

City of Plainwell

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



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

“The Island City”

AGENDA DDA/TIFA/BRA City Hall Conference Room March 13, 2018 7:30 AM

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Approval of Minutes/Summary – 02/13/18 Meeting Minutes**
5. **General Public**
6. **Chairman’s Report**

7. **BRA Action Items**
 - A. Accounts Payable for February of \$20,507.58
8. **DDA Action Items**
 - A. Accounts Payable for February of \$1,087.06
 - B. Review Parking Study
9. **TIFA Action Items**
 - A. Accounts Payable for February of \$627.33

10. **Communications:** 01/22/18 and 02/12/18 Council Minutes. Also the Financial Report/ Summary as of 02/28/18
11. **Public Comments**
12. **Staff Comments**
 - Sesquicentennial – 2019
 - Ornament – 2018 Campbell’s Pharmacy
 - Movies – 2018
13. **Member Comments**
14. **Adjournment**

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

The Island City

AGENDA ITEMS

7. **BRA Action Items:**

A. Accounts Payable:

Recommended Action: Consider confirming the BRA payables for February in the amount of \$20,507.58

8. **DDA Action Items:**

A. Accounts Payable:

Recommended Action: Consider confirming the DDA payables for February in the amount of \$1,087.06

9. **TIFA Action Items:**

A. Accounts Payable:

Recommended Action: Consider confirming the TIFA payables for February in the amount of \$627.33

Minutes
Plainwell DDA, BRA and TIFA:
February 13, 2018

1. Call to Order - Meeting called to order at 7:32 a.m. by Larabel
2. Pledge of Allegiance
3. Roll Call
Members Present: Jim Turley, Paul Rizzo, Zelda Schippers, Nick Larabel, Erik Wilson, Mayor Rick Brooks, Tracee Dunlop, EJ Hart. Member Adam Hopkins – excused.
4. Approval of Minutes of **Motion by Schippers, seconded by Hart to approve 1-09-18 minutes. Motion carried.**
5. General Public: None
6. Chairman’s Report: None
7. BRA Action Items
 - A. **Motion to accept accounts payable for January of \$3,248.06 was made by Hart and seconded by Turley. Motion carried.**
City Manager Wilson provided an update to the Sweetwater project including the changes to the Prince Street/M89 intersection.
8. DDA Action Items
 - A. Member Turley discussed his application for a business revolving loan fund for Bridge Street Deli & Health Market. Larabel stated that all previous loans should be paid off before additional funds were dispersed. Manager Wilson stated that for most applications, collateral for loans will be in the form of real property, not equipment or machinery.

Schippers mentioned that she liked the loan update form that was included in the packet and asked if we could add the original loan date. Rizzo asked staff to include loan packet in each packet.

Motion to approve loan to Bridge Street Deli & Health Market after staff review for completeness made by Larabel, seconded by Schippers. Motion carried; Turley abstained.
 - B. **Motion to accept accounts payable for January of \$1,808.90 was made by Larabel and seconded by Rizzo. Motion carried.**
9. TIFA Action Items
 - A. **Motion to accept accounts payable for January of \$1,126.118 was made by Hart and seconded by Larabel. Motion carried.**

10. Communications:

1-31-18 Financial Report and 12-27-18 and 1-08-18 Council Minutes were accepted and placed on file.

11. Public Comments: None

12. Staff Comments: Manager Wilson clarified that the rent for a U.S. 131 Billboard was \$800 per month, not per year. Schippers asked if there was something that could be done to advertise Ace Hardware better, specifically off N. Main and M-89 Streets. Manager Wilson stated he would investigate putting up directional signs that would also include available public parking.

Manager Wilson announced that Superintendent Rick Updike will be retiring as of May 1, 2018 and the City will be advertising for the position immediately.

Manager Wilson stated that the DDA will need to recommend a new location for the common dumpster that is located on Donnie's Auto property.

13. Member Comments:

Turley discussed the need to review the parking plan for the NW lot that serves multiple businesses. Hart also discussed the need to find a solution to the parking issue as well as the dumpster location. Manager Wilson stated he would contact an engineer to review our options.

Adjournment: A Motion by Larabel supported by Hart to adjourn the meeting at 8:37 a.m. was made and passed.

