

# City of Plainwell

Richard Brooks, Mayor  
Zelda Schippers, DDA  
EJ Hart, DDA  
Tracee Dunlop DDA  
Adam Hopkins, DDA  
Nick Larabel, BRA  
Paul Rizzo, TIFA  
Jim Turley, TIFA  
Erik Wilson, City Manager



“The Island City”

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

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## AGENDA DDA/TIFA/BRA City Hall November 08, 2016 7:30 AM

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Approval of Minutes/Summary – 09/13/2016 Regular Meeting Minutes**
5. **General Public**
6. **Chairman’s Reports**
  
7. **BRA Action Items**
  - A. Accounts Payable for September of \$916.50
  - B. Accounts Payable for October of \$1,134.26
8. **DDA Action Items**
  - A. Accounts Payable for September of \$1,753.57
  - B. Accounts Payable for October of \$654.15
9. **TIFA Action Items**
  - A. Accounts Payable - \$702.89
  - B. Accounts Payable for October of \$727.89
  
10. **Communications:** 08/22/2016, 09/12/16, 09/26/16 and 10/10/16 Council Minutes. Also the Financial Report/ Summary as of 10/31/16.
11. **Public Comments**
12. **Staff Comments**
  - A. Business Update
  - B. Event Updates
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*

10/11/2016 08:13 AM  
 User: BKELLEY  
 DB: Plainwell

INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL  
 EXP CHECK RUN DATES 09/13/2016 - 10/10/2016  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 443 BROWNFIELD REDEVELOPMENT AUTH - BRA					
Dept 000 OPERATIONS					
443-000-715.010	HEALTH INSURANCE	C.O.P.S. TRUST INSURANCE	SEPTEMBER 2016 HEALTH INS	90.30	8838
443-000-715.010	HEALTH INSURANCE	C.O.P.S. TRUST INSURANCE	OCTOBER 2016 INSURANCE - AUGUST 2016 CC	260.54	8911
443-000-715.010	Health Insurance	PRIORITY HEALTH	OCTOBER 2016 HEALTH INSURANCE PREMIUMS	554.40	8913
443-000-715.015	LIFE INSURANCE	MADISON NATIONAL LIFE INSURANCE	OCT 2016 LIFE INSURANCE	2.82	8905
443-000-743.000	Uniforms	CONTINENTAL LINEN SERVICE	2016-08 DPW UNIFORM/RUGS/MISC	3.80	8843
443-000-850.000	COMMUNICATIONS	VERIZON	7/24/16 - 8/23/16 CELL PHONE BILLS	0.38	8801
443-000-930.050	Computer Services	CLARK TECHNICAL SERVICES	AUGUST 2016 SUPPORT	4.26	8889
Total For Dept 000 OPERATIONS				916.50	
Total For Fund 443 BROWNFIELD REDEVELOPMENT AUTH - BRA				916.50	

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INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL  
EXP CHECK RUN DATES 09/13/2016 - 10/10/2016  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID

Page: 2/2

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
			Fund Totals:		
			Fund 443 BROWNFIELD REDE	916.50	
			Total For All Funds:	<u>916.50</u>	

10/11/2016 08:10 AM  
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 DB: Plainwell

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

Page: 1/2

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 494 DDA FUND					
Dept 000 OPERATIONS					
494-000-715.010	HEALTH INSURANCE	C.O.P.S. TRUST INSURANCE	OCTOBER 2016 INSURANCE - AUGUST 2016 CC	43.12	8911
494-000-715.010	Health Insurance	PRIORITY HEALTH	OCTOBER 2016 HEALTH INSURANCE PREMIUMS	245.81	8913
494-000-900.000	Printing & Publishing	SHOPPERS GUIDE INC **	AUGUST 2016 FARMERS MARKET	60.00	8799
494-000-900.000	Printing & Publishing	KAECHELE PUBLICATIONS INC	DDA ADS	35.00	8805
494-000-930.050	Computer Services	CLARK TECHNICAL SERVICES	AUGUST 2016 SUPPORT	4.26	8889
494-000-956.021	Special Events	HOPKINS ADAM	2016 MOVIES @ OLD FIRE HALL	1,050.00	8845
494-000-956.021	Special Events	PNC BANK (CREDIT CARD)	SEPT 2016 STATEMENT	28.37	418
494-000-957.022	DDA Farmers Market Expense	JONS TO GO PORTABLE RESTR	8/12/16 - 9/8/16 RESTROOMS FOR THE FARM	95.00	8849
494-000-957.022	DDA Farmers Market Expense	PNC BANK (CREDIT CARD)	SEPT 2016 STATEMENT	58.08	418
494-000-957.036	DDA Movies in the Park	JONS TO GO PORTABLE RESTR	RESTROOMS FOR THE MOVIES	133.93	8849
		Total For Dept 000 OPERATIONS		1,753.57	
		Total For Fund 494 DDA FUND		1,753.57	

