

# City of Plainwell

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



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

“The Island City”

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## AGENDA DDA/TIFA/BRA City Hall Council Chambers August 13, 2024, 7:30 AM

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Approval of Minutes/Summary –07/09/2024**
5. **General Public**
6. **Chairman’s Report**
  
7. **BRA Action Items**
  - A. Accounts Payable for July of \$ 5,333.24
  
8. **DDA Action Items**
  - A. Accounts Payable for July of \$ 1,816.01
  
9. **TIFA Action Items**
  - A. Accounts Payable for July of \$ 965.50
  
10. **Communications:** The 06/24/24; 07/08/24; Council Meeting Minutes and the Financial Report/Summary as of 7/31/2024
11. **Public Comments**
12. **Staff Comments**
13. **Member Comments**
14. **Adjournment**

**Minutes**  
**Plainwell DDA, BRA, and TIFA**  
**July 9, 2024**

1. Call to Order: Meeting was called to order at 7:31 a.m. by Larabel
2. Pledge of Allegiance
3. Roll Call:  
**Members Present**: Randy Wisnaski, Cathy Green, Jim Turley, Adam Hopkins, Paul Rizzo  
**Excused**: Kevin Seckel, Justin Lakamper  
**Guests**: Mayor Brad Keeler; DPW Superintendent Robert Niewenhuis
4. Approval of Minutes from 06/11/24: **A motion was made by Rizzo to approve the minutes and place on file, seconded by Green.**
5. General Public: None
6. Chairman's Report: None
7. BRA Action Items
  - A. Discussion regarding the sale of 1 acre of Mill Property to NAPA Auto was met with disappointment and frustration from the board. The Board asked several clarifying questions regarding the process of the sale and felt the sale was hasty, and that it did not align with the vision/concept plan for the Mill Site. A big concern moving forward is setting a precedent, that will include discussion about Mill property sales so their expertise and perspectives can be heard and considered. \*See Attached Addendum Minutes submitted by Green.
  - B. **Motion to accept accounts payable for June of \$1,628.18 was made by Turley and seconded by Hopkins. All in favor vote. Motion passed.**
8. DDA Action Items
  - A. **Commercial Redevelopment Project updates** – Mosaic Distillery was awarded the Main Street Funding grant through MEDC for \$25,000.
  - B. General Review and quarterly update of the Revolving Loan
  - C. **Motion to accept accounts payable for June of \$1,055.09 was made by Larabel and seconded by Green. All in favor vote.**
9. TIFA Action Items
  - A. **Motion to accept accounts payable for June of \$477.14 was made by Hopkins and seconded by Turley. All in favor vote. Motion carried.**
9. Communications: 05/28/24; 06/10/24 Council Minutes and the Financial Report/Summary as of 6/30/2024
10. Public Comments: None
11. Staff Comments: Updates were given by Siegel, Community Development Manager
12. Member Comments: None
13. Adjournment: **A Motion to adjourn the meeting at 8:17 a.m.**

Submitted by Denise Siegel, Community Development Manager



Addendum to minutes BRA/DDA/TIFA meeting July 9, 2024.

Nick Larabel, Adam Hopkins, Cathy Green, Paul Rizzo, Jim Turley, Randy Wisnaski, Brad Keeler, Robert Nieuwenhuis, Denise Siegel

Discussion regarding the sale of mill property to NAPA

Siegel indicated that a purchase agreement had been signed for the mill. The BRA members expressed surprise about this fact. Larabel had written a memo to the City Council, Mayor and City Manager asking them to pause the purchase agreement until community stakeholders, the BRA/DDA/TIFA could review it. The board was not aware that the purchase agreement was signed.

Keeler indicated that the budget is bad and that they don't want to raise taxes so the sale will help with the budget. Larabel indicated that he felt the purchase price appeared quite low especially because the city would be responsible for half closing costs and site survey. He indicated that there are many steps to take and it might not pass the Planning Commission. Keeler stated there are several environmental covenants that have to be met. He stated he probably would not take on a project such as this because of all the restraints and costs

Larabel indicated the Plainwell BRA nor its members were consulted in making the decision. The Board members have invested a considerable amount of time serving and provide a great deal of insight and experience on these matters. Larabel expressed concern that the addition of a Napa auto store did not align with the city or community's vision for mill.

According to the memo prepared by Larabel and restated in part during the meeting, that when reviewing the 2005 Reuse Plan for the Plainwell Paper Mill, the City's 2007 Concept Plan, and the City of Plainwell's 2023 Master Plan, reuse goals focused on development with residential use promoting community gatherings while recognizing and celebrating the Mill as an important part of the community's history and heritage. It is a hasty decision and is the 1st property to be developed. It sets a tone and trend for future businesses. Green asked what's next, Dollar General, a tattoo shop? Larabel indicated that the Planning Commission will have no leverage because standards have not been set. The community was not given a chance for input. Further, Larabel indicated that during a previous Mill community outreach meeting, several poster boards were reviewed for mill redevelopment ideas. Big box retail and stand-alone national retailer were not desired, rather businesses that would complement the downtown and mimic the historic character of the mill. Larabel indicated he was unclear on how the redevelopment with a Napa auto store would be completed while ensuring the historical nature of the mill would be considered.

Jim Turley indicated this kind of business should be out by Sweetwater's or on the corner by the traffic light. This sale does not add employees, doesn't help with taxes, and should not be on the mill sight. Green indicated they were more expensive.

