

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

“The Island City”

AGENDA

DDA/TIFA/BRA

City Hall Council Chambers

November 12, 2024, 7:30 AM

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Approval of Minutes/Summary –10/08/2024**
5. **General Public**
6. **Chairman’s Report**

7. **BRA Action Items**
 - A. Accounts Payable for September of \$ 281.78
8. **DDA Action Items**
 - A. Downtown Clock Restoration Options
 - B. Accounts Payable for September of \$ 4738.54
9. **TIFA Action Items**
 - A. Accounts Payable for September of \$ 339.53

10. **Communications:** The 09/23/24; 10/14/24; Council Meeting Minutes and the Financial Report/Summary as of 10/31/2024
11. **Public Comments**
12. **Staff Comments**
13. **Member Comments**
14. **Adjournment**

Minutes
Plainwell DDA, BRA, and TIFA
October 08, 2024

1. Call to Order: Meeting was called to order at 7:30 a.m. by Larabel
2. Pledge of Allegiance
3. Roll Call:
Members Present: Randy Wisnaski, Kevin Seckel, Nick Larabel, Jim Turley, Adam Hopkins, Paul Rizzo, Justin Lakamper
Excused: Cathy Green
4. Approval of Minutes from 09/10/24: **A motion was made by Turley to approve the minutes and place on file, seconded by Seckel.**
5. General Public: None
6. Chairman's Report: None
7. BRA Action Items
 - A. **Motion to accept accounts payable for September of \$598.43 was made by Rizzo and seconded by Wisnaski. All in favor vote. Motion passed.**
8. DDA Action Items
 - A. **Revolving Loan quarterly report**
 - B. **Discussion regarding repair or replacement of Clock. Nieuwenhuis, DPW Superintendent reported the clock repairs; new quotes coming.**
 - C. **Motion to accept accounts payable for September of \$1,217.00 was made by Larabel and seconded by Turley. All in favor vote.**
9. TIFA Action Items
 - A. **Motion to accept accounts payable for September of \$326.88 was made by Hopkins and seconded by Seckel. All in favor vote. Motion carried.**
9. Communications: 08/12/24; 09/09/24 Council Minutes and the Financial Report/Summary as of 9/30/2024
10. Public Comments: None
11. Staff Comments: Updates were given by Siegel, Community Development Manager development of DDA properties; Updates on upcoming events. Lakamper, City Manager provided information on the Brooks Plaza Sign
12. Member Comments: None
13. Adjournment: **A Motion to adjourn the meeting was made by Rizzo and seconded by Wisnaski at 8:02 a.m.**

Submitted by Denise Siegel, Community Development Manager

11/01/2024 10:12 AM
User: ROXANNE
DB: Plainwell

INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL
POST DATES 10/01/2024 - 10/31/2024
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	OCTOBER 2024 DENTAL/VISION	22.99	27946
243-443-718.001	Health Insurance Premiums	PRIORITY HEALTH	OCTOBER 2024 HEALTH INSURANCE	254.92	27948
243-443-725.001	Fringe Benefit - Life Insurance	MADISON NATIONAL LIFE INSURANCE	OCTOBER 2024 LIFE INSURANCE	3.87	27947
Total For Dept 443 PUBLIC				281.78	
Total For Fund 243 BROWNFI				281.78	

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BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund Totals:					
			Fund 243 BROWNFIELD REDEVE	281.78	
				281.78	

Clock Restoration Quotes and Options:

We have two options for restoration. However, given the layout of your clock, the replacement controls for the clock would not be able to be installed in the base. This would require a NEMA enclosure to be placed near the base of the clock for the controls which would be a separate cost from the below scope and the responsibility of the City. The restoration options are:

- **Mechanical Renovation** - Includes new timepiece, dial gears, & clock hands; digital clock controller; junction box, and other related parts. **\$6,690** including installation and freight.
- **Combination Mechanical and Cosmetic Renovation** - Includes new timepiece, dial gears, and clock hands; digital clock controller; new dials with Lexan covers and bezels with accent paint details; LED illumination system; and other related parts. **\$10,780** including installation and freight.

Quote for replacement clock - Looking at the same model, we'd be at **\$17,726** including installation and freight for the same model. You can also elect to self-install for a cost savings of approximately \$1,700. I'd be happy to review any of our other models with you as well.

