

# City of Plainwell



Rick Brooks, Mayor  
Lori Steele, Mayor Pro-Tem  
Brad Keeler, Council Member  
Todd Overhuel, Council Member  
Roger Keeney, Council Member

Department of Administration Services  
211 N. Main Street  
Plainwell, Michigan 49080  
Phone: 269-685-6821 Fax: 269-685-7282  
Web Page Address: [www.plainwell.org](http://www.plainwell.org)

“The Island City”

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## **AMENDED AGENDA**

### **Plainwell City Council**

### **Monday, June 24, 2019**

### **7:00 PM**

1. **Call to Order**
2. **Invocation**
3. **Pledge of Allegiance**
4. **Roll Call**
5. **Approval of Minutes/Summary – 06/10/2019 Regular & Special Meeting**
6. **Introduction of New Employee – Amanda Kersten, Accounts Payable/Finance Clerk**
7. **General Public Comments**
8. **County Commissioner Report**
9. **Agenda Amendments**
10. **Mayor's Report**
11. **Recommendations and Reports:**

**A. Ordinance #382 Zoning Change & Special Use Permit 720 N. Main St.**

Council will consider approving Ordinance 382 to amend the Zoning Map to re-zone the parcel at 720 North Main Street to SB – Service Business District and to approve a special use permit for a holistic animal clinic at the location.

**B. DPW/WR Landfill Tipping Fees**

Council will consider confirming a purchase with C&C Landfill for \$12,132.12 for tipping fees related to a previously approved storm sewer/bio-bed mulch/street sweeping removal project.

**C. Service Employees International Union Local 517M (SEIU)**

Council will consider approving a three-year labor contract with the SEIU.

**D. Police Officers Labor Council (POLC)**

Council will consider approving a four-year labor contract with the POLC.

**E. 2018/2019 Budget Amendments**

Council will consider approving 2018/2019 budget amendments as presented.

**F. Resolution 19-15 – Fines and Fees**

Council will consider adopting Resolution 19-15 for general fines and fees as of July 1, 2019.

**G. Capital Improvement Plan**

Council will consider adopting the 2019-2024 Capital Improvement Plan.

The Island City

*The City of Plainwell is an equal opportunity provider and employer*

## **H. Public Hearing – 2019/2020 City Budget Adoption**

Council will hold a Public Hearing for consideration of the 2019/2020 Plainwell City Budget and adoption of Resolution 19-16 General Appropriations and Resolution 19-17 Special & Operating Funds Appropriations for the 2019/2020 Plainwell City Budget.

## **I. Appointment of Certifying Officer – Mill Demolition Grant**

Council will consider appointing the City Manager as Certifying Officer for the Mill Demolition Grant Application process.

12. **Communications:** The May 2019 Public Safety Report, the May 2019 Water Renewal Report, and the Draft June 19, 2019 Planning Commission Meeting Minutes.
13. **Accounts Payable - \$101,571.91**
14. **Public Comments**
15. **Staff Comments**
16. **Council Comments**
17. **Adjournment**

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

## **Reminder of Upcoming Meetings**

- June 27, 2019 – Allegan County Board of Commissioners – 1:00pm
- July 9, 2019 – Plainwell DDA/BRA/TIFA Board – 7.30am
- July 3, 2019 – Plainwell Planning Commission – 7:00pm
- July 8, 2019 – Plainwell City Council – 7:00pm

**MINUTES**  
**Plainwell City Council**  
**June 10, 2019**

1. Mayor Brooks called the regular meeting to order at 7:00 PM in City Hall Council Chambers.
2. Pledge of Allegiance was given by all present.
3. Roll Call: Present: Mayor Brooks, Mayor Pro-tem Steele, Councilmember Keeler, Councilmember Overhuel and Councilmember Keeney. Absent: None.
4. Approval of Minutes/Summary:  
**A motion by Steele, seconded by Overhuel, to accept and place on file the Council Minutes and Summary of the 05/28/2019 regular meeting and the Council Minutes. On voice vote, all voted in favor. Motion passed.**
5. Robert Beltran from Lighthouse Baptist Church gave the invocation.
6. Public Comment: None
7. County Commissioner Report: None
8. Agenda Amendments: None
9. Mayor's Report: None
10. Recommendations and Reports:
  - A. Clerk Kelley reported having communicated with five (5) board members on various Boards and Commissions, each of whose term expire on June 30. Each member expressed desire to continue serving. The Mayor reviewed the list and has recommended re-appointment of each member, as presented, subject to City Council confirmation.  
**A motion by Keeney, seconded by Keeler, to confirm the Mayor's appoint of Nicholas Larabel to the BRA/TIFA/DDA Board, William Parsons to the Compensation Board, Matthew Bradley to the Parks & Trees Commission, and Diana Lubic and Gary Sausaman to the Planning Commission. 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 Public Safety Report, the May 2019 Investment Report and the May 2019 Fund Balance Report. On a voice vote, all in favor. Motion passed.**
12. Accounts Payable:  
**A motion by Keeler, seconded by Overhuel, that the bills be allowed and orders drawn in the amount of \$146,777.34 for payment of same. On a roll call vote, all in favor. Motion passed.**
13. Public Comments: None

#### 14. Staff Comments

Superintendent Nieuwenhuis reported paint and landscaping work at the Sun Lot, as well as having moved 29 tons of asphalt on West Bridge on June 10.

Community Development Manager Siegel reported several Sesquicentennial Celebration events in coordination with this week's Plainwell Days Festival. She also reported having received a letter of approval from the Michigan DNR for the previously approved Sherwood Park Bathroom. Finally she invited Council to a Friday June 14 ribbon cutting event for Highland Ridge at 126 East Bridge at 11.30am.

Director Bomar reported Bob Farris as the City's new Part-Time Police Officer. He also reported retired Public Safety Officer Aaron Chapman has been retained to train the staff on reporting requirements within the Department.

Clerk/Treasurer Kelley reported Amanda Kersten as the city's new Accounts Payable/Finance Clerk, taking over for Cheryl Pickett who is transitioning to the Department of Public Works. He also reported working on property taxes which will be issued by month's end.

Personnel Manager Lamorandier reported ongoing work with documenting and orienting new hires.

City Manager Wilson thanked DPW Superintendent Nieuwenhuis and his staff for their work on the Sun Lot.

#### 15. Council Comments: None

#### 16. Adjournment:

**A motion by Steele, seconded by Keeler, to adjourn the meeting at 7:17 PM. On voice vote, all voted in favor. Motion passed.**

Minutes respectfully  
Submitted by,  
Brian Kelley  
City Clerk/Treasurer

**SUMMARY**  
**Plainwell City Council**  
**June 10, 2019**

1. Mayor Brooks called the regular meeting to order at 7:00 PM in Council Chambers at City Hall.
2. Pledge of Allegiance was given by all present.
3. Roll Call: Present: Brooks, Steele, Keeler, Overhuel and Keeney. Absent: None.
4. Approved Minutes/Summary of the 05/28/2019 regular meeting.
5. Robert Beltran from Lighthouse Baptist Church gave the invocation.
6. Confirm the Mayor's appointment of five (5) community members to various Boards and Commissions.
7. Accepted and placed on file the April 2019 Public Safety Report, the May 2019 Investment Report and the May 2019 Fund Balance Report.
8. Approved Accounts Payable for \$146,777.34.
9. Adjourned the meeting at 7:17 pm.

Submitted by,  
Brian Kelley  
City Clerk/Treasurer

**MINUTES**  
**Plainwell City Council**  
**June 10, 2019**

1. Mayor Brooks called the special meeting to order at 5:43 PM in City Hall Council Chambers.
2. Roll Call: Present: Mayor Brooks, Mayor Pro-tem Steele, Councilmember Keeler, Councilmember Overhuel and Councilmember Keeney. Absent: None.
3. New Business:
  - A. City Manager Wilson presented and reviewed a draft Capital Improvement Program (CIP) document. He noted it was a requirement of the Redevelopment Ready Community process and outlines large capital projects, with priority rankings, in several different categories. The CIP is used to identify larger projects that may need special funding, whether through savings, debt service or additional revenue sources. The document is being reviewed by the Planning Commission as well and this was the second of two (2) opportunities for the public to comment on the CIP contents.

There was much discussion about the Old Orchard and how to proceed with planning that paving project, in an area that is not served by city sewer. The Administration was tasked to research how many residents are not served by sewer, the cost of installing the sewer infrastructure as part of a road reconstruction project, and the cost to homeowners for connecting to an available sewer system. This information will be used during future CIP discussions.

- B. City Manager Wilson presented a draft version of the 2019/2020 City Budget, with the focus on funding concerns after the 2019 Summer/Fall Sherwood Avenue project. The project is being funded with available and anticipated annual revenues, which will leave the Major Streets fund with very few balances remaining. The Water Fund is also impacted by work at the Sherwood Avenue project and additional bonding will need to be done to fund that project, as well as new radio-read meters, which will allow the city to more efficiently obtain actual meter reads on a monthly basis for more accurate billings to customers.

There was discussion about new road repair technologies, which could benefit the city in several ways.

There were no comments from Council or the public.

4. Public Comments: None
5. Council Comments: None
6. Adjournment:  
**A motion by Steele, seconded by Overhuel, to adjourn the meeting at 7:00 PM. On voice vote, all voted in favor. Motion passed.**

Minutes respectfully  
Submitted by,  
Brian Kelley  
City Clerk/Treasurer

**ORDINANCE # 382**  
**City of Plainwell**

**AN ORDINANCE TO AMEND THE ZONING MAP OF THE CITY OF PLAINWELL WITH THE RE-ZONING OF A PARCEL OF LAND TO BE USED FOR SB SERVICE BUSINESS DISTRICT AS DESCRIBED BELOW:**

**Section 1:**

That the Zoning Map of the City of Plainwell designated in Section 301 of Article 3 of the Zoning Ordinance of the City of Plainwell, being Ordinance #188, be amended by re-zoning the property described below from its current C-1, Local Commercial District to SB Service Business District.

LOTS 6 & 7 ORCHARD ACRES SEC 20 & 29 T 1N R11W

Commonly known as 720 North Main Street

**Section 2:**

All ordinances or parts thereof in conflict with the provisions of this ordinance are to the extent of any such conflict hereby repealed.

**Section 3:**

This ordinance shall take effect TEN (10) DAYS after publication thereof.

Passed and approved on the 24<sup>th</sup> day of June 2019 with the following votes:

YES:

NO:

ABSENT:

\_\_\_\_\_  
Richard Brooks, Mayor

\_\_\_\_\_  
Brian Kelley, City Clerk/Treasurer

**CERTIFICATE:**

I hereby certify that the above ordinance known as Ordinance #382 was published in the Union Enterprise on the 4<sup>th</sup> day of July 2019.

\_\_\_\_\_  
Brian Kelley, City Clerk/Treasurer



## RE-ZONING APPLICATION

**Permit No.#** 2019 -01  
**Parcel #** 55-240-006-00  
**Fee:** \$200.00 – Waived

1. Owner/Applicant: Name: Marlett Scott  
(Last) (First) (M.I.)  
Address: 15092 Lockshore Rd. Hickory Corners, MI 49060  
(Street & No.) (City) (State-Zip)  
Phone: 616-633-1749  
(Home) (Work)
2. Describe Request: to rezone 720 N. Main St. from C1 to SB (service business) to better fit with our Master Plan and allow for a new business to occupy the property.
3. Legal Description of Property: \_\_\_\_\_ Lots 6 & 7 Orchard Acres Sec. 20 & 29 T1N R11W
4. Address of Property: 720 N. Main St. (Premier Printing)
5. Attach an accurate Drawing of the Site Showing:
  - a) Property Boundaries
  - b) Existing and proposed buildings
  - c) The distance from the lot line of each existing or proposed building.
  - d) Unusual physical features of the site.
  - e) Abutting streets
6. Names and Addresses of all other persons, firms or corporations having a legal interest in the property:  
Shawn P Dolan DVM PLC DBA Renewed Animal Wellness

“I understand that if the zoning change is granted, I am in no way relieved from all other applicable requirements of the City of Plainwell Zoning Ordinance.”

Applicant/Owner Signature:

X \_\_\_\_\_ Date: \_\_\_\_\_





PAID

MAY 22 2019

Plainwell Treasury Office

CITY OF PLAINWELL

211 N. Main Street  
Plainwell, Michigan 49080-1370

Phone: 269-685-6821  
Fax: 269-685-7282

SPECIAL USE PERMIT APPLICATION

Fee: \$100.00

1. Owner/Applicant: Name: MARLETT SCOTT P  
(Last) (First) (M.I.)  
Address: 15092 LOCKSHORE RD HICKORY CORNERS,  
(Street & No.) (City) (State-Zip) MI 49060  
Phone: 616-633-1749  
(Home) (Work)

2. Request is for a Special permit to (Specify Use): APPROVAL TO BUY  
PREMIER PRINTING FOR USE AS VETERINARY WELLNESS CENTER

3. Legal Description of Property: LOTS 6 & 7 ORCHARD ACRES SEC  
20 & 29 TIN R11W

4. Address of Property: 720 N. MAIN ST

5. Present Use and Zoning of Property: COMMERCIAL PRINTER/WAREHOUSE, C-1

6. Attach an Accurate Drawing Showing:
- a) Property boundaries
  - b) Existing structures
  - c) Location of abutting streets
  - d) Existing zoning on adjacent properties
  - e) Proposed new structures
  - f) Locations of buildings on adjacent properties

7. Names and Addresses of all other persons, firms or corporations having a legal interest in the property: PURCHASING FOR SHAWN P DOLAN  
DVM PLC DBA RENEWED ANIMAL WELLNESS

8. Applicant/Owner Signature: [Signature]  
X \_\_\_\_\_

Official use only

Date of Application \_\_\_\_\_  
Fee amount \_\_\_\_\_ date \_\_\_\_\_  
Council Action \_\_\_\_\_ date \_\_\_\_\_  
Effective date \_\_\_\_\_

Google Maps

720 N Main St

North

Premier Printing Building proposed for purchase as Veterinary Wellness Center

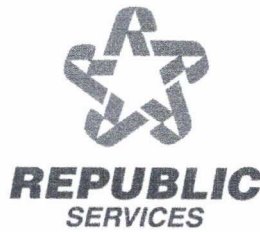


Imagery ©2019 Google, Map data ©2019 Google

South

Prepared by Scott Marlett

**C&C LANDFILL**  
 14800 P Dr North  
 Marshall, MI 49068



**INVOICE**

Invoice Date 05/15/2019  
 Invoice No 5007-000016692  
 Customer No 4-5007-0333421

Page No 1 of 2  
 Due Date 06/14/2019

L2RSTSDTGP 000282



CITY OF PLAINWELL  
 126 FAIRLANE  
 PLAINWELL, MI 49080

+129 Fairlane

<b>Current Charges</b>	<b>Total Amount Due</b>
<b>\$12,132.12</b>	<b>\$12,132.12</b>

**Please Pay Total Amount Due**

Billing Questions? Call 269-775-3032

*Storm, cleaning, bio-bed spent mulch, street sweeping.*  
*15% 70% 15%*

Date	Code	Description	Reference	Rate	Quantity	Amount
05/02	VX	SW-STREET SWEEPINGS	Y6 1173014	44.00	37.92 TN	1,668.48
05/02	VX	Contract: 50071819417				
05/02	VX	SW-STREET SWEEPINGS	Y6 1173041	44.00	48.75 TN	2,145.00
05/02	VX	Contract: 50071819417				
05/02	VX	SW-STREET SWEEPINGS	Y6 1173066	44.00	40.21 TN	1,769.24
05/02	VX	Contract: 50071819417				
05/03	VX	SW-STREET SWEEPINGS	Y6 1173169	44.00	41.83 TN	1,840.52
05/03	VX	Contract: 50071819417				
05/03	VX	SW-STREET SWEEPINGS	Y6 1173199	44.00	43.83 TN	1,928.52
05/03	VX	Contract: 50071819417				
05/03	VX	SW-STREET SWEEPINGS	Y6 1173236	44.00	45.76 TN	2,013.44
05/03	VX	Contract: 50071819417				
05/06	VX	SW-STREET SWEEPINGS	Y6 1173359	44.00	17.43 TN	766.92
05/06	VX	Reference: 11749 MANUAL				

**ACCOUNT STATUS**

Current	31-60 Days	61-90 Days	Over 90 Days	Total Amount Due
\$12,132.12	0.00	0.00	0.00	\$12,132.12

*Bryan Pond -  
 WR -  
 Flash grit clean  
 4/2*

↓ ↓ Please return this portion below with your payment. Do not attach check to stub. ↓ ↓



**C&C LANDFILL**  
 14800 P Dr North  
 Marshall, MI 49068

Invoice Date 05/15/2019  
 Invoice No. 5007-000016692  
 Customer No. 4-5007-0333421

Current Charges: \$12,132.12  
**Total Amount Due:** \$12,132.12  
 Amount Paid: \_\_\_\_\_

Please check if address has changed, and indicate change(s) on reverse side or call phone number above.

**Please write your account number on your check and make payable to:**



C&C LANDFILL

CITY OF PLAINWELL  
 126 FAIRLANE  
 PLAINWELL, MI 49080

**Please Return** PO BOX 932899

**Payment To:** CLEVELAND, OH 44193-0025

45007033342100000000166920012132120012132127

L2RSTSDTGP 000282 1NNNNNNNN NNN NNN 001 001 000567 21188767.1

Date	Code	Description	Reference	Rate	Quantity	Amount
05/06	VX	Contract: 50071819417				
		----- Material Summary -----				
		SW-STREET SWEEPINGS			275.73	
Total Current Charges					=====>	\$12,132.12

000568

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IF ANY OF THE FOLLOWING HAS CHANGED SINCE YOUR LAST STATEMENT, PLEASE INDICATE....

Your Name \_\_\_\_\_

Street \_\_\_\_\_ Home Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Other Information \_\_\_\_\_

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**A G R E E M E N T**

**Between**

**SERVICE EMPLOYEES INTERNATIONAL  
UNION, LOCAL NO.517M**



**And**

**CITY OF PLAINWELL**

**July 2019 through June 2022**

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## AGREEMENT

THIS AGREEMENT effective this 1st day of July 2019, by and between the CITY OF PLAINWELL, (hereinafter referred to as the "Employer"), and Local517M Unit 72 of the SERVICE EMPLOYEES INTERNATIONAL UNION, AFL-CIO, CLC, (hereinafter referred to as the "Union").

### ARTICLE I - PURPOSE AND INTENT

The general purpose of this Agreement is to set forth the terms and conditions of employment, and to promote orderly and peaceful labor relations for the mutual interest of the Employer, the employees and the Union.

The parties recognize that the interests of the community and the job security of the employees depend upon the Employer's success in establishing proper service to the community. To these ends, the Employer and the Union encourage to the fullest degree friendly and cooperative relations between their respective representatives and among all employees.

### ARTICLE II - RECOGNITION

Section 1. Recognition. Pursuant to and in accordance with all applicable provisions of 1965 P.A. 379, as amended, the Employer hereby recognizes the Union as the exclusive representative for the purpose of collective bargaining in respect to rates of pay, wages, hours of employment and other conditions of employment for the term of this Agreement for all employees of the Employer included in the bargaining unit described as: All regular full-time and part-time employees of the City of Plainwell Department of Public Works and Water Renewal Plant, including the horticulturalist, and excluding supervisors and any other employees as determined by the Michigan Employment Relations Commission.

(a) The City may hire temporary and/or seasonal employees not to exceed fifteen (15) employees. Temporary/seasonal employees will not operate heavy equipment.

Section 2. Union Activity During Working Hours. The Union agrees that except as specifically provided by the terms and provisions of this Agreement, employees shall not be permitted to engage in Union activity during working hours. There shall be no Union meetings held on City property unless authorized in writing by the Employer.

Section 3. Union Representation. The Employer recognizes the right of the Union to elect a Unit President and one (1) Steward and the Employer shall be promptly notified in writing by the UNION of the names of the Unit President and Steward:

(a) Employees covered by this Agreement will be represented in negotiations by two (2) negotiating committee members.

(b) A local or international representative of the Union may be permitted to visit the operation of the Employer during working hours to talk with the Unit President or representatives of the Employer concerning matters covered by this Agreement; provided, however, such visitation shall not interfere with performance of work by bargaining unit employees.

### ARTICLE III - UNION SECURITY

Section 1 Check Off— The authorization to check-off and deduct Union membership dues is strictly a matter of voluntary choice of the individual employee. Upon receipt of a written authorization from an employee, and to the extent permitted by law, the employer shall deduct from the employee's wages an amount equal to monthly union membership dues which shall be deducted in a fixed amount each pay period, regardless of the employee's membership status, and remitted to the Union. Once authorized, payroll check-off shall be irrevocable for a period of one year and automatically renewed each year thereafter, except that authorization may be withdrawn by sending of a written notice to the Union and the Employer by first class mail or registered mail during the period of thirty (30) days immediately prior to the annual anniversary date of the contract (June 1 – June 30).

Section 2 Indemnity Provision. The Union shall indemnify the employer for any damages, attorney's fees, legal cost or other forms of liability that may arise out of action taken or not taken by the employer in connection with implementing deduced deduction provisions of Article III Section 1.

## ARTICLE IV - MANAGEMENT RIGHTS

Section 1. Management of Facilities. It is recognized that except as limited or abrogated by the terms of this Agreement, the management of the Employer, the control of its properties, and the maintenance of order and efficiency are the responsibility of the Employer. Rights and responsibilities belonging to the Employer include (but are not limited to): the right to decide the methods and means of providing service; the number, location and type of facilities; the work to be performed; the equipment to be used; the amount of supervision necessary; the scheduling of work; and the selection and purchasing of materials.

Section 2. Management of Employees. It is further recognized that the selection and direction of the working force, including the right to hire, discipline, suspend, discharge for just cause, assign, promote and transfer employees; to lay off and recall employees; to determine the amount of overtime to be worked; to assign work; to establish and require employees to observe the Employer's reasonable rules and regulations; and to maintain discipline and efficiency of employees, is the responsibility of the Employer, subject only to the express provisions of this Agreement that may limit the exercise of such rights. The Department of Public Works Superintendent, as a supervisory position, will be allowed to do unit work only while introducing and training employees or during an emergency situation.

## ARTICLE V - NO STRIKE - NO LOCKOUT CLAUSE

Section 1. No Strike/No Lockout. The Union agrees that during the life of this Agreement neither the Union, its agents, nor members of the bargaining unit will authorize, instigate aid, condone, or engage in a strike, slowdown or any other concerted interference with the operations of the Employer. The Employer agrees that during the life of this Agreement, neither the Employer, its agents nor supervisors will authorize, instigate, aid, condone or engage in a lockout of members of the bargaining unit.

Section 2. Strikes by Individuals. Individual employees or groups of employees who instigate, aid, or engage in a work stoppage, slowdown or other prohibited activity as outlined in Section 1 may be disciplined or discharged at the discretion of the Employer. It is understood that the question as to whether an employee or employees were, in fact, engaged in such prohibited activity may be resolved through the grievance procedure.

## ARTICLE VI - GRIEVANCE PROCEDURE

Section 1. Definition. A grievance shall be defined as any dispute regarding the meaning, interpretation or application of the terms and provisions of this Agreement. The grievance shall contain a clear statement of the grievance by indicating the issue or subject involved, the relief sought, the date the incident or alleged violation took place, and the specific section or sections of the Agreement involved.

Section 2. Grievance Procedure. Before implementing the grievance procedure, employees must first discuss any grievance with the Department Head within five (5) regularly scheduled working days after the occurrence of the event(s) upon which the grievance is based. The employee may request the presence of the Steward at such discussion. The Department Head will provide the employee with an oral response within forty-eight (48) hours after the initial discussion. If the grievance is not resolved by the Department Head's oral response, a grievance may be reduced to writing and resolved in the following manner:

STEP ONE: If the grievance is not resolved by oral discussion with the Department Head, the grievance shall be submitted in writing to the Department Head within five (5) regularly scheduled working days after the oral response from the Department Head. The grievance shall be signed by the employee filing the grievance and the Steward. The Department Head shall give his written answer to the Steward within five (5) regularly scheduled working days after the date of receipt of the written grievance.

STEP TWO: If the grievance is denied by the Department Head, the Unit President may appeal the grievance to the City Manager within three (3) regularly scheduled working days of the denial. The City Manager and/or his designated representative shall meet with the Unit President and the grievant within seven (7) regularly scheduled working days thereafter to discuss the grievance. The City Manager shall give his written answer to the Unit President within seven (7) regularly scheduled working days after such meeting.

STEP THREE: If the grievance is denied by the City Manager, the Unit President may resubmit the grievance to the City Manager within three (3) regularly scheduled working days of the denial. The City Manager and/or his designated representative shall meet with the Union Business Agent and Unit President within seven (7) regularly scheduled working days thereafter to discuss the grievance. The City Manager shall give his

written answer to the Unit President within seven (7) regularly scheduled working days after such meeting.

STEP FOUR: If the grievance is denied by the City Manager, the Unit President may appeal the grievance to a governmental panel within five (5) regularly scheduled working days after the denial. The governmental panel shall consist of the Mayor of Plainwell, as well as two other individuals selected at the discretion of the Mayor. The panel of three (3) shall meet with the Union Business Agent and the Unit President within five (5) regularly scheduled working days thereafter to discuss the grievance. The panel shall submit its written answer, through the Mayor, to the Unit President within five (5) regularly scheduled working days after such meeting.

STEP FIVE: If the grievance has not been settled in the Third Step, the parties, or either party, may submit such grievance to arbitration provided such submission is made within ten (10) regularly scheduled working days after delivery by the Employer to the Union of the Third Step answer. The grievance must be submitted to the American Arbitration Association for resolution in accordance with its labor arbitration rules then in existence, with a copy provided to the other party. The arbitrator shall have no power or authority to alter, amend, add to or subtract from the terms of this Agreement. Both parties agree to be bound by the award of the arbitrator. No award of the arbitrator shall be retroactive more than twenty (20) days prior to the time the grievance was first submitted in writing. The expenses and fees of the American Arbitration Association shall be paid in full by the non-prevailing party. In the event neither party prevails in full, the arbitrator shall apportion the expenses and fees between the parties.

Section 3. Arbitration Hearings. An employee involved in a grievance may attend the arbitration hearing. If the grievance concerns more than one (1) employee, the Union may select one (1) representative employee to attend the hearing. Any employee called as a witness, whether by the Employer or the Union shall be excused from the hearing after his or her testimony is completed.

Section 4. Time Limits. Grievances not filed or appealed within the designated time period shall be considered withdrawn. Grievances not answered by management within the designated time limits may be appealed to the next step within seven (7) regularly scheduled working days after expiration of the applicable time period within

which the Employer was entitled to respond to the employee's grievance. The time limits established in the grievance procedure may be extended by mutual agreement in writing.

Section 5. Grievance Discussions or Investigations. To the extent possible, grievance discussions or investigations shall be conducted during non-working hours. In those instances where this is not possible, the Steward shall request to be excused by the Department Head. The Steward shall complete his investigation as quickly as possible and in such a manner so as not to interfere unnecessarily with the performance of work in the department. It is understood and agreed that the Employer shall not pay for time spent investigating or processing grievances. If the City calls the Steward to attend a meeting during the Steward's regular work hours, the Steward shall be compensated at the regular straight rate for all hours of work necessarily lost.

## ARTICLE VII - DISCHARGE AND SUSPENSION

Section 1. Discharge and Suspension. In the event an employee is suspended from work for disciplinary reasons or is discharged from his employment after the date hereof, and he believes he has been unjustly suspended or discharged, the suspension or discharge shall constitute a case arising under the grievance procedure, provided that a written grievance signed by the employee and the Steward is presented to the Department Head within two (2) regularly scheduled working days after such discharge or after the start of such suspension:

(a) The Employer agrees, promptly upon the discharge or suspension, to notify the employee and the Steward in writing of the suspension or discharge.

(b) It is understood and agreed that when an employee files a grievance with respect to his suspension or discharge, the act of filing such grievance shall constitute his authorization of the Employer to reveal to the participants in the Grievance Procedure any and all information available to the Employer concerning the alleged offense and such filing shall further constitute a release of the Employer from any and all claimed liability by reason of such disclosure.

## ARTICLE VIII - SENIORITY

Section 1. Probationary Period. All new employees will be probationary for their first six (6) months of employment. An employee who is absent from work for a period of time in excess of five (5) days shall have his or her probationary period extended by a period of time equal to his or her absence. The purpose of the probationary

period is to provide an opportunity for the Employer to determine whether the employee has the ability and other attributes which would qualify him for “regular employee status”. During the probationary period, the employee shall be on a trial basis, shall have no seniority, and may have his employment terminated without regard to his relative length of service or the grievance procedure. Upon successful completion of the probationary period, and regular employee status is obtained, the employee shall have his name added to the seniority list as of the date he was employed. All benefits provided by the City do not begin until after regular employee status begins, unless otherwise stated in this agreement. However, new employees who have not completed their probationary period shall be eligible for overtime.

Section 2. Definition of Seniority. Seniority shall be defined as an employee's length of continuous service with the Employer's Department of Public Works or Water Renewal Plant since his last hiring date. Continuous service is defined as that time actually spent on the active payroll of the Employer reduced by leave of absence without pay. "Last Hiring Date" shall mean the date on which the employee was hired and since which he has not quit, retired or been discharged for cause.

Section 3. Seniority List. The names of all bargaining unit employees shall be listed on the seniority list in order of their last hiring date and shall be provided to the Union in January of each year.

Section 4. Termination of Seniority. An employee's seniority shall terminate for the following reasons:

(a) If he/she quits, retires, is discharged, if the employee is convicted of a felony and/or a misdemeanor which would interfere with the employer's operations, or if the employee loses a critical licensure such as an operating license that is necessary for operating equipment.

(b) If he is absent for three (3) regularly scheduled working days without notifying his Department Head during such days of a justifiable reason for such absence.

(c) If, when he has been recalled to work following a layoff, he refuses or fails to return to work within seven (7) regularly scheduled working days after notice of recall or after written notice by certified mail of such recall is sent to his last address on record with the Employer, whichever occurs first.

(d) If he fails to return to work immediately upon the expiration of a leave of absence without having previously obtained advance written approval, unless the individual's failure to immediately return is caused by extenuating circumstances deemed by the Employer to justify a continued absence; or the employee accepts employment elsewhere while on a leave of absence.

(e) If he has been laid off for a continuous period of eighteen (18) consecutive months, or an amount of time equal to his seniority, whichever is shorter.

Section 5. Layoff Procedure. If it is necessary to reduce the number of employees in the bargaining unit, probationary, part-time, seasonal and temporary employees shall be laid off first, provided there are employees with seniority who have the then present ability to perform the available work. Thereafter, the Employer shall determine the number of employees to be removed from each job classification. Employees with seniority in a job classification shall be removed on the basis of their seniority, i.e., least senior employee being displaced first, provided that the remaining employees have the then present ability to perform the available work in the classification. Under ordinary circumstances, notice of a pending layoff of more than five (5) days duration shall be posted at least five (5) regularly scheduled working days in advance of its effective date. An employee laid off from a job classification shall be allowed to exercise his seniority to displace an employee in any other job classification with an equal or lower wage scale, provided that he has the then present ability to satisfactorily perform the normal job functions of the position without trial or training.

Section 6. Recall Procedure. Employees with seniority shall be recalled on the basis of applying the above procedure in reverse order, i.e., most senior employee being recalled first, provided he has the then present ability to perform the available work. Notice of recall shall be sent to the employee at his last known address on record with the Employer by certified mail.

Section 7. New Permanent Job Classifications. When and if the Employer determines that it is necessary to create a permanent new job classification, or effect a substantial change in an existing job classification, it shall set the rate of pay therefore, establish or amend the job description and advise the Union as to both. If the Union disagrees with the rate of pay established, it may file a written grievance with respect thereto starting at the Second Step of the grievance procedure, provided that a grievance is filed within five (5) regularly scheduled working days after such notice is given to the Union. If, as a result, a different rate of pay is established, the different rate of pay will become effective as of the date the job classification was created.



Section 8. Posting and Bidding. When it is necessary to fill a new permanent job classification or a permanent vacancy in an existing job classification in the bargaining unit, the Employer shall post such opening along with a statement of the qualifications for the position and the division and shift where the vacancy occurs for a period of five (5) regularly scheduled working days. During such five (5) day period, employees who have completed their probationary period may bid for such job or vacancy by signing the posting and presenting to the Department Head a signed statement concerning any qualifications or experience not listed in their personnel file that they wish to have considered. The appointment to a vacancy in the bargaining unit shall be in accordance with the following procedure:

(a) If all factors are relatively equal among bidding employees, the most senior employee shall be awarded the job. It is understood that the bidding employees' experience with the Employer in related job requirements and his work history shall be taken into account.

(b) If no employee satisfies the specifications of subsection (a) above, then the Employer may assign a probationary employee who satisfies the specifications or institute the hiring procedure.

(c) If the Employer determines that the most senior bidding employee will not be awarded the job, prior to awarding the job, the Employer will meet with the Steward to discuss the awarding of the job.

(d) The job shall be awarded or denied within fifteen (15) working days after the posting period.

Section 9. Trial Period. When an employee is awarded a job under the provisions set forth in Section 8 of this Article, the successful bidder shall be on trial (job probation) for a period of four (4) months after being assigned to his new classification, if such classification is a new permanent job classification, and two (2) months if such classification is a permanent vacancy in an existing job classification. During such period, an employee may be removed from his new classification at any time he demonstrates to the Employer's satisfaction that he is or will be unable to perform satisfactorily the requirements of such job:

(a) An employee, who during the trial period is removed from a job classification for which he had bid because of his request or inability to perform the requirements thereof, shall be returned to the last job classification he had

permanently occupied. In case of such setback, the Employer shall first consider other employees who signed for the posted job before reposting the job.

Section 10. Temporary Transfers. The service needs of the Employer change from day to day and season to season; therefore, employees within a job classification may be assigned to work in a different job classification as the need arises. The Employer shall have the right to temporarily transfer an employee from one job classification to another to cover for employees who are absent from work due to illness, accident, vacations, or leaves of absence for the period of such absences. The Employer shall also have the right to temporarily transfer an employee from one job classification to another to fill a vacancy or to take care of unusual conditions or situations which may arise. It is understood and agreed that any employee within the unit temporarily transferred in accordance with the provisions of this section shall not acquire any permanent title or right to the job to which he is temporarily transferred, but shall retain his seniority in the permanent classification from which he was transferred. Any employee temporarily transferred to a job classification with a higher maximum pay rate in accordance with the provisions of this Section shall be paid the applicable wage rate for the higher paying job classification. Any employee temporarily transferred to a job classification with a lower maximum pay rate, in accordance with the provisions of this Section, shall continue to be paid his regular wage.

Section 11. Promotions Outside the Bargaining Unit. An employee promoted to a position outside the bargaining unit shall accumulate seniority while working outside the bargaining unit. If the employee requests to return to the bargaining unit during the period of one (1) year following the date of his promotion, he shall commence work in a job similar to the one he held at the time of his promotion.

## ARTICLE IX - LEAVES OF ABSENCE

Section 1. Personal Leave of Absence. The Employer may grant a leave of absence for personal reasons without pay and without loss of seniority to an employee who has completed his probationary period, provided, in the judgment of the Employer, such employee can be spared from his work and that there is good cause for the leave. Such leaves of absence shall be granted for a period not to exceed thirty (30) calendar days.

Section 2. Funeral Leave. Regular full-time and regular permanent part-time employees shall receive eight (8) hour of regular pay for each day necessarily lost during a regularly scheduled workweek, not to exceed three (3) days, to make arrangements for

and attend the funeral of a member of their or their current spouse's immediate family. This payment shall not be made for any of such three (3) days on which the employee for any other reason would have been absent from work. The three (3) days above referred to shall be three (3) consecutive working days, the last of the three (3) days being no later than the day following the funeral. To be eligible for such pay the employee must notify the Employer as soon as possible of the necessity for such absence, must attend the funeral, and, if requested, must present proof of death:

(a) Immediate family is to be defined as the employee's current spouse, son, daughter, mother, father, mother-in-law or father-in-law, brother or sister, brother-in-law, sister-in-law, grandfather or grandmother.

Section 3. Leave of Absence for Jury Duty. A regular full-time or part-time employee shall be granted a leave of absence with pay up to a maximum daily rate of eight (8) hours at his straight-time hourly rate for a maximum of 20 days in order to serve required jury duty. In such cases, all jury fees shall be signed over to the Employer. In order to receive the payment above referred to, an employee must give the Department Head prior notice that he has been summoned for jury duty and must furnish satisfactory evidence that he performed such jury duty on the days for which he claims such payment. In the event that the employee is excused from jury service on any day either before or at the noon recess, he must return to work for the balance of the day.

Section 4. Medical Leave. An employee who has completed his probationary period and who, because of illness, pregnancy or accident, is physically unable to work shall, upon request, be given a leave of absence without pay for the duration of such disability, provided: (1) that he promptly notifies the Employer of the necessity therefore; (2) that he supplies the Employer with a certificate from a medical/osteopathic doctor of the necessity for the absence and continuation of such absence when the same is requested by the Employer; and (3) that prior to resuming his duties he supplies a doctor's certificate stating that he is fully capable of resuming his normal duties.

Section 5. Military Leave. The Employer agrees to abide by applicable federal and state law with regard to leaves of absence for military service.

Section 6. Return from Leaves of Absence. An employee granted a leave of absence will be guaranteed his prior position for a period of six (6) calendar months, which period shall be retroactive to and commence with the employee's initial date of absence from work, and after the expiration of this six (6) month period, the Employer will attempt to place the employee in a job he is then presently able to perform and which is vacant, or will attempt to place him in the next such job position which is vacated.

## ARTICLE X - PHYSICAL EXAMINATIONS

The Employer may require any of its employees to submit to a medical examination at such times as it may deem necessary in the light of existing circumstances. The examinations shall be paid for by the Employer and shall be made by a licensed physician designated by the Employer. Should such medical examination reveal the physical or mental unfitness of the employee involved to perform the essential functions of his/her job, the employee involved may be granted a leave of absence.

## ARTICLE XI - HOURS OF WORK

Section 1. Hours of Work and Shifts. The normal hours of work for all full-time employees shall average forty (40) hours per week, for all part-time employee forty (40) to sixty-four (64) per pay period. Nothing in this section shall be construed as a guarantee of the herein referred to hours per week or pay per week. The specific work schedules will be set by the Department Head, who may change the work schedules to provide more convenience for the public or improve working conditions for employees. In addition, if state, federal or local agencies require or mandate the City to provide weekend coverage on any of the City operations, then the City can schedule Saturday and/or Sunday as a regular workday for employees working said operations and thus not an overtime day as such.

Section 2. Workweek Computation. For the purpose of this Agreement, the work week shall begin at 12:01 a.m. Monday morning and the day shall be a calendar day. For any shift in which the employee works hours falling within two (2) separate calendar days, the hours worked each day shall be computed separately and the employee shall be paid at the contractually established rate for hours worked on that particular day.

Section 3. Rest Periods. Employees shall be entitled to one thirty (30) minute paid break period at or near the midpoint of the first half of their shift and one thirty (30) minute unpaid meal period at or near the midpoint of their shift, at times scheduled by the Department Head. It is understood and agreed that the timing of the break and meal periods may vary depending upon the nature of the work being performed by the employee at the time, it being recognized that under certain conditions it will be impossible for employees to take a break period until certain aspects of the job then being performed have been completed. Employees in positions which require the uninterrupted presence of an employee shall receive such rest period only when qualified relief is available and practicable. It is also understood and agreed that Employer vehicles are not

to be used for purposes of traveling to or from any location at which to take a break or meal period, except as specifically authorized by the Department Head:

(a) Employees shall be required to be ready to start work at the start of their shift and shall be required to remain at work until the end of their shift except for the break periods provided above.

Section 4. Overtime Assignments. Overtime will be assigned on a rotating basis within the bargaining unit, except in the areas specific expertise is warranted within the water works, water renewal, pumping and treatment, electrical work, tree work and specialized equipment. All overtime will be offered to full-time employees first before hours are available to part-time employees.

Section 5. Unscheduled Work. When an employee is called in to perform work at a time other than that for which he had previously been scheduled, he shall receive not less than three (4) hours pay at his overtime-hourly rate. The nature of the work and the responsibility to the people of the community requires that employees be available to calls to duty during off-duty hours. Therefore, it is understood and agreed that if an employee is contacted during off-duty hours and requested to report to work, he shall report for duty or be subject to disciplinary action. Employees who are continually unavailable to be contacted for off-duty calls to work shall likewise be subject to disciplinary action. Prior to disciplining an employee for continued unavailability, the Employer will give the employee and the Union notice that subsequent incidents of unavailability for calls to duty will result in discipline.

## ARTICLE XII - WAGES

Section 1. Wage Schedule. For the life of this Agreement, the wage schedules set forth in Appendix "A" attached hereto and by this reference made a part hereof, shall remain in full force and effect.

Section 2. Overtime. Overtime will be paid at the rate of one and one-half (1½) of the regular hourly rate of pay for all assigned work in excess of forty (40) hours per week or eight (8) hours per day computed to the nearest tenth of an hour. For the purpose of calculating overtime compensation due, hours paid but not worked shall count toward the forty (40) hours per week overtime provision. Although hours worked on Sunday and holidays shall otherwise be computed for overtime purposes, the above referenced overtime rate of pay shall not apply to hours worked on Sundays and holidays. Hours

actually worked on Sundays and holidays shall be paid at the rate of two (2) times the regular hourly rate of pay:

(a) All hours spent for schooling and/or training for advancement purposes shall be counted toward the forty (40) hour work week. All schooling and/or training must be approved by the supervisor prior to signing up or registering.

Section 3. Pay for Permanent Classification Changes. When, through the job bidding procedure, an employee is promoted to a job for which the maximum of the rate range is greater than the maximum of the rate range for the permanent job classification from which he bid, such employee upon being awarded such job shall be advanced to the new pay range step in the job classification for which he bid which will result in an increase in his pay, and thereafter shall be governed by the pay range increments set forth in such job in Appendix "A.":

(a) When, through the bidding procedure or through otherwise exercising his seniority, an employee is placed on a job for which the maximum of the rate range is less than his then current rate, he shall receive the maximum of the rate range of the job onto which he was thus placed.

Section 4. Pay Day. The payroll shall be computed bi-weekly, and payday shall be Wednesday for the pay period of the preceding weeks beginning on Monday and ending on Sunday. Employees must have time sheets turned into the payroll officer by 10:00 a.m. on Monday to assure proper processing of the payroll.

Section 5. Compensatory Time.

- The compensatory time (CT) must be declared by the employee within the pay period worked.
- Employees are allowed a maximum forty (40) hours of CT bank accrual; such bank may not be carried over from year to year. Any unused CT existing in employee's CT bank at the end of the fiscal year will be paid to said employee.
- Any unused CT shall be paid upon an employee's separation, retirement or death. In the case of death, the payment shall be made to the employee's estate. Payment shall be made at the rate of pay in effect at the time of retirement, separation, or death.
- The use of any CT will be determined by the Department Head.

ARTICLE XIII - VACATIONS

Section 1. Eligibility and Allowance. Vacation time shall be earned and used on an anniversary year basis. Full-time permanent employees with regular employee status shall be entitled to paid vacation in accordance with the following schedule Regular permanent part-time employees shall be entitled to paid vacation in the same manner as full-time but receiving half of the hours in the following schedule:

<u>Years of Completed Continuous Service</u>	<u>Vacation Hours</u>
Successful completion of probationary period	40 hrs.
1 - 5 yrs.	80 hrs.
5 - 12 yrs.	120 hrs.
12 - 15 yrs.	160 hrs.
16 yrs.	168 hrs.
17 yrs.	176 hrs.
18 yrs.	184 hrs.
19 yrs.	192 hrs.
20 yrs.	200 hrs.
30+ yrs	208 hrs.

Section 2. Vacation Scheduling. Employees may take their vacation anytime between successive anniversary dates provided that they have made arrangements with the Department Head at least two (2) weeks in advance. Vacation time may be accumulated to a maximum of 1-1/2 times an employee's annual accrual of said vacation; once the maximum vacation has been reached monthly accruals shall be capped. The City Manager or designee shall notify employees and their Department Heads by posting a biweekly report reflecting the maximum that each employee may accumulate with the remaining current balance available. A statement showing all accumulated vacation time shall be reported to each individual employee in his biweekly paycheck. Vacation pay may be paid in lieu of vacation time only in accordance with Employee Policy Handbook:

- (a) The Department Head shall determine the number of employees who can be spared for vacation purposes at any time, but shall make every

reasonable effort to allow employees to take their vacation at the time of their choosing.

(b) When two (2) or more written requests for vacation time are received than can be granted at one time, the most senior employee making a written request at least two (2) weeks in advance for that time will be given preference.

(c) While on vacation leave, vacation leave cannot be converted to sick leave.

(d) Vacation can be used in one (1) hour increments

(e) The Department Head will respond four (4) weeks prior to November 1<sup>st</sup> to employees scheduling time off during deer hunting gun season.

Section 3. Termination of Employment. Upon an employee's termination of employment, except where such termination is a discharge for just cause, an employee shall be paid an amount representing his unused vacation time earned as of his last anniversary date, computed at his final hourly rate of pay. If an employee fails to render two (2) weeks notification of resignation, he shall not be entitled to any portion of vacation pay for unused vacation time. For an employee who dies after completing the six (6) month probationary period, his designated beneficiary shall be entitled to receive pay for the employee's unused vacation time.

#### ARTICLE XIV - HOLIDAYS

Section 1. Definition. The following days are designated as holidays under this Agreement for the contract year: New Year's Day, Good Friday, Memorial Day, and Independence Day, Labor Day, Thanksgiving Day, the day following Thanksgiving Day, Christmas Eve Day, Christmas Day and New Year's Eve Day:

(a) If any of the above holidays occurs on Saturday or Sunday, the Friday before or the Monday following, respectively, shall be recognized as the holiday.

Section 2. Holiday Pay. Full-time employees, who are regularly scheduled to work on a day that is celebrated as a holiday, but not required to work, shall continue to



receive their regular salary; regular permanent part-time employees will receive 4 hours per said holiday. Employees scheduled to work on a day celebrated as a holiday and who are required to receive, in addition to holiday pay, two (2) times their regular straight-time hourly rate of pay for each hour actually worked on the holiday. (See Article XII, Section 2).

Section 3. Eligibility. In order to receive the holiday pay referred to above, an employee must have completed sixty (60) calendar days of his probationary period and actually worked eight (8) hours on his last scheduled workday before the holiday and eight (8) hours on his first scheduled workday following the holiday, unless the failure to work on such day is due to a regularly scheduled vacation or paid sick leave. Employees scheduled to work on a holiday must actually work the holiday to receive holiday pay.

Section 4. Holidays During Vacation. When a holiday occurs during a scheduled vacation the employee (if eligible for holiday pay) will be given holiday pay and will not be required to use vacation time for that day.