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BOTH OPEN AND PAID

Page: 2/2

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund Totals:					
				Fund 494 DDA FUND	1,753.57
				Total For All Funds:	<u>1,753.57</u>

10/11/2016 08:12 AM  
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INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL  
 EXP CHECK RUN DATES 09/13/2016 - 10/10/2016  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 450 INDUST PARK TIFA					
Dept 000 OPERATIONS					
450-000-715.010	HEALTH INSURANCE	C.O.P.S. TRUST INSURANCE	SEPTEMBER 2016 HEALTH INS	26.87	8838
450-000-715.010	HEALTH INSURANCE	C.O.P.S. TRUST INSURANCE	OCTOBER 2016 INSURANCE - AUGUST 2016 CC	139.64	8911
450-000-715.010	Health Insurance	PRIORITY HEALTH	OCTOBER 2016 HEALTH INSURANCE PREMIUMS	530.87	8913
450-000-715.015	LIFE INSURANCE	MADISON NATIONAL LIFE INST	OCT 2016 LIFE INSURANCE	0.87	8905
450-000-850.000	COMMUNICATIONS	VERIZON	7/24/16 - 8/23/16 CELL PHONE BILLS	0.38	8801
450-000-930.050	Computer Services	CLARK TECHNICAL SERVICES	AUGUST 2016 SUPPORT	4.26	8889
Total For Dept 000 OPERATIONS				702.89	
Total For Fund 450 INDUST PARK TIFA				702.89	

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

Page: 2/2

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
			Fund Totals:		
			Fund 450 INDUST PARK TII	702.89	
			Total For All Funds:	<u>702.89</u>	

11/03/2016

INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL

EXP CHECK RUN DATES 10/11/2016 - 10/31/2016

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 443	BROWNFIELD REDEVELOPMENT AUTH - BRA				
Dept 000	OPERATIONS				
443-000-715.010	Health Insurance	C.O.P.S. TRUST INSURANCE	NOV 2016 INSURANCE	213.16	10037
443-000-715.010	Health Insurance	PRIORITY HEALTH	NOVEMBER 2016 HEALTH INSURANCE PREMIUMS	554.40	10067
443-000-743.000	Uniforms	MIDWEST CUSTOM EMBROIDERY	DPW SHIRTS 2016	10.00	10039
443-000-743.000	Uniforms	CONTINENTAL LINEN SERVICES INC	2016-09 DPW UNIFORM/RUGS/MISC	3.80	10041
443-000-801.030	Profess Service-Audit	SIEGFRIED CRANDALL PC **	YEAR END AUDITING 6/30/16	352.52	10009
443-000-850.000	Communications	VERIZON	8/24/16 - 9/23/16 CELL PHONE BILLS	0.38	8922
		Total For Dept 000 OPERATIONS		<u>1,134.26</u>	
		Total For Fund 443 BROWNFIELD REDEVELOPMENT AUTH - BRA		<u><u>1,134.26</u></u>	

Fund Totals:

Fund 443 BROWNFIELD REDEVELOPMENT AUTH - BRA 1,134.26

Total For All Funds:

1,134.26



11/03/2016

INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL  
EXP CHECK RUN DATES 10/11/2016 - 10/31/2016  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 494 DDA FUND					
Dept 000 OPERATIONS					
494-000-715.010	Health Insurance	C.O.P.S. TRUST INSURANCE	NOV 2016 INSURANCE	21.56	10037
494-000-715.010	Health Insurance	PRIORITY HEALTH	NOVEMBER 2016 HEALTH INSURANCE PREMIUMS	245.81	10067
494-000-801.030	Profess Service-Audit	SIEGFRIED CRANDALL PC **	YEAR END AUDITING 6/30/16	66.78	10009
494-000-900.000	Printing & Publishing	SHOPPERS GUIDE INC **	SEPT 2016 FARMERS MARKET & HYDRANT FLUSHIN	60.00	8920
494-000-900.000	Printing & Publishing	KAECEHELE PUBLICATIONS INC **	DDA ADS	70.00	8926
494-000-957.022	DDA Farmers Market Expense	JONS TO GO PORTABLE RESTROON 9/9/16 - 10/6/16	RESTROOMS FOR FARMERS MAR	95.00	8965
494-000-957.022	DDA Farmers Market Expense	JONS TO GO PORTABLE RESTROON 10/7/16 - 11/3/16	RESTROOMS FOR FARMERS MIA	95.00	10050
		Total For Dept 000 OPERATIONS		654.15	
		Total For Fund 494 DDA FUND		654.15	
		Fund Totals:	Fund 494 DDA FUND	654.15	
		Total For All Funds:		654.15	