11/01/2024 10:11 AM
 User: ROXANNE
 DB: Plainwell

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 BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND					
Dept 443 PUBLIC WORKS					
248-443-718.001	Health Insurance Premiums	COPS HEALTH TRUST	OCTOBER 2024 DENTAL/VISION	32.21	27946
248-443-718.001	Health Insurance Premiums	PRIORITY HEALTH	OCTOBER 2024 HEALTH INSURANCE	427.93	27948
248-443-725.001	Fringe Benefit - Life Insurance	MADISON NATIONAL LIFE INSURANCE	OCTOBER 2024 LIFE INSURANCE	1.65	27947
248-443-900.000	Printing and Publishing	COMMUNITY CONNECTIONS MEDIA	DDA - FULL PAGE INFO/EVENTS	1,500.00	28061
248-443-931.000	FALL FOR DOWNTOWN	AAA LAWN CARE INC	DPW - FALL VEGETATION CONTROL	514.00	28001
248-443-955.000	DDA Lunch	RIVERDOG TAVERN	DDA Lunch	17.51	2957
248-443-955.000	Chris Haas Award	B & C TROPHY	Chris Haas Award	6.50	2957
Total For Dept 443 PUBLIC				2,499.80	
Dept 775 SPECIAL EVENTS					
248-775-880.021	Hand cream for ladies night	AMAZON	Splitter cable	89.38	2957
248-775-880.021	Ribbon for openings	HOBBY LOBBY	Ribbon for openings	5.38	2957
248-775-880.021	Community Promotion - Special	PLUMBER'S PORTABLE TOILETS	DDA - PUMPKINS IN THE PARK	120.00	28015
248-775-880.021	Community Promotion - Special	RYAN LINDSEY PHOTOGRAPHY	DDA - LADIES NIGHT/PUMPKIN	270.00	28024
248-775-880.021	RV Steps for DDA	AMAZON	RV Steps for DDA	135.98	2957
248-775-880.021	Donation Ladies night	DOG AND THE BANK	Donation Ladies night	50.00	2957
248-775-880.021	Community Promotion - Special	WWMT	DDA - DOWNTOWN COMMERCIAL	788.00	28086
248-775-881.022	Farmers Market Costs - DDA	PLUMBER'S PORTABLE TOILETS	DDA - PORTABLE TOILET FAF	135.00	27987
248-775-881.022	Farmers Market Costs - DDA	WWMT	DDA - WEBSITE ADVERTISING	500.00	28059
248-775-881.022	Farmers Market Costs - DDA	GOOD NEWS PAPER	DDA - NOVEMBER 2024 ISSUE	145.00	28080
Total For Dept 775 SPECIAL				2,238.74	
Total For Fund 248 DOWNTOWN				4,738.54	

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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	4,738.54
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	4,738.54

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INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL
POST DATES 10/01/2024 - 10/31/2024
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	OCTOBER 2024 DENTAL/VISION	28.09	27946
247-443-718.001	Health Insurance Premiums	PRIORITY HEALTH	OCTOBER 2024 HEALTH INSURANCE	309.48	27948
247-443-725.001	Fringe Benefit - Life Insu	MADISON NATIONAL LIFE INSURANCE	OCTOBER 2024 LIFE INSURANCE	1.96	27947
Total For Dept 443 PUBLIC				339.53	
Total For Fund 247 TAX INC				339.53	

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INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL
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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
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Fund Totals:

Fund 247 TAX INCREMENT FIN	339.53
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339.53

MINUTES
Plainwell City Council
September 23, 2024

1. Mayor Keeler called the regular meeting to order at 7:00pm 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 09/09/2024 regular meeting. On a voice vote, all voted in favor. Motion passed.
6. Public Comment: None.
7. County Commissioner Report: Commission Gale 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 September 23, 2024 meeting as presented. On a voice vote, all voted in favor. Motion passed.
9. Mayor's Report: Mayor Keeler shared he was happy to see that paving had begun in the Old Orchard.
10. Recommendations and Reports:
 - A. Clerk Leonard discussed Resolution 2024-20, which updates current Fines and Fees to include a backyard chicken permit.
A motion by Steele, seconded by Overhuel, adopting Resolution 2024-20 as presented. On a roll call vote, all voted in favor. Motion passed.
 - B. Community Development Manager Siegel discussed a Social District Permit request from J&T Stuart Enterprises, LLC (DBA 1871 Taproom).
A motion by Overhuel, seconded by Steele, adopting Resolution 2024-21 and recommending approval of a Social District Permit for J&T Stuart Enterprises, LLC by the Michigan Liquor Control Commission. On a roll call vote, all voted in favor. Motion passed.
 - C. Director Callahan discussed a new video surveillance system for the Department of Public Safety building.
A motion by Keeney, seconded by Wisnaski, approving the purchase and installation of a new video surveillance system for Public Safety by Lockmaster Security for \$5,590.00. On a roll call vote, all voted in favor. Motion passed.
 - D. Superintendent Nieuwenhuis discussed cleaning and televising the existing sewer line in the Old Orchard.
A motion by Keeney, seconded by Wisnaski, to approve the cleaning and televising of the existing sewer in the Old Orchard by Plummers Environmental for \$5,610.00. On a roll call vote, all voted in favor. Motion passed.
 - E. Director Callahan discussed new firefighting helmets and particulate hoods.
A motion by Wisnaski, seconded by Keeney, approving the purchase of 22 new firefighting helmets and fire-resistant particulate hoods from Dinges Fire for \$10,360.90. On a roll call vote, all voted in favor. Motion passed.
 - F. Superintendent Nieuwenhuis discussed the replacement of Truck #19.
A motion by Overhuel, seconded by Steele, to approve the purchase of a 2010 Ford F450 Super Duty truck at a cost not to exceed \$30,250.00 to replace Truck #19. On a roll call vote, all voted in favor. Motion passed.

