

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
November 9, 2021 7:30 AM

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Approval of Minutes/Summary –10/12/21 Meeting Minutes**
5. **Chairman’s Report**
6. **BRA Action Items**
 - A. Mill Progress Updates
 - B. Accounts Payable for October of \$49,833.68
7. **DDA Action Items**
 - A. OP Chamber President Jim Szilagyi
 - B. RFP review for the Jenson Lot
 - C. Accounts Payable for October of \$720.31
8. **TIFA Action Items**
 - A. Property Updates/EDA Grant
 - B. Accounts Payable for October of \$4,498.05
9. **Communications:** 10/11 Council Minutes. Also, the Financial Report/ Summary as of 10/31/2021
10. **Public Comments**
11. **Staff Comments:**

Community Updates: November events: Shop Small Saturday, Indoor Market began Saturday; Holiday events: Light Up the Night and holiday Parade, Shop the Merry Mile, Santa visits.
Businesses: Dog and The Bank is now open; RFP out for a grant administrator the MEDC funding for 113 N. Main St. apartments; 119 W. Bridge St. Rehabilitation District is set for a Public Hearing Dec. 13 at City Council Meeting
Trainings/Conferences: I attended the MDA Statewide Conference Nov. 4 & 5
Grants: Allegan Community Foundation \$3,660 (repair the Gazebo); EDA 1.4 ml for Industrial Park road repair and new road; MEDC Rehabilitation District Grant, 1.5 ml for 119 W. Bridge St.; MEDC Rental Rehab grant, \$350,000, for 113 N. Main (Perfect Image) apartments
Received: \$22,100 grant from RRC-TA funds for updating our Master Plan and Economic Development Strategy.
12. **Member Comments**
13. **Adjournment**

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

The Island City



The City of Plainwell is an equal opportunity provider and employer

Minutes
Plainwell DDA, BRA and TIFA:
October 12, 2021

1. Call to Order - Meeting called to order at 7:30 a.m. by Rizzo
2. Pledge of Allegiance
3. Roll Call
Members Present: Jim Turley, EJ Hart, Randy Wisnaski, David O'Bryant, Adam Hopkins, Angela Ridgway, Paul Rizzo, Erik Wilson
Excused: Nick Larabel
4. Approval of Minutes of 09/14/21: minutes were approved to place on file.
5. Chairman's Report: None
6. BRA Action Items
 - A. Mill Demolition updates – Melching back on site, for repairs.
 - B. Motion to accept accounts payable for September of \$123,104.67 was made by Hart and seconded by Turley. All in favor vote. Motion carried.**
7. DDA Action Items
 - A. Revolving Loan Quarterly Report – update
 - B. OP Chamber Contract – much discussion on the benefits and services to the City DDA, and the values placed on services by the Chamber seemed very random. Ridgway brought up the \$500 value on ribbon cuttings, compared to Otsego's DDA value, to the value placed on adding the city link to their website. Comparison to Otsego DDA Contract and City of Otsego contract clearly shows the Chamber is asking more from Plainwell DDA for less services. Hopkins brought attention to the termination section of the contract, discussion was based on how it was written and questionable. Comments from all the board members lead to the same conclusion, \$1250 for one year. **A motion was made by Wisnaski and seconded by Hart to provide the Chamber a counter offer at \$1250 for a one-year contract. A roll call vote was held, Motion carried.**

Roll Call Vote
Ayes: Wisnaski, Turley, Hopkins, Hart, Ridgway, Wilson
Nays: O'Bryant
Abstained: Rizzo
Absent: Larabel
 - C. Motion to accept accounts payable for September of \$6,590.11 was made by Wisnaski and seconded by Turley. All in favor vote. Motion carried.**
8. TIFA Action Items
 - A. Update on the 52 Acres was given by Wilson, City Manager. Survey has been completed, the environmental review has been completed, closing in November.
 - B. Motion to accept accounts payable for September of \$4,087.52 was made by Hart and seconded by Hopkins. All in favor vote. Motion carried.**

9. Communications: 09/13 & 9/27 Council Minutes. Also, the Financial Report/ Summary as of 09/30/2021 were approved and placed on file.

10. Public Comments: None

11. Staff Comments: Community Development Manager, Siegel reported:

Community Updates: Events taking place this weekend. Ladies Night, Pumpkins in the Park, Arts and Eats.

Businesses: Dog and The Bank opening November; Around the Board Game Café, a bit behind waiting on supplies;

12. Member Comments:

Wisnaski – gave an update on the clean up by City Staff of the Clark Gas Station

13. Adjournment: **A Motion to adjourn the meeting 8:51 a.m. was made by Turley and seconded by Hart.**

Submitted by Denise Siegel, Community Development Manager

DRAFT

INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL
 POST DATES 10/01/2021 - 10/31/2021
 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 | COPS HEALTH TRUST | OCTOBER 2021 DENTAL & VISION | 36.20 | 17847 |
| 443-000-715.010 | Health Insurance Premiums | PRIORITY HEALTH | OCTOBER 2021 HEALTH INSURANCE | 677.03 | 17849 |
| 443-000-715.015 | LIFE INSURANCE | MADISON NATIONAL LIFE INSURANCE | OCTOBER 2021 LIFE INSURANCE COVERAGE | 3.56 | 17848 |
| 443-000-743.000 | DPW UNIFORM SPREAD | CONTINENTAL LINEN SERVICES | DPW UNIFORMS/RUGS SEPTEMBER 2021 | 1.78 | 17933 |
| Total For Dept 000 OPERATIONS | | | | 718.57 | |
| Dept 970 CAPITAL OUTLAY | | | | | |
| 443-970-972.000 | BLDGS 2 & 3 ENCAPSULATION 20 YR | MELCHING, INC. | COMPLETION OF BLDG 2 & 3 ROOF ENCAPSULATION | 40,961.30 | 17944 |
| 443-970-972.000-2020-00001 | Contracted Services | ROBERT DARVAS ASSOCIATES INC | SERVICES THROUGH 09/30/2021 - MILL DEMOLITION | 180.00 | 17943 |
| 443-970-972.000-2020-00001 | DEMOLITION PROJECT OVERSIGHT | GHD SERVICES INC | MILL DEMO PHASE III - SERVICES THROUGH | 7,973.81 | 17936 |
| Total For Dept 970 CAPITAL OUTLAY | | | | 49,115.11 | |
| Total For Fund 443 BROWNFIELD REDEVELOPMENT AUTHORITY - | | | | 49,833.68 | |

INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL
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| GL Number | Invoice Line Desc | Vendor | Invoice Description | Amount | Check # |
|-----------|-------------------|--------|---------------------|--------|---------|
|-----------|-------------------|--------|---------------------|--------|---------|

Fund Totals:

| | |
|--------------------------|-----------|
| Fund 443 BROWNFIELD REDI | 49,833.68 |
|--------------------------|-----------|

| | |
|----------------------|------------------|
| Total For All Funds: | <u>49,833.68</u> |
|----------------------|------------------|

