

# City of Plainwell

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



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

“The Island City”

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**AGENDA**  
**DDA/TIFA/BRA**  
**City Hall Council Chambers**  
**March 08, 2022, 7:30 AM**

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Approval of Minutes/Summary –2/8/2022 Meeting Minutes**
5. **Chairman’s Report**
6. **BRA Action Items**
  - A. Mill Updates
  - B. Accounts Payable for February of \$404,622.53
7. **DDA Action Items**
  - A. Revolving Loan adjustments to application
  - B. Accounts Payable for February of \$819.38
8. **TIFA Action Items**
  - A. Accounts Payable for February of \$717.54
9. **Communications:** 01/24, 2/14/2022 Council Minutes. Also, the Financial Report/ Summary as of 02/28/2022
10. **Public Comments**
11. **Staff Comments:**

*Events: Art Hop, Friday, March 11, 5-7:30 pm*  
*Businesses: 422 The Commons (now renting); Bakery for Sale, New software business at Sun Theatre; 127 S. Main for Sale (Arlean’s)*  
*Grants: Match on Main Grant -Dragonfly Quilts;*  
*Masterplan/Community Recreation Plan updates: Public Open House Thursday, April 14<sup>th</sup>*
12. **Member Comments**
13. **Adjournment**

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

**The Island City**



The City of Plainwell is an equal opportunity provider and employer

Minutes  
Plainwell DDA, BRA and TIFA:  
**February 08, 2022**

1. Call to Order - Meeting called to order at 7:30 a.m. by Larabel
  2. Pledge of Allegiance
  3. Roll Call  
**Members Present:** Jim Turley, EJ Hart, Randy Wisnaski, David O'Bryant, Angela Ridgway, Nick Larabel  
**Excused:** Paul Rizzo, Adam Hopkins (7:43am), Erik Wilson (7:40am)
  4. Approval of Minutes of 01/11/22: Minutes were approved to place on file.
  5. Chairman's Report: None
  6. BRA Action Items
    - A. Change Order 04 for Building for GHD for additional project oversight in the amount of \$38,255.00 – **Motion to forward to City Council for final approval of the change order for GHD additional project oversight in the amount of \$38,255.00 was made by Hart and seconded by O'Bryant. All in favor vote. Motion carried.**
    - B. **Motion to accept accounts payable for January of \$842.47 was made by Hart and seconded by Wisnaski. All in favor vote. Motion carried.**
  7. DDA Action Items
    - A. Revolving loan Application – Around the Board Game Café – **Motion to table application pending more information from staff regarding program review and guideline establishment for collateral based loans was made by Turley and seconded by Larabel. All in favor vote. Motion carried.**
    - B. **Motion to accept accounts payable for January of \$615.90 was made by O'Bryant and seconded by Larabel. All in favor vote. Motion carried.**
  8. TIFA Action Items
    - A. Property Update – Now legally City Property; rezone from Agricultural to Industrial
    - B. **Motion to accept accounts payable for January of \$832.57 was made by Larabel and seconded by Hart. All in favor vote. Motion carried.**
  9. Communications: 12/27/21 and 1/10/22 Council Minutes. Also, the Financial Report/ Summary as of 1/31/2022 were approved and placed on file.
  10. Public Comments: None
  11. Staff Comments: Community Development Manager, Siegel reported:  
*Businesses:* 127 S Main starting to remodel;  
*Grants:* Match on Main Street; EDA; Rental Rehab  
*Trainings/Networking:* Snow removal policies were discussed  
*Masterplan/Community Recreation Plan Updates:* Setting up public input meeting
- Member Comments:  
Ridgeway – mentioned snow removal along residential sidewalks

Wilson – provided an update on the Kalamazoo River clean up grant. Also updated on Industrial Park expansion, including grant application for road and utility construction.

(Angela Ridgway left 8:14am)

12. **Adjournment: A Motion to adjourn the meeting at 8:41 a.m. was made by Larabel and seconded by O’Bryant.**

Submitted by Denise Siegel, Community Development Manager

DRAFT

INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL  
 POST DATES 02/01/2022 - 02/28/2022  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 243 BROWNFIELD REDEVELOPMENT AUTHORITY FUND					
Dept 443 PUBLIC WORKS					
243-443-718.001	Health Insurance Premiums	COPS HEALTH TRUST	FEBRUARY 2022 DENTAL & VISION	35.05	18289
243-443-718.001	Health Insurance Premiums	PRIORITY HEALTH	FEBRUARY 2022 HEALTH INSURANCE PREMIUM	704.61	18291
243-443-725.001	LIFE INSURANCE	MADISON NATIONAL LIFE INSURANCE	FEBRUARY 2022 LIFE INSURANCE COVERAGE	3.75	18290
243-443-767.000	DPW UNIFORM SPREAD	CONTINENTAL LINEN SERVICES	DPW UNIFORMS & RUGS - JANUARY 2022	1.54	18340
243-443-851.000	Certified Mail - Letter to Melching	POSTMASTER	Certified Mail - Letter to Melching	7.38	586
243-443-931.000	Repair/Maintenance (Outside)	OTIS ELEVATOR COMPANY	MILL SERVICE ELEVATOR 03/01/2022 - 05/31/2022	149.55	18396
Total For Dept 443 PUBLIC WORKS				901.88	
Dept 900 CAPITAL OUTLAY					
243-900-972.000-2020-00001	SECONDARY AGREEMENT AS APPROVED	MELCHING, INC.	DEMO PROJECT PAY APP 7 THROUGH 09/02/2022	403,720.65	18366
Total For Dept 900 CAPITAL OUTLAY				403,720.65	
Total For Fund 243 BROWNFIELD REDEVELOPMENT AUTHORITY FUND				404,622.53	

