

# 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](http://www.plainwell.org)

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## **AGENDA**

### **DDA/TIFA/BRA**

### **City Hall Council Chambers**

### **March 11, 2025 7:30 AM**

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Roll Call**
- 4. Approval of Minutes/Summary –02/11/2025**
- 5. General Public**
- 6. Chairman's Report**
- 7. BRA Action Items**
  - A. Updates on Mill Property / GHD**
  - B. Accounts Payable for February of \$22,945.00**
- 8. DDA Action Items**
  - A. Update on RFP Draft Architectural Designs for Hicks Park & Plaza**
  - B. Accounts Payable for February of \$1,138.64**
- 9. TIFA Action Items**
  - A. Accounts Payable for February of \$ 287.14**
- 10. Communications:** 1/27/24 & 2/10/25 Council Meeting Minutes. Also, the Financial Report/Summary as of 2./28/2025
- 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**  
**February 11, 2025**

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, Adam Hopkins, Cathy Green, Justin Lakamper, Kevin Seckel, Jim Turley  
**Excused**: Paul Rizzo
4. Approval of Minutes from 01/14/24: **A motion was made by Green to approve the minutes and place on file, seconded by Wisnaski.**
5. General Public: None
6. Chairman's Report: Larabel, BRA Chair, asked SME, a consulting/engineer company to speak with the board at the March meeting on Brownfield initiative's and opportunities. Also, Larabel asked for a proposal from them to look at the Brownfield Plan and provide support.
7. BRA Action Items
  - A. **Mill Updates**: Lakamper, City Manager provided updates on the 3 Developers interested in the Mill Site and potential Napa Designs.
  - B. **Motion to accept accounts payable for January of \$6,015.14 was made by Green and seconded by Turley. All in favor vote. Motion passed.**
8. DDA Action Items
  - A. **Downtown Clock: A motion to accept the Combination Renovation of the clock at \$10,780 was made by Seckel and seconded by Green. All in favor. Motion passed.**
  - B. RFP Discussion for Architectural Designs for Hicks Park/Brooks Plaza was reviewed. **A motion was made by Larabel and seconded by Green to move forward with the Request for Proposal. All in favor Vote. Motion Passed.**
  - C. **Motion to accept accounts payable for January of \$653.54 was made by Larabel and seconded by Turley. All in favor vote.**
9. TIFA Action Items
  - A. **Motion to accept accounts payable for January of \$1,972.77 was made by Green and seconded by Larabel. All in favor vote. Motion carried.**
9. Communications: 12/23 & 1/13/25 Council Minutes and the Financial Report/Summary as of 1/31/2025
10. Public Comments: Terry Pickett, 124 Floral, commented that it is very hard to hear the council/board members from the audience and asked if we could work on a solution.
11. Staff Comments: Updates were given by Siegel on sign improvements at the Industrial Park, setting up meetings with the Industrial Park businesses; upcoming events. Lakamper mentioned the sale of the final sale of the 28 acres in the Industrial Park.
12. Member Comments: Turley commented on how the bad the roads are in the Industrial Park and concern for the roads as new businesses are being added. Hopkins commented on seeing lights on at William Crispe, he was assured the property had sold.
13. Adjournment: **Meeting adjourned at 8:53 a.m.**