Comparison w/Otsego DDA and City of Otsego vs City of Plainwell DDA

| Otsego Main Street/DDA | City of Plainwell/DDA | City of Otsego |
|--|--|---|
| Lunch & Learn \$ 250.00 | Tourism – \$1500 | Tourism - \$1500 |
| Ribbon Cutting(s) \$ 250.00 | WMTA Membership - \$500 | WMTA membership \$500 |
| Community Calendar \$ 500.00 | Business Support Services \$1,000 | Business Support Services \$1,000 |
| | Ribbon Cuttings - \$500 (\$250) | Ribbon Cuttings - \$500 |
| Otsego DDA chose Chamber Services and put their own value on the services. | Community Calendar - \$500 | Community Calendar - \$500 |
| | Visitor Guide - \$2,085 | Visitors Guide -2,085 |
| | | Community Events - \$3,500 |
| | \$6,085 | \$9,585.00 |
| OMS/DDA – pays \$1,000 3-year contract | COP DDA - \$1,250 (offer on the table)1-year contract Chamber asked for \$1250 1st yr and \$2,500 for year 2 & 3 | COO – pays \$1,500 3-year contract |

AGREEMENT FOR MARKETING DEVELOPMENT SERVICES

This Agreement for Marketing Development Services, is made as of July 15, 2021 by the Otsego-Plainwell Area Chamber of Commerce (the “Chamber”), a Michigan nonprofit corporation, whose address is 135 E. Allegan Street, Otsego, MI 49078, and the City of Plainwell, Downtown Development Authority (the “CITY/DDA”), a Michigan municipal corporation, whose address is 211 N. Main St, Plainwell, MI 49080.

- A. The CITY/DDA is authorized by Michigan law to undertake economic development activities.
- B. The Chamber is a nonprofit corporation that is able to provide Business Marketing and Promotional Services to the CITY/DDA while acting as a Regional Resource for Tourism.

TERMS AND CONDITIONS

In consideration of the mutual covenants and agreements constrained in this Agreement, it is agreed as follows:

1. **General Agreement.** The CITY/DDA contracts with the Chamber to provide general marketing and promotional services to the City and the geographical region in which they are located, including projects and activities in tourism, agriculture, commercial, retail, financial and industrial businesses.
2. **Payment for Services.** As consideration for the services to be provided pursuant to the Agreement, the CITY/DDA shall pay such amount as is determined annually by the Chamber’s Board of Directors. However, in no event shall this annual amount exceed \$1,250 for the first year, \$2,500 for the second year, and \$2,500 for the third year of this Agreement’s term. Payment is to be made by January 15th, of each year.
3. **Reporting.** The Chamber shall deliver to the CITY/DDA the same annual reports, i.e. activity reports, minutes, committee reports and other pieces of information, as are presently provided to members of the Chamber’s Board of Directors.
4. **Term.** This Agreement shall have a 3-year term. This Agreement may be renewed by mutual written agreement of all of the parties for an additional term or terms, the duration of which shall be specified in such Agreement.
5. **Termination.** This Agreement may be terminated at any time by mutual agreement or by either party, upon 90 days prior written notice to the other, in the event the other party fails or refuses to perform any of its duties and responsibilities under the Agreement. However, if failure to perform can be remedied within 90 days after notice, then the notice shall be null and void if the failure is in fact remedied within such 90 day time period. Notwithstanding the performance subsequent to termination.
6. **Independent Contractor.** In the performance of the services to be provided pursuant to this Agreement, it’s mutually agreed that the Chamber shall be at all times acting and performing as an independent contractor.

7. **Effective Date.** This Agreement shall be effective on January 1, 2022.
8. **Miscellaneous.** The Agreement and all rights and obligations under it shall not be assignable unless all parties agree in writing to such assignment. This Agreement shall ensure to the benefit of and be binding upon the parties and their respective successors and permitted assigns. All notices and other documents required by this Agreement shall be in writing and addressed to the respective parties at the addresses stated on Page 1 and shall be delivered in person or by ordinary mail properly addressed with sufficient postage. This Agreement has been executed in the State of Michigan and shall be governed by Michigan law. The waiver by either party of a breach of any provision of this Agreement shall not be a waiver of any subsequent breach of the same or any other provision of this Agreement. This Agreement may be executed in multiple counterparts, all of which shall be deemed to be one contract. This Agreement states the entire agreement between the parties. All prior oral or written understandings and agreements are merged into it. The captions are for convenience only and shall not affect its interpretation. This Agreement shall be enforceable only by the parties and their permitted successors and assigns and no other person shall have the right to enforce any of its provisions. All amendments to this Agreement shall be in writing and signed by both parties.

The Parties have executed this Contract as of the date first written above.

Otsego-Plainwell Area Chamber of Commerce Representatives:

Signature: _____ Date: _____

Signature: _____ Date: _____

CITY/DDA of Plainwell Representatives:

Signature: _____ Date: _____

Signature: _____ Date: _____

Exhibit A: 2021 Otsego-Plainwell Chamber of Commerce Strategic Business Plan

Exhibit B: Amendment-2022

Exhibit A



2021 Strategic Business Plan
“One Community - One Mission”

The goal of this 2021 Strategic Business Plan is to develop a comprehensive organized outline that reflects & inspires growth of our Chamber. We are an extension of our business partners, and we are proud to support them through our programs & benefits. Our priorities this year will build our Chamber’s value to members, while we invest in the entire Otsego-Plainwell community.

A. Priority Items for 2021:

- | | |
|---|---------------------------|
| 1. After Hours Business Mixers/Networking | Status: In-Process |
| 2. Membership in MI Chamber of Commerce | Status: Complete |
| 3. New Programs | |
| A. Restaurant Gift Card Program | Status: In-Process |
| Develop a committee of restaurant owners to provide a program. | |
| B. Lunch & Learn(s) | Status: In-Process |
| Offer one in 2021 | |
| C. Scholarships | Status: |
| Create an end of the year business grant/scholarship(s) | |
| D. Develop Member-Member Benefit Program | Status: |
| 4. Improve Chamber Social Media Presence | Status: In-Process |
| Hire a intern to create/manage a more dynamic social media platform | |
| Create a “Like, Share” contest using Chamber members' donations | |
| Increased Utilization of Chamber Website & Newsletter | |
| 5. CITY/DDA, Township Agreements | Status: In-Process |
| 6. Lakeshore Advantage | Status: In-Process |
| Participate in BIR process | |
| 7. Revenue Generation | |
| A. Create a VIP Chamber Member Program | Status: In-Process |
| B. Revise/Adjust member dues program for 2022 | Status: In-Process |
| C. Investigate grants opportunities for nonprofits | Status: |
| 8. Office Productivity Software | Status: In-Process |
| 9. Create Executive Director Job Description | Status: In-Process |
| 10. 2022 Strategic Plan Review | Status: |
| A. Survey Chamber Members in October, ‘21 | |
| B. Annual Event Review | |
| C. Budget/Timing considerations | |
| D. Prioritize new items for the coming year | |

