

City of Plainwell

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



Department of Administration Services
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“The Island City”

AGENDA DDA/TIFA/BRA City Hall Conference Room January 8, 2019 7:30 AM

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Approval of Minutes/Summary – 12/11/18 Meeting Minutes**
5. **General Public**
6. **Chairman’s Report**
7. **BRA Action Items**
 - A. Accounts Payable for December of \$1,243.30
8. **DDA Action Items**
 - A. Accounts Payable for December of \$2,184.04
 - B. Review the quarterly Revolving Loan report
9. **TIFA Action Items**
 - A. Accounts Payable for December of \$599.15
10. **Communications:** 11/26/18 and 12/10/18 Council Minutes. Also the Financial Report/Summary as of 12/31/18
11. **Public Comments**
12. **Staff Comments:**

Dedication of the Michigan Milestone Award – Jan. 16th at 5:30 p.m.
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

Minutes
Plainwell DDA, BRA and TIFA:
December 11, 2018

1. Call to Order - Meeting called to order at 7:33 a.m. by Rizzo
2. Pledge of Allegiance
3. Roll Call
Members Present: Zelda Schippers, Tracee Dunlop, EJ Hart, Adam Hopkins, Jim Turley, Erik Wilson, Paul Rizzo
Excused: Mayor Brooks, Nick Larabel
4. Approval of Minutes of **Motion by Turley, seconded by Hart to approve 11/13/18 minutes.**
5. General Public: None
6. Chairman's Report: None
7. BRA Action Items
A. Motion to accept accounts payable for November of \$1,070.74 was made by Hart and seconded by Schippers. Motion carried.
8. DDA Action Items
A. Motion to accept accounts payable for November of \$2,240.64 was made by Rizzo and seconded by Dunlop. Motion carried.
9. TIFA Action Items
A. Motion to accept accounts payable for November of \$612.62 was made by Hart and seconded by Schippers. Motion carried.
10. Communications:
10/22/18 and 11/12/18 Council Minutes. Also the Financial Report/Summary for 10/31/18 were accepted and placed on file.
11. Public Comments: None
12. Staff Comments: Siegel reported out on the All State Grand Opening/Ribbon Cutting and mentioned the Ribbon Cutting for Barbed Wire Café, Dec. 21 at 10 a.m. Siegel also reported out on the wrap up of the Indoor Market, over 800 shoppers, 29 Vendors averaged 133 per day. A wrap up of the Christmas Festival, with over 150 kids at the Candy Cane Hunt, 200 plus kids at the Calico Rabbit and Envy for Santa, crafts, and the Grinch. Several of the businesses reported an increase in shoppers these past 2 months and business has been really good.
13. Member Comments: Hart brought up the new garbage corral re: when we would be starting to use it and it was discussed that 3 possible 4 dumpsters would fit inside.
14. Adjournment: **A Motion by Hart supported by Dunlop to adjourn the meeting at 7:47 a.m. was made and passed.**

Submitted by Denise Siegel, Community Development Manager

INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL
 EXP CHECK RUN DATES 12/01/2018 - 12/31/2018
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 443 BROWNFIELD REDEVELOPMENT AUTHORITY - BRA					
Dept 000 OPERATIONS					
443-000-715.010	Health Insurance Premiums	PRIORITY HEALTH	DECEMBER 2018 HEALTH INSURNACE PREMIUM	547.86	13172
443-000-715.010	Health Insurance Premiums	C.O.P.S. TRUST INSURANCE	JAN 2019 DENTAL/VISION INSURANCE	32.37	13309
443-000-715.015	LIFE INSURANCE	MADISON NATIONAL LIFE INSU	DECEMBER 2018 LIFE INSURANCE	2.82	13218
443-000-715.015	LIFE INSURANCE	MADISON NATIONAL LIFE INSU	JAN 2019 LIFE INSURANCE	2.82	13311
443-000-743.000	Uniforms	CONTINENTAL LINEN SERVICES	2018-11 DPW UNIFORMS/RUGS/MISC	3.80	13271
443-000-801.013	Professional Services - Attorney	BLOOM SLUGGETT PC	NOV 2018 ATTORNEY FEES	520.00	13290
443-000-930.000	Repair/Maintenance (Outside)	OTIS ELEVATOR COMPANY	2/28/19 REAR ELEVATOR MAINT CONTRACT	131.43	13223
443-000-930.050	Computer Services	CLARK TECHNICAL SERVICES	NOVEMBER 2018 COMPUTER SUPPORT	2.20	13207
Total For Dept 000 OPERATIONS				1,243.30	
Total For Fund 443 BROWNFIELD REDEVELOPMENT AUTHORITY -				1,243.30	

INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL
 EXP CHECK RUN DATES 12/01/2018 - 12/31/2018
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 BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 494 DOWNTOWN DEVELOPMENT AUTHORITY DDA					
Dept 000 OPERATIONS					
494-000-202.494	Accounts Payable - 2014 DOWNTOWN	PLAINWELL ACE HARDWARE	GOLDEN TICKET PAYOUT 2018	110.00	13224
494-000-202.494	Accounts Payable - 2014 DOWNTOWN	HART'S JEWELRY	GOLDEN TICKET PAYOUT DEC 2018	80.00	13273
494-000-202.494	Accounts Payable - 2014 DOWNTOWN	PLAINWELL ACE HARDWARE	2018 GOLDEN TICKET PAYOUT	130.00	13286
494-000-715.010	Health Insurance Premiums	PRIORITY HEALTH	DECEMBER 2018 HEALTH INSURANCE PREMIUM	260.78	13172
494-000-715.010	Health Insurance Premiums	C.O.P.S. TRUST INSURANCE	JAN 2019 DENTAL/VISION INSURANCE	26.23	13309
494-000-900.000	Printing and Publishing	SHOPPERS GUIDE INC	LOOSE LEAF/PUBLIC HEARING/HOLIDAY	200.00	13188
494-000-900.000	Printing and Publishing	KAECHLE PUBLICATIONS INC	NOV 2018 HOLIDAY EVENTS DDA	170.00	13237
494-000-900.000	Printing and Publishing	GREENSTREET MARKETING & DE	2018 DOWNTOWN BROCHURE	800.00	13285
494-000-930.050	Computer Services	CLARK TECHNICAL SERVICES	NOVEMBER 2018 COMPUTER SUPPORT	2.20	13207
494-000-940.000	Rentals - Equipment	PLUMBER'S PORTABLE TOILETS	RESTROOMS FOR CHRISTMAS FESTIVAL	85.00	13260
494-000-956.000	Plaques for Chris Haas	B & C TROPHY	Plaque for Chris Haas	53.00	1450
494-000-956.021	Special Events	HARDINGS MARKET 380	FOAM CUPS	5.37	13190
494-000-956.021	Holiday Festival supplies	MEIJER INC #191	Holiday Festival supplies	168.46	1450
494-000-957.022	DDA Farmers Market Expense	BORGESS CORP	FIT OCCUPATION FARMERS MARKET MANAGER PHYSICAL/DOT PHY	93.00	13227
Total For Dept 000 OPERATIONS				2,184.04	
Total For Fund 494 DOWNTOWN DEVELOPMENT AUTHORITY DDA				2,184.04	

December 31, 2018

CITY OF PLAINWELL
 OUTSTANDING REVOLVING LOANS
 AS OF September 30, 2018

RECIPIENT	ORIGINAL LOAN	ORIGINAL LOAN DATE	STATUS	LAST PAYMENT DATE	PRINCIPAL PAID TO DATE	INTEREST PAID TO DATE	DELQ AMOUNT	DELQ DAYS	LOAN BALANCE	PAYOFF DATE	
Elliott's Remodeling	9,000.00	25-Sep-2008	Paid in Full	5/20/2016	9,000.00	389.75	-	-	-	5/20/2016	- Property sold - paid by Title Company at closing
Island City Computers	5,000.00	3-Jun-2012	Loss	6/2/2016	2,106.95	142.98	2,893.05	1,481	2,893.05		- Agreed to start \$50/month payments March 2016 - made 2 payments of \$50 since then
CPR Properties 2013	10,000.00	30-May-2013	Paid in Full	9/13/2017	10,000.00	238.14	-	-	-	9/13/2017	
H&H Auto Body LLC	3,500.00	22-Oct-2014	Paid in Full	7/30/2015	3,500.00	14.09	-	-	-	7/30/2015	
Hart's Jewelry	2,550.00	27-Sep-2013	Paid in Full	7/27/2015	2,550.00	25.56	-	-	-	7/27/2015	
London Grill-Plainwell, Inc.	10,000.00	2-Aug-2013	Paid in Full	2/4/2016	10,000.00	188.66	-	-	-	2/4/2016	
Plainwell Flowers	8,000.00	22-Sep-2014	Paid in Full	10/5/2016	8,000.00	109.62	-	-	-	10/5/2016	
Thomas Holmes	7,000.00	23-Jun-2014	Paid in Full	12/5/2018	7,000.00	177.90	-	-	-	12/5/2018	
Total Property Management	10,000.00	7-Jun-2013	Paid in Full	6/4/2018	10,000.00	254.73	-	-	-	6/4/2018	
101 S. Main St.	10,000.00	1-Oct-2013	Late	10/12/2018	8,494.88	289.82	1,505.12	356	1,505.12		
Onalee Boettcher	8,452.37	14-Oct-2015	Ahead	12/6/2018	5,522.55	182.45	-	-	2,929.82		
H&H Auto Body 2015	4,350.00	23-Nov-2015	Paid in Full	10/24/2016	4,350.00	21.54	-	-	-	10/24/2016	
Turley Properties LLC	8,000.00	23-Nov-2015	Paid in Full	4/13/2018	8,000.00	147.18	-	-	-	4/13/2018	
RWEats Healthy Living LLC	10,000.00	19-May-2016	Paid in Full	4/13/2018	10,000.00	153.15	-	-	-	4/13/2018	
Barbara Taylor Bechtel	10,000.00	12-Jan-2017	Late	12/7/2018	3,684.29	124.65	92.16	16	6,315.71		
John Roggow	10,000.00	12-Dec-2017	Current	12/11/2018	1,960.70	90.58	-	-	8,039.30		
James Turley	10,000.00	1-Jun-2018	Current	12/31/2018	1,140.61	56.39	-	-	8,859.39		

30,542.39

Loans from G01 Grant
 All others in G03 Grant

30,813.45 = Cash on hand at 12/31/2018

61,355.84

NEW LOAN INFORMATION

RECIPIENT NAME	APPLICANT TYPE	ADDRESS	ZIP	FUNDED BY	LOAN AMOUNT	NAICS CODE	PURPOSE	JOBS CREATED	JOBS SAVED	APPLICATION DATE	CLOSING DATE	TERM (MONTHS)	MATURITY DATE	PAYMENT AMOUNT	INTEREST	RACE	GENDER	ETHNICITY	SOURCE
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01/03/2019 12:29 PM
User: Shirley
DB: PLAINWELL

INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL
EXP CHECK RUN DATES 12/01/2018 - 12/31/2018
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 450 INDUSTRIAL PARK TIFA					
Dept 000 OPERATIONS					
450-000-715.010	Health Insurance Premiums	PRIORITY HEALTH	DECEMBER 2018 HEALTH INSURNACE PREMIUM	546.85	13172
450-000-715.010	Health Insurance Premiums	C.O.P.S. TRUST INSURANCE	JAN 2019 DENTAL/VISION INSURANCE	46.72	13309
450-000-715.015	LIFE INSURANCE	MADISON NATIONAL LIFE INSU	DECEMBER 2018 LIFE INSURANCE	1.69	13218
450-000-715.015	LIFE INSURANCE	MADISON NATIONAL LIFE INSU	JAN 2019 LIFE INSURANCE	1.69	13311
450-000-930.050	Computer Services	CLARK TECHNICAL SERVICES	NOVEMBER 2018 COMPUTER SUPPORT	2.20	13207
		Total For Dept 000 OPERATIONS		599.15	
		Total For Fund 450 INDUSTRIAL PARK TIFA		599.15	

MINUTES
Plainwell City Council
November 26, 2018

1. Mayor Brooks called the regular meeting to order at 7:00 PM in City Hall Council Chambers.
2. Pledge of Allegiance was given by all present.
3. Roll Call: Present: Mayor Brooks, Mayor Pro-tem Steele, Councilman Keeler and Councilman Overhuel.
Absent: Councilman Keeney.
4. Approval of Minutes/Summary:
A motion by Steele, seconded by Overhuel, to accept and place on file the Council Minutes and Summary of the 11/12/2018 regular meeting and the Council Minutes. On voice vote, all voted in favor. Motion passed.
5. Clerk Kelley presented the Allegan County Board of Canvassers Report on the November 2018 election results
A motion by Keeler, seconded by Steele, to accept and place on file the Allegan County Board of Canvassers Report as information only. On a voice vote, all voted in favor. Motion passed.
6. Mayor Brooks adjourned the meeting *sine die* at 7:02pm.
7. City Clerk Kelley administered the Oath of Office to Stephen Bennett, Rick Brooks and Brad Keeler as Councilmembers.
8. Clerk Kelley called Roll Call: Present: Councilman Bennett, Councilman Brooks, Councilman Keeler, Councilman Overhuel and Councilwoman Steele. Absent: None.
9. Clerk Kelley distributed ballots for Office of Mayor. Each Councilmember was listed and the Council was asked to vote for not more than one person. City Council then completed and signed their respective ballot for Mayor. The City Clerk collected and read aloud the results of the selection. Councilmembers Brooks, Keeler, Overhuel and Steele selected Richard Brooks. Councilmember Bennett selected Lori Steele. Councilmember Brooks was selected by a vote of 4-1.
A motion by Steele, seconded by Overhuel, to accept the results of the ballot for Office of Mayor for Richard Brooks with a vote of 4-1. On a voice vote, all voted in favor. Motion passed.
10. Clerk Kelley distributed ballots for Office of Mayor Pro-Tem. Each Councilmember was listed and the Council was asked to vote for not more than one person. City Council then completed and signed their respective ballot for Mayor Pro-Tem. The City Clerk collected and read aloud the results of the selection. Councilmembers Bennett, Brooks, Keeler, Overhuel and Steele selected Lori Steele. Councilmember Steele was selected by a vote of 5-0.
A motion by Keeler, seconded by Overhuel, to accept the results of the ballot for Office of Mayor Pro-Tem for Lori Steele with a vote of 5-0. On a voice vote, all voted in favor. Motion passed.
11. Councilman Bennett noted his campaign started on a wing and a prayer. He reported being grateful for the opportunity and is looking forward to working with all the Council.
12. Clerk Kelley administered the Oath of Office to Mayor Brooks and to Mayor Pro-Tem Steele and turned the meeting back over to Mayor Brooks at 7.12pm.
13. County Commissioner Report: None.
14. Agenda Amendments: None.

15. Mayor's Report: Mayor Brooks welcomed Councilman Bennett.

16. Recommendations and Reports:

A. Community Development Manager Siegel presented the Special Event Permit application for the 2018 Holiday Parade. Because of street closures, the staff reviewed the application thoroughly and recommends approval.

A motion by Overhuel, seconded by Steele, to approve Special Event Permit 2018-10 for the December 1, 2018 Holiday Parade. On a voice vote, all in favor. Motion passed.

17. Communications:

A. A motion by Steele, seconded by Overhuel, to accept and place on file the October 2018 Water Renewal Report. On a voice vote, all in favor. Motion passed.

18. Accounts Payable:

A motion by Keeler, seconded by Steele, that the bills be allowed and orders drawn in the amount of \$58,215.76 for payment of same. On a roll call vote, all in favor. Motion passed.

19. Public Comments: None

20. Staff Comments

Personnel Manager Lamorandier reported having received 49 applications for the position of Utility Billing Specialist. The applications are being reviewed and paper questionnaires may be delivered next week after the close of applications.

Superintendent Nieuwenhuis reported being thankful for finishing the loose leaf collection last week prior to the snowstorm. The collection went very well.

Superintendent Pond reported the annual maintenance removal of bio-solids from the facility.

