

City of Plainwell

Nick Larabel
Paul Rizzo
Adam Hopkins
Jim Turley
Angela Ridgway
Cathy Green
Kevin Seckel
Justin Lakamper
Randy Wisnaski



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

“The Island City”

AGENDA DDA/TIFA/BRA City Hall Council Chambers June 11, 2024, 7:30 AM

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Approval of Minutes/Summary –04/14/2024**
5. **General Public**
6. **Chairman’s Report**

7. **BRA Action Items**
 - A. Accounts Payable for May of \$16,293.72
 - B. 2024/2025 BRA Budget Presentation

8. **DDA Action Items**
 - A. Accounts Payable for May of \$ 1,304.58
 - E. 2024/2025 DDA Budget Presentation

9. **TIFA Action Items**
 - A. Updates to Signage – James R. Higgs
 - B. Accounts Payable for May of \$477.14
 - C. 2024/2025 TIFA Budget Presentation

10. **Communications:** The 04/22/24; 05/13/24; Council Meeting Minutes and the Financial Report/Summary as of 5/31/2024
11. **Public Comments**
12. **Staff Comments:**
13. **Member Comments**
14. **Adjournment**

All public comments limited to two minutes- when recognized please rise and give your name and address.
The City of Plainwell equal-opportunity provider and employer

Minutes
Plainwell DDA, BRA, and TIFA
May 14, 2024

1. Call to Order: Meeting was called to order at 7:31 a.m. by Larabel
2. Pledge of Allegiance
3. Roll Call:
Members Present: Randy Wisnaski, Cathy Green, Jim Turley, Kevin Seckel, Justin Lakamper, Adam Hopkins, Paul Rizzo
A Motion was made by Wisnaski and seconded by Larabel to accept Angela Ridgway's resignation.
4. Approval of Minutes from 03/12/24: Minutes were approved and placed on file.
5. General Public: Lois Heuchert, Plainwell Kayak Company
6. Chairman's Report: None
7. BRA Action Items
 - A. **Motion to accept accounts payable for March of \$5,378.43 and accounts payable for April of \$8,266.93 was made by Green and seconded by Rizzo. All in favor vote. Motion carried.**
 - B. Draft 2024/2025 Budget Presentation was provided by City Treasurer, Brian Kelley. After a short discussion, a **Motion was made by Seckel and seconded by Turley to accept the draft budget as presented. All in favor vote. Motion Passed.**
8. DDA Action Items
 - A. Social District Updates provided to Board by Siegel, Community Development Manager
 - B. Budget updates provided for the new year 2024/2025
 - C. Firepit in Hicks Park discussion regarding the DDA Budget covering some or all of the cost depending on grants.
 - D. **Motion to accept accounts payable for March of \$731.48 was made by Larabel and seconded by Turley. All in favor vote. Motion carried. Motion to accept accounts payable for April of \$1114.81 was made by Larabel and seconded by Wisnaski. All in favor vote. Motion Passed.**
 - E. Draft 2024/2025 Budget Presentation was provided by City Treasurer, Brian Kelley. After a short discussion, a **Motion to accept the budget as presented was made by Green and seconded by Rizzo. All in favor vote. Motion passed.**
9. TIFA Action Items
 - A. Road repair discussion on many different avenues to fund the repair of the roads in the Industrial Park. The city will continue to look for grants
 - B. **Motion to accept accounts payable for March and April payables of \$477.14 for both months, was made by Larabel and seconded by Hopkins. All in favor vote. Motion carried.**
9. Communications: 02/26/2024, 3/11/2024, 3/25/2024, 4/8/2024 Council Minutes and the Financial Report/Summary as of 03/31/2024 and 04/30/2024 was approved and placed on file.
10. Public Comments: None
11. Staff Comments: Recap of the BRA Lead Abatement project; DDA business updates, upcoming events, and Social District; TIFA signage improvements and changes to add James R. Higgs Industrial Park to signs.
12. Member Comments: Cathy Green mentioned one of the birds is missing from the stairway at M89 and Riverwalk.
13. Adjournment: **A Motion to adjourn the meeting at 9:03 a.m.**

06/03/2024 07:10 PM
User: BKELLEY
DB: Plainwell

INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL
POST DATES 05/01/2024 - 05/31/2024
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	MAY 2024 DENTAL/VISION PRE	18.26	27330
243-443-718.001	Health Insurance Premiums	PRIORITY HEALTH	MAY 2024 HEALTH PREMIUMS	182.60	27332
243-443-725.001	Fringe Benefit - Life Insu	MADISON NATIONAL LIFE INSU	MAY 2024 LIFE INSURANCE PF	3.57	27331
243-443-801.013	Professional Services - At	BLOOM SLUGGETT PC	APRIL 2024 PROFESSIONAL SE	5,735.25	27432
243-443-830.000	Contractual Reimbursement	CRA 200 ALLEGAN STREET LLC	ADMIN - 2023 WINTER TAX CA	10,044.04	27427
243-443-931.000	Outside Services (RMLB)	STATE OF MICHIGAN	DPW - MILL ELEVATOR CERTIF	310.00	27342
Total For Dept 443 PUBLIC				16,293.72	
Total For Fund 243 BROWNFI				16,293.72	

06/03/2024 07:10 PM
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Fund Totals:

Fund 243 BROWNFIELD REDEVE	16,293.72
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16,293.72

Fund 243 - **BROWNFIELD REDEVELOPMENT AUTHORITY - BRA**

06/07/2024

Draft approved by BRA/TIFA/DDA Board 05/14/2024
Original Draft approved by Council 05/28/2024
Updated revenue/expenditures considered 06/11/2024

2024-2025 Budget

NEW GL NUMBER	DESCRIPTION	20-21 ACTUAL AMOUNTS	21-22 ACTUAL AMOUNTS	22-23 ACTUAL AMOUNTS	23-24 AMENDED BUDGET	23-24 ACTUAL TO 04/30	23-24 PROJECTED TOTALS	2024-2025 REQUESTED BUDGET
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ESTIMATED REVENUES

Dept 002 - **TAX REVENUES**

243-000-404.040	Captured Tax - AdVal Real - City	6,253	6,074	6,197	6,507	6,507	6,507	6,793
243-000-404.041	Captured Tax - AdVal Real - Library	1,130	1,103	1,123	1,179	1,169	1,169	1,165
243-000-404.042	Captured Tax - AdVal Real - Capital Impr	500	488	504	529	529	529	556
243-000-404.043	Captured Tax - AdVal Real - Fire Reserve	500	488	504	529	529	529	556
243-000-404.044	Captured Tax - AdVal Real - Solid Waste	649	635	656	688	688	688	723
243-000-404.047	Captured DDA-SCHOOL	12,443	20,670	19,098	16,242	16,242	16,242	16,611
243-000-404.048	Captured Tax - AdVal Real - County (All)	3,114	3,084	3,504	3,679	3,687	3,687	3,871
243-000-413.060	Captured Tax - AdVal Pers - City	473	9,283	7,163	3,619	3,619	3,619	3,327
243-000-413.061	Captured Tax - AdVal Pers - Library	86	1,685	1,298	656	650	650	571
243-000-413.062	Captured Tax - AdVal Pers - Capital Impr	38	746	583	295	295	295	272
243-000-413.063	Captured Tax - AdVal Pers - Fire Reserve	38	746	583	295	295	295	272
243-000-413.064	Captured Tax - AdVal Pers - Solid Waste	49	970	758	383	383	383	354
243-000-413.065	Captured Tax - AdVal Pers - County (All)	236	4,711	4,050	2,046	2,051	2,051	1,896
243-000-504.000	Federal Grant	3,047,183	1,377,691	0	0	0	0	0
243-000-665.000	Interest Earned - Investments	0	222	5,311	1,207	3,910	3,910	0
243-000-684.000	Miscellaneous Revenue	0	9,599	144,000	0	0	0	0
243-000-696.010	Loan Proceeds	0	559,236	40,764	0	0	80,000	0
243-000-699.101	Interfund Transfer In - General Fund	150,000	0	0	0	0	53,000	30,000
243-000-699.401	Interfund Transfer In - Capital Improve	80,000	80,000	60,000	80,000	66,667	80,000	80,000
Totals for dept 000 - OPERATIONS		3,302,692	2,077,431	296,096	117,854	107,221	253,554	146,967

