

City of Plainwell

Angela Ridgway
EJ Hart
David O'Bryant
Adam Hopkins
Nick Larabel
Paul Rizzo
Jim Turley
Erik Wilson
Randy Wisnaski



“The Island City”

Department of Administration Services
211 N. Main Street
Plainwell, Michigan 49080
Phone: 269-685-6821
www.plainwell.org

AGENDA

DDA/TIFA/BRA

October 13, 2020 7:30 AM

City Hall Council Chambers

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Approval of Minutes/Summary – 09/08/2020 Meeting Minutes**
5. **General Public**
6. **Chairman’s Report**
7. **BRA Action Items**
 - A. Accounts Payable for September of \$219,855.71
 - B. Mill Demolition Update – City Manager Erik Wilson
8. **DDA Action Items**
 - A. Accounts Payable for September of \$691.47
 - B. Sidewalks in our DDA – Angela
 - C. Revolving Loan Quarterly Report
9. **TIFA Action Items**
 - A. Accounts Payable for September of \$656.30
10. **Communications:** 08/24/2020 & 09/14/2020 Council Minutes. Also the Financial Report/ Summary as of 09/30/2020
11. **Public Comments**
12. **Staff Comments:**

Community Updates: Pumpkins in the Park will be a scavenger hunt around town
Business Updates: Embers Guitar Repair opening at the Old Gless Gas Station
Vacant Buildings: 200 S. Main (purple awning)
13. **Member Comments**
14. **Adjournment**

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

AGENDA ITEMS

7. **BRA Action Items:**

A. Accounts Payable:

Recommended Action: Consider confirming the BRA payables for September in the amount of \$219,855.71

8. **DDA Action Items:**

A. Accounts Payable:

Recommended Action: Consider confirming the DDA payables for September in the amount of \$691.47

B. Sidewalk Discussion

C. Review and discussion of Revolving Loan Quarterly Report

9. **TIFA Action Items:**

A. Accounts Payable:

Recommended Action: Consider confirming the TIFA payables for September in the amount of \$656.30

Reminder of Upcoming Meetings

- October 15 – Parks and Trees 5 p.m.
- October 21 – Planning Meeting 7 p.m./Public Hearing re: mining
- October 26– City Council Meeting at 7 p.m.

Next Meeting is scheduled for November 10, 2020 will be held either via zoom or at City Hall Council Chambers

Minutes
Plainwell DDA, BRA and TIFA:
September 8, 2020

1. Call to Order - Meeting called to order at 7:33 a.m. by Larabel
 2. Pledge of Allegiance
 3. Roll Call
Members Present: Jim Turley, Nick Larabel, David O'Bryant, EJ Hart, Erik Wilson, Randy Wisnaski, Adam Hopkins and Paul Rizzo
Excused: Angela Ridgeway
 4. Approval of Minutes of minutes were approved and accepted to place on file.
 5. General Public: None present
 6. Chairman's Report: None
 7. BRA Action Items
 - A. **Motion to accept accounts payable for August of \$42,545.66 was made by Wisnaski and seconded by Hopkins. Motion carried.**
 8. Mill Update given by City Manager, Erik Wilson. Graffiti on water tower occurred, there are now new camera's outback. Larabel requested that the city get a quote for an inspection of the water tower. City Manager Wilson, is looking into this and will have a quote by next meeting. The City has an \$80,000 credit from Melching, as the water tower was originally planned to be removed.
 9. DDA Action Items
 - A. **Motion to accept accounts payable for August of \$985.66 was made by Larabel and seconded by O'Bryant. Motion carried.**
 10. TIFA Action Items
 - A. **Motion to accept accounts payable for August of \$1,230.43 was made by Hart and seconded by Larabel. Motion carried.**
 11. Communications:

07/27/20 & 08/10/2020 Council Minutes. Also Financial Report/Summary as of 08/30/2020 were accepted and placed on file.
 12. Public Comments: None
 13. Staff Comments: Community Development Manager, Siegel reported:
Community Updates: Taking applications for the Chris Haas Volunteer of the Year Award, deadline is September 11 at 5 p.m.
Business Updates:

Perfect Image, 112 S. Main St. Now open
Fortress of Solitude, 131 S. Main St. Suite #4 Now Open

Member Comments: Hart is looking into the Dumpster issues. None behind Passiflora, some behind Island City Coffee, Plainwell Flowers & Rhino's;
- Adjournment: A Motion to adjourn the meeting and end call at 8:01 a.m. was made by Hart and seconded by Rizzo**