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DB: Plainwell

INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL  
POST DATES 02/01/2022 - 02/28/2022  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID

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

Fund 243 BROWNFIELD REDI	404,622.53
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Total For All Funds:	<u>404,622.53</u>
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CITY OF PLAINWELL  
SUMMARY ACCOUNTING SYNOPSIS OF CDBG/USDA GRANTS FOR REVOLVING LOANS

GIVENS: Grant 1 - \$20,000 w/\$5,000 city match  
Grant 3 - \$30,000 w/\$7,500 city match  
Total Grant funds \$50,000 - City match - \$12,500 = \$62,500 in program

Grant proceeds	50,000.00	
City match funds	12,000.00	
Interest from loans	3,770.22	
Investment Income	1,678.39	
Application Fee income	500.00	
Grant related expenses	(139.50)	
Loan Written off 2020	(2,693.05)	
2012 Retail Grant Payback	<u>400.00</u>	- Phillips paid back part of Retail Accel. Grant

Grant resources 65,516.06

**As of February 8, 2022**

Cash on hand	46,745.51
Outstanding loans rec.	<u>13,770.55</u>

Balance sheet assets 60,516.06

Retail Acceleration grants 5,000.00

Total 65,516.06

Grant resources (above) 65,516.06

Unreconciled difference -

INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL  
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 BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND					
Dept 000 OPERATIONS					
248-000-201.248	Accounts Payable - Downtown Doll	CALICO RABBIT	GOLDEN TICKETS/MIDWAY CHEVY DOLLARS	10.00	18343
248-000-201.248	Accounts Payable - Downtown Doll	PASSIFLORA	GOLDEN TICKETS/MIDWAY CHEVY DOLLARS	60.00	18363
248-000-201.248	Accounts Payable - Downtown Doll	BRIDGE STREET DELI & HEAL	GOLDEN TICKETS/MIDWAY CHEVY DOLLARS	10.00	18364
248-000-201.248	Accounts Payable - Downtown Doll	PLAINWELL FLOWERS	GOLDEN TICKET/ MIDWAY CHEVY DOLLARS	225.00	18388
248-000-201.248	Accounts Payable - Downtown Doll	FORTRESS OF SOLITUDE	GOLDEN TICKET/ MIDWAY CHEVY DOLLARS	195.00	18406
Total For Dept 000 OPERATIONS				500.00	
Dept 443 PUBLIC WORKS					
248-443-718.001	Health Insurance Premiums	COPS HEALTH TRUST	FEBRUARY 2022 DENTAL & VISION	27.95	18289
248-443-718.001	Health Insurance Premiums	PRIORITY HEALTH	FEBRUARY 2022 HEALTH INSURANCE PREMIUM	291.29	18291
248-443-725.001	Life Insurance	MADISON NATIONAL LIFE INSU	FEBRUARY 2022 LIFE INSURANCE COVERAGE	0.14	18290
Total For Dept 443 PUBLIC WORKS				319.38	
Total For Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND				819.38	

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INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL  
POST DATES 02/01/2022 - 02/28/2022  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID

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

Fund 248 DOWNTOWN DEVELC	819.38
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Total For All Funds:	<u>819.38</u>
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INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL  
 POST DATES 02/01/2022 - 02/28/2022  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 247 TAX INCREMENT FINANCE AUTHORITY FUND					
Dept 443 PUBLIC WORKS					
247-443-718.001	Health Insurance Premiums	COPS HEALTH TRUST	FEBRUARY 2022 DENTAL & VISION	49.59	18289
247-443-718.001	Health Insurance Premiums	PRIORITY HEALTH	FEBRUARY 2022 HEALTH INSURANCE PREMIUM	666.24	18291
247-443-725.001	LIFE INSURANCE	MADISON NATIONAL LIFE INSU	FEBRUARY 2022 LIFE INSURANCE COVERAGE	1.71	18290
Total For Dept 443 PUBLIC WORKS				<u>717.54</u>	
Total For Fund 247 TAX INCREMENT FINANCE AUTHORITY FUNI				<u><u>717.54</u></u>	

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User: JULIE

DB: Plainwell

INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL  
POST DATES 02/01/2022 - 02/28/2022  
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BOTH OPEN AND PAID

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

Fund 247 TAX INCREMENT I	717.54
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Total For All Funds:	<u>717.54</u>
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**MINUTES**  
**Plainwell City Council**  
**January 24, 2022**

1. Mayor Keeler called the regular meeting to order at 7:00 PM in City Hall Council Chambers.
2. Steve Smail of Lighthouse Baptist Church gave the invocation.
3. Pledge of Allegiance was given by all present.
4. Roll Call: Present: Mayor Keeler, Mayor Pro Tem Steele, Councilmember Overhuel, Councilmember Keeney 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 of the 01/10/2022 regular meeting. On a voice vote, all voted in favor. Motion passed.**
6. Public Comment: None.
7. County Commissioner Report:  
Gale Dugan, District 6, reported that the County Commission had their organizational meeting and updated their budget and other plans. He also reported about the ARPA funds the County received, hiring two new Deputy Medical Examiners, approving an August election for the recycling program, and a new K9 in training.
8. Agenda Amendments: None.
9. Mayor's Report:  
Mayor Keeler reported that this was Public Safety Director Bill Bomar's last official meeting before his retirement.
10. Recommendations and Reports:
  - A. Public Safety Director Bill Bomar reported that the new 2021 Patrol Vehicle needed to be upfitted with lights and equipment. C-Comm has done the work for the department to upfit previous patrol vehicles and Director Bomar recommends using them again based on their previous satisfactory work.  
**A motion by Overhuel, seconded by Steele, to approve a project to upfit the new 2021 Patrol Vehicle with lights and equipment from C-Comm at a cost of \$9,066.07. On a roll call vote, all voted in favor. Motion passed.**
  - B. Public Safety Director Bill Bomar reported that the department regularly reviews equipment and makes purchases to upgrade equipment as needed. The purchase of new fire turn-out gear is part of ongoing updates to maintain the department's equipment. The fire turn-out gear is made using the firefighters' measurements for a better fit, and the current upgrades will include gear for the new hires. All current fire turn-out gear has been purchased from West Shore Fire Inc. and Director Bomar recommends continuing to purchase equipment from them to maintain the uniform appearance.  
**A motion by Steele, seconded by Overhuel, to approve the purchase of two (2) sets of fire turn-out gear, hoods and boots from West Shore Fire Inc. at a cost of \$7,964.00. On a roll call vote, all voted in favor. Motion passed.**