TOTAL ESTIMATED REVENUES

3,302,692	2,077,431	296,096	117,854	107,221	253,554	146,967
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APPROPRIATIONS

Dept 443 - **PUBLIC WORKS**

243-443-703.000	Salaries/Wages - Full Time Employees	35,180	38,128	38,378	43,424	38,113	47,860	46,328
243-443-704.001	Wages - Part Time Employees	487	1,460	4,887	2,440	2,723	5,740	2,485
243-443-709.000	Payroll Tax - FICA/Medicare (Social Sec)	2,530	2,830	3,346	3,380	3,155	4,149	3,798
243-443-712.001	Medical Insurance Opt Out	204	166	533	360	1,341	1,936	1,680
243-443-713.001	Overtime Pay	0	0	1,748	0	0	0	0
243-443-716.000	Retirement Benefits	3,013	3,095	2,946	3,969	1,955	2,764	3,681

Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY - BRA

06/07/2024

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2024-2025 Budget

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243-443-718.001	Health Insurance Premiums	6,689	6,628	4,480	6,020	1,419	1,731	2,602
243-443-718.013	Health Insurance - HSA - Employer Paid	1,722	1,908	1,137	2,160	651	793	744
243-443-723.001	Other Post Employment Benefits	313	283	123	29	24	29	31
243-443-725.001	Life Insurance	43	44	34	42	36	43	46
243-443-725.010	Workers Comp Insurance	324	230	155	217	148	148	161
243-443-767.000	Uniforms	21	23	4	99	0	0	99
243-443-775.000	Supplies - Repairs and Maintenance	1,051	379	7,445	0	144	144	500
243-443-801.000	Engineering Services	0	0	0	8,000	0	0	0
243-443-801.013	Professional Services - Attorney	1,890	5,004	1,270	1,000	28,625	48,625	15,000
243-443-801.030	Professional Services - Audit	353	339	374	374	392	392	400
243-443-830.000	Contractual Reimbursement CRA Activities	19,131	38,013	34,516	27,486	17,439	27,483	27,839
243-443-851.000	Postage	0	16	40	0	0	0	0
243-443-931.000	Repairs and Maintenance - Equipment	4,027	668	114,037	20,310	53,065	147,483	10,000
243-443-935.001	Liability Insurance	5,683	5,624	6,050	6,958	6,428	6,428	7,392
243-443-940.000	Rentals - Equipment	1,814	3,464	7,172	3,600	5,426	8,205	6,800
243-443-948.000	Computer Services	418	10	7	0	8	8	0
243-443-955.000	Miscellaneous	68	0	0	0	7	7	0
243-443-968.000	Depreciation Expense	0	3,401	0	0	0	0	0
Totals for dept 443 - PUBLIC WORKS		84,961	111,713	228,682	129,868	161,099	303,968	129,586
Dept 900 - CAPITAL OUTLAY								
243-900-972.000	Contracted Services	4,000,815	724,932	11,207	0	0	0	0
Totals for dept 900 - CAPITAL OUTLAY		4,000,815	724,932	11,207	0	0	0	0
Dept 905 - DEBT SERVICE								
243-905-991.001	Principal Payment - Interfund Loans	15,079	15,230	15,382	15,536	12,947	15,536	15,691
243-905-993.001	Interest Payment - Interfund Loans	1,546	1,395	1,242	1,089	907	1,089	933
Totals for dept 905 - DEBT SERVICE		16,625	16,625	16,624	16,625	13,854	16,625	16,624
Dept 965 - TRANSFERS TO OTHER FUNDS								
243-965-965.101	Interfund Transfer Out - General Fund	0	150,000	45,000	0	0	0	0
Totals for dept 965 - TRANSFERS TO OTHER FUNDS		0	150,000	45,000	0	0	0	0
TOTAL APPROPRIATIONS		4,102,401	1,003,270	301,513	146,493	174,953	320,593	146,210

Fund 243 - **BROWNFIELD REDEVELOPMENT AUTHORITY - BRA**

06/07/2024

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Updated revenue/expenditures considered 06/11/2024

2024-2025 Budget

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NET OF REVENUES/APPROPRIATIONS - FUND 244		(799,709)	1,074,161	(5,417)	(28,639)	(67,732)	(67,039)	757

Estimated Cash **beginning of year:**

1,796

Estimated Cash **end of year:**

1,796 2,553

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND					
Dept 443 PUBLIC WORKS					
248-443-718.001	Health Insurance Premiums	COPS HEALTH TRUST	MAY 2024 DENTAL/VISION PRE	25.93	27330
248-443-718.001	Health Insurance Premiums	PRIORITY HEALTH	MAY 2024 HEALTH PREMIUMS	330.52	27332
248-443-900.000	Printing and Publishing	SHOPPERS GUIDE INC	DPW - HYDRANT FLUSHING AD	33.84	27335
248-443-900.000	Social district signage	STICKERYOU	Social district signage	157.79	2763
248-443-900.000	Printing and Publishing	GREENSTREET MARKETING & DEDDA	- FEBRUARY ASSISTANCE	175.00	27350
248-443-931.000	SPRING FOR DOWNTOWN	AAA LAWN CARE INC	DPW - VEGETATION CONTROL S	514.00	27385
Total For Dept 443 PUBLIC				1,237.08	
Dept 775 SPECIAL EVENTS					
248-775-881.022	Farmers Market Costs - DDAPLUMBER'S PORTABLE TOILETS	DDA - PORTABLE TOILET FARM		67.50	27421
Total For Dept 775 SPECIAL				67.50	
Total For Fund 248 DOWNTOWN				1,304.58	

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

Fund 248 DOWNTOWN DEVELOPM	1,304.58
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1,304.58

Fund 248 - **DOWNTOWN DEVELOPMENT AUTHORITY - DDA**

06/07/2024

Draft approved by BRA/TIFA/DDA Board 05/14/2024
Original Draft approved by Council 05/28/2024
Updated revenue/expenditures considered 06/11/2024