Submitted by Denise Siegel, Community Development Manager

INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL
POST DATES 09/01/2020 - 09/30/2020
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 443 BROWNFIELD REDEVELOPMENT AUTHORITY - BRA					
Dept 000 OPERATIONS					
443-000-715.010	Health Insurance Premiums	C.O.P.S. HEALTH TRUST	SEPTEMBER 2020 DENTAL & VISION	36.20	16369
443-000-715.010	Health Insurance Premiums	PRIORITY HEALTH	SEPTEMBER 2020 HEALTH INSURANCE PREMIUM	704.28	16371
443-000-715.015	LIFE INSURANCE	MADISON NATIONAL LIFE INSURANCE	SEPTEMBER 2020 LIFE INSURANCE COVERAGE	3.56	16370
443-000-743.000	DPW UNIFORM SPREAD	CONTINENTAL LINEN SERVICES	AUGUST 2020 DPW UNIFORMS/RUGS/MISC	1.65	16429
443-000-775.000	Cards & battery for mill cameras	WALGREENS	Cards & battery for mill cameras	129.28	1789
443-000-775.000	Supplies - Repairs and Maintenance	PLAINWELL ACE HARDWARE	BUNGEE CORD FOR CAMERAS @ THE MILL	11.96	16488
443-000-801.013	Professional Services - Attorney	BLOOM SLUGGETT PC	LEGAL SERVICES AUGUST 2020	225.50	16441
Total For Dept 000 OPERATIONS				1,112.43	
Dept 970 CAPITAL OUTLAY					
443-970-972.000-2020-00001	DEMOLITION PROJECT OVERSIGHT	GHD SERVICES INC	MILL DEMO OVERSIGHT - SERVICES THROUGH	41,794.56	16433
443-970-972.000-2020-00001	DEMOLITION PROJECT OVERSIGHT	GHD SERVICES INC	MILL DEMO PROJECT SUPPORT THROUGH 08/01	3,422.25	16454
443-970-972.000-2020-00001	DEMOLITION PROJECT OVERSIGHT	GHD SERVICES INC	MILL DEMO MOBILIZATION/PROJECT SETUP THROUGH	3,201.47	16454
443-970-972.000-2020-00001	SECONDARY AGREEMENT AS APPROVED	MELCHING, INC.	MILL DECOMMISSIONING & DEMO THROUGH 08/01	170,325.00	16495
Total For Dept 970 CAPITAL OUTLAY				218,743.28	
Total For Fund 443 BROWNFIELD REDEVELOPMENT AUTHORITY -				219,855.71	

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

Fund 443 BROWNFIELD REDI	219,855.71
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Total For All Funds:	<u>219,855.71</u>
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INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL
 POST DATES 09/01/2020 - 09/30/2020
 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					
494-000-228.023	Due to State - Sales Tax	STATE OF MICHIGAN	SEPTEMBER 2020 SALES TAX	1.25	191
494-000-694.025	DDA - Sale of Merchandise	STATE OF MICHIGAN	SEPTEMBER 2020 SALES TAX	(0.09)	191
494-000-715.010	Health Insurance Premiums	C.O.P.S. HEALTH TRUST	SEPTEMBER 2020 DENTAL & VISION	29.29	16369
494-000-715.010	Health Insurance Premiums	PRIORITY HEALTH	SEPTEMBER 2020 HEALTH INSURANCE PREMIUM	320.88	16371
494-000-715.015	Life Insurance	MADISON NATIONAL LIFE INSURANCE	SEPTEMBER 2020 LIFE INSURANCE COVERAGE	0.14	16370
494-000-900.000	Printing and Publishing	SHOPPERS GUIDE INC	NEW BUSINESS WELCOME - BEYOND STAGING	50.00	16386
494-000-930.000	Outside Services (RMLB)	CHICAGO TITLE	200 E BRIDGE ST	85.00	16494
494-000-956.000	Miscellaneous	KALAMAZOO COUNTY CLERK	FILING FEE - MORTGAGE DISCHARGE - BARBE	30.00	16379
494-000-956.000	Miscellaneous	ALLEGAN COUNTY REGISTER	OF FILING FEES - O. BOETTCHER, TOTAL PROP	90.00	16380
494-000-957.022	DDA Farmers Market Expense	WORLDPAY	TSYS FEES FARMERS MARKET	10.00	1783
494-000-960.000	2020 MDA Annual Conference	MICHIGAN DOWNTOWN ASSOCIATION	2020 MDA Annual Conference	75.00	1789
Total For Dept 000 OPERATIONS				691.47	
Total For Fund 494 DOWNTOWN DEVELOPMENT AUTHORITY DDA				691.47	

10/08/2020 04:40 PM

User: JULIE

DB: PLAINWELL

INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL
POST DATES 09/01/2020 - 09/30/2020
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Page: 2/2

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

Fund 494 DOWNTOWN DEVELC	691.47
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Total For All Funds:	<u>691.47</u>
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CITY OF PLAINWELL
OUTSTANDING REVOLVING LOANS
AS OF September 30, 2020

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	730	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	Paid in Full	7/27/2020	10,000.00	232.53	-	-	-	7/27/2020	
John Roggow	10,000.00	12-Dec-2017	Ahead	9/8/2020	5,505.15	201.47	-	-	4,494.85		
James Turley	10,000.00	1-Jun-2018	Paid in Full	7/8/2020	10,000.00	170.55	-	-	-	7/8/2020	
Plainwell Bridge & Main LLC	10,000.00	23-Aug-2019	Current	9/29/2020	2,122.22	100.00	-	-	7,877.78		
Adam & Rachel Hopkins	10,000.00	10-Sep-2020	Current		-	-	-	-	10,000.00		
									22,887.18		
Loans from G01 Grant									37,165.39		= Cash on hand at 09/30/2020
All others in G03 Grant									60,052.57		