11. Communications:

The City of Plainwell is an equal opportunity employer and provider

MINUTES
Plainwell City Council
September 23, 2024

A motion by Steele, seconded by Overhuel, to accept and place on file the August 2024 Department of Public Safety and Water Renewal Reports. On a voice vote, all voted in favor. Motion passed.

12. Accounts Payable:

A motion by Keeney, seconded by Wisnaski, that the bills be allowed and orders drawn in the amount of \$481,656.92 for payment of the same. On a roll call vote, all voted in favor. Motion passed.

13. Public Comments: None.

14. Staff Comments:

Superintendent Nieuwenhuis stated that hydrant flushing went well. He shared that paving has begun in the Old Orchard, and driveway approaches are being installed.

Community Development Manager Siegel reminded everyone that the last outdoor Farmer's Markets is this Thursday. She mentioned upcoming events Pumpkins in the Park and Ladies Leaves and Laughter.

Assistant Superintendent Keyser shared that Fats, Oils and Grease inspections of local businesses are going well and are almost all complete. He shared that 12th St. get plugged often, about 3 times in the last month.

Superintendent Pond shared that the State of Michigan performed an Industrial Pretreatment audit. They mentioned a few housekeeping items, but found no serious issues.

Director Callahan reminded everyone that October is Fire Safety month, and that Public Safety is hosting an open house during Pumpkins in the Park on Saturday, 10/12/2024 from 11am – 1pm. DPS will also assist with the homecoming parade and Gilkey Gallop. He shared that there had been an OSHA inspection, an outside of a few housekeeping items, the inspection went well.

City Manager Lakamper provided an update the Old Orchard project, sharing that paving had begun and that driveways approaches were being done as well. He shared that paving is scheduled to be completed mid- October. The restoration process will include top soil and seeding, and the installation of height appropriate mailboxes. The over all project is about 3 weeks behind the anticipated schedule. He shared that the large hanger at the Airport has been emptied, and that a potential new mechanic has been found. He has heard from the DNR and NOAH that the dam project has been revisited, with anticipated construction happening over the next few years after a project redesign. All Department heads received Title VI training this week, and went over the accident reporting process.

15. Council Comments:

Councilmember Overhuel thanked Denise for putting together and presenting at the All Boards meeting, mentioning it was nice to see so many board members in attendance.

Mayor Pro-Tem Steele thanked everyone who was able to attend the James R Higgs Industrial Park dedication, and thanked Denise for organizing it.


Councilmember Keeney thanked everyone for coming.

16. Adjournment:

A motion by Overhuel, seconded by Steele, to adjourn the meeting at 7:36pm. On a voice vote, all voted in favor. Motion passed.