2024-2025 Budget

NEW GL NUMBER	DESCRIPTION	20-21 ACTUAL AMOUNTS	21-22 ACTUAL AMOUNTS	22-23 ACTUAL AMOUNTS	23-24 AMENDED BUDGET	23-24 ACTUAL TO 04/30	23-24 PROJECTED TOTALS	2024-2025 REQUESTED BUDGET
ESTIMATED REVENUES								
Dept 000 - OPERATIONS								
248-000-404.030	Captured Tax - AdVal Real - City	26,174	26,636	29,290	34,222	34,222	34,222	41,955
248-000-404.031	Captured Tax - AdVal Real - Library	4,731	4,835	5,307	6,200	6,145	6,145	7,197
248-000-404.032	Captured Tax - AdVal Real - Capital Impr	2,091	2,140	2,383	2,784	2,784	2,784	3,434
248-000-404.033	Captured Tax - AdVal Real - Fire Reserve	2,091	2,140	2,383	2,784	2,784	2,784	3,434
248-000-404.034	Captured Tax - AdVal Real - Solid Waste	13,035	2,783	3,098	3,620	3,620	3,620	4,464
248-000-404.045	Captured Tax - AdVal Real - County (All)	2,718	13,519	16,559	19,347	19,388	19,388	23,909
248-000-413.060	Captured Tax - AdVal Pers - City	2,044	1,831	1,974	1,838	1,838	1,838	1,724
248-000-413.061	Captured Tax - AdVal Pers - Library	369	332	358	333	330	330	295
248-000-413.062	Captured Tax - AdVal Pers - Capital Impr	163	147	161	150	150	150	141
248-000-413.063	Captured Tax - AdVal Pers - Fire Reserve	163	147	161	150	150	150	141
248-000-413.064	Captured Tax - AdVal Pers - Solid Waste	212	191	209	194	194	194	183
248-000-413.065	Captured Tax - AdVal Pers - County (All)	1,018	929	1,116	1,038	1,041	1,041	982
248-000-583.000	Local Grants	6,828	7,236	7,195	7,752	7,447	7,447	7,536
248-000-583.001	Local Donations	1,075	0	0	0	0	0	0
248-000-642.001	DDA - Sale of Merchandise	63	1,340	76	0	18	18	0
248-000-654.001	DDA - Farmers Market Entry Fee	1,790	4,811	4,958	4,225	3,911	5,364	4,660
248-000-654.001	DDA - Special Event Revenues	0	2,140	1,625	1,625	1,525	1,525	1,625
248-000-654.103	DDA Donations - Movies in the Park	0	0	1,650	0	0	0	0
248-000-665.000	Interest Earned - Investments	438	166	2,120	1,484	3,888	4,500	2,000
248-000-684.000	Private Donations -Sponsorship Farmers	0	0	0	0	600	600	600
248-000-684.000	Miscellaneous Revenue	315	222	160	0	0	0	0
Totals for dept 010 - OPERATIONS		65,318	71,545	80,783	87,746	90,035	92,100	104,280
TOTAL ESTIMATED REVENUES		65,318	71,545	80,783	87,746	90,035	92,100	104,280

APPROPRIATIONS

Dept 443 - **PUBLIC WORKS**

248-443-703.000	Salaries/Wages - Full Time Employees	16,455	17,565	17,852	18,163	14,670	18,455	33,416
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Fund 248 - **DOWNTOWN DEVELOPMENT AUTHORITY - DDA**

06/07/2024

Draft approved by BRA/TIFA/DDA Board 05/14/2024

Original Draft approved by Council 05/28/2024

Updated revenue/expenditures considered 06/11/2024

2024-2025 Budget

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248-443-704.001	Wages - Part Time Employees	0	0	0	0	0	0	355
248-443-709.000	Payroll Tax - FICA/Medicare (Social Sec)	1,127	1,182	1,211	1,312	1,005	1,282	2,578
248-443-712.001	Medical Insurance Opt Out	48	22	78	0	0	0	660
248-443-713.001	Overtime Pay	0	0	0	0	0	0	513
248-443-716.000	Retirement Benefits	51	35	14	0	0	0	1,419
248-443-718.001	Health Insurance Premiums	3,154	2,902	3,156	3,264	2,695	3,239	4,022
248-443-718.013	Health Insurance - HSA - Employer Paid	820	852	742	792	573	696	960
248-443-723.001	Retiree Health Care - OPEB	0	9	79	0	0	0	13
248-443-725.001	Life Insurance	2	2	1	0	0	0	18
248-443-725.010	Workers Comp Insurance	155	56	47	41	27	27	90
248-443-767.000	Uniforms	0	0	0	0	0	0	57
248-443-774.000	Flowers - Downtown Baskets	0	0	0	0	0	0	2,700
248-443-775.000	Supplies - Repairs and Maintenance	20	16	60	100	140	140	4,100
248-443-801.013	Professional Services - Attorney	0	56	0	0	0	0	0
248-443-801.030	Professional Services - Audit	67	64	71	71	74	74	74
248-443-851.000	Postage	55	1	44	100	6	100	100
248-443-900.000	Printing and Publishing	799	1,496	1,637	1,800	723	1,800	1,800
248-443-920.000	Electricity - Downtown Street Lights	0	0	0	0	0	0	1,000
248-443-931.000	Outside Services	1,035	1,215	862	1,498	1,956	3,017	6,000
248-443-935.001	Liability Insurance	581	608	196	225	208	208	239
248-443-948.000	Computer Services	6	10	13	50	8	8	50
248-443-955.000	Miscellaneous	174	451	451	400	114	114	200
248-443-960.000	Education & Training - Professional	75	175	18	200	45	45	200
248-443-962.000	Memberships & Dues	3,180	690	600	700	767	700	700
Totals for dept 443 - PUBLIC WORKS		27,804	27,407	27,132	28,716	23,011	29,905	61,264

Dept 775 - **SPECIAL EVENTS**

248-775-880.021	Special Events	316	1,042	3,220	4,250	3,544	4,250	4,950
248-775-881.022	DDA Farmers Market Expense	368	774	1,242	1,010	1,416	1,616	3,100
248-775-881.025	DDA Christmas Ornament Costs	0	797	0	0	0	0	0
248-775-881.036	DDA Movies in the Park	0	1,770	0	0	0	0	0
Totals for dept 775 - SPECIAL EVENTS		684	4,383	4,462	5,260	4,960	5,866	8,050

Fund 248 - **DOWNTOWN DEVELOPMENT AUTHORITY - DDA**

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Dept 900 - CAPITAL OUTLAY								
248-900-971.000	Capital Purchase	0	8,793	12,014	7,500	6,550	6,550	18,000
Totals for dept 900 - CAPITAL OUTLAY		0	8,793	12,014	7,500	6,550	6,550	18,000
Dept 905 - DEBT SERVICE								
248-905-991.000	Principal Payment - Interfund Loans	11,783	11,900	24,159	0	0	0	0
248-905-992.050	Interest Payment - Interfund Loans	478	361	242	0	0	0	0
Totals for dept 905 - DEBT SERVICE		12,261	12,261	24,401	0	0	0	0
TOTAL APPROPRIATIONS		40,749	52,844	68,009	41,476	34,521	42,321	87,314
NET OF REVENUES/APPROPRIATIONS - FUND 249		24,569	18,701	12,774	46,270	55,514	49,779	16,966
Estimated Cash beginning of year:								151,691
Estimated Cash end of year:							151,691	168,657



James R. Higgs Industrial park
 New routed Industrial Park topper.
 15" x 85" x 1/8" aluminum with raised acrylic lettering.
 Colors, orientation & type style optional.
 Includes all materials & installation.
 Cost: \$1250



Signs and More

Approved for: _____

By: _____ Date: _____

101 N. Riverview Dr. Kalamazoo, MI 49004
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Two industrial park signs

Power wash rock base

New aluminum sign faces with raised acrylic graphics.

Black aluminum end caps to match trim.

Includes all materials and installation.

Cost: \$2250.00 each



Signs and More

Approved for: _____

By: _____ Date: _____

06/03/2024 07:09 PM
User: BKELLEY
DB: Plainwell

INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL
POST DATES 05/01/2024 - 05/31/2024
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	MAY 2024 DENTAL/VISION PRE	45.59	27330
247-443-718.001	Health Insurance Premiums	PRIORITY HEALTH	MAY 2024 HEALTH PREMIUMS	429.79	27332
247-443-725.001	Fringe Benefit - Life Insu	MADISON NATIONAL LIFE INSU	MAY 2024 LIFE INSURANCE PF	1.76	27331
Total For Dept 443 PUBLIC				477.14	
Total For Fund 247 TAX INC				477.14	

06/03/2024 07:09 PM
User: BKELLEY
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INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL
POST DATES 05/01/2024 - 05/31/2024
BOTH JOURNALIZED AND UNJOURNALIZED
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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
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Fund Totals:

Fund 247 TAX INCREMENT FIN	477.14
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477.14