Green asked why there was not meeting "for consideration of the sale", that the public could attend. Keeler said it was on the June 24th agenda for the Council. Green asked how council members were informed of the details of the purchase agreement without it being a "consideration item". Keeler indicated that the council was apprised in the Budget Meetings. Green indicated that neither the agenda or the minutes of that meeting reflect any such discussion. Keeler said the item was on the June 26 City Council agenda. Keeler indicated he was trying to help Justin and it was his fault that the item did not come before the BRA. Green indicated that it was not Keeler's responsibility to do so. He stated he knows he should have informed the DDA/BRA

Adam Hopkins expressed concern that this group was not apprised. The group was chosen because it has expertise to deal with the mill development, and have been working on it for more than 10 years. Nick has environmental

background and Adam is an architect. Adam also expressed he did not feel the NAPA auto was a good fit for the mill. He asked if the committee has no input then why is there a board? There is a concern about precedent moving forward and that the city should be using the expertise of the board to help stay within the vision.

Hopkins added that the community vision for the property does not include national chain retail. And again expressed displeasure the sale never came before the DDA. It is not the vision that the community has for this property.

Turley indicated that this area is about one of the only ones with trees on it. Larabel they will likely want them cleared for visibility. Keeler said they might not have to come out.

Keeler indicated that everyone he has talked to said they thought it was a great deal. Green countered that that is not what she was hearing. People are upset.

Keeler also mentioned the previous potential sale to Bronson in the same location and felt in many ways it was similar to this transaction; however, Bronson wouldn't pay taxes. Larabel wasn't entirely clear on the previous arrangement but felt Bronson's presence might be viewed differently than an auto store. If the area was to be redeveloped with primarily residential, the addition of a medical center could add value to those residents and would create additional jobs spurring additional economic value. Larabel felt simply moving napa from one location to the other, wasn't generated any significant value.

Nick Larabel, the Chair for the BRA stated that if we are not an authoritative body for Brown Field Redevelopment then why are we serving on the board?

08/02/2024 05:49 PM  
User: BKELLEY  
DB: Plainwell

INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL  
POST DATES 07/01/2024 - 07/31/2024  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 243 BROWNFIELD REDEVELOPMENT AUTHORITY FUND					
Dept 443 PUBLIC WORKS					
243-443-718.001	Health Insurance Premiums	COPS HEALTH TRUST	JULY 2024 DENTAL/VISION PF	22.20	27579
243-443-718.001	Health Insurance Premiums	PRIORITY HEALTH	JULY 2024 HEALTH INSURANCE	241.45	27581
243-443-725.001	Fringe Benefit - Life Insu	MADISON NATIONAL LIFE INSU	JULY 2024 LIFE INSURANCE	3.24	27580
243-443-725.010	WORKERS COMP 2024/2025	MML WORKERS COMP FUND	FY2024/2025 WORK COMP INSU	161.06	2793
243-443-931.000	Outside Services (RMLB)	GREAT LAKES ELEVATOR, LLC	DPW - CAT 1 TEST/ANNUAL TE	800.00	27621
243-443-935.001	LIABILITY INSURANCE	MICHIGAN MUNICIPAL LEAGUE	FY 2024/2025 LIABILITY INS	4,105.29	2798
Total For Dept 443 PUBLIC				5,333.24	
Total For Fund 243 BROWNFI				5,333.24	

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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 #
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Fund Totals:

Fund 243 BROWNFIELD REDEVE	5,333.24
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5,333.24

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INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL  
 POST DATES 07/01/2024 - 07/31/2024  
 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 000 OPERATIONS					
248-000-339.102	Unavailable Revenue - DDA	MEIGEN BOUMAN	DDA - REIMBURSEMENT FOR MA	110.00	27624
Total For Dept 000 OPERATI				110.00	
Dept 443 PUBLIC WORKS					
248-443-718.001	Health Insurance Premiums	COPS HEALTH TRUST	JULY 2024 DENTAL/VISION PF	32.22	27579
248-443-718.001	Health Insurance Premiums	PRIORITY HEALTH	JULY 2024 HEALTH INSURANCE	372.64	27581
248-443-725.001	Fringe Benefit - Life Insu	MADISON NATIONAL LIFE INSU	JULY 2024 LIFE INSURANCE	2.43	27580
248-443-725.010	WORKERS COMP 2024/2025	MML WORKERS COMP FUND	FY2024/2025 WORK COMP INSU	89.62	2793
248-443-900.000	Printing and Publishing	SHOPPERS GUIDE INC	DDA - SIDEWALK SALES ADVEF	100.00	27683
248-443-931.000	SUMMER FOR DOWNTOWN	AAA LAWN CARE INC	DPW - SUMMER VEGETATION CC	514.00	27652
248-443-935.001	LIABILITY INSURANCE	MICHIGAN MUNICIPAL LEAGUE	FY 2024/2025 LIABILITY INS	496.40	2798
Total For Dept 443 PUBLIC				1,607.31	
Dept 775 SPECIAL EVENTS					
248-775-880.021	Special event banner	BANNERS ON THE CHEAP	Special event banner	98.70	2844
Total For Dept 775 SPECIAI				98.70	
Total For Fund 248 DOWNTOW				1,816.01	



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INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL  
POST DATES 07/01/2024 - 07/31/2024  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID

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

Fund 248 DOWNTOWN DEVELOPM	1,816.01
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1,816.01