Minutes respectfully
Submitted by,
JoAnn Leonard
City Clerk

MINUTES APPROVED BY CITY COUNCIL
October 14, 2024



JoAnn Leonard, City Clerk

MINUTES
Plainwell City Council
October 14, 2024

1. Mayor Keeler called the regular meeting to order at 7:00pm in City Hall Council Chambers.
2. Invocation: Given by Peter Dams of Lighthouse Baptist Church
3. Pledge of Allegiance was given by all present.
4. Roll Call: Present: Mayor Keeler, Mayor Pro Tem Steele, Councilmember Overhuel, Councilmember Keeney and Councilmember Wisnaski. Absent: None
5. Approval of Minutes:
A motion by Steele, seconded by Overhuel, to accept and place on file the Council Minutes of the 09/23/2024 regular meeting. On a voice vote, all voted in favor. Motion passed.
6. Public Comment:
Pam Waterman of 765 Glenview discussed the lack of communication concerning paving in the Old Orchard. She was unable to leave her residence and missed an appointment because she wasn't able to walk on the asphalt as it was still hot. She asked when the first assessment payment was due, and when sewer connection could be done. She noted that the newly paved road is narrower, and requested better communication moving forward.
7. Presentation – *2024 Chris Haas Volunteer of the Year Award – Tony Gless*
8. County Commissioner Report: None.
9. Agenda approval:
A motion by Steele, seconded by Overhuel, to approve the Agenda for the October 14, 2024 meeting as presented. On a voice vote, all voted in favor. Motion passed.
10. Mayor's Report: Mayor Keeler noted that Dean's Ice Cream closed for the season.
11. Recommendations and Reports:
 - A. Finance Director/Treasurer Kelley discussed USA Earthworks LLC Pay Application #6 for work performed on the Old Orchard project.
A motion by Keeney, seconded by Wisnaski, approving Pay Application #6 for USA Earthworks LLC in the amount of \$580,173.64. On a roll call vote, all voted in favor. Motion passed.
 - B. Superintendent Pond discussed the purchase of a Hach AS950 All Weather Sampler.
A motion by Wisnaski, seconded by Overhuel, approving the purchase of a Hach AS950 All Weather Sampler from USA Bluebook for \$9,690.00. On a roll call vote, all voted in favor. Motion passed.
12. Communications:
A motion by Steele, seconded by Overhuel, to accept and place on file the September 2024 Investment and Fund Balance Reports, and the 9/10/2024 DDA/BRA/TIFA meeting minutes. On a voice vote, all voted 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 \$197,466.00 for payment of the same. On a roll call vote, all voted in favor. Motion passed.
14. Public Comments: None.
15. Staff Comments:
Finance Director/Treasurer Kelley stated that the audit was done last week, and went well. The auditors will be back to present their findings in November.

MINUTES
Plainwell City Council
October 14, 2024

Personnel Coordinator Kersten shared that Community Development Manager Siegel has worked for Plainwell for 10 years.

Superintendent Nieuwenhuis stated that the paving was complete in the Old Orchard, and turned out well. He stated that there is still much to do, including moving mailboxes, replacing stop signs, and clearing drains. He congratulated Tony Gless.

Community Development Manager Siegel stated that the first meeting of the Mill Committee was held last week, and went well. The Mill Committee will be working with Williams & Works. There has been progress on the grant funding from the National Fish and Wildlife program. She is looking into advertising opportunities for the downtown businesses. There are several upcoming events, including Ladies Leaves and Laughter, Shop Small, and the tree lighting ceremony. 1871 Taproom is open for business, and there is a ribbon cutting planned for Gifted, a new business inside Design Street.

Assistant Superintendent Keyser shared that he has been focused on plant maintenance in preparation for winter.

Superintendent Pond stated that the biosolids report is due this month, and that one of the buildings needs gas sensing equipment.

Director Callahan discussed the Open House at Public Safety that was held in conjunction with Pumpkins in the Park. He said that Smokey the Bear was a hit, and that the event was well received by the community.

Clerk Leonard stated that she is preparing for the upcoming Election. Early Voting begins Saturday, October 26th and runs through Sunday, November 3rd. Polls are open from 8am until 4pm during Early Voting, and from 7am until 8pm on Tuesday November 5th, Election Day.

City Manager Lakamper said that the Department of Public Works had completed and submitted a CDSMI list to Environment Great Lakes and Energy (EGLE), providing proof to the State that the City of Plainwell water system contains no lead.

16. Council Comments:

Councilmember Wisnaski congratulated Tony Gless for his many years of community service, and Denise Siegel on her 10-year anniversary at the City.

Councilmember Keeney congratulated Tony Gless and Denise Siegel.

Mayor Pro-Tem Steele thanked Tony Gless for everything he has done for Plainwell and the surrounding communities. She congratulated Denise on her ten years with the City, and stated that the first meeting of the Mill Committee was good.

Councilmember Overhuel offered congratulations to Denise Siegel and Tony Gless, and told Mrs. Waterman that he hoped she felt better soon.

17. Adjournment:

**A motion by Overhuel, seconded by Steele, to adjourn the meeting at 7:37pm. On a voice vote, all voted in favor.
Motion passed.**

