

# City of Plainwell

Zelda Schippers  
EJ Hart  
Tracee Dunlop  
Adam Hopkins  
Nick Larabel  
Paul Rizzo  
Jim Turley  
Erik Wilson  
Randy Wisnaski



Department of Administration Services  
211 N. Main Street  
Plainwell, Michigan 49080  
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“The Island City”

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## AGENDA DDA/TIFA/BRA City Hall Council Chambers October 8, 2019 7:30 AM

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Approval of Minutes/Summary – 09/10/19 Meeting Minutes**
5. **General Public**
6. **Chairman’s Report**
7. **BRA Action Items**
  - A. Accounts Payable for September of \$13,047.90
8. **DDA Action Items**
  - A. Accounts Payable for September of \$2,030.30
  - B. Update on DDA Plan
  - C. Revolving Loan Update
9. **TIFA Action Items**
  - A. Accounts Payable for September of \$549.99
10. **Communications:** 08/26/19, 9/09/19 Council Minutes. Also the Financial Report/Summary as of 09/30/19
11. **Public Comments**
12. **Staff Comments:**

**Community Events**  
October –PIP & Arts n Eats, Oct. 19; Live Cemetery tour Oct 26 (sesquicentennial) and paranormal tour

**Construction Projects:** Ransom District Library construction and detour

**Business Updates –**  
Empty buildings: 112 N. Main St.; 200 E. Bridge St.; 124 E. Bridge St.
13. **Member Comments**
14. **Adjournment**

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

***The Island City***

## AGENDA ITEMS

7. **BRA Action Items:**

A. Accounts Payable:

Recommended Action: Consider confirming the BRA payables for September in the amount of \$13,047.90

8. **DDA Action Items:**

A. Accounts Payable:

Recommended Action: Consider confirming the DDA payables for September in the amount of \$2,030.30

B. DDA Downtown Plan Review: consider updates and new projects.

9. **TIFA Action Items:**

A. Accounts Payable:

Recommended Action: Consider confirming the TIFA payables for September in the amount of \$549.99

**Reminder of Upcoming Meetings**

- October 14, 2019 – City Council Meeting - 7:00pm
- October 16, 2019 – Public Hearing re: marihuana – 7:00pm
- October 17, 2019 – Parks and Trees Meeting -5:00pm
- October 28, 2019 – City Council Meeting – 7:00pm

**Non-Agenda Items /Training Opportunities/Materials Transmitted**

- MDA Conference Nov. 7 & 8, Holland, MI Reg. deadline, Oct. 28

Minutes  
Plainwell DDA, BRA and TIFA:  
September 10, 2019

1. Call to Order - Meeting called to order at 7:31 a.m. by Larabel
2. Pledge of Allegiance
3. Roll Call  
Members Present: Jim Turley, Paul Rizzo, Zelda Schippers, Adam Hopkins, David O'Bryant; Erik Wilson, Nick Larabel, EJ Hart  
Approval of Minutes of Motion by Hart, seconded by Turley to approve 08/13/19 minutes. Motion carried.
4. General Public: Randy Wisnaski, Councilmember, Mayor Brad Keeler, Meg (Plainwell Flowers)
5. Chairman's Report: None
6. BRA Action Items
  - A. **Motion to accept accounts payable for August of \$11,879.15 was made by Wilson and seconded by Larabel. Motion carried.**
7. DDA Action Items
  - A. **Motion to accept accounts payable for August of \$1,301.18 was made by Larabel and seconded by Rizzo. Motion carried.**
  - B. DDA Downtown Plan Review updates / amend plan with new projects. Committee of 3 Schippers, Hart, and Meg (Plainwell Flowers). After further review it was discovered that the Plan was amended in 2007 for projects dating into 2028.
  - C. Downtown Lights: Small discussion on hanging lights over North and South Main in the future. The Community Development Manager will look into details regarding this possibility to beautify our downtown.
  - D. CMD asked Board Members for their thoughts on the Marihuana presentation that was held on September 4 during Planning Commission.
    - a. Hart – felt it was very polarized presentation
    - b. Schippers – learned a lot about all the types of forms it now comes in.
    - c. Turley – agreed that it was extremely bias presentation, in a negative way.
    - d. O'Bryant – thought presentation was anti-marihuana. Both sides were very opinionated. He wanted to publicly put on record he is opposed to Recreational Marihuana in our downtown.
8. TIFA Action Items
  - A. **Motion to accept accounts payable for August of \$627.73 was made by Hart and seconded by Larabel. Motion carried.**
9. Communications:  
0722/19 Council Minutes and 08/12/19, 8/21/19, 8/22/19 Council minutes. Also Financial Report/Summary as of 8/31/19 were accepted and placed on file.
10. Public Comments: None
11. Staff Comments: Community Development Manager reported on:  
**Business Updates**: vintage baseball game and holiday events that are now being planned.

**Construction Updates:** Sherwood Street/restroom project on target. Library Construction project updates re: sidewalk closures.

**Mayor Brooks Plaza:** Mayor Brad Keeler, mentioned that at the City Council meeting on 9/9/19 a citizen recommended that the Plaza be named the “Mayor Richard Brooks Plaza.” **A motion by Keeney, seconded by Overhuel, to agree in concept to rename the downtown plaza near the Fountain and Campbell’s in honor of Mayor Rick Brooks, with details to follow. On a voice vote, all in favor. Motion passed.**

**Business Updates:** Empty buildings downtown 112 N. Main St., 200 E. Bridge St. and there is a pending sale on 712 E. Bridge St. (the former Energy Mill); 124 E. Bridge is now on the Market (Champion Law Office) listed at \$135,000.

**City Manager Wilson** reported out on the Consumer Poles and the meeting with Consumers to move them from the river bank to along M89. An open public meeting will be held on Sept.26 at 7 p.m.

