

City of Plainwell

Nick Larabel
Paul Rizzo
EJ Hart
David O'Bryant
Adam Hopkins
Jim Turley
Angela Ridgway
Erik Wilson
Randy Wisnaski



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

“The Island City”

AGENDA
DDA/TIFA/BRA
City Hall Council Chambers
August 9 2022, 7:30 AM

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Approval of Minutes/Summary** – 07/12/2022 Meeting Minutes
5. **General Public**
6. **Chairman’s Report**
7. **BRA Action Items**
 - A. Update on Mill Property
 - B. Accounts Payable for July of \$7,524.54
8. **DDA Action Items**
 - A. Sign Ordinance Review for CBD
 - B. Accounts Payable for July of \$1,283.49
9. **TIFA Action Items**
 - A. Update on property
 - B. Accounts Payable for July of \$1,365.30
10. **Communications:** 06/27/22, 7/11/22 Council Minutes. Also, the Financial Report/ Summary as of 07/31/2022
11. **Public Comments**
12. **Staff Comments:**

Events: Farmers’ Market Thursdays 3:30 pm; Sidewalk Sales, Sat. Aug. 13;
Businesses: Mayor’s Joint opening soon
13. **Member Comments**
14. **Adjournment**

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

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The Island City

Minutes
Plainwell DDA, BRA and TIFA:
July 12, 2022

1. Call to Order - Meeting called to order at 7:30 a.m. by Larabel
2. Pledge of Allegiance
3. Roll Call
Members Present: Jim Turley, Randy Wisnaski, EJ Hart, David O'Bryant, Nick Larabel, Angela Ridgway, Paul Rizzo
Excused: Adam Hopkins, Erik Wilson 7:40 am
Approval of Minutes of 06/14/22: Minutes were approved to place on file.
4. Chairman's Report: None
5. BRA Action Items
 - A. Mill update by Wilson, City Manager – negotiations of final payment with Melching are wrapping up.
 - B. Dam #2 Removal update by Wilson, City Manager – received a \$500,000 grant for the engineering of the dam removal. The Review Team looked at 6 bids and chose to move forward with GHD.
 - C. **Motion to accept accounts payable for June of \$139,225.97 was made by Hart and seconded by Wisnaski. All in favor vote. Motion carried.**
6. DDA Action Items
 - A. Review of the quarterly revolving loan report. All accounts are up to date and 3 new loans have been distributed.
 - B. **Motion to accept accounts payable for June of \$1,690.37 was made by Larabel and seconded by Ridgway. All in favor vote. Motion carried.**
7. TIFA Action Items
 - A. Update of Industrial Park Property by Wilson, City Manager – We did not receive the EDA grant for road/infrastructure. Looking at other possibilities on selling the property and other grant opportunities.
 - B. **Motion to accept accounts payable for June of \$792.54 was made Hart and seconded by Larabel. All in favor vote. Motion carried.**
9. Communications: 06/13/22 Council Minutes and 6/16/2022 Special Meeting. Also, the Financial Report/ Summary as of 6/30/2022 were approved and placed on file.
10. Public Comments: None
11. Staff Comments: Community Development Manager, Siegel reported:
Events: Farmers' Market; Concerts at the bandshell; Lighthouse Baptist Church Public Servant Day flyer
Businesses: River Road Foods open at 615 E. Bridge St. (Nancy's Kitchen); Calico Rabbit sold -new business coming in the Fall. Clark Gas Station update by Wilson, City Manager – pre-trial and Clark did not show up.
Grants: Rental Rehab release of funds was sent in on July 11, 2022

12. Member Comments:

Rizzo – asked how the Meert Property was purchased, through our General Fund dollars.

Turley – Asked about Perceptive auction and if the building had any potential buyers.

13. Adjournment: **A Motion to adjourn the meeting at 8:46 a.m. was made by Hart and seconded by Rizzo.**

Submitted by Denise Siegel, Community Development Manager

DRAFT

INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL
 POST DATES 07/01/2022 - 07/31/2022
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 243 BROWNFIELD REDEVELOPMENT AUTHORITY FUND					
Dept 443 PUBLIC WORKS					
243-443-718.001	Health Insurance Premiums - Curr	COPS HEALTH TRUST	JULY 2022 DENTAL AND VISION INSURANCE E	35.05	18891
243-443-718.001	Health Insurance Premiums - Curr	PRIORITY HEALTH	JULY 2022 HEALTH INSURANCE PREMIUM	704.61	18894
243-443-725.001	Fringe Benefit - Life Insurance	MADISON NATIONAL LIFE INSU	JULY 2022 LIFE INSURANCE PREMIUMS	3.79	18893
243-443-725.010	WORKERS COMP 2022/2023	MML WORKERS COMP FUND	2022/2023 WORKERS COMPENSATION POLICY 5	215.74	18890
243-443-767.000	DPW UNIFORM SPREAD	CONTINENTAL LINEN SERVICE	DPW UNIFORMS/RUGS JULY 5 2022	0.28	18944
243-443-767.000	DPW UNIFORM SPREAD	CONTINENTAL LINEN SERVICE	DPW UNIFORMS/RUGS	0.28	18944
243-443-767.000	DPW UNIFORM SPREAD	CONTINENTAL LINEN SERVICE	DPW - UNIFORMS/RUGS 07/19/2022	0.28	18976
243-443-767.000	DPW UNIFORM SPREAD	CONTINENTAL LINEN SERVICE	DPW - UNIFORMS/RUGS/SUPPLIES JULY 26 20	0.39	19004
243-443-775.000	Supplies - Repairs and Maintenanc	PLAINWELL ACE HARDWARE	DPW - PAINT SUPPLIES MILL DOOR AB	31.97	18949
243-443-775.000	Supplies - Repairs and Maintenanc	PLAINWELL ACE HARDWARE	DPW - NO TRESPASS SIGNS MILL DR	12.72	18949
243-443-775.000	Supplies - Repairs and Maintenanc	PLAINWELL AUTO SUPPLY INC	DPW - MILL DOOR SUPPLIES CUPS/RAGS/CLEF	12.54	18959
243-443-775.000	Supplies - Repairs and Maintenanc	PLAINWELL AUTO SUPPLY INC	DPW - MILL DOOR SUPPLIES INTERMIX AB	146.25	18959
243-443-775.000	Supplies - Repairs and Maintenanc	PLAINWELL AUTO SUPPLY INC	DPW - SUPPLIES FOR MILL DOOR AND TRUCK	242.57	18959
243-443-935.001	LIABILITY INSURANCE	MICHIGAN MUNICIPAL LEAGUE	2022/2023 GENERAL LIABILITY INSURANCE C	6,118.07	18892
Total For Dept 443 PUBLIC WORKS				7,524.54	
Total For Fund 243 BROWNFIELD REDEVELOPMENT AUTHORITY F				7,524.54	