03/03/2025 10:28 AM  
User: ROXANNE  
DB: Plainwell

INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL  
POST DATES 02/01/2025 - 02/28/2025  
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	FEBRUARY 2025 DENTAL/VISIC	15.13	28442
243-443-718.001	Health Insurance Premiums	PRIORITY HEALTH	FEBRUARY 2025 HEALTH INSUF	132.14	28444
243-443-725.001	Fringe Benefit - Life Insu	MADISON NATIONAL LIFE INSU	FEBRUARY 2025 LIFE INSURAN	3.55	28443
243-443-775.000	Supplies - Repairs and Mai	PLAINWELL ACE HARDWARE	DPW - ACRYLIC SHEET MILL W	52.99	28486
243-443-775.000	Supplies - Repairs and Mai	PLAINWELL ACE HARDWARE	DPW - CAT FOOD MILL LIVE T	2.99	28538
243-443-775.000	Supplies - Repairs and Mai	PLAINWELL ACE HARDWARE	DPW - CAT FOOD MILL TRAP/I	2.99	28538
243-443-801.013	Professional Services - At	BLOOM SLUGGETT PC	JANUARY 2025 PROFESSIONAL	563.50	28489
Total For Dept 443 PUBLIC				773.29	
Dept 905 DEBT SERVICE					
243-905-991.243	Principal - EGLE Loan BRA	STATE OF MICHIGAN	ADMIN - RETURN UNUSED MILI	21,507.28	28525
243-905-992.243	Interest - EGLE Loan BRA 2	STATE OF MICHIGAN	ADMIN - RETURN UNUSED MILI	664.43	28525
Total For Dept 905 DEBT SE				22,171.71	
Total For Fund 243 BROWNFI				22,945.00	

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

Fund 243 BROWNFIELD REDEVE	22,945.00
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	22,945.00

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BOTH OPEN AND PAID

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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	FEBRUARY 2025 AIRPORT/DDA	0.28	3170
248-000-642.001	Sales of Merchandise - DDA	STATE OF MICHIGAN	FEBRUARY 2025 AIRPORT/DDA	(0.05)	3170
Total For Dept 000 OPERATI				0.23	
Dept 443 PUBLIC WORKS					
248-443-718.001	Health Insurance Premiums	COPS HEALTH TRUST	FEBRUARY 2025 DENTAL/VISIC	29.07	28442
248-443-718.001	Health Insurance Premiums	PRIORITY HEALTH	FEBRUARY 2025 HEALTH INSUF	378.81	28444
248-443-725.001	Fringe Benefit - Life Insu	MADISON NATIONAL LIFE INSU	FEBRUARY 2025 LIFE INSURAN	1.53	28443
248-443-900.000	Printing and Publishing	SHOPPERS GUIDE INC	DDA - CHOCOLATE STROLL ADV	99.00	28517
248-443-962.000	225 MEDA Membership	MICHIGAN ECONOMIC DEVELOPE	225 MEDA Membership	350.00	3161
Total For Dept 443 PUBLIC				858.41	
Dept 775 SPECIAL EVENTS					
248-775-880.021	Community Promotion - Spec	GOOD NEWS PAPER	DDA - CHOCOLATE STROLL ADV	145.00	28459
248-775-880.021	Community Promotion - Spec	RYAN LINDSEY PHOTOGRAPHY	DDA - SUMMER MARKET POLE F	135.00	28494
Total For Dept 775 SPECIAI				280.00	
Total For Fund 248 DOWNTOW				1,138.64	

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

Fund 248 DOWNTOWN DEVELOPM	1,138.64
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	1,138.64

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DB: Plainwell

INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL  
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BOTH OPEN AND PAID

Page: 1/2

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		FEBRUARY 2025 DENTAL/VISIC	24.95	28442
247-443-718.001	Health Insurance Premiums PRIORITY HEALTH		FEBRUARY 2025 HEALTH INSUF	260.36	28444
247-443-725.001	Fringe Benefit - Life InsuMADISON NATIONAL LIFE INSUF		FEBRUARY 2025 LIFE INSURAN	1.83	28443
Total For Dept 443 PUBLIC				287.14	
Total For Fund 247 TAX INC				287.14	

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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	287.14
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	287.14