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
Adam & Rachel Hopkins	Individual	115 W Bridge	49080	Revolving Funds	10,000.00	611610	Art School	6	3	8/31/2020	9/10/2020	60	9/10/2025	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. HEALTH TRUST	SEPTEMBER 2020 DENTAL & VISION	47.68	16369
450-000-715.010	Health Insurance Premiums	PRIORITY HEALTH	SEPTEMBER 2020 HEALTH INSURANCE PREMIUM	607.08	16371
450-000-715.015	LIFE INSURANCE	MADISON NATIONAL LIFE INSU	SEPTEMBER 2020 LIFE INSURANCE COVERAGE	1.54	16370
Total For Dept 000 OPERATIONS				<u>656.30</u>	
Total For Fund 450 INDUSTRIAL PARK TIFA				<u><u>656.30</u></u>	

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

Fund 450 INDUSTRIAL PARI	656.30
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Total For All Funds:	<u>656.30</u>
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MINUTES
Plainwell City Council
August 24, 2020

1. Mayor Keeler called the regular meeting to order at 7:01 PM on the Zoom virtual meeting application.
2. Terry Steele gave the invocation.
3. Pledge of Allegiance was recited by Mayor Keeler.
4. Roll Call: Present: Mayor Keeler, Mayor Pro Tem Steele, Councilmember Overhuel, Councilmember Keeney (arrived at 7:10pm) 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 08/10/2020 regular meeting. On voice vote, all voted in favor. Motion passed.
6. Public Comment:
Joy Livingston presented Council with a discussion from the Parks & Trees Commission recommending naming the pickle ball courts at Cook Park in honor of Tony Gless. Mr. Gless championed the development of those courts, from fundraising to construction and expansion. All materials for the signage have been donated or discounted, and fully funded by private donations.
A motion by Keeney, seconded by Overhuel, to approve naming the Tony Gless Pickle Ball Courts. On a voice vote, all in favor. Motion passed.
7. County Commissioner Report: None.
8. Agenda Amendments:
Clerk Kelley noted a minor modification to Item C on the agenda to include the adoption of Resolution 2020-20 formally approving the changes to the retirement plans under consideration.
A motion by Overhuel, seconded by Keeney, to amend the agenda by adding the adoption of Resolution 2020-20 to Item C. On a voice vote, all in favor. Motion passed.
9. Mayor's Report:
Mayor Keeler expressed thanks the demolition project having begun.
10. Recommendations and Reports:
 - A. City Manager Wilson gave an update on the Mill Demolition Project. He noted that abatement is ongoing with approximately two to three weeks remaining. The contractor has submitted pay request 1 for consideration. Councilmember Overhuel asked if there any "snags" so far in the process and Manager Wilson reported none.
A motion by Overhuel, seconded by Wisnaski, to approve Pay Request #1 for Melching Inc. in the amount of \$170,325.00. On a roll call vote, all voted in favor. Motion passed.
 - B. City Manager Wilson reminded Council of changes to the original demolition plans to now include design of a southern wall on Building 3, which is still under review. City Manager Wilson recommended a change order to the November 2019 contract with Hopkins Burns to allow for this work to remain in compliance with historical standards.

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A motion by Overhuel, seconded by Steele, to approve a change order for \$12,410 for architectural engineering services with Hopkins Burns Design Studio for Mill Demolition oversight and structural work. On a roll call vote, all voted in favor. Motion passed.

- C. Personnel Manager Lamorandier discussed a recommended change in retirement plan providers from Cuna Mutual to Nationwide. The change is being recommended to allow additional investment opportunities for the employees and to maintain reasonable fees. In addition, the list of trustees for the plan is being expanded to include Treasurer Brian Kelley, as noted in the proposed resolution. Financial Advisor Deborah Clark responded to questions about cost noting that the employees will pay a much lower rate than they current do, which could result in annual cost savings of approximately \$17,000 for the plan members as a whole. Council thanked everyone for their hard work.

A motion by Wisnaski, seconded by Keeney, to adopt Resolution 2020-20 to approve administrative changes to the city's 401(a) and 457 Retirement Plans. On a roll call vote, all voted in favor. Motion passed.

- D. Treasurer Kelley reported that the city's current postage meter has reached the end of its useful life. Equipment was reviewed from three companies for upgraded postage meters to include automatic feeding and sealing of the envelopes. The city administration recommends a 60-month lease with Quadient (formerly Neopost) for an IX5 AF postage meter which is taken advantage of the Mi-Deal savings and immediately provide operational efficiencies for mail processing.

A motion by Keeney, seconded by Steele, to approve the 60-month lease with Quadient (formerly Neopost) for an IX5 AF postage meter at an average annual cost of \$1,717.44. On a roll call vote, all voted in favor. Motion passed.

- E. Treasurer Kelley reported a housekeeping budget amendment for prior fiscal year purchase orders that were approved, but finalized in the current fiscal year. These encumbrances are rolled into the current fiscal year to create a budget amendment to reflect their approval from the prior year.

A motion by Keeney, seconded by Wisnaski, to approve the budget amendment for the 2019/2020 purchase orders rolled over into the 2020/2021 budget. 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 July 2020 Public Safety Report and the July 2020 Water Renewal Report. On a voice vote, all in favor. Motion passed.**

12. Accounts Payable:

A motion by Wisnaski, seconded by Keeney, that the bills be allowed and orders drawn in the amount of \$717,739.33 for payment of same. On a roll call vote, all in favor. Motion passed.

