

# City of Plainwell

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



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

“The Island City”

---

**AGENDA**  
**DDA/TIFA/BRA**  
**City Hall Council Chambers**  
**August 8, 2023 7:30 AM**

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Approval of Minutes/Summary – 07/11/2023 Meeting Minutes**
5. **General Public**
6. **Chairman’s Report**
7. **BRA Action Items**
  - A. Mill Updates
  - B. Accounts Payable for July of \$7,361.19
8. **DDA Action Items**
  - A. Discussion/ Updates on downtown projects
  - B. Accounts Payable for July of \$ 1,579.72
9. **TIFA Action Items**
  - A. Accounts Payable for July of \$783.05
10. **Communications:** 06/26/23, 07/10/23 Council Minutes. Also, the Financial Report/ Summary as of 07/31/2023
11. **Public Comments**
12. **Staff Comments:**

*Events:* Food Truck Rally, August 15; Sidewalk Sales August 25 & 26; Farmers Market  
*Businesses:* New owner of Envy; Bloom Eatery opening early/mid-September  
*Site Plans approved:* Hotel (Holiday Inn Express)
13. **Member Comments**
14. **Adjournment**

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

The City of Plainwell equal-opportunity provider and employer

***The Island City***

Minutes  
Plainwell DDA, BRA, and TIFA:  
**July 11, 2023**

1. Call to Order - Meeting called to order at 7:31 a.m. by Hopkins
2. Pledge of Allegiance
3. Roll Call  
**Members Present:** Randy Wisnaski, Adam Hopkins, Paul Rizzo, Justin Lakamper,  
**Excused:** Angela Ridgway, Nick Larabel, Paul Rizzo  
Approval of Minutes of 06/13/23: Minutes were approved to place on file.
4. General Public-None
5. Chairman's Report: Mention W. Bridge and N. Main Bridge work looks good
6. BRA Action Items
  - A. Lead Abatement on buildings; the project is back on track, 3 good days w/out compliance issues.
  - B. **Motion to accept accounts payable for June of \$19,529.35 was made by Wisnaski and seconded by Turley. All in favor vote. Motion carried.**
7. DDA Action Items
  - A. Progress Report on the Rental Rehab – discussion on the project and finalized reports
  - B. **Motion to accept accounts payable for June of \$447.39 was made by Turley and seconded by Wisnaski. All in favor vote. Motion carried.**
8. TIFA Action Items
  - A. Update on Industrial Park 52 Acres – 25 acres pending sale. 10 Acres to Nobis and 15 acres to Profielnorm. Leaving approximately 25 acres still available for sale.
  - B. **Motion to accept accounts payable for June of \$517.74 was made by Turley and seconded by Wisnaski. All in favor vote. Motion carried.**
9. Communications: 05/22/23 and 06/12/2023 Council Minutes. Also, the Financial Report/ Summary as of 06/30/2023 was approved and placed on file.
10. Public Comments: None
11. Staff Comments: Community Development Manager, Siegel reported:  
*Events:* Food Truck Rallies, Concerts at the Bandshell, Farmers' Market  
*Businesses:* Sale pending on Bridge St. Deli; Dean's Ice Cream; New owners of Old Plank have leased the restaurant portion, Bloom, opening mid to late August.  
*Site plans* – Mosaic Distillery is in the final stages  
Member Comments: Hopkins – Powered wash and painted the back of Design Street.
12. Adjournment: **A Motion to adjourn the meeting at 8:13 a.m. was made by Turley and seconded by Wisnaski.**

Submitted by Denise Siegel, Community Development Manager

08/01/2023 07:36 PM  
User: BKELLEY  
DB: Plainwell

INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL  
POST DATES 07/01/2023 - 07/31/2023  
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	JULY 2023 DENTAL/VISION	13.74	26147
243-443-718.001	Health Insurance Premiums	PRIORITY HEALTH	JULY 2023 HEALTH INSURANCE	170.98	26151
243-443-725.001	Fringe Benefit - Life Insu	MADISON NATIONAL LIFE INSU	JULY 2023 LIFE INSURANCE F	0.61	26150
243-443-725.010	WORKERS COMP 2022/2023	MML WORKERS COMP FUND	2023/2024 WORKERS COMPENSA	162.39	26146
243-443-935.001	LIABILITY INSURANCE	MICHIGAN MUNICIPAL LEAGUE	2023/2024 GENERAL LIABILI	7,013.47	26149
Total For Dept 443 PUBLIC				7,361.19	
Total For Fund 243 BROWNFI				7,361.19	

08/01/2023 07:36 PM  
User: BKELLEY  
DB: Plainwell

INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL  
POST DATES 07/01/2023 - 07/31/2023  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
-----------	-------------------	--------	---------------------	--------	---------

---

Fund Totals:

Fund 243 BROWNFIELD REDEVE	7,361.19
----------------------------	----------

7,361.19

08/01/2023 07:34 PM  
 User: BKELLEY  
 DB: Plainwell

INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL  
 POST DATES 07/01/2023 - 07/31/2023  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 BOTH OPEN AND PAID