Community Development Manager Siegel listed several past events, including a successful Ladies Night Out and Shop Small Saturday. She reminded Council about the Holiday Walk from 4-7pm on 11/30/2018 and the Holiday Parade on 12/01/2018, as well as the Christmas Festival on 12/08/2018, which should include the grand opening of the Allstate Insurance Office. The Indoor Market continues to have a lot of traffic. Finally, she reported that the city has issued three (3) building permits this month.

Public Safety Director Bomar reported upcoming area-wide training sessions will be hosted by the DPS building on weekends over the next several months. He also noted the "Shop With a Cop/Hero" event coming up December 12 and should include over 100 youth.

Clerk/Treasurer Kelley reported a pending recount of the November 2018 election and continues to wait for a date from the County Clerk. He noted that the audit is near completion. The 2018 winter tax bills will be issued on November 30 and includes the new millage for the library, approved by voters in August 2018. The 2019 calendar will be sent under separate cover this year after December 10.

City Manager Wilson reported ongoing negotiations with the school and the union for a school resource officer. He also noted an upcoming draft lease agreement for rental space on the water tower from a telecommunications company.

21. Council Comments: None

22. Adjournment:

A motion by Steele, seconded by Keeler, to adjourn the meeting at 7:28 PM. On voice vote, all voted in favor. Motion passed.

Minutes respectfully
Submitted by,
Brian Kelley
City Clerk/Treasurer

MINUTES
Plainwell City Council
December 10, 2018

1. Mayor Brooks called the regular meeting to order at 7:01 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. City Clerk Kelley presented the updated Allegan County Board of Canvassers Report prepared after the December 5, 2018 recount of the City Council ballots.
A motion by Steele, seconded by Keeler, to accept and place on file the Allegan County Board of Canvassers Report as information only. On a voice vote, all voted in favor. Motion passed.
5. City Clerk Kelley administered the Oath of Office to Councilmember Keeney.
6. Roll Call: Present: Mayor Brooks, Mayor Pro-tem Steele, Councilmembers Keeler and Keeney. Absent: Overhuel.
7. **A motion by Keeney, seconded by Keeler, to affirm and ratify the November 26, 2018 election of Rick Brooks as Mayor and Lori Steele as Mayor Pro-Tem. On a voice vote, all voted in favor. Motion passed**
8. Approval of Minutes/Summary:
A motion by Steele, seconded by Keeler, to accept and place on file the Council Minutes and Summary of the 11/26/2018 regular meeting and the Council Minutes. On voice vote, all voted in favor with Keeney abstaining. Motion passed.
9. Public Comment:
Stephen Bennett of 525 Union Street noted the process for recounting the ballots made for a “strange situation”, but offered his support for Councilmember Keeney and wished the Council well in 2019.
10. County Commissioner Report:
Commissioner Black noted that Clerk Bob Genetski is a great asset for the County, making a big difference in the Clerk’s Office. Councilmember Keeney and Mayor Brooks thanked Commissioner Black for his service and for his great communications about the county happenings.
11. Presentation – Volunteer Award
City Manager Wilson reminded Council of the many volunteer opportunities undertaken by Chris Haas, that the city has suffered a great loss and about discussions of honoring her memory. Mayor Brooks read a proclamation honoring Chris with a volunteer of the year award and creating an annual volunteer award in Chris’ name to be given at the first meeting in October each year.
12. Agenda Amendments:
A motion by Steele, seconded by Keeney, to amend the agenda to add Item 13F – Disposal of Airport Courtesy Car. On a voice vote, all in favor. Motion passed.
13. Mayor’s Report: None.
14. Recommendations and Reports:
 - A. Community Development Manager Siegel presented an Ordinance #380 to amend the zoning map for one parcel of land located at 712 N. Main Street. The Planning Commission reviewed the application

by holding a public hearing and recommends approval.

A motion by Steele, seconded by Keeler, to approve for publication Ordinance 380 which amends the Zoning Map to rezone the parcel at 712 North Main Street to R-1B Single Family Residential. On a voice vote, all in favor. Motion passed.

- B.** Community Development Manager Siegel presented Council a draft document entitled ‘2019 Community Engagement Statement.’ This document is a requirement of the Michigan Economic Development Corporation (MEDC) *Redevelopment Ready Communities* program and outlines how Plainwell will continue to involve the community as “key stakeholders” in the development process. The Planning Commission reviewed the document and recommends approval.

A motion by Keeney, seconded by Keeler, to approve the 2019 Community Engagement Statement. On a voice vote, all in favor. Motion passed.

- C.** City Manager Wilson briefed Council on new state laws allow use of recreational marihuana (as spelt in state regulations), and recommends the city “opt-out” of allowing any commercial establishments to allow the city time to review the state laws and develop an ordinance for future business or zoning applications. City Attorney Jeff Sluggett drafted Ordinance 381, which was introduced for first reading.

A motion by Steele, seconded by Keeler, to accept the first reading of Ordinance 381 to prohibit marihuana establishments, and set the second reading and adoption for December 26, 2018. On a voice vote, all in favor. Motion passed.

- D.** DPW Superintendent Nieuwenhuis reported that the city has been awarded the Exemplary Wellhead Protection Program Award from the American Water Works Association. City Manager Wilson presented the related press release, which will be issued after the Council meeting.

Council received the information.

- E.** City Treasurer Kelley introduced auditor Dan Veldhuizen from Siegfried Crandall, who presented the city’s audited financial statements for the year ended June 30, 2018. He noted that the city’s funds are healthy, noting the only curiosity is a higher-than-expected actuarial valuation related to the city’s Other Post Employment Benefit plan. He thanked the city staff for preparing substantially all of the financial statement document, which is unusual for cities our size.