08/04/2022 04:00 PM
User: JULIE
DB: Plainwell

INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL
POST DATES 07/01/2022 - 07/31/2022
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

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

Fund 243 BROWNFIELD REDI	7,524.54
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Total For All Funds:	<u>7,524.54</u>
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Sidewalk Sign Ordinance review

Community	Height	Sq. feet	Materials	Location	# per storefront
Plainwell	None specified	8 sq. ft per side No dimension greater than 4'	None specified	Allow 5 ft of unobstructed walk way	1
Saugatuck	42" from grade	Not greater than 6sq. ft	None specified	Not obstructing walkway	1
Rockford	3 ft from grade	6 sq. ft / no more than 2ft wide	<p>finished appearance (rough-cut plywood is not acceptable)</p> <ul style="list-style-type: none"> • shall be painted or stained wood or anodized aluminum or metal (plastic framed <i>signs</i> are prohibited) <p>Encourage creative designs reflecting business</p> <p>consisting of two (2) <i>sign</i> faces of equal size hinged at the top and placed on the ground.</p>	Not obstruction walkway	1
Paw Paw	shall not exceed 4 ft in height.	Not occupy more than nine square feet of sidewalk	<p>A-frame or swinging style construction and shall be sturdy & stable enough to withstand typical winds without flipping over or sliding</p> <p>Loose paper faces are not permitted.</p>	<p>minimum of 2 ft from the curb and allow 5 ft of unobstructed sidewalk.</p> <p>not be located within 25 feet of an intersection</p>	1

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND					
Dept 443 PUBLIC WORKS					
248-443-718.001	Health Insurance Premiums - Curr	COPS HEALTH TRUST	JULY 2022 DENTAL AND VISION INSURANCE E	27.95	18891
248-443-718.001	Health Insurance Premiums - Curr	PRIORITY HEALTH	JULY 2022 HEALTH INSURANCE PREMIUM	291.29	18894
248-443-725.001	Fringe Benefit - Life Insurance	MADISON NATIONAL LIFE INSU	JULY 2022 LIFE INSURANCE PREMIUMS	0.16	18893
248-443-725.010	WORKERS COMP 2022/2023	MML WORKERS COMP FUND	2022/2023 WORKERS COMPENSATION POLICY E	62.03	18890
248-443-931.000	Outside Services (RMLB)	GREENSTREET MARKETING & DE	DDA TYPESETTING DOWNTOWN MAP	100.00	18979
248-443-935.001	LIABILITY INSURANCE	MICHIGAN MUNICIPAL LEAGUE	2022/2023 GENERAL LIABILITY INSURANCE C	661.65	18892
248-443-955.000	Miscellaneous Expense	STATE OF MICHIGAN	JULY 2022 MICHIGAN SALES TAX REMITTANCE	0.56	704
Total For Dept 443 PUBLIC WORKS				1,143.64	
Dept 775 SPECIAL EVENTS					
248-775-881.022	Corregated plastic signs and sta	SIGNSONTHECHEAP	Corregated plastic signs and stakes	139.85	696
Total For Dept 775 SPECIAL EVENTS				139.85	
Total For Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND				1,283.49	

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User: JULIE

DB: Plainwell

INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL
POST DATES 07/01/2022 - 07/31/2022
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Page: 2/2

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

Fund 248 DOWNTOWN DEVELC	1,283.49
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Total For All Funds:	<u>1,283.49</u>
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INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL
 POST DATES 07/01/2022 - 07/31/2022
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 247 TAX INCREMENT FINANCE AUTHORITY FUND					
Dept 443 PUBLIC WORKS					
247-443-718.001	Health Insurance Premiums - Curr	COPS HEALTH TRUST	JULY 2022 DENTAL AND VISION INSURANCE E	49.59	18891
247-443-718.001	Health Insurance Premiums - Curr	PRIORITY HEALTH	JULY 2022 HEALTH INSURANCE PREMIUM	666.25	18894
247-443-725.001	Fringe Benefit - Life Insurance	MADISON NATIONAL LIFE INSU	JULY 2022 LIFE INSURANCE PREMIUMS	1.70	18893
247-443-725.010	WORKERS COMP 2022/2023	MML WORKERS COMP FUND	2022/2023 WORKERS COMPENSATION POLICY 5	217.54	18890
247-443-935.001	LIABILITY INSURANCE	MICHIGAN MUNICIPAL LEAGUE	2022/2023 GENERAL LIABILITY INSURANCE C	430.22	18892
Total For Dept 443 PUBLIC WORKS				1,365.30	
Total For Fund 247 TAX INCREMENT FINANCE AUTHORITY FUNI				1,365.30	

INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL
POST DATES 07/01/2022 - 07/31/2022
BOTH JOURNALIZED AND UNJOURNALIZED
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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
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Fund Totals:

Fund 247 TAX INCREMENT I	1,365.30
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Total For All Funds:	<u>1,365.30</u>
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MINUTES
Plainwell City Council
June 27, 2022

1. Mayor Pro Tem Steele called the regular meeting to order at 7:00 PM in City Hall Council Chambers.
2. The invocation was given by Peter Dams of Lighthouse Baptist Church.
3. Pledge of Allegiance was given by all present.
4. Roll Call: Present: Mayor Pro Tem Steele, Councilmember Overhuel, and Councilmember Wisnaski.
Absent: Mayor Keeler and Councilmember Keeney.
A motion by Overhuel, seconded by Wisnaski, to excuse Mayor Keeler and Councilmember Keeney. On a voice vote, all voted in favor. Motion passed.
5. Approval of Minutes:
A motion by Overhuel, seconded by Wisnaski, to accept and place on file the Council Minutes of the 06/13/2022 regular meeting and the 6/16/2022 special meeting. On a voice vote, all voted in favor. Motion passed.
6. Public Comment: David O'Bryant, DDA/BRA/TIFA Board member, spoke regarding the Farmers' Market and the lack of space for expansion of the market. He asked the Council to consider finding a different location in order to expand the number of vendors that can participate in the market.
7. County Commissioner Report: Gale Dugan reported that City Manager Wilson had done an excellent job presenting at the Kalamazoo River Citizens' Advisory Committee meeting. He also provided an update about the 25 monitoring wells going in across the county, the broadband project funding discussion and expansion of funding to include water and sewer project, and the approval of the 2022 millage levy to fund promised positions in the Sheriff's Office.
8. Agenda Amendments: None.
9. Mayor's Report: Mayor Pro Tem Steele reported that the Plainwell Days Festival Parade was wonderful, and had an excellent turnout.
10. Recommendations and Reports:
 - A. Clerk Fenger reported on the reappointments of several citizens to various Boards and Commissions. She noted that all three citizens had served previously and wished to be reappointed to their respective boards, and noted there were still 2 vacancies on the Compensation Board.
A motion by Overhuel, seconded by Wisnaski, to confirm the Mayor's appointment of three (3) citizens to various Boards and Commissions effective July 1, 2022. On a voice vote, all voted in favor. Motion passed.
 - B. Ryan Darnton, NOAA, reported on the engineering proposals received and the overall scope and length of the proposed project. Manager Wilson clarified that the Mill Raceway would always have

water flowing and would not be substantially changed due to this project, however the dam would be removed and the surrounding area would be repaired or restored.

A motion by Steele, seconded by Keeney, to approve a contract, with grant funding, with GHD for engineering services related to Plainwell Dam #2 in the amount of \$478,000.00 and authorize the City Manager to execute the contract. On a roll call vote, all voted in favor. Motion passed.

- C. Superintendent Nieuwenhuis reported that during a recent test the generator that backs up the water system failed and was inoperable due to the failure. He had already scheduled the repair with Wolverine Power Systems due to how many weeks out they were booking repairs because without the generator the water system can't run during a power outage. He asked for approval of the repair by Wolverine Power Systems in an amount not to exceed \$9,500.00.

A motion by Wisnaski, seconded by Overhuel, to approve a contract with Wolverine Power Systems to repair the generator in an amount not the exceed \$9,500.00. On a roll call vote, all voted in favor. Motion passed.

- D. Superintendent Nieuwenhuis reported that Truck 12 needed the transmission replaced, and that M&C Repair was able to complete the repair for \$9,433.13. He recommended repairing the truck rather than selling because the city had already invested in the truck, and would not be able to replace it for less than the cost of the repair.

A motion by Overhuel, seconded by Wisnaski, to approve a contract with M&C Repair for repairing Truck 12 in the amount of \$9,433.13. On a roll call vote, all voted in favor. Motion passed.

- E. Manager Wilson presented the changes made to the Service Employees International Union Local 517M (SEIU) contract. He noted that the process was collaborative and he felt that the changes made were good for both the workers and the city.

A motion by Overhuel, seconded by Wisnaski, to approve a 4-year contract with the Service Employees International Union Local 517M. On a roll call vote, all voted in favor. Motion passed.

- F. Manager Wilson presented the Capital Improvement Plan and discussed the completed projects from the previous year. He noted the projects that were anticipated for the upcoming year and discussed grant funding received for various projects.

A motion by Wisnaski, seconded by Overhuel, to approve the 2022-2027 Capital Improvement Plan. On a roll call vote, all voted in favor. Motion passed.

- G. Treasurer Kelley presented the proposed general fines and fees for the upcoming year taking effect July 1, 2022.

A motion by Overhuel, seconded by Wisnaski, to approve Resolution 2022-11 Fines and Fees Fiscal Year 2023. On a roll call vote, all voted in favor. Motion passed.

- H. **A motion by Wisnaski, seconded by Overhuel, to open a Public Hearing at 7:48pm for consideration of the 2022-2023 Plainwell City Budget. On a voice vote, all in favor. Motion passed.**

Manager Wilson reported on the budget.