- C. Public Safety Director Bill Bomar reported that repairs were noted during an annual inspection of Fire Engine/Pumper E-11. The repairs noted were not major projects however they did need to be completed as part of the ongoing maintenance and upkeep of the vehicle. Bomar recommended using B&B Fire Division for repairs based on previous satisfactory work completed by the company.  
**A motion by Wisnaski, seconded by Steele, to approve the repairs recommended by B&B Fire Division for Fire Engine/Pumper E-11 at a cost of \$3,925.44. On a roll call vote, all in favor. Motion passed.**
- D. Treasurer Kelley reported that Siegfried Crandall PC has been performing the audit for many years, and recommended extending the contract. Siegfried Crandall PC has increased the pricing for audit services however the increase is minimal. The single audit is a separate audit requirement for federal funding and is required this year because the City has received federal funding for the Mill Demolition Project.  
**A motion by Overhuel, seconded by Wisnaski, to extend the professional services contract with Siegfried Crandall PC for audit services for the year ended June 30, 2022 at a cost of \$10,500 with additional Single Audit costs of \$2,500. On a roll call vote, all voted in favor. Motion passed.**
- E. Treasurer Kelley reported that the City has an Other Post-Employment Benefit Plan which requires full actuarial valuations every two (2) years. Watkins Ross PC has previously provided that service in partnership with Siegfried Crandall PC, and Treasurer Kelley recommends continuing to use their services.  
**A motion by Steele, seconded by Keeney, to extend the professional services contract with Watkins Ross PC for actuarial services for the city's Other Post Employee Benefit Plan for the year ended June 30, 2022 at a cost of \$4,400. On a roll call vote, all voted in favor. Motion passed.**
- F. Public Works Superintendent Bob Nieuwenhuis reported that Peerless Midwest had reviewed the City's wells and recommended cleaning wells #4 and #7. These wells are currently operating under capacity and Superintendent Nieuwenhuis believes most of their capacity can be restored with proper cleaning. Peerless Midwest will clean each well at a cost of \$17,500 for a total cost of \$35,000.  
**A motion by Keeney, seconded by Wisnaski, to approve a project to clean and rehabilitate the city's wells with Peerless Midwest at a cost not to exceed \$35,000. On a roll call vote, all voted in favor. Motion passed.**
- G. Community Development Manager Denise Siegel reported that while the Michigan Economic Development Corporation does not require a developer's agreement, they strongly recommend establishing one for any MEDC grant. The agreement may need changes to be made before executing the agreement with the property owner, however the changes would be administrative and would not substantially change the contract. The City's attorney will review the final contract before execution as well.  
**A motion by Steele, seconded by Overhuel, to approve a draft Developer's Agreement between the City Manager, Community Development Manager and Southwright Properties LLC, owner of 112 North Main Street and authorize the City Manager to make changes to the agreement as needed. On a roll call vote, all voted in favor. Motion passed.**

11. Communications:

**A. A motion by Steele, seconded by Overhuel, to accept and place on file the November and December 2021 Public Safety Reports and the December 2021 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 \$259,741.41 for payment of same. On a roll call vote, all in favor. Motion passed.**

13. Public Comments: Austin Marsman, County Commissioner District 5 candidate, announced that over 300 people in Allegan County had died due to Covid-19 and asked for a moment of silence.

14. Staff Comments:

Clerk/Treasurer Kelley reported the chart of accounts change would happen this week, and ongoing training.

Superintendent Nieuwenhuis reported on the status of the repairs of one of the City's plow trucks, and announced that the new belly blade extension was working well.

Community Development Manager Siegel reported the ice rink is ready to use, and many people have already shared the social media post about it. She also reported working on the Master Plan and Community Recreation Plan updates, EDA and rental rehab grant applications, updating business emergency contact information and upcoming events. She announced the Chocolate Stroll will be held February 12 and the Art Hop will be held March 11.

Superintendent Pond reported that the biosolid waste sludge annual disposal was completed recently.

Public Safety Director Bomar announced a number of overnight vehicle break-ins and reminded everyone to lock their vehicles overnight.

Deputy City Clerk Fenger reported attending the Master Plan and Community Recreation Plan meeting, and ongoing training.

Manager Wilson reported that Melching was finishing removing a driveshaft from the Mill, and continued work on the Kalamazoo River settlement funds project to modify the mill raceway and make improvements along the river.

15. Council Comments:

Councilmember Steele thanked the Department of Public Works for their work on keeping the roads plowed and cleared, and for putting up the ice rink.

Councilmember Wisnaski commented on the development of houses on the 600 block of Jersey Street.

Councilmember Keeney thanked Director Bomar for his years of services.