**Member Comments:** Turley inquired about the Industrial Park sign, CDM responded that is in the works.

**Adjournment: A Motion by Larabel supported by O’Bryant to adjourn the meeting at 8:18 a.m. was made and passed.**

Submitted by Denise Siegel, Community Development Manager

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 443 BROWNFIELD REDEVELOPMENT AUTHORITY - BRA					
Dept 000 OPERATIONS					
443-000-715.010	Health Insurance Premiums	C.O.P.S. TRUST INSURANCE	SEPTEMBER 2019 DENTAL & VISION INSURANC	32.37	14230
443-000-715.010	Health Insurance Premiums	PRIORITY HEALTH	SEPTEMBER 2019 HEALTH INSURANCE PREMIUM	554.48	15003
443-000-715.015	LIFE INSURANCE	MADISON NATIONAL LIFE INSU	SEPTEMBER 2019 LIFE INSURANCE	2.78	15038
443-000-730.000	Postage for Grant Application Pa	POSTMASTER	Postage for Grant Application Paperwork	7.35	1626
443-000-730.000	Postage for Grant Application Pa	POSTMASTER	Postage for Grant Application Paperwork	22.05	1626
443-000-730.000	Postage for Grant Application Pa	POSTMASTER	Postage for Grant Application Paperwork	7.35	1626
443-000-743.000	DPW UNIFORM SPREAD	CONTINENTAL LINEN SERVICES	AUGUST 2019 DPW UNIFORMS/RUGS/MISC	1.81	15091
443-000-801.000-2020-00001	MILL DEMO PHASE III ENGINEERING	GHD SERVICES INC	ENGINEERING PHASE 111 MILL DEMO THROUG	11,819.71	
443-000-801.013	Professional Services - Attorney	BLOOM SLUGGETT PC	AUGUST 2019 LEGAL SERVICES	600.00	15111
Total For Dept 000 OPERATIONS				13,047.90	
Total For Fund 443 BROWNFIELD REDEVELOPMENT AUTHORITY -				13,047.90	

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

Fund 443 BROWNFIELD REDI	13,047.90
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Total For All Funds:	<u>13,047.90</u>
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INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL  
 POST DATES 09/01/2019 - 09/30/2019  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 494 DOWNTOWN DEVELOPMENT AUTHORITY DDA					
Dept 000 OPERATIONS					
494-000-715.010	Health Insurance Premiums	C.O.P.S. TRUST INSURANCE	SEPTEMBER 2019 DENTAL & VISION INSURANC	26.23	14230
494-000-715.010	Health Insurance Premiums	PRIORITY HEALTH	SEPTEMBER 2019 HEALTH INSURANCE PREMIUM	274.07	15003
494-000-900.000	Printing and Publishing	HOLLAND SENTINEL/FLASHES	2019 VISITOR'S GUIDE	180.00	15100
494-000-900.000	DDA PRINTING & ADVERTISING	ALLEGAN COUNTY NEWS	AD IN PLAINWELL SECTION OF UE	50.00	15058
494-000-930.000	Outside Services (RMLB)	CIVICA ENGINEERING PLLC	CITY CENTER PARKING STUDY	1,500.00	
Total For Dept 000 OPERATIONS				2,030.30	
Total For Fund 494 DOWNTOWN DEVELOPMENT AUTHORITY DDA				2,030.30	

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

Fund 494 DOWNTOWN DEVELC	2,030.30
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Total For All Funds:	<u>2,030.30</u>
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**DDA BRA TIFA Projects - 2008-2028**

<b>Project</b>	<b>Estimated Completion Date</b>	<b>Progress</b>	<b>Notes</b>
Property Acquisition: acquire property w/In the CBD as they become available as determined by the DDA. Strategic downtown properties/ Riverfront properties	2028	Clean up going on; Building demo grant in progress	Mill property was acquired in 2006/ development of this property is ongoing.
Waterfront Improvements: Acquistitions, construction, installation of boat docks; boat facilities	2028	Kayak company in Fannie Pell Park; Bank erosion efforts; working on extending riverwalk along K'zoo river behind the Mill	working with Consumers & Weyerhauser re: moving power poles off the riverfront
Streetscape Improvements	2028	parking lot repairs; addition of several public art sculptures; lighting; trees; flowers;	
Façade Improvements: encouraging building owners to improve front & rear facades.	2028	USDA Revolving Loan is available to help with funding façade improvements.	
Jail Relocation	2028	Nothing at this time is taking place	Ideas for placement
Sidewalks: Improvements will be made to sidewalks, walkways and pathways in the CBD; sidewalk repairs, replacements etc.	2028	trestlebridge from GHD parking lot to Fannie Pell will eventually become a pedestrian walkway.	New sidewalks in 2008; upkeep is ongoing
Parks & Public Areas: Improvements in City Parks, public aras and right of ways.	2028	Flower plantings; new trees; repaired lighting; Donation of public Art (Fish); Permanent restroom in Sherwood Park (2019); Dog Park in Thurl Cook (2018); Pickle Ball Courts in Thurl Cook (2018)	
Parking Lot Improvements: paving, repaving, micro paving, landscape, repair walkways, tree planters, lighting improvements etc.	2008	restripped & reconfigured NE corner lot, along with landscaping; repaved SE lot, along with Consumers electrical issues; repaved Sun Theatre lot along with trees;	
Utilities: Improvements to public utilities, water, sanitary sewer, storm water throughout CBD	2028		

