	1,010	1,670	819	961		0
450-000-402.062	Captured - AV - Personal - CAP IMP	309	1,101	1,100	540	634		0
450-000-402.063	Captured - AV - Personal - FIRE RES	309	1,101	1,100	540	634		0
450-000-402.064	Captured - AV - Personal - S WASTE	401	1,431	1,430	701	825		0
450-000-402.065	Captured - AV - Personal - COUNTY	1,821	6,710	6,705	3,288	3,857		0
450-000-402.070	Captured - IFT - Real - CITY	0	0	0	0	0		0
450-000-402.071	Captured - IFT - Real - LIBRARY	0	0	0	0	0		0
450-000-402.072	Captured - IFT - Real - CAP IMP	0	0	0	0	0		0
450-000-402.073	Captured - IFT - Real - FIRE RES	0	0	0	0	0		0
450-000-402.074	Captured - IFT - Real - S WASTE	0	0	0	0	0		0
450-000-402.075	Captured - IFT - Real - COUNTY	0	0	0	0	0		0
450-000-402.080	Captured - IFT - Personal - CITY	0	4,228	6,096	0	0		0
450-000-402.081	Captured - IFT - Personal - LIBRARY	0	306	730	0	0		0
450-000-402.082	Captured - IFT - Personal - CAP IMP	0	334	481	0	0		0
450-000-402.083	Captured - IFT - Personal - FIRE RES	0	334	481	0	0		0
450-000-402.084	Captured - IFT - Personal - S WASTE	0	434	625	0	0		0
450-000-402.085	Captured - IFT - Personal - COUNTY	0	2,033	2,931	0	0		0
450-000-569.000	State Grants - Other (Personal Property)	0	0	0	0	0		<u>54,600</u>
450-000-664.020	Interest Inc-Investments	89	59	33	0	272		50
450-000-694.000	Revenue-Miscellaneous	0	0	0	0	1,000		0
Totals for dept 000-OPERATIONS		15,492	33,038	43,680	40,464	43,866	43,900	54,650

TOTAL ESTIMATED REVENUES		15,492	33,038	43,680	40,464	43,866	43,900	54,650
APPROPRIATIONS								
Dept 000-OPERATIONS								
450-000-703.000	Full Time Wages	16,161	15,172	20,532	28,203	21,911		29,299
450-000-706.000	Part Time Wages	749	388	608	0	574		0
450-000-713.000	OTHER POST EMPLOYMENT BENEFITS	0	0	20	28	23		158
450-000-715.000	Social Security (FICA)	1,206	1,122	1,528	2,101	1,573		2,093
450-000-715.010	Health Insurance	1,978	2,669	2,636	3,039	7,268		5,480
450-000-715.012	FSA - Employer Paid	0	0	0	0	29		77
450-000-715.013	HSA - Employer Paid	0	0	0	0	0		2,256
450-000-715.015	Life Insurance	14	14	10	11	9		11
450-000-718.000	Retirement Benefits	1,532	1,129	1,126	1,135	897		1,143
450-000-724.000	Med Insurance Buyouts	0	2	20	20	16		20
450-000-775.000	Rep & Maint Supplies	187	0	0	0	0		0
450-000-801.013	Prof Services/Attorney	0	323	1,425	1,000	418		500
450-000-801.030	Profess Service-Audit	94	96	67	92	92		92
450-000-850.000	Communications	3	2	3	0	1		0
450-000-910.000	Liability Insurance	308	320	332	372	356		372
450-000-910.010	Workers Comp Insurance	98	112	113	179	172		249
450-000-930.000	Rep & Maint Outside Servi	141	0	4,265	1,000	1,950		1,000
450-000-930.015	Financial Services	138	88	132	0	0		0
450-000-930.050	Computer Services	0	0	51	0	50		50
450-000-940.000	Equipment Rental	1,032	1,499	2,238	1,500	1,461		1,500
450-000-956.000	Miscellaneous	520	545	820	600	0		600
Totals for dept 000-OPERATIONS		24,161	23,481	35,926	39,280	36,800	43,900	44,900
Dept 970-CAPITAL OUTLAY								
450-970-972.000	Contracted Services	0	0	5,500	0	0		
450-970-974.000	City Match	22,578	0	0	0	0		
Totals for dept 970-CAPITAL OUTLAY		22,578	0	5,500	0	0	0	0
TOTAL APPROPRIATIONS		46,739	23,481	41,426	39,280	36,800	43,900	44,900
NET OF REVENUES/APPROPRIATIONS - FUND 450		(31,247)	9,557	2,254	1,184	7,066	0	9,750

Estimated Cash <b>beginning of year:</b>	42,000	52,000	61,000	<u>56,000</u>
Estimated Cash <b>end of year:</b>	<u>51,557</u>	<u>54,254</u>	<u>62,184</u>	<u><u>65,750</u></u>

# Industrial Park Hiring Sign – Sign Writer (pricing includes hardware for hanging)

Sign post - \$75

Hiring Now sign - \$14.50

Individual Signs - \$17.50 - \$20 depending on size (6x28 or 8x28) make the businesses pay for their signs.