Exhibit B

AMENDMENT-2022

| <u>Discussion Items:</u> | <u>Value to The City of Plainwell:</u> |
|---|--|
| *Regional Tourism Resource with an emphasis on Marketing | \$ 1,500.00 |
| Tourism Tab on Chamber Website listing City Venues | |
| Links to City of Plainwell Website from Chamber Website | |
| *Membership in West Michigan Tourist Association (WMTA) | \$ 500.00 |
| *Business Support Services | |
| Educational Seminars “Lunch & Learn” | \$ 1,000.00 |
| (Minimum of one to be hosted at a Plainwell location in calendar year 2022) | |
| Ribbon Cutting(s) | \$ 500.00 |
| Community Calendar | \$ 500.00 |
| Post Plainwell Community Events on Calendar | |
| Posting capability | |
| Visitor’s Guide | |
| Editorial | \$ 2,085.00 (4 pages) |
| Strategic Placement of 3,500 copies | |
| Total Chamber Services Value to the City: | \$ 6,085.00 |

***Year to Year Business Plans** to be developed/shared with City & DDA Partner’s input. Participation in the process designed to be collaborative.

***CITY/DDA will have monthly statistical reports** referencing the number of clicks per month to the City of Plainwell link to be included in the monthly Chamber Board “Executive Directors” Report.

***City of Plainwell marketing materials** distributed to walk-in visitors as provided by CITY/DDA.

RFP Jenson Lot 10/29/21 3:03 p.m.

| Qualifications Met | Name | Offer | Use | Timeline | Financing |
|---------------------------|------------------|--------------|-----------------------|-----------------|---|
| Yes | David O'bryant | \$1.00 | office /retail space | 2-3 years | cash/bank loan |
| Yes | Barb Bechtel | \$27,317.00 | Expansion | Begin ASAP | Self funded/possibly apply for revolving loan |
| No (provide 1 copy) | Melissa DeVisser | \$3,500 | Performing Arts Space | 2 years | Grants/loans/Donations |

Opened by:
Brian Kelley
Denise Siegel

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|---|----------------------------------|---------------------------------|---|----------------------|---------|
| Fund 494 DOWNTOWN DEVELOPMENT AUTHORITY DDA | | | | | |
| Dept 000 OPERATIONS | | | | | |
| 494-000-715.010 | Health Insurance Premiums | COPS HEALTH TRUST | OCTOBER 2021 DENTAL & VISION | 29.29 | 17847 |
| 494-000-715.010 | Health Insurance Premiums | PRIORITY HEALTH | OCTOBER 2021 HEALTH INSURANCE | 291.29 | 17849 |
| 494-000-715.015 | Life Insurance | MADISON NATIONAL LIFE INSURANCE | OCTOBER 2021 LIFE INSURANCE COVERAGE | 0.14 | 17848 |
| 494-000-930.000 | Outside Services (RMLB) | PLUMBER'S PORTABLE TOILETS | PORTABLE TOILET RENTAL - FARMERS MARKET | 110.00 | 17927 |
| 494-000-956.000 | Miscellaneous | AMZN MKTP US | SIDEWALK A FRAME SIGN | 69.59 | 456 |
| 494-000-956.000 | Engraving | B & C TROPHY | Engraving | 2.50 | 456 |
| 494-000-956.021 | Custom Bags Ladies Leaves Laught | COMPLETE TEAM OUTFITTER INC | Custom Bags Ladies Leaves Laughter | 142.50 | 456 |
| 494-000-956.021 | Ad Ladies Leaves Laughter | WHOFISH MEDIA | Ad Ladies Leaves Laughter | 25.00 | 456 |
| 494-000-956.021 | Special Events | ENVY OF PLAINWELL | LADIES LEAVES & LAUGHTER LOOT | 25.00 | |
| 494-000-956.021 | Special Events | PLAINWELL ACE HARDWARE | LADIES LEAVES & LAUGHTER LOOT | 25.00 | 17954 |
| Total For Dept 000 OPERATIONS | | | | <u>720.31</u> | |
| Total For Fund 494 DOWNTOWN DEVELOPMENT AUTHORITY DDA | | | | <u><u>720.31</u></u> | |

11/03/2021 04:14 PM
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DB: Plainwell

INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL
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|-----------|-------------------|--------|---------------------|--------|---------|

Fund Totals:

| | |
|--------------------------|--------|
| Fund 494 DOWNTOWN DEVELC | 720.31 |
|--------------------------|--------|

| | |
|----------------------|---------------|
| Total For All Funds: | <u>720.31</u> |
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INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL
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 BOTH OPEN AND PAID

| GL Number | Invoice Line Desc | Vendor | Invoice Description | Amount | Check # |
|---|----------------------------------|----------------------------|--------------------------------------|----------|---------|
| Fund 450 INDUSTRIAL PARK TIFA | | | | | |
| Dept 000 OPERATIONS | | | | | |
| 450-000-715.010 | Health Insurance Premiums | COPS HEALTH TRUST | OCTOBER 2021 DENTAL & VISION | 47.68 | 17847 |
| 450-000-715.010 | Health Insurance Premiums | PRIORITY HEALTH | OCTOBER 2021 HEALTH INSURANCE | 642.33 | 17849 |
| 450-000-715.015 | LIFE INSURANCE | MADISON NATIONAL LIFE INSU | OCTOBER 2021 LIFE INSURANCE COVERAGE | 1.54 | 17848 |
| 450-000-801.013 | Professional Services - Attorney | BLOOM SLUGGETT PC | LEGAL SERVICES THROUGH 09/30/2021 | 1,645.50 | 17942 |
| Total For Dept 000 OPERATIONS | | | | 2,337.05 | |
| Dept 970 CAPITAL OUTLAY | | | | | |
| 450-970-971.000 | Capital Purchase | FIRST AMERICAN TITLE INS. | MEERT PROPERTY, TITLE INSURANCE | 2,161.00 | 17928 |
| Total For Dept 970 CAPITAL OUTLAY | | | | 2,161.00 | |
| Total For Fund 450 INDUSTRIAL PARK TIFA | | | | 4,498.05 | |

11/03/2021 04:14 PM
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DB: Plainwell

INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL
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|-----------|-------------------|--------|---------------------|--------|---------|
|-----------|-------------------|--------|---------------------|--------|---------|

Fund Totals:

| | |
|--------------------------|----------|
| Fund 450 INDUSTRIAL PARI | 4,498.05 |
|--------------------------|----------|

| | |
|----------------------|-----------------|
| Total For All Funds: | <u>4,498.05</u> |
|----------------------|-----------------|