13. Public Comments: None

14. Staff Comments

Personnel Manager Lamorandier reported upcoming training/meetings for the retirement plan changeover approved at tonight's meeting. She also noted training for the Timesheets software module with live implementation phased in by department as early as November 2020.

Superintendent Pond reported work had begun on the blower repairs approved at the prior council meeting.

Director Bomar reported having received the patrol vehicle ordered in January 2020 and that the vehicle was being outfitted with equipment and required markings. He also fielded questions about traffic speed control monitors on South Sherwood.

Clerk/Treasurer Kelley reported mailing over 700 AV applications for the November 2020 election. He reported that original signatures are needed on the applications and the Clerk's Office is available to mail applications anytime. Ballots for the November 2020 election are expected to be available around September 21. He reported ongoing work with the year-end audit.

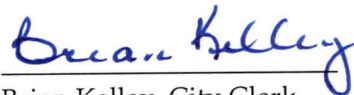
15. Council Comments: None

16. Adjournment:

A motion by Steele, seconded by Keeney, to adjourn the meeting at 7:40 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 14, 2020



Brian Kelley, City Clerk

MINUTES
Plainwell City Council
September 14, 2020

1. Mayor Keeler called the regular meeting to order at 7:01 PM on the Zoom virtual meeting application.
2. Terry Steele gave the invocation.
3. Pledge of Allegiance was recited by Mayor Keeler.
4. Roll Call: Present: Mayor Keeler, Mayor Pro Tem Steele, Councilmember Overhuel, and Councilmember Wisnaski. Absent: Councilmember Keeney.
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 08/24/2020 regular meeting. On voice vote, all voted in favor. Motion passed.
6. Public Comment: None.
7. Presentations: Several employees were recognized for years-of-service:
Superintendent Pond praised Dan McClellan for his long service and his willingness to work as needed, then also praised Cheryl Pickett for her versatility of service both at City Hall and now at Public Works.
City Manager Wilson gave Superintendent Bryan Pond's education and credentials and cited awards earned thanking him for 25 years of respected service. Superintendent Pond thanked everyone for the support.
Director Bomar outlined Mike Bruce's service with the city including stints as an equipment operator and a part-time firefighter, and discussed his public safety commendations, training and assignments. Officer Bruce thanked Director Bomar and Council for the opportunities and looks forward to continued service.
Personnel Manager Lamorandier noted that each of the employees will receive a certificate and thanked them for their incredible service.
8. County Commissioner Report: None.
9. Agenda Amendments: None
10. Mayor's Report:
Mayor Keeler expressed condolences to the DeBoer and Meert families for Connor Meert who passed away unexpectedly.
11. Recommendations and Reports:
 - A.** City Manager Wilson reported trespassing and vandalism on the mill property since demolition began. Given the safety issues related to building access and climbing water towers, police surveillance was increased and security cameras were ordered and have been installed. The cameras were ordered as an emergency purchase due to safety concerns and the Purchasing Ordinance requires Council confirmation. There was discussion about setting a reward for information leading to a conviction for the vandalism. Officer Bruce discussed trespassing sign needs based on prior citations/court actions.
A motion by Overhuel, seconded by Wisnaski, to confirm an emergency purchase for security cameras on mill property with Lockmaster Security totaling \$4,350.00. On a roll call vote, all voted in favor.

Motion passed.

- B.** City Manager Wilson reported negotiation with Ascension Borgess for continuing ambulance services, extending an existing contract for three years, with a fee reduction for the current budget year only.
A motion by Steele, seconded by Wisnaski, to approve a contract extension until June 20, 2023 with Ascension Borgess for ambulance services, and authorizing the City Manager to execute all related documents. On a roll call vote, all voted in favor. Motion passed.
- C.** City Manager Wilson and Treasurer Kelley reported Superintendent Nieuwenhuis sought quotes for crack sealing to maintain streets and parking lots. Nieuwenhuis requested up to \$30,000 for crack sealing with the low bidder, Bronco Asphalt Maintenance.
A motion by Wisnaski, seconded by Overhuel, to authorize up to \$30,000.00 with Bronco Asphalt Maintenance for crack sealing. On a roll call vote, all voted in favor. Motion passed.
- D.** City Manager Wilson reported having been approached by parents to hang banners on the 37 light poles downtown to honor the graduating senior football and cheer student-athletes. There was discussion about setting a precedent for other student or student-athlete groups. The city would bear no cost other than DPW staff hanging the banners.
A motion by Steele, seconded by Overhuel, to allow student-athlete banners on the downtown light poles. On a voice vote, all voted in favor. Motion passed.
- E.** City Manager Wilson opened a discussion about the mill's water tower. There are currently no plans for demolition, but given the recent vandalism, there are safety concerns about the structural integrity of the tower. Council could make informed decisions about ongoing maintenance or current demolition with a full inspection at an estimated cost of \$4,000.
A motion by Steele, seconded by Wisnaski, to authorize up to \$4,000.00 with Dixon Engineering for an inspection of the mill's water tower. On a roll call vote, all in favor. Motion passed.

12. Communications:

- A. A motion by Steele, seconded by Overhuel, to accept and place on file the August 2020 Investment and Fund Balance Reports. On a voice vote, all in favor. Motion passed.**

13. Accounts Payable:

A motion by Wisnaski, seconded by Steele, that the bills be allowed and orders drawn in the amount of \$536,471.76 for payment of same. On a roll call vote, all in favor. Motion passed.