11/03/2016

INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL  
EXP CHECK RUN DATES 10/11/2016 - 10/31/2016  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 450	INDUST PARK TIFA				
Dept 000	OPERATIONS				
450-000-715.010	Health Insurance	C.O.P.S. TRUST INSURANCE	NOV 2016 INSURANCE	129.86	10037
450-000-715.010	Health Insurance	PRIORITY HEALTH	NOVEMBER 2016 HEALTH INSURANCE PREMIUMS	530.87	10067
450-000-801.030	Profess Service-Audit	SIEGFRIED CRANDALL PC **	YEAR END AUDITING 6/30/16	66.78	10009
450-000-850.000	Communications	VERIZON	8/24/16 - 9/23/16 CELL PHONE BILLS	0.38	8922
		Total For Dept 000 OPERATIONS		<u>727.89</u>	
		Total For Fund 450 INDUST PARK TIFA		<u>727.89</u>	
		Fund Totals:	Fund 450 INDUST PARK TIFA	727.89	
		Total For All Funds:		<u>727.89</u>	

Minutes  
Plainwell DDA, BRA and TIFA:  
September 13, 2016

1. Call to Order - Meeting called to order at 7:310 a.m. by Wilson
2. Pledge of Allegiance
3. Roll Call  
Members Present: Nick Larabel, Jim Turley, Erik Wilson, EJ Hart, Adam Hopkins, Paul Rizzo, Zelda Schippers, Tracee Dunlop, Mayor Brooks  
Excused: Paul Rizzo
4. Approval of Minutes of 08/09/16
5. General Public: - None
6. Chairman's Report: None
7. BRA Action Items
  - A. **Motion to accept accounts payable of \$5,394.96 made by Hart and seconded by Hopkins. Motion carried.**
8. DDA Action Items
  - A. **Motion to accept accounts payable of \$3,217.69 was made by Hart and seconded by Dunlop. Motion carried.**
  - B. Discussion regarding cost of movies and sponsorships
9. TIFA Action Items
  - A. **Motion to accept accounts payable of \$560.47 was made by Brooks and seconded by Hart. Motion carried.**
  - B. Received a donation of \$150 from HyTech for the water and a verbal commitment from Motan for \$250
10. Communications:
  - A. 08/08/2016 Council Minutes and September 2016 Financial Report/summary was approved and placed on file.
11. Public Comments: None
12. Staff Comments:
13. Business Updates- Mill property across from Wesco has had sampling completed.
14. Event Updates – Historic Home Tour, Pumpkins in the Park, Arts and Eats
15. Member Comments:
16. Adjournment: **A Motion by Larabel supported by Hart to adjourn the meeting at 7:55 a.m. was made and passed.**

Submitted by Denise Siegel, Economic Development Manager

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

GL NUMBER	DESCRIPTION	2016-17		YTD BALANCE		ACTIVITY FOR		AVAILABLE		
		AMENDED BUDGET	NORMAL	10/31/2016	(ABNORMAL)	MONTH 10/31/2016	INCREASE (DECREASE)	NORMAL	(ABNORMAL)	% BDT USED
Fund 443 - BROWNFIELD REDEVELOPMENT AUTH - BRA										
Revenues										
443-000-402.040	Captured - City	2,185.00		2,185.31		0.00		(0.31)		100.01
443-000-402.041	Captured - Library	262.00		261.20		0.00		0.80		99.69
443-000-402.042	Captured - Cap Improvement	172.00		172.43		0.00		(0.43)		100.25
443-000-402.043	Captured - Fire Reserve	172.00		172.43		0.00		(0.43)		100.25
443-000-402.044	Captured - Solid Waste	224.00		224.16		0.00		(0.16)		100.07
443-000-402.047	Captured DDA-SCHOOL	4,750.00		1,340.63		0.00		3,409.37		28.22
443-000-402.048	Captured - County	1,951.00		801.87		0.00		249.13		76.30
443-000-402.060	Captured - AV - Personal - CITY	646.00		646.31		0.00		(0.31)		100.05
443-000-402.061	Captured - AV - Personal - LIBRARY	77.00		77.25		0.00		(0.25)		100.32
443-000-402.062	Captured - AV - Personal - CAP IMP	51.00		51.00		0.00		0.00		100.00
443-000-402.063	Captured - AV - Personal - FIRE RES	51.00		51.00		0.00		0.00		100.00
443-000-402.064	Captured - AV - Personal - S WASTE	66.00		66.30		0.00		(0.30)		100.45
443-000-402.065	Captured - AV - Personal - COUNTY	311.00		237.16		0.00		73.84		76.26
443-000-664.020	Interest Inc-Investments	0.00		4.64		3.25		(4.64)		100.00
443-000-676.080	Rev-Transfer from Cap Improvement	60,000.00		20,000.00		5,000.00		40,000.00		33.33
TOTAL Revenues		70,018.00		26,291.69		5,003.25		43,726.31		37.55
Expenditures										
000	OPERATIONS	67,391.00		25,250.44		3,291.30		42,140.56		37.47
TOTAL Expenditures		67,391.00		25,250.44		3,291.30		42,140.56		37.47
Fund 443 - BROWNFIELD REDEVELOPMENT AUTH - BRA:										
TOTAL REVENUES		70,018.00		26,291.69		5,003.25		43,726.31		37.55
TOTAL EXPENDITURES		67,391.00		25,250.44		3,291.30		42,140.56		37.47
NET OF REVENUES & EXPENDITURES		2,627.00		1,041.25		1,711.95		1,585.75		39.64

