

City of Plainwell

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



"The Island City"

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

AGENDA

DDA/TIFA/BRA

City Hall Council Chambers

January 14, 2025 7:30 AM

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Roll Call**
- 4. Approval of Minutes/Summary –12/10/2024**
- 5. General Public**
- 6. Chairman's Report**

- 7. BRA Action Items**
 - A. Accounts Payable for December of \$ 428.78

- 8. DDA Action Items**
 - A. Revolving Loan Quarterly Report Review
 - B. Accounts Payable for December of \$ 4,269.51

- 9. TIFA Action Items**
 - A. Accounts Payable for December of \$ 339.53

- 10. Communications:** 11/25 & 12/09 Council Meeting Minutes. Also, the Financial Report/Summary as of 12/30/2024
- 11. Public Comments**
- 12. Staff Comments:**
- 13. Member Comments**
- 14. Adjournment**

The Island City

Note: All public comment's limited to two minutes, when recognized please rise and give your name and address.
The City of Plainwell equal-opportunity provider and employer

Minutes
Plainwell DDA, BRA, and TIFA
December 10, 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, Nick Larabel, Jim Turley, Adam Hopkins, Cathy Green, Justin Lakamper, Paul Rizzo
Excused: Kevin Seckel, 7:39 am
4. Approval of Minutes from 10/08/24: **A motion was made by Green to approve the minutes and place on file, seconded by Turley.**
5. General Public: None
6. Chairman's Report: None
7. BRA Action Items
 - A. **Motion to accept accounts payable for November of \$891.25 was made by Rizzo and seconded by Hopkins. All in favor vote. Motion passed.**
 - B. Larabel provided updates/insights from our tour in Grand Rapids with potential developers for rental units on the Mill Site.
8. DDA Action Items
 - A. Downtown Clock Restoration – would like more details on cost of difference between Mechanical Renovation and Cosmetic Renovation.
 - B. **Motion to accept accounts payable for November of \$2,973.66 was made by Larabel and seconded by Wisnaski. All in favor vote.**
9. TIFA Action Items
 - A. **Motion to accept accounts payable for November of \$417.10 was made by Hopkins and seconded by Turley. All in favor vote. Motion carried.**
9. Communications: 11/11/2024 Council Minutes and the Financial Report/Summary as of 11/30/2024
10. Public Comments: None
11. Staff Comments: Updates were given by Siegel, Community Development Manager development of DDA properties and events; Industrial Park Entryway sign updates. Lakamper, City Manager provided information on the Mill Site Developments.
12. Member Comments: None
13. Adjournment: **A Motion to adjourn the meeting was made by Rizzo and seconded by Turley at 8:34 a.m.**

Submitted by Denise Siegel, Community Development Manager

01/02/2025 10:23 AM
User: ROXANNE
DB: Plainwell

INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL
POST DATES 12/01/2024 - 12/31/2024
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Page: 1/2

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	DECEMBER 2024 DENTAL/VISIC	22.99	28206
243-443-718.001	Health Insurance Premiums	PRIORITY HEALTH	DECEMBER 2024 HEALTH INSUF	254.92	28208
243-443-725.001	Fringe Benefit - Life Insu	MADISON NATIONAL LIFE INSU	DECEMBER 2024 LIFE INSURAN	3.87	28207
243-443-801.013	Professional Services - At	BLOOM SLUGGETT PC	PROFESSIONAL SERVICES NOVE	147.00	28261
Total For Dept 443 PUBLIC				428.78	
Total For Fund 243 BROWNFI				428.78	

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Fund Totals:

Fund 243 BROWNFIELD REDEVE	428.78
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	428.78