14. Public Comments: None

15. Staff Comments

Personnel Manager Lamorandier congratulated the staff honored at tonight's meeting.

Superintendent Pond reported developing new limits for PFAS given newer regulations from the state.

Community Development Manager Siegel reporting applying for recognition from the Michigan Downtown Association for Perfect Image. She also reported working on a legal description issue with 200 East Bridge with Assessing and County Equalization – apparently a prior survey was reported differently at County, but the property should close soon. Finally, she reported having received no application for the Chris Haas Volunteer

of the Year Award.

Director Bomar reported having investigated portable radar units and found pricing around \$3,500 per unit, which could be considered in future budgets. He also noted a Tuesday September 15 Cub Scout event with Otsego and Gun Plain Fire Departments and Plainwell Area EMS.

Clerk/Treasurer Kelley reported working on elections and the audit.

City Manager Wilson gave a brief update on the mill demolition noting Building 1 is being dismantled.

16. Council Comments:

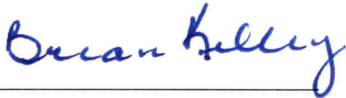
Council Members all thank the honored city staff for their years of service.

17. Adjournment:

A motion by Steele, seconded by Keeney, to adjourn the meeting at 7:56 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 28, 2020



Brian Kelley, City Clerk

PERIOD ENDING 09/30/2020

% Fiscal Year Completed: 25.21

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

GL NUMBER	DESCRIPTION	2020-21		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BGDG USED
		AMENDED BUDGET	NORMAL	09/30/2020 (ABNORMAL)	MONTH 09/30/2020	INCREASE (DECREASE)	NORMAL	ABNORMAL	
Fund 443 - BROWNFIELD REDEVELOPMENT AUTHORITY - BRA									
Revenues									
443-000-402.040	Captured Tax - AdVal Real - City Tax	6,253.00		6,252.58		0.00		0.42	99.99
443-000-402.041	Captured Tax - AdVal Real - Library	1,132.00		750.79		0.00		381.21	66.32
443-000-402.042	Captured Tax - AdVal Real - Capital Impr	500.00		499.55		0.00		0.45	99.91
443-000-402.043	Captured Tax - AdVal Real - Fire Reserve	500.00		499.55		0.00		0.45	99.91
443-000-402.044	Captured Tax - AdVal Real - Solid Waste	649.00		649.42		0.00		(0.42)	100.06
443-000-402.047	Captured DDA-SCHOOL	12,443.00		3,224.20		0.00		9,218.80	25.91
443-000-402.048	Captured Tax - AdVal Real - County (All)	3,008.00		2,254.29		0.00		753.71	74.94
443-000-402.060	Captured Tax - AdVal Pers - City	473.00		473.21		0.00		(0.21)	100.04
443-000-402.061	Captured Tax - AdVal Pers - Library	85.00		56.80		0.00		28.20	66.82
443-000-402.062	Captured Tax - AdVal Pers - Capital Impr	38.00		37.80		0.00		0.20	99.47
443-000-402.063	Captured Tax - AdVal Pers - Fire Reserve	38.00		37.80		0.00		0.20	99.47
443-000-402.064	Captured Tax - AdVal Pers - Solid Waste	49.00		49.14		0.00		(0.14)	100.29
443-000-402.065	Captured Tax - AdVal Pers - County (All)	228.00		170.57		0.00		57.43	74.81
443-000-505.000	Federal Grant	5,100,000.00		185,974.00		185,974.00		4,914,026.00	3.65
443-000-676.080	Interfund Transfer In - Capital Improve	80,000.00		20,000.01		6,666.67		59,999.99	25.00
443-000-697.000	Loan Proceeds	510,000.00		0.00		0.00		510,000.00	0.00
TOTAL REVENUES		5,715,396.00		220,929.71		192,640.67		5,494,466.29	3.87
Expenditures									
443-000-703.000	Salaries/Wages - Full Time Employees	38,185.00		7,685.27		3,744.51		30,499.73	20.13
443-000-706.000	Wages - Part Time Employees	539.00		141.52		68.15		397.48	26.26
443-000-713.000	Other Post Employment Benefits	313.00		78.21		26.07		234.79	24.99
443-000-715.000	Payroll Tax - FICA/Medicare (Social Sec)	2,797.00		554.19		274.33		2,242.81	19.81
443-000-715.010	Health Insurance Premiums	6,517.00		1,616.82		543.07		4,900.18	24.81
443-000-715.013	Health Insurance - HSA - Employer Paid	2,957.00		1,715.71		0.00		1,241.29	58.02
443-000-715.015	Life Insurance	43.00		10.68		3.56		32.32	24.84
443-000-718.000	Retirement Benefits	3,298.00		722.81		338.94		2,575.19	21.92
443-000-724.000	Medical Insurance Opt Out	203.00		39.23		16.85		163.77	19.33
443-000-730.000	Postage	300.00		0.00		0.00		300.00	0.00
443-000-743.000	Uniforms	65.00		3.30		1.65		61.70	5.08
443-000-775.000	Supplies - Repairs and Maintenance	100.00		157.69		141.24		(57.69)	157.69
443-000-801.000	Engineering Services	1,000.00		0.00		0.00		1,000.00	0.00
443-000-801.013	Professional Services - Attorney	2,000.00		225.50		225.50		1,774.50	11.28
443-000-801.030	Professional Services - Audit	353.00		0.00		0.00		353.00	0.00
443-000-830.000	Contractual Reimbursement CRA Activities	19,047.00		11,216.78		0.00		7,830.22	58.89
443-000-900.000	Printing and Publishing	600.00		0.00		0.00		600.00	0.00
443-000-910.000	Liability Insurance	5,089.00		5,682.85		(372.05)		(593.85)	111.67
443-000-910.010	Workers Comp Insurance	376.00		376.10		0.00		(0.10)	100.03
443-000-930.000	Outside Services (RMLB)	3,000.00		140.22		0.00		2,859.78	4.67
443-000-930.050	Computer Services	0.00		5.94		0.00		(5.94)	100.00
443-000-940.000	Rentals - Equipment	500.00		526.99		87.39		(26.99)	105.40
443-908-991.000	Principal Payment - Interfund Loans	15,079.00		3,769.74		1,256.58		11,309.26	25.00
443-908-995.000	Interest Payment - Interfund Loans	1,546.00		386.49		128.83		1,159.51	25.00
443-970-972.000	Contracted Services	5,618,281.82		243,125.41		218,743.28		5,375,156.41	4.33
TOTAL EXPENDITURES		5,722,188.82		278,181.45		225,227.90		5,444,007.37	4.86
Fund 443 - BROWNFIELD REDEVELOPMENT AUTHORITY - BRA:									
TOTAL REVENUES		5,715,396.00		220,929.71		192,640.67		5,494,466.29	3.87