CITY OF PLAINWELL  
OUTSTANDING REVOLVING LOANS  
AS OF September 30, 2019

RECIPIENT	ORIGINAL LOAN	ORIGINAL LOAN DATE	STATUS	LAST PAYMENT DATE	PRINCIPAL PAID TO DATE	INTEREST PAID TO DATE	DELQ AMOUNT	DELQ DAYS	LOAN BALANCE	PAYOFF DATE	
Elliott's Remodeling	9,000.00	25-Sep-2008	Paid in Full	5/20/2016	9,000.00	389.75	-	-	-	5/20/2016	- Property sold - paid by Title Company at closing
Island City Computers	5,000.00	3-Jun-2012	Written Off	9/11/2019	2,306.95	142.98	2,693.05	1,753	-	9/11/2019	- Business folded - small assets retained sold 09/11/2019 - wrote off remaining balance
CPR Properties 2013	10,000.00	30-May-2013	Paid in Full	9/13/2017	10,000.00	238.14	-	-	-	9/13/2017	
H&H Auto Body LLC	3,500.00	22-Oct-2014	Paid in Full	7/30/2015	3,500.00	14.09	-	-	-	7/30/2015	
Hart's Jewelry	2,500.00	27-Sep-2013	Paid in Full	7/27/2015	2,500.00	25.56	-	-	-	7/27/2015	
London Grill-Plainwell, Inc.	10,000.00	2-Aug-2013	Paid in Full	2/4/2016	10,000.00	188.66	-	-	-	2/4/2016	
Plainwell Flowers	8,000.00	22-Sep-2014	Paid in Full	10/5/2016	8,000.00	109.62	-	-	-	10/5/2016	
Thomas Holmes	7,000.00	23-Jun-2014	Paid in Full	12/5/2018	7,000.00	177.90	-	-	-	12/5/2018	
Total Property Management	10,000.00	7-Jun-2013	Paid in Full	6/4/2018	10,000.00	254.73	-	-	-	6/4/2018	
101 S. Main St.	10,000.00	1-Oct-2013	Late	7/8/2019	9,485.45	299.25	514.55	365	514.55		
Onalee Boettcher	8,452.37	14-Oct-2015	Paid in Full	1/7/2019	8,452.37	185.02	-	-	-	1/7/2019	
H&H Auto Body 2015	4,350.00	23-Nov-2015	Paid in Full	10/24/2016	4,350.00	21.54	-	-	-	10/24/2016	
Turley Properties LLC	8,000.00	23-Nov-2015	Paid in Full	4/13/2018	8,000.00	147.18	-	-	-	4/13/2018	
RWEats Healthy Living LLC	10,000.00	19-May-2016	Paid in Full	4/13/2018	10,000.00	153.15	-	-	-	4/13/2018	
Barbara Taylor Bechtel	10,000.00	12-Jan-2017	Ahead	8/27/2019	5,361.38	198.08	-	-	4,638.62		
John Roggow	10,000.00	12-Dec-2017	Current	9/10/2019	3,444.10	145.64	-	-	6,555.90		
James Turley	10,000.00	1-Jun-2018	Late	9/25/2019	2,393.96	117.04	224.04	41	7,606.04		
Plainwell Bridge & Main LLC	10,000.00	23-Aug-2019	Current	9/20/2019	163.27	7.67	-	-	9,836.73		
									29,151.84		
<b>Loans from G01 Grant</b>									<u>30,134.21</u>	= Cash on hand at 09/30/2019	
<b>All others in G03 Grant</b>									<u>59,286.05</u>		

**NEW LOAN INFORMATION**

RECIPIENT NAME	APPLICANT TYPE	ADDRESS	ZIP	FUNDED BY	LOAN AMOUNT	NAICS CODE	PURPOSE	JOBS CREATED	JOBS SAVED	APPLICATION DATE	CLOSING DATE	TERM (MONTHS)	MATURITY DATE	PAYMENT AMOUNT	INTEREST	RACE	GENDER	ETHNICITY	SOURCE
Plainwell Bridge & Main LLC LLC		118/120 E Bridge	49080	Revolving Funds	10,000.00	722515	Coffee Shop	5	3	7/9/2019	8/23/2019	60	8/23/2024	170.94	1%	White	Male	Non	Provided

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 450 INDUSTRIAL PARK TIFA					
Dept 000 OPERATIONS					
450-000-715.010	Health Insurance Premiums	C.O.P.S. TRUST INSURANCE	SEPTEMBER 2019 DENTAL & VISION INSURANC	46.72	14230
450-000-715.010	Health Insurance Premiums	PRIORITY HEALTH	SEPTEMBER 2019 HEALTH INSURANCE PREMIUM	501.72	15003
450-000-715.015	LIFE INSURANCE	MADISON NATIONAL LIFE INSU	SEPTEMBER 2019 LIFE INSURANCE	1.55	15038
		Total For Dept 000 OPERATIONS		<u>549.99</u>	
		Total For Fund 450 INDUSTRIAL PARK TIFA		<u><u>549.99</u></u>	

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

Fund 450 INDUSTRIAL PARI	549.99
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Total For All Funds:	<u>549.99</u>
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**MINUTES**  
**Plainwell City Council**  
**August 26, 2019**