## ARTICLE XV - SICK LEAVE

Section 1. Accumulation of Sick Leave. Employees with regular full-time status shall accumulate sick leave at the rate of eight (8) hours per month for each month that an employee actually works at least fifteen (15) working days, employees with regular permanent part-time employees shall accumulate sick leave at the rate of eight (4) hours every month in the same manner as full-time employees accumulate sick leave:

(a) When an employee is entitled to sick leave, he shall be paid sick leave in one (1) hour increments up to a maximum of eight (8) hours for each regular work day missed while on sick leave.

(b) In order to qualify for sick leave payments, the employee must report his intended absence to his supervisor no later than thirty (30) minutes after the start of his shift.

(c) An employee may use up to forty-eight (48) hours of sick leave annually for illness or injury in the immediate family.

(d) An employee must present a medical certificate attesting to the employee's physical inability to perform his work for all absences in excess of

three (3) days. However, if the Employer has reason to believe that an employee is abusing sick leave, it may request a medical certificate for any given absence.

(e) An employee who makes a false claim for sick leave shall be subject to dismissal.

(f) An employee shall not be eligible for sick leave if his illness or injury is attributable to causes stemming from his employment or work in service of another employer or while acting in the capacity of a private contractor to another party.

Section 2. Payout of Sick Leave. There shall be no payout for the first 1,000 hours of accumulated sick leave. All balances for current employees over 1,000 hours as of June 30, 2013, will be frozen. By either retirement or separation with 25 years of service, these hours will be paid at the June 30, 2013 rate of pay at 100% into the employee's 401a plan.

Beginning July 1, 2013, after an employee has accumulated 1000 hours, within the first payroll of each fiscal year, 50% of the value of the hours over 1,000 will be computed using the previous fiscal year ending pay rate and the value will be deposited into the employees' 401a plan. Remaining hours will be deleted back to 1000 hours.

## ARTICLE XVI - INSURANCE AND PENSION

Section 1. Insurance. The Employer shall pay 80% of the total annual costs of all of the medical benefit plans, prescription, dental and optical plans it offers or contributes to for employees in the bargaining unit. Total annual costs includes the premium or illustrative rate of the medical benefit plan and all employer payments for reimbursement of co-pays, deductibles, and payments into health savings accounts. The Employer reserves the right to select or change the insurance carrier or carriers, or to become a self-insurer, either wholly or partially, and to select the administrator of such self-insurance program; provided, however, the benefits provided shall remain substantially similar to the benefits currently in place unless otherwise agreed. Insurance benefits may start after 30 days of hire.

Retiree health insurance will be provided as follows:

(a) The City will pay for single person coverage for SEIU members prior to July 1, 2007; this coverage shall become supplemental coverage when the retiree becomes eligible for Medicare.

(b) The City will pay for the cost of single person coverage for SEIU members who retire after July 1, 2007 with 25 years or more of service with the City and 60 years of age. This coverage shall cease when the retiree becomes eligible for Medicare. Retired employees eligible for Medicare may purchase supplemental insurance through the City at 100% their cost.

(c) Notwithstanding any of the above current terms and conditions for retiree hospitalization insurance, a retiree's hospitalization insurance will be based on whatever terms and conditions exist in the applicable collective bargaining agreement at any point in time during the retiree's retirement, and the terms and conditions for retiree hospitalization insurance may change over time depending on the future collective bargaining negotiations and future agreements.

Section 2. Pension. All full-time employees shall be eligible to participate in the Employer's Retirement Programs. To qualify for the 401 (a) Retirement Program, an employee must have completed the required 6-month probationary period. The Employer agrees to continue its pension plan on the following basis: 10% of the employee's base wage into the Employer's 401 (a) plan. If employee contributes 5% into the designated 457 Retirement Program, Employer will contribute a match of 4% into the 401 (a) Retirement Program for their benefit. Effective the first day of the first full pay period in January of 2012, the City's contribution to the employee's 401(a) pension plan will be 10% of the employees' base wage, regardless of any employee match or whether the employer decides to make any matching contribution.

## ARTICLE XVII - MISCELLANEOUS

Section 1. Personal Time. Full-time SEIU Members shall accumulate 16 hours of personal time, Part-time shall accumulate eight (8) hours of personal time that can be used in 1-hour increments. All accrued time shall be used by June 30.

Section 2. Uniforms. The Employer shall continue the policy it had prior to the execution of this Agreement regarding the furnishing of uniforms and shoes for full-time SEIU members, except eleven (11) uniforms shall be provided bi-weekly and the annual

shoe/boot allowance shall be up to \$200.00 for ANSI/OSHA approved safety shoes. All part-time SEIU members shall receive half of the full-time uniform benefit, and an annual shoe/boot allowance of \$175.00 per year. Annual uniforms will be provided to the employees by September 1<sup>st</sup> each year.

Section 3. Bulletin Board. The Employer shall provide a bulletin board for each department upon which the Union shall be permitted to post notices concerning its business and activities. Such notices shall contain nothing of a political or defamatory nature.

Section 4. Address and Telephone. All employees shall provide the Employer with their current address and telephone number and any changes therein. The Employer agrees to provide the Union with copies of the names and addresses on record with the Employer in January of each year.

Section 5. Departmental Rules and Regulations. The Employer shall have the right to make such reasonable rules and regulations not in conflict with this Agreement as it may from time to time deem best for the purpose of maintaining order, safety and efficient operation of the department and to require compliance therewith. Any complaint relative to the reasonableness of any such rule or regulation may be considered a grievance and subject to the grievance procedure, provided that a grievance is filed at the Second Step of the grievance procedure within fifteen (15) regularly scheduled working days after the date of the notice to the Union.

Section 6. Subcontracting. The Employer shall have the right to subcontract work normally performed by bargaining unit employees if it determines it does not have the available or sufficient manpower, proper equipment, capacity and ability to perform such work within the required amount of time, during emergencies or when such work cannot be performed by bargaining unit employees on an efficient and economical basis.

Section 7. Copies of Agreement. The Employer agrees to provide to each employee a copy of this Agreement.

Section 8. Pronoun Clause. The masculine pronoun as used in this Agreement shall be held to include the feminine, unless otherwise provided.

Section 9. Reparability and Savings Clause. In the event that any provision of this Agreement shall at any time be declared invalid by any court of competent jurisdiction, the decision shall not invalidate the entire Agreement, it being the express intention of the parties that all other provisions shall remain in full force and effect. In the event that any provision of this Agreement is held invalid, the parties shall enter into

negotiations for the purpose of arriving at a mutually satisfactory replacement for the provision held invalid.

Section 10. Waiver. The parties acknowledge that during the negotiations which resulted in this Agreement each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Employer and the Union, for the life of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated, to bargain collectively with respect to any subject or matter not specifically referred to or covered in this Agreement, even though such subjects or matters may not have been within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.

Section 11. Other Agreements. No agreement or understanding contrary to this Collective Bargaining Agreement nor any alteration, variation, waiver or modification of any of the terms or conditions contained herein shall be binding upon the parties hereto unless such agreement, understanding, alteration, variation, waiver or modification is executed in writing between the parties. It is further understood and agreed that this contract constitutes the sole, only and entire agreement between the parties hereto and cancels and supersedes any other agreements, understandings and arrangements heretofore existing.

Section 12. Electronic Communication. The City agrees to communicate and provide to the Union current and new member information (on a monthly basis) via electronic transmission the following:

- Member Names
- Addresses
- Rate of Pay
- Hire Date

Section 13. New Hire Notification. Whenever a leave, transfer or new hire occurs, the City will make every effort to inform the President within five (5) business days of the hire date.

Section 14. Acting Superintendent Pay. When it becomes necessary for a SEIU Member to serve as Superintendent, the City will pay as follows:

- Three (3) hours stand by pay at the DPW Superintendents current rate of pay for each Saturday, Sunday, and Holiday that is covered. Stand by pay is defined as carrying a phone and being readily available for emergency calls and have the ability to reach the City limits within 40 minutes of time.
- If said individual is working as Acting Superintendent during normal working hours (defined as 7:00 a.m. to 3:30 p.m.) Monday thru Friday; that individual will be paid at the DPW Superintendents current rate of pay.
- Call in pay (3-hours minimum) will be compensated per current contract language.
- If more than one employee volunteers; the employee with the highest seniority will be chosen to fill in as Superintendent.
- Probationary employees are not eligible to volunteer as Superintendent.

Section 15. Merit Pay. It is agreed that the city will continue to pay merit pay to Dan Neeson on a 40 hour week, which is based on his primary job duties. Dan Neeson is identified as the City's Water System and Distribution Operator and performs the tasks identified as a function of that department a majority of the time.

The City, through its management rights, can from time to time assign other duties, not in the operation or duties which require the license, during the work week. It is understood that, Dan Neeson, will continue to receive his merit pay up to 40 hours. In the case where he is called out for overtime in the operation and duties requiring such licensing, he will be paid the merit pay that applies.

All other employees in the unit will be covered by Appendix A of the bargaining agreement under the provision of merit pay.

Section 16. Volunteers. The City retains authority to use volunteers, hire temporary and/or seasonal employees so long as it does not adversely affect the regularly scheduled hours of bargaining unit employees.

Section 17. Water Renewal Weekend Coverage. Pursuant to a letter from the State of Michigan Department of Natural Resources dated May 21, 1990, the City has been required to make provisions to run a full (5) five-day BOD analysis as required by the City's permit. This will require weekend coverage at the Water Renewal Plant. The

DNR has also suggested and requested that sludge pumping occur on a daily basis, including the weekends.

The City has elected not to exercise its rights under Article XI, Section 1 of the Contract to schedule Saturday and Sunday as a regular workday for the Waste Water Treatment Plant. Without waiving its rights under the Master Agreement, the City intends to initially meet the State's requirement and request by scheduling overtime assignments for Saturday, Sunday and holidays upon the following guidelines:

1. The City will schedule a four-hour overtime assignment on both Saturday and Sunday of each week. The City will, at its discretion, schedule overtime on holidays, but not to exceed four hours.
2. Wages for the overtime assignments will be paid in accordance with Article XII, Section 2 of the Master Agreement. Ordinarily this will mean one and one half times the regular hourly rate for hours worked on Saturday and two times the regular rate for hours actually worked on Sundays and holidays.
3. The assignment of overtime will be handled according to Article XI, Section 4 of this Agreement. The City will not adjust the regular workweek schedule to avoid paying Saturday overtime.
4. Employees assigned to the overtime will be expected to perform the BOD testing, take required readings at the Waste Water Treatment Plant and the water wells, pump sludge and perform other duties as assigned.
5. Upon request from DPW employees, the City will train at least two additional employees in the required operations to qualify them for these Water Renewal overtime assignments.
6. Scheduling of the actual times to be worked on Saturdays, Sundays and holidays will take into consideration the input of the employee assigned to work. Prior approval of the superintendent, however, is required for any change from the regular schedule.

The City, by agreeing to section 18, is not waiving any rights it has under the Agreement or restricting its right to schedule work in the future.

Section 18 Hydrant Flushing. The Union agrees that two (2) times a year when the City decides to flush the hydrants, the Employer will ask for volunteers first and if there are no volunteers the City will appoint the least senior employee to do the job. This

work will be done during the 11:00 p.m. to 7:00 a.m. shift for four (4) or five (5) days. The Employer will pay above their wages thirty-five cents (35¢) per hour as a night shift premium.

Section 19. Emergency Call-Out Procedure. All emergency calls will be forwarded to the Department Head that needs to deal with the problem (Public Works or Water Renewal). He/she will then either deal with the problem him/herself, or call out employees deemed necessary to correct the problem.

The call-out list shall include the names of all employees in both departments. Calls will be made on the basis of 1) who has the skills or knowledge that is needed in this particular problem; or, 2) a need for general assistance. When calling an employee on the list, caller shall leave message on answering machine (if there is one) as to date, time and problem. Employer will continue on through the list until actual contact and response is obtained. Accurate records will be kept by the caller as to who was called, time and response given by each employee called. Employees are expected to report when directed. Excessive failure to report may result in discipline.

Upon receipt of any messages left on an answering machine, the employee is requested to acknowledge receipt of that message by calling back to a mutually agreed upon number (a list of cell phone numbers will be provided to each employee for use during these times).

Employees will be responsible for informing the Department Head of those times that they will be unavailable for call out due to planned commitments. This will enable your name to be taken off the list during that period of time.

The Department Heads shall attempt to be available on weekends. If both Department Heads are not available for call-out duty, another employee of either department will be asked to cover those call-out duties. The designated person will carry the cell phone associated with that Department Head to allow for him/her to respond where necessary. This designated employee will also be responsible to call in additional help, if needed, from the list referred to earlier. Employee who is designed to cover the after-hours calls for the Department Head will be compensated at a rate of \$1.00 per hour for each hour for which he is required to carry the cell phone.

Section 20. Reading of Water Meters. It is understood that the City will first utilize water certified employees when reading water meters. The Union recognizes that circumstances might arise that requires the reading of meters by any or all Public Works



Equipment Operators/Laborers, however, the City will make every effort to limit these instances.

Section 21. CDL License. All bargaining unit employees required to operate a motor vehicle (which requires a CDL) shall maintain a CDL Class B license. The City will reimburse employees for any fees incurred to purchase a CDL license over the cost of a regular operator's license.

Section 22. Working Supervisor. The Public Works Superintendent may work side by side performing union jobs with the following criteria:

- Only current Superintendent, Robert Nieuwenhuis
- No more than 20 hours per week
- Full crew must be working unless someone is on medical leave, sick leave, City approved light duty, compensatory time or on vacation
- Must not be to alleviate overtime
- Doesn't eliminate current number of employees.

ARTICLE XVIII - DURATION

Section 1. Duration. This Agreement shall become effective as of the 1st day of July, 2019, and the terms and conditions hereof shall remain in full force and effect through the 30th day of June, 2022 and from year to year thereafter, unless either party hereto shall notify the other in writing at least sixty (60) calendar days prior to the expiration of this Agreement or of any subsequent automatic renewal period of its intention to amend, modify or terminate this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement on the \_\_\_\_\_ day of June 2019

SERVICE EMPLOYEES  
INTERNATIONAL  
UNION, LOCAL NO. 517M

CITY OF PLAINWELL

\_\_\_\_\_  
Christine Stressman SEIU Local 517M

\_\_\_\_\_  
Erik J. Wilson, City Manager

\_\_\_\_\_  
Jeff Gilliland, Employee Rep.

\_\_\_\_\_  
Brian Kelley, City Clerk

**APPENDIX "A"**  
**Wage Schedule Effective July 1, 2019**

	2.5%		2%		2%	
	July 1, 2019		July 1, 2020		July 1, 2021	
	FT	PT	FT	PT	FT	PT
Start	\$ 17.54	\$ 13.52	\$ 17.89	\$ 13.79	\$ 18.25	\$ 14.07
6 Mths.	\$ 17.80	\$ 14.50	\$ 18.16	\$ 14.79	\$ 18.52	\$ 15.09
1 yr	\$ 18.88	\$ 14.83	\$ 19.26	\$ 15.13	\$ 19.64	\$ 15.43
2 yr	\$ 20.48		\$ 20.89		\$ 21.31	
3 yr	\$ 22.08		\$ 22.52		\$ 22.97	
4 yr	\$ 24.35		\$ 24.84		\$ 25.34	

**Merit Pay**

Bargaining unit employees shall have the opportunity to receive an increase in their hourly rate of pay by acquiring appropriate licensing or certification. Employees acquiring approved licenses or certification will receive the following merit pay increase:

**DPW**

S-1, D-1	55¢ per hour per license
S-2, D-2	40¢ per hour per license
S-3, D-3	30¢ per hour per license
S-4, D-4	15¢ per hour per license

**Water Renewal**

A	\$1.05 per hour
B	80¢ per hour
C	55¢ per hour
D	30¢ per hour

**Herbicide/pesticide/  
insecticide**

55¢ per hour time actually spent in preparation, application and cleanup of regulated substances by state licensed certified individual

All above active/current license will receive 50% of the above per hour merit pay. 100% of merit pay for these licenses will only apply to time spent on operations and duties within applicable department.

# AGREEMENT

Between

Police Officers Labor Council – POLC



and

The City of Plainwell

July 1, 2019

To

June 30, 2023

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## AGREEMENT

THIS AGREEMENT entered into as of the 1st day of July, 2019, by and between the CITY OF PLAINWELL, hereinafter referred to as the "Employer," and POLICE OFFICERS LABOR COUNCIL - POLC, hereinafter referred to as the "Union."

WITNESSETH:

### ARTICLE 1 - PURPOSE AND INTENT

#### Section 1.1: General Purpose

The general purpose of this Agreement is to set forth the wages, hours and working conditions which shall prevail for the duration of this Agreement and to promote orderly and peaceful labor relations for the mutual interest of the Employer, its employees, and the Union. Recognizing that the interest of the community and the job security of the employees depend upon the Employer's ability to continue to provide proper services to the community, the Employer and the Union, for and in consideration of the mutual promises, stipulations and conditions herein specified, agree to abide by the terms and provisions set forth herein for the duration of this Agreement.

### ARTICLE 2- RECOGNITION

#### Section 2.1: Recognition

Pursuant to and in accordance with all applicable provisions of Act 336 of the Public Acts of 1947, as amended, the Employer hereby recognizes the Police Officers Labor Council - POLC, as the exclusive representative for the purpose of collective bargaining with respect to rates of pay, wages, hours of employment and other conditions of employment for the unit of regular, full-time police officers and Public Safety Officers with law enforcement certification in the Plainwell Public Safety Department (hereinafter called the Unit).

#### Section 2.2: Management Rights

The Union recognizes that, except as specifically limited or abrogated by the terms and provisions of this Agreement, all rights to manage, direct and supervise the operations of the Plainwell Public Safety Department and the employees therein are vested solely and exclusively in the Employer.

Section 2.3: Union Activity During Working Hours

The Union agrees that, except as specifically provided for in the terms and provisions of this Agreement, and except for discussion of contract interpretation and grievances as herein provided for; employees in the Unit shall not be permitted to engage in Union activity during working hours.

Section 2.4 Unfair Labor Activity

The Employer will not aid, promote or finance any labor group or organization which purports to engage in collective bargaining or make any agreement with any such group or organization for the purpose of undermining the Union.

ARTICLE 3 - STRIKES AND LOCKOUTS

Section 3.1: Strikes and Lockouts

The Union agrees that during the life of this Agreement, neither the Union, its agents nor its members will authorize, instigate, aid, condone or engage in a work stoppage, slowdown, strike or any other concerted activity which interferes with the operations of the Employer. The Employer agrees that during the same period, there will be no lockouts.

Section 3.2: Work Stoppages

Individual employees or groups of employees, who authorize, instigate aid, condone or engage in a work stoppage, slowdown, strike or any other concerted activity which interferes with the operations of the Employer may be disciplined or discharged by the Employer.

ARTICLE 4 - DISCIPLINE AND DISCHARGE

Section 4.1: Suspensions

When, in the judgment of the Employer, an employee's work performance or conduct justifies disciplinary action, short of dismissal, an employee may be suspended without pay for just cause. All suspensions must be in writing. For the violation of City policy and proceedings, including, but not limited to, those included in the City Personnel Policy or Departmental Rules as now or hereinafter adopted, a member of the Unit may be subject to reprimand, disciplinary layoff without pay or discharge for just cause. The principles of progressive discipline shall be applied.



#### Section 4.2: Non-Probationary Employee Rights

In the event an employee in the Unit who has completed his probationary period shall be suspended from work for disciplinary reasons or is discharged from employment after the date hereof, and he believes he has been unjustly suspended or discharged, such suspension or discharge shall constitute a case arising under the Grievance Procedure as hereinafter provided.

(a) The Employer agrees to promptly notify the Union, in writing, of such suspension or discharge, such notice to contain the reasons underlying the suspension or discharge.

(b) It is understood and agreed that when an employee files a grievance with respect to his suspension or discharge, the act of filing such grievance shall constitute his authorization to the Employer to reveal to the participants of the Grievance Procedure any and all information available to the Employer concerning the alleged offense, and such filing shall further constitute a release of the Employer from any and all claimed liability by reason of such disclosure.

(c) No member shall be required to make any statements concerning the alleged offense prior to disciplinary action being taken.

#### Section 4.3: Reinstatement Compensation

In the event it should be decided under the Grievance Procedure that the employee was unjustly suspended or discharged, the Employer shall reinstate such employee and pay full compensation, partial compensation or no compensation, as may be decided under the Grievance Procedure. Such compensation, if any, shall be at the employee's regular rate of pay at the time of such discharge or the start of such suspension, less any compensation he may have earned at other employment during such period.

### ARTICLE 5 - GRIEVANCE PROCEDURE

#### Section 5.1: Definition of Grievance

A grievance shall be defined as a complaint by the Union or an employee covered by this agreement arising during the term of this agreement alleging a violation of a specific provision or provisions of this agreement as written.

STEP 1: An employee who believes he has a grievance must submit his complaint orally to the Director of the Plainwell Public Safety Department ("Director") or his designee within seventy-two (72) hours (Saturday, Sunday and holidays excluded) after the occurrence of the event upon which his complaint is based. The Director or his designee shall give the employee a verbal answer within twenty-four (24) hours (Saturday, Sunday and holidays excluded) after the complaint has been submitted. In the event the complaint is not satisfactorily settled in this manner, it shall proceed to Step 2.

STEP 2: To be processed under this Grievance Procedure, a grievance must be reduced to writing, stating the facts upon which it is based and when they occurred, and specifying the section(s) of the Agreement which allegedly has been violated. The grievance must be signed by the employee who is filing the grievance and must be presented to the Director or his designee within three (3) calendar days after receiving the Director's verbal answer (Saturday, Sunday and holidays excluded). The Director shall give a written answer to the aggrieved employee within five (5) calendar days after receipt of the written grievance (Saturday, Sunday and holidays excluded). If the answer is satisfactory, the employee shall so indicate on the grievance form and sign it, with two (2) copies of the grievance thus settled retained by the employee and one (1) copy retained by the Director.

STEP 3: If the grievance has not been settled in Step 2 and if it is to be appealed to Step III, the Union shall notify the Director, in writing, within three (3) calendar days after receipt of the written Step 2 answer, of a desire to appeal the grievance. If such written request is made, the Director and the City Manager and/or their designated representative shall meet with a representative designated by the Union within seven (7) calendar days after receipt of request for such meeting. If the answer at this stage is satisfactory, the Union representative and the grievant shall so indicate on the grievance answer and sign it, with two (2) copies of the grievance thus settled retained by the Union and one (1) by the Director.

STEP 4: If the grievance has not been resolved in the foregoing steps, the Union shall, within seven (7) calendar days after the Step 3 answer has been received, have the right to process the grievance to the Appeal Board as set forth below:

(a) The Appeal Board shall consist of one (1) representative selected by the Employer, one (1) by the Union and a mediator appointed by the Michigan Employment Relations Commission. The Appeal Board shall meet within fourteen (14) calendar days after receipt of the above appeal notice by the non-moving party, and a majority shall render a decision within seven (7) calendar days following such meeting, which decision, provided it is unanimous, shall be final and binding on the parties to this Agreement.

Further, the parties may, by signed, written, mutual agreement, bypass the appeal board step. In that event, arbitration pursuant to Step 4 (b) must be timely requested after the answer received in Step 3 above. The pendency of a request to bypass this sub step (a) shall not excuse the Union from complying with the time limits established in Step 4.

(b) In the event the Appeal Board, above described, is unable to arrive at a unanimous decision, the dissatisfied party shall submit the grievance to arbitration through the Federal Mediation and Conciliation Service in accordance with its Voluntary Labor Arbitration Rules, then pertaining, provided such submission is made within thirty (30) calendar days after receipt of the Appeal Board decision by the Union and the Employer. Failure to request arbitration in writing within such period shall be deemed a withdrawal of the grievance and it will not be considered further in the Grievance Procedure.

(c) Neither the Appeal board in (a) above nor the arbitrator in (b) above shall have authority to add to, subtract from, change or modify any provisions of this Agreement, but shall be limited solely to the interpretation and application of the specific provisions contained herein. However, nothing contained herein shall be construed to limit the authority of the Appeal Board or the arbitrator, in their respective judgment, to sustain, reverse or modify any alleged unjust discipline or discharge that may reach this stage of the Grievance Procedure. The decision of the arbitrator shall be final and binding upon the parties hereto.

(d) The expenses and fees of the arbitrator and the Federal Mediation and Conciliation Service shall be shared equally by the Employer and the Union.

Section 5.3: Time Limits

Time limits at any step of the Grievance Procedure may be extended only by mutual written agreement between the Employer and the Union. In the event the Union does not appeal a grievance from one step to another within the time limits specified, the grievance shall be considered as being settled on the basis of the Employer's last answer. In the event the Employer fails to reply to a grievance at any step of the Grievance Procedure within the specified time limits, the grievance shall automatically be referred to the next step in the Grievance Procedure; provided, however, that nothing contained herein shall be construed so as to automatically refer a grievance to either the Appeal Board or arbitration.

Section 5.4: Grievance Forms

A grievance form provided by the Union shall be used with respect to all grievances that are not satisfactorily settled prior to the Step II Grievance Procedure set forth herein.

ARTICLE 6 - SENIORITY

Section 6.1: Seniority Defined

Seniority shall be defined as an employee's length of continuous full-time employment with the Unit of the Employer since his last hiring date. "Last hiring date" shall mean the date upon which an employee first reported for work at the instruction of the Employer and since which date he has not quit, retired or been discharged. No time shall be deducted from an employee's seniority due to absences occasioned by authorized leaves of absence not in excess of ninety (90) days, vacations, sick or accident leaves or for layoffs due to lack of work or funds, except as hereinafter provided.

Section 6.2: Probationary Employees

All new employees shall be probationary employees until they have completed twelve (12) consecutive months of employment with the Employer. The purpose of the probationary period is to provide an opportunity for the Employer to determine whether the employee has the ability and other attributes which will qualify him for regular employee status. During the probationary period, the employee shall have no seniority status and may be terminated at the sole discretion of the Employer without regard to his relative length of service. In the event of such termination, the Employer shall give prior written notice thereof to the Union, which notice shall state the reason therefore. At the conclusion of his first twelve (12) consecutive months of employment, the employee's name shall be added to the seniority list as of his last hiring date.

Section 6.3: Seniority List

The Employer will maintain an up-to-date seniority list. A copy of the seniority list will be posted on an appropriate bulletin board annually. The names of all employees who have completed their probationary periods shall be listed on the seniority list in order of their last hiring date; their names shall appear on the seniority list alphabetically by the first letter or letters of their last name. If two (2) or more of such employees have the same last name, the same procedure shall be followed with respect to their first names.

Section 6.4: Termination of Seniority

An employee's seniority shall terminate:

- (a) If he quits, retires or is justifiably discharged;
- (b) If, following a layoff for lack of work or funds, he fails or refuses to notify the Director of his intention to return to work within five (5) regularly scheduled working days after written notice sent by certified mail of such recall is sent to his address of record with the Employer, or having notified the Director of his intention to return, fails to return to work within ten (10) regularly scheduled working days after receipt of said notice;
- (c) When he has been laid off for lack of work or funds for a period of twenty-four (24) or more consecutive months.
- (d) Immediate loss of seniority would result, if conviction of a felony
- (e) Loss of certification.

Section 6.5: Layoff/Recall (Seniority)

(a) If it is necessary to reduce the number of employees in the Unit, probationary employees shall be laid off first. Thereafter, if it is necessary to further reduce the number of employees in a job classification in the Unit, employees shall be removed on the basis of their classification seniority in inverse order of their seniority, provided always that the remaining employees have the skill to perform the available work in that classification. Employees removed from a classification may exercise their departmental seniority in any other classification, provided they have the skill to perform available work in such classification. Employees shall be recalled in accordance with their classification seniority. The Director shall give written notice to the employees and the Union of any proposed layoff. Such notice shall state the reasons therefore and shall be submitted at least one (1) week before the effective date thereof. Part-time or reserve officers shall not be used if a full-time member of the bargaining unit is on layoff status.

(b) Beginning July 1, 2010, the following provisions shall apply to this Section: As of June 30, 2010, the City has six (6) full-time Public Safety Officers who are bargaining unit members. If a layoff of one (1) full-time Officer occurs, the City shall grant that laid off former member of the bargaining unit the first opportunity to perform all available work in a part-time capacity. If the laid off member is not available, declines the offer of assignment, or otherwise cannot perform the assignment (IE: regular assignment of back to back shift scheduling or a medical preclusion), then the City may use existing certified part-time Officers. The right to the grievance procedure outlined in Article 5 of this agreement lies with the Union on behalf of this laid off, part-time employee if these conditions are not met. During this time, the City will not hire and/or utilize additional part-time Officers other than a maximum of three (3) part-time Officers plus the one (1) laid off employee. If the City lays off any additional full-time Officers, this paragraph becomes null and void and all provisions of paragraph (a) of this Section shall apply immediately and be in full force and effect.

#### Section 6.6: Filling of Vacancies

(a) In the event of a vacancy or a newly created position, employees in the same classification may transfer on the basis of seniority and qualifications. In such cases, all vacancies and newly created positions shall be posted in a conspicuous place in the Public Safety Department at least ten (10) calendar days prior to filling such vacancy or newly created position.

Employees shall apply, in writing, for the posted position within seven (7) calendar days following such posting. Employees requesting, but not present during the posting period, shall be notified of the position. Only those who are, in the opinion of the Employer, qualified for the vacancies or new positions shall be considered.

(b) Temporary assignments for the purposes of filling vacancies of employees who are absent will be granted to the senior qualified employee for such job. A qualified employee, when assigned to work in a higher classification, shall receive the higher rate of pay for those hours so worked in the higher pay classification. When an employee is temporarily assigned work in a lower classification, he shall not suffer a reduction in pay.

### ARTICLE 7 - LEAVES OF ABSENCE

#### Section 7.1: Granting of LOA by Employer

The Employer may grant a leave of absence for personal reasons not to exceed thirty (30) calendar days, which period may, for good cause, be extended to a maximum of ninety (90) days, without pay and without loss of

seniority to an employee who has completed his probationary period provided, in the judgment of the Employer, such employee can be spared from his work.

Section 7.2: Granting for Physical Reasons

An employee who, because of illness or accident, is physically or mentally unable to report for work may be given a leave of absence for the duration of such disability, provided the Director is promptly notified of the necessity therefore and further provided that the Director is supplied with certification from a medical doctor of the necessity for the continuation of such absence.

Section 7.3: Granting for Military Service

Leaves of absence shall be granted to employees who are active in the National Guard or a branch of the Armed Forces Reserves for the purpose of fulfilling their annual field training obligations or required tours of active duty. Applications for leaves of absence for such purposes must be made as soon as possible after the employee's receipt of his orders.

Section 7.4: Granting for Selective Service (Draft)

full-time employee who is drafted into the military service shall be granted a leave of absence for that purpose and at the conclusion of such leave of absence, shall be reinstated in accordance with the Veterans Reemployment Rights Act, 38 USC Sec 2021, et seq.

Section 7.5: Granting for Union Activities

The Union representative or his designate shall be granted up to three (3) days per year to attend schools, seminars and/or workshops offered by the Union. The Union shall notify the Employer, in writing, three (3) weeks in advance of the activity of the need for time off. One (1) such day shall be paid at the employee's regular hourly rate. The remaining two (2) days shall not be compensated for by the City.

Section 7.6: Family and Medical Leave ("FMLA")

The employer shall grant Family and Medical Leave of absence and employee must comply with all FMLA regulations.

Section 7.7: Non-Work Related Disability Policy

A disability leave of absence will be granted to employees with seniority who are unable to continue to work for the City because of a non-work related injury, illness, pregnancy or other disability, subject to the right of the City to require a physician's certificate establishing to the City's satisfaction that the employee is incapacitated to work or from the safe performance of work due to illness, injury, or other disability. Any FMLA leave will run

concurrently with the disability leave. A disability leave shall be with accrued sick pay and any vacation pay. An employee will not receive any benefits, except for benefits available per Section 16.9. A disability leave will be for the period of the employee's disability; provided, however, that an employee may not be on a disability leave for a period of more than six (6) consecutive months. An extension of disability leave may be granted upon the City's approval, provided the extension is requested in writing prior to the termination of the original leave. The City reserves the right to request at any time, as a condition of continuing the disability leave of absence, proof of continuing disability. In situations where the employee's physical or mental condition raises a question as to the employee's capacity to perform the essential functions of the job, the City may require a medical examination by a physician chosen by the City and at the City's expense, and if appropriate, the City can require the employee to take a leave of absence under this Section. Employees who are anticipating a leave of absence under this Section may be required to present a physician's certificate recommending that the employee continue at work, and in all cases the employee's attendance and job responsibilities must be satisfactorily maintained. Employees eligible for FMLA leave must comply with the requirements of the FMLA leave in notifying the City of the need for disability leave. Otherwise, employees are required to notify the City of any condition which will require a leave of absence under this Section together with the anticipated date for commencement of such leave. This notice shall be given to the City by the employee as soon as the employee is first aware of the condition. All employees returning to work from a disability leave of absence must present a physician's certificate satisfactory to the Employer which verifies that the employee is medically able to return and perform the essential functions of the job.

#### Section 7.8: Worker's Compensation Leave Policy

A leave of absence for a period of not more than 365 calendar days will be granted to Employees who are unable to continue to work for the Employer because of a work-related injury or disease for which the Employee is entitled to receive benefits under the workers' compensation laws of the State of Michigan, subject to the Employer's right to require medical proof.. Any employee entitlement to FMLA leave shall run concurrently with these 365 calendar days. A workers' compensation leave of absence shall be without pay or benefits after 365 calendar days, other than those received under the FMLA (if applicable) and workers' compensation laws of the State of Michigan, provided, however, that Employees may utilize accrued pay (i.e., sick or vacation pay) to supplement these payments up to 100% of their normal gross weekly wage based upon the rate of pay in effect at the time the workers' compensation leave commences. Upon written application, the Employer may, in its discretion, grant extensions of this leave up to the maximum of another six (6) months. The Employer may require at any time, as a condition of



continuance of the workers' compensation leave of absence, proof of continuing inability to perform work for the Employer. In the event Employer determines that the Employee is capable of returning to work, Employee's leave of absence shall immediately end.

Section 7.9: Leave of Absence for Jury Duty.

Employees who are subpoenaed for jury duty will, upon presentation of proof of such duty, be released from work. Written notice of the summons must be provided to your supervisor as soon as it is available. You must also return to work each day within one hour of being released by the court unless two hours or less remains in your shift. Employees who are summoned/subpoenaed for jury duty will, upon submitting their jury duty pay to the Personnel Manager, be paid their normal wages/salary for up to ten (10) days per calendar year.

## ARTICLE 8 - SICK LEAVE

Section 8.1: Application

For employees who qualify therefore, paid sick leave shall be acquired and applied in accordance with the provisions set forth in this Article.

Section 8.2: Accumulation and Earning Rate

Permanent, full-time employees who have completed twelve (12) consecutive months of continuous service shall accumulate paid sick leave credits on the basis of eight (hours) of paid sick leave for each month of continuous service with no maximum accumulation. An employee's previous accumulated sick leave days shall be converted from days into hours, one (1) day equaling eight (8) hours.

Section 8.3: Qualifying for Payments

In order to qualify for sick leave payments, the employee must, not later than his normal starting time on the first day of absence, report such absence, unless in the judgment of the Director the circumstances surrounding the absence make such reporting impossible, in which event such report must be made as soon thereafter as possible.

- (a) In order to qualify for sick leave payments in excess of three (3) consecutive work days, employees shall furnish a signed doctor's certificate upon return to duty.
- (b) An employee who makes a false claim for paid sick leave shall be subject to disciplinary action or dismissal depending upon the circumstances involved.
- (c) Sick leave absences for part of a day shall be charged proportionately.

(d) In the case of catastrophic injury or illness, accumulated sick leave credits may be transferred from one (1) employee to another after a case-by-case review and approval by the City Manager

Section 8.4: Use of Paid Sick Leave

Qualified employees, subject to the provisions set forth in this Article, shall be eligible for paid sick leave from and to the extent of their unused accumulated paid sick leave credits in the following situations:

(a) When an employee's absence from work is due to an illness or injury which is not related to work, provided such illness or injury was not attributable to causes stemming from his employment or work in the service of another employer or while acting in the capacity of a private contractor.

(b) When an employee's absence from work is due to an illness or injury arising out of and in the course of his employment with the Employer and which is compensable under the Michigan Worker's Compensation Act after the first day of absence necessitated thereby, he shall be entitled to utilize his unused paid sick leave credits to make up the difference between the amount of daily benefit to which he is entitled under such Act and the amount of daily take-home pay he would have received in his own job classification had he worked, but not to exceed the total equivalent of what he would have received in daily take-home pay for regular hours worked.

(c) Employees may use up to three (3) sick days to provide care for injury or illness of a spouse or dependent child.

Section 8.5: Sick Leave Payout (Discharge or Quit)

If and when an employee quits or is discharged from his employment, any unused accumulation of paid sick leave shall be canceled. Upon receiving Social Security disability, the employee shall be paid one hundred percent (100%) of his sick leave accumulated at such time. If an employee is killed in the line of duty, his beneficiary shall be paid one hundred percent (100%) of the sick leave accumulated by the employee as of the date of his death. If an employee who has quit, retired or been discharged from his employment is subsequently rehired, such employee shall, as any other new employee, accumulate paid sick leave credits as set forth in Section 2 of this Article.

Section 8.6: Sick Leave Payout - Retirement

Effective July 1, 2015, the accumulation of sick time shall be capped at 1,000 hours. Within the first payroll the first payroll of each fiscal year, 50% of the value of the hours accumulated over 1,000, calculated using the previous fiscal year's pay rates will be deposited to the employee's 401(a) plan.

Section 8.7: Credit after Layoff

In the event an employee is laid off from work, upon his return to work, he will be credited with all of his unused sick leave credits that he had prior to his layoff.

Section 8.8: Funeral Leave

Paid funeral leave, not deductible from sick leave, for the death of a member of an employee's immediate family shall be available in the event of the death of the employee's then current spouse, child, brother, sister, parent, grandparent, mother-in-law, father-in-law, brother-in-law, sister-in-law or stepchild. Relatives other than those herein designated shall not be considered members of the immediate family for the purpose of this subsection. Paid funeral leaves under this subsection shall be limited to three (3) regularly scheduled working days and shall end with the day following the funeral. To be eligible for this paid leave benefit, the employee must attend the funeral.

Section 8.9: Sick/Emergency Leave

Whenever sick or emergency leave payments are made under this Article, the amount of such payments shall be deducted from the employee's accumulated unused bank of paid sick leave credits.

## ARTICLE 9 - HOURS OF WORK

Section 9.1: Regular Work Week

- (a) Effective July 1, 2010, the regular workweek for all employees shall be outlined by the specific rotation documented in "Appendix B: Schedule". The normal pay period shall consist of eighty (80) hours bi-weekly. However, during time of economic duress, the City may, giving thirty (30) days' notice, reduce the regular pay period to seventy eight (78) hours bi-weekly. During this time of duress, part-time officers shall only be used for covering sick, school and vacation time for a Unit member or when a Unit member requests an additional officer on their shift. Reserve Officers shall not be used. None of the conditions listed in this Section or Appendix B will be subject to change except through collective bargaining, mutual agreement of the Employer and individual bargaining unit member and the Union..

- (b) If, due to additional economic duress, the City finds it necessary to reduce the number of hours worked in a pay period below seventy eight (78) hours, part-time or reserve Officers shall not be used.

Section 9.2: Call-In Pay

- (a) If an employee of the Unit is called in to work before or after, but not in continuation with his daily work schedule, he shall be entitled to a minimum of three (3) hours at time and one half (1½) his regular hourly rate for each instance that he is called to work. Should the time worked by the employee extend beyond three (3) hours, the employee shall be paid for all time worked at the overtime rate as specified in this Article, provided that when an employee is called in to work before his regularly scheduled work period, he shall receive said overtime pay only for that period of time occurring between the time he reports to work and the time at which his regularly scheduled work period starts.
- (b) Off-duty, full-time Public Safety Officers shall have the right and a reasonable obligation to respond to fire calls if they are within a five-mile radius of the City of Plainwell at the time of the fire call.

Section 9.3: Overtime (Over 10 / Over 80)

- (a) Any employee in the Unit who is required to work under one of the following conditions:
- Excess of twelve (12) hours per day or ten (10) hours per day if Section 9.1(b) is exercised.
  - Excess of eighty (80) hours per pay period or seventy eight (78) hours per pay period if Section 9.1(a) is exercised.
  - Beyond the employees scheduled shift.
- shall be paid at the overtime rate of 1 ½ times his/her regular hourly rate for each hour or part thereof during the above conditions. For the purposes of calculating overtime compensation due, hours paid but not worked shall count towards the hours in a given day or pay period.
- (b) Any overtime worked while assigned to a higher classification which is directly related to, and required by the duties of the higher classification, shall be compensated at one and one half (1-1/2) the higher classification's rate.
- (c) When an employee is temporarily assigned to work in a lower classification, he shall not suffer a reduction in pay.

Section 9.4: Court Time

If an employee of the Unit is required to appear in court outside of the Cities of Plainwell or Otsego, as a result of or in connection with the performance of his duties with the City, before or after but not in continuation

with, his daily work schedule, he shall be entitled to a minimum of three (3) hours pay at time and on half (1 ½) his regular hourly rate for each such instance that he is called to work. If an employee of the Unit is required to appear in court within the Cities of Plainwell or Otsego, as a result of or in connection with the performance of his duties with the City, before or after but not in continuation with, his daily work schedule, he shall be entitled to a minimum of two (2) hours pay at time and on half (1 ½) his regular hourly rate for each such instance that he is called to work. Should the time spent in court extend beyond the two (2) or three (3) hour limits, the employee shall be paid for all time worked at the overtime rate as specified in this Article, provided that when an employee is called into court before his regularly scheduled work period, he shall receive said overtime pay only for that period of time occurring between the time at which his regularly scheduled period starts.

Section 9.5: Work Schedules

(a) Subject to the provisions of Section 9.1 (a), (b) & (c), all work schedules for employees in the Unit will be prepared by the Director or his designee on a regular basis and each schedule shall be posted at least thirty (30) days prior to its effective date. If it is determined that the current work schedule needs to be changed, the Unit shall be informed and given the opportunity to suggest the necessary changes to the schedule that will fulfill the Director's needs at his or her discretion pursuant to management rights. The Employer will, to the extent possible, schedule employees to provide for two (2) three (3) day weekends per month; which shall include Saturday and Sunday. Each such schedule may be changed by the Director or his designated representative after posting, if these conditions exist:

- \* More than thirty (30) days' notice of the change
- \* By mutual agreement of the Union member and the Employer
- \* In the event of an emergency

An employee may be scheduled to work with only an eight (8) hour break between shifts once a month during the term hereof. If during such month an employee, after working one (1) shift with only an eight (8) hour break between shifts, is thereafter required to work any additional shifts with only an eight (8) hour break between shifts, he shall be paid for all hours worked during such additional shifts at the overtime rate specified in Section 9.3 of this Article. The parties hereto expressly agree that the foregoing provisions of Section 9.5 shall not apply to those instances when an employee is called into work before or after his regularly scheduled work shift and that in such instances, the provisions of Section 9.2 of this Article shall apply.

(b)The Work Schedule will be completed and at least thirty (30) days prior to the start of each new six (6) month bid. The bids should start in March and September. Officers in their probationary period may be assigned by the Director of Public Safety to any shift for training purposes. However, these officers shall not be assigned to the same shift for more than six (6) months. If the Director determines not to make an assignment, these officers shall bid for shifts with the other officers based on seniority. Officers beyond their probationary period will bid on any open shift based on their seniority. If an Officer leaves their shift for another assignment such as the SRO or are currently on assignment, the next officer based on seniority shall have the right to those shifts if they give the Director reasonable notice of their intent to change shifts and/or schedules. Section 9.6: Travel Time

Any employee in the Unit who is required by the Director to travel out of the City for job-related reasons during his off-duty hours shall be paid one and one-half (1-1/2) times his regular hourly rate for each hour, or past thereof, that said employee is out of the City for such reasons; provided, however, that the foregoing provisions of this Section 7 shall not apply to any out-of-City travel for educational purposes.

Section 9.7: Equalization of Overtime

The Employer shall attempt to equalize, overtime in a 12-month calendar year. When scheduled overtime among employees of the Unit is not related to court time, follow up investigation(s), firefighting, emergency call-ins, or officers on special training assignments and related call-ins. For purposes of this provision, overtime opportunities offered or available, but not accepted, shall count as overtime worked. A record of such shall be kept and available for review by the Unit members. Unit seniority should be followed as a rule; if a member does not answer their cell phone or there is a conflict with the member's current schedule, they can be listed as not available.

Section 9.8: Use of Personal Vehicle

Any employee in the Unit who is required to use his personal car for job-related reasons shall be compensated therefore at the rate established by the Internal Revenue Service. An employee shall only be entitled to payment for the use of his car when authorized prior thereto by the Director or his designated representative.

Section 9.9: Compensatory Time

At the request of an employee within the pay period worked, overtime can be declared compensatory time. A maximum of forty-eight (48) hours may be banked. Compensatory time may be used if it does not create overtime. Such time off may be granted upon approval by the Director of Public Safety or designee. Such time off must be used prior to the expiration of the fiscal year that the hours were earned. Such time off shall be paid to the employee if not used.

ARTICLE 10 - HOLIDAYS

Section 10.1: Holiday Pay

(a) Employees required to work on a holiday recognized by this agreement shall receive time and one-half (1 ½) their regular pay for all hours worked on the following holidays:

- |                                    |                |
|------------------------------------|----------------|
| New Year's Eve                     | New Year's Day |
| Presidents Day                     | Good Friday    |
| Easter                             | Memorial Day   |
| Independence Day                   | Labor Day      |
| Floating Day to recognize birthday |                |

(b) Employees required to work on a premium holiday recognized by this agreement shall receive double time (2x) their regular pay for all hours worked on the following holidays:

- Christmas Eve
- Christmas Day
- Thanksgiving Day

(c) Both holiday and premium holiday pay will be in addition to their eight (8) hours base holiday pay.

(d) Those employees not required to work shall receive eight (8) hours of pay at their base hourly rate of pay.

Section 10.2: Holiday Pay Hours and Period Time

The holiday pay period shall be twenty four (24) hours in length and runs from 5:00 a.m. to 5:00 a.m.

ARTICLE 11 - INSURANCE AND RETIREMENT

Section 11.1: Hospitalization Insurance

The Employer agrees to pay 80% of the total annual costs of all the medical benefit plans, prescription, dental and optical plans it offers or contributes to for employees in the bargaining unit. Total annual costs includes the premium or illustrative rate of the medical benefit plan and all employer payments for reimbursement of co-pays, deductibles, and payments into health savings accounts. The Employer reserves the right to select or change the insurance carrier or carriers, or to become a self-insurer, either wholly or partially, and to select the administrator

of such self-insurance program; provided, however, the benefits provided shall remain substantially similar to the benefits currently in place unless otherwise agreed.

Section 11.2: Life Insurance

During the term hereof, the Employer agrees to maintain in full force and to pay the entire premium cost of life insurance coverage totaling twenty-five thousand dollars (\$25,000) for each employee of the Unit.