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DB: Plainwell

INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL  
POST DATES 07/01/2024 - 07/31/2024  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 247 TAX INCREMENT FINANCE AUTHORITY FUND					
Dept 443 PUBLIC WORKS					
247-443-718.001	HEALTH INSURANCE PREMIUMS	COPS HEALTH TRUST	JULY 2024 DENTAL/VISION PF	25.93	27579
247-443-718.001	Health Insurance Premiums	PRIORITY HEALTH	JULY 2024 HEALTH INSURANCE	283.43	27581
247-443-725.001	Fringe Benefit - Life Insu	MADISON NATIONAL LIFE INSU	JULY 2024 LIFE INSURANCE	1.19	27580
247-443-725.010	WORKERS COMP 2024/2025	MML WORKERS COMP FUND	FY2024/2025 WORK COMP INSU	153.72	2793
247-443-935.001	LIABILITY INSURANCE	MICHIGAN MUNICIPAL LEAGUE	FY 2024/2025 LIABILITY INS	501.23	2798
Total For Dept 443 PUBLIC				965.50	
Total For Fund 247 TAX INC				965.50	

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User: BKELLEY  
DB: Plainwell

INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL  
POST DATES 07/01/2024 - 07/31/2024  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID

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

Fund 247 TAX INCREMENT FIN	965.50
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965.50

**MINUTES**  
**Plainwell City Council**  
**June 24, 2024**

1. Mayor Keeler called the regular meeting to order at 7:00 PM in City Hall Council Chambers.
2. Invocation: Given by Brian Warren of Lighthouse Baptist Church.
3. Pledge of Allegiance was given by all present.
4. Roll Call:  
Present: Mayor Keeler, Mayor Pro Tem Steele, Councilmember Overhuel, Councilmember Keeney and Councilmember Wisnaski.  
Absent: None
5. Approval of Minutes:  
**A motion by Steele, seconded by Overhuel, to accept and place on file the Council Minutes of the 06/10/2024 regular meeting and the 06/18/2024 special meeting. On a voice vote, all voted in favor. Motion passed.**
6. Public Comment:  
Emily Jipp introduced herself and stated she is running for Circuit Court Judge.  
Marilyn Hess introduced herself and spoke in support of Alice Bernal, who is running for Circuit Court Judge.  
Judge Michael Buck introduced himself and also spoke in support of Alice Bernal.
7. County Commissioner Report: Commission Dugan gave an update on happenings throughout Allegan County.
8. Agenda approval:  
**A motion by Steele, seconded by Overhuel, to approve the Agenda for the June 24, 2024 meeting as presented. On a voice vote, all voted in favor. Motion passed.**
9. Mayor's Report: None.
10. Recommendations and Reports:
  - A. Clerk Leonard stated that several board members' terms end June 30, 2024. She confirmed that these candidates were willing to serve another term. There are two new board members.  
**A motion by Overhuel, seconded by Steele, confirming the Mayor's appointment of several community members to various boards and commissions. On a roll call vote, all voted in favor. Motion passed.**
  - B. Finance Director/Treasurer Kelley discussed amendments to the 2023/2024 City Budget, a housekeeping item accounting for budgetary shifts and/or projects from the previous yearly budget.  
**A motion by Keeney, seconded by Wisnaski, approving budget amendments as presented. On a roll call vote, all voted in favor. Motion passed.**
  - C. City Manager Lakamper discussed water and waste water rates for the new budget year.  
**A motion by Keeney, seconded by Wisnaski, to adopt Resolution 2024-13 to establish water and wastewater rates for Fiscal Year 2024/2025. On a roll call vote, all voted in favor. Motion passed.**
  - D. Finance Director/Treasurer Kelley discussed recycling and bulk trash rates for the new budget year.  
**A motion by Wisnaski, seconded by Keeney, to adopt Resolution 2024-14 to establish recycling and bulk trash rates for Fiscal Year 2024/2025. On a roll call vote, all voted in favor. Motion passed.**

E. City Manager Lakamper discussed fines and fees for the new budget year, noting that fees/fines remain unchanged from the previous year.  
**A motion by Steele, seconded by Overhuel, to adopt Resolution 2024-15 to set city wide general fines and fees beginning July 1, 2024 for Fiscal Year 2024/2025. On a roll call vote, all voted in favor. Motion passed.**

F. **A motion by Overhuel, seconded by Steele, to open a Public Hearing at 7:30pm for consideration of the 2024/2025 City Budget. On a voice vote, all in favor. Motion passed.**

City Manager Lakamper gave a presentation on the 2024/2025 City Budget.

No public comment.

**A motion by Steele, seconded by Overhuel, to close the Public Hearing at 7:38pm. On a voice vote, all in favor. Motion passed.**

**A motion by Steele, seconded by Overhuel, to adopt Resolution 2024-16 General Appropriations Act and Resolution 2024-17 Special and Operating Funds Appropriations Act, approving the Plainwell City Budget for Fiscal Year 2024/2025. On a roll call vote, all in favor. Motion passed.**

G. Finance Director/Treasurer Kelley presented a listing of blanket purchase orders for approval for fiscal year 2025. These items are for previously approved contracts, sole-source purchases or blankets for reoccurring purchases of less than \$5,500 each to preferred vendors.

**A motion by Wisnaski, seconded by Keeney, to approve 24 confirming and blanket purchase orders for Fiscal Year 2025 as presented. On a roll call vote, all voted in favor. Motion passed.**

H. City Manager Lakamper discussed health insurance options available to the City.

**A motion by Keeney, seconded by Wisnaski, to adopt Resolution 2024-18 approving the 80/20 Employer/Employee Health Care Cost Option for Fiscal Year 2024/2025. On a roll call vote, all voted in favor. Motion passed.**

I. City Manager Lakamper discussed the sale of one acre of Mill property to local business owner David Steffens. David spoke to Council about his intention to build a new NAPA store, sharing some plans and ideas that he had. He stated that access to the new building would be off Island Ave.