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL
 PERIOD ENDING 09/30/2020
 % Fiscal Year Completed: 25.21

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

GL NUMBER	DESCRIPTION	2020-21		YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BDT USED
		AMENDED BUDGET	NORMAL	09/30/2020 (ABNORMAL)	MONTH 09/30/2020 INCREASE (DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 443 - BROWNFIELD REDEVELOPMENT AUTHORITY - BRA								
TOTAL EXPENDITURES		<u>5,722,188.82</u>		<u>278,181.45</u>	<u>225,227.90</u>		<u>5,444,007.37</u>	<u>4.86</u>
NET OF REVENUES & EXPENDITURES		(6,792.82)		(57,251.74)	(32,587.23)		50,458.92	842.83

PERIOD ENDING 09/30/2020

% Fiscal Year Completed: 25.21

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

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	09/30/2020 (NORMAL (ABNORMAL))	MONTH 09/30/2020 (INCREASE (DECREASE))	BALANCE (NORMAL (ABNORMAL))	
Fund 450 - INDUSTRIAL PARK TIFA						
Revenues						
450-000-569.000	Local Grants	80,583.00	0.00	0.00	80,583.00	0.00
450-000-664.020	Interest Earned - Investments	0.00	256.92	14.41	(256.92)	100.00
TOTAL REVENUES		80,583.00	256.92	14.41	80,326.08	0.32
Expenditures						
450-000-703.000	Salaries/Wages - Full Time Employees	41,580.00	10,317.12	4,864.75	31,262.88	24.81
450-000-706.000	Wages - Part Time Employees	1,616.00	76.16	37.44	1,539.84	4.71
450-000-713.000	Other Post Employment Benefits	19.00	4.83	1.61	14.17	25.42
450-000-715.000	Payroll Tax - FICA/Medicare (Social Sec)	3,173.00	741.24	354.59	2,431.76	23.36
450-000-715.010	Health Insurance Premiums	5,758.00	1,420.83	479.77	4,337.17	24.68
450-000-715.013	Health Insurance - HSA - Employer Paid	2,643.00	1,812.02	0.00	830.98	68.56
450-000-715.015	Life Insurance	20.00	4.62	1.54	15.38	23.10
450-000-718.000	Retirement Benefits	2,051.00	607.12	253.55	1,443.88	29.60
450-000-724.000	Medical Insurance Opt Out	385.00	74.54	32.04	310.46	19.36
450-000-801.030	Professional Services - Audit	67.00	0.00	0.00	67.00	0.00
450-000-910.000	Liability Insurance	408.00	455.39	(29.79)	(47.39)	111.62
450-000-910.010	Workers Comp Insurance	386.00	386.11	0.00	(0.11)	100.03
450-000-930.000	Outside Services (RMLB)	0.00	83.00	0.00	(83.00)	100.00
450-000-930.050	Computer Services	50.00	5.94	0.00	44.06	11.88
450-000-940.000	Rentals - Equipment	2,200.00	664.05	290.92	1,535.95	30.18
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		61,156.00	16,652.97	6,286.42	44,503.03	27.23
Fund 450 - INDUSTRIAL PARK TIFA:						
TOTAL REVENUES		80,583.00	256.92	14.41	80,326.08	0.32
TOTAL EXPENDITURES		61,156.00	16,652.97	6,286.42	44,503.03	27.23
NET OF REVENUES & EXPENDITURES		19,427.00	(16,396.05)	(6,272.01)	35,823.05	84.40