Minutes respectfully
Submitted by,
JoAnn Leonard
City Clerk

MINUTES APPROVED BY CITY COUNCIL

October 28, 2024


JoAnn Leonard, City Clerk

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL

PERIOD ENDING 10/31/2024

% Fiscal Year Completed: 33.70

*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	10/31/2024	MONTH 10/31/2024	BALANCE	
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND						
Revenues						
D01	D01 - Taxes	36,967.00	23,304.02	0.00	13,662.98	63.04
D08	D08 - Interest and rentals	0.00	337.39	8.41	(337.39)	100.00
F40.05	F40.05 - Other financing, Transfer In	110,000.00	36,666.68	9,166.67	73,333.32	33.33
TOTAL REVENUES		146,967.00	60,308.09	9,175.08	86,658.91	41.04
Expenditures						
443	PUBLIC WORKS	134,586.00	49,824.68	6,543.00	84,761.32	37.02
905	DEBT SERVICE	16,624.00	5,541.52	1,385.38	11,082.48	33.33
TOTAL EXPENDITURES		151,210.00	55,366.20	7,928.38	95,843.80	36.62
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND:						
TOTAL REVENUES		146,967.00	60,308.09	9,175.08	86,658.91	41.04
TOTAL EXPENDITURES		151,210.00	55,366.20	7,928.38	95,843.80	36.62
NET OF REVENUES & EXPENDITURES		(4,243.00)	4,941.89	1,246.70	(9,184.89)	116.47

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL
 PERIOD ENDING 10/31/2024
 % Fiscal Year Completed: 33.70

*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	10/31/2024 (ABNORMAL)	MONTH 10/31/2024 INCREASE	(DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 247 - TAX INCREMENT FINANCE AUTHORITY FUND									
Revenues									
D01	D01 - Taxes	31,371.00		28,258.11		0.00		3,112.89	90.08
D08	D08 - Interest and rentals	3,330.00		3,641.18		975.87		(311.18)	109.34
D04	D04 - State grants	89,257.00		90,530.02		90,530.02		(1,273.02)	101.43
TOTAL REVENUES		123,958.00		122,429.31		91,505.89		1,528.69	98.77
Expenditures									
443	PUBLIC WORKS	52,422.00		17,873.11		3,768.06		34,548.89	34.09
TOTAL EXPENDITURES		52,422.00		17,873.11		3,768.06		34,548.89	34.09
Fund 247 - TAX INCREMENT FINANCE AUTHORITY FUND:									
TOTAL REVENUES		123,958.00		122,429.31		91,505.89		1,528.69	98.77
TOTAL EXPENDITURES		52,422.00		17,873.11		3,768.06		34,548.89	34.09
NET OF REVENUES & EXPENDITURES		71,536.00		104,556.20		87,737.83		(33,020.20)	146.16

PERIOD ENDING 10/31/2024

% Fiscal Year Completed: 33.70

*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	10/31/2024 (ABNORMAL)	MONTH 10/31/2024 INCREASE	(DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND									
Revenues									
D01	D01 - Taxes	87,859.00		78,835.40		0.00		9,023.60	89.73
D08	D08 - Interest and rentals	2,000.00		2,347.68		579.23		(347.68)	117.38
D04	D04 - State grants	7,536.00		7,643.42		7,643.42		(107.42)	101.43
D06	D06 - Charges for services	6,285.00		5,331.91		2,220.00		953.09	84.84
D09.04	D09.04 - Other, Miscellaneous	600.00		0.00		0.00		600.00	0.00
TOTAL REVENUES		104,280.00		94,158.41		10,442.65		10,121.59	90.29
Expenditures									
443	PUBLIC WORKS	62,292.00		17,331.29		4,662.09		44,960.71	27.82
775	SPECIAL EVENTS	8,050.00		3,753.94		2,738.74		4,296.06	46.63
900	CAPITAL OUTLAY	18,000.00		0.00		0.00		18,000.00	0.00
TOTAL EXPENDITURES		88,342.00		21,085.23		7,400.83		67,256.77	23.87
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND:									
TOTAL REVENUES		104,280.00		94,158.41		10,442.65		10,121.59	90.29
TOTAL EXPENDITURES		88,342.00		21,085.23		7,400.83		67,256.77	23.87
NET OF REVENUES & EXPENDITURES		15,938.00		73,073.18		3,041.82		(57,135.18)	458.48
TOTAL REVENUES - ALL FUNDS									
		375,205.00		276,895.81		111,123.62		98,309.19	73.80
TOTAL EXPENDITURES - ALL FUNDS									
		291,974.00		94,324.54		19,097.27		197,649.46	32.31
NET OF REVENUES & EXPENDITURES		83,231.00		182,571.27		92,026.35		(99,340.27)	219.35