CITY OF PLAINWELL
OUTSTANDING REVOLVING LOANS
AS OF September 30, 2024

RECIPIENT	ORIGINAL LOAN	ORIGINAL LOAN DATE	STATUS	LAST PAYMENT DATE	PRINCIPAL PAID TO DATE	INTEREST PAID TO DATE	DELQ AMOUNT	DELQ DAYS	LOAN BALANCE	PAYOFF DATE	
Elliott's Remodeling	9,000.00	25-Sep-2008	Paid in Full	5/20/2016	9,000.00	389.75	-	-	-	5/20/2016	- Property sold - paid by Title Company at closing
Joe's Pizza	10,000.00	14-Jan-2009	Paid in Full	9/30/2013	10,000.00	250.18	-	-	-	9/30/2013	
CPR Properties 2009	2,916.00	3-Feb-2009	Paid in Full	3/18/2013	2,916.00	70.93	-	-	-	3/18/2013	
Fran Bradshaw	3,084.00	6-Feb-2009	Paid in Full	10/25/2010	3,084.00	36.04	-	-	-	10/25/2010	
Island City Tea & Spice	5,000.00	9-Jul-2009	Paid in Full	5/1/2012	5,000.00	83.45	-	-	-	5/1/2012	
Heaven's Petals	2,294.00	1-Apr-2010	Paid in Full	1/3/2011	2,294.00	15.76	-	-	-	1/3/2011	
Island City Computers	5,000.00	3-Jun-2012	Written Off	9/11/2019	2,306.95	142.98	2,693.05	1,753	-	9/11/2019	- Business folded - small assets retained sold 09/11/2019 - wrote off remaining balance
CPR Properties 2013	10,000.00	30-May-2013	Paid in Full	9/13/2017	10,000.00	238.14	-	-	-	9/13/2017	
H&H Auto Body LLC	3,500.00	22-Oct-2014	Paid in Full	7/30/2015	3,500.00	14.09	-	-	-	7/30/2015	
Hart's Jewelry	2,550.00	27-Sep-2013	Paid in Full	7/27/2015	2,550.00	25.56	-	-	-	7/27/2015	
London Grill-Plainwell, Inc.	10,000.00	2-Aug-2013	Paid in Full	2/4/2016	10,000.00	188.66	-	-	-	2/4/2016	
Plainwell Flowers	8,000.00	22-Sep-2014	Paid in Full	10/5/2016	8,000.00	109.62	-	-	-	10/5/2016	
Thomas Holmes	7,000.00	23-Jun-2014	Paid in Full	12/5/2018	7,000.00	177.90	-	-	-	12/5/2018	
Total Property Management	10,000.00	7-Jun-2013	Paid in Full	6/4/2018	10,000.00	254.73	-	-	-	6/4/2018	
101 S. Main St.	10,000.00	1-Oct-2013	Paid in Full	3/24/2021	10,000.00	308.06	-	-	-	3/24/2021	
Onalee Boettcher	8,452.37	14-Oct-2015	Paid in Full	1/7/2019	8,452.37	185.02	-	-	-	1/7/2019	
H&H Auto Body 2015	4,350.00	23-Nov-2015	Paid in Full	10/24/2016	4,350.00	21.54	-	-	-	10/24/2016	
Turley Properties LLC	8,000.00	23-Nov-2015	Paid in Full	4/13/2018	8,000.00	147.18	-	-	-	4/13/2018	
RWEats Healthy Living LLC	10,000.00	19-May-2016	Paid in Full	4/13/2018	10,000.00	153.15	-	-	-	4/13/2018	
Barbara Taylor Bechtel	10,000.00	12-Jan-2017	Paid in Full	7/27/2020	10,000.00	232.53	-	-	-	7/27/2020	
John Roggow	10,000.00	12-Dec-2017	Paid in Full	11/2/2022	10,000.00	251.60	-	-	-	11/2/2022	
James Turley	10,000.00	1-Jun-2018	Paid in Full	7/8/2020	10,000.00	170.55	-	-	-	7/8/2020	
Plainwell Bridge & Main LLC	10,000.00	23-Aug-2019	Paid in Full	10/23/2023	10,000.00	245.03	-	-	-	10/23/2023	
Adam & Rachel Hopkins	10,000.00	10-Sep-2020	Current	12/13/2024	8,471.85	249.15	-	-	1,528.15		
Eric & Susan Luthy	15,000.00	28-Apr-2022	Paid in Full	9/25/2023	15,000.00	191.82	-	-	-	9/25/2023	
Barbed Wire Café	10,000.00	13-May-2022	Paid in Full	2/6/2023	10,000.00	56.65	-	-	-	2/6/2023	
Jennifer DeYoung	14,000.00	7-Jun-2022	Paid in Full	3/15/2024	14,000.00	226.69	-	-	-	5/16/2024	
River Road Foods LLC	10,000.00	11-Mar-2024	Current	12/10/2024	1,729.20	70.80	-	-	8,270.80		
									9,798.95		
Loans from G01 Grant									54,122.57		= Cash on hand at 12/31/2024
All others in G03 Grant									63,921.52		

NEW LOAN INFORMATION

RECIPIENT NAME	APPLICANT TYPE	ADDRESS	ZIP	FUNDED BY	LOAN AMOUNT	NAICS CODE	PURPOSE	JOBS CREATED	JOBS SAVED	APPLICATIO N DATE	CLOSING DATE	TERM (MONTHS)	MATURITY DATE	PAYMENT AMOUNT	INTEREST	RACE	GENDER	ETHNICITY	SOURCE
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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND					
Dept 000 OPERATIONS					
248-000-228.023	Due to State - Sales Tax	STATE OF MICHIGAN	DECEMBER 2024 AIRPORT/DDA	0.28	3068
248-000-642.001	Sales of Merchandise - DDA	STATE OF MICHIGAN	DECEMBER 2024 AIRPORT/DDA	(0.05)	3068
Total For Dept 000 OPERATI				0.23	
Dept 443 PUBLIC WORKS					
248-443-718.001	Health Insurance Premiums	COPS HEALTH TRUST	DECEMBER 2024 DENTAL/VISIC	32.21	28206
248-443-718.001	Health Insurance Premiums	PRIORITY HEALTH	DECEMBER 2024 HEALTH INSUF	427.93	28208
248-443-725.001	Fringe Benefit - Life Insu	MADISON NATIONAL LIFE INSU	DECEMBER 2024 LIFE INSURAN	1.65	28207
248-443-775.000	Supplies - Repairs and Mai	PLAINWELL ACE HARDWARE	DPW - SHELLAC/BRUSH/BOLT	67.13	28228
248-443-775.000	Supplies - Repairs and Mai	PLAINWELL ACE HARDWARE	DPW - MISC FASTENERS/LINK	46.28	28228
248-443-775.000	Supplies - Repairs and Mai	PLAINWELL ACE HARDWARE	DPW - QUIKRETE (4) BROOKS	31.96	28293
248-443-775.000	Supplies - Repairs and Mai	HOME DEPOT	DPW - 6X6-8' (3)/2X10-8' (2)	146.47	3040
248-443-775.000	Supplies - Repairs and Mai	HOME DEPOT	DPW - POST BASE (8)/SCREWS/	138.82	3040
248-443-900.000	Printing and Publishing	SHOPPERS GUIDE INC	DDA - INDOOR MARKET/HOLIDA	291.52	28212
248-443-955.000	Unreceipted charge	CONSTANT CONTACT	Unreceipted charge	56.00	3048
248-443-955.000	Unreceipted charge	TAP ROOM	Unreceipted charge	23.02	3048
248-443-962.000	Memberships & Dues	MICHIGAN DOWNTOWN ASSOCIA	DDA - ANNUAL MEMBERSHIP DU	350.00	28253
Total For Dept 443 PUBLIC				1,612.99	
Dept 775 SPECIAL EVENTS					
248-775-880.021	Community Promotion - Spec	DENISE SIEGEL	DDA - REIMBURSEMENT FOR LA	11.93	3001
248-775-880.021	Community Promotion - Spec	DENISE SIEGEL	DDA - REIMBURSEMENT LADIE	211.99	3001
248-775-880.021	Ladies Night advertising	FACEBK	Ladies Night advertising	24.93	3048
248-775-880.021	Ladies night swag	PASSIFLORA	Ladies night swag	78.44	3048
248-775-880.021	Community Promotion - Spec	PLUMBER'S PORTABLE TOILETS	DDA - LIGHT UP THE NIGHT F	135.00	28252
248-775-880.021	Community Promotion - Spec	MID-LAKES CHORUS	DDA - CRAFT SHOW/TREE LIGE	100.00	28266
248-775-880.021	Community Promotion - Spec	WOOD TV 8	DDA - LADIES NIGHT ADVERTI	1,750.00	28291
248-775-880.021	Community Promotion - Spec	ACE HARDWARE	DDA - LADIES LOOT REIMBURS	75.00	28319
248-775-880.021	Community Promotion - Spec	HOME DEPOT	DPW - UTILITY ROLL LIGHT U	169.00	3040
248-775-881.022	Farmers Market Costs - DD	MID-LAKES CHORUS	DDA - CRAFT SHOW/TREE LIGE	100.00	28266
Total For Dept 775 SPECIAL				2,656.29	
Total For Fund 248 DOWNTOW				4,269.51	