MINUTES
Plainwell City Council
October 11, 2021

1. Mayor Keeler called the regular meeting to order at 7:00 PM in City Hall Council Chambers.
2. Shawn Fowler from Lighthouse Baptist Church gave the invocation.
3. Pledge of Allegiance was given by all present.
4. Roll Call: Present: Mayor Keeler, Mayor Pro Tem Steele, Councilmember Overhuel, Councilmember Keeney and Councilmember Wisnaski. Absent: None.
5. Approval of Minutes/Summary:
A motion by Steele, seconded by Overhuel, to accept and place on file the Council Minutes of the 09/27/2021 regular meeting. On a voice vote, all voted in favor. Motion passed.
6. Public Comment:
David O'Byrant, a Gun Plain Township resident and a Plainwell DDA Board Member, addressed Council regarding an item on the October 12, 2021 DDA Board Agenda related to the Otsego/Plainwell Chamber of Commerce. Mr. O'Byrant believes the Chamber should support Plainwell and Otsego businesses equally and gave instances where that may not be the case. He asked for support in rejecting the proposed contract with the Chamber and negotiate a more favorable plan for the city dollars being spent. City Manager Wilson commented the city has had discussions with the Chamber, and that the DDA will consider the option at the Tuesday Meeting.

Craig McCormick, 235 N. Sunset, address Council concerning a neighbor's unkempt back-yard including a brush pile and standing water in a kiddie pool. The standing water and the brush have brought insects and odors making this property unlivable, in his opinion. He asked for the City to address the matter. City Manager Wilson noted that he and Director Bomar would look into the matter and report back to Council.
7. Presentation:
Danene Shumaker, Manager of Hart's Jewelry, read her nomination for the Chris Haas Award for her boss, EJ Hart. The nomination reported EJ's accomplishments. Jeff Haas and Caitlin Honeysett presented, in person, the 2021 Chris Haas Volunteer of the Year to EJ with the plaque inscription. EJ remarked that Chris Haas set a very high standard for volunteering and that he is privileged to continue trying to reach that benchmark.
8. County Commissioner Report: None
9. Agenda Amendments: None
10. Mayor's Report: None
Mayor Keeler wished City Manager Wilson a happy birthday. He also noted the improvements made to Golf Cars Plus are welcomed and appreciated.

11. Recommendations and Reports:

- A. A motion by Keeney, seconded by Wisnaski, to open a Public Hearing at 7:23pm. On a voice vote, all in favor. Motion passed.**

Manager Wilson introduced Tom Darby, CEO of Darby Metal Treating Inc., who reported an application for an Industrial Facility Tax (IFT) property tax abatement for a building addition. The estimated value of the building is \$875,725, and the abatement period is 12 years. Mr. Darby briefed Council on the improvements that can be made with the building addition, necessitated by a business change into heavy equipment. He thanked Council for their ongoing support going back to the 1990s.

No public comments.

A motion by Steele, seconded by Overhuel, to close the Public Hearing at 7:25pm. On a voice vote, all in favor. Motion passed.

A motion by Overhuel, seconded by Steele, to adopt Resolution 2021-16 to approve the IFT Abatement Application for Darby Metal Treating, Inc. On a roll call, all voted in favor. Motion passed.

- B. Superintendent Pond reported a planned capital project in the 2021/2022 fiscal budget was to replace doors at the Water Renewal Treatment Plant and the 12th Street Lift Station. Due to the specialized nature of the doors, only two vendors submitted bids to replace four (4) single and two (2) double doors. Superintendent Pond recommends the low-bid and more local vendor.**

A motion by Keeney, seconded by Wisnaski, to approve the replacement of four (4) single and two (2) double doors at the Water Renewal Facility with Bommersheim Window & Door in the amount of \$42,980.96. On a roll call, all voted in favor. Motion passed.

- C. Superintendent Nieuwenhuis reported additional repairs needed to Truck 12 for the upcoming winter season. The engine's turbo unit and engine has failed. This same truck was repaired earlier this year at a cost of \$7,451. This truck is used for winter maintenance and paving, as it carries the pull paver machine recently purchased. Council discussed options of rebuilding the engine at an estimated cost of \$16,880.00 or getting a new engine, which was quoted by M & K on October 11 at \$20,985.90. There was discussion of towing the truck for a 2nd quote for rebuilding. There was discussion of warranties and Council was generally in favor of a new (OEM) engine to avoid other repairs with a rebuilt engine.**

A motion by Wisnaski, seconded by Keeney, to approve the purchase of an OEM engine replacement for Truck 12 in an amount not to exceed \$20,985.90, subject to securing at least one additional quote in addition to the October 11, 2021 M&K quote. On a roll call, all voted in favor. Motion passed.

12. Communications: None

- A. A motion by Steele, seconded by Overhuel, to accept and place of file the September 2021 Investment and Fund Balance Reports, and the Draft Minutes from the September 30, 2021 Otsego/Plainwell Small Urban Meeting. On a voice vote, all in favor. Motion passed.**

13. Accounts Payable:

A motion by Keeney, seconded by Wisnaski, that the bills be allowed and orders drawn in the amount of \$174,058.28 for payment of same. On a roll call vote, all in favor. Motion passed.

14. Public Comments: None

15. Staff Comments

Personnel Manager Lamorandier reported having interviewed Clerk candidates last week and ongoing work for job openings/new hires in Public Safety and Public Works.

Superintendent Nieuwenhuis reported that the October 8 hydrant flushing was successful and reminded everyone that loose leaf pickup started October 11.

Community Development Manager Siegel reported working on grant applications for Perfect Image Salon and the former Warnement Building. She also noted working on engineering costs for infrastructure improvements on the Meert property. She also gave a report a several upcoming events the weekend of October 15.

Director Bomar reported working on implementing the Lexipol system recently approved by Council, and also reported a successful vaccine clinic hosted on October 8.

Clerk/Treasurer Kelley reported the financial auditors are on-site.

City Manager Wilson reported change orders are needed for the south walls for Buildings 2 and 3 and that a special meeting could be needed to approve the orders. He reported an October 12 meeting to determine the cost and the scope of work needed to "close" the buildings before winter. He noted that topsoil was being laid this week for grass plantings.

16. Council Comments:

Mayor Pro Tem Steele expressed concern for traffic on Starr Road and the congestion without controlled stop signs. She asked when the traffic study would be complete.

Councilmember Wisnaski thanked the Public Works Department for efficient and cost effective clean up at the Clark Gas Station.

17. Adjournment:

A motion by Keeney, seconded by Wisnaski, to adjourn the meeting at 8:12 PM. On voice vote, all voted in favor. Motion passed.