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	JULY 2023 DENTAL/VISION	25.93	26147
248-443-718.001	Health Insurance Premiums	PRIORITY HEALTH	JULY 2023 HEALTH INSURANCE	300.19	26151
248-443-725.010	WORKERS COMP 2022/2023	MML WORKERS COMP FUND	2023/2024 WORKERS COMPENSA	30.68	26146
248-443-931.000	Outside Services (RMLB)	PREMIERE PRINTING CORP.	DDA - 500 MAP BROCHURE & 2	419.00	26189
248-443-931.000	SUMMER WEED CONTROL DOWNTCAA	LAWN CARE INC	SUMMER WEED CONTROL 2023	499.00	26261
248-443-935.001	LIABILITY INSURANCE	MICHIGAN MUNICIPAL LEAGUE	2023/2024 GENERAL LIABILITI	226.79	26149
Total For Dept 443 PUBLIC				1,501.59	
Dept 775 SPECIAL EVENTS					
248-775-881.022	Farmers Market	SANDWICH BOARDS ON THE CHE	Farmers Market	70.14	2389
248-775-881.022	Farmers Market Costs - DD	PLAINWELL ACE HARDWARE	DDA - CAUTION/BARRICADE TA	7.99	26232
Total For Dept 775 SPECIAL				78.13	
Total For Fund 248 DOWNTOW				1,579.72	

08/01/2023 07:34 PM  
User: BKELLEY  
DB: Plainwell

INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL  
POST DATES 07/01/2023 - 07/31/2023  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
-----------	-------------------	--------	---------------------	--------	---------

---

Fund Totals:

Fund 248 DOWNTOWN DEVELOPM	1,579.72
----------------------------	----------

---

1,579.72

08/01/2023 07:34 PM  
 User: BKELLEY  
 DB: Plainwell

INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL  
 POST DATES 07/01/2023 - 07/31/2023  
 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	JULY 2023 DENTAL/VISION	45.58	26147
247-443-718.001	Health Insurance Premiums	PRIORITY HEALTH	JULY 2023 HEALTH INSURANCE	399.19	26151
247-443-725.001	Fringe Benefit - Life Insu	MADISON NATIONAL LIFE INSU	JULY 2023 LIFE INSURANCE F	0.70	26150
247-443-725.010	WORKERS COMP 2022/2023	MML WORKERS COMP FUND	2023/2024 WORKERS COMPENSA	184.83	26146
247-443-775.000	Supplies - Repairs and Mai	PLAINWELL ACE HARDWARE	DPW - CONCRETE MIX BLUE S	5.59	26232
247-443-935.001	LIABILITY INSURANCE	MICHIGAN MUNICIPAL LEAGUE	2023/2024 GENERAL LIABILITI	147.16	26149
		Total For Dept 443 PUBLIC		783.05	
		Total For Fund 247 TAX INC		783.05	

08/01/2023 07:34 PM  
User: BKELLEY  
DB: Plainwell

INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL  
POST DATES 07/01/2023 - 07/31/2023  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
-----------	-------------------	--------	---------------------	--------	---------

---

Fund Totals:

Fund 247 TAX INCREMENT FIN	783.05
----------------------------	--------

---

783.05



MINUTES  
Plainwell City Council  
June 26, 2023

1. Mayor Keeler called the regular meeting to order at 7:00 PM in City Hall Council Chambers.
2. Andrew Fritz of Lighthouse Baptist Church gave the invocation.
3. Pledge of Allegiance was given by all present.
4. Roll Call: Present: Mayor Keeler, Mayor Pro Tem Steele, Councilmember Overhuel, Councilmember Keeney and Councilmember Wisnaski. Absent: None.
5. Approval of Minutes:  
**A motion by Steele, seconded by Overhuel, to accept and place on file the Council Minutes of the June 12, 2023 regular meeting and the Council Minutes of the June 20, 2023 special meeting. On a voice vote, all voted in favor. Motion passed.**
6. Public Comment: None.
7. County Commissioner Report: County Commissioner Gale Dugan gave an update on a remodeling project at the Allegan County Courthouse. This project allows useable space and room for a 3<sup>rd</sup> Circuit Court Judge. He stated that Judge Kengis is retiring, and there is hope that the State of Michigan will help defray the cost of hiring a visiting judge at ~\$400/day. Several grants have been applied for, including the Robin Grant which would provide Broadband service to ~12k households in Allegan County. He stated that there is no Gypsy Moth suppression plan at this time.
8. Finance Director/Deputy Clerk Kelley reported one change to the published Agenda. Item N to consider purchase approval for a water rescue boat for the Department of Public Safety was added.  
**A motion by Steele, seconded by Overhuel, to approve the Agenda for the June 26, 2023 meeting as presented. On a voice vote, all voted in favor. Motion passed.**
9. Mayor's Report: None.
10. Recommendations and Reports:

- A. **A motion by Overhuel, seconded by Steele, to open a Public Hearing at 7:03pm to consider the Commercial Rehabilitation Tax Exemption request. On a roll call vote, all in favor. Motion passed.**  
After a brief discussion, Council together with City Manager Lakamper decided to table the request to allow for further research. Of note- the request contained no site plans, and asked for a 10-year exemption.

**No public comment.**

**A motion by Steele, seconded by Overhuel, to close the Public Hearing at 7:05pm. On a roll call vote, all in favor. Motion passed.**

**A motion by Steele, seconded by Overhuel, to table the request at 7:06pm. On a roll call vote, all in favor. Motion passed.**