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Fund Totals:

Fund 248 DOWNTOWN DEVELOPM	4,269.51
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	4,269.51

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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		DECEMBER 2024 DENTAL/VISIC	28.09	28206
247-443-718.001	Health Insurance Premiums PRIORITY HEALTH		DECEMBER 2024 HEALTH INSUF	309.48	28208
247-443-725.001	Fringe Benefit - Life Insu	MADISON NATIONAL LIFE INSU	DECEMBER 2024 LIFE INSURAN	1.96	28207
Total For Dept 443 PUBLIC				339.53	
Total For Fund 247 TAX INC				339.53	

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Fund Totals:

Fund 247 TAX INCREMENT FIN	339.53
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	339.53

MINUTES
Plainwell City Council
November 25, 2024

1. Mayor Keeler called the regular meeting to order at 7:00pm in City Hall Council Chambers.
2. Invocation: Given by Dan Martin of Lighthouse Baptist Church
3. Pledge of Allegiance was given by all present.
4. Current City Council:
 - A. 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.
 - B. Approval of Minutes:
A motion by Steele, seconded by Overhuel, to accept and place on file the Council Minutes of the 11/11/2024 regular meeting. On a voice vote, all voted in favor. Motion passed.
 - C. Clerk Leonard presented the report from the Allegan County Board of Canvassers certifying the results of the 11/05/2024 General Election with Cathy Green and Lori Steele each elected to a 4-year City Council term, expiring in 2028.
A motion by Wisnaski, seconded by Steele, to accept the report of the Allegan County Board of Canvassers as presented. On a voice vote, all voted in favor. Motion passed.
 - D. Public Comment: None
 - E. Council Comment:
Councilmember Overhuel thanked Plainwell staff, both past and present. He thanked the late Mayor Brooks for convincing him to run for City Council. He complimented the members of the various Boards and Commissions of the City, with special attention given to Parks & Trees. He called out all the things that Parks & Trees have accomplished over the past 16 years- a dog park, playground equipment, updated restrooms at the parks, and thanked the members for their commitment to working together to accomplishing these goals. He thanked Mayor Keeler, City Manager Lakamper and former City Manager Wilson for always putting the good of the City above all else. He concluded by thanking the Council members, City Staff, both past and present, and city residents as a whole.

Mayor Pro Tem Steele stated that she will miss Councilmember Overhuel, sharing that they had sat next to each other without conflict for the past 16 years.

Councilmember Wisnaski shared that it was a privilege to have worked with Councilmember Overhuel, and he was sorry to see him go. He wished him luck for the future.

Mayor Keeler shared that working with Councilmember Overhuel had been great, and that he would continue to contact him in the future with questions about bands and music.
 - F. **A motion by Steele, seconded by Wisnaski, to adjourn the meeting *Sine Die* at 7:10pm. On a voice vote, all voted in favor. Motion passed.**
5. New City Council:
 - A. Per Section 4.3 of the City of Plainwell Charter, Clerk Leonard administered the Oath of Office to Cathy Green and Lori Steele as Councilmembers.
 - B. Roll Call of Council: Present: Councilmembers Cathy Green, Brad Keeler, Lori Steele and Randy Wisnaski. Absent: Councilmember Roger 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.
 - C. Clerk Leonard stated that according to Section 4.11 of the Plainwell City Charter, the vote for Mayor is public, and the term shall be for 2 years. Ballots were cast as follows: Councilmember Green nominated Councilmember Keeler. Councilmember Keeler nominated Councilmember Keeler. Councilmember Steele nominated Councilmember Keeler. Councilmember Wisnaski nominated Councilmember Keeler.

MINUTES
Plainwell City Council
November 25, 2024

By a vote of 4-0, Councilmember Keeler was elected Mayor.

Clerk Leonard administered the Oath of Office to Brad Keeler as Mayor.

- D. Clerk Leonard stated that according to Section 4.11 of the City of Plainwell Charter, the vote for Mayor Pro Tem is conducted in the same manner as the vote for Mayor, and the term shall be for 2 years. Ballots were cast as follows: Councilmember Green nominated Councilmember Steele. Councilmember Keeler nominated Councilmember Steele. Councilmember Steele nominated Councilmember Steele. Councilmember Wisnaski nominated Councilmember Steele.

By a vote of 4-0, Councilmember Steele was elected Mayor.