Minutes respectfully
Submitted by,
Brian Kelley
City Clerk/Treasurer

MINUTES APPROVED BY CITY COUNCIL

October 25, 2021



Brian Kelley, City Clerk

*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 | 09/30/2021 (ABNORMAL) | MONTH 09/30/2021 INCREASE (DECREASE) | NORMAL | ABNORMAL | |
| Fund 443 - BROWNFIELD REDEVELOPMENT AUTHORITY - BRA | | | | | | | | |
| Revenues | | | | | | | | |
| 443-000-402.040 | Captured Tax - AdVal Real - City Tax | 6,074.00 | | 6,074.14 | 0.00 | | (0.14) | 100.00 |
| 443-000-402.041 | Captured Tax - AdVal Real - Library | 1,105.00 | | 731.68 | 0.00 | | 373.32 | 66.22 |
| 443-000-402.042 | Captured Tax - AdVal Real - Capital Impr | 488.00 | | 488.17 | 0.00 | | (0.17) | 100.03 |
| 443-000-402.043 | Captured Tax - AdVal Real - Fire Reserve | 488.00 | | 488.17 | 0.00 | | (0.17) | 100.03 |
| 443-000-402.044 | Captured Tax - AdVal Real - Solid Waste | 635.00 | | 634.63 | 0.00 | | 0.37 | 99.94 |
| 443-000-402.047 | Captured DDA-SCHOOL | 20,670.00 | | 7,405.74 | 0.00 | | 13,264.26 | 35.83 |
| 443-000-402.048 | Captured Tax - AdVal Real - County (All) | 3,043.00 | | 2,202.95 | 0.00 | | 840.05 | 72.39 |
| 443-000-402.060 | Captured Tax - AdVal Pers - City | 9,283.00 | | 9,283.05 | 0.00 | | (0.05) | 100.00 |
| 443-000-402.061 | Captured Tax - AdVal Pers - Library | 1,688.00 | | 1,118.25 | 0.00 | | 569.75 | 66.25 |
| 443-000-402.062 | Captured Tax - AdVal Pers - Capital Impr | 746.00 | | 746.10 | 0.00 | | (0.10) | 100.01 |
| 443-000-402.063 | Captured Tax - AdVal Pers - Fire Reserve | 746.00 | | 746.10 | 0.00 | | (0.10) | 100.01 |
| 443-000-402.064 | Captured Tax - AdVal Pers - Solid Waste | 970.00 | | 969.93 | 0.00 | | 0.07 | 99.99 |
| 443-000-402.065 | Captured Tax - AdVal Pers - County (All) | 4,651.00 | | 3,366.77 | 0.00 | | 1,284.23 | 72.39 |
| 443-000-664.020 | Interest Earned - Investments | 0.00 | | 10.17 | 4.57 | | (10.17) | 100.00 |
| 443-000-676.080 | Interfund Transfer In - Capital Improve | 80,000.00 | | 20,000.01 | 6,666.67 | | 59,999.99 | 25.00 |
| 443-000-697.000 | Loan Proceeds | 0.00 | | 559,236.00 | 559,236.00 | | (559,236.00) | 100.00 |
| TOTAL REVENUES | | 130,587.00 | | 613,501.86 | 565,907.24 | | (482,914.86) | 469.80 |
| Expenditures | | | | | | | | |
| 443-000-703.000 | Salaries/Wages - Full Time Employees | 38,984.00 | | 8,694.35 | 4,079.94 | | 30,289.65 | 22.30 |
| 443-000-706.000 | Wages - Part Time Employees | 579.00 | | 228.50 | 70.86 | | 350.50 | 39.46 |
| 443-000-713.000 | Other Post Employment Benefits | 283.00 | | 70.86 | 23.62 | | 212.14 | 25.04 |
| 443-000-715.000 | Payroll Tax - FICA/Medicare (Social Sec) | 2,841.00 | | 636.39 | 300.85 | | 2,204.61 | 22.40 |
| 443-000-715.010 | Health Insurance Premiums | 6,956.00 | | 1,589.94 | (153.59) | | 5,366.06 | 22.86 |
| 443-000-715.013 | Health Insurance - HSA - Employer Paid | 3,237.00 | | 1,788.00 | 0.00 | | 1,449.00 | 55.24 |
| 443-000-715.015 | Life Insurance | 43.00 | | 10.68 | 3.56 | | 32.32 | 24.84 |
| 443-000-718.000 | Retirement Benefits | 3,729.00 | | 826.85 | 370.21 | | 2,902.15 | 22.17 |
| 443-000-724.000 | Medical Insurance Opt Out | 122.00 | | 28.37 | 12.37 | | 93.63 | 23.25 |
| 443-000-730.000 | Postage | 100.00 | | 0.00 | 0.00 | | 100.00 | 0.00 |
| 443-000-743.000 | Uniforms | 65.00 | | 3.86 | 2.08 | | 61.14 | 5.94 |
| 443-000-775.000 | Supplies - Repairs and Maintenance | 500.00 | | 0.00 | 0.00 | | 500.00 | 0.00 |
| 443-000-801.000 | Engineering Services | 1,000.00 | | 0.00 | 0.00 | | 1,000.00 | 0.00 |
| 443-000-801.013 | Professional Services - Attorney | 2,000.00 | | 2,406.50 | 0.00 | | (406.50) | 120.33 |
| 443-000-801.030 | Professional Services - Audit | 353.00 | | 0.00 | 0.00 | | 353.00 | 0.00 |
| 443-000-830.000 | Contractual Reimbursement CRA Activities | 37,940.00 | | 25,691.76 | 0.00 | | 12,248.24 | 67.72 |
| 443-000-900.000 | Printing and Publishing | 250.00 | | 0.00 | 0.00 | | 250.00 | 0.00 |
| 443-000-910.000 | Liability Insurance | 5,700.00 | | 5,996.00 | 0.00 | | (296.00) | 105.19 |
| 443-000-910.010 | Workers Comp Insurance | 305.00 | | 303.94 | 0.00 | | 1.06 | 99.65 |
| 443-000-930.000 | Outside Services (RMLB) | 6,000.00 | | 144.81 | 144.81 | | 5,855.19 | 2.41 |
| 443-000-930.050 | Computer Services | 500.00 | | 8.04 | 0.00 | | 491.96 | 1.61 |
| 443-000-940.000 | Rentals - Equipment | 2,000.00 | | 1,387.59 | 680.06 | | 612.41 | 69.38 |
| 443-000-956.000 | Miscellaneous | 100.00 | | 0.00 | 0.00 | | 100.00 | 0.00 |
| 443-908-991.000 | Principal Payment - Interfund Loans | 15,230.00 | | 3,807.51 | 1,269.17 | | 11,422.49 | 25.00 |
| 443-908-995.000 | Interest Payment - Interfund Loans | 1,395.00 | | 348.75 | 116.25 | | 1,046.25 | 25.00 |
| 443-970-972.000 | Contracted Services | 0.00 | | 122,918.02 | 122,918.02 | | (122,918.02) | 100.00 |
| TOTAL EXPENDITURES | | 130,212.00 | | 176,890.72 | 129,838.21 | | (46,678.72) | 135.85 |