Section 11.3: False Arrest Insurance

The Employer is currently maintaining False Arrest Insurance coverage with Michigan Municipal Liability and Property Pool under a policy of insurance having coverage limits of \$300,000/\$500,000, which policy also makes provision for the furnishing of legal assistance to employees charged with false arrest. The Employer agrees to continue to provide such coverage, or its equivalent, during the term hereof at the Employer's expense.

Section 11.4: Unemployment Compensation

The employee will be afforded unemployment insurance in accordance with the Michigan Employment Security Act. The City will follow the available option resulting in the least cost to the City, which will provide minimum level coverage under the Act.

Section 11.5: Retiree Hospitalization Insurance

- (a) Employer agrees to pay for single person medical and prescription coverage for the retiree when he reaches the age of fifty-five (55) provided he has accrued twenty-five (25) years of service with the City. The Insurance Coverage the employee receives after retirement shall be substantially the same as the coverage he or she was receiving prior to retirement.
- (b) This coverage shall cease when the retiree becomes eligible for Medicare,
- (c) However, once the retiree begins to receive Medicare Part B coverage, the Employer shall then provide reimbursement up to a maximum of \$500.00 per month for Medicare/Medicare Supplemental for Dental, Optical, Prescription and/or health insurance coverage for retiree and spouse. Retiree shall provide the employer with proof of insurance coverage to receive this benefit.
- (d) After a Unit member becomes eligible for the supplemental coverage, the maximum reimbursement above in section (c) will be multiplied by two percent (2%) per year to assist with cost of living increases.

Section 11.6: Retirement Plan



All employees who have completed a twelve (12) month probationary period shall be eligible to participate in the Employer's retirement program. . The Employer agrees to continue its pension plan by contributing 8% of the employee's base wage into the Employer's 401 (a) plan. Employees may contribute between zero and the maximum allowed by law/IRS Rules into the Employer's designated 457 Deferred Compensation Program. Effective July 1, 2015, if the employee contributes 3% or more into the designated 457 Deferred Compensation Program the Employer will match by contributing an additional 3% of the employee's base wage into the Employer's designated 401(a) plan. Effective July 1, 2017, if the employee contributes 4% or more into the designated 457 Deferred Compensation Program the Employer will match by contributing an additional 4% of the employee's base wage into the Employer's designated 401(a) plan.

## ARTICLE 12 - PAY PERIODS

### Section 12.1: Biweekly Pay Periods

All employees in the Unit shall be paid biweekly. The Employer shall make paychecks available to the employees on the first Wednesday following the end of the pay period, no later than 12:00 p.m. Not more than seven (7) days shall be withheld from any employee in the Unit. Each employee shall be provided with an itemized statement of his earnings and all deductions made for any purpose upon request of such employee.

## ARTICLE 13 - UNIFORM ALLOWANCE

### Section 13.1: Uniform Equipment Furnished/Maintained

- (a) The Employer will furnish all uniforms and cleaning thereof to all employees in the Unit. All accessories, inclusive of gun belts, holsters, handcuff case, ammunition pouch and belt keepers, shall be furnished by the Employer. All equipment and accessories so furnished by the Employer shall be maintained in safe operating condition by the Employer. Practice ammunition will be made available to all employees during the period of time they are attending school, and an additional 5,000 practice rounds will be made available providing that the employees return all the shell casings. All such equipment supplied by the Employer shall remain the property of the Employer.
- b) An employee classified as the Detective shall be reimbursed up to \$500 for a clothing allowance during the first year of the job classification change. Any subsequent years; the clothing reimbursement allowance shall be set at \$350.

Section 13.2: Firearm Maintenance

The Employer shall furnish side arms to each employee in the Unit. Side arms so furnished by the Employer shall be maintained in safe operating condition by the Employer.

Section 13.3: Footwear

- (a) The Employer agrees to reimburse each member of the Unit One-Hundred and seventy five (\$175) toward the purchase of one (1) pair of footwear per fiscal year.
- (b) If, in the opinion of the Public Safety Director, footwear does not need to be purchased, accessory equipment related to job performance may be approved (up to \$175) by the Public Safety Director.
- (c) Any remaining balance in the current year may roll over in to the next year only, to apply toward footwear or equipment. The maximum reimbursement that will be paid at any one time will be \$350.00.
- (d) The Employer shall reimburse the employee within 30 days from the time the reimbursement is requested by the employee for reimbursement which are of a combined total or total of \$100.00 or more.

ARTICLE 14 - RATES OF PAY

Section 14.1: Wage Schedule

Employees within the bargaining unit shall be paid in accordance with Appendix A.

ARTICLE 15 - VACATIONS

Section 15.1: Vacation Accumulation

- (a) Regular, full-time employees who have completed twelve (12) months or more of continuous employment with the Employer since their last hiring date shall be entitled to paid vacation as set forth in the following schedule based on years of service:

<u>Completed Years of Service</u>	
1 - 5	80 Hours
6-10	144 Hours
11-15	160 Hours
16	168 Hours
17	176 Hours
18	184 Hours
19	192 Hours
20	200 Hours

- (b) Vacation time may be taken in one-half (1/2) day increments at the option of the employee. Vacation time may be accumulated to a maximum of one and one-half (1-1/2) times an employee's annual

accrual of said vacation leave; once the maximum vacation hours has been reached the employee's vacation leave bank will be capped at that balance. The City Manager, or designee, shall notify employees and their department heads by posting a biweekly report reflecting the maximum that each employee may accumulate with the remaining current balance available. Subject to the City's discretion on or before April 30<sup>th</sup> of each year employees may submit a written request to buy back vacation time in excess of forty (40) hours remaining in your vacation leave bank. A vacation buy back form must be filled out, approved by the City Manager and submitted to the Personnel Manager for payment of said hours. You will be paid at your base hourly pay rate, using said April rate of pay for all unused vacation. The employee will receive payment for the vacation buy back hours with the first pay check in July of each year. A statement showing all accumulated vacation time shall be reported to each individual employee in his biweekly paycheck.

- (c) An employee's previously accumulated vacation days shall be converted from days into hours, one (1) day equaling eight (8) hours.

#### Section 15.2: Sickness/Injury on Vacation

Absence on account of sickness, injury or disability for a period of time exceeding accumulated sick leave may, with the approval of the Director and City Manager be charged against the employee's vacation leave allowance.

- (a) Any employee that becomes ill during a scheduled vacation, vacation leave cannot be converted to sick leave.

#### Section 15.3: Vacation Payoff

If an employee who has completed twelve (12) months of employment resigns in good standing, retires or is discharged from employment, such employee shall be paid for all unused vacation time accrued as of his termination date.

If the employee fails to render the two (2) week notification, he shall be deemed to have not resigned in good standing and thus shall not be entitled to any portion of his vacation pay otherwise accumulated. For an employee who dies after completing twelve (12) months of employment, his designated beneficiary shall be paid all unused vacation time accrued.

#### Section 15.4: Vacation Paychecks

Vacation paychecks may be delivered to eligible employees on their last day worked prior to the start of their vacation, provided they make written request therefore to the Director and City Manager at least fifteen (15) calendar days in advance of the start of such vacation.

Section 15.5: Number of Employees off at One Time

The Director shall determine the number of employees who can be excused from their duties for vacation purposes at any one time. A copy of all vacation and or leave slip requests are to be submitted to the Employer by E-mail and also by paper copy.

Section 15.6: Vacation Scheduling

Vacation time off shall be allowed for periods of less than one (1) calendar week, provided that approval is first obtained from the Director. Every reasonable effort shall be made to allow employees to take their vacation at the time of their choosing if they provide two weeks' or more notice and no other Unit member is off during that same pay period.

Section 15.7: Requests for Vacation.

A copy of all vacation and or leave slip requests are to be submitted to the Employer by e-mail and also by paper copy.

An Employee wishing to withdraw or resend their request to use benefit time shall do so no less than 96 hours from commencement of said time. The time can be less than 96 hours if both the Employee and management mutually agree to do so.

Members of the Unit are encouraged to submit semi-annual vacation requests on or before February 1 and August 1 of each year. Should two (2) or more employees request vacation during the same time period and the Director determines that all requests cannot be accommodated, those with the greatest seniority shall receive preference. The Employee shall be notified in writing by February 10<sup>th</sup> and August 10<sup>th</sup> by the Department Head of the Approval or Rejection of Vacation.

Vacation requests that are requested outside of the process outlined above may be submitted for consideration by the Deputy Director or Director. If that request is not acted upon or denied, Unit members may appeal the decision to the City Manager.

An Employee shall be allowed to have just one special long term vacation request at a time that is outside of the normal process listed above.

Section 15.8: Late Requests

Members who do not submit vacation requests prior to February 1 and August 1 or who request a change in the schedule after February 1 and August 1 shall be considered by the Director on a first-come/first-served basis. The Employee shall be notified in writing within ten (10) days of their request by the Department Head of the approval or rejections of vacation.

Section 15.9: Return to Work While on Vacation

Any employee who is on vacation shall not be required to return to work during vacation, except in the case of a declared emergency.

ARTICLE 16 - GENERAL

Section 16.1: Establishment of Rules/Regulations

The Employer shall have the right to make such reasonable rules and regulations not in conflict with this Agreement as it may from time to time deem best for the purpose of maintaining order, safety and/or efficient operations. Any complaints relative to the reasonableness of any rule established or the discriminatory application thereof may be considered a grievance and subject to the Grievance Procedure contained in Article V.

Section 16.2: Bulletin Board

The Employer shall provide a bulletin board upon which the Union shall be permitted to post notices concerning its business and activities. Such notices shall contain nothing of a political or defamatory nature.

Section 16.3: Public Safety Director/Work Restrictions

Nothing contained in this Agreement shall be construed in any way to restrict or limit the Director of Public Safety from performing any work in the same manner and to the same extent as he did perform such work prior to the execution of this Agreement.

Section 16.4: Use of Non-Unit Personnel

(a) The Director shall have the right to subcontract or secure auxiliary services to perform work normally performed by employees in the Unit, if and when, in his judgment, he does not have the available or sufficient manpower, proper equipment, capacity or ability to perform such work within the required amount of time, during emergencies or when such work cannot be performed by employees in the Unit on an efficient and economical basis. Nothing contained in this Section shall, in any way, cause a layoff of members of the Unit. The Unit Members shall be given the first opportunity to work assignments where a licensed police officer is required before non-unit personnel are assigned. Reasonable accommodations

may be made to avoid overtime. The Unit Members shall have the opportunity to work overtime before a part-time Officer is scheduled to work over seventy (70) hours in one (1) pay period.

(b) If Command Officers, other than the Director of Public Safety cover shifts one, two, or three alone, they must bid on these shifts based on their City seniority. The City shall determine whether to cover shifts missed by Unit members, when a supervisor is on duty. The supervisor may work beyond his/her regular shift to cover for a shift vacated by a Unit member provided that there is no Unit member on the previous shift available to cover the overtime.

#### Section 16.5: Return to Bargaining Unit

An employee who has been promoted to a rank excluded from this bargaining unit may voluntarily return to his/her former classification within the bargaining unit during the first six (6) months of such promotion without suffering a loss of seniority.

Thereafter, an employee who returns to this bargaining unit either voluntarily or involuntarily shall have such seniority rights as are provided in this Agreement based upon the seniority that the employee acquired immediately prior to such promotion. In essence he shall retain such seniority as he earned within the bargaining Unit, and any other time outside the Unit shall be excluded.

#### Section 16.6: Invalid Provisions

If, during the life of this Agreement, any of the provisions contained herein are held to be invalid by operation of law or by a tribunal of competent jurisdiction, or if compliance with or enforcement of any provisions should be restrained by such tribunal pending a final determination as to its validity, the remainder of this Agreement shall not be affected thereby. In the event any provision herein contained is so rendered invalid, upon written request by either party hereto, the Employer and the Union shall enter into collective bargaining for the purpose of negotiating a mutually satisfactory replacement for such provision.

#### Section 16.7: Obligation to Bargain

The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Employer and the Union, for the life of this Agreement, each voluntarily and unqualifiedly waives the right and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter not specifically referred to or

covered in this Agreement, even though such subjects or matters may not have been within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.

Section 16.8: Agreements/Binding in Writing

No agreement or understanding contrary to this collective bargaining agreement, nor any alteration, variation, waiver or modification of any of the terms or conditions contained herein, shall be binding upon the parties hereto unless such agreement, understanding, alteration, variation, waiver or modification is executed in writing between the parties. It is further understood and agreed that this Agreement constitutes the sole, only and entire agreement between the parties hereto and cancels or supersedes any other agreement, understanding and arrangement heretofore existing.

Section 16.9: Time Worked

Any compensable day shall be considered as a day worked for the purpose of computing benefits under this Agreement. For the purposes hereof, the term "compensable day" shall be a day worked, a day for which sick leave is being paid, a vacation day, a comp day, a worker's compensation leave day and each holiday set forth in Article 10 hereof.

Section 16.10: Notification Parties Address

Unless the context requires otherwise, any notice provided for in this Agreement shall be sent to the parties hereto at the following addresses:

Employer:

Bill Bomar, Director of Public Safety 119 Island Avenue Plainwell, Michigan 49080	- and -	Erik J. Wilson, City Manager 211 N. Main Street Plainwell, Michigan 49080
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Union:

Police Officer Labor Council – POLC Attn: David Thomas 847 Morton Avenue Belding, Michigan 48809	-and-	James Pell, Union Steward Plainwell Public Safety Department 119 Island Avenue. Plainwell, Michigan 49080
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or to such other address which may be designated in writing by either party.

Section 16.11: Authority of Director of Public Safety

The Director has the authority and duty to direct, supervise and coordinate the activities of the Public Safety Department. Accordingly, the employees of the Unit shall be bound by his actions and those to whom he has delegated authority.

Section 16.12: He/She

As used in this Agreement, the singular shall include the plural and the plural shall include the singular; the masculine gender shall extend to and include the feminine gender.

Section 16.13: Section Titles

The titles to the sections of the contract are for reference purposes only and are not to be used as an aid in interpreting the substantive provisions of the sections.

ARTICLE 17 - UNION SECURITY

Section 17.1: Union Security

All employees in the Unit shall, as a condition of continued employment, pay to the Union an amount of money equal to that paid by other employees in the Unit who are members of the Union, which shall be limited to an amount of money equal to the Union's regular and usual initiation fees and the Union's regular and usual dues. For present regular, full-time employees in the Unit, such payments shall commence July 1, 1982, and for new employees, the payments start thirty-one (31) days following the date of employment.

Section 17.2: Check-off Authorization

During the period of time covered by this Agreement, the Employer agrees to deduct from the pay of any employee in the Unit who is a member of the Union all dues and/or initiation fees of the POLC and to pay such amount deducted to the POLC; provided, however, that the Union presents to the Employer authorizations, signed by such employee, allowing such deductions and payments to the Union.

Section 17.3: Dues and Initiation Fees

Amount of initiation fees and dues will be certified to the Employer by the Secretary-Treasurer of the Union. Dues deducted shall commence on the second pay period of the month and will be deducted monthly thereafter on the second pay period of the month. Deduction of initiation fees will be made in two (2) equal installments from wages payable on the two (2) pay periods immediately following the effective date of authorization. Dues deducted from any calendar month by the Employer will be remitted to the designated finance officer of the Union as soon as possible after the payroll deductions have been made. The Employer shall furnish the Union finance officer an up-to-date list of those employees who have had dues deducted from their paychecks. Where an employee, who is on check-off, is not on the payroll during the week in which deductions are to be made or who has no earnings or insufficient earnings during the week or is on a leave of absence, double deductions will be made in the following months.



Section 17.4: Agency Shop Fees/Deductions

Monthly agency fees and initial agency fees will be deducted by the Employer and be transmitted to the Union in the same manner as prescribed above for the deduction and transmission of Union dues and initiation fees.

Section 17.5: Hold Harmless

The Union agrees to hold the Employer harmless for any and all claims arising out of its agreement to deduct dues and initiation fees.

ARTICLE 18 - DURATION OF AGREEMENT

THIS AGREEMENT shall become effective as of the date of its execution and shall remain in full force and effect until the 30th day of June, 2023 and from year to year thereafter unless either party hereto serves written notice upon the other at least sixty (60) calendar days prior to the expiration date of this Agreement or sixty (60) calendar days prior to the expiration of any subsequent automatic renewal period of its intention to amend, modify or terminate this Agreement; provided, however, that notwithstanding anything to the contrary that may be contained or inferred herein, the Union shall submit to the Employer the Union's demands relative to any amendment, modification or termination hereof on or before February 15th of the year in which the Agreement expires as aforesaid.

THIS AGREEMENT shall supersede any rules and regulations inconsistent herewith. Insofar as any provisions of this Agreement shall conflict with any ordinance or resolution of the Employer, appropriate amendatory or other action shall be taken by the Employer to render such ordinance or resolution compatible with this Agreement.

Erik J. Wilson, City Manager  
211 North Main Street  
Plainwell, Michigan 49080

Mr. David Thomas, Police Officers Labor Council  
847 Morton Avenue  
Belding, Michigan 48809

CITY OF PLAINWELL

POLICE OFFICERS LABOR COUNCIL

\_\_\_\_\_  
Erik J. Wilson, City Manager

\_\_\_\_\_  
David Thomas, POLC

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Brian Kelley, City Clerk

\_\_\_\_\_  
Jim Pell, Union Steward

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix A

HOURLY WAGE: Contract year July 2019 through June 2023

	Effective 7/1/2019	Effective 7/1/2020	Effective 7/1/2021	Effective 7/1/2022
Increase	2%	2%	2.75%	2.75%
<b>PSO I</b>				
Start:	\$21.94	\$22.38	\$22.99	\$23.63
1 year	\$23.38	\$23.85	\$24.50	\$25.18
2 year	\$24.10	\$24.58	\$25.26	\$25.96
3 year	\$27.18	\$27.73	\$28.49	\$29.27
4 year	\$29.86	\$30.45	\$31.29	\$32.15
<b>PSO II</b>				
Start:	\$23.64	\$24.12	\$24.78	\$25.46
1 year	\$25.27	\$25.77	\$26.48	\$27.21
2 year	\$26.50	\$27.03	\$27.77	\$28.54
3 year	\$29.78	\$30.38	\$31.22	\$32.07
4 year	\$33.06	\$33.72	\$34.65	\$35.60
<b>Detective:</b>	\$33.38	\$34.05	\$34.99	\$35.95
<b>School Liaison:</b>	\$33.38	\$34.05	\$34.99	\$35.95

PSO I: DPS Employees possessing Police Certification only.

PSO II: DPS Employees possessing Police and Firefighter II certifications.

PSO I: DPS Employees possessing Police Certification only.

PSO II: DPS Employees possessing Police and Firefighter II certifications.

## APPENDIX B

	SU	MO	TU	WE	TH	FR	SA
<b>Day 1</b>	OFF	5A-5P	5A-5P	5A-5P	1P-9P	5A-5P	5A-5P
<b>Day 2</b>	5A-5P	OFF	OFF	1P-9P	5A-5P	OFF	OFF
<b>Night 1</b>	OFF	OFF	OFF	1P-9P	5P-5A	5P-5A	5P-5A
<b>Night 2</b>	5P-5A	OFF	OFF	5P-5A	1P-9P	OFF	OFF
<b>Swing</b>	OFF	5P-5A	5P-5A	1P-9P	OFF	3P-3A	3P-3A
	SU	MO	TU	WE	TH	FR	SA
<b>Day 1</b>	5A-5P	OFF	OFF	OFF	OFF	OFF	OFF
<b>Day 2</b>	OFF	5A-5P	5A-5P	OFF	OFF	5A-5P	5A-5P
<b>Night 1</b>	5P-5A	OFF	Off	5P-5A	5P-5A	OFF	OFF
<b>Night 2</b>	OFF	5P-5A	5P-5A	OFF	OFF	5P-5A	5P-5A
<b>Swing</b>	OFF	OFF	OFF	5A-5P	5A-5P	OFF	OFF
THIS SCHEDULE REPEATS EVERY TWO WEEKS							



## "The Island City"

## MEMORANDUM

211 N. Main Street  
Plainwell, Michigan 49080  
Phone: 269-685-6821  
Fax: 269-685-7282

TO: Erik J. Wilson, City Manager  
FROM: Brian Kelley, City Clerk/Treasurer  
DATE: June 21, 2019  
SUBJECT: Budget Amendment – Fiscal Year 2018/2019

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**ACTION RECOMMENDED:** The City Council approve a budget amendments for the 2018/2019 budget to recognize several known projects affecting use of fund balance and shifted appropriations.

In reviewing the financial records for this current fiscal year, there have been several projects undertaken (or forsaken) requiring budget amendments to recognize either the use of fund balance or re-allocated appropriations. The budget amendments proposed that impact fund balance are summarized below:

General Fund – There is a net reduction of \$72,200 to the General Fund to account for street lighting and parking lot improvement projects approved by Council, as well as additional smaller projects unanticipated in the budget.

Solid Waste Fund – There is a net reduction of \$21,250 to the Solid Waste Fund to account for a Council-approved project to remove accumulated debris from the back-lot of the DPW Facility.

Fire Reserve Fund – There is a net reduction \$10,251 to account for Council-approved repairs to the fire truck.

The remaining proposed budget amendments have no impact on the budgeted fund balance in the affected funds and represent reallocation of project priorities during the year.

It is recommended that the amendments on the attached listing be approved for inclusion in the 2018/2019 Amended Budget.

Attachment: Budget Amendment Listing

CITY OF PLAINWELL  
 PROPOSED BUDGET AMENDMENTS - BUDGET YEAR 2018/2019  
 June 21, 2019

GL NUMBER	ACCOUNT DESCRIPTION	2018/2019 AMENDED BUDGET	PROPOSED INCREASE/ DECREASE	EFFECT ON FUND BALANCE
<b>Fund 101 - GENERAL FUND</b>				
101-002-402.000	Current Property Taxes - Real Property	952,512	(3,000)	
101-002-402.010	Current Property Taxes-Personal Property	86,844	(500)	
101-002-441.000	Local Community Stabilization Share Tax		(5,438)	
101-002-445.000	Taxes - Interest Collected	3,200	(300)	
101-002-446.000	Taxes - Penalty Collected	6,000	(600)	
101-002-446.010	Property Tax Administration Fee - Winter	17,965	(450)	
101-002-446.020	Property Tax Administration Fee - Summer	23,850	50	
101-003-452.000	Permits - PCI	23,500	(4,600)	
101-003-452.001	Permits - Other	2,500	1,100	
101-004-505.000	Federal Grant	325	(575)	
101-008-652.000	Parking Fees	1,000	(1,000)	
101-008-655.000	Ordinance Fines	8,000	(300)	
101-008-655.001	Ordinance Fines - Weed Mowing	200	200	
101-009-664.020	Interest Earned - Investments	5,748	(6,200)	
101-010-675.000	Flower Program Donations	2,000	(4,000)	
101-101-801.030	Professional Services - Audit	5,864	1,800	
101-101-956.000	Miscellaneous	200	(100)	
101-101-960.000	Education & Training - Professional	250	(250)	
101-191-801.013	Professional Services - Attorney		800	
101-200-703.000	Salaries/Wages - Full Time Employees	205,759	(4,500)	
101-200-706.000	Wages - Part Time Employees		8,500	
101-200-715.013	Health Insurance - HSA - Employer Paid	17,010	(4,000)	
101-200-900.000	Printing and Publishing	2,800	1,000	
101-200-930.000	Outside Services (RMLB)	3,000	4,000	
101-200-930.050	Computer Services	4,800	3,500	
101-209-730.000	Postage	1,300	75	
101-209-900.000	Printing and Publishing		125	
101-209-930.050	Computer Services	500	900	
101-265-703.000	Salaries/Wages - Full Time Employees	31,013	15,000	
101-265-706.000	Wages - Part Time Employees	8,419	2,600	
101-265-706.005	Wages - Part Time Seasonal Employees	465	500	
101-265-715.000	Payroll Tax - FICA/Medicare (Social Sec)	3,227	1,400	
101-265-715.012	Health Insurance - FSA - Employer Paid	179	(50)	
101-265-715.013	Health Insurance - HSA - Employer Paid	1,619	(500)	
101-265-718.000	Retirement Benefits	3,057	1,000	
101-265-727.000	Office Supplies	1,300	4,000	
101-265-740.000	Operating Supplies	200	500	

101-265-743.000	Uniforms	375	200	
101-265-775.000	Supplies - Repairs and Maintenance	3,000	12,000	
101-265-850.000	Communications - Land Line Phones	3,600	2,500	
101-265-900.000	Printing and Publishing	400	(400)	
101-265-918.000	Utilities - Water/Sewer	1,800	700	
101-265-921.000	Utilities - Natural Gas	6,300	500	
101-265-930.000	Outside Services (RMLB)	30,000	40,000	
101-265-932.000	Repair & Maintenance - Buildings	2,000	2,800	
101-265-940.000	Rentals - Equipment	28,000	6,000	
101-265-956.000	Miscellaneous		400	
101-301-703.000	Salaries/Wages - Full Time Employees	536,355	8,000	
101-336-703.000	Salaries/Wages - Full Time Employees	44,963	(8,000)	
101-774-703.000	Salaries/Wages - Full Time Employees	3,387	4,000	
101-774-706.000	Wages - Part Time Employees	14,023	(5,000)	
101-774-706.005	Wages - Part Time Seasonal Employees	11,315	(5,000)	
101-774-940.000	Rentals - Equipment	16,000	(4,000)	
101-779-930.000	Outside Services (RMLB)	5,100	(3,500)	
101-801-801.701	Professional Services - Planning	4,000	(2,300)	
101-801-803.000	Permits - Protective Inspections	23,500	4,600	
101-890-925.000	Utilities - Street Lights	36,000	8,013	
101-908-992.001	Principal - City Hall Copier 2015	1,764	(119)	
101-908-992.002	Principal - DPW Copier 2016	1,357	(117)	
101-908-997.001	Interest - City Hall Copier 2015		119	
101-908-997.002	Interest - DPW Copier 2016		117	72,200

### Fund 202 - MAJOR STREETS FUND

202-000-568.000	Other State Grants - Act 51		(44,000)	
202-000-664.020	Interest Earned - Investments	674	(10)	
202-452-967.075	Project Costs - Non-Motorized Transport	5,000	(3,000)	
202-463-703.000	Salaries/Wages - Full Time Employees	34,907	3,000	
202-463-930.000	Outside Services (RMLB)	10,000	18,000	
202-463-970.023	Project Costs - Major Street Non-Constr	28,257	26,000	
202-473-930.000	Outside Services (RMLB)	100	10	-

### Fund 203 - LOCAL STREETS FUND

203-463-970.028	Project Costs - Local Streets Non-Constr	104,743	(2,000)	
203-478-775.000	Supplies - Repairs and Maintenance	9,000	1,500	
203-478-930.000	Outside Services (RMLB)		1,500	
203-478-940.000	Rentals - Equipment	14,800	(1,000)	-

**Fund 227 - SOLID WASTE FUND**

227-000-664.020	Interest Earned - Investments	526	(1,250)	
227-000-930.000	Outside Services (RMLB)	1,500	22,500	21,250

**Fund 250 - FIRE RESERVE FUND**

250-000-930.000	Outside Services (RMLB)		10,251	10,251
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**Fund 590 - SEWER FUND**

590-000-545.000	State Grant	231,228	(106,118)	
590-540-801.000	Engineering Services	198,719	30,000	
590-550-801.000	Engineering Services	43,711	76,118	-

**Fund 591 - WATER FUND**

591-000-443.000	Utility Connection Charge - Inside City		(10,300)	
591-000-694.000	Miscellaneous Revenue		(9,800)	
591-540-801.000	Engineering Services	18,250	30,000	
591-545-930.000	Outside Services (RMLB)	8,000	(4,900)	
591-560-727.010	GIS Mapping Costs	28,100	(17,000)	
591-970-971.000	Capital Purchase		12,000	-

**Fund 661 - MOTOR POOL FUND**

661-000-664.020	Interest Earned - Investments	1,306	(300)	
661-000-673.010	Sale of Fixed Assets - Equipment		(5,000)	
661-000-694.000	Miscellaneous Revenue		(2,400)	
661-000-696.002	Other Financing Source - Liability Ins		(5,995)	
661-000-930.000	Outside Services (RMLB)	20,000	13,695	-

# City of Plainwell

## Resolution 19-15

**WHEREAS**, the Plainwell City Council has reviewed the various fees and fines currently levied by the City; **IT IS, HEREBY, RESOLVED THAT effective July 1, 2019 the following fees and fines shall be in effect:**

Basic Reports (UD10) (NFRS 1)	\$5.00 per request
Other Reports	Based on Search and Copy Time
Pre-liminary Alcohol Breath Test	\$10.00 per request
Bail / Bond Administration Fee	\$10.00 per request
Fingerprints ( <b>Ink only</b> )	\$10.00 per request
Sex Offender Registration Fee	per current rate levied by the State of Michigan
Car wash turn on fee	\$15.00 per request
Street Opening Permit	\$15.00 per request
Parking Permit	\$25.00 per request

### **Subpoena and/or Witness Compensation:**

½ Day	\$12.50
Full Day	\$25.00

### **Parking Fines:**

Lots	\$10.00 per violation
Prohibited	\$10.00 per violation
Wrong Side	\$10.00 per violation
Double	\$10.00 per violation
30' Stop Sign	\$10.00 per violation
15' Hydrant	\$15.00 per violation
On Street - 2 - 5 am	\$10.00 per violation
Other:	\$10.00 per violation

**Parking Fines shall triple if fine not paid within ten (10) calendar days.**

### **Door-Door Sales:**

less than 1 month	\$20.00 per week
one month	\$50.00 per application
three months	\$100.00 per application
six months	\$175.00 per application
annual	\$350.00 per application

**Returned Payment Fee (check/ACH/credit card)** \$20.00 per payment

**Vehicle Mileage Reimbursement** per current IRS issued rate



**Notary Services**

Residents No charge  
Non-residents \$5.00 per stamp/seal

**Copies**

CD's or DVD's \$.25 per page  
\$40.00  
Digital Photos \$5.00 (3 x 5) or \$10.00 (8 x 10)

**Faxed/Mailed Information Request**

\$1.00 per page

**Marriages:**

\$25.00

**Applications:**

Zoning Permit Application \$5.00 per application  
Act 198 Applications \$300.00 per application  
Re-zoning Application \$200.00 per application  
Variance Application \$100.00 per application  
Special Use Application \$100.00 per application

**Site Plan Review:**

Change of Use \$20.00 per review  
Minor Review \$50.00 per review  
Major Review \$50.00 plus cost of staff and consults per review  
ZBA Appeals \$100.00 per application

**Meter Fees**

Based on meter size plus setup  
¾" per vendor pricing at time of purchase  
1" per vendor pricing at time of purchase  
1 ½" per vendor pricing at time of purchase  
2" per vendor pricing at time of purchase

**IPP Fees**

As Set by Ordinance #274 to be charged annually  
Permit Fees \$700.00 Significant Industrial Users  
\$350.00 Non-significant Users

All other fees and costs will be handled in accordance with the Freedom of Information Act Policy as adopted by the City of Plainwell.

YES:

NO:

ABSENT:

Resolution Declared Adopted – June 24, 2019

\_\_\_\_\_  
Brian Kelley, City Clerk/Treasurer

**CERTIFICATE:**

**I the undersigned being the duly qualified Deputy Clerk of the City of Plainwell, Allegan County Michigan, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the City Council of the City of Plainwell, Michigan, at a regular meeting of the City Council held on the 24<sup>th</sup> day of June 2019.**

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**Brian Kelley, City Clerk/Treasurer**

DRAFT



# 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:

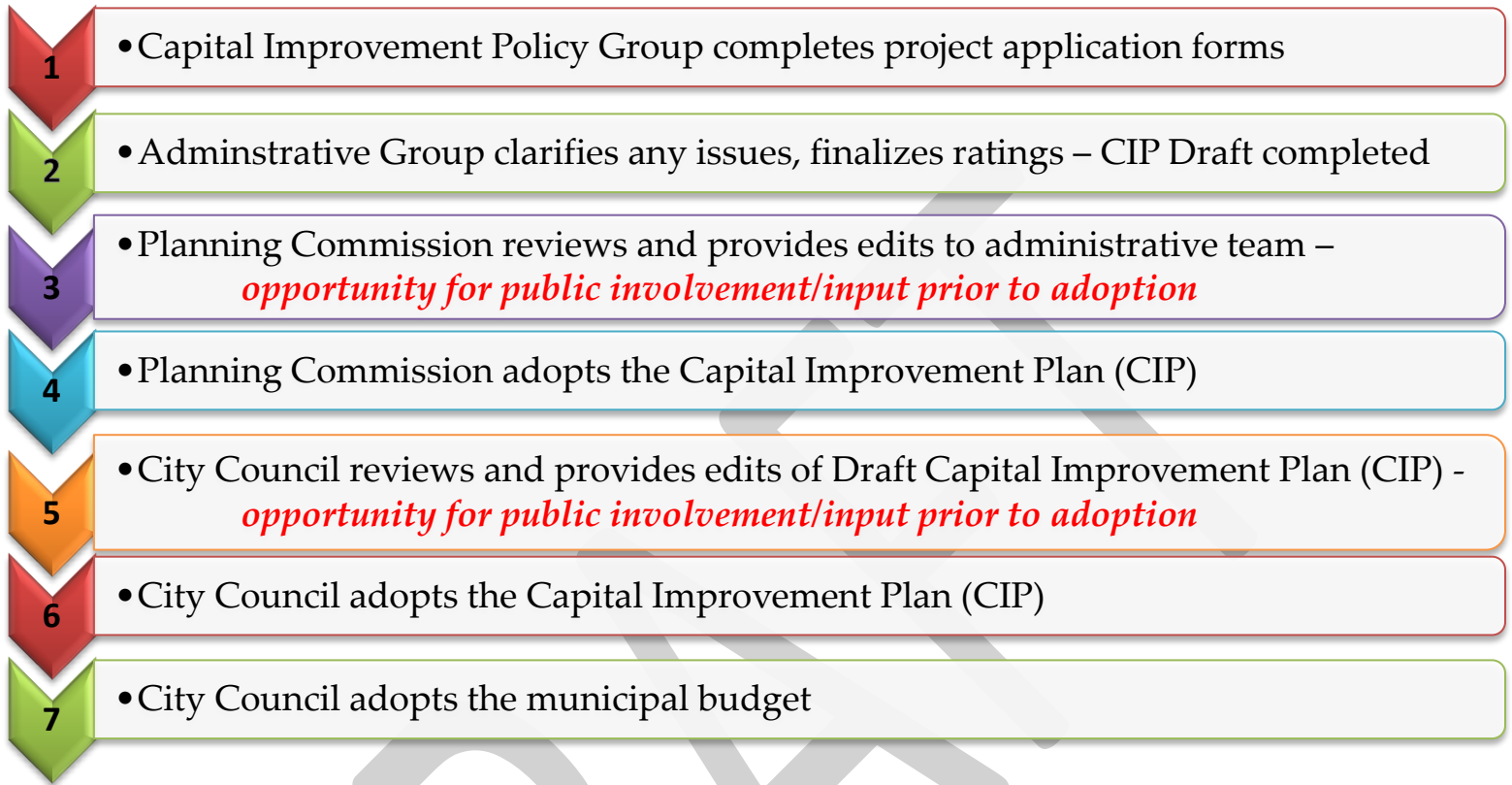
City Manager  
 City Clerk/Treasurer

**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	
<b>Priority Points Earned</b>					<b>Total Project Score:</b> <input type="text"/>
<b>Low</b>	<b>Moderate</b>	<b>Desirable</b>	<b>Important</b>	<b>Urgent</b>	
<b>0-24</b>	<b>25-49</b>	<b>50-74</b>	<b>75-99</b>	<b>100-125</b>	

## 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:

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

# 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	Desirable	\$10,000	\$10,000	\$0
Police Patrol Vehicle	19-20	MP-19-01	Important	\$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
Railing and Doors Replacement	26-27	UI-26-01	TBD	\$80,000	\$80,000	\$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**

<b>Project Title/Description</b>	<b>FY</b>	<b>CIP#</b>	<b>Priority</b>	<b>Total Cost</b>	<b>City Cost</b>	<b>Non-City Funds</b>
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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, 12  
 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**

<b>Project Title/Description</b>	<b>FY</b>	<b>CIP#</b>	<b>Priority</b>	<b>Total Cost</b>	<b>City Cost</b>	<b>Non-City Funds</b>
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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 SUMMARY**

<b>Project Title/Description</b>	<b>FY</b>	<b>CIP#</b>	<b>Priority</b>	<b>Total Cost</b>	<b>City Cost</b>	<b>Non-City Funds</b>
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.

<b>COMMUNITY FACILITIES &amp; DEVELOPMENT SUMMARY</b>						
<b>Project Title/Description</b>	<b>FY</b>	<b>CIP#</b>	<b>Priority</b>	<b>Total Cost</b>	<b>City Cost</b>	<b>Non-City Funds</b>

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						

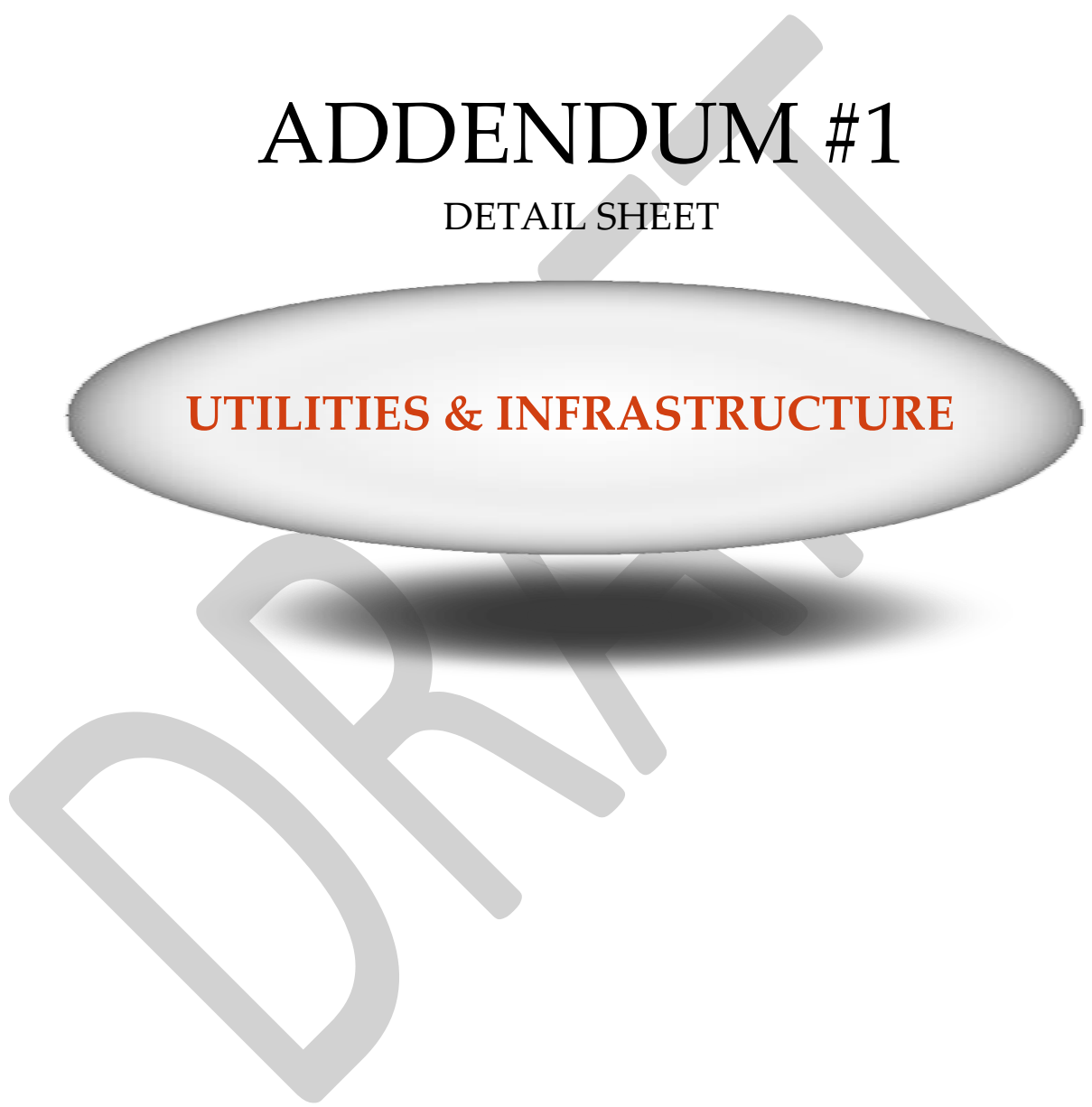
The Motor Pool and Equipment fund purchases vehicles and equipment that are then used by various departments within the City. The City establishes a rental rate which is paid by each department to that Motor Pool that utilizes the vehicle or and equipment. Typical investments are police and fire vehicles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

<b>MOTOR POOL &amp; EQUIPMENT SUMMARY</b>						
<b>Project Title/Description</b>	<b>FY</b>	<b>CIP#</b>	<b>Priority</b>	<b>Total Cost</b>	<b>City Cost</b>	<b>Non-City Funds</b>
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

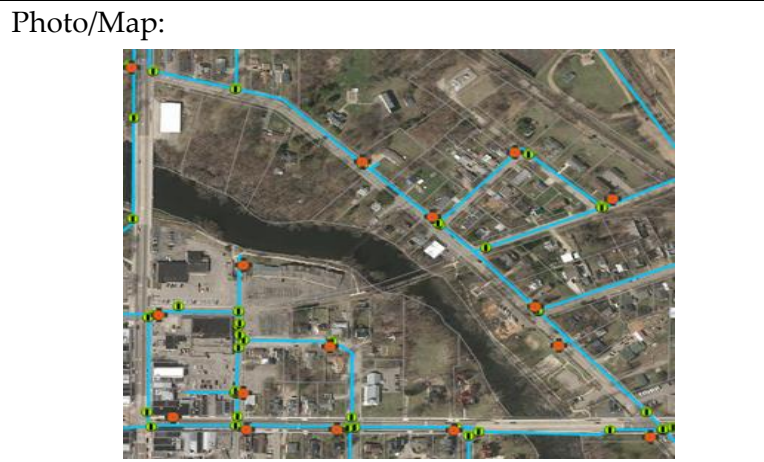
Are any non-City (or potential) funds be used: No

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
<b>Priority Points Earned</b>					<b>Total Project Score:</b> <span style="border: 1px solid black; padding: 5px; font-size: 1.2em;">77</span>
Low	Moderate	Desirable	Important	Urgent	
0-24	25-49	50-74	75-99	100-125	

# DETAIL SHEET

<b>Project Title: Sherwood Street – Sewer</b>		<b>Priority:</b> 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: <input type="checkbox"/> YES: CIP - Council		
Description: Lining of all sanitary that will not be replaced. This project is part of the overall Sherwood St. work.		

<p><b>Basis of Cost Estimate (Check):</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Cost of comparable facility/equipment</li> <li><input type="checkbox"/> Rule of thumb indicator/unit cost</li> <li><input type="checkbox"/> Ball park – educated guess</li> <li><input checked="" type="checkbox"/> Engineer/architect cost estimate</li> <li><input type="checkbox"/> Preliminary estimate</li> </ul>	<p><b>Photo/Map:</b></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; margin-top: 5px;"> <p>Identified in Capital Improvement Plan</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	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
<b>Priority Points Earned</b>					<b>Total Project Score:</b> <span style="border: 1px solid black; padding: 5px 20px;">92</span>
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

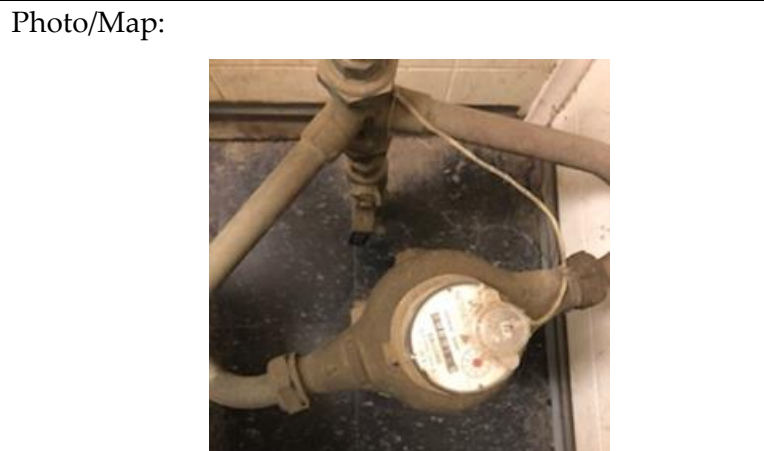
Available Fund(s) for Project: Potential Bond Estimated Start Date: Fall 2019

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	
0-24	25-49	50-74	75-99	100-125	<b>Total Project Score:</b> <span style="border: 1px solid black; padding: 5px; font-weight: bold;">82</span>

# 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

**Photo/Map:**



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
<b>Priority Points Earned</b>					<b>Total Project Score:</b> <span style="border: 1px solid black; padding: 2px 10px;">73</span>
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

<b>Priority Points Earned</b>					<b>Total Project Score:</b>
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

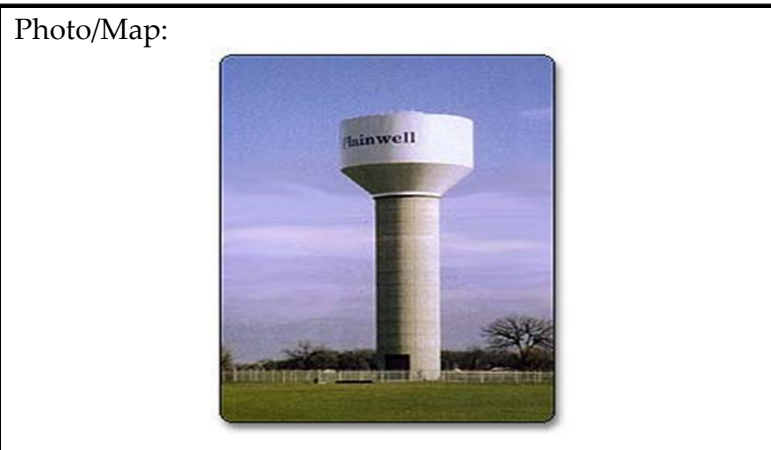
Are any non-City (or potential) funds be used: No – possible bond proceeds

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**

(Multiply Weight x Category Pts. for Total Score)	Weight	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	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	<b>Total Project Score:</b> <span style="border: 1px solid black; padding: 2px 10px;">83</span>

# 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

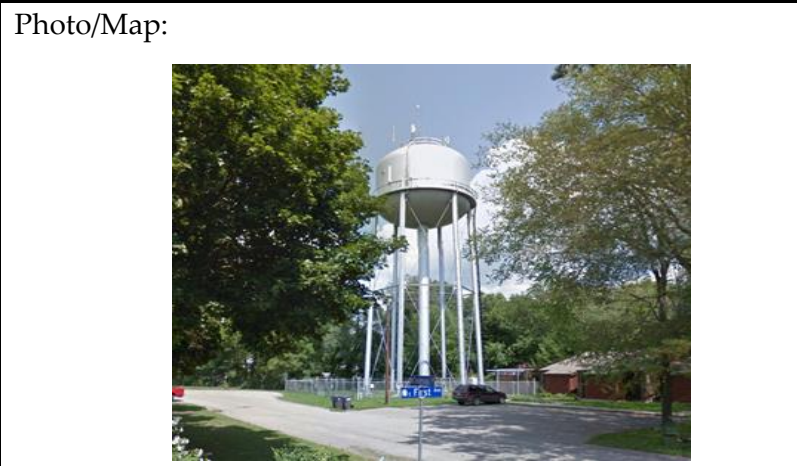
Are any non-City (or potential) funds be used: Potential bond project

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

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 – estimated was acquired from another community’s construction cost (New Castle, Del.)