**A motion by Wisnaski, seconded by Keeney, to approve the sale of approximately 1 acre of real property as depicted in exhibit A of the purchase agreement with a permanent parent parcel ID# of 55-030-076-02 and authorize the City Manager and City Clerk to enter into a purchase/sale agreement for the property. Further authorize the City Manager and City Clerk to execute any documents or other agreements necessary to close on the sale of the property. Further authorize the City Manager and City Attorney to take any steps reasonably necessary to effectuate the sale of the Property subject to this motion. 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 2024 Department of Public Safety report, the draft 6/13/24 Parks & Trees meeting minutes and the draft 6/19/24 Planning Commission meeting minutes. 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 \$470,261.52 for payment of the same. On a roll call vote, all voted in favor. Motion passed.**

13. Public Comments:

Elizabeth Peterson introduced herself and stated she is running for Circuit Court Judge.

Alice Bernal introduced herself and stated she is running for Circuit Court Judge.

The City of Plainwell is an equal opportunity employer and provider

14. Staff Comments:

Treasurer/Finance Director Kelley stated he is finishing up summer property taxes, and tax bills will be mailed soon.

Personnel Coordinator Kersten had nothing to report.

Superintendent Nieuwenhuis shared the Old Orchard project is moving along well, and he is happy with the City flowers.

Community Development Manager Siegel stated that she continues to focus on necessary items for RRC certification for the City, and local event planning. She met with Comstock DDA members to discuss Plainwell's flower baskets and irrigation system across the local bridges.

Superintendent Pond introduced Deputy Water Renewal Superintendent Luke Keiser, who thanked the City for having him.

Clerk Leonard shared that her training last week went well, and she is looking forward to the August election.

Manager Lakamper thanked Finance Director/Treasure Kelley for his hard worked on the City budget. He shared that the William Crispe house sale is complete, and that Meszaros had inquired about utility connection for their building. He applauded Superintendent Nieuwenhuis for his efforts at the Old Orchard water main break that occurred earlier in the day, stating that Bob was neck deep in water, getting it repaired as quickly as possible. He discussed interest in selling Well 5 property, but noted an issue with deeded access.

15. **A motion by Steele, seconded by Wisnaski, to meet in closed session as permitted under section 8(a) of the Open Meetings Act to consider a periodic personnel evaluation of a public employee if the named individual requests a closed hearing at 8:13pm. On a voice vote, all voted in favor. Motion passed.**

**A motion by Steele, seconded by Overhuel, to return to Open Session at 8:28pm. On a voice vote, all voted in favor. Motion passed.**

16. Council Comments:

Mayor Pro-Tem Steele sends condolences to the Kuitert and Dee families.

17. Adjournment:

**A motion by Wisnaski, seconded by Overhuel, to adjourn the meeting at 8:29pm. On a voice vote, all voted in favor. Motion passed.**

Minutes respectfully  
Submitted by,  
JoAnn Leonard  
City Clerk

MINUTES APPROVED BY CITY COUNCIL  
July 8, 2024

  
\_\_\_\_\_  
JoAnn Leonard, City Clerk

**MINUTES**  
**Plainwell City Council**  
**July 8, 2024**

1. Mayor Keeler called the regular meeting to order at 7:00 PM in City Hall Council Chambers.
2. Invocation: Given by Anthony Vanvolkinburg of Lighthouse Baptist Church.
3. Pledge of Allegiance was given by all present.
4. Roll Call: Present: Mayor Keeler, Mayor Pro Tem Steele, Councilmember Overhuel, and Councilmember Wisnaski.  
Absent: Councilmember Keeney  
**A motion by Wisnaski, seconded by Steele, 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 06/10/2024 regular meeting and the 06/18/2024 special meeting. On a voice vote, all voted in favor. Motion passed.**
6. Public Comment: None.
7. County Commissioner Report: None.
8. Agenda approval:  
**A motion by Steele, seconded by Overhuel, to approve the Agenda for the July 8, 2024 meeting as presented. On a voice vote, all voted in favor. Motion passed.**
9. Mayor's Report: None.
10. Recommendations and Reports:
  - A. Finance Director/Treasurer Kelley discussed USA Earthworks LLC Pay Application #3 for work done on the Old Orchard Project.  
**A motion by Wisnaski, seconded by Steele, approving USA Earthworks Pay Application #3 in the amount of \$322,568.92. On a roll call vote, all voted in favor. Motion passed.**
  - B. Finance Director/Treasurer Kelley discussed the annual purchase of Lexipol Software for the Public Safety Department.  
**A motion by Steele, seconded by Wisnaski, approving the renewal of Lexipol Policy Software for the Public Safety Department in the amount of \$7,518.78. On a roll call vote, all voted in favor. Motion passed.**
  - C. Finance Director/Treasurer Kelley discussed the purchase of new computers and monitors from CDW-G.  
**A motion by Overhuel, seconded by Wisnaski, approving the purchase of seven computers and nine monitors from CDW-G, using MiDeal pricing and installation from Clark Technical Services at a total project cost not to exceed \$14,000.00. On a roll call vote, all voted in favor. Motion passed.**
  - D. Assistant Superintendent Keyzer discussed the annual purchase of ferric chloride.  
**A motion by Wisnaski, seconded by Steele, approving the purchase of ferric chloride from Alexander Chemical Corporation for \$31,860.00. On a roll call vote, all voted in favor. Motion passed.**

- E. Assistant Superintendent Keyser discussed the annual purchase of chlorine gas and sulfur dioxide.  
**A motion by Steele, seconded by Wisnaski, approving the purchase of chlorine gas and sulfur dioxide from Alexander Chemical Corporation for \$9,417.00. 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 June 2024 Investment and Fund Balance Reports, the draft 6/11/2024 DDA/BRA/TIFA meeting minutes and the draft 6/13/2024 Parks & Trees meeting. 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 \$235,107.82 for payment of the same. On a roll call vote, all voted in favor. Motion passed.**

13. Public Comments: Commissioner Dugan gave an update on happenings throughout Allegan County. He addressed the issue with the Tornado Siren Emergency Alert system, noting the Allegan County is aware of the problem and is working toward a solution.