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL
 PERIOD ENDING 09/30/2021
 % Fiscal Year Completed: 25.21

*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 | 09/30/2021 | MONTH 09/30/2021 | BALANCE | |
| Fund 443 - BROWNFIELD REDEVELOPMENT AUTHORITY - BRA | | | | | | |
| TOTAL REVENUES | | 130,587.00 | 613,501.86 | 565,907.24 | (482,914.86) | 469.80 |
| TOTAL EXPENDITURES | | 130,212.00 | 176,890.72 | 129,838.21 | (46,678.72) | 135.85 |
| NET OF REVENUES & EXPENDITURES | | 375.00 | 436,611.14 | 436,069.03 | (436,236.14) | .6,429.64 |

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL
 PERIOD ENDING 09/30/2021
 % Fiscal Year Completed: 25.21

*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 | 09/30/2021 | MONTH 09/30/2021 | BALANCE | |
| Fund 450 - INDUSTRIAL PARK TIFA | | | | | | |
| Revenues | | | | | | |
| 450-000-569.000 | Local Grants | 81,334.00 | 0.00 | 0.00 | 81,334.00 | 0.00 |
| 450-000-664.020 | Interest Earned - Investments | 180.00 | 36.80 | 10.68 | 143.20 | 20.44 |
| TOTAL REVENUES | | 81,514.00 | 36.80 | 10.68 | 81,477.20 | 0.05 |
| Expenditures | | | | | | |
| 450-000-703.000 | Salaries/Wages - Full Time Employees | 46,108.00 | 10,659.29 | 5,106.65 | 35,448.71 | 23.12 |
| 450-000-706.000 | Wages - Part Time Employees | 0.00 | 207.85 | 50.80 | (207.85) | 100.00 |
| 450-000-713.000 | Other Post Employment Benefits | 30.00 | 7.50 | 2.50 | 22.50 | 25.00 |
| 450-000-715.000 | Payroll Tax - FICA/Medicare (Social Sec) | 3,357.00 | 771.95 | 371.98 | 2,585.05 | 23.00 |
| 450-000-715.010 | Health Insurance Premiums | 6,828.00 | 1,495.69 | (134.37) | 5,332.31 | 21.91 |
| 450-000-715.013 | Health Insurance - HSA - Employer Paid | 3,290.00 | 1,812.00 | 0.00 | 1,478.00 | 55.08 |
| 450-000-715.015 | Life Insurance | 22.00 | 4.62 | 1.54 | 17.38 | 21.00 |
| 450-000-718.000 | Retirement Benefits | 2,360.00 | 578.43 | 260.98 | 1,781.57 | 24.51 |
| 450-000-724.000 | Medical Insurance Opt Out | 311.00 | 71.05 | 32.05 | 239.95 | 22.85 |
| 450-000-730.000 | Postage | 0.00 | 131.75 | 0.00 | (131.75) | 100.00 |
| 450-000-801.000 | Engineering Services | 0.00 | 2,300.00 | 0.00 | (2,300.00) | 100.00 |
| 450-000-801.013 | Professional Services - Attorney | 2,500.00 | 5,958.50 | 3,864.00 | (3,458.50) | 238.34 |
| 450-000-801.030 | Professional Services - Audit | 67.00 | 0.00 | 0.00 | 67.00 | 0.00 |
| 450-000-900.000 | Printing and Publishing | 0.00 | 174.30 | 174.30 | (174.30) | 100.00 |
| 450-000-910.000 | Liability Insurance | 400.00 | 420.77 | 0.00 | (20.77) | 105.19 |
| 450-000-910.010 | Workers Comp Insurance | 249.00 | 248.13 | 0.00 | 0.87 | 99.65 |
| 450-000-930.000 | Outside Services (RMLB) | 200.00 | 0.00 | 0.00 | 200.00 | 0.00 |
| 450-000-930.050 | Computer Services | 0.00 | 8.04 | 0.00 | (8.04) | 100.00 |
| 450-000-940.000 | Rentals - Equipment | 2,200.00 | 345.83 | 101.69 | 1,854.17 | 15.72 |
| 450-000-956.000 | Miscellaneous | 500.00 | 0.00 | 0.00 | 500.00 | 0.00 |
| 450-000-962.000 | Memberships & Dues | 300.00 | 0.00 | 0.00 | 300.00 | 0.00 |
| TOTAL EXPENDITURES | | 68,722.00 | 25,195.70 | 9,832.12 | 43,526.30 | 36.66 |
| Fund 450 - INDUSTRIAL PARK TIFA: | | | | | | |
| TOTAL REVENUES | | 81,514.00 | 36.80 | 10.68 | 81,477.20 | 0.05 |
| TOTAL EXPENDITURES | | 68,722.00 | 25,195.70 | 9,832.12 | 43,526.30 | 36.66 |
| NET OF REVENUES & EXPENDITURES | | 12,792.00 | (25,158.90) | (9,821.44) | 37,950.90 | 196.68 |