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

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

67

# DETAIL SHEET

25

**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

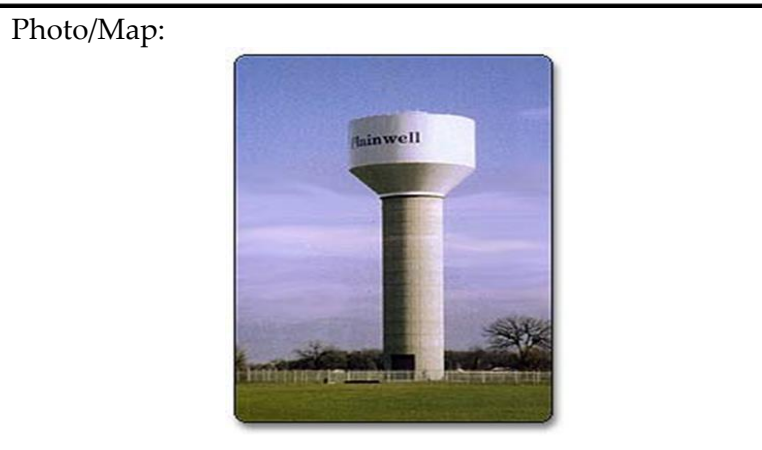
Are any non-City (or potential) funds be used: No

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
<b>Priority Points Earned</b>					<b>Total Project Score:</b> <span style="border: 1px solid black; padding: 2px 10px;">59</span>
Low	Moderate	Desirable	Important	Urgent	
0-24	25-49	50-74	75-99	100-125	

# DETAIL SHEET

<b>Project Title: Leak Detection</b>		<b>Priority:</b> 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: <input checked="" type="checkbox"/> YES:		
Description: Conduct city wide leak detection activities at a variety of locations to determine infrastructure improvements.		

<p><b>Basis of Cost Estimate (Check):</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Cost of comparable facility/equipment</li> <li><input type="checkbox"/> Rule of thumb indicator/unit cost</li> <li><input type="checkbox"/> Ball park – educated guess</li> <li><input checked="" type="checkbox"/> Engineer/architect cost estimate</li> <li><input type="checkbox"/> Preliminary estimate</li> </ul>	<p><b>Photo/Map:</b></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	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
<b>Priority Points Earned</b>					<b>Total Project Score:</b> <span style="border: 1px solid black; padding: 5px 15px;">65</span>
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	
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	<b>Total Project Score:</b> <span style="border: 1px solid black; padding: 2px 10px;">83</span>

# 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

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	
5	Contributes to health, safety & welfare	Removes hazard	Material contributes	Minimal	15
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	6
2	Project delivers high level of service	High	Medium	Low	10

### Priority Points Earned

Low	Moderate	Desirable	Important	Urgent	<b>Total Project Score:</b>	77
0-24	25-49	50-74	75-99	100-125		

# 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
<b>Priority Points Earned</b>					<b>Total Project Score:</b> <span style="border: 1px solid black; padding: 5px; font-size: 1.2em;">97</span>
Low	Moderate	Desirable	Important	Urgent	
0-24	25-49	50-74	75-99	100-125	



# 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

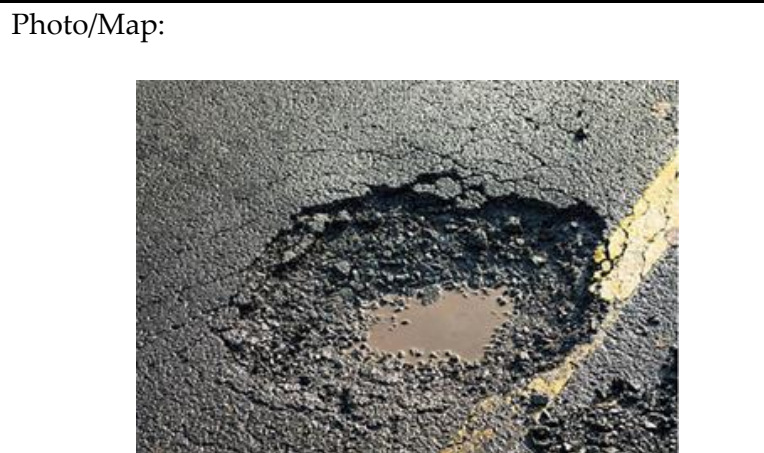
Are any non-City (or potential) funds be used: No

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
<b>Priority Points Earned</b>					<b>Total Project Score:</b> <span style="border: 1px solid black; padding: 5px; font-size: 1.2em;">75</span>
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
<b>Priority Points Earned</b>					<b>Total Project Score:</b> <span style="border: 1px solid black; padding: 2px 10px;">83</span>
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
		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	<b>Total Project Score:</b>	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

		Category			Score
		5 Points	3 Points	1 Point	
(Multiply Weight x Category Pts. for Total Score)	Weight				
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

### 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	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

<b>Project Title: New Orchard</b>		<b>Priority:</b> 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><b>Basis of Cost Estimate (Check):</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Cost of comparable facility/equipment</li> <li><input checked="" type="checkbox"/> Rule of thumb indicator/unit cost</li> <li><input type="checkbox"/> Ball park – educated guess</li> <li><input type="checkbox"/> Engineer/architect cost estimate</li> <li><input type="checkbox"/> Preliminary estimate</li> </ul>	<p><b>Photo/Map:</b></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: 20px;"> <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	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
<b>Priority Points Earned</b>					<b>Total Project Score:</b>
<span style="color: red;">Low</span> <span style="color: red;">Moderate</span> <span style="color: red;">Desirable</span> <span style="color: red;">Important</span> <span style="color: red;">Urgent</span>					
<span style="color: red;">0-24</span> <span style="color: red;">25-49</span> <span style="color: red;">50-74</span> <span style="color: red;">75-99</span> <span style="color: red;">100-125</span>					
					61

# 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

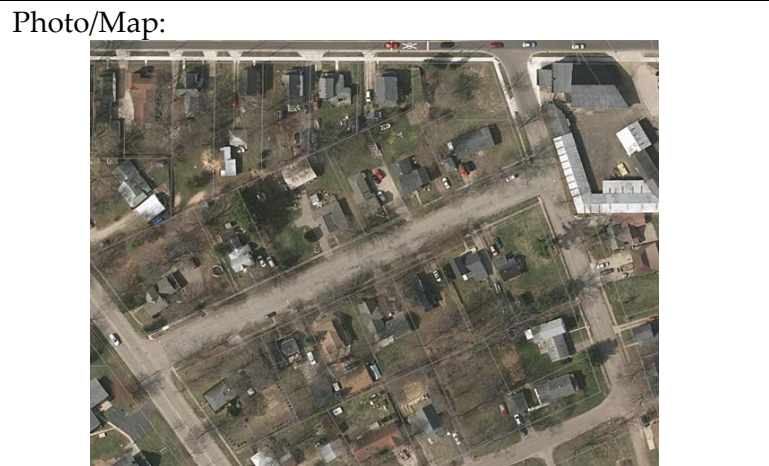
Available Fund(s) for Project: TBD Estimated Start Date: TBD

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
<b>Priority Points Earned</b>					<b>Total Project Score:</b> <span style="border: 1px solid black; padding: 5px; font-size: 1.2em;">89</span>
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

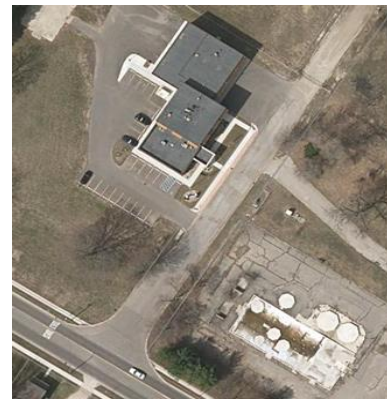
Prior Approval- Is project included in either the current/prior year adopted budget and if so, who has approved (Board/Council, etc): NO:  YES:

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
<b>Priority Points Earned</b>					<b>Total Project Score:</b> <span style="border: 1px solid black; padding: 5px;">71</span>
Low	Moderate	Desirable	Important	Urgent	
0-24	25-49	50-74	75-99	100-125	



# DETAIL SHEET

<b>Project Title: Walnut Wood</b>		<b>Priority:</b> 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><b>Basis of Cost Estimate (Check):</b></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><b>Photo/Map:</b></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
<b>Priority Points Earned</b>					<b>Total Project Score:</b>
<span style="color: red;">Low</span> <span style="color: red;">Moderate</span> <span style="color: red;">Desirable</span> <span style="color: red;">Important</span> <span style="color: red;">Urgent</span>					
<span style="color: red;">0-24</span> <span style="color: red;">25-49</span> <span style="color: red;">50-74</span> <span style="color: red;">75-99</span> <span style="color: red;">100-125</span>					
					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

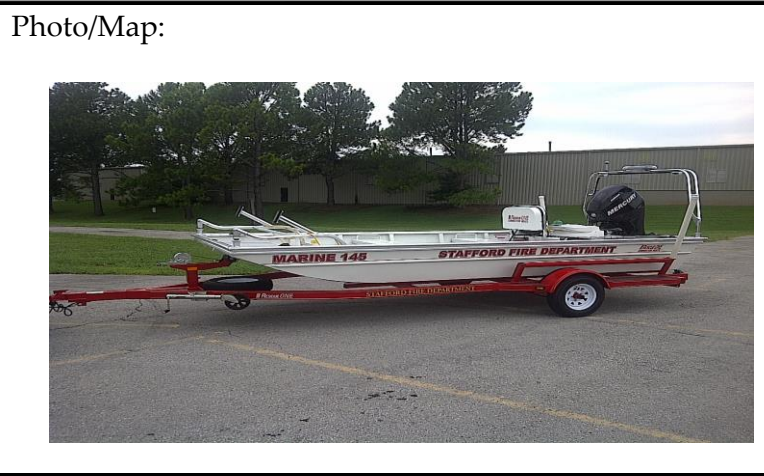
Are any non-City (or potential) funds be used: possible USDA with city matching funds

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	<b>Total Project Score:</b>
0-24	25-49	50-74	75-99	100-125	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
<b>Priority Points Earned</b>					<b>Total Project Score:</b> <span style="border: 1px solid black; padding: 5px; font-size: 1.2em;">83</span>
Low	Moderate	Desirable	Important	Urgent	
0-24	25-49	50-74	75-99	100-125	

# 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.

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

# DETAIL SHEET

44

**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
<b>Priority Points Earned</b>					<b>Total Project Score:</b> <span style="border: 1px solid black; padding: 5px; font-size: large;">89</span>
Low	Moderate	Desirable	Important	Urgent	
0-24	25-49	50-74	75-99	100-125	

# 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

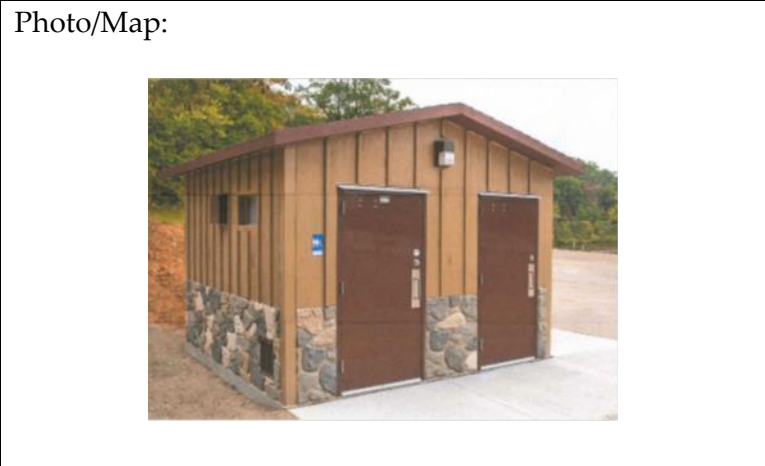
Are any non-City (or potential) funds be used: DNR Grant \$45,000

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



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
<b>Priority Points Earned</b>					<b>Total Project Score:</b> <span style="border: 1px solid black; padding: 5px; font-size: 1.2em;">60</span>
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
<b>Priority Points Earned</b>					<b>Total Project Score:</b> <span style="border: 1px solid black; padding: 2px 10px;">45</span>
Low	Moderate	Desirable	Important	Urgent	
0-24	25-49	50-74	75-99	100-125	

# DETAIL SHEET

49

<b>Project Title:</b>		<b>Priority:</b> 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
<b>Priority Points Earned</b>					<b>Total Project Score:</b> 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

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

(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	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

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

**Total Project Score:**

73

# 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
<b>Priority Points Earned</b>					<b>Total Project Score:</b> <span style="border: 1px solid black; padding: 2px 10px;">79</span>
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
<b>Priority Points Earned</b>					<b>Total Project Score:</b> <span style="border: 1px solid black; padding: 5px;">46</span>
Low	Moderate	Desirable	Important	Urgent	
0-24	25-49	50-74	75-99	100-125	

# 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



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
<b>Priority Points Earned</b>					<b>Total Project Score:</b> <span style="border: 1px solid black; padding: 2px 10px;">57</span>
Low	Moderate	Desirable	Important	Urgent	
0-24	25-49	50-74	75-99	100-125	

# 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

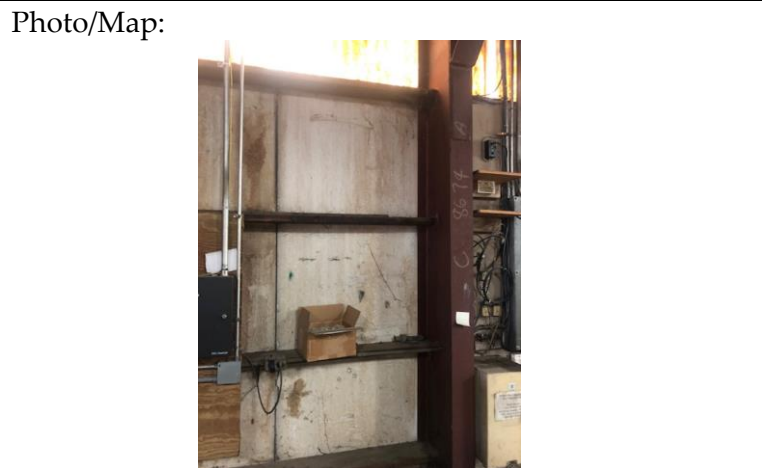
Available Fund(s) for Project: \$10,000 Estimated Start Date: Winter 2019

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

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

51

# 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

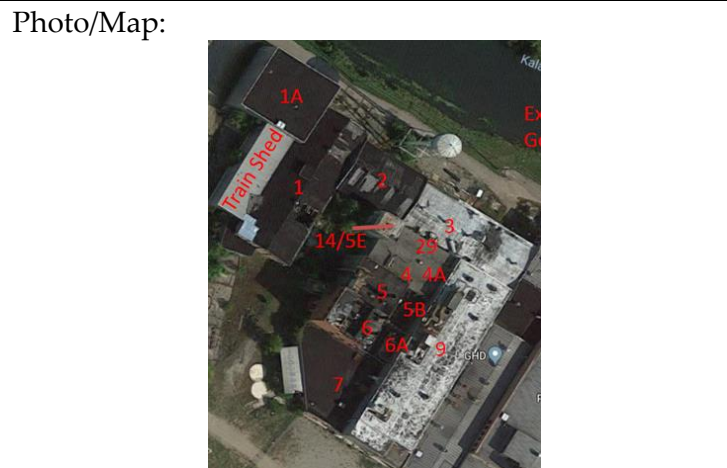
Available Fund(s) for Project: TBD Estimated Start Date: TBD

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
<b>Priority Points Earned</b>					<b>Total Project Score:</b> <span style="border: 1px solid black; padding: 5px; font-weight: bold;">115</span>
Low	Moderate	Desirable	Important	Urgent	
0-24	25-49	50-74	75-99	100-125	

# 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



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
<b>Priority Points Earned</b>					<b>Total Project Score:</b> <span style="border: 1px solid black; padding: 5px; font-size: 1.2em;">65</span>
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:

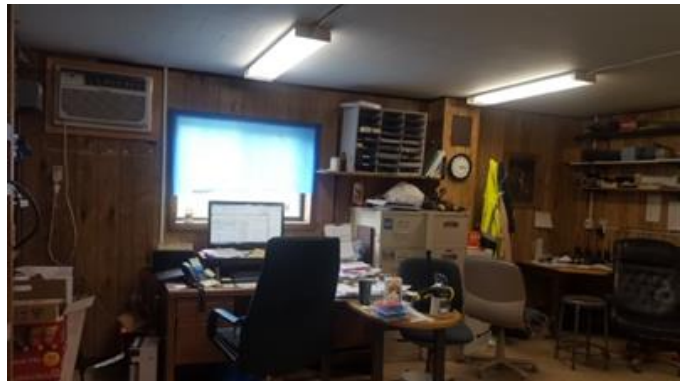
Are any non-City (or potential) funds be used:

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**

Low
Moderate
Desirable
Important
Urgent

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

**Total Project Score:**

53

# 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

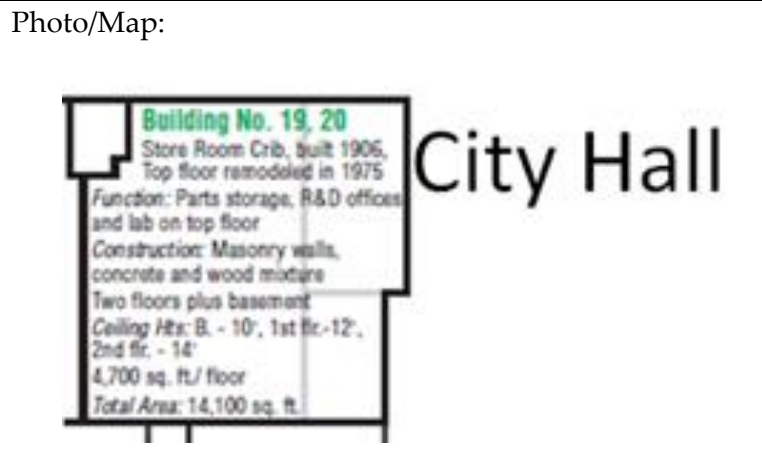
Available Fund(s) for Project: TBD Estimated Start Date: TBD

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



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
<b>Priority Points Earned</b>					<b>Total Project Score:</b> <span style="border: 1px solid black; padding: 5px; font-size: 1.2em;">65</span>
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

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

# 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:  YES:

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

Photo/Map:



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

### 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	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

<b>Priority Points Earned</b>					<b>Total Project Score:</b>
Low	Moderate	Desirable	Important	Urgent	
0-24	25-49	50-74	75-99	100-125	
					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
<b>Priority Points Earned</b>					<b>Total Project Score:</b> <span style="border: 1px solid black; padding: 2px 10px;">79</span>
Low	Moderate	Desirable	Important	Urgent	
0-24	25-49	50-74	75-99	100-125	

# 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
<b>Priority Points Earned</b>					<b>Total Project Score:</b> <span style="border: 1px solid black; padding: 2px 10px;">79</span>
Low	Moderate	Desirable	Important	Urgent	
0-24	25-49	50-74	75-99	100-125	

# DETAIL SHEET

67

<b>Project Title: Plow Truck – DPW (used)</b>		<b>Priority:</b> 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: <input type="checkbox"/> YES: <input type="checkbox"/>		
Description: Replace plow truck. This piece of equipment hauls snow and leaves as well as plows roads.		

<p><b>Basis of Cost Estimate (Check):</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Cost of comparable facility/equipment</li> <li><input type="checkbox"/> Rule of thumb indicator/unit cost</li> <li><input type="checkbox"/> Ball park – educated guess</li> <li><input type="checkbox"/> Engineer/architect cost estimate</li> <li><input checked="" type="checkbox"/> Preliminary estimate</li> </ul> <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; height: 40px; width: 100%;"></div>	<p><b>Photo/Map:</b></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	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
<b>Priority Points Earned</b>					<b>Total Project Score:</b> <span style="border: 1px solid black; padding: 5px;">79</span>
Low	Moderate	Desirable	Important	Urgent	
0-24	25-49	50-74	75-99	100-125	

# 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

<b>Priority Points Earned</b>					<b>Total Project Score:</b>
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



# 2019-2020 Recommended Budget



**THE ISLAND CITY**

June 24, 2019

**CITY COUNCIL:**

Mayor, Richard Brooks

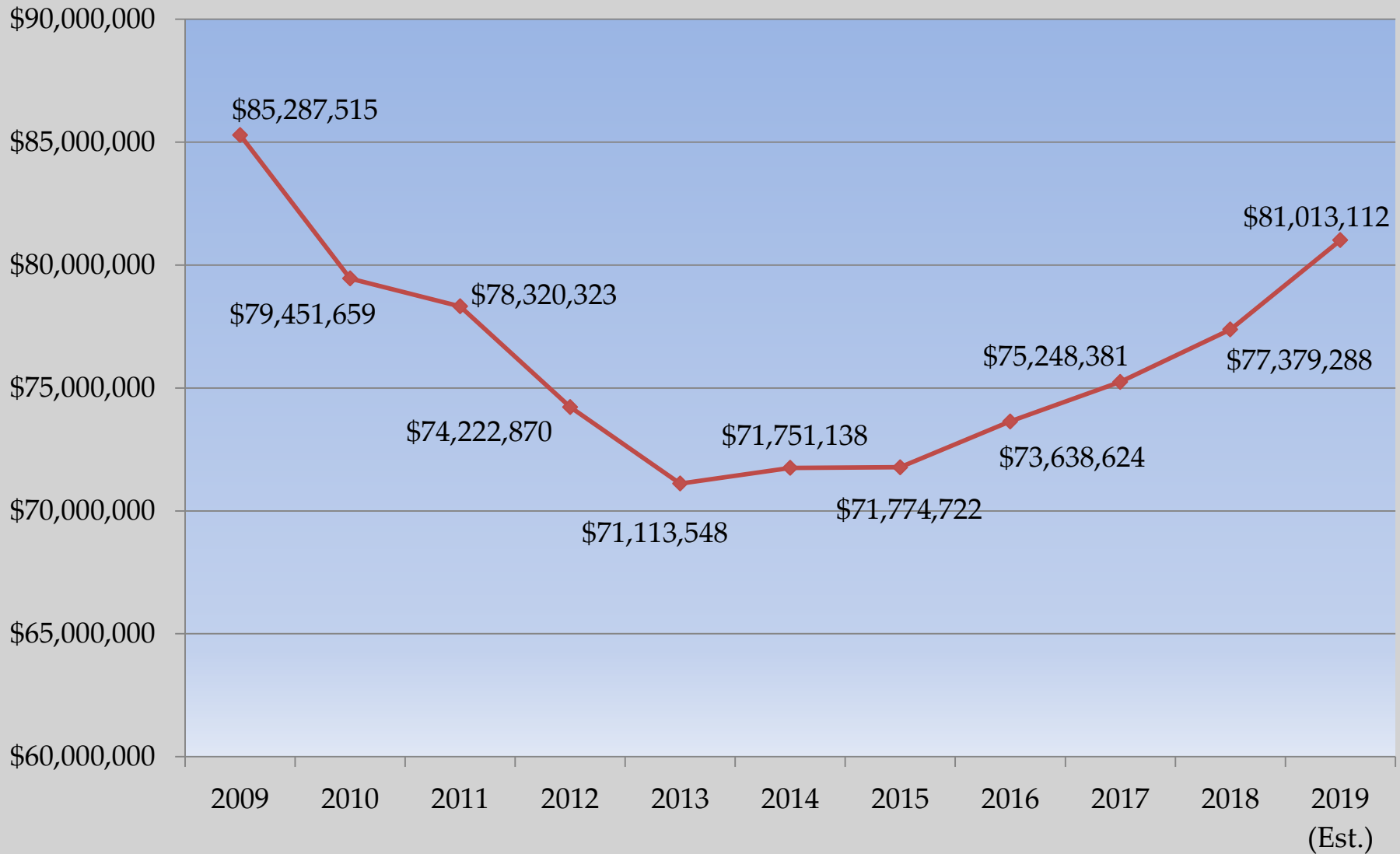
Mayor Pro-Tem, Lori Steele

Council Member – Brad Keeler

Council Member – Todd Overhuel

Council Member – Roger Keeney

# 2009-2018 Taxable Value



# Real Property Valuation 2008 - 2019

YEAR	2008	2009	2010	2011	2012	2013
Assessed Value:	\$100,088,900	\$99,581,500	\$90,622,900	\$82,639,050	\$76,687,800	\$72,845,900
Taxable Value:	\$83,223,795	\$85,287,515	\$79,451,659	\$78,320,323	\$74,222,870	\$71,113,548
Difference:	\$16,865,105	\$14,293,985	\$11,171,241	\$4,318,727	\$2,464,930	\$1,732,352
Percent Difference:	16.85%	14.35%	12.33%	5.23%	3.21%	2.38%
Inflation Rate Multiplier:	2.3%	4.4%	-0.3%	1.7%	2.7%	2.4%
YEAR	2014	2015	2016	2017	2018	2019 (Est.)
Assessed Value:	\$75,050,100	\$79,871,200	\$89,124,700	\$92,829,700	\$95,227,900	\$100,002,500
Taxable Value:	\$71,751,138	\$71,774,722	\$73,638,624	\$75,248,381	\$77,379,288	\$81,013,112
Difference:	\$3,298,962	\$8,096,478	\$15,486,076	\$17,581,319	\$17,848,612	\$18,989,388
Percent Difference:	4.40%	10.14%	17.38%	18.94%	18.74%	18.99%
Inflation Rate Multiplier:	1.6%	1.6%	0.3%	0.9%	2.1%	2.4%

\* - Original Values as of May 1, 2019 - no adjustments for Board of Review entered yet.

\*\* excludes personal property

# Taxable Value, IFT, Non-Homestead and Proposed Millage Rate

<u>Taxable Value</u>	<u>2018-2019</u>	<u>Proposed 2019-2020</u>
Taxable Value- Ad Valorem Roll (all real and personal):	\$ 84,566,288	\$ 87,805,612
Taxable Value- IFT Roll:	\$ 2,312,650	\$ 2,152,599
<b>Total Taxable Value:</b>	<b>\$ 85,253,381</b>	<b>\$ 89,958,211</b>
Non-Homestead:	<u>\$ 33,311,721</u>	<u>\$ 33,500,725</u>

<u>Millage</u>	<u>2018-2019</u>	<u>Proposed 2019-2020</u>
General Fund Operating	12.5250	12.5250
Capital Improvement	1.0000	1.0000
Fire Reserve	1.0000	1.0000
Solid Waste	1.3000	1.3000
Total:	15.825	15.825

# Summary – All Funds

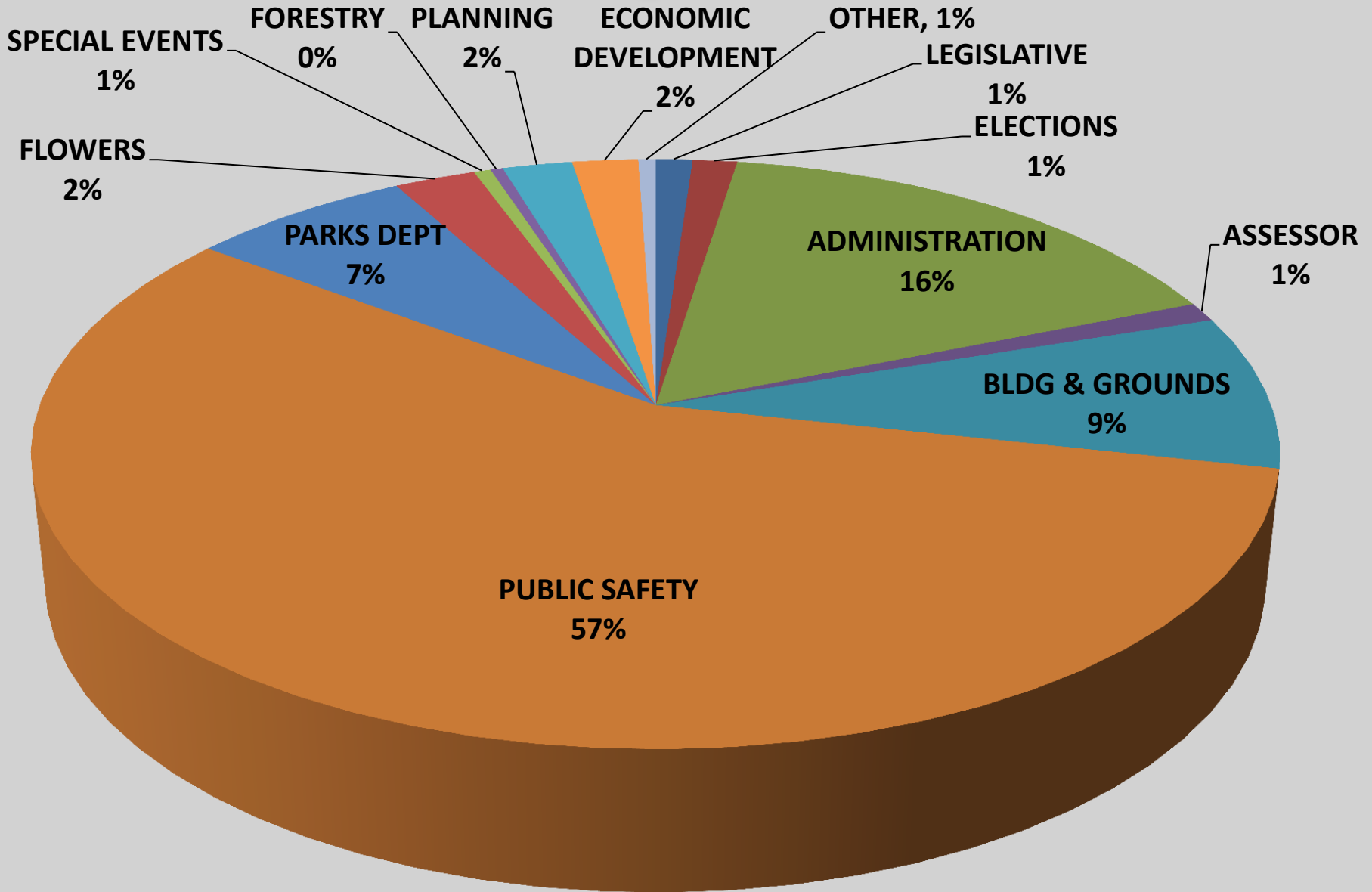
2019-2020 Budget



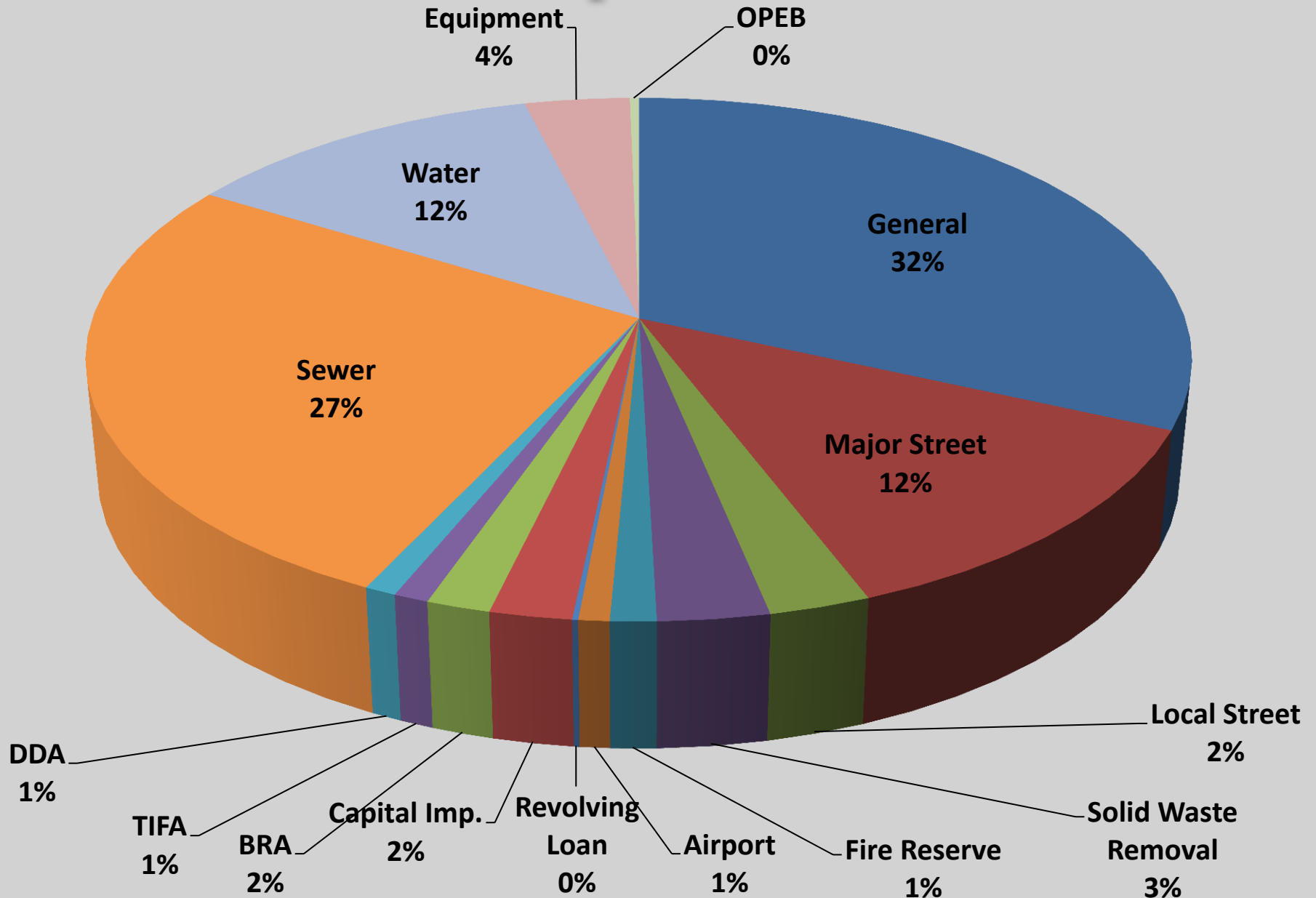
“The Island City”

Fund	2019 - 2020 Total Revenue	2019 - 2020 Total Expenditures	2019 - 2020 Revenues/Under Expenditures	Estimated Cash Balance as of 6/30/2020	%
General	\$ 2,122,402	\$ 2,137,054	\$ (14,652)	\$ 310,348	15%
Major Street	\$ 711,396	\$ 837,933	\$ (126,537)	\$ 33,463	4%
Local Street	\$ 180,100	\$ 172,896	\$ 7,204	\$ 89,954	52%
Solid Waste Removal	\$ 171,889	\$ 189,893	\$ (18,004)	\$ 3,421	2%
Fire Reserve	\$ 87,041	\$ 78,101	\$ 8,940	\$ 77,040	99%
Airport	\$ 52,400	\$ 52,305	\$ 95	\$ 18,670	36%
Revolving Loan	\$ 6,554	\$ 10,000	\$ (3,446)	\$ 33,279	333%
Capital Improvement	\$ 131,841	\$ 140,097	\$ (8,256)	\$ 48,117	34%
BRA	\$ 90,342	\$ 109,101	\$ (18,759)	\$ 4,794	4%
TIFA	\$ 72,300	\$ 59,830	\$ 12,470	\$ 84,857	142%
DDA	\$ 62,987	\$ 54,413	\$ 8,574	\$ 18,519	34%
Sewer	\$ 1,494,168	\$ 1,800,908	\$ (306,740)	\$ 353,260	20%
Water	\$ 867,285	\$ 830,604	\$ 36,681	\$ 111,681	13%
Motor Pool (Equipment)	\$ 264,175	\$ 240,398	\$ 23,777	\$ 151,947	63%
OPEB	\$ 21,127	\$ 21,127	\$ -	\$ 64,347	305%
	<b>\$ 6,336,007</b>	<b>\$ 6,734,660</b>	<b>\$ (398,653)</b>	<b>\$ 1,403,696</b>	

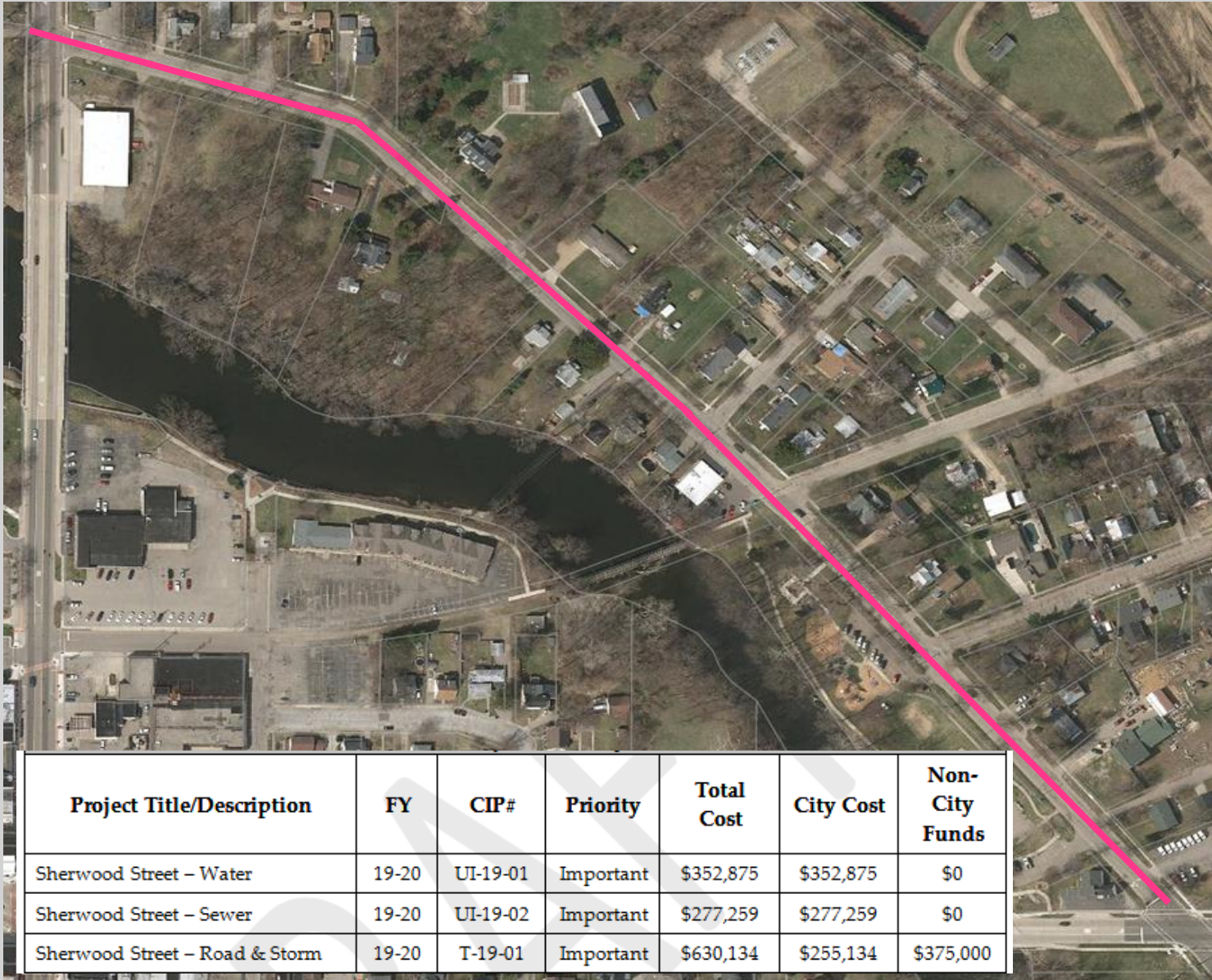
# General Fund Expenses and Percent



# All Funds - Expenses and Percent



# Sherwood Street \$1,260,268



<b>Project Title/Description</b>	<b>FY</b>	<b>CIP#</b>	<b>Priority</b>	<b>Total Cost</b>	<b>City Cost</b>	<b>Non-City Funds</b>
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



# Street Repairs - \$35,000 Maintenance Various Locations



Bridge Street 2019

## Cost Ranking for Water and Sewer Rates - March 2019

	WATER		SEWER		COMBINED	
1	Mt. Morris	\$88.58	Holly	\$99.34	Holly	\$157.89
2	Elk Rapids	\$64.65	Constantine	\$98.65	Elk Rapids	\$143.40
3	Holly	\$58.55	Berrien Springs	\$79.14	Mt. Morris	\$126.99
4	Birch Run	\$54.87	Elk Rapids	\$78.75	Constantine	\$116.85
5	South Haven	\$54.16	Essexville	\$71.45	Essexville	\$115.88
6	Saint Louis	\$48.15	Milan	\$69.51	Parchment	\$115.34
7	Parchment	\$47.30	Parchment	\$68.04	Milan	\$113.70
8	Roosevelt Park	\$46.05	Milford	\$67.77	South Haven	\$111.78
9	Durand	\$45.24	Cedar Springs	\$61.61	Chelsea	\$105.14
10	Essexville	\$44.43	Chelsea	\$60.74	Durand	\$103.23
11	Chelsea	\$44.40	Caro	\$60.40	Buchanan	\$101.16
12	Milan	\$44.19	Buchanan	\$60.12	Berrien Springs	\$99.66
13	Corunna	\$43.25	Durand	\$57.99	Roosevelt Park	\$99.19
14	Newaygo	\$41.66	Rockford	\$57.62	Cedar Springs	\$98.32
15	Buchanan	\$41.04	South Haven	\$57.62	Milford	\$98.30
16	North Muskegon	\$40.30	Otsego	\$57.39	Bangor	\$95.10
17	Oxford	\$40.21	Sturgis	\$56.15	Rockford	\$94.67
18	Bangor	\$39.48	Bangor	\$55.62	Corunna	\$90.90
19	Lowell	\$37.46	Roosevelt Park	\$53.14	Sturgis	\$86.70
20	Allegan	\$37.22	Vicksburg	\$51.25	North Muskegon	\$86.23
21	Rockford	\$37.05	Plainwell	\$50.40	Birch Run	\$85.28
22	Cedar Springs	\$36.71	Three Rivers	\$50.08	Saint Louis	\$85.15
23	Paw Paw	\$35.51	Clare	\$49.55	Caro	\$84.48
24	Ithaca	\$34.36	Dowagiac	\$49.11	Lowell	\$83.84
25	Sturgis	\$30.55	Mattawan	\$48.60	Newaygo	\$83.45
26	Milford	\$30.53	Portland	\$48.01	Oxford	\$79.71
27	Charlotte	\$30.17	Charlotte	\$47.67	Clare	\$78.88
28	Coopersville	\$30.12	Corunna	\$47.65	Dowagiac	\$78.12
29	Springfield	\$29.54	Lowell	\$46.38	Charlotte	\$77.84
30	Sparta	\$29.44	Sparta	\$46.35	Three Rivers	\$77.56
31	Clare	\$29.33	North Muskegon	\$45.93	Allegan	\$77.37
32	Dowagiac	\$29.01	Brighton	\$44.48	Vicksburg	\$76.91
33	Portland	\$27.99	Newaygo	\$41.79	Otsego	\$76.50
34	Three Rivers	\$27.48	Belding	\$41.46	Portland	\$76.00
35	Vicksburg	\$25.66	Hastings	\$41.43	Sparta	\$75.79
36	Caro	\$24.08	Allegan	\$40.15	Plainwell	\$73.52
37	Hartford	\$23.62	Oxford	\$39.50	Mattawan	\$71.40
38	Hudsonville	\$23.56	Grand Haven	\$39.38	Paw Paw	\$67.31
39	Plainwell	\$23.12	Mt. Morris	\$38.41	Ithaca	\$65.98
40	Mattawan	\$22.80	Middleville	\$37.97	Brighton	\$65.72
41	Middleville	\$21.27	Saint Louis	\$37.00	Springfield	\$64.13
42	Brighton	\$21.24	Hartford	\$36.99	Hastings	\$61.43
43	Berrien Springs	\$20.52	Hudsonville	\$36.29	Hartford	\$60.61
44	Grand Haven	\$20.32	Springfield	\$34.59	Hudsonville	\$59.85
45	Hastings	\$20.00	Wayland	\$33.84	Grand Haven	\$59.70
46	Wayland	\$19.63	Paw Paw	\$31.80	Middleville	\$59.24
47	Otsego	\$19.11	Ithaca	\$31.62	Belding	\$58.08
48	Constantine	\$18.20	Birch Run	\$30.41	Coopersville	\$57.78
49	Belding	\$16.62	Coopersville	\$27.66	Wayland	\$53.47
50	Greenville	\$9.72	Greenville	\$27.60	Greenville	\$37.32
	<b>AVG:</b>	<b>\$34.57</b>	<b>AVG:</b>	<b>\$50.89</b>	<b>AVG:</b>	<b>\$85.46</b>

## Community Water & Sewer Rate Comparable

\*Rates were based on one month of service with a usage of 6,000 gallons for water and sewer on a 3/4" or (5/8") metered residential customer.