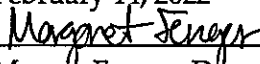
16. Adjournment:

**A motion by Keeney, seconded by Wisnaski, to adjourn the meeting at 7:48 PM. On voice vote, all voted in favor. Motion passed.**

Minutes respectfully  
Submitted by,  
Maggie Fenger  
Deputy City Clerk

MINUTES APPROVED BY CITY COUNCIL

February 14, 2022



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Maggie Fenger, Deputy City Clerk

MINUTES  
Plainwell City Council  
February 14, 2022

1. Mayor Keeler called the regular meeting to order at 7:00 PM in City Hall Council Chambers.
2. No invocation was given.
3. Pledge of Allegiance was given by all present.
4. Roll Call: Present: Mayor Keeler, Mayor Pro Tem Steele, Councilmember Overhuel, Councilmember Keeney 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 of the 01/24/2022 regular meeting. On a voice vote, all voted in favor. Motion passed.**
6. Public Comment: None.
7. County Commissioner Report: None.
8. Agenda Amendments: None.
9. Mayor's Report: None.
10. Recommendations and Reports:
  - A. Community Development Manager Denise Siegel reported that the Rental Rehab project at 112 North Main Street required an Environmental Review to be completed before the project could continue. Quotes were received from two businesses however Triterra is the only in-state company to provide a quote and has the ability to complete the review in a timely manner. Manager Siegel recommended using Triterra to complete the Environmental Review. Manager Siegel also noted that she has applied for an extension for the grant to allow time to complete the process.  
**A motion by Wisnaski, seconded by Keeney, to approve a contract with Triterra to complete an Environment Review at a cost of \$5,350.00. On a roll call vote, all voted in favor. Motion passed.**
  - B. David Eberle, Bloom Sluggett PC, spoke regarding the need for an ordinance addressing single lot special assessments. He answered questions and outlined the process a single lot special assessment would take. Council received the first reading of the ordinance and no action was taken.
  - C. Water Renewal Superintendent Bryan Pond reported that the rails and stairs on the Primary Clarifiers needed replacement after years of maintenance. Two companies provided quotes and Superintendent Pond recommended the low bid provided by OIK Metal Fabricators. Superintendent Pond noted that the current railings were corroding due to the environmental exposure and the new railings would not corrode.  
**A motion by Overhuel, seconded by Steele, to approve the replacement of the rails and stairs at the Primary Clarifier by OIK Metal Fabricators at a cost of \$47,417.00. On a roll call vote, all in favor. Motion passed.**

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**D. Superintendent Pond reported that the spare chlorine pump had been used to replace an existing pump, leaving the plant without a spare pump. Certain equipment is required to work with the existing layout and other equipment and Kerr Pump and Supply is the sole source vendor. Superintendent Pond recommended buying a new pump to keep on hand as a backup for the existing pumps.**

**A motion by Keeney, seconded by Wisnaski, to approve the purchase of a chlorine pump from Kerr Pump and Supply in the amount of \$4,982.00. On a roll call vote, all voted in favor. Motion passed.**

**E. Manager Wilson asked for a Council representative to sit on the Public Safety Director Interview Committee that was created for the upcoming interview process. He stated that the interview committee would include a Department of Public Safety representative, three (3) Fire and Police representatives, and a community representative, along with a City Council representative. Manager Wilson requested that the Council decide among themselves how they would choose who would be the representative, as this conformed with how the Department of Public Safety chose their representative as well. All Councilmembers would be welcome to attend if they were not chosen as the representative, and the interviews would conform with the Open Meetings Act if a quorum of Councilmembers would be present. A motion by Keeney, seconded by Overhuel, to nominate Randy Wisnaski to the Public Safety Director Interview Committee. On a roll call vote, all voted in favor. Motion passed.**

11. Communications:

**A. A motion by Steele, seconded by Overhuel, to accept and place on file the January 2022 Investment and Fund Balance Reports and the 2021 Annual Public Safety Report. On a voice vote, all in favor. Motion passed.**

12. Accounts Payable:

**A motion by Keeney, seconded by Wisnaski, that the bills be allowed and orders drawn in the amount of \$581,061.13 for payment of same. On a roll call vote, all in favor. Motion passed.**

13. Public Comments: None.

14. Staff Comments:

Clerk/Treasurer Kelley reported that Winter Taxes were due today and as of 6pm had collected 97%. He also reported working on the budget and year end work, as well as the upcoming election season.

Deputy Director John Varley reported that the department was recovering from Director Bill Bomar's retirement. He also mentioned that he was happy that Matthew Stafford had won the Super Bowl.

Personnel Manager Sandy Lamorandier reported that she was continuing to train and delegate aspects of her position in preparation for her retirement.

Superintendent Bryan Pond reported on a project to reorganize, clean and paint a storage room at the Water Renewal Plant.

Community Development Manager Siegel reported continuing to work on the rental rehab grant, and mentioned that a date had been set for Plainwell Fest of June 25<sup>th</sup>. A meeting has been set for tomorrow, February 15, at 5pm to start planning, and DC Strong has committed to assisting and eventually taking over the planning. She also reported that the Chocolate Stroll was a successful event, with every merchant seeing large numbers of shoppers, including many shoppers from out of town. She also noted that many out of town

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shoppers had never been to Plainwell before and commented on how wonderful Plainwell was as a shopping destination.

Superintendent Nieuwenhuis reported the white dump truck repairs were completed and it had been used for snow plowing with no issues. He also wished everyone a happy Valentine's Day.

Deputy City Clerk Fenger reported meeting many of the current election inspectors during election prep with Clerk Kelley, and noted working with Community Development Manager Siegel to create a Plainwell Clerk's Office Facebook page as well as a City of Plainwell LinkedIn page.

15. Council Comments:

Councilmember Overhuel stated that he was glad the Chocolate Stroll went well and thanked Community Development Manager Siegel for her work.