Clerk Leonard administered the Oath of Office to Councilmember Lori Steele as Mayor Pro Tem.

Clerk Leonard returned the Council Meeting to Mayor Keeler at 7:25pm.

- E. Public Comment: None

- F. Council Comment:

Mayor Keeler congratulated Councilmember Green and welcomed her to City Council.

Mayor Pro Tem Steele welcomed Councilmember Green, and thanked everyone for attending.

Councilmember Wisnaski welcomed Councilmember Green.

6. Presentation: *Meritorious Service Award*

Director Callahan presented this award to Public Safety Officer McGehee, Deputy Director Varley and Detective LaLone (of the Otsego Police Department) for outstanding service rendered in the line of duty on June 12, 2024.

7. Commissioner Dugan gave an update on happenings throughout Allegan County.

8. Agenda approval:

A motion by Steele, seconded by Wisnaski, to approve the Agenda for the November 25, 2024 meeting as presented. On a voice vote, all voted in favor. Motion passed.

9. Mayor's Report: Mayor Keeler stated he is working with his draft horses for the upcoming holiday events.

10. Recommendations and Reports:

- A. Dan Veldhuizen from Siegfried Crandall PC presented the audited financial statements for the year ended June 30, 2024. Mr. Veldhuizen stated that the city's financial statements received an "unmodified" opinion, meaning no material misstatements were noted, and no audit adjustments were made. He reported the city's financial position is acceptable. He called attention to the OPEB Fund, noting that these funds are the most concerning and should be addressed. The audit revealed no deficiencies in internal controls. He reported no material misstatements with federal funds reporting. He stated that very few audit clients have no deficiencies, and Plainwell is the only municipality of 120 that prepares its own financials. He recognized and thanked Finance Director/Treasurer Kelley for his hard work and attention to detail.

A motion by Steele, seconded by Wisnaski, accepting and placing on file the audited financial statements for the City of Plainwell as of and for the year ended June 30, 2024 as presented. On a roll call vote, all voted in favor. Motion passed.

- B. Superintendent Pond stated that the existing grit removal equipment has begun to wear through at the bottom and needs to be replaced before it fails. W. Soule is able to fabricate and install a new unit.

A motion by Steele, seconded by Wisnaski, approving the removal and replacement of the existing grit removal equipment by W. Soule for \$12,822.00. On a roll call vote, all voted in favor. Motion passed.

- C. City Manager Lakamper discussed the City of Plainwell's Capital Improvement Plan for fiscal years 2024-2030. The CIP has been reviewed and approved by the Planning Commission, and is being referred to Council for their consideration.

A motion by Wisnaski, seconded by Steele, approving the 2024-2030 CIP as presented. On a roll call vote, all voted in favor. Motion passed.

MINUTES
Plainwell City Council
November 25, 2024

D. City Manager Lakamper discussed the purchase of a floating kayak launch and dock system for use at Darrow Park. The purchase will be fully funded by grant money, received from the Pipp Foundation.
A motion by Green, seconded by Steele, approving the purchase of a Wave Armor Floating Dock and Kayak Launch System from BoatLifeandDock.com for a total cost of \$6,148.80. On a roll call vote, all voted in favor. Motion passed.

E. City Manager Lakamper discussed USA Earthworks LLC Pay Application #7 for work performed on the Old Orchard project. Per contract, the City will retain \$59,638.89 in funding until the project has been fully completed.
A motion by Wisnaski, seconded by Steele, approving Pay Application #7 for USA Earthworks LLC in the amount of \$888,345.58 for work done on the Old Orchard Project. On a roll call vote, all voted in favor. Motion passed.

11. Communications:

A motion by Steele, seconded by Wisnaski, to accept and place on file the October 2024 Department of Public Safety and Water Renewal Reports, the 8/21/2024 Planning Commission meeting minutes, the 10/08/2024 DDA/BRA/TIFA meeting minutes, the 10/17/2024 Parks & Trees meeting minutes and the DRAFT 11/20/2024 Planning Commission meeting minutes. On a voice vote, all voted in favor. Motion passed.

12. Accounts Payable:

A motion by Wisnaski, seconded by Steele, that the bills be allowed and orders drawn in the amount of \$105,124.46 for payment of the same. On a roll call vote, all voted in favor. Motion passed.

13. Public Comments:

Sandy Lamorandier of 518 S. Woodhams stated that Councilmember Overhuel had always done a great job for the City of Plainwell. He is a hard worker with no agenda, consistently putting the City first. She congratulated Councilmember Green, and wished Finance Director/Treasurer Kelley good luck at his new job with the City of Otsego. She shared that she is proud to be a resident of the City of Plainwell, and thanked everyone for their hard work and dedication.

14. Staff Comments:

Finance Director/Treasurer Kelley stated that his last day with the City of Plainwell is December 6, 2024, so this was his last official Council meeting. He thanked former City Manager Wilson, current City Manager Lakamper, City Council and City Staff, both past and present, as well as the community for the past 12 years. He shared that the experiences and friendships he has made will never be forgotten, and Plainwell will remain his original home town. He wished everyone well from the bottom of his heart.

Personnel Coordinator Kersten welcomed Councilmember Green.

Superintendent Nieuwenhuis welcomed Councilmember Green, and shared that loose-leaf pickup using the new City garbage truck has saved ~120-man hours while making the overall process cleaner and more efficient. The Christmas Tree for downtown will be placed Monday. He wished everyone a happy Thanksgiving.

Community Development Manager Siegel welcomed Councilmember Green, and noted that Shop Small is this Saturday. She thanked the Department of Public Works Staff for their ongoing effort and hard work installing holiday decorations and lights for the City. The tree lighting ceremony, Light Up the Night (@7pm) and unveiling of Brook's Plaza (@4:30pm) will happen December 6, 2024 at the times stated. Plainwell recently hosted MEDC for a tour.