- B. Finance Director Kelley reported having communicated with two Board members, each of whose term expires on June 30. Both members expressed desire to continue serving. The Mayor recommended re-appointment of both members, subject to Council confirmation. There are vacancies on several boards, and applications are currently being reviewed.  
**A motion by Keeney to confirm both appointments to their respective Boards, seconded by Wisnaski. On a roll call vote, all voted in favor. Motion passed.**
- C. City Manager Lakamper provided information on competing bids for land at 830 Miller Road. Nobis has offered \$25,000 per acre for 20.48 acres for all three (3) lots abutting Lincoln Parkway. It was noted by City Manager Lakamper that this offer included all road frontage with utility supply. Profielnorm USA has submitted a Letter of Intent to purchase 15 acres at full asking price of \$35,000 per acre, with parcels that run North and South, thus allowing road frontage with utility access to other potential buyers. A representative from Profielnorm USA spoke to council, and stated that it is the company's intention to build a steel manufacturing plant, with employment potential for ~35 persons, and room for employee growth with business expansion. He stated that Plainwell would be the sole location of Profielnorm USA in the United States. He shared that Profielnorm was excited to be a part of the City of Plainwell, as both Profielnorm USA and Plainwell are known as "Islands".  
**A motion by Steele, seconded by Keeney, to acknowledge and agree to the terms of the Letter of Intent from Profielnorm USA to purchase 15 acres of land from the City of Plainwell. On a roll call vote, all voted in favor. Motion passed.**
- D. Superintendent Nieuwenhuis recommended Oudbier Instrument Co. to install a new meter at well 7. He submitted two bids to council for review, with preference to Oudbier based on their quote. He noted that there is a 3-4 week lead time for the meter.  
**A motion by Keeney, seconded by Wisnaski, to utilize Oudbier Instrument Co. for purchase and installation of a new meter at well 7. On a roll call vote, all voted in favor. Motion passed.**
- E. Finance Director Kelley and City Manager Lakamper gave updates concerning the 2022/2023 budget amendment. It was noted that the General Fund decreased \$7,200 (due to overtime pay for the Police Department and vacation time payout to retiring employees) and the Solid Waste fund decreased \$7,600 (due to equipment rental and unexpected legal costs).  
**A motion by Overhuel, seconded by Steele, to approve budget amendments as presented. On a roll call vote, all voted in favor. Motion passed.**
- F. Finance Director Kelley stated that the current Police Officers Labor Council labor (POLC) contract is up for renewal. Personnel Coordinator Kersten and City Attorney Pecor met with members of the POLC to negotiate terms for the new contract. Highlights include, but are not limited to: Health Savings Account deposits being made through payroll contributions, instead of a lump-sum deposit at the beginning of the plan year; Wages increasing 5% in year 1, 3.5% in years 2 and 3, and 3% in year 4 of the new contract; and vacation allowances being updated.  
**A motion by Wisnaski, seconded by Keeney, to approve the 4-year contract with the Police Officers Labor Council. On a roll call vote, all voted in favor. Motion passed.**
- G. Finance Director Kelley reminded Council about the recently finalized water rate study provided by Bakertilly. The resolution formalizes rates approved by Council at the June 12 meeting, and specifically identifies each ready-to-serve charge by meter size. The resolution also updates waste water rates which continue to be computed based on CPI.  
**A motion by Steele, seconded by Keeney, to adopt Resolution No. 2023-18 Establishing Water and Waste Water User Fees and Charges and place on file. On a roll call vote, all voted in favor. Motion passed.**

The City of Plainwell is an equal opportunity employer and provider

- H. Finance Director Kelley discussed the creation of a Special Assessment District to allow recycling costs to be billed with property tax.  
**A motion by Steele, seconded by Keeney, to approve Resolution No. 2023-19 and place on file. On a roll call vote, all voted in favor. Motion passed.**
- I. Finance Director Kelley discussed the creation of a Special Assessment District to allow semi-annual solid waste removal service costs to be billed with property tax.  
**A motion by Keeney, seconded by Wisnaski, to approve Resolution No. 2023-20 and place on file. On a roll call vote, all voted in favor. Motion passed.**
- J. Finance Director Kelley presented the proposed general fines and fees for the upcoming year taking which take effect on July 1, 2023.  
**A motion by Keeney, seconded by Wisnaski, to approve Resolution No. 2023-21 Fines and Fees Fiscal Year 2024 and place on file. On a roll call vote, all voted in favor. Motion passed.**
- K. **A motion by Steele, seconded by Overhuel, to open a Public Hearing at 7:49pm for consideration of the 2023-2024 Plainwell City Budget. On a roll call vote, all in favor. Motion passed.**  
Finance Director Kelley reported on the budget. Of concern were the Motor Pool Fund, the Solid Waste Fund, and the General Fund. Finance Director Kelley thanked Public Safety, the Department of Public Works, City Hall and Council for the assistance provided in creating this year's budget.
- No public comment.**
- A motion by Steele, seconded by Overhuel, to close the Public Hearing at 7:54pm. On a roll call vote, all in favor. Motion passed.**  
**A motion by Keeney, seconded by Wisnaski, to approve the 2023-2024 Plainwell City Budget and approve Resolution No. 2023-22 General Appropriations and Resolution No. 2023-23 Special & Operating Funds Appropriations and place on file. On a roll call vote, all in favor. Motion passed.**
- L. Finance Director Kelley presented a listing of blanket purchase orders for approval for fiscal year 2024. He explained that the city has ongoing contracts requiring purchase orders to improve efficiency and lessen delay.  
**A motion by Overhuel, seconded by Steele, to approve 21 confirming and blanket purchase orders Fiscal Year 2024 as presented. On a roll call vote, all voted in favor. Motion passed.**
- M. Finance Director Kelley stated that Public Act 152 of 2011 allows three options for employee healthcare. The City of Plainwell chooses Section 4 "80%/20%", as it has in years past.  
**A motion by Wisnaski, seconded by Keeney, to approve Resolution No. 2023-24 and place on file. On a roll call vote, all voted in favor. Motion passed.**
- N. Deputy Director Varley discussed with council the need to replace the 1995 river rescue boat. The current rescue boat is inflatable, and leaks. It has a low weight limit and underpowered motor. A suitable replacement rescue boat has been located by Public Safety Director Callahan. It is used, and priced as such. This purchase would allow significantly improved water rescues for Plainwell as well as neighboring communities.  
**A motion by Overhuel, seconded by Steele, to approve the purchase of a water rescue boat by the Department of Public Safety. The purchase amount is not to exceed \$20,000 and includes boat, trailer**

and any/all modifications required to such. 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 May Water Renewal and Public Safety Reports. 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 \$136,499.71 for payment of same. On a roll call vote, all voted in favor. Motion passed.**

13. Public Comments: None.

14. Staff Comments:

Personnel Coordinator Kersten had no comment.