Submitted by Erik J. Wilson, City Manager

03/08/2018

INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL
EXP CHECK RUN DATES 02/01/2018 - 02/28/2018
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 443 BROWNFIELD REDEVELOPMENT AUTHORITY - BRA					
443-000-715.010	Health Insurance Premiums	C.O.P.S. TRUST INSURANCE	FEB 2018 HEALTH INSURANCE	42.01	11955
443-000-715.010	Health Insurance Premiums	PRIORITY HEALTH	MARCH 2018 HEALTH INS. PREMIUM	593.67	12036
443-000-715.015	Life Insurance	MADISON NATIONAL LIFE INSURANCE	FEBRUARY 2018 LIFE INSURANCE	2.80	11970
443-000-743.000	Uniforms	CONTINENTAL LINEN SERVICES INC	2018-01 DPW UNIFORM/RUGS/MISC	3.80	11960
443-000-775.000	Supplies - Repairs and Maint.	PLAINWELL ACE HARDWARE	MISC DPW	11.94	12027
443-000-801.013	Professional Services - Attorney	DICKINSON WRIGHT PLLC	JAN 2018 LEGAL SERVICES	209.00	11966
443-000-830.000	Contractual Reimb CRA Activities	CRA 200 ALLEGAN STREET LLC	REIMBURSEMENT AGREEMENT PYMT	2,793.01	12037
443-000-930.000	Repairs and Maint.-Land & Building	OVERHEAD DOOR CO INC	REPLACE LOCK ON OH DOOR @ MILL	186.50	11993
443-000-930.000	Repairs and Maint.-Land & Building	OTIS ELEVATOR COMPANY	3/1/18 - 5/31/18	131.43	12024
443-000-930.050	Computer Services	CLARK TECHNICAL SERVICES	JANUARY 2018 SUPPORT	2.48	11948
		Total For Dept 000 OPERATIONS		<u>3,976.64</u>	
Dept 970 CAPITAL OUTLAY					
443-970-972.000	Contracted Services	J. RANCK ELECTRIC INC	PYMT 1 PRINCE ST SIGNAL IMPROVMTS	12,942.50	12028
443-970-972.000	Contracted Services	KALIN CONSTRUCTION CO INC	PYMT 2 (EST.)- PRINCE ST EXTENSION	3,588.44	12035
		Total For Dept 970 CAPITAL OUTLAY		<u>16,530.94</u>	
		Total For Fund 443 BROWNFIELD REDEVELOPMENT AUTHORITY - BRA		<u>20,507.58</u>	
Fund Totals:					
			Fund 443 - BRA	20,507.58	
			Total For All Funds:	<u>20,507.58</u>	

03/08/2018

INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL
EXP CHECK RUN DATES 02/01/2018 - 02/28/2018
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 494 DDA					
Dept 000 OPERATIONS					
494-000-202.494	Accts Pay. - 2014 Downtown \$	HIEMSTRA OPTICAL	2018 GOLDEN TICKET PAYOUT (PT-G2406-425)	50.00	11957
494-000-202.494	Accts Pay. - 2014 Downtown \$	PURPLE AWNING	2018 GOLDEN TICKET PAYOUT	10.00	11971
494-000-202.494	Accts Pay. - 2014 Downtown \$	DANCE KRAZE	GOLDEN TICKET PAYMENT FEB 2018	15.00	12007
494-000-715.010	Health Insurance Premiums	C.O.P.S. TRUST INSURANCE	FEB 2018 HEALTH INSURANCE	21.56	11955
494-000-715.010	Health Insurance Premiums	PRIORITY HEALTH	MARCH 2018 HEALTH INSURANCE PREMIUM	213.02	12036
494-000-930.050	Computer Services	CLARK TECHNICAL SERVICES	JANUARY 2018 SUPPORT	2.48	11948
494-000-960.000	Education & Training - Profess.	MIFMA	Farmers Market Association Dues 2018	150.00	1274
494-000-962.000	Memberships & Dues	OTSEGO-PLAINWELL CHAMBEI	PYT 4 OF 4 2017	625.00	11972
Total For Dept 000 OPERATIONS				<u>1,087.06</u>	
Total For Fund 494 DOWNTOWN DEVELOPMENT AUTHORITY DDA				<u>1,087.06</u>	
Fund Totals:					
Fund 494 DOWNTOWN DEVELOPMENT AUTHORITY				1,087.06	
Total For All Funds:				<u>1,087.06</u>	

CIVICA ENGINEERING PLLC

February 26, 2018

Mr. Erik Wilson, Manager
City of Plainwell
211 North Main Street
Plainwell, Michigan 49080

RE: City Center Parking Lots
City of Plainwell

Dear Erik:

Civica Engineering is very pleased to present this proposal to the City of Plainwell to address the concerns related to available parking in the city center. It is our understanding the City and DDA would like to review the available parking in the area to determine if the current lot configuration maximizes available space and provides adequate vehicular movement. In addition to maximizing available space for parking it is our understanding that the existing garbage enclosure must be relocated and incorporated into a concept. Lastly, a general overview of parking proximity to businesses and adequacy of the available number of parking spaces will be performed. Following are the anticipated scope of services Civica Engineering expects to perform as part of this project:

- ***Site Investigation***

Civica Engineering will visit the downtown and spend the afternoon taking inventory of parking spaces, performing field measurements of existing lots and taking inventory of business types/locations in relation to the parking areas. This data will be utilized for development of potential alternative parking concepts and the parking study. Civica will also meet with City Staff to review potential locations for the relocated garbage enclosure.

- ***Conceptual Design***

Civica will utilize the meeting notes from the site investigation meeting and available aerial photography to prepare a preliminary design concept.

- ***DDA Meetings***

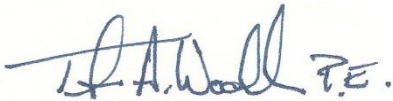
Civica will attend a City DDA meeting to present its preliminary conceptual design and discuss parking availability to patrons of the downtown. Input from the DDA will be incorporated into a finalized plan. Civica will prepare a colored rendering of the final conceptual parking lot for review at a subsequent meeting along with presenting its findings related to parking count and proximity.

To complete the above Scope of Services Civica Engineering would propose a fee of \$2,500.00 plus reimbursable expenses related to printing.

We sincerely appreciate this opportunity and are looking forward to building a successful relationship with the City of Plainwell. With your authorization the aforementioned scope of services will be performed under our General Consultation Agreement.

Sincerely,

CIVICA ENGINEERING PLLC

A handwritten signature in blue ink that reads "T.A. Woodhams P.E." with a horizontal line extending to the left.