Deputy Superintendent Keyser welcomed Councilmember Green, and thanked Finance Director/Treasurer Kelley, wishing him good luck in Otsego. He noted ongoing maintenance work for the City and education for himself.

Superintendent Pond reported the Water Renewal Plant is running well, and the newly purchased Spectrophotometer is being put to good use testing for lead as well as phosphorus.

Director Callahan welcomed Councilmember Green, and told Finance Director/Treasurer Kelley that he will be missed.

MINUTES
Plainwell City Council
November 25, 2024

Clerk Leonard welcomed Councilmember Green.

City Manager Lakamper welcomed Councilmember Green, stating he is looking forward to working with her. He thanked Finance Director/Treasurer Kelley for staying on to assist the City as a consultant, noting that he will be missed. He shared that there are two developers interested in separate pieces of property on the Old Mill site. Old Orchard residents can now connect to City Sewer. He offered some follow up commentary on the audit presentation, noting that the General Fund balance is actually low after accounting for the Industrial Park property purchase funds.

15. Council Comments:

Councilmember Wisnaski welcomed Councilmember Green. He stated he hates to see Finance Director/Treasurer Kelley go, but wishes him well at his new job working for the City of Otsego.

Mayor Pro Tem Steele thanked Mayor Keeler for the use of his draft horses- she noted that she has City's white truck on standby. She wished everyone a happy Thanksgiving.

Councilmember Green stated she was glad to join City Council, sharing that she has 30 years of experience on other Boards and Commissions. She congratulated Finance Director/Treasurer Kelley on his new job.

16. Adjournment:

A motion by Steele, seconded by Wisnaski to adjourn the meeting at 8:16pm. On a voice vote, all voted in favor. Motion passed.

Minutes respectfully
Submitted by,
JoAnn Leonard
City Clerk

MINUTES APPROVED BY CITY COUNCIL
December 09, 2024


JoAnn Leonard, City Clerk

MINUTES
Plainwell City Council
December 09, 2024

1. Mayor Keeler called the regular meeting to order at 7:00pm in City Hall Council Chambers.
2. Invocation: Given by Scott Smail of Lighthouse Baptist Church
3. Pledge of Allegiance was given by all present.
4. Roll Call: Present: Mayor Keeler, Mayor Pro Tem Steele, Councilmember Wisnaski, and Councilmember Green.
Absent: Councilmember ~~Wisnaski~~ 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 Green, to accept and place on file the Council Minutes of the 11/25/2024 regular meeting. On a voice vote, all voted in favor. Motion passed.
6. Public Comment: None.
7. County Commissioners Report: None.
8. Agenda approval:
A motion by Steele, seconded by Wisnaski, to approve the Agenda for the December 09, 2024 meeting as presented. On a voice vote, all voted in favor. Motion passed.
9. Mayor's Report: There was a huge crowd for the tree lighting ceremony on Friday- that was nice to see. The parade went great as well.
10. Recommendations and Reports:
 - A. Clerk Leonard stated that several board members' terms end December 31, 2024. She confirmed that these candidates, Rachel Colingsworth (Planning Commission) and Cathy Green (DDA/BRA/TIFA) were willing to serve another term. She welcomed newly appointed Planning Commission member Paul Grimm, who is finishing the remainder of a partial term which ends in June of 2025.
The City is currently accepting applications for two vacancies on the Compensation Board, and one vacancy on DDA/BRA/TIFA.
A motion by Steele, seconded by Wisnaski, a 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. Director Callahan discussed the replacement of the Chief's vehicle. The current vehicle was totaled after being struck in the Plainwell High School parking lot.
A motion by Wisnaski, seconded by Steele, approving the purchase of a used vehicle and associated police vehicle upfitting to replace the current Chief's car for a total cost not to exceed \$14,000.00. On a roll call vote, all voted in favor. Motion passed.
 - C. Superintendent Pond discussed the purchase and use of ferric chloride at the Water Renewal plant. Alexander Chemical, the current supplier, has agreed to maintain the current price through June of 2025.
A motion by Wisnaski, seconded by Steele, approving the purchase of ferric chloride from Alexander Chemical as presented. On a roll call vote, all voted in favor. Motion passed.

MINUTES
Plainwell City Council
December 09, 2024

- D. City Manager Lakamper discussed executing a quit claim deed to Mark and Lisa Meszaros for the small portion of land between Design Street (former fire station), where the old city jail stood, and the parking lot for Mosaic Distillery (formerly Warnement's). The City did not believe it owned this property. This quit claim deed reiterates that and removes any question of ownership.
A motion by Steele, seconded by Green, authorizing City Manager Justin Lakamper to execute a quit claim deed to convey the property described as: The South 14 Feet of the Unnumbered Lot East of Lot 18 in Block 1 of Thompson's Second Addition to the Village (now City) of Plainwell, to Mark Meszaros and Lisa Meszaros for the sum of \$10.00. On a roll call vote, all voted in favor. Motion passed.
- E. City Manager Lakamper discussed appointing Personnel Coordinator Amanda Kersten as Interim Treasurer. The City has not yet been successful finding a replacement Finance Director/Treasurer. Amanda has trained extensively with the previous Finance Director/Treasurer Brian Kelley, and is able to perform the duties of Treasurer for the City.
A motion by Wisnaski, seconded by Steele, confirming the appointment of Amanda Kersten as Interim Treasurer of the City of Plainwell. On a roll call vote, all voted in favor. Motion passed.
- F. City Manager Lakamper discussed hiring the Offices of Brian Kelley to provide professional accounting services for the City until the position of Finance Director/Treasurer can be filled. Prior to accepting employment with the City of Otsego, Brian Kelley was the Finance Director and Treasurer of Plainwell for over 12 years, and possesses a wealth of knowledge of current financial processes and best practices. As a contractor, Brian would be a valuable resource to the City.
A motion by Steele, seconded by Wisnaski, engaging the Offices of Brian Kelley for professional accounting services. On a roll call vote, all voted in favor. Motion passed.