PERIOD ENDING 09/30/2020

% Fiscal Year Completed: 25.21

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

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	09/30/2020 (NORMAL (ABNORMAL))	MONTH 09/30/2020 (INCREASE (DECREASE))	BALANCE (NORMAL (ABNORMAL))	
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY DDA						
Revenues						
494-000-402.030	Captured DDA-CITY	26,174.00	26,174.25	0.00	(0.25)	100.00
494-000-402.031	Captured DDA-LIBRARY	4,740.00	3,142.46	0.00	1,597.54	66.30
494-000-402.032	Captured DDA-Capital Impr	2,091.00	2,090.92	0.00	0.08	100.00
494-000-402.033	Capture DDA-Fire Reserve	2,091.00	2,090.92	0.00	0.08	100.00
494-000-402.034	Capture-DDA-Solid Waste	2,718.00	2,718.30	0.00	(0.30)	100.01
494-000-402.045	Captured DDA-COUNTY	12,591.00	9,436.36	0.00	3,154.64	74.95
494-000-402.060	Captured Tax - AdVal Pers - City	2,044.00	2,044.42	0.00	(0.42)	100.02
494-000-402.061	Captured Tax - AdVal Pers - Library	370.00	245.41	0.00	124.59	66.33
494-000-402.062	Captured Tax - AdVal Pers - Capital Impr	163.00	163.35	0.00	(0.35)	100.21
494-000-402.063	Captured Tax - AdVal Pers - Fire Reserve	163.00	163.35	0.00	(0.35)	100.21
494-000-402.064	Captured Tax - AdVal Pers - Solid Waste	212.00	212.35	0.00	(0.35)	100.17
494-000-402.065	Captured Tax - AdVal Pers - County (All)	983.00	737.04	0.00	245.96	74.98
494-000-569.000	Local Grants	5,305.00	0.00	0.00	5,305.00	0.00
494-000-664.020	Interest Earned - Investments	0.00	300.62	17.51	(300.62)	100.00
494-000-694.000	Miscellaneous Revenue	200.00	0.00	0.00	200.00	0.00
494-000-694.022	DDA - Farmers Market Entry Fee	1,250.00	625.00	120.00	625.00	50.00
494-000-694.025	DDA - Sale of Merchandise	0.00	49.14	20.84	(49.14)	100.00
494-000-694.026	DDA - Special Event Revenues	300.00	0.00	0.00	300.00	0.00
TOTAL REVENUES		61,395.00	50,193.89	158.35	11,201.11	81.76
Expenditures						
494-000-703.000	Salaries/Wages - Full Time Employees	19,405.00	3,956.10	1,879.99	15,448.90	20.39
494-000-715.000	Payroll Tax - FICA/Medicare (Social Sec)	1,401.00	272.64	132.34	1,128.36	19.46
494-000-715.010	Health Insurance Premiums	3,070.00	760.42	255.79	2,309.58	24.77
494-000-715.013	Health Insurance - HSA - Employer Paid	1,461.00	819.82	0.00	641.18	56.11
494-000-715.015	Life Insurance	2.00	0.42	0.14	1.58	21.00
494-000-718.000	Retirement Benefits	344.00	8.89	4.36	335.11	2.58
494-000-724.000	Medical Insurance Opt Out	47.00	9.18	3.94	37.82	19.53
494-000-730.000	Postage	0.00	3.00	3.00	(3.00)	100.00
494-000-775.000	Supplies - Repairs and Maintenance	100.00	20.00	0.00	80.00	20.00
494-000-801.030	Professional Services - Audit	67.00	0.00	0.00	67.00	0.00
494-000-900.000	Printing and Publishing	3,600.00	50.00	50.00	3,550.00	1.39
494-000-910.000	Liability Insurance	521.00	581.37	(38.04)	(60.37)	111.59
494-000-910.010	Workers Comp Insurance	166.00	165.85	0.00	0.15	99.91
494-000-930.000	Outside Services (RMLB)	500.00	85.00	85.00	415.00	17.00
494-000-930.050	Computer Services	50.00	5.94	0.00	44.06	11.88
494-000-940.000	Rentals - Equipment	200.00	0.00	0.00	200.00	0.00
494-000-956.000	Miscellaneous	800.00	120.00	120.00	680.00	15.00
494-000-956.021	Special Events	1,000.00	0.00	0.00	1,000.00	0.00
494-000-957.022	DDA Farmers Market Expense	425.00	79.95	10.00	345.05	18.81
494-000-957.025	DDA Christmas Ornament Costs	800.00	0.00	0.00	800.00	0.00
494-000-960.000	Education & Training - Professional	250.00	75.00	75.00	175.00	30.00
494-000-962.000	Memberships & Dues	3,100.00	0.00	0.00	3,100.00	0.00
494-908-991.000	Principal Payment - Interfund Loans	11,783.00	2,945.76	981.92	8,837.24	25.00
494-908-995.000	Interest Payment - Interfund Loans	478.00	119.49	39.83	358.51	25.00
TOTAL EXPENDITURES		49,570.00	10,078.83	3,603.27	39,491.17	20.33