Timothy A. Woodhams PE
Project Manager

**AUTHORIZATION TO PROCEED WITH PROFESSIONAL ENGINEERING SERVICES
FOR THE ABOVE REFERENCED PROJECT.**

City of Plainwell

Date

03/08/2018

INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL
EXP CHECK RUN DATES 02/01/2018 - 02/28/2018
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 450 TIFA					
Dept 000 OPERATIONS					
450-000-715.010	Health Insurance Premiums	C.O.P.S. TRUST INSURANCE	FEB 2018 HEALTH INSURANCE	39.74	11955
450-000-715.010	Health Insurance Premiums	PRIORITY HEALTH	MARCH 2018 HEALTH INS. PREMIUM	504.31	12036
450-000-715.015	Life Insurance	MADISON NATIONAL LIFE INSURANCE	FEBRUARY 2018 LIFE INSURANCE	0.80	11970
450-000-930.050	Computer Services	CLARK TECHNICAL SERVICES	JANUARY 2018 SUPPORT	2.48	11948
450-000-956.000	Miscellaneous	SIGNWRITER - SUNSET ENTERPRISE	NEW BUSINESS SIGN TOWN CENTER INC	80.00	12008
		Total For Dept 000 OPERATIONS		627.33	
		Total For Fund 450 INDUSTRIAL PARK TIFA		627.33	
		Fund Totals:			
			Fund 450 INDUSTRIAL PARK TIFA	627.33	
			Total For All Funds:	627.33	

MINUTES
Plainwell City Council
January 22, 2018

1. Mayor Brooks called the regular meeting to order at 7:00 PM in City Hall Council Chambers.
2. Terry Steele gave the invocation.
3. Pledge of Allegiance was given by all present.
4. Roll Call: Present: Mayor Brooks, Mayor Pro-Tem Steele, Councilman Overhuel, Councilman Keeler and Councilman Keeney. Absent: None.
5. Approval of Minutes/Summary:
A motion by Steele, seconded by Overhuel, to accept and place on file the Council Minutes and Summary of the 01/08/2018 regular meeting. On voice vote, all voted in favor. Motion passed.

6. General Public Comments:

EJ Hart spoke on behalf of the Otsego-Plainwell Chamber of Commerce thanking the City of Plainwell for its involvement in the Chamber. He noted the Chamber is working on adding responsibilities for its community including ribbon cuttings. He suggested perhaps a joint meeting with the DDA Board.

7. County Commissioner Report: None.
8. Agenda Amendments: None
9. Mayor's Report: None.
10. Recommendations and Reports:

- A. Community Development Manager Siegel reported on an application from Auto Image for a special use permit to allow a Class B Automobile Dealer License. The Planning Commission reviewed the application and required the business sell no more than five (5) vehicles per year. This license is needed for insurance purposes for the businesses.
A motion by Keeney, seconded by Keeler, to approve the Special Use Permit for Auto Image at 922 Wakefield Ave for a Class B Automotive Dealer Licenses. On a voice vote, all in favor. Motion passed.
- B. Superintendent Updike reported on the budgeted cost of road salt that is being purchased.
A motion by Steele, seconded by Keeler, to approve up to 290 tons of road salt from Morton International, through the MIDeal Purchasing Program for \$11,718.00. On a roll-call vote, all in favor. Motion passed.
- C. City Manager Wilson reported on a change to the equipment needed for the Prince Street Signal Improvement netting a cost increase of \$2,155.00.
A motion by Keeler, seconded by Keeney, to approve Contract Modification #1 for \$2,155.00 for the Prince Street Signal Improvement Project. On a roll-call vote, all in favor. Motion passed.
- D. City Manager Wilson reported on a 2006 contract when the city sold the restaurant it owned on the airport land to Richard and Cathy Dunn. That contract included a clause giving the city a right of first refusal for the sale the property. The Duns are retiring and selling the business and the city needs to respond to the right of refusal clause.
A motion by Keeler, seconded by Steele, to discharge the City's Right of First Refusal regarding the sale of the Fly Inn Restaurant, authorizing the City Manager to execute all documents related to the approved action. On a voice vote, all in favor. Motion passed.

11. Communications:

A. A motion by Steele, seconded by Overhuel, to accept and place on file the December 2017 Water Renewal Report, the Draft Minutes for the Planning Commission from 01/17/2018 and the Draft Minutes for the M40/M89 Corridor Committee from 10/31/2017. On a voice vote, all in favor. Motion passed.

12. Accounts Payable:

A motion by Keeler, seconded by Keeney, that the bills be allowed and orders drawn in the amount of \$517,484.21 for payment of same. On a roll call vote, all in favor. Motion passed.

13. Public Comments None.

14. Staff Comments

Superintendent Updike reported putting the Skid Steer vehicle on the auction site for a February 20, 2018 sale with a minimum bid of \$8,000.

Superintendent Pond reported problems with the SCADA computer that needs replacement at an approximate cost of \$3,000.

Community Development Manager Siegel reported planning for the March Art Hop. She also reported that requests for bids have been issued for fencing at the Dog Park – the bids are due February 7, 2018. She reported a January 25, 2018 meeting to kick off a sesquicentennial celebration committee for Plainwell's 150th birthday in 2019. Finally, she reported that Sweetwater's will host a hiring event at City Hall Council Chambers on January 30 from 1pm to 6pm..

Director Bomar reported on several recent trainings.

Clerk/Treasurer Kelley reported setting up the 2018/2019 budget and reviewing election laws.

15. Council Comments: None

16. Adjournment:

A motion by Steele, seconded by Overhuel, to adjourn the meeting at 7:20 PM. On voice vote, all voted in favor. Motion passed.