Labor - \$40



## Hiring Now

Hytech  
269-xxx-xxxx

FBN  
269 xxx-xxxx

Modernistic  
269 xxx-xxxx

shutterstock · 77560117



**MINUTES**  
**Plainwell City Council**  
**May 8, 2017**

1. Mayor Brooks called the regular meeting to order at 7:00 PM in City Hall Council Chambers.
2. Matt Hooper of Lighthouse Baptist Church gave the Invocation.
3. Pledge of Allegiance was given by all present.
4. Roll Call: Present: Mayor Brooks, Councilman Keeney, and Councilman Overhuel. Absent: Mayor Pro-Tem Steele and Councilman Keeler.
5. Approval of Minutes/Summary:  
**A motion by Overhuel, supported by Keeney, to accept and place on file the Council Minutes and Summary of the 04/24/2017 regular meeting. On voice vote, all voted in favor. Motion passed.**
6. General Public / County Commissioner Report:  
Commissioner Don Black reported that the circuit court probation office is in the process of moving.
7. Presentations: None.
8. Agenda Amendments: None.
9. Mayor's Report: None.
10. Recommendations and Reports:
  - A. Superintended Updike reminded Council of a new pavement striping machine purchase last year. The former machine is now redundant in the city's inventory and can be sold at auction.  
**A motion by Overhuel, supported by Keeney, to authorize the sale of the redundant pavement striper at auction. On a voice vote, all in favor. Motion passed.**
  - B. Community Development Manager Siegel reported on the planned Vacation Bible School sponsored by Lighthouse Baptist Church. This annual event is held in Thurl Cook Park on June 19 to 21, 2017.  
**A motion by Keeney, supported by Overhuel, to approve Special Event Permit 2017-04. On a voice vote, all in favor. Motion passed.**
  - C. Community Development Manager Siegel reported on a fundraising run/walk for the Dog Park to be held May 21, 2017 in Thurl Cook Park/Industrial Park. The event will host vendors as well as a dog obstacle course.  
**A motion by Overhuel, supported by Keeney, to approve Special Event Permit 2017-05. On a voice vote, all in favor. Motion passed.**
11. Communications:
  - A. **A motion by Keeney, seconded by Overhuel, to accept and place on file the April 2017 Fund Balance and Investment Reports. On a voice vote, all in favor. Motion passed.**
12. Accounts Payable:  
**A motion by Keeney, supported by Overhuel, that the bills be allowed and orders drawn in the amount of \$64,808.99 for payment of same. On a roll call vote, all in favor. Motion passed.**



13. Public Comments

None.

14. Staff Comments

Superintendent Pond reported the replacement of the air handling unit is underway.

Superintendent Updike reported submitting a grant with the Transportation Economic Fund for \$380,000 and expects a decision in November 2016. City Manager Wilson reported this grant may help provide consolidation and/or moving stormwater retention ponds which could create more available land in the Industrial Park.

Community Development Manager Siegel reported continued fundraising efforts for the Dog Park. So far, over \$3,000 has been raised, with a new goal of \$25,000, which would coincide with a recently approved MEDC Public Spaces, Community Places matching grant. There is \$20,000 in matching funds available with that grant. Also, she reminded Council of the Farmer's Market opening on May 19. She reported continued work with the Chamber of Commerce to find a new Director. Finally, she noted that Plainwell Kayak Company plans to open on Memorial Day weekend.

Clerk/Treasurer Kelley reported continued work on the budget.

15. Council Comments:

None.

16. Adjournment:

**A motion by Keeney, supported by Overhuel, to adjourn the meeting at 7:18 PM. On voice vote, all voted in favor. Motion passed.**

Minutes respectfully

Submitted by,

Brian Kelley

City Clerk/Treasurer

**MINUTES**  
**Plainwell City Council**  
**May 22, 2017**

1. Mayor Brooks called the regular meeting to order at 7:01 PM in City Hall Council Chambers.
2. Steve Smail of 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, Councilman Keeler, and Councilman Overhuel.  
Absent: and Councilman Keeney.
5. Approval of Minutes/Summary:  
**A motion by Steele, supported by Overhuel, to accept and place on file the Council Minutes and Summary of the 05/08/2017 regular meeting. On voice vote, all voted in favor. Motion passed.**
6. General Public Comments:  
Steve Smail from Lighthouse Baptist Church invited Council to the July 16 church service that will include honoring public servants, including Senator Tonya Shuitmaker and Representative Mary Whiteford, both of whom will be in attendance.
7. Presentations / County Commissioner Report:  
County Clerk Bob Genetski reported on the state of the County Clerk's Office and noted work on consolidating the department's website and making more forms available online. He made specific note of his office's free service of recording Form DD-214 for the Honorable Discharge from military service and that the veteran can always receive certified copies of the form for future use. He also reported on the new election hardware being purchased through Dominion Software and the negotiations which all for the use of the remaining federal and state funds to obtain this equipment at no up-front cost for the city.  
  