*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 | 09/30/2021 (ABNORMAL) | MONTH 09/30/2021 INCREASE | (DECREASE) | NORMAL | (ABNORMAL) BALANCE | |
| Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY DDA | | | | | | | | | |
| Revenues | | | | | | | | | |
| 494-000-402.030 | Captured DDA-CITY | 26,174.00 | | 26,635.52 | | 0.00 | | (461.52) | 101.76 |
| 494-000-402.031 | Captured DDA-LIBRARY | 4,740.00 | | 3,208.14 | | 0.00 | | 1,531.86 | 67.68 |
| 494-000-402.032 | Captured DDA-Capital Impr | 2,091.00 | | 2,140.49 | | 0.00 | | (49.49) | 102.37 |
| 494-000-402.033 | Capture DDA-Fire Reserve | 2,091.00 | | 2,140.49 | | 0.00 | | (49.49) | 102.37 |
| 494-000-402.034 | Capture-DDA-Solid Waste | 12,591.00 | | 2,782.72 | | 0.00 | | 9,808.28 | 22.10 |
| 494-000-402.045 | Captured DDA-COUNTY | 2,718.00 | | 9,659.94 | | 0.00 | | (6,941.94) | 355.41 |
| 494-000-402.060 | Captured Tax - AdVal Pers - City | 2,044.00 | | 1,830.79 | | 0.00 | | 213.21 | 89.57 |
| 494-000-402.061 | Captured Tax - AdVal Pers - Library | 370.00 | | 220.50 | | 0.00 | | 149.50 | 59.59 |
| 494-000-402.062 | Captured Tax - AdVal Pers - Capital Impr | 163.00 | | 147.15 | | 0.00 | | 15.85 | 90.28 |
| 494-000-402.063 | Captured Tax - AdVal Pers - Fire Reserve | 163.00 | | 147.15 | | 0.00 | | 15.85 | 90.28 |
| 494-000-402.064 | Captured Tax - AdVal Pers - Solid Waste | 212.00 | | 191.29 | | 0.00 | | 20.71 | 90.23 |
| 494-000-402.065 | Captured Tax - AdVal Pers - County (All) | 983.00 | | 663.97 | | 0.00 | | 319.03 | 67.55 |
| 494-000-569.000 | Local Grants | 6,874.00 | | 0.00 | | 0.00 | | 6,874.00 | 0.00 |
| 494-000-664.020 | Interest Earned - Investments | 135.00 | | 44.05 | | 14.33 | | 90.95 | 32.63 |
| 494-000-694.000 | Miscellaneous Revenue | 0.00 | | 12.00 | | 0.00 | | (12.00) | 100.00 |
| 494-000-694.022 | DDA - Farmers Market Entry Fee | 2,200.00 | | 505.00 | | 105.00 | | 1,695.00 | 22.95 |
| 494-000-694.025 | DDA - Sale of Merchandise | 0.00 | | 80.27 | | 70.83 | | (80.27) | 100.00 |
| 494-000-694.026 | DDA - Special Event Revenues | 300.00 | | 1,240.00 | | 915.00 | | (940.00) | 413.33 |
| 494-000-694.036 | DDA Donations - Movies in the Park | 800.00 | | 0.00 | | 0.00 | | 800.00 | 0.00 |
| TOTAL REVENUES | | 64,649.00 | | 51,649.47 | | 1,105.16 | | 12,999.53 | 79.89 |
| Expenditures | | | | | | | | | |
| 494-000-703.000 | Salaries/Wages - Full Time Employees | 18,449.00 | | 4,300.79 | | 2,053.24 | | 14,148.21 | 23.31 |
| 494-000-713.000 | Other Post Employment Benefits | 0.00 | | 2.34 | | 0.78 | | (2.34) | 100.00 |
| 494-000-715.000 | Payroll Tax - FICA/Medicare (Social Sec) | 1,334.00 | | 294.17 | | 143.25 | | 1,039.83 | 22.05 |
| 494-000-715.010 | Health Insurance Premiums | 2,848.00 | | 722.71 | | (57.83) | | 2,125.29 | 25.38 |
| 494-000-715.013 | Health Insurance - HSA - Employer Paid | 1,260.00 | | 852.00 | | 0.00 | | 408.00 | 67.62 |
| 494-000-715.015 | Life Insurance | 1.00 | | 0.42 | | 0.14 | | 0.58 | 42.00 |
| 494-000-718.000 | Retirement Benefits | 132.00 | | 31.66 | | 8.28 | | 100.34 | 23.98 |
| 494-000-724.000 | Medical Insurance Opt Out | 13.00 | | 3.12 | | 1.13 | | 9.88 | 24.00 |
| 494-000-730.000 | Postage | 100.00 | | 0.00 | | 0.00 | | 100.00 | 0.00 |
| 494-000-775.000 | Supplies - Repairs and Maintenance | 100.00 | | 16.17 | | 8.18 | | 83.83 | 16.17 |
| 494-000-801.013 | Professional Services - Attorney | 0.00 | | 55.50 | | 0.00 | | (55.50) | 100.00 |
| 494-000-801.030 | Professional Services - Audit | 67.00 | | 0.00 | | 0.00 | | 67.00 | 0.00 |
| 494-000-900.000 | Printing and Publishing | 1,800.00 | | 643.78 | | 165.28 | | 1,156.22 | 35.77 |
| 494-000-910.000 | Liability Insurance | 616.00 | | 647.99 | | 0.00 | | (31.99) | 105.19 |
| 494-000-910.010 | Workers Comp Insurance | 75.00 | | 74.74 | | 0.00 | | 0.26 | 99.65 |
| 494-000-930.000 | Outside Services (RMLB) | 200.00 | | 0.00 | | 0.00 | | 200.00 | 0.00 |
| 494-000-930.050 | Computer Services | 50.00 | | 8.04 | | 0.00 | | 41.96 | 16.08 |
| 494-000-940.000 | Rentals - Equipment | 200.00 | | 0.00 | | (110.00) | | 200.00 | 0.00 |
| 494-000-956.000 | Miscellaneous | 400.00 | | 33.47 | | 33.47 | | 366.53 | 8.37 |
| 494-000-956.021 | Special Events | 2,000.00 | | 0.00 | | 0.00 | | 2,000.00 | 0.00 |
| 494-000-957.022 | DDA Farmers Market Expense | 425.00 | | 30.00 | | 30.00 | | 395.00 | 7.06 |
| 494-000-957.025 | DDA Christmas Ornament Costs | 800.00 | | 797.27 | | 6.68 | | 2.73 | 99.66 |
| 494-000-957.036 | DDA Movies in the Park | 1,500.00 | | 1,770.00 | | 110.00 | | (270.00) | 118.00 |
| 494-000-960.000 | Education & Training - Professional | 100.00 | | 175.00 | | 0.00 | | (75.00) | 175.00 |
| 494-000-962.000 | Memberships & Dues | 1,430.00 | | 225.00 | | 225.00 | | 1,205.00 | 15.73 |
| 494-908-991.000 | Principal Payment - Interfund Loans | 11,900.00 | | 2,975.01 | | 991.67 | | 8,924.99 | 25.00 |
| 494-908-995.000 | Interest Payment - Interfund Loans | 361.00 | | 90.24 | | 30.08 | | 270.76 | 25.00 |
| 494-970-713.000 | Other Post Employment Benefits | 9.00 | | 0.00 | | 0.00 | | 9.00 | 0.00 |
| 494-970-971.000 | Capital Purchase | 18,000.00 | | 6,087.90 | | 6,087.90 | | 11,912.10 | 33.82 |

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL
 PERIOD ENDING 09/30/2021
 % Fiscal Year Completed: 25.21

*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 | 09/30/2021 (ABNORMAL) | MONTH 09/30/2021 INCREASE | (DECREASE) | NORMAL | (ABNORMAL) BALANCE | |
| Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY DDA | | | | | | | | | |
| Expenditures | | | | | | | | | |
| TOTAL EXPENDITURES | | 64,170.00 | | 19,837.32 | | 9,727.25 | | 44,332.68 | 30.91 |
| Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY DDA: | | | | | | | | | |
| TOTAL REVENUES | | 64,649.00 | | 51,649.47 | | 1,105.16 | | 12,999.53 | 79.89 |
| TOTAL EXPENDITURES | | 64,170.00 | | 19,837.32 | | 9,727.25 | | 44,332.68 | 30.91 |
| NET OF REVENUES & EXPENDITURES | | 479.00 | | 31,812.15 | | (8,622.09) | | (31,333.15) | 6,641.37 |
| TOTAL REVENUES - ALL FUNDS | | | | | | | | | |
| TOTAL EXPENDITURES - ALL FUNDS | | | | | | | | | |
| NET OF REVENUES & EXPENDITURES | | 13,646.00 | | 443,264.39 | | 417,625.50 | | (429,618.39) | 3,248.31 |