14. Staff Comments:

Treasurer/Finance Director Kelley stated summer property tax bills have been mailed, and that payments are due by August 15<sup>th</sup>. He continues to work on audits papers, as well as preparing for the August Election.

Superintendent Nieuwenhuis shared the Old Orchard project is staying within the proposed deadlines. DPW will begin clearing drains and looking at ways to support better drainage in Walnut Woods and the New Orchard.

Community Development Manager Siegel stated that she hopes to have the lead abatement project wrapped up in the next few weeks. National Fish and Wildlife Foundation (NFWF) has reestablished communication about the dam project. Mayor's Joint has been sold. The new signs for James R. Higgs Industrial Park have been ordered.

Assistant Superintendent Keyser shared that he is learning a lot about Plainwell larger water system.

Clerk Leonard shared that absentee ballots have been mailed. She has added several new election inspectors to Plainwell's Election Staff, and is looking forward to working with the Election Team at the upcoming August Election.

15. Council Comments:

Mayor Pro-Tem Steele questioned why there were firecrackers and fireworks in Sherwood Park.

16. Adjournment:

**A motion by Steele, seconded by Overhuel, to adjourn the meeting at 7:43pm. On a voice vote, all voted in favor. Motion passed.**

Minutes respectfully  
Submitted by,  
JoAnn Leonard  
City Clerk

MINUTES APPROVED BY CITY COUNCIL  
July 22, 2024

  
JoAnn Leonard, City Clerk



PERIOD ENDING 07/31/2024

% Fiscal Year Completed: 8.49

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

GL NUMBER	DESCRIPTION	2024-25		ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	MONTH 07/31/2024	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE	
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND								
Revenues								
243-000-404.040	Captured Tax Real - BR - City Tax	6,793.00	6,792.76	6,792.76		0.24	100.00	
243-000-404.041	Captured Tax Real - BR - Library	1,165.00	809.49	809.49		355.51	69.48	
243-000-404.042	Captured Tax Real - BR - Capital Impr	556.00	555.96	555.96		0.04	99.99	
243-000-404.043	Captured Tax Real - BR - Fire Reserve	556.00	555.96	555.96		0.04	99.99	
243-000-404.044	Captured Tax Real - BR - Solid Waste	723.00	722.77	722.77		0.23	99.97	
243-000-404.047	Captured Tax Real - DDA - School	16,611.00	4,969.70	4,969.70		11,641.30	29.92	
243-000-404.048	Captured Tax Real - BR - County Taxes	3,871.00	2,869.93	2,869.93		1,001.07	74.14	
243-000-413.060	Captured Tax Pers - City Tax	3,327.00	3,326.82	3,326.82		0.18	99.99	
243-000-413.061	Captured Tax Pers - Library	571.00	396.46	396.46		174.54	69.43	
243-000-413.062	Captured Tax Pers - Capital Improvement	272.00	272.30	272.30		(0.30)	100.11	
243-000-413.063	Captured Tax Pers - Fire Reserve	272.00	272.30	272.30		(0.30)	100.11	
243-000-413.064	Captured Tax Pers - Solid Waste	354.00	353.99	353.99		0.01	100.00	
243-000-413.065	Captured Tax Pers - County Taxes	1,896.00	1,405.58	1,405.58		490.42	74.13	
243-000-665.000	Interest Earnings - Investments	0.00	103.65	103.65		(103.65)	100.00	
243-000-699.101	Interfund Transfer In - General Fund	30,000.00	2,500.00	2,500.00		27,500.00	8.33	
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		146,967.00	32,574.34	32,574.34		114,392.66	22.16	
Expenditures								
243-443-703.000	Salaries/Wages - Full Time Employees	46,328.00	1,764.62	1,764.62		44,563.38	3.81	
243-443-704.001	Wages - Part Time Employees	2,485.00	582.50	582.50		1,902.50	23.44	
243-443-709.000	Payroll Taxes - FICA - Soc Sec/Medicare	3,798.00	175.11	175.11		3,622.89	4.61	
243-443-712.001	Cash in Lieu of Benefits - Insurance Buy	1,680.00	0.00	0.00		1,680.00	0.00	
243-443-716.000	Retirement - Defined Contribution 401a	3,681.00	147.45	147.45		3,533.55	4.01	
243-443-718.001	Health Insurance Premiums - Current EE	2,602.00	207.19	207.19		2,394.81	7.96	
243-443-718.013	Health Insurance - HSA - Employer Paid	744.00	32.38	32.38		711.62	4.35	
243-443-723.001	Retiree Health Care - OPEB	31.00	2.60	2.60		28.40	8.39	
243-443-725.001	Fringe Benefit - Life Insurance	46.00	3.24	3.24		42.76	7.04	
243-443-725.010	Workers Comp Insurance	161.00	161.06	161.06		(0.06)	100.04	
243-443-767.000	Clothing - Uniforms - contract provided	99.00	0.00	0.00		99.00	0.00	
243-443-775.000	Supplies - Repairs and Maintenance	500.00	0.00	0.00		500.00	0.00	
243-443-801.013	Professional Services - Attorney	15,000.00	0.00	0.00		15,000.00	0.00	
243-443-801.030	Professional Services - Auditor	400.00	0.00	0.00		400.00	0.00	
243-443-830.000	Contractual Reimbursement CRA Activities	27,839.00	0.00	0.00		27,839.00	0.00	
243-443-931.000	Equipment Repair & Maintenance	10,000.00	800.00	800.00		9,200.00	8.00	
243-443-935.001	Property Liability Insurance	7,392.00	4,105.29	4,105.29		3,286.71	55.54	
243-443-940.000	Rentals - Equipment	6,800.00	1,556.28	1,556.28		5,243.72	22.89	
243-905-991.001	Debt Service - Principal -Interfund Loan	15,691.00	1,307.61	1,307.61		14,383.39	8.33	
243-905-993.001	Debt Service - Interest - Interfund Loan	933.00	77.77	77.77		855.23	8.34	
TOTAL EXPENDITURES		146,210.00	10,923.10	10,923.10		135,286.90	7.47	
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND:								
TOTAL REVENUES		146,967.00	32,574.34	32,574.34		114,392.66	22.16	
TOTAL EXPENDITURES		146,210.00	10,923.10	10,923.10		135,286.90	7.47	
NET OF REVENUES & EXPENDITURES		757.00	21,651.24	21,651.24		(20,894.24)	2,860.14	