PERIOD ENDING 10/31/2024

% Fiscal Year Completed: 33.70

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

GL NUMBER	DESCRIPTION	YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT USED
		2024-25 AMENDED BUDGET	10/31/2024 NORMAL (ABNORMAL)	MONTH 10/31/2024 INCREASE (DECREASE)	MONTH 10/31/2024 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)		
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND								
Revenues								
243-000-404.040	Captured Tax Real - BR - City Tax	6,793.00	6,792.76	0.00		0.24		100.00
243-000-404.041	Captured Tax Real - BR - Library	1,165.00	809.49	0.00		355.51		69.48
243-000-404.042	Captured Tax Real - BR - Capital Impr	556.00	555.96	0.00		0.04		99.99
243-000-404.043	Captured Tax Real - BR - Fire Reserve	556.00	555.96	0.00		0.04		99.99
243-000-404.044	Captured Tax Real - BR - Solid Waste	723.00	722.77	0.00		0.23		99.97
243-000-404.047	Captured Tax Real - DDA - School	16,611.00	4,969.70	0.00		11,641.30		29.92
243-000-404.048	Captured Tax Real - BR - County Taxes	3,871.00	2,869.93	0.00		1,001.07		74.14
243-000-413.060	Captured Tax Pers - City Tax	3,327.00	3,326.82	0.00		0.18		99.99
243-000-413.061	Captured Tax Pers - Library	571.00	396.46	0.00		174.54		69.43
243-000-413.062	Captured Tax Pers - Capital Improvement	272.00	272.30	0.00		(0.30)		100.11
243-000-413.063	Captured Tax Pers - Fire Reserve	272.00	272.30	0.00		(0.30)		100.11
243-000-413.064	Captured Tax Pers - Solid Waste	354.00	353.99	0.00		0.01		100.00
243-000-413.065	Captured Tax Pers - County Taxes	1,896.00	1,405.58	0.00		490.42		74.13
243-000-665.000	Interest Earnings - Investments	0.00	337.39	8.41		(337.39)		100.00
243-000-699.101	Interfund Transfer In - General Fund	30,000.00	10,000.00	2,500.00		20,000.00		33.33
243-000-699.401	Interfund Transfer In - Cap Improvement	80,000.00	26,666.68	6,666.67		53,333.32		33.33
TOTAL REVENUES		146,967.00	60,308.09	9,175.08		86,658.91		41.04
Expenditures								
243-443-703.000	Salaries/Wages - Full Time Employees	46,328.00	14,776.55	3,646.30		31,551.45		31.90
243-443-704.001	Wages - Part Time Employees	2,485.00	4,244.43	727.75		(1,759.43)		170.80
243-443-709.000	Payroll Taxes - FICA - Soc Sec/Medicare	3,798.00	1,455.80	336.28		2,342.20		38.33
243-443-712.001	Cash in Lieu of Benefits - Insurance Buy	1,680.00	446.24	148.76		1,233.76		26.56
243-443-716.000	Retirement - Defined Contribution 401a	3,681.00	1,129.93	278.95		2,551.07		30.70
243-443-718.001	Health Insurance Premiums - Current EE	2,602.00	815.14	209.97		1,786.86		31.33
243-443-718.013	Health Insurance - HSA - Employer Paid	744.00	202.14	60.00		541.86		27.17
243-443-723.001	Retiree Health Care - OPEB	31.00	10.40	2.60		20.60		33.55
243-443-725.001	Fringe Benefit - Life Insurance	46.00	14.85	3.87		31.15		32.28
243-443-725.010	Workers Comp Insurance	161.00	161.06	0.00		(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	54.08	0.00		445.92		10.82
243-443-801.013	Professional Services - Attorney	15,000.00	294.00	0.00		14,706.00		1.96
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	17,478.02	0.00		10,360.98		62.78
243-443-931.000	Equipment Repair & Maintenance	15,000.00	800.00	0.00		14,200.00		5.33
243-443-935.001	Property Liability Insurance	7,392.00	3,785.17	0.00		3,606.83		51.21
243-443-940.000	Rentals - Equipment	6,800.00	4,149.53	1,128.52		2,650.47		61.02
243-443-948.000	Computer Services	0.00	7.34	0.00		(7.34)		100.00
243-905-991.001	Debt Service - Principal -Interfund Loan	15,691.00	5,230.44	1,307.61		10,460.56		33.33
243-905-993.001	Debt Service - Interest - Interfund Loan	933.00	311.08	77.77		621.92		33.34
TOTAL EXPENDITURES		151,210.00	55,366.20	7,928.38		95,843.80		36.62
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND:								
TOTAL REVENUES		146,967.00	60,308.09	9,175.08		86,658.91		41.04
TOTAL EXPENDITURES		151,210.00	55,366.20	7,928.38		95,843.80		36.62
NET OF REVENUES & EXPENDITURES		(4,243.00)	4,941.89	1,246.70		(9,184.89)		116.47