A motion by Keeler, seconded by Steele, to accept and place on file the audited financial statements as of and for the year ended June 30, 2018. On a voice vote, all in favor. Motion passed.

- F.** City Manager Wilson reported that the courtesy car used by the airport for the convenience of the pilots flying in has fallen into disrepair and the most current cost estimate for repair far exceeds the value of the vehicle. Approval is sought for disposing of this vehicle for scrap value. The plan is to replace the courtesy vehicle by repurposing the detective car, which is slated for replacement in the summer of 2019.

A motion by Keeler, seconded by Keeney, to approve the disposal of the 2008 Crown Victoria vehicle used by the airport for scrap value. On a voice vote, all in favor. Motion carried.

15. Communications:

- A.** **A motion by Steele, seconded by Keeler, to accept and place on file the November 2018 Investment and Fund Balance Reports and the Planning Commission Draft 12/05/2018 Meeting Minutes. On a voice vote, all in favor. Motion passed.**

16. Accounts Payable:

A motion by Keeler, seconded by Keeney, that the bills be allowed and orders drawn in the amount of \$125,513.21 for payment of same. On a roll call vote, all in favor. Motion passed.

17. Public Comments: None

18. Staff Comments

Personnel Manager Lamorandier reported over 60 applications for the position of Utility Billing Specialist.

Superintendent Nieuwenhuis reported ongoing maintenance of holiday decorations and preparation for winter maintenance.

Community Development Manager Siegel reported a very successful Christmas Festival this past weekend, with high customer flow, music and fun. She reported 29 vendors and over 800 customers at the Indoor Farmers Market during the season, which concluded this past weekend. Finally, she noted a December 21, 2018, 10am Grand Opening celebration at Barbed Wire Café.

Public Safety Director Bomar reported final plans for the “Shop With a Cop/Hero” event coming up December 12 and should include over 100 youth.

Clerk/Treasurer Kelley thanked Dan Veldhuizen and the city staff for their support during the audit and the election. He reported starting work on the 2019/2010 budget.

City Manager Wilson thanked Community Development Manager Denise Siegel and her husband, Lewis, for the extra efforts related to the Christmas Festival, having given up a portion of their weekend.

19. Council Comments:

Mayor Pro-Tem Steele wished everyone a Merry Christmas.

Councilmember Keeney read a prepared statement thanking all the voters who participated in the election and that he felt it was important to file the petition for recount. He harbors no ill will for any one and appreciated the process for the recount.

20. Adjournment:

A motion by Steele, seconded by Keeler, to adjourn the meeting at 7:42 PM. On voice vote, all voted in favor. Motion passed.

Minutes respectfully
Submitted by,
Brian Kelley
City Clerk/Treasurer

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

GL NUMBER	DESCRIPTION	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGDG USED
		AMENDED BUDGET	12/31/2018 NORMAL (ABNORMAL)	MONTH 12/31/2018 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 443 - BROWNFIELD REDEVELOPMENT AUTHORITY - BRA						
Revenues						
443-000-402.040	Captured Tax - AdVal Real - City Tax	4,609.00	4,609.73	0.00	(0.73)	100.02
443-000-402.041	Captured Tax - AdVal Real - Library	556.00	867.45	312.83	(311.45)	156.02
443-000-402.042	Captured Tax - AdVal Real - Capital Impr	368.00	368.04	0.00	(0.04)	100.01
443-000-402.043	Captured Tax - AdVal Real - Fire Reserve	368.00	368.04	0.00	(0.04)	100.01
443-000-402.044	Captured Tax - AdVal Real - Solid Waste	478.00	478.44	0.00	(0.44)	100.09
443-000-402.047	Captured DDA-SCHOOL	9,359.00	9,358.65	6,887.59	0.35	100.00
443-000-402.048	Captured Tax - AdVal Real - County (All)	2,223.00	2,234.29	549.47	(11.29)	100.51
443-000-402.060	Captured Tax - AdVal Pers - City	549.00	548.59	0.00	0.41	99.93
443-000-402.061	Captured Tax - AdVal Pers - Library	66.00	103.23	37.23	(37.23)	156.41
443-000-402.062	Captured Tax - AdVal Pers - Capital Impr	44.00	43.80	0.00	0.20	99.55
443-000-402.063	Captured Tax - AdVal Pers - Fire Reserve	44.00	43.80	0.00	0.20	99.55
443-000-402.064	Captured Tax - AdVal Pers - Solid Waste	57.00	56.94	0.00	0.06	99.89
443-000-402.065	Captured Tax - AdVal Pers - County (All)	265.00	265.89	65.39	(0.89)	100.34
443-000-664.020	Interest Earned - Investments	95.00	93.86	33.35	1.14	98.80
443-000-676.080	Interfund Transfer In - Capital Improve	75,000.00	37,500.00	6,250.00	37,500.00	50.00
TOTAL REVENUES		94,081.00	56,940.75	14,135.86	37,140.25	60.52
Expenditures						
443-000-703.000	Salaries/Wages - Full Time Employees	33,980.00	13,476.52	2,035.00	20,503.48	39.66
443-000-706.000	Wages - Part Time Employees	272.00	106.55	0.39	165.45	39.17
443-000-713.000	Other Post Employment Benefits	300.00	150.18	25.03	149.82	50.06
443-000-715.000	Payroll Tax - FICA/Medicare (Social Sec)	2,486.00	974.61	145.02	1,511.39	39.20
443-000-715.010	Health Insurance Premiums	5,164.00	2,582.81	422.12	2,581.19	50.02
443-000-715.012	Health Insurance - FSA - Employer Paid	25.00	7.39	1.49	17.61	29.56
443-000-715.013	Health Insurance - HSA - Employer Paid	2,537.00	1,740.00	0.00	797.00	68.58
443-000-715.015	Life Insurance	34.00	19.77	5.64	14.23	58.15
443-000-718.000	Retirement Benefits	2,941.00	1,167.66	163.19	1,773.34	39.70
443-000-724.000	Medical Insurance Opt Out	175.00	81.10	14.62	93.90	46.34
443-000-743.000	Uniforms	65.00	37.79	3.80	27.21	58.14
443-000-775.000	Supplies - Repairs and Maintenance	100.00	(9.98)	0.00	109.98	(9.98)
443-000-801.000	Engineering Services	2,000.00	0.00	0.00	2,000.00	0.00
443-000-801.013	Professional Services - Attorney	8,000.00	2,306.00	520.00	5,694.00	28.83
443-000-801.030	Professional Services - Audit	353.00	352.52	0.00	0.48	99.86
443-000-830.000	Contractual Reimbursement CRA Activities	14,240.00	8,620.79	0.00	5,619.21	60.54
443-000-910.000	Liability Insurance	4,725.00	4,725.00	0.00	0.00	100.00
443-000-910.010	Workers Comp Insurance	399.00	395.41	(29.11)	3.59	99.10
443-000-930.000	Repairs and Maintenance-Land & Building	15,000.00	913.27	131.43	14,086.73	6.09
443-000-930.015	Administrative Services - Accounting	0.00	200.00	0.00	(200.00)	100.00
443-000-930.050	Computer Services	50.00	27.69	2.20	22.31	55.38
443-000-940.000	Rentals - Equipment	1,500.00	426.52	0.00	1,073.48	28.43
443-908-991.000	Principal Payment - Interfund Loans	14,782.00	7,390.98	1,231.83	7,391.02	50.00
443-908-995.000	Interest Payment - Interfund Loans	1,843.00	921.48	153.58	921.52	50.00
TOTAL EXPENDITURES		110,971.00	46,614.06	4,826.23	64,356.94	42.01
Fund 443 - BROWNFIELD REDEVELOPMENT AUTHORITY - BRA:						
TOTAL REVENUES		94,081.00	56,940.75	14,135.86	37,140.25	60.52
TOTAL EXPENDITURES		110,971.00	46,614.06	4,826.23	64,356.94	42.01
NET OF REVENUES & EXPENDITURES		(16,890.00)	10,326.69	9,309.63	(27,216.69)	61.14