Fund 247 (450) - **TAX INCREMENT FINANCING AUTHORITY - TIFA (INDUSTRIAL PARK)**

06/07/2024

Draft approved by BRA/TIFA/DDA Board 05/14/2024
 Original Draft approved by Council 05/28/2024
 Updated revenue/expenditures considered 06/11/2024

2024-2025 Budget

NEW GL NUMBER	DESCRIPTION	20-21 ACTUAL AMOUNTS	21-22 ACTUAL AMOUNTS	22-23 ACTUAL AMOUNTS	23-24 AMENDED BUDGET	23-24 ACTUAL TO 04/30	23-24 PROJECTED TOTALS	2024-2025 REQUESTED BUDGET
ESTIMATED REVENUES								
Dept 002 - TAX REVENUES								
247-000-402.040	Captured Tax - AdVal Real - City	0	0	0	8,132	8,132	8,132	15,598
247-000-402.041	Captured Tax - AdVal Real - Library	0	0	0	1,472	1,459	1,459	2,675
247-000-402.042	Captured Tax - AdVal Real - Capital Impr	0	0	0	661	661	661	1,276
247-000-402.043	Captured Tax - AdVal Real - Fire Reserve	0	0	0	661	661	661	1,276
247-000-402.044	Captured Tax - AdVal Real - Solid Waste	0	0	0	860	860	860	1,659
247-000-402.048	Captured Tax - AdVal Real - County (All)	0	0	0	4,595	4,605	4,605	8,887
Totals for dept 002 - TAX REVENUES		0	0	0	16,381	16,378	16,378	31,371
Dept 006 - INTERGOVERNMENTAL REVENUE - LOCAL								
247-000-583.000	Local Grants	79,912	85,615	86,683	104,593	95,454	95,454	89,257
Totals for dept 005 - INTERGOVERNMENTAL REVENUE - STATE		79,912	85,615	86,683	104,593	95,454	95,454	89,257
Dept 009 - INTEREST AND RENTS								
247-000-665.000	Interest Earned - Investments	456	198	2,362	3,330	6,710	8,410	3,330
Totals for dept 009 - INTEREST AND RENTS		456	198	2,362	3,330	6,710	8,410	3,330
TOTAL ESTIMATED REVENUES		80,368	85,813	89,045	124,304	118,542	120,242	123,958

APPROPRIATIONS

Dept 443 - PUBLIC WORKS

247-443-703.000	Salaries/Wages - Full Time Employees	42,504	47,183	47,129	50,485	41,540	51,821	33,568
247-443-704.001	Wages - Part Time Employees	396	358	444	469	350	428	483
247-443-709.000	Payroll Tax - FICA/Medicare (Social Sec)	3,048	3,363	3,438	3,791	3,104	3,884	2,620
247-443-712.001	Medical Insurance Opt Out	388	388	856	855	1,003	1,226	1,155
247-443-716.000	Retirement Benefits	2,197	2,286	2,285	2,732	1,727	2,299	1,879
247-443-718.001	Health Insurance Premiums	5,903	6,375	5,763	6,847	3,574	4,427	3,071
247-443-718.013	Health Insurance - HSA - Employer Paid	1,823	1,916	1,498	2,160	1,090	1,319	744
247-443-723.001	Other Post Employment Benefits	19	30	0	0	0	0	0
247-443-725.001	Life Insurance	18	20	16	21	18	21	22
247-443-725.010	Workers Comp Insurance	354	187	168	247	171	171	154
247-443-775.000	Supplies - Repairs and Maintenance	0	0	0	3,600	6	6	7,000

Fund 247 (450) - TAX INCREMENT FINANCING AUTHORITY - TIFA (INDUSTRIAL PARK)

06/07/2024

Draft approved by BRA/TIFA/DDA Board 05/14/2024
 Original Draft approved by Council 05/28/2024
 Updated revenue/expenditures considered 06/11/2024

2024-2025 Budget

NEW GL NUMBER	DESCRIPTION	20-21 ACTUAL AMOUNTS	21-22 ACTUAL AMOUNTS	22-23 ACTUAL AMOUNTS	23-24 AMENDED BUDGET	23-24 ACTUAL TO 04/30	23-24 PROJECTED TOTALS	2024-2025 REQUESTED BUDGET
247-443-801.013	Professional Services - Attorney	3,234	0	1,045	1,000	0	0	0
247-443-801.030	Professional Services - Audit	67	64	71	71	74	74	74
247-443-931.000	Repairs and Maintenance - Equipment	83	715	830	500	0	500	0
247-443-935.001	Liability Insurance	455	395	127	146	135	135	152
247-443-940.000	Rentals - Equipment	1,262	842	1,013	1,500	957	1,100	1,500
247-443-948.000	Computer Services	6	10	7	0	8	8	0
247-443-955.000	Miscellaneous	5,000	0	0	0	0	0	0
247-443-962.000	Memberships & Dues	0	0	0	0	0	0	0
Totals for dept 443 - PUBLIC WORKS		66,757	64,132	64,690	74,424	53,757	67,419	52,422

NET OF REVENUES/APPROPRIATIONS - FUND 247

13,611	21,681	24,355	49,880	64,785	52,823	71,536
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Estimated Cash **beginning of year:**

200,406

Estimated Cash **end of year:**

200,406 271,942

MINUTES
Plainwell City Council
April 22, 2024

1. Mayor Keeler called the regular meeting to order at 7:00 PM in City Hall Council Chambers.
2. The invocation was given by Jarod Bowen of Lighthouse Baptist Church.
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:
A motion by Steele, seconded by Overhuel, to accept and place on file the Council Minutes of the 04/08/2024 regular meeting. On a voice vote, all voted in favor. Motion passed.
6. Public Comment:
 1. Mike Villar - introduced himself, and shared that he is running for Allegan County Prosecutor.
 2. Lisa Whitaker of 215 Washington St. stated that she had not received a letter, or any other communication, and would like a project time line. She stated she is not paying for a service, she is being robbed.
 3. Adam Mitzel of 669 Glenview- shared he has worked in construction for 20 years, and that the Old Orchard project isn't going well. The roads are bad- they are uneven, slushy, and soft in many places. He reported that he had heard the contractor had previously been sued and filed bankruptcy. He asked about boil water advisories.
 4. Darren Fish of 720 Glenview- stated that there is a large hill in front of his property, and the contractor parked heavy equipment in his yard over his septic system.
 5. Brad Warner of 711 Glenview- supported Darren Fish's statement about construction equipment parked in his yard.
 6. Josh Brennan of 780 Glenview- asked for leniency repaying the assessment. He inquired about financial assistance, or a special payment plan for those who can't afford it. He asked how city sewer was an improvement, and about the failure of septic systems.
 7. Lauren Wilgenhof of 721 Thomas- asked for an explanation of the tap fee, and if taxes will go up.
 8. Jim Bowers off 727 Glenview- reported humps and uneven ground in front of his driveway, and asked if a licensed plumber had to be hired, or if he was able to get a permit himself.
 9. Bob Munch of 114 Russet- said that Allegan County states that a septic tank should be decommissioned, but he was told by Wray's Septic that it is not necessary. He asked about payment order.
 10. Pam Waterman of 765 Glenview- asked when the hook up fee could be paid.
7. County Commissioner Report: Commissioner Dugan gave an update on current and upcoming projects in Allegan County. He provided Council with a hand out titled 'A Decade of Achievements in Allegan County', highlighting improvements, projects and ongoing community support. Mayor Pro-Tem Steele asked Commissioner Dugan to discuss reoccurring traffic violations on 12th St. with Allegan County, stating that it continues to be a dangerous stretch of road, and would benefit from a heavier police presence.
8. Agenda approval:
A motion by Steele, seconded by Overhuel, to approve the Agenda for the April 22, 2024 meeting as presented. On a voice vote, all voted in favor. Motion passed.

9. Mayor's Report: Mayor Keeler shared that he had attended the funeral service held for E.J. Hart, and offered condolences to his family. He also asked for support for the Harrington family.