PERIOD ENDING 10/31/2024

% Fiscal Year Completed: 33.70

*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	10/31/2024	MONTH 10/31/2024	BALANCE	
Fund 247 - TAX INCREMENT FINANCE AUTHORITY FUND						
Revenues						
247-000-404.040	Captured Tax Real - BR - City Tax	15,598.00	15,597.82	0.00	0.18	100.00
247-000-404.041	Captured Tax Real - BR - Library	2,675.00	1,858.36	0.00	816.64	69.47
247-000-404.042	Captured Tax Real - BR - Capital Impr	1,276.00	1,276.44	0.00	(0.44)	100.03
247-000-404.043	Captured Tax Real - BR - Fire Reserve	1,276.00	1,276.44	0.00	(0.44)	100.03
247-000-404.044	Captured Tax Real - BR - Solid Waste	1,659.00	1,659.34	0.00	(0.34)	100.02
247-000-404.048	Captured Tax Real - BR - County Taxes	8,887.00	6,589.71	0.00	2,297.29	74.15
247-000-583.000	Local Grants	89,257.00	90,530.02	90,530.02	(1,273.02)	101.43
247-000-665.000	Interest Earnings - Investments	3,330.00	3,641.18	975.87	(311.18)	109.34
TOTAL REVENUES		123,958.00	122,429.31	91,505.89	1,528.69	98.77
Expenditures						
247-443-703.000	Salaries/Wages - Full Time Employees	33,568.00	10,725.93	2,708.13	22,842.07	31.95
247-443-704.001	Wages - Part Time Employees	483.00	65.28	36.00	417.72	13.52
247-443-709.000	Payroll Taxes - FICA - Soc Sec/Medicare	2,620.00	813.36	207.46	1,806.64	31.04
247-443-712.001	Cash in Lieu of Benefits - Insurance Buy	1,155.00	333.82	111.27	821.18	28.90
247-443-716.000	Retirement - Defined Contribution 401a	1,879.00	625.65	158.14	1,253.35	33.30
247-443-718.001	Health Insurance Premiums - Current EE	3,071.00	1,087.92	259.34	1,983.08	35.43
247-443-718.013	Health Insurance - HSA - Employer Paid	744.00	213.65	62.00	530.35	28.72
247-443-725.001	Fringe Benefit - Life Insurance	22.00	7.07	1.96	14.93	32.14
247-443-725.010	Workers Comp Insurance	154.00	153.72	0.00	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
247-443-930.001	Land & Building Repairs/Maintenance	0.00	1,903.00	0.00	(1,903.00)	100.00
247-443-935.001	Property Liability Insurance	152.00	462.14	0.00	(310.14)	304.04
247-443-940.000	Rentals - Equipment	1,500.00	1,474.23	223.76	25.77	98.28
247-443-948.000	Computer Services	0.00	7.34	0.00	(7.34)	100.00
TOTAL EXPENDITURES		52,422.00	17,873.11	3,768.06	34,548.89	34.09
Fund 247 - TAX INCREMENT FINANCE AUTHORITY FUND:						
TOTAL REVENUES		123,958.00	122,429.31	91,505.89	1,528.69	98.77
TOTAL EXPENDITURES		52,422.00	17,873.11	3,768.06	34,548.89	34.09
NET OF REVENUES & EXPENDITURES		71,536.00	104,556.20	87,737.83	(33,020.20)	146.16