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

GL NUMBER	DESCRIPTION	2016-17 AMENDED BUDGET	YTD BALANCE 10/31/2016 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 10/31/2016 INCREASE (DECREASE)	NORMAL (ABNORMAL)	AVAILABLE BALANCE	% BDET USED
Fund 450 - INDUST PARK TIFA							
Revenues							
450-000-402.040	Captured - AV - Real - CITY	14,874.00	14,873.56	0.00		0.44	100.00
450-000-402.041	Captured - AV - Real - LIBRARY	1,841.00	1,777.45	0.00		63.55	96.55
450-000-402.042	Captured - AV - Real - CAP IMP	1,173.00	1,173.36	0.00		(0.36)	100.03
450-000-402.043	Captured - AV - Real - FIRE RES	1,173.00	1,173.36	0.00		(0.36)	100.03
450-000-402.044	Captured - AV - Real - S WASTE	1,525.00	1,525.42	0.00		(0.42)	100.03
450-000-402.048	Captured - AV - Real - COUNTY	7,151.00	5,457.42	0.00		1,693.58	76.32
450-000-402.060	Captured - AV - Personal - CITY	6,839.00	8,038.26	0.00		(1,199.26)	117.54
450-000-402.061	Captured - AV - Personal - LIBRARY	819.00	960.67	0.00		(141.67)	117.30
450-000-402.062	Captured - AV - Personal - CAP IMP	540.00	634.30	0.00		(94.30)	117.46
450-000-402.063	Captured - AV - Personal - FIRE RES	540.00	634.30	0.00		(94.30)	117.46
450-000-402.064	Captured - AV - Personal - S WASTE	701.00	824.53	0.00		(123.53)	117.62
450-000-402.065	Captured - AV - Personal - COUNTY	3,288.00	2,949.47	0.00		338.53	89.70
450-000-664.020	Interest Inc-Investments	0.00	91.23	27.97		(91.23)	100.00
450-000-694.000	Revenue-Miscellaneous	0.00	700.00	0.00		(700.00)	100.00
<b>TOTAL Revenues</b>		<b>40,464.00</b>	<b>40,813.33</b>	<b>27.97</b>		<b>(349.33)</b>	<b>100.86</b>
Expenditures							
000	OPERATIONS	39,280.00	17,650.03	3,248.17		21,629.97	44.93
<b>TOTAL Expenditures</b>		<b>39,280.00</b>	<b>17,650.03</b>	<b>3,248.17</b>		<b>21,629.97</b>	<b>44.93</b>
Fund 450 - INDUST PARK TIFA:							
<b>TOTAL REVENUES</b>		<b>40,464.00</b>	<b>40,813.33</b>	<b>27.97</b>		<b>(349.33)</b>	<b>100.86</b>
<b>TOTAL EXPENDITURES</b>		<b>39,280.00</b>	<b>17,650.03</b>	<b>3,248.17</b>		<b>21,629.97</b>	<b>44.93</b>
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>1,184.00</b>	<b>23,163.30</b>	<b>(3,220.20)</b>		<b>(21,979.30)</b>	<b>1,956.36</b>