1. Mayor Pro Tem Steele called the regular meeting to order at 7:00 PM in City Hall Council Chambers.
2. Steve Smail from Lighthouse Baptist Church gave the invocation.
3. Pledge of Allegiance was given by all present.
4. Roll Call: Present: Mayor Pro Tem Steele, Councilmember Keeler, Councilmember Overhuel and Councilmember Keeney. Absent: None.
5. Approval of Minutes/Summary:  
**A motion by Overhuel, seconded by Keeler, to accept and place on file the Council Minutes and Summary of the 08/12/2019 regular meeting and the Council Minutes from the Special Meetings of August 21, 2019 and August 22, 2019. On voice vote, all voted in favor. Motion passed.**
6. State Representative Mary Whiteford gave Council a Legislative Update and spoke about the state's Health & Human Services Budget, foster care, behavioral issues and Community Mental Health. She noted trying to shift the budget to focus on people moreso than administrative costs. She noted that working on the budget results in no cut and dried answers. She thanked Mayor Brooks for having helped her learn the role of State Rep for the area and noted that he will be missed.
7. Mayor Pro Tem Steele adjourned the meeting *sine die* at 7:06pm.
8. City Clerk Kelley administered the Oath of Office to Randy Wisnaski as Councilmember.
9. Clerk Kelley called Roll Call: Present: Councilmember Keeler, Councilmember Keeney, Councilmember Overhuel, Councilmember Steele and Councilmember Wisnaski,. Absent: None.
10. Clerk Kelley distributed ballots for Office of Mayor. Each Councilmember was listed and the Council was asked to vote for not more than one person. City Council then completed and signed their respective ballot for Mayor. The City Clerk collected and read aloud the results of the selection. Councilmembers Keeler, Overhuel and Wisnaski selected Brad Keeler. Councilmembers Keeney and Steele selected Todd Overhuel. Councilmember Keeler was elected Mayor by a vote of 3-2.  
**A motion by Keeney, seconded by Overhuel, to accept the results of the ballot for Office of Mayor for Brad Keeler with a vote of 3-2. On a voice vote, all voted in favor. Motion passed.**
11. Clerk Kelley distributed ballots for Office of Mayor Pro Tem. Each Councilmember was listed and the Council was asked to vote for not more than one person. City Council then completed and signed their respective ballot for Mayor Pro Tem. The City Clerk collected and read aloud the results of the selection. Councilmembers Keeler, Overhuel and Steele selected Lori Steele. Councilmember Keeney selected Roger Keeney and Councilmember Wisnaski selected Todd Overhuel. Councilmember Steele was elected Mayor Pro Tem by a vote of 3-1-1.  
**A motion by Overhuel, seconded by Keeler, to accept the results of the ballot for Office of Mayor Pro- em for**

**Lori Steele with a vote of 3-1-1. On a voice vote, all voted in favor. Motion passed.**

12. Councilmember Wisnaski said he was honored to be in this position and thanked Council.
13. Clerk Kelley administered the Oath of Office to Mayor Keeler and to Mayor Pro Tem Steele and turned the meeting back over to Mayor Keeler at 7.19pm.
14. County Commissioner Report: None.
15. Agenda Amendments: None.
16. Mayor's Report: Mayor Keeler was thankful for today's rain.
17. Recommendations and Reports:
  - A. Superintendent Pond reported an alarm panel for the digester gas sensor needs replacement after having reached the end of its useful life. Councilmember Keeney inquired about local sourcing of the work. Superintendent Pond discussed the specialized instrumentation and calibration of the city's system and that Oudbier had been involved for some time whereas another firm may incur additional costs to learn the system. City Manager Wilson asked if there was a timeline for completion of the project and several notes were discussed about the safety concerns with the alarm not functioning properly now.  
**A motion by Keeney, seconded by Overhuel, to approve the purchase of new alarm panel for the digester boiler room from Oudbier Instrument Company at a cost of \$4,679.50. On a roll-call vote, all in favor. Motion passed.**
  - B. City Manager Wilson briefed Council updating progress on the Sherwood Avenue Construction Project. A progress billing from the Michigan Department of Transportation was presented for Council's consideration.  
**A motion by Steele, seconded by Overhuel, to a progress billing from Michigan Department of Transportation in the amount of \$42,559.54 and authorized payment of the same. On a roll-call vote, all in favor. Motion passed.**
18. Communications:
  - A. **A motion by Steele, seconded by Overhuel, to accept and place on file the July 2019 Public Safety Report, the July 2019 Water Renewal Report and the draft 08/13/2019 DDA-BRA-TIFA Meeting Minutes. On a voice vote, all in favor. Motion passed.**
19. Accounts Payable:  
**A motion by Keeney, seconded by Overhuel, that the bills be allowed and orders drawn in the amount of \$809,924.09 for payment of same. On a roll call vote, all in favor. Motion passed.**
20. Public Comments: None

21. Staff Comments

Superintendent Nieuwenhuis gave additional specifics about the Sherwood Avenue project reporting that the water main was in and that tie-ins were happening Thursday near Main and Thomas. All affected homeowners have been notified. The project remains on track for completion at the end of September.

Community Development Manager Siegel reported on community events and projects.

Superintendent Pond reported on the wastewater asset management plan

Public Safety Director Bomar briefed Council on ISO Certifications, police activity and fire service trainings.

Clerk/Treasurer Kelley reported ongoing preparation of audit work with the audit fieldwork scheduled for the week of September 19. Applications for absent voter ballots should be mailed before September 11.

City Manager Wilson briefed Council about progress related to the Grant Application for Mill Demolition and reported a meeting on Wednesday August 28 with Consumers Energy to discuss the power poles near the river.

22. Council Comments:

Councilmember Overhuel congratulated everyone on Council.

Mayor Pro Tem Steele thanked everyone for the election to Mayor Pro Tem and welcomed Councilmember Wisnaski.

23. Adjournment:

**A motion by Steele, seconded by Wisnaski, to adjourn the meeting at 7:41 PM. On voice vote, all voted in favor. Motion passed.**