**MINUTES**  
**Plainwell City Council**  
**January 27, 2025**

1. Mayor Keeler called the regular meeting to order at 7:00pm in City Hall Council Chambers.
2. Invocation: Given by Scott Fenner 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, Councilmember Keeney and Councilmember Green. Absent: None
5. Approval of Minutes:  
**A motion by Steele, seconded by Wisnaski, to accept and place on file the Council Meeting Minutes of the 01/13/2025 regular meeting. On a voice vote, all voted in favor. Motion passed.**
6. Public Comment: None.
7. County Commissioners Report: 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 January 27, 2025 meeting as presented. On a voice vote, all voted in favor. Motion passed.**
9. Mayor's Report: The Mayor thanked DPW for keeping up with snow removal in such cold temperatures.
10. Recommendations and Reports:
  - A. Clerk Leonard discussed Ordinance #399. This Ordinance is effective for ten years, and allows Michigan Gas Utilities access to public right of ways within the city as needed to operate a natural gas business and distribution system.  
**A motion by Keeney, seconded by Green, to adopt Ordinance #399 – *Michigan Gas Utilities Franchise* as presented. On a roll call vote, all voted in favor. Motion passed.**
  - B. Community Development Manager Siegel presented Special Event Permit 25-01 for Dean's Ice Cream. The permit allows the closure of Sherwood Street between Sterling and Oak on Monday nights from 4pm-8pm. The event begins Monday, April 14, 2025 and ends Monday, October 6, 2025.  
**A motion by Steele, seconded by Wisnaski, approving Special Event Permit 25-01 as presented. On a roll call vote, all voted in favor. Motion passed.**
  - C. Treasurer/Personnel Coordinator Kersten discussed the City's annual Other Post-Employment Benefit (OPEB) contribution.  
**A motion by Green, seconded by Keeney, approving a transfer of \$9,949.00 into the OPEB Trust to cover the actuarially determined normal cost for employees covered by the City of Plainwell Retiree Medical Plan. On a roll call vote, all voted in favor. Motion passed.**
  - D. City Manager Lakamper discussed the sale of vacant Industrial land at 830 Miller Road. The City has approximately 28 acres remaining for sale, and has received two offers. The first offer, from USA Earthworks, is for 15 acres with a sale price of \$400,000.00. The second offer, from Complete Remarketing Services, is for 28 acres with a sale price of \$700,000.00.

**MINUTES**  
**Plainwell City Council**  
**January 27, 2025**

**A motion by Steele, seconded by Wisnaski, to table the land sale at 830 Miller Road until the next Council Meeting on February 10, 2025. On a roll call vote, all voted in favor. Motion passed.**

- E. Community Development Manager Siegel discussed Resolution 2025-06. This Resolution is in support of the West Michigan Trails Regional Master Plan, which includes about 1.5 miles of trail located within the City of Plainwell.

**A motion by Keeney, seconded by Green, adopting Resolution 2025-06 as presented. On a roll call vote, all voted in favor. Motion passed.**

- F. Director Callahan discussed the sale of a 2016 Ford Explorer SUV previously used as the Chief's car. Following the generous donation of a 2018 Ford Explorer Patrol SUV from the Gun Lake Tribal Police, the vehicle is no longer needed.

**A motion by Wisnaski, seconded by Steele, approving the sale of the 2016 Ford Explorer with the minimum sale price being \$9,000. 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 December 2024 Department of Public Safety and Water Renewal Reports, the 12/10/2024 DDA/BRA/TIFA meeting minutes and the 12/12/2024 Parks & Trees meeting minutes. On a voice vote, all voted in favor. Motion passed.**

**12. Accounts Payable:**

**A motion by Keeney, seconded by Steele, that the bills be allowed and orders drawn in the amount of \$235,661.43 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/Treasurer Kersten shared that employee W2s are now available. She is working on year end wrap up, as well as MI Osha reporting.

Superintendent Nieuwenhuis stated that the DPW has done a great job of snow removal this winter.

Community Development Manager Siegel gave an update on the Old Mill committee meeting, sharing that there are two potential developers. She continues to work toward RRC recertification. She reminded everyone about the Chocolate Stroll happening on Saturday February 8<sup>th</sup>. The high school choir will be performing in the lobby at City Hall, and downtown businesses will offer chocolate themed specials to event attendees.

Deputy Superintendent Keyser stated he is taking three certification classes.

Superintendent Pond had nothing to report.

Director Callahan reminded everyone to slow down and watch for buses, especially when the roads are snowy.

Clerk Leonard had nothing to report.

**MINUTES**  
**Plainwell City Council**  
**January 27, 2025**

City Manager Lakamper discussed interest in the Old Mill property, sharing that a third developers had contacted him. He is working on the City Budget process, and is researching asset management software that would be used at the water renewal plant. The DPW is tracking water usage.