Minutes respectfully
Submitted by,
Brian Kelley
City Clerk/Treasurer

MINUTES
Plainwell City Council
February 12, 2018

1. Mayor Brooks called the regular meeting to order at 7:00 PM in City Hall Council Chambers.
2. Lighthouse Baptist Church gave the invocation.
3. Pledge of Allegiance was given by all present.
4. Roll Call: Present: Mayor Brooks, Mayor Pro-Tem Steele, Councilman Overhuel, Councilman Keeler and Councilman Keeney. Absent: None.
5. Approval of Minutes/Summary:
A motion by Steele, seconded by Overhuel, to accept and place on file the Council Minutes and Summary of the 01/22/2018 regular meeting. On voice vote, all voted in favor. Motion passed.
6. General Public Comments: None.
7. County Commissioner Report:

Commissioner Black reported that the County continues to investigate funding options for additional road patrols.
8. Agenda Amendments: None
9. Mayor's Report: None.
10. Recommendations and Reports:
 - A. Public Safety Director Bomar reported the need to replace two (2) sets of turn-out gear due to normal wear. This annual evaluation and equipment replacement is included in the budget.
A motion by Keeler, seconded by Keeney, to approve the purchase of two (2) sets of turn-out gear from Time Emergency Equipment for \$4,250.00. On a voice vote, all in favor. Motion passed.
 - B. Superintendent Updike reported about inaccuracies in meter reads at Well House #4, which is primarily due to the original construction of the building and the layout of the pipes. Additional space is needed to modify the layout of the pipes, which would allow better flow into and through the source meter, thereby eliminating the variance in the reads. The request before Council is for design & construction engineering for this project.
A motion by Keeney, seconded by Keeler, to approve a project for design & construction engineering for Well #4 renovations with Fleis & Vandenbrink for \$14,900.. On a roll-call vote, all in favor. Motion passed.
11. Communications:
 - A. **A motion by Steele, seconded by Overhuel, to accept and place on file the December 2017 Public Safety Report, the January 2018 Investment and Fund Balance Reports. On a voice vote, all in favor. Motion passed.**
12. Accounts Payable:
A motion by Keeler, seconded by Keeney, that the bills be allowed and orders drawn in the amount of \$286,663.00 for payment of same. On a roll call vote, all in favor. Motion passed.
13. Public Comments None.

14. Staff Comments

Superintendent Updike reported ongoing snowplowing efforts by all staff.

Superintendent Pond reported maintenance projects at the water renewal plant.

Director Bomar briefed Council on recent investigations into breakins around the city. He also reported having submitted a grant application for \$90,000 for fire equipment.

Clerk/Treasurer Kelley reported setting up the 2018/2019 budget and reviewing election laws.

City Manager Wilson reported working on advertising for the Public Works Supervisor position that will be vacant upon the retirement of Superintendent Updike. He also briefed Council on the signage on Prince Street due to recent signal upgrades which changed the traffic pattern on Northbound Prince near M-89.

15. Council Comments: None

16. Adjournment:

A motion by Steele, seconded by Overhuel, to adjourn the meeting at 7:20 PM. On voice vote, all voted in favor. Motion passed.