11. Communications:

A motion by Steele, seconded by Wisnaski, to accept and place on file the November 2024 Investment and Fund Balance Reports. On a voice vote, all voted in favor. Motion passed.

12. Accounts Payable:

A motion by Wisnaski, seconded by Steele, that the bills be allowed and orders drawn in the amount of \$1,043,201.23 for payment of the same. On a roll call vote, all voted in favor. Motion passed.

13. Public Comments: None.

14. Staff Comments:

Personnel Coordinator/Interim Treasurer Kersten thanked Council for trusting her to be Interim Treasurer. She has done a lot of training with previous Finance Director Brian Kelley, and shares that it is a challenge she is looking forward to.

Superintendent Nieuwenhuis had nothing to report.

Community Development Manager Siegel stated that she is wrapping up several end of the year projects. She will be working with Clerk Leonard on some documentation required for the City to maintain its Redevelopment Ready certification.

MINUTES
Plainwell City Council
December 09, 2024

Deputy Superintendent Keyser noted that there was an odor study performed, testing levels of hydrogen sulfide at several location in the City, as well as Martin Township and Gunplain Township. Results will be available soon.

Superintendent Pond had nothing to report.

Director Callahan noted that the parade went well.

Clerk Leonard had nothing to report.

City Manager Lakamper thanked Community Development Manager Siegel and the Department of Public Works for a great Christmas celebration. He thanked Dale Burnham for the push to complete and dedicate Brook's Plaza. He stated that he had been in discussion with GHD concerning the restrictive covenants on the Old Mill property. He believes that these covenants will run concurrent with any developer plans without issue.

15. Council Comments:

Councilmember Wisnaski stated that the Christmas lights look great.

Mayor Pro-Tem Steele shared that the tree lighting was nice, and the Brook's Plaza unveiling went well. She noted that the City had a new Santa this year, and thanked Director Callahan. She thanked City staff for doing such a great job at all the holiday events.


Councilmember Green shared that everything downtown went well, and looks great. She thanked everyone for their hard work, and mentioned that having the volume lowered on the frog display was appreciated.

16. Adjournment:

A motion by Steele, seconded by Wisnaski, to adjourn the meeting at 7:28pm. On a voice vote, all voted in favor. Motion passed.

Minutes respectfully
submitted by,
JoAnn Leonard
City Clerk

MINUTES APPROVED BY CITY COUNCIL
December 23, 2024


JoAnn Leonard, City Clerk

*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	12/31/2024	MONTH	12/31/2024	BALANCE	
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND							
Revenues							
D01	D01 - Taxes	36,967.00	36,989.93	13,685.91		(22.93)	100.06
D08	D08 - Interest and rentals	0.00	368.52	21.42		(368.52)	100.00
F40.05	F40.05 - Other financing, Transfer In	110,000.00	55,000.02	9,166.67		54,999.98	50.00
TOTAL REVENUES		146,967.00	92,358.47	22,874.00		54,608.53	62.84
Expenditures							
443	PUBLIC WORKS	134,586.00	60,467.58	5,021.16		74,118.42	44.93
905	DEBT SERVICE	16,624.00	8,312.28	1,385.38		8,311.72	50.00
TOTAL EXPENDITURES		151,210.00	68,779.86	6,406.54		82,430.14	45.49
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND:							
TOTAL REVENUES		146,967.00	92,358.47	22,874.00		54,608.53	62.84
TOTAL EXPENDITURES		151,210.00	68,779.86	6,406.54		82,430.14	45.49
NET OF REVENUES & EXPENDITURES		(4,243.00)	23,578.61	16,467.46		(27,821.61)	555.71

*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	12/31/2024	MONTH	12/31/2024	BALANCE	
			NORMAL (ABNORMAL)	INCREASE	(DECREASE)	NORMAL (ABNORMAL)	
Fund 247 - TAX INCREMENT FINANCE AUTHORITY FUND							
Revenues							
D01	D01 - Taxes	31,371.00	31,116.62		2,858.51	254.38	99.19
D08	D08 - Interest and rentals	3,330.00	6,008.32		1,165.96	(2,678.32)	180.43
D04	D04 - State grants	89,257.00	90,530.02		0.00	(1,273.02)	101.43
TOTAL REVENUES		123,958.00	127,654.96		4,024.47	(3,696.96)	102.98
Expenditures							
443	PUBLIC WORKS	52,422.00	24,714.17		3,403.18	27,707.83	47.14
TOTAL EXPENDITURES		52,422.00	24,714.17		3,403.18	27,707.83	47.14
Fund 247 - TAX INCREMENT FINANCE AUTHORITY FUND:							
TOTAL REVENUES		123,958.00	127,654.96		4,024.47	(3,696.96)	102.98
TOTAL EXPENDITURES		52,422.00	24,714.17		3,403.18	27,707.83	47.14
NET OF REVENUES & EXPENDITURES		71,536.00	102,940.79		621.29	(31,404.79)	143.90

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REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL
PERIOD ENDING 12/31/2024
% Fiscal Year Completed: 50.41