15. Council Comments:

Councilmember Keeney thanked DPW for keeping up with snow removal.

Mayor Pro-Tem Steele shared that she is looking forward to the Chocolate Stroll as it is always a fun event.

16. Adjournment:

**A motion by Steele, seconded by Wisnaski, to adjourn the meeting at 7:53pm. On a voice vote, all voted in favor. Motion passed.**

Minutes respectfully  
submitted by,  
JoAnn Leonard  
City Clerk

MINUTES APPROVED BY CITY COUNCIL  
February 10, 2025

  
JoAnn Leonard, City Clerk

**MINUTES**  
**Plainwell City Council**  
**February 10, 2025**

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 Wisnaski, Councilmember Keeney and Councilmember Green. Absent: None
5. Approval of Minutes:  
**A motion by Steele, seconded by Wisnaski, to accept and place on file the Council Meeting Minutes of the 01/27/2025 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 February 10, 2025 meeting as presented. On a voice vote, all voted in favor. Motion passed.**
9. Mayor's Report: Mayor Keeler mentioned how beautiful the sun was, but to expect snow on Wednesday.
10. Recommendations and Reports:
  - A. City Manager Lakamper, Superintendent Pond and Deputy Superintendent Keyzer discussed the purchase and use of an asset management software system. Asset management software is required by our NDPES Permit, and it's uses extend to other City departments, like Public Safety and the Department of Public Works. Silversmith Data is Michigan based, and priced lower than competitors.  
**A motion by Keeney, seconded by Wisnaski, approving the purchase of asset management software from Silversmith Data for \$6,592.00 and approving the annual hosting fee of \$2,185.00. On a roll call vote, all voted in favor. Motion passed.**
  - B. Deputy Superintendent Keyzer discussed the purchase of a replacement auger for the grit mitt. Council had previously approved the fabrication and installation of a new main body piece by W Soule, which requires disassembly of the grit mitt unit. W Soule can fabricate a replacement auger as well, and install it while the grit mitt is apart.  
**A motion by Wisnaski, seconded by Keeney, approving the fabrication and replacement of the existing grit auger by W Soule for \$8,749.00. On a roll call vote, all voted in favor. Motion passed.**
  - C. City Manager Lakamper discussed the sale of land in Industrial Park. There are 28 acres available, and the City has received two offers. Offer 1 is from USA Earthworks for 15 acres. Offer 2 is from Complete Remarketing Services for the full 28 acres.  
**A motion by Steele, seconded by Wisnaski, approving the sale of approximately 28 acres of real property located at 830 Miller Road, Plainwell, MI 49080 with a permanent parcel ID# of 55-020-056-00 to Complete Remarketing Services and authorize the City Manager and City Clerk to enter into a purchase/sale agreement for the property subject to final approval by the City Manager and City Attorney. Further authorize the City Manager and City Clerk to execute any documents or other agreements necessary to close on the sale of the property subject to final review by the City Manager and City Attorney. Further authorize the City Manager and City Attorney to take any steps reasonably necessary to effectuate the sale of the property subject to this motion. On a roll call vote, all voted in favor. Motion passed.**

11. Communications:

**MINUTES**  
**Plainwell City Council**  
**February 10, 2025**

**A motion by Steele, seconded by Wisnaski, to accept and place on file the January 2025 Investment and Fund Balance Reports. On a voice vote, all voted in favor. Motion passed.**

12. Accounts Payable:

**A motion by Keeney, seconded by Green, that the bills be allowed and orders drawn in the amount of \$275,231.57 for payment of the same. On a roll call vote, all voted in favor. Motion passed.**

13. Public Comments: Eric Fein of 219 Washington spoke about the Ordinance restricting overnight street parking during the winter months. He has limited parking space, and four drivers with vehicles at his residence.

14. Staff Comments:

Personnel Coordinator/Treasurer Kersten had nothing to report.

Superintendent Nieuwenhuis stated that the light pole by Edward Jones downtown had been hit during the ice storm. A replacement has been ordered and should arrive in about 5 weeks.