Councilmember Steele thanked Community Development Manager Siegel for her work on the Chocolate Stroll and noted that the pop up market had great attendance as well as the downtown shops.

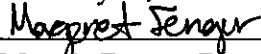
Councilmember Wisnaski thanked the Council for appointing him to the Public Safety Director Interview Committee and thanked Councilmember Steele for stepping aside from the appointment.

Councilmember Keeney wished everyone a happy Valentine's Day.

16. Adjournment:

**A motion by Steele, seconded by Overhuel, to adjourn the meeting at 7:36 PM. On voice vote, all voted in favor. Motion passed.**

Minutes respectfully  
Submitted by,  
Maggie Fenger  
Deputy City Clerk

MINUTES APPROVED BY CITY COUNCIL  
February 28, 2022  
  
Maggie Fenger, Deputy City Clerk

PERIOD ENDING 02/28/2022

% Fiscal Year Completed: 66.58

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

GL NUMBER	DESCRIPTION	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/28/2022	MONTH 02/28/2022	BALANCE	
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND						
Revenues						
243-000-404.040	Captured Tax Real - BR - City Tax	6,074.00	6,074.14	0.00	(0.14)	100.00
243-000-404.041	Captured Tax Real - BR - Library	1,105.00	1,102.69	0.00	2.31	99.79
243-000-404.042	Captured Tax Real - BR - Capital Impr	488.00	488.17	0.00	(0.17)	100.03
243-000-404.043	Captured Tax Real - BR - Fire Reserve	488.00	488.17	0.00	(0.17)	100.03
243-000-404.044	Captured Tax Real - BR - Solid Waste	635.00	634.63	0.00	0.37	99.94
243-000-404.047	Captured Tax Real - DDA - School	20,670.00	20,669.82	0.00	0.18	100.00
243-000-404.048	Captured Tax Real - BR - County Taxes	3,043.00	3,084.37	0.00	(41.37)	101.36
243-000-413.060	Captured Tax Pers - City Tax	9,283.00	9,283.05	0.00	(0.05)	100.00
243-000-413.061	Captured Tax Pers - Library	1,688.00	1,685.28	0.00	2.72	99.84
243-000-413.062	Captured Tax Pers - Capital Improvement	746.00	746.10	0.00	(0.10)	100.01
243-000-413.063	Captured Tax Pers - Fire Reserve	746.00	746.10	0.00	(0.10)	100.01
243-000-413.064	Captured Tax Pers - Solid Waste	970.00	969.93	0.00	0.07	99.99
243-000-413.065	Captured Tax Pers - County Taxes	4,651.00	4,711.41	0.00	(60.41)	101.30
243-000-504.000	Federal Grant	0.00	622,205.00	441,006.00	(622,205.00)	100.00
243-000-665.000	Interest Earnings - Investments	0.00	101.80	18.50	(101.80)	100.00
243-000-684.000	Miscellaneous Revenue	0.00	6,598.80	0.00	(6,598.80)	100.00
243-000-696.010	Loan Proceeds	0.00	559,236.00	0.00	(559,236.00)	100.00
243-000-699.401	Interfund Transfer In - Cap Improvement	80,000.00	53,333.36	6,666.67	26,666.64	66.67
TOTAL REVENUES		130,587.00	1,292,158.82	447,691.17	(1,161,571.82)	989.50
Expenditures						
243-443-703.000	Salaries/Wages - Full Time Employees	38,984.00	22,194.80	2,792.51	16,789.20	56.93
243-443-704.001	Wages - Part Time Employees	579.00	231.90	0.00	347.10	40.05
243-443-709.000	Payroll Taxes - FICA - Soc Sec/Medicare	2,841.00	1,593.09	196.37	1,247.91	56.07
243-443-712.001	Cash in Lieu of Benefits - Insurance Buy	122.00	99.25	14.63	22.75	81.35
243-443-716.000	Retirement - Defined Contribution 401a	3,729.00	1,971.61	227.37	1,757.39	52.87
243-443-718.001	Health Insurance Premiums - Current EE	6,956.00	4,444.90	545.73	2,511.10	63.90
243-443-718.013	Health Insurance - HSA - Employer Paid	3,237.00	1,908.00	120.00	1,329.00	58.94
243-443-723.001	Retiree Health Care - OPEB	283.00	188.96	23.62	94.04	66.77
243-443-725.001	Fringe Benefit - Life Insurance	43.00	28.89	3.75	14.11	67.19
243-443-725.010	Workers Comp Insurance	305.00	229.62	0.00	75.38	75.29
243-443-767.000	Clothing - Uniforms	65.00	11.51	1.54	53.49	17.71
243-443-775.000	Supplies - Repairs and Maintenance	500.00	0.00	0.00	500.00	0.00
243-443-801.000	Professional Services - Engineering	1,000.00	0.00	0.00	1,000.00	0.00
243-443-801.013	Professional Services - Attorney	2,000.00	2,406.50	0.00	(406.50)	120.33
243-443-801.030	Professional Services - Auditor	353.00	338.86	0.00	14.14	95.99
243-443-830.000	Contractual Reimbursement CRA Activities	37,940.00	25,691.76	0.00	12,248.24	67.72
243-443-851.000	Postage	100.00	7.38	7.38	92.62	7.38
243-443-900.000	Printing and Publishing	250.00	0.00	0.00	250.00	0.00
243-443-931.000	Outside Services (RMLB)	6,000.00	439.17	149.55	5,560.83	7.32
243-443-935.001	Property Liability Insurance	5,700.00	5,624.46	0.00	75.54	98.67
243-443-940.000	Rentals - Equipment	2,000.00	1,387.59	0.00	612.41	69.38
243-443-948.000	Computer Services	500.00	8.04	0.00	491.96	1.61
243-443-955.000	Miscellaneous Expense	100.00	0.00	0.00	100.00	0.00
243-900-972.000	Contracted Services	1,089,513.18	587,914.68	403,720.65	501,598.50	53.96
243-905-991.001	Debt Service - Principal -Interfund Loan	15,230.00	10,153.36	1,269.17	5,076.64	66.67
243-905-993.001	Debt Service - Interest - Interfund Loan	1,395.00	930.00	116.25	465.00	66.67
TOTAL EXPENDITURES		1,219,725.18	667,804.33	409,188.52	551,920.85	54.75