Commissioner Don Black reported that the state of the countywide road patrol millage is still in limbo due to unresolved concerns of the municipalities that already offer public safety services, as well as a need for more input from all of the county's municipalities.
8. Agenda Amendments: None.
9. Mayor's Report: Mayor Brooks reported on celebrating with the PHS Senior Class of 2017 on May 23, 2017 and awarding the Bryon Brooks Memorial Scholarship again this year and what a privilege to do so.
10. Recommendations and Reports:
  - A. Clerk/Treasurer Kelley piggybacked on County Clerk Genetski's report on the new voting equipment and reported to Council the need to formalize application to the State for use of the grant funds which allow the equipment to be purchased with no up-front dollars. The resolution authorizes the City Manager to make such application with the State, through the County Clerk's Office.  
**A motion by Steele, supported by Keeler, to adopt Resolution 17-14 authorizing the City Manager to make grant application with the Michigan Secretary of State for new voting machines. On a voice vote, all in favor. Motion passed.**
  - B. Community Development Manager Siegel and Kyle from DC Strong reported on the planned Car/Truck show on July 15, 2017 that benefits DC Strong. The vehicles will be displayed in the gravel lot on the Mill Site on M-89. GHD, Public Safety and Public Works have reviewed the plans and are in support.  
**A motion by Steele, supported by Keeler, to approve Special Event Permit 2017-03. On a**

**voice vote, all in favor. Motion passed.**

- C.** Community Development Manager Siegel reported the VFW is planning the annual Memorial Day Parade for Monday May 29, 2017, using the same route as prior year. Public Safety Director Bomar has reviewed the plans and has staffing available.

**A motion by Keeler, supported by Overhuel, to approve Special Event Permit 2017-06. On a voice vote, all in favor. Motion passed.**

- D.** Community Development Manager Siegel reported on the annual 5K benefitting the Plainwell Education Foundation taking place June 14, 2017. The route starts and ends at Hicks Park and is mostly on back road with minimal interruptions on South Main. Public Safety Director Bomar has reviewed the plans and has staffing available.

**A motion by Steele, supported by Overhuel, to approve Special Event Permit 2017-07. On a voice vote, all in favor. Motion passed.**

- E.** Superintendent Updike reported on the Traffic Control Order to add a Dead End Road sign on Walnut Wood Court in response to local resident concerns.

**A motion by Steele, supported by Overhuel, to approve Traffic Control Order 463. On a voice vote, all in favor. Motion passed.**

11. Communications:

- A. A motion by Steele, seconded by Overhuel, to accept and place on file the April 2017 Water Renewal Report. On a voice vote, all in favor. Motion passed.**

12. Accounts Payable:

**A motion by Keeler, supported by Steele, that the bills be allowed and orders drawn in the amount of \$37,447.56 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 that insurance open enrollment was coming up soon. She also noted a successful planting day on Saturday May 20, 2017.

Superintendent Updike reported that many items offered at auction recently all sold.

Community Development Manager Siegel reported continued fundraising efforts for the Dog Park. So far, nearly \$4,500 has been raised after a very successful Dog Park K9 walk over the weekend, which included 75 walkers and 60 dogs. She noted the next major fundraiser would be during the Plainwell Festival Days and would coordinate with the Rotary.

Clerk/Treasurer Kelley reported working on budget, voter registrations and audit prep.

City Manager Wilson reported working with the DEQ, the DNR and others related to work on the Plainwell Dam #2, which includes the Mill Race and the dam near the Mill. He reminded Council that when the City acquired the Mill, it also obtained riparian rights for the Mill Race, so the mill's dam should be included in this important long-term project. He also thanked Sandy Lamorandier and the DPW staff for their great work on the flower planting.

15. Council Comments:

Mayor Pro-Tem Steele reminded everyone that the Plainwell High School graduation is Thursday May 25, so please allow for extra traffic in town for the festivities. She also reported on the passing of Leon Kenyon, long-time Plainwell resident and past member of City Council.

16. Adjournment:

**A motion by Steele, supported by Overhuel, to adjourn the meeting at 7:33 PM. On voice vote, all voted in favor. Motion passed.**