PERIOD ENDING 07/31/2024

% Fiscal Year Completed: 8.49

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

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	07/31/2024 (ABNORMAL)	MONTH 07/31/2024 INCREASE (DECREASE)	NORMAL	BALANCE (ABNORMAL)	
Fund 247 - TAX INCREMENT FINANCE AUTHORITY FUND								
Revenues								
247-000-404.040	Captured Tax Real - BR - City Tax	15,598.00		15,597.82	15,597.82		0.18	100.00
247-000-404.041	Captured Tax Real - BR - Library	2,675.00		1,858.36	1,858.36		816.64	69.47
247-000-404.042	Captured Tax Real - BR - Capital Impr	1,276.00		1,276.44	1,276.44		(0.44)	100.03
247-000-404.043	Captured Tax Real - BR - Fire Reserve	1,276.00		1,276.44	1,276.44		(0.44)	100.03
247-000-404.044	Captured Tax Real - BR - Solid Waste	1,659.00		1,659.34	1,659.34		(0.34)	100.02
247-000-404.048	Captured Tax Real - BR - County Taxes	8,887.00		6,589.71	6,589.71		2,297.29	74.15
247-000-583.000	Local Grants	89,257.00		0.00	0.00		89,257.00	0.00
247-000-665.000	Interest Earnings - Investments	3,330.00		882.52	882.52		2,447.48	26.50
TOTAL REVENUES		123,958.00		29,140.63	29,140.63		94,817.37	23.51
Expenditures								
247-443-703.000	Salaries/Wages - Full Time Employees	33,568.00		1,376.48	1,376.48		32,191.52	4.10
247-443-704.001	Wages - Part Time Employees	483.00		14.27	14.27		468.73	2.95
247-443-709.000	Payroll Taxes - FICA - Soc Sec/Medicare	2,620.00		101.08	101.08		2,518.92	3.86
247-443-712.001	Cash in Lieu of Benefits - Insurance Buy	1,155.00		0.00	0.00		1,155.00	0.00
247-443-716.000	Retirement - Defined Contribution 401a	1,879.00		83.19	83.19		1,795.81	4.43
247-443-718.001	Health Insurance Premiums - Current EE	3,071.00		319.40	319.40		2,751.60	10.40
247-443-718.013	Health Insurance - HSA - Employer Paid	744.00		31.77	31.77		712.23	4.27
247-443-725.001	Fringe Benefit - Life Insurance	22.00		1.19	1.19		20.81	5.41
247-443-725.010	Workers Comp Insurance	154.00		153.72	153.72		0.28	99.82
247-443-775.000	Supplies - Repairs and Maintenance	7,000.00		0.00	0.00		7,000.00	0.00
247-443-801.030	Professional Services - Auditor	74.00		0.00	0.00		74.00	0.00
247-443-935.001	Property Liability Insurance	152.00		501.23	501.23		(349.23)	329.76
247-443-940.000	Rentals - Equipment	1,500.00		602.93	602.93		897.07	40.20
TOTAL EXPENDITURES		52,422.00		3,185.26	3,185.26		49,236.74	6.08
Fund 247 - TAX INCREMENT FINANCE AUTHORITY FUND:								
TOTAL REVENUES		123,958.00		29,140.63	29,140.63		94,817.37	23.51
TOTAL EXPENDITURES		52,422.00		3,185.26	3,185.26		49,236.74	6.08
NET OF REVENUES & EXPENDITURES		71,536.00		25,955.37	25,955.37		45,580.63	36.28