User: BKELLEY  
DB: Plainwell

PERIOD ENDING 10/31/2016

% Fiscal Year Completed: 33.70

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

GL NUMBER	DESCRIPTION	2016-17		YTD BALANCE		ACTIVITY FOR		AVAILABLE	
		AMENDED BUDGET	10/31/2016	10/31/2016	MONTH 10/31/2016	NORMAL	ABNORMAL	% BGD	USED
Fund 494 - DDA FUND									
Revenues									
494-000-402.030	Captured - AV - Real - CITY	13,349.00	13,348.68		0.00		0.32	100.00	100.00
494-000-402.031	Captured - AV - Real - LIBRARY	1,598.00	1,595.18		0.00		2.82	99.82	99.82
494-000-402.032	Captured - AV - Real - CAP IMP	1,053.00	1,053.02		0.00		(0.02)	100.00	100.00
494-000-402.033	Captured - AV - Real - FIRE RES	1,053.00	1,053.02		0.00		(0.02)	100.00	100.00
494-000-402.034	Captured - AV - Real - S WASTE	1,369.00	1,368.99		0.00		0.01	100.00	100.00
494-000-402.045	Captured - AV - Real - COUNTY	6,418.00	4,897.84		0.00		1,520.16	76.31	76.31
494-000-402.060	Captured - AV - Personal - CITY	2,502.00	2,502.14		0.00		(0.14)	100.01	100.01
494-000-402.061	Captured - AV - Personal - LIBRARY	300.00	298.99		0.00		1.01	99.66	99.66
494-000-402.062	Captured - AV - Personal - CAP IMP	197.00	197.45		0.00		(0.45)	100.23	100.23
494-000-402.063	Captured - AV - Personal - FIRE RES	197.00	197.45		0.00		(0.45)	100.23	100.23
494-000-402.064	Captured - AV - Personal - S WASTE	257.00	256.68		0.00		0.32	99.88	99.88
494-000-402.065	Captured - AV - Personal - COUNTY	1,203.00	918.08		0.00		284.92	76.32	76.32
494-000-664.020	Interest Inc-Investments	0.00	10.51		7.04		(10.51)	100.00	100.00
494-000-694.000	Revenue-Miscellaneous	1,500.00	898.00		15.00		602.00	59.87	59.87
494-000-694.022	DDA - Farmers Market Entry Fee	4,000.00	710.00		270.00		3,290.00	17.75	17.75
494-000-694.025	DDA - Sale of Merchandise	1,000.00	145.00		100.00		855.00	14.50	14.50
494-000-694.026	DDA - Special Event Revenues	0.00	1,016.00		1,016.00		(1,016.00)	100.00	100.00
494-000-694.036	DDA Donations - Movies in the Park	500.00	0.00		0.00		500.00	0.00	0.00
TOTAL Revenues		36,496.00	30,467.03		1,408.04		6,028.97	83.48	83.48
Expenditures									
000	OPERATIONS	28,423.00	11,870.51		2,097.01		16,552.49	41.76	41.76
908	DEBT SERVICE	12,261.00	4,087.00		1,021.75		8,174.00	33.33	33.33
TOTAL Expenditures		40,684.00	15,957.51		3,118.76		24,726.49	39.22	39.22
Fund 494 - DDA FUND:									
TOTAL REVENUES									
TOTAL EXPENDITURES		36,496.00	30,467.03		1,408.04		6,028.97	83.48	83.48
NET OF REVENUES & EXPENDITURES		40,684.00	15,957.51		3,118.76		24,726.49	39.22	39.22
Fund 494 - DDA FUND:									
TOTAL REVENUES - ALL FUNDS									
TOTAL EXPENDITURES - ALL FUNDS		146,978.00	97,572.05		6,439.26		49,405.95	66.39	66.39
NET OF REVENUES & EXPENDITURES		147,355.00	58,857.98		9,658.23		88,497.02	39.94	39.94
Fund 494 - DDA FUND:									
TOTAL REVENUES - ALL FUNDS									
TOTAL EXPENDITURES - ALL FUNDS		38,714.07	38,714.07		(3,218.97)		(39,091.07)	10,268.9	10,268.9