Community Development Manager Siegel shared that the Chocolate Stroll had a great turnout. She has asked for architectural designs for Hick's Park, including the fire pit and Brook's Plaza. There will be a Mill Committee meeting later in the week.

Deputy Superintendent Keyzer stated he is preparing for the asset management program and budget preparation.

Superintendent Pond had nothing to report.

Director Callahan shared the importance of reminding young adults of the potential consequences of inappropriate text messages.

Clerk Leonard had nothing to report.

City Manager Lakamper reported that NAPA Auto had provided some conceptual drawings of the new building planned for construction on the Mill property. There are three parties interested in developing the Mill property. All three will be discussed at the upcoming Mill Committee meeting. The City was donated land at Darrow Park that will be used for a kayak launch. 123net has finished in Plainwell for now, but will return in the spring.

15. Council Comments:

Councilmember Green asked about the date for Art Hop.

Mayor Pro-Tem Steele thanks Community Development Manager for an excellent Chocolate Stroll Event. Everything was great, and she and her sisters had a wonderful time together.

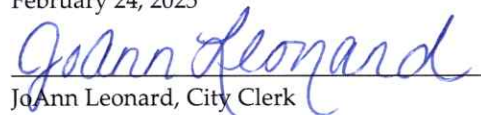
Mayor Keeler shared that he enjoyed sitting and visiting with Dale Burnham during the Chocolate Stroll.

16. Adjournment:

**A motion by Steele, seconded by Wisnaski, to adjourn the meeting at 7:34pm. On a voice vote, all voted in favor. Motion passed.**

Minutes respectfully  
submitted by,  
JoAnn Leonard  
City Clerk

MINUTES APPROVED BY CITY COUNCIL  
February 24, 2025

  
JoAnn Leonard, City Clerk

GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/28/2025	MONTH 02/28/2025	BALANCE	
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND						
Revenues						
D01	D01 - Taxes	36,967.00	36,989.93	0.00	(22.93)	100.06
D08	D08 - Interest and rentals	0.00	433.80	28.76	(433.80)	100.00
F40.05	F40.05 - Other financing, Transfer In	110,000.00	73,333.36	9,166.67	36,666.64	66.67
TOTAL REVENUES		146,967.00	110,757.09	9,195.43	36,209.91	75.36
Expenditures						
443	PUBLIC WORKS	134,586.00	77,573.58	5,113.39	57,012.42	57.64
905	DEBT SERVICE	16,624.00	33,254.75	23,557.09	(16,630.75)	200.04
TOTAL EXPENDITURES		151,210.00	110,828.33	28,670.48	40,381.67	73.29
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND:						
TOTAL REVENUES		146,967.00	110,757.09	9,195.43	36,209.91	75.36
TOTAL EXPENDITURES		151,210.00	110,828.33	28,670.48	40,381.67	73.29
NET OF REVENUES & EXPENDITURES		(4,243.00)	(71.24)	(19,475.05)	(4,171.76)	1.68

GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR		AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/28/2025	MONTH	02/28/2025	BALANCE	
			NORMAL (ABNORMAL)	INCREASE	(DECREASE)	NORMAL (ABNORMAL)	
Fund 247 - TAX INCREMENT FINANCE AUTHORITY FUND							
Revenues							
D01	D01 - Taxes	31,371.00	28,513.50		0.00	2,857.50	90.89
D08	D08 - Interest and rentals	3,330.00	8,144.99		1,013.28	(4,814.99)	244.59
D04	D04 - State grants	89,257.00	90,530.02		0.00	(1,273.02)	101.43
TOTAL REVENUES		123,958.00	127,188.51		1,013.28	(3,230.51)	102.61
Expenditures							
443	PUBLIC WORKS	52,422.00	34,062.13		3,146.44	18,359.87	64.98
TOTAL EXPENDITURES		52,422.00	34,062.13		3,146.44	18,359.87	64.98
Fund 247 - TAX INCREMENT FINANCE AUTHORITY FUND:							
TOTAL REVENUES		123,958.00	127,188.51		1,013.28	(3,230.51)	102.61
TOTAL EXPENDITURES		52,422.00	34,062.13		3,146.44	18,359.87	64.98
NET OF REVENUES & EXPENDITURES		71,536.00	93,126.38		(2,133.16)	(21,590.38)	130.18