10. Recommendations and Reports:

- A. Director Callahan discussed the purchase of firefighter gear from West Shore Fire.
A motion by Wisnaski, seconded by Keeney, approving the purchase of fire gear from West Shore Fire for \$8025.15. On a roll call vote, all voted in favor. Motion passed.
- B. City Manager Lakamper discussed Resolution 2024-11 (Resolution No. 4), the next step in the Old Orchard Project Special Assessment District.
A motion by Keeney, seconded by Wisnaski, adopting Resolution 2024-11 (Resolution No. 4) for Old Orchard Special Assessment District 24-01, acknowledging the filing and presentation of the Special Assessment Roll to City Council and setting a public hearing for May 13, 2024. On a roll call vote, all voted in favor. Motion passed.
- C. City Manager Lakamper discussed an amendment to the professional services agreement with Fleis and Vandenbrink.
A motion by Overhuel, seconded by Steele, amending the professional services agreement with Fleis and Vandenbrink Engineering, Inc. to include consultation and construction management of the Old Orchard Project for a total cost of \$286,200.00. On a roll call vote, all voted in favor. Motion passed.
- D. City Manager Lakamper discussed a 3-year assessing services contract with Michael Richmond.
A motion by Overhuel, seconded by Keeney, approving a three-year contract with Michael Richmond for Assessing Services and authorizing the City Manager to execute all documents related to the approved action. On a roll call vote, all voted in favor. Motion passed.

11. Communications:

A motion by Steele, seconded by Overhuel, to accept and place on file the March Water Renewal and Department of Public Safety reports and the draft 4/11/2024 Parks & Trees Meeting Minutes. On a voice vote, all voted 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 \$35,874.17 for payment of same. On a roll call vote, all voted in favor. Motion passed.

13. Public Comments:

- 1. Brad Warner of 711 Glenview- asked why interest was being charged on the assessment.
- 2. Lisa Whitaker of 215 Washington- stated she would not vote for any of the current members of Council.
- 3. Lauren Wilgenhof of 721 Thomas- asked how to properly decommission a septic tank.

14. Staff Comments:

Treasurer/Finance Director Kelley reported working on the budget and working with Clerk Leonard to prepare for the May 7, 2024 election.

Superintendent Nieuwenhuis shared that the Water Tower flush inspection is finished and went well. Hydrant flushing begins on 4/26/24.

Community Development Manager Siegel discussed exercise equipment designated for Sherwood park. She shared that Plainwell's Social District was approved, and will open May 1st.

Manager Lakamper gave further information on the Social District, stating that it allows alcoholic beverages in specially marked cups purchased from participating businesses to be consumed within the designated District. He discussed the inspection and sale of the William Crispe house.

Clerk Leonard discussed the election being held on May 7th, stating that it is a school election, and that further information could be obtained by contacting the school.

15. Council Comments: Mayor Pro-Tem Steele thanked everyone for coming, stating that she understands the financial concerns being shared. She said the Old Orchard project is long overdue and must be done as sewer access is important.
16. Adjournment:
A motion by Steele, seconded by Overhuel, to adjourn the meeting at 8:07 PM. On a voice vote, all voted in favor. Motion passed.

Minutes respectfully
Submitted by,
JoAnn Leonard
City Clerk

MINUTES APPROVED BY CITY COUNCIL
May 13, 2024



JoAnn Leonard, City Clerk

MINUTES
Plainwell City Council
May 13, 2024

1. Mayor Keeler called the regular meeting to order at 7:00 PM in City Hall Council Chambers.
2. The invocation was given by Peter Dams of Lighthouse Baptist Church.
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:
A motion by Steele, seconded by Overhuel, to accept and place on file the Council Minutes of the 04/22/2024 regular meeting. On a voice vote, all voted in favor. Motion passed.
6. Public Comment: None.
7. County Commissioner Report: None.
8. Agenda approval:
A motion by Steele, seconded by Overhuel, to approve the Agenda for the May 13, 2024 meeting as presented. On a voice vote, all voted in favor. Motion passed.
9. Mayor's Report: Mayor Keeler offered condolences to the family of Jim Higgs, saying Jim will be sorely missed.
10. Recommendations and Reports:
 - A. Community Development Manager Siegel introduced Larry Gonzalez, who discussed events and activities planned for the 2024 Island City Festival.
A motion by Overhuel, seconded by Steele, to approve Special Event Permit 24-13 as presented. On a roll call vote, all voted in favor. Motion passed.
 - B. Community Development Manager Siegel discussed a Special Event Permit 24-05 for the Memorial Day Parade.
A motion by Keeney, seconded by Wisnaski, to approve Special Event Permit 24-05 as presented. On a roll call vote, all voted in favor. Motion passed.
 - C. **A motion by Steele, seconded by Overhuel, to open a Public Hearing at 7:12pm to allow comment on Old Orchard Special Assessment District 2024-01. On a voice vote, all in favor. Motion passed.**

City Manager Justin Lakamper and City Attorney Blake Conklin discussed Old Orchard Special Assessment District 24-01. A presentation was given with information on the \$7,500 proposed assessment amount, including how to object to the assessment, the annual payment amount, due date, interest rate and terms of repayment.

 1. Bob Munch of 114 Russet- Thanked Utility Billing Specialist Penny Soper for noticing a change in his water usage for the month and calling to let him know. He asked about redundant sewer lines, and how the plans had been reviewed, stating that 1.1 million seemed high for service to 57 homes. He asked if anyone had looked at the prints, and knew the per foot cost of sewer line installation.

The City of Plainwell is an equal opportunity employer and provider

2. Gary Harris of 130 Glenview- Stated that he understands it's an improvement. He asked why funds weren't raised prior to the project to cover more of the cost, as opposed to making Old Orchard residents cover it. He stated that planning and foresight are lacking, and asked Council if they had experience running a project of this size. He asked about the 10% assessment change, and if that would require a Public Hearing. He asked if the public right of way began 35ft from the center of the street, and if his septic system or drain field would incur damage during construction. He asked if his driveway would be repaired. He objected to the assessment, preserving his right to appeal.
3. Linda Carribino of 115 Russet- Asked if she will be notified of when digging will begin on Russet Drive.
4. Marla Curtiss of 729 Glenview- Asked if she could work with the contractor and discuss placement of the lateral in her right of way. She shared that connection to city sewer from Cherrywood may be a more cost-effective option for her property.
5. Jim Bowers of 727 Glenview- Stated there is a manhole cover in front of his driveway, and asked if the system dead-ended there.
6. Cris Macklin of 808 Thomas St.- Asked if he could work with the contractor on lateral placement for his property.
7. Lauren Wilgenhof of 721 Thomas- Asked if she could move her lateral placement.
8. George Austin of 834 Thomas St- Asked why the project is happening now, and where tax money has gone. He stated he is an engineer who works on capital projects, and would like improved communication. He is concerned about the safety of kids and pets in the construction area. He objected to the assessment, preserving his right to appeal.
9. Bonnie Fowler of 710 Glenview- Asked if the City had applied for any grants and if so, which ones. She asked if lawns will be reseeded and repaired. She asked if a payment schedule will be mailed out, and if the interest rate is fixed. She asked where money for the new water lines was coming from.
10. Lori Steele of 324 S. Sherwood- Shared that she is a bus driver, and understands that construction is an inconvenience for everyone in the neighborhood.
11. Kyle Vankammen of 774 Glenview- Asked if Thurl Cook park will remain closed during construction. He asked if routine septic system maintenance and repair was permitted, and who, buyer or seller, would be responsible for the assessment fee if he were to sell his home.

City Manager Justin Lakamper, City Attorney Blake Conklin, Fleis & Vandenbrink Engineer Jeff Wingard, and Superintendent Bob Nieuwenhuis discussed Special Assessment District 24-01, answering property owners' questions when possible.