Minutes respectfully  
Submitted by,  
Brian Kelley  
City Clerk/Treasurer

DRAFT

PERIOD ENDING 05/31/2017

% Fiscal Year Completed: 91.78

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

GL NUMBER	DESCRIPTION	2016-17	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	05/31/2017 (NORMAL (ABNORMAL))	MONTH 05/31/2017 (INCREASE (DECREASE))	BALANCE (NORMAL (ABNORMAL))	
Fund 443 - BROWNFIELD REDEVELOPMENT AUTH - BRA						
Revenues						
443-000-402.040	Captured - City	2,185.00	2,185.31	0.00	(0.31)	100.01
443-000-402.041	Captured - Library	262.00	261.20	0.00	0.80	99.69
443-000-402.042	Captured - Cap Improvement	172.00	172.43	0.00	(0.43)	100.25
443-000-402.043	Captured - Fire Reserve	172.00	172.43	0.00	(0.43)	100.25
443-000-402.044	Captured - Solid Waste	224.00	224.16	0.00	(0.16)	100.07
443-000-402.047	Captured DDA-SCHOOL	4,750.00	4,750.54	0.00	(0.54)	100.01
443-000-402.048	Captured - County	1,051.00	1,049.08	0.00	1.92	99.82
443-000-402.060	Captured - AV - Personal - CITY	646.00	646.31	0.00	(0.31)	100.05
443-000-402.061	Captured - AV - Personal - LIBRARY	77.00	77.25	0.00	(0.25)	100.32
443-000-402.062	Captured - AV - Personal - CAP IMP	51.00	51.00	0.00	0.00	100.00
443-000-402.063	Captured - AV - Personal - FIRE RES	51.00	51.00	0.00	0.00	100.00
443-000-402.064	Captured - AV - Personal - S WASTE	66.00	66.30	0.00	(0.30)	100.45
443-000-402.065	Captured - AV - Personal - COUNTY	311.00	310.27	0.00	0.73	99.77
443-000-664.020	Interest Inc-Investments	0.00	47.35	7.54	(47.35)	100.00
443-000-673.000	Rev-Sale Fixed Assets-Lan	0.00	1,000.00	0.00	(1,000.00)	100.00
443-000-676.080	Rev-Transfer from Cap Improvement	60,000.00	55,000.00	5,000.00	5,000.00	91.67
TOTAL REVENUES		70,018.00	66,064.63	5,007.54	3,953.37	94.35
Expenditures						
443-000-703.000	Full Time Wages	32,099.00	24,383.12	3,049.59	7,715.88	75.96
443-000-706.000	Part Time Wages	1,037.00	198.59	143.06	838.41	19.15
443-000-713.000	Other Post Employment Benefits	762.00	698.50	63.50	63.50	91.67
443-000-715.000	Social Security (FICA)	2,406.00	1,764.75	232.91	641.25	73.35
443-000-715.010	Health Insurance	7,190.00	8,171.17	391.02	(981.17)	113.65
443-000-715.012	FSA - Employer Paid	0.00	11.24	1.56	(11.24)	100.00
443-000-715.015	Life Insurance	34.00	30.79	0.00	3.21	90.56
443-000-718.000	Retirement Benefits	2,776.00	2,166.74	271.55	609.26	78.05
443-000-724.000	Med Insurance Buyouts	108.00	96.22	8.98	11.78	89.09
443-000-743.000	Uniforms	0.00	48.00	3.80	(48.00)	100.00
443-000-775.000	Rep & Maint Supplies	0.00	22.70	0.00	(22.70)	100.00
443-000-801.000	Prof Services - Engineering	0.00	1,400.00	0.00	(1,400.00)	100.00
443-000-801.013	Prof Services/Attorney	0.00	57.00	0.00	(57.00)	100.00
443-000-801.030	Profess Service-Audit	488.00	487.83	0.00	0.17	99.97
443-000-830.000	Contractual Reimbursement CRA Activities	7,514.00	7,512.96	0.00	1.04	99.99
443-000-850.000	Communications	0.00	20.55	0.00	(20.55)	100.00
443-000-910.000	Liability Insurance	4,679.00	4,475.30	0.00	203.70	95.65
443-000-910.010	Workers Comp Insurance	298.00	285.69	0.00	12.31	95.87
443-000-930.000	Repair/Maintenance (Outside)	7,000.00	148.12	0.00	6,851.88	2.12
443-000-930.050	Computer Services	0.00	51.57	1.10	(51.57)	100.00
443-000-940.000	Equipment Rental	1,000.00	769.51	454.66	230.49	76.95
443-000-956.000	Miscellaneous	0.00	346.03	300.00	(346.03)	100.00
TOTAL EXPENDITURES		67,391.00	53,146.38	4,921.73	14,244.62	78.86
Fund 443 - BROWNFIELD REDEVELOPMENT AUTH - BRA:						
TOTAL REVENUES		70,018.00	66,064.63	5,007.54	3,953.37	94.35
TOTAL EXPENDITURES		67,391.00	53,146.38	4,921.73	14,244.62	78.86
NET OF REVENUES & EXPENDITURES		2,627.00	12,918.25	85.81	(10,291.25)	491.75