PERIOD ENDING 02/28/2025

% Fiscal Year Completed: 66.58

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

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 02/28/2025 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/28/2025 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND						
Revenues						
D01	D01 - Taxes	87,859.00	87,624.07	0.00	234.93	99.73
D08	D08 - Interest and rentals	2,000.00	4,623.67	517.99	(2,623.67)	231.18
D04	D04 - State grants	7,536.00	7,643.42	0.00	(107.42)	101.43
D06	D06 - Charges for services	6,285.00	7,940.36	24.77	(1,655.36)	126.34
D09.04	D09.04 - Other, Miscellaneous	600.00	660.00	0.00	(60.00)	110.00
TOTAL REVENUES		104,280.00	108,491.52	542.76	(4,211.52)	104.04
Expenditures						
443	PUBLIC WORKS	62,292.00	35,170.24	3,370.01	27,121.76	56.46
775	SPECIAL EVENTS	8,050.00	7,495.04	280.00	554.96	93.11
900	CAPITAL OUTLAY	18,000.00	0.00	0.00	18,000.00	0.00
TOTAL EXPENDITURES		88,342.00	42,665.28	3,650.01	45,676.72	48.30
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND:						
TOTAL REVENUES		104,280.00	108,491.52	542.76	(4,211.52)	104.04
TOTAL EXPENDITURES		88,342.00	42,665.28	3,650.01	45,676.72	48.30
NET OF REVENUES & EXPENDITURES		15,938.00	65,826.24	(3,107.25)	(49,888.24)	413.01
TOTAL REVENUES - ALL FUNDS		375,205.00	346,437.12	10,751.47	28,767.88	92.33
TOTAL EXPENDITURES - ALL FUNDS		291,974.00	187,555.74	35,466.93	104,418.26	64.24
NET OF REVENUES & EXPENDITURES		83,231.00	158,881.38	(24,715.46)	(75,650.38)	190.89



PERIOD ENDING 02/28/2025

% Fiscal Year Completed: 66.58

\*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	02/28/2025	MONTH 02/28/2025	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	0.00	(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	0.00	(0.27)	100.00
243-000-404.048	Captured Tax Real - BR - County Taxes	3,871.00	3,886.35	0.00	(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	0.00	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	0.00	(7.41)	100.39
243-000-665.000	Interest Earnings - Investments	0.00	433.80	28.76	(433.80)	100.00
243-000-699.101	Interfund Transfer In - General Fund	30,000.00	20,000.00	2,500.00	10,000.00	66.67
243-000-699.401	Interfund Transfer In - Cap Improvement	80,000.00	53,333.36	6,666.67	26,666.64	66.67
TOTAL REVENUES		146,967.00	110,757.09	9,195.43	36,209.91	75.36
Expenditures						
243-443-703.000	Salaries/Wages - Full Time Employees	46,328.00	30,808.52	3,430.72	15,519.48	66.50
243-443-704.001	Wages - Part Time Employees	2,485.00	4,685.86	85.12	(2,200.86)	188.57
243-443-709.000	Payroll Taxes - FICA - Soc Sec/Medicare	3,798.00	2,725.84	271.64	1,072.16	71.77
243-443-712.001	Cash in Lieu of Benefits - Insurance Buy	1,680.00	1,041.25	148.75	638.75	61.98
243-443-716.000	Retirement - Defined Contribution 401a	3,681.00	2,152.66	250.43	1,528.34	58.48
243-443-718.001	Health Insurance Premiums - Current EE	2,602.00	1,558.50	96.39	1,043.50	59.90
243-443-718.013	Health Insurance - HSA - Employer Paid	744.00	402.14	40.00	341.86	54.05
243-443-723.001	Retiree Health Care - OPEB	31.00	20.80	2.60	10.20	67.10
243-443-725.001	Fringe Benefit - Life Insurance	46.00	29.37	3.55	16.63	63.85
243-443-725.010	Workers Comp Insurance	161.00	147.40	(13.66)	13.60	91.55
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	697.03	58.97	(197.03)	139.41
243-443-801.013	Professional Services - Attorney	15,000.00	1,004.50	563.50	13,995.50	6.70
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	6,150.00	0.00	8,850.00	41.00
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	4,469.69	175.38	2,330.31	65.73
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	10,460.88	1,307.61	5,230.12	66.67
243-905-991.243	Principal - EGLE Loan BRA 2020-2444	0.00	21,507.28	21,507.28	(21,507.28)	100.00
243-905-992.243	Interest - EGLE Loan BRA 2020-2444	0.00	664.43	664.43	(664.43)	100.00
243-905-993.001	Debt Service - Interest - Interfund Loan	933.00	622.16	77.77	310.84	66.68
TOTAL EXPENDITURES		151,210.00	110,828.33	28,670.48	40,381.67	73.29
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND:						
TOTAL REVENUES		146,967.00	110,757.09	9,195.43	36,209.91	75.36
TOTAL EXPENDITURES		151,210.00	110,828.33	28,670.48	40,381.67	73.29
NET OF REVENUES & EXPENDITURES		(4,243.00)	(71.24)	(19,475.05)	(4,171.76)	1.68



REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL  
PERIOD ENDING 02/28/2025  
% Fiscal Year Completed: 66.58

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GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR		AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/28/2025	MONTH	02/28/2025	BALANCE	
			NORMAL (ABNORMAL)	INCREASE	(DECREASE)	NORMAL (ABNORMAL)	
Fund 247 - TAX INCREMENT FINANCE AUTHORITY FUND							
Revenues							
247-000-404.040	Captured Tax Real - BR - City Tax	15,598.00	14,161.04		0.00	1,436.96	90.79
247-000-404.041	Captured Tax Real - BR - Library	2,675.00	2,428.47		0.00	246.53	90.78
247-000-404.042	Captured Tax Real - BR - Capital Impr	1,276.00	1,158.84		0.00	117.16	90.82
247-000-404.043	Captured Tax Real - BR - Fire Reserve	1,276.00	1,158.84		0.00	117.16	90.82
247-000-404.044	Captured Tax Real - BR - Solid Waste	1,659.00	1,506.46		0.00	152.54	90.81
247-000-404.048	Captured Tax Real - BR - County Taxes	8,887.00	8,099.85		0.00	787.15	91.14
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	8,144.99		1,013.28	(4,814.99)	244.59
TOTAL REVENUES		123,958.00	127,188.51		1,013.28	(3,230.51)	102.61
Expenditures							
247-443-703.000	Salaries/Wages - Full Time Employees	33,568.00	22,065.66		2,446.20	11,502.34	65.73
247-443-704.001	Wages - Part Time Employees	483.00	128.37		16.20	354.63	26.58
247-443-709.000	Payroll Taxes - FICA - Soc Sec/Medicare	2,620.00	1,677.62		186.68	942.38	64.03
247-443-712.001	Cash in Lieu of Benefits - Insurance Buy	1,155.00	778.86		111.25	376.14	67.43
247-443-716.000	Retirement - Defined Contribution 401a	1,879.00	1,168.82		131.92	710.18	62.20
247-443-718.001	Health Insurance Premiums - Current EE	3,071.00	2,086.68		213.91	984.32	67.95
247-443-718.013	Health Insurance - HSA - Employer Paid	744.00	445.65		54.00	298.35	59.90
247-443-725.001	Fringe Benefit - Life Insurance	22.00	14.52		1.83	7.48	66.00
247-443-725.010	Workers Comp Insurance	154.00	138.17		(15.55)	15.83	89.72
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	3,536.50		0.00	(3,536.50)	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	34,062.13		3,146.44	18,359.87	64.98
Fund 247 - TAX INCREMENT FINANCE AUTHORITY FUND:							
TOTAL REVENUES		123,958.00	127,188.51		1,013.28	(3,230.51)	102.61
TOTAL EXPENDITURES		52,422.00	34,062.13		3,146.44	18,359.87	64.98
NET OF REVENUES & EXPENDITURES		71,536.00	93,126.38		(2,133.16)	(21,590.38)	130.18