A motion by Steele, seconded by Overhuel, to close the Public Hearing at 8:18pm. On a voice vote, all in favor. Motion passed.

A motion by Steele, seconded by Overhuel, to adopt Resolution 2024-12 (Resolution No. 5), to confirm the special assessment roll; specify that the Special Assessment constitutes a lien; and provide for the payment and collection of Special Assessments for the Old Orchard Special Assessment District 24-01. On a roll call vote, all voted in favor. Motion passed.

- D. City Manager Lakamper discussed USA Earthworks LLC Pay Application #1 for work done on the Old Orchard Project.

A motion by Wisnaski, seconded by Keeney, approving USA Earthworks Pay Application #1 in the amount of \$173,898.72. On a roll call vote, all voted in favor. Motion passed.

- E. Director Callahan discussed necessary repairs to the generator and electrical and lighting systems on the 1997 HME Fire Apparatus.

A motion by Keeney, seconded by Wisnaski, to approve repairs to the 1997 HME Fire Apparatus in an amount not to exceed \$9,000.00. On a roll call vote, all voted in favor. Motion passed.

The City of Plainwell is an equal opportunity employer and provider

11. Communications:

A motion by Steele, seconded by Overhuel, to accept and place on file the April 2024 Investment and Fund Balance reports and the April Water Renewal report. On a voice vote, all voted 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 \$321,405.46 for payment of same. On a roll call vote, all voted in favor. Motion passed.

13. Public Comments: None.

14. Staff Comments:

Treasurer/Finance Director Kelley stated that he is working on the budget.

Personnel Coordinator Kersten had nothing to report.

Superintendent Nieuwenhuis said that City flowers and hanging baskets were being put out over the next week.

Community Development Manager Siegel talked about the Farmer's Market and shared that Taplin was doing a great job on the lead abatement project on the Old Mill buildings.

Director Callahan stated that Public Safety had made the transition from Sig Saur pistols to Glocks.

Clerk Leonard shared that the May school election went well, stating that it wouldn't have been possible without the support of the Election Staff and the community as a whole.

Manager Lakamper provided an update on the closing of the sale of the William Crispe House. He shared that the City had hired a Wastewater Deputy who will start soon and train with Superintendent Pond.

15. Council Comments:

Mayor Pro Tem Steele offered condolences to the Higgs family, sharing that Jim was a wealth of historical information. She reminded everyone about the PHS pictures that currently are hanging in the Council Chambers.

Council member Overhuel offered condolences to the Higgs family, sharing a personal story about how Jim inspired him to work in radio by giving him his first radio job, and stating that he will be missed. He also shared that he feels for the residents in the Old Orchard during construction.

16. Adjournment:

A motion by Steele, seconded by Overhuel, to adjourn the meeting at 8:34 PM. On a voice vote, all voted in favor. Motion passed.

Minutes respectfully
Submitted by,
JoAnn Leonard
City Clerk

MINUTES APPROVED BY CITY COUNCIL
May 28, 2024


JoAnn Leonard, City Clerk

PERIOD ENDING 05/31/2024

% Fiscal Year Completed: 91.80

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

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	05/31/2024 (ABNORMAL)	MONTH 05/31/2024 INCREASE	(DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND									
Revenues									
243-000-404.040	Captured Tax Real - BR - City Tax	6,507.00		6,507.18		0.00		(0.18)	100.00
243-000-404.041	Captured Tax Real - BR - Library	1,179.00		1,168.55		0.00		10.45	99.11
243-000-404.042	Captured Tax Real - BR - Capital Impr	529.00		529.49		0.00		(0.49)	100.09
243-000-404.043	Captured Tax Real - BR - Fire Reserve	529.00		529.49		0.00		(0.49)	100.09
243-000-404.044	Captured Tax Real - BR - Solid Waste	688.00		688.34		0.00		(0.34)	100.05
243-000-404.047	Captured Tax Real - DDA - School	16,242.00		16,242.34		0.00		(0.34)	100.00
243-000-404.048	Captured Tax Real - BR - County Taxes	3,679.00		3,686.91		0.00		(7.91)	100.22
243-000-413.060	Captured Tax Pers - City Tax	3,619.00		3,619.11		0.00		(0.11)	100.00
243-000-413.061	Captured Tax Pers - Library	656.00		649.93		0.00		6.07	99.07
243-000-413.062	Captured Tax Pers - Capital Improvement	295.00		294.50		0.00		0.50	99.83
243-000-413.063	Captured Tax Pers - Fire Reserve	295.00		294.50		0.00		0.50	99.83
243-000-413.064	Captured Tax Pers - Solid Waste	383.00		382.85		0.00		0.15	99.96
243-000-413.065	Captured Tax Pers - County Taxes	2,046.00		2,050.58		0.00		(4.58)	100.22
243-000-665.000	Interest Earnings - Investments	1,207.00		3,909.89		0.00		(2,702.89)	323.93
243-000-699.401	Interfund Transfer In - Cap Improvement	80,000.00		73,333.37		6,666.67		6,666.63	91.67
TOTAL REVENUES		117,854.00		113,887.03		6,666.67		3,966.97	96.63
Expenditures									
243-443-703.000	Salaries/Wages - Full Time Employees	43,424.00		42,398.02		4,284.67		1,025.98	97.64
243-443-704.001	Wages - Part Time Employees	2,440.00		4,079.95		1,357.35		(1,639.95)	167.21
243-443-709.000	Payroll Taxes - FICA - Soc Sec/Medicare	3,380.00		3,589.36		433.88		(209.36)	106.19
243-443-712.001	Cash in Lieu of Benefits - Insurance Buy	360.00		1,489.69		148.75		(1,129.69)	413.80
243-443-716.000	Retirement - Defined Contribution 401a	3,969.00		2,319.12		364.40		1,649.88	58.43
243-443-718.001	Health Insurance Premiums - Current EE	6,020.00		1,562.41		143.39		4,457.59	25.95
243-443-718.013	Health Insurance - HSA - Employer Paid	2,160.00		725.25		74.34		1,434.75	33.58
243-443-723.001	Retiree Health Care - OPEB	29.00		26.18		2.38		2.82	90.28
243-443-725.001	Fringe Benefit - Life Insurance	42.00		39.28		3.57		2.72	93.52
243-443-725.010	Workers Comp Insurance	217.00		148.44		0.00		68.56	68.41
243-443-767.000	Clothing - Uniforms	99.00		0.00		0.00		99.00	0.00
243-443-775.000	Supplies - Repairs and Maintenance	0.00		144.33		0.00		(144.33)	100.00
243-443-801.000	Professional Services - Engineering	8,000.00		0.00		0.00		8,000.00	0.00
243-443-801.013	Professional Services - Attorney	1,000.00		34,360.50		5,735.25		(33,360.50)	3,436.05
243-443-801.030	Professional Services - Auditor	374.00		391.67		0.00		(17.67)	104.72
243-443-830.000	Contractual Reimbursement CRA Activities	27,486.00		27,482.83		10,044.04		3.17	99.99
243-443-931.000	Outside Services (RMLB)	20,310.00		53,374.76		310.00		(33,064.76)	262.80
243-443-935.001	Property Liability Insurance	6,958.00		6,428.35		0.00		529.65	92.39
243-443-940.000	Rentals - Equipment	3,600.00		6,805.09		1,378.69		(3,205.09)	189.03
243-443-948.000	Computer Services	0.00		7.68		0.00		(7.68)	100.00
243-443-955.000	Miscellaneous Expense	0.00		6.98		0.00		(6.98)	100.00
243-905-991.001	Debt Service - Principal -Interfund Loan	15,536.00		14,241.26		1,294.66		1,294.74	91.67
243-905-993.001	Debt Service - Interest - Interfund Loan	1,089.00		997.92		90.72		91.08	91.64
TOTAL EXPENDITURES		146,493.00		200,619.07		25,666.09		(54,126.07)	136.95
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND:									
TOTAL REVENUES		117,854.00		113,887.03		6,666.67		3,966.97	96.63
TOTAL EXPENDITURES		146,493.00		200,619.07		25,666.09		(54,126.07)	136.95
NET OF REVENUES & EXPENDITURES		(28,639.00)		(86,732.04)		(18,999.42)		58,093.04	302.85