# Water Debt – Good News

		17-18 AMENDED BUDGET	17-18 ACTUAL TO 05/31	17-18 PROJECTED TOTALS	18-19 REQUESTED BUDGET
<b>Dept 908-DEBT SERVICE</b>					
591-908-991.000	Principal Payment- DWRf Loan	90,000	90,000	90,000	90,000
591-908-995.000	Interest Payment- DWRf Loan	5,625	5,625	5,625	3,375
<b>Totals for dept 908-DEBT SERVICE</b>		<b>95,625</b>	<b>95,625</b>	<b>95,625</b>	<b>93,375</b>

- DWRf Bonds 6/24/1999
- \$1,482,063 - 2.50%
- Last payment 10/1/2019



## Potential New Projects:

Water Meter Replacement Radio Read	\$600,000
Sherwood St. Utility	\$352,875
Water Tower Painting	\$250,000
Remove Old Water Tower	\$85,000
Lead and Copper Line Replacement	\$50,000
Well #4 Upgrade - Switch to Hyperchloride	\$35,000

Subtotal: \$1,372,875

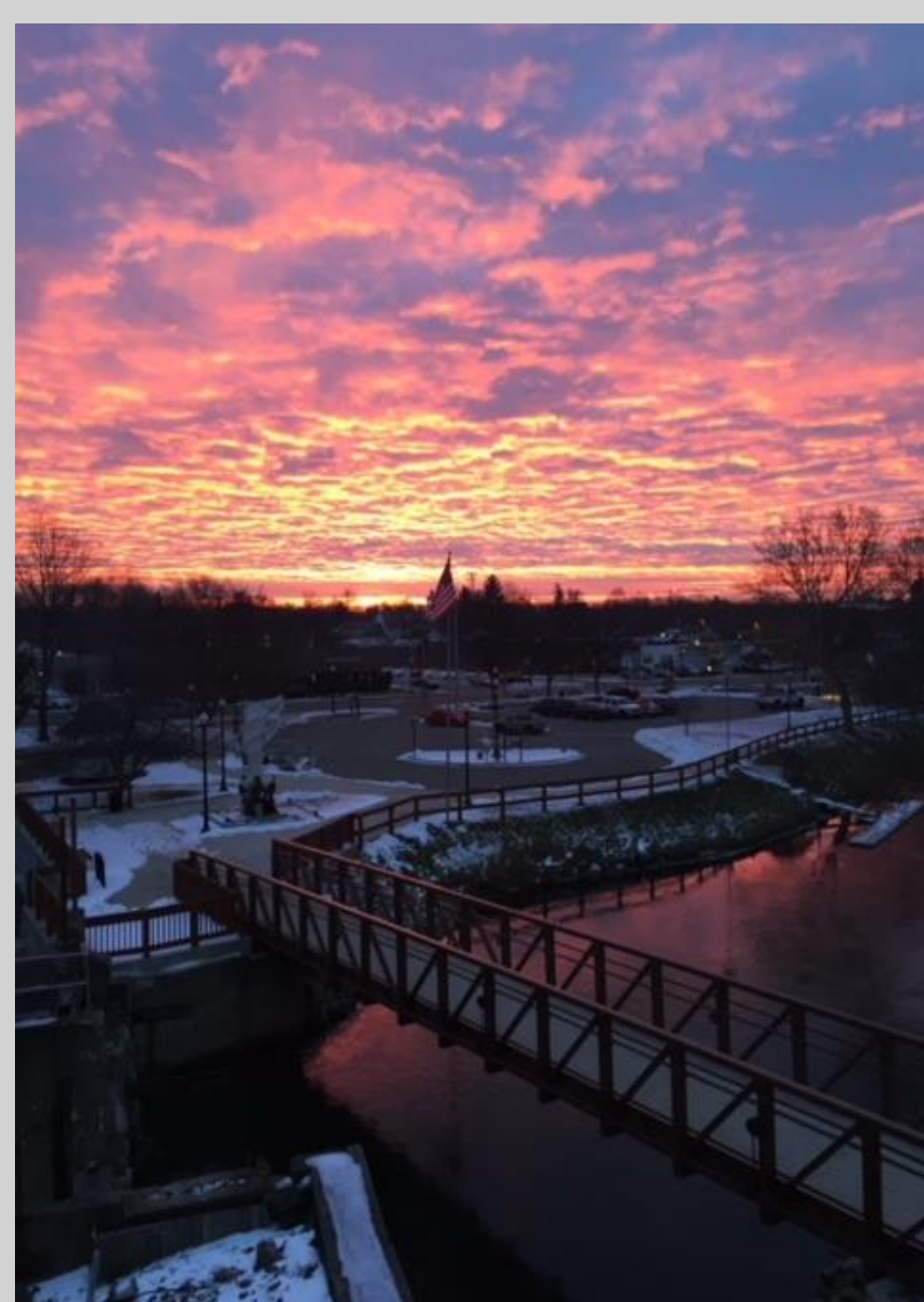
# Capital Projects

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	Desirable	\$10,000	\$10,000	\$0
Police Patrol Vehicle	19-20	MP-19-01	Important	\$46,000	\$46,000	\$0
Total:				\$1,376,268	\$956,268	\$420,000

# Thank You

.....for the opportunity  
to serve the residents  
of the City of Plainwell

Sandy    Denise    Brian    Bill  
Erik        Bryan    Bob



# City of Plainwell

## 2019-2020 Budget



“The Island City”

Fund	2019 - 2020 Total Revenue	2019 - 2020 Total Expenditures	2019 - 2020 Revenues/Under Expenditures	Estimated Cash Balance as of 6/30/2020	%
General	\$ 2,122,402	\$ 2,137,054	\$ (14,652)	\$ 310,348	15%
Major Street	\$ 711,396	\$ 837,933	\$ (126,537)	\$ 33,463	4%
Local Street	\$ 180,100	\$ 172,896	\$ 7,204	\$ 89,954	52%
Solid Waste Removal	\$ 171,889	\$ 189,893	\$ (18,004)	\$ 3,421	2%
Fire Reserve	\$ 87,041	\$ 78,101	\$ 8,940	\$ 77,040	99%
Airport	\$ 52,400	\$ 52,305	\$ 95	\$ 18,670	36%
Revolving Loan	\$ 6,554	\$ 10,000	\$ (3,446)	\$ 33,279	333%
Capital Improvement	\$ 131,841	\$ 140,097	\$ (8,256)	\$ 48,117	34%
BRA	\$ 90,342	\$ 109,101	\$ (18,759)	\$ 4,794	4%
TIFA	\$ 72,300	\$ 59,830	\$ 12,470	\$ 84,857	142%
DDA	\$ 62,987	\$ 54,413	\$ 8,574	\$ 18,519	34%
Sewer	\$ 1,494,168	\$ 1,800,908	\$ (306,740)	\$ 353,260	20%
Water	\$ 867,285	\$ 830,604	\$ 36,681	\$ 111,681	13%
Motor Pool (Equipment)	\$ 264,175	\$ 240,398	\$ 23,777	\$ 151,947	63%
OPEB	\$ 21,127	\$ 21,127	\$ -	\$ 64,347	305%
	<b>\$ 6,336,007</b>	<b>\$ 6,734,660</b>	<b>\$ (398,653)</b>	<b>\$ 1,403,696</b>	

Fund 101 - **GENERAL FUND**  
06/19/2019

OLD GL NUMBER	DESCRIPTION	15-16 ACTUAL AMOUNTS	16-17 ACTUAL AMOUNTS	17-18 ACTUAL AMOUNTS	18-19 AMENDED BUDGET	2019-2020 REQUESTED BUDGET
<b>ESTIMATED REVENUES</b>						
<b>Dept 000 - OPERATIONS</b>						
101-000-697.000	Loan Proceeds	6,011	0	0	0	0
<b>Totals for dept 000 - OPERATIONS</b>		<b>6,011</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Dept 002 - TAX REVENUES</b>						
101-002-402.000	Current Property Taxes - Real Property	900,667	900,587	933,087	952,512	996,796
101-002-402.010	Current Property Taxes-Personal Property	113,415	114,233	89,944	86,844	81,980
101-002-423.000	Taxes - Trailer Tax	450	450	450	450	450
101-002-437.000	Industrial Facilities Tax	0	14,238	15,283	14,483	13,481
101-002-441.000	Local Community Stabilization Share Tax	0	62,359	0	0	0
101-002-445.000	Taxes - Interest Collected	3,023	3,826	4,279	3,200	3,300
101-002-446.000	Taxes - Penalty Collected	6,939	7,624	5,652	6,000	6,200
101-002-446.010	Property Tax Administration Fee - Winter	17,279	17,474	17,409	17,965	19,146
101-002-446.020	Property Tax Administration Fee - Summer	23,062	23,440	23,334	23,850	24,725
<b>Totals for dept 002 - TAX REVENUES</b>		<b>1,064,835</b>	<b>1,144,231</b>	<b>1,089,438</b>	<b>1,105,304</b>	<b>1,146,078</b>
<b>Dept 003 - LICENSES AND PERMITS</b>						
101-003-452.000	Permits - PCI	26,030	17,273	30,999	23,500	23,000
101-003-452.001	Permits - Other	3,735	(2,345)	4,575	2,500	1,300
<b>Totals for dept 003 - LICENSES AND PERMITS</b>		<b>29,765</b>	<b>14,928</b>	<b>35,574</b>	<b>26,000</b>	<b>24,300</b>
<b>Dept 004 - INTERGOVERNMENTAL REVENUE - FEDERAL</b>						
101-004-505.000	Federal Grant	336	0	347	325	325
<b>Totals for dept 004 - INTERGOVERNMENTAL REVENUE - FEDERAL</b>		<b>336</b>	<b>0</b>	<b>347</b>	<b>325</b>	<b>325</b>
<b>Dept 005 - INTEGOVERNMENTAL REVENUE - STATE</b>						

101-005-545.000	State Grants	0	0	19,973	0	0
101-005-574.000	State Shared Revenue - CVTRS/EVIP	83,268	83,268	86,357	83,268	86,341
101-005-574.010	State Shared Revenue - Constitutional	289,559	306,250	314,338	321,360	328,409
<b>Totals for dept 005 - INTERGOVERNMENTAL REVENUE - STATE</b>		<b>372,827</b>	<b>389,518</b>	<b>420,668</b>	<b>404,628</b>	<b>414,750</b>

**Dept 008 - FINES AND FORFEITURES**

101-008-652.000	Parking Fees	855	1,229	1,145	1,000	1,000
101-008-655.000	Ordinance Fines	12,014	7,004	7,844	8,000	8,000
101-008-655.001	Ordinance Fines - Weed Mowing	0	315	0	200	200
101-008-676.020	Transfer from Water Fund - PILOT	149,673	146,609	144,115	141,174	134,784
101-008-676.030	Transfer from Sewer Fund - PILOT	255,343	257,307	253,451	250,675	248,821
101-008-676.040	Transfer from Equipment Fund - PILOT	21,462	20,348	21,789	23,255	24,263
101-008-676.085	Transfer from Airport Fund - PILOT	5,185	5,403	5,642	5,458	5,697
<b>Totals for dept 008 - FINES AND FORFEITURES</b>		<b>444,532</b>	<b>438,215</b>	<b>433,986</b>	<b>429,762</b>	<b>422,765</b>

**Dept 009 - INTEREST AND RENTS**

101-009-664.012	Interest Earned - Business Loans	1,050	938	825	711	595
101-009-664.014	Interest - Interfund Loans	2,587	0	1,939	1,843	1,695
101-009-664.020	Interest Earned - Investments	484	2,621	7,684	5,748	5,748
101-009-668.010	Cable TV Franchise Fees	49,236	49,431	48,630	48,100	48,100
<b>Totals for dept 009 - INTEREST AND RENTS</b>		<b>53,357</b>	<b>52,990</b>	<b>59,078</b>	<b>56,402</b>	<b>56,138</b>

**Dept 010 - OTHER REVENUES**

101-000-545.010	Liquor Licenses	3,721	4,288	4,228	4,200	4,400
101-010-667.010	Rents - City Hall Council Chambers	605	455	40	0	0
101-010-667.020	Rents - Pell Park Facility	0	300	1,100	900	900
101-010-673.000	Sale of Fixed Assets - Land	0	74,500	49,700	0	0
101-010-673.010	Sale of Fixed Assets - Equipment	0	1,941	0	0	0
101-010-674.001	Private Donations - Dog Park	0	5,123	17,990	0	0
101-010-674.002	Private Donations - Pickleball Court	0	13,000	0	0	0
101-010-674.150	Private Donations - Sesquicentennial	0	0	1,850	6,000	0
101-010-675.000	Flower Program Donations	2,985	5,433	2,450	2,000	3,000
101-010-675.020	Charitable Contributions Received	893	0	0	0	0
101-010-690.000	Reimbursements	0	0	0	0	0



101-010-694.000	Miscellaneous Revenue	10,226	5,657	10,780	5,000	2,500
101-010-694.005	Police Reports	565	595	603	500	700
101-010-694.010	Forfeiture Revenue	0	0	668	0	0
101-010-694.013	Kenyon Park Softball Maintenance	1,200	2,200	2,000	1,800	2,250
101-010-694.015	Private Donations - Fireworks Donations	0	0	0	7,000	0
101-010-694.030	PA 302 - Public Safety Training Funds	1,629	1,494	1,433	800	1,200
101-010-694.031	Ordinance Violations - Cost Recovery	1,525	3,208	7,472	3,500	1,500
101-010-694.032	Ordinance Violations - Accident Cost Rec	1,446	448	3,940	0	0
101-010-696.001	Other Finance Source - Workers' Comp Ins	8,420	4,627	4,847	0	0
101-010-696.002	Other Finance Source - Liability Insurance	0	0	655	0	0
<b>Totals for dept 010 - OTHER REVENUES</b>		<b>33,215</b>	<b>123,269</b>	<b>109,756</b>	<b>31,700</b>	<b>16,450</b>

Dept 093 - **TRANSFERS FROM OTHER FUNDS**

101-012-676.061	Interfund Transfer In - DDA Fund	11,211	11,323	11,436	11,550	11,666
101-012-676.081	Interfund Transfer In - Brownfield	14,037	0	14,636	14,782	14,930
101-012-676.086	Interfund Transfer In - Fire Reserve	13,000	17,000	10,000	18,600	15,000
<b>Totals for dept 093 - TRANSFERS FROM OTHER FUNDS</b>		<b>38,248</b>	<b>28,323</b>	<b>36,072</b>	<b>44,932</b>	<b>41,596</b>

TOTAL ESTIMATED REVENUES

2,043,126    2,191,474    2,184,919    2,099,053    **2,122,402**

APPROPRIATIONS

Dept 965 - **TRANSFERS TO OTHER FUNDS**

101-000-965.060	Interfund Transfer Out - Local Streets	30,000	0	0	0	0
101-000-965.080	Interfund Transfer Out - Capital Impr	20,000	0	0	0	0
101-000-965.083	Interfund Transfer Out - Solid Waste	10,200	16,000	12,000	0	0
<b>Totals for dept 965 - TRANSFERS TO OTHER FUNDS</b>		<b>60,200</b>	<b>16,000</b>	<b>12,000</b>	<b>0</b>	<b>0</b>

Dept 101 - **CITY COUNCIL**

101-101-712.000	Wages - Council, Boards & Commissions	10,000	10,000	10,000	10,000	10,000
101-101-715.000	Payroll Tax - FICA/Medicare (Social Sec)	765	765	765	765	765
101-101-801.013	Professional Services - Attorney	258	0	0	0	0
101-101-801.030	Professional Services - Audit	4,464	6,177	4,464	5,864	4,464
101-101-850.000	Communications - Land Line Phones	497	455	0	0	0
101-101-850.000	Communications - Cell Phones	0	0	454	614	612

101-101-900.000	Printing and Publishing	4,261	4,325	4,228	4,600	4,700
101-101-910.000	Liability Insurance	142	153	156	162	168
101-101-910.010	Workers Comp Insurance	11	13	17	19	19
101-101-930.050	Computer Services	55	83	55	150	100
101-101-956.000	Miscellaneous	55	204	24	200	100
101-101-960.000	Education & Training - Professional	0	0	0	250	250
101-101-962.000	Memberships & Dues	2,576	2,842	2,607	2,607	2,700
<b>Totals for dept 101 - CITY COUNCIL</b>		<b>23,084</b>	<b>25,017</b>	<b>22,770</b>	<b>25,231</b>	<b>23,878</b>

**Dept 262 - ELECTIONS**

101-191-703.000	Salaries/Wages - Full Time Employees	9,493	9,331	12,317	12,478	13,040
101-191-706.000	Wages - Part Time Employees	445	0	0	0	0
101-191-712.000	Wages - Council, Boards & Commissions	350	3,185	135	4,455	2,500
101-191-715.000	Payroll Tax - FICA/Medicare (Social Sec)	672	671	892	1,235	1,127
101-191-715.010	Health Insurance Premiums	2,104	2,354	1,685	1,833	1,913
101-191-715.013	Health Insurance - HSA - Employer Paid	0	0	912	1,330	1,330
101-191-715.015	Life Insurance	5	3	6	6	6
101-191-718.000	Retirement Benefits	949	1,029	1,232	1,248	1,304
101-191-727.000	Office Supplies	2,576	787	285	2,000	1,200
101-191-730.000	Postage	150	590	185	800	1,440
101-191-801.013	Professional Services - Attorney	0	0	1,634	0	0
101-191-850.000	Communications - Land Line Phones	154	14	0	0	0
101-191-860.000	Transportation - Mileage Reimbursement	0	62	273	100	0
101-191-900.000	Printing and Publishing	74	46	0	1,200	600
101-191-910.000	Liability Insurance	114	122	125	129	135
101-191-910.010	Workers Comp Insurance	23	28	45	50	50
101-191-930.000	Repairs and Maintenance - Equipment	450	0	0	0	0
101-191-930.050	Computer Services	880	383	89	500	2,500
101-191-940.000	Rentals - Equipment	0	0	8	0	0
101-191-956.000	Miscellaneous	595	497	29	250	500
101-191-960.000	Education & Training - Professional	256	515	525	700	1,000
101-191-962.000	Memberships & Dues	155	390	190	200	200
<b>Totals for dept 262 - ELECTIONS</b>		<b>19,445</b>	<b>20,007</b>	<b>20,567</b>	<b>28,514</b>	<b>28,845</b>

Dept 200 - **CITY ADMINISTRATION**

101-200-703.000	Salaries/Wages - Full Time Employees	242,442	220,905	210,867	205,759	212,899
101-200-706.000	Wages - Part Time Employees	0	119	0	0	0
101-200-710.000	Overtime Pay	0	0	39	0	0
101-200-713.000	Other Post Employment Benefits	688	848	265	0	314
101-200-715.000	Payroll Tax - FICA/Medicare (Social Sec)	17,119	15,709	14,941	14,873	15,628
101-200-715.010	Health Insurance Premiums	56,192	62,438	39,700	37,154	39,509
101-200-715.013	Health Insurance - HSA - Employer Paid	0	0	12,336	17,010	13,755
101-200-715.015	Life Insurance	197	207	195	187	187
101-200-718.000	Retirement Benefits	22,129	20,679	19,861	19,471	20,175
101-200-724.000	Medical Insurance Opt Out	2,159	2,274	2,252	2,194	4,705
101-200-727.000	Office Supplies	2,161	5,136	7,487	7,000	7,000
101-200-730.000	Postage	3,984	3,601	3,991	3,800	4,075
101-200-801.013	Professional Services - Attorney	23,198	10,421	2,562	5,000	3,000
101-200-850.000	Communications - Land Line Phones	4,861	5,387	4,590	5,200	3,840
101-200-850.000	Communications - Cell Phones	0	0	362	308	600
101-200-860.000	Transportation - Mileage Reimbursement	0	121	284	300	300
101-200-880.015	Employee Recognition	199	290	527	300	300
101-200-900.000	Printing and Publishing	2,586	2,881	2,997	2,800	3,300
101-200-910.000	Liability Insurance	1,424	1,526	1,553	1,611	1,676
101-200-910.010	Workers Comp Insurance	572	705	752	851	851
101-200-930.000	Outside Services	3,034	6,539	9,972	3,000	7,000
101-200-930.015	Administrative Services - Accounting	100	0	100	0	0
101-200-930.050	Computer Services	5,290	5,214	4,164	4,800	4,500
100-200-955.998	Credit Card Fees	0	(231)	0	0	0
100-200-955.999	Bank Service Charges	0	1,459	2,218	2,580	2,520
101-200-956.000	Miscellaneous	2,061	2,054	2,413	2,300	2,300
101-200-956.010	Miscellaneous - City Administrator	1,450	425	1,234	500	500
101-200-960.000	Education & Training - Professional	2,188	308	1,965	1,000	1,000
101-200-962.000	Memberships & Dues	1,288	1,224	704	1,244	1,200
<b>Totals for dept 200 - CITY ADMINISTRATION</b>		<b>395,322</b>	<b>370,239</b>	<b>348,331</b>	<b>339,242</b>	<b>351,134</b>

Dept 257 - **ASSESSING**

101-209-712.000	Wages - Council, Boards & Commissions	538	505	500	660	660
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101-209-715.000	Payroll Tax - FICA/Medicare (Social Sec)	41	39	38	50	50
101-209-727.000	Office Supplies	6	20	0	0	0
101-209-730.000	Postage	1,473	1,095	1,269	1,300	1,475
101-209-801.000	Professional Services - Assessor	16,800	16,600	15,800	17,000	18,000
101-209-900.000	Printing & Publishing	312	138	0	0	100
101-209-930.000	Outside Services	1,398	517	1,114	800	750
101-209-930.050	Computer Services	1,165	351	1,685	500	1,400
<b>Totals for dept 257 - ASSESSING</b>		<b>21,733</b>	<b>19,265</b>	<b>20,406</b>	<b>20,310</b>	<b>22,435</b>

**Dept 265 - BUILDINGS AND GROUNDS**

101-265-703.000	Salaries/Wages - Full Time Employees	32,437	31,427	32,468	31,013	31,964
101-265-706.000	Wages - Part Time Employees	8,190	7,599	8,918	8,884	8,741
101-265-706.005	Wages - Part Time Seasonal Employees	330	145	522	0	0
101-265-710.000	Overtime Pay	2,356	1,936	3,600	3,120	3,120
101-265-713.000	Other Post Employment Benefits	3,351	2,460	825	0	978
101-265-715.000	Payroll Tax - FICA/Medicare (Social Sec)	3,146	2,967	3,324	3,227	3,309
101-265-715.010	Health Insurance Premiums	6,088	9,053	6,673	3,865	3,750
101-265-715.012	Health Insurance - FSA - Employer Paid	0	97	205	179	0
101-265-715.013	Health Insurance - HSA - Employer Paid	0	0	1,662	1,619	1,619
101-265-715.015	Life Insurance	17	17	16	16	16
101-265-718.000	Retirement Benefits	3,368	2,839	3,045	3,057	3,152
101-265-724.000	Medical Insurance Opt Out	326	300	341	581	769
101-265-727.000	Office Supplies	1,640	1,234	1,169	1,300	1,200
101-265-730.000	Postage	0	0	180	0	193
101-265-740.000	Operating Supplies	4	224	27	200	200
101-265-743.000	Uniforms	437	355	349	375	425
101-265-775.000	Supplies - Repairs and Maintenance	6,789	4,798	4,546	3,000	5,000
101-265-850.000	Communications - Land Line Phones	8,278	9,646	5,168	3,600	8,102
101-265-850.000	Communications - Cell Phones	0	0	668	735	699
101-265-900.000	Printing and Publishing	53	0	453	400	0
101-265-910.000	Liability Insurance	1,852	1,067	2,019	2,094	2,180
101-265-910.010	Workers Comp Insurance	832	1,167	1,476	1,648	1,648
101-265-918.000	Utilities - Water/Sewer	0	153	1,766	1,800	2,540
101-265-920.000	Utilities - Electric	34,008	41,638	23,856	26,000	26,000

101-265-921.000	Utilities - Natural Gas	0	0	5,828	6,300	7,700
101-265-930.000	Outside Services	46,866	29,379	25,894	30,000	33,000
101-265-930.050	Computer Services	815	327	973	1,000	750
101-265-932.000	Repair & Maintenance - Land & Bldgs	674	1,475	2,310	2,000	1,700
101-265-940.000	Rentals - Equipment	25,785	23,059	28,167	28,000	29,700
101-265-956.000	Miscellaneous	54	0	457	0	0
101-265-958.000	Property Tax - City Property	2,993	4,838	4,954	530	181
101-265-960.000	Education & Training	0	0	0	0	2,500
<b>Totals for dept 265 - BUILDINGS AND GROUNDS</b>		<b>190,689</b>	<b>178,200</b>	<b>171,859</b>	<b>164,543</b>	<b>181,136</b>

**Dept 301 - PUBLIC SAFETY - POLICE DIVISION**

101-301-703.000	Salaries/Wages - Full Time Employees	470,285	512,830	531,467	536,355	537,977
101-301-705.000	Holiday Pay - Worked Hours	15,832	17,194	16,863	17,304	18,926
101-301-706.000	Wages - Part Time Employees	61,167	29,928	21,762	24,497	32,237
101-301-707.000	Holiday Pay - Hours Not Worked	16,562	19,156	18,910	19,756	17,062
101-301-708.000	Overtime - Court	1,831	4,032	2,750	3,000	3,000
101-301-710.000	Overtime Pay	21,431	20,222	29,951	21,000	21,000
101-301-713.000	Other Post Employment Benefits	14,952	3,878	32,177	0	11,302
101-301-715.000	Payroll Tax - FICA/Medicare (Social Sec)	41,945	42,555	43,454	44,389	45,289
101-301-715.010	Health Insurance Premiums	117,457	137,564	116,835	111,729	101,815
101-301-715.013	Health Insurance - HSA - Employer Paid	0	0	33,864	54,915	54,915
101-301-715.015	Life Insurance	489	581	605	592	592
101-301-718.000	Retirement Benefits	60,661	52,873	60,068	63,130	63,294
101-301-724.000	Medical Insurance Opt Out	3,784	2,991	2,542	0	0
101-301-727.000	Office Supplies	682	1,348	1,999	1,900	1,900
101-301-730.000	Postage	194	221	279	300	350
101-301-740.000	Operating Supplies	4,190	3,936	9,107	7,000	7,000
101-301-743.000	Uniforms	4,879	4,629	6,380	6,020	7,500
101-301-775.000	Supplies - Repairs and Maintenance	2,140	1,065	1,306	1,500	2,200
101-301-801.013	Professional Services - Attorney	4,118	2,751	7,035	4,800	4,800
101-301-850.000	Communications - Land Line Phones	7,562	9,478	6,554	5,352	5,556
101-301-850.000	Communications - Cell Phones	0	0	4,254	5,817	4,200
101-301-860.000	Transportation - Mileage Reimbursement	0	185	0	0	0
101-301-900.000	Printing and Publishing	74	0	155	200	0

101-301-910.000	Liability Insurance	14,718	15,766	16,051	16,648	17,327
101-301-910.010	Workers Comp Insurance	7,622	9,337	11,886	13,268	13,500
101-301-920.000	Utilities - Water/Sewer	0	53	684	684	700
101-301-920.000	Utilities - Electric	7,520	8,634	6,109	7,200	9,000
101-301-920.000	Utilities - Natural Gas	0	0	1,661	1,800	2,200
101-301-930.000	Repairs and Maintenance - Equipment	4,851	4,997	6,388	4,800	4,900
101-301-930.050	Computer Services	3,505	4,032	7,586	5,600	2,700
101-301-935.000	Repair & Maintenance - Radio Equipment	643	0	0	1,000	1,200
101-301-940.000	Rentals - Equipment	36,824	36,824	36,824	48,300	48,300
101-301-956.000	Miscellaneous	160	301	124	0	0
101-301-956.014	Police Forfeiture Expenses	110	0	0	0	0
101-301-960.000	Education & Training - Professional	3,135	2,296	1,926	2,000	3,500
101-301-961.000	Education & Training - Police PA 302	1,462	1,508	2,037	1,302	1,300
101-301-962.000	Memberships & Dues	884	550	765	650	800
<b>Totals for dept 301 - PUBLIC SAFETY - POLICE DIVISION</b>		<b>931,669</b>	<b>951,715</b>	<b>1,040,358</b>	<b>1,032,808</b>	<b>1,046,342</b>

**Dept 336 - PUBLIC SAFETY - FIRE DIVISION**

101-336-703.000	Salaries/Wages - Full Time Employees	25,916	29,051	28,512	44,963	45,062
101-336-706.000	Wages - Part Time Employees	25,554	25,725	26,734	25,076	25,136
101-336-707.000	Holiday Pay - Hours Not Worked	1,057	1,223	1,207	1,718	1,484
101-336-710.000	Overtime Pay	9,384	10,494	15,420	12,000	12,000
101-336-713.000	Other Post Employment Benefits	954	513	2,054	0	940
101-336-715.000	Payroll Tax - FICA/Medicare (Social Sec)	4,512	4,834	5,192	6,147	6,159
101-336-715.010	Health Insurance Premiums	7,584	9,232	7,046	9,195	8,301
101-336-715.013	Health Insurance - HSA - Employer Paid	0	0	2,016	4,410	4,410
101-336-715.015	Life Insurance	31	36	38	50	50
101-336-718.000	Retirement Benefits	3,451	2,916	5,310	5,241	5,249
101-336-724.000	Medical Insurance Opt Out	241	191	164	0	0
101-336-727.000	Office Supplies	0	9	0	0	0
101-336-740.000	Operating Supplies	4,162	3,374	4,658	7,000	9,000
101-336-741.000	Gasoline	832	700	870	800	800
101-336-743.000	Uniforms	6,792	5,093	5,761	6,600	9,000
101-336-775.000	Supplies - Repairs and Maintenance	1,785	1,751	1,177	1,000	2,000
101-336-850.000	Communications - Land Line Phones	1,712	1,669	552	600	575

101-336-850.000	Communications - Cell Phones	0	0	(7)	110	405
101-336-900.000	Printing and Publishing	95	0	0	0	0
101-336-910.000	Liability Insurance	3,703	3,967	4,039	4,189	4,360
101-336-910.010	Workers Comp Insurance	1,535	1,865	2,239	2,510	2,510
101-336-920.000	Utilities - Water/Sewer	0	53	684	600	720
101-336-920.000	Utilities - Electric	7,500	7,302	5,714	6,600	6,700
101-336-920.000	Utilities - Natural Gas	0	0	1,661	1,800	1,800
101-336-930.000	Repairs and Maintenance - Equipment	7,664	7,052	7,372	9,713	8,000
101-336-930.050	Computer Services	269	1,412	1,291	1,400	1,400
101-336-934.000	Repair & Maintenance - Fire Vehicles	13,780	9,350	8,986	7,000	8,000
101-336-935.000	Repair & Maintenance - Radio Equipment	999	696	242	750	1,200
101-336-940.000	Rentals - Equipment	0	16	126	0	0
101-336-960.000	Education & Training - Professional	125	820	781	800	2,300
101-336-962.000	Memberships & Dues	300	300	385	450	450
<b>Totals for dept 336 - PUBLIC SAFETY - FIRE DIVISION</b>		<b>129,937</b>	<b>129,644</b>	<b>140,224</b>	<b>160,722</b>	<b>168,011</b>

Dept 751 - **PARKS & RECREATION**

101-691-703.000	Salaries/Wages - Full Time Employees	31,442	32,047	35,130	31,477	32,602
101-691-706.000	Wages - Part Time Employees	14,446	14,002	14,532	13,155	15,479
101-691-706.005	Wages - Part Time Seasonal Employees	2,425	950	1,976	2,480	0
101-691-710.000	Overtime Pay	206	286	577	390	390
101-691-713.000	Other Post Employment Benefits	3,119	2,291	773	0	916
101-691-715.000	Payroll Tax - FICA/Medicare (Social Sec)	3,525	3,431	3,800	3,539	3,647
101-691-715.010	Health Insurance Premiums	9,180	9,207	7,189	4,740	4,644
101-691-715.012	Health Insurance - FSA - Employer Paid	0	225	398	332	0
101-691-715.013	Health Insurance - HSA - Employer Paid	0	0	1,404	1,785	1,820
101-691-715.015	Life Insurance	15	16	15	17	17
101-691-718.000	Retirement Benefits	3,277	3,161	3,408	3,118	3,231
101-691-724.000	Medical Insurance Opt Out	272	273	295	472	823
101-691-730.000	Postage	11	0	0	0	0
101-691-740.000	Operating Supplies	213	95	173	100	100
101-691-743.000	Uniforms	380	393	464	400	400
101-691-775.000	Supplies - Repairs and Maintenance	6,108	3,751	6,431	5,700	4,800
101-691-801.000	Engineering Services	0	0	0	10,000	0

101-691-850.000	Communications - Land Line Phones	204	178	0	0	0
101-691-850.000	Communications - Cell Phones	0	0	237	200	68
101-691-900.000	Printing and Publishing	30	101	74	100	100
101-691-910.000	Liability Insurance	1,424	1,526	1,553	1,611	1,676
101-691-910.010	Workers Comp Insurance	908	967	1,239	1,382	1,382
101-691-920.000	Utilities - Water/Sewer	0	2,148	14,755	12,000	12,000
101-691-920.000	Utilities - Electric	19,766	20,116	13,439	13,500	14,000
101-691-930.000	Repairs and Maintenance - Equipment	7,990	3,197	16,831	3,200	1,800
101-691-930.050	Computer Services	198	141	193	200	200
101-691-932.000	Repair & Maintenance - Land & Bldgs	0	856	(41)	0	0
101-691-940.000	Rentals - Equipment	36,146	38,511	37,664	38,000	37,650
101-691-956.000	Miscellaneous	0	244	0	0	0
101-691-960.000	Education & Training - Professional	70	0	0	0	0
101-691-967.010	Project Costs - Cook Park	644	109	36,120	1,000	1,000
101-691-967.020	Project Costs - Pell Park	205	748	1,585	500	500
101-691-967.050	Project Costs - Christmas Decorations	3,108	826	3,418	700	700
101-691-970.025	Project Costs - Hicks Park	80	0	764	1,000	1,000
101-691-970.026	Project Costs - Kenyon (Old Rec) Park	235	5,091	526	1,000	1,000
101-691-970.027	Project Costs - Sherwood Park	967	0	1,649	1,000	1,000
101-691-970.055	Project Costs - Riverwalk Park	3,248	0	0	1,000	1,000
<b>Totals for dept 751 - PARKS &amp; RECREATION</b>		<b>149,842</b>	<b>144,887</b>	<b>206,571</b>	<b>154,098</b>	<b>143,945</b>

Dept 774 - **FLOWERS**

101-774-703.000	Salaries/Wages - Full Time Employees	4,029	4,965	4,129	3,387	3,497
101-774-706.000	Wages - Part Time Employees	9,365	14,231	11,751	25,338	23,896
101-774-706.005	Wages - Part Time Seasonal Employees	7,594	7,709	9,071	0	0
101-774-710.000	Overtime Pay	196	6	222	0	0
101-774-713.000	Other Post Employment Benefits	475	347	114	0	135
101-774-715.000	Payroll Tax - FICA/Medicare (Social Sec)	1,581	1,994	1,907	2,190	2,091
101-774-715.010	Health Insurance Premiums	1,203	897	672	439	428
101-774-715.012	Health Insurance - FSA - Employer Paid	0	14	34	25	0
101-774-715.013	Health Insurance - HSA - Employer Paid	0	0	150	175	175
101-774-715.015	Life Insurance	2	2	2	2	2
101-774-718.000	Retirement Benefits	421	490	396	334	345



101-774-724.000	Medical Insurance Opt Out	27	27	31	61	88
101-774-727.000	Office Supplies	0	0	13	0	0
101-774-740.000	Operating Supplies	361	231	397	400	400
101-774-743.000	Uniforms	68	71	76	100	100
101-774-744.000	Supplies - Plantings	4,253	4,987	4,700	5,700	5,200
101-774-775.000	Supplies - Repairs and Maintenance	3,141	3,858	3,024	2,600	2,600
101-774-900.000	Printing and Publishing	0	38	94	0	0
101-774-910.000	Liability Insurance	475	509	518	537	559
101-774-910.010	Workers Comp Insurance	389	433	556	620	620
101-774-930.000	Repairs and Maintenance - Equipment	690	533	413	400	200
101-774-940.000	Rentals - Equipment	14,084	14,351	14,767	16,000	12,450
101-774-956.000	Miscellaneous	0	0	16	0	0
<b>Totals for dept 774 - FLOWERS</b>		<b>48,354</b>	<b>55,693</b>	<b>53,053</b>	<b>58,308</b>	<b>52,786</b>

**Dept 775 - SPECIAL EVENTS**

101-775-703.000	Salaries/Wages - Full Time Employees	6,140	5,493	4,806	5,364	5,524
101-775-706.000	Wages - Part Time Employees	186	233	215	436	405
101-775-706.005	Wages - Part Time Seasonal Employees	75	60	0	0	0
101-775-710.000	Overtime Pay	0	171	466	0	0
101-775-713.000	Other Post Employment Benefits	707	516	167	0	198
101-775-715.000	Payroll Tax - FICA/Medicare (Social Sec)	460	432	398	428	441
101-775-715.010	Health Insurance Premiums	736	1,378	1,055	791	763
101-775-715.012	Health Insurance - FSA - Employer Paid	0	14	24	26	0
101-775-715.013	Health Insurance - HSA - Employer Paid	0	0	270	350	350
101-775-715.015	Life Insurance	2	3	3	3	3
101-775-718.000	Retirement Benefits	625	542	463	532	548
101-775-724.000	Medical Insurance Opt Out	28	55	58	88	115
101-775-743.000	Uniforms	36	32	39	36	36
101-775-775.000	Supplies - Repairs and Maintenance	951	150	3,493	250	350
101-775-880.150	Special Event - Sesquicentennial	0	0	715	5,935	700
101-775-910.000	Liability Insurance	95	101	103	107	111
101-775-910.010	Workers Comp Insurance	68	146	187	209	209
101-775-930.000	Repairs and Maintenance - Equipment	0	0	30	100	100
101-775-940.000	Rentals - Equipment	2,355	1,911	1,245	1,500	1,225

101-775-956.025	Fireworks Expenses	0	775	50	7,000	0
<b>Totals for dept 775 - SPECIAL EVENTS</b>		<b>12,464</b>	<b>12,012</b>	<b>13,787</b>	<b>23,155</b>	<b>11,078</b>

Dept 779 - **FORESTRY**

101-779-703.000	Salaries/Wages - Full Time Employees	1,652	2,013	2,466	1,410	1,471
101-779-706.000	Wages - Part Time Employees	253	162	413	272	277
101-779-713.000	Other Post Employment Benefits	0	0	0	0	0
101-779-715.000	Payroll Tax - FICA/Medicare (Social Sec)	135	151	205	129	137
101-779-715.010	Health Insurance Premiums	269	416	290	88	94
101-779-715.012	Health Insurance - FSA - Employer Paid	0	14	27	25	0
101-691-715.013	Health Insurance - HSA - Employer Paid	0	0	30	0	0
101-779-715.015	Life Insurance	1	1	0	0	1
101-779-718.000	Retirement Benefits	162	196	230	137	142
101-779-724.000	Medical Insurance Opt Out	0	0	4	34	61
101-779-743.000	Uniforms	3	3	3	0	0
101-779-775.000	Supplies - Repairs and Maintenance	86	82	85	100	100
101-779-910.000	Liability Insurance	42	45	46	47	49
101-779-910.010	Workers Comp Insurance	42	53	66	74	74
101-779-930.000	Repairs and Maintenance - Equipment	3,030	7,904	4,040	5,100	4,400
101-779-940.000	Rentals - Equipment	821	622	1,108	1,200	1,200
101-779-960.000	Education & Training	0	0	25	0	0
<b>Totals for dept 779 - FORESTRY</b>		<b>6,496</b>	<b>11,662</b>	<b>9,038</b>	<b>8,616</b>	<b>8,006</b>

Dept 701 - **PLANNING**

101-801-703.000	Salaries/Wages - Full Time Employees	14,683	10,671	9,572	10,433	10,690
101-801-706.000	Wages - Part Time Employees	140	0	0	0	0
101-801-715.000	Payroll Tax - FICA/Medicare (Social Sec)	1,066	744	638	757	775
101-801-715.010	Health Insurance Premiums	2,326	3,265	1,659	1,407	1,485
101-691-715.013	Health Insurance - HSA - Employer Paid	0	0	1,008	735	735
101-801-715.015	Life Insurance	6	3	0	0	0
101-801-718.000	Retirement Benefits	1,017	382	0	0	0
101-801-727.000	Office Supplies	0	0	0	0	0
101-801-730.000	Postage	0	20	0	0	0
101-801-801.000	Engineering Services	100	(343)	0	0	0

101-801-801.701	Professional Services - Planning	0	0	4,297	4,000	2,000
101-801-803.000	Permits - Protective Inspections	26,030	17,273	30,999	23,500	23,000
101-801-850.000	Communications - Land Line Phones	80	16	0	0	0
101-801-900.000	Printing and Publishing	208	0	316	300	300
101-801-910.000	Liability Insurance	218	234	239	247	257
101-801-910.010	Workers Comp Insurance	39	44	35	41	41
101-801-930.000	Outside Services	1,440	785	3,284	2,010	2,300
101-801-930.050	Computer Services	415	408	225	400	2,400
101-801-956.000	Miscellaneous	691	2,051	120	1,200	0
101-801-960.000	Education & Training - Professional	220	826	1,806	1,400	1,300
101-801-962.000	Memberships & Dues	160	60	60	60	60
<b>Totals for dept 701 - PLANNING</b>		<b>48,839</b>	<b>36,439</b>	<b>54,258</b>	<b>46,490</b>	<b>45,343</b>

Dept 728 - **ECONOMIC DEVELOPMENT**

101-890-882.000	Public Relations	1,602	1,643	616	1,200	600
101-890-900.000	Printing and Publishing	0	0	1,335	0	0
101-890-925.000	Utilities - Street Lights	36,639	37,035	40,462	36,000	42,000
101-890-930.000	Outside Services	14	240	30	250	200
<b>Totals for dept 728 - ECONOMIC DEVELOPMENT</b>		<b>38,255</b>	<b>38,918</b>	<b>42,443</b>	<b>37,450</b>	<b>42,800</b>

Dept 905 - **DEBT SERVICE**

101-908-992.001	Principal - City Hall Copier 2015	1,311	1,504	1,573	1,764	1,296
101-908-992.002	Principal - DPW Copier 2016	629	1,121	1,276	1,357	1,300
101-908-997.001	Interest - City Hall Copier 2015	306	260	191	0	26
101-908-997.002	Interest - DPW Copier 2016	162	236	193	0	56
<b>Totals for dept 905 - DEBT SERVICE</b>		<b>2,408</b>	<b>3,121</b>	<b>3,233</b>	<b>3,121</b>	<b>2,678</b>

Dept 651 - **AMBULANCE**

101-911-952.000	Ambulance Service	8,057	8,113	8,285	8,459	8,637
<b>Totals for dept 651 - AMBULANCE</b>		<b>8,057</b>	<b>8,113</b>	<b>8,285</b>	<b>8,459</b>	<b>8,637</b>

Dept 900 - **CAPITAL OUTLAY**

101-970-971.000	Capital Purchase	15,677	0	7,300	0	0
101-970-972.000	Contracted Services	0	0	43,479	0	0

Totals for dept 900 - <b>CAPITAL OUTLAY</b>	15,677	0	50,779	0	0
TOTAL APPROPRIATIONS	2,102,471	2,020,932	2,217,962	2,111,067	2,137,054
NET OF REVENUES/APPROPRIATIONS - FUND 101					(14,652)
Estimated Cash <b>beginning of year:</b>					325,000
Estimated Cash <b>end of year:</b>					<b>310,348</b>

Fund 202 - **MAJOR STREET**  
06/06/2019

OLD GL NUMBER	DESCRIPTION	15-16 ACTUAL AMOUNTS	16-17 ACTUAL AMOUNTS	17-18 ACTUAL AMOUNTS	18-19 AMENDED BUDGET	2019-2020 REQUESTED BUDGET
<b>ESTIMATED REVENUES</b>						
<b>Dept 000-OPERATIONS</b>						
202-000-545.000	State Grant	0	0	0	0	375,000
202-000-547.000	State Shared Revenue - Act 51 MTF	207,554	238,664	314,307	283,358	317,596
202-000-568.000	Other State Grants - Act 51	0	0	0		0
202-000-582.000	County Contributions for Roads	17,338	14,543	12,963	12,000	12,000
202-000-664.020	Interest Earned - Investments	75	535	405	674	800
202-000-694.000	Miscellaneous Revenue	11,507	1,888	3,360	0	0
202-000-694.019	Shared Revenue - County METRO	7,014	6,847	6,899	6,000	6,000
<b>Totals for dept 000-OPERATIONS</b>		<b>243,488</b>	<b>262,477</b>	<b>337,934</b>	<b>302,032</b>	<b>711,396</b>
<b>TOTAL ESTIMATED REVENUES</b>		<b>243,488</b>	<b>262,477</b>	<b>337,934</b>	<b>302,032</b>	<b>711,396</b>

**APPROPRIATIONS**

**Dept 965 - TRANSFERS TO OTHER FUNDS**

202-000-965.060	Interfund Transfer Out - Local Street	0	95,000	95,000	75,000	0
<b>Totals for dept 965 - TRANSFERS TO OTHER FUNDS</b>		<b>0</b>	<b>95,000</b>	<b>95,000</b>	<b>75,000</b>	<b>0</b>

**Dept 452 - STREET CONSTRUCTION**

202-452-703.000	Salaries/Wages - Full Time Employees	6,079	5,341	2,070	3,954	4,053
202-452-706.000	Wages - Part Time Employees	587	452	1,509	544	554
202-452-706.005	Wages - Part Time Seasonal Employees	280	0	173	0	0
202-452-710.000	Overtime Pay	0	0	0	0	0
202-452-713.000	Other Post Employment Benefits	26	26	18	22	21
202-452-715.000	Payroll Tax - FICA/Medicare (Social Sec)	500	414	283	328	337
202-452-715.010	Health Insurance Premiums	1,636	961	766	703	669

202-452-715.013	Health Insurance - HSA - Employer Paid	0	0	240	350	350
202-452-715.015	Life Insurance	2	2	2	2	2
202-452-718.000	Retirement Benefits	637	530	206	395	405
202-452-724.000	Medical Insurance Opt Out	54	55	54	54	54
202-452-910.010	Workers Comp Insurance	129	89	114	127	127
202-452-940.000	Rentals - Equipment	3,364	3,487	3,022	3,000	3,000
202-452-967.075	Project Costs - Non-Motorized Transport	7,555	3,600	5,431	5,000	5,000
<b>Totals for dept 452 - STREET CONSTRUCTION</b>		<b>20,849</b>	<b>14,957</b>	<b>13,888</b>	<b>14,479</b>	<b>14,572</b>

Dept 463 - **ROUTINE MAINTENANCE**

202-463-703.000	Salaries/Wages - Full Time Employees	41,509	36,354	39,188	34,907	36,084
202-463-706.000	Wages - Part Time Employees	3,025	3,641	2,980	4,289	4,148
202-463-706.005	Wages - Part Time Seasonal Employees	53	95	94	0	0
202-463-710.000	Overtime Pay	100	34	157	0	0
202-463-713.000	Other Post Employment Benefits	2,691	2,050	681	813	806
202-463-715.000	Payroll Tax - FICA/Medicare (Social Sec)	3,207	2,864	3,050	2,885	2,992
202-463-715.010	Health Insurance Premiums	7,895	9,674	7,307	5,543	5,495
202-463-715.012	Health Insurance - FSA - Employer Paid	0	126	220	230	0
202-452-715.013	Health Insurance - HSA - Employer Paid	0	0	1,716	2,293	2,293
202-463-715.015	Life Insurance	19	20	19	20	21
202-463-718.000	Retirement Benefits	4,269	3,583	3,821	3,453	3,570
202-463-724.000	Medical Insurance Opt Out	380	369	385	526	824
202-463-727.000	Office Supplies	11	40	0	50	0
202-463-727.010	GIS Mapping Costs	1,136	1,612	725	1,200	1,000
202-463-730.000	Postage	4	0	0	0	0
202-463-743.000	Uniforms	280	291	292	300	300
202-463-775.000	Supplies - Repairs and Maintenance	5,332	8,903	10,578	9,000	15,000
202-463-780.000	Supplies - Storm Sewer	3,940	3,639	1,574	4,000	3,000
202-463-801.000	Engineering Services	220	460	0	31,598	40,065
202-463-801.013	Professional Services - Attorney	38	0	0	0	0
202-463-801.030	Professional Services - Audit	679	1,164	679	679	2,879
202-463-910.000	Liability Insurance	712	763	777	808	841
202-463-910.010	Workers Comp Insurance	524	673	857	957	957
202-463-930.000	Outside Services	17,277	8,153	9,529	10,000	9,000
202-463-930.050	Computer Services	1,166	1,039	980	1,100	1,100