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL

PERIOD ENDING 02/28/2022

% Fiscal Year Completed: 66.58

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

GL NUMBER	DESCRIPTION	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/28/2022	MONTH 02/28/2022	BALANCE	
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND						
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND:						
	TOTAL REVENUES	130,587.00	1,292,158.82	447,691.17	(1,161,571.82)	989.50
	TOTAL EXPENDITURES	1,219,725.18	667,804.33	409,188.52	551,920.85	54.75
	NET OF REVENUES & EXPENDITURES	(1,089,138.18)	624,354.49	38,502.65	(1,713,492.67)	57.33

PERIOD ENDING 02/28/2022

% Fiscal Year Completed: 66.58

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

GL NUMBER	DESCRIPTION	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/28/2022	MONTH 02/28/2022	BALANCE	
Fund 247 - TAX INCREMENT FINANCE AUTHORITY FUND						
Revenues						
247-000-583.000	Local Grants	81,334.00	85,614.96	0.00	(4,280.96)	105.26
247-000-665.000	Interest Earnings - Investments	180.00	127.01	19.21	52.99	70.56
TOTAL REVENUES		81,514.00	85,741.97	19.21	(4,227.97)	105.19
Expenditures						
247-443-703.000	Salaries/Wages - Full Time Employees	46,108.00	28,199.08	3,606.15	17,908.92	61.16
247-443-704.001	Wages - Part Time Employees	0.00	260.69	0.00	(260.69)	100.00
247-443-709.000	Payroll Taxes - FICA - Soc Sec/Medicare	3,357.00	2,006.09	252.59	1,350.91	59.76
247-443-712.001	Cash in Lieu of Benefits - Insurance Buy	311.00	231.29	32.04	79.71	74.37
247-443-716.000	Retirement - Defined Contribution 401a	2,360.00	1,431.78	171.07	928.22	60.67
247-443-718.001	Health Insurance Premiums - Current EE	6,828.00	4,265.61	527.28	2,562.39	62.47
247-443-718.013	Health Insurance - HSA - Employer Paid	3,290.00	1,916.00	104.00	1,374.00	58.24
247-443-723.001	Retiree Health Care - OPEB	30.00	20.00	2.50	10.00	66.67
247-443-725.001	Fringe Benefit - Life Insurance	22.00	12.76	1.71	9.24	58.00
247-443-725.010	Workers Comp Insurance	249.00	187.46	0.00	61.54	75.29
247-443-801.013	Professional Services - Attorney	2,500.00	0.00	0.00	2,500.00	0.00
247-443-801.030	Professional Services - Auditor	67.00	64.19	0.00	2.81	95.81
247-443-931.000	Outside Services (RMLB)	200.00	0.00	0.00	200.00	0.00
247-443-935.001	Property Liability Insurance	400.00	394.70	0.00	5.30	98.68
247-443-940.000	Rentals - Equipment	2,200.00	449.75	0.00	1,750.25	20.44
247-443-948.000	Computer Services	0.00	8.04	0.00	(8.04)	100.00
247-443-955.000	Miscellaneous Expense	500.00	0.00	0.00	500.00	0.00
247-443-962.000	Memberships & Dues	300.00	0.00	0.00	300.00	0.00
TOTAL EXPENDITURES		68,722.00	39,447.44	4,697.34	29,274.56	57.40
Fund 247 - TAX INCREMENT FINANCE AUTHORITY FUND:						
TOTAL REVENUES		81,514.00	85,741.97	19.21	(4,227.97)	105.19
TOTAL EXPENDITURES		68,722.00	39,447.44	4,697.34	29,274.56	57.40
NET OF REVENUES & EXPENDITURES		12,792.00	46,294.53	(4,678.13)	(33,502.53)	361.90