Minutes respectfully

Submitted by,

Brian Kelley

City Clerk/Treasurer

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

GL NUMBER	DESCRIPTION	2017-18	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/28/2018 (NORMAL (ABNORMAL))	MONTH 02/28/2018 (INCREASE (DECREASE))	BALANCE (NORMAL (ABNORMAL))	
Fund 443 - BROWNFIELD REDEVELOPMENT AUTHORITY - BRA						
Revenues						
443-000-402.040	Captured Tax - AdVal Real - City Tax	2,205.00	2,192.19	0.00	12.81	99.42
443-000-402.041	Captured Tax - AdVal Real - Library	264.00	262.57	0.00	1.43	99.46
443-000-402.042	Captured Tax - AdVal Real - Capital Impr	174.00	173.99	0.00	0.01	99.99
443-000-402.043	Captured Tax - AdVal Real - Fire Reserve	174.00	173.99	0.00	0.01	99.99
443-000-402.044	Captured Tax - AdVal Real - Solid Waste	226.00	226.18	0.00	(0.18)	100.08
443-000-402.047	Captured DDA-SCHOOL	4,732.00	4,732.57	0.00	(0.57)	100.01
443-000-402.048	Captured Tax - AdVal Real - County (All)	1,059.00	1,051.29	0.00	7.71	99.27
443-000-402.060	Captured Tax - AdVal Pers - City	588.00	584.61	0.00	3.39	99.42
443-000-402.061	Captured Tax - AdVal Pers - Library	70.00	70.02	0.00	(0.02)	100.03
443-000-402.062	Captured Tax - AdVal Pers - Capital Impr	46.00	46.40	0.00	(0.40)	100.87
443-000-402.063	Captured Tax - AdVal Pers - Fire Reserve	46.00	46.40	0.00	(0.40)	100.87
443-000-402.064	Captured Tax - AdVal Pers - Solid Waste	60.00	60.32	0.00	(0.32)	100.53
443-000-402.065	Captured Tax - AdVal Pers - County (All)	282.00	280.35	0.00	1.65	99.41
443-000-505.000	Federal Grant	65,000.00	0.00	0.00	65,000.00	0.00
443-000-664.020	Interest Earned - Investments	0.00	452.80	39.12	(452.80)	100.00
443-000-673.000	Sale of Fixed Assets - Land	106,000.00	122,250.75	0.00	(16,250.75)	115.33
443-000-676.080	Interfund Transfer In - Capital Improve	67,500.00	45,000.00	5,625.00	22,500.00	66.67
443-000-694.000	Miscellaneous Revenue	0.00	650.00	0.00	(650.00)	100.00
TOTAL REVENUES		248,426.00	178,254.43	5,664.12	70,171.57	71.75
Expenditures						
443-000-703.000	Salaries/Wages - Full Time Employees	33,204.00	17,677.51	2,024.52	15,526.49	53.24
443-000-706.000	Wages - Part Time Employees	1,068.00	104.91	2.50	963.09	9.82
443-000-713.000	Other Post Employment Benefits	657.00	438.00	54.75	219.00	66.67
443-000-715.000	Payroll Tax - FICA/Medicare (Social Sec)	2,483.00	1,275.08	144.53	1,207.92	51.35
443-000-715.010	Health Insurance Premiums	5,730.00	4,403.18	469.12	1,326.82	76.84
443-000-715.012	Health Insurance - FSA - Employer Paid	25.00	15.88	2.03	9.12	63.52
443-000-715.013	Health Insurance - HSA - Employer Paid	1,920.00	1,920.00	0.00	0.00	100.00
443-000-715.015	Life Insurance	34.00	22.40	2.80	11.60	65.88
443-000-718.000	Retirement Benefits	2,873.00	1,566.95	177.77	1,306.05	54.54
443-000-724.000	Medical Insurance Opt Out	108.00	68.21	9.01	39.79	63.16
443-000-743.000	Uniforms	50.00	45.49	3.80	4.51	90.98
443-000-775.000	Supplies - Repairs and Maintenance	100.00	11.94	11.94	88.06	11.94
443-000-801.000	Engineering Services	0.00	508.75	0.00	(508.75)	100.00
443-000-801.013	Professional Services - Attorney	5,000.00	13,917.50	209.00	(8,917.50)	278.35
443-000-801.030	Professional Services - Audit	488.00	352.52	0.00	135.48	72.24
443-000-830.000	Contractual Reimbursement CRA Activities	7,445.00	7,425.66	2,793.01	19.34	99.74
443-000-910.000	Liability Insurance	4,679.00	4,555.97	0.00	123.03	97.37
443-000-910.010	Workers Comp Insurance	399.00	356.98	0.00	42.02	89.47
443-000-930.000	Repairs and Maintenance-Land & Building	14,850.00	2,245.11	317.93	12,604.89	15.12
443-000-930.015	Administrative Services - Accounting	0.00	116.25	0.00	(116.25)	100.00
443-000-930.050	Computer Services	50.00	29.52	2.48	20.48	59.04
443-000-940.000	Rentals - Equipment	450.00	718.45	0.00	(268.45)	159.66
443-000-956.000	Miscellaneous	0.00	41.89	0.00	(41.89)	100.00
443-908-991.000	Principal Payment - Interfund Loans	14,636.00	9,757.36	1,219.67	4,878.64	66.67
443-908-995.000	Interest Payment - Interfund Loans	1,939.00	1,292.64	161.58	646.36	66.67
443-970-972.000	Contracted Services	171,000.00	103,419.82	16,530.94	67,580.18	60.48
TOTAL EXPENDITURES		269,188.00	172,287.97	24,137.38	96,900.03	64.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL
 PERIOD ENDING 02/28/2018
 % Fiscal Year Completed: 66.58

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

GL NUMBER	DESCRIPTION	2017-18		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	02/28/2018 (ABNORMAL)	MONTH 02/28/2018	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE	
Fund 443 - BROWNFIELD REDEVELOPMENT AUTHORITY - BRA									
Fund 443 - BROWNFIELD REDEVELOPMENT AUTHORITY - BRA:									
	TOTAL REVENUES	248,426.00		178,254.43		5,664.12		70,171.57	71.75
	TOTAL EXPENDITURES	269,188.00		172,287.97		24,137.38		96,900.03	64.00
	NET OF REVENUES & EXPENDITURES	(20,762.00)		5,966.46		(18,473.26)		(26,728.46)	28.74