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL

PERIOD ENDING 09/30/2020

% Fiscal Year Completed: 25.21

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

GL NUMBER	DESCRIPTION	2020-21		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BGD USED
		AMENDED BUDGET	NORMAL	09/30/2020 (ABNORMAL)	MONTH 09/30/2020 INCREASE	(DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY DDA									
	TOTAL REVENUES	61,395.00		50,193.89		158.35		11,201.11	81.76
	TOTAL EXPENDITURES	49,570.00		10,078.83		3,603.27		39,491.17	20.33
	NET OF REVENUES & EXPENDITURES	<u>11,825.00</u>		<u>40,115.06</u>		<u>(3,444.92)</u>		<u>(28,290.06)</u>	<u>339.24</u>
	TOTAL REVENUES - ALL FUNDS	5,857,374.00		271,380.52		192,813.43		5,585,993.48	4.63
	TOTAL EXPENDITURES - ALL FUNDS	5,832,914.82		304,913.25		235,117.59		5,528,001.57	5.23
	NET OF REVENUES & EXPENDITURES	<u>24,459.18</u>		<u>(33,532.73)</u>		<u>(42,304.16)</u>		<u>57,991.91</u>	<u>137.10</u>

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL

PERIOD ENDING 09/30/2020

% Fiscal Year Completed: 25.21

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

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	09/30/2020 NORMAL (ABNORMAL)	MONTH 09/30/2020 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 443 - BROWNFIELD REDEVELOPMENT AUTHORITY - BRA						
Revenues						
TAXES	TAXES	25,396.00	14,955.70	0.00	10,440.30	58.89
GRANTS	STATE & FEDERAL GRANTS	5,100,000.00	185,974.00	185,974.00	4,914,026.00	3.65
TRANSFER	FUNDS TRANSFERS	80,000.00	20,000.01	6,666.67	59,999.99	25.00
OTHER	OTHER	510,000.00	0.00	0.00	510,000.00	0.00
TOTAL REVENUES		5,715,396.00	220,929.71	192,640.67	5,494,466.29	3.87
Expenditures						
000	OPERATIONS	87,282.00	30,899.81	5,099.21	56,382.19	35.40
908	DEBT SERVICE	16,625.00	4,156.23	1,385.41	12,468.77	25.00
970	CAPITAL OUTLAY	5,618,281.82	243,125.41	218,743.28	5,375,156.41	4.33
TOTAL EXPENDITURES		5,722,188.82	278,181.45	225,227.90	5,444,007.37	4.86
Fund 443 - BROWNFIELD REDEVELOPMENT AUTHORITY - BRA:						
TOTAL REVENUES		5,715,396.00	220,929.71	192,640.67	5,494,466.29	3.87
TOTAL EXPENDITURES		5,722,188.82	278,181.45	225,227.90	5,444,007.37	4.86
NET OF REVENUES & EXPENDITURES		(6,792.82)	(57,251.74)	(32,587.23)	50,458.92	842.83

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL

PERIOD ENDING 09/30/2020

% Fiscal Year Completed: 25.21

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

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	09/30/2020	MONTH 09/30/2020	BALANCE	
Fund 450 - INDUSTRIAL PARK TIFA						
Revenues						
OTHER	OTHER	80,583.00	0.00	0.00	80,583.00	0.00
INTEREST	INTEREST & RENTS	0.00	256.92	14.41	(256.92)	100.00
TOTAL REVENUES		80,583.00	256.92	14.41	80,326.08	0.32
Expenditures						
000	OPERATIONS	61,156.00	16,652.97	6,286.42	44,503.03	27.23
TOTAL EXPENDITURES		61,156.00	16,652.97	6,286.42	44,503.03	27.23
Fund 450 - INDUSTRIAL PARK TIFA:						
TOTAL REVENUES		80,583.00	256.92	14.41	80,326.08	0.32
TOTAL EXPENDITURES		61,156.00	16,652.97	6,286.42	44,503.03	27.23
NET OF REVENUES & EXPENDITURES		19,427.00	(16,396.05)	(6,272.01)	35,823.05	84.40

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL
 PERIOD ENDING 09/30/2020
 % Fiscal Year Completed: 25.21

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

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	09/30/2020	MONTH 09/30/2020	BALANCE	
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY DDA						
Revenues						
TAXES	TAXES	54,340.00	49,219.13	0.00	5,120.87	90.58
OTHER	OTHER	7,055.00	674.14	140.84	6,380.86	9.56
INTEREST	INTEREST & RENTS	0.00	300.62	17.51	(300.62)	100.00
TOTAL REVENUES		61,395.00	50,193.89	158.35	11,201.11	81.76
Expenditures						
000	OPERATIONS	37,309.00	7,013.58	2,581.52	30,295.42	18.80
908	DEBT SERVICE	12,261.00	3,065.25	1,021.75	9,195.75	25.00
TOTAL EXPENDITURES		49,570.00	10,078.83	3,603.27	39,491.17	20.33
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY DDA:						
TOTAL REVENUES		61,395.00	50,193.89	158.35	11,201.11	81.76
TOTAL EXPENDITURES		49,570.00	10,078.83	3,603.27	39,491.17	20.33
NET OF REVENUES & EXPENDITURES		11,825.00	40,115.06	(3,444.92)	(28,290.06)	339.24
TOTAL REVENUES - ALL FUNDS						
TOTAL REVENUES - ALL FUNDS		5,857,374.00	271,380.52	192,813.43	5,585,993.48	4.63
TOTAL EXPENDITURES - ALL FUNDS		5,832,914.82	304,913.25	235,117.59	5,528,001.57	5.23
NET OF REVENUES & EXPENDITURES		24,459.18	(33,532.73)	(42,304.16)	57,991.91	137.10