PERIOD ENDING 05/31/2017

% Fiscal Year Completed: 91.78

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

GL NUMBER	DESCRIPTION	2016-17		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BGD USED
		AMENDED BUDGET	NORMAL	05/31/2017 (ABNORMAL)	MONTH	05/31/2017 (DECREASE)	NORMAL	BALANCE (ABNORMAL)	
Fund 450 - INDUST PARK TIFA									
Revenues									
450-000-402.040	Captured - AV - Real - CITY	14,874.00		14,863.42		0.00		10.58	99.93
450-000-402.041	Captured - AV - Real - LIBRARY	1,841.00		1,776.24		0.00		64.76	96.48
450-000-402.042	Captured - AV - Real - CAP IMP	1,173.00		1,172.56		0.00		0.44	99.96
450-000-402.043	Captured - AV - Real - FIRE RES	1,173.00		1,172.56		0.00		0.44	99.96
450-000-402.044	Captured - AV - Real - S WASTE	1,525.00		1,524.38		0.00		0.62	99.96
450-000-402.048	Captured - AV - Real - COUNTY	7,151.00		7,135.54		0.00		15.46	99.78
450-000-402.060	Captured - AV - Personal - CITY	6,839.00		8,038.26		0.00		(1,199.26)	117.54
450-000-402.061	Captured - AV - Personal - LIBRARY	819.00		960.67		0.00		(141.67)	117.30
450-000-402.062	Captured - AV - Personal - CAP IMP	540.00		634.30		0.00		(94.30)	117.46
450-000-402.063	Captured - AV - Personal - FIRE RES	540.00		634.30		0.00		(94.30)	117.46
450-000-402.064	Captured - AV - Personal - S WASTE	701.00		824.53		0.00		(123.53)	117.62
450-000-402.065	Captured - AV - Personal - COUNTY	3,288.00		3,857.43		0.00		(569.43)	117.32
450-000-664.020	Interest Inc-Investments	0.00		300.66		28.54		(300.66)	100.00
450-000-694.000	Revenue-Miscellaneous	0.00		1,000.00		0.00		(1,000.00)	100.00
TOTAL REVENUES		40,464.00		43,894.85		28.54		(3,430.85)	108.48
Expenditures									
450-000-703.000	Full Time Wages	28,203.00		25,207.34		3,296.72		2,995.66	89.38
450-000-706.000	Part Time Wages	0.00		758.05		184.44		(758.05)	100.00
450-000-713.000	Other Post Employment Benefits	28.00		25.63		2.33		2.37	91.54
450-000-715.000	Social Security (FICA)	2,101.00		1,820.27		247.65		280.73	86.64
450-000-715.010	Health Insurance	3,039.00		7,641.65		373.20		(4,602.65)	251.45
450-000-715.012	FSA - Employer Paid	0.00		34.77		6.13		(34.77)	100.00
450-000-715.015	Life Insurance	11.00		9.37		0.00		1.63	85.18
450-000-718.000	Retirement Benefits	1,135.00		1,026.07		128.95		108.93	90.40
450-000-724.000	Med Insurance Buyouts	20.00		18.03		1.69		1.97	90.15
450-000-801.013	Prof Services/Attorney	1,000.00		418.00		0.00		582.00	41.80
450-000-801.030	Profess Service-Audit	92.00		92.41		0.00		(0.41)	100.45
450-000-850.000	Communications	0.00		0.56		0.00		(0.56)	100.00
450-000-910.000	Liability Insurance	372.00		355.81		0.00		16.19	95.65
450-000-910.010	Workers Comp Insurance	179.00		171.60		0.00		7.40	95.87
450-000-930.000	Rep & Maint Outside Servi	1,000.00		1,950.00		0.00		(950.00)	195.00
450-000-930.050	Computer Services	0.00		51.57		1.10		(51.57)	100.00
450-000-940.000	Equipment Rental	1,500.00		1,913.15		452.40		(413.15)	127.54
450-000-956.000	Miscellaneous	600.00		0.00		0.00		600.00	0.00
TOTAL EXPENDITURES		39,280.00		41,494.28		4,694.61		(2,214.28)	105.64
Fund 450 - INDUST PARK TIFA:									
TOTAL REVENUES		40,464.00		43,894.85		28.54		(3,430.85)	108.48
TOTAL EXPENDITURES		39,280.00		41,494.28		4,694.61		(2,214.28)	105.64
NET OF REVENUES & EXPENDITURES		1,184.00		2,400.57		(4,666.07)		(1,216.57)	202.75