PERIOD ENDING 07/31/2024

% Fiscal Year Completed: 8.49

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

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	07/31/2024 (ABNORMAL)	MONTH 07/31/2024 INCREASE (DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND								
Revenues								
248-000-404.030	Captured Tax Real - DDA - City Tax	41,955.00		41,824.63	41,824.63		130.37	99.69
248-000-404.031	Captured Tax Real - DDA - Library	7,197.00		4,983.98	4,983.98		2,213.02	69.25
248-000-404.032	Captured Tax Real - DDA - Capital Impr	3,434.00		3,423.05	3,423.05		10.95	99.68
248-000-404.033	Captured Tax Real - DDA - Fire Reserve	3,434.00		3,423.05	3,423.05		10.95	99.68
248-000-404.034	Captured Tax Real - DDA - Solid Waste	4,464.00		4,449.99	4,449.99		14.01	99.69
248-000-404.045	Captured Tax Real - DDA - County Taxes	23,909.00		17,670.65	17,670.65		6,238.35	73.91
248-000-413.060	Captured Tax Pers - City Tax	1,724.00		1,689.01	1,689.01		34.99	97.97
248-000-413.061	Captured Tax Pers - Library	295.00		201.24	201.24		93.76	68.22
248-000-413.062	Captured Tax Real - DDA - Capital Improvement	141.00		138.25	138.25		2.75	98.05
248-000-413.063	Captured Tax Pers - Fire Reserve	141.00		138.25	138.25		2.75	98.05
248-000-413.064	Captured Tax Pers - Solid Waste	183.00		179.72	179.72		3.28	98.21
248-000-413.065	Captured Tax Pers - County Taxes	982.00		713.58	713.58		268.42	72.67
248-000-583.000	Local Grants	7,536.00		0.00	0.00		7,536.00	0.00
248-000-654.001	Charges for Service - Farmers Market Fee	4,660.00		550.33	550.33		4,109.67	11.81
248-000-654.102	Special Event Revenues - DDA	1,625.00		0.00	0.00		1,625.00	0.00
248-000-665.000	Interest Earnings - Investments	2,000.00		533.75	533.75		1,466.25	26.69
248-000-674.022	Private Donations - Sponsorship FarmersMk	600.00		0.00	0.00		600.00	0.00
TOTAL REVENUES		104,280.00		79,919.48	79,919.48		24,360.52	76.64
Expenditures								
248-443-703.000	Salaries/Wages - Full Time Employees	33,416.00		1,203.39	1,203.39		32,212.61	3.60
248-443-704.001	Wages - Part Time Employees	355.00		29.59	29.59		325.41	8.34
248-443-709.000	Payroll Taxes - FICA - Soc Sec/Medicare	2,578.00		87.71	87.71		2,490.29	3.40
248-443-712.001	Cash in Lieu of Benefits - Insurance Buy	660.00		0.00	0.00		660.00	0.00
248-443-713.001	Overtime Pay	513.00		0.00	0.00		513.00	0.00
248-443-716.000	Retirement - Defined Contribution 401a	1,419.00		61.39	61.39		1,357.61	4.33
248-443-718.001	Health Insurance Premiums - Current EE	4,022.00		250.98	250.98		3,771.02	6.24
248-443-718.013	Health Insurance - HSA - Employer Paid	960.00		33.36	33.36		926.64	3.48
248-443-723.001	Retiree Health Care - OPEB	13.00		1.10	1.10		11.90	8.46
248-443-725.001	Fringe Benefit - Life Insurance	18.00		2.43	2.43		15.57	13.50
248-443-725.010	Workers Comp Insurance	90.00		89.62	89.62		0.38	99.58
248-443-767.000	Clothing - Uniforms - contract provided	57.00		0.00	0.00		57.00	0.00
248-443-774.000	Supplies - Planting	2,700.00		0.00	0.00		2,700.00	0.00
248-443-775.000	Supplies - Repairs and Maintenance	4,100.00		0.00	0.00		4,100.00	0.00
248-443-801.030	Professional Services - Auditor	74.00		0.00	0.00		74.00	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		100.00	100.00		1,700.00	5.56
248-443-920.000	Utilities - Electric	1,000.00		0.00	0.00		1,000.00	0.00
248-443-930.001	Land & Building Repairs/Maintenance	0.00		514.00	514.00		(514.00)	100.00
248-443-931.000	Equipment Repair & Maintenance	6,000.00		0.00	0.00		6,000.00	0.00
248-443-935.001	Property Liability Insurance	239.00		496.40	496.40		(257.40)	207.70
248-443-948.000	Computer Services	50.00		0.00	0.00		50.00	0.00
248-443-955.000	Miscellaneous Expense	200.00		0.00	0.00		200.00	0.00
248-443-960.000	Education & Training - Professional	200.00		0.00	0.00		200.00	0.00
248-443-962.000	Memberships & Dues	700.00		0.00	0.00		700.00	0.00
248-775-880.021	Community Promotion - Special Events	4,950.00		98.70	98.70		4,851.30	1.99
248-775-881.022	Farmers Market Costs - DDA	3,100.00		0.00	0.00		3,100.00	0.00
248-900-971.000	Capital Purchase	18,000.00		0.00	0.00		18,000.00	0.00
TOTAL EXPENDITURES		87,314.00		2,968.67	2,968.67		84,345.33	3.40

PERIOD ENDING 07/31/2024

% Fiscal Year Completed: 8.49

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

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BGD USED
		AMENDED BUDGET	NORMAL	07/31/2024 (ABNORMAL)	MONTH 07/31/2024	INCREASE (DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND									
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND:									
	TOTAL REVENUES	104,280.00		79,919.48		79,919.48		24,360.52	76.64
	TOTAL EXPENDITURES	87,314.00		2,968.67		2,968.67		84,345.33	3.40
	NET OF REVENUES & EXPENDITURES	16,966.00		76,950.81		76,950.81		(59,984.81)	453.56
TOTAL REVENUES - ALL FUNDS									
	TOTAL REVENUES - ALL FUNDS	375,205.00		141,634.45		141,634.45		233,570.55	37.75
TOTAL EXPENDITURES - ALL FUNDS									
	TOTAL EXPENDITURES - ALL FUNDS	285,946.00		17,077.03		17,077.03		268,868.97	5.97
	NET OF REVENUES & EXPENDITURES	89,259.00		124,557.42		124,557.42		(35,298.42)	139.55