Minutes respectfully  
Submitted by,  
Brian Kelley  
City Clerk/Treasurer

MINUTES APPROVED BY CITY COUNCIL  
September 9, 2019

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

**MINUTES**  
**Plainwell City Council**  
**September 9, 2019**

1. Mayor Keeler called the regular meeting to order at 7:00 PM in City Hall Council Chambers.
2. Matt Hooper from Lighthouse Baptist Church gave the invocation.
3. Pledge of Allegiance was given by all present.
4. Roll Call: Present: Mayor Keeler, Mayor Pro Tem Steele, Councilmember Keeney, Councilmember Overhuel and Councilmember Wisnaski. Absent: None.
5. Approval of Minutes/Summary:  
**A motion by Steele, seconded by Overhuel, to accept and place on file the Council Minutes and Summary of the 08/26/2019 regular meeting. On voice vote, all voted in favor. Motion passed.**
6. Dale Burnham, 201 Prairie St, noted discussions around town to honor Mayor Brooks. He reported having heard several options including renaming Sherwood Park or the downtown plaza in the Mayor's honor. While the details have yet to be worked out, he recommended Council offer a motion for the concept of renaming a section of town to honor Mayor Brooks. Councilmember Overhuel said the downtown plaza was a great idea, since the Mayor always enjoyed lighting the Christmas Tree there.  
**A motion by Keeney, seconded by Overhuel, to agree in concept to rename the downtown plaza near the Fountain and Campbell's in honor of Mayor Rick Brooks, with details to follow. On a voice vote, all in favor. Motion passed.**
7. County Commissioner Report:  
Commissioner Rick Cain reported that the County had voted to move forward with modifications to the Courthouse facility and that plans are being drafted.
8. Agenda Amendments: None.
9. Mayor's Report:  
Mayor Keeler noted recent birthdays for Mayor Pro Tem Lori Steele and City Clerk Brian Kelley. He also reported the Paul Warnament had suffered a stroke and asked for prayers for the family. Finally, he reported that the City Manager's evaluation resulted in a 4.97 mark out of a possible 5.00 grade. He noted Manager Wilson is an asset to the community and that he handles the city's money as if it were his own.  
  
City Manager Wilson thanked the Council for their support and said that he loves this community and he thanked the staff.
10. Recommendations and Reports:
  - A. City Manager Wilson noted that as part of the grant application for mill demolition, a public meeting was required, and that it had been some time since the public had an update. He also reported wanting the public's input regarding co-locating power poles, currently along the river, to the north side of M-89. It was suggested September 26 for the public meeting.



**A motion by Steele, seconded by Wisnaski, to set a public meeting for Thursday, September 26, 2019 at 7:00pm in Council Chambers for a Mill Demolition Grant Update. On a voice vote, all in favor. Motion passed.**

11. Communications:

**A. A motion by Steele, seconded by Overhuel, to accept and place on file the August 2019 Investment and Fund Balance Reports. On a voice vote, all in favor. Motion passed.**

12. Accounts Payable:

**A motion by Keeney, seconded by Steele, that the bills be allowed and orders drawn in the amount of \$318,420.29 for payment of same. On a roll call vote, all in favor. Motion passed.**

13. Public Comments: None

14. Staff Comments:

Community Development Manager Siegel reported a vintage baseball game will take place September 21 and that the Sherwood Park Restroom will be placed on September 16. She also reported on various site plans and business events in the works.

Superintendent Pond recognized Jeff Gilliland for 20 years of service.

Public Safety Director Bomar briefed Council about active assailant drill trainings.

Clerk/Treasurer Kelley reported that absent voter applications were mailed over the weekend and that the financial auditors will be onsite next week (week of September 16).

15. Council Comments:

Council all thanked Dale Burnham and Pat Shannon for their input in honoring Mayor Brooks.

16. Adjournment:

**A motion by Steele, seconded by Overhuel, to adjourn the meeting at 7:27 PM. On voice vote, all voted in favor. Motion passed.**