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL
PERIOD ENDING 12/31/2018
% Fiscal Year Completed: 50.41

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

GL NUMBER	DESCRIPTION	2018-19		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	12/31/2018	MONTH	12/31/2018	NORMAL	(ABNORMAL)	

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL
 PERIOD ENDING 12/31/2018
 % Fiscal Year Completed: 50.41

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

GL NUMBER	DESCRIPTION	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	12/31/2018 (ABNORMAL)	MONTH 12/31/2018 INCREASE (DECREASE)	BALANCE (ABNORMAL)	
Fund 450 - INDUSTRIAL PARK TIFA						
Revenues						
450-000-569.000	Local Grants	61,261.00	59,571.62	0.00	1,689.38	97.24
450-000-664.020	Interest Earned - Investments	889.00	397.31	99.80	491.69	44.69
TOTAL REVENUES		62,150.00	59,968.93	99.80	2,181.07	96.49
Expenditures						
450-000-703.000	Salaries/Wages - Full Time Employees	40,843.00	19,250.63	3,119.60	21,592.37	47.13
450-000-706.000	Wages - Part Time Employees	816.00	416.00	1.25	400.00	50.98
450-000-713.000	Other Post Employment Benefits	14.00	7.20	1.20	6.80	51.43
450-000-715.000	Payroll Tax - FICA/Medicare (Social Sec)	3,059.00	1,398.74	220.38	1,660.26	45.73
450-000-715.010	Health Insurance Premiums	5,208.00	2,615.05	432.26	2,592.95	50.21
450-000-715.012	Health Insurance - FSA - Employer Paid	102.00	29.09	5.85	72.91	28.52
450-000-715.013	Health Insurance - HSA - Employer Paid	2,503.00	1,716.00	0.00	787.00	68.56
450-000-715.015	Life Insurance	20.00	11.88	3.38	8.12	59.40
450-000-718.000	Retirement Benefits	2,123.00	778.10	120.15	1,344.90	36.65
450-000-724.000	Medical Insurance Opt Out	277.00	127.74	23.06	149.26	46.12
450-000-801.030	Professional Services - Audit	67.00	66.78	0.00	0.22	99.67
450-000-910.000	Liability Insurance	379.00	379.00	0.00	0.00	100.00
450-000-910.010	Workers Comp Insurance	249.00	246.76	(18.16)	2.24	99.10
450-000-930.000	Repairs and Maintenance-Land & Building	1,800.00	0.00	0.00	1,800.00	0.00
450-000-930.050	Computer Services	50.00	27.69	2.20	22.31	55.38
450-000-940.000	Rentals - Equipment	1,800.00	224.55	0.00	1,575.45	12.48
450-000-956.000	Miscellaneous	400.00	275.00	0.00	125.00	68.75
TOTAL EXPENDITURES		59,710.00	27,570.21	3,911.17	32,139.79	46.17
Fund 450 - INDUSTRIAL PARK TIFA:						
TOTAL REVENUES		62,150.00	59,968.93	99.80	2,181.07	96.49
TOTAL EXPENDITURES		59,710.00	27,570.21	3,911.17	32,139.79	46.17
NET OF REVENUES & EXPENDITURES		2,440.00	32,398.72	(3,811.37)	(29,958.72)	1,327.82