PERIOD ENDING 02/28/2018

% Fiscal Year Completed: 66.58

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

GL NUMBER	DESCRIPTION	2017-18	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/28/2018 (NORMAL (ABNORMAL))	MONTH 02/28/2018 (INCREASE (DECREASE))	BALANCE (NORMAL (ABNORMAL))	
Fund 450 - INDUSTRIAL PARK TIFA						
Revenues						
450-000-569.000	Local Grants	54,600.00	54,779.33	0.00	(179.33)	100.33
450-000-664.020	Interest Earned - Investments	50.00	92.76	16.46	(42.76)	185.52
TOTAL REVENUES		54,650.00	54,872.09	16.46	(222.09)	100.41
Expenditures						
450-000-703.000	Salaries/Wages - Full Time Employees	29,299.00	18,643.90	2,254.12	10,655.10	63.63
450-000-706.000	Wages - Part Time Employees	0.00	467.24	0.00	(467.24)	100.00
450-000-706.005	Wages - Part Time Seasonal Employees	0.00	130.00	0.00	(130.00)	100.00
450-000-713.000	Other Post Employment Benefits	158.00	105.36	13.17	52.64	66.68
450-000-715.000	Payroll Tax - FICA/Medicare (Social Sec)	2,093.00	1,316.23	153.39	776.77	62.89
450-000-715.010	Health Insurance Premiums	5,480.00	4,053.41	396.38	1,426.59	73.97
450-000-715.012	Health Insurance - FSA - Employer Paid	77.00	48.69	6.05	28.31	63.23
450-000-715.013	Health Insurance - HSA - Employer Paid	2,256.00	2,256.00	0.00	0.00	100.00
450-000-715.015	Life Insurance	11.00	6.40	0.80	4.60	58.18
450-000-718.000	Retirement Benefits	1,143.00	726.18	87.48	416.82	63.53
450-000-724.000	Medical Insurance Opt Out	20.00	12.61	1.68	7.39	63.05
450-000-801.013	Professional Services - Attorney	500.00	0.00	0.00	500.00	0.00
450-000-801.030	Professional Services - Audit	92.00	66.78	0.00	25.22	72.59
450-000-910.000	Liability Insurance	372.00	362.21	0.00	9.79	97.37
450-000-910.010	Workers Comp Insurance	249.00	223.40	0.00	25.60	89.72
450-000-930.000	Repairs and Maintenance-Land & Building	1,000.00	1,463.00	0.00	(463.00)	146.30
450-000-930.015	Administrative Services - Accounting	0.00	116.25	0.00	(116.25)	100.00
450-000-930.050	Computer Services	50.00	29.52	2.48	20.48	59.04
450-000-940.000	Rentals - Equipment	1,500.00	1,233.55	0.00	266.45	82.24
450-000-956.000	Miscellaneous	600.00	146.89	80.00	453.11	24.48
TOTAL EXPENDITURES		44,900.00	31,407.62	2,995.55	13,492.38	69.95
Fund 450 - INDUSTRIAL PARK TIFA:						
TOTAL REVENUES		54,650.00	54,872.09	16.46	(222.09)	100.41
TOTAL EXPENDITURES		44,900.00	31,407.62	2,995.55	13,492.38	69.95
NET OF REVENUES & EXPENDITURES		9,750.00	23,464.47	(2,979.09)	(13,714.47)	240.66

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

GL NUMBER	DESCRIPTION	2017-18		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	02/28/2018 (ABNORMAL)	MONTH 02/28/2018 INCREASE	(DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY DDA									
Revenues									
494-000-402.030	Captured DDA-CITY	15,041.00		14,953.74		0.00		87.26	99.42
494-000-402.031	Captured DDA-LIBRARY	1,797.00		1,790.76		0.00		6.24	99.65
494-000-402.032	Captured DDA-Capital Impr	1,187.00		1,186.52		0.00		0.48	99.96
494-000-402.033	Capture DDA-Fire Reserve	1,187.00		1,186.52		0.00		0.48	99.96
494-000-402.034	Capture-DDA-Solid Waste	1,542.00		1,542.58		0.00		(0.58)	100.04
494-000-402.045	Captured DDA-COUNTY	7,219.00		7,170.25		0.00		48.75	99.32
494-000-402.060	Captured Tax - AdVal Pers - City	2,653.00		2,616.18		(21.41)		36.82	98.61
494-000-402.061	Captured Tax - AdVal Pers - Library	317.00		313.28		(2.56)		3.72	98.83
494-000-402.062	Captured Tax - AdVal Pers - Capital Impr	209.00		207.65		(1.70)		1.35	99.35
494-000-402.063	Captured Tax - AdVal Pers - Fire Reserve	209.00		207.65		(1.70)		1.35	99.35
494-000-402.064	Captured Tax - AdVal Pers - Solid Waste	272.00		269.94		(2.21)		2.06	99.24
494-000-402.065	Captured Tax - AdVal Pers - County (All)	1,273.00		1,254.35		(10.26)		18.65	98.53
494-000-569.000	Local Grants	5,600.00		5,672.00		0.00		(72.00)	101.29
494-000-664.020	Interest Earned - Investments	15.00		63.74		6.83		(48.74)	424.93
494-000-694.000	Miscellaneous Revenue	1,500.00		313.00		0.00		1,187.00	20.87
494-000-694.022	DDA - Farmers Market Entry Fee	3,500.00		2,100.00		0.00		1,400.00	60.00
494-000-694.025	DDA - Sale of Merchandise	1,000.00		1,100.00		60.00		(100.00)	110.00
494-000-694.026	DDA - Special Event Revenues	1,000.00		1,050.00		0.00		(50.00)	105.00
494-000-694.036	DDA Donations - Movies in the Park	400.00		0.00		0.00		400.00	0.00
TOTAL REVENUES		45,921.00		42,998.16		26.99		2,922.84	93.64
Expenditures									
494-000-703.000	Salaries/Wages - Full Time Employees	13,833.00		9,063.48		1,087.71		4,769.52	65.52
494-000-706.000	Wages - Part Time Employees	750.00		1,459.96		0.00		(709.96)	194.66
494-000-706.005	Wages - Part Time Seasonal Employees	0.00		10.00		0.00		(10.00)	100.00
494-000-715.000	Payroll Tax - FICA/Medicare (Social Sec)	1,040.00		711.22		72.19		328.78	68.39
494-000-715.010	Health Insurance Premiums	2,556.00		1,846.06		164.46		709.94	72.22
494-000-715.013	Health Insurance - HSA - Employer Paid	1,392.00		1,392.00		0.00		0.00	100.00
494-000-718.000	Retirement Benefits	0.00		5.83		0.00		(5.83)	100.00
494-000-775.000	Supplies - Repairs and Maintenance	1,000.00		798.34		0.00		201.66	79.83
494-000-801.013	Professional Services - Attorney	0.00		133.00		0.00		(133.00)	100.00
494-000-801.030	Professional Services - Audit	92.00		66.78		0.00		25.22	72.59
494-000-900.000	Printing and Publishing	2,500.00		965.36		0.00		1,534.64	38.61
494-000-910.000	Liability Insurance	479.00		466.41		0.00		12.59	97.37
494-000-910.010	Workers Comp Insurance	84.00		75.85		0.00		8.15	90.30
494-000-930.000	Repairs and Maintenance-Land & Building	500.00		240.00		0.00		260.00	48.00
494-000-930.050	Computer Services	50.00		30.35		2.48		19.65	60.70
494-000-940.000	Rentals - Equipment	250.00		129.70		0.00		120.30	51.88
494-000-956.000	Miscellaneous	0.00		378.31		0.00		(378.31)	100.00
494-000-956.021	Special Events	1,200.00		686.56		0.00		513.44	57.21
494-000-957.022	DDA Farmers Market Expense	700.00		403.50		0.00		296.50	57.64
494-000-957.025	DDA Christmas Ornament Costs	800.00		757.59		0.00		42.41	94.70
494-000-957.036	DDA Movies in the Park	2,200.00		2,374.50		0.00		(174.50)	107.93
494-000-960.000	Education & Training - Professional	100.00		150.00		150.00		(50.00)	150.00
494-000-962.000	Memberships & Dues	3,100.00		1,040.00		625.00		2,060.00	33.55
494-908-991.000	Principal Payment - Interfund Loans	11,436.00		7,624.00		953.00		3,812.00	66.67
494-908-995.000	Interest Payment - Interfund Loans	825.00		550.00		68.75		275.00	66.67
TOTAL EXPENDITURES		44,887.00		31,358.80		3,123.59		13,528.20	69.86