PERIOD ENDING 05/31/2017

% Fiscal Year Completed: 91.78

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

GL NUMBER	DESCRIPTION	2016-17		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	05/31/2017 (ABNORMAL)	MONTH 05/31/2017	INCREASE (DECREASE)	NORMAL	BALANCE (ABNORMAL)	
Fund 494 - DDA FUND									
Revenues									
494-000-402.030	Captured - AV - Real - CITY	13,349.00		13,348.68		0.00		0.32	100.00
494-000-402.031	Captured - AV - Real - LIBRARY	1,598.00		1,595.18		0.00		2.82	99.82
494-000-402.032	Captured - AV - Real - CAP IMP	1,053.00		1,053.02		0.00		(0.02)	100.00
494-000-402.033	Captured - AV - Real - FIRE RES	1,053.00		1,053.02		0.00		(0.02)	100.00
494-000-402.034	Captured - AV - Real - S WASTE	1,369.00		1,368.99		0.00		0.01	100.00
494-000-402.045	Captured - AV - Real - COUNTY	6,418.00		6,407.10		0.00		10.90	99.83
494-000-402.060	Captured - AV - Personal - CITY	2,502.00		2,502.14		0.00		(0.14)	100.01
494-000-402.061	Captured - AV - Personal - LIBRARY	300.00		298.99		0.00		1.01	99.66
494-000-402.062	Captured - AV - Personal - CAP IMP	197.00		197.45		0.00		(0.45)	100.23
494-000-402.063	Captured - AV - Personal - FIRE RES	197.00		197.45		0.00		(0.45)	100.23
494-000-402.064	Captured - AV - Personal - S WASTE	257.00		256.68		0.00		0.32	99.88
494-000-402.065	Captured - AV - Personal - COUNTY	1,203.00		1,200.91		0.00		2.09	99.83
494-000-569.000	Local Grants	0.00		750.00		750.00		(750.00)	100.00
494-000-664.020	Interest Inc-Investments	0.00		55.72		4.50		(55.72)	100.00
494-000-694.000	Revenue-Miscellaneous	1,500.00		1,497.00		100.00		3.00	99.80
494-000-694.022	DDA - Farmers Market Entry Fee	4,000.00		3,345.00		1,098.00		655.00	83.63
494-000-694.025	DDA - Sale of Merchandise	1,000.00		915.00		0.00		85.00	91.50
494-000-694.026	DDA - Special Event Revenues	0.00		1,616.00		0.00		(1,616.00)	100.00
494-000-694.036	DDA Donations - Movies in the Park	500.00		0.00		0.00		500.00	0.00
TOTAL REVENUES		36,496.00		37,658.33		1,952.50		(1,162.33)	103.18
Expenditures									
494-000-703.000	Full Time Wages	13,022.00		11,906.42		1,661.57		1,115.58	91.43
494-000-706.000	Part Time Wages	700.00		1,966.44		139.20		(1,266.44)	280.92
494-000-715.000	Social Security (FICA)	1,050.00		982.49		127.41		67.51	93.57
494-000-715.010	Health Insurance	0.00		3,523.23		169.14		(3,523.23)	100.00
494-000-718.000	Retirement Benefits	0.00		6.85		6.85		(6.85)	100.00
494-000-727.000	Office Supplies	25.00		0.00		0.00		25.00	0.00
494-000-775.000	Rep & Maint Supplies	1,000.00		0.00		0.00		1,000.00	0.00
494-000-801.030	Profess Service-Audit	92.00		92.41		0.00		(0.41)	100.45
494-000-900.000	Printing & Publishing	2,500.00		2,337.30		35.00		162.70	93.49
494-000-910.000	Liability Insurance	479.00		458.15		0.00		20.85	95.65
494-000-910.010	Workers Comp Insurance	55.00		52.73		0.00		2.27	95.87
494-000-930.000	Rep & Maint Outside Servi	3,000.00		1,719.09		0.00		1,280.91	57.30
494-000-930.050	Computer Services	0.00		51.57		1.10		(51.57)	100.00
494-000-940.000	Equipment Rental	500.00		0.00		0.00		500.00	0.00
494-000-956.000	Miscellaneous	1,000.00		823.69		0.00		176.31	82.37
494-000-956.021	Special Events	1,300.00		988.80		0.00		311.20	76.06
494-000-957.022	DDA Farmers Market Expense	700.00		616.58		1.25		83.42	88.08
494-000-957.025	DDA Christmas Ornament Costs	800.00		778.70		0.00		21.30	97.34
494-000-957.036	DDA Movies in the Park	2,200.00		2,492.93		0.00		(292.93)	113.32
494-000-960.000	Education & Training	0.00		275.00		0.00		(275.00)	100.00
494-000-962.000	Association Memberships	0.00		1,530.00		0.00		(1,530.00)	100.00
494-908-991.000	Principal Payment - Interfund Loans	11,323.00		10,379.38		943.58		943.62	91.67
494-908-995.000	Interest Payment - Interfund Loans	938.00		859.87		78.17		78.13	91.67
TOTAL EXPENDITURES		40,684.00		41,841.63		3,163.27		(1,157.63)	102.85

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL  
 PERIOD ENDING 05/31/2017  
 % Fiscal Year Completed: 91.78

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

GL NUMBER	DESCRIPTION	2016-17		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	05/31/2017 (ABNORMAL)	MONTH 05/31/2017 INCREASE	(DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 494 - DDA FUND									
	TOTAL REVENUES	36,496.00		37,658.33		1,952.50		(1,162.33)	103.18
	TOTAL EXPENDITURES	40,684.00		41,841.63		3,163.27		(1,157.63)	102.85
	NET OF REVENUES & EXPENDITURES	(4,188.00)		(4,183.30)		(1,210.77)		(4.70)	99.89
	TOTAL REVENUES - ALL FUNDS	146,978.00		147,617.81		6,988.58		(639.81)	100.44
	TOTAL EXPENDITURES - ALL FUNDS	147,355.00		136,482.29		12,779.61		10,872.71	92.62
	NET OF REVENUES & EXPENDITURES	(377.00)		11,135.52		(5,791.03)		(11,512.52)	2,953.72