Judy Shumaker, Plainwell resident, asked about the sewer project for the Old Orchard neighborhood.

A motion by Overhuel, seconded by Wisnaski, to close the Public Hearing at 8:02pm. On a voice vote, all voted in favor. Motion passed.

A motion by Overhuel, seconded by Wisnaski, to approve the 2022-2023 Plainwell City Budget and adopt Resolution 2022-12 General Appropriations and Resolution 2022-13 Special & Operating Funds Appropriations for the 2022-2023 Plainwell City Budget. On a roll call vote, all voted in favor. Motion passed.

I. Treasurer Kelley reported on various purchase orders for work or purchases scheduled for the upcoming year.

A motion by Wisnaski, seconded by Overhuel, to approve 20 purchase orders for approved contract work and preferred vendors. On a roll call vote, all voted in favor. Motion passed.

11. Communications:

A. **A motion by Overhuel, seconded by Wisnaski, to accept and place on file the DRAFT 6/15/2022 Planning meeting minutes. On a voice vote, all voted in favor. Motion passed.**

12. Accounts Payable:

A motion by Wisnaski, seconded by Overhuel, that the bills be allowed and orders drawn in the amount of \$182,5506.39 for payment of same. On a roll call vote, all voted in favor. Motion passed.

13. Public Comments: None.

14. Staff Comments:

Personnel Manager Lamorandier reported continuing work on training and preparing for retirement, as well as updating the Section 125 and 401(a) plans.

Superintendent Pond reported that during the unexpected power outage the previous week, the entire substation behind the DPW building had gone down. He noted the repair had taken longer than expected because the part had to be brought in from Jackson. He reported that the capital improvement project replacing the handrails was 90% completed.

Community Development Manager Siegel reported that the grant application for developing the Industrial Park expansion had not been selected, so she and Manager Wilson were exploring other funding options. She also reported the rental rehab grant packet had been submitted with a Letter of Intent set for July 21st. She noted both the Plainwell Days Festival and parade had a large turnout and ran smoothly. She also reported gathering quotes for a permanent sound system in Hicks Park.

Deputy Director Varley reported the Plainwell Days Festival was a great family event and there were no complaints or accidents for any part of the event and parade. He also thanked Superintendent Nieuwenhuis and his staff for their help with set up and tear down of the street closure and detour signs. He reported that another catalytic converter theft had been reported in the city, and reminded everyone to call and report any suspicious behavior immediately.

Treasurer Kelley reported working on revamping the budget and Capital Improvement Plan process. He noted that property tax bills were going out this week, along with utility bills.

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Clerk Fenger thanked Treasurer Kelley and Deputy Clerk Saukas for their help with absent voter ballots while she attended a conference last week. She reported that 269 absent voter ballots had been sent out so far.

15. Council Comments:

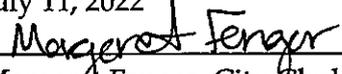
Councilmember Overhuel thanked everyone for their work on the budget and the Capital Improvement Plan. He also asked for a timeframe for the Dam #2 project.

Ryan Darnton, NOAA, stated there was an estimated 18-month timeline for the engineering portion of the project. He stated that overall, 5 years to complete the entire project would be a reasonable estimate.

16. Adjournment:

A motion by Overhuel, seconded by Wisnaski, to adjourn the meeting at 8:15 PM. On a voice vote, all voted in favor. Motion passed.

Minutes respectfully
Submitted by,
Margaret Fenger
City Clerk

MINUTES APPROVED BY CITY COUNCIL
July 11, 2022


Margaret Fenger, City Clerk

MINUTES
Plainwell City Council
July 11, 2022

1. Mayor Keeler called the regular meeting to order at 7:00 PM in City Hall Council Chambers.
2. The invocation was given by Brian Warren of Lighthouse Baptist Church.
3. Pledge of Allegiance was given by all present.
4. Roll Call: Present: Mayor Keeler, Mayor Pro Tem Steele, Councilmember Overhuel, Councilmember Keeney and Councilmember Wisnaski. Absent: None.
5. Approval of Minutes:
A motion by Steele, seconded by Overhuel, to accept and place on file the Council Minutes of the 06/27/2022 regular meeting. On a voice vote, all voted in favor. Motion passed.
6. Public Comment: None.
7. Presentation: Mayor Keeler presented Deputy Director John Varley with a certificate recognizing his 35 years of service.

City Manager Wilson congratulated Deputy Director Varley on his years of service and thanked him for representing the City in a phenomenal way.

8. County Commissioner Report: None.
9. Agenda Amendments: None.
10. Mayor's Report: None.
11. Recommendations and Reports:
 - A. Clerk Fenger reported on the proposed purchasing policy amendments drafted by the department heads and reviewed by the City Attorney. Councilmember Steele asked questions regarding the reasoning behind the proposed amendments. Clerk Fenger explained the types of situations that the proposed amendments were attempting to address. No action was taken.
12. Communications:
A motion by Steele, seconded by Overhuel, to accept and place on file the June 2022 Investment and Fund Balance reports. On a voice vote, all voted in favor. Motion passed.
13. Accounts Payable:
A motion by Keeney, seconded by Wisnaski, that the bills be allowed and orders drawn in the amount of \$257,616.68 for payment of same. On a roll call vote, all voted in favor. Motion passed.

14. Public Comments: None.

15. Staff Comments:

Treasurer Kelley reported working on the year end financials, and learning HR work in anticipation of Personnel Manager Lamorandier's retirement.

Superintendent Nieuwenhuis reported a water main break under the rail road tracks on July 4th had been repaired successfully. He also reported that work would be starting this week to connect a new build on North Main Street to the city water and completing tree trimming in several locations.