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

GL NUMBER	DESCRIPTION	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	12/31/2018 (ABNORMAL)	MONTH 12/31/2018 INCREASE (DECREASE)	BALANCE (ABNORMAL)	
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY DDA						
Revenues						
494-000-402.030	Captured DDA-CITY	20,969.00	20,969.42	0.00	(0.42)	100.00
494-000-402.031	Captured DDA-LIBRARY	2,526.00	2,706.95	184.33	(180.95)	107.16
494-000-402.032	Captured DDA-Capital Impr	1,674.00	1,673.90	0.00	0.10	99.99
494-000-402.033	Capture DDA-Fire Reserve	1,674.00	1,673.90	0.00	0.10	99.99
494-000-402.034	Capture-DDA-Solid Waste	2,176.00	2,176.09	0.00	(0.09)	100.00
494-000-402.045	Captured DDA-COUNTY	10,115.00	7,987.63	323.78	2,127.37	78.97
494-000-402.060	Captured Tax - AdVal Pers - City	2,717.00	2,717.22	0.00	(0.22)	100.01
494-000-402.061	Captured Tax - AdVal Pers - Library	327.00	1,749.52	1,422.69	(1,422.52)	535.02
494-000-402.062	Captured Tax - AdVal Pers - Capital Impr	217.00	216.95	0.00	0.05	99.98
494-000-402.063	Captured Tax - AdVal Pers - Fire Reserve	217.00	216.95	0.00	0.05	99.98
494-000-402.064	Captured Tax - AdVal Pers - Solid Waste	282.00	282.03	0.00	(0.03)	100.01
494-000-402.065	Captured Tax - AdVal Pers - County (All)	1,310.00	3,491.87	2,498.82	(2,181.87)	266.55
494-000-569.000	Local Grants	5,500.00	5,668.01	0.00	(168.01)	103.05
494-000-664.020	Interest Earned - Investments	162.00	251.81	47.05	(89.81)	155.44
494-000-694.000	Miscellaneous Revenue	200.00	15.00	0.00	185.00	7.50
494-000-694.022	DDA - Farmers Market Entry Fee	2,500.00	1,630.00	120.00	870.00	65.20
494-000-694.025	DDA - Sale of Merchandise	1,000.00	570.00	225.00	430.00	57.00
494-000-694.026	DDA - Special Event Revenues	600.00	660.00	0.00	(60.00)	110.00
494-000-694.036	DDA Donations - Movies in the Park	400.00	500.00	0.00	(100.00)	125.00
TOTAL REVENUES		54,566.00	55,157.25	4,821.67	(591.25)	101.08
Expenditures						
494-000-703.000	Salaries/Wages - Full Time Employees	17,867.00	7,410.11	1,117.01	10,456.89	41.47
494-000-706.000	Wages - Part Time Employees	1,500.00	841.52	115.20	658.48	56.10
494-000-715.000	Payroll Tax - FICA/Medicare (Social Sec)	1,411.00	575.59	85.11	835.41	40.79
494-000-715.010	Health Insurance Premiums	2,558.00	1,288.08	207.67	1,269.92	50.35
494-000-715.013	Health Insurance - HSA - Employer Paid	1,321.00	906.00	0.00	415.00	68.58
494-000-715.015	Life Insurance	2.00	0.00	0.00	2.00	0.00
494-000-718.000	Retirement Benefits	346.00	76.63	0.72	269.37	22.15
494-000-724.000	Medical Insurance Opt Out	47.00	21.81	3.93	25.19	46.40
494-000-775.000	Supplies - Repairs and Maintenance	2,000.00	0.00	0.00	2,000.00	0.00
494-000-801.000	Engineering Services	5,200.00	0.00	0.00	5,200.00	0.00
494-000-801.030	Professional Services - Audit	67.00	66.78	0.00	0.22	99.67
494-000-900.000	Printing and Publishing	3,000.00	2,899.56	1,110.00	100.44	96.65
494-000-910.000	Liability Insurance	484.00	484.00	0.00	0.00	100.00
494-000-910.010	Workers Comp Insurance	84.00	83.24	(6.13)	0.76	99.10
494-000-930.000	Repairs and Maintenance-Land & Building	500.00	200.00	0.00	300.00	40.00
494-000-930.050	Computer Services	50.00	27.69	2.20	22.31	55.38
494-000-940.000	Rentals - Equipment	650.00	106.99	85.00	543.01	16.46
494-000-956.000	Miscellaneous	1,850.00	90.97	53.00	1,759.03	4.92
494-000-956.021	Special Events	2,000.00	325.02	173.83	1,674.98	16.25
494-000-957.022	DDA Farmers Market Expense	1,000.00	510.00	93.00	490.00	51.00
494-000-957.025	DDA Christmas Ornament Costs	800.00	657.72	0.00	142.28	82.22
494-000-957.036	DDA Movies in the Park	1,500.00	1,639.00	0.00	(139.00)	109.27
494-000-960.000	Education & Training - Professional	500.00	0.00	0.00	500.00	0.00
494-000-962.000	Memberships & Dues	3,100.00	225.00	0.00	2,875.00	7.26
494-908-991.000	Principal Payment - Interfund Loans	11,550.00	5,775.00	962.50	5,775.00	50.00
494-908-995.000	Interest Payment - Interfund Loans	711.00	355.50	59.25	355.50	50.00
TOTAL EXPENDITURES		60,098.00	24,566.21	4,062.29	35,531.79	40.88