PERIOD ENDING 10/31/2024

% Fiscal Year Completed: 33.70

*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	10/31/2024 (ABNORMAL)	MONTH 10/31/2024 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		0.00		130.37	99.69
248-000-404.031	Captured Tax Real - DDA - Library	7,197.00		4,983.98		0.00		2,213.02	69.25
248-000-404.032	Captured Tax Real - DDA - Capital Impr	3,434.00		3,423.05		0.00		10.95	99.68
248-000-404.033	Captured Tax Real - DDA - Fire Reserve	3,434.00		3,423.05		0.00		10.95	99.68
248-000-404.034	Captured Tax Real - DDA - Solid Waste	4,464.00		4,449.99		0.00		14.01	99.69
248-000-404.045	Captured Tax Real - DDA - County Taxes	23,909.00		17,670.65		0.00		6,238.35	73.91
248-000-413.060	Captured Tax Pers - City Tax	1,724.00		1,689.01		0.00		34.99	97.97
248-000-413.061	Captured Tax Pers - Library	295.00		201.24		0.00		93.76	68.22
248-000-413.062	Captured Tax Pers - Capital Improvement	141.00		138.25		0.00		2.75	98.05
248-000-413.063	Captured Tax Pers - Fire Reserve	141.00		138.25		0.00		2.75	98.05
248-000-413.064	Captured Tax Pers - Solid Waste	183.00		179.72		0.00		3.28	98.21
248-000-413.065	Captured Tax Pers - County Taxes	982.00		713.58		0.00		268.42	72.67
248-000-583.000	Local Grants	7,536.00		7,643.42		7,643.42		(107.42)	101.43
248-000-642.001	Sales of Merchandise - DDA	0.00		20.00		20.00		(20.00)	100.00
248-000-654.001	Charges for Service - Farmers Market Fee	4,660.00		1,911.91		500.00		2,748.09	41.03
248-000-654.102	Special Event Revenues - DDA	1,625.00		3,400.00		1,700.00		(1,775.00)	209.23
248-000-665.000	Interest Earnings - Investments	2,000.00		2,347.68		579.23		(347.68)	117.38
248-000-674.022	Private Donations - Sponsorship FarmersMk	600.00		0.00		0.00		600.00	0.00
TOTAL REVENUES		104,280.00		94,158.41		10,442.65		10,121.59	90.29
Expenditures									
248-443-703.000	Salaries/Wages - Full Time Employees	33,416.00		9,527.52		2,389.72		23,888.48	28.51
248-443-704.001	Wages - Part Time Employees	355.00		90.37		29.92		264.63	25.46
248-443-709.000	Payroll Taxes - FICA - Soc Sec/Medicare	2,578.00		688.44		171.42		1,889.56	26.70
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		383.63		92.86		1,035.37	27.04
248-443-718.001	Health Insurance Premiums - Current EE	4,022.00		1,272.56		353.14		2,749.44	31.64
248-443-718.013	Health Insurance - HSA - Employer Paid	960.00		275.82		84.27		684.18	28.73
248-443-723.001	Retiree Health Care - OPEB	13.00		4.40		1.10		8.60	33.85
248-443-725.001	Fringe Benefit - Life Insurance	18.00		7.38		1.65		10.62	41.00
248-443-725.010	Workers Comp Insurance	90.00		89.62		0.00		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		1,751.23		0.00		2,348.77	42.71
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		1,675.00		1,500.00		125.00	93.06
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		1,028.00		514.00		(1,028.00)	100.00
248-443-931.000	Equipment Repair & Maintenance	7,028.00		0.00		0.00		7,028.00	0.00
248-443-935.001	Property Liability Insurance	239.00		457.69		0.00		(218.69)	191.50
248-443-948.000	Computer Services	50.00		14.68		0.00		35.32	29.36
248-443-955.000	Miscellaneous Expense	200.00		64.95		(475.99)		135.05	32.48
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		2,559.94		1,958.74		2,390.06	51.72
248-775-881.022	Farmers Market Costs - DDA	3,100.00		1,194.00		780.00		1,906.00	38.52
248-900-971.000	Capital Purchase	18,000.00		0.00		0.00		18,000.00	0.00
TOTAL EXPENDITURES		88,342.00		21,085.23		7,400.83		67,256.77	23.87

PERIOD ENDING 10/31/2024

% Fiscal Year Completed: 33.70

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GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	10/31/2024	MONTH 10/31/2024	BALANCE	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND						
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND:						
	TOTAL REVENUES	104,280.00	94,158.41	10,442.65	10,121.59	90.29
	TOTAL EXPENDITURES	88,342.00	21,085.23	7,400.83	67,256.77	23.87
	NET OF REVENUES & EXPENDITURES	15,938.00	73,073.18	3,041.82	(57,135.18)	458.48
	TOTAL REVENUES - ALL FUNDS	375,205.00	276,895.81	111,123.62	98,309.19	73.80
	TOTAL EXPENDITURES - ALL FUNDS	291,974.00	94,324.54	19,097.27	197,649.46	32.31
	NET OF REVENUES & EXPENDITURES	83,231.00	182,571.27	92,026.35	(99,340.27)	219.35

AGENDA ITEMS

7. **BRA Action Items:**

A. Accounts Payable: Recommended Action: Consider confirming the BRA payables for September for \$ 281.78

8. **DDA Action Items:**

A. Discussion regarding the purchase or repair of the downtown Clock

B. Accounts Payable:

Recommended Action: Consider confirming the DDA payables for September for \$ 4738.54

9. **TIFA Action Items:**

A. Accounts Payable: Recommended Action: Consider confirming the TIFA payables for September for \$ 339.53

A reminder of Upcoming Meetings/Events:

- November 14, 2024 – Parks and Trees Meeting 5:00 p.m. / City Hall Conference Room
- November 20, 2024 – Planning Commission Meeting 6:30 pm/Council Chambers
- November 25, 2024 – City Council Meeting 7:00 p.m./Council Chambers
- November 28, 2024 – Thanksgiving Office Closed
- November 29, 2024 – Thanksgiving Office Closed
- November 30, 2024 – Shop Small Saturday