Minutes respectfully

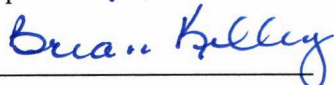
Submitted by,

Brian Kelley

City Clerk/Treasurer

MINUTES APPROVED BY CITY COUNCIL

September 23, 2019



Brian Kelley, City Clerk

PERIOD ENDING 09/30/2019

% Fiscal Year Completed: 25.14

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

GL NUMBER	DESCRIPTION	2019-20		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BGDG USED
		AMENDED BUDGET	NORMAL	09/30/2019 (ABNORMAL)	MONTH	09/30/2019 (DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 443 - BROWNFIELD REDEVELOPMENT AUTHORITY - BRA									
Revenues									
443-000-402.040	Captured Tax - AdVal Real - City Tax	6,146.00		6,146.08		0.00		(0.08)	100.00
443-000-402.041	Captured Tax - AdVal Real - Library	1,157.00		739.48		0.00		417.52	63.91
443-000-402.042	Captured Tax - AdVal Real - Capital Impr	491.00		490.70		0.00		0.30	99.94
443-000-402.043	Captured Tax - AdVal Real - Fire Reserve	491.00		490.70		0.00		0.30	99.94
443-000-402.044	Captured Tax - AdVal Real - Solid Waste	638.00		637.91		0.00		0.09	99.99
443-000-402.047	Captured DDA-SCHOOL	12,262.00		3,186.64		0.00		9,075.36	25.99
443-000-402.048	Captured Tax - AdVal Real - County (All)	2,979.00		2,228.13		0.00		750.87	74.79
443-000-402.060	Captured Tax - AdVal Pers - City	506.00		506.01		0.00		(0.01)	100.00
443-000-402.061	Captured Tax - AdVal Pers - Library	95.00		60.88		0.00		34.12	64.08
443-000-402.062	Captured Tax - AdVal Pers - Capital Impr	40.00		40.40		0.00		(0.40)	101.00
443-000-402.063	Captured Tax - AdVal Pers - Fire Reserve	40.00		40.40		0.00		(0.40)	101.00
443-000-402.064	Captured Tax - AdVal Pers - Solid Waste	52.00		52.52		0.00		(0.52)	101.00
443-000-402.065	Captured Tax - AdVal Pers - County (All)	245.00		183.44		0.00		61.56	74.87
443-000-664.020	Interest Earned - Investments	200.00		123.38		48.55		76.62	61.69
443-000-676.080	Interfund Transfer In - Capital Improve	65,000.00		15,000.00		5,000.00		50,000.00	23.08
<b>TOTAL REVENUES</b>		<b>90,342.00</b>		<b>29,926.67</b>		<b>5,048.55</b>		<b>60,415.33</b>	<b>33.13</b>
Expenditures									
443-000-703.000	Salaries/Wages - Full Time Employees	34,609.00		6,052.22		2,176.06		28,556.78	17.49
443-000-706.000	Wages - Part Time Employees	277.00		124.50		16.65		152.50	44.95
443-000-713.000	Other Post Employment Benefits	297.00		74.28		24.76		222.72	25.01
443-000-715.000	Payroll Tax - FICA/Medicare (Social Sec)	2,534.00		438.12		155.08		2,095.88	17.29
443-000-715.010	Health Insurance Premiums	5,319.00		1,291.11		425.54		4,027.89	24.27
443-000-715.012	Health Insurance - FSA - Employer Paid	0.00		1.37		0.00		(1.37)	100.00
443-000-715.013	Health Insurance - HSA - Employer Paid	2,538.00		1,426.15		0.00		1,111.85	56.19
443-000-715.015	Life Insurance	34.00		8.42		2.78		25.58	24.76
443-000-718.000	Retirement Benefits	2,997.00		534.54		190.90		2,462.46	17.84
443-000-724.000	Medical Insurance Opt Out	203.00		36.45		14.64		166.55	17.96
443-000-730.000	Postage	0.00		62.25		36.75		(62.25)	100.00
443-000-743.000	Uniforms	65.00		3.61		1.71		61.39	5.55
443-000-775.000	Supplies - Repairs and Maintenance	100.00		0.00		0.00		100.00	0.00
443-000-801.000	Engineering Services	2,000.00		11,819.71		11,819.71		(9,819.71)	590.99
443-000-801.013	Professional Services - Attorney	8,000.00		600.00		600.00		7,400.00	7.50
443-000-801.030	Professional Services - Audit	488.00		0.00		0.00		488.00	0.00
443-000-830.000	Contractual Reimbursement CRA Activities	18,857.00		11,102.47		0.00		7,754.53	58.88
443-000-900.000	Printing and Publishing	500.00		0.00		0.00		500.00	0.00
443-000-910.000	Liability Insurance	5,009.00		4,916.58		(504.56)		92.42	98.15
443-000-910.010	Workers Comp Insurance	399.00		418.84		0.00		(19.84)	104.97
443-000-930.000	Outside Services (RMLB)	7,000.00		135.75		0.00		6,864.25	1.94
443-000-930.050	Computer Services	50.00		5.94		0.00		44.06	11.88
443-000-940.000	Rentals - Equipment	1,200.00		128.61		0.00		1,071.39	10.72
443-908-991.000	Principal Payment - Interfund Loans	14,930.00		3,732.51		1,244.17		11,197.49	25.00
443-908-995.000	Interest Payment - Interfund Loans	1,695.00		423.75		141.25		1,271.25	25.00
<b>TOTAL EXPENDITURES</b>		<b>109,101.00</b>		<b>43,337.18</b>		<b>16,345.44</b>		<b>65,763.82</b>	<b>39.72</b>
Fund 443 - BROWNFIELD REDEVELOPMENT AUTHORITY - BRA:									
TOTAL REVENUES		90,342.00		29,926.67		5,048.55		60,415.33	33.13
TOTAL EXPENDITURES		109,101.00		43,337.18		16,345.44		65,763.82	39.72

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL  
 PERIOD ENDING 09/30/2019  
 % Fiscal Year Completed: 25.14

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

GL NUMBER	DESCRIPTION	2019-20	YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDT USED
		AMENDED BUDGET	NORMAL	(ABNORMAL)	MONTH 09/30/2019	(DECREASE)	NORMAL	(ABNORMAL)	
Fund 443 - BROWNFIELD REDEVELOPMENT AUTHORITY - BRA									
NET OF REVENUES & EXPENDITURES		(18,759.00)		(13,410.51)		(11,296.89)		(5,348.49)	71.49

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL  
 PERIOD ENDING 09/30/2019  
 % Fiscal Year Completed: 25.14

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GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BGD USED
			NORMAL	(ABNORMAL)	MONTH 09/30/2019 INCREASE (DECREASE)	NORMAL	(ABNORMAL) BALANCE		
Fund 450 - INDUSTRIAL PARK TIFA									
Revenues									
450-000-569.000	Local Grants	71,700.00		0.00		0.00		71,700.00	0.00
450-000-664.020	Interest Earned - Investments	600.00		271.46		92.51		328.54	45.24
TOTAL REVENUES		72,300.00		271.46		92.51		72,028.54	0.38
Expenditures									
450-000-703.000	Salaries/Wages - Full Time Employees	41,883.00		8,671.16		3,130.24		33,211.84	20.70
450-000-706.000	Wages - Part Time Employees	831.00		360.19		89.52		470.81	43.34
450-000-713.000	Other Post Employment Benefits	6.00		1.44		0.48		4.56	24.00
450-000-715.000	Payroll Tax - FICA/Medicare (Social Sec)	3,144.00		645.94		231.73		2,498.06	20.55
450-000-715.010	Health Insurance Premiums	5,483.00		1,284.94		390.52		4,198.06	23.43
450-000-715.012	Health Insurance - FSA - Employer Paid	0.00		4.19		0.00		(4.19)	100.00
450-000-715.013	Health Insurance - HSA - Employer Paid	2,503.00		1,715.97		0.00		787.03	68.56
450-000-715.015	Life Insurance	20.00		4.93		1.55		15.07	24.65
450-000-718.000	Retirement Benefits	2,182.00		451.33		160.18		1,730.67	20.68
450-000-724.000	Medical Insurance Opt Out	385.00		64.47		25.87		320.53	16.75
450-000-801.030	Professional Services - Audit	92.00		0.00		0.00		92.00	0.00
450-000-910.000	Liability Insurance	402.00		393.89		(40.42)		8.11	97.98
450-000-910.010	Workers Comp Insurance	249.00		261.38		0.00		(12.38)	104.97
450-000-930.050	Computer Services	50.00		5.94		0.00		44.06	11.88
450-000-940.000	Rentals - Equipment	1,800.00		1,907.70		231.47		(107.70)	105.98
450-000-956.000	Miscellaneous	500.00		0.00		0.00		500.00	0.00
450-000-962.000	Memberships & Dues	300.00		0.00		0.00		300.00	0.00
TOTAL EXPENDITURES		59,830.00		15,773.47		4,221.14		44,056.53	26.36
Fund 450 - INDUSTRIAL PARK TIFA:									
TOTAL REVENUES		72,300.00		271.46		92.51		72,028.54	0.38
TOTAL EXPENDITURES		59,830.00		15,773.47		4,221.14		44,056.53	26.36
NET OF REVENUES & EXPENDITURES		12,470.00		(15,502.01)		(4,128.63)		27,972.01	124.31