Community Development Manager Siegel reported the release of funds request had been submitted for the rental rehab grant agreement for the Southwright Apartments project and approximately \$275,000 was anticipated to be released.

Director Callahan praised Deputy Director Varley and thanked him for being such a valuable resource and his excellent work with the public. He also noted that Officer Jeff Welcher had helped a citizen with an Allegan County Sheriff dispatched call and the citizen reached out on Facebook to show their appreciation for his help. He reported a successful river rescue that involved multiple local units and took 4 hours, as well as assisting Allegan County with a suicidal subject last week.

Clerk Fenger reported that the Election Commission had met the previous Friday and appointed election inspectors for the upcoming August election. She noted training for the election inspectors would take place over the next several weeks. She also reported that 333 av ballots had been issued as of that evening.

Manager Wilson reported that the Clark Station representatives had not attended the pre-trial conference, which helped strengthen the City's case. He gave an update on the private property dispute in the Walnut Woods neighborhood. He reported that he had submitted the last pay app for the mill demolition project, which covered the retainage funds. The city withheld approximately \$448,000.00 in retainage throughout the project, and he had informed MEDC of the city's intent to return all of the retainage except for \$144,000.00. The withheld funds will compensate the city for the 144 days of delay on the project that were the responsibility of the contractor and were not due to unforeseen circumstances.

16. Council Comments:

Councilmember Overhuel congratulated Deputy Director Varley on his years of service.

Councilmember Steele thanked Deputy Director Varley and his wife, Lori Varley, for his years of service.

Councilmember Wisnaski noted that the flowers around the city looked great, and congratulated Deputy Director Varley on his years of service.

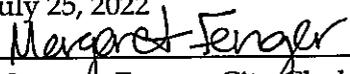
Councilmember Keeney thanked Deputy Director Varley for his years of service.

17. Adjournment:

The City of Plainwell is an equal opportunity employer and provider

A motion by Steele, seconded by Overhuel, to adjourn the meeting at 7:40 PM. On a voice vote, all voted in favor. Motion passed.

Minutes respectfully
Submitted by,
Margaret Fenger
City Clerk

MINUTES APPROVED BY CITY COUNCIL
July 25, 2022


Margaret Fenger, City Clerk

PERIOD ENDING 07/31/2022

% Fiscal Year Completed: 8.49

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

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	07/31/2022 (ABNORMAL)	MONTH 07/31/2022 INCREASE	(DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND									
Revenues									
243-000-404.040	Captured Tax Real - BR - City Tax	6,197.00		6,197.34		6,197.34		(0.34)	100.01
243-000-404.041	Captured Tax Real - BR - Library	1,123.00		739.75		739.75		383.25	65.87
243-000-404.042	Captured Tax Real - BR - Capital Impr	504.00		504.28		504.28		(0.28)	100.06
243-000-404.043	Captured Tax Real - BR - Fire Reserve	504.00		504.28		504.28		(0.28)	100.06
243-000-404.044	Captured Tax Real - BR - Solid Waste	656.00		655.58		655.58		0.42	99.94
243-000-404.047	Captured Tax Real - DDA - School	19,098.00		6,523.20		6,523.20		12,574.80	34.16
243-000-404.048	Captured Tax Real - BR - County Taxes	3,495.00		2,595.72		2,595.72		899.28	74.27
243-000-413.060	Captured Tax Pers - City Tax	7,163.00		7,163.25		7,163.25		(0.25)	100.00
243-000-413.061	Captured Tax Pers - Library	1,298.00		855.05		855.05		442.95	65.87
243-000-413.062	Captured Tax Pers - Capital Improvement	583.00		582.90		582.90		0.10	99.98
243-000-413.063	Captured Tax Pers - Fire Reserve	583.00		582.90		582.90		0.10	99.98
243-000-413.064	Captured Tax Pers - Solid Waste	757.00		757.77		757.77		(0.77)	100.10
243-000-413.065	Captured Tax Pers - County Taxes	4,040.00		3,000.30		3,000.30		1,039.70	74.26
243-000-504.000	Federal Grant	25,000.00		0.00		0.00		25,000.00	0.00
243-000-665.000	Interest Earnings - Investments	100.00		375.27		375.27		(275.27)	375.27
243-000-699.401	Interfund Transfer In - Cap Improvement	60,000.00		5,000.00		5,000.00		55,000.00	8.33
TOTAL REVENUES		131,101.00		36,037.59		36,037.59		95,063.41	27.49
Expenditures									
243-443-703.000	Salaries/Wages - Full Time Employees	41,538.00		3,435.26		3,435.26		38,102.74	8.27
243-443-704.001	Wages - Part Time Employees	3,083.00		337.59		337.59		2,745.41	10.95
243-443-709.000	Payroll Taxes - FICA - Soc Sec/Medicare	3,269.00		268.70		268.70		3,000.30	8.22
243-443-712.001	Cash in Lieu of Benefits - Insurance Buy	390.00		14.63		14.63		375.37	3.75
243-443-716.000	Retirement - Defined Contribution 401a	3,603.00		314.77		314.77		3,288.23	8.74
243-443-718.001	Health Insurance Premiums - Current EE	7,113.00		545.73		545.73		6,567.27	7.67
243-443-718.013	Health Insurance - HSA - Employer Paid	1,992.00		0.00		0.00		1,992.00	0.00
243-443-723.001	Retiree Health Care - OPEB	123.00		10.28		10.28		112.72	8.36
243-443-725.001	Fringe Benefit - Life Insurance	43.00		3.79		3.79		39.21	8.81
243-443-725.010	Workers Comp Insurance	240.00		215.74		215.74		24.26	89.89
243-443-767.000	Clothing - Uniforms	65.00		1.23		1.23		63.77	1.89
243-443-775.000	Supplies - Repairs and Maintenance	0.00		446.05		446.05		(446.05)	100.00
243-443-801.000	Professional Services - Engineering	11,000.00		0.00		0.00		11,000.00	0.00
243-443-801.013	Professional Services - Attorney	3,000.00		0.00		0.00		3,000.00	0.00
243-443-801.030	Professional Services - Auditor	2,874.00		0.00		0.00		2,874.00	0.00
243-443-830.000	Contractual Reimbursement CRA Activities	33,891.00		0.00		0.00		33,891.00	0.00
243-443-900.000	Printing and Publishing	250.00		0.00		0.00		250.00	0.00
243-443-931.000	Outside Services (RMLB)	1,000.00		0.00		0.00		1,000.00	0.00
243-443-935.001	Property Liability Insurance	6,186.00		6,710.87		6,710.87		(524.87)	108.48
243-443-940.000	Rentals - Equipment	3,600.00		613.33		613.33		2,986.67	17.04
243-905-991.001	Debt Service - Principal -Interfund Loan	15,382.00		1,281.85		1,281.85		14,100.15	8.33
243-905-993.001	Debt Service - Interest - Interfund Loan	1,242.00		103.54		103.54		1,138.46	8.34
243-965-995.101	Interfund Transfer Out - General Fund	50,000.00		0.00		0.00		50,000.00	0.00
TOTAL EXPENDITURES		189,884.00		14,303.36		14,303.36		175,580.64	7.53
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND:									
TOTAL REVENUES		131,101.00		36,037.59		36,037.59		95,063.41	27.49
TOTAL EXPENDITURES		189,884.00		14,303.36		14,303.36		175,580.64	7.53
NET OF REVENUES & EXPENDITURES		(58,783.00)		21,734.23		21,734.23		(80,517.23)	36.97