PERIOD ENDING 05/31/2017

% Fiscal Year Completed: 91.78

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GL NUMBER	DESCRIPTION	2016-17	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	05/31/2017 NORMAL (ABNORMAL)	MONTH 05/31/2017 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 443 - BROWNFIELD REDEVELOPMENT AUTH - BRA						
Revenues						
443-000-402.040	Captured - City	2,185.00	2,185.31	0.00	(0.31)	100.01
443-000-402.041	Captured - Library	262.00	261.20	0.00	0.80	99.69
443-000-402.042	Captured - Cap Improvement	172.00	172.43	0.00	(0.43)	100.25
443-000-402.043	Captured - Fire Reserve	172.00	172.43	0.00	(0.43)	100.25
443-000-402.044	Captured - Solid Waste	224.00	224.16	0.00	(0.16)	100.07
443-000-402.047	Captured DDA-SCHOOL	4,750.00	4,750.54	0.00	(0.54)	100.01
443-000-402.048	Captured - County	1,051.00	1,049.08	0.00	1.92	99.82
443-000-402.060	Captured - AV - Personal - CITY	646.00	646.31	0.00	(0.31)	100.05
443-000-402.061	Captured - AV - Personal - LIBRARY	77.00	77.25	0.00	(0.25)	100.32
443-000-402.062	Captured - AV - Personal - CAP IMP	51.00	51.00	0.00	0.00	100.00
443-000-402.063	Captured - AV - Personal - FIRE RES	51.00	51.00	0.00	0.00	100.00
443-000-402.064	Captured - AV - Personal - S WASTE	66.00	66.30	0.00	(0.30)	100.45
443-000-402.065	Captured - AV - Personal - COUNTY	311.00	310.27	0.00	0.73	99.77
443-000-664.020	Interest Inc-Investments	0.00	47.35	7.54	(47.35)	100.00
443-000-673.000	Rev-Sale Fixed Assets-Lan	0.00	1,000.00	0.00	(1,000.00)	100.00
443-000-676.080	Rev-Transfer from Cap Improvement	60,000.00	55,000.00	5,000.00	5,000.00	91.67
TOTAL REVENUES		70,018.00	66,064.63	5,007.54	3,953.37	94.35
Expenditures						
000	OPERATIONS	67,391.00	53,146.38	4,921.73	14,244.62	78.86
TOTAL EXPENDITURES		67,391.00	53,146.38	4,921.73	14,244.62	78.86
Fund 443 - BROWNFIELD REDEVELOPMENT AUTH - BRA:						
TOTAL REVENUES		70,018.00	66,064.63	5,007.54	3,953.37	94.35
TOTAL EXPENDITURES		67,391.00	53,146.38	4,921.73	14,244.62	78.86
NET OF REVENUES & EXPENDITURES		2,627.00	12,918.25	85.81	(10,291.25)	491.75

PERIOD ENDING 05/31/2017

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GL NUMBER	DESCRIPTION	2016-17		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BGD USED
		AMENDED BUDGET	NORMAL	05/31/2017 (ABNORMAL)	MONTH 05/31/2017 INCREASE	(DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 450 - INDUST PARK TIFA									
Revenues									
450-000-402.040	Captured - AV - Real - CITY	14,874.00		14,863.42		0.00		10.58	99.93
450-000-402.041	Captured - AV - Real - LIBRARY	1,841.00		1,776.24		0.00		64.76	96.48
450-000-402.042	Captured - AV - Real - CAP IMP	1,173.00		1,172.56		0.00		0.44	99.96
450-000-402.043	Captured - AV - Real - FIRE RES	1,173.00		1,172.56		0.00		0.44	99.96
450-000-402.044	Captured - AV - Real - S WASTE	1,525.00		1,524.38		0.00		0.62	99.96
450-000-402.048	Captured - AV - Real - COUNTY	7,151.00		7,135.54		0.00		15.46	99.78
450-000-402.060	Captured - AV - Personal - CITY	6,839.00		8,038.26		0.00		(1,199.26)	117.54
450-000-402.061	Captured - AV - Personal - LIBRARY	819.00		960.67		0.00		(141.67)	117.30
450-000-402.062	Captured - AV - Personal - CAP IMP	540.00		634.30		0.00		(94.30)	117.46
450-000-402.063	Captured - AV - Personal - FIRE RES	540.00		634.30		0.00		(94.30)	117.46
450-000-402.064	Captured - AV - Personal - S WASTE	701.00		824.53		0.00		(123.53)	117.62
450-000-402.065	Captured - AV - Personal - COUNTY	3,288.00		3,857.43		0.00		(569.43)	117.32
450-000-664.020	Interest Inc-Investments	0.00		300.66		28.54		(300.66)	100.00
450-000-694.000	Revenue-Miscellaneous	0.00		1,000.00		0.00		(1,000.00)	100.00
TOTAL REVENUES		40,464.00		43,894.85		28.54		(3,430.85)	108.48
Expenditures									
000	OPERATIONS	39,280.00		41,494.28		4,694.61		(2,214.28)	105.64
TOTAL EXPENDITURES		39,280.00		41,494.28		4,694.61		(2,214.28)	105.64
Fund 450 - INDUST PARK TIFA:									
TOTAL REVENUES		40,464.00		43,894.85		28.54		(3,430.85)	108.48
TOTAL EXPENDITURES		39,280.00		41,494.28		4,694.61		(2,214.28)	105.64
NET OF REVENUES & EXPENDITURES		1,184.00		2,400.57		(4,666.07)		(1,216.57)	202.75