Superintendent Nieuwenhuis reported bridge work wraps up this week. There is a curing period before the final coating can be applied. He reported that the Jersey Street paving is underway and progressing well.

Community Development Manager Siegel reported that all current projects are going well.

Superintendent Pond had no comment.

Finance Director/Deputy Clerk Kelley reports that Tax and Utility bills are being mailed this week.

City Manager Lakamper provided an update on the MRWA well head protection project. MRWA confirmed that there will be no cost to the City. He gave a lead abatement project update, and shared that there is a new process being trailed, and if successful, abatement will continue in July.

City Clerk Leonard had no comment.

Deputy Director Varley stated that DPS has solved two local cases of burglary and vandalism. He shared that the response to and containment of the recent propane tanker fire was admirable and successful, with several communities working together to provide support.

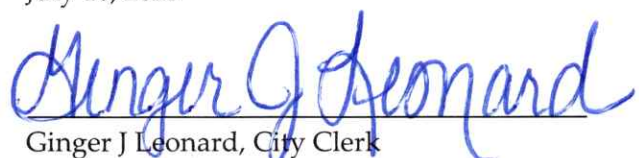
15. Council Comments: None

16. Adjournment:

**A motion by Steele, seconded by Overhuel, to adjourn the meeting at 8:19 PM. On a voice vote, all voted in favor. Motion passed.**

Minutes respectfully  
Submitted by,  
Ginger J Leonard  
City Clerk

MINUTES APPROVED BY CITY COUNCIL  
July 10, 2023

  
Ginger J Leonard, City Clerk

MINUTES  
Plainwell City Council  
July 10, 2023

1. Mayor Keeler called the regular meeting to order at 7:00 PM in City Hall Council Chambers.
2. Jared Bowen of Lighthouse Baptist Church gave the invocation.
3. Pledge of Allegiance was given by all present.
4. Roll Call: Present: Mayor Keeler, Mayor Pro Tem Steele, Councilmember Overhuel, and Councilmember Wisnaski. Absent: Councilmember Keeney.  
**A motion by Steele, seconded by Overhuel, to excuse Councilmember Keeney from the proceedings. On a voice vote, all voted in favor. Motion passed.**
5. Approval of Minutes:  
**A motion by Steele, seconded by Overhuel, to accept and place on file the Council Minutes of the June 26, 2023 regular meeting. On a voice vote, all voted in favor. Motion passed.**
6. Public Comment: None.
7. County Commissioner Report: None.
8. Clerk Leonard reported no changes to the Agenda.  
**A motion by Steele, seconded by Overhuel, to approve the Agenda for the July 10, 2023 meeting as presented. On a voice vote, all voted in favor. Motion passed.**
9. Mayor's Report: Mayor Keeler offered condolences to the Meert and Heenan families.
10. Recommendations and Reports:
  - A. Community Developer Manager Siegel provided an update on the EGLE loan. As requirement of the loan, an approved company must perform the loan closeout. The cost of this service is not to exceed \$5,000.00 and has already been provided for in the loan.  
**A motion by Wisnaski, seconded by Steele, to approve the contract with Fishbek for the closeout of the Brownfield Redevelopment Loan, in an amount not to exceed \$5,000.00. On a roll call vote, all in favor. Motion passed.**
  - B. City Manager Lakamper discussed an updated offer of \$30,057 an acre from Nobis Agriculture for lot 42, consisting of 10.56 acres of industrial property with road frontage on Lincoln and 8<sup>th</sup> streets. The total purchase price is \$317,404.00.  
**A motion by Overhuel, seconded by Wisnaski, to approve the purchase agreement with Nobis Agriculture and allow City Manager Lakamper to execute the sale of property. On a roll call vote, all voted in favor. Motion passed.**

Ben Nobis from Nobis Agriculture shared with council that he is looking forward to working with the city on the land purchase. He is a long time Plainwell resident, and owns and operates four businesses in Industrial Park. The land purchase will provide Nobis Agriculture the opportunity for significant

expansion. He hopes to build a production facility, and in time create jobs. He stated that he looks forward to working with City Manager Lakamper and Community Developer Manager Siegel.

11. Communications:

**A motion by Steele, seconded by Overhuel, to accept and place on file the June 2023 Investment and Fund Balance Reports. On a voice vote, all voted in favor. Motion passed.**

12. Accounts Payable:

**A motion by Wisnaski, seconded by Overhuel, that the bills be allowed and orders drawn in the amount of \$249,399.26 for payment of same. On a roll call vote, all voted in favor. Motion passed.**

13. Public Comments: None

14. Staff Comments:

Superintendent Nieuwenhuis reported that the Jersey Street paving is finished, and turned out well.

Community Development Manager Siegel reported that she has spoken with two different businesses interested in property on E. Bridge St. Both potential new businesses are restaurants. She shared that occupancy permits have been issued for the apartments above Perfect Image Salon and all apartments have tenants. She provided an update on the lead abatement project at the Mill. While progress is being made, the project is behind schedule.

Finance Director Kelley shared that he is working on the end of the year audit, and that tax bills have been mailed.