PERIOD ENDING 05/31/2024

% Fiscal Year Completed: 91.80

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

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	05/31/2024	MONTH 05/31/2024	BALANCE	
Fund 247 - TAX INCREMENT FINANCE AUTHORITY FUND						
Revenues						
247-000-404.040	Captured Tax Real - BR - City Tax	8,132.00	8,131.82	0.00	0.18	100.00
247-000-404.041	Captured Tax Real - BR - Library	1,472.00	1,459.30	0.00	12.70	99.14
247-000-404.042	Captured Tax Real - BR - Capital Impr	661.00	661.48	0.00	(0.48)	100.07
247-000-404.043	Captured Tax Real - BR - Fire Reserve	661.00	661.48	0.00	(0.48)	100.07
247-000-404.044	Captured Tax Real - BR - Solid Waste	860.00	859.88	0.00	0.12	99.99
247-000-404.048	Captured Tax Real - BR - County Taxes	4,595.00	4,604.98	0.00	(9.98)	100.22
247-000-583.000	Local Grants	104,593.00	95,453.50	0.00	9,139.50	91.26
247-000-665.000	Interest Earnings - Investments	3,330.00	7,589.86	879.72	(4,259.86)	227.92
TOTAL REVENUES		124,304.00	119,422.30	879.72	4,881.70	96.07
Expenditures						
247-443-703.000	Salaries/Wages - Full Time Employees	50,485.00	45,589.54	4,049.79	4,895.46	90.30
247-443-704.001	Wages - Part Time Employees	469.00	388.85	39.09	80.15	82.91
247-443-709.000	Payroll Taxes - FICA - Soc Sec/Medicare	3,791.00	3,407.24	302.80	383.76	89.88
247-443-712.001	Cash in Lieu of Benefits - Insurance Buy	855.00	1,114.27	111.26	(259.27)	130.32
247-443-716.000	Retirement - Defined Contribution 401a	2,732.00	1,953.81	226.36	778.19	71.52
247-443-718.001	Health Insurance Premiums - Current EE	6,847.00	3,933.72	360.17	2,913.28	57.45
247-443-718.013	Health Insurance - HSA - Employer Paid	2,160.00	1,204.30	113.93	955.70	55.75
247-443-725.001	Fringe Benefit - Life Insurance	21.00	19.34	1.76	1.66	92.10
247-443-725.010	Workers Comp Insurance	247.00	170.76	0.00	76.24	69.13
247-443-775.000	Supplies - Repairs and Maintenance	3,600.00	5.59	0.00	3,594.41	0.16
247-443-801.013	Professional Services - Attorney	1,000.00	0.00	0.00	1,000.00	0.00
247-443-801.030	Professional Services - Auditor	71.00	74.15	0.00	(3.15)	104.44
247-443-931.000	Outside Services (RMLB)	500.00	0.00	0.00	500.00	0.00
247-443-935.001	Property Liability Insurance	146.00	134.88	0.00	11.12	92.38
247-443-940.000	Rentals - Equipment	1,500.00	1,417.71	460.53	82.29	94.51
247-443-948.000	Computer Services	0.00	7.68	0.00	(7.68)	100.00
TOTAL EXPENDITURES		74,424.00	59,421.84	5,665.69	15,002.16	79.84
Fund 247 - TAX INCREMENT FINANCE AUTHORITY FUND:						
TOTAL REVENUES		124,304.00	119,422.30	879.72	4,881.70	96.07
TOTAL EXPENDITURES		74,424.00	59,421.84	5,665.69	15,002.16	79.84
NET OF REVENUES & EXPENDITURES		49,880.00	60,000.46	(4,785.97)	(10,120.46)	120.29

PERIOD ENDING 05/31/2024

% Fiscal Year Completed: 91.80

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

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	05/31/2024 (ABNORMAL)	MONTH 05/31/2024 INCREASE (DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND								
Revenues								
248-000-404.030	Captured Tax Real - DDA - City Tax	34,222.00		34,221.56	0.00		0.44	100.00
248-000-404.031	Captured Tax Real - DDA - Library	6,200.00		6,144.81	0.00		55.19	99.11
248-000-404.032	Captured Tax Real - DDA - Capital Impr	2,784.00		2,784.42	0.00		(0.42)	100.02
248-000-404.033	Captured Tax Real - DDA - Fire Reserve	2,784.00		2,784.42	0.00		(0.42)	100.02
248-000-404.034	Captured Tax Real - DDA - Solid Waste	3,620.00		3,619.78	0.00		0.22	99.99
248-000-404.045	Captured Tax Real - DDA - County Taxes	19,347.00		19,387.86	0.00		(40.86)	100.21
248-000-413.060	Captured Tax Pers - City Tax	1,838.00		1,837.77	0.00		0.23	99.99
248-000-413.061	Captured Tax Pers - Library	333.00		329.92	0.00		3.08	99.08
248-000-413.062	Captured Tax Pers - Capital Improvement	150.00		149.55	0.00		0.45	99.70
248-000-413.063	Captured Tax Pers - Fire Reserve	150.00		149.55	0.00		0.45	99.70
248-000-413.064	Captured Tax Pers - Solid Waste	194.00		194.41	0.00		(0.41)	100.21
248-000-413.065	Captured Tax Pers - County Taxes	1,038.00		1,041.02	0.00		(3.02)	100.29
248-000-583.000	Local Grants	7,752.00		7,446.80	0.00		305.20	96.06
248-000-642.001	Sales of Merchandise - DDA	0.00		18.00	0.00		(18.00)	100.00
248-000-654.001	Charges for Service - Farmers Market Fee	4,225.00		5,072.76	1,162.06		(847.76)	120.07
248-000-654.102	Special Event Revenues - DDA	1,625.00		1,525.00	0.00		100.00	93.85
248-000-665.000	Interest Earnings - Investments	1,484.00		4,321.76	434.20		(2,837.76)	291.22
248-000-674.022	Private Donations - Sponsorship FarmersMk	0.00		600.00	0.00		(600.00)	100.00
TOTAL REVENUES		87,746.00		91,629.39	1,596.26		(3,883.39)	104.43
Expenditures								
248-443-703.000	Salaries/Wages - Full Time Employees	18,163.00		16,068.44	1,398.29		2,094.56	88.47
248-443-709.000	Payroll Taxes - FICA - Soc Sec/Medicare	1,312.00		1,100.15	94.71		211.85	83.85
248-443-718.001	Health Insurance Premiums - Current EE	3,264.00		2,967.30	271.96		296.70	90.91
248-443-718.013	Health Insurance - HSA - Employer Paid	792.00		633.74	60.30		158.26	80.02
248-443-725.010	Workers Comp Insurance	41.00		26.67	0.00		14.33	65.05
248-443-775.000	Supplies - Repairs and Maintenance	100.00		140.12	0.00		(40.12)	140.12
248-443-801.030	Professional Services - Auditor	71.00		74.15	0.00		(3.15)	104.44
248-443-851.000	Postage	100.00		6.22	0.00		93.78	6.22
248-443-900.000	Printing and Publishing	1,800.00		1,089.85	366.63		710.15	60.55
248-443-931.000	Outside Services (RMLB)	1,498.00		2,470.12	514.00		(972.12)	164.89
248-443-935.001	Property Liability Insurance	225.00		207.87	0.00		17.13	92.39
248-443-948.000	Computer Services	50.00		7.68	0.00		42.32	15.36
248-443-955.000	Miscellaneous Expense	400.00		114.21	0.00		285.79	28.55
248-443-960.000	Education & Training - Professional	200.00		45.00	0.00		155.00	22.50
248-443-962.000	Memberships & Dues	700.00		767.09	0.00		(67.09)	109.58
248-775-880.021	Community Promotion - Special Events	4,250.00		3,544.05	0.00		705.95	83.39
248-775-881.022	Farmers Market Costs - DDA	1,010.00		1,483.82	67.50		(473.82)	146.91
248-900-971.000	Capital Purchase	7,500.00		6,550.00	0.00		950.00	87.33
TOTAL EXPENDITURES		41,476.00		37,296.48	2,773.39		4,179.52	89.92
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND:								
TOTAL REVENUES		87,746.00		91,629.39	1,596.26		(3,883.39)	104.43
TOTAL EXPENDITURES		41,476.00		37,296.48	2,773.39		4,179.52	89.92
NET OF REVENUES & EXPENDITURES		46,270.00		54,332.91	(1,177.13)		(8,062.91)	117.43