User: BKELLEY  
DB: Plainwell

PERIOD ENDING 10/31/2016

% Fiscal Year Completed: 33.70

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

GL NUMBER	DESCRIPTION	2016-17 AMENDED BUDGET	YTD BALANCE 10/31/2016 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 10/31/2016 INCREASE (DECREASE)	NORMAL (ABNORMAL)	AVAILABLE BALANCE (ABNORMAL)	% BGD USED
<b>Fund 443 - BROWNFIELD REDEVELOPMENT AUTH - BRA</b>							
<b>Revenues</b>							
443-000-402.040	Captured - City	2,185.00	2,185.31	0.00	(0.31)	(0.31)	100.01
443-000-402.041	Captured - Library	262.00	261.20	0.00	0.80	0.80	99.69
443-000-402.042	Captured - Cap Improvement	172.00	172.43	0.00	(0.43)	(0.43)	100.25
443-000-402.043	Captured - Fire Reserve	172.00	172.43	0.00	(0.43)	(0.43)	100.25
443-000-402.044	Captured - Solid Waste	224.00	224.16	0.00	(0.16)	(0.16)	100.07
443-000-402.047	Captured DDA-SCHOOL	4,750.00	1,340.63	0.00	3,409.37	3,409.37	28.22
443-000-402.048	Captured - County	1,051.00	801.87	0.00	249.13	249.13	76.30
443-000-402.060	Captured - AV - Personal - CITY	646.00	646.31	0.00	(0.31)	(0.31)	100.05
443-000-402.061	Captured - AV - Personal - LIBRARY	77.00	77.25	0.00	(0.25)	(0.25)	100.32
443-000-402.062	Captured - AV - Personal - CAP IMP	51.00	51.00	0.00	0.00	0.00	100.00
443-000-402.063	Captured - AV - Personal - FIRE RES	51.00	51.00	0.00	0.00	0.00	100.00
443-000-402.064	Captured - AV - Personal - S WASTE	66.00	66.30	0.00	(0.30)	(0.30)	100.45
443-000-402.065	Captured - AV - Personal - COUNTY	311.00	237.16	0.00	73.84	73.84	76.26
443-000-664.020	Interest Inc-Investments	0.00	4.64	3.25	(4.64)	(4.64)	100.00
443-000-676.080	Rev-Transfer from Cap Improvement	60,000.00	20,000.00	5,000.00	40,000.00	40,000.00	33.33
<b>TOTAL Revenues</b>		<b>70,018.00</b>	<b>26,291.69</b>	<b>5,003.25</b>	<b>43,726.31</b>	<b>43,726.31</b>	<b>37.55</b>
<b>Expenditures</b>							
443-000-703.000	Full Time Wages	32,099.00	8,041.44	1,938.35	24,057.56	24,057.56	25.05
443-000-706.000	Part Time Wages	1,037.00	17.22	5.70	1,019.78	1,019.78	1.66
443-000-713.000	Other Post Employment Benefits	762.00	254.00	63.50	508.00	508.00	33.33
443-000-715.000	Social Security (FICA)	2,406.00	573.65	138.46	1,832.35	1,832.35	23.84
443-000-715.010	Health Insurance	7,190.00	5,022.73	597.55	2,167.27	2,167.27	69.86
443-000-715.015	Life Insurance	34.00	11.19	0.00	22.81	22.81	32.91
443-000-718.000	Retirement Benefits	2,776.00	718.08	172.24	2,057.92	2,057.92	25.87
443-000-724.000	Med Insurance Buyouts	108.00	33.36	8.99	74.64	74.64	30.89
443-000-743.000	Uniforms	0.00	21.40	13.80	(21.40)	(21.40)	100.00
443-000-775.000	Rep & Maint Supplies	0.00	22.70	0.00	(22.70)	(22.70)	100.00
443-000-801.030	Profess Service-Audit	488.00	352.52	352.52	135.48	135.48	72.24
443-000-830.000	Contractual Reimbursement CRA Activitie	7,514.00	4,715.28	0.00	2,798.72	2,798.72	62.75
443-000-850.000	Communications	0.00	0.38	0.19	(0.38)	(0.38)	100.00
443-000-910.000	Liability Insurance	4,679.00	4,720.15	0.00	(41.15)	(41.15)	100.88
443-000-910.010	Workers Comp Insurance	298.00	298.00	0.00	0.00	0.00	100.00
443-000-930.000	Repair/Maintenance (Outside)	7,000.00	128.13	0.00	6,871.87	6,871.87	1.83
443-000-930.050	Computer Services	0.00	5.36	0.00	(5.36)	(5.36)	100.00
443-000-940.000	Equipment Rental	1,000.00	314.85	0.00	685.15	685.15	31.49
<b>TOTAL Expenditures</b>		<b>67,391.00</b>	<b>25,250.44</b>	<b>3,291.30</b>	<b>42,140.56</b>	<b>42,140.56</b>	<b>37.47</b>
<b>Fund 443 - BROWNFIELD REDEVELOPMENT AUTH - BRA:</b>							
<b>TOTAL REVENUES</b>		<b>70,018.00</b>	<b>26,291.69</b>	<b>5,003.25</b>	<b>43,726.31</b>	<b>43,726.31</b>	<b>37.55</b>
<b>TOTAL EXPENDITURES</b>		<b>67,391.00</b>	<b>25,250.44</b>	<b>3,291.30</b>	<b>42,140.56</b>	<b>42,140.56</b>	<b>37.47</b>
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>2,627.00</b>	<b>1,041.25</b>	<b>1,711.95</b>	<b>1,585.75</b>	<b>1,585.75</b>	<b>39.64</b>