PERIOD ENDING 02/28/2025

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GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/28/2025 (ABNORMAL)	MONTH 02/28/2025 INCREASE (DECREASE)	BALANCE (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	0.00	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	0.00	(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	0.00	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	0.00	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	48.45	4.77	(48.45)	100.00
248-000-654.001	Charges for Service - Farmers Market Fee	4,660.00	3,691.91	20.00	968.09	79.23
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	4,623.67	517.99	(2,623.67)	231.18
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	0.00	(660.00)	100.00
TOTAL REVENUES		104,280.00	108,491.52	542.76	(4,211.52)	104.04
Expenditures						
248-443-703.000	Salaries/Wages - Full Time Employees	33,416.00	20,832.38	2,253.06	12,583.62	62.34
248-443-704.001	Wages - Part Time Employees	355.00	255.12	42.16	99.88	71.86
248-443-709.000	Payroll Taxes - FICA - Soc Sec/Medicare	2,578.00	1,512.10	162.56	1,065.90	58.65
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	796.65	79.19	622.35	56.14
248-443-718.001	Health Insurance Premiums - Current EE	4,022.00	2,646.52	307.72	1,375.48	65.80
248-443-718.013	Health Insurance - HSA - Employer Paid	960.00	596.90	76.27	363.10	62.18
248-443-723.001	Retiree Health Care - OPEB	13.00	8.80	1.10	4.20	67.69
248-443-725.001	Fringe Benefit - Life Insurance	18.00	13.62	1.53	4.38	75.67
248-443-725.010	Workers Comp Insurance	90.00	87.04	(2.58)	2.96	96.71
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	0.00	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	2,915.52	99.00	(1,115.52)	161.97
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	89.97	0.00	110.03	44.99
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	700.00	350.00	0.00	100.00
248-775-880.021	Community Promotion - Special Events	4,950.00	6,066.04	280.00	(1,116.04)	122.55
248-775-881.022	Farmers Market Costs - DDA	3,100.00	1,429.00	0.00	1,671.00	46.10
248-900-971.000	Capital Purchase	18,000.00	0.00	0.00	18,000.00	0.00

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REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL

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User: BKELLEY

PERIOD ENDING 02/28/2025

DB: Plainwell

% Fiscal Year Completed: 66.58

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

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 02/28/2025 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 02/28/2025 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND						
Expenditures						
TOTAL EXPENDITURES		88,342.00	42,665.28	3,650.01	45,676.72	48.30
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND:						
TOTAL REVENUES		104,280.00	108,491.52	542.76	(4,211.52)	104.04
TOTAL EXPENDITURES		88,342.00	42,665.28	3,650.01	45,676.72	48.30
NET OF REVENUES & EXPENDITURES		15,938.00	65,826.24	(3,107.25)	(49,888.24)	413.01
TOTAL REVENUES - ALL FUNDS						
TOTAL EXPENDITURES - ALL FUNDS		375,205.00	346,437.12	10,751.47	28,767.88	92.33
NET OF REVENUES & EXPENDITURES		291,974.00	187,555.74	35,466.93	104,418.26	64.24
		83,231.00	158,881.38	(24,715.46)	(75,650.38)	190.89

## AGENDA ITEMS

7. **BRA Action Items:**

A. Accounts Payable:

Recommended Action: Consider confirming the BRA payables for February for \$ 22,945.00

8. **DDA Action Items:**

A. Recommended Action: RFP Draft Architectural Designs for Hicks Park & Plaza

B. Accounts Payable:

Recommended Action: Consider confirming the DDA payables for February for \$ 1,138.64

9. **TIFA Action Items:**

A. Accounts Payable:

Recommended Action: Consider confirming the TIFA payables for February in the amount of \$ 287.14

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

- March 13, 2025 – Parks and Trees Meeting 5:00 p.m. / City Hall Conference Room
- March 19, 2025 - Planning Commission 6:30 p.m. / Council Chambers
- March 24, 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