City Manager Lakamper discussed the lead abatement project, stating the closing of the EGLE loan may need to be delayed as there is still work to be done on several buildings. He met with the owners of the Warnement building to resolve issues with their tax abatement request and site plans should be available soon. He stated that he expects information from Profielnorm about the land purchase this week.

Public Safety Director Callahan stated that a citation was issued to a resident on Sherwood. He stated that the water rescue boat has been paid for, and that Lighthouse Baptist Church is hosting a public safety day.


15. Council Comments: Councilmembers Wisnaski and Overhuel stated that Jersey St looks good, and congratulated Superintendent Nieuwenhuis and his staff on a job well done. Mayor Pro-Tem Steele offered condolences to the Meert family.

16. Adjournment:

**A motion by Steele, seconded by Overhuel, to adjourn the meeting at 7:22 PM. On a voice vote, all voted in favor. Motion passed.**

Minutes respectfully  
submitted by,  
Ginger J Leonard  
City Clerk

MINUTES APPROVED BY CITY COUNCIL  
July 24, 2023

  
Ginger J Leonard, City Clerk

PERIOD ENDING 07/31/2021

% Fiscal Year Completed: 8.49

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

GL NUMBER	DESCRIPTION	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	07/31/2021	MONTH 07/31/2021	BALANCE	
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND						
Revenues						
243-000-404.040	Captured Tax Real - BR - City Tax	6,074.00	6,074.14	6,074.14	(0.14)	100.00
243-000-404.041	Captured Tax Real - BR - Library	1,105.00	731.68	731.68	373.32	66.22
243-000-404.042	Captured Tax Real - BR - Capital Impr	488.00	488.17	488.17	(0.17)	100.03
243-000-404.043	Captured Tax Real - BR - Fire Reserve	488.00	488.17	488.17	(0.17)	100.03
243-000-404.044	Captured Tax Real - BR - Solid Waste	635.00	634.63	634.63	0.37	99.94
243-000-404.047	Captured Tax Real - DDA - School	20,670.00	7,405.74	7,405.74	13,264.26	35.83
243-000-404.048	Captured Tax Real - BR - County Taxes	3,043.00	2,202.95	2,202.95	840.05	72.39
243-000-413.060	Captured Tax Pers - City Tax	9,283.00	9,283.05	9,283.05	(0.05)	100.00
243-000-413.061	Captured Tax Pers - Library	1,688.00	1,118.25	1,118.25	569.75	66.25
243-000-413.062	Captured Tax Pers - Capital Improvement	746.00	746.10	746.10	(0.10)	100.01
243-000-413.063	Captured Tax Pers - Fire Reserve	746.00	746.10	746.10	(0.10)	100.01
243-000-413.064	Captured Tax Pers - Solid Waste	970.00	969.93	969.93	0.07	99.99
243-000-413.065	Captured Tax Pers - County Taxes	4,651.00	3,366.77	3,366.77	1,284.23	72.39
243-000-665.000	Interest Earnings - Investments	0.00	3.25	3.25	(3.25)	100.00
243-000-699.401	Interfund Transfer In - Cap Improvement	80,000.00	6,666.67	6,666.67	73,333.33	8.33
TOTAL REVENUES		130,587.00	40,925.60	40,925.60	89,661.40	31.34
Expenditures						
243-443-703.000	Salaries/Wages - Full Time Employees	38,984.00	2,015.80	2,015.80	36,968.20	5.17
243-443-704.001	Wages - Part Time Employees	579.00	137.11	137.11	441.89	23.68
243-443-709.000	Payroll Taxes - FICA - Soc Sec/Medicare	2,841.00	151.82	151.82	2,689.18	5.34
243-443-712.001	Cash in Lieu of Benefits - Insurance Buy	122.00	3.65	3.65	118.35	2.99
243-443-716.000	Retirement - Defined Contribution 401a	3,729.00	224.65	224.65	3,504.35	6.02
243-443-718.001	Health Insurance Premiums - Current EE	6,956.00	543.07	543.07	6,412.93	7.81
243-443-718.013	Health Insurance - HSA - Employer Paid	3,237.00	0.00	0.00	3,237.00	0.00
243-443-723.001	Retiree Health Care - OPEB	283.00	23.62	23.62	259.38	8.35
243-443-725.001	Fringe Benefit - Life Insurance	43.00	3.56	3.56	39.44	8.28
243-443-725.010	Workers Comp Insurance	305.00	303.94	303.94	1.06	99.65
243-443-767.000	Clothing - Uniforms	65.00	0.00	0.00	65.00	0.00
243-443-775.000	Supplies - Repairs and Maintenance	500.00	0.00	0.00	500.00	0.00
243-443-801.000	Professional Services - Engineering	1,000.00	0.00	0.00	1,000.00	0.00
243-443-801.013	Professional Services - Attorney	2,000.00	0.00	0.00	2,000.00	0.00
243-443-801.030	Professional Services - Auditor	353.00	0.00	0.00	353.00	0.00
243-443-830.000	Contractual Reimbursement CRA Activities	37,940.00	0.00	0.00	37,940.00	0.00
243-443-851.000	Postage	100.00	0.00	0.00	100.00	0.00
243-443-900.000	Printing and Publishing	250.00	0.00	0.00	250.00	0.00
243-443-931.000	Outside Services (RMLB)	6,000.00	0.00	0.00	6,000.00	0.00
243-443-935.001	Property Liability Insurance	5,700.00	5,996.00	5,996.00	(296.00)	105.19
243-443-940.000	Rentals - Equipment	2,000.00	653.96	653.96	1,346.04	32.70
243-443-948.000	Computer Services	500.00	0.00	0.00	500.00	0.00
243-443-955.000	Miscellaneous Expense	100.00	0.00	0.00	100.00	0.00
243-900-972.000	Capital Outlay - Contracted Services	1,089,513.18	0.00	0.00	1,089,513.18	0.00
243-905-991.001	Debt Service - Principal -Interfund Loan	15,230.00	1,269.17	1,269.17	13,960.83	8.33
243-905-993.001	Debt Service - Interest - Interfund Loan	1,395.00	116.25	116.25	1,278.75	8.33
TOTAL EXPENDITURES		1,219,725.18	11,442.60	11,442.60	1,208,282.58	0.94
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND:						
TOTAL REVENUES		130,587.00	40,925.60	40,925.60	89,661.40	31.34