User: BKELLEY  
DB: Plainwell

PERIOD ENDING 10/31/2016  
% Fiscal Year Completed: 33.70

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

GL NUMBER	DESCRIPTION	2016-17		ACTIVITY FOR MONTH 10/31/2016	AVAILABLE BALANCE	% BUDGET USED
		AMENDED BUDGET	YTD BALANCE 10/31/2016			
<b>Fund 450 - INDUST PARK TIFA</b>						
<b>Revenues</b>						
450-000-402.040	Captured - AV - Real - CITY	14,874.00	14,873.56	0.00	0.44	100.00
450-000-402.041	Captured - AV - Real - LIBRARY	1,841.00	1,777.45	0.00	63.55	96.55
450-000-402.042	Captured - AV - Real - CAP IMP	1,173.00	1,173.36	0.00	(0.36)	100.03
450-000-402.043	Captured - AV - Real - FIRE RES	1,173.00	1,173.36	0.00	(0.36)	100.03
450-000-402.044	Captured - AV - Real - S WASTE	1,525.00	1,525.42	0.00	(0.42)	100.03
450-000-402.048	Captured - AV - Real - COUNTY	7,151.00	5,457.42	0.00	1,693.58	76.32
450-000-402.060	Captured - AV - Personal - CITY	6,839.00	8,038.26	0.00	(1,199.26)	117.54
450-000-402.061	Captured - AV - Personal - LIBRARY	819.00	960.67	0.00	(141.67)	117.30
450-000-402.062	Captured - AV - Personal - CAP IMP	540.00	634.30	0.00	(94.30)	117.46
450-000-402.063	Captured - AV - Personal - FIRE RES	540.00	634.30	0.00	(94.30)	117.46
450-000-402.064	Captured - AV - Personal - S WASTE	701.00	824.53	0.00	(123.53)	117.62
450-000-402.065	Captured - AV - Personal - COUNTY	3,288.00	2,949.47	0.00	338.53	89.70
450-000-664.020	Interest Inc-Investments	0.00	91.23	27.97	(91.23)	100.00
450-000-694.000	Revenue-Miscellaneous	0.00	700.00	0.00	(700.00)	100.00
<b>TOTAL Revenues</b>		<b>40,464.00</b>	<b>40,813.33</b>	<b>27.97</b>	<b>(349.33)</b>	<b>100.86</b>
<b>Expenditures</b>						
450-000-703.000	Full Time Wages	28,203.00	7,851.20	2,030.57	20,351.80	27.84
450-000-706.000	Part Time Wages	0.00	487.32	167.22	(487.32)	100.00
450-000-713.000	Other Post Employment Benefits	28.00	9.32	2.33	18.68	33.29
450-000-715.000	Social Security (FICA)	2,101.00	584.55	152.48	1,516.45	27.82
450-000-715.010	Health Insurance	3,039.00	4,595.99	513.70	(1,556.99)	151.23
450-000-715.015	Life Insurance	11.00	3.48	0.00	7.52	31.64
450-000-718.000	Retirement Benefits	1,135.00	336.29	87.02	798.71	29.63
450-000-724.000	Med Insurance Buyouts	20.00	6.23	1.68	13.77	31.15
450-000-801.013	Prof Services/Attorney	1,000.00	0.00	0.00	1,000.00	0.00
450-000-801.030	Profess Service-Audit	92.00	66.78	66.78	25.22	72.59
450-000-850.000	Communications	0.00	0.38	0.19	(0.38)	100.00
450-000-910.000	Liability Insurance	372.00	375.27	0.00	(3.27)	100.88
450-000-910.010	Workers Comp Insurance	179.00	179.00	0.00	0.00	100.00
450-000-930.000	Rep & Maint Outside Servi	1,000.00	1,950.00	0.00	(950.00)	195.00
450-000-930.050	Computer Services	0.00	5.36	0.00	(5.36)	100.00
450-000-940.000	Equipment Rental	1,500.00	1,198.86	226.20	301.14	79.92
450-000-956.000	Miscellaneous	600.00	0.00	0.00	600.00	0.00
<b>TOTAL Expenditures</b>		<b>39,280.00</b>	<b>17,650.03</b>	<b>3,248.17</b>	<b>21,629.97</b>	<b>44.93</b>
<b>Fund 450 - INDUST PARK TIFA:</b>						
<b>TOTAL REVENUES</b>		<b>40,464.00</b>	<b>40,813.33</b>	<b>27.97</b>	<b>(349.33)</b>	<b>100.86</b>
<b>TOTAL EXPENDITURES</b>		<b>39,280.00</b>	<b>17,650.03</b>	<b>3,248.17</b>	<b>21,629.97</b>	<b>44.93</b>
<b>NET OF REVENUES &amp; EXPENDITURES</b>		<b>1,184.00</b>	<b>23,163.30</b>	<b>(3,220.20)</b>	<b>(21,979.30)</b>	<b>1,956.36</b>