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL
 PERIOD ENDING 09/30/2021
 % Fiscal Year Completed: 25.21

*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 | 09/30/2021 | MONTH 09/30/2021 | BALANCE | |
| Fund 443 - BROWNFIELD REDEVELOPMENT AUTHORITY - BRA | | | | | | |
| Revenues | | | | | | |
| TAXES | TAXES | 50,587.00 | 34,255.68 | 0.00 | 16,331.32 | 67.72 |
| INTEREST | INTEREST & RENTS | 0.00 | 10.17 | 4.57 | (10.17) | 100.00 |
| TRANSFER | FUNDS TRANSFERS | 80,000.00 | 20,000.01 | 6,666.67 | 59,999.99 | 25.00 |
| OTHER | OTHER | 0.00 | 559,236.00 | 559,236.00 | (559,236.00) | 100.00 |
| TOTAL REVENUES | | 130,587.00 | 613,501.86 | 565,907.24 | (482,914.86) | 469.80 |
| Expenditures | | | | | | |
| 000 | OPERATIONS | 113,587.00 | 49,816.44 | 5,534.77 | 63,770.56 | 43.86 |
| 908 | DEBT SERVICE | 16,625.00 | 4,156.26 | 1,385.42 | 12,468.74 | 25.00 |
| 970 | CAPITAL OUTLAY | 0.00 | 122,918.02 | 122,918.02 | (122,918.02) | 100.00 |
| TOTAL EXPENDITURES | | 130,212.00 | 176,890.72 | 129,838.21 | (46,678.72) | 135.85 |
| Fund 443 - BROWNFIELD REDEVELOPMENT AUTHORITY - BRA: | | | | | | |
| TOTAL REVENUES | | 130,587.00 | 613,501.86 | 565,907.24 | (482,914.86) | 469.80 |
| TOTAL EXPENDITURES | | 130,212.00 | 176,890.72 | 129,838.21 | (46,678.72) | 135.85 |
| NET OF REVENUES & EXPENDITURES | | 375.00 | 436,611.14 | 436,069.03 | (436,236.14) | 6,429.64 |

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL
 PERIOD ENDING 09/30/2021
 % Fiscal Year Completed: 25.21

*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 | 09/30/2021 | MONTH 09/30/2021 | BALANCE | |
| Fund 450 - INDUSTRIAL PARK TIFA | | | | | | |
| Revenues | | | | | | |
| INTEREST | INTEREST & RENTS | 180.00 | 36.80 | 10.68 | 143.20 | 20.44 |
| OTHER | OTHER | 81,334.00 | 0.00 | 0.00 | 81,334.00 | 0.00 |
| TOTAL REVENUES | | 81,514.00 | 36.80 | 10.68 | 81,477.20 | 0.05 |
| Expenditures | | | | | | |
| 000 | OPERATIONS | 68,722.00 | 25,195.70 | 9,832.12 | 43,526.30 | 36.66 |
| TOTAL EXPENDITURES | | 68,722.00 | 25,195.70 | 9,832.12 | 43,526.30 | 36.66 |
| Fund 450 - INDUSTRIAL PARK TIFA: | | | | | | |
| TOTAL REVENUES | | 81,514.00 | 36.80 | 10.68 | 81,477.20 | 0.05 |
| TOTAL EXPENDITURES | | 68,722.00 | 25,195.70 | 9,832.12 | 43,526.30 | 36.66 |
| NET OF REVENUES & EXPENDITURES | | 12,792.00 | (25,158.90) | (9,821.44) | 37,950.90 | 196.68 |

*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 | 09/30/2021 | MONTH 09/30/2021 | BALANCE | |
| Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY DDA | | | | | | |
| Revenues | | | | | | |
| TAXES | TAXES | 54,340.00 | 49,768.15 | 0.00 | 4,571.85 | 91.59 |
| INTEREST | INTEREST & RENTS | 135.00 | 44.05 | 14.33 | 90.95 | 32.63 |
| OTHER | OTHER | 10,174.00 | 1,837.27 | 1,090.83 | 8,336.73 | 18.06 |
| TOTAL REVENUES | | 64,649.00 | 51,649.47 | 1,105.16 | 12,999.53 | 79.89 |
| Expenditures | | | | | | |
| 000 | OPERATIONS | 33,900.00 | 10,684.17 | 2,617.60 | 23,215.83 | 31.52 |
| 908 | DEBT SERVICE | 12,261.00 | 3,065.25 | 1,021.75 | 9,195.75 | 25.00 |
| 970 | CAPITAL OUTLAY | 18,009.00 | 6,087.90 | 6,087.90 | 11,921.10 | 33.80 |
| TOTAL EXPENDITURES | | 64,170.00 | 19,837.32 | 9,727.25 | 44,332.68 | 30.91 |
| Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY DDA: | | | | | | |
| TOTAL REVENUES | | 64,649.00 | 51,649.47 | 1,105.16 | 12,999.53 | 79.89 |
| TOTAL EXPENDITURES | | 64,170.00 | 19,837.32 | 9,727.25 | 44,332.68 | 30.91 |
| NET OF REVENUES & EXPENDITURES | | 479.00 | 31,812.15 | (8,622.09) | (31,333.15) | 6,641.37 |
| TOTAL REVENUES - ALL FUNDS | | | | | | |
| TOTAL EXPENDITURES - ALL FUNDS | | | | | | |
| NET OF REVENUES & EXPENDITURES | | 13,646.00 | 443,264.39 | 417,625.50 | (429,618.39) | 3,248.31 |

AGENDA ITEMS

6. **BRA Action Items:**

A. Mill Progress Updates

B. Accounts Payable:

Recommended Action: Consider confirming the BRA payables for October in the amount of \$49,833.68

7. **DDA Action Items:**

A. OP Chamber President

B. RFP Reviews -Jenson Lot

C. Accounts Payable:

Recommended Action: Consider confirming the DDA payables for October in the amount of \$720.31

8. **TIFA Action Items:**

A. Accounts Payable:

Recommended Action: Consider confirming the TIFA payables for October in the amount of \$4,498.05

Reminder of Upcoming Meetings

- November 11 – Parks and Trees Meeting 5 p.m.
- November 22 – City Council Meeting at 7 p.m.

Non-Agenda Items / Events for November

Saturdays Nov. 6 – Dec. 11: Indoor Market, 10 a.m. – 2 p.m.

November 7 – Daylight Saving Time

November 11 – Veterans Memorial Observance 11 a.m. Veterans Memorial/Sherwood Park

November 25 & 26 – City offices closed for Thanksgiving

November 27 – Shop Small Saturday

November 29 – Cards in the Park can begin setting up