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL  
 PERIOD ENDING 07/31/2021  
 % Fiscal Year Completed: 8.49

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

GL NUMBER	DESCRIPTION	2021-22		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	07/31/2021 (ABNORMAL)	MONTH 07/31/2021	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE	
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND									
TOTAL EXPENDITURES		1,219,725.18		11,442.60		11,442.60		1,208,282.58	0.94
NET OF REVENUES & EXPENDITURES		(1,089,138.18)		29,483.00		29,483.00		(1,118,621.18)	2.71



PERIOD ENDING 07/31/2021

% Fiscal Year Completed: 8.49

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

GL NUMBER	DESCRIPTION	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	07/31/2021	MONTH 07/31/2021	BALANCE	
Fund 247 - TAX INCREMENT FINANCE AUTHORITY FUND						
Revenues						
247-000-583.000	Local Grants	81,334.00	0.00	0.00	81,334.00	0.00
247-000-665.000	Interest Earnings - Investments	180.00	13.31	13.31	166.69	7.39
TOTAL REVENUES		81,514.00	13.31	13.31	81,500.69	0.02
Expenditures						
247-443-703.000	Salaries/Wages - Full Time Employees	46,108.00	2,146.16	2,146.16	43,961.84	4.65
247-443-704.001	Wages - Part Time Employees	0.00	61.35	61.35	(61.35)	100.00
247-443-709.000	Payroll Taxes - FICA - Soc Sec/Medicare	3,357.00	154.57	154.57	3,202.43	4.60
247-443-712.001	Cash in Lieu of Benefits - Insurance Buy	311.00	6.94	6.94	304.06	2.23
247-443-716.000	Retirement - Defined Contribution 401a	2,360.00	145.54	145.54	2,214.46	6.17
247-443-718.001	Health Insurance Premiums - Current EE	6,828.00	479.78	479.78	6,348.22	7.03
247-443-718.013	Health Insurance - HSA - Employer Paid	3,290.00	0.00	0.00	3,290.00	0.00
247-443-723.001	Retiree Health Care - OPEB	30.00	2.50	2.50	27.50	8.33
247-443-725.001	Fringe Benefit - Life Insurance	22.00	1.54	1.54	20.46	7.00
247-443-725.010	Workers Comp Insurance	249.00	248.13	248.13	0.87	99.65
247-443-801.013	Professional Services - Attorney	2,500.00	0.00	0.00	2,500.00	0.00
247-443-801.030	Professional Services - Auditor	67.00	0.00	0.00	67.00	0.00
247-443-931.000	Outside Services (RMLB)	200.00	0.00	0.00	200.00	0.00
247-443-935.001	Property Liability Insurance	400.00	420.77	420.77	(20.77)	105.19
247-443-940.000	Rentals - Equipment	2,200.00	190.57	190.57	2,009.43	8.66
247-443-955.000	Miscellaneous Expense	500.00	0.00	0.00	500.00	0.00
247-443-962.000	Memberships & Dues	300.00	0.00	0.00	300.00	0.00
TOTAL EXPENDITURES		68,722.00	3,857.85	3,857.85	64,864.15	5.61
Fund 247 - TAX INCREMENT FINANCE AUTHORITY FUND:						
TOTAL REVENUES		81,514.00	13.31	13.31	81,500.69	0.02
TOTAL EXPENDITURES		68,722.00	3,857.85	3,857.85	64,864.15	5.61
NET OF REVENUES & EXPENDITURES		12,792.00	(3,844.54)	(3,844.54)	16,636.54	30.05