Page: 3/3

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

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 12/31/2024 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2024 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND						
Revenues						
D01	D01 - Taxes	87,859.00	87,624.07	8,788.67	234.93	99.73
D08	D08 - Interest and rentals	2,000.00	3,530.79	577.23	(1,530.79)	176.54
D04	D04 - State grants	7,536.00	7,643.42	0.00	(107.42)	101.43
D06	D06 - Charges for services	6,285.00	7,895.59	524.77	(1,610.59)	125.63
D09.04	D09.04 - Other, Miscellaneous	600.00	660.00	660.00	(60.00)	110.00
TOTAL REVENUES		104,280.00	107,353.87	10,550.67	(3,073.87)	102.95
Expenditures						
443	PUBLIC WORKS	62,292.00	27,338.81	5,156.27	34,953.19	43.89
775	SPECIAL EVENTS	8,050.00	7,199.48	2,652.91	850.52	89.43
900	CAPITAL OUTLAY	18,000.00	0.00	0.00	18,000.00	0.00
TOTAL EXPENDITURES		88,342.00	34,538.29	7,809.18	53,803.71	39.10
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND:						
TOTAL REVENUES		104,280.00	107,353.87	10,550.67	(3,073.87)	102.95
TOTAL EXPENDITURES		88,342.00	34,538.29	7,809.18	53,803.71	39.10
NET OF REVENUES & EXPENDITURES		15,938.00	72,815.58	2,741.49	(56,877.58)	456.87
TOTAL REVENUES - ALL FUNDS		375,205.00	327,367.30	37,449.14	47,837.70	87.25
TOTAL EXPENDITURES - ALL FUNDS		291,974.00	128,032.32	17,618.90	163,941.68	43.85
NET OF REVENUES & EXPENDITURES		83,231.00	199,334.98	19,830.24	(116,103.98)	239.50

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL
PERIOD ENDING 12/31/2024
% Fiscal Year Completed: 50.41

*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	12/31/2024	MONTH	12/31/2024	BALANCE	
			NORMAL (ABNORMAL)	INCREASE	(DECREASE)	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	1,165.31		355.82	(0.31)	100.03
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	16,611.27		11,641.57	(0.27)	100.00
243-000-404.048	Captured Tax Real - BR - County Taxes	3,871.00	3,886.35		1,016.42	(15.35)	100.40
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	570.73		174.27	0.27	99.95
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	1,903.41		497.83	(7.41)	100.39
243-000-665.000	Interest Earnings - Investments	0.00	368.52		21.42	(368.52)	100.00
243-000-699.101	Interfund Transfer In - General Fund	30,000.00	15,000.00		2,500.00	15,000.00	50.00
243-000-699.401	Interfund Transfer In - Cap Improvement	80,000.00	40,000.02		6,666.67	39,999.98	50.00
TOTAL REVENUES		146,967.00	92,358.47		22,874.00	54,608.53	62.84
Expenditures							
243-443-703.000	Salaries/Wages - Full Time Employees	46,328.00	22,418.87		3,951.36	23,909.13	48.39
243-443-704.001	Wages - Part Time Employees	2,485.00	4,529.60		68.08	(2,044.60)	182.28
243-443-709.000	Payroll Taxes - FICA - Soc Sec/Medicare	3,798.00	2,065.59		308.76	1,732.41	54.39
243-443-712.001	Cash in Lieu of Benefits - Insurance Buy	1,680.00	743.76		148.78	936.24	44.27
243-443-716.000	Retirement - Defined Contribution 401a	3,681.00	1,534.06		120.74	2,146.94	41.68
243-443-718.001	Health Insurance Premiums - Current EE	2,602.00	1,235.08		209.97	1,366.92	47.47
243-443-718.013	Health Insurance - HSA - Employer Paid	744.00	322.14		60.00	421.86	43.30
243-443-723.001	Retiree Health Care - OPEB	31.00	15.60		2.60	15.40	50.32
243-443-725.001	Fringe Benefit - Life Insurance	46.00	22.59		3.87	23.41	49.11
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	254.06		0.00	245.94	50.81
243-443-801.013	Professional Services - Attorney	15,000.00	441.00		147.00	14,559.00	2.94
243-443-801.030	Professional Services - Auditor	400.00	409.49		0.00	(9.49)	102.37
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	4,244.15		0.00	2,555.85	62.41
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	7,845.66		1,307.61	7,845.34	50.00
243-905-993.001	Debt Service - Interest - Interfund Loan	933.00	466.62		77.77	466.38	50.01
TOTAL EXPENDITURES		151,210.00	68,779.86		6,406.54	82,430.14	45.49
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND:							
TOTAL REVENUES		146,967.00	92,358.47		22,874.00	54,608.53	62.84
TOTAL EXPENDITURES		151,210.00	68,779.86		6,406.54	82,430.14	45.49
NET OF REVENUES & EXPENDITURES		(4,243.00)	23,578.61		16,467.46	(27,821.61)	555.71

% Fiscal Year Completed: 50.41

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

		YTD BALANCE		ACTIVITY FOR		AVAILABLE	
		2024-25	12/31/2024	MONTH	12/31/2024	BALANCE	% BDGT
GL NUMBER	DESCRIPTION	AMENDED BUDGET	NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)		USED
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	2,599.69	741.33	75.31	97.18	
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	8,706.89	2,117.18	180.11	97.97	
247-000-583.000	Local Grants	89,257.00	90,530.02	0.00	(1,273.02)	101.43	
247-000-665.000	Interest Earnings - Investments	3,330.00	6,008.32	1,165.96	(2,678.32)	180.43	
TOTAL REVENUES		123,958.00	127,654.96	4,024.47	(3,696.96)	102.98	
Expenditures							
247-443-703.000	Salaries/Wages - Full Time Employees	33,568.00	15,976.21	2,679.57	17,591.79	47.59	
247-443-704.001	Wages - Part Time Employees	483.00	95.97	15.50	387.03	19.87	
247-443-709.000	Payroll Taxes - FICA - Soc Sec/Medicare	2,620.00	1,212.73	203.86	1,407.27	46.29	
247-443-712.001	Cash in Lieu of Benefits - Insurance Buy	1,155.00	556.35	111.27	598.65	48.17	
247-443-716.000	Retirement - Defined Contribution 401a	1,879.00	839.67	69.68	1,039.33	44.69	
247-443-718.001	Health Insurance Premiums - Current EE	3,071.00	1,606.60	259.34	1,464.40	52.32	
247-443-718.013	Health Insurance - HSA - Employer Paid	744.00	337.65	62.00	406.35	45.38	
247-443-725.001	Fringe Benefit - Life Insurance	22.00	10.99	1.96	11.01	49.95	
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	77.57	0.00	(3.57)	104.82	
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	0.00	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	24,714.17	3,403.18	27,707.83	47.14	
Fund 247 - TAX INCREMENT FINANCE AUTHORITY FUND:							
TOTAL REVENUES		123,958.00	127,654.96	4,024.47	(3,696.96)	102.98	
TOTAL EXPENDITURES		52,422.00	24,714.17	3,403.18	27,707.83	47.14	
NET OF REVENUES & EXPENDITURES		71,536.00	102,940.79	621.29	(31,404.79)	143.90	