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL

PERIOD ENDING 02/28/2018

% Fiscal Year Completed: 66.58

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

GL NUMBER	DESCRIPTION	2017-18	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDTG USED
		AMENDED BUDGET	02/28/2018 NORMAL (ABNORMAL)	MONTH 02/28/2018 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY DDA						
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY DDA:						
	TOTAL REVENUES	45,921.00	42,998.16	26.99	2,922.84	93.64
	TOTAL EXPENDITURES	44,887.00	31,358.80	3,123.59	13,528.20	69.86
	NET OF REVENUES & EXPENDITURES	1,034.00	11,639.36	(3,096.60)	(10,605.36)	1,125.66
	TOTAL REVENUES - ALL FUNDS	348,997.00	276,124.68	5,707.57	72,872.32	79.12
	TOTAL EXPENDITURES - ALL FUNDS	358,975.00	235,054.39	30,256.52	123,920.61	65.48
	NET OF REVENUES & EXPENDITURES	(9,978.00)	41,070.29	(24,548.95)	(51,048.29)	411.61

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL

PERIOD ENDING 02/28/2018

% Fiscal Year Completed: 66.58

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

GL NUMBER	DESCRIPTION	2017-18	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/28/2018	MONTH 02/28/2018	BALANCE	
Fund 443 - BROWNFIELD REDEVELOPMENT AUTHORITY - BRA						
Revenues						
443-000-402.040	Captured Tax - AdVal Real - City Tax	2,205.00	2,192.19	0.00	12.81	99.42
443-000-402.041	Captured Tax - AdVal Real - Library	264.00	262.57	0.00	1.43	99.46
443-000-402.042	Captured Tax - AdVal Real - Capital Impr	174.00	173.99	0.00	0.01	99.99
443-000-402.043	Captured Tax - AdVal Real - Fire Reserve	174.00	173.99	0.00	0.01	99.99
443-000-402.044	Captured Tax - AdVal Real - Solid Waste	226.00	226.18	0.00	(0.18)	100.08
443-000-402.047	Captured DDA-SCHOOL	4,732.00	4,732.57	0.00	(0.57)	100.01
443-000-402.048	Captured Tax - AdVal Real - County (All)	1,059.00	1,051.29	0.00	7.71	99.27
443-000-402.060	Captured Tax - AdVal Pers - City	588.00	584.61	0.00	3.39	99.42
443-000-402.061	Captured Tax - AdVal Pers - Library	70.00	70.02	0.00	(0.02)	100.03
443-000-402.062	Captured Tax - AdVal Pers - Capital Impr	46.00	46.40	0.00	(0.40)	100.87
443-000-402.063	Captured Tax - AdVal Pers - Fire Reserve	46.00	46.40	0.00	(0.40)	100.87
443-000-402.064	Captured Tax - AdVal Pers - Solid Waste	60.00	60.32	0.00	(0.32)	100.53
443-000-402.065	Captured Tax - AdVal Pers - County (All)	282.00	280.35	0.00	1.65	99.41
443-000-505.000	Federal Grant	65,000.00	0.00	0.00	65,000.00	0.00
443-000-664.020	Interest Earned - Investments	0.00	452.80	39.12	(452.80)	100.00
443-000-673.000	Sale of Fixed Assets - Land	106,000.00	122,250.75	0.00	(16,250.75)	115.33
443-000-676.080	Interfund Transfer In - Capital Improve	67,500.00	45,000.00	5,625.00	22,500.00	66.67
443-000-694.000	Miscellaneous Revenue	0.00	650.00	0.00	(650.00)	100.00
TOTAL REVENUES		248,426.00	178,254.43	5,664.12	70,171.57	71.75
Expenditures						
000	OPERATIONS	81,613.00	57,818.15	6,225.19	23,794.85	70.84
908	DEBT SERVICE	16,575.00	11,050.00	1,381.25	5,525.00	66.67
970	CAPITAL OUTLAY	171,000.00	103,419.82	16,530.94	67,580.18	60.48
TOTAL EXPENDITURES		269,188.00	172,287.97	24,137.38	96,900.03	64.00
Fund 443 - BROWNFIELD REDEVELOPMENT AUTHORITY - BRA:						
TOTAL REVENUES		248,426.00	178,254.43	5,664.12	70,171.57	71.75
TOTAL EXPENDITURES		269,188.00	172,287.97	24,137.38	96,900.03	64.00
NET OF REVENUES & EXPENDITURES		(20,762.00)	5,966.46	(18,473.26)	(26,728.46)	28.74