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL
 PERIOD ENDING 05/31/2024
 % Fiscal Year Completed: 91.80

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

GL NUMBER	DESCRIPTION	2023-24		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDT USED
		AMENDED BUDGET	NORMAL	05/31/2024 (ABNORMAL)	MONTH 05/31/2024	INCREASE (DECREASE)	NORMAL	(ABNORMAL) BALANCE	
TOTAL REVENUES - ALL FUNDS		329,904.00		324,938.72		9,142.65		4,965.28	98.49
TOTAL EXPENDITURES - ALL FUNDS		262,393.00		297,337.39		34,105.17		(34,944.39)	113.32
NET OF REVENUES & EXPENDITURES		67,511.00		27,601.33		(24,962.52)		39,909.67	40.88

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL

PERIOD ENDING 05/31/2024

% Fiscal Year Completed: 91.80

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

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	05/31/2024	MONTH 05/31/2024	BALANCE	
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND						
Revenues						
D01	D01 - Taxes	36,647.00	36,643.77	0.00	3.23	99.99
D08	D08 - Interest and rentals	1,207.00	3,909.89	0.00	(2,702.89)	323.93
F40.05	F40.05 - Other financing, Transfer In	80,000.00	73,333.37	6,666.67	6,666.63	91.67
TOTAL REVENUES		117,854.00	113,887.03	6,666.67	3,966.97	96.63
Expenditures						
443	PUBLIC WORKS	129,868.00	185,379.89	24,280.71	(55,511.89)	142.74
905	DEBT SERVICE	16,625.00	15,239.18	1,385.38	1,385.82	91.66
TOTAL EXPENDITURES		146,493.00	200,619.07	25,666.09	(54,126.07)	136.95
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND:						
TOTAL REVENUES		117,854.00	113,887.03	6,666.67	3,966.97	96.63
TOTAL EXPENDITURES		146,493.00	200,619.07	25,666.09	(54,126.07)	136.95
NET OF REVENUES & EXPENDITURES		(28,639.00)	(86,732.04)	(18,999.42)	58,093.04	302.85

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL
 PERIOD ENDING 05/31/2024
 % Fiscal Year Completed: 91.80

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

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	05/31/2024	MONTH 05/31/2024	BALANCE	
Fund 247 - TAX INCREMENT FINANCE AUTHORITY FUND						
Revenues						
D01	D01 - Taxes	16,381.00	16,378.94	0.00	2.06	99.99
D08	D08 - Interest and rentals	3,330.00	7,589.86	879.72	(4,259.86)	227.92
D04	D04 - State grants	104,593.00	95,453.50	0.00	9,139.50	91.26
TOTAL REVENUES		124,304.00	119,422.30	879.72	4,881.70	96.07
Expenditures						
443	PUBLIC WORKS	74,424.00	59,421.84	5,665.69	15,002.16	79.84
TOTAL EXPENDITURES		74,424.00	59,421.84	5,665.69	15,002.16	79.84
Fund 247 - TAX INCREMENT FINANCE AUTHORITY FUND:						
TOTAL REVENUES		124,304.00	119,422.30	879.72	4,881.70	96.07
TOTAL EXPENDITURES		74,424.00	59,421.84	5,665.69	15,002.16	79.84
NET OF REVENUES & EXPENDITURES		49,880.00	60,000.46	(4,785.97)	(10,120.46)	120.29

PERIOD ENDING 05/31/2024

% Fiscal Year Completed: 91.80

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

GL NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	05/31/2024	MONTH 05/31/2024	BALANCE	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND						
Revenues						
D01	D01 - Taxes	72,660.00	72,645.07	0.00	14.93	99.98
D08	D08 - Interest and rentals	1,484.00	4,321.76	434.20	(2,837.76)	291.22
D04	D04 - State grants	7,752.00	7,446.80	0.00	305.20	96.06
D06	D06 - Charges for services	5,850.00	6,615.76	1,162.06	(765.76)	113.09
UNCLASSIFIED	Unclassified	0.00	600.00	0.00	(600.00)	100.00
TOTAL REVENUES		87,746.00	91,629.39	1,596.26	(3,883.39)	104.43
Expenditures						
443	PUBLIC WORKS	28,716.00	25,718.61	2,705.89	2,997.39	89.56
775	SPECIAL EVENTS	5,260.00	5,027.87	67.50	232.13	95.59
900	CAPITAL OUTLAY	7,500.00	6,550.00	0.00	950.00	87.33
TOTAL EXPENDITURES		41,476.00	37,296.48	2,773.39	4,179.52	89.92
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND:						
TOTAL REVENUES		87,746.00	91,629.39	1,596.26	(3,883.39)	104.43
TOTAL EXPENDITURES		41,476.00	37,296.48	2,773.39	4,179.52	89.92
NET OF REVENUES & EXPENDITURES		46,270.00	54,332.91	(1,177.13)	(8,062.91)	117.43
TOTAL REVENUES - ALL FUNDS						
TOTAL REVENUES - ALL FUNDS		329,904.00	324,938.72	9,142.65	4,965.28	98.49
TOTAL EXPENDITURES - ALL FUNDS		262,393.00	297,337.39	34,105.17	(34,944.39)	113.32
NET OF REVENUES & EXPENDITURES		67,511.00	27,601.33	(24,962.52)	39,909.67	40.88

AGENDA ITEMS

7. **BRA Action Items:**

A. Accounts Payable:

Recommended Action: Consider confirming the BRA payables for May for \$16,293.72

- #### B. 2024/2025 Budget Presentation – Finance Director Kelley will present the final draft budget for the upcoming fiscal year.

8. **DDA Action Items:**

A. Accounts Payable:

Recommended Action: Consider confirming the DDA payables for May \$1,304.58

- #### B. 2024/2025 Budget Presentation – Finance Director Kelley will present the final draft budget for the upcoming fiscal year.

9. **TIFA Action Items:**

- #### A. Discussion – Update to Signage

B. Accounts Payable:

Recommended Action: Consider confirming the TIFA payables for May for \$477.14

- #### C. Draft 2024/2025 Budget Presentation – Finance Director Kelley will present the first draft budget for the upcoming fiscal year.

A reminder of Upcoming Meetings/Events:

- Farmers' Market Thursdays 3-6:30 pm
- Concerts at the Bandshell Wednesdays, 7-8:30 pm
- June 13, 2024 – Parks and Trees Meeting 5:00 p.m. / City Hall Conference Room
- June 18, 2024 – Food Truck Rally Fannie Pell Park
- June 19, 2024 – Planning Commission Meeting 6:30 pm/Council Chambers
- June 24, 2024 – City Council Meeting 7:00 p.m. / Council Chambers