202-463-940.000	Rentals - Equipment	30,042	15,915	19,367	22,000	18,000
202-463-956.000	Miscellaneous	90	90	90	90	100
203-463-960.000	Education and Training	0	0	215	300	300
202-463-970.023	Project Costs - Major Street Non-Constr	57,439	1,000	8,295	28,257	590,069
<b>Totals for dept 463 - ROUTINE MAINTENANCE</b>		<b>182,038</b>	<b>102,552</b>	<b>113,576</b>	<b>165,298</b>	<b>738,844</b>

Dept 473 - **BRIDGE MAINTENANCE**

202-473-703.000	Salaries/Wages - Full Time Employees	302	411	0	0	0
202-473-715.000	Payroll Tax - FICA/Medicare (Social Sec)	22	28	0	0	0
202-473-718.000	Retirement Benefits	30	41	0	0	0
202-473-801.000	Engineering Services	2,325	0	2,160	0	2,500
202-473-930.000	Repairs and Maintenance - Equipment	7	52	607	100	100
<b>Totals for dept 473 - BRIDGE MAINTENANCE</b>		<b>2,686</b>	<b>532</b>	<b>2,767</b>	<b>100</b>	<b>2,600</b>

Dept 474 - **TRAFFIC SERVICES**

202-474-703.000	Salaries/Wages - Full Time Employees	4,157	6,149	3,391	4,110	4,209
202-474-706.000	Wages - Part Time Employees	153	125	72	0	0
202-474-706.005	Wages - Part Time Seasonal	0	0	0	0	0
202-474-710.000	Overtime Pay	0	851	402	390	390
202-474-713.000	Other Post Employment Benefits	471	351	114	0	0
202-474-715.000	Payroll Tax - FICA/Medicare (Social Sec)	315	504	289	342	350
202-474-715.010	Health Insurance Premiums	650	869	583	353	336
202-474-715.013	Health Insurance - HSA - Employer Paid	0	0	180	175	175
202-474-715.015	Life Insurance	2	2	2	2	2
202-474-718.000	Retirement Benefits	420	598	305	402	412
202-474-724.000	Medical Insurance Opt Out	34	34	42	101	101
202-474-743.000	Uniforms	17	22	25	25	25
202-474-775.000	Supplies - Repairs and Maintenance	3,426	5,408	1,270	5,000	5,000
202-474-910.010	Workers Comp Insurance	84	92	117	131	131
202-474-920.000	Utilities - Electric	1,255	939	1,012	1,000	1,100
202-474-930.000	Outside Services	9,035	1,877	13,929	10,000	10,000
202-474-940.000	Rentals - Equipment	2,201	3,777	218	1,000	2,500
<b>Totals for dept 474 - TRAFFIC SERVICES</b>		<b>22,220</b>	<b>21,598</b>	<b>21,951</b>	<b>23,031</b>	<b>24,731</b>

Dept 478 - **WINTER MAINTENANCE**

202-478-703.000	Salaries/Wages - Full Time Employees	6,690	6,567	8,447	9,035	9,283
202-478-706.000	Wages - Part Time Employees	48	262	189	272	277
202-474-706.005	Wages - Part Time Seasonal	0	0	0	0	0
202-478-710.000	Overtime Pay	3,086	3,803	6,419	5,070	5,070
202-478-713.000	Other Post Employment Benefits	726	546	185	142	135
202-478-715.000	Payroll Tax - FICA/Medicare (Social Sec)	720	774	1,098	1,074	1,097
202-478-715.010	Health Insurance Premiums	1,797	2,217	1,691	1,320	1,266
202-478-715.012	Health Insurance - FSA - Employer Paid	0	14	24	25	0
202-478-715.013	Health Insurance - HSA - Employer Paid	0	0	468	612	612
202-478-715.015	Life Insurance	4	5	4	5	5
202-478-718.000	Retirement Benefits	704	648	817	896	921
202-478-724.000	Medical Insurance Opt Out	89	102	108	155	182
202-478-743.000	Uniforms	33	33	42	40	40
202-478-775.000	Supplies - Repairs and Maintenance	4,613	7,805	6,021	14,000	12,000
202-478-910.010	Workers Comp Insurance	284	358	455	508	508
202-478-930.000	Outside Services	0	0	0	0	0
202-478-940.000	Rentals - Equipment	8,073	8,972	10,398	16,000	15,000
<b>Totals for dept 478 - WINTER MAINTENANCE</b>		<b>26,867</b>	<b>32,106</b>	<b>36,366</b>	<b>49,154</b>	<b>46,396</b>

Dept 482 - **ADMINISTRATION - STREETS**

202-482-703.000	Salaries/Wages - Full Time Employees	4,850	5,119	5,333	5,425	5,548
202-482-713.000	Other Post Employment Benefits	0	0	0	226	219
202-482-715.000	Payroll Tax - FICA/Medicare (Social Sec)	341	370	386	390	399
202-482-715.010	Health Insurance Premiums	1,350	1,285	812	829	870
202-482-715.013	Health Insurance - HSA - Employer Paid	0	0	324	473	473
202-482-715.015	Life Insurance	5	6	6	6	6
202-482-718.000	Retirement Benefits	450	477	499	508	520
202-482-910.010	Workers Comp Insurance	11	14	19	21	21
202-482-930.000	Repairs and Maintenance - Equipment	424	0	0	0	0
202-482-930.015	Administrative Services - Accounting	100	0	78	0	0
202-482-956.000	Miscellaneous	0	0	42	0	0
<b>Totals for dept 482 - ADMINISTRATION - STREETS</b>		<b>7,531</b>	<b>7,271</b>	<b>7,499</b>	<b>7,878</b>	<b>8,056</b>

Dept 905 - **DEBT SERVICE**

202-908-991.000	Principal Payment - Interfund Loans	0	0	0	2,523	2,550
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202-908-995.000	Interest Payment - Interfund Loans	283	259	234	210	184
<b>Totals for dept 905 - DEBT SERVICE</b>		<b>283</b>	<b>259</b>	<b>234</b>	<b>2,733</b>	<b>2,734</b>
TOTAL APPROPRIATIONS		<u>262,474</u>	<u>274,275</u>	<u>291,281</u>	<u>337,673</u>	<u>837,933</u>
NET OF REVENUES/APPROPRIATIONS - FUND 202						<u>(126,537)</u>
Estimated Cash <b>beginning of year:</b>						<u>160,000</u>
Estimated Cash <b>end of year:</b>						<u><u>33,463</u></u>

Fund 203 - **LOCAL STREET**  
06/07/2019

OLD GL NUMBER	DESCRIPTION	15-16 ACTUAL AMOUNTS	16-17 ACTUAL AMOUNTS	17-18 ACTUAL AMOUNTS	18-19 AMENDED BUDGET	2019-2020 REQUESTED BUDGET
<b>ESTIMATED REVENUES</b>						
Dept 000-OPERATIONS						
203-000-547.000	State Shared Revenue - Act 51 MTF	116,024	84,922	101,762	100,856	113,116
203-000-582.000	County Contributions for Roads	61,053	68,406	60,651	60,000	60,000
203-000-664.020	Interest Earned - Investments	6	200	219	330	234
203-000-676.010	Interfund Transfer In - General Fund	30,000	0	0	0	0
203-000-676.050	Interfund Transfer In - Major Streets	0	95,000	95,000	75,000	0
203-000-676.080	Interfund Transfer In - Capital Improve	0	0	0	0	0
203-000-694.000	Miscellaneous Revenue	15	0	3,000	0	0
203-000-694.019	Shared Revenue - County METRO	7,014	6,847	6,899	6,000	6,750
<b>Totals for dept 000-OPERATIONS</b>		<b>214,112</b>	<b>255,375</b>	<b>267,531</b>	<b>242,186</b>	<b>180,100</b>
<b>TOTAL ESTIMATED REVENUES</b>		<b>214,112</b>	<b>255,375</b>	<b>267,531</b>	<b>242,186</b>	<b>180,100</b>

**APPROPRIATIONS**

Dept 452 - **STREET CONSTRUCTION**

203-452-703.000	Salaries/Wages - Full Time Employees	3,305	2,424	4,575	4,943	5,066
203-452-706.000	Wages - Part Time Employees	97	61	15	0	0
203-452-706.000	Wages - Part Time Seasonal Employees	100	0	9	0	0
203-452-713.000	Other Post Employment Benefits	23	23	18	22	21
203-452-715.000	Payroll Tax - FICA/Medicare (Social Sec)	252	182	333	358	368
203-452-715.010	Health Insurance Premiums	1,636	1,202	957	879	836
203-452-715.013	Health Insurance - HSA - Employer Paid	0	0	300	437	438
203-452-715.015	Life Insurance	2	3	3	3	3
203-452-718.000	Retirement Benefits	360	239	457	494	507
203-452-724.000	Medical Insurance Opt Out	55	68	68	67	67

203-452-910.010	Workers Comp Insurance	129	111	143	159	159
203-452-930.000	Outside Services	0	0	0	0	200
203-452-940.000	Rentals - Equipment	2,727	1,493	2,465	2,200	2,000
203-452-967.075	Project Costs - Non-Motorized Transport	1,383	2,138	2,937	2,500	2,500
<b>Totals for dept 452 - STREET CONSTRUCTION</b>		<b>10,069</b>	<b>7,944</b>	<b>12,280</b>	<b>12,062</b>	<b>12,165</b>

Dept 463 - **ROUTINE MAINTENANCE**

203-463-703.000	Salaries/Wages - Full Time Employees	31,688	34,747	34,455	29,762	30,788
203-463-706.000	Wages - Part Time Employees	2,269	1,056	786	1,106	1,054
203-463-706.000	Wages - Part Time Seasonal Employees	35	60	0	0	0
203-463-710.000	Overtime Pay	150	194	157	0	0
203-463-713.000	Other Post Employment Benefits	1,512	1,183	389	456	460
203-463-715.000	Payroll Tax - FICA/Medicare (Social Sec)	2,438	2,566	2,532	2,264	2,360
203-463-715.010	Health Insurance Premiums	5,864	8,321	6,173	4,715	4,740
202-463-715.012	Health Insurance - FSA - Employer Paid	0	98	171	179	0
202-463-715.013	Health Insurance - HSA - Employer Paid	0	0	1,488	1,960	1,960
203-463-715.015	Life Insurance	16	17	17	18	18
203-463-718.000	Retirement Benefits	3,220	3,418	3,344	2,933	3,035
203-463-724.000	Medical Insurance Opt Out	272	273	290	432	675
203-463-727.000	Office Supplies	11	33	0	0	0
203-463-727.010	GIS Mapping Costs	1,136	1,519	725	1,200	1,000
203-463-730.000	Postage	0	0	43	50	50
203-463-743.000	Uniforms	235	248	251	250	250
203-463-775.000	Supplies - Repairs and Maintenance	6,151	6,331	7,204	5,200	6,000
203-463-780.000	Supplies - Storm Sewer	2,840	3,317	10,570	6,000	4,000
203-463-801.000	Engineering Services	0	0	0	0	0
203-463-801.013	Professional Services - Attorney	0	0	0	0	0
203-463-801.030	Professional Services - Audit	582	582	582	582	582
203-463-850.000	Communications - Land Line Phones	(4)	0	0	0	0
203-463-910.000	Liability Insurance	546	585	596	618	643
203-463-910.010	Workers Comp Insurance	293	465	592	661	661
203-463-930.000	Outside Services	12,974	11,259	15,683	13,000	10,000
203-463-930.050	Computer Services	1,166	1,039	980	1,000	1,000
203-463-940.000	Rentals - Equipment	19,656	12,608	11,460	13,000	14,000
203-463-956.000	Miscellaneous	90	90	90	90	90

202-463-960.000	Education and Training	0	0	205	300	300
203-463-970.028	Project Costs - Local Streets Non-Constr	39,965	110,569	109,907	104,743	20,000
<b>Totals for dept 463 - ROUTINE MAINTENANCE</b>		<b>133,105</b>	<b>200,578</b>	<b>208,690</b>	<b>190,519</b>	<b>103,666</b>

Dept 474 - **TRAFFIC SERVICES**

203-474-703.000	Salaries/Wages - Full Time Employees	2,141	2,264	2,361	2,115	2,191
203-474-706.000	Wages - Part Time Employees	177	46	0	0	0
203-474-710.000	Overtime Pay	84	463	0	390	390
203-474-713.000	Other Post Employment Benefits	3	3	0	5	0
203-474-715.000	Payroll Tax - FICA/Medicare (Social Sec)	174	192	171	194	202
203-474-715.010	Health Insurance Premiums	792	534	351	90	96
203-474-715.012	Health Insurance - FSA - Employer Paid	0	14	24	25	0
203-474-715.013	Health Insurance - HSA - Employer Paid	0	0	48	0	0
203-474-715.015	Life Insurance	1	1	1	1	1
203-474-718.000	Retirement Benefits	205	219	209	204	212
203-474-724.000	Med Insurance Buyouts	7	7	13	61	88
203-474-743.000	Uniforms	0	0	2	3	3
203-474-775.000	Supplies - Repairs and Maintenance	75	419	1,241	2,600	600
203-474-850.000	Communications - Land Line Phones	4	0	0	0	0
203-474-910.010	Workers Comp Insurance	69	39	49	55	55
203-474-940.000	Rentals - Equipment	223	436	209	400	300
<b>Totals for dept 474 - TRAFFIC SERVICES</b>		<b>3,955</b>	<b>4,637</b>	<b>4,679</b>	<b>6,143</b>	<b>4,138</b>

Dept 478 - **WINTER MAINTENANCE**

203-478-703.000	Salaries/Wages - Full Time Employees	6,841	6,106	8,216	7,656	7,844
203-478-706.000	Wages - Part Time Employees	194	167	243	0	0
203-478-706.005	Wages - Part Time Seasonal Employees	0	0	0	0	0
203-478-710.000	Overtime Pay	2,562	4,020	5,367	5,070	5,070
203-478-713.000	Other Post Employment Benefits	956	714	237	288	281
203-478-715.000	Payroll Tax - FICA/Medicare (Social Sec)	704	752	1,024	954	970
203-478-715.010	Health Insurance Premiums	1,549	1,753	1,308	1,056	1,055
203-478-715.013	Health Insurance - HSA - Employer Paid	0	0	408	525	525
203-478-715.015	Life Insurance	4	4	4	4	4
203-478-718.000	Retirement Benefits	719	602	794	758	777
203-478-724.000	Medical Insurance Opt Out	88	89	94	142	142

203-478-743.000	Uniforms	38	39	38	50	50
203-478-775.000	Supplies - Repairs and Maintenance	4,613	7,805	6,014	9,000	10,400
203-478-910.010	Workers Comp Insurance	238	278	355	396	396
203-478-930.000	Rep & Maint Outside Servi	0	0	0	0	0
203-478-940.000	Rentals - Equipment	7,754	8,732	12,559	14,800	14,800
<b>Totals for dept 478 - WINTER MAINTENANCE</b>		<b>26,260</b>	<b>31,061</b>	<b>36,661</b>	<b>40,699</b>	<b>42,314</b>

Dept 482 - **ADMINISTRATION - STREETS**

203-482-703.000	Salaries/Wages - Full Time Employees	4,183	4,372	4,527	4,604	4,691
203-482-715.000	Payroll Tax - FICA/Medicare (Social Sec)	295	316	328	331	337
203-482-715.010	Health Insurance Premiums	1,095	1,073	701	709	744
203-482-715.013	Health Insurance - HSA - Employer Paid	0	0	264	385	385
203-482-715.015	Life Insurance	5	5	5	5	5
203-482-718.000	Retirement Benefits	383	402	418	426	434
203-482-910.010	Workers Comp Insurance	10	12	16	18	18
203-482-930.000	Repairs and Maintenance - Equipment	352	0	0	0	0
203-482-930.015	Administrative Services - Accounting	100	0	78	0	0
203-482-956.000	Miscellaneous	0	0	42	0	0
<b>Totals for dept 482 - ADMINISTRATION - STREETS</b>		<b>6,423</b>	<b>6,180</b>	<b>6,379</b>	<b>6,478</b>	<b>6,614</b>

Dept 905 - **DEBT SERVICE**

203-908-991.000	Principal Payment - Interfund Loans	0	0	0	3,584	3,620
203-908-995.000	Interest Payment - Interfund Loans	520	485	450	415	379
<b>Totals for dept 905 - DEBT SERVICE</b>		<b>520</b>	<b>485</b>	<b>450</b>	<b>3,999</b>	<b>3,999</b>

TOTAL APPROPRIATIONS	<u>180,332</u>	<u>250,885</u>	<u>269,139</u>	<u>259,900</u>	<u>172,896</u>
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NET OF REVENUES/APPROPRIATIONS - FUND 203					<u>7,204</u>
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Estimated Cash <b>beginning of year:</b>					<u>82,750</u>
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Estimated Cash <b>end of year:</b>					<u><u>89,954</u></u>
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Fund 227 - **SOLID WASTE REMOVAL**  
06/19/2019

OLD GL NUMBER	DESCRIPTION	15-16 ACTUAL AMOUNTS	16-17 ACTUAL AMOUNTS	17-18 ACTUAL AMOUNTS	18-19 AMENDED BUDGET	2019-2020 REQUESTED BUDGET
<b>ESTIMATED REVENUES</b>						
<b>Dept 000-OPERATIONS</b>						
227-000-402.010	Current Property Taxes - Personal Prop	11,634	11,718	9,280	9,353	8,509
227-000-402.019	Property Taxes - Solid Waste Real Prop	92,387	92,378	96,270	100,486	102,076
227-000-402.021	Special Assessment - Monthly Recycling	30,832	34,486	34,486	34,486	34,426
227-000-402.022	Special Assessment - Bulk-Trash Pickup	20,706	24,298	24,318	24,300	24,279
101-002-437.000	Industrial Facilities Tax	0	1,461	1,577	1,503	1,399
227-002-441.000	Local Community Stabilization Share Tax	0	6,397	0	0	0
227-000-664.020	Interest Earned - Investments	27	193	490	526	1,200
227-000-676.010	Interfund Transfer In - General Fund	10,200	16,000	12,000	0	0
227-000-676.080	Interfund Transfer In - Capital Improve	0	6,000	0	0	0
227-000-694.000	Miscellaneous Revenue	620	15	0	0	0
<b>Totals for dept 000-OPERATIONS</b>		<b>166,406</b>	<b>192,946</b>	<b>178,421</b>	<b>170,654</b>	<b>171,889</b>
<b>TOTAL ESTIMATED REVENUES</b>		<b>166,406</b>	<b>192,946</b>	<b>178,421</b>	<b>170,654</b>	<b>171,889</b>

**APPROPRIATIONS**

**Dept 529 - SOLID WASTE OPERATIONS**

227-000-703.000	Salaries/Wages - Full Time Employees	54,335	54,551	54,544	55,062	56,665
227-000-706.000	Wages - Part Time Employees	5,108	6,262	5,602	7,607	7,310
227-000-706.000	Wages - Part Time Seasonal Employees	110	110	80	0	0
227-000-710.000	Overtime Pay	501	771	140	390	390
227-000-713.000	Other Post Employment Benefits	4,603	3,485	1,158	0	1,372
227-000-715.000	Payroll Tax - FICA/Medicare (Social Sec)	4,314	4,475	4,379	4,627	4,754
227-000-715.010	Health Insurance Premiums	12,386	14,507	10,725	8,976	8,887
227-000-715.012	Health Insurance - FSA - Employer Paid	0	98	171	179	0

227-000-715.013	Health Insurance - HSA - Employer Paid	0	0	2,988	4,148	4,078
227-000-715.015	Life Insurance	30	34	34	36	36
227-000-718.000	Retirement Benefits	5,600	5,357	5,311	5,424	5,585
227-000-724.000	Medical Insurance Opt Out	512	601	615	756	1,026
227-000-727.000	Office Supplies	0	0	0	0	100
227-000-730.000	Postage	342	316	836	400	400
227-000-743.000	Uniforms	347	358	367	370	370
227-000-775.000	Supplies - Repairs and Maintenance	4,632	2,767	884	2,500	1,700
227-000-801.013	Professional Services - Attorney	0	0	266	0	0
227-000-801.030	Professional Services - Audit	291	403	291	291	291
227-000-801.080	Contract Services - Recycling Pickups	25,974	31,766	29,344	30,233	31,122
227-000-801.085	Contract Services - Bulk Trash Pickups	12,297	20,102	16,000	17,000	17,000
227-000-850.000	Communications - Land Line Phones	19	4	0	0	0
227-000-900.000	Printing and Publishing	0	348	0	200	420
227-000-910.000	Liability Insurance	760	814	829	859	894
227-000-910.010	Workers Comp Insurance	850	1,102	1,405	1,568	1,568
227-000-930.000	Outside Services	2,060	8,225	133	1,500	18,000
227-000-930.050	Computer Services	614	617	489	500	750
227-000-940.000	Rentals - Equipment	30,886	33,022	27,172	31,000	27,175
<b>Totals for dept 529 - SOLID WASTE OPERATIONS</b>		<b>166,571</b>	<b>190,095</b>	<b>163,763</b>	<b>173,626</b>	<b>189,893</b>

Dept 900 - **CAPITAL OUTLAY**

227-970-971.000	Capital Purchase	0	0	0	0	0
<b>Totals for dept 970-CAPITAL OUTLAY</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>TOTAL APPROPRIATIONS</b>	<b>166,571</b>	<b>190,095</b>	<b>163,763</b>	<b>173,626</b>	<b>189,893</b>
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<b>NET OF REVENUES/APPROPRIATIONS - FUND 227</b>					<b>(18,004)</b>
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Estimated Cash <b>beginning of year:</b>					<b>21,425</b>
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Estimated Cash <b>end of year:</b>					<b>3,421</b>
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Fund 250 - **FIRE RESERVE FUND**  
06/06/2019

GL NUMBER	DESCRIPTION	15-16 ACTUAL AMOUNTS	16-17 ACTUAL AMOUNTS	17-18 ACTUAL AMOUNTS	18-19 AMENDED BUDGET	2019-2020 REQUESTED BUDGET
<b>ESTIMATED REVENUES</b>						
Dept 000-OPERATIONS						
250-000-402.010	Current Property Taxes - Personal Prop	8,949	9,014	7,139	7,197	6,545
250-000-402.018	Property Taxes - Fire Reserve Real Prop	71,066	71,059	74,053	77,297	78,520
250-000-437.000	Industrial Facilities Tax	0	1,124	1,213	1,156	1,076
250-000-441.000	Local Community Stabilization Share Tax	0	4,921	0	0	0
250-000-664.020	Interest Inc-Investments	81	405	741	1,082	900
<b>Totals for dept 000-OPERATIONS</b>		<b>80,096</b>	<b>86,523</b>	<b>83,146</b>	<b>86,732</b>	<b>87,041</b>
<b>TOTAL ESTIMATED REVENUES</b>		<b>80,096</b>	<b>86,523</b>	<b>83,146</b>	<b>86,732</b>	<b>87,041</b>
<b>APPROPRIATIONS</b>						
Dept 000-OPERATIONS						
250-000-801.030	Professional Services - Audit	97	134	97	97	97
250-000-930.000	Outside Services	0	0	0	0	0
250-000-965.010	Interfund Transfer Out - General	13,000	17,000	10,000	18,600	15,000
<b>Totals for dept 000-OPERATIONS</b>		<b>13,097</b>	<b>17,134</b>	<b>10,097</b>	<b>18,697</b>	<b>15,097</b>
Dept 905 - <b>DEBT SERVICE</b>						
250-908-991.000	Principal Payment - Bond	17,000	17,000	18,000	19,000	20,000
250-908-995.000	Interest Payment - Bond	45,666	45,028	44,391	43,716	43,004
<b>Totals for dept 905 - DEBT SERVICE</b>		<b>62,666</b>	<b>62,028</b>	<b>62,391</b>	<b>62,716</b>	<b>63,004</b>
Dept 900 - <b>CAPITAL OUTLAY</b>						
250-970-971.000	Capital Purchase	25,000	80,000	0	0	0
<b>Totals for dept 900 - CAPITAL OUTLAY</b>		<b>25,000</b>	<b>80,000</b>	<b>0</b>	<b>0</b>	<b>0</b>



TOTAL APPROPRIATIONS

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100,763      159,162      72,488      81,413      78,101

NET OF REVENUES/APPROPRIATIONS - FUND 250

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(20,667)      (72,639)      10,658      5,319      8,940

Estimated Cash **beginning of year:**

68,100

Estimated Cash **end of year:**

77,040

Fund 295 - **AIRPORT FUND**  
06/06/2019

OLD GL NUMBER	DESCRIPTION	15-16 ACTUAL AMOUNTS	16-17 ACTUAL AMOUNTS	17-18 ACTUAL AMOUNTS	18-19 AMENDED BUDGET	2019-2020 REQUESTED BUDGET
<b>ESTIMATED REVENUES</b>						
<b>Dept 005 - INTERGOVERNMENTAL REVENUE - STATE</b>						
295-000-545.000	State Grant	0	1,194	0	0	0
<b>Totals for dept 005 - INTERGOVERNMENTAL REVENUE - STATE</b>		0	1,194	0	0	0
<b>Dept 007 - CHARGES FOR SERVICES</b>						
295-000-694.014	Airport Fuel Sales	30,423	30,697	25,067	23,868	20,000
<b>Totals for dept 007 - CHARGES FOR SERVICES</b>		30,423	30,697	25,067	23,868	20,000
<b>Dept 009 - INTEREST AND RENTS</b>						
295-000-664.020	Interest Earned - Investments	18	85	87	223	175
295-000-668.030	Rents - Airport	22,314	23,825	22,903	22,866	23,425
295-000-669.000	Rents - Billboard	8,000	8,000	8,000	8,000	8,000
<b>Totals for dept 009 - INTEREST AND RENTS</b>		30,332	31,910	30,990	31,089	31,600
<b>Dept 010 - OTHER REVENUES</b>						
295-000-694.035	Pilot's Assoc Donations	842	882	1,239	800	800
295-000-694.000	Miscellaneous Revenue	756	0	0	0	0
<b>Totals for dept 010 - OTHER REVENUES</b>		1,598	882	1,239	800	800
<b>TOTAL ESTIMATED REVENUES</b>		62,353	64,683	57,296	55,757	52,400
<b>Dept 595 - AIRPORT OPERATIONS</b>						
295-000-703.000	Salaries/Wages - Full Time Employees	2,493	4,066	1,468	1,977	2,027
295-000-706.000	Wages - Part Time Employees	151	114	87	97	96
295-000-706.000	Wages - Part Time Seasonal Employees	5	0	0	0	0

295-000-713.000	Other Post Employment Benefits	10	10	9	11	10
295-000-715.000	Payroll Tax - FICA/Medicare (Social Sec)	203	302	112	151	155
295-000-715.010	Health Insurance Premiums	27	597	481	351	334
295-000-715.013	Health Insurance - HSA - Employer Paid	0	0	120	175	175
295-000-715.015	Life Insurance	3	2	1	1	1
295-000-718.000	Retirement Benefits	275	404	147	198	203
295-000-724.000	Medical Insurance Opt Out	153	27	27	27	27
295-000-727.000	Office Supplies	0	0	44	0	0
295-000-730.000	Postage	0	6	0	0	0
295-000-741.000	Gasoline	26,931	25,424	21,915	20,800	13,000
295-000-741.010	Airport Fuel - Sales Tax	1,596	2,191	1,260	1,432	875
295-000-743.000	Uniforms	6	6	104	0	4
295-000-775.000	Supplies - Repairs and Maintenance	4,857	4,493	1,690	1,700	1,800
295-000-801.000	Professional Services - Attorney	0	0	133	0	0
295-000-801.030	Professional Services - Audit	97	134	97	97	97
295-000-850.000	Communications - Land Line Phones	1,658	1,271	1,406	1,680	2,160
295-000-880.030	Administrative Services - PILOT	5,185	5,403	5,642	5,458	5,697
295-000-910.000	Liability Insurance	4,139	3,454	3,536	4,400	4,000
295-000-910.010	Workers Comp Insurance	4	44	57	64	64
295-000-920.000	Utilities - Electric	1,764	1,633	2,182	2,640	2,160
295-000-930.000	Outside Services	5,034	9,227	7,286	6,500	9,500
295-000-930.050	Computer Services	366	370	225	400	200
295-000-932.000	Repair & Maintenance - Land & Bldgs	0	0	0	5,200	1,500
295-000-940.000	Rentals - Equipment	614	2,886	822	1,200	900
295-000-956.000	Miscellaneous	101	0	0	0	0
295-000-963.000	Licenses - Airport Registration	0	0	50	50	50
295-000-968.000	Depreciation Expense	1,707	2,680	3,623	0	0
<b>Totals for dept 595 - AIRPORT OPERATIONS</b>		<b>57,379</b>	<b>64,744</b>	<b>52,524</b>	<b>54,609</b>	<b>45,035</b>

Dept 900 - **CAPITAL OUTLAY**

295-970-971.000	Capital Purchase	3,800	0	0	0	7,270
<b>Totals for dept 900 - CAPITAL OUTLAY</b>		<b>3,800</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7,270</b>

**TOTAL APPROPRIATIONS**

<b>61,179</b>	<b>64,744</b>	<b>52,524</b>	<b>54,609</b>	<b>52,305</b>
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NET OF REVENUES/APPROPRIATIONS - FUND 295

1,174	(61)	4,772	1,148	95
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Estimated Cash **beginning of year:**

18,575

Estimated Cash **end of year:**

18,670

Fund 297 - **REVOLVING LOAN FUND**  
06/06/2019

OLD GL NUMBER	DESCRIPTION	15-16 ACTUAL AMOUNTS	16-17 ACTUAL AMOUNTS	17-18 ACTUAL AMOUNTS	18-19 AMENDED BUDGET	2019-2020 REQUESTED BUDGET
<b>ESTIMATED REVENUES</b>						
<b>Dept 005 - INTERGOVERNMENTAL REVENUE - FEDERAL</b>						
297-000-501.000	USDA Grant	0	0	0	0	0
<b>Totals for dept 005 - INTERGOVERNMENTAL REVNEUE - FEDERAL</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Dept 007 - CHARGES FOR SERVICES</b>						
297-000-624.000	Application Fees	0	0	100	0	0
<b>Totals for dept 007 - CHARGES FOR SERVICES</b>		<b>0</b>	<b>0</b>	<b>100</b>	<b>0</b>	<b>0</b>
<b>Dept 009 - INTEREST AND RENTS</b>						
297-000-664.012	Interest Earned - Business Loans	543	389	374	300	200
297-000-664.020	Interest Earned - Investments	6	40	138	322	420
<b>Totals for dept 009 - INTERESTS AND RENTS</b>		<b>549</b>	<b>429</b>	<b>512</b>	<b>622</b>	<b>620</b>
<b>Dept 010 - OTHER REVENUES</b>						
297-000-610.000	Loan Principal - Business	0	0	0	8,432	5,934
<b>Totals for dept 010 - OTHER REVENUES</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>8,432</b>	<b>5,934</b>
<b>TOTAL ESTIMATED REVENUES</b>		<b>549</b>	<b>429</b>	<b>612</b>	<b>9,054</b>	<b>6,554</b>
<b>APPROPRIATIONS</b>						
<b>Dept 690 - REDEVELOPMENT</b>						
297-000-800.000	Loan Payments - Business	0	0	0	10,000	10,000
<b>Totals for dept 690 - REDEVELOPMENT</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>10,000</b>	<b>10,000</b>
<b>TOTAL APPROPRIATIONS</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>10,000</b>	<b>10,000</b>

NET OF REVENUES/APPROPRIATIONS - FUND 297

549	429	612	(946)	(3,446)
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Estimated Cash **beginning of year:**

36,725

Estimated Cash **end of year:**

33,279

Fund 401 - **CAPITAL IMPROVEMENT FUND**  
06/06/2019

OLD GL NUMBER	DESCRIPTION	15-16 ACTUAL AMOUNTS	16-17 ACTUAL AMOUNTS	17-18 ACTUAL AMOUNTS	18-19 AMENDED BUDGET	2019-2020 REQUESTED BUDGET
<b>ESTIMATED REVENUES</b>						
<b>Dept 002 - TAX REVENUES</b>						
401-000-402.025	Property Taxes - Capital Improvement	71,066	71,059	74,053	77,297	6,545
401-000-402.010	Current Property Taxes-Personal Property	8,949	9,014	7,139	7,194	78,520
401-000-437.000	Industrial Facilities Tax	0	1,124	1,213	1,156	1,076
<b>Totals for dept 002 - TAX REVENUES</b>		<b>80,015</b>	<b>81,197</b>	<b>82,405</b>	<b>85,647</b>	<b>86,141</b>
<b>Dept 005 - INTERGOVERNMENTAL REVENUE - STATE</b>						
401-000-545.000	State Grant	0	0	0	0	45,000
401-000-441.000	Local Community Stabilization Share Tax	0	4,921	0	0	0
<b>Totals for dept 005 - INTERGOVERNMENTAL REVENUE - STATE</b>		<b>0</b>	<b>4,921</b>	<b>0</b>	<b>0</b>	<b>45,000</b>
<b>Dept 009 - INTEREST AND RENTS</b>						
401-000-664.020	Interest Earned - Investments	21	198	611	738	700
<b>Totals for dept 009 - INTEREST AND RENTS</b>		<b>21</b>	<b>198</b>	<b>611</b>	<b>738</b>	<b>700</b>
<b>Dept 010 - OTHER REVENUES</b>						
401-000-694.000	Revenue - Miscellaneous	3,518	0	0	0	0
<b>Totals for dept 010 - OTHER REVENUES</b>		<b>3,518</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Dept 093 - TRANSFERS FROM OTHER FUNDS</b>						
401-000-676.010	Interfund Transfer In - General Fund	20,000	0	0	0	0
<b>Totals for dept 093 - TRANSFERS FROM OTHER FUNDS</b>		<b>20,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL ESTIMATED REVENUES</b>		<b>103,554</b>	<b>86,316</b>	<b>83,016</b>	<b>86,385</b>	<b>131,841</b>

APPROPRIATIONS

Dept 900 - **CAPITAL OUTLAY**

401-970-715.015	Life Insurance	0	3	0	0	0
401-970-775.000	Supplies - Repairs and Maintenance	0	0	0	15,000	10,000
401-000-801.030	Professional Services - Audit	97	134	97	97	97
401-970-972.000	Capital Purchase	0	4,273	5,961	0	10,000
401-970-972.000	Contracted Services	11,450	3,172	0	15,000	60,000
<b>Totals for dept 900 - CAPITAL OUTLAY</b>		<b>11,547</b>	<b>7,582</b>	<b>6,058</b>	<b>30,097</b>	<b>80,097</b>

Dept 965 - **TRANSFERS TO OTHER FUNDS**

401-000-965.081	Interfund Transfer Out - Brownfield	69,000	60,000	67,500	75,000	60,000
401-000-965.083	Interfund Transfer Out - Solid Waste	0	6,000	0	0	0
<b>Totals for dept 965 - TRANSFERS TO OTHER FUNDS</b>		<b>69,000</b>	<b>66,000</b>	<b>67,500</b>	<b>75,000</b>	<b>60,000</b>

TOTAL APPROPRIATIONS

80,547      73,582      73,558      105,097      140,097

NET OF REVENUES/APPROPRIATIONS - FUND 401

23,007      12,734      9,458      (18,712)      (8,256)

Estimated Cash **beginning of year:**

56,373

Estimated Cash **end of year:**

48,117



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	2019-2020 REQUESTED BUDGET
<b>ESTIMATED REVENUES</b>						
<b>Dept 002 - TAX REVENUES</b>						
443-000-402.040	Captured Tax - AdVal Real - City	2,179	2,185	2,192	4,609	6,146
443-000-402.041	Captured Tax - AdVal Real - Library	261	261	263	556	1,157
443-000-402.042	Captured Tax - AdVal Real - Capital Impr	172	172	174	368	491
443-000-402.043	Captured Tax - AdVal Real - Fire Reserve	172	172	174	368	491
443-000-402.044	Captured Tax - AdVal Real - Solid Waste	224	224	226	478	638
443-000-402.048	Captured Tax - AdVal Real - County (All)	1,048	1,049	1,051	2,223	2,979
443-000-402.047	Captured DDA-SCHOOL	4,784	4,751	4,733	9,359	12,262
443-000-402.060	Captured Tax - AdVal Pers - City	694	646	585	549	506
443-000-402.061	Captured Tax - AdVal Pers - Library	83	77	70	66	95
443-000-402.062	Captured Tax - AdVal Pers - Capital Impr	55	51	46	44	40
443-000-402.063	Captured Tax - AdVal Pers - Fire Reserve	55	51	46	44	40
443-000-402.064	Captured Tax - AdVal Pers - Solid Waste	71	66	60	57	52
443-000-402.065	Captured Tax - AdVal Pers - County (All)	334	310	280	265	245
<b>Totals for dept 002 - TAX REVENUES</b>		<b>10,132</b>	<b>10,015</b>	<b>9,900</b>	<b>18,986</b>	<b>25,142</b>
<b>Dept 004 - INTERGOVERNMENTAL REVENUE - FEDERAL</b>						
443-000-505.000	Federal Grant	0	0	65,000	0	0
<b>Totals for dept 004 - INTERGOVERNMENTAL REVENUE - FEDERAL</b>		<b>0</b>	<b>0</b>	<b>65,000</b>	<b>0</b>	<b>0</b>
<b>Dept 009 - INTEREST AND RENTS</b>						
443-000-664.020	Interest Earned - Investments	10	54	510	95	200
<b>Totals for dept 009 - INTEREST AND RENTS</b>		<b>10</b>	<b>54</b>	<b>510</b>	<b>95</b>	<b>200</b>
<b>Dept 010 - OTHER REVENUES</b>						
443-000-673.000	Sale of Fixed Assets - Land	0	0	114,637	0	0

443-000-673.020	Sale of Fixed Assets - Miscellaneous	0	0	0	0	0
443-000-694.000	Miscellaneous Revenue	4,930	0	650	0	0
<b>Totals for dept 010 - OTHER REVENUES</b>		4,930	0	115,287	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	65,000
<b>Totals for dept 093 - TRANSFERS FROM OTHER FUNDS</b>		69,000	60,000	67,500	75,000	65,000

<b>TOTAL ESTIMATED REVENUES</b>	84,072	70,069	258,197	94,081	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	34,609
443-000-706.000	Wages - Part Time Employees	1,986	231	390	272	277
443-000-713.000	Other Post Employment Benefits	995	762	657	300	297
443-000-715.000	Payroll Tax - FICA/Medicare (Social Sec)	2,354	2,073	2,186	2,486	2,534
443-000-715.010	Health Insurance Premiums	8,430	8,088	5,642	5,164	5,319
443-000-715.012	Health Insurance - FSA - Employer Paid	0	14	24	25	0
443-000-715.013	Health Insurance - HSA - Employer Paid	0	0	1,920	2,537	2,538
443-000-715.015	Life Insurance	30	32	34	34	34
443-000-718.000	Retirement Benefits	2,453	2,414	2,510	2,941	2,997
443-000-724.000	Medical Insurance Opt Out	82	109	117	175	203
443-000-743.000	Uniforms	56	56	64	65	65
443-000-775.000	Supplies - Repairs and Maintenance	238	23	52	100	100
443-000-801.000	Engineering Services	490	8,400	1,109	2,000	2,000
443-000-801.013	Professional Services - Attorney	8,649	1,411	15,970	8,000	8,000
443-000-801.030	Professional Services - Audit	353	488	353	353	488
443-000-830.000	Contractual Reimbursement CRA Activities	7,598	7,513	7,426	14,240	18,857
443-000-850.000	Communications - Land Line Phones	3	21	0	0	0
443-000-900.000	Printing and Publishing	30	0	0	0	500
443-000-910.000	Liability Insurance	4,178	4,475	4,556	4,725	5,009
443-000-910.010	Workers Comp Insurance	329	286	357	399	399
443-000-930.000	Repairs and Maintenance - Equipment	5,856	2,357	9,278	15,000	7,000
443-000-930.015	Administrative Services - Accounting	132	0	116	0	0

443-000-930.050	Computer Services	106	58	34	50	50
443-000-940.000	Rentals - Equipment	1,608	1,131	1,976	1,500	1,200
443-000-956.000	Miscellaneous	0	346	42	0	0
<b>Totals for dept 443 - PUBLIC WORKS</b>		<b>76,728</b>	<b>68,829</b>	<b>84,706</b>	<b>94,346</b>	<b>92,476</b>

Dept 900 - **CAPITAL OUTLAY**

443-970-972.000	Contracted Services	892	0	0	0	0
<b>Totals for dept 900 - CAPITAL OUTLAY</b>		<b>892</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Dept 905 - **DEBT SERVICE**

443-908-991.000	Principal Payment - Interfund Loans	14,037	0	14,636	14,782	14,930
443-908-995.000	Interest Payment - Interfund Loans	2,587	0	1,939	1,843	1,695
<b>Totals for dept 905 - DEBT SERVICE</b>		<b>16,624</b>	<b>0</b>	<b>16,575</b>	<b>16,625</b>	<b>16,625</b>

TOTAL APPROPRIATIONS	94,244	68,829	101,281	110,971	109,101
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NET OF REVENUES/APPROPRIATIONS - FUND 443	(10,172)	1,240	156,916	(16,890)	(18,759)
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Estimated Cash <b>beginning of year:</b>	23,552
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Estimated Cash <b>end of year:</b>	4,794
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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	2019-2020 REQUESTED BUDGET
<b>ESTIMATED REVENUES</b>						
<b>Dept 002 - TAX REVENUES</b>						
450-000-402.040	2019 - 2020	3,415	14,863	0	0	0
450-000-402.041	Captured Tax - AdVal Real - Library	409	1,776	0	0	0
450-000-402.042	Captured Tax - AdVal Real - Capital Impr	269	1,173	0	0	0
450-000-402.043	Captured Tax - AdVal Real - Fire Reserve	269	1,173	0	0	0
450-000-402.044	Captured Tax - AdVal Real - Solid Waste	350	1,524	0	0	0
450-000-402.048	Captured Tax - AdVal Real - County (All)	1,641	7,136	0	0	0
450-000-402.060	Captured Tax - AdVal Pers - City	13,945	8,038	0	0	0
450-000-402.061	Captured Tax - AdVal Pers - Library	1,670	961	0	0	0
450-000-402.062	Captured Tax - AdVal Pers - Capital Impr	1,100	634	0	0	0
450-000-402.063	Captured Tax - AdVal Pers - Fire Reserve	1,100	634	0	0	0
450-000-402.064	Captured Tax - AdVal Pers - Solid Waste	1,430	825	0	0	0
450-000-402.065	Captured Tax - AdVal Pers - County (All)	6,705	3,857	0	0	0
450-000-402.080	Captured Tax - IFT Pers - City	6,096	0	0	0	0
450-000-402.081	Captured Tax - IFT Pers - Library	730	0	0	0	0
450-000-402.083	Captured Tax - IFT Pers - Fire Reserve	481	0	0	0	0
450-000-402.084	Captured Tax - IFT Pers - Solid Waste	625	0	0	0	0
450-000-402.085	Captured Tax - IFT Pers - County (All)	2,931	0	0	0	0
<b>Totals for dept 002 - TAX REVENUES</b>		<b>43,647</b>	<b>42,594</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Dept 006 - INTERGOVERNMENTAL REVENUE - LOCAL</b>						
450-000-569.000	Local Grants	0	0	54,779	61,261	71,700
<b>Totals for dept 005 - INTERGOVERNMENTAL REVENUE - STATE</b>		<b>0</b>	<b>0</b>	<b>54,779</b>	<b>61,261</b>	<b>71,700</b>
<b>Dept 009 - INTEREST AND RENTS</b>						
450-000-664.020	Interest Earned - Investments	33	330	453	889	600

Totals for dept 009 - <b>INTEREST AND RENTS</b>	33	330	453	889	600
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TOTAL ESTIMATED REVENUES	43,680	42,924	55,232	62,150	72,300
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APPROPRIATIONS

Dept 443 - **PUBLIC WORKS**

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

NET OF REVENUES/APPROPRIATIONS - FUND 450	7,754	(2,079)	8,421	2,440	12,470
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Estimated Cash **beginning of year:** 72,387

Estimated Cash **end of year:**

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84,857

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	2019-2020 REQUESTED BUDGET
<b>ESTIMATED REVENUES</b>						
<b>Dept 002 - TAX REVENUES</b>						
494-000-402.030	Captured Tax - AdVal Real - City	14,966	13,349	14,954	20,969	24,515
494-000-402.031	Captured Tax - AdVal Real - Library	1,792	1,595	1,791	2,526	4,613
494-000-402.032	Captured Tax - AdVal Real - Capital Impr	1,181	1,053	1,187	1,674	1,957
494-000-402.033	Captured Tax - AdVal Real - Fire Reserve	1,181	1,053	1,187	1,674	1,957
494-000-402.045	Captured Tax - AdVal Real - County (All)	7,195	6,407	1,543	10,115	11,881
494-000-402.034	Captured Tax - AdVal Real - Solid Waste	1,535	1,369	7,170	2,176	2,544
494-000-402.060	Captured Tax - AdVal Pers - City	2,066	2,502	2,616	2,717	2,593
494-000-402.061	Captured Tax - AdVal Pers - Library	247	299	313	327	488
494-000-402.062	Captured Tax - AdVal Pers - Capital Impr	163	197	208	217	207
494-000-402.063	Captured Tax - AdVal Pers - Fire Reserve	163	197	208	217	207
494-000-402.064	Captured Tax - AdVal Pers - Solid Waste	212	257	270	282	269
494-000-402.065	Captured Tax - AdVal Pers - County (All)	993	1,201	1,254	1,310	1,257
<b>Totals for dept 002 - TAX REVENUES</b>		<b>31,694</b>	<b>29,479</b>	<b>32,701</b>	<b>44,204</b>	<b>52,488</b>
<b>Dept 006 - INTEGGOVERNMENTAL REVENUE - LOCAL</b>						
494-000-569.000	Local Grants	0	0	6,472	5,500	5,599
494-000-569.010	Local Donations	3,500	0	0	0	0
<b>Totals for dept 005 - INTERGOVERNMENTAL REVENUE - STATE</b>		<b>3,500</b>	<b>0</b>	<b>6,472</b>	<b>5,500</b>	<b>5,599</b>
<b>Dept 009 - INTEREST AND RENTS</b>						
494-000-664.020	Interest Earned - Investments	15	59	94	162	200
<b>Totals for dept 009 - INTEREST AND RENTS</b>		<b>15</b>	<b>59</b>	<b>94</b>	<b>162</b>	<b>200</b>
<b>Dept 010 - OTHER REVENUES</b>						