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

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BDGT
		AMENDED BUDGET	NORMAL	07/31/2022	MONTH 07/31/2022	NORMAL	(ABNORMAL)	

PERIOD ENDING 07/31/2022

% Fiscal Year Completed: 8.49

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

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	07/31/2022 NORMAL (ABNORMAL)	MONTH 07/31/2022 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 247 - TAX INCREMENT FINANCE AUTHORITY FUND						
Revenues						
247-000-583.000	Local Grants	82,349.00	0.00	0.00	82,349.00	0.00
247-000-665.000	Interest Earnings - Investments	150.00	15.52	15.52	134.48	10.35
TOTAL REVENUES		82,499.00	15.52	15.52	82,483.48	0.02
Expenditures						
247-443-703.000	Salaries/Wages - Full Time Employees	48,562.00	3,879.90	3,879.90	44,682.10	7.99
247-443-704.001	Wages - Part Time Employees	166.00	6.45	6.45	159.55	3.89
247-443-709.000	Payroll Taxes - FICA - Soc Sec/Medicare	3,627.00	273.90	273.90	3,353.10	7.55
247-443-712.001	Cash in Lieu of Benefits - Insurance Buy	855.00	32.04	32.04	822.96	3.75
247-443-716.000	Retirement - Defined Contribution 401a	2,538.00	205.53	205.53	2,332.47	8.10
247-443-718.001	Health Insurance Premiums - Current EE	6,719.00	527.28	527.28	6,191.72	7.85
247-443-718.013	Health Insurance - HSA - Employer Paid	1,968.00	0.00	0.00	1,968.00	0.00
247-443-725.001	Fringe Benefit - Life Insurance	22.00	1.70	1.70	20.30	7.73
247-443-725.010	Workers Comp Insurance	242.00	217.54	217.54	24.46	89.89
247-443-801.013	Professional Services - Attorney	1,000.00	0.00	0.00	1,000.00	0.00
247-443-801.030	Professional Services - Auditor	71.00	0.00	0.00	71.00	0.00
247-443-931.000	Outside Services (RMLB)	500.00	0.00	0.00	500.00	0.00
247-443-935.001	Property Liability Insurance	435.00	141.33	141.33	293.67	32.49
247-443-940.000	Rentals - Equipment	1,500.00	307.53	307.53	1,192.47	20.50
247-443-955.000	Miscellaneous Expense	500.00	0.00	0.00	500.00	0.00
247-443-962.000	Memberships & Dues	300.00	0.00	0.00	300.00	0.00
TOTAL EXPENDITURES		69,005.00	5,593.20	5,593.20	63,411.80	8.11
Fund 247 - TAX INCREMENT FINANCE AUTHORITY FUND:						
TOTAL REVENUES		82,499.00	15.52	15.52	82,483.48	0.02
TOTAL EXPENDITURES		69,005.00	5,593.20	5,593.20	63,411.80	8.11
NET OF REVENUES & EXPENDITURES		13,494.00	(5,577.68)	(5,577.68)	19,071.68	41.33