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL
 PERIOD ENDING 02/28/2018
 % Fiscal Year Completed: 66.58

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

GL NUMBER	DESCRIPTION	2017-18		YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BGD USED
		AMENDED BUDGET	NORMAL	02/28/2018 (ABNORMAL)	MONTH 02/28/2018 INCREASE (DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 450 - INDUSTRIAL PARK TIFA								
Revenues								
450-000-569.000	Local Grants	54,600.00		54,779.33	0.00		(179.33)	100.33
450-000-664.020	Interest Earned - Investments	50.00		92.76	16.46		(42.76)	185.52
TOTAL REVENUES		54,650.00		54,872.09	16.46		(222.09)	100.41
Expenditures								
000	OPERATIONS	44,900.00		31,407.62	2,995.55		13,492.38	69.95
TOTAL EXPENDITURES		44,900.00		31,407.62	2,995.55		13,492.38	69.95
Fund 450 - INDUSTRIAL PARK TIFA:								
TOTAL REVENUES		54,650.00		54,872.09	16.46		(222.09)	100.41
TOTAL EXPENDITURES		44,900.00		31,407.62	2,995.55		13,492.38	69.95
NET OF REVENUES & EXPENDITURES		9,750.00		23,464.47	(2,979.09)		(13,714.47)	240.66

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

GL NUMBER	DESCRIPTION	2017-18		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	02/28/2018 (ABNORMAL)	MONTH 02/28/2018 INCREASE	(DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY DDA									
Revenues									
494-000-402.030	Captured DDA-CITY	15,041.00		14,953.74		0.00		87.26	99.42
494-000-402.031	Captured DDA-LIBRARY	1,797.00		1,790.76		0.00		6.24	99.65
494-000-402.032	Captured DDA-Capital Impr	1,187.00		1,186.52		0.00		0.48	99.96
494-000-402.033	Capture DDA-Fire Reserve	1,187.00		1,186.52		0.00		0.48	99.96
494-000-402.034	Capture-DDA-Solid Waste	1,542.00		1,542.58		0.00		(0.58)	100.04
494-000-402.045	Captured DDA-COUNTY	7,219.00		7,170.25		0.00		48.75	99.32
494-000-402.060	Captured Tax - AdVal Pers - City	2,653.00		2,616.18		(21.41)		36.82	98.61
494-000-402.061	Captured Tax - AdVal Pers - Library	317.00		313.28		(2.56)		3.72	98.83
494-000-402.062	Captured Tax - AdVal Pers - Capital Impr	209.00		207.65		(1.70)		1.35	99.35
494-000-402.063	Captured Tax - AdVal Pers - Fire Reserve	209.00		207.65		(1.70)		1.35	99.35
494-000-402.064	Captured Tax - AdVal Pers - Solid Waste	272.00		269.94		(2.21)		2.06	99.24
494-000-402.065	Captured Tax - AdVal Pers - County (All)	1,273.00		1,254.35		(10.26)		18.65	98.53
494-000-569.000	Local Grants	5,600.00		5,672.00		0.00		(72.00)	101.29
494-000-664.020	Interest Earned - Investments	15.00		63.74		6.83		(48.74)	424.93
494-000-694.000	Miscellaneous Revenue	1,500.00		313.00		0.00		1,187.00	20.87
494-000-694.022	DDA - Farmers Market Entry Fee	3,500.00		2,100.00		0.00		1,400.00	60.00
494-000-694.025	DDA - Sale of Merchandise	1,000.00		1,100.00		60.00		(100.00)	110.00
494-000-694.026	DDA - Special Event Revenues	1,000.00		1,050.00		0.00		(50.00)	105.00
494-000-694.036	DDA Donations - Movies in the Park	400.00		0.00		0.00		400.00	0.00
TOTAL REVENUES		45,921.00		42,998.16		26.99		2,922.84	93.64
Expenditures									
000	OPERATIONS	32,626.00		23,184.80		2,101.84		9,441.20	71.06
908	DEBT SERVICE	12,261.00		8,174.00		1,021.75		4,087.00	66.67
TOTAL EXPENDITURES		44,887.00		31,358.80		3,123.59		13,528.20	69.86
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY DDA:									
TOTAL REVENUES		45,921.00		42,998.16		26.99		2,922.84	93.64
TOTAL EXPENDITURES		44,887.00		31,358.80		3,123.59		13,528.20	69.86
NET OF REVENUES & EXPENDITURES		1,034.00		11,639.36		(3,096.60)		(10,605.36)	1,125.66
TOTAL REVENUES - ALL FUNDS									
TOTAL REVENUES - ALL FUNDS		348,997.00		276,124.68		5,707.57		72,872.32	79.12
TOTAL EXPENDITURES - ALL FUNDS									
TOTAL EXPENDITURES - ALL FUNDS		358,975.00		235,054.39		30,256.52		123,920.61	65.48
NET OF REVENUES & EXPENDITURES		(9,978.00)		41,070.29		(24,548.95)		(51,048.29)	411.61