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL  
 PERIOD ENDING 05/31/2017  
 % Fiscal Year Completed: 91.78

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

GL NUMBER	DESCRIPTION	2016-17		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BGD USED
		AMENDED BUDGET	NORMAL	05/31/2017 (ABNORMAL)	MONTH	05/31/2017 (DECREASE)	NORMAL	ABNORMAL	
Fund 494 - DDA FUND									
Revenues									
494-000-402.030	Captured - AV - Real - CITY	13,349.00		13,348.68		0.00		0.32	100.00
494-000-402.031	Captured - AV - Real - LIBRARY	1,598.00		1,595.18		0.00		2.82	99.82
494-000-402.032	Captured - AV - Real - CAP IMP	1,053.00		1,053.02		0.00		(0.02)	100.00
494-000-402.033	Captured - AV - Real - FIRE RES	1,053.00		1,053.02		0.00		(0.02)	100.00
494-000-402.034	Captured - AV - Real - S WASTE	1,369.00		1,368.99		0.00		0.01	100.00
494-000-402.045	Captured - AV - Real - COUNTY	6,418.00		6,407.10		0.00		10.90	99.83
494-000-402.060	Captured - AV - Personal - CITY	2,502.00		2,502.14		0.00		(0.14)	100.01
494-000-402.061	Captured - AV - Personal - LIBRARY	300.00		298.99		0.00		1.01	99.66
494-000-402.062	Captured - AV - Personal - CAP IMP	197.00		197.45		0.00		(0.45)	100.23
494-000-402.063	Captured - AV - Personal - FIRE RES	197.00		197.45		0.00		(0.45)	100.23
494-000-402.064	Captured - AV - Personal - S WASTE	257.00		256.68		0.00		0.32	99.88
494-000-402.065	Captured - AV - Personal - COUNTY	1,203.00		1,200.91		0.00		2.09	99.83
494-000-569.000	Local Grants	0.00		750.00		750.00		(750.00)	100.00
494-000-664.020	Interest Inc-Investments	0.00		55.72		4.50		(55.72)	100.00
494-000-694.000	Revenue-Miscellaneous	1,500.00		1,497.00		100.00		3.00	99.80
494-000-694.022	DDA - Farmers Market Entry Fee	4,000.00		3,345.00		1,098.00		655.00	83.63
494-000-694.025	DDA - Sale of Merchandise	1,000.00		915.00		0.00		85.00	91.50
494-000-694.026	DDA - Special Event Revenues	0.00		1,616.00		0.00		(1,616.00)	100.00
494-000-694.036	DDA Donations - Movies in the Park	500.00		0.00		0.00		500.00	0.00
TOTAL REVENUES		36,496.00		37,658.33		1,952.50		(1,162.33)	103.18
Expenditures									
000	OPERATIONS	28,423.00		30,602.38		2,141.52		(2,179.38)	107.67
908	DEBT SERVICE	12,261.00		11,239.25		1,021.75		1,021.75	91.67
TOTAL EXPENDITURES		40,684.00		41,841.63		3,163.27		(1,157.63)	102.85
Fund 494 - DDA FUND:									
TOTAL REVENUES		36,496.00		37,658.33		1,952.50		(1,162.33)	103.18
TOTAL EXPENDITURES		40,684.00		41,841.63		3,163.27		(1,157.63)	102.85
NET OF REVENUES & EXPENDITURES		(4,188.00)		(4,183.30)		(1,210.77)		(4.70)	99.89
TOTAL REVENUES - ALL FUNDS									
		146,978.00		147,617.81		6,988.58		(639.81)	100.44
TOTAL EXPENDITURES - ALL FUNDS									
		147,355.00		136,482.29		12,779.61		10,872.71	92.62
NET OF REVENUES & EXPENDITURES		(377.00)		11,135.52		(5,791.03)		(11,512.52)	2,953.72

## **AGENDA ITEMS**

**7. BRA Action Items:**

A. Accounts Payable:

Recommended Action: Consider approving the BRA payables for May in the amount of \$ 853.45

B. Recommended Action: Consider approving and recommending the BRA 2017-2018 Budget to move forward to City Council for final approval.

**8. DDA Action Items:**

A. Accounts Payable:

Recommended Action: Consider approving the DDA payables for May in the amount of \$ 641.91

B. Recommended Action: Consider approving and recommending the DDA 2017-2018 budget to move forward to City Council for final approval

**9. TIFA Action Items:**

A. Accounts Payable:

Recommended Action: Consider approving the TIFA payables for May in the amount of \$ 526.11

B. Recommended Action: Consider approving and recommending the TIFA 2017-2018 budget to move forward to City Council for final approval

C. Recommended Action: Discussion regarding signage at the entrance of the Industrial Park for businesses to advertise hiring now.