PERIOD ENDING 07/31/2022

% Fiscal Year Completed: 8.49

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

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	07/31/2022	MONTH 07/31/2022	BALANCE	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND						
Revenues						
248-000-404.030	Captured Tax Real - DDA - City Tax	29,290.00	29,290.21	29,290.21	(0.21)	100.00
248-000-404.031	Captured Tax Real - DDA - Library	5,307.00	3,495.86	3,495.86	1,811.14	65.87
248-000-404.032	Captured Tax Real - DDA - Capital Impr	2,383.00	2,383.18	2,383.18	(0.18)	100.01
248-000-404.033	Captured Tax Real - DDA - Fire Reserve	2,383.00	2,383.18	2,383.18	(0.18)	100.01
248-000-404.034	Captured Tax Real - DDA - Solid Waste	3,098.00	3,098.21	3,098.21	(0.21)	100.01
248-000-404.045	Captured Tax Real - DDA - County Taxes	16,518.00	12,267.76	12,267.76	4,250.24	74.27
248-000-413.060	Captured Tax Pers - City Tax	1,974.00	1,974.15	1,974.15	(0.15)	100.01
248-000-413.061	Captured Tax Pers - Library	358.00	235.59	235.59	122.41	65.81
248-000-413.062	Captured Tax Pers - Capital Improvement	161.00	160.65	160.65	0.35	99.78
248-000-413.063	Captured Tax Pers - Fire Reserve	161.00	160.65	160.65	0.35	99.78
248-000-413.064	Captured Tax Pers - Solid Waste	209.00	208.84	208.84	0.16	99.92
248-000-413.065	Captured Tax Pers - County Taxes	1,113.00	826.82	826.82	286.18	74.29
248-000-583.000	Local Grants	6,835.00	0.00	0.00	6,835.00	0.00
248-000-654.001	Charges for Service - Farmers Market Fee	2,200.00	177.18	177.18	2,022.82	8.05
248-000-654.102	Special Event Revenues - DDA	300.00	0.00	0.00	300.00	0.00
248-000-665.000	Interest Earnings - Investments	156.00	16.66	16.66	139.34	10.68
248-000-684.000	Miscellaneous Revenue	0.00	10.00	10.00	(10.00)	100.00
TOTAL REVENUES		72,446.00	56,688.94	56,688.94	15,757.06	78.25
Expenditures						
248-443-703.000	Salaries/Wages - Full Time Employees	18,899.00	1,357.16	1,357.16	17,541.84	7.18
248-443-704.001	Wages - Part Time Employees	458.00	0.00	0.00	458.00	0.00
248-443-709.000	Payroll Taxes - FICA - Soc Sec/Medicare	1,408.00	90.32	90.32	1,317.68	6.41
248-443-712.001	Cash in Lieu of Benefits - Insurance Buy	60.00	2.28	2.28	57.72	3.80
248-443-716.000	Retirement - Defined Contribution 401a	126.00	1.42	1.42	124.58	1.13
248-443-718.001	Health Insurance Premiums - Current EE	3,160.00	233.46	233.46	2,926.54	7.39
248-443-718.013	Health Insurance - HSA - Employer Paid	864.00	0.00	0.00	864.00	0.00
248-443-723.001	Retiree Health Care - OPEB	79.00	6.61	6.61	72.39	8.37
248-443-725.001	Fringe Benefit - Life Insurance	1.00	0.16	0.16	0.84	16.00
248-443-725.010	Workers Comp Insurance	69.00	62.03	62.03	6.97	89.90
248-443-775.000	Supplies - Repairs and Maintenance	50.00	0.00	0.00	50.00	0.00
248-443-801.030	Professional Services - Auditor	71.00	0.00	0.00	71.00	0.00
248-443-851.000	Postage	100.00	0.00	0.00	100.00	0.00
248-443-900.000	Printing and Publishing	1,800.00	0.00	0.00	1,800.00	0.00
248-443-931.000	Outside Services (RMLB)	200.00	100.00	100.00	100.00	50.00
248-443-935.001	Property Liability Insurance	669.00	217.36	217.36	451.64	32.49
248-443-948.000	Computer Services	50.00	0.00	0.00	50.00	0.00
248-443-955.000	Miscellaneous Expense	400.00	0.56	0.56	399.44	0.14
248-443-960.000	Education & Training - Professional	200.00	0.00	0.00	200.00	0.00
248-443-962.000	Memberships & Dues	1,930.00	0.00	0.00	1,930.00	0.00
248-775-880.021	Community Promotion - Special Events	2,850.00	0.00	0.00	2,850.00	0.00
248-775-881.022	Farmers Market Costs - DDA	850.00	139.85	139.85	710.15	16.45
248-775-881.036	Movies in the Park Costs - DDA	700.00	0.00	0.00	700.00	0.00
248-900-971.000	Capital Purchase	15,000.00	0.00	0.00	15,000.00	0.00
248-905-991.001	Debt Service - Principal -Interfund Loan	24,159.00	2,013.25	2,013.25	22,145.75	8.33
248-905-993.001	Debt Service - Interest - Interfund Loan	242.00	20.17	20.17	221.83	8.33
TOTAL EXPENDITURES		74,395.00	4,244.63	4,244.63	70,150.37	5.71

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL

PERIOD ENDING 07/31/2022

% Fiscal Year Completed: 8.49

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

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	07/31/2022	MONTH 07/31/2022	BALANCE	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND						
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND:						
TOTAL REVENUES		72,446.00	56,688.94	56,688.94	15,757.06	78.25
TOTAL EXPENDITURES		74,395.00	4,244.63	4,244.63	70,150.37	5.71
NET OF REVENUES & EXPENDITURES		(1,949.00)	52,444.31	52,444.31	(54,393.31)	2,690.83
TOTAL REVENUES - ALL FUNDS		286,046.00	92,742.05	92,742.05	193,303.95	32.42
TOTAL EXPENDITURES - ALL FUNDS		333,284.00	24,141.19	24,141.19	309,142.81	7.24
NET OF REVENUES & EXPENDITURES		(47,238.00)	68,600.86	68,600.86	(115,838.86)	145.22