PERIOD ENDING 02/28/2022

% Fiscal Year Completed: 66.58

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GL NUMBER	DESCRIPTION	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/28/2022	MONTH 02/28/2022	BALANCE	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND						
Revenues						
248-000-404.030	Captured Tax Real - DDA - City Tax	26,174.00	26,635.52	0.00	(461.52)	101.76
248-000-404.031	Captured Tax Real - DDA - Library	4,740.00	4,834.69	0.00	(94.69)	102.00
248-000-404.032	Captured Tax Real - DDA - Capital Impr	2,091.00	2,140.49	0.00	(49.49)	102.37
248-000-404.033	Captured Tax Real - DDA - Fire Reserve	2,091.00	2,140.49	0.00	(49.49)	102.37
248-000-404.034	Captured Tax Real - DDA - Solid Waste	12,591.00	2,782.72	0.00	9,808.28	22.10
248-000-404.045	Captured Tax Real - DDA - County Taxes	2,718.00	13,519.15	0.00	(10,801.15)	497.39
248-000-413.060	Captured Tax Pers - City Tax	2,044.00	1,830.79	0.00	213.21	89.57
248-000-413.061	Captured Tax Pers - Library	370.00	332.28	0.00	37.72	89.81
248-000-413.062	Captured Tax Pers - Capital Improvement	163.00	147.15	0.00	15.85	90.28
248-000-413.063	Captured Tax Pers - Fire Reserve	163.00	147.15	0.00	15.85	90.28
248-000-413.064	Captured Tax Pers - Solid Waste	212.00	191.29	0.00	20.71	90.23
248-000-413.065	Captured Tax Pers - County Taxes	983.00	929.10	0.00	53.90	94.52
248-000-583.000	Local Grants	6,874.00	7,236.32	0.00	(362.32)	105.27
248-000-642.001	Sales of Merchandise - DDA	0.00	1,339.94	0.00	(1,339.94)	100.00
248-000-654.001	Reimbursement	2,200.00	775.00	0.00	1,425.00	35.23
248-000-654.102	Special Event Revenues - DDA	300.00	3,140.00	0.00	(2,840.00)	1,046.67
248-000-654.103	Donations - Movies In the Park - DDA	800.00	0.00	0.00	800.00	0.00
248-000-665.000	Interest Earnings - Investments	135.00	115.28	13.44	19.72	85.39
248-000-684.000	Miscellaneous Revenue	0.00	12.00	0.00	(12.00)	100.00
TOTAL REVENUES		64,649.00	68,249.36	13.44	(3,600.36)	105.57
Expenditures						
248-443-703.000	Salaries/Wages - Full Time Employeees	18,449.00	10,978.03	1,327.00	7,470.97	59.50
248-443-709.000	Payroll Taxes - FICA - Soc Sec/Medicare	1,334.00	737.84	88.08	596.16	55.31
248-443-712.001	Cash in Lieu of Benefits - Insurance Buy	13.00	13.32	2.27	(0.32)	102.46
248-443-716.000	Retirement - Defined Contribution 401a	132.00	39.85	0.78	92.15	30.19
248-443-718.001	Health Insurance Premiums - Current EE	2,848.00	1,968.11	233.46	879.89	69.10
248-443-718.013	Health Insurance - HSA - Employer Paid	1,260.00	852.00	0.00	408.00	67.62
248-443-723.001	Retiree Health Care - OPEB	0.00	6.24	0.78	(6.24)	100.00
248-443-725.001	Fringe Benefit - Life Insurance	1.00	1.12	0.14	(0.12)	112.00
248-443-725.010	Workers Comp Insurance	75.00	56.47	0.00	18.53	75.29
248-443-775.000	Supplies - Repairs and Maintenance	100.00	16.17	0.00	83.83	16.17
248-443-801.013	Professional Services - Attorney	0.00	55.50	0.00	(55.50)	100.00
248-443-801.030	Professional Services - Auditor	67.00	64.19	0.00	2.81	95.81
248-443-851.000	Postage	100.00	0.73	0.00	99.27	0.73
248-443-900.000	Printing and Publishing	1,800.00	1,281.03	0.00	518.97	71.17
248-443-931.000	Outside Services (RMLB)	200.00	110.00	0.00	90.00	55.00
248-443-935.001	Property Liability Insurance	616.00	607.84	0.00	8.16	98.68
248-443-940.000	Rentals - Equipment	200.00	0.00	0.00	200.00	0.00
248-443-948.000	Computer Services	50.00	8.04	0.00	41.96	16.08
248-443-955.000	Miscellaneous Expense	400.00	396.46	0.00	3.54	99.12
248-443-960.000	Education & Training - Professional	100.00	175.00	0.00	(75.00)	175.00
248-443-962.000	Memberships & Dues	1,430.00	540.00	0.00	890.00	37.76
248-775-880.021	Community Promotion - Special Events	2,000.00	932.01	0.00	1,067.99	46.60
248-775-881.022	Farmers Market Costs - DDA	425.00	495.84	0.00	(70.84)	116.67
248-775-881.025	Christmas Ornament Costs - DDA	800.00	797.27	0.00	2.73	99.66
248-775-881.036	Movies in the Park Costs - DDA	1,500.00	1,770.00	0.00	(270.00)	118.00
248-900-723.001	Retiree Health Care - OPEB	9.00	0.00	0.00	9.00	0.00
248-900-971.000	Capital Purchase	18,000.00	8,793.12	0.00	9,206.88	48.85
248-905-991.001	Debt Service - Principal -Interfund Loan	11,900.00	7,933.36	991.67	3,966.64	66.67
248-905-993.001	Debt Service - Interest - Interfund Loan	361.00	240.64	30.08	120.36	66.66

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL

PERIOD ENDING 02/28/2022

% Fiscal Year Completed: 66.58

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

GL NUMBER	DESCRIPTION	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/28/2022	MONTH 02/28/2022	BALANCE	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND						
Expenditures						
TOTAL EXPENDITURES		64,170.00	38,870.18	2,674.26	25,299.82	60.57
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND:						
TOTAL REVENUES		64,649.00	68,249.36	13.44	(3,600.36)	105.57
TOTAL EXPENDITURES		64,170.00	38,870.18	2,674.26	25,299.82	60.57
NET OF REVENUES & EXPENDITURES		479.00	29,379.18	(2,660.82)	(28,900.18)	6,133.44
TOTAL REVENUES - ALL FUNDS		276,750.00	1,446,150.15	447,723.82	(1,169,400.15)	522.55
TOTAL EXPENDITURES - ALL FUNDS		1,352,617.18	746,121.95	416,560.12	606,495.23	55.16
NET OF REVENUES & EXPENDITURES		(1,075,867.18)	700,028.20	31,163.70	(1,775,895.38)	65.07

## REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL

PERIOD ENDING 02/28/2022

% Fiscal Year Completed: 66.58

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GL NUMBER	DESCRIPTION	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	02/28/2022 NORMAL (ABNORMAL)	MONTH 02/28/2022 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND						
Revenues						
UNCLASSIFIED	Unclassified	130,587.00	1,292,158.82	447,691.17	(1,161,571.82)	989.50
TOTAL REVENUES		<u>130,587.00</u>	<u>1,292,158.82</u>	<u>447,691.17</u>	<u>(1,161,571.82)</u>	<u>989.50</u>
Expenditures						
443	PUBLIC WORKS	113,587.00	68,806.29	4,082.45	44,780.71	60.58
900	CAPITAL OUTLAY	1,089,513.18	587,914.68	403,720.65	501,598.50	53.96
905	DEBT SERVICE	16,625.00	11,083.36	1,385.42	5,541.64	66.67
TOTAL EXPENDITURES		<u>1,219,725.18</u>	<u>667,804.33</u>	<u>409,188.52</u>	<u>551,920.85</u>	<u>54.75</u>
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND:						
TOTAL REVENUES		130,587.00	1,292,158.82	447,691.17	(1,161,571.82)	989.50
TOTAL EXPENDITURES		<u>1,219,725.18</u>	<u>667,804.33</u>	<u>409,188.52</u>	<u>551,920.85</u>	<u>54.75</u>
NET OF REVENUES & EXPENDITURES		<u>(1,089,138.18)</u>	<u>624,354.49</u>	<u>38,502.65</u>	<u>(1,713,492.67)</u>	<u>57.33</u>

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL

PERIOD ENDING 02/28/2022

% Fiscal Year Completed: 66.58

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

GL NUMBER	DESCRIPTION	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/28/2022	MONTH 02/28/2022	BALANCE	
Fund 247 - TAX INCREMENT FINANCE AUTHORITY FUND						
Revenues						
UNCLASSIFIED	Unclassified	81,514.00	85,741.97	19.21	(4,227.97)	105.19
TOTAL REVENUES		<u>81,514.00</u>	<u>85,741.97</u>	<u>19.21</u>	<u>(4,227.97)</u>	<u>105.19</u>
Expenditures						
443	PUBLIC WORKS	68,722.00	39,447.44	4,697.34	29,274.56	57.40
TOTAL EXPENDITURES		<u>68,722.00</u>	<u>39,447.44</u>	<u>4,697.34</u>	<u>29,274.56</u>	<u>57.40</u>
<hr/>						
Fund 247 - TAX INCREMENT FINANCE AUTHORITY FUND:						
TOTAL REVENUES		81,514.00	85,741.97	19.21	(4,227.97)	105.19
TOTAL EXPENDITURES		<u>68,722.00</u>	<u>39,447.44</u>	<u>4,697.34</u>	<u>29,274.56</u>	<u>57.40</u>
NET OF REVENUES & EXPENDITURES		<u>12,792.00</u>	<u>46,294.53</u>	<u>(4,678.13)</u>	<u>(33,502.53)</u>	<u>361.90</u>



PERIOD ENDING 02/28/2022

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GL NUMBER	DESCRIPTION	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/28/2022	MONTH 02/28/2022	BALANCE	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND						
Revenues						
UNCLASSIFIED	Unclassified	64,649.00	68,249.36	13.44	(3,600.36)	105.57
TOTAL REVENUES		64,649.00	68,249.36	13.44	(3,600.36)	105.57
Expenditures						
443	PUBLIC WORKS	29,175.00	17,907.94	1,652.51	11,267.06	61.38
775	SPECIAL EVENTS	4,725.00	3,995.12	0.00	729.88	84.55
900	CAPITAL OUTLAY	18,009.00	8,793.12	0.00	9,215.88	48.83
905	DEBT SERVICE	12,261.00	8,174.00	1,021.75	4,087.00	66.67
TOTAL EXPENDITURES		64,170.00	38,870.18	2,674.26	25,299.82	60.57
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND:						
TOTAL REVENUES		64,649.00	68,249.36	13.44	(3,600.36)	105.57
TOTAL EXPENDITURES		64,170.00	38,870.18	2,674.26	25,299.82	60.57
NET OF REVENUES & EXPENDITURES		479.00	29,379.18	(2,660.82)	(28,900.18)	6,133.44
TOTAL REVENUES - ALL FUNDS						
TOTAL REVENUES - ALL FUNDS		276,750.00	1,446,150.15	447,723.82	(1,169,400.15)	522.55
TOTAL EXPENDITURES - ALL FUNDS		1,352,617.18	746,121.95	416,560.12	606,495.23	55.16
NET OF REVENUES & EXPENDITURES		(1,075,867.18)	700,028.20	31,163.70	(1,775,895.38)	65.07

# City of Plainwell's Annual Art Hop

**FRIDAY, MARCH 11  
5-7:30 P.M.**

Stroll the downtown mile and visit  
a variety of artists who will have  
their work on display in various  
shops downtown

**Maps available on website and in shops**

## AGENDA ITEMS

6. **BRA Action Items:**

A. Mill Updates

B. Accounts Payable:

Recommended Action: Consider confirming the BRA payables for February in the amount of \$404,622.53

7. **DDA Action Items:**

A. Revolving Loan Break down and discussion re: The Application

B. Accounts Payable:

Recommended Action: Consider confirming the DDA payables for February in the amount of \$819.38

8. **TIFA Action Items:**

A. Accounts Payable:

Recommended Action: Consider confirming the TIFA payables for February in the amount of \$717.54

### **Reminder of Upcoming Meetings**

City Council Meeting – Monday, March 14, 7 pm City Hall Council Chambers

Planning Meeting – Wednesday, March 16, 7 pm

Parks and Trees Meeting – Thursday, March 17, 5 p.m. City Hall Council Chambers

City Council Meeting – Monday, March 28, 7 pm City Hall Council Chambers