PERIOD ENDING 07/31/2021

% Fiscal Year Completed: 8.49

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

GL NUMBER	DESCRIPTION	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	07/31/2021 (NORMAL (ABNORMAL))	MONTH 07/31/2021 (INCREASE (DECREASE))	BALANCE (NORMAL (ABNORMAL))	
<b>Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND</b>						
<b>Revenues</b>						
248-000-404.030	Captured Tax Real - DDA - City Tax	26,174.00	26,635.52	26,635.52	(461.52)	101.76
248-000-404.031	Captured Tax Real - DDA - Library	4,740.00	3,208.14	3,208.14	1,531.86	67.68
248-000-404.032	Captured Tax Real - DDA - Capital Impr	2,091.00	2,140.49	2,140.49	(49.49)	102.37
248-000-404.033	Captured Tax Real - DDA - Fire Reserve	2,091.00	2,140.49	2,140.49	(49.49)	102.37
248-000-404.034	Captured Tax Real - DDA - Solid Waste	12,591.00	2,782.72	2,782.72	9,808.28	22.10
248-000-404.045	Captured Tax Real - DDA - County Taxes	2,718.00	9,659.94	9,659.94	(6,941.94)	355.41
248-000-413.060	Captured Tax Pers - City Tax	2,044.00	1,830.79	1,830.79	213.21	89.57
248-000-413.061	Captured Tax Pers - Library	370.00	220.50	220.50	149.50	59.59
248-000-413.062	Captured Tax Pers - Capital Improvement	163.00	147.15	147.15	15.85	90.28
248-000-413.063	Captured Tax Pers - Fire Reserve	163.00	147.15	147.15	15.85	90.28
248-000-413.064	Captured Tax Pers - Solid Waste	212.00	191.29	191.29	20.71	90.23
248-000-413.065	Captured Tax Pers - County Taxes	983.00	663.97	663.97	319.03	67.55
248-000-583.000	Local Grants	6,874.00	0.00	0.00	6,874.00	0.00
248-000-642.001	Sales of Merchandise - DDA	0.00	9.44	9.44	(9.44)	100.00
248-000-654.001	Charges for Service - Farmers Market Fee	2,200.00	200.00	200.00	2,000.00	9.09
248-000-654.102	Special Event Revenues - DDA	300.00	0.00	0.00	300.00	0.00
248-000-654.103	Donations - Movies In the Park - DDA	800.00	0.00	0.00	800.00	0.00
248-000-665.000	Interest Earnings - Investments	135.00	13.81	13.81	121.19	10.23
<b>TOTAL REVENUES</b>		<b>64,649.00</b>	<b>49,991.40</b>	<b>49,991.40</b>	<b>14,657.60</b>	<b>77.33</b>
<b>Expenditures</b>						
248-443-703.000	Salaries/Wages - Full Time Employees	18,449.00	801.75	801.75	17,647.25	4.35
248-443-709.000	Payroll Taxes - FICA - Soc Sec/Medicare	1,334.00	54.31	54.31	1,279.69	4.07
248-443-712.001	Cash in Lieu of Benefits - Insurance Buy	13.00	0.86	0.86	12.14	6.62
248-443-716.000	Retirement - Defined Contribution 401a	132.00	10.72	10.72	121.28	8.12
248-443-718.001	Health Insurance Premiums - Current EE	2,848.00	255.79	255.79	2,592.21	8.98
248-443-718.013	Health Insurance - HSA - Employer Paid	1,260.00	0.00	0.00	1,260.00	0.00
248-443-723.001	Retiree Health Care - OPEB	0.00	0.78	0.78	(0.78)	100.00
248-443-725.001	Fringe Benefit - Life Insurance	1.00	0.14	0.14	0.86	14.00
248-443-725.010	Workers Comp Insurance	75.00	74.74	74.74	0.26	99.65
248-443-775.000	Supplies - Repairs and Maintenance	100.00	7.99	7.99	92.01	7.99
248-443-801.030	Professional Services - Auditor	67.00	0.00	0.00	67.00	0.00
248-443-851.000	Postage	100.00	0.00	0.00	100.00	0.00
248-443-900.000	Printing and Publishing	1,800.00	45.00	45.00	1,755.00	2.50
248-443-931.000	Outside Services (RMLB)	200.00	0.00	0.00	200.00	0.00
248-443-935.001	Property Liability Insurance	616.00	647.99	647.99	(31.99)	105.19
248-443-940.000	Rentals - Equipment	200.00	0.00	0.00	200.00	0.00
248-443-948.000	Computer Services	50.00	0.00	0.00	50.00	0.00
248-443-955.000	Miscellaneous Expense	400.00	0.00	0.00	400.00	0.00
248-443-960.000	Education & Training - Professional	100.00	175.00	175.00	(75.00)	175.00
248-443-962.000	Memberships & Dues	1,430.00	0.00	0.00	1,430.00	0.00
248-775-880.021	Community Promotion - Special Events	2,000.00	0.00	0.00	2,000.00	0.00
248-775-881.022	Farmers Market Costs - DDA	425.00	0.00	0.00	425.00	0.00
248-775-881.025	Christmas Ornament Costs - DDA	800.00	0.00	0.00	800.00	0.00
248-775-881.036	Movies in the Park Costs - DDA	1,500.00	960.00	960.00	540.00	64.00
248-900-723.001	Retiree Health Care - OPEB	9.00	0.00	0.00	9.00	0.00
248-900-971.000	Capital Purchase	18,000.00	0.00	0.00	18,000.00	0.00
248-905-991.001	Debt Service - Principal -Interfund Loan	11,900.00	991.67	991.67	10,908.33	8.33
248-905-993.001	Debt Service - Interest - Interfund Loan	361.00	30.08	30.08	330.92	8.33
<b>TOTAL EXPENDITURES</b>		<b>64,170.00</b>	<b>4,056.82</b>	<b>4,056.82</b>	<b>60,113.18</b>	<b>6.32</b>

PERIOD ENDING 07/31/2021

% Fiscal Year Completed: 8.49

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

GL NUMBER	DESCRIPTION	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	07/31/2021	MONTH 07/31/2021	BALANCE	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND						
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND:						
	TOTAL REVENUES	64,649.00	49,991.40	49,991.40	14,657.60	77.33
	TOTAL EXPENDITURES	64,170.00	4,056.82	4,056.82	60,113.18	6.32
	NET OF REVENUES & EXPENDITURES	479.00	45,934.58	45,934.58	(45,455.58)	9,589.68
	TOTAL REVENUES - ALL FUNDS	276,750.00	90,930.31	90,930.31	185,819.69	32.86
	TOTAL EXPENDITURES - ALL FUNDS	1,352,617.18	19,357.27	19,357.27	1,333,259.91	1.43
	NET OF REVENUES & EXPENDITURES	(1,075,867.18)	71,573.04	71,573.04	(1,147,440.22)	6.65