PERIOD ENDING 12/31/2024

% Fiscal Year Completed: 50.41

*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	12/31/2024	MONTH 12/31/2024	INCREASE (DECREASE)	BALANCE	
			NORMAL (ABNORMAL)			NORMAL (ABNORMAL)	
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	7,174.46	2,190.48		22.54	99.69
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	23,927.79	6,257.14		(18.79)	100.08
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	289.68	88.44		5.32	98.20
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	966.19	252.61		15.81	98.39
248-000-583.000	Local Grants	7,536.00	7,643.42	0.00		(107.42)	101.43
248-000-642.001	Sales of Merchandise - DDA	0.00	43.68	4.77		(43.68)	100.00
248-000-654.001	Charges for Service - Farmers Market Fee	4,660.00	3,651.91	520.00		1,008.09	78.37
248-000-654.102	Special Event Revenues - DDA	1,625.00	4,200.00	0.00		(2,575.00)	258.46
248-000-665.000	Interest Earnings - Investments	2,000.00	3,530.79	577.23		(1,530.79)	176.54
248-000-674.022	Private Donations - Sponsorship FarmersMk	600.00	0.00	0.00		600.00	0.00
248-000-684.000	Miscellaneous Revenue	0.00	660.00	660.00		(660.00)	100.00
TOTAL REVENUES		104,280.00	107,353.87	10,550.67		(3,073.87)	102.95
Expenditures							
248-443-703.000	Salaries/Wages - Full Time Employees	33,416.00	15,130.42	3,190.10		18,285.58	45.28
248-443-704.001	Wages - Part Time Employees	355.00	155.15	33.13		199.85	43.70
248-443-709.000	Payroll Taxes - FICA - Soc Sec/Medicare	2,578.00	1,094.41	232.64		1,483.59	42.45
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	590.62	111.82		828.38	41.62
248-443-718.001	Health Insurance Premiums - Current EE	4,022.00	1,978.84	353.14		2,043.16	49.20
248-443-718.013	Health Insurance - HSA - Employer Paid	960.00	444.36	84.27		515.64	46.29
248-443-723.001	Retiree Health Care - OPEB	13.00	6.60	1.10		6.40	50.77
248-443-725.001	Fringe Benefit - Life Insurance	18.00	10.68	1.65		7.32	59.33
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	3,137.68	427.88		962.32	76.53
248-443-801.030	Professional Services - Auditor	74.00	77.57	0.00		(3.57)	104.82
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	2,626.52	291.52		(826.52)	145.92
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	0.00		(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	145.97	79.02		54.03	72.99
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	350.00	350.00		350.00	50.00
248-775-880.021	Community Promotion - Special Events	4,950.00	5,770.48	2,552.91		(820.48)	116.58
248-775-881.022	Farmers Market Costs - DDA	3,100.00	1,429.00	100.00		1,671.00	46.10
248-900-971.000	Capital Purchase	18,000.00	0.00	0.00		18,000.00	0.00

GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	12/31/2024	MONTH 12/31/2024	BALANCE	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND						
Expenditures						
TOTAL EXPENDITURES		88,342.00	34,538.29	7,809.18	53,803.71	39.10
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND:						
TOTAL REVENUES		104,280.00	107,353.87	10,550.67	(3,073.87)	102.95
TOTAL EXPENDITURES		88,342.00	34,538.29	7,809.18	53,803.71	39.10
NET OF REVENUES & EXPENDITURES		15,938.00	72,815.58	2,741.49	(56,877.58)	456.87
TOTAL REVENUES - ALL FUNDS		375,205.00	327,367.30	37,449.14	47,837.70	87.25
TOTAL EXPENDITURES - ALL FUNDS		291,974.00	128,032.32	17,618.90	163,941.68	43.85
NET OF REVENUES & EXPENDITURES		83,231.00	199,334.98	19,830.24	(116,103.98)	239.50

AGENDA ITEMS

7. **BRA Action Items:**

A. Accounts Payable:

Recommended Action: Consider confirming the BRA payables for December for \$428.78

8. **DDA Action Items:**

A. Recommended Action: Review Revolving Loan Quarterly Report Review

B. Accounts Payable:

Recommended Action: Consider confirming the DDA payables for December for \$ 4,269.51

9. **TIFA Action Items:**

A. Accounts Payable:

Recommended Action: Consider confirming the TIFA payables for December in the amount of \$339.53

A reminder of Upcoming Meetings/Events:

- January 15, 2025 – Planning Commission 6:30 p.m. / Council Chambers
- January 16, 2025 - Parks and Trees Meeting 5:00 p.m. / City Hall Conference Room
- January 20, 2025 – Martin Luther King Jr. Day
- January 27, 2025 – City Commission Meeting 7:00 p.m./ Council Chambers

The Island City

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

The City of Plainwell equal-opportunity provider and employer