PERIOD ENDING 09/30/2019

% Fiscal Year Completed: 25.14

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

GL NUMBER	DESCRIPTION	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	09/30/2019 (NORMAL (ABNORMAL))	MONTH 09/30/2019 (INCREASE (DECREASE))	BALANCE (NORMAL (ABNORMAL))	
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY DDA						
Revenues						
494-000-402.030	Captured DDA-CITY	24,515.00	24,515.53	0.00	(0.53)	100.00
494-000-402.031	Captured DDA-LIBRARY	4,613.00	2,949.29	0.00	1,663.71	63.93
494-000-402.032	Captured DDA-Capital Impr	1,957.00	1,957.03	0.00	(0.03)	100.00
494-000-402.033	Capture DDA-Fire Reserve	1,957.00	1,957.03	0.00	(0.03)	100.00
494-000-402.034	Capture-DDA-Solid Waste	2,544.00	2,544.16	0.00	(0.16)	100.01
494-000-402.045	Captured DDA-COUNTY	11,881.00	8,887.36	0.00	2,993.64	74.80
494-000-402.060	Captured Tax - AdVal Pers - City	2,593.00	2,459.23	0.00	133.77	94.84
494-000-402.061	Captured Tax - AdVal Pers - Library	488.00	295.78	0.00	192.22	60.61
494-000-402.062	Captured Tax - AdVal Pers - Capital Impr	207.00	196.35	0.00	10.65	94.86
494-000-402.063	Captured Tax - AdVal Pers - Fire Reserve	207.00	196.35	0.00	10.65	94.86
494-000-402.064	Captured Tax - AdVal Pers - Solid Waste	269.00	255.25	0.00	13.75	94.89
494-000-402.065	Captured Tax - AdVal Pers - County (All)	1,257.00	891.43	0.00	365.57	70.92
494-000-569.000	Local Grants	5,599.00	0.00	0.00	5,599.00	0.00
494-000-664.020	Interest Earned - Investments	200.00	239.95	102.66	(39.95)	119.98
494-000-694.000	Miscellaneous Revenue	200.00	300.05	0.00	(100.05)	150.03
494-000-694.022	DDA - Farmers Market Entry Fee	2,500.00	585.00	220.00	1,915.00	23.40
494-000-694.025	DDA - Sale of Merchandise	1,000.00	0.00	0.00	1,000.00	0.00
494-000-694.026	DDA - Special Event Revenues	600.00	0.00	0.00	600.00	0.00
494-000-694.036	DDA Donations - Movies in the Park	400.00	0.00	0.00	400.00	0.00
494-000-694.494	DDA - Farmer's Market SNAP Sales	0.00	82.00	82.00	(82.00)	100.00
TOTAL REVENUES		62,987.00	48,311.79	404.66	14,675.21	76.70
Expenditures						
494-000-703.000	Salaries/Wages - Full Time Employees	18,309.00	3,227.60	1,164.22	15,081.40	17.63
494-000-706.000	Wages - Part Time Employees	1,500.00	0.00	0.00	1,500.00	0.00
494-000-715.000	Payroll Tax - FICA/Medicare (Social Sec)	1,443.00	225.62	82.79	1,217.38	15.64
494-000-715.010	Health Insurance Premiums	2,636.00	644.09	218.21	1,991.91	24.43
494-000-715.013	Health Insurance - HSA - Employer Paid	1,321.00	722.93	0.00	598.07	54.73
494-000-715.015	Life Insurance	2.00	0.00	0.00	2.00	0.00
494-000-718.000	Retirement Benefits	355.00	11.15	2.71	343.85	3.14
494-000-724.000	Medical Insurance Opt Out	47.00	9.80	3.94	37.20	20.85
494-000-775.000	Supplies - Repairs and Maintenance	100.00	0.00	0.00	100.00	0.00
494-000-801.000	Engineering Services	100.00	0.00	0.00	100.00	0.00
494-000-801.013	Professional Services - Attorney	100.00	0.00	0.00	100.00	0.00
494-000-801.030	Professional Services - Audit	92.00	0.00	0.00	92.00	0.00
494-000-900.000	Printing and Publishing	3,600.00	230.00	230.00	3,370.00	6.39
494-000-910.000	Liability Insurance	513.00	502.85	(51.61)	10.15	98.02
494-000-910.010	Workers Comp Insurance	84.00	88.18	0.00	(4.18)	104.98
494-000-930.000	Outside Services (RMLB)	500.00	1,631.00	1,500.00	(1,131.00)	326.20
494-000-930.050	Computer Services	50.00	5.94	0.00	44.06	11.88
494-000-940.000	Rentals - Equipment	650.00	0.00	0.00	650.00	0.00
494-000-956.000	Miscellaneous	1,850.00	250.00	0.00	1,600.00	13.51
494-000-956.021	Special Events	2,000.00	0.00	0.00	2,000.00	0.00
494-000-957.022	DDA Farmers Market Expense	1,000.00	74.87	0.00	925.13	7.49
494-000-957.025	DDA Christmas Ornament Costs	800.00	0.00	0.00	800.00	0.00
494-000-957.036	DDA Movies in the Park	1,500.00	1,163.00	0.00	337.00	77.53
494-000-957.494	DDA - Farmer's Market SNAP Vendor Pymts	0.00	74.00	74.00	(74.00)	100.00
494-000-960.000	Education & Training - Professional	500.00	0.00	0.00	500.00	0.00
494-000-962.000	Memberships & Dues	3,100.00	2,500.00	0.00	600.00	80.65
494-908-991.000	Principal Payment - Interfund Loans	11,666.00	2,916.51	972.17	8,749.49	25.00
494-908-995.000	Interest Payment - Interfund Loans	595.00	148.74	49.58	446.26	25.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL