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

GL NUMBER	DESCRIPTION	2016-17		ACTIVITY FOR MONTH 10/31/2016 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BGD USED
		AMENDED BUDGET	YTD BALANCE 10/31/2016 NORMAL (ABNORMAL)			
Fund 494 - DDA FUND						
Revenues						
494-000-402.030	Captured - AV - Real - CITY	13,349.00	13,348.68	0.00	0.32	100.00
494-000-402.031	Captured - AV - Real - LIBRARY	1,598.00	1,595.18	0.00	2.82	99.82
494-000-402.032	Captured - AV - Real - CAP IMP	1,053.00	1,053.02	0.00	(0.02)	100.00
494-000-402.033	Captured - AV - Real - FIRE RES	1,053.00	1,053.02	0.00	(0.02)	100.00
494-000-402.034	Captured - AV - Real - S WASTE	1,369.00	1,368.99	0.00	0.01	100.00
494-000-402.045	Captured - AV - Real - COUNTY	6,418.00	4,897.84	0.00	1,520.16	76.31
494-000-402.060	Captured - AV - Personal - CITY	2,502.14	2,502.14	0.00	(0.14)	100.01
494-000-402.061	Captured - AV - Personal - LIBRARY	300.00	298.99	0.00	1.01	99.66
494-000-402.062	Captured - AV - Personal - CAP IMP	197.00	197.45	0.00	(0.45)	100.23
494-000-402.063	Captured - AV - Personal - FIRE RES	197.00	197.45	0.00	(0.45)	100.23
494-000-402.064	Captured - AV - Personal - S WASTE	257.00	256.68	0.00	0.32	99.88
494-000-402.065	Captured - AV - Personal - COUNTY	1,203.00	918.08	0.00	284.92	76.32
494-000-664.020	Interest Inc-Investments	0.00	10.51	7.04	(10.51)	100.00
494-000-694.000	Revenue-Miscellaneous	1,500.00	898.00	15.00	602.00	59.87
494-000-694.022	DDA - Farmers Market Entry Fee	4,000.00	710.00	270.00	3,290.00	17.75
494-000-694.025	DDA - Sale of Merchandise	1,000.00	145.00	100.00	855.00	14.50
494-000-694.026	DDA - Special Event Revenues	0.00	1,016.00	1,016.00	(1,016.00)	100.00
494-000-694.036	DDA Donations - Movies in the Park	500.00	0.00	0.00	500.00	0.00
TOTAL Revenues		36,496.00	30,467.03	1,408.04	6,028.97	83.48
Expenditures						
494-000-703.000	Full Time Wages	13,022.00	3,572.48	910.93	9,449.52	27.43
494-000-706.000	Part Time Wages	700.00	1,616.04	427.20	(916.04)	230.86
494-000-715.000	Social Security (FICA)	1,050.00	373.63	94.95	676.37	35.58
494-000-715.010	Health Insurance	0.00	2,209.89	190.70	(2,209.89)	100.00
494-000-727.000	Office Supplies	25.00	0.00	0.00	25.00	0.00
494-000-775.000	Rep & Maint Supplies	1,000.00	0.00	0.00	1,000.00	0.00
494-000-801.030	Profess Service-Audit	92.00	66.78	66.78	25.22	72.59
494-000-900.000	Printing & Publishing	2,500.00	507.56	130.00	1,992.44	20.30
494-000-910.000	Liability Insurance	479.00	483.21	0.00	(4.21)	100.88
494-000-910.010	Workers Comp Insurance	55.00	55.00	0.00	0.00	100.00
494-000-930.000	Rep & Maint Outside Servi	3,000.00	0.00	0.00	3,000.00	0.00
494-000-930.050	Computer Services	0.00	5.36	0.00	(5.36)	100.00
494-000-940.000	Equipment Rental	500.00	0.00	0.00	500.00	0.00
494-000-956.000	Miscellaneous	1,000.00	4.29	0.00	995.71	0.43
494-000-956.021	Special Events	1,300.00	35.24	28.37	1,264.76	2.71
494-000-957.022	DDA Farmers Market Expense	700.00	448.10	248.08	251.90	64.01
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	2,200.00	2,492.93	0.00	(292.93)	113.32
494-908-991.000	Principal Payment - Interfund Loans	11,323.00	3,774.32	943.58	7,548.68	33.33
494-908-995.000	Interest Payment - Interfund Loans	938.00	312.68	78.17	625.32	33.33
TOTAL Expenditures		40,684.00	15,957.51	3,118.76	24,726.49	39.22
Fund 494 - DDA FUND:						
TOTAL REVENUES		36,496.00	30,467.03	1,408.04	6,028.97	83.48
TOTAL EXPENDITURES		40,684.00	15,957.51	3,118.76	24,726.49	39.22
NET OF REVENUES & EXPENDITURES		(4,188.00)	14,509.52	(1,710.72)	(18,697.52)	346.45

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

GL NUMBER	DESCRIPTION	2016-17		YTD BALANCE		ACTIVITY FOR		AVAILABLE		
		AMENDED BUDGET	NORMAL (ABNORMAL)	10/31/2016	10/31/2016	MONTH 10/31/2016	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BAIANCE	% BDGT USED
	TOTAL REVENUES - ALL FUNDS	146,978.00		97,572.05		6,439.26		49,405.95		66.39
	TOTAL EXPENDITURES - ALL FUNDS	147,355.00		58,857.98		9,658.23		88,497.02		39.94
	NET OF REVENUES & EXPENDITURES	(377.00)		38,714.07		(3,218.97)		(39,091.07)		10,268.9

**AGENDA  
ITEMS**

**7. BRA Action Items:**

A. Accounts Payable:

Recommended Action: Consider approving the BRA payables for September in the amount of \$916.50

B. Accounts Payable:

Recommended Action: Consider approving the BRA payables for October in the amount of \$1,134.26

**8. DDA Action Items:**

A. Accounts Payable:

Recommended Action: Consider approving the DDA payables for September in the amount of \$1753.57

B. Accounts Payable:

Recommended Action: Consider approving the DDA payables for October in the amount of \$654.15

**9. TIFA Action Items:**

A. Accounts Payable:

Recommended Action: Consider approving the TIFA payables for September in the amount of \$702.89

B. Accounts Payable:

Recommended Action: Consider approving the TIFA payables for October in the amount of \$727.89