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL

PERIOD ENDING 07/31/2024

% Fiscal Year Completed: 8.49

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

GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	07/31/2024	MONTH 07/31/2024	BALANCE	
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND						
Revenues						
D01	D01 - Taxes	36,967.00	23,304.02	23,304.02	13,662.98	63.04
D08	D08 - Interest and rentals	0.00	103.65	103.65	(103.65)	100.00
F40.05	F40.05 - Other financing, Transfer In	110,000.00	9,166.67	9,166.67	100,833.33	8.33
TOTAL REVENUES		146,967.00	32,574.34	32,574.34	114,392.66	22.16
Expenditures						
443	PUBLIC WORKS	129,586.00	9,537.72	9,537.72	120,048.28	7.36
905	DEBT SERVICE	16,624.00	1,385.38	1,385.38	15,238.62	8.33
TOTAL EXPENDITURES		146,210.00	10,923.10	10,923.10	135,286.90	7.47
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND:						
TOTAL REVENUES		146,967.00	32,574.34	32,574.34	114,392.66	22.16
TOTAL EXPENDITURES		146,210.00	10,923.10	10,923.10	135,286.90	7.47
NET OF REVENUES & EXPENDITURES		757.00	21,651.24	21,651.24	(20,894.24)	2,860.14

PERIOD ENDING 07/31/2024

% Fiscal Year Completed: 8.49

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

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	07/31/2024 (ABNORMAL)	MONTH	07/31/2024 (DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 247 - TAX INCREMENT FINANCE AUTHORITY FUND									
Revenues									
D01	D01 - Taxes	31,371.00		28,258.11		28,258.11		3,112.89	90.08
D08	D08 - Interest and rentals	3,330.00		882.52		882.52		2,447.48	26.50
D04	D04 - State grants	89,257.00		0.00		0.00		89,257.00	0.00
TOTAL REVENUES		123,958.00		29,140.63		29,140.63		94,817.37	23.51
Expenditures									
443	PUBLIC WORKS	52,422.00		3,185.26		3,185.26		49,236.74	6.08
TOTAL EXPENDITURES		52,422.00		3,185.26		3,185.26		49,236.74	6.08
Fund 247 - TAX INCREMENT FINANCE AUTHORITY FUND:									
TOTAL REVENUES		123,958.00		29,140.63		29,140.63		94,817.37	23.51
TOTAL EXPENDITURES		52,422.00		3,185.26		3,185.26		49,236.74	6.08
NET OF REVENUES & EXPENDITURES		71,536.00		25,955.37		25,955.37		45,580.63	36.28

PERIOD ENDING 07/31/2024

% Fiscal Year Completed: 8.49

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

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BGD USED
		AMENDED BUDGET	NORMAL	07/31/2024 (ABNORMAL)	MONTH 07/31/2024 (DECREASE)	NORMAL	BALANCE (ABNORMAL)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND								
Revenues								
D01	D01 - Taxes	87,859.00		78,835.40	78,835.40		9,023.60	89.73
D08	D08 - Interest and rentals	2,000.00		533.75	533.75		1,466.25	26.69
D04	D04 - State grants	7,536.00		0.00	0.00		7,536.00	0.00
D06	D06 - Charges for services	6,285.00		550.33	550.33		5,734.67	8.76
UNCLASSIFIED	Unclassified	600.00		0.00	0.00		600.00	0.00
TOTAL REVENUES		104,280.00		79,919.48	79,919.48		24,360.52	76.64
Expenditures								
443	PUBLIC WORKS	61,264.00		2,869.97	2,869.97		58,394.03	4.68
775	SPECIAL EVENTS	8,050.00		98.70	98.70		7,951.30	1.23
900	CAPITAL OUTLAY	18,000.00		0.00	0.00		18,000.00	0.00
TOTAL EXPENDITURES		87,314.00		2,968.67	2,968.67		84,345.33	3.40
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND:								
TOTAL REVENUES		104,280.00		79,919.48	79,919.48		24,360.52	76.64
TOTAL EXPENDITURES		87,314.00		2,968.67	2,968.67		84,345.33	3.40
NET OF REVENUES & EXPENDITURES		16,966.00		76,950.81	76,950.81		(59,984.81)	453.56
TOTAL REVENUES - ALL FUNDS								
		375,205.00		141,634.45	141,634.45		233,570.55	37.75
TOTAL EXPENDITURES - ALL FUNDS								
		285,946.00		17,077.03	17,077.03		268,868.97	5.97
NET OF REVENUES & EXPENDITURES		89,259.00		124,557.42	124,557.42		(35,298.42)	139.55

## AGENDA ITEMS

7. **BRA Action Items:**

A. Accounts Payable: Recommended Action: Consider confirming the BRA payables for July for \$ 5,333.24

8. **DDA Action Items:**

A. Accounts Payable:  
Recommended Action: Consider confirming the DDA payables for July for \$ 1,816.01

9. **TIFA Action Items:**

A. Accounts Payable: Recommended Action: Consider confirming the TIFA payables for July for \$ 965.50

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

- Farmers' Market Thursdays 3-6:30 pm
- August 15, 2024 – Parks and Trees Meeting 5:00 p.m. / City Hall Conference Room
- August 20, 2024 – Food Truck Rally Fannie Pell Park
- August 21, 2024 – Planning Commission Meeting 6:30 pm/Council Chambers
- August 26, 2024 – City Council Meeting 7:00 p.m. / Council Chambers