PERIOD ENDING 09/30/2019

% Fiscal Year Completed: 25.14

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

GL NUMBER	DESCRIPTION	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	09/30/2019 NORMAL (ABNORMAL)	MONTH 09/30/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY DDA						
Expenditures						
TOTAL EXPENDITURES		54,413.00	14,426.28	4,246.01	39,986.72	26.51
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY DDA:						
TOTAL REVENUES		62,987.00	48,311.79	404.66	14,675.21	76.70
TOTAL EXPENDITURES		54,413.00	14,426.28	4,246.01	39,986.72	26.51
NET OF REVENUES & EXPENDITURES		8,574.00	33,885.51	(3,841.35)	(25,311.51)	395.21
TOTAL REVENUES - ALL FUNDS						
		225,629.00	78,509.92	5,545.72	147,119.08	34.80
TOTAL EXPENDITURES - ALL FUNDS						
		223,344.00	73,536.93	24,812.59	149,807.07	32.93
NET OF REVENUES & EXPENDITURES		2,285.00	4,972.99	(19,266.87)	(2,687.99)	217.64

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL

PERIOD ENDING 09/30/2019

% Fiscal Year Completed: 25.14

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GL NUMBER	DESCRIPTION	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	09/30/2019	MONTH 09/30/2019	BALANCE	
Fund 443 - BROWNFIELD REDEVELOPMENT AUTHORITY - BRA						
Revenues						
TAXES	TAXES	25,142.00	14,803.29	0.00	10,338.71	58.88
INTEREST	INTEREST & RENTS	200.00	123.38	48.55	76.62	61.69
TRANSFER	FUNDS TRANSFERS	65,000.00	15,000.00	5,000.00	50,000.00	23.08
TOTAL REVENUES		90,342.00	29,926.67	5,048.55	60,415.33	33.13
Expenditures						
000	OPERATIONS	92,476.00	39,180.92	14,960.02	53,295.08	42.37
908	DEBT SERVICE	16,625.00	4,156.26	1,385.42	12,468.74	25.00
TOTAL EXPENDITURES		109,101.00	43,337.18	16,345.44	65,763.82	39.72
Fund 443 - BROWNFIELD REDEVELOPMENT AUTHORITY - BRA:						
TOTAL REVENUES		90,342.00	29,926.67	5,048.55	60,415.33	33.13
TOTAL EXPENDITURES		109,101.00	43,337.18	16,345.44	65,763.82	39.72
NET OF REVENUES & EXPENDITURES		(18,759.00)	(13,410.51)	(11,296.89)	(5,348.49)	71.49

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL  
 PERIOD ENDING 09/30/2019  
 % Fiscal Year Completed: 25.14

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GL NUMBER	DESCRIPTION	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	09/30/2019 NORMAL (ABNORMAL)	MONTH 09/30/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 450 - INDUSTRIAL PARK TIFA						
Revenues						
INTEREST	INTEREST & RENTS	600.00	271.46	92.51	328.54	45.24
OTHER	OTHER	71,700.00	0.00	0.00	71,700.00	0.00
TOTAL REVENUES		72,300.00	271.46	92.51	72,028.54	0.38
Expenditures						
000	OPERATIONS	59,830.00	15,773.47	4,221.14	44,056.53	26.36
TOTAL EXPENDITURES		59,830.00	15,773.47	4,221.14	44,056.53	26.36
Fund 450 - INDUSTRIAL PARK TIFA:						
TOTAL REVENUES		72,300.00	271.46	92.51	72,028.54	0.38
TOTAL EXPENDITURES		59,830.00	15,773.47	4,221.14	44,056.53	26.36
NET OF REVENUES & EXPENDITURES		12,470.00	(15,502.01)	(4,128.63)	27,972.01	124.31



REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL  
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GL NUMBER	DESCRIPTION	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	09/30/2019 NORMAL (ABNORMAL)	MONTH 09/30/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY DDA						
Revenues						
TAXES	TAXES	52,488.00	47,104.79	0.00	5,383.21	89.74
INTEREST	INTEREST & RENTS	200.00	239.95	102.66	(39.95)	119.98
UNCLASSIFIED	Unclassified	0.00	82.00	82.00	(82.00)	100.00
OTHER	OTHER	10,299.00	885.05	220.00	9,413.95	8.59
TOTAL REVENUES		62,987.00	48,311.79	404.66	14,675.21	76.70
Expenditures						
000	OPERATIONS	42,152.00	11,361.03	3,224.26	30,790.97	26.95
908	DEBT SERVICE	12,261.00	3,065.25	1,021.75	9,195.75	25.00
TOTAL EXPENDITURES		54,413.00	14,426.28	4,246.01	39,986.72	26.51
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY DDA:						
TOTAL REVENUES		62,987.00	48,311.79	404.66	14,675.21	76.70
TOTAL EXPENDITURES		54,413.00	14,426.28	4,246.01	39,986.72	26.51
NET OF REVENUES & EXPENDITURES		8,574.00	33,885.51	(3,841.35)	(25,311.51)	395.21
TOTAL REVENUES - ALL FUNDS						
TOTAL REVENUES - ALL FUNDS		225,629.00	78,509.92	5,545.72	147,119.08	34.80
TOTAL EXPENDITURES - ALL FUNDS						
TOTAL EXPENDITURES - ALL FUNDS		223,344.00	73,536.93	24,812.59	149,807.07	32.93
NET OF REVENUES & EXPENDITURES		2,285.00	4,972.99	(19,266.87)	(2,687.99)	217.64