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL
 PERIOD ENDING 07/31/2022
 % Fiscal Year Completed: 8.49

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

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDDT USED
		AMENDED BUDGET	07/31/2022 NORMAL (ABNORMAL)	MONTH 07/31/2022 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND						
Revenues						
UNCLASSIFIED	Unclassified	131,101.00	36,037.59	36,037.59	95,063.41	27.49
TOTAL REVENUES		<u>131,101.00</u>	<u>36,037.59</u>	<u>36,037.59</u>	<u>95,063.41</u>	<u>27.49</u>
Expenditures						
443	PUBLIC WORKS	123,260.00	12,917.97	12,917.97	110,342.03	10.48
905	DEBT SERVICE	16,624.00	1,385.39	1,385.39	15,238.61	8.33
965	TRANSFERS TO OTHER FUNDS	50,000.00	0.00	0.00	50,000.00	0.00
TOTAL EXPENDITURES		<u>189,884.00</u>	<u>14,303.36</u>	<u>14,303.36</u>	<u>175,580.64</u>	<u>7.53</u>
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND:						
TOTAL REVENUES		131,101.00	36,037.59	36,037.59	95,063.41	27.49
TOTAL EXPENDITURES		<u>189,884.00</u>	<u>14,303.36</u>	<u>14,303.36</u>	<u>175,580.64</u>	<u>7.53</u>
NET OF REVENUES & EXPENDITURES		(58,783.00)	21,734.23	21,734.23	(80,517.23)	36.97

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL
 PERIOD ENDING 07/31/2022
 % Fiscal Year Completed: 8.49

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

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	07/31/2022 (ABNORMAL)	MONTH 07/31/2022 INCREASE (DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 247 - TAX INCREMENT FINANCE AUTHORITY FUND								
Revenues								
UNCLASSIFIED	Unclassified	82,499.00		15.52	15.52		82,483.48	0.02
TOTAL REVENUES		<u>82,499.00</u>		<u>15.52</u>	<u>15.52</u>		<u>82,483.48</u>	<u>0.02</u>
Expenditures								
443	PUBLIC WORKS	69,005.00		5,593.20	5,593.20		63,411.80	8.11
TOTAL EXPENDITURES		<u>69,005.00</u>		<u>5,593.20</u>	<u>5,593.20</u>		<u>63,411.80</u>	<u>8.11</u>
<hr/>								
Fund 247 - TAX INCREMENT FINANCE AUTHORITY FUND:								
TOTAL REVENUES		82,499.00		15.52	15.52		82,483.48	0.02
TOTAL EXPENDITURES		<u>69,005.00</u>		<u>5,593.20</u>	<u>5,593.20</u>		<u>63,411.80</u>	<u>8.11</u>
NET OF REVENUES & EXPENDITURES		13,494.00		(5,577.68)	(5,577.68)		19,071.68	41.33

PERIOD ENDING 07/31/2022

% Fiscal Year Completed: 8.49

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

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	07/31/2022	MONTH 07/31/2022	BALANCE	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND						
Revenues						
UNCLASSIFIED	Unclassified	72,446.00	56,688.94	56,688.94	15,757.06	78.25
TOTAL REVENUES		72,446.00	56,688.94	56,688.94	15,757.06	78.25
Expenditures						
443	PUBLIC WORKS	30,594.00	2,071.36	2,071.36	28,522.64	6.77
775	SPECIAL EVENTS	4,400.00	139.85	139.85	4,260.15	3.18
900	CAPITAL OUTLAY	15,000.00	0.00	0.00	15,000.00	0.00
905	DEBT SERVICE	24,401.00	2,033.42	2,033.42	22,367.58	8.33
TOTAL EXPENDITURES		74,395.00	4,244.63	4,244.63	70,150.37	5.71
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND:						
TOTAL REVENUES		72,446.00	56,688.94	56,688.94	15,757.06	78.25
TOTAL EXPENDITURES		74,395.00	4,244.63	4,244.63	70,150.37	5.71
NET OF REVENUES & EXPENDITURES		(1,949.00)	52,444.31	52,444.31	(54,393.31)	2,690.83
TOTAL REVENUES - ALL FUNDS						
TOTAL REVENUES - ALL FUNDS		286,046.00	92,742.05	92,742.05	193,303.95	32.42
TOTAL EXPENDITURES - ALL FUNDS		333,284.00	24,141.19	24,141.19	309,142.81	7.24
NET OF REVENUES & EXPENDITURES		(47,238.00)	68,600.86	68,600.86	(115,838.86)	145.22

AGENDA ITEMS

7. **BRA Action Items:**

- A. Recommended Action: Informational updates on Mill Site
- B. Dam #2 Removal Update Informational
- C. Accounts Payable:
Recommended Action: Consider confirming the BRA payables for July in the amount of \$7,524.54

8. **DDA Action Items:**

- A. Recommended Action: Discussion re: Sandwich Board Signs amendments
- B. Accounts Payable:
Recommended Action: Consider confirming the DDA payables for July in the amount of \$1,283.49

9. **TIFA Action Items:**

- A. Recommended Action: Informational regarding updates on property
- B. Accounts Payable:
Recommended Action: Consider confirming the TIFA payables for July in the amount of \$1,365.30

Reminder of Upcoming Meetings

- August 11 – Parks and Trees Meeting at 5:00 pm
- August 17 – Planning Commission Meeting at 7:00pm
- August 22 - City Council Meeting at 7:00pm

Next Meeting is scheduled for September 13, 2022 will be held at City Hall Council Chambers