494-000-694.000	Miscellaneous Revenue	2,253	1,497	323	200	200
494-000-694.022	DDA - Farmers Market Entry Fee	3,990	3,452	3,153	2,500	2,500
494-000-694.025	DDA - Sale of Merchandise	1,200	915	1,120	1,000	1,000
494-000-694.026	DDA - Special Event Revenues	0	1,626	1,050	600	600
494-000-694.036	DDA Donations - Movies in the Park	100	0	400	400	400
<b>Totals for dept 010 - OTHER REVENUES</b>		<b>7,543</b>	<b>7,490</b>	<b>6,046</b>	<b>4,700</b>	<b>4,700</b>

TOTAL ESTIMATED REVENUES	42,752	37,028	45,313	54,566	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	18,309
494-000-706.000	Wages - Part Time Employees	707	2,310	1,618	1,500	1,500
494-000-710.000	Overtime Pay	100	0	10	0	0
494-000-715.000	Payroll Tax - FICA/Medicare (Social Sec)	942	1,094	1,074	1,411	1,443
494-000-715.010	Health Insurance Premiums	0	3,468	2,291	2,558	2,636
494-000-715.013	Health Insurance - HSA - Employer Paid	0	0	1,392	1,321	1,321
494-000-715.015	Life Insurance	0	0	0	2	2
494-000-718.000	Retirement Benefits	14	7	8	346	355
494-000-724.000	Medical Insurance Opt Out	0	0	2	47	47
494-000-727.000	Office Supplies	61	0	0	0	0
494-000-775.000	Supplies - Repairs and Maintenance	1,100	18	830	2,000	100
494-000-801.000	Engineering Services	132	0	0	5,200	100
494-000-801.013	Professional Services - Attorney	0	51	133	0	100
494-000-801.030	Professional Services - Audit	67	92	67	67	92
494-000-900.000	Printing and Publishing	3,757	3,402	1,780	3,000	3,600
494-000-910.000	Liability Insurance	427	458	466	484	513
494-000-910.010	Workers Comp Insurance	65	53	76	84	84
494-000-930.000	Repairs and Maintenance - Equipment	3,390	1,819	240	500	500
494-000-930.050	Computer Services	153	58	35	50	50
494-000-940.000	Rentals - Equipment	217	0	130	650	650
494-000-956.000	Miscellaneous	878	824	582	1,850	1,850
494-000-956.021	Special Events	5,138	989	1,187	2,000	2,000



494-000-957.022	DDA Farmers Market Expense	0	879	828	1,000	1,000
494-000-957.025	DDA Christmas Ornament Costs	0	779	758	800	800
494-000-957.036	DDA Movies in the Park	0	2,493	2,375	1,500	1,500
494-000-960.000	Education & Training - Professional	170	275	150	500	500
494-000-962.000	Memberships & Dues	0	2,155	2,290	3,100	3,100
<b>Totals for dept 000-OPERATIONS</b>		<b>29,223</b>	<b>34,432</b>	<b>32,560</b>	<b>47,837</b>	<b>42,152</b>

Dept 900 - **CAPITAL OUTLAY**

494-970-971.000	Capital Purchase	0	0	0	0	0
<b>Totals for dept 900 - CAPITAL OUTLAY</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Dept 905 - **DEBT SERVICE**

494-908-991.000	Principal Payment - Interfund Loans	11,211	11,323	11,436	11,550	11,666
494-908-995.000	Interest Payment - Interfund Loans	1,050	938	825	711	595
<b>Totals for dept 905 - DEBT SERVICE</b>		<b>12,261</b>	<b>12,261</b>	<b>12,261</b>	<b>12,261</b>	<b>12,261</b>

TOTAL APPROPRIATIONS	41,484	46,693	44,821	60,098	54,413
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NET OF REVENUES/APPROPRIATIONS - FUND 494	1,268	(9,665)	492	(5,532)	8,574
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Estimated Cash <b>beginning of year:</b>	18,519
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Estimated Cash <b>end of year:</b>	27,093
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Fund 590 - **SEWER FUND**  
06/17/2019

OLD GL NUMBER	DESCRIPTION	15-16 ACTUAL AMOUNTS	16-17 ACTUAL AMOUNTS	17-18 ACTUAL AMOUNTS	18-19 AMENDED BUDGET	2019-2020 REQUESTED BUDGET
<b>ESTIMATED REVENUES</b>						
<b>Dept 005 - INTERGOVERNMENTAL REVENUE - STATE</b>						
590-000-545.000	State Grant	0	0	0	231,228	0
<b>Totals for dept 005 - INTERGOVERNMENTAL REVENUE - STATE</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>231,228</b>	<b>0</b>

**Dept 007 - CHARGES FOR SERVICES**

590-000-604.010	Extra Strength Waste - Gun Plain Twp	10	2,328	473	2,309	683
590-000-604.020	Extra Strength Waste - Martin Village	2,736	3,477	2,923	4,839	835
590-000-604.030	Extra Strength Waste - Otsego Township	19,623	16,773	21,206	20,970	13,108
590-000-606.050	IPP - Administrative/Permit Fees	700	700	700	700	700
590-000-443.000	Utility Connection Charge - Inside City	1,000	3,550	1,500	0	0
590-000-650.000	Readiness to Serve (Capital) - City	197,477	199,157	205,366	209,971	220,638
590-000-650.010	Readiness to Serve (Capital) - Gun Plain	51,963	52,176	51,761	54,521	56,895
590-000-650.020	Readiness to Serve (Capital) - Martin VI	43,170	49,901	58,432	62,867	60,564
590-000-650.030	Readiness to Serve (Capital) - Otsego Tw	92,956	94,777	97,795	101,954	105,892
590-000-642.000	Metered Services (O&M) - City	443,534	448,346	462,888	473,655	497,469
590-000-642.010	Metered Services (O&M) - Gun Plain Twp	116,806	117,504	116,718	122,988	128,280
590-000-642.020	Metered Services (O&M) - Martin Village	100,575	114,616	134,873	141,816	136,552
590-000-642.030	Metered Services (O&M) - Otsego Township	208,952	213,444	220,527	229,989	238,753
590-000-644.000	IPP Billed - City	5,861	5,874	5,782	6,046	6,844
590-000-644.010	IPP Billed - Gun Plain Township	1,056	1,041	1,213	1,037	1,157
590-000-644.020	IPP Billed - Martin Village	691	681	788	127	83
590-000-644.030	IPP Billed - Otsego Township	5,086	5,057	5,167	5,137	5,916
<b>Totals for dept 007 - CHARGES FOR SERVICES</b>		<b>1,292,196</b>	<b>1,329,402</b>	<b>1,388,112</b>	<b>1,438,926</b>	<b>1,474,369</b>

**Dept 008 - FINES AND FORFEITURES**

590-000-694.024	Consent Order - Martin Village	0	0	0	8,800	8,800
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<b>Totals for dept 008 - FINES AND FORFEITURES</b>		0	0	0	8,800	8,800
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Dept 009 - **INTEREST AND RENTS**

590-000-664.014	Interest - Interfund Loans	520	485	450	415	379
590-000-664.020	Interest Earned - Investments	275	1,377	4,740	7,833	7,000
<b>Totals for dept 009 - INTEREST AND RENTS</b>		795	1,862	5,190	8,248	7,379

Dept 010 - **OTHER REVENUES**

590-000-694.000	Miscellaneous Revenue	34,767	2,371	2,554	0	0
<b>Totals for dept 010 - OTHER REVENUES</b>		34,767	2,371	2,554	0	0

Dept 093 - **TRANSFERS FROM OTHER FUNDS**

590-000-676.060	Interfund Transfer In - Local Streets	0	0	0	3,584	3,620
<b>Totals for dept 093 - TRANSFERS FROM OTHER FUNDS</b>		0	0	0	3,584	3,620

TOTAL ESTIMATED REVENUES

1,327,758	1,333,635	1,395,856	1,690,786	1,494,168
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APPROPRIATIONS

Dept 965 - **TRANSFERS TO OTHER FUNDS**

590-000-965.020	Interfund Transfer Out - Water Fund	0	0	0	0	350,000
<b>Totals for dept 965 - TRANSFERS TO OTHER FUNDS</b>		0	0	0	0	350,000

Dept 540 - **PUMPING & TREATMENT**

590-540-703.000	Salaries/Wages - Full Time Employees	100,154	116,220	111,889	115,358	104,222
590-540-706.000	Wages - Part Time Employees	971	277	788	426	860
590-540-706.005	Wages - Part Time Employees Seasonals	0	0	1,018	465	0
590-540-710.000	Overtime Pay	11,737	12,717	12,550	13,650	13,650
590-540-713.000	Other Post Employment Benefits	12,141	1,306	547	1,567	1,336
590-540-715.000	Payroll Tax - FICA/Medicare (Social Sec)	7,928	8,624	8,731	9,604	8,825
590-540-715.010	Health Insurance Premiums	27,348	33,874	23,439	19,289	15,380
590-540-715.013	Health Insurance - HSA - Employer Paid	0	0	8,016	8,505	8,505
590-540-715.015	Life Insurance	60	67	67	67	67
590-540-718.000	Retirement Benefits	9,738	10,495	10,370	11,324	10,368
590-540-723.000	Vacation Pay - Buy-Back	0	294	0	0	0

590-540-724.000	Medical Insurance Opt Out	109	137	1,253	2,592	2,592
590-540-727.000	Office Supplies	0	141	158	200	300
590-540-740.000	Operating Supplies	33,092	38,743	31,938	38,000	39,900
590-540-743.000	Uniforms	720	562	448	650	475
590-540-747.000	Supplies - Safety	5,490	3,915	1,314	3,000	2,500
590-540-775.000	Supplies - Process Chemicals	22,550	31,778	41,022	40,000	40,000
590-540-801.000	Engineering Services	10,213	11,500	2,874	198,719	4,500
590-540-850.000	Communications - Land Line Phones	2,768	2,922	2,700	1,740	400
590-540-850.001	Communications - Cell Phones	0	0	631	613	625
590-540-910.010	Workers Comp Insurance	2,175	2,631	3,383	3,774	3,774
590-540-920.000	Utilities - Water/Sewer	0	160	1,354	1,400	1,500
590-540-920.000	Utilities - Electric	108,442	100,254	95,336	96,000	97,000
590-540-920.000	Utilities - Natural Gas	0	0	19,097	19,500	20,500
590-540-930.000	Outside Services	52,374	75,717	76,824	75,750	82,500
590-540-930.010	Repairs & Maintenance - Sludge Pumping	40,507	18,071	16,514	20,000	21,000
590-540-932.000	Repair & Maintenance - Land & Bldgs	764	1,287	1,367	2,000	2,000
590-540-940.000	Rentals - Equipment	7,863	8,276	6,896	8,500	7,750
590-540-956.000	Miscellaneous	7	0	757	0	0
590-540-960.000	Education & Training - Professional	964	204	1,222	1,500	1,500
590-540-968.000	Depreciation Expense	314,440	323,063	320,997	0	0
<b>Totals for dept 540 - PUMPING &amp; TREATMENT</b>		<b>772,555</b>	<b>803,235</b>	<b>803,500</b>	<b>694,193</b>	<b>492,029</b>

**Dept 546 - INDUSTRIAL PRE-TREATMENT**

590-546-703.000	Salaries/Wages - Full Time Employees	7,639	6,120	3,409	6,890	6,597
590-546-710.000	Overtime Pay	535	23	0	390	390
590-546-713.000	Other Post Employment Benefits	376	25	12	44	37
590-546-715.000	Payroll Tax - FICA/Medicare (Social Sec)	577	444	245	529	508
590-546-715.010	Health Insurance Premiums	1,760	1,895	1,363	1,217	1,128
590-546-715.013	Health Insurance - HSA - Employer Paid	0	0	456	560	560
590-546-715.015	Life Insurance	3	3	3	3	3
590-546-718.000	Retirement Benefits	735	596	326	669	645
590-546-723.000	Vacation Pay - Buy-Back	0	82	0	0	0
590-546-724.000	Medical Insurance Opt Out	0	0	37	81	81
590-546-740.000	Operating Supplies	1,530	83	42	100	0
590-546-743.000	Uniforms	5	5	5	0	5

590-546-801.000	Engineering Services	17,277	9,123	9,042	10,900	11,500
590-546-801.013	Professional Services - Attorney	24,266	5,400	3,275	7,500	3,000
590-546-801.022	Professional Services - Samples & Tests	20,030	5,340	1,500	5,000	5,720
590-546-910.010	Workers Comp Insurance	92	115	147	164	164
590-546-930.000	Repairs and Maintenance - Equipment	2,261	9,224	0	5,000	4,000
<b>Totals for dept 546 - INDUSTRIAL PRE-TREATMENT</b>		<b>77,086</b>	<b>38,478</b>	<b>19,862</b>	<b>39,047</b>	<b>34,338</b>

Dept 550 - **COLLECTION**

590-550-703.000	Salaries/Wages - Full Time Employees	32,769	30,445	32,734	34,936	35,320
590-550-706.000	Wages - Part Time Employees	939	711	1,071	834	777
590-550-710.000	Overtime Pay	1,755	1,310	2,851	2,340	2,340
590-550-713.000	Other Post Employment Benefits	1,805	1,035	332	455	423
590-550-715.000	Payroll Tax - FICA/Medicare (Social Sec)	2,536	2,316	2,628	2,811	2,841
590-550-715.010	Health Insurance Premiums	8,919	8,874	6,794	5,063	4,713
590-550-715.013	Health Insurance - FSA - Employer Paid	0	70	123	127	0
590-550-715.013	Health Insurance - HSA - Employer Paid	0	0	1,704	2,100	2,870
590-550-715.015	Life Insurance	19	19	18	19	19
590-550-718.000	Retirement Benefits	3,292	2,933	3,103	3,410	3,454
590-550-724.000	Medical Insurance Opt Out	203	164	234	459	594
590-550-740.000	Operating Supplies	23,773	18,124	16,270	18,000	16,000
590-550-743.000	Uniforms	396	452	406	400	450
590-550-775.000	Supplies - Process Chemicals	7,555	8,842	4,821	7,000	7,000
590-550-801.000	Engineering Services	1,629	0	0	43,711	2,000
590-550-910.010	Workers Comp Insurance	871	807	1,033	1,153	1,153
590-550-930.000	Repairs and Maintenance - Equipment	11,009	11,049	5,770	6,000	4,000
590-550-940.000	Rentals - Equipment	5,590	4,337	5,310	5,400	4,600
590-550-956.000	Miscellaneous	0	260	0	0	0
590-550-960.000	Education & Training - Professional	0	0	0	0	0
<b>Totals for dept 550 - COLLECTION</b>		<b>103,060</b>	<b>91,748</b>	<b>85,202</b>	<b>134,218</b>	<b>88,554</b>

Dept 560 - **UTILITY ADMINISTRATION**

590-560-703.000	Salaries/Wages - Full Time Employees	65,203	59,677	69,713	67,171	69,107
590-560-706.000	Wages - Part Time Employees	40	35	143	0	0
590-560-713.000	Other Post Employment Benefits	0	0	0	9	0
590-560-715.000	Payroll Tax - FICA/Medicare (Social Sec)	4,519	4,278	4,875	4,803	4,968

590-560-715.010	Health Insurance Premiums	17,765	18,201	13,983	12,227	12,931
590-560-715.013	Health Insurance - FSA - Employer Paid	0	167	293	306	0
590-560-715.013	Health Insurance - HSA - Employer Paid	0	0	3,780	5,390	5,390
590-560-715.015	Life Insurance	27	27	27	28	28
590-560-718.000	Retirement Benefits	6,072	5,715	6,684	6,473	6,667
590-560-723.000	Vacation Pay - Buy-Back	0	1,259	0	0	0
590-560-724.000	Medical Insurance Opt Out	0	0	11	95	419
590-560-727.000	Office Supplies	48	692	3,003	2,500	700
590-560-727.010	GIS Mapping Costs	3,636	1,895	976	2,400	1,200
590-560-730.000	Postage	3,106	3,008	3,497	3,600	3,600
590-560-743.000	Uniforms	545	642	557	700	700
590-560-801.000	Engineering Services	4,983	16,744	0	5,000	0
590-560-801.013	Professional Services - Attorney	0	0	0	0	0
590-560-801.030	Professional Services - Audit	1,456	2,015	1,456	1,456	1,456
590-560-850.000	Communications - Land Line Phones	3,250	4,592	3,771	1,740	720
590-560-850.001	Communications - Cell Phones	0	0	621	564	425
590-560-880.030	Administrative Services - PILOT	255,343	257,307	253,451	250,675	248,821
590-560-900.000	Printing and Publishing	1,147	417	0	0	0
590-560-910.000	Liability Insurance	8,736	9,358	9,527	9,880	10,283
590-560-910.010	Workers Comp Insurance	728	949	1,197	1,337	1,337
590-560-930.000	Outside Services	3,463	2,107	1,413	3,000	2,200
590-560-930.015	Administrative Services - Accounting	100	0	78	0	0
590-560-930.050	Computer Services	3,110	2,596	7,900	3,000	3,300
590-560-955.999	Bank Service Charges	0	403	983	1,200	1,200
590-560-956.000	Miscellaneous	5,454	3,550	4,682	4,000	5,000
590-560-960.000	Education & Training - Professional	964	295	1,396	1,500	6,500
590-560-962.000	Memberships & Dues	203	210	210	300	300
<b>Totals for dept 560 - UTILITY ADMINISTRATION</b>		<b>389,898</b>	<b>396,139</b>	<b>394,227</b>	<b>389,354</b>	<b>387,252</b>

Dept 900 - **CAPITAL OUTLAY**

590-970-801.000	Engineering Services	0	0	0	0	
590-970-971.000	Capital Purchase	0	0	0	370,905	277,259
<b>Totals for dept 900 - CAPITAL OUTLAY</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>370,905</b>	<b>277,259</b>

Dept 905 - **DEBT SERVICE**

590-908-991.012	Principal Payment - SRF Bond	0	0	0	115,000	120,000
590-908-995.012	Interest SRF	62,267	59,556	56,712	54,414	51,476
<b>Totals for dept 905 - DEBT SERVICE</b>		<b>62,267</b>	<b>59,556</b>	<b>56,712</b>	<b>169,414</b>	<b>171,476</b>
TOTAL APPROPRIATIONS		1,404,866	1,389,156	1,359,503	1,797,131	1,800,908
NET OF REVENUES/APPROPRIATIONS - FUND 590		<u>(77,108)</u>	<u>(55,521)</u>	<u>36,353</u>	<u>(106,345)</u>	<u>(306,740)</u>
Estimated Cash <b>beginning of year:</b>						<u>660,000</u>
Estimated Cash <b>end of year:</b>						<u><u>353,260</u></u>

Fund 591 - **WATER FUND**  
06/17/2019

OLD GL NUMBER	DESCRIPTION	15-16 ACTUAL AMOUNTS	16-17 ACTUAL AMOUNTS	17-18 ACTUAL AMOUNTS	18-19 AMENDED BUDGET	2019-2020 REQUESTED BUDGET
<b>ESTIMATED REVENUES</b>						
<b>Dept 000-OPERATIONS</b>						
591-000-443.000	Utility Connection Charge - Inside	4,965	10,300	4,700	0	0
591-000-460.000	Ready to Service Charge - City	160,829	166,516	173,285	176,585	182,149
591-000-460.010	Ready to Service Charge - Gun Plain	15,356	15,835	16,678	17,181	17,784
591-000-545.000	State Grant	10,492	0	0	0	0
591-000-642.000	Metered Services (O & M) - City	232,744	250,973	253,548	264,688	271,475
591-000-642.010	Metered Services (O & M) - Gun Plain Twp	20,410	23,081	22,408	25,357	23,771
591-000-651.000	Use Fees - Water Turn-Ons	4,386	4,849	5,859	5,803	4,320
591-000-664.014	Interest - Interfund Loans	283	259	234	209	184
591-000-664.020	Interest Inc-Investments	113	975	2,075	2,310	100
591-000-667.000	Rents - Water Tower	31,830	19,224	14,486	14,520	14,952
591-000-676.050	Interfund Transfer In - Major Streets	0	0	0	2,524	2,550
591-000-694.000	Miscellaneous Revenue	13,910	1,937	505	0	0
591-000-676.590	Inter-fund loan from Sewer	0	0	0	0	350,000
<b>Totals for dept 000-OPERATIONS</b>		<b>495,318</b>	<b>493,949</b>	<b>493,778</b>	<b>509,177</b>	<b>867,285</b>
<b>TOTAL ESTIMATED REVENUES</b>		<b>495,318</b>	<b>493,949</b>	<b>493,778</b>	<b>509,177</b>	<b>867,285</b>

**APPROPRIATIONS**

**Dept 540-PUMPING & TREATMENT**

591-540-703.000	Full Time Wages	27,962	37,377	32,687	29,417	29,868
591-540-706.000	Part Time Wages	660	660	932	820	830
591-540-706.005	Wages - Part Time Seasonal Employ	0	5	299	0	0
591-540-710.000	Overtime Wages-Extra Time	4,032	5,170	6,462	5,460	5,460



591-540-713.000	Other Post Employee Benefits	980	565	192	258	243
591-540-715.000	Social Security (FICA)	2,254	2,686	2,734	2,624	2,643
591-540-715.010	Health Insurance	5,214	6,936	5,527	4,513	4,212
591-540-715.013	FSA - Employer Paid	0	14	24	26	0
591-540-715.013	HSA - Employer Paid	0	0	1,440	1,925	3,182
591-540-715.015	Life Insurance	15	16	16	17	17
591-540-718.000	Retirement Benefits	2,621	3,069	2,911	2,843	2,890
591-540-724.000	Med Insurance Buyouts	82	82	116	216	243
591-540-740.000	Operating Supplies	4,480	6,693	3,455	5,000	6,500
591-540-743.000	Uniforms	269	208	218	150	150
591-540-775.000	Rep & Maint Supplies	2,474	5,676	2,624	4,500	3,000
591-540-801.000	Prof Services - Engineering	0	0	4,975	18,250	2,000
591-540-801.050	Prof Serv-WA Well/Pump Mt	3,740	6,846	2,510	8,000	3,000
591-540-910.010	Workers Comp Insurance	654	793	1,015	1,133	1,133
591-540-920.000	Utilities - Electric	25,546	23,448	29,321	27,161	30,000
591-540-921.000	Utilities - Natural Gas	0	0	1,094	1,057	1,100
591-540-930.000	Outside Services	9,546	11,591	9,502	12,000	9,750
591-540-930.050	Computer Services	0	3,308	3,215	2,000	1,000
591-540-932.000	Rep & Maint-Building	0	723	5,650	3,000	1,500
591-540-940.000	Equipment Rental	8,719	10,307	11,464	10,000	10,500
591-540-956.000	Miscellaneous	1,197	1,279	1,292	1,200	1,400
591-540-968.000	Depreciation Expense	145,226	145,563	142,019	0	0
<b>Totals for dept 540-PUMPING &amp; TREATMENT</b>		<b>245,671</b>	<b>273,015</b>	<b>271,694</b>	<b>141,570</b>	<b>120,621</b>

**Dept 545-DISTRIBUTION**

591-545-703.000	Full Time Wages	36,590	35,412	36,099	39,274	40,383
591-545-706.000	Part Time Wages	1,398	1,463	1,740	1,686	1,500
591-545-706.005	Wages - Part Time Seasonal Empl	0	0	0	0	0
591-545-710.000	Overtime Wages-Extra Time	2,666	1,868	1,523	2,340	2,340
591-545-713.000	Other Post Employee Benefits	1,781	1,359	431	530	510
591-545-715.000	Social Security (FICA)	2,917	2,762	2,813	3,176	3,242
591-545-715.010	Health Insurance	7,525	9,608	7,639	5,949	5,692
591-545-715.013	FSA - Employer Paid	0	71	130	127	0
591-545-715.013	HSA - Employer Paid	0	0	1,860	2,502	3,693

591-545-715.015	Life Insurance	20	21	21	22	22
591-545-718.000	Retirement Benefits	3,578	3,320	3,348	3,826	3,935
591-545-724.000	Med Insurance Buyouts	217	205	223	364	499
591-545-740.000	Operating Supplies	5,725	54	0	100	800
591-545-743.000	Uniforms	143	242	251	200	200
591-545-775.000	Rep & Maint Supplies	19,375	14,582	25,488	17,000	12,500
591-545-850.000	Communications	400	0	0	0	0
591-545-910.010	Workers Comp Insurance	838	992	1,271	1,418	1,418
591-545-920.000	Utilities	2,155	2,281	1,495	1,534	2,300
591-545-930.000	Outside Services	5,625	3,772	2,994	8,000	2,000
591-545-940.000	Equipment Rental	6,589	6,191	6,316	7,000	4,600
<b>Totals for dept 545-DISTRIBUTION</b>		<b>97,542</b>	<b>84,203</b>	<b>93,642</b>	<b>95,048</b>	<b>85,634</b>

**Dept 560-UTILITY ADMINISTRATION**

591-560-703.000	Full Time Wages	10,459	14,862	10,637	11,226	11,954
591-560-706.000	Part Time Wages	282	246	207	0	0
591-560-710.000	Overtime Wages-Extra Time	17	0	92	0	0
591-560-713.000	Other Post Employee Benefits	0	0	0	13	0
591-560-715.000	Social Security (FICA)	728	1,021	715	830	927
591-560-715.010	Health Insurance	3,064	4,683	3,735	1,577	1,675
591-560-715.013	FSA - Employer Paid	0	237	415	434	0
591-560-715.013	HSA - Employer Paid	0	0	144	35	70
591-560-715.015	Life Insurance	3	5	5	7	7
591-560-718.000	Retirement Benefits	1,031	1,465	993	1,102	1,175
591-560-724.000	Med Insurance Buyouts	0	0	16	135	594
591-560-727.000	Office Supplies	50	505	619	700	500
591-560-727.010	GIS Mapping Costs	7,307	3,634	13,225	28,100	3,600
591-560-730.000	Postage	2,343	3,012	3,491	3,600	3,600
591-560-743.000	Uniforms	121	137	153	100	180
591-560-801.000	Prof Services - Engineering	0	0	4,041	1,659	4,000
591-560-801.013	Prof Services/Attorney	0	0	1,739	0	0
591-560-801.030	Profess Service-Audit	1,165	1,612	1,165	1,165	1,165
591-560-850.000	Communications - Land Line Phones	875	996	0	0	0
591-560-850.000	Communications - Cell Phones	0	0	1,026	900	780

591-560-880.030	PILOT (Pmt in Lieu of Taxes)	149,673	146,609	144,115	141,174	134,784
591-560-900.000	Printing & Publishing	316	134	100	200	200
591-560-910.000	Liability Insurance	4,178	4,475	4,674	4,847	5,045
591-560-910.010	Workers Comp Insurance	163	221	280	313	313
591-560-930.000	Rep & Maint Outside Servi	1,409	953	858	1,000	900
591-560-930.015	Financial Services	100	0	78	0	0
591-560-930.050	Computer Services	3,004	2,455	5,846	2,500	2,500
591-560-955.999	Bank Service Charges	0	139	341	420	480
591-560-956.000	Miscellaneous	49	18	117	120	0
591-560-960.000	Education & Training	717	545	976	1,000	5,000
591-560-962.000	Association Memberships	295	300	650	650	900
<b>Totals for dept 560-UTILITY ADMINISTRATION</b>		<b>187,349</b>	<b>188,264</b>	<b>200,453</b>	<b>203,807</b>	<b>180,349</b>

**Dept 908-DEBT SERVICE**

591-908-991.000	Principal Payment- DWRF Loan	0	0	0	90,000	90,000
591-908-995.000	Interest Payment- DWRF Loan	9,406	7,281	5,063	3,375	1,125
<b>Totals for dept 908-DEBT SERVICE</b>		<b>9,406</b>	<b>7,281</b>	<b>5,063</b>	<b>93,375</b>	<b>91,125</b>

**Dept 970-CAPITAL OUTLAY**

591-970-971.000	Capital Purchase	5,242	0	0	0	352,875
<b>Totals for dept 970-CAPITAL OUTLAY</b>		<b>5,242</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>352,875</b>

<b>TOTAL APPROPRIATIONS</b>	<b>545,210</b>	<b>552,763</b>	<b>570,852</b>	<b>533,800</b>	<b>830,604</b>
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<b>NET OF REVENUES/APPROPRIATIONS - FUND 591</b>	<b>(49,892)</b>	<b>(58,814)</b>	<b>(77,074)</b>	<b>(24,623)</b>	<b>36,681</b>
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Estimated Cash <b>beginning of year:</b>					<b>75,000</b>
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Estimated Cash <b>end of year:</b>					<b>111,681</b>
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Fund 661 - EQUIPMENT FUND  
06/17/2019

OLD GL NUMBER	DESCRIPTION	15-16 ACTUAL AMOUNTS	16-17 ACTUAL AMOUNTS	17-18 ACTUAL AMOUNTS	18-19 AMENDED BUDGET	2019-2020 REQUESTED BUDGET
ESTIMATED REVENUES						
Dept 000-OPERATIONS						
661-000-603.000	Equipment Rental - General Fund	116,016	115,295	119,911	133,000	135,200
661-000-603.010	Equipment Rental/Water	15,308	16,499	17,780	17,000	10,800
661-000-603.020	Equipment Rental/Sewer	13,452	12,613	12,206	13,900	12,350
661-000-603.030	Equipment Rental/Major	43,679	32,152	33,005	42,000	41,500
661-000-603.040	Equipment Rental/Local	30,360	23,268	26,694	30,400	31,100
661-000-603.050	Equipment Rental/TIFA	2,238	2,275	2,456	1,800	1,800
661-000-603.060	Equipment Rental/DDA	217	0	130	250	650
661-000-603.070	Equip Rental-Solid Waste	30,886	33,022	27,172	31,000	27,175
661-000-603.080	Equipment Rental-Airport	614	2,886	822	1,200	900
661-000-603.085	Equipment Rental - BRA	1,608	1,131	1,976	1,500	1,200
661-000-664.020	Interest Inc-Investments	65	348	777	1,306	1,500
661-000-673.010	Rev-Sale Fixed Assets-Equ	(780)	15,907	11,825	0	0
661-000-694.000	Revenue-Miscellaneous	465	760	98	0	0
661-000-696.002	OFS - Liability Claim Reimbursement	0	0	5,603	0	0
Totals for dept 000-OPERATIONS		254,128	256,156	260,455	273,356	264,175
TOTAL ESTIMATED REVENUES		254,128	256,156	260,455	273,356	264,175

APPROPRIATIONS

Dept 000-OPERATIONS

661-000-703.000	Salaries/Wages - Full Time Employ	27,034	29,007	28,899	29,734	30,650
661-000-706.000	Wages - Part Time Employees	2,410	1,400	2,050	1,944	1,830
661-000-706.005	Wages - Part Time Seasonal Employ	40	65	140	0	0
661-000-710.000	Overtime Wages-Extra Time	0	103	70	0	0
661-000-713.000	Other Post Employee Benefits	394	335	143	214	167
661-000-715.000	Social Security (FICA)	2,137	2,228	2,254	2,382	2,462
661-000-715.010	Health Insurance	4,238	7,441	5,339	3,159	3,077
661-000-715.013	FSA - Employer Paid	0	98	171	178	0
661-000-715.013	HSA - Employer Paid	0	0	1,236	1,260	1,295
661-000-715.015	Life Insurance	16	14	11	15	15
661-000-718.000	Retirement Benefits	2,796	2,938	2,666	2,915	3,007
661-000-724.000	Med Insurance Buyouts	270	191	240	608	797
661-000-727.000	Office Supplies	11	33	0	0	0
661-000-740.000	Operating Supplies	7,141	4,610	6,009	5,000	5,000
661-000-741.000	Gasoline	17,150	17,387	19,829	25,000	21,675
661-000-742.000	Diesel Fuel	10,544	8,804	13,394	17,850	18,300
661-000-743.000	Uniforms	240	292	377	400	400
661-000-775.000	Rep & Maint Supplies	17,841	30,147	31,186	30,000	31,000
661-000-775.010	Supplies-Police Cruisers	456	55	203	500	500
661-000-801.030	Profess Service-Audit	485	672	485	485	485
661-000-850.000	Communications - Land Line Phones	38	80	0	0	0
661-000-850.001	Communications - Cell Phones	0	0	31	25	100
661-000-880.030	PILOT (Pmt in Lieu of Taxes)	21,462	20,348	21,789	23,255	24,263
661-000-910.000	Liability Insurance	8,546	9,155	9,320	9,666	10,060
661-000-910.010	Workers Comp Insurance	443	682	864	965	965
661-000-930.000	Outside Services	26,403	18,088	25,225	20,000	25,000
661-000-930.020	Services-Police Cruisers	9,501	8,128	11,240	12,000	10,250
661-000-930.050	Computer Services	522	503	445	600	600
661-000-956.000	Miscellaneous	7	0	0	0	0
661-000-960.000	Education & Training	0	0	0	0	2,500
661-000-968.000	Depreciation Expense	65,177	64,020	56,687	0	0
Totals for dept 000-OPERATIONS		225,302	226,824	240,303	188,155	194,398

Dept 970-CAPITAL OUTLAY

661-970-971.000	Capital Purchase	0	15	0	46,000	46,000
<b>Totals for dept 970-CAPITAL OUTLAY</b>		<b>0</b>	<b>15</b>	<b>0</b>	<b>46,000</b>	<b>46,000</b>

<b>TOTAL APPROPRIATIONS</b>	<b>225,302</b>	<b>226,839</b>	<b>240,303</b>	<b>234,155</b>	<b>240,398</b>
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<b>NET OF REVENUES/APPROPRIATIONS - FUND 661</b>	<b>28,826</b>	<b>29,317</b>	<b>20,152</b>	<b>39,201</b>	<b>23,777</b>
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Estimated Cash <b>beginning of year:</b>					<b>128,170</b>
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Estimated Cash <b>end of year:</b>					<b>151,947</b>
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Fund 662 - OTHER POST EMPLOYMENT BENEFIT FUND  
05/06/2019

OLD GL NUMBER	DESCRIPTION	15-16 ACTUAL AMOUNTS	16-17 ACTUAL AMOUNTS	17-18 ACTUAL AMOUNTS	18-19 AMENDED BUDGET	2019-2020 REQUESTED BUDGET
<b>ESTIMATED REVENUES</b>						
<b>Dept 000-OPERATIONS</b>						
662-000-611.000	Post Employ Benefits - General Fund	24,245	10,853	36,375	0	14,783
662-000-611.010	Post Employ Benefits - Water	2,762	1,924	623	801	753
662-000-611.011	Post Employ Benefits - Sewer	14,341	2,366	891	2,076	1,796
662-000-611.012	Post Employ Benefits - Equipment	394	335	143	214	167
662-000-611.013	Post Employ Benefits - Major	3,915	2,973	998	1,203	1,181
662-000-611.014	Post Employ Benefits - Local	2,494	1,923	644	772	762
662-000-611.015	Post Employ Benefits - TIFA	20	28	158	14	6
662-000-611.016	Post Employ Benefits - S. Waste	4,603	3,485	1,158	0	1,372
662-000-611.017	Post Employ Benefits - Airport	10	10	9	11	10
662-000-611.018	Post Employ Benefits - BRA	995	762	657	300	297
662-000-664.020	Interest Inc-Investments	0	885	506	816	
<b>Totals for dept 000-OPERATIONS</b>		<b>53,779</b>	<b>25,544</b>	<b>42,162</b>	<b>6,207</b>	<b>21,127</b>
<b>TOTAL ESTIMATED REVENUES</b>		<b>53,779</b>	<b>25,544</b>	<b>42,162</b>	<b>6,207</b>	<b>21,127</b>
<b>APPROPRIATIONS</b>						
<b>Dept 000-OPERATIONS</b>						
662-000-721.000	Sick Pay	0	71,859	35,693	6,816	4,626
662-000-726.000	Post Employment - Health Care	19,205	6,670	4,957	6,240	16,501
<b>Totals for dept 000-OPERATIONS</b>		<b>19,205</b>	<b>78,529</b>	<b>40,650</b>	<b>13,056</b>	<b>21,127</b>
<b>TOTAL APPROPRIATIONS</b>		<b>19,205</b>	<b>78,529</b>	<b>40,650</b>	<b>13,056</b>	<b>21,127</b>
<b>NET OF REVENUES/APPROPRIATIONS - FUND 662</b>		<b>34,574</b>	<b>(52,985)</b>	<b>1,512</b>	<b>(6,849)</b>	<b>0</b>

Estimated Cash **beginning of year:**

64,347

Estimated Cash **end of year:**

64,347



<b>General</b>	\$ -	<b>Major Street</b>	\$ 630,134	<b>Local Street</b>	\$ -	<b>Solid Waste Removal</b>	\$ -
See Capital Improvement		Sherwood Street Street & Storm Upgrades	\$ 630,134				

<b>Fire Reserve</b>	\$ -	<b>Capital Improvement</b>	\$ 80,000
		Sherwood Park Restroom	\$ 60,000
		DPW Facility Insulation	\$ 10,000
		Computers (5) at City Hall and DPS	\$ 10,000

<b>BRA</b>	\$ -	<b>TIFA</b>	\$ -	<b>DDA</b>	\$ -
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<b>Airport</b>	\$ 7,270	<b>Sewer</b>	\$ 277,259	<b>Water</b>	\$ 352,875	<b>Equipment</b>	\$ 46,000
Crack Sealing MDOT	\$ 7,270	Sherwood Street Sanitary Upgrades	\$ 277,259	Sherwood Street Water Upgrades	\$ 352,875	Patrol Vehicle - DPS	\$ 46,000

**Resolution 19-16  
City of Plainwell  
General Appropriations Act  
Fiscal Year 2019-2020**

**WHEREAS**, Public Act 621 of 1978 mandates a provision for expenditures of appropriations and disposition of revenues, and

**WHEREAS**, it is necessary to provide for a tax levy to fund the various appropriations, and

**WHEREAS**, it is necessary to provide for the implementation, operation and periodic amendment of this act,

**NOW, THEREFORE, BE IT RESOLVED THAT** the City Council of the City of Plainwell having reviewed the proposed budget document finds that the total revenues and transfers necessary for operation of the General Fund in fiscal year 2019/2020 are as follows:

Property Taxes.....	\$1,146,078
License and Permits.....	\$24,300
Intergovernmental Revenue – Federal.....	\$325
Intergovernmental Revenue – State .....	\$414,750
Fines and Fees.....	\$422,765
Interest and Rents .....	\$56,138
Other Revenue.....	\$16,450
Transfers from Other Funds.....	<u>\$41,596</u>
<b>TOTAL:</b> .....	<b>\$2,122,402</b>

**BE IT FURTHER RESOLVED THAT** the City Council having reviewed the proposed budget hereby establishes Budget Control Activities and appropriates in the amount and for the purposes set forth as follows:

Transfers to Other Funds .....	\$0
Legislative .....	\$23,878
Elections .....	\$28,845
Administrative .....	\$351,134
Assessor/Board of Review .....	\$22,345
Buildings & Grounds.....	\$181,136
Public Safety / Police.....	\$1,046,342
Public Safety / Fire .....	\$168,011
Parks .....	\$143,945
Flowers/Beautification.....	\$52,876
Special Events .....	\$11,078
Forestry.....	\$8,006
Planning/Community Development.....	\$45,343
Community Promotion .....	\$42,800
Debt Service .....	\$2,678
Contributions to Other Agencies .....	<u>\$8,637</u>
<b>TOTAL:</b> .....	<b>\$2,137,054</b>

**BE IT FURTHER RESOLVED THAT** the City Council, having reviewed the above revenues and expenditures and being advised that the City Assessor has certified the taxable value of all real and personal property in the City to be **87,725,230** (Renaissance zone not included) and the value of the property subject to the Industrial and Commercial Facilities tax to be **2,152,599**, hereby directs that the tax levy for 2019/2020 be set at 15.8250 which includes 14.5250 mills of the city's total authorized amount of 16.0000 mills for general operations and 1.3000 mills of the city's total authorized amount of 3.0000 mills for solid waste removal and further directs that the Treasurer prepare a tax roll and levy said taxes to be due and payable on July 1, 2019 for the purposes as shown in the proposed budget document.

**BE IT FURTHER RESOLVED THAT** no member of the City Council or employees of the City shall expend any funds or obligate the expenditure of any funds except pursuant to the appropriations act adopted by the City Council. Changes in the amount of any appropriation shall require approval of the City Council.

**BE IT FURTHER RESOLVED THAT** the City Manager is charged with the supervision and execution of the budget adopted under this general appropriations act and shall be responsible for the performance of the programs within the amounts appropriated by the City Council unless such amounts appropriated are amended.

**BE IT FURTHER RESOLVED THAT this resolution is effective July 1, 2019.**

This resolution is hereby adopted on this 24<sup>th</sup> day of June 2019 by the City Council of the City of Plainwell with the following YES and NO vote:

YES: Brooks, Steele, Keeler and Overhuel  
NO: None  
ABSENT: Keeney

**ATTEST:** **CITY OF PLAINWELL:**

\_\_\_\_\_  
**Brian Kelley, City Clerk/Treasurer**

\_\_\_\_\_  
**Richard Brooks, Mayor**

**CERTIFICATION:**

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Plainwell City Council, County of Allegan, State of Michigan, at a meeting held on June 24, 2019, the original of which is on file in the City Clerk's office and available to the public. Public notice of said meeting was given pursuant to and in compliance with the Open Meetings Act, Act No. 267 of the Public Acts of Michigan of 1976 including in the case of a special or rescheduled meeting, notice by posting at least eight (18) hours prior to the time set for said meeting.

\_\_\_\_\_  
**Brian Kelley, City Clerk/Treasurer**

**Resolution 19-17**  
**City of Plainwell**  
**Special and Operating Funds Appropriations Act**  
**Fiscal Year 2019-2020**

**WHEREAS**, it is necessary to provide for the expenditure of appropriations and the disposition of revenues, and

**WHEREAS**, it is necessary to provide for tax levies and other charges to fund the various appropriations;

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:**

That the City Council of the City of Plainwell having reviewed the proposed revenues, expenditures and unappropriated fund balances of the various special and operating funds hereby establishes Budget Control Activities and appropriates in the amounts and for the purposes set forth as follows:

Major Street Fund.....	\$837,933
Local Street Fund .....	\$172,896
Solid Waste Fund .....	\$189,893
Fire Reserve Fund .....	\$78,101
Airport Fund.....	\$52,305
Revolving Loan Fund .....	\$10,000
Capital Improvement Fund .....	\$140,097
Brownfield Redevelopment Authority Fund.....	\$109,101
Tax Increment Finance Authority.....	\$59,830
Downtown Development Authority Fund.....	\$54,413
Sewer Fund .....	\$1,800,908
Water Fund .....	\$830,604
Motor Pool Fund .....	\$240,398
Other Post Employment Benefit Fund.....	\$21,127

**BE IT FURTHER RESOLVED THAT** the Solid Waste Fund revenue includes special assessments to individual property owners for recycling and bulk pickup, and that the rates for this budget year are **\$29.50 for recycling** and **\$19.50 for bulk pickup**.

**BE IT FURTHER RESOLVED THAT** no member of the City Council or employee of the City shall expend any funds or obligate the expenditure of any funds except pursuant to the special and operating funds appropriations act adopted by the City Council. Changes in the amount of any appropriations shall require Council approval.

**BE IT FURTHER RESOLVED THAT** the City Manager is charged with the supervision of the budget adopted under the special and operating funds appropriations act and shall be responsible for the performance of the programs within the amounts appropriated by the City Council unless so amended.

**BE IT FURTHER RESOLVED THAT** this resolution is effective **July 1, 2019**.

This resolution is hereby adopted on this 24<sup>th</sup> day of June 2019 by the City Council of the City of Plainwell with the following YES and NO vote:

YES:  
NO:  
ABSENT:

**ATTEST: CITY OF PLAINWELL:**

\_\_\_\_\_  
**Brian Kelley, City Clerk/Treasurer**

\_\_\_\_\_  
**Richard Brooks, Mayor**

**CERTIFICATION:**

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Plainwell City Council, Allegan County, State of Michigan, at a meeting held on June 24, 2019, the original of which is on file in the City Clerk's office and available to the public. Public notice of said meeting was given pursuant to and in compliance with the Open Meetings Act, Act No. 267 of the Public Acts of Michigan of 1976, including in the case of a special or rescheduled meeting, notice by posting at least eighteen (18) hours prior to the time set for said meeting.

\_\_\_\_\_  
Brian Kelley, City Clerk/Treasurer

### Activities Requiring an Environmental Assessment (All Other Activities)

Examples: New Construction, Infrastructure, Major Rehabilitation, and Building Purchase

**STEP 1:** Designate a Certifying Officer (either by formal resolution or a memo to the environmental review file). The Certifying Officer must be a local government official.

**STEP 2:** Complete Environmental Review Record.  
\*See Page 9.

**STEP 3:** Send a letter to the State Historic Preservation Office (SHPO), and coordinate with other laws and authorities including interested agencies, groups, and the Michigan Department of Environmental Quality (MDEQ).  
\*See Pages 10 – 21.

**STEP 4:** After receiving a sign-off letter from the SHPO and coordination with other laws and authorities including interested agencies and groups, and the MDEQ, complete the Statutory Checklist. Keep copies of letters and other documentation used to substantiate determinations. Other documentation may include area maps, floodplain maps, and engineering surveys.  
\*See Pages 22 – 23 for the Statutory Checklist.

**STEP 5:** If the project is located in a floodplain or wetland, or will impact a floodplain or wetland, the federal eight (8) step process must be completed before proceeding. Contact our office.  
\*See Pages 38 – 39.

**STEP 6:** Complete Environmental Assessment Checklist and narrative. The narrative portion of the assessment must include the following information:

-Project Description – include project name, location, project costs, activities, and agency contacts.

-Description of existing environmental conditions and identification of beneficial and adverse environmental effects.

-Description of mitigating measures to address and minimize adverse environmental effects. Mitigation measures should address what specifically needs to be done to address permanent negative effects on the environment. Temporary negative effects such as noise, traffic congestion, or dust should also be addressed.

-Describe alternatives to the project that were considered and explain why the option chosen was the best one for the community. Examples of project alternatives could include: (1) completing the project on a smaller scale with a smaller budget; (2) completing the project on a larger scale with a larger budget; or (3) the alternative of not doing the project at all.



# PLAINWELL PUBLIC SAFETY

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Police, Fire and Medical First Responder Services

# MONTHLY REPORT

## May 2019

Prepared by Director Bill G. Bomar

AB

# Plainwell Department of Public Safety

## Scheduled Hours By Activity for May 2019

**The categories listed below are based on law enforcement related activities and the hours that scheduled road patrol personnel spend in the 4 major areas.**

Total Hours  
920  
Percentage of Total Hours

### TOTAL ROAD PATROL HOURS SCHEDULED FOR THE MONTH

The Hours officers are scheduled for road patrol or other uniformed functions. These are fixed shifts which generally carry assigned duties.

Totals of all the below mentioned areas.