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL
 PERIOD ENDING 12/31/2018
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GL NUMBER	DESCRIPTION	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	12/31/2018 NORMAL (ABNORMAL)	MONTH 12/31/2018 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY DDA						
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY DDA:						
	TOTAL REVENUES	54,566.00	55,157.25	4,821.67	(591.25)	101.08
	TOTAL EXPENDITURES	60,098.00	24,566.21	4,062.29	35,531.79	40.88
	NET OF REVENUES & EXPENDITURES	(5,532.00)	30,591.04	759.38	(36,123.04)	552.98
	TOTAL REVENUES - ALL FUNDS	210,797.00	172,066.93	19,057.33	38,730.07	81.63
	TOTAL EXPENDITURES - ALL FUNDS	230,779.00	98,750.48	12,799.69	132,028.52	42.79
	NET OF REVENUES & EXPENDITURES	(19,982.00)	73,316.45	6,257.64	(93,298.45)	366.91

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL
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GL NUMBER	DESCRIPTION	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGDY USED
		AMENDED BUDGET	12/31/2018	MONTH 12/31/2018	BALANCE	
Fund 443 - BROWNFIELD REDEVELOPMENT AUTHORITY - BRA						
Revenues						
TAXES	TAXES	18,986.00	19,346.89	7,852.51	(360.89)	101.90
INTEREST	INTEREST & RENTS	95.00	93.86	33.35	1.14	98.80
TRANSFER	FUNDS TRANSFERS	75,000.00	37,500.00	6,250.00	37,500.00	50.00
TOTAL REVENUES		94,081.00	56,940.75	14,135.86	37,140.25	60.52
Expenditures						
000	OPERATIONS	94,346.00	38,301.60	3,440.82	56,044.40	40.60
908	DEBT SERVICE	16,625.00	8,312.46	1,385.41	8,312.54	50.00
TOTAL EXPENDITURES		110,971.00	46,614.06	4,826.23	64,356.94	42.01
Fund 443 - BROWNFIELD REDEVELOPMENT AUTHORITY - BRA:						
TOTAL REVENUES		94,081.00	56,940.75	14,135.86	37,140.25	60.52
TOTAL EXPENDITURES		110,971.00	46,614.06	4,826.23	64,356.94	42.01
NET OF REVENUES & EXPENDITURES		(16,890.00)	10,326.69	9,309.63	(27,216.69)	61.14

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL
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GL NUMBER	DESCRIPTION	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	12/31/2018 NORMAL (ABNORMAL)	MONTH 12/31/2018 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 450 - INDUSTRIAL PARK TIFA						
Revenues						
INTEREST	INTEREST & RENTS	889.00	397.31	99.80	491.69	44.69
OTHER	OTHER	61,261.00	59,571.62	0.00	1,689.38	97.24
TOTAL REVENUES		62,150.00	59,968.93	99.80	2,181.07	96.49
Expenditures						
000	OPERATIONS	59,710.00	27,570.21	3,911.17	32,139.79	46.17
TOTAL EXPENDITURES		59,710.00	27,570.21	3,911.17	32,139.79	46.17
Fund 450 - INDUSTRIAL PARK TIFA:						
TOTAL REVENUES		62,150.00	59,968.93	99.80	2,181.07	96.49
TOTAL EXPENDITURES		59,710.00	27,570.21	3,911.17	32,139.79	46.17
NET OF REVENUES & EXPENDITURES		2,440.00	32,398.72	(3,811.37)	(29,958.72)	1,327.82

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GL NUMBER	DESCRIPTION	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	12/31/2018 NORMAL (ABNORMAL)	MONTH 12/31/2018 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY DDA						
Revenues						
TAXES	TAXES	44,204.00	45,862.43	4,429.62	(1,658.43)	103.75
INTEREST	INTEREST & RENTS	162.00	251.81	47.05	(89.81)	155.44
OTHER	OTHER	10,200.00	9,043.01	345.00	1,156.99	88.66
TOTAL REVENUES		54,566.00	55,157.25	4,821.67	(591.25)	101.08
Expenditures						
000	OPERATIONS	47,837.00	18,435.71	3,040.54	29,401.29	38.54
908	DEBT SERVICE	12,261.00	6,130.50	1,021.75	6,130.50	50.00
TOTAL EXPENDITURES		60,098.00	24,566.21	4,062.29	35,531.79	40.88
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY DDA:						
TOTAL REVENUES		54,566.00	55,157.25	4,821.67	(591.25)	101.08
TOTAL EXPENDITURES		60,098.00	24,566.21	4,062.29	35,531.79	40.88
NET OF REVENUES & EXPENDITURES		(5,532.00)	30,591.04	759.38	(36,123.04)	552.98
TOTAL REVENUES - ALL FUNDS						
TOTAL REVENUES - ALL FUNDS		210,797.00	172,066.93	19,057.33	38,730.07	81.63
TOTAL EXPENDITURES - ALL FUNDS		230,779.00	98,750.48	12,799.69	132,028.52	42.79
NET OF REVENUES & EXPENDITURES		(19,982.00)	73,316.45	6,257.64	(93,298.45)	366.91