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL  
 PERIOD ENDING 07/31/2021  
 % Fiscal Year Completed: 8.49

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

GL NUMBER	DESCRIPTION	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	07/31/2021	MONTH 07/31/2021	BALANCE	
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND						
Revenues						
D01	Taxes	50,587.00	34,255.68	34,255.68	16,331.32	67.72
D08	Interest and rentals	0.00	3.25	3.25	(3.25)	100.00
05	Transfer in	80,000.00	6,666.67	6,666.67	73,333.33	8.33
TOTAL REVENUES		130,587.00	40,925.60	40,925.60	89,661.40	31.34
Expenditures						
443	PUBLIC WORKS	113,587.00	10,057.18	10,057.18	103,529.82	8.85
900	CAPITAL OUTLAY	1,089,513.18	0.00	0.00	1,089,513.18	0.00
905	DEBT SERVICE	16,625.00	1,385.42	1,385.42	15,239.58	8.33
TOTAL EXPENDITURES		1,219,725.18	11,442.60	11,442.60	1,208,282.58	0.94
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND:						
TOTAL REVENUES		130,587.00	40,925.60	40,925.60	89,661.40	31.34
TOTAL EXPENDITURES		1,219,725.18	11,442.60	11,442.60	1,208,282.58	0.94
NET OF REVENUES & EXPENDITURES		(1,089,138.18)	29,483.00	29,483.00	(1,118,621.18)	2.71

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL

PERIOD ENDING 07/31/2021

% Fiscal Year Completed: 8.49

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

GL NUMBER	DESCRIPTION	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	07/31/2021	MONTH 07/31/2021	BALANCE	
Fund 247 - TAX INCREMENT FINANCE AUTHORITY FUND						
Revenues						
D08	Interest and rentals	180.00	13.31	13.31	166.69	7.39
D04	State grants	81,334.00	0.00	0.00	81,334.00	0.00
TOTAL REVENUES		81,514.00	13.31	13.31	81,500.69	0.02
Expenditures						
443	PUBLIC WORKS	68,722.00	3,857.85	3,857.85	64,864.15	5.61
TOTAL EXPENDITURES		68,722.00	3,857.85	3,857.85	64,864.15	5.61
Fund 247 - TAX INCREMENT FINANCE AUTHORITY FUND:						
TOTAL REVENUES		81,514.00	13.31	13.31	81,500.69	0.02
TOTAL EXPENDITURES		68,722.00	3,857.85	3,857.85	64,864.15	5.61
NET OF REVENUES & EXPENDITURES		12,792.00	(3,844.54)	(3,844.54)	16,636.54	30.05

PERIOD ENDING 07/31/2021

% Fiscal Year Completed: 8.49

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

GL NUMBER	DESCRIPTION	2021-22	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	07/31/2021 NORMAL (ABNORMAL)	MONTH 07/31/2021 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND						
Revenues						
D01	Taxes	54,340.00	49,768.15	49,768.15	4,571.85	91.59
D08	Interest and rentals	135.00	13.81	13.81	121.19	10.23
D04	State grants	6,874.00	0.00	0.00	6,874.00	0.00
UNCLASSIFIED	Unclassified	3,300.00	209.44	209.44	3,090.56	6.35
TOTAL REVENUES		64,649.00	49,991.40	49,991.40	14,657.60	77.33
Expenditures						
443	PUBLIC WORKS	29,175.00	2,075.07	2,075.07	27,099.93	7.11
775	SPECIAL EVENTS	4,725.00	960.00	960.00	3,765.00	20.32
900	CAPITAL OUTLAY	18,009.00	0.00	0.00	18,009.00	0.00
905	DEBT SERVICE	12,261.00	1,021.75	1,021.75	11,239.25	8.33
TOTAL EXPENDITURES		64,170.00	4,056.82	4,056.82	60,113.18	6.32
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND:						
TOTAL REVENUES		64,649.00	49,991.40	49,991.40	14,657.60	77.33
TOTAL EXPENDITURES		64,170.00	4,056.82	4,056.82	60,113.18	6.32
NET OF REVENUES & EXPENDITURES		479.00	45,934.58	45,934.58	(45,455.58)	9,589.68
TOTAL REVENUES - ALL FUNDS						
		276,750.00	90,930.31	90,930.31	185,819.69	32.86
TOTAL EXPENDITURES - ALL FUNDS						
		1,352,617.18	19,357.27	19,357.27	1,333,259.91	1.43
NET OF REVENUES & EXPENDITURES		(1,075,867.18)	71,573.04	71,573.04	(1,147,440.22)	6.65

## AGENDA ITEMS

7. **BRA Action Items:**

A. Recommended Action: Discussion/Updates on Mill

B. Accounts Payable:

Recommended Action: Consider confirming the BRA payables for July in the amount of \$ 7,361.19

8. **DDA Action Items:**

A. Recommended Action: Update/discussion on happenings downtown

B. Accounts Payable:

Recommended Action: Consider confirming the DDA payables for June in the amount of \$ 1579.72

9. **TIFA Action Items:**

A Recommended Action:

B. Accounts Payable:

Recommended Action: Consider confirming the TIFA payables for July in the amount of \$ 783.05

**A reminder of Upcoming Meetings/Events:**

- August 15 – Food Truck Rally 5-7:30 pm/ Fannie Pell Park
- August 16 - Planning Commission 6:30 p.m. /Council Chambers
- August 17 – Parks and Trees Meeting 5:00 p.m. / City Hall Conference Room
- August 25 & 26 – Sidewalk Sales Downtown
- August 28 – City Council Meeting at 7:00 p.m./ Council Chambers