### HOURS SPENT INVESTIGATING OR HANDLING CRIMINAL COMPLAINTS

The Hours Scheduled for criminal investigations of complaints that are in violation of a criminal law that an individual could be arrested and jailed for.

Examples include: Burglaries, Robberies, Drunk Driving, All Sex Offenses, Alcohol Offenses, Larcenies, Etc.

### HOURS SPENT INVESTIGATING OR HANDLING NON-CRIMINAL COMPLAINTS

The Hours Scheduled for Calls for Service or Complaints that require investigation but are not criminal in nature.

Examples include: Auto Accidents, Accidental Fires, Traffic Citations, Property Inspections, Etc.

### HOURS SPENT ON SUPPORT OR PERIPHERAL ACTIVITIES

The Hours Scheduled for required duties however are not criminal or non-criminal in nature and are supporting functions.

Examples include: Report Writing, Court, Directed Patrol, Foot Patrol, On Duty Training, Transport of Paperwork to the Court, Evidence to the Crime Lab, Etc.

### TOTAL UNOBLIGATED PATROL HOURS

The Hours of Scheduled Road Patrol left over that officers are not assigned to an activity or working on a complaint.

Examples include: General Preventive Patrol, Building Security Checks, Etc.

Note: This also includes any break time the officers take during their shift.

### TOTAL HOURS OBLIGATED TO DUTIES, COMPLAINTS, INVESTIGATIONS, ETC.

It is recommended by the International Association of Chiefs of Police (IACP) that no more than 65% to 70% of an officers time on duty, be obligated to complaints, investigations, activities or assigned responsibilities. The rationale behind this is to assure that officers are available for emergencies without unreasonable delay and provide for preventive and traffic patrol duties.

920

77 8.41%

197 21.37%

427 46.40%

219 23.82%

701 76.18%



# Plainwell Department of Public Safety

## Complaints/Activities for May 2019

### ARRESTS

CUSTODIAL ARRESTS	11	<i>An individual taken into custody for a criminal offense and jailed for that offense.</i>
ARREST COUNTS	17	<i>Criminal complaints or cases cleared by the custodial arrest or issuance of a warrant(s).</i>

### TRAFFIC ENFORCEMENT & CITATIONS

HAZARDOUS CITATIONS	23	<i>Uniform Law Citations issued by officers to individuals for moving traffic violations. (Drag racing, Speeding, etc.)</i>
NON-HAZARDOUS CITATIONS	8	<i>Uniform Law Citations issued by officers to individuals for NON-moving traffic violations. (Registration, Equipment, Etc.)</i>
DRUNK DRIVING CITATIONS	0	<i>This is an activity that we specifically monitor that would normally be considered a hazardous citation.</i>
PARKING CITATIONS	2	<i>Citations issued in violation of city ordinance. This would include Overnight Parking, Time Limitation Parking, etc.</i>
VERBAL WARNINGS	11	<i>Traffic enforcement where no citation was issued but warnings were given.</i>
TOTAL TRAFFIC CITATIONS/WARNINGS	44	

### COMPLAINTS

ORIGINAL DISPATCH COMPLAINTS	238	<i>Complaints that are call in or the officer is dispatched to by Allegan County Central Dispatch (911) or our business office.</i>
PATROL INITIATED COMPLAINTS	15	<i>Complaints observed by the officer while on patrol or came to their attention by personal observation.</i>
TOTAL COMPLAINTS	253	

### OTHER ACTIVITIES

MOTORISTS ASSISTS	2	<i>Motorist contacts caused by mechanical breakdown or similar problem.</i>
PROPERTY INSPECTIONS	0	<i>Checks of homes or business specifically requested by a home or business owner.</i>
MOTOR VEHICLE ACCIDENTS	11	<i>Total motor vehicle accidents both on public roads or private property.</i>
COMMERCIAL BUILDING SECURITY CHECK	1,412	<i>Nightly security inspections of business' conducted by officers to assure windows and doors are locked.</i>
FOUND UNSECURED	0	<i>The number of business' found unlocked or unsecured.</i>

# Classification of Crimes Reported

File Class	CRIMES AGAINST PERSON	May	Year to Date
900	Murder and Non-Negligent Manslaughter	0	0
1000	Kidnapping	0	0
1100	Sexual Assault	0	3
1200	Robbery	0	0
1300	Aggravated & Non-Aggravated Assault	6	29
<b>PROPERTY CRIMES</b>			
2000	Arson	0	0
2100	Extortion	0	0
2200	Burglary	2	3
2300	Larceny	9	17
2400	Motor Vehicle Theft	0	0
2500	Forgery/Counterfeiting	0	0
2600	Fraudulent Activities	3	14
2700	Embezzlement	0	1
2800	Stolen Property - Buying, receiving	0	0
2900	Damage to Property	1	6
3500	Violation of Controlled Substances Act	3	15
<b>MORALS/DECENCY CRIMES</b>			
3600	Sex Offenses (Other than Sexual Assault)	0	1
3700	Obscenity	0	0
3800	Family Offenses	2	3
4100	Liquor Violations	0	1
<b>PUBLIC ORDER CRIMES</b>			
4800	Obstructing Police - Offenses Which Interfere with Investigations	0	0
4900	Escape/Flight - Fleeing and Eluding a Officer's Custody	0	1
5000	Obstructing Justice	2	14
5200	Weapons Offenses	1	3
5300	Public Peace	5	38
5400	Traffic Investigations - Any Criminal Traffic Complaints	3	19
5500	Health and Safety	1	9
5600	Civil Rights	0	0
5700	Invasion of Privacy	2	10
6200	Conservation Law Violation	0	0
7300	Miscellaneous Criminal Offense	0	0
<b>GENERAL NON-CRIMINAL</b>			
9100	Juvenile/Minor/School Complaints	0	0
9200	Civil Custody	0	0
9300	Traffic Non-Criminal ( Reports Only - Does not include Citations Issued)	23	95
9400	False Alarm Activation	2	12
9500	Fires (Other than Arson)	1	13
9700	Accidents, All Other	0	0
9800	Inspections, Unfounded FIRS	43	167
9900	General Assistance (All Except Other Police Agencies)	63	294
9911 & 9912	General Assistance (Other Police Agencies)	40	215
<b>FIRS</b>	Medical First Responder	41	189



## May Reports for Plainwell Department of Public Safety

### **PRIORITY 1 ASSISTS OUTSIDE OF JURISDICTION**

The Plainwell Department of Public Safety was dispatched to 40 calls for assistance outside the city limits of Plainwell by Allegan County Central Dispatch.

These calls were classified as priority 1 assists.

\*\*\*\*\*

### **Fire Suppression/Call Out Incident Report**

Date	Dispatch Time	Arrival Time	Location	Incident Type	Actions taken	Apparatus	PSO	POC
5/6/19	1918	1924	950 Industrial Pkwy	Fire alarm	Cancelled enroute	E-11	3	3
5/15/19	2004	2007	800 E. Bridge Street	Fire alarm	Investigate	Patrol	2	7
5/17/19	0821	0826	413 Prince Street	Smoke	Investigate, ventilate	E-11	5	6
5/25/19	2352	0500	684 Starr Rd	PIA	Medical, traffic control	E-11, E-62, E-63	4	6
5/27/19	1236	1236	320 Brigham Street	Medical	Medical	E-62	1	6

\*\*\*\*\*

### **Calls for Service at Plainwell Schools**

Plainwell High School: 7  
684 Starr Road

Gilkey School: 3  
707 S. Woodhams Street

Plainwell Middle School: 0  
720 Brigham Street

Starr Elementary: 1  
601 school Drive

Early Childhood Development: 0  
307 E. Plainwell Street

Renaissance School: 3  
422 Acorn Street

Admin, Maintenance & Bus Garage: 0  
600 School Drive

# Water Renewal

Superintendent: Bryan Pond

May 2019



## Significant Department Actions and Results

The clarifier overload relay and a yard light were repaired by the electricians.

A new level controller was installed at Cushman St lift station and a rebuilt VFD at 12th St. lift station.

The plant primary effluent flow meter was submerged due to the pit filling, the meter sending unit was dried out and the meter was back in service.

B. Whitney ended his part time assistance with us as staffing needs were back to normal levels.

## Pending Items (including CIP)

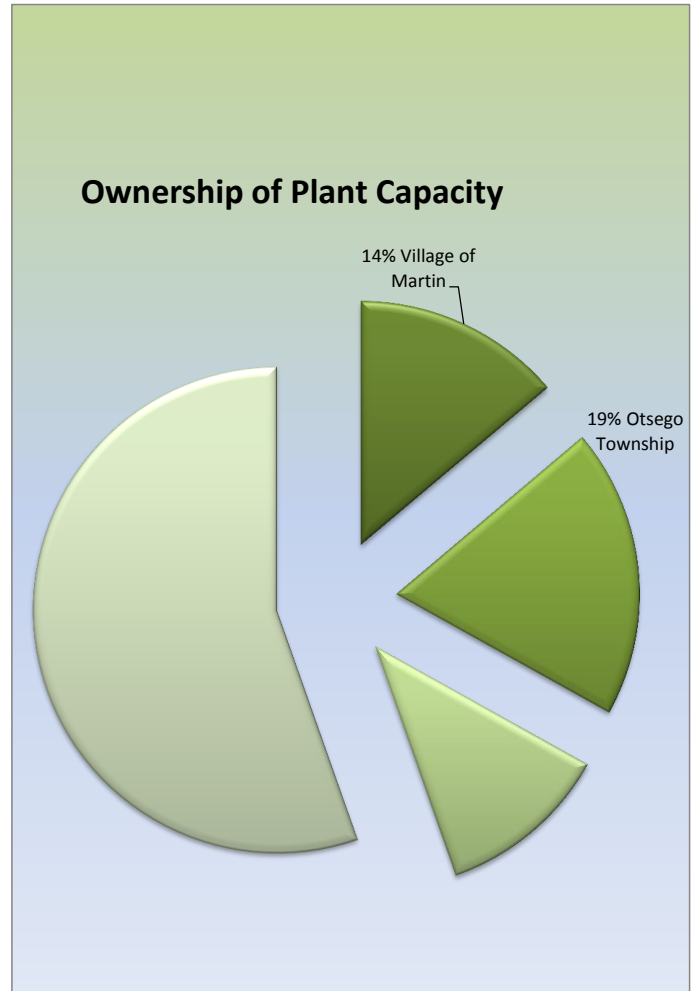
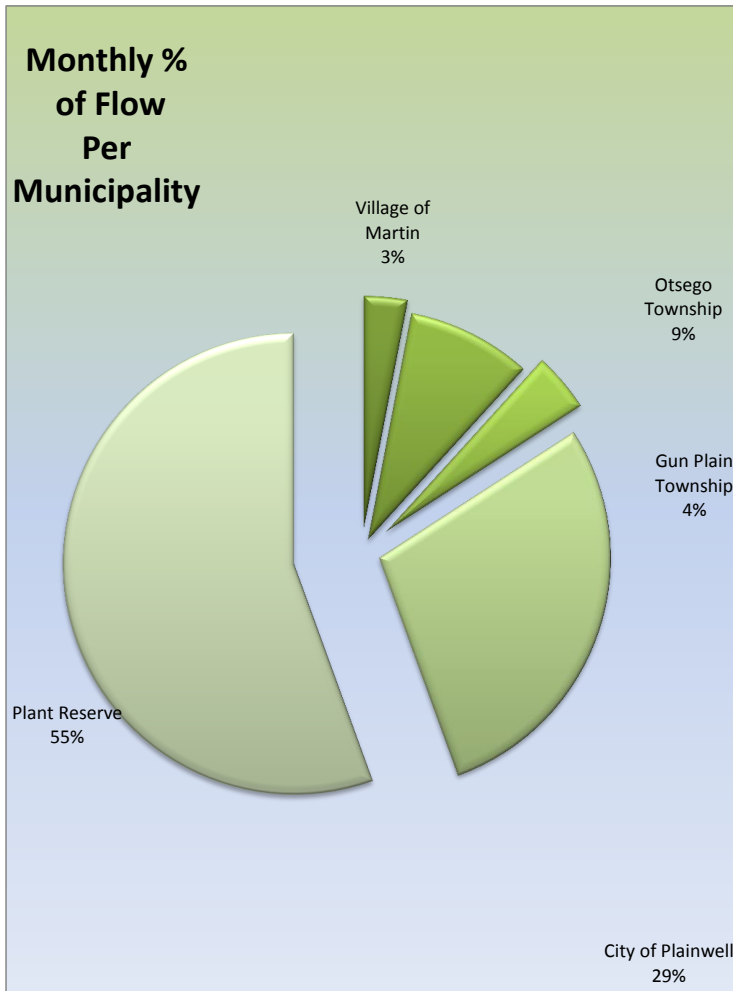
## Expenditure Summary/Issues

	<u>(budgeted)</u>		<u>(completed)</u>
Replace Hill St lift Station	\$90,000	100%	\$86,550
Replace 1980 Screw Pumps	\$300,000	100%	\$241,800
Replace Scada Radios & Antennas & Programming	\$21,448	100%	\$21,488
TOTALS	<u>\$411,448</u>		<u>\$349,838</u>

## Monthly Flow Data

Our permitted volume of treatment is 1,300,000 gallons per day. The table and graph below shows the breakdown of average monthly flow from our customer communities, the percent ownership of our customer communities.

	Total Gallons	Permitted Daily Flow Gallons	Reserve	Ownership of Plant Capacity
<b>Village of Martin</b>	828,884			
Gun River MH Park	320,000			
US 131 Motor Sports Park	24,270			
<b>Total:</b>	1,173,154			
<b>AVG. DAILY:</b>	40,454	180,000	78%	14%
<b>Otsego Township</b>	<b>Total:</b> 3,405,623			
	<b>AVG. DAILY:</b> 117,435	250,000	53%	19%
<b>Gun Plain Township</b>	<b>Total:</b> 1,049,000			
North Point Church	2,000			
North 10th Street	357,800			
Gores Addition	200,000			
<b>AVG. DAILY</b>	55,476	150,000	63%	12%
<b>City of Plainwell</b>	<b>Total:</b> 11152829			
	<b>AVG. DAILY:</b> 371760.97	720,000	48%	55%
<b>Avg. Daily Plant Flow from entire service district</b>	0.54			



## State Required Reporting Compatible Pollutants

MI State Requirement	City Benchmark	Monthly Avg. Reported/MDEQ
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**Carbonaceous Biochemical oxygen demand (CBOD-5):**

25 mg/l	15	10.39
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*This test measures the amount of oxygen consumed by bacteria during the decomposition of organic materials. Organic materials from wastewater treatment facility act as a food source for bacteria.*

**TOTAL SUSPENDED SOLIDS (TSS):**

30 mg/l	15	11
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*Includes all particles suspended in water which will not pass through a filter. As levels of TSS increase, a water body begins to lose its ability to support a diversity of aquatic life.*

**PHOSPHORUS (P):**

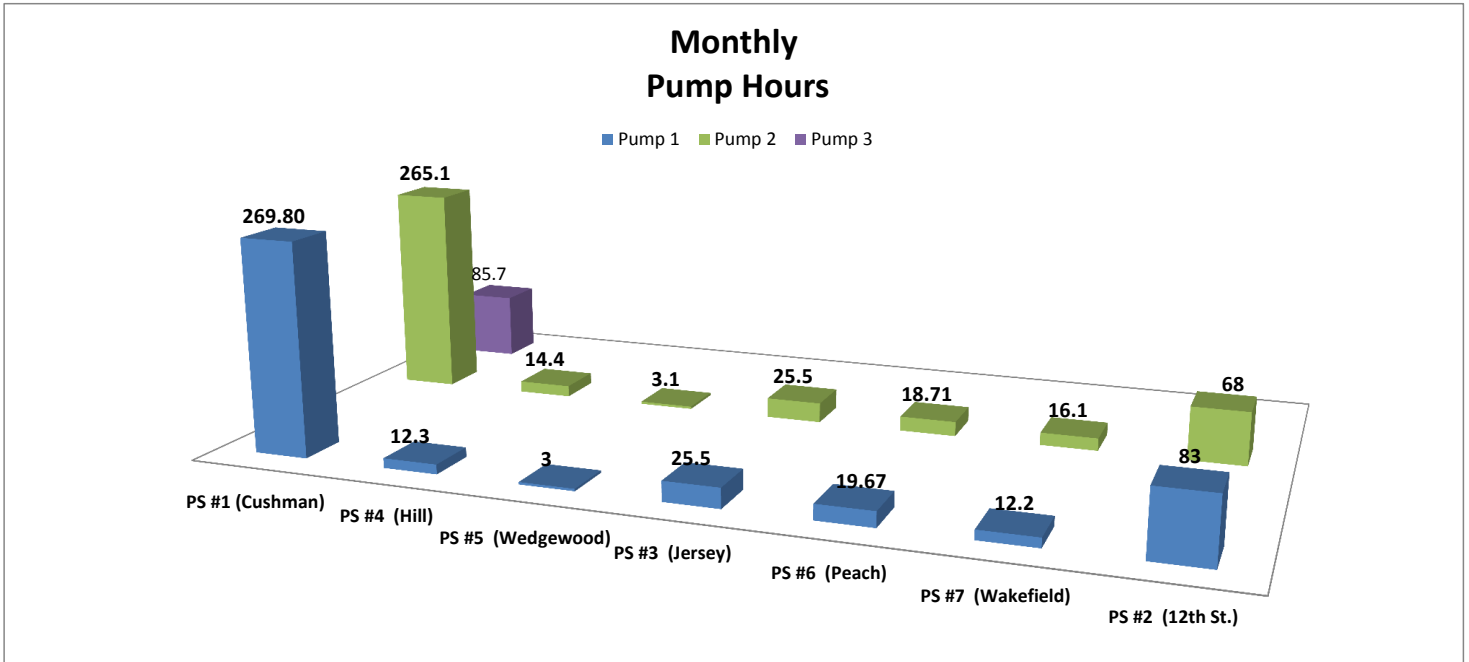
1.0 mg/l	0.45	0.24
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*Controlling phosphorous discharges is a key factor in preventing eutrophication of surface waters. Eutrophication is caused by water enrichment of inorganic plant nutrients. Eutrophication negatively effects water bodies due to increases in algal blooming, causing excessive plant growth which depletes dissolved oxygen in the river which is necessary for aquatic life to survive.*

**Total Coliform (COLI):**

200counts/ml	50	2
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*A group of bacteria found in soil, on vegetation and in large numbers in the intestine of warm-blooded animals, including humans. Water is not a natural medium for coliform organisms and their presence in water is indicative of some type of contamination.*



Pumps convey the waste where gravity sewers cannot, run times are a indicator of how the station is operating and being maintained.

**CITY OF PLAINWELL  
MINUTES  
Planning Commission  
June 19, 2019**

1. Call to Order at 7:02 p. m. by Sausaman
2. Pledge of Allegiance was given by all present.
3. Roll Call: Present: Jay Lawson, Rachel Colingsworth, Lori Steele, Diana Lubic, Stephen Bennett, Gary Sausaman  
Excused: Jim Higgs
4. Approval of Minutes – 06/05/19  
**Steel motioned to approve minutes, as received seconded by Lawson. Minutes approved on an all in favor voice vote.**
5. Chairperson’s Report: - None

Closed Planning meeting at 7:05 Open Public Hearing at 7:05

- A. Sausaman open the Public Hearing for 720 N. Main Rezone Application: to rezone 720 N. Main from C1 to SB (service business), along with a special use permit for a holistic animal clinic to utilize 720 N. Main. Dr. Shawn Dolan and Scott Merlett were present; they gave a brief description of their Renewed Animal Wellness Center.

Public Comments were taken:

Cory Redder, 731 Thomas St. asked about construction and additional buildings. No new construction is being considered at this time. Mr. Redder stated that their niche of animal care would be a good idea for the neighborhood.

A letter of concern was presented by Amy and Jim Pell, 712 N. Main St. stating a concern for a fence, being she runs a day care and feels parents would be unsure about coming to her daycare. Also asking the new owners to put in their own sewer, and concerned about tax increase. City Manager, Erik Wilson will meet with the Pell’s to discuss these concerns. Scott Merlett, mentioned they are not opposed to a fence.

Planning Commission comments:

Sausaman asked how many appointments they would have in a day. Approximately 20-30 animals a day. No overnight stays and nothing after 6 or 7 p.m.

Sausaman inquired about number of employees- approximately 7-10 employees.

**Steele made a motion to close the public hearing, seconded by Colingsworth. A motion by Bennett to recommend the Planning Commission move forward on the rezone and special use permit and send to City Council on 6/24/19.**

**6. Old Business**

- A. Final review of the CIP draft copy 2019-2024

B. Marihuana ordinance discussion. Set a public meeting in September, date TBA. Staff will compile a summary of other communities and the latest information regarding the new laws.

7. Public Comments – None

8. Reports and Communications:

A. 5/28/19 Council Minutes reviewed by Commission

10. Staff Comments:

**Denise Siegel, Community Development Manager** mentioned the new site plans for the library arrived; a special meeting will be set to review the plans on or before Wed. July 3, 2019.

Also announced that there will not be fireworks this year due to sponsorship/funding for this year's show.

12. Commissioner Comments: Sausaman mentioned what a great turn out for the Plainwell Days Festival, Rotary sold out of all their food by 3 p.m. on Saturday.

13. Adjournment:

Lubic adjourned the meeting at 7:48 p.m.

Minutes submitted by Denise Siegel, Community Development Manager



06/19/2019 INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF PLAINWELL  
 EXP CHECK RUN DATES 06/24/2019 - 06/24/2019  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 BOTH OPEN AND PAID

Vendor Code	Vendor Name	Description	Amount
000009	CONSUMERS ENERGY		
	201906	ENERGY BILLS 05/01/2019 -5/31/2019	3,861.15
TOTAL FOR: CONSUMERS ENERGY			3,861.15
000010	RIDDERMAN & SONS OIL CO INC		
	117725	DPW ETHANOL 6/11/19	541.22
	28008	GAS FOR AIRPORT 06/14/2019	81.97
	43105	DPW - TUBES	59.00
TOTAL FOR: RIDDERMAN & SONS OIL CO INC			682.19
000014	MICHIGAN GAS UTILIITIES CORP.		
	201905	GAS USAGE THROUGH 06/11/2019	1,361.03
TOTAL FOR: MICHIGAN GAS UTILIITIES CORP.			1,361.03
000035	APPLIED IMAGING		
	1355411	CH COPIER - ADDITIONAL PAGES CHARGE FOR 5/13/19 - (	229.19
	1357291	05/16/2019 - 06/15/2019 DPW/WR COPIER	37.43
TOTAL FOR: APPLIED IMAGING			266.62
000079	KAECHELE PUBLICATIONS INC		
	42186	APRIL SUMMARY, MARLETT REZONE, HYTECH TAX EXEMF	341.00
	42187	MAY 2019 DDA ADVERTISING	35.00
TOTAL FOR: KAECHELE PUBLICATIONS INC			376.00
000095	ONE WAY PRODUCTS INC		
	713025	WR C-FOLD TOWELS/TISSUES	289.76
TOTAL FOR: ONE WAY PRODUCTS INC			289.76
000134	HAROLD ZEIGLER INC		
	288779	14 FORD EXPLORER REPAIRS	967.01
TOTAL FOR: HAROLD ZEIGLER INC			967.01
000372	PREMIERE PRINTING CORP.		
	231957	WINDOW & REGULAR ENVELOPES	334.50
TOTAL FOR: PREMIERE PRINTING CORP.			334.50
000624	AIS CONSTRUCTION-JOHNDEREER POWERPLN		
	G01314	REPAIRS TO TRUCK 61	533.76
TOTAL FOR: AIS CONSTRUCTION-JOHNDEREER POWERPLN			533.76
000674	A-1 ASPHALT INC		
	55950	NORTH ANDERSON LOT PAVING/STRIPE	3,888.00
TOTAL FOR: A-1 ASPHALT INC			3,888.00
000910	GRAINGER DIV OF W W		
	9181930984	DIAMOND SAW BLADE	325.76
	9201845840	DIAMOND SAW BLADE SUN LOT & BRIDGE ST	325.76
TOTAL FOR: GRAINGER DIV OF W W			651.52
000941	WEST MICHIGAN CRIMINAL JUSTICE		
	3896	SPRING 2019 MCOLES	221.62
TOTAL FOR: WEST MICHIGAN CRIMINAL JUSTICE			221.62
000947	WYOMING ASPHALT & PAVING INC.		
	2019-136	PAVING MATERIALS 5/25/2019	938.82
	2019-156	PAVING MATERIALS 05/31/2019	57.77

	2019-179	PAVING MATERIALS 06/08/2019	1,017.89
	50819-1	PAVING OF SUN LOT	17,500.00
TOTAL FOR: WYOMING ASPHALT & PAVING INC.			19,514.48
-----			
000984	EVOQUA WATER TECHNOLOGIES LLC (SIEM		
	904027924	RECURRING ODOR CONTROL MAY 2019	300.00
TOTAL FOR: EVOQUA WATER TECHNOLOGIES LLC (SIEM			300.00
-----			
001136	ENTENMANN-ROVIN CO		
	0144472-IN	DPS BADGE	119.50
TOTAL FOR: ENTENMANN-ROVIN CO			119.50
-----			
001331	DON REEVES		
	201906	SHOE ALLOWANCE	200.00
TOTAL FOR: DON REEVES			200.00
-----			
001536	WASHWELL-STADIUM DRIVE GROUP-SOAP		
	2330	MARCH 2019 DRY CLEANING DPS	37.00
	2342	APRIL 2019 DRY CLEANING DPS	59.25
	2359	MAY 2019 DRY CLEANING DPS	43.25
TOTAL FOR: WASHWELL-STADIUM DRIVE GROUP-SOAP			139.50
-----			
001645	ALEXANDER CHEMICAL CORPORATION		
	10023340	DEPOSIT REFUND	(100.00)
	10081072	CHLORINE	206.50
	SCL 10023343	DEPOSIT REFUND	(1,000.00)
	SLS 10081074	CHLORINE, SULF DIOX	2,010.50
TOTAL FOR: ALEXANDER CHEMICAL CORPORATION			1,117.00
-----			
001829	PERCEPTIVE CONTROLS INC		
	13920	WELL SCADA REPAIR	540.00
TOTAL FOR: PERCEPTIVE CONTROLS INC			540.00
-----			
002065	OUTDOOR SOLUTIONS GROUP		
	5150A	CODE ENFORCEMENT, MOWING, 3 ADDRESSES	305.07
TOTAL FOR: OUTDOOR SOLUTIONS GROUP			305.07
-----			
002116	CHARTER COMMUNICATIONS (SPECTRUM)		
	0036867060719	AIRPORT INTERNET 06/07/19 - 07/06/19	74.00
TOTAL FOR: CHARTER COMMUNICATIONS (SPECTRUM)			74.00
-----			
002142	CORRPRO WATERWORKS INC/AEGION		
	556672	INSPECTION SERVICE INDUSTRIAL PARK TANK	800.00
TOTAL FOR: CORRPRO WATERWORKS INC/AEGION			800.00
-----			
002281	HOME DEPOT		
	2019-06	MAY 2019 STATEMENT	629.82
TOTAL FOR: HOME DEPOT			629.82
-----			
002283	AXON ENTERPRISE, INC.		
	SI-1595006	SPECIALTY SUPPLY	2,570.00
TOTAL FOR: AXON ENTERPRISE, INC.			2,570.00
-----			
002301	JOYFUL CLEANING - LINDA TUBBS		
	1085	MAY 2019 CLEANING SERVICES	964.00
TOTAL FOR: JOYFUL CLEANING - LINDA TUBBS			964.00
-----			
002371	RENEWED EARTH INC		
	27320	YARD WASTE CONTRACT - JUNE '19	1,250.00
TOTAL FOR: RENEWED EARTH INC			1,250.00
-----			
002402	STEENSMA LAWN & POWER EQUIPMENT		
	612715	#76 - BEARING CAP	4.38
	612721	WEED WACKER PART	20.75
-----			

TOTAL FOR: STEENSMA LAWN & POWER EQUIPMENT			25.13
002418	WHITNEY ENTERPRISES INC		
	201906	STUMP GRINDS - 233 1ST, 126 FAIRLANE & BEHIND PERC	250.00
TOTAL FOR: WHITNEY ENTERPRISES INC			250.00
002539	BELDEN SAND & GRAVEL		
	6925	MATERIALS FOR SUN LOT PAVING	583.86
TOTAL FOR: BELDEN SAND & GRAVEL			583.86
002582	PLAINWELL REDI MIX - COSGROVE ENTER		
	2019-05	DPS FLOWER POTS	40.00
	8974	LIME - SUN LOT	610.00
	9025	LIME & DELIVERY	162.00
	9066	LIME - SUN LOT	427.00
	9108	LIMESTONE BEHIND OLD 5/3 BANK	762.50
TOTAL FOR: PLAINWELL REDI MIX - COSGROVE ENTER			2,001.50
002618	KIM BROWN		
	201906	WORK BOOTS	25.00
TOTAL FOR: KIM BROWN			25.00
002650	FUEL MANAGEMENT SYSTEM/PACIFIC PRID		
	56400	GASOLINE, FIRE & POLICE 6/15/2019	514.91
TOTAL FOR: FUEL MANAGEMENT SYSTEM/PACIFIC PRID			514.91
002653	VAN MANEN OIL COMPANY		
	2218834	REGULAR GAS 05/24/19	408.48
	2218835	DIESEL FUEL 05/24/19	685.13
TOTAL FOR: VAN MANEN OIL COMPANY			1,093.61
002703	CONTINENTAL LINEN SERVICES INC		
	2019-05CH	MAY 2019 CH RUGS	45.20
	2019-05DPS	MAY 2019 DPS RUGS	41.84
	2019-05DPW	DPW RUGS/UNIFORMS MAY 2019	142.01
	2019-05WR	WR UNIFORMS/RUGS MAY 2019	55.33
TOTAL FOR: CONTINENTAL LINEN SERVICES INC			284.38
002708	MORGAN BIRGE' & ASSOCIATES		
	50141	JUNE 2019 PHONE MAINT	130.00
TOTAL FOR: MORGAN BIRGE' & ASSOCIATES			130.00
002740	STATE OF MICHIGAN		
	551539803	SEX OFFENDER FEE PHILLIPS	30.00
TOTAL FOR: STATE OF MICHIGAN			30.00
002756	ANGELS PEST CONTROL CO		
	2019-06	PEST CONTROL DPS	285.00
TOTAL FOR: ANGELS PEST CONTROL CO			285.00
002787	ESPER ELECTRIC		
	18396	POLE LIGHT REPAIRS	111.15
TOTAL FOR: ESPER ELECTRIC			111.15
003019	PROFESSIONAL PUMP INC		
	5096060	CHEMICAL PUMP PARTS	279.85
TOTAL FOR: PROFESSIONAL PUMP INC			279.85
003036	ALLSHRED SERVICES		
	184353	SHREDDING SERVICE JUNE '19	53.35
TOTAL FOR: ALLSHRED SERVICES			53.35
004241	GHD SERVICES INC		
	1001446	UTILITIES/Common Area Maint for APR '19	1,548.45

	991147	UTILITIES/Common Area Maint for Mar '19	1,957.80
TOTAL FOR: GHD SERVICES INC			3,506.25
-----			
004248	ULINE SHIPPING SUPPLY SPECIALISTS		
	109137643	TOWEL DISPENSERS - KENYON/SHERWOOD PARKS	162.35
TOTAL FOR: ULINE SHIPPING SUPPLY SPECIALISTS			162.35
-----			
004837	MUNICIPAL WEB SERVICES		
	53468	WEBSITE CMS HOSTING MAY '19	200.00
TOTAL FOR: MUNICIPAL WEB SERVICES			200.00
-----			
004855	PLAINWELL ACE HARDWARE		
	2921	MISC FASTENERS	14.42
	2933	ROYAL WS REPAIR KITS	44.81
	2934	ADAPTOR/BUSHING	7.35
	2944	PAINT FOR PAVING ON STREET WORK	6.59
	2971	PLANT FOOD	(4.00)
	2974	LIGHT DIMMER BAND SHELL	11.99
	2983	IRRIGATION PARTS ALLEGAN/BRIDGE ST BASKETS	5.15
	2984	FOAM KNEELERS GARDEN SHED	23.98
	3000	FASTENERS & CHALK REEL	16.49
	3004	HEX BUSHINGS, COUPLINGS	19.57
	3010	NYLON ROPE SUN LOT	16.99
	3012	COOK PARK PAINT AND SUPPLIES	89.97
	3019	SUN LOT SAND	11.98
	3020	FLOWER FERTILIZER	14.00
	3021	HOSE WAND, NOZZLES, FLOWER SUPPLIES	48.74
	3023	SUN LOT PLUGS	5.99
	3025	WEED PREVENT HICKS PARK	19.97
	3030	GARDEN STAPLES	13.77
	3056	WEED PREVENTER - FLOWER FUND	59.98
	3066	BAMBOO STAKES PELL PARK FOR FESTIVAL	27.96
TOTAL FOR: PLAINWELL ACE HARDWARE			455.70
-----			
004886	REPUBLIC SERVICES (RECYCLE)		
	0249-006381124	SPRING 2019 BULK TRASH PICKUP	7,534.85
TOTAL FOR: REPUBLIC SERVICES (RECYCLE)			7,534.85
-----			
004919	WEATHERPROOFING TECHNOLOGIES INC		
	95591097	CH, DPS, WELL 4 & ROOF REPAIRS	3,426.74
TOTAL FOR: WEATHERPROOFING TECHNOLOGIES INC			3,426.74
-----			
REFUND UB	MURPHY ANTHONY		
	06/12/2019	UB refund for account: 04-00048700-00	17.32
TOTAL FOR: MURPHY ANTHONY			17.32
-----			
TOTAL - ALL VENDORS			62,927.48

## INVOICE AUTHORIZATION

### Person Compiling Report

I verify that to the best of my knowledge the attached invoice listing is accurate and the procedures in place to compile this invoice listing has been followed.

Insert Signature: **Amanda Kersten**  
Digitally signed by Amanda Kersten  
DN: cn=Amanda Kersten, o=City of Plainwell, ou=City Hall, email=akersten@plainwell.org, c=US  
Date: 2019.06.21 14:28:48 -04'00'

### Brian Kelley, City Clerk/Treasurer

I verify that I have reviewed the expenditures attributed to my department and to the best of my knowledge the attached invoice listing is accurate and complies with the City's purchasing policy.

Insert Signature: **Brian Kelley**  
Digitally signed by Brian Kelley  
Date: 2019.06.21 13:25:05 -04'00'

### Bryan Pond, Water Renewal Plant Supt.

I verify that I have reviewed the expenditures attributed to my department and to the best of my knowledge the attached invoice listing is accurate and complies with the City's purchasing policy.

Insert Signature: **Bryan Pond**  
Digitally signed by Bryan Pond  
Date: 2019.06.20 08:03:17 -04'00'

### Bill Bomar, Public Safety Director

I verify that I have reviewed the expenditures attributed to my department and to the best of my knowledge the attached invoice listing is accurate and complies with the City's purchasing policy.

Insert Signature: **Bill Bomar**  
Digitally signed by Bill Bomar  
Date: 2019.06.20 13:59:22 -04'00'

### Bob Nieuwenhuis, Public Works Supt.

I verify that I have reviewed the expenditures attributed to my department and to the best of my knowledge the attached invoice listing is accurate and complies with the City's purchasing policy.

Insert Signature: **Robert Nieuwenhuis**  
Digitally signed by Robert Nieuwenhuis  
Date: 2019.06.21 13:37:35 -04'00'

### Erik J. Wilson, City Manager

I verify that I have reviewed the expenditures attributed to my department and to the best of my knowledge the attached invoice listing is accurate and complies with the City's purchasing policy.

Insert Signature: **Erik Wilson**  
Digitally signed by Erik Wilson  
DN: c=US, st=Michigan, l=Plainwell, o=City of Plainwell, ou=CoP, cn=Erik Wilson, email=ewilson@plainwell.org  
Date: 2019.06.19 12:57:43 -04'00'

06/19/2019

CHECK REGISTER FOR CITY OF PLAINWELL  
CHECK DATE FROM 06/10/2019 - 06/19/2019

Check Date	Bank	Check	Vendor Name	Description	Amount
<b>Bank CBGEN Chemical Bank - General AP Account</b>					
<b>Check Type: EFT Transfer - Automatic Payments</b>					
06/10/2019	CBGEN	1548(E)	SILVERSCRIPT INSURANCE COMPANY	JUNE 2019 RETIREE PRESCRIPTION COVERAGI	30.80
06/10/2019	CBGEN	1549(E)	SILVERSCRIPT INSURANCE COMPANY	JUNE 2019 RETIREE PRESCRIPTION COVERAGI	30.80
06/18/2019	CBGEN	1550(E)	CHEMICAL BANK	MAY 2019 CHEMICAL BANK FEES	360.50
Total EFT Transfer:					422.10
<b>Check Type: Paper Check - Manual Checks</b>					
06/10/2019	CBGEN	13925	STATE OF MICHIGAN	2018 MSHDA FEE ANNUAL RETURN - PILOT D	37,481.25
06/11/2019	CBGEN	13926	CHARTER COMMUNICATIONS (SPECTRU	WR/DPW INTERNET 06/01/19 - 06/30/19	566.94
06/19/2019	CBGEN	13928	GARY HERBERT, TREASURER	CRISPE TRUST CD INTEREST JUNE 2019	174.14
Total Paper Check:					38,222.33
<b>CBGEN TOTALS:</b>					
Total of 6 Checks:					38,644.43
Less 0 Void Checks:					0.00
Total of 6 Disbursements:					38,644.43

# Off Cycle Payment Authorization

**Brian Kelley, City Clerk/Treasurer**

I verify that I have reviewed the off-cycle payments listed above and to the best of my knowledge the listing is accurate and complies with the City's purchasing policy.

Insert Signature:

**Brian Kelley**

Digitally signed by Brian Kelley  
Date: 2019.06.19 16:09:02 -04'00'

**Erik J. Wilson, City Manager**

I verify that I have reviewed the off-cycle payments listed above and to the best of my knowledge the listing is accurate and complies with the City's purchasing policy.

Insert Signature:

**Erik Wilson**

Digitally signed by Erik Wilson  
DN: c=US, st=Michigan, l=Plainwell,  
o=City of Plainwell, ou=CoP, cn=Erik  
Wilson, email=ewilson@plainwell.org  
Date: 2019.06.19 16:15:24 -04'00'

# State of Michigan



HON. JOSEPH S. SKOCELAS  
HON. WILLIAM A. BAILLARGEON  
District Judges

DANIEL W. NORBECK  
Attorney Magistrate

57TH DISTRICT COURT  
Allegan County Courthouse  
Allegan, MI 49010

269-673-0400  
Fax 269-673-0490

Received

JUN 14 2019

City of Plainwell  
Clerk/Treasurer's Office

LINDA L. LENAHAN  
Court Administrator

MARK A. PONITZ  
Chief Probation Officer

June 13, 2019

City of Plainwell  
211 North Main Street  
Plainwell MI 49080


Re: 57<sup>th</sup> District Court Annual Report and State of the Court

To Whom It May Concern:

Please be advised that the 57<sup>th</sup> District Court recently completed its Annual Report and State of the Court Report which we presented to the Board of Commissioners. I am providing this copy to you for your review. You may also review this report, if you choose, online. To access this report, please go to the Allegan County website, [www.allegancounty.org](http://www.allegancounty.org), choose Departments and Offices, choose District Court, and scroll to Annual Reports.

If you would like me to once again attend one of your meetings to give a brief update to your constituents pertaining to the state of the court, the specialty courts operating within the 57<sup>th</sup> District Court (notably Mental Health Treatment Court, Drug Treatment Court, Sobriety Court, and West Michigan Regional Veteran Treatment Court), I would be happy to schedule a meeting date to attend. Since I know your meetings are oftentimes very busy, I do not want to impose upon your agenda with a presentation unless that is something you believe you and your constituents would like to hear in person. On the other hand, I always welcome the opportunity to come and say hello to all of you. If you wish to schedule a meeting date that you would like me to attend, please contact my secretary, Carole Carr, at (269) 673-0366 to schedule that.

Very truly yours,



William A. Baillargeon  
Chief District Judge

WAB/cac

Enclosure



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# Lighthouse Baptist Church *of Plainwell*



Welcomes you to  
“Public Servants Day”  
Sunday, July 21<sup>st</sup> @ 11:00 a.m.



Dear Public Servant,

First we would like to say “THANK YOU” for your service to our community. We at Lighthouse Baptist Church appreciate very much the sacrifice made by you and your family to make this part of the world a great place to live. That is why we have scheduled July 21<sup>st</sup> to be “Public Servants Day”. In our 11:00 a.m. Service. We will have a time in the service to recognize each public servant present and present them with a token of appreciation. If you are able to attend please respond by July 1<sup>st</sup>, by either phone - [\(269\)-664-3229](tel:269-664-3229) or email - [lighthousebaptistchurch12220@gmail.com](mailto:lighthousebaptistchurch12220@gmail.com)

Sincerely,

*Pastor Steve Smail*

Pastor Steve Smail

12220 CRESSEY ROAD  
PLAINWELL, MICHIGAN 49080  
(269) 664-3229 ~ [lbcplainwell.com](http://lbcplainwell.com)



## Community Advisory Group (CAG) Upcoming Meetings

### St. Joseph Parish Gym

930 Lake St., Kalamazoo



**Thursday, June 27, 6-9 PM**

Learn more about the background and status of the Allied Landfill, Willow/A-site Landfill, and 12th Street Landfill.

### Otsego Township Hall

400 N. 16th St., Otsego



**Thursday, August 8, 6-9 PM**

Find out more information about the background and status of all river area sites.

**Thursday, Sept. 26, 6-9 PM**

Understand the roles of the Natural Resource Trustees and the state of Michigan in the cleanup; and learn updates on the new temporary dam at Trowbridge, King Highway Landfill, King Street storm sewer, and GP Former 5 Lagoons.

### Allied Paper/Portage Creek/Kalamazoo River Superfund Site

**Kalamazoo and Allegan Counties, Michigan**

This spring, 16 community members were selected from an application process to form a community advisory group, or CAG. The Kalamazoo River CAG represents the area surrounding the Allied Paper/Portage Creek/Kalamazoo River EPA Superfund site. Superfund is the nation's program to clean up inactive hazardous waste sites and is managed by the U.S. Environmental Protection Agency (EPA). CAGs serve as a public forum for all interested parties to learn about site cleanup, present and discuss their needs and concerns, and develop community-based recommendations.

All CAG meetings will be open to the public. Upcoming meetings will focus on learning about the different projects and areas of the site.

Learn more at [www.epa.gov/superfund/allied-paper-kalamazoo](http://www.epa.gov/superfund/allied-paper-kalamazoo)

*If you have questions or need special accommodations, contact Diane Russell, EPA Community Involvement Coordinator at [russell.diane@epa.gov](mailto:russell.diane@epa.gov) or 989-395-3493, 9:30 a.m. – 5:30 p.m., weekdays.*

 **COPY**

ROBERT A. CHAMPION  
124 E. Bridge Street, Plainwell, MI. 49080  
269 929 6881



June 12, 2019

Plainwell Public Safety  
119 Island Street  
Plainwell, MI. 49080

Dear Chief, Bomar;

I am writing to notify you of my resignation from my position as the Plainwell City Prosecutor effective 7/1/2019. I was recently offered a new opportunity with the new Kalamazoo Public Defenders Office and I have decided to take their job offer.

I cannot thank you enough for the opportunities and experiences you have provided me during my time with your organization.

I appreciate your support and understanding, and I wish you all the very best. Please let me know if I can be of any assistance during the last few weeks of my time here.

I have taken the liberty of speaking to David Kiel of Orton & Tooman PC. He has expressed an interest in this position, He can be reached at 269 673 2136.

Sincerely,

  
Robert A. Champion

## Reports & Communications:

### A. Ordinance #382 – Zoning Change 720 North Main Street:

Application has been made to re-zone this parcel as SB – Service Business District, as well as special use permit to allow a holistic animal clinic. The Planning Commission held a Public Hearing and recommends approval.

**Recommended action:** Consider approving Ordinance 382 to amend the Zoning Map to re-zone the parcel at 720 North Main Street to SB-Service Business District, and to approve a special use permit for a holistic animal clinic.

### B. DPW/WR Landfill Tipping Fees:

On November 12, 2018, the Council approved a project to remove storm basin debris, street sweepings and bio-bed mulch at an estimated cost not-to-exceed \$7,000.00. The city received an invoice from the landfill for this service in the amount of \$12,132.12, which is in addition to the hauling costs of \$1,950.00. Accordingly, the city seeks approval from Council to amend the previous approval to include the additional landfill costs.

**Recommended action:** Consider confirming the landfill tipping fees with C&C Landfill for \$12,132.12 for storm basin debris, street sweepings and bio-bid mulch.

### C. Service Employees International Union Local 517M (SEIU):

The current SEIU labor contract expires June 30, 2019. For this new three-year contract, from July 1, 2019 through June 30, 2022, City Manager Wilson will provide highlights of the proposed contract.

**Recommended action:** Consider approving the SEIU contract as presented.

### D. Police Officers Labor Council (POLC):

The current POLC labor contract expires June 30, 2019. For this new four-year contract, from July 1, 2019 through June 30, 2023, City Manager Wilson will provide highlights of the proposed contract.

**Recommended action:** Consider approving the POLC contract as presented.

### E. 2018/2019 Budget Amendments:

This is a housekeeping item to account for budgetary shifts and/or projects within the 2018/2019 budget year.

**Recommended action:** Consider approving the recommended budget amendments as presented.

### F. Resolution 19-15 – Fines and Fees:

Fines and feeds charges for services rendered have been reviewed and updated as part of the budget process.

**Recommended action:** Consider adopting Resolution 19-15 as presented.

### G. Capital Improvement Program:

This is Council's second review of the 2019-2024 Capital Improvement Program. The Planning Commission has held a Public Hearing and recommends approval.

**Recommended action:** Consider approving the 2019-2024 Capital Improvement Plan as presented.

### H. Public Hearing – 2019/2020 City Budget Adoption:

This is the annual Public Hearing to consider Resolution 19-16 for the General Appropriations and Resolution 19-17 for the Special & Operating Funds Appropriation, thereby setting the 2019/2020 Plainwell City Budget.

**Recommended action:** Consider adopting Resolution 19-16 General Appropriations and Resolution 19-17 Special & Operating Funds Appropriations to adopt the 2019/2010 Plainwell City Budget.

### I. Appointment of Certifying Officer – Mill Demolition Grant:

Related to the Mill Demolition Grant, the City must designate a Certifying Officer as it relates to the environmental review requirements and all other submissions.

**Recommended action:** Consider appointing the City Manager as the Certifying Officer for the Mill Demolition Grant Application Process.

### **Non-Agenda Items / Materials Transmitted**

- Notice of 57<sup>th</sup> District Court Annual Report and State of the Court
- Lighthouse Baptist Church – Public Servants Day – July 21, 2019 11:00am
- EPA Community Advisory Group Upcoming Meetings – August 8, 2019 6:00pm – Otsego Township Hall
- Letter of Resignation of Plainwell